



## welcome to Camp Shelly Ridge

Welcome to camp! Here at Camp Shelly Ridge, a summer adventure like no other is just around the corner for your camper. At our day camp, we want each girl to have the best time possible. Nowhere else can a girl experience as much fun, challenge, and excitement as they can at Girl Scout camp!

At Girl Scout camp, our girls make new friends, develop the capacity for creativity, care for and appreciate the world around them, develop self-esteem, and of course, have lots of fun in a safe and nurturing setting. Many of our programs incorporate Girl Scout badges, and all themes are designed to allow for girl planning. This means your camper will benefit from the Girl Scout Leadership Experience.

We hope you are as excited as we are!

*See you at camp!*

### SUMMER SEASON CAMP CONTACT:

Camp Director—Susan Groff

Camp Shelly Ridge  
330 Manor Road  
Miquon, PA 19444

E: [srrcdirector@gsep.org](mailto:srrcdirector@gsep.org)

### REGISTRATION CONTACT:

Member Services  
P.O. Box 309  
Lafayette Hill, PA 19444

T: 215.564.2030

F: 215.564.6953

E: [memberservices@gsep.org](mailto:memberservices@gsep.org)

### OPEN HOUSE:

Come and visit camp before it is open for the summer! Meet the staff and tour the facilities. For online webinars see the webinar section.

**Sunday, February 16, 1-4pm**

**Sunday, March 8, 1-4pm**

**Monday, April 20, 6-7:30pm**

### QUESTIONS OR CONCERNS PRIOR TO CAMP:

During the camp season, the Camp Director can be reached via the contact information shared above. Prior to camp season, if you have any questions or concerns please contact Maureen Maier at 267-388-0283.

Dear Parents,

In our continuous efforts to provide the best possible care to our campers and staff, all Girl Scouts of Eastern Pennsylvania camps are partnering with **CampDoc.com**.

CampDoc.com is an electronic health record system for camps, and will help us consolidate and integrate camper health information into a centralized and secure location. Their system will give our staff, doctors and nurses instant access to camper health information, a key component in providing quality care.

The security, confidentiality and privacy of your camper's personal health information will always be protected. Only our camp's health staff will have access to camper health information, and the CampDoc.com site is secure, encrypted and password protected.

Prior to the start of the camp year, you will receive a "Welcome E-mail" from CampDoc.com with information about how to access your camper's health information.

- Click the link in this email to login. Here, you will be instructed to create an Authorized User for your campDoc account, along with a password.
- Follow the instructions, and complete the profile for your camper. Alerts will appear for any missing required information.
- Upload any required documents to your CampDoc.com account which will include your family's health insurance card and the healthcare provider form.
- Return to app.CampDoc.com at any time to make changes/updates to your camper's health information before camp begins.

Please set CampDoc.com as a 'safe sender,' to avoid accidental delivery to junk and spam folders.

Please contact the CampDoc Help Desk with any CampDoc related questions. Help Desk hours are Monday-Friday 8am-5pm EST. The Help Desk can be reached via telephone by dialing 734-636-1000 or via email at [help@CampDoc.com](mailto:help@CampDoc.com).

We are excited to continually evolve – building safer, more productive and more efficient systems to create the best experience for you and your family.

We can't wait to see you this summer,

GSEP Girl Experience Team

## General Camp Information

### CAMP HOURS

Regular Hours: Monday-Friday, 9am-3:30pm

Drop-off runs from 8:30 to 9am. Pick-up runs from 3:30 to 4pm.

Please be cautious of congestion due to loading buses. Campers will NOT be released to ANYONE without proper identification or to anyone not listed on the Release Form. You must be listed on the Camper Release Form to pick up any camper. Please list alternates in case of an emergency. NO EXCEPTIONS!

