



Parent Handbook 2012



Katoya Day Camp

71 Country Lane, Milford, CT

(203) 877-7214 Camp Phone – Seasonal

katoyaday@gsofct.org

Dear Parent or Guardian,

Welcome to Katoya Day Camp. We are excited that you and your camper have chosen our camp. Our staff is busy planning and training so that your camper will have ample opportunities to try new skills, make new friends, and have lots of fun.

We hope that your camper will appreciate the opportunity to reconnect with nature, develop friendships in a safe and nurturing atmosphere while improving her social and leadership skills.

Girl Scout camp will help improve your camper's self esteem, self-respect, and self-confidence, while providing her with fun learning opportunities. She will improve her athletic, artistic, and intellectual skills, and become more responsible for herself, her community, and the world around her.

I am pleased to share with you that Sue will be returning as our Camp Director for another fantastic summer. She will be available to answer questions after June 1, 2012. Until that time, please read the enclosed information. If you have questions that are not answered here, please call me at (203) 239-2922 ext. 3429 or email me at llee@gsofct.org and I will be happy to answer any questions you may have.

We subscribe to the philosophies of Girl Scouting and the American Camp Association. As always, we are committed to providing a fun, safe, and rewarding program for your camper.

Sincerely,

Elizabeth "Piglet" Lee

Day Camp Manager

Katoya



Please direct all inquiries and mail to:

Girl Scouts of Connecticut

Katoya Camp Manager

20 Washington Avenue

North Haven, CT 06473

(203) 239-2922 ext. 3429

(203) 239-7220 fax

llee@gsofct.org

Important Information:

All forms should be sent to Girl Scouts at the North Haven office by June 1, 2012. If the forms are not received, you will receive an email from Girl Scouts by June 15, 2012 reminding you to send in your forms. Your camper will not be allowed to attend camp without the following:

Please mail the following:

Camper ID Card
Health Form
Liability Release Form
Behavior Agreement

Please bring these forms to camp:

Medication Administration Form with medications (1 form per med), if meds will be needed at camp.

Absences

If your camper is going to be absent, please call the camp office at (203) 877-7214, or email the camp office at katoyaday@gsofct.org by 9:30 a.m.

Bus Rules

Please review proper bus conduct with your camper.

- A. Wait for the bus in a safe location.
- B. Let the bus come to a complete stop before approaching.
- C. Tell the bus monitor your first and last name.
- D. Find a seat quickly and stay seated.
- E. Hands, heads, and other items are to remain inside the bus.
- F. Talking with friends and singing songs are activities that will keep you occupied.
- G. Questions should be directed to the bus monitor, please do not distract the driver.

Please remember to be at the bus stop at least 10 minutes early.

In the event of a bus delay resulting in more than 30 minutes, or in an emergency, you will be contacted at your primary number by the Camp Director or her designee.

NOTE: Actual enrollment may necessitate changes in published routes. **If changes** are needed, you will receive a revised bus list after June 1.

If you opt to transport your camper to and from camp, please drop them off between **8:40 and 8:50 a.m.** and pick them up between **4:05 and 4:15 p.m.** to avoid conflict with the bus service. Campers who do not ride the bus will be dismissed after the buses have departed.

Camper Behavior

The Girl Scout Promise and Law are used as standards of behavior for staff and campers. Girl Scouts of Connecticut reserves the right to send a camper home who consistently exhibits unsuitable behavior, endangers the camp community, or whose behavior towards others is unacceptable. A parent or guardian must pick up their camper within 4 hours of notification of dismissal of camper. There is no refund for early dismissal from camp. The following is an *example* of what you and your camper will review together and sign.

Camper Agreement

I _____ agree to follow the Girl Scout Promise and Law while at Girl Scouts of Connecticut Summer Camp and on the bus traveling to and from camp. I will do this by doing my best to be:

- Honest and Fair
- To help where I am needed
- To be friendly and considerate of both fellow Campers and Staff
- To ask for help
- To respect authority
- To use resources wisely
- To protect and improve the world around me
- To show respect for myself and others through my words and actions
- To follow the Girl Scout electronics policy as outlined in the parent handbook** (Electronics are allowed on the bus at the parent's discretion. They are not to be used during the camp day.)

I understand that if I am unable to follow these rules that my Parents/Guardian will be contacted and I could be sent home from camp by the Camp Director.

Parent/Guardian Agreement

I _____ have discussed the above with child and feel that she understands what is to be expected of her while at Girl Scouts of Connecticut Summer Camp. I also understand that should she be unwilling or unable to live within these guidelines, I may be called to pick up my child at her camp. Parents must pick up their child within four hours at day camp. If a parent fails to collect his/her child within this reasonable amount of time, the child will be reported as abandoned to the local police. I further acknowledge that should my camper be asked to leave due to her behavior there is no refund of tuition.

