

# SUMMER CAMP INFORMATION PACKET

## Troop Camp Adventure – Specialty Program Provided (S.P.P) Summer Camp 2025

Summer 2025 Catalog



girl scouts  
of western new york

**FORGE YOUR PATH**

# Troop Camp Adventure



Programs for Girls  
Entering Grades K-12



At Camp Timbercrest

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## WHY GSWNY TROOP CAMP ADVENTURE – S.P.P CAMPING EVENTS?

### MISSION STATEMENT

The GSWNY summer camp mission is: To build girls of courage, confidence, and character who make the world a better place.

### GOALS OF GSWNY SUMMER CAMP

The goals and objectives at GSWNY summer camps are:

- 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 GSWNY SUMMER CAMP

The outcomes at GSWNY summer camps are:

- 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

### AMERICAN CAMP ASSOCIATION: FUN AND SAFETY – ACA CAMPS SET THE STANDARD

What does it mean to be an accredited camp?

ACA Accreditation means that our summer camp programs have submitted to a thorough (up to 300 standards) review of its operation — from staff qualifications and training to emergency management. American Camp Association® collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth serving agencies to assure that current practices at the camp reflect the most up-to-date, research-based standards in camp operation.

Our GSWNY summer camp programs and ACA form a partnership that promotes summers of growth and fun in an environment committed to safety.

ACA helps all accredited camps provide:

- Healthy, developmentally appropriate activities and learning experiences
- Discovery through experiential education
- Caring, competent role models
- Service to the community and the environment
- Opportunities for leadership and personal growth



## GENERAL INFORMATION - QUESTIONS OR CONCERNS

### Troop Camp Adventure – S.P.P at Camp Seven Hills

**Camp Director** - Carolyn Wagner (716) 537-9421 when camp is in session or email her at [cd.sevenhills@gswny.org](mailto:cd.sevenhills@gswny.org)

**Sr. Director of Outdoor Program-** Janet M. DePetrillo  
(716)-935-6063 or 1-(888)-837-6410 ext. 6063 Fax: 716-706-1359  
E-mail: [customercare@gswny.org](mailto:customercare@gswny.org)

### MEET THE CAMP DIRECTOR

#### *Troop Camp Adventure – S.P.P:*

#### *Camp Seven Hills – Under the Direction of Carolyn Wagner (A.K.A Goofy)*



I have been a Girl Scout since I was old enough to be a Brownie and began my career at camp at the age of 16. As a camper, I spent 9 summers at camp and started working at Camp Seven Hills as a kitchen aide and have held many positions leading up to my current position of Camp Director. In the summer of 2021, I was honored for 25 years on staff and this coming summer it will be 38 years total as camper and staff member of Camp Seven Hills.

I attended SUNY College at Brockport for a Bachelor of Science-Teacher Certification and Plymouth State for my Master's Degree in Education-Adventure Education. During the year, I am a Physical Education Teacher with Greece Central School District, a position that I have held for over 20 years.

The best part of camp for me is watching our Seven Hills campers learn and grow each summer and I take pride in knowing that I had a hand in helping mentor/guide some of them in becoming camp counselors of Camp Seven Hills.

### 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.
- Waterfront staff is required to have American Red Cross Lifeguard & Water Safety Instructor Certifications.
- All staff members receive certification in First Aid and CPR before camp sessions begin.
- Specialty staff (e.g., for our horseback riding, waterfront, and the adventure challenge courses) possess required certification/training/experience prior to being hired.
- The staff attends a week-long training session 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 troop's camp session. Payment may be made by check, money order, or credit card (MasterCard, Visa, AMEX, or Discover). Questions about your camp payment should be directed to the Camp Registrar at 1-888-837-6410.

## COOKIE CREDIT CARD

Cookie Credit Cards may be used toward your camp balance by mailing it into the council office. Cookie Credits Cards cannot be used toward your camp deposit. These cards cannot be processed with online orders. They can be brought to any service center to be applied to any camp registration.

