



girl scouts
of central & southern
new jersey

Camp Oak Spring

PARENT HANDBOOK

Dear Parents,

Thank you so much for choosing Camp Oak Spring as your campers destination for growth this summer. My name is Amanda, and this is my 5th summer Directing the Day Camp program at Oak Spring. As someone who grew up spending their summers at Oak Spring, it is a privilege and an honor to continue my growth year after year at a place that taught me so many valuable life lessons. Girl Scout Summer Camp helped me to learn that it's okay to be different, and that my voice can be used to lead- not just follow. I found my love for the outdoors, my ability to be kind to myself and to others, and a deep connection with my peers. All of these things have traveled with me through my Girl Scout journey into adulthood, and I can't wait to help your camper discover her path to her own journey at Camp Oak Spring.

My staff and I are ready, willing and able to become a partner in parenting with you. We are investing our summer to make an impact on your daughter. From our new Family Nights, to extra adventure opportunities- this summer is going to be one that no one will ever forget. Feel free to reach out to me at any time at the information below. Camp Oak Spring is just the beginning, because it starts, and it lives and it grows, at Oak Spring!

Yours in Girl Scouting, Amanda (picture below on the far left!)

Camp Staff Information

Amanda Kelly, Director
856-795-1560 ext. 123
akelly@gscsnj.org
Beth Clemson, Camp Business Mgr
bclemson@gscsnj.org

Registration/Payment Questions

856-795-1560
8AM-7PM Mon-Thurs
8AM-5PM Friday
9AM-1PM Saturday
customer-care@gscsnj.org

General Camp Information

732-469-6061
7:30AM-6PM M-F
228 Weston Road
Somerset, NJ 08873
campoakspring@gscsnj.org



Camp Oak Spring – Our Goals

Girl Scouts of Central & Southern New Jersey (GSCSNJ) Summer Camps provide girls with both a sense of adventure and the chance for personal growth. Camp give your camper the opportunity to meet people of different backgrounds in a safe environment, free of judgments and expectations of the outside world.

We encourage girl participation, personal achievement and skill improvement so every girl feels comfortable and successful. In a community free of electronic devices, campers focus on interacting with one another in a natural setting. Our highly trained staff are dedicated to making sure that your child has a unique experiences, while she develops skills she will use for the rest of her life. Camp teaches girls to take responsibility. It gives them a chance to step up. It helps to show the importance of meaningful relationships in life. It is where they can truly be themselves, and accepted for who they are.

Our goals, based on the Girl Scout Leadership Experience (GSLE), help girls discover their talents and strengths, connect with others, and take action in their communities.

Girl Scouting builds girls of courage, confidence and character who make the world a better place.

At Oak Spring Day Camp, we try our best to live every day by the Girl Scout Promise & Law. It is an important part of our Girl Scout Culture at Oak Spring Day Camp.

Girl Scout Promise
On my honor, I will try:
To serve God and my country,
To help people at all times,
and to live by the Girl Scout Law.

Girl Scout Law
I will do my best to be honest and fair,
friendly and helpful,
considerate and caring, courageous and strong,
and be responsible for what I say and do,
And to respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

Unleash the power of G.I.R.L. at Camp Oak Spring



GO-GETTER

She dives right in, picking up the first bow, climbing to the top of the rock wall or stepping up to help her friends.



INNOVATOR

She thinks outside the box and looks for creative solutions to challenges, finding games to play while a storm passes or a creative new way to do cookout!



RISK-TAKER

She is courageous and strong and keen to step outside her comfort zone and bring friends with her all throughout camp.



LEADER

She is confident, responsible, and committed to changing camp and the world. She shows younger girls how cool camp is and that trying something new can lead to even more fun!

General Information & Dress Code

At Camp Oak Spring, we always do our best to follow the Girl Scout Promise and Law. It's an important part of our camp culture, and as Girl Scouts we always try to be kind to ourselves and to others. Everywhere we travel in camp we are using the buddy system, which helps us all feel connected as we share the responsibility of keeping the camp safe and clean.