Please bring the following to camp labeled with your camper's name:

Lunch in a Ziploc bag

A refillable water bottle

Cup for juice

Sunscreen

Insect repellent

Bathing suit and towel

Rain poncho

Sweatshirt

And a backpack to carry it all!



Please do not bring the following:

Sports equipment

Expensive clothing and jewelry

Alcohol, drugs, or weapons

Pets

Electronics are allowed on the bus at the parent's discretion. They are not to be used during the camp day.

Girl Scouts of Connecticut is not responsible for lost, stolen, or damaged electronics.

Camp Clothing

Campers should dress for fun and outdoor play. They will get dirty. All campers must wear socks that cover their ankles and shoes or sneakers to camp. Please do not wear sandals, clogs, flip-flops, or arrive with bare feet.

Early pick up

To pick up your camper early, please write a note and send it to camp, call the camp at (203) 877-7214, or email the camp at katoofday@gsofct.org. The camp will try to have your camper ready and waiting in the camp office. Please park in the lot and walk into camp, check in at the camp office, and sign out your camper.

Extended Care/Breakfast Bunch

Before care is available from 7:00 a.m. to 9:00 a.m. at an additional fee of \$50 per week. Campers must preregister through the Registration Department. Staff will provide breakfast and activities during this program.

Extended Care/After Camp

After care is available from 4:00 p.m. to 5:30 p.m. at an additional fee of \$40 per week. Campers must preregister through the Registration Department. Staff will provide a snack and activities during this program.

Forms

If you have misplaced your confirmation packet, all camp forms are available on the camp section of our website www.gsofct.org. Or contact our office at (203) 239-2922, ext. 3429 or email us at katoyaday@gsofct.org to have the forms mailed. **All forms are due to the Council office by June 1, 2012. Please mail to the address found on page 1.**

Health History/Health Examination

Our health history/Examination is a two sided form. The Health History is the parent's portion of the health form. This should be filled out every year (within three months of attending camp) and sent in. The Health Examination is the doctor's portion of the health form. This portion is valid for 24 months. Even though it is valid for 24 months, you will need to send it in every year. We will accept any Health Examination form that you may have as long as it includes an immunization record, including current tetanus, and is attached to the parent's portion of Girl Scouts of Connecticut's Health History form. All forms are due by June 1.

Horseback Riding Program

Horseback riding requires proper attire. Campers need long pants, a close fitting shirt (T-shirts are acceptable), and boots with a minimum of a 1 inch heel. Soles should be smooth. Every camper in the program is required to have the Horse Farm Waiver to Girl Scout Council within two weeks of the program. Campers without the proper waiver filled out in completion will not be eligible to ride.

Illness/Injury

Parents will be contacted by the Director of First Aid for the following: if their camper has an illness involving fever and/or vomiting, or an unresolved asthma attack; who sustains an injury that requires stitches, results in broken bones, or involves head injuries, or any professional medical care needed outside of camp. These campers will need to be picked up from camp or emergency treatment center. The Director of First Aid will also contact parents if their camper spends more than 2 hours in the health center. Parents will also be contacted if their camper sustains a bee/wasp sting or a tick bite.

Insurance

Camper families are expected to provide their own health insurance; all campers are covered by a secondary medical insurance policy provided by Girl Scouts of Connecticut. This covers, to its limit, what a camper's own personal medical insurance does not cover. All claims should be filed within 72 hours of injury. The camp's Director of First Aid can provide this form as needed.

Late arrivals

If your camper is late for camp, please park in the lot and walk her into camp. You will need to sign her in at the office and a staff person will stow her lunch and escort her to her unit.

Lost and Found

All items brought to camp should be marked with your camper's name. Campers are responsible for caring for their own personal items. Camp staff will assist in returning labeled items to the camper. All unmarked items will be placed in the lost and found and held until one week after camp closes for the season.

Lunch

A non-perishable lunch with a drink should be brought every day. The State of Connecticut requires that all lunches be refrigerated; therefore we request that you send your camper's lunch in a Ziploc bag labeled with her name. Please do not send insulated lunch boxes, glass containers, or coolers.

Medications

All medications (over the counter or prescription) must be supplied by the family and require a medication administration form filled out by your camper's doctor. These medications will be stored in the Director of First Aid's office and returned at the end of the week. Inhalers and EpiPens also require a medication administration form, but will be carried in a med bag by the counselor assigned to your camper.

Optional Overnights

All girls 4th grade and up who enroll in a two week program are invited to attend an optional overnight. This optional overnight is an additional \$15. Parents can preregister for this opportunity, or you can have your camper wait and register at camp during her two week session. The packing list/permission slip will be sent home on the first day of the two week session. All overnight guests, preregistered or registering at camp, must have a signed permission slip to attend.

