

# SUMMER CAMP INFORMATION PACKET

## Camp Windy Meadows - Day Camp 2023



# CAMP INFORMATION PACKET - TABLE OF CONTENTS

## ***Why GSWNY Camp Windy Meadows?***

***Page 2***

Mission Statement  
Goals of Camp Windy Meadows  
Outcomes to Goals of Camp Windy Meadows

## ***COVID 19 Guidelines***

***Pages 2-3***

Guidelines and procedures at camp  
Opening day procedures

## ***General Information***

***Pages 4-6***

Questions or Concerns and Days and Dates of Camp  
Meet the Camp Director  
A First-Rate Staff  
Paying for Camp: Camp Balance, FSAs, Camp Gift Certificates  
Refund Policy | Program Adjustments  
Campers That Require Reasonable Accommodations  
Inclement Weather | Safety First  
Rabies Information & Lyme Disease

## ***Getting Ready To Go To Camp***

***Pages. 7-10***

Visiting Camp Windy Meadows  
Pets  
Important Paperwork/Camp Doc.com  
Packing Tips / Lunch & Snack /What Not To Pack / Lost and Found  
Before and After Care  
Medication  
Preventing Homesickness  
Parent Notification

## ***Getting To Camp***

***Page 11***

Directions to Camp Windy Meadows

## ***Arriving at Camp***

***Pages 11-12***

Drop Off/Pick Up Procedures  
Camp Windy Meadows Sample Schedule  
Monday Morning Check-In Procedures  
Buddy Placement | Unpacking Mondays | Kapers

## ***Departing From Camp***

***Page 12***

Leaving Early  
Picking Your Daughter Up From Camp

## ***Reading the Required Forms***

***Pages 13-16***

Camper/Parent Agreement | Internet | NYS Flyer

## WHY GSWNY CAMP WINDY MEADOWS?

### MISSION STATEMENT

The Camp Windy Meadows mission is: To build girls of courage, confidence, and character who make the world a better place.

### GOALS OF CAMP WINDY MEADOWS

The goals and objectives at Camp Windy Meadows:

- At Girl Scout camp we will provide opportunities for campers to develop and improve on their leadership skills.
- At Girl Scout camp we will nurture and develop campers' personal accomplishments and responsibilities.
- At Girl Scout camp we will educate campers on the importance of acceptance and tolerance

### OUTCOMES OF CAMP WINDY MEADOWS

The following are the outcomes at Camp Windy Meadows:

- Girls will be able to list two to three activities (they participated in) that gave them an increased belief in their leadership abilities
- While at camp girls will have tried two to three new activities and improved on an existing skill.
- Girls will be able to recognize and communicate at least two ways to be a sister to every Girl Scout

## COVID-19 GUIDELINES AND PROCEDURES

Safety for our campers and staff is and always will be our number one priority. We want to assure our parents/guardians and all of our camp patrons that we will continue using our safe and effective COVID-19 safety plan which includes our robust Communicable Disease Plan. As always of our protocols will follow the guidance set forth by the NYSHD, CDC, WHO, and GSUSA.

We are asking families to partner with us to help prepare your daughter for a safe and healthy experience at camp

### PRIOR TO ARRIVING AT CAMP

**We would like families to follow the following procedures prior to your daughter's arrival at camp.**

- Please monitor your child for any signs and symptoms that are COVID-19 related.
- Please note that your child will not be able to attend camp if she is experiencing any COVID 19 symptom (cough, fever of 100.1 or higher, fatigue, sore throat, etc).

### OPENING DAY PROCEDURES

**We would like families to follow the following procedures upon arrival to your daughter's camp session.**

**Families dropping their child off at day camp:**

- Once you enter Camp Windy Meadows, you will be directed by camp staff to the parking lot.
- **We ask that Families will remain in their vehicles upon entering the camp parking lot.**
- Campers will have their temperatures taken by a designated camp staff member prior to going into main camp. **Your daughter must have a temperature of 100 degrees or lower in order to remain at camp.**
- If your child's temperature is elevated, she will be placed in a shaded area for 10-15 minutes to allow for cooling down. At which time her temperature will be taken. Your daughter must have a temperature of 100 degrees or lower in order to remain at camp.

- Campers will be asked the required COVID -19 verbal screening questions prior to going into main camp.

**Is your child exhibiting any of the following systems?**

**Group A**

Cough  
Shortness of Breath  
Resent Loss of Smell/Taste

**Group B**

Headache  
Sore Throat  
Fatigue  
Diarrhea  
Nausea  
Congestion

- If a camper answers “Yes” to any 1 or more of the questions in the A group, or 2 or more of the questions from the B group, they will not be permitted to attend camp. In order to attend, campers **MUST** provide a negative COVID 19 test result. The test **MUST** be performed/dated on the day of the camper’s arrival.
- Medication is handed to Health Supervisor. Only medication for which an electronic MD order has been submitted through Camp Doc shall be accepted. Please review additional information on camper medication on page 12
- If your daughter is cleared to attend camp she will be escorted to her unit or you may escort her if you would like.



