

welcome to Camp Wood Haven!

Dear Parents & Guardians,

Thank you for registering your camper at Camp Wood Haven, part of the 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.

This will be my 10th summer at Girl Scout Camp. I have been both a camper and a staff member at one of our sister camps, Camp Laughing Waters. I went through all of our leadership programs as a camper - Camp Program Aide, CIT I & II and Wrangler in Training (WIT). During my time on staff at CLW, I was a counselor, riding instructor and their barn director. For the past 6 years, I took a hiatus from camp while I worked in other leadership positions in higher education. I am super excited to return to GSEP as the full-time Director at Wood Haven!

This summer we know there is an additional challenge of COVID-19. We want to ensure that campers can have a wonderful camp experience, all while taking additional measures, as well as all CDC and Department of Health guidelines into our planning and procedures. You can visit our website: [GSEP.org/camps](https://www.gsep.org/camps) for the most up-to-date guidelines and procedures for camp.

Please read through this packet carefully. It contains information you will need to prepare your girl for camp, as well as updates to our procedures. Feel free to email with any questions or concerns that you might have. For general camp information, you may also call the main office at 215.564.2030 and your call will be directed to someone who will be able to help you.

See you at camp!

Storm-e

CAMP CONTACT:

Ashley "Storm-e" Booth, Camp Director

Camp Wood Haven
103 Camp Road
Pine Grove, PA 17963

T: June 1 - August 15 570.345.4288

E: abooth@gsep.org

REGISTRATION CONTACT:

Member Services

330 Manor Road
Miquon, PA 19444

T: 215.564.2030

F: 215.564.6953

memberservices@gsep.org

OPEN HOUSE:

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

February 28th 11am-1pm

March 14th 1-3pm

April 18th 12-2pm

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.

January 5th 7pm

January 8th 6pm

March 8th 8pm

Please contact the camp director for the log in information.

CAMPERS LOVE MAIL!

SEND MAIL TO:

Camp Wood Haven NAME OF CAMPER
NAME OF PROGRAM
103 Camp Road
Pine Grove, PA 17963

QUESTIONS OR CONCERNS PRIOR

TO CAMP: During the camping season, the Camp Director can be reached at the phone number above. In addition, if you have any questions or concerns to share before June 1, please contact her by email at: abooth@gsep.org

CHECK IN

We will have a staggered arrival times.

Full Week:

Campers with last name starting with **A – K**: Sunday 1PM- 2:30PM

Campers with last name starting with **L – Z**: Sunday 2:30PM – 4PM

Half Week:

Sunday see schedule above

Wednesday 10AM – 12PM

We encourage only one person accompany your camper during drop off.

Upon arrival, each car will be given a COVID-19 symptom checker sign off for all occupants of the vehicle. Contactless temperature screening will take place for all campers upon arrival. If a temperature is 100.4 F or higher, that camper will not be permitted to stay at camp and will need to follow return to camp policies.

All paperwork and Trading Post money should be submitted electronically ahead of check in, however the Trading Post will still be open for live sales at check-in. After check-in, families will say their good-byes in main camp and campers will join their cohorts.

Please make sure your campers are dressed for camp! They should have on comfortable clothing and proper camp footwear. As well as a backpack containing anything she would need immediately, as luggage will be delivered to her unit after check in is over. It's very important to us that your camper has fun, but MOST IMPORTANTLY, a SAFE time at camp. There will be plenty of camp staff there to guide you through the process of checking in.

CHECK OUT

We will have a staggered pick up times.

Full Week:

Friday, 3-4PM; Campers with last name starting with **A – K**

Friday, 4-5PM; Campers with last name starting with **L – Z**

Half Week

Tuesday 5PM

Friday, see schedule above

Please come to the pavilion where we will have your camper waiting.

We encourage only one person pick up your camper from camp. The person signing out / picking up your camper, must be listed on your camper's release form and must show ID before a camper will be released to them.

Upon arrival, each car will be given a COVID-19 symptom checker sign off for all occupants of the vehicle.

There will be no closing ceremony this summer.

Before you leave camp, please check lost and found. It is very important to check with the camp Health Staff to ensure you pick up any medication.

