



welcome to

# Camp Mountain House!

Welcome to camp! Thank you for registering your camper at Camp Mountain House, part of Girl Scouts of Eastern Pennsylvania. A summer adventure like no other is just around the corner for your camper. 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.

To help achieve these outcomes, campers participate in activities that promote discussion and self-awareness such as:

**Journey & Badge Activities** — Many programs are written with a badge in mind, but not all. All of our campers will participate in leadership activities. These activities are aimed at giving our girls the benefits of the Girl Scout Leadership Experience.

**Girl Planning** — each program is set up so the girls have input into what activities they will participate in. They help their counselors plan their schedule and decide what their snacks will be. On Wednesday, girls will have the opportunity to participate in *It's Your Experience-Choose It*. This program allows girls to choose between several different activities to do during that time period. The choice is all theirs.

*See you at camp!*

Kristin Leiby, Camp Director

## CAMP CONTACT INFO:

Kristin Leiby, Camp Director

Camp Mountain House

2638 West Rock Road Allentown, PA

T: 610.797.0317 (June 21-August 13 only)

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

## REGISTRATION CONTACT:

Member Services

330 Manor Road

Miquon, PA 19444

T: 215.564.2030

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

## OPEN HOUSE:

Come visit the camps before they are open for the summer! Meet the staff and tour the facilities.

Saturday, March 26th 1-3PM

Sunday, April 10th 1:30-3PM

Saturday, June 9th 10AM - 12PM

## QUESTIONS OR CONCERNS PRIOR TO CAMP:

During the camping season, the Camp Director can be reached at the phone number above. If you have any questions or concerns to share with her before June 21, please contact her by email or phone at:

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

T: 267-332-7778

## TAX CREDIT FOR DAY CARE

Federal Tax ID# 23-135230

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

## CAMP HOURS

Regular Hours: Monday–Friday, 9am–4pm

Drop-off runs from 8:45-9am. Pick-up runs from 4-4:15pm

## EXTENDED CARE

Morning and afternoon extended care is a non-structured program where the girls can enjoy arts and crafts, games, and G-rated videos on rainy days while under adult supervision. The cost per week is \$55. If your child is scheduled for extended care, drop-off begins at 7:30am and pick-ups are by 5:30pm. Continued lateness beyond 5:30pm for pick-up will result in an extra charge being assessed. In case of an emergency, please call camp at 610.797.0317.

## TRADING POST

We will be opening the Trading Post on Wednesdays for girls to purchase Mountain House items. Cash and adventure credits are accepted.

## SPECIAL NEEDS

If your camper requires a special diet, special health care, or has any condition(s) that might affect her interactions with fellow campers, staff members, or the camp program, please email the Camp Director in advance—and 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 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 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. Please do not submit requests through CampDoc.com. Once your request is reviewed by GSEP, we will remove your camper's session from CampDoc.com.

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.

## **HOW TO REGISTER**

Visit [www.gsep.org](http://www.gsep.org) and click on the "Events" tab. You can search for a camp session on the Events Calendar or in the Events List. Just choose the week of camp and the property and you will see all available sessions. Click the session link to register.

## **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. As part of our Customer Engagement Initiative (CEI), GSEP has a membership registration system called Volunteer Systems that allows members to quickly and easily identify troop and volunteer opportunities. Prospective members can search for an available troop using their zip code. You do not have to be a part of an active troop in order to attend camp.

## **CAMPER'S ACCIDENT & 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 call 610.797.0317 ahead of time so we know when to expect you and can have your camper at the office. Please bring proper identification with you, remain in your vehicle and a staff member will greet you at your vehicle.

## BUS/ VAN SAFETY

Depending on the themed week your camper is participating in, she may be transported via bus or van to an outside location for program activities. You will be informed via a weekly email which day we will be travelling outside of camp. As a passenger on the camp bus or van, please know the responsibility each person has to ensure a safe trip to and from camp.

- The bus/van should always be loaded and unloaded in an orderly fashion.
- Please remain seated at all times.
- LISTEN to instructions from the counselors and bus driver.
- No horseplay, yelling, or throwing items around the bus.
- Let the counselor know if you are feeling sick.

## 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 each day from 9:00am to 4:00pm (unless extended care has been arranged).

When dropping off your daughter at camp, please follow the driveway until you see the staff members. Please remain in your car and a staff member will come to your car and direct your child to the proper group.

*The following COVID-19 protocols reflect 2021 conditions. Decisions on drop-off procedures will be made based on current COVID-19 conditions at the start of camp in June 2022.* All persons entering camp must properly wear a mask, covering their nose and mouth. All campers will be required to go through a daily temperature and symptom screening. If a temperature is 100.4F or higher, that camper will not be permitted to stay at camp and will need to follow return to camp policies (see below). Staff will ask COVID-19 screening questions at each camper's car before directing the camper to their cohort. All parents and non-campers will remain in their vehicles at all times.

