



## Girl Scout Day Camp Caregiver Guide 2024

### Important Contact Information

General Camp Questions or Concerns:

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Camp Services Director  
[aliciag@gsctx.org](mailto:aliciag@gsctx.org)  
800-733-0011 ext. 109

Registration and Payment Questions:

Michele “Starfish” Wagner  
Camp and Facility Reservation  
Manager  
[michelew@gsctx.org](mailto:michelew@gsctx.org)  
800-733-0011 ext. 111

All Other Inquiries:

Customer Care  
[customercare@gsctx.org](mailto:customercare@gsctx.org)  
800-733-0011

Location:

Kodosky Program Center  
12012 Park 35 Circle  
Austin, TX 78753

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## **Behavior**

Everyone is expected to live by the Girl Scout Promise and Law while at camp. Campers are expected to attend activities, share in daily responsibilities, and fully participate in the life of camp. Camp staff will assist in every possible way to help Girl Scouts adjust to camp life, however, if a camper's behavior or discipline becomes a serious problem, the primary caregiver will be contacted.

GSCTX reserves the right to send home any camper who consistently exhibits unsuitable behavior, endangers oneself or others, or whose actions towards others are unacceptable.

Inappropriate behaviors include, but are not limited to:

- Biting
- Hitting
- Bullying
- Excessive profanity
- Running away
- Refusal to participate in programs or activities
- Not following staff directions
- Creating an unsafe environment

On this rare occasion, caregivers will be responsible for picking up their camper as soon as possible and no refund for camp fees will be given.

## **Buddies at Camp**

Day campers are grouped by program level (i.e., first-year Brownies with first-year Brownies, or second-year Juniors with second-year Juniors, etc.) and when possible, troop sisters will be placed together. Many campers attend camp without a buddy, but 100% of campers are sure to make new friends while at camp.

## **Bugs!**

Bugs are a natural part of our outdoor environment at camp. When needed, staff eliminate standing water, treat ant hills, wasp nests, and spider webs. However, the presence of insects can never be completely removed.

We highly encourage campers to protect themselves by:

- Wearing and reapplying insect repellent as directed.
- Not bringing extra food, snacks, candy, etc. with them to camp except with their packed lunch.
- Not carrying snacks in their personal bags / backpacks.

## **Camp Names**

The relationship between camp staff and camper is a special one. While a formal prefix feels stiff, a first name feels too familiar. Camp names have proven a great way to handle this issue and have become a time-honored camp tradition. Your

camper may meet a Snickers, Smiley Face, or Ace, as counselors choose names that hold a special meaning to them—like where they’re from, or a childhood nickname.

Campers are eligible to use camp names after they have completed their first leadership program.

## **Cell Phones and Technology**

To create a high-quality experience, we require campers to leave all electronic devices at home. Anything brought to camp will be collected and stored in the camp manager’s office until the camper is checked out.

This includes but is not limited to:

- Cell phones
- Handheld gaming devices
- Smart Watches
- Tablets

We understand that campers have grown up in a world connected by technological devices, so we appreciate your efforts to support this important requirement as we work to balance today’s reality with respect for the natural world.

## **Check-In and Check-Out**

**Check-in:** At the Kodosky Program Center

- **Monday:** 8:30-9 a.m. (Earlier for initial check-in and paperwork.)
- **Tuesday-Friday:** 8:45-9 a.m.
- Do not leave children of any age unattended.
- All campers and camp aides must be checked-in with camp staff.

**Check-out:** At the Kodosky Program Center

- **Monday-Friday:** 3-3:15 p.m.
- **Extended Care:** Unable to make the 3 p.m. check-out time? Register your camper for the Extended Care option and allow your camper to stay until 5 p.m.
- Campers will only be released to someone listed on the Camper Release Form.
- The individual will need to provide a government issued photo ID.
  - This includes caregivers.

If your camper will be arriving late or needs to be picked up early, you must notify the Camp Services Director or [customercare@gsctx.org](mailto:customercare@gsctx.org) as soon as possible. We appreciate your patience as we make sure campers arrive and depart as safely and efficiently as possible.