SPECIAL ARRANGEMENTS FOR LEAVING CAMP

If for some reason you need to pick your camper up at camp earlier than the listed times, you must note it on the Camper Release Form and inform the camp personnel upon arrival on Sunday.

Preparing for Camp

As you and your camper are getting her things ready for camp, take time to talk about all the new adventures and the friends she will have and the friends she will make at camp. An online resource you can go to is the American Camp Association at www.aca.org, where you can find loads of parent help.

14 DAY PRE-CHECK

All campers will be required to complete a 14-day pre-check of their temperature (*picture optional*) and symptoms before coming to camp. Campers must have a temperature recorded as well as answer COVID-19 related questions. This process should begin 14 days prior to camp arrival, and final submissions must be made by 12pm on Sunday of arrival to camp. All information will be collected through our CampDoc system.

If a family fails to complete this 14 day-precheck your camper will not be admitted to camp.

For more information please visit our website for more information and details.

IMPORTANT TIPS FOR GETTING READY

- Make an appointment for your Resident Camp Healthcare Recommendations Form to be filled out with your family doctor. This form must be signed by a physician within 12 months of camp attendance!
- Help your camper learn to take care of herself and her belongings on her own so that she will be more comfortable and have more fun at camp. For instance, have your camper practice making her bed.
- Encourage your camper to comb and care for her own hair. Help her find a hairstyle that requires minimal care and make sure she has the needed supplies to take care of it.
- If your camper has never spent the night away from you before, try it before camp so that you both know what to expect.
- Please label everything with your camper's full name.
- Using the Resident Camp Packing List included in this packet, help your camper pack her own suitcase/duffel bag/trunk so she will know where her things are.
- Remind her to keep dirty and clean clothing separate. Pack a bag for dirty laundry.
- Bus riders only: write your camper's information on luggage tags/duct tape. Place the tag(s) securely on all luggage pieces. We use the tags to deliver luggage to the correct camp.
- Each girl is limited to 2 (two) pieces (three for 2 and 3-week campers). There is no room in the tents/cabins/shelters for other pieces of luggage, so please be considerate of tent mates.
- Girls should bring a day pack for hiking and/or to carry water, hat, sunscreen and other needed items during their active day.

BRING TO CHECK IN:

- o **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 includes over the counter and prescription medication.
- o **Trading Post:** All deposits for trading post must be done electronically before camp. This will be done in our CampDoc system.
- o **Special Release Forms** – for special trip programs. You will hear from me prior to camp if you need this form.

Please pack all of these items in a separate tote bag or small backpack along with swimsuit and towel (your camper may have her swim orientation before she gets to her unit the first day).

WHAT TO BRING TO CAMP

- All possessions must be marked with the camper's first and last name. Please see the Resident Camp Packing List included in this packet for a complete packing list.

- It is suggested that you pack belongings in a large plastic tote box, trunk or suitcase.

WHAT NOT TO BRING TO CAMP

Any items on this list will be taken and stored in the Camp Office and returned at the end of session!

- Cell phones
- Expensive clocks, watches or jewelry
- Personal sports equipment, unless otherwise specified
- Weapons
- Pets
- NO fruity-smelling soaps, deodorant, toothpaste, perfume, food, gum or candy. All of these attract raccoons, skunks, and/ or bears at some camps or other critters to our livingspaces!
- Food or snacks –This includes mailing such things to camp. They will be taken away as it is unsafe for girls to have such things in their tents.
- Expensive electronic devices such as miniature DVD or CD players, MP3's, Games, tablets, e-readers
- Hair dryers, curling irons, or flat irons
- Items that are family keepsakes, i.e. Mom's mess kit, Dad's camp trunk, etc.

LOST AND FOUND

Girl Scouts of Eastern Pennsylvania is not be responsible for any lost, stolen, or damages to any personal items. Any Lost & Found remaining at camp will be donated after the last day of camp. Please make arrangements to gather all lost items before leaving camp.