## 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 [Camp Gift Certificate](#)

## REFUND POLICY

- No refunds will be given without three weeks prior notice of scheduled troop camp event.
- No refunds will be given if a troop arrives for their camp event late or leaves their camp event 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 the troop camp session. The refund consists of camp program fees **less the \$25 non-refundable deposit**.
- The troop has a health issue (supported by physician's written recommendation) that prevents them from attending camp then a full refund of the registration and camp fees will be made.

## INCLEMENT WEATHER

Troop leaders please note that, for safety reasons, all of our archery and water programs may be canceled when the weather conditions are unfavorable. If this is to occur, troop leaders will be notified of a potential cancellation. Please have alternative weather programs options available for your troop to do. Refunds will not be issued when programs are canceled due to weather.

## SAFETY FIRST

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

- Camp Seven Hills/Goodyear, Camp Timbercrest, and Camp Piperwood are all accredited by the American Camp Association (ACA). An accredited camp must meet a nationally recognized set of standards for policies, procedures, and practices related to all aspects of camp operation, including program, health, and safety and staffing.
- 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 Depew Girl Scout office.

## 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 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. Avoid going barefoot and don't wear sandals.



## IMPORTANT INFORMATION FOR TROOP LEADER

### MANDATORY TROOP CAMP ADVENTURE – S.P.P MEETING

Troop leaders that register for a Troop Camp Adventure S.P.P program are required to attend a mandatory Troop Camp Adventure S.P.P meeting taking place **Wednesday, May 28, 2025 from 7-8:30 p.m. via zoom**. Zoom link will be sent via email prior to the meeting.

This meeting will cover expectations of the program, responsibilities of the troop leaders and adults attending, sleeping accommodations, camp program, troop participation and more. **Troop leaders must attend this meeting in order to attend and participate in a Troop Camp Adventure S.P.P program.** If you are unable to attend due to a scheduling conflict, please make sure that a co-leader or other adult participating in your troop camp adventure program can attend the meeting.

### ATTENDANCE ROSTERS

Please make sure that you have a completed roster with you during your S.P.P event and please leave a copy of all participants and their emergency contact information and leave it with your emergency contact person not attending your S.P.P camping event.

### TROOP CAMP ADVENTURE S.P.P SCHEDULE

Troop leaders in charge of the S.P.P program will be contacted by our troop liaison regarding your S.P.P schedule for archery and boating. **You may work with our troop liaison on updating the schedule up until one week prior to arrival. At that time, your scheduled is confirmed and cannot be change.** Your confirmed schedule will then be emailed to you prior to your arrival at camp. You will let your troop liaison know if you will be coming to Goodyear side or stay on lakeside for you boating and archery activities.

### S.P.P PROGRAMS ON LAKESIDE OR GOODYEAR

The boating and archery programs will take place on Saturdays only. You will communicate with your troop liaison on which side of camp (Lakeside or Goodyear) you would like your Archery and Boating to take place. **PLEASE NOTE: If you want your program on Goodyear side, you MUST provide transportation for your troop to the Goodyear side of camp.**

Certified staff from Camp Seven Hills will provide the required Archery and boating programs for your troop. Troop leaders it will be your responsibility to assure that your troop is at the S.P.P. activity on time. You and your troop will be required to walk from your lodge to either the archery area or boating area on the Lakeside property. Or the parking to either the archery or boating area on the Goodyear side of camp.

**Please note that archery and boating will be the only programs provided by camp. Any other programs or activities that you want your troop to participate in will be the troop leaders' responsibility to create and or provide.**



## GETTING READY TO GO TO A TROOP CAMP ADVENTURE S.P.P EVENTS

### **PETS**

Pets of any kind are not allowed on camp property. Troop leaders, when you are coming to camp for your camping event we ask that you please leave your family pet at home. We thank you for your understanding and assistance by following this policy.