Camp Oak Spring is a community **free of electronic devices**, which to help girls unplug and connect with nature and each other. In order to create a space where we can disconnect to connect, electronic devices (phones, iPods, personal video games, etc.) are not to be used or visible for any reason during camp hours, including overnights.

Summer Camp is an excellent opportunity for girls to live and work together. Bullying, teasing, and inappropriate behavior will not be accepted at Camp Oak Spring. GSCSNJ reserves the right to send any camper home who willfully disobeys camp or bus rules, or whose behavior towards others is unacceptable.

Camp Oak Spring Dress Code

- Clothing should be comfortable and something permitted to play in.
- **First day name tags with Camper's name, program, and mode of transportation help to ensure each camper arrives to their program easily!**
- Breathable shirt or tank top.
- Shorts or pants. Skirts are OK, but please wear shorts underneath.
- Sturdy shoes or sneakers with socks—no open shoes, sandals, flip-flops, crocs or clogs. Footwear must be worn at all times and cover the entire foot.
- Bathing suits should be worn under clothes. This helps reduce the time spent changing before the camper's scheduled pool time.
- Bandana or hat are recommended.
- Weather appropriate wear—poncho in case of rain or a sweatshirt on cool mornings.

Stable Zone Program Attire (Tuesday-Friday)

- Long pants.
- Boots or shoes with a heel to prevents the rider's foot from slipping through stirrups.
- Campers will get to swim once they return to camp, and can change into general camp attire after swimming.

All campers & staff sign our Code of Conduct. This is modeled on the Girl Scout Law. The Code of Conduct is found on page 13 of this packet. Please print it, have your camper sign it & bring it to camp on their first day.



Typical Daily Schedule

7:30—8:30	Before Care
8:30—8:45	Campers arrive by car
8:45	Buses arrive
9:00	Opening Flag Ceremony
9:15—3:45	Camp fun!
3:45	Closing Flag Ceremony
4:00	Buses depart
4:15—4:30	Campers depart by car
4:15—6:00	After Care

Typical Weekly Schedule

Monday	Swim Test
Tuesday	Photo Day Wear your camp shirt!
Wednesday	Cookout for grades 4 & up
Thursday	Cookout for grades K-3 Night Lights/Overnights for select programs Family Nights select weeks
Friday	Camp Lunch Closing Campfire

The very last day of camp features our traditional flag retirement ceremony. If you have worn and tattered American flags, we'll retire them for you.

On Monday of each week, both an informational postcard and a RSVP card for our Thursday Night activity will travel home with your camper. The postcard will let you know what your camper will be eating for cook-out (more info on next page) and when they will be visiting the Camp Trading Post. Our Trading Post is a small store with fun camp items for purchase. If you would like to send your camper to camp with cash to purchase items (fun patches, camp essentials, plush toys, etc..) please make sure it is in a plastic bag labeled with her name. The RSVP card will let the Camp Oak Spring staff know if your camper will be participating in our weekly Thursday evening activity.

This summer, each camp week has something special happening on Thursday night (Week 1's Family Night will take place on Tuesday due to the Fourth of July). Regardless of if your camper is staying a little late at camp for a Night Light, exploring Camp Oak Spring in the dark during an Overnight, or if your family will be joining us for dinner & activities for one of our Family Nights, seeing what camp looks like after the busses leave provides a chance for adventure and exploration on a new level. The program staff, Camp Director and Health Supervisor will be onsite and on duty for the duration of Night Lights and Overnight.

Night Lights

Campers will get a second swim, additional program time, and pizza dinner. Parents can arrive at camp as early as 7:30 for camper pick up, but all campers must be picked up by 8:00.

Overnights

Campers will get a second swim, additional program time, and cook-out dinner. Campers will sleep in either platform tents, cabins, yurts & pitch your own tent sites.

Family Nights

Campers get a second swim before families join them for dinner and adventure activities. Check in starts at 5:30. Dinner is served until 7:00, and activities will be open until 8:30.

