



## welcome to Camp Valley Forge!

Welcome to Camp Valley Forge! 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 camp, our girls make new friends, explore a capacity for creativity and inclusion, and care for and appreciate the world around them. Girls develop self-esteem, learn new skills, and of course, have lots of fun! To help them achieve these outcomes, they participate in activities focused on diversity, teamwork, and self-awareness. Many of our programs incorporate the 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!

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

**Girl Planning** — Each program is designed for girls to have an input into their week at camp. On Monday morning, the girls will help their counselors plan activities into the schedule that they want to do throughout the week.

The fun starts when you arrive at Camp Valley Forge, and it never stops!

*See you at camp!*

*Jennifer “DeLite” Steffenauer, Camp Director*

### CAMP CONTACT:

Jennifer Steffenauer, Camp  
Director

Camp Valley Forge  
100 Juliette Low  
Way Phoenixville,  
PA 19460

T: (215) 388-2286 (June –  
August)

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

### REGISTRATION CONTACT:

Member Services  
330 Manor Road  
Lafayette Hill, PA 19444

T: 215.564.2030

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

### OPEN HOUSE:

Come visit Camp Valley Forge before the start of camp! Meet the staff and tour the facilities.

Sunday, March 26, 2-4:30PM

Wednesday, April 27, 6-8PM

Saturday, June 4, 2:30-4PM

### QUESTIONS OR CONCERNS PRIOR TO CAMP:

During the camp 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 27, please contact her by email or phone at:

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

T: 267.281.5519

### TAX CREDIT FOR DAY CARE

Federal Tax ID # 23-1352309

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

Extended Care is a non-structured program where girls can enjoy arts & crafts, games, and G-rated videos on rainy days while under adult supervision. The cost is \$75 per week. AM Extended Care runs from 7:30-8:45AM and PM Extended Care runs from 4:15-5:30PM. If your camper is scheduled for PM Extended Care, pick-up is by 5:30PM. Continued lateness for pick-up beyond 5:30PM will result in an extra charge being assessed. In the event of an emergency, please call camp directly at (215) 388-2286.

## TRADING POST

Girls will visit the Trading Post (also known as the Valley Forge Shop) each week. Trading Post visits are part of a traditional camp experience, and a great opportunity to instill your camper with money management skills. Only cash or Adventure Credits sent in an envelope with your camper's name and the amount enclosed will be accepted. All money must be turned in at drop off in the morning.; no camper should have money on them during the day.

## SPECIAL NEEDS

If your camper requires a special diet, special health care, or has any conditions that might affect her interaction with fellow campers, staff members, or the camp program, please email the Camp Director *in advance*, along with reminding the Camp Director and/or Healthcare 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 cancellation.

## 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 identify troop and volunteer opportunities quickly and easily. Prospective members can search for an available troop using their zip code. You do not have to be a part of an active troop 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 and Procedures

### ARRIVAL & DEPARTURE

Morning drop-off runs from 8:45 -9am. Procedures are as follows:

- Follow signs for drop-off/pick-up zone. Please pull close to the car in front of you, starting a line behind the orange cone—do not exit your vehicle!
- *The following COVID-19 protocols reflect 2021 conditions. Decisions on drop-off procedures will be made based on current COVID-19 conditions prior to 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 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 camp policies (see below). Staff will ask COVID-19 screening questions at each camper's car before directing the camper to their cohort.
- All cars in the drop-off/pick-up zone will be unloaded simultaneously and exit at the same time for camper safety. *Please do NOT pull around other cars in line.*

Afternoon pick-up runs from 4-4:15pm. Procedures are as follows:

- Follow signs for drop-off/pick-up zone. Please pull close to the car in front of you, starting a line behind the orange cone—do not exit your vehicle!
- Have your ID ready; a counselor will come to your window.
- All cars in the drop-off/pick-up zone will be loaded simultaneously and exit at the same time for camper safety. *Please do NOT pull around other cars in line.*

***NOTE: Campers will not be released to anyone without proper ID or who is not listed on the Camper Release Form.***

If you need to pick your camper up prior to 4pm, you must submit a note that morning, or email the Camp Director prior to the pick-up time. For early pick-ups, you will remain in your vehicle and call the camp office upon arrival. A staff member will bring your camper out to the vehicle.

***PLEASE DO NOT BRING PETS WITH YOU WHEN DROPPING OFF OR PICKING UP CAMPERS.***

### VAN SAFETY

Depending on the themed week your camper is participating in, she may be transported via 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 van, please know the responsibility each person has to ensure a safe trip to and from camp.

- The van should always be loaded and unloaded in an orderly fashion.
- Please remain seated at all times.
- LISTEN to instructions from the counselors and van driver.
- No horseplay, yelling, or throwing items around the van.
- Let the counselor know if you are feeling sick.
- TBD: Masks will be worn by all occupants of the vehicle (*depending on current COVID-19 conditions during camp 2022*) for the duration of the trip.