***SLEEPING ACCOMMODATIONS -Troop Camp Adventure S.P.P:*** participants will be either in Hammond House or Manual Lodge, located on Seven Hills Lakeside.

### **HAMMOND HOUSE**

Nestled among the trees, Hammond House Lodge features a beautiful fireplace, a rustic setting and all the amenities of home. This lodge is available year-round.



### **MANUAL LODGE**

Manual Lodge features a beautiful fireplace, a rustic setting and all the amenities of home. This lodge is available year-round.



***ARCHERY*** is not available for Daisy Girl Scouts.

## IMPORTANT PAPERWORK

The required adult and child health forms are available for download at our GSWNY website <http://www.gswny.org>. Please download and fill out the camper and adult health form and bring it to camp with you or bring copies of your troop health forms. **Please note:** Troop leaders **MUST** have copies of all adults and girls attending a Troop Camp Adventure S.P.P. program.

### HEALTH FORMS

To insure everyone's safety we require every person have a health form. The following is a check list to help you make certain your troop's health form is completed.

- **YOU MUST download the girl and adult health forms, have your troop complete them and bring a copy of each one with you to your event.**
- **PLEASE NOTE: A health form is required for each person in your troop.**
- Please make sure that the both the girl and adult health forms are completed and signed by the parent/guardian or adult prior to coming to camp.
- **PLEASE NOTE: The NYSHD considers bug spray and sun screen FDA approved over the counter medications. Parents/guardians are now 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 troop cannot stay at camp without immunizations stated. If a girl in your troop is not immunized, please contact Janet DePetrillo, Sr. Director of Outdoor Program for further instructions.**

### PERMISSION TO PARTICIPATE

Your troop's safety is our #1 concern. It is imperative that you provide the parent/guardians of every girl attending your troop camp adventure event, with a permission to participate to form. Please bring the signed forms with you to camp.

### MEDICATION

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

- Medication will be collected by the troop leader once your troop arrives at camp.
- All medications, both prescription and non-prescription (including vitamins), should be collected and stored in a locked box by the troop leader in charge or the assigned first aider. This pertains to all girls and adults in your troop.
- All prescription & non-prescription medications, including vitamins must be brought to camp in the original bottle with the Rx label intact and labeled with girl/adult name on it.
- **The NYSHD considers bug spray and sun screen FDA approved over the counter medications. Parents/guardians must sign the health form giving permission for their daughter to utilize.**

### FIRST AID AND CPR

Troop leaders in charge of their Troop Camp Adventure S.P.P program are required to have an adult that is currently certified in first aid and CPR in attendance with them during the entire time of their S.P.P program event. This person will help with administering medications, assist with any first aid needs and log first aid requests.

## PACKING FOR CAMP

### PACKING TIPS FOR OVERNIGHT CAMP

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

### HOW SHOULD MY TROOP PACK?

There is no room in the tents, cabins, lodges, or yurts for footlockers or trunks. Suitcases tend to be very bulky and often won't fit under a cot. We recommend backpacks or duffel bags with carrying straps.

### ORGANIZATION TIPS

Camp can be messy. Lodges, tents, and cabins tend to become messy and campers often say "I can't find my sweatshirt!" For those less-than-organized campers, we suggest packing a day's worth of clothes in a zip-lock bag (the gallon size works great). Each morning your camper can reach into her duffel bag and pull out an entire outfit. Extra socks, shirts, etc., can be put in other zip-locks and labeled. This system works really well for younger campers too.

