

# Candlewood Day Camp

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## Parent's Handbook

Summer 2010



**Girl Scouts of Connecticut**  
North Haven Service Center  
20 Washington Avenue  
North Haven, CT 06473  
(203) 239-2922  
(203) 239-7220 fax  
[www.gsofct.org](http://www.gsofct.org) [camp@gsofct.org](mailto:camp@gsofct.org)

### ***The Girl Scout Promise***

*On my honor, I will try:  
To serve God and my country,  
To help people at all times,  
And to live by the Girl Scout Law.*

### ***The Girl Scout Law***

*I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.*



# Candlewood Day Camp

203-746-3497



Girl Scouts  
of Connecticut

Dear Parent or Guardian,

Welcome to Candlewood Day Camp. We are glad that you have decided to send your camper to day camp. Our staff is busy planning and training so that our campers will have ample opportunities to try new skills, make new friends and have lots of fun.

This booklet was written to answer the most frequently asked questions. Please read it and keep it handy for reference. If you have questions that are not answered here, please call me at (203) 239-2922 ext 3368 or call (800) 922-2770 and ask for my extension. Leave a message including your name, phone number and a good time to reach you.

Our camp staff subscribe to the philosophies of Girl Scouting and the American Camp Association. As always, we are committed to providing a fun, safe, and exciting setting for your camper to enjoy.

Sincerely,

Anne "Skipper" Gair-MacMichael  
Resident Camp Manager  
agair-macmichael@gsofct.org

**Absenteeism** If your child is going to be absent, please call the camp office at 203-746-3497 before 9:30 a.m. We will place a follow-up call for any unverified absentees.

**Activities** Campers and unit staff work together to plan unit activities. These activities include arts & crafts, games, hikes, swimming (where available), etc. It is helpful if you can discuss with your child some of the things she might like to try at camp and encourage her to participate in unit discussions.

**Alcohol** No alcoholic beverages are allowed at camp.

**Busses** Please review proper bus conduct with your camper whether or not she rides a bus during the school year:

- A. Wait for the bus in a safe location, and let it stop completely before approaching.
- B. Tell the bus monitor your first and last name.
- C. Find a seat quickly and stay seated.
- D. Hands, heads and other items are to remain inside the bus.
- E. Sing songs, talk with your friends, and enjoy the ride, but please do not distract the driver.
- F. No eating food on the bus.

**Monitors are on our busses, however bus stop changes, changes in arrangements, or problems must be handled through the camp office at 203-746-3497.**

If your camper is to walk home from her bus stop, please send a note to camp to that effect. Campers who are not met at the bus stop and for whom we do not have notes, will be taken back to camp for their safety. You will have to pick up your camper there.

All busses start at their first stop about 7:30 a.m. and arrive at camp about 8:50 a.m. Afternoon routes are run in reverse order and leave camp about 4:00 p.m. Bus stops and times are currently available on the website. **Please note:** Actual enrollment may necessitate changes in routes. You will be notified in the June 1st mailing, if changes need to be made. Please remember to be at stops at least 10 minutes early and be patient. Traffic, weather conditions, etc., can result in delays. Your camper's safety is our foremost concern.

**Camper Behavior** The Girl Scout Promise and Law are used as standards of behavior for staff and campers alike. The Director and staff will do everything possible to help campers adjust to camp life. However, Girl Scouts of Connecticut reserves the right to send home a camper who consistently exhibits unsuitable behavior or endangers the camp community, or whose behavior towards others is unacceptable. The parent/guardian is responsible for picking up the camper within 4 hours of notice. See Behavior Agreement for further details. There is no refund for early dismissal. All campers are required to sign and bring the Behavior Agreement on the first day of camp.

**Camper ID Cards** Please fill out and return the Camper ID Card 3-weeks prior to camp session. This information will enable camp to better serve your child. Be sure to have all persons authorized to pick up your camper listed on the card (especially if you are carpooling).

**Camp Staff** Camp staff, male and female, are recruited through an application process. References are checked and interviews held. All applicants submit to background checks and drug screenings. Staff then participate in a minimum of 24 hours of training.

**Cancellations** Camp continues rain or shine, but should there be an emergency cancellation we will attempt to call your home phone number. It will also be posted to our website, [www.gsofct.org](http://www.gsofct.org) or you may call (800) 922-2770 ext. 3100.

**Child Care** The Federal Tax ID number is located on the receipt mailed to you through registration. This number may be needed for parents who use camp for child care.

**Clothing** Campers should play and have fun, so please dress your camper accordingly. All campers in boating programs require a polar fleece. She must wear socks that cover her ankles and shoes or sneakers (no sandals, flip-flops, crocs, heelys, or open toe/back shoes). Tuck a raincoat and a sweatshirt or sweater into her pack in case the weather turns rainy or cool. Please do not allow your camper to wear jewelry to camp.

**Cookouts** Every unit will participate in cooking outdoors.

**Cup** Every camper should bring an unbreakable cup daily. Please mark it with her name as we do not want campers sharing cups. We provide fresh water all day in water jugs and a drink with snack.