## GENERAL INFORMATION

### QUESTIONS OR CONCERNS

**Linda Zakrzewski**, Camp Director, (716) 434-3049, when camp is in session

**Janet M. DePetrillo**, Director of Camp Administration

Phone: 716-935-6063 or 1-888-837-6410 ext. 6063

Fax: 716-706-1359

Email: [customercare@gswny.org](mailto:customercare@gswny.org)

### MEET THE CAMP DIRECTOR – Linda Zakrzewski – (A.K.A. Captain Z)



I have been the camp director at Windy for five summers since 2015. I have a team of amazing volunteers that consists of moms, leaders, high school Girl Scouts, and avid outdoors enthusiasts who love to help out at camp. Along with being a camp director, I am a troop leader, service unit manager, and SUCO director. Outside of camp I enjoy time with my family and friends. My bucket list in life is to visit all 63 of the National Parks. I feel very strongly that Girl Scouts, especially outdoor programming, is essential in empowering girls. At Camp Windy Meadows we strive to build confidence in our girls and teach them strong leadership skills. I am looking forward to another fun and exciting summer at Camp Windy Meadows.

### DAYS, DATES AND TIMES OF CAMP

**July 10 to July 28, 2023**

Camp sessions revolve around weekly themes that involve the entire camp population. Programs operate Monday through Friday, 9 a.m. to 4 p.m.

### A FIRST-RATE STAFF

- The members of our camp staff are committed to working with every camper so each has a positive camp experience.
- Camp staff members provide encouragement to girls and mentor them as they develop positive moral values, a healthy self-image, a commitment to learning, social competencies, and empowerment as well as how to use their time constructively. Girls also learn about teamwork and a healthy respect for diversity.
- Staff selection is based on a set of stringent, verifiable qualifications.
- The staff attends training sessions that includes, but is not limited to, child development, risk management, and safety.

### PAYING FOR CAMP

**Camp Balance:** Your camp payment is due two weeks prior to the start of your daughter's camp session. Payment may be made by check, money order, or credit card (MasterCard, Visa American Express, or Discover). Questions about your camp payment should be directed to our customer care team at 1-888-837-6410.

### CAMP PAYMENT PLAN

Did you know that Camp Doc offers a payment plan? Now paying for camp can be easy and hassle free. Please refer to your camp doc registration account page and click on set up payment plan. All payments plan must be paid by August 1, 2023.

**FLEXIBLE SPENDING ACCOUNTS (FSA):** Parents/Guardians, if you have an FSA (Flexible Spending Account), you may be eligible to put that money toward your daughter's day camp fee as it is considered a form of day care. Check with your local carrier for more details.

**CAMP GIFT CERTIFICATES:** Camp gift certificates may be used to pay your camp balance. Purchase your camp gift certificate in any amount by utilizing this link <https://gswny.wufoo.com/forms/gswny-summer-camp-gift-certificate/>

## **REFUND POLICY**

- No refunds will be given without three weeks prior notice of scheduled camp session.
- No refunds will be given if a camper attends part of a session, and then wants to go home. Have you reviewed or taken the "Ready for Camp" quiz? It is located on our website at [gswny.org/camps](https://gswny.org/camps).
- No refunds will be given if a camper arrives for a camp session late or leaves a camp session early.
- No refunds will be given if a camper is sent home early from camp due to violating the camper/parent agreement.

## **REFUNDS WILL BE CONSIDERED FOR THE FOLLOWING REASONS ONLY:**

- The registrar is notified three (3) weeks prior to the start of a girl's camp session. The refund consists of camp program fees **less the \$25 non-refundable deposit.**
- A girl has a health issue (supported by physician's written recommendation) that prevents her from attending camp. Every effort will be made to place her in an alternate week of camp or a full refund of the registration and camp fees will be made.
- If your daughter cannot be placed in the program(s) of her choice, a full refund of camp fees will be made.
- A camper must attend summer school, as verified in writing by the school, a refund of camp fees **less the \$25 deposit will be made.**

## **PROGRAM ADJUSTMENTS:**

- Camp Directors reserve the right to reassign a girl from one program to another – during the same week – if she does not meet the required minimum skill level for her program selection.
- **Camp Directors reserve the right to send any camper home if she is having difficulty adjusting to camp life. When this happens, parents/guardians are notified. Please consult the Camper/Parent Agreement for more detailed information.**
- The Girl Scouts of Western New York, Inc. reserves the right to make program adjustments due to a change in weather or other environmental conditions.