### PACKING LIST: Essential Items

- |                                 |   |                                  |
|---------------------------------|---|----------------------------------|
| ┌ t-shirts or blouses           | ┌ socks (worn all the time)   | ┌ sunscreen                      |
| ┌ shorts, jeans, long pants     | ┌ a hat   | ┌ flashlight and extra batteries |
| ┌ warm sweatshirt or sweater    | ┌ WARM sleeping bag w/ warm blanket NO SLUMBER BAGS   |                                  |
| ┌ warm jacket                   | ┌ <b>If your group would like to participate in a cookout, you will need:</b> plastic plate, bowl, cup and silverware (or mess kit) dunk bag (nylon mesh bag used to hold dishes to be sterilized and then hung to dry) |                                  |
| ┌ rain gear (poncho or coat)    |   |                                  |
| ┌ bathing suit                  | ┌ laundry bag   |                                  |
| ┌ sturdy shoes, sneakers, boots | ┌ toiletries  |                                  |
| ┌ underwear                     | ┌ towels and washcloths   | ┌ canteen or water bottle        |
| ┌ pajamas                       | ┌ insect repellent  | ┌ small backpack /nap sack       |

### OPTIONAL ITEMS LIST:

- |                                     |   |   |
|-------------------------------------|---|---|
| <input type="checkbox"/> pillow     | <input type="checkbox"/> camera and film (no digital) | <input type="checkbox"/> compass        |
| <input type="checkbox"/> sunglasses | <input type="checkbox"/> stationery and stamps        | <input type="checkbox"/> stuffed animal |
| <input type="checkbox"/> books      |   |   |

### 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, food and snacks of any kind

- ┌ Fruity-smelling deodorant or toothpaste
- ┌ Body sprays or perfumes & aerosol containers of any kind
- ┌ Valuable jewelry
- ┌ MP3 players/iPods/iPads
- ┌ Cell phones and digital cameras
- ┌ Pocket knives or weapons of any kind
- ┌ Permanent markers



### **LOST AND FOUND**

All lost and found items will be held at Camp until September 1<sup>st</sup>. After that, items will no longer be held for claim. Please label every item your child brings or wears

