



# Day Camp Parent Packet

Dear Friends and Family,

Welcome to the Girl Scouts of Greater Iowa Summer Camps! Camping and outdoor experiences are an important Girl Scout tradition, one which we are proud to carry on at our summer camp locations. Each camp provides a unique summer experience for girls from across the state.

Summer isn't just about fun; it's also about setting your camper up for an abundant life of quality relationships, self-confidence, independence, and healthy decision making. We are excited to partner with you to help her work toward these goals.

We're continuously monitoring the COVID-19 situation and updating our camp policies and procedures to match the recommendations from the CDC, Iowa Department of Public Health, and the American Camp Association. Please visit [girlscoutsiowa.org/COVID-19](https://girlscoutsiowa.org/COVID-19) for the most current information relevant to your daughter's camp experience this summer. We've also created a [quick guide to our procedures](#) to prevent the spread of COVID-19 at camp.

Read more to plan appropriately for your time at camp. Please make sure to review this packet that contains updated information, complete your forms online prior to the start of the camp, and review the packing list that is included. We can't wait to see you this summer!

Camp Sacajawea  
Abbie Smith, Director  
638 L Avenue  
Boone, IA 50036  
515-729-1843  
CampSac@gsiowa.org

Camp Tanglefoot  
Julia Mannes, Director  
14948 Dogwood Avenue  
Clear Lake, IA 50428  
641-357-2481  
CampTanglefoot@gsiowa.org

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# Before Camp Starts

## Can I stay with my child?

If you want to attend camp with your Girl Scout, consider signing up for one of our programs designed for girls and adults to attend together including Mom 'n' Me events and My Guy & I Day Camp.

Our day camp programs are structured to allow girls an opportunity to develop independence and social skills. We find that having parents or guardians observe or participate in the activities can provide a distraction that prevents girls from fully engaging in their programs.

## Forms

You'll receive an email from CampDoc within two weeks of registering for camp. Forms for your camper are pre-filled with basic information you provided during registration including your child's name, date of birth, and session she's attending. You can make edits and updates to this information prior to the start of your camp session. Completing this information early will help us prepare for your camper's stay!

## Allergies & Dietary Considerations

We recognize the seriousness of allergic reactions brought on by certain foods and substances. Please provide us with any pertinent and as much information as possible as you fill out the camp forms, so that we are best able to care for your camper's needs.

We can accommodate a vegetarian diet and many common food allergies that cause changes in diet, including lactose and gluten. We are not able to guarantee that cross-contamination will not occur. Contact your camp office for information about how we can best accommodate your camper's dietary needs.

## COVID-19 Considerations

We're continuously monitoring the COVID-19 situation and updating our camp policies and procedures to match the recommendations from the CDC, Iowa Department of Public Health, and the American Camp Association. Please visit [girlscoutsiowa.org/ COVID-19](https://girlscoutsiowa.org/COVID-19) for the most current information relevant to your daughter's camp experience this summer.

## Refunds & Cancellations

Refunds for GSGI summer camp registrations will be issued if the cancellation request is received at least 10 days prior to the event start date. No refunds will be issued if a registration is cancelled less than 10 days prior to the event start date. If you need to change the session your camper is registered for, you may do so if space is available. Please contact GSGI as soon as possible. Deposits are non-refundable. For the full cancellation policy, visit [girlscoutsiowa.org/refunds](https://girlscoutsiowa.org/refunds).

No refunds are given if a camper returns home during camp due to illness, injury, homesickness, and/or any other circumstance including poor behavior. No refunds will be made for campers who arrive late, leave early, are a no-show or attend only part of a program. No refunds will be made for missed activities due to inclement weather.

## Lice, Ticks, Bed Bugs, and Other Insects

We ask that you check your camper for lice at home prior to arriving at camp. If your camper shows signs of head lice, she will need a typical at-home lice treatment prior to beginning camp activities. Head lice are common in environments where people (mostly children) are in close contact with one another. More information can be found at: [cdc.gov/lice](https://cdc.gov/lice).

Ticks look for a place to attach, like the backs of knees, armpits, hair or behind the ears. A tick bite is painless and can go unnoticed. Ticks can spread disease such as Lyme disease, which is often signaled by a red "target-like rash" or flu-like symptoms. While we encourage campers to check themselves for ticks each day while they are at camp, we also encourage families to re-check campers when they return home to make sure no ticks have gone unnoticed. More information can be found at: [cdc.gov/ticks](https://cdc.gov/ticks).

