



## **2019 2 Week Camp Confirmation RVPT/MKW**

**Mission Statement:** "Girl Scouts builds girls of Courage, Confidence and Character who make the world a better place."

### **Goals of Summer Camp**

- To encourage girls to embrace the outdoors and explore nature
- To promote the physical, spiritual and mental well-being of all girls
- To help girls develop their inner leadership and a sense of responsibility
- To create a welcoming environment for all girls
- To build new friendships, create lasting memories and have the best summer ever!

### **What's inside?**

- ✓ Packing list and tips
- ✓ Information on paperwork and paying for camp
- ✓ What to expect at check-in
- ✓ Paperwork needed to attend camp and much, much, more

### **Riverpoint Program Center**

2250 Newfound Harbor Drive

Merritt Island, FL 32952

Office: 321-456-5795

Fax: 321-247-5660

General Questions: [Summercamp@citrus-gs.org](mailto:Summercamp@citrus-gs.org)

### **Mah- Kah-Wee Program Center**

1700 South County Road 419

Chuluota, FL 32766

Office: 407-365-3737

Fax: 321-247-5660

General Questions: [Summercamp@citrus-gs.org](mailto:Summercamp@citrus-gs.org)

## **Important Paperwork**

To ensure your camper has a wonderful and safe time attending camp, we need all parents to complete all the pertinent paperwork specified on the website: <https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html> for their camp sessions. All paperwork is in a writable format so that you can save the forms and email them directly to [summercamp@citrus-gs.org](mailto:summercamp@citrus-gs.org) no less than 2 weeks prior to your camp start date.

You will also be receiving an email from **CampDoc** to set up a login for your personal account. This site is a secure service that we use for our medical information. On the site you will find the medical form to download and bring to your campers physician when she has her physical. All physicals need to be completed within 1 year of the camp end date. You will also need to obtain their current shot records and both of them will need to be uploaded to the site. All tabs need to be completed no later than 2 weeks prior to your daughters start date of camp.

***Please make sure if your browser is Internet Explorer and not current, you will need to select a different one such as: Firefox, Chrome or Safari***

**Please remember that if your daughter is attending more than 1 week of camp you will need to note that on her “Get to Know Your Camper” form so that the paperwork can be prepared. Please note that there will be minimal paperwork that will need to be signed or initialed upon check in each week.**

## **Buddies at Camp**

Each camper has a different experience at camp that is unique and personal to each of them. This includes making new friends, creating forever memories, becoming independent and more. We know that many girls like to experience this with someone they know well. To ensure they have a balance of both experiences, **we can only honor 1 buddy request from each camper.** They need to both select each other, be attending the same session and be in the same grade level. **Please do not list multiple girls and/or troops as we cannot honor these requests.**

## **Packing for Camp**

The following tips and suggestions make packing easy. Do not go out and purchase brand new clothes or equipment. Many of the things your daughter needs are already around the house.

**How should my camper pack?** (See packing list)

There is no room in the sleeping area for footlockers or trunks. We recommend backpacks, suitcases or duffel bags with carrying straps. Remember that your camper should be packing her bags with adult assistance if necessary. This will make her aware of what she has, and to make it easy for her to repack at the end of the week.

Your camper will need to carry her own luggage to and from trailer.

Please make sure everything is labeled with her name or initials. We suggest packing a day's worth of clothes in zip-lock bags (the gallon size ones work great). Each morning your camper can reach into her duffel bag and pull out an entire outfit. Extra socks, shirts, etc. can be put in other zip-locks and labeled. This system works really well for younger campers.

## Packing List

Laundry Service will be provided at the end of the first week.

### **\*Please remember to label all items**

- T-shirts (No Tank, Halter or Spaghetti Strap Tops)
- Shorts, jeans, long pants
- Warm sweatshirt or lightweight jacket
- Rain gear (poncho)
- Bathing suits (one-for pool and one for waterfront activities)
  - One piece or tankini; **NO BIKINIS**
- 2-3 Towels for activities/shower
- Sturdy, closed toe/closed heel shoes for walking around camp (no Crocs or flip flops)
- Shower shoes (these can be flip flops or Crocs)
- Water shoes or old sneakers for waterfront activities. They will get wet (no Crocs or flip flops).
- Undergarments
- Pajamas
- Socks (worn at all times)
- A hat or bandana
- Laundry bag (for dirty clothes)
- Plastic bag for wet clothes
- Toothbrush & toothpaste
- Soap/Deodorant
- Hairbrush or comb
- Shampoo/conditioner
- Flashlight and extra batteries
- Small backpack/nap sack-(day bag)
- Sleeping bag or blanket and sheets. Note: Bring a single top sheet if you are using a sleeping bag. (twin size)
- Pillow
- Insect repellent (non-aerosol)
- Sunscreen (non-aerosol)
- Refillable water bottle with name
- Optional Items**
  - Camera
  - Stuffed animal
  - Book to read
  - **Battery operated fans**
  
  - Stationary and stamps
    - *(If you would like your daughter to write to you, please send self-addressed, stamped envelopes)*

## Snacks

Parents are permitted to send snacks for their campers providing they follow these guidelines.