Your child will be picked up in the same manner. You will be asked to provide identification when picking up. ***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. In addition, please make sure she has all of her belongings.

## DIRECTIONS TO CAMP MOUNTAIN HOUSE

For GPS, please use this address: 2638 West Rock Road, Allentown, PA

From Allentown: Take 78 East/309 South to Summit Lawn exit. Turn right on West Rock Road and go approximately 1 mile. Look for camp sign on left and make a sharp left turn.

From Center City Allentown: Come up Fourth Street. At top of mountain, turn right at church (at stop light) onto West Rock Road. Continue 1 mile. Look for camp sign on left and make a sharp left turn.

From Center Valley: Go north on Route 309, follow signs to Allentown. Take Fourth Street Exit. Then, follow directions from Center City Allentown, but turn left onto West Rock Road at church and stop light.

## General Camp Information

### CAMP MOUNTAIN HOUSE ON THE BAND APP

We will be using the Band App to share pictures and short videos of campers' activities and projects throughout the week. The Band App is a closed social media platform for our campers and their families. Our Camp Directors will only send invitations and admit members of our Camp Mountain House community. Joining the Band App is not required; instructions to join our group will be sent closer to the start of camp. The Band App should not be used to contact camp staff with time sensitive issues; *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.*

### VISITORS & CAMP TOURS

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

All visitors must be pre-approved by the Camp Director. Visitors must remain in their vehicle until greeted by a camp staff member.

All staff persons on site have current background checks, child abuse checks, and FBI fingerprint checks.

If anyone would like a camp tour, please consider attending an Open House. Camp tours are limited during the summer to protect the campers.

### 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.

### FACE MASK USE

**Decisions on mask use at camp will be made based on current CDC guidelines and COVID-19 conditions at the start of camp in June 2022.**



## 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. Please label EVERYTHING with your camper's full name! Please apply sunscreen and bug repellent at home.

## 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. This included over the counter and prescription medication.
- TBD: A face mask for each day (plus two extra)
- Sweatshirt, sweater, or jacket; camp is much cooler than town.
- Shorts and/or long pants for cool mornings.
- Closed shoes with socks that cover her ankles, no open toes, sandals, or Crocs.
- Raincoat and hat/poncho on rainy days.
- Filled water bottle (no juice or sugared drinks).
- Swimsuit, water shoes (no flip-flops), and towel in a plastic bag- Tuesdays and Thursdays only
- Lunch and drink (refrigeration is not available)
  - An individual, prepackaged or individually portioned snack will be provided to campers each day.

*\*Please pack the items listed above in a backpack.*

## 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 miniature DVD or CD players, MP3's, games, tablets, e-readers
- Expensive clocks, watches, or jewelry
- Personal sports equipment, unless otherwise specified
- Candy or gum
- Weapons

## TYPICAL DAILY SCHEDULE:

Activities will vary according to theme and girls' choices. For this reason, we cannot give you an exact schedule of each camp's activities before the start of camp. Girls are also divided into different swim groups and attend swimming at different times during the afternoon.

- 7:30am: Extended Care
- 9:00am: Arrival
- 9:15am: Opening Flag Ceremony
- 9:30am: Arts & Crafts
- 11:15am: Games
- 12:30pm: Lunch
- 2:30pm: Themed Activities
- 3:45pm: Closing Flag Ceremony
- 4:00pm: Departure
- 4:00pm: Extended Care

## LOST & FOUND

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

## AQUATIC ACTIVITIES

Due to COVID-19, Camp Mountain House will NOT be providing transportation to the pool for Summer 2021. Instead, girls will stay on-site and participate in other water activities (sprinklers, water games, relay races) every Tuesday and Thursday. Please see the “What to Bring to Camp” section for details on what girls will need to pack on these days.

## TELEPHONE

Campers may not receive phone calls at camp. Please feel free to contact the camp 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 610.797.0317.

## 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 Health Supervisor for removal and treatment. The Health Supervisor will record the incident.

Your child may bring home more than Arts and 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 Health Supervisor for more information.



## HEAD LICE

Campers with head lice 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.

## ILLNESS/COVID-19 RETURN TO CAMP POLICY

A healthy camp starts at home, and we need you to help keep our camps safe.

Campers who do not feel well should not come to camp! GSEP thanks you for being diligent and for your understanding as we work together to provide a safe camp season for our Girl Scouts.

If a camper shows symptoms consistent with COVID-19, she will be sent home pending the results of a COVID-19 test. Camper's families are responsible for obtaining a COVID-19 test for their camper.

A camper who tests negative for COVID-19 may return to camp after being symptom and fever free for 24-hours, without fever reducing medication. However, a camper who tests positive will only be able to return to camp after 10 days of isolation and their symptoms have resolved.

Staff showing symptoms will be isolated from the general camp population and have the same requirements as campers for return