### Directions to Camp Valley Forge

For GPS, please use this address: 1501 Valley Forge Road, Phoenixville, PA.

From Rt. 422: Take the Valley Forge Historical Park Exit (Rt. 23 West). Turn right onto Valley Forge Park Road and proceed west through the park for approximately 1.5 miles. You will pass the Freedom's Foundation a few hundred yards before the office/ camp driveway, which will be on your right.

From Turnpike: Take the Valley Forge/King of Prussia Exit (exit 326). Proceed through the toll booth and take the immediate exit on your right for Valley Forge Historical Park. Turn right onto N. Gulph Rd, which turns into Rt. 23 W at the park and continue straight through the park. You will pass the Freedom's Foundation a few hundred yards before the office/camp driveway, which will be on your right.

From West (RT. 113 North): Proceed on Route 23 east through Phoenixville. The office/camp is on left side of road approximately 2 miles from White Horse Road intersection (Ford Dealership, Royal Bank, Sunoco).

From Route 202, Heading South from King of Prussia: Take Route 252/Valley Forge Road and follow Rt. 252 N until it intersects with Route 23 W. Turn left onto Route 23 W and follow it for approximately 1.5 miles. You will pass the Freedom's Foundation a few hundred yards before the office/camp driveway, which will be on your right.

Heading North from West Chester: Take Route 202 N to Chesterbrook exit. Turn left at light to follow Chesterbrook Blvd to Route 252. Follow directions above for Rt202 from King of Prussia.

From Philadelphia: Take I-76 W to Mall Blvd, Exit 327. Turn right at the end of the ramp onto N. Gulph Road (Crate & Barrel on your left & Ruth's Chris Steakhouse on your right). Stay straight and follow Route 23. Follow directions above for the Turnpike.

### General Camp Information

#### CAMP VALLEY FORGE 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 Valley Forge community. Joining the Band App is not required; instructions to join our group will be sent closer to Summer 2022

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.

Use this link or QR code to join the Valley Forge BAND:

<https://band.us/n/aaab65r0xalfZ>



## VISITORS & 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:

- 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, FBI fingerprint 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.

## MASK USE

Decisions on mask use at camp will be made based on current CDC and ACA guidelines and COVID-19 conditions prior to 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 else the day calls for. Day camp at Valley Forge is a combination of indoor and outdoor activities, so girls should dress for the weather each day. Please label EVERYTHING with your camper's full name! Please apply sunscreen and bug repellent at home prior to drop-off.

## TYPICAL DAILY SCHEDULE

Activities will vary according to the 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 will be divided into groups for the week based on the theme and their age level.

7:30am:	AM Extended Care
8:45am:	Drop-Off
9am:	Opening Flag Ceremony
9:15am:	Morning Activities (Arts & Crafts, Swimming, Themed Activities)
12pm:	Lunch
12:30pm:	Afternoon Activities (Arts & Crafts, Swimming, Themed Activities)
3:45pm:	Closing Flag Ceremony
4pm:	Pick-Up
4:15pm:	PM Extended Care

## WHAT TO BRING TO CAMP

Please bring the following items in a backpack each day:

- Medications (OTC & prescriptions) 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). All medications must be given to the Healthcare Supervisor at drop-off.
- TBD: A face mask for each day (plus two extra)
- Close-toed shoes with socks that cover her ankles, no open toed shoes, sandals, or Crocs.
- Raincoat and hat/poncho on rainy days
- Filled water bottle (no juice or sugared drinks)—water will be available throughout the day for refills.
- Swimsuit, sunscreen and towel in a plastic bag
- Lunch

## 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, iPods, tablets, e-readers, headphones
- Candy or gum
- Personal sports equipment
- Weapons

## LOST & FOUND

Girl Scouts of Eastern Pennsylvania is not responsible for lost, stolen, or damaged belongings. Clearly mark ALL clothing and belongings with the camper's name. Lost and found items will be kept for two weeks following the conclusion of that session and may be viewed and claimed by calling the Camp Director during that time. After two weeks, the items will either be used at camp or donated to a local shelter.

## 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 to cool off and have fun! Every child will have an opportunity for free swim several times per week, conditions & weather permitting. Each camper will be swim-tested on arrival day and issued a color-coded bracelet. The results of the swim test are at the discretion of the lifeguard and for the safety of the camper. Counselors will do their best to schedule additional water activities during especially hot days.

## TELEPHONE

Campers may not receive phone calls at camp. Please feel free to contact the Camp Director while your child is at camp if you have any questions or concerns or if any emergencies arise at home.

## 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 lice or nits are not allowed to attend camp. Staff will complete lice checks upon arrival 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.