

# Welcome to Day Camp

Welcome to Girl Scouts of Greater Iowa's 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 – Camp Sacajawea and Camp Tanglefoot. Each camp provides a unique summer experience for Girl Scouts 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 them work toward these goals.

Read more to plan appropriately for your time at camp. Please make sure to review this guide 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!



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## BEFORE CAMP



### Can I stay with my camper?

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

Our day camp programs are structured to allow campers 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 campers from fully engaging in their programs.

### Forms

You'll receive an email from CampDoc prior to the start of your camp session. Forms for your camper are pre-filled with basic information you provided during registration including your camper's name, date of birth, and camp session. Please complete this information as soon as possible to help us prepare for your camper's stay. You can make edits and updates to this information before attending your camp session.

If you or your camper attended camp last summer, you will need to login, confirm details that have carried over from last year, and update information that may have changed since last summer.

### Allergies and dietary considerations

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

## Refunds and cancellations

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Please visit [girlscoutsiowa.org/refunds](https://girlscoutsiowa.org/refunds) for details on our summer camp refund policy. Your camp balance is due 14 days before your camper arrives at camp. If you anticipate difficulty in being able to pay the balance, please contact GSGI at [800-342-8389](tel:800-342-8389) or [info@gsiowa.org](mailto:info@gsiowa.org) as soon as possible.

## Lice, ticks, bed bugs, and other insects

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We ask that you check your camper for lice at home prior to arriving at camp. If your camper shows signs of head lice, they 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 diseases 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 camper 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).

Mosquitoes are present at camp. Our staff will do their best to remind campers to apply bug spray often and will assist them as needed. Help your camper practice applying their own bug spray at home so they are ready when they arrives at camp. We also encourage you to send long pants and light weight long sleeve shirts to have available to wear in the evenings, which will help prevent mosquito bites. More information can be found at: [cdc.gov/mosquitoes](https://cdc.gov/mosquitoes).

## Behavior expectations

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Please help your camper to read and understand our Camp Code of Conduct so that by the time they arrive at camp, they understand the expectation of their 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.

## Food, candy, gum, phone, tablet, or other devices at camp

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Please do not send any food, candy, or gum with your camper. These items attract wildlife into our living areas. Please leave new or expensive clothing, jewelry, or accessories at home. We encourage campers to wear older clothes that can get dirty!

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 smart watches at camp. Bringing high-price items to camp is done at your own risk. The best way to prevent the loss of property is to leave valuables at home. GSGI assumes no liability and is not responsible for a camper's possessions that are lost or stolen.

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.

## AT CAMP



### Money and Trading Post

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The Trading Post will be open at check-out during Day Camp for you and your camper to shop.

The Trading Post accepts cash, check, credit/debit cards (Visa and MasterCard), and Cookie Dough. Make sure you have your camper's Cookie Dough number and balance prior to the start of camp.

### Camper health and calls home

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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 develops a sore throat. If your camper develops any of these symptoms, it's likely we'll ask you to pick them up from camp. We may call you regarding other situations as needed.

### Camper photos

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Although camp does take photos throughout the summer, it is our policy not to post pictures of campers currently at camp on social media. We cannot guarantee that camp will post photos of your camper at camp. We recommend sending a disposable camera to camp with your camper.

## Severe weather

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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

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At our Girl Scout summer camps, your camper'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. Some staff are additionally certified in lifeguarding and challenge course facilitation. We also teach our staff games, songs, and activities so camp is not only safe, but fun.

## Lost and Found Policy

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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.

Labeling items with your camper's name can help get the item back to them while they are still at camp.

# CHECK-IN AND CHECK-OUT



## Prior to camp

If your camper isn't feeling well, do not send them to camp – contact the camp to make other arrangements. Additionally, camp may ask you to test for COVID prior to your arrival at camp. If your camper or a family member has tested positive for COVID-19, please contact the camp your camper is scheduled to attend. It is a good idea to check your camper's temperature and head for lice prior to your arrival at camp, and self-monitor your camper's health in the days leading up to her arrival. Campers with a temperature of 100.4°F or above will be asked to go home until they have been fever-free for 24 hours.