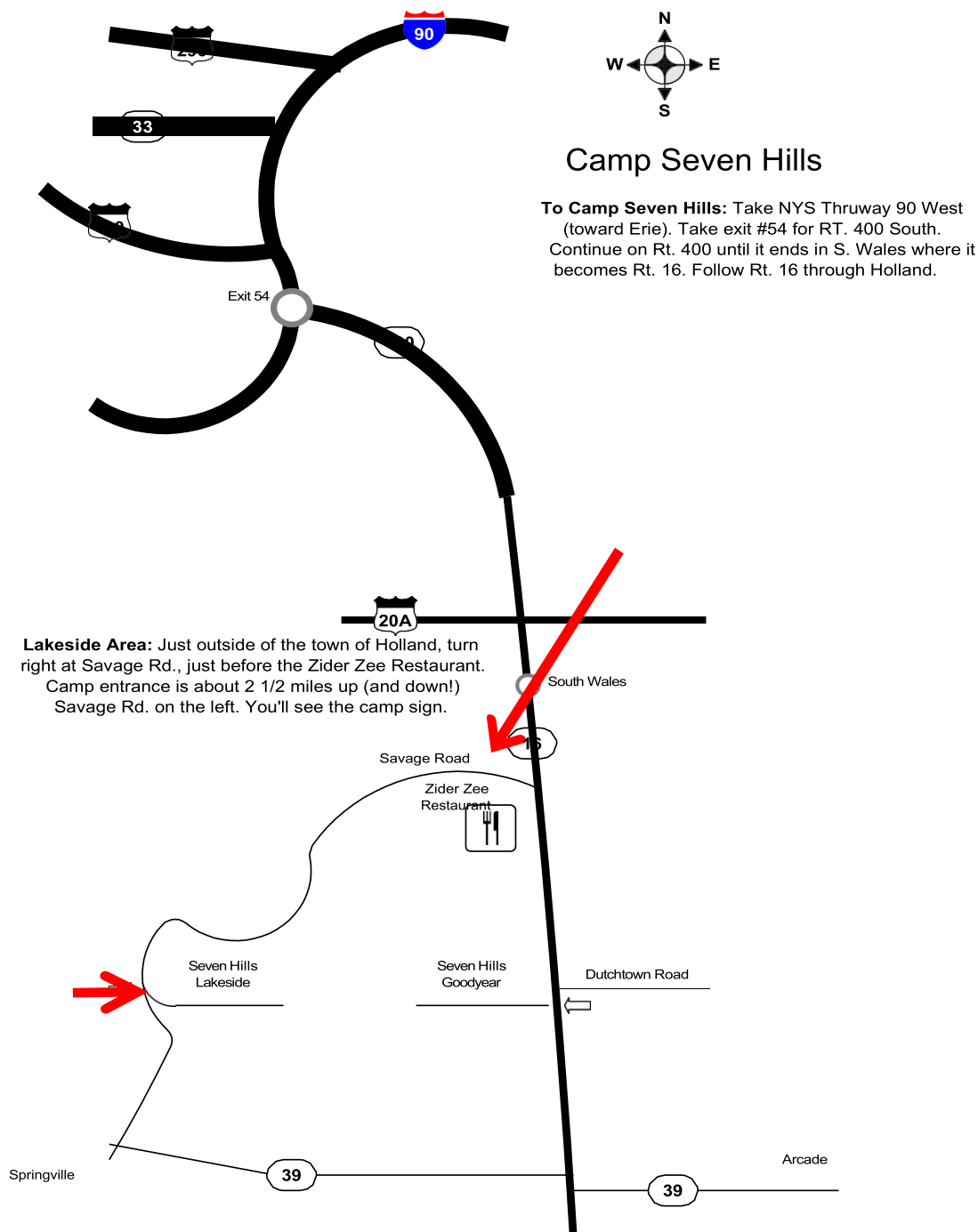
## Getting To Camp

### DIRECTIONS TO CAMP SEVEN HILLS LAKESIDE = 10299 Savage Road, Holland, NY 14080

To Camp Seven Hills/Lakeside: Take NYS Thruway 90W towards Erie. Take exit #54 for Rt. 400S. Continue on Rt. 400S until it ends in South Wales where it becomes Rt. 16. Follow Rt. 16 through Holland.

Lakeside Area: Once you see the Zider Zee Restaurant on your right. **YOU WILL WANT TO TAKE SAVAGE ROAD!**

About 2 ½ miles more you will see the camp on your left .



## ARRIVING AT CAMP

### *TROOP CAMP ADVENTURE S.P.P AT CAMP SEVEN HILLS LAKESIDE*

- All S.P.P programs will take place Friday to Sunday.
  - a. **Troops may arrive Friday afternoon after 3 pm.**
  - b. Please note that there will not be any staff there to greet you. The S.P.P program is a regular troop camp experience.
  - c. **Troops must depart on Sunday by 11 am.**
  - d. Please remember to leave the facility better than you found it
  - e. **PLEASE READ THE TROOP & NON SCOUT CAMP PROPERTY RENTAL GUIDE FOR FURTHER INFORMATION**

### **HEAD LICE POLICY**

Part of the check in process for your troop is for each member of the troop to have their temperature taken and their head checked for head lice. Please note that if you or a member of your troop has nits (lice eggs) or active lice you/they will not be permitted to stay at camp. You or a member of your troop can return to camp when your//their head has been treated and is clear of all nits and lice and you/they have a letter from their family physician or professional establishment that handles head lice treatments, stating you/ they are cleared to attend camp. Please note that you or a member of your troop will be rechecked by our health supervisor upon returning to camp.

### **CAMP MEALS**

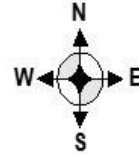
Troop leaders are responsible for all meals & sacks for the Troop Camp Adventure – S.P.P program

### **DEPARTING FROM CAMP**

Please depart Sunday by 11 am and remember to leave the lodge better then you found it.