Friday Closing Campfire

Join us every Friday at The Friendship Circle, as each program performs a song or skit about their week at camp. Special awards are given out to campers & staff. Sign in starts at 2:30.

By packing the correct items in your campers backpack, you're setting them up for success at Camp Oak Spring. Campers will travel around camp with their backpacks for most of the day, so comfort and practicality are important when it comes to choosing a backpack.

Our Lost & Found will inevitably fill up as camp rolls along, and the first line of defenses against the overflowing Lost & Found is making sure that everything comes to camp labeled with your campers name. From backpacks to water bottles- please label everything with a first name and last initial.

A few key items to pack in your campers backpack are:

- Sunscreen & insect repellent
- Bandana or a hat
- Hair tie for long hair
- A "just in case" complete change of clothes in a waterproof bag
- Towel and flip flops for swim time
- Rain poncho or jacket
- Reusable water bottle



At Camp Oak Spring, we value Healthy Living- one of the key components of Girl Scouting. Eating healthy ensures that our campers are able to be aware and energized during their time at camp. Our expert Kitchen Staff will provide a morning and afternoon snack each day to help our campers stay focused and ready to take on whatever challenges may arise. We provide drinkable water at multiple pump locations throughout camp, so be sure to send your camper with a refillable water bottle with her name on it.



In order for our Kitchen Staff to be prepared to serve your child's dietary needs accurately, please make sure that any allergies or food restrictions are listed clearly in CampDoc. Safety is a top priority for our staff, so our Health Supervisor and Kitchen Manager are always checking in to make sure we are providing every camper with the appropriate food.

One of the most important parts of Summer Camp is trying new activities, and cookout is a great way for your camper to try something for the first time. On Monday, each program works as a team to choose what they will be preparing and eating for cook-out lunch that week. **Juniors, Cadettes and Seniors have cook-out on Wednesdays. Daisies and Brownies have cook-out on Thursdays.** As Girl Scouts, we love to use our resources wisely. One great way to do that is to make sure your camper has a reusable mess kit (plastic plate, bowl, & cutlery in a mesh bag) on cook-out day. There will be a postcard sent home on Monday with more information about what your camper will be preparing and eating on her cook-out day.

If your camper is staying for Night Lights, we will provide a pizza dinner to celebrate their extra time at camp. If your camper's week of camp includes a Family Night, you are welcome to join us for dinner and activities on Thursday evening. More information will be provided on the Monday of your camper's week. Campers participating in the Thursday night Overnight will get an additional cook-out for dinner and are provided breakfast on Friday morning.

Every Friday is an all-camp lunch day. Regardless of if your camper stayed over on Thursday night, our Kitchen Staff provides the entire camp with a delicious, healthy lunch on Friday. All other days of the week (Monday, Tuesday, and your campers non-cookout day) lunch is not provided. Camp Oak Spring has a walk-in refrigerator, so all of the lunches will stay cold until it's time to eat.



Overnight Packing List



The following list is suggested for one night at camp, in addition to what your camper brings daily.

All of our sleeping locations have either cots or mattresses, except when pitching their own tents.

Helpful Tip!

Many campers find it helpful to pack everything in a clean garbage bag so items stay safe and dry. Make sure to label all items with your camper's name.

Camp Oak Spring is a community free of electronic devices, which to help girls unplug and connect with nature and each other. In order to create a space where we can disconnect to connect, electronic devices (phones, iPods, personal video games, etc.) are not to be used or visible for any reason during camp hours, including overnights.

Oak Spring Day Camp and GSCSNJ will not be held responsible for personal items stolen, broken or lost at camp.

