

2019 Sycamore Valley Day Camp Information

Girl Scouts of Central Indiana is happy that you will be part of the 2018 Summer Day Camp program. We hope your experience will be a valuable one. If you have any questions please feel free to contact the Summer Camp Director at 317-924-6857.

**Please save this sheet – it contains information you
need to get ready for camp!**

Camp Open House

Camp Open House will be held at Sycamore Valley on June 1st from 1-3pm. Parents and girls are invited to visit and get acquainted with camp and the camp staff. This will give you a chance to check out camp and meet the camp staff. We hope you plan to join us at open house.

Camp T-shirts, Pictures, and Recognitions

A camp T-shirt, patch and picture are included in the day camp fee. All campers will receive their t-shirt during camp. Campers will receive their patch and picture at the end of their session. The girls will work on recognitions while at camp. Paperwork stating what badges were earned will be sent home with the camper the last day.

Drop-off and Pick-up

Please plan to arrive at camp during the specified times. Drop-off is between 8:30 and 8:45am. Pick-up is between 3:30 and 3:45pm. It is very important for your camper to be dropped-off and picked-up during these times. Closer to the start of camp you will receive more information on new pick-up procedures.

Extended Adventures

This optional program runs 3:30-5pm Mon, Tues, and Wed for an additional fee of \$40 per camper. Spots will be limited so register early! Pickup will be at 5pm and there is no bus service at this time. Activities will include things like zip line, archery, tomahawk throwing, climbing wall, challenge course, depending on the age of the participants.

Bus Transportation

Bus transportation will be available each week. See the camp descriptions for the bus stops each week. There is no additional fee for the bus this summer, however, you must register your girl as a bus rider before May 25. There is a limited number of spots available so sign up early to reserve your camper's spot! Please note that if the minimum number of bus riders is not reached by May 25, the bus will be cancelled.

Camp food

We do not provide lunch Monday-Wednesday. Campers will need to bring a sack lunch and drink Monday-Wednesday. We will provide snacks all 5 days, lunch and dinner on Thursdays and breakfast and lunch on Friday. If your camper has food allergies or special diets, please contact the camper at least 2 weeks before your session so we can plan. If your camper has any food allergens please make sure to include specifics on camper's health history form. Please send a sack lunch/dinner/breakfast/snacks with your camper if there are allergy concerns for the Thursday and Friday. Accommodations for allergies and special diets are on a case-by-case basis.

Health Form

This form must be completed in order for your camper to participate in camp activities. Please mail the form to the Girl Scout office at least two weeks prior to the first day of camp if you did not register online. We highly recommend making a copy of the health form and bringing it to camp in case the form doesn't make it to camp in time. It is highly encouraged to register your camper online and fill out the health form online at the same time as you register.

Written permission and instructions must accompany all medication brought to camp. Any prescription medication must be labeled with camper's name and in original bottles. Please put medicine and written instructions inside a ziplock bag with the campers name clearly printed on the bag. By signing the health form you are authorizing camp staff to treat your daughter. In the event your daughter needs to be taken to an off-site medical facility the Camp Director will notify you.

If your daughter has special dietary needs or allergies please contact us at least 2 weeks before the camp session so we can make arrangements with you to send your daughter's food to camp.

Camp Telephone

The phone number for the camp director is 317-924-6857, but please be aware that there is not always someone in the camp office to answer the phone. Please do not call during inclement weather. Be assured that we will call you immediately if something is wrong. Our policy states that you will not be able to speak to your camper if you call camp; you will be able to speak to the director and/or your camper's counselors who are always happy to help.

Volunteers

Adult volunteers are a valuable resource at camp! Any interested parent or other adult are encouraged to register. You can register online or use the paper form. Adult volunteers work alongside summer camp staff to work directly with the girls assisting with crafts, teaching games or songs, provide good supervision, and have fun! If you have special talents or skills, please let the camp director know! In the past we've had volunteers run hands-on science programs and teach basic acting skills.