**Location Specifics:**

- Park in designated parking spaces only. Please do not park in the fire lane.
- Do not block buildings, driveways, or dumpsters.

**Important Policies:**

- **Smoking:** Thank you for not smoking at camp. GSCTX policy prohibits smoking in or on council property. This includes all electronic vaping devices.
- **Firearms:** The carrying or possession of any type of weapon or firearm, even with a concealed handgun license, on GSCTX council premises (including all camp properties) is strictly prohibited.
- **Pets:** Please do not bring pets to camp during the check-in and check-out processes. Service animals are welcome.

**Communication**

It is crucial to provide correct contact information on all camper's paperwork.

- This includes online registration, health forms, and camper release paperwork.
- Ensure all phone numbers and email addresses provided are correct and the person(s) listed checks them regularly.
- Any information, updates or changes, including emergency communications, will be sent via email.
- The primary caregiver listed will be contacted, if needed, regarding a specific camper.

**Field Trips**

Each week of camp we will take the campers on a field trip to a location in the Austin area. More specific information about each week's field trip will be distributed at check-in on Monday. Campers will travel by chartered buses equipped with seat belts.

**Health and Wellness for Campers**

Let us be your parenting partner. We understand that you want your camper to have a strong, fresh start at camp, and this could lead to hesitation in providing camps with personal information about your camper's behavior or past experiences. We assure you that the information you provide will not be misused but will empower staff to assist your camper in making a smooth and happy adjustment to camp.

Campers often use their behaviors rather than their words when something is bothering them. Having advanced knowledge of areas that might be difficult for your camper (i.e., ADHD, medical condition, learning difficulty, recent loss, or major changes in the family) can make a tremendous difference in helping staff be sensitive to your camper's needs.

The information you provide will only be used when necessary and only be made available to those staff members whose knowledge is directly relevant to the safety and positive delivery of programs for your camper. We encourage you to provide as much information as possible under the important information section of the Health History form.

Your camper may return home with insect bites, minor cuts/abrasions, or sunburn. While every attempt to prevent these occurrences is made, they are a normal part of outdoor activities. Counselors emphasize regular application of insect repellent and sunscreen, and campers will be responsible for following those instructions. First aid is available to all campers; however, they may need to make staff aware of their needs to be helped. If your camper is unusually sensitive to insect bites or sun exposure, please include that on the health history form.

## **Lost and Found**

Help us prevent lost and found items.

- Label everything clearly with permanent marker and involve your camper in the packing process.
- Please check the lost and found table during check out at the end of the week.
- Items are donated to charity on September 1st if not claimed. To claim items, please send as much information as possible to [customercare@gsctx.org](mailto:customercare@gsctx.org).

## **Meals**

All campers need to bring a sack lunch in a soft sided container for each day of camp. A mid-morning snack and water will be made available daily.

- Lunches will be kept cool, but not cold, do not send items that are overly perishable.
- Indicate all special dietary needs on the Health History Form. It is our intention to have gluten, nut, and dairy-free options available when needed.
- For special dietary needs, the camp's manager must be notified two weeks before the start of the program.
- Our camps are nut-aware, but not nut free facilities. Other food allergies or dietary needs will be addressed on a case-by-case basis and every effort will be made to ensure that no camper is left out of a camp experience due to dietary needs.

## **Medications**

GSCTX day camp infirmaries are well stocked with over-the-counter medications (i.e., aspirin, Tylenol, calamine lotion, etc.) ready to treat campers. To speed up your check-in experience, please do not bring these items. Simply mark on your camper's health history forms which medications you prefer should the need arise.

When bringing necessary medication to camp it is important to know:

- All medication must be in original containers and labeled.
- Please send prescriptions or necessary medications only.
- Provide written and legible instructions along with the camper's name, dosage, and directions on the included forms.
- All medications should be together in a resealable, clear plastic bag, labeled with the camper's name and program, and given to the health supervisor during check-in.
- Please do not pack medications or you will need to retrieve them to complete the check-in process.
- All medications will be administered according to the prescription or packing label. Adjustments to medication dosage cannot be made without written physician instruction.
- In the case that emergency medication (i.e., epi-pen or inhaler) needs to be kept on the camper or with the counselor instead of the infirmary, be prepared to discuss this with the health staff at check-in.