- All snacks are labeled in a bag or container that can be closed.
- They must be dropped off at check in.
- Girls **cannot** have any snacks in their sleeping area.
- All snacks will be stored in the kitchen area and provided by staff **upon request**.
- Some children do not receive care packages from their parents. Additional snacks for girls in the unit are welcome.
- Please be specific when dropping snacks off.

## What Not to Bring or Send to Camp

- Soda, energy drinks, candy, gum, and coffee type drinks
- Fruity smelling deodorant or toothpaste
- Body sprays or perfumes
- Aerosol containers of any kind
- Permanent markers
- Any expensive or irreplaceable items
- Valuable jewelry
- No Electronics - iPods, iPads, MP3's, digital cameras or any other electronic devices
- **NO Cell phones**

*Please keep in mind that when your camper arrives we want to make sure that this is a time to enjoy the outdoors, make new friends and develop a strong sense of self. Please be sure to check your camper's bags before they arrive to avoid us having to take away any unnecessary items. We thank you for your assistance and understanding in making your camper's experience a memorable one.*

**If Cell Phones or other items that are not allowed to be on or with the camper are found, they will be collected and locked in the safe until parent pick up.**

## Check In and Luggage Riverpoint or Mah-Kah-Wee please see session for starting location

Check in at **Riverpoint** or **Mah-Kah-Wee** will be at 3 PM on Sundays. Please check you session for starting location.

**At Mah-Kah-Wee** we check in thru the side entrance which is off of Riverwoods Drive, Chuluota, FL 32766. **Please follow the signs for check in.**

**At Riverpoint** you will drive through the main gate, park and then unload your luggage and carry it to the lodge.

This is a very busy time and we ask for your patience. We check-in each and every camper individually and this takes time. To assist in this please have all paperwork and medications ready. Please plan on spending some time with us during our check in process. Parents will need to leave by 4:00 pm to ensure we can stay on schedule with our program.

## Check In

This is a very busy time and we ask for your patience. We check-in each and every camper individually and this takes time. To assist in this please have all paperwork and medications ready. Please plan on spending some time with us during our check in process. We ask that everyone that is attending check in please wear closed toe shoes as you will be walking back to the units with the girls.

**All campers must take a swim test on the first day of camp.**

## Check-in Procedures

- We make every effort to move your child through the check-in process as quickly as we can. We ask for your patience and understanding if a delay occurs.
- When you arrive at camp, a staff member will direct you to a parking spot.
- Please make sure that everyone that is dropping off your camper has closed toed shoes on their feet while walking around camp. Proceed to the Lodge with all paperwork, medications and any money or credit cards.
- Proceed to the table marked "Check In." You will turn in most of your paperwork there, drop off your mail and have any non-medical questions answered.
- "Heads and Toes" is next. Girls will have their head and toes checked and temperature taken. If your camper is found to have **head lice, athlete's foot** or a **fever** she will not be able to return to camp unless she is cleared. At that time she may return to camp or choose another camp session, **if available**.
- The health station is where you will turn in any medical documents and medications. At this time you will be able to discuss with the health staff any medical concerns, you may have. Please remember to complete all of your camper's information on the CampDoc website, and upload the Health Form that was completed by your physician.
- Once you have completed your check in, you may head upstairs or to your campers unit to help your camper settle in.

## Camp Meals

All meals served at camp are formed using the FDA food plate. Girls are always given an alternative option ranging from a cheese sandwich to peanut butter and jelly. Salad is offered during lunch and dinner every day.

**Please be advised that campers are not permitted to drink coffee/soda while at camp.**

We will try to accommodate most medical special needs, if your camper has any medically necessary special needs please complete the needs assessment form and fax or email it 2 weeks prior to her arrival to 321-247-5660 or [summercamp@citrus-gs.org](mailto:summercamp@citrus-gs.org)

It is imperative that we are aware of these needs before she arrives to camp.

## Picking Your Camper Up

Camper's safety is our #1 priority. It is imperative you completely fill out and sign the "Camper Release" form included in your documents.

**Also remember to list yourself on the Camper Release Form.**

**Check OUT will be between the hours of 3:00pm and 4:30pm on Friday at Mah-Kah-Wee or Riverpoint. Please check your camp session.**

- ✓ Please remember to list all the people you think may possibly pick your camper up in case of an emergency or at the end of the camp session. **Don't forget to include yourself and your spouse/partner.**
- ✓ Our staff will only release campers to those indicated on the pick-up form...NO exceptions!
- ✓ Everyone will **need to show photo identification**. Campers will not be released without it. Please inform everyone on your list.
- ✓ Your camper's luggage will be in the front room. Please be sure to take all of her luggage and double check that she has packed in the same way she came so you don't forget something.
- ✓ **PLEASE CHECK LOST AND FOUND BEFORE LEAVING!** Any items left at camp for more than two weeks will be donated.

