



## Welcome to Camp Valley Forge

Dear Parents & Guardians,

Thank you for registering your camper for Camp Valley Forge, a Girl Scouts of Eastern Pennsylvania camp. A summer adventure like no other is just around the corner for your camper. Nowhere else can a girl experience and explore as much fun, challenge, and excitement in the outdoors as they can at Girl Scout Camp!

At Camp Valley Forge, along with their chosen theme, campers will experience daily swims (weather permitting), space to make friends, and opportunities to challenge themselves, and learn new skills. Each week, depending on age, girls might tackle our bouldering wall, learn to work as a team on the low ropes course, perfect their archery aim, and enjoy games, crafts and cooking in our indoor camp center.

Campers will expand their leadership skills through many activities including:

**Badge/Patch Activities-** Our programs are written with a badge or patch in mind. Alongside traditional camp activities, campers will engage in activities throughout the week to earn the badge/patch aligned to their program.

**Girl Planning** — Each program is designed to capture and implement girl input about activities and experiences for the week. Campers help their counselors plan activities for their schedule, pick games, and more.

*See you at camp!*

*Fog*

Allison 'Fog' Rodgers  
Valley Forge Camp Director and Girl Experience Specialist

### CAMP CONTACT:

Allison "Fog" Rodgers  
Camp Valley Forge  
100 Juliette Low Way  
Valley Forge, PA  
E: [CVFadmin@gsep.org](mailto:CVFadmin@gsep.org)  
T: **445-264-0632**  
(June 1-August 16 only)

### REGISTRATION CONTACT:

T: 215.564.2030  
F: 215.564.6953  
E: [memberservices@gsep.org](mailto:memberservices@gsep.org)

### EMERGENCY HOTLINE:

T: 445.227.7559

### QUESTIONS OR CONCERNS PRIOR TO CAMP:

During the camp season, the Camp Director can be reached at the phone number or email above. If you have any questions or concerns prior to camp, please contact them by email.

### OPEN HOUSE:

Come and visit camp before it is open for the summer! Meet the staff and tour the facilities.

**Sunday, March 15, 4-6 PM**  
**Saturday, April 11, 10 AM-12 PM**  
**Thursday, May 14, 5-7 PM**

### Camp Information Webinars:

In this short presentation, the camp director will go over need-to-know information for the first-time parent or the parent who wants to know what camp is all about.

[Wednesday, January 14, 7 PM](#)  
[Tuesday, February 3, 7 PM](#)

Please register for the session using the provided links.

### TAX CREDIT FOR DAY CARE

Federal Tax ID# 23-135230

## General Camp Information

### CAMP HOURS

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

Drop -off runs from 8:30 to 9am.

Pick-up runs from 4 to 4:30pm.

### DROP OFF

When dropping off your camper at camp, please follow the signs directing you to the unloading area. Please remain in your car and a staff member will come to your car and direct your child to the proper group.

### PICK UP

Please follow the signs directing you to the loading area.

Please remain in your car and a staff member will come to your car.

You will be asked to provide identification when picking up. After checking your ID, the staff member will sign the release form. *Camper will not be released to anyone without proper identification or to anyone not listed on the Camper Release Form.* You must be listed on the Camper Release Form on Campdoc to pick up any camper. Please list alternates in case of an emergency.

### EXTENDED CARE and SLEEP OVERTS

Early care is available from 7:30am-8:30am daily. The cost for early care is \$60 and can be added to your cart on myGS.

After care is available from 4:30-6:00pm daily. The cost for after care is \$70 and can be added to your card on myGS.

Some weeks of day camp also offer a one-night Nightlights/Sleepover add-on. Nightlights add-on is \$40 and includes additional time in the evening for games and dinner with an 8:00pm pick-up time. Sleepovers add-on is \$60 and includes dinner Thursday and breakfast and lunch on Friday. Nightlights/Sleepovers are on 7/9/26 and 7/30/26. Nightlights and Sleepovers can be added to your cart on myGS. Registered Nightlights/Sleepover campers will receive more information and details prior to the event.