Transportation Policies & Procedures

RESIDENT CAMP BUS INFORMATION

GSEP offers bus transportation to and from camp, from designated locations is available for an additional fee. Campers must register in advance. Registration for transportation closes one week prior to the camp start date. Payment is due in full two weeks prior to the camp start date. Requests for refunds must be submitted in writing to memberservices@gsep.org at least four weeks in advance of the date for consideration. Refunds are not issued for partial use of the transportation order (reservations for round trips but electing not to take the van to camp or home from camp), or for riders considered "no shows" (campers who reserve the van but do not give advance notification of cancellation).

The bus may be cancelled if there are not enough girls registered for the service.

Resident Camp Bus Pricing Options

- \$55 per ONE WAY trip TO or FROM camp
- \$110 ROUND TRIP

Resident Camp Bus Stops

Northeast Tower, East Roosevelt Boulevard and Adams Avenue — Chick-fil-A, Philadelphia, PA 19129—
Sunday pick up at 9:45am and Friday drop off at 5:50pm

Fresh Grocer, 56th & Chestnut Streets, Philadelphia, PA 19139 — Sunday pick up at 10:30am and Friday drop off at 5:20pm

Camp Laughing Waters — Sunday pick up at 12pm and Friday drop off at 3:30pm

OTHER INFORMATION

- No girls will be allowed on the bus to resident camp if they do not have:
 - Resident Camp Health History Record FILLED OUT AND SIGNED BY THE DOCTOR,
 - GSEP Camper Code of Conduct
 - Camper Release Authorization filled out and signed appropriately
 - 14 DAY PRE-CHECK completed
 - NO EXCEPTIONS (these forms must be uploaded to CampDocs)
- Campers will be pre-checked for temperatures and symptoms before boarding the bus. If a camper has a fever or is experience symptoms or has had symptoms they will not be permitted to come to camp.
- All campers and staff will be required to wear a mask while on the bus.
- Be prepared to wait traffic and weather affect times.
- If your camper misses the bus, you will be responsible for her travel to camp.
- On Friday, try to be at the stop early to greet your camper when they arrive.
- Whoever picks up your camper will be required to show a photo ID such as a Driver's License and must be listed on the Camper Release Form.
- Campers will not be released to anyone without proper identification or to anyone not listed on the Camper Release Authorization. Please list alternates in case of an emergency.

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.

- The bus should always be loaded and unloaded in an orderly fashion.
- No body parts are to hang out of the windows.
- Please remain seated at all times.
- Do not throw anything out of the windows.
- LISTEN to instructions from the counselors and driver.
- No horseplay, yelling or throwing items around the vehicle.
- Let the counselor know if you are feeling sick.

BY CAR

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

- Camp gates will not open until 1:00pm.
- The camp address contact information and directions are in this packet.
- 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. Please remember to list yourself!

DIRECTIONS TO CAMP WOOD HAVEN

For GPS, use the intersection of Camp Road and Mexico Road, Pine Grove, PA 17963. If your GPS tells you to take Cardinal Road DO NOT TAKE IT. Keep going straight on Nut Grove Road to Camp Road, make a left, and a right into camp.

From the Northeast Extension of the Turnpike (I-476):

- Travel north to the Lehigh Valley Exit and go west on I-78 as below.

From Interstate 78 (Route 22):

- Travel to the Bethel exit (Exit 13), Route 501.
- Go north on Route 501 for 8 miles to Route 895.
- Turn right and continue on 895 E for 1 mile to the street sign on the right that says, "Camp Road." There is also a sign here for Camp Wood Haven and Camp Pine Grove.
- Turn right and watch for the camp entrance on the left.

From the Reading area:

- You may prefer to travel Route 61 N to I-78 and follow the directions above for I-78 OR continue on Route 61 N to the intersection with Route 895.
- Turn left on Route 895 and travel west through the town of Rock. After you pass the motorcycle track, Camp Road will be the second left, across from a small farm with a stone wall along the road.
- This is a hard turn to see. If you miss this turn continue on to Route 501 S and follow the directions above for Mexico Road.

From the Lehigh and Palmerton areas:

- You may prefer to get on Route 895 in Bowmanstown.
- Turn left on Route 895 and travel west through the town of Rock.
- After you pass the motorcycle track, Camp Road will be the second left, across from a small farm with a stone wall along the road.

From New Jersey:

- Take either Route 22 W to Route 78 W, or take Route 78 W to Exit 13 in PA.
- Then follow directions above for I-78.

