



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 mornings, 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!

CAMP CONTACT:

Haley Spletzer
Camp Valley Forge
T: 267-420-2713
(June 1-August 13 only)
E: HSpletzer@gsep.org

Member Services

Camp Valley Forge
100 Juliette Low
Way Valley Forge,
PA 19482

T: (215) 564-2030

E: memberservices@gsep.org

REGISTRATION CONTACT

Member Services
330 Manor Road
Lafayette Hill, PA 19444

T: 215.564.2030

E: memberservices@gsep.org

OPEN HOUSE

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

Saturday, March 8, 9:30-11:30AM

Saturday, April 12, 3:30-5:30PM

Saturday, May 10, 3:30-5:30PM

TAX CREDIT FOR DAY CARE

Federal Tax ID # 23-1352309

CAMP HOURS

Regular Hours: Monday-Friday, 9am-4pm

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

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.

- Go to gsEvents to register.
- Choose AM, PM, or both.
- Either AM or PM is \$60 per week. Unfortunately, we cannot mix and match.
- The cost for your child to attend both AM and PM extended care is \$120.
- AM Extended Care runs from 7:30-9:00AM.
- PM Extended Care runs from 4:00-5:30PM.

Continued pickup beyond 5:30PM will result in an extra charge being assessed. In the event of an emergency, please call camp directly at 267 420 2713.

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. Campers can use cash, Cookie Dough, or Gift Certificates for their purchases. Please place payment for the camper in an envelope with your camper's name and the amount enclosed. All money must be turned in at the 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 their interaction with fellow campers, staff members, or the camp program, please email the Camp Contact *in advance*, along with reminding the Camp Contact 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 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 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 (based on availability), 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 or when full.

HOW TO REGISTER

Visit 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 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.

CAMPER ILLNESS

Any camper with a temp of over 100.4 degrees will be unable to attend camp that day. If a camper becomes ill at camp, the Camp Director will call home and ask their adult to come pick them up.

Transportation Policies and Procedures

ARRIVAL & DEPARTURE

Morning drop-off runs from 8:30 -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!
- A camp staff member will welcome your vehicle and take your child's temperature before exiting the vehicle.
- All cars in the drop-off 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 4-4:30pm. Procedures are as follows:

- Follow signs for drop-off/pick-up zone, making a loop around the storefront to ensure cars do not extend beyond the lot and onto the highway.
- 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 each day; 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.

Early Pick Up

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, they 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 traveling 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.

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 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/@cvf>

VISITORS & CAMP TOURS

The safety of our campers and staff is our priority. We care about your camper's safety and want to ensure they are well cared for and protected. As such, we follow these 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.

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 campers 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 and include extra in their backpack.

TYPICAL DAILY SCHEDULE

Activities will vary according to the theme and Girl Scouts' choices. For this reason, we cannot give you an exact schedule of each camp's activities before the start of camp. Campers will be divided into groups for the week based on their registration and their age level.

8:00am:	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 the original container and must be included on the
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medications form on your camper's health record at campdoc.com. All medications must be given to the Healthcare Supervisor at drop-off.

- Close-toed shoes with socks that cover the 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!

- Stuffed animals
- 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 backyard 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.

Dear Parents,

In our continuous efforts to provide the best possible care for 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.

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

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