Bed bugs are transferred by luggage in and out of hotels, colleges, camps, buses, offices, schools, and even hospitals. Bed bugs are not known to transmit human diseases. Their bites resemble mosquito bites, and form in a linear pattern. At our camps, all cabins are checked between groups for insects throughout the summer, and periodically throughout the year. If bed bugs are found, we take action immediately by treating the cabin/location where they are found, as well as heating all laundry and bedding for 45 minutes. You will be notified directly if a cabin your daughter is staying in is found to have bed bugs. As a precaution, as you return home, you can place luggage in large black trash bags for the ride home, then place in the sun for a day or two, or steam clean your luggage. You can also leave luggage outside and immediately dry all clothes and items on high for at least 45 minutes. Then go ahead and wash and dry items as you normally would. More information can be found at: [cdc.gov/bedbugs](https://cdc.gov/bedbugs).

## Food, Candy, Gum, Phone, Tablet, or Other Devices to Camp

Please leave new or expensive clothing, jewelry, or accessories at home. We encourage campers to wear older clothes that can get dirty! Please also do not send any food, candy, or gum with your camper.

To preserve our camps' unique, secure, and tech-free environment, we do not allow cell phones, iPods/MP3 players, radios, laptops, tablets, hand-held game systems, or e-readers. Any electronic device sent with campers will be collected on the first day and returned at the end of the week. We highly discourage wearing a smart watch at camp.

We urge caution with sending a digital camera to camp. Outlets may not be available for charging batteries for digital cameras. Disposable cameras are recommended for camp. Bringing high-price items to camp is done at your own risk.

## Lost and Found Policy

The best way to prevent the loss of property is to leave valuables at home. The council assumes no liability and is not responsible for a camper's possessions that are lost or stolen. If you believe your camper left an item at camp, email the camp office to see if the item can be located.

Lost items left at camp will be retained for 6 months, then thrown away, used as camp supplies, or donated. Socks, underwear, and used toiletries are not retained for any length of time and are thrown away at the end of the camp session.

# While at Camp

## Money & the Trading Post

You'll have a chance to check out items in the trading post before your camper's arrival! ***The Trading Post will be open, however be prepared to be asked to observe social distancing and possible longer wait times. We're currently exploring alternative options.***

You can put money in a trading post account online prior to camp check-in [here](#), or drop money off in the camp trading post during check-in. We suggest making sure you do this at least one week before camp starts. You can also allow her to use her Cookie Dough. Once camp is over, she can donate any remaining balance to help support GSGL camps or save the credits for next summer!

The Trading Post accepts cash, check, credit/debit cards (Visa and MasterCard) and Cookie Dough. Make sure you know her Cookie Dough balance, as we are unable to look up Cookie Dough balances at camp.

## Behavior Expectations

Please help your camper to read and understand our Camp Code of Conduct so that by the time she arrives at camp, she understands the expectation of her behavior. In the event of extreme or repeated misbehavior, Camp will contact you to best determine a course of action. If your camper is found to be in violation of any aspect of the Camp Code of Conduct, you may be asked to pick up your camper.

## Camper Health & Calls Home

If your camper becomes seriously sick or injured while at camp, you will be contacted by the Camp Director or assigned health staff representative to determine the best course of action.

We will give you a call if your camper vomits, has a fever over 100.4°F, develops a persistent cough, or loses her sense of taste or smell. If your camper develops any of these symptoms, it's likely we'll ask you to pick her up from camp. We may call you regarding other situations as needed.

## Severe Weather

We closely monitor the weather and suspend any activities if the weather causes a safety concern for our campers and staff. All camps have inclement weather procedures and staff are trained in how to handle weather emergencies. We will make every effort to make up missed activity time due to weather, however we can make no guarantees and refunds will not be issued for missed activity time.

## Our Staff

At our Girl Scout summer camps, your child's safety is our number one priority. We recruit and hire experienced and enthusiastic staff. Our staff undergo an intensive 10-day training that covers subjects including homesickness, camp policies and procedures, emergency weather practices, and behavior management. Our staff are certified in First Aid and CPR. We also teach our staff games, songs, and activities so camp is not only safe but also fun.

# Check-in & Check-out

<b>Camp Sacajawea</b> Check-In Times Check-in is at 9:30 a.m.  Check-Out Times Check-Out is at 5:00 pm. Make sure whoever is picking up is listed on the camper release form and has a photo ID ready.	<b>Camp Tanglefoot</b> Check-In Times Check-In is at 9:00 a.m.  Check-Out Times Check-Out is at 5:00 p.m. Make sure whoever is picking up is listed on the camper release form and has a photo ID ready.
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## Important Policies and Procedures to Note

- All camp property is non-smoking, including parking lots.
- Please do not bring pets to check-in or check-out. If you do bring pets, you will be asked to keep them in the car.
- Alcohol, drugs, and weapons are not permitted on camp property.