General Information

VISITOR & 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 will not be permitted during the summer to protect the campers. If you would like a tour of camp please attend an Open House.

GSEP CAMPER CODE OF CONDUCT

- Because safety is our number one priority, we take our Rules and Regulations for Acceptable Conduct very seriously.
- Please read the Camper Code of Conduct with your camper and make sure each of you sign the form.

- 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.
- 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 and threatening behavior, bullying, fighting, theft, abusive language, smoking, drinking or endangering the safety of themselves or others. Campers who do not abide by the cell phone policy will also be sent home.
- Any camper who displays such behavior will have a conference with the Camp Director, and if indicated a report will have to be filed with the appropriate authorities reflecting the changes in the mandated reporting law.
- The Camp Director may request that your camper leave camp due to the unsuitable behavior exhibited. The parents/ guardians will be notified and are responsible for the immediate departure of their camper from camp and for securing all travel arrangements. There will be no refund in this case.

HOW TO DRESS AT CAMP

- Pack old, comfortable clothes in which to play games, hike, and get dirty or whatever the day calls for.
- Laundry facilities are not available for campers (except for soiled bedding). **See the Resident Camp Packing list to assist with packing on previous page.
- No open-toed or open heel (clog or croc type) shoes or sandals, chunky-heeled shoes, spaghetti straps, midriffs, or halter-tops.

NOTE: For safety reasons, everyone at camp must wear socks at all times. Please send your camper with a clean pair of socks for each day she is there.

MASK USE

Effective June 26, 2021, all GSEP camps will follow new mask guidance. Masks will be required for ALL indoor activities except eating, sleeping, and showering. Masks will not be required outside as long as the social distancing guidelines provided by CDC are met. If, however, girls will be in an outside activity that involves singing, cheering etc., masks will be required. These changes reflect most recent CDC and ACA COVID-19 guidance for camps released May 28, 2021.

A mask lanyard will be provided to each camper upon arrival at camp.

GROUP SIZES

Campers will be assigned to a cohort / program group of up to 12 campers. The majority of activities, meals, etc. will take place within this cohort.

RESPONSIBILITIES DURING CAMP

Girls participate in Kapers, which are similar to chores or jobs, as part of the group living experience. Kapers are completed daily, by everyone.

Unit Kapers help keep the living space of the campers clean and tidy.

All-Camp Kapers help benefit everyone on camp.

This year Kapers will not include cleaning bathrooms or shower spaces or setting the tables of the dining hall.

MEALS DURING CAMP

Meals at camp are nutritious and plentiful. Most meals are served in the Dining Hall.

In addition to the main course, each meal has alternate choices. Breakfast has additional choices of cereal, fruit, etc. Lunch and Dinner have a salad bar or sandwich bar. These alternative choices will be staff served.

Special Dietary Needs: If your child has special dietary needs that are allergy-related such as gluten-free or peanut/tree nut-free, please contact the camp director to discuss alternative meals and the possibility of bringing

alternative foods for your camper. Please indicate any dietary restrictions in CampDocs.

Your camper's program may include an activity where girls cook around a campfire. All health and safety procedures will be followed when girls are preparing their own meals.

NOTE: Do not send food to your camper. Food in tents attracts mice, raccoons, and other animals that may get to it before the campers do! Dinner will be the first meal served to campers when they arrive on Sunday.

SLEEPING ARRANGEMENTS

Counselors sleep in separate sleeping quarters within the unit. Counselors are always on duty, occasionally checking on the girls. Each "living unit" has a unit house where the girls can gather, a fire circle, a washstand and a latrine.

Wood Haven has four types of living shelters. All have beds, mattresses and cubbies for the girls' personal items. Please bring a fitted twin bottom sheet for your mattress. Unit assignments are made by the Camp Director.

- Tents: 4 girls sleep in a tent. Tents are on a wooden platform.
- Adirondack Shelters: 4-5 girls sleep in a shelter. Shelters are 3-sided with a front opening that has a curtain and a porch.
- Tree Houses: 5 girls sleep in a house. There are 2 bunk beds and 1 single bed. Tree houses have a front opening with curtains.
- Conestoga Wagons: 4 girls sleep in a wagon. Wagons are covered with openings in the front and back.