### EXTENDED CARE

Afternoon extended care is a non-structured program where girls can enjoy a snack, extra swim, and chill out time, arts and crafts, and games. The cost is \$75 per week. If your camper is scheduled for extended care, pick-up is by 6:00pm. Late pickup will result in an extra charge being assessed. In the event of an emergency, please call camp directly at 215.710.1009.

### TRADING POST

Girls will have the opportunity to shop at the Trading Post throughout the week. Please only send money in an envelope with your camper's name and the amount enclosed. All money must be turned in to your counselor on Monday. Camp apparel and merchandise is also available on the GSEP Online shop at <http://www.gsep.org/en/our-council/shop.html>.

### SPECIAL NEEDS

If your camper requires a special diet, special health care, or has a mental or physical disability or condition, please remind the Camp Director and/or Health Care Manager when you arrive at camp on the first day. This way, you can be assured that the camp can provide the proper support, supervision, and necessary accommodations for your camper to have a safe and fulfilling camp experience.

### CAMP SHELLY RIDGE RALLYHOOD

You will receive an email invitation to join the camp Rallyhood. In our CSR community forum, you can find the Confirmation Packet, chat with fellow camper guardians on the message wall, and see updates directly from camp staff! We'll make sure to post updates at least once each session. This is a private forum, only accessible to caregivers of Camp Shelly Ridge campers. To best reach the camp director or staff in the event of an emergency or sensitive issues, please use the contact information found on page 1.

### CAN'T MAKE IT TO AN OPEN HOUSE?

Check out the Shelly Ridge webinar. In this short presentation we will go over need to know information for the first-time parent or parents that want more information about camp. Simply log in where ever it is convenient for you. All webinars are live, you will be able to ask questions and receive answers.

Camp Shelly Ridge Info Session  
Tue, Apr 7, 2020 7:00 PM - 8:00 PM EDT  
Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/353947957>  
You can also dial in using your phone.  
United States: +1 (646) 749-3122  
Access Code: 353-947-957

## Camp Payment & Refund Policy

### PAYMENT

A \$50 NON REFUNDABLE deposit is required for each camp session you wish to attend.

Payment is due in full 4 weeks prior to the camp start date. If full payment is not received 4 weeks prior to your campers start date, your slot will be forfeited and opened up to other campers. Your deposit will not be refunded.

### REFUNDS

Requests for refunds must be submitted in writing to [memberservices@gsep.org](mailto:memberservices@gsep.org) at least 4 weeks before the camp start date for consideration. Refunds may take up to six weeks for processing.

Refunds for cancellations occurring less than 4 weeks in advance are only considered in cases of emergency and are handled on a case-by-case basis. These requests must be submitted within 7 days of the camp start date for consideration.

Refunds are NOT issued for early departures from camp, campers who choose not to stay at camp during drop off, campers considered “no shows” (those who do not attend and did not give advance notification of cancellation), or for days missed during a camp session. This applies to programs, busing, overnights, weekend stays, and extended care for both resident and day camps.

### **CAMP CHANGE POLICY**

Requests to make changes from one camp session to another must be sent to [memberservices@gsep.org](mailto:memberservices@gsep.org) at least 4 weeks prior to the start of the originally scheduled camp session.

One change request per order will be accepted free of charge, and additional changes will incur an administrative fee of \$20 or require the purchaser to cancel the order and begin the registration process again for the new camp session.

### **REGISTRATION DEADLINES**

Online registration closes one week prior to the camp start date.

## SPACE & ATTENDANCE

Camp space is limited so register online early to secure your space! Attendance capacity is based on the needs of the camp itself and cannot be adjusted due to late registration, transfer requests, troop needs, buddy expectations, etc. Registrants are required to notify GSEP by emailing [memberservices@gsep.org](mailto:memberservices@gsep.org) for all cancellations.

## CURRENT MEMBERSHIP REQUIRED

Any girl wishing to attend a GSEP camp must be an active Girl Scout during the camp year. If you are a member outside of the GSEP council, contact [memberservices@gsep.org](mailto:memberservices@gsep.org)

As part of our new Customer Engagement Initiative (CEI), GSEP has added a new membership registration system called Volunteer Systems that allows members to quickly and easily identify troop and volunteer opportunities.

