

Day Camp Adult Basic Training

Adult Supervision

- There must always be at least two non-related adults (at least one female) with girls, boys, and peewees at all times.
- Concerns regarding adults or girls should be directed to the day camp director as they arise rather than at the end of the week.

Buddy System in Camp

- The girls need to always be sent in groups of at least three when going to get supplies, food, etc.
- If a girl is injured one girl needs to go for help while another girl stays with the injured girl.
- On the first day, share the buddy system with the girls and discuss what to do if someone is injured.

Busing

- All adults riding the bus are expected to follow and help enforce the bus safety rules. The bus monitor will give the rules (listed in the day camp manual) the first day on the bus.
- If there is an issue with a bus driver, a girl or an adult needs to discuss the situation with the bus monitor first and then the day camp director if necessary.

Camp Guidelines and Procedures –the following guidelines and procedures need to be adhered to by everyone.

- **Absences** - If an absence is unavoidable during camp, call the camp director at _____.
- **Aerosols** - Aerosols are not allowed at camp. Insect repellent and sunscreen need to be creams or spray pump.
- **Alcohol and Drugs** - **The use and/or possession of alcoholic beverages or illegal substances is not allowed on council camp properties or at Girl Scout functions where girls are present.**
- **Cars** - Personal vehicles need to be parked in designated lots. The only vehicles allowed in camp are those of the volunteers designated by the day camp director. It is important that everyone follows this rule to ensure the safety of the girls.
- **CIT (Counselor in Training - Girl Scout Ambassador)** - CITs are at camp to lead units or activities. They take the lead role with adults assisting and providing adult coverage. Concerns with CITs should be directed to the day camp director as they arise, rather than the end of the week.
- **Clothing** - Everyone in camp (children and adults) needs to wear socks and shoes at all times because of the amount of walking we do. Girls and adults should also wear a hat or bandana and a shirt with sleeves to protect them from the sun. When choosing T-shirts with writing or logos, adults and PAs are reminded that they are role models for the girls. Halters, midribs, sandals, etc. are not permitted.
- **Crossing Camp** - Please walk around (not through) other units as you travel through camp.
- **Equipment** - Needs to be properly cared for at all times. Report damaged equipment immediately. **Return all equipment clean, dry, and ready for others to use.**
- **Garbage Disposal** - All garbage and refuse needs to be disposed of properly. Items that are recyclable should be separated. Do not leave garbage in a unit overnight or the critters may get to it. Check with your day camp director as to the location of garbage containers.
- **Overnights** - Adults do not sleep in the tents with girls but in the area where they can see all tents and the girls can see them. There is a designated volunteer overnight first aider who will handle all medications and illnesses. There needs to be separate sleeping areas and bathrooms if there are male adults chaperoning overnights.
- **Personal Cleanliness** - All campers and adults need to wash their hands before cooking and eating and after using the latrines/bathrooms. Personal items should not be shared by campers (combs, brushes, repellent, sunscreen, used dishes, etc.).
- **Picnic Tables** - The picnic tables may be used for crafts and cooking. No one should sit on the tables. For everyone's safety picnic tables need to be cleaned between uses.
- **Play** depicting gun, knife, sword or other violent play, is not allowed. Squirt guns should not be *guns* but rather other shapes (i.e., animals, critters, etc.).
- **Smoking** - The use of tobacco products is not allowed by any participants (including adults) at Girl Scout functions in the presence of girls or at any time in any council-owned or leased building. An outside, private smoking area is designated.

- **Transportation** - Remind girls to follow the rules set by the bus company and bus monitor. Bus riders will leave camp first followed by car riders. Girls can only be released to a person listed on the registration form with a pick-up card.

Cancelations of Adult Volunteers

- If you know before camp that you cannot make the days you volunteered for camp, you need to contact the day camp director as soon as possible.
- In order to provide a safe program and the proper adult-to-girl ratio, you are required to find your own replacement so the girls you registered with can attend camp.

Dismissal from Camp

- Everyone is to sit down after the closing flag ceremony.
- For the safety of the girls and to keep bus routes on time, buses and bus riders are dismissed first from camp.
- Girls will be called by bus and need to be checked on board by the bus monitors.
- Car riders need to be patient, letting the buses load and leave before walking to their car and leaving.
- Please assist the camp director in following these procedures and reminding others to do the same.

Emergency Procedures

- If an emergency occurs at camp or on the buses, please remain calm, help keep the girls calm, and follow the procedures given to you by the person in charge.
- Do not let anyone leave the scene of an emergency unless instructed to do so by the person in charge.
- Do not make any statements to the press; a representative of the council will do so.

First Aid/Medications

- All personal medications (these include over the counter medications) need to be turned in to the health supervisor or locked in your car.
- All girls' medications, with the exception of EpiPens and inhalers, need to be turned in to the health supervisor (the health supervisor needs to be notified which girls have EpiPens and inhalers on them).
- All first aid (no matter how small) needs to be done by the health supervisor or designated first aider.

Flag Ceremony

- Through flag ceremonies, Girl Scouts demonstrate a reverence and respect for the flag of the United States, which symbolizes our country and our democratic way of life.
- A flag ceremony is used to open and close day camp.
- Adults are expected to model and teach the girls proper flag etiquette:
 - Be very quiet (no talking).
 - Place all belongings on the ground.
 - Remove all hats.
 - Stand at attention.
 - Place right hand over heart while flag is being raised and lowered.

Food Safety

- For the safety of everyone at camp, follow the safe food handling procedures that will be handed out with your food and as outlined in the kitchen manual.

PA Role (Program Aides - Girl Scout Cadettes and Seniors)

- PAs are at camp to assist and/or facilitate programs.
- PAs should never be left alone with girls, boys, or peewees.
- PAs may be left for up to 15 minutes alone if traveling between areas of camp or facilitating stations.
- Adults attending stations that are run by PAs must remain at the station to provide adult coverage.
- Concerns with PAs should be directed to the PA Coordinator (or day camp director) as they arise rather than the end of the week.

Swimming Watchers (adults who assist the lifeguards in supervising swimming)

- Swimming watchers are needed to meet *Safety Activity Checkpoint* ratios.
- The lifeguards will indicate how many watchers are needed each swim session.
- Swimming watchers should stand apart from each other and the guards.
- Swimming watchers should not engage in conversation but watch the girls swimming to look for signs of distress or unsafe behavior.