MISSING HOME

Campers are often homesick for the first day or two, primarily during free time, and the first letters written from camp may reflect this. Homesickness is normal, but rest assured that our staff will do everything they can to ensure that your daughter will have a happy, safe, and fun week of camp. For more information about homesickness and other getting-ready-for-camp tips visit www.campparents.org/homesickness or the American Camp Association website at www.aca.org.

If your camper's home sickness is impacting her stay, the Director will discuss the situation with the parents/guardians to develop an action plan that best suits the situation and girl. **If a camper does return home, no refund can be given.**

CAMPER PHONE CALLS

Please do not promise to call your camper or expect her to call you. The phone at camp is for emergency and business calls only and your camper cannot be brought to the phone.

NOTE: We do not allow campers to use the phone in the office, but we can certainly relay any concerns to your child and also call you back to let you know how she is doing.

CELL PHONES ARE NOT ALLOWED AT CAMP. Please do not pack cell phones; this is for the protection of all campers and staff. Phones will be confiscated and returned at the end of the camp session. Calls made from camp on cell phones are often garbled because of poor reception.

If your camper has a problem, she should bring it to the attention of her Counselor, Camp Nurse or Camp Director. Consistent with our goals of promoting self-reliance and making new friends, we limit the use of electronic technology at camp. Campers are not permitted to bring electronic devices of any sort. Exceptions are flashlights, wristwatches, and prescription medical devices, such as nebulizers. Cell phones, smart watches, video games, mp3s and other electronics should be left at home

TRADING POST

The Trading Post (Camp Store) is a place that campers can practice their money management skills. Parents have the option of depositing money for their campers for the week. The Trading Post will be open on Sundays during check in, so you can see what we have in the store. Cash, check and credit cards are accepted to make purchases on Sunday and Fridays. ***All deposits for campers to use over the course of the week must be made on CampDocs before arrival to camp.*** Money left over at the end of the week will be kept on your campers account

until the end of the summer season. After the summer season you will receive a voucher that can be used at anyone of our GSEP service centers and stores.

What can you find at the Trading Post?

Camp Wood Haven t-shirts, sweatshirts, water bottles and camp essentials, such as mess kits, friendship bracelets and more. During the camping week, we also have snacks and candy available for purchase.

MAIL

Some campers write often, and others do not. However, your camper would LOVE to hear from you! You may bring packages (NO FOOD OR SNACKS) and mail on check-in day or mail the first letter a day or so before your camper leaves for camp. Then the very first day she'll have a card or note from you. Please allow time for the mail to arrive within her session. Be aware that you might receive a letter after her arrival back home! Late mail will be returned to sender.

Mail is delivered once a day after lunch.

1-WAY E-MAIL

You may email your camper while she is at camp. We will be using Bunk1. Bunk1 is a one-way communication tool that allows you to easily send messages to your camper while they are away at camp. There is no need to wait for the postal service to deliver mail. With Bunk1, your camp will print out the messages you send and deliver them to your camper along with the regular mail. Please note: all messages will be printed in black and white; color copies will not be provided. If you want your camper to receive email on Friday, it must be sent on Thursday. We do not receive the email as you send it. It is gathered and sent to the camp at 2AM, so there is a delay. Emails received after the camper leaves will not be delivered nor forwarded. For more information on Bunk1, please see the Bunk1 Guide at the end of this packet.

DOS & DON'TS FOR LETTER WRITING:

- DO tell your camper how much you love her.
- DO tell her you hope she's having fun!
- DO ask questions about her tent mates, swimming group, favorite counselor, etc.
- DO send along her favorite comic strip, a picture, or fun news.
- DO tell her you can't wait to see her!
- DON'T tell her bad news such as family illness or the death of a pet.

CAMP WOOD HAVEN BAND

We will be using a Social Media platform called BAND to help us all stay connect.

Please use this link to join BAND: <https://band.us/n/a8ae4c32r97bY>

This is an online platform for our community to share information, ask questions, get information from camp, and see pictures from camp. We'll make sure to post updates at least once each session. This is a private forum, only accessible to caregivers of Camp Laughing Waters campers.