## **CAMPERS THAT REQUIRE REASONABLE ACCOMMODATIONS**

Dear Parents and Guardians we want to make sure that every child that attends camp has a successful experience with us. We want to be prepared and ready for your child's arrival and we ask that you please partner with us and provide as much important information as possible about your daughter.

Based on the information provided it might be determined that your child would benefit by having an Individual Camper Plan (ICP). The I.C.P is a plan that is specifically customized for your child which allows for a much smoother and successful camp experience. We ask that you, the parent/guardian meet with the director of camp administration, the camp director and behavior specialist at least 4 weeks prior to your daughter's arrival to camp, and together discuss the best course of action. The Girl Scouts of Western New York wants to provide a positive summer camp experience to every girl. Does your child have an I.E.P(Individual Educational Plan) or if your child

requires special accommodations (transportation, diet, food restrictions, extra supervision, etc.) while at camp, please contact the Director of Camp Administration **PRIOR to REGISTERING YOUR CHILD** for camp at 1-888-837-6410 or [customercare@gswny.org](mailto:customercare@gswny.org) to discuss the possible accommodations that could safely and reasonably be made for your child.

## **INCLEMENT WEATHER**

Parents and guardians, please note that, for safety reasons, all of our water programs may be canceled when the weather conditions are unfavorable. When this occurs, alternative activities will be provided. Refunds will not be issued when programs are canceled due to weather.

## **SAFETY FIRST**

The safety and well-being of your daughter(s) is our NUMBER ONE priority. Our camps are inspected twice a year and issued operating permits by the State of New York.

- All of our Girl Scouts of Western New York camps meet national standards set forth by Girl Scouts of the USA.
- Records and inspection reports are on file at the Buffalo Girl Scout office and at Camp Windy Meadows, Cambria Road, Lockport, NY.

## **RABIES INFORMATION**

Bats, raccoons, skunks, and foxes have many things in common. They're all wild animals, and they help us by eating insects and other pests. Unfortunately, they also have one other thing in common — they all carry a disease called rabies. You can get rabies by being bitten or scratched by an animal that is infected with the disease. If this happens, you must go to the doctor so you won't get ill.

To ensure you don't get rabies, don't touch or play with any wild animals. Most wild animals are afraid of people and stay away. Many only come out at night. Sometimes animals with rabies will act sick or mean, fight with other animals, bite at trees, or even chase people. If you see wild animals that are friendly or are out during the day, stay away and tell the nearest counselor or adult.

Bats, raccoons, and foxes can also spread rabies to cows, horses, and other wild animals like skunks, woodchucks, or even deer. So remember, no matter how cute or tempting, don't touch or play with any wild animals.

## **LYME DISEASE: WHAT IS LYME DISEASE?**

Lyme disease is the most common tick-borne disorder in the United States and can affect the skin, joints, nervous system, heart, and eyes. It is transmitted by a tiny tick that can be as small as the size of the period at the end of this sentence.

## **WHAT CAN YOU DO TO PROTECT YOURSELF?**

- Walk in the middle of trails, away from tall grass and bushes.
- Wear a long-sleeved shirt.
- Wear white or light-colored clothing to make it easier to see ticks.
- Wear a hat.
- Spray tick repellent on clothes and shoes before entering the woods.
- Wear long pants tucked into high socks.
- Wear shoes or sneakers. Don't go barefoot and avoid sandals.

# GETTING READY TO GO TO CAMP WINDY MEADOWS

## PETS

Pets of any kind are not allowed on camp property. Parents and guardians, when you are dropping your daughter off at camp or picking her up, we ask that you please leave your family pet at home. We thank you for your understanding and assistance by following this policy.

## IMPORTANT PAPERWORK - [CAMP DOC.COM](https://www.campdoc.com)

### *Dear Parents,*

*In our continuous efforts to provide the best possible care to our campers and staff, GSWNY is once again partnering with CampDoc.com for all health and camp registration information.*

*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 doctors and nurses instant access to camper health information, a key component in providing quality patient care.*

*The security, confidentiality, and privacy of your camper's personal health information will always be protected. Only GSWNY's health staff will have access to camper health information, and the CampDoc.com site is secure, encrypted, and password protected.*

**Upon completing your online camp registration through Camp Doc, you were directed to complete all necessary paperwork (financial aid (if applied), membership (if new to Girl Scouts), your daughter's health information, and the camper pick-up form).** Please remember to do the following:

- Follow the instructions and complete the financial aid (if applicable), GS membership (if applicable), the health history for your camper, and the camper pick-up form. Alerts will appear for any missing required information. Parents of returning campers will not have to complete the entire form again; you will just have to make changes that need updating and re-sign for 2023.
- **Parents of campers new to camp for the first time will have to complete all necessary forms thoroughly and completely.**
- Upload any required documents to your CampDoc.com account.
- Return to CampDoc.com at any time to make changes/updates to your camper's health information before camp begins.
- **To avoid being canceled out of a program or denied funding, please adhere to all required deadline dates.**

In your email account, please set register@campdoc.com as a 'safe sender' to avoid accidental delivery to junk and spam folders. We are excited to continually evolve, building safer, more productive, and more efficient systems to create the best experience for you and your family.

