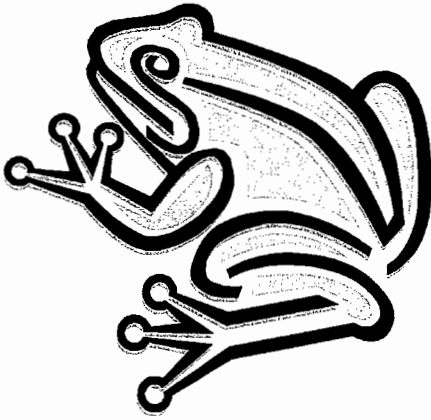


Katoya Day Camp



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 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.*



Katoya Day Camp

203-877-7214



Girl Scouts.
of Connecticut

Dear Parent or Guardian,

Welcome to Katoya 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 3429 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,

Elizabeth "Piglet" Lee
Day Camp Manager
llee@gsofct.org

Absenteeism If your child is going to be absent, please call the camp office at 203-877-7214 before 9:30 a.m. We will to 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 203-877-7214.

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 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. 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. This is not a full meal, so please send lunch every day to ensure your daughter has something to eat.

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 Drive up Country Lane to the turn around. Do not use our neighbor's driveways. Return down Country Lane and drop your camper(s) off. Stay in your vehicle. Drop off is between 8:55 – 9:00 a.m. Your camper will be greeted. In the afternoon, drive up to the turn around area between 3:55 p.m. and 4:00 p.m. Stay in your vehicle and line up behind the first cone. You will be directed to pull up.

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 from 7:00 a.m. to 9:00 a.m. After-care is from 4:00 p.m. to 5:30 p.m. Registration must be done through the registration department.
- 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.
- Horseback 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.
- 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 in the program house.
- Lunch** A non-perishable lunch with drink should be brought every day. Campers who play hard are often hungry, but food must be eaten at lunch and remnants thrown away, so please pack accordingly. Lunches should come in a zip-loc bag marked with camper's name. Lunches will be refrigerated. No glass containers, lunch boxes, or coolers.

- 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 3429 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 Pool** Swimming levels are according to American Red Cross swimming program. Campers are swim tested at the beginning of each session. They are given a colored bathing cap to wear based on their swimming level.
- 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 Katoya Day Camp

From Route 15 North: Take Exit 55B - Wolf Harbor Road. Turn left, continue to stop sign and turn left onto West River Street. Continue past stop sign at Flax Mill Lane. Take next left onto Country Lane. Look for camp sign on left at a private drive.

From Route 15 South: Take Exit 56 toward CT 121. Turn right onto Grassy Hill Road. Right turn onto Flax Mill Lane and then a right turn onto West River Street. 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: Elizabeth "Piglet" Lee Manager

Katoya Day Camp

203-877-7214

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.