Session I Overnight: Tuesday, July 3 – 4, 2012

Session II Overnight: Wednesday, July 18 – 19, 2012

Session III Overnight: Wednesday, August 1 – 2, 2012

Photos

A unit photo is taken every session during the camp season. This 8 x 10 photo is available for \$10 and is a wonderful keepsake to commemorate her time at camp. The photo is taken by our summer camp staff and produced by a professional printing company. **NEW this year!** It will be mailed to your camper at the end of her camp session. A photo order form will be sent home on the first day of each session. Please provide a current address on the order form to ensure that your camper's photo will arrive on time.

Snack/Juice/Water

Camp provides snack every day. Juice is available with snack. Water is available throughout the day so campers can refill their water bottles. Please help us by encouraging your camper to drink plenty of water while at camp and at home.

Special Accommodations

If your camper requires special accommodations, please note these requests on the Camper ID Card. Please include your phone number so that we may contact you for further information if necessary. Girl Scouts of Connecticut can make reasonable accommodations for medical, dietary restrictions, behavior modifications, and individual educational program needs. Please call me at (203) 239-2922, ext. 3429 so that we can discuss any specific needs. Our goal is to provide the best possible camping experience for all girls.

Swimming

Swimming levels are assessed according to American Red Cross swimming program. Campers are swim tested at the beginning of each session. Their colored bathing cap designates their swimming level and will be worn every day. As part of our program, campers will receive swim lessons daily, weather permitting. You will receive a report of your camper's progress at the end of the camp session.

Tennis Program

Campers participating in the tennis program should come prepared with sneakers and a water bottle. Tennis rackets will be provided by the camp.

Themed Sessions

Two week themed sessions are available throughout the camp season. Campers should expect to spend about two hours per day on a theme activity. The rest of the day is spent on enjoying general camp activities. Remember to ask your camper every day, "What did you do today?"

Trading Post

A camp store is available for campers to purchase t-shirts and other camp souvenirs. Please send cash or a check made out to GSOFCT with your camper for these items. A shopping list with prices and set shopping dates will be provided on the first day of each camp session. Please discuss purchases with your camper, so that she may be able to shop with confidence in the ability to make her own choices.

Transportation

Please be considerate of our speed limit policy (5 mph) and areas that are restricted of vehicles whenever visiting camp. Please back into a parking space and walk directly to the camp office. If your camper is able to drive to camp, please review the speed limit and restrictions with her.

Weather/Cancellations

Camp thrives rain or shine. There are cabins, shelters, and covered porches where activities take place. Please pack a rain coat or poncho daily for summer showers. Should camp need to be cancelled, in the event of emergency, we will attempt to call your primary phone number. The announcement will also be posted on the homepage of our website, www.gsofct.org.

Who to Contact?

If you have questions about registering for another session, please contact the registration department. They can also answer questions about paying your balance.

If you have general camp questions, please contact the camp manager, Elizabeth Lee at (203) 239-2922 ext. 3429 or llee@gsofct.org.

If you have specific questions about the camp program BEFORE the camp season, please contact Elizabeth Lee and she will forward the question to the camp director. (Please allow time for a response, as our director is seasonal.)

If you have specific questions about the camp program AFTER the camp season has begun, please contact the camp directly at (203)877-7214.

The following is what you can expect of a typical day at Camp Katoya:

A Typical Day at Camp Katoya*	
9:00 a.m.	Arrival
9:15 a.m.	Flag Ceremony
9:30 a.m.	Unit Time/Kapers
10:00 a.m.	Swimming
11:00 a.m.	Arts/Crafts
Noon	Lunch/Free time
1:00 p.m.	Program time or Badge Work
2:30 p.m.	Nature/Skills Or Sports/Games
3:30 p.m.	Unit Time/Kapers
3:45 p.m.	Closing Flag
4:00 p.m.	Buses Depart
Campers will also have an outdoor cooking experience every week. This is not a full meal.	
*subject to change	

Camp Kapers/Chores
All campers are asked to take responsibility for their camp. The following is a list of typical chores that campers may be asked to do.
Merry Messengers – girls that deliver messages and pick up items from the camp office
Lunch Lassies – girls that are in charge of distributing lunches
Water Wigglers – girls that are in charge of water/juice containers
Flag Flyers – girls that are responsible for the flag ceremony
Paper Passers – girls who make sure that there is toilet paper and paper towels at the site
Site Inspectors – girls that make sure that the site is clean
Garbage removal and bathroom cleaning is handled by a staff person.

To help you be prepared for this summer, please use this handy daily checklist to make your mornings easier.

DAILY CHECK LIST

	M	T	W	TH	F	M	T	W	TH	F
Lunch										
Water Bottle										
Plastic Cup										
Swimsuit										
Sunscreen										
Towel										
Insect Repellant										
Sweatshirt										
Raingear										

PACK EVERYTHING INTO A BACKPACK!

We can't wait to see you at camp!