**IF YOU DO NOT HAVE ACCESS TO A COMPUTER/PRINTER YOU WILL BE REQUIRED TO FILL OUT YOUR DAUGHTER'S HEALTH FORM and CAMPER PICK-UP FORM WHICH CAN BE PICKED UP AT OUR COUNCIL OFFICES or SENT TO YOU. YOU MUST MAIL THESE COMPLETED FORMS TO OUR COUNCIL OFFICE TWO WEEKS PRIOR TO YOUR DAUGHTER ATTENDING CAMP AND WE WILL UPLOAD THE INFORMATION INTO CAMP DOC FOR YOU.**

## HEALTH FORMS

**A physical for day camp is not needed.** The New York State Health Department requires all immunizations must be complete and up to date in order for campers to stay at camp.

The following is a check list to help you make certain your daughter's health form is completed properly which in turn will make your daughter's check-in at camp much smoother.

- **PLEASE NOTE: A health form for your daughter must be completed every year for camp through Camp Doc. Previous users of Camp Doc will not have to complete a full form; just make changes to information that needs updating and sign and date for 2023.**
- Parent or guardian completes and signs the health form. Please write any health problems/concerns on the form.
- Your daughter's physician completes and signs the individual standing orders for prescription medication or over the counter medication on the reverse of the health form. This section **MUST** be signed in order to dispense medication at camp. **PLEASE NOTE: The NYSHD considers bug spray and sun screen FDA approved over the counter medications. Parents/guardians are authorized to sign the health form stating permission for their child to use. However, please make sure your family physician is signing off on all over the counter medications.**
- The immunization section is completed with dates. It is not acceptable to write "up to date.". **Remember your daughter cannot stay at camp without immunizations stated. If your child is not immunized, please contact Janet DePetrillo, Director of Camp Administration, for further instructions.**

## CAMPER PICK-UP FORM

Your daughter's safety is our number one concern. It is imperative that you completely fill out and sign the Camper Pick-Up form.

- Please remember to list all the people that may pick-up your daughter in case of an emergency, at camp or from the bus stop. Don't forget to include yourself and your spouse/partner.
- Our staff will only release campers to those indicated on the pick-up form. **NO** exceptions.
- Everyone will need to show photo identification as campers will not be released without it. Please inform all who are on the pick-up form.

## CAMP WINDY MEADOWS OVERNIGHT PROGRAM

**(For girls entering fourth grade in the fall of 2023 and older for session 1 and 2 only)**

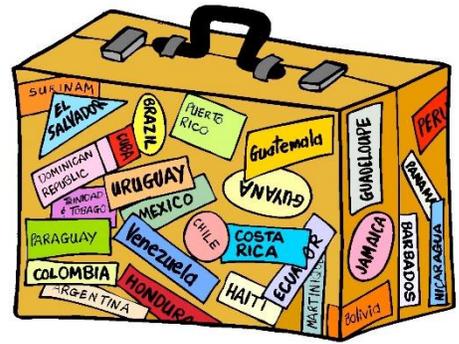
Our overnight programs will take place on Thursday nights. Girls staying overnight on Thursday will be sleeping in cabin units. Staff will sleep, likewise, in separate cabin units, but very near the girls. Each cabin unit sleeps four to five girls. The \$10 fee for the overnight includes dinner, evening snack, breakfast, and lunch on Friday.

**Parent/guardians, please understand that you are making the decision that your child is old enough to handle an overnight camp experience. You also understand that if for some reason your child has a hard time adjusting to the overnight camping experience and you receive a call from the camp director indicating your daughter's difficulty, you will be required to pick your child up from camp – no matter what time of night it is. To assure a smooth overnight experience for your daughter we strongly encourage you to take the "Ready for Camp Quiz" located on our website at [gswny.org](http://gswny.org).**

If you did not register your daughter for the overnight program and you want her to participate, please contact the Customer Care team at 1-888-837-6410.

## WHAT TO PACK FOR THE OVERNIGHT

- Sleeping bag and small pillow
- Sweatshirt
- Flashlight and fresh batteries
- Lightweight, long-sleeved sleepwear
- Toothbrush, toothpaste, hairbrush, washcloth, small towel
- Clothes for the next day



## PACKING TIPS FOR DAY CAMP

The following are tips and suggestions to make packing easy. **Do not go out and purchase brand-new equipment.** Many of the things your daughter needs are already around the house.