## Health Care Information and Medications

To provide a more secure and accurate database for our medical information, we have moved to using CampDoc for all medical related information. **Please put CampDoc.com in your safe sender list.**

**Each camper is required to have a physical exam within 12 months of the last day of their camp session.**

### Medications - Please do not pack any medications in your camper's bag.

Here are a few things to remember about medications at camp:

- When you receive an e-mail from CampDoc, download and print the Health Form. Have it completed by your physician and upload it to CampDoc. If you are unable to upload please bring it with you to check-in. Complete **ALL** sections of the CampDoc survey to ensure we have the most current information. CampDoc is not considered complete until the authorization in the last step is checked and submitted.
- Be sure to list **ALL** medications in CampDoc properly and send it to camp in the original bottle with the Rx label intact.
- All prescription medications must be **listed** by the **PHYSICIAN** on the health form. Campers who require prescriptions while at camp **MUST** have their individual standing orders signed by a physician on the Health Form.
- All over-the-counter medications must be in their original containers with your camper's name on it, and turned into the health staff. Vitamins may be stored in a weekly or daily dispenser, but must also be entered on the form and turned into the health staff.
- All medications will be stored in the secured locked room and administered by the health staff.
- Please remember to pick up any leftover medication from the health staff at the end of the week.

## **Program Opportunities**

Your camper is signed up for a 2 week session. Girls will be transported to the other camp on Saturday. During this session girls will participate in camp programs & activities (weather permitting) this may include but is not limited to: canoe, kayak, paddleboard, fishing, arts & crafts, environmental activities, movies etc.

Some sessions, not all of them may include high adventure activities which are scheduled according to GSUSA, Safety Activity Checkpoints and ACA guidelines. Some activities are grade level specific, including our challenge course, archery and waterfront sessions. The girls will never be forced to participate in anything they are uncomfortable with; however they will be encouraged to try new things. Please let the girls know that not all sessions include these activities and to only expect what is in the description.

Please be advised that when the girls are participating in **ALL** boating activities they will be required to wear a PFD (personal floating device).

Part of the camp experience is being able to have Girl Choice each week. We allow girls to choose specific activities that they would like to participate in as well. These could range from sports and jewelry making or me time.

Part of the camp experience is being able to have Girl Choice each week. We allow girls to choose specific activities that they would like to participate in as well. These could range from sports and jewelry making to extra pool time or me time.

## **Mah-Kah-Wee Pool**

All campers must take a swim test on the first day of camp. They will all be given a color coded swim cap to wear whenever they are in the pool. The different colors will enable the lifeguards to monitor everyone accordingly. **Please be sure to list any allergies to latex on the CampDoc forms.** Anyone that does not have a strong swimming ability will be required to wear a PFD (personal floating device). Campers will also be given ear drops when they come out of the pool to prevent ear aches and infections.

***\* Please be aware that all girls will be required to wear swim caps throughout the week at the pool, which will be given to them to keep after their swim test.***

***\* Please note that if your camper is coming for multiple weeks, please send her swim cap back with her, to help us to identify her swimming ability and to be resourceful without issuing an additional cap.***

## Questions or Concerns about:

### Payments

To make payments please:

- Login to your “My GS” account and navigate to your activities tab then select make payment or
- Contact Customer Care at [CustomerCare@citrus-gs.org](mailto:CustomerCare@citrus-gs.org) or 407-896-4475

Please Note:

- All final payments vary based on the session date.
- Please be sure to note when your final payment is due to avoid forfeiting your camp session and non –refundable deposit and/or fees.

### General Questions before June 9<sup>th</sup>

- Aimee Beauchamp (Ennie) Director of Outdoor Program and Camp at 407-228-1655 or [abeauchamp@citrus-gs.org](mailto:abeauchamp@citrus-gs.org)

### General Questions after June 9<sup>th</sup>

- Cami Patterson, (Cami ) Summer Camp Supervisor – Riverpoint 321-456-5797 or [cpatterson@citrus-gs.org](mailto:cpatterson@citrus-gs.org)
- Jessica MacGregor (Firfley) Outdoor Program Manager- Mah-Kah-Wee at 407-228-1657 or [jmacgregor@citrus-gs.org](mailto:jmacgregor@citrus-gs.org)

### Financial Assistance

- Aimee Beauchamp (Ennie) Director of Outdoor Program and Camp at 407-228-1655 or [abeauchamp@citrus-gs.org](mailto:abeauchamp@citrus-gs.org)

### Camp Doc or other Medical needs

- Karen Anderson – Health Supervisor 407-365-1436 or [summercamp@citrus-gs.org](mailto:summercamp@citrus-gs.org)

### Summer Camp Office (at MKW)

Phone: 407-365-3737

Fax: 321-247-5660

Email: [summercamp@citrus-gs.org](mailto:summercamp@citrus-gs.org)

### In Case of an Emergency Only

**Site Ranger Riverpoint:** John Wallace (Cowboy) – (386) 717-9676

**Site Ranger Mah-Kah-Wee:** Rose Colson -- (814)-331-3790

***See you at Camp!!***