RETURNING EVENT REGISTRANTS? Your user name and password have not changed. Visit [gsep.org](http://gsep.org) Program/Event Registration and Enter the information to the right to get started! If you forgot your user name and/or password or changed your email, please contact us at 215-564-2030 or email us at [memberservices@gsep.org](mailto:memberservices@gsep.org). Our hours are: Monday through Friday 9 am - 5 pm.

NEW EVENT REGISTRANTS? If you do not have a user name and password, you must first create an account and register as a member in Volunteer Systems before you can use event registration! Your information will be passed to PROGRAM/EVENT REGISTRATION on a nightly basis. You can then return the next day to register for camps, programs, trainings and events.

## CAMPER'S ACCIDENT AND SICKNESS INSURANCE

The Girl Scout Council provides supplemental accident coverage for all participants in day camp. This is included in your camp fee. In most cases, the insurance forms will be handled by the camp and the doctor or hospital. If you have any questions regarding insurance during camp, call the Camp Director. After camp is over, please check with the Human Resources department at the Shelly Ridge office.

## Transportation Policies & Procedures

### SPECIAL ARRANGEMENTS FOR LEAVING CAMP

If, for some reason, you need to pick your camper up at camp earlier than usual, please notify the Camp Director in writing (send a note with your child or an email to the director) so we know when to expect you and can have your camper at the office. Campers will NOT be released to ANYONE without proper identification or to anyone not listed on the Release Form. You must be listed on the Camper Release Form to pick up any camper. Please list alternates in case of an emergency. NO EXCEPTIONS!

Campers may ride the bus to and from camp for an additional \$75 a week. Bus fare is not included in camp fee. If you did not sign your camper up for the bus and would like to, please visit our Program/Event Registration at [gsep.org](http://gsep.org).

**NOTE:** Be prepared to wait up to 30 minutes for the bus to arrive. Traffic and weather can affect times. If your camper misses the bus, you will be responsible for her travel to camp.

Please choose one bus stop where your camper will get on and off. It is important you choose only one stop for safety reasons. We will not add bus stops, and neither bus drivers nor parents have the authority to alter routes.

If you know your camper will not be taking the bus home or to camp and she usually does, please call the Camp Director. Buses will not be held.

If the safety of your bus stop is a concern, call the camp office!

**NOTE:** If you miss an afternoon bus drop-off, your camper will not be left at the stop. The bus will wait a few minutes, but in order to maintain a schedule, the bus will need to move on after a few minutes. If you miss the drop-off, you can either meet your camper at another stop or your camper will be taken back to the bus depot where you may pick her up. We are committed to leaving no child alone at a bus stop waiting for their parents or guardians to arrive.

### BUS SAFETY

Please review these rules with your camper before the start of camp. As a passenger on the camp bus, please know the responsibility each person has to ensure a safe trip to and from camp.

- Campers will be assigned seats.
- Bus will be loaded and unloaded in an orderly fashion.

- No body parts are to hang out of window.
- Please remain seated at all times.
- Do not throw anything out of the windows.
- Two people per seat.
- No horseplay, yelling or throwing items around bus.
- LISTEN to instructions from the counselors and bus driver.
- Let counselor know if you are feeling sick.
- Know where the emergency exits are.

## BY CAR

### NOTE: DO NOT BRING PETS WITH YOU WHEN DROPPING OFF CAMPERS!

Follow the directions to camp carefully. Please note that day camp will run from 9am to 3:30pm (unless extended care has been arranged).

Please follow the directions of the camp staff for parking and unloading your vehicle.

- When picking up your camper, you will be required to show a photo ID such as a Driver's License. Campers will not be released to anyone without proper identification or to anyone not listed on the Camper Release Authorization. You must be listed on the Camper Release Authorization to pick up any camper. Please list alternates in case of an emergency.