## HOW SHOULD MY DAUGHTER PACK?

We recommend that you pack items in a strong bag that will hold all the essential items on the packing list. Please do not pack in a plastic bag as these tend to break

- Depending on forecast, consider a jacket, sweatshirt, or rainwear
- Hat
- Insect repellent (no aerosol) and sunscreen
- Plastic cup or water bottle
- Long pants for hiking



## LUNCH, AND SNACK

A lunch and a light snack will be provided daily.

## WHAT NOT TO PACK

Safety at camp continues to be our number one priority. To avoid temporary confiscation of undesirables, we ask that parents please examine your child's belongings prior to her arrival at camp. We thank you for your assistance and understanding.

- Candy, gum, and snacks of any kind
- Fruity-smelling deodorant or toothpaste
- Body sprays or perfumes and aerosol containers of any kind
- Valuable jewelry
- iPods/iPads
- Cell phones and/or digital cameras
- Pocket knives or weapons of any kind
- Permanent markers



## LOST AND FOUND

All lost and found items will be taken to the Lockport Service Center until September 30<sup>th</sup>. After that, items will no longer be held for claim. Please label every item your child brings or wears.

## PARENT / GUARDIAN NOTIFICATION

Parents/guardians, the safety of your daughter is always our number one concern. You will be notified by either the camp director or the camp nurse if an injury or illness to your child requires more than general first aid (i.e., Band-Aid, scrape, etc.).

## BEFORE and AFTER CARE

If you have signed your daughter up for the Before and After Care program, we ask that you drop your daughter off at camp in the morning no earlier than 8 a.m. and pick her up no later than 6:00 p.m.

- Early Drop Off - 8 a.m. Monday through Friday
- Late Pick-Up – 6 p.m. Monday through Friday

We will have special activities available during Before and After Care. We also encourage your daughter to bring her own craft to work on or a book to read. If you have not registered your daughter for Before and After Care and would like to, please contact the Linda Zakrzewski at [Lindaz777@yahoo.com](mailto:Lindaz777@yahoo.com).

### **MEDICATION: DO NOT PACK MEDICATIONS IN YOUR DAUGHTER'S BAG**

Here are a few things to remember about medications at camp:

- Medication will be collected by the nurse during check-in.
- Campers who require prescription medication or over the counter medication or vitamins while at camp **MUST** have their individual standing orders signed by a physician. No medication will be dispensed to your child without standing orders and the physician's signature. No exceptions.
- All medications, both prescription and non-prescription (including vitamins), need to be stored in the infirmary and be administered by the nurse.
- All prescription and non-prescription medications, including vitamins must be brought to camp in the original bottle with the Rx label intact and marked with your daughter's name.
- **The NYSHD considers bug spray and sun screen FDA approved over the counter medications. Parents/guardians must sign the health from giving permission for their daughter to utilize.**
- Remember to pick up any leftover medication from your daughter's unit counselor at the end of the week. By law, we are required to discard any leftover medication left behind at camp.

### **PREVENTING HOMESICKNESS**

Our goal at Camp Windy Meadow is to make sure that every child at camp has a safe, fun and positive experience. If your child is having difficulty with homesickness at camp, the camp director will contact you to discuss the situation and you the parent/guardian will make the determination if your child should remain at camp or not.

Refunds of any kind will not be granted if you decide that your child should not remain at camp. You can help with the process of preparing your child prior to her arrival by doing the following:

- Complete the Parent & Camper Quiz (located on our website at [www.gswny.org/camp](http://www.gswny.org/camp) ) to determine whether you and/or your child is ready for summer camp.
- Make sure your child is part of the decision making process.
  - A. Where to go to camp?
  - B. How long to stay at camp?
  - C. What is the program she will participate in?
- Have your child practice being away from home prior to attending camp. Perhaps have them stay at a friend or relatives home for a night or weekend.
- Please do not promise to pick your child up early from camp. This can add to the perception of "going home."
- Use a calendar at home to show that the time spent at camp is not an eternity but actually a very short amount of time.
- Please do not promise your daughter that she can call home while she is at camp. This can make the situation much worse. If a camper is having a difficult time, the camp staff will contact the parent.
- If you are concerned about your daughter, we encourage parents to call camp and speak to the camp director. She will work with you in assuring your daughter is having a good time.
- Spend quality time with your child upon returning home from camp to "reconnect" after the separation period.

## GETTING TO CAMP

### DIRECTIONS TO CAMP WINDY MEADOWS

Camp Windy Meadows is located on Cambria Road in Lockport, NY. Take Route 78 in Lockport to Route 31. At Rt. 31 turn left and follow to Rt. 425 Shawnee Road. Turn right onto Route 425 and follow to you come to the stop sign. Turn right onto Upper Mnt. Road and travel approximately one mile and turn left onto Cambria Road. Windy Meadow sign will be on your left hand side.