### EARLY DISMISSAL

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 CVFadmin@gsep.org) so we know when to expect you and can have your camper available at the office. *Camper 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. Please remain in your vehicle and follow the directions on the Pick Up signs in the parking lot.

## TRADING POST

Campers will have the opportunity to shop at the Trading Post (Camp Store) once a week during camp. Please bring money in an envelope with your camper's name and the amount enclosed and turn in to the counselor during drop off on Monday **only**. The Trading Post is also open during pick up times throughout the week on the shop's schedule.

### **What can you find at the Trading Post?**

Camp Valley Forge t-shirts, bandanas, water bottles and camp essentials, such as mess kits, friendship bracelets and more. Stop by the Trading Post during check-in to see other available items. Check out pages 14-15 of the Camp Guide to see some of the Trading Post merchandise! Camp apparel and merchandise is also available on the GSEP Online shop at <http://www.gsep.org/en/our-council/shop.html>.

## TRIPPING MONEY

Any camper going on an out-of-camp trip who wants to bring spending money for shopping or souvenirs should hand in the money during drop off so it can be stored safely until the campers leave camp. Please bring the money, in cash, in an envelope with the camper's name and program clearly written on the outside of the envelope. While out of camp, campers are responsible for their own money. **Tripping money will only be accepted in cash.**

## 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 [CVFadmin@gsep.org](mailto:CVFadmin@gsep.org), along with reminding the Camp Director 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.

## 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:

- 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 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.

## **CAMP VALLEY FORGE RALLYHOOD!**

Use the link below to join the Camp Valley Forge Rally in Rallyhood, an online community forum for camp caregivers. In our CVF community forum, you can find the Confirmation Packet, chat with fellow camper caregivers on the message wall, and see updates directly from camp staff! This is a private forum, only accessible to caregivers of Camp Valley Forge campers. **To reach the Camp Director, email [CVFadmin@gsep.org](mailto:CVFadmin@gsep.org). DO NOT Direct Message the Camp Director on Rallyhood, that direct message feature is not monitored by the Camp Director.**

[Please use this link to join Camp Valley Forge 2026 RALLY!](#)



### **Rallyhood**

#### **What is it used for and not used for?**

##### **Rallyhood is:**

- A place for camp staff to post pictures of the great stuff happening at camp!
  - This will be done periodically throughout the week, posting at least once each session.
  - While we try to get all groups and all campers, we cannot guarantee that all campers are photographed. Additionally, some campers shy away from the camera.
- A great forum for parents and caregivers to use to ask each other questions!
- One of multiple ways that camp can communicate to parents quickly in unforeseen situations.
  - If camp is responding to a weather concern, we will post on Rallyhood
  - If something affects a large portion of camp, a post will be made.

##### **Rallyhood is NOT:**

- A direct line of communication to the camp.
  - Please call camp directly at 445-264-0632 or email [CVFadmin@gsep.org](mailto:CVFadmin@gsep.org). Emails will be answered as soon as possible. Please be aware that during camp, the camp director needs to be out and about in camp to make it a great place for your campers and, therefore, is not always immediately available.
- A forum to vent.
  - If you or your camper has a concern or comment, please deal with it directly and contact camp. Posting on Rallyhood will not help resolve the situation. We take your feedback seriously, but may not know about a concern if we are not contacted directly.

**Please just keep the Girl Scout Law in mind when on Rallyhood, we are here to be friendly and helpful to all! Thank you for being a positive influence in our camp community!**

## Transportation Policies & Procedures

### **BUS/VAN SAFETY**

- Depending on the week your camper is participating in, campers 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.

### **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.

## Preparing for Camp

### TYPICAL DAILY SCHEDULE

7:30-9:00am:	Optional early care available (register on myGS)
8:30-9:00am:	Arrival
9:00-9:30am:	Flag Ceremony, songs and announcements
9:30-12:30pm:	Themed activities, badge work, team building
12:30-1:00pm:	Lunch
1:00-3:30pm:	Themed activities, badge work, team Building
3:30-4:00pm:	Flag ceremony, songs and announcements
4:00-4:30pm:	Camper pick up
4:00-6:00pm:	Optional after care available (register on myGS)

### HOW TO DRESS AT CAMP

There is no need to send your child to camp dressed in new clothes! Campers should wear comfortable clothes to be able to play games, hike, and get dirty. **Send your camper to camp with a swimsuit on under their clothes (bring underwear to change into after swimming).** It's best to apply sunscreen and bug spray before arriving at camp. Although the trails are cleared and well-maintained, the camp environment is wooded and grassy and there are plants and insects that can irritate young skin – consider tall socks and clothes that are cool but provide coverage. Put your camper's name on all of her clothes, towels, and other belongings.