All medical treatment items will need to be given to the health staff at check-in, any items not strictly needed are recommended to be left at home. This includes, but is not limited to:

- Vitamins
- Essential oils
- Pain relievers

If your camper has an allergy, disorder, or disease that could flare up while at camp, please let the health supervisor know in writing on the health history forms.

## **Notes from the Health Staff**

- Day Campers are not required to have a physical for camp nor provide a copy of their immunization records.
- Fill out all forms completely and to the best of your knowledge. The more we know about your camper's health and needs the better they can be treated, if needed, during their stay.

## Packing List

Use this packing list to get ready for camp! It is highly encouraged to label each camper's items permanently before coming to camp.

- \_\_\_\_\_ Insect repellent (DEET preferred)
- \_\_\_\_\_ Waterproof sunscreen (SPF 30 or higher recommended)
- \_\_\_\_\_ Drawstring bag or day pack (shoulder bag that closes)
- \_\_\_\_\_ Reusable water bottle
- \_\_\_\_\_ Closed-toe shoes (no flip-flops or sandals)

Important items not to bring to camp:

- Electronics
- Valuables
- Makeup
- Jewelry
- Breakables
- Formal clothes or shoes
- Sandals or flip-flops
- Cherished toys

**Important:** GSCTX staff are not responsible for any items lost or damaged during your camper's visit.

## Refund Policy

GSCTX requires four weeks' notice, in [writing](#), to be eligible for a refund, minus the \$100 deposit. Cancellations received less than four weeks prior to the camp start date are not eligible for any refund.

Full or partial refunds will not be offered for changes to programming due to weather, staffing, or other unforeseen circumstances at camp, nor if a camper becomes homesick, ill while at camp, or is sent home due to behavioral issues.

Your camper can be transferred to a later session, if available, in the event a medical emergency arises prior to camp check-in.

- A 50% refund can be issued if a transfer is unavailable.

Transferring or requesting a refund due to a medical reason can only be made with a note from medical personnel.

- This includes refunds for Program Credits.

Refunds are not available for campers who do not check in for their camp session without prior [written](#) notification.

The full cancellation/refund policy can be found [here](#).

## Special Needs and Considerations

To attend GSCTX summer day camps, campers must be able to:

- Move independently from place to place, including being able to walk up to a quarter mile in one stretch.



- Effectively interact during group-based program content.
- Meet personal needs (i.e., toileting, dressing, diet management, etc.)
- Self-manage any of the following:
  - Chronic illness
  - Dietary restrictions
  - Medication requirements
  - Physical activity restrictions

To find the best placement and discuss your camper's special circumstances contact the camp manager or [customercare@gsctx.org](mailto:customercare@gsctx.org).

## **Weather Happens**

All outdoor activities are dependent upon the weather. In the event of bad weather (i.e., lightning, thunder, high winds, etc.):

- The decision to cancel an activity will be left to the discretion of the instructor leading the activity.
- Staff will attempt (but cannot guarantee) to reschedule any canceled activities.
- Alternative activities will take place.

The camp staff are trained on what to do and where to go in the event of severe weather or other emergencies. We encourage you not to worry, or to put yourself in danger trying to get to camp. In the event of an emergency, the primary caregiver will be contacted as we implement our Emergency Plan.

## **When will GSCTX staff call home?**

The primary caregiver will be contacted if a camper:

- Exhibits symptoms associated with COVID-19.
- Has a temperature of 100° or higher.
- Has an acute, sudden illness.
- Needs to be taken to the hospital or urgent care.
- Misses a full day of activities.
- Has an active case of head lice.
- Experiences atypical symptoms of missing home (i.e., clinginess, continual crying, disruption of camp activities, or consistent and continual assistance).
- Exhibits behavior challenges including but not limited to:
  - Hitting, or biting
  - Physical violence
  - Bullying
  - Stealing
  - Running away
  - Inappropriate language
  - Sexual harassment
  - Endangering oneself or others

Caregivers are welcome to contact the camp office with any questions or concerns.