## No-Show Policy

In the event of a “no-show”, camp policy requires the administrative staff to call the home of any camper who has not arrived. If no one can be reached, the emergency contact person is called. No refunds will be issued for “no-show” campers.

If you forgot that it was check-in day, call us and let us know you’ll be late - you can still come to camp!

If you need to change the session your camper is registered for, you may do so if space is available. You are encouraged to contact GSGI at 800-342-8389 or [info@gsiowa.org](mailto:info@gsiowa.org).

## When you Arrive

Check-in will look different this year! To minimize contact between families during check-in, we have chosen to modify our procedures. Please limit the number of additional persons at camp check-in and check-out, whenever possible, send one adult with your camper. When you arrive, a staff member will greet you and direct you where to go.

## Health Checks

Our health staff will collect all medications and review health information. Campers can expect to have their temperature taken. Our policy is not to admit any camper who is not feeling well or has a fever of 100.4°F or above. Campers must be fever free for at least 24 hours without the aid of fever-reducing medication prior to their arrival at camp. Other restrictions may apply based on current health standards. Please visit [girlscoutsiowa.org/COVID-19](https://girlscoutsiowa.org/COVID-19) for the most up-to-date information. If you’re unable to attend your scheduled camp session, we’ll help you reschedule for a later date.

## Check-Out

Please do not arrive significantly early for pick-up, as this will disrupt the scheduled activities. If your camper needs to be picked up early, note this on her Release Form, but also be aware she will be missing out on scheduled activity time.

At the end of the session, camp must have a signed Release Form before the camper will be allowed to leave camp. The adult picking up the camper must be on the list of approved adults on the Release Form. A camper cannot be released to anyone not listed.

All adults picking up campers will be REQUIRED TO SHOW A PHOTO ID UPON ENTERING CAMP and AGAIN WHEN SIGNING OUT THE CAMPER. Please limit the number of persons at camp check-out whenever possible.

# Packing List

This list is designed as a guide to help parents and campers pack together. Please wear old clothes and shoes. Please label everything with your camper's name. Do not bring candy or gum to camp; we have well-balanced, tasty meals and snacks at camp. Bringing personal sports equipment (other than riding boots or lifejackets) is discouraged.

## Required Clothing & Personal Items

- Face mask (1-2)
- Dress for the weather  
(t-shirt, shorts, sweatshirt/jacket)
- Close-toed shoes (required in camp)
- Jeans/long pants (required for horse riding)
- Aqua socks/strap-on sandals
- Insect repellent
- Sunscreen
- Camera
- Hat/bandana
- Swimsuit
- Towel
- Water bottle
- Small backpack/day pack
- Sunglasses
- Disposable Camera (optional)
- A BIG smile! 😊

## Equestrian Campers:

Camp Sacajawea provides riding helmets and has boots available for campers to use during their time at camp. Campers may bring their own riding boots from home. Long pants are required for riding, jeans are preferred. Swimsuits are not needed for Horse Day Camp.

Note, please do not wear halter or strapless tops to your camp session.

# CampDoc

This summer, Girl Scouts of Greater Iowa is partnering with CampDoc to better serve our campers and their families. CampDoc offers an electronic health record system for camps, and you can now complete your camper's health information electronically.

The security and privacy of your health information is important to us. The CampDoc site is secure, encrypted, and password protected. You can find additional information about CampDoc privacy and security information at [www.docnetwork.org/security](http://www.docnetwork.org/security).

After signing up for your session, you will receive an invitation email from CampDoc.

- Click on the green "**Accept Invite**" link within the email to create your CampDoc account.
- In the **Confirm Email** box, type your email address to confirm.
- In the **Password** box, type the password that you want to use.
- Click the **CONTINUE** button.

After you log in, select your camper's name and click on the health profile link to complete your camper's information. Required questions will be marked with an \* and outlined in red.

Keep in mind that you can return to [app.campdoc.com](http://app.campdoc.com) at any time to make updates to your camper's health information before your camp session begins. You can log in using the email address and password you previously created.

We're excited to let you know that your camper's health information will save from year to year, so once you complete it in CampDoc this season, you won't have to start from scratch next year.

Additionally, CampDoc sends out periodic reminder emails for incomplete health information. These notifications come from [campdoc.com](http://campdoc.com), so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices about camp!

Please note that CampDoc supports the current and previous major releases of [Chrome](#), [Firefox](#), [Microsoft Edge](#), and [Safari](#), which provide improved security and performance for health information.

For additional assistance, you can navigate to [support.campdoc.com](http://support.campdoc.com) or contact the Support Team at [support@campdoc.com](mailto:support@campdoc.com) or 734-636-1000.

We are excited to continually improve, 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,

Abbie Smith & Julia Mannes  
Your Camp Directors