## DIRECTIONS TO SHELLY RIDGE DAY CAMP

For FPS, please use this address: 330 Manor Road, Miquon, PA

**Public Transportation:** Take SEPTA's Barren Hill or Plymouth Meeting Route 27 Bus. Get off at Northwestern Avenue, next to Friendly's. Cross Ridge Avenue and enter property through trail (next to the "Welcome to Philadelphia" sign).

**From the Schuylkill Expressway:** Exit at Belmont Avenue and bear right onto Green Lane. Continue on Green Lane (hill) to Ridge Avenue. Turn left at Ridge. Continue until you reach Manor Road turn left. Continue down Manor Road to the 6th driveway on the left.

**From Route 1 (Southbound):** Exit at Fox Street. Turn right; continue on Fox until reaching Queen Lane. Turn left, and then makes a second right at Henry Avenue. Continue on Henry Avenue; merge with Ridge Avenue. Proceed on Ridge Avenue to Manor Road to the 6th driveway on the left.

**From Route 309:** Follow Route 309 to the Paper Mill Road Exit. Turn right and proceed past the fifth traffic light (Bethlehem Pike) Paper Mill Road now merges into Stenton Avenue. Follow Stenton Avenue and turn left at Hillcrest Avenue. Turn left at Germantown Avenue. Proceed to Bells Mills Road, turn right at Ridge Avenue. Turn right, Manor Road is the first traffic light past Friendly's Restaurant; make a left on Manor Road. Follow Manor Road to the 6th driveway on the left.

**From Northwest Philadelphia (Roxborough Section):** Follow Ridge Avenue, traveling west, outside the city. Turn left onto Manor Road and then turn onto the 6th driveway on the left.

**From Route 476 (Blue Route):** Take Route 476 North to the second Conshohocken Exit (Exit 18A). Bear Right on Ridge Pike. Proceed on Ridge Avenue turn onto Manor Road to the 6th driveway on the left.

## General Information

### VISITOR AND CAMP TOURS

The safety of our campers and staff is our first priority. We care about your camper's safety and want to ensure she is well cared for and protected. As such, we follow the below procedures:

- Visitors must check in at the camp office and must be accompanied by camp staff at all times.
- All staff persons on site have current background checks, child abuse checks, FBI fingerprint checks, and sex offender checks.
- Camp tours are limited during the summer to protect the campers. If you would like a tour of camp, please consider attending an Open House.

## STANDARDS OF BEHAVIOR

Camp life is an opportunity for girls to live and work cooperatively with adults and girls of their own age. Campers are expected to actively participate in all camp activities. The staff will do everything they can to help each girl adjust to her new environment. However, girls who exhibit unsuitable behavior will not be permitted to remain at camp. Unsuitable behavior includes, but is not limited to:

- consistent non-participation in activities
- uncooperative behavior
- fighting
- theft
- abusive language
- endangering the safety of others

Any camper who displays unsuitable behavior will have a conference with the Camp Director. The Camp Director will notify the family and discuss the situation with them. The Camp Director may request that your camper leave camp due to the exhibited unsuitable behavior. The parents/guardians will be responsible for the immediate departure of their camper from camp. There is no refund in this case.

## HOW TO DRESS AT CAMP

There is no need to send your child to camp dressed in new clothes! We all wear comfortable clothes in which we can play games, hike, and get dirty or whatever the day calls for. The camp environment is wooded. Although the trails are cleared and well-maintained, there are plants and insects that can irritate young skin. Put your camper's name on all of her clothes, towels, and other belongings.

**NOTE:** For safety reasons, everyone at camp must wear socks at all times. No open-toed, open-heeled, chunky-heeled, clog or croc type of shoes or sandals allowed. No spaghetti straps, midriffs, or halter-tops.