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

### WHAT TO BRING TO CAMP

- Medications: All medications (prescription and over-the-counter) need to be in an original container and must be included on the medications form on your camper's health record on CampDoc. If a prescription medication, the container must be prescribed for the camper attending camp. Counselors will carry emergency medications such as inhalers and epi-pens with them throughout the day to ensure easy access for campers if needed. If you have concerns about counselors holding medication during the day, please reach out to the camp director.
- Raincoat and hat/poncho
- Filled water bottle (no juice or sugared drinks), water will be available throughout the day for refills
- Towel and underwear for after swimming (Wear a swimsuit to camp under your clothes)
- Sunscreen and bug spray
- Hat or bandanna
- Lunch and drink (refrigeration is not available)

*\*Please pack the items listed above in a backpack that can be easily carried around camp.*

## 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
- Weapons - guns, knives (except small pocket knives), martial arts (nun-chucks, throwing stars, etc.), brass knuckles, pepper spray, etc. (We will call home if this item is significantly concerning.)
- Eplayers, i-pods, tablets, headphones
- Glass or aerosol containers
- Candy or gum
- Personal sports equipment

## COMMUNITY 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. Examples of kapers include helping to sweep the camp center, raise and lower the flag, or collect litter to help camp look its best.

## GSEP CAMPER CODE OF CONDUCT

In order for camp to be a safe, inclusive, and joyful experience, campers are expected to abide by our Code of Conduct. Please review this with your camper and sign the Code of Conduct on CampDoc prior to attending camp.

Any camper who does not meet the expectations outlined in the Code of Conduct will have a conference with the Camp Director. The Camp Director will notify the family and work to solve the issue together. In cases of significantly unsafe behavior, extreme disregard for the code of Conduct, or repeated concerning behavior that is impacting the experience of the community, the Camp Director may determine that your camper must leave camp. Parents/guardians will be responsible for the immediate departure of their camper including securing transportation. ***There is no refund in this case.***

### Code of Conduct:

Girl Scouts of Eastern Pennsylvania strives to provide quality learning opportunities for girls and is committed to creating a safe, inclusive and joyful environment where girls can grow strong. Girl Scouts attending summer camp are expected to abide by the Girl Scout Promise and Law.

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.

See below for a list of specific expectations for conduct at Camp aligned to the Girl Scout Promise and Law and safety considerations.

1. Follow all stated and posted activity specific rules and procedures.
2. Respect and cooperate with girls and counselors in your unit and throughout camp. Make an effort to ~~get to know girls in your unit and try to find ways to include other girls.~~

3. Tell a counselor if you are having a problem at camp. It's okay to share if you (or someone you care about) are having trouble getting along with another camper, are frightened, don't feel well, or miss your family.
4. Talk through disagreements and problems with other campers. Adults at camp will help girls discuss their differences and find solutions.
5. Use affirming and inclusive language. Offensive or abusive language is not permitted.
6. Ensure emotional and physical safety of others. Physical threats, physical violence, aggressive behavior, destructive behavior and/or threats of destructive behavior will be taken seriously and not tolerated. Harassment (teasing) and bullying of other campers will not be tolerated. Self-destructive or abusive threats or actions will be taken seriously.
7. No pets are allowed at camp.
8. Use /possession of weapons, alcohol, recreational drugs, tobacco is illegal and, therefore, prohibited.
9. Unauthorized use of personal sports equipment (call the Camp Director for approval) and cell phones is prohibited.
10. Campers, even if they are 16, are not allowed to drive their personal vehicles to or during camp.