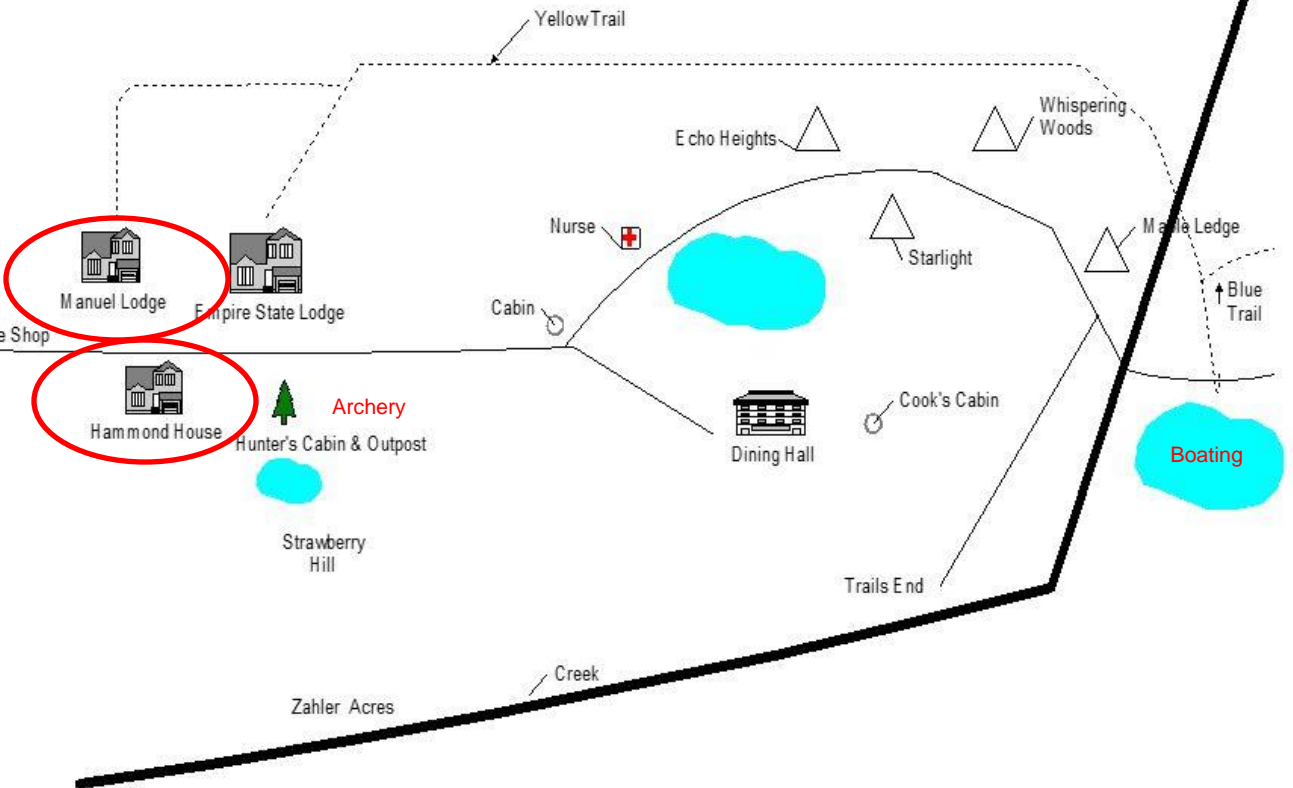


# Camp Seven Hills Lakeside



## MAPS

Savage Rd



# TROOP CAMP ADVENTURE- S.P.P

## 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.

My daughter and I have read, understand, and agree to the terms and conditions of this camp agreement.

### 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.
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 campers, 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 or on the bus, 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

# TROOP CAMP ADVENTURE- S.P.P

## 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. There is one fundamental problem with campers having cell phones at camp, 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/Village 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 or 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).

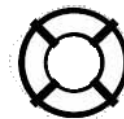
Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

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.