## ARRIVING AT CAMP

Regular camp hours are 9 a.m. to 4 p.m. If you are driving your daughter to camp, please do not arrive earlier than 8:30 a.m., and please be on time to pick her up.

### CAMP WINDY MEADOWS SAMPLE SCHEDULE

8:00 a.m.	Before Care	2:30 p.m.	Snack
9:00 a.m.	Flag Ceremony	3:00 p.m.	Afternoon Unit Time
9:30 a.m.	Morning Unit Time	3:45 p.m.	Closing Flag Ceremony
11:45 a.m.	Lunch	4:00 p.m.	Camp Ends for the Day
12:45 p.m.	Afternoon Unit Time	6:00 p.m.	After Care Ends

### MORNING/DAILY CHECK-IN PROCEDURES

#### CHECK-IN PROCEDURES

**If you are dropping your daughter off at day camp:**

**We make every effort to move your child through the check-in process as quickly as we can. We ask for your patience and understanding when delays occur.**

- Check in for girls registered for **before care** will start at 8 a.m.
- Check in for girls not participating in before care, will start at 8:30 a.m.
- Once you enter Camp Windy Meadows, you will be directed by camp staff to the parking lot.
- A designated staff member will take your daughter's temperature and ask the required COVID 19 health screening questions. **Please review our COVID 19 guidelines on pages 4-5 for further clarification/details.**
- Once your daughter is cleared she will be escorted to her unit or you may escort her if you would like.

### BUDDY PLACEMENT

If you have requested that your daughter is with a friend, that arrangement will be made. Requests made at check-in on the first day of camp may be difficult to accommodate.

### UNPACKING

When your daughter arrives at her unit, she will be greeted by her counselors. In order for camp to provide your child with a safe, fun, comfortable, and enjoyable summer camp experience, we will require your daughter to open her backpack or daypack in the presence of her camp counselors. Any item that is/are not appropriate in a safe camp environment will be put aside to be taken home at the end of the day. Please refer to page 10 of this guide for a list of things that should NOT be brought or sent to camp. Your support and understanding of this safety measure is greatly appreciated. Our staff has been trained to maintain the privacy and dignity of campers.

## MONDAYS

Monday will be a very busy day for your daughter. She will be getting to know her counselors, fellow campers, and the camp. When your daughter arrives home on Monday, please check her bag for important paperwork. You might find:

- A note from the Camp Director
- A possible permission slip
- Please return any paperwork that needs to be returned the next morning. Thank you for your cooperation. Note: it is important to check your daughter's bag each day for additional information or items that she may have brought home.

## KAPERS

All campers are required to perform Kapers (small chores) at camp such as sweeping, preparing meals, cleaning tables, flag ceremonies or washing dishes.

## DEPARTING FROM CAMP

### LEAVING EARLY

If your child must leave before 4 p.m. for any reason, we need a written statement with the date and time. Your child will be ready for pick-up in the camp parking lot.

### PICKING YOUR DAUGHTER UP FROM CAMP

**Your daughter's safety is our number one concern. It is imperative that you completely fill out and sign the "Camper Pick-Up" form now part of Camp Doc.com; our counselors will be checking ID.**

- You can pick your daughter up at the end of the day (4 p.m.)
- If your daughter is registered for aftercare you can pick her up no later than 5:30 p.m.
- Once you enter Camp Windy Meadows, you will be directed by camp staff to the parking lot.
- **Parents/guardians and family members will be required to stay in or stand next to their vehicles.**
- Everyone will need to show photo identification. Campers will not be released without it. Please inform everyone on your list. Please don't forget to include yourself (parent/guardian)
- Our staff will only release campers to those indicated on the pick-up form. No Exceptions!!!
- Your daughter will be escorted back to her family vehicle by a Camp Windy Meadows staff member.



# CAMP WINDY MEADOWS - DAY CAMP CAMPER AND PARENT CAMP AGREEMENT

**PARENT/GUARDIAN:** The safety and well-being of your child is our number one concern. Therefore, this camp agreement has been developed to help you and your daughter understand our safety regulations at camp. We ask that you and your daughter read over this camp agreement. You no longer need to bring this form to camp, but you and your daughter are still expected to comply with this agreement.

We agree that our child will attend camp and follow all rules, regulations, and safety guidelines.\* We also understand that, if while at camp our child prevents the staff from safely supervising her and/or others or becomes harmful to herself, to campers or to staff, she will be in violation of this camp agreement and could be sent home from camp. If this situation does occur, we understand that we or the designated emergency contact person (if parents/guardians cannot be reached) will be responsible for taking our child home from camp. If our child is sent home from camp, we understand that there will be no reimbursement monetary or otherwise.

We as parents/guardians agree to and accept all rules, regulations, and safety guidelines\* provided for our daughter as set forth by camp. We also agree that as parents/guardians we will not make any unreasonable demands of camp in relation to our daughter's participation at camp.