Benefits of volunteering include being able to attend day camp for free, waive the camp fee for a girl of your choice, receive a camp t-shirt and patch. To waive the camp fee, you must attend the pre-camp volunteer training meeting (June 1, 3-5pm), attend all 5 days of camp, and stay for the overnight.

Tag-a-longs

If you are a registered day camp volunteer attending all week and have a younger child, he or she may participate in camp with you as a tag-a-long. The fee is \$40 and includes t-shirt, patch, daily snack, lunch & dinner on Thursday, breakfast & lunch on Friday, and supplies. Boys must be 3-8 years old, girls must be 3-5 years old; girls who have completed kindergarten should register as a camper. All children registering as a tag must be out of diapers.

Lost and Found

Please mark ALL items with your daughter's name. We get a staggering number of unclaimed water bottles, beach towels and tennis shoes every summer. Lost & Found items are held up during the closing flag ceremony each afternoon. Unclaimed items will be put in the Lost & Found bin which is located under the overhang near the Showcase office. Parents are invited to look through it anytime for lost items. The Lost & Found will stay there until mid-August then all items are donated. Expensive items such as watches will be kept in the camp office.

General Policies

Head Lice Policy

If head lice are discovered you will be notified and arrangements will need to be made for your child to be picked up. They are not allowed to return to camp for at least 24 hours after treatment is finished.

Cell Phones

Volunteers need to refrain from using cell phones while at camp. If cell phones need to be used please do this away from campers as it distracts them from their camp experience. Campers are not allowed to have cell phones. Phones will be locked in the camp office until pick-up.

Smoking

Volunteers cannot smoke on camp property. Smoking must be done at the very front entrance of camp.

Camp Overnight

Campers not attending the overnight must be picked up at normal day camp pick up. They will return to camp at the normal drop-off time. Any campers which must leave camp for a sporting or other event must notify the Camp Director and must be back at camp no later than 8:00pm. **NO ADULTS ARE PERMITTED TO SPEND THE NIGHT UNLESS THEY ARE VOLUNTEERING FOR THE FULL WEEK OF CAMP.**

Payment Procedures

If you applied for a program grant, you will receive a separate letter from the Program Services Department regarding the amount of assistance your camper will receive. Please deduct the amount of the grant from the balance due. Submit the difference to our office no later than May 22nd for all June camp sessions and June 22nd for all July camp sessions. Any camper not paid in full will be cancelled from camp.

Refund Procedures

The fee for camp is not designed to cover the entire cost of the camp stay. The remaining cost is covered by various funding sources that support Girl Scouts.

The refund policy is as follows:

1. Refunds are only given if cancellation is made two weeks prior to camp session.
2. \$25 of the fee is retained for handling charges.
3. The \$10 PAG fee is non-refundable unless your daughter cannot be placed in a unit.
4. Refunds will not be given for no-shows or campers leaving early due to personal reasons, including homesickness, sports, family vacations, etc.

Cancellation

For cancellations please contact the Camping Services Department at 317-924-6800 or 877-474-2248.

What to Bring to Day Camp

Clearly mark camper’s name on all articles. It is the responsibility of your child to care for her own belongings. Please ensure that your child comes to camp wearing tennis shoes or close-toed sandals with backs.

- **Bring the following in a comfy backpack every day (string backpacks not recommended):**

<input type="checkbox"/> Reusable Water bottle	<input type="checkbox"/> Bathing Suit
<input type="checkbox"/> Rain Coat/Poncho	<input type="checkbox"/> Towel
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Hat or bandana
<input type="checkbox"/> Bug spray	<input type="checkbox"/> Sense of Adventure

- **What to wear to camp every day:**

At camp we tend to have a lot of fun in nature! With this in mind, please wear clothes that you won’t mind getting a little messy in. We participate in crafts, go on hikes, and move around a lot, so it is important to be comfortable.

Recommended attire: T-shirt, shorts (or jeans in colder weather), and closed toed shoes (NO flip flops or crocs). Your unit may go creek stomping one. Your camper will be notified in advance and should bring a full change of clothes that day.

