



# Parent Handbook 2012

## Laurel Day Camp

175 Club House Road, Lebanon, CT

Camp Phone During Camp – (860) 423-8461

[laurelday@gsofct.org](mailto:laurelday@gsofct.org)

Dear Parent or Guardian,

Welcome to the wonderful world of Laurel Day Camp! We are excited that you and your camper have chosen our camp. Our staff are 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 and 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.

We are pleased to share with you that Melinda "Tigger" Carlson 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. 3344 or email me at [athomas@gsofct.org](mailto:athomas@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,

Alexandra "Wrangler" Thomas

Camp Manager



and

"Laurelei"

**Please direct all inquiries and mail to:**

Girl Scouts of Connecticut

Laurel Camp Manager

20 Washington Avenue

North Haven, CT 06473

(203) 239-2922 ext. 3344

(203) 239-7220 fax

[athomas@gsofct.org](mailto:athomas@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 along with the medications in their original container.

Day Camp hours are 9:00 am – 4:00 pm, Monday - Friday

## Transportation and 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 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 revised bus routes and/or times after June 1.

Anyone picking a camper up at a bus stop must have a GSOFCT Bus Pass and present it to the Bus Monitor before their camper may be released.

If you choose to transport your camper to and from camp, please drop her off between **8:40 and 8:50 a.m.** and pick her 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. Please be considerate of our speed limit policy and areas that are restricted of vehicles whenever visiting camp. Please back into a parking space and walk directly to the camp office or campers drop-off location. If your camper is able to drive to camp, please review the speed limit and restrictions with her.

## Late arrivals

If your camper will be arriving late for camp, please let us know. Upon arrival at 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.

## Absences from camp

If your camper is going to be absent, please call the camp office at (860) 423-8461, or email the camp at [laurelday@gsofct.org](mailto:laurelday@gsofct.org) by 9:30 a.m.

## Early pick up

To pick up your camper early, please write a note, call, or email the camp director. 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.

## What to Bring to Camp!

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 back pack to carry it all!!



Please do not bring the following:

Sports equipment

Expensive clothing and jewelry

Alcohol, drugs, or weapons

Pets

Glass containers

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 items.

## 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.

## 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 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.

## Forms

If you have misplaced your confirmation packet, all camp forms are available on the camp section of our website [www.gsofct.org](http://www.gsofct.org). Or contact our office at (203)239-2922, ext. 3344 or email us at [lauralday@gsofct.org](mailto:lauralday@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 (no sooner than three months before camp begins) 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.

## Illness/Injury

Parents will be contacted by the Health Director 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.

## 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 Health Director'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.

## 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 Health Director can provide this form as needed.

## 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.

## Snack/Juice/Water

Camp provides snack and juice every day. 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.

## 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 time.

## Optional Overnights

All girls 4<sup>th</sup> grade and up 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 session. The packing list/permission slip will be sent home on the first day of the session. All overnight guests, preregistered or registering at camp, must have a signed permission slip to attend. Our overnights will be July 4-5, July 11-12, July 18-19, July 25-26, and July 30-31.

## 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. A photo order form will be sent home on the first day of each session. **NEW this year** – the photo will be mailed to your camper by the photo company at the end of her camp session. Please provide a current address on the order form to ensure that your camper's photo will arrive on time.

## 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. 3344 so that we can discuss any specific needs. Our goal is to provide the best possible camping experience for all of our campers.

## Swimming

Swimming levels are assessed according to American Red Cross swimming program. Campers' swimming skills are checked at the beginning of each session. Their colored bathing cap designates their swimming level and will be worn at the lake 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.

## Themed Sessions

Themed sessions add extra fun 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. Our basic themes and colors will be: July 2-6: Water/Blue; July 9-13: Earth/Green; July 16-20: Sky/Purple; July 23-27: Wind/Yellow; July 30-August 1: Nature/Orange. Remember to ask your camper every day, "What did you do today?"

## Horseback Riding Program

Horseback riding requires proper attire. Long pants, a close fitting shirt (T-shirts are acceptable), and boots or laced shoes with a minimum of a 1 inch heel and hard, smooth soles, are required. Each rider is asked to complete our Horseback Riding History and Skill Level Questionnaire and send it in prior to camp.

## 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.

## 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. Sometimes a

program may need to be altered due to weather. Should camp need to be cancelled for any reason, we will attempt to call your primary phone number. The announcement will also be posted on the homepage of our website, [www.gsofct.org](http://www.gsofct.org).

The following is what you can expect of a typical day at Camp Laurel.

A Typical Day at Camp Laurel *	
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 are 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.

## Who to Contact?

If you have questions about registering for another session, please contact the Registration Department at (203) 239-2922 ext. 500. They can also answer questions about your camp tuition balance.

If you have any camp questions BEFORE camp begins, please contact me, Alexandra Thomas, Camp Manager, at (203) 239-2922 ext. 3344 or [athomas@gsofct.org](mailto:athomas@gsofct.org) and either Melinda or I will answer all of your questions.

If you have any camp questions AFTER the camp season has begun, please contact Melinda at camp directly at (860)423-8461.

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

## CAMP LAUREL 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										
If riding, Boots										
If riding, long pants										

PLEASE BE SURE YOUR NAME IS ON EVERYTHING!

PACK EVERYTHING INTO A BACKPACK!

We can't wait to see you at camp!