**Driving/Carpool** Please call the Camp Manager for instructions about driving and carpooling to camp.

***Please drive carefully and slowly. Children can do the unexpected.***

We reserve the right to make changes, if needed.

**Early Pickup / Late Arrival** If it is necessary to pick up or drop off your camper at a time other than normal, you must park in the visitor's parking lot and walk into camp. Follow signs to camp office. The camp office will assist you signing your camper out or in. Picture identification may be required when picking up campers.

**Electronics** Campers should not bring cell phones, beepers, Ipods, radios, TVs, Gameboys, hair dryers, etc., to camp. Camp is not responsible for them. They disrupt the serenity of camp. Electronics will be confiscated if campers are found using them during the day. Electronics will be returned to the camper at the end of the day. Cell phones and other electronic devices for overnights and busses are not recommended. If you choose to allow your camper to bring electronics for the bus ride, the items must be kept in your camper's backpack while at camp. Again, camp is not responsible for lost, stolen, or damaged electronics. **If you have questions regarding this policy, please contact the camp manager.**

**Emergency Contacts** Should your child become sick while at camp, we will try to contact parents first. If we are unable to contact them, camp will call the emergency contacts. Camp assumes that the people whom you list in this section of the Camper ID card have your permission to pick up your child should we need to call them. Be sure to secure emergency contact person's permission to be listed.

- Evaluations** A Parent's Evaluation Form is available through Survey Monkey and will be sent via email. If you do not have a current email on file with Girl Scouts of Connecticut, please update your information with the Registration Department.
- Extended Care** Before-camp care is available from 7:00 a.m. to 9:00 a.m. and includes breakfast. After-camp care is available from 4:00 p.m. to 7:00 p.m. and includes dinner.
- Financial Aid** Financial aid is given on the basis of need. All application information is confidential. To apply, call Girl Scouts of Connecticut at (203) 239-2922 x 3310 and ask for an application.
- Hats or Bandanas** Our camp is heavily wooded. Campers are encouraged to wear a hat or bandana.
- Health Examination / Health History** *According to state health laws, any camper who does not have current medical records on file cannot be allowed into camp. This will be strictly enforced.* A current school or other examination can be used. To be current, the date of the examination must be **no more than 24 months** prior to the camper's last day of camp. Each camper **must** have a current health history (within 6 months). Please mail the appropriate record to the Girl Scout council office **three (3) weeks** prior to the camp session. If the health exam / history is not received three weeks prior, your daughter's space may be given away at our discretion.
- Hint: Due to the large number of children needing summer physicals, appointments can be difficult. Schedule your daughter's physical now. Due to the volume of physicals, doctors may need extra time to fill out forms.*
- If you desire to use this health form next year or for other programs you must make and maintain the copy.
- Illness** Please do not send your child to camp when she shows signs of illness. If your child becomes ill during the day at camp, arrangements must be made to pick her up at camp. While day camp is equipped to handle emergencies, it is not a full infirmary, and does not have facilities for extended care of sick children. If your child has had a fever, please do not send her back to camp until she is free of fever for 24 hours.
- If your child contracts any of the following communicable diseases, please inform us, so we may be alert to symptoms appearing in other campers: strep throat, scarlet fever, chicken pox, conjunctivitis (pink eye), or head lice.
- Insect Repellent** Campers may bring insect repellent that is not spray or aerosol. They should be instructed not to share with other campers. Some children are allergic to certain brands. The nurse has insect repellent available for children who forget theirs.
- Insurance** All campers are covered by a secondary medical insurance policy from the time of arrival until departure. This is a secondary policy to cover what a camper's own personal medical insurance does not cover. Campers who require a visit to the doctor's office or hospital must have a claim form filled out by the health and safety supervisor concerning the nature of the complaint, the attending doctor's statement about the treatment, and the parent's signature. All claims should be filled out and returned to us within 72 hours of the injury.
- Kapers** These are temporary jobs that enable campers to help make camp a safe and fun place to be. They include flag ceremonies, cabin sweepers, fire builders during cookouts, latrine care, etc. Kapers are supervised by unit staff.
- Latrines** Campers are asked to help clean the latrine they use. They sweep, restock supplies and help keep it clean. Latrine maintenance is handled by staff.
- L.E.A.D.s** Leadership, Education, Adventure, Development. This program is designed for older girl campers who are sharing their skills i.e. songs, crafts, games, with younger campers. They are entering grades 8-12 and have received extensive training. They also submit an application and are interviewed by the camp director.
- Lost and Found** All items sent to camp should be marked with camper's name. The camp staff will make every effort to ensure that your camper's items are returned. Items not marked with a camper's name will be donated to local charities one week after camp season. We are not responsible for lost items. Lost and Found is located at the Dining Hall.
- Lunch** Lunch will be served in the dining hall for all day campers.