To best reach the camp director or staff with question or concerns, especially in the event of an emergency or sensitive issue, please use the contact information on page 1.

Camper Pictures: We do NOT promise a picture of your camper every day, we will do our best to get all campers represented. We do not have a camp photographer or a professional quality camera, we appreciate your understanding.

SWIMMING

Water safety education/swimming lessons are a part of all camp programs. Recreational swimming such as water games, pond study, and creek hikes, are also available to campers. On the first day of camp, campers are screened for their swimming ability by a certified Red Cross trained staff. After the screening, swimming levels are assigned to each camper.

Non-swimmers and beginners are required to take lessons. Campers 6th grade and above who test above Level I will not have to participate in swimming lessons but will have free swim time instead.

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.
- Campers may apply insect repellent if they choose to bring it. (Younger campers will be assisted to avoid over application of chemical repellent.)
- Each camper monitors herself and her clothing at least twice daily for ticks.
- 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. 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.

CAMPER'S ACCIDENT & SICKNESS INSURANCE

The Girl Scout Council provides supplemental medical expense coverage for both accident and sickness for all participants in resident 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.

HEALTH CENTER

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, camp will communicate this to the families and seek outside care.

If a camper has a fever of 100.4 or over, the family will be notified and required to pick up the camper to go home. If a camper is showing symptoms of a communicable disease, including COVID-19, the family will be notified and required to pick up the camper to go home.

Return to Camp Policy

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.

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.

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 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 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 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

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.

RETURNING EVENT REGISTRANTS? Your user name and password have not changed. Visit 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. Our summer hours are Monday through Thursday 9 am - 5 pm and Friday 9 am - 3 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.

Thank you for choosing to have your camper spend their summer with us here at Laughing Waters. There is a lot to prepare for and anticipate during the months leading up to your camper's session. This packet was meant to help and prepare you and answer your questions. If you have any further questions or would like any clarification, please feel free to contact us.

PACKING LIST – PLEASE LABEL ALL BELONGINGS

CLOTHING (Dress in layers)

- ☐ Shirts and T-shirts (no halter, spaghetti strap tanktops, or tube tops at camp)
- ☐ Sweatshirt, windbreaker or warm sweater (it can cool down overnight)
- ☐ Shorts
- ☐ Long pants or jeans (2-3 pairs for horseback riding)
- ☐ Underwear
- ☐ Pajamas
- ☐ Swimsuit and towel
- ☐ Rain coat or poncho
- ☐ Socks that cover the ankle (a pair for each day, plus 3)
- ☐ Masks (1 for each day plus 2 extra)

FOOTWEAR (shoes & socks must be worn at all times)

- ☐ 2 pairs of sturdy sneakers or athletic shoes (no sandals, clogs, open-toed shoes or open-heeled shoes)
- ☐ Water shoes for creek, lake and/or rafting
- ☐ Shower shoes (typically flip flops)
- ☐ Water proof shoes or boots for rainy days
- ☐ Broken in hiking boots and socks for **hiking programs**
- ☐ Riding boots with a 1-inch heel for **riding programs**

TOILETRIES

- ☐ Sunscreen
- ☐ Hat for sun protection
- ☐ Shampoo and conditioner
- ☐ Soap
- ☐ Toothbrush & toothpaste
- ☐ Comb or brush
- ☐ Sanitary supplies
- ☐ Deodorant (non-aerosol)
- ☐ Shower tote or bag
- ☐ Hand lotion
- ☐ Lip protection
- ☐ Insect repellent (non-aerosol)

SUPPLIES

- ☐ Sleeping bag
- ☐ Extra blanket (for cooler nights) or sheet (for hotter nights)
- ☐ Twin Fitted sheet to place over mattress
- ☐ Washcloths and towels
- ☐ Pillow
- ☐ Laundry bag for dirty clothes to be taken home – mesh or cotton work best
- ☐ Mess Kit (plastic or metal plate or bowl, plastic or metal cup, and silverware) for cookouts
- ☐ Flashlight and extra batteries
- ☐ Reusable water bottles (at least 1 liter)
- ☐ Backpack or tote bag to pack daily items in