- **Plus these specifics:**

- **Monday**

- Sack lunch
- Medications, inhalers, etc. (if any)
- Car Rider Pickup Form (required)
- Challenge Adventure Program Form (required)

- **Tuesday**

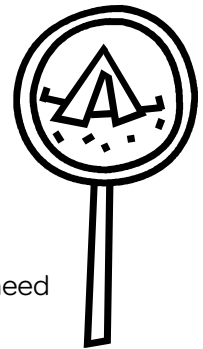
- Sack lunch
- Shirt, bandana, or pillowcase to tie-dye

- **Wednesday**

- Sack lunch

- **Thursday—All overnight “stuff” is to be brought on Thursday only.**

- | | |
|--|---|
| <input type="checkbox"/> Sleeping bag or Sheets and Blanket | <input type="checkbox"/> Any medications camper will need |
| <input type="checkbox"/> Pillow | <input type="checkbox"/> Comb & Brush |
| <input type="checkbox"/> Pajamas | <input type="checkbox"/> Towel & Washcloth |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Toothbrush & Toothpaste |
| <input type="checkbox"/> Sleeping pad (if in a tent unit) | <input type="checkbox"/> Deodorant (if typically used) |
| <input type="checkbox"/> Comfortable pants/jacket (weather permitting) | <input type="checkbox"/> Clothes for Friday |



Please do not send candy, cell phones, or electronics of any kind to camp. We are not responsible for personal belongings and cannot guarantee their condition upon return home.

**Girl Scouts of Central Indiana
Challenge Adventure Program –Participation Agreement**

Participant name: _____ **Age:** _____

Instructions: Please read this form carefully. Each participant and their parent must sign this agreement before the program begins. Without all appropriate signatures, the individual may not be permitted to participate in the program.

I understand that my participation in programs offered by the Challenge Adventure Program at Girl Scouts of Central Indiana is based on the Participation is Voluntary philosophy. I recognize that the program is designed to use experiential, engaging, teaching techniques, but that my participation is purely voluntary. At all times I will choose my level of participation in any activity.

I understand the facilitators of Girl Scouts of Central Indiana have received extensive training, and will work to protect the emotional and physical safety of myself and/or my child. I understand that archery, tomahawk throwing, zip line, climbing, high ropes courses, ground initiatives, and other activities in the Challenge Adventure Program for which I and/or my child have enrolled, entails certain risks. I elect to participate in spite of these risks.

Therefore, for myself/my child, I knowingly and voluntarily assume all risks involved in my participation, and do hereby release Girl Scouts of Central Indiana and its members, trustees, officers, employees, independent contractors and agents from any and all liability, damages, costs and expenses arising out of or relating to bodily or psychological injury, loss of life or personal property that may occur as a result of participating in this program.

I have read and understand and accept the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon the parties during the entire period of participation in the said program.

I grant the Girl Scouts of Central Indiana and persons acting through them, the right to use, reproduce, assign, and/or distribute photographs, films, videotapes, and sound recordings of myself or my child for use in materials they may create.

Signature of participant (required) Date Signature of Parent/ Guardian (required)

Address: _____ City: _____ State: _____

Person to be contacted in case of emergency: _____ Relationship: _____

Home Phone: _____ Business Phone: _____

Girl Scouts of Central Indiana

Camp Sycamore Valley

AUTHORIZATION FOR RELEASE

*****TURN IN AT CHECK-IN ON THE 1ST DAY OF CAMP*****

Do not send this form to the Girl Scout Service Center

Camper Name: _____

Session: _____ Session Date: _____

Car Rider or Bus Stop (circle one) Bus Stop: _____

I authorize the following person(s) to pick up the above named camper from Camp Sycamore Valley:

Name	Relationship to Camper	Telephone Number	Alternate Telephone Number

(signature of parent or guardian)

(date)

(printed name of parent or guardian)

Parent Contact #