## WHAT TO BRING TO CAMP

- Medications: need to be in original container and must be included on the medications form on your camper's health record at [campdoc.com](http://campdoc.com). This included over the counter and prescription medication. These will be held by counselors or the Camp Health Supervisor.
- Closed-toed shoes with socks that cover her ankles; no open-toed shoes, sandals, or Crocs
- Rain coat and hat/poncho
- Filled water bottle (no juice or sugared drinks)-water will be available throughout the day for refills
- Swim suit and towel in a plastic bag
- Sunscreen and hat or bandanna
- Lunch and drink (refrigeration is not available)

## WHAT NOT TO BRING TO CAMP

Any items on this list will be taken and stored in the Camp Office. They will be returned at the end of the day along with a note to keep them at home!

- Cell phones
- Expensive electronic devices such as mp3 players, i-pods, tablets, headphones
- Glass or aerosol containers
- Candy or gum
- Personal sports equipment

## TYPICAL DAILY SCHEDULE:



8:30–8:50am: Arrival after this time must report to the Health Supervisor until flag is over  
9:00–9:30am: Flag Ceremony, songs and announcements  
9:30–12:30pm: Swim or themed activities  
12:30–1:00pm: Lunch  
1:00–3:00pm : Swim or themed activities  
3:00–3:30pm: Flag ceremony, songs and announcements  
3:30–4:00pm: Buses depart 3:30 Car rider pick-up 3:30–4:00pm: Extended care (optional) 4:00–6:00pm

## **UNIT RESPONSIBILITIES AT CAMP**

Girls participate in Kapers, which are similar to chores or jobs, as part of the group experience. Kapers are completed once a day, by everyone. Example of kapers: help sweep the activity center, cleaning the bathrooms, sweep the pavilions, help raise and lower the flag, or help collect litter and lost & found to help camp look its best.

## **LOST & FOUND**

Girl Scouts of Eastern Pennsylvania is not responsible for lost, stolen, or damaged belongings. Before your camper leaves camp she will have an opportunity to claim missing items that have been collected in “Lost and Found.” Lost and found items are kept at camp for one week, and then donated to a local agency. GSEP cannot store these items, so please label all belongings.

## **SWIMMING**

We hope that all of our campers will want to swim at camp. The ability to swim is an important skill and helps your camper cool off. Every child will have an opportunity to swim once a day, as the weather permits. Lessons are taught daily with time for free swim as well. We want your camper to have fun in a safe program. Each camper will be swim-tested on arrival day so that she can be placed in a swim class according to her abilities and a color-coded wristband will be issued to her. Please have your camper wear her swimsuit to camp every morning, under her regular clothing. Make sure your camper packs underwear to change into.

## **TELEPHONE**

Campers may not receive phone calls at camp. Please feel free to contact the Girl Scout Office while your child is at camp if you have any questions or concerns or if any emergencies arise at home. We can be reached at 215.710.1009.

## **TICKS**

Whether in your back yard or at camp, we feel it is important that all our campers and their families be aware of ticks and tick related diseases. Not all ticks carry disease, but it is wise to be cautious and aware. Camp staff assists campers in taking the following precautionary actions:

- Stay in the center of paths and trails.
- Do a tick check immediately after walking through dense woods and grasses.
- Wear proper clothing.
- If a tick is found embedded in the skin, the camper reports to the counselor or Healthcare Manager for removal and treatment. The Healthcare Manager will report the incident.

Your camper may bring home more than arts & crafts—don’t forget to check for ticks after you return home from camp. If you have any questions about ticks, please call the camp Healthcare Manager for more information.

## **HEAD LICE**

Campers with head live or nits are not allowed to attend camp. Staff will complete lice checks after the opening flag ceremony on Monday mornings. If head lice or nits are found, you will be contacted and asked to pick up your camper immediately. Campers cannot return until they are nit free.

## **TAX CREDIT FOR DAY CARE**

The Federal Tax ID # 23-13523