OPTIONAL

- ☐ Camera
- ☐ Sunglasses
- ☐ Bandana
- ☐ Cards, books, or quiet games
- ☐ Stationery, pen, pre-addressed envelopes, and stamps
- ☐ Small duffle bag for multi-night tripping programs

PLEASE LEAVE THESE ITEMS AT HOME:

- ☐ Cell phones- they are prohibited at camp for the safety of all campers and staff.
- ☐ Snack foods and drinks except for special dietary needs, i.e. gluten or dairy free products. – must be turned in upon check in at camp.
- ☐ Alcoholic beverages
- ☐ Non-prescription drugs
- ☐ weapons
- ☐ Expensive electronic devices (mp3 players, tablets, etc.)
- ☐ Hair Dryers/curling irons/straighteners
- ☐ Expensive clocks, watches or jewelry
- ☐ Personal sports equipment
- ☐ **Pets – pets are not permitted outside of the car**

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.

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



KEEP UP WITH CAMP ALL SUMMER LONG!

Stay in touch with your camper at camp with Bunk Notes. Your message will be delivered to the camp within 24 hours. No need to wait for snail mail – Bunk1 makes it easy to communicate with your child. Download the Bunk1 App on [iOS](#) or [Android](#) devices to stay connected wherever you go!

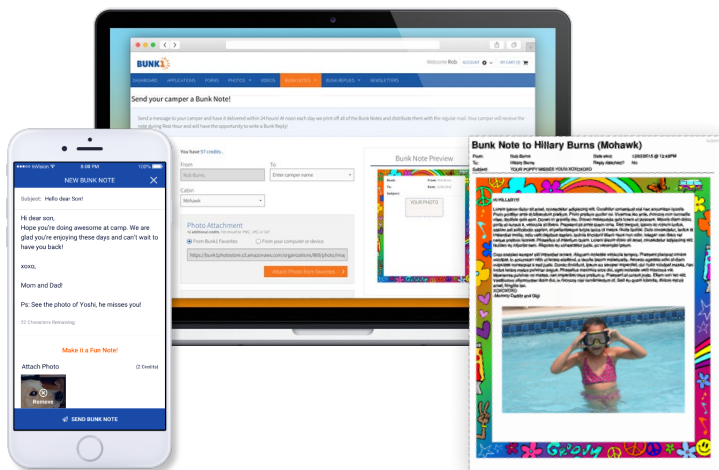
GET STARTED TODAY!

- Go to www.Bunk1.com
 - RETURNING PARENTS will login using their email address and password.
 - NEW PARENTS will click “[New Here? Get Started](#)” and complete the basic form.
 - The Invitation Code for **Wood Haven** is: **21WHAVERN405**
- You will be prompted to select a bundle for access to your Parent Portal. Bundles include credits for you to send Bunk Notes and enhance your notes with borders, photos, sports scores, and puzzles.

SENDING BUNK NOTES

Send Bunk Notes day or night! Your camp receives a pdf at 2 AM EST each day containing all Bunk Notes received in the last 24 hours. Camp prints each Bunk Note and delivers them to your camper with the regular mail. You can purchase more credits anytime in the Bunk Notes menu.

On the go? Purchase Bunk Notes Express and receive a unique email address to send your Bunk Note directly from an email account. Your message is still delivered as a Bunk Note. Each time you send a message, 1 credit is deducted from your account. Your Bunk Note will not be sent via Bunk Notes Express unless you have credits in your account.



FREQUENTLY ASKED QUESTIONS:

Can other relatives use these services? Absolutely! In your Quick Links you'll select Invite Family Members, enter their details and they will be sent an email. PLEASE NOTE this will prompt them to set up their own account. It does not provide them access to your account OR your Bunk Note Credits.

Questions or Problems? The Bunk1 team is available to support you 7 days a week during peak season. They guarantee a response within 24 hours and it's usually much quicker than that. Please call Bunk1 at 1-888-465-2267 or email support@bunk1.com.

Google Chrome is the preferred web browser for using Bunk1. Download Chrome for free by visiting: www.google.com/intl/en/chrome/browser/.

Download the Bunk1 Mobile App

Get the latest news from camp and send Bunk Notes on the go! The Bunk1 mobile app is the best way to keep in touch with camp.