## Important policies and procedures to note

- ↪ All camp property is non-smoking, including parking lots.
- ↪ Please do not bring pets to camp, or 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.

## Check-in

### **WHEN YOU ARRIVE**

When you arrive, a staff member will greet you and direct you where to go. Please refer to page 7 for detailed information on check-in and check-out times for your camp session.

### **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. If you're unable to attend your scheduled camp session, we'll help you reschedule for a later date.

### **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](tel:800-342-8389) or [info@gsiowa.org](mailto:info@gsiowa.org).

## Check-out

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Please do not arrive significantly early for pickup, as this will disrupt the scheduled activities. If your camper needs to be picked up early, note this on their Release Form, but also be aware they 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 their camper.***

## Check-in and check-out times

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### **CAMP SACAJAWEA**

Check-in: 9:30 a.m.  
Check-out: 5:00 p.m.

### **CAMP TANGLEFOOT**

Check-in: 9:00 a.m.  
Check-out: 5:00 p.m.

***Please make sure whoever is picking up your camper is listed on the Camper Release Form and has a photo ID ready.***

# DAY CAMP PACKING LIST



Packing together helps your camper feel prepared for camp! 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) is discouraged.

## CLOTHING & PERSONAL ITEMS

- Dress for the weather (t-shirt, shorts, sweatshirt/jacket)
- Closed-toe shoes (required)
- 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)
- An extra change of clothes (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; boots must have a thick heel and be made for riding. **Jeans are required for riding.**

Swimsuits are NOT needed for Horse Day Camp.



# CAMP CODE OF CONDUCT



All campers' attitudes and behavior are critical to the success of this camp program. The Girl Scout Promise and Law are the foundation of camp behavior expectations. At Girl Scouts of Greater Iowa, we are committed to creating an inclusive environment where all girls can participate in a movement that encourages them to overcome barriers and become leaders in their community and world. All our staff, campers, volunteers, members, and parents/guardians are expected to think, speak, and act in ways that ensure all people feel they belong and can meaningfully participate in all aspects of Girl Scouting, including at camp.

Therefore, for the good of the camp program, as well as for the emotional and physical safety of all campers and staff, everyone is expected to:

1. Follow camp rules.
2. Be respectful to counselors and fellow campmates.
3. Be respectful to the equipment, programs, facilities, grounds, and furnishings provided by Girl Scouts of Greater Iowa.
4. Use the safety equipment provided by Girl Scouts of Greater Iowa and to not endanger themselves or others.
5. Use appropriate language and behavior. Bullying, fighting, any act of violence or self-harm (either real or threatened), creating a hostile or unsafe environment, excessive rowdiness, harassment, derogatory remarks, and inappropriate gestures are not tolerated at camp.

If campers do not comply with the Code of Conduct, the camper's parents/guardians will be called. Campers in violation of the Code of Conduct may be sent home. No refunds will be granted.

Any act of discrimination made on the basis of race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability, gender, marital status, familial status, veteran status, sexual orientation, gender identification, genetic information, public assistance, local human rights commission activity, or any other characteristic protected by applicable federal, state, or local laws is prohibited. Girl Scouts of Greater Iowa is committed to inclusion and will make reasonable efforts to provide accessibility to girls of all levels of ability.



Girl Scouts of Greater Iowa partners with CampDoc to better serve our campers and their families. CampDoc offers an electronic health record system for camps, and you complete your 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 [docnetwork.org/security](https://docnetwork.org/security).

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

1. Click on the green “Accept Invite” link within the email to create your CampDoc account.
2. In the Confirm Email box, type your email address to confirm.
3. In the Password box, type the password that you want to use.
4. 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](https://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.

Your camper’s health information saves from year to year, so if you’ve already completed it previously, you won’t have to start from scratch.

Additionally, CampDoc sends out periodic reminder emails for incomplete health information. These notifications come from [noreply@campdoc.com](mailto:noreply@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](https://support.campdoc.com) or contact the Support Team at [support@campdoc.com](mailto:support@campdoc.com) or [734-636-1000](tel: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*