**PARTICIPATING CAMPER:** As a participating member at camp, I agree to adhere to all rules, regulations and safety guidelines\* set forth at camp. I understand that if I put the safety of other campers, staff members, or myself in danger or if I prevent the staff from safely supervising me or others, I will be in violation of this camp agreement and will be sent home from camp.

## **RULES, REGULATIONS AND SAFETY GUIDELINES**

1. Fun, friends, and lots of laughter.
2. Campers will be respectful, at all times, of themselves and others.
3. **Campers will not verbally or physically threaten, abuse, or harm other campers and/or staff at any time while at camp and/or on the bus to and from camp. \*\***
4. Campers will be respectful, at all times, of others' personal property.
5. The use of alcohol, non-prescribed drugs, and tobacco is strictly prohibited.
6. Campers will be respectful, at all times, of all camp property and equipment.
7. Campers always travel (whether on or off the camp property) with a buddy.
8. Cell phones, digital cameras, portable TVs, iPods, iPads, MP3 Players, personal sports equipment, and pets, as well as weapons of any kind, are strictly prohibited **while at camp and includes camper riding the bus to and from camp.**
9. Campers are always supervised by the camp staff.
10. Campers are required to participate in all aspects of camp life (i.e., unit and all-camp kapers, all-camp activities, emergency practice drills, etc.).
11. Campers will not pack or bring to camp gum, candy, cookies, or snacks of any kind.

\*\*Parents/guardians: The aforementioned safety rules, regulations, and safety guidelines are put in place for the safety of our camp patrons. Our staff will work with your child to make sure that these safety regulations are adhered to and that everyone at camp has an enjoyable experience. However, there are some displays of behavior or actions that are unacceptable and require immediate action. **If your child displays any type of the following behaviors while at camp, she will be removed from the camp program.**

- **Biting**
- **Spitting at campers or staff**
- **Destroying camp property**
- **Destroying personal property**
- **Hitting campers or staff**
- **Running away from the group**

## CAMP WINDY MEADOWS - CAMP PROCEDURES REGARDING THE INTERNET AND TECHNOLOGY

**CAMP AND PARENT/GUARDIAN PARTNERSHIP:** Our promise to you is to continue to build your trust in us. These procedures/guidelines will be enforced to ensure the continued safety and security of your daughter(s) while at camp. We can't do this alone. We need your help. Please share this very important information with your daughter(s). Together we can make a difference!

**YOUR DAUGHTER(S), OUR STAFF DURING OFF-PEAK SEASON:** We recognize and understand that campers and counselors can develop close, trusting relationships with one another while at camp and that these relationships are healthy, wholesome, and beneficial to campers and staff alike. We also recognize and understand that it is natural for campers to want to keep in touch with their favorite counselors after camp. The Girl Scouts of Western New York, Inc. does not encourage or sanction the exchange of contact information between campers and the seasonal staff, nor do we take responsibility for what may occur as the result of such contact. Our procedure/guideline is to forbid the exchange of contact information of any kind between campers and the seasonal staff, whether paid or volunteer. While we cannot keep you from allowing your child to visit or communicate with one of our staff members, by doing so, you take full responsibility.

**CELL PHONES:** Cell phones are not allowed at camp to and from camp. There is one fundamental problem with campers having cell phones at camp or on the bus, and that is trust. We understand that you are making a leap of faith by entrusting your daughter(s) over to the care of our counselors. As children learn to trust other caring adults, they grow and learn, little by little, to solve some of their own challenges. We believe this emerging independence is one of the greatest benefits of camp. It is one important way your child develops greater resilience. Contacting you by phone essentially means they have not made this transition. It prevents us from getting to problems that may arise and addressing them quickly. Please know that you may communicate with the camp staff at any time during your daughter(s) stay at camp. We also agree to tell you if your child is experiencing a challenge in her adjustment to camp. You can help by talking with your daughter before she leaves for camp and telling her that there is always someone she can reach out to, whether it is her counselor, the Unit Director, the Director, or camp nurse. Please review "preventing homesickness" in your parent guide. We all want the same thing: For your daughter to have a successful camp experience.

**DIGITAL CAMERAS:** To ensure the protection and privacy of campers, staff, etc., digital cameras are not permitted at camp. A camper taking inappropriate photos of campers and/or staff changing, showering, and uploading these photos on the Internet is strictly prohibited. Disposable cameras are permitted and encouraged. Parents/guardians, please help us maintain a safe environment by explaining this to your child (please refer to the camper/parent agreement) Any camper that takes a compromising photograph of another camper or staff member and uploads it on the Internet or makes it public in anyway may be subject to dismissal from camp or may not be allowed to return. If the law is broken, the appropriate authorities will be notified.