## **LOST & FOUND**

Girl Scouts of Eastern PA will not be responsible for any lost, stolen, or damaged personal items. This includes electronic equipment (cell phones, radios, video games, mp3 players, tablets, ereaders) and jewelry. Any Lost & Found items remaining at camp will be donated. Please make arrangements to gather all lost items.

## **SWIMMING**

We hope that all our campers will want to swim at camp. The ability to swim is an important skill and helps your camper cool off. Each camper will be swim-tested on arrival day to be placed in a swim level according to her ability. Depending on a camper's swimming skills, they will be permitted to engage in different aspects of our swimming programming. Every child will have an opportunity to swim daily weather permitting. Each swim session will include instructional activities and free swim time.

## **COMMUNICATION**

Campers may not receive phone calls at camp. Please feel free to contact the Camp Office 445-264-0632 or email [CVFadmin@gsep.org](mailto:CVFadmin@gsep.org) while your child is at camp if you have any questions or concerns or if any emergencies arise at home.

## **Health and Safety**

### **HEALTH CENTER**

Medication is stored in and administered at the health center. Emergency medications are held by counselors throughout the day. **Please read What to Bring to Camp above for more details on bringing over-the-counter and prescription medication for your camper.**

If a camper is feeling ill or is injured, they will visit the Health Center. Any significant illnesses or injuries will be communicated to families via phone calls. Some illnesses and injuries require outside care. In these cases, camp staff will communicate this to the families and seek outside care. Any time a camper is seen in the health center outside of medication administration for medications sent with the camper, an automated email will be sent from the CampDoc system, letting the caregiver know that they were seen.

### **HEAD LICE**

Campers with head lice or nits are not allowed to attend camp. Before pool on Monday, lifeguard staff will check each camper's head, 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.

### **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.
- Wear bug spray
- Do a tick check immediately after walking through dense woods and tall grass.
- Wear proper clothing
- If a tick is found embedded in the skin, the camper will report to the counselor or Healthcare Manager for removal and treatment. The Healthcare Manager will report the incident through CampDoc.

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 camp to speak with the Healthcare Manager for more information, 445-264-0632.

### **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 please contact Human Resources at [humanres@gsep.org](mailto:humanres@gsep.org) or 215-564-2030.

### **EMERGENCY PROCEDURES**

As an ACA accredited camp, we are required to have specific and well-designed safety protocols for weather and other related emergencies for all of our camps. We review and update safety protocols annually and ensure our staff is thoroughly trained and prepared to implement all protocols effectively. We will communicate any weather or safety related incidents or emergencies through our Rallyhood platform.

## Camp Payment and 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 camper's start date, your slot will be forfeited and opened up to other campers. Your deposit will not be refunded.

### **WAITLIST**

Waitlists are provided for camp sessions through February 15th. If a session is full during registration, you may choose to register for the waitlist. If you have registered for the waitlist, you will pay the \$50 deposit. If space opens for the program by February 15th, you will automatically be added to the program and receive an automated email confirming registration. If you do not get a spot in the program, your \$50 deposit will be refunded.

### **ADD A WEEK OF CAMP for a DISCOUNT**

Want to add another week or more to camp? You can still get Early Bird pricing after February 1st!

- \$30 off an overnight camp session, use the code MOREOVERNIGHTCAMP at checkout
- \$20 off a day camp session, use the code MOREDAYCAMP at checkout

### **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. 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.

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, bussing, overnights, weekends stays, and extended care for both overnight 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, any 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. Waitlists are available through February 15th, please see waitlist section for details.

### **CURRENT MEMBERSHIP REQUIRED**

Any camper wishing to attend a GSEP camp must have a Girl Scout Membership. You do not need to be part of an active troop to attend camp. Membership can be purchased at the time of camp registration. If you wish to find a troop throughout the year, upon registration you can search for an available troop using your zip code.

*Thank you for choosing to send your camper to Camp Valley Forge this summer. As you prepare for your camper's time at camp, please feel free to contact us at [CVFadmin@gsep.org](mailto:CVFadmin@gsep.org) with any additional questions or clarification. We look forward to seeing you at camp soon!*

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](http://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