- Medications** If your child needs any medications (over the counter or prescription) while at camp they must come in the original containers and be accompanied by a medication administration form found in this packet or available at your doctor's office.
- Overnights** An optional fee program is available for girls 4th grade or older. An equipment list will be sent home on the Monday of each session. All items needed can be secured from the home. Campers bring their equipment on the bus. They must be able to carry their own gear, so help them choose items wisely. Two small bags may be better than one huge bag.
- Overnight Dates** July 14, 2010 to July 15, 2010  
July 28, 2010 to July 29, 2010  
August 11, 2010 to August 12, 2010
- Payments** The balance of the fee is due by June 4, 2010. Payments can be made by cash, check, Visa, or MasterCard. If payment has not been received by this date, your camper's space may be canceled and your \$50.00 deposit will not be refunded.
- Persons Authorized to Pick Up Child** People authorized to pick up your camper are parents/guardians and persons listed under that section on the Camper ID Card. Emergency contacts are not authorized unless a camp emergency exists, or they are included in the list of authorized people. You may add additional people by sending a signed note.
- Pets** Do not allow your camper to bring her pets. In return, we will try to be sure she doesn't bring home any new ones!
- Questions?** Call (203) 239-2922 ext 3368 and leave a message.
- Refunds** The deposit is non-refundable, except as noted in financial assistance requests. Cancellations made prior to May 1, 2010 will receive a refund of balance. After May 1, the balance may be refunded only under special circumstances, such as summer school or camper illness that prevents attendance. No refund will be given once a camper is in camp. Requests must be made in writing to the Outdoor Program Department.
- Release of Personal Information** Any information on campers shall be treated as confidential and released only to those persons designated by the Camp Director or Outdoor Program Director.
- Snack** Camp provides a snack daily.
- Staff Children** Staff children, who are preschoolers and boys, enjoy their own units and activities.
- Swimming** Swimming levels are according to American Red Cross swimming program. Campers are swim tested at the beginning of each session.
- Sun screen** All campers should bring their own sun screen. Campers will be reminded to reapply after swimming and as needed throughout the day. They should be instructed not to share with other campers. Some children are allergic to certain brands.
- T-Shirts** Camp T-Shirts may be purchased at the Trading Post.
- Ticks** We perform routine tick checks after hikes and at the close of day. We encourage you to check your camper upon arrival home and at bath time.
- Trading Post** Trading Post is located at camp. Trading Post inventories are sent out on Monday. If you wish to pay by check, make it payable to Girl Scouts of Connecticut.
- Tie-Dye** Some units choose to tie-dye. A notice is sent home one or two days before this unit activity with more information on the activity.
- Unit Leaders** Unit leaders are 21 years of age and older. Assistant Unit Leaders are 18 years of age and older. Junior counselors are 16 and 17 years of age. All participate in pre-camp training.

- Valuables** Do not allow your camper to bring valuables to camp. Camp cannot be responsible for any valuables.
- Visitors** We do not encourage visitors. But if you wish to visit, park in the visitor's parking lot and walk into camp. Sign in at the camp office. The office staff will assist you.
- Water Bottles** Every camper should arrive at camp with a refillable water bottle. During times of extreme heat, campers need to drink enough water to remain hydrated throughout the day. Campers can refill their bottle throughout the day as needed.
- Weapons** No weapons or firearms are allowed at camp.
- Weather** Day camp continues rain or shine. There are several cabins and covered porches where activities can take place. Also many activities can take place in the rain. Remember to pack rain gear every day.

**We reserve the right to make changes, and will notify you of those changes that affect you and your camper.**

## **Directions to Candlewood Day Camp**

From the South: Take Route 7 and I-84 to Exit 5. Follow Route 37 north about 5 miles to Route 39. Turn right at the traffic light and continue past Squantz Pond State Park. Cross the short causeway, just after the entrance to the park. Immediately turn right onto Bogus Hill Road (marked Private). Follow road to top of the hill. Turn left into camp at the stop sign.

From the North: Take CT-39 South, turn left onto Bogus Hill Road. Follow to the top of the hill. At the stop sign turn left into camp. One mile up the hill camp entrance is on the left.

## **Forms to Mail:**

**Camper ID Card**

**Health Form**

**Liability Release Form**

## **Forms to Bring to Camp:**

**Behavior Agreement**

**Medication Administration Form  
(1 per med) with medications**

Mail COMPLETED forms to:

Girl Scouts of Connecticut  
20 Washington Avenue  
North Haven, CT 06473

Attn: Anne "Skipper" Gair-MacMichael Manager

# Candlewood Day Camp

## 203-746-3497

### DAILY CHECKLIST

	Week 1					Week 2				
	M	T	W	T	F	M	T	W	T	F
Lunch										
Water Bottle										
Plastic Cup										
Sunscreen										
Insect Repellant										
Sweatshirt										
Rain Gear										
Hat or Bandana										
Swimsuit and towel										
* Boots with 1" heel										
* Long pants										
** Tennis Racket										

\* For horseback riding programs only.

\*\* For tennis programs only.