# Children's Camps in New York State



In New York State, summer camps must have a state, city or county health department permit to operate legally. These permits are issued only if the camp is in compliance with the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises.

The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate.

When choosing a summer camp for your child, consider the following:

## Staff Credentials/Supervision

### What are the qualifications of the camp director?

The New York State Health Code requires that the director of an overnight camp be at least 25-years-old or hold a bachelor's

degree; a day camp director must be at least 21-years-old.

All directors must have experience in camping administration or supervision. Camp directors' backgrounds are screened by the Office of Children and Family Services Central Register Database for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

### What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor-to-camper ratios and staff qualifications are mandated for supervision of swimming, archery, riflery and camp trip activities.

At overnight camps, 80 percent of the camps' counselors must be at least 18-years-old; up to 20 percent may be 17-years-old. There must be at least one counselor for every 10 children aged eight years or older, and one counselor for every eight children younger than eight years old.

At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children.

Camps that must provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervise campers.

### Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

## Health

### Ask about medical coverage and when you will be notified if your child becomes ill or injured.



### Is a doctor or nurse in residence or on call for campers at all times?

Physicians or nursing services must be available. All summer camps in New York State are required to have a health director and a written medical plan approved by the Health Department. The written plan must include, among other things, provisions for medical, nursing and first aid services. Injuries and illnesses must be reported to the Health Department and are thoroughly reviewed.

### Does the camp require medical records for campers?

Camps must keep current medical history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability or allergy. Specify special diets and activity restrictions. Provide instruction for any medication your child must take.

## Camp Safety

### Are the camp facilities and activities safe?

The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.

## Swimming

### Are waterfront personnel qualified?



### Are campers always supervised while in the water?

All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff are required to be trained in cardiopulmonary resuscitation (CPR).

Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers.

While campers are involved in aquatic activities on site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven; and one counselor for every six children younger than six years old. When swimming off-site, there must be one counselor for every eight campers six years or older and one counselor for every six campers younger than six years.

Are bathing areas marked off for various swimming skills? Are campers tested to determine their level of swimming ability before participating in aquatic activities? Are non-swimmers kept in water less than chest deep? Is the buddy system used?

Are campers required to wear life preservers when boating or canoeing? New York State regulation requires that the answers to all these questions must be "yes."

## Camp Trips

Are camp trips supervised by counselors who have the maturity and experience to make decisions that could affect the safety of campers?

All trips must be supervised by a trip leader who is at least 18 years old and competent in the activity. Counselors must accompany trips and all staff must review the safety plan prior to the trip. Counselors should have the skills and expertise in the camp activity (canoeing, rock-climbing, etc.) to handle any emergency that might arise. Ask whether the camp has conducted similar trips in the past without incident. In New York State, the drivers of camp vehicles must be licensed and at least 18-years-old. Seat belts must be worn when provided and vehicle capacities not exceeded. When transporting children in a truck, only a truck cab can be used.



## Sports and Activities

How are activities in craft shops supervised, especially when campers are using dangerous tools, such as power saws and lathes? Are archery and rifle ranges at a safe distance from activity centers? Are spectators protected at baseball fields and similar areas? Do players wear protective equipment?

State regulation requires that archery, riflery and horseback riding be supervised by counselors with special training in those activities.



## Fire Safety

Are there periodic fire drills for both campers and staff? Does each floor of every

building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc.) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?

All of the above are mandatory in New York State.

## Location and Facilities

Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do the camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic tastes and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

For information on the camp's location and facilities, visit the camp or interview the camp operator by telephone, prior to making a decision to enroll your child at the camp.

## Nutrition

Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?



At camps in New York State, food must be prepared from inspected sources. Food preparation and

handling activities are reviewed to assure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.

## Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. Following is a summary of rights and responsibilities:

### Rights of Parents and Guardians

- To be informed by the camp director, or his or her designee, of any incident involving your child, including serious injury, illness or abuse.

- To review inspection and investigation reports for a camp, which are maintained by the local health department issuing the camp a permit to operate (present and past reports are available).

- To review the required written camp plans. These are on file at both the camp and the health department issuing the permit to operate.

### Responsibilities of the Camp Operator

- To inform you and the local health department if your child is involved in any serious injury, illness or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health and fire safety.
- To notify the parent or guardian, with the enrollment application or enrollment contract, that:
  - the camp must have a permit to operate from the New York State Department of Health or the designated permit-issuing official;

– the camp is required to be inspected twice yearly; and

– the inspection reports and required plans are filed (address of state, county or city health department) and available for their review.

### Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.

- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained; and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.

- To issue a permit to operate when the required plans and inspection results are satisfactory.

- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.

- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and required plans.

The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camping season.

### Information

For further information about New York State health laws relating to summer camps, call the State Health Department's Bureau of Community Environmental Health and Food Protection in Troy at 1-(800) 458-1158, ext. 27600.