Sleeping bag & light blanket	
Pillow	
Snuggle Friend (optional)	
Underwear and socks	
T-shirts, Sweatshirt	
Pajamas	
Flashlight (with extra batteries)	
Extra swim suit and swim towel	
Toothbrush and toothpaste	
Hairbrush, comb, clips, etc.	
Toiletries	
Chap stick	
Plastic bag to carry dirty or wet items	
Medications (if needed) -to be turned in to the Health Supervisor	





Health Procedures

CampDoc.com is an electronic health record system that helps us consolidate camper health information into a centralized and secure location. Their system will give our Health Supervisor instant access to camper health information, a key component in providing patient care.

The security, confidentiality and privacy of your camper's personal health information is always be protected. Only the Health Supervisor or Camp Director has access to health information. The CampDoc.com site is secure, encrypted and password protected.

As summer approaches, you will receive a "Welcome E-mail" from CampDoc.com with information about how to complete your camper's health information.

- Click the link in the Welcome email to set a password for your account.
- Follow the instructions, and complete the health history for your camper.
- Upload any required documents to your CampDoc.com account. [Contact Caitlyn Wyand at cwyand@gscsnj.org if you have trouble uploading.]
- Return to CampDoc.com at any time to make changes / updates to your daughter's profile.

Please set register@campdoc.com as a "safe sender," to avoid accidental delivery of emails from CampDoc.com to junk and spam folders.



All **medications**, either prescription or over-the-counter, must be given to the Health Supervisor upon arrival to camp. Please be sure that the medication is in the original container labeled with the camper's name, dosage and instructions.

Prescription medications require written authorization from the child's parent/guardian or directing physician to be administered by our Health Supervisor. Administration of non-prescription medication shall require written authorization from the child's parent/guardian or follow the camp's Standing Orders from the consulting Physician. Inhalers and Epi-pens will remain with the camper during their time at camp. A secondary inhaler or epi-pen may be stored in the Health Supervisor's office upon request.

If your child isn't feeling well at home, please do not send her to camp.

If your child becomes ill or is hurt at camp, you will be notified & our Health Supervisor will seek appropriate medical attention. **Emergency numbers listed in CampDoc will be used to contact someone in the case of illness.**

If illness occurs during or immediately preceding camp, the following conditions must be met **BEFORE** your child can return to any camp session. These include, but are not limited to:

- Diarrhea—none for 24 hours.
- Lice-nit free
- Strep infection -on medication at least 24 hours
- Conjunctivitis-to be determined by family physician
- Fever above 100° F –no fever for 24 hours
- Chicken pox -all open pox are scabbed

To ensure your child is permitted to attend camp, please make sure your CampDoc files are complete, including physician information and immunization records.

Bus Information

Since Ranger Mark & his family are the only ones that live at camp, we provide bus transportation with centralized stops throughout Mercer and Middlesex counties for your convenience. A Camp Oak Spring Staff member or volunteer will be present on each bus at all times. Camp Oak Spring offers Some stops have changed from last year, so please review the information below thoroughly.

As traffic patters are unpredictable, please allow 15-minute leeway for buses. It is strongly recommended you arrive at least 15 prior to morning pick up. In the afternoon, if a parent or approved pick-up person is not in attendance, buses will wait 10 minutes before moving onto the next stop. No child will be left unsupervised.

Anyone who is picking up a camper must present an ID that matches our list of approved pick-up people. This list will be pulled directly from the emergency contacts in CampDoc. If you need to change or adjust your list of approved pick-up people at any time, please contact our Camp Admin Team at campoakspring@gscsnj.org. Any questions prior to camp season, please reach out to Amanda, Camp Oak Spring Director, akelly@gscsnj.org.

Bus 1		Pick-up	Drop-off
1-1	Nottingham High School, 1055 Klockner Rd	7:45 am	5:15 pm
1-2	Hopewell Crossing Shopping Center, 800 Denow Rd	8:00 am	5:00 pm
1-3	ShopRite, Rt 206 & Amwell Rd, Hillsborough	8:30 am	4:30 pm

Bus 2		Pick-up	Drop-off
2-1	Town Center Shopping Center, 319 US-130	7:45 am	5:15 pm
2-2	W. Winsor/Plainsboro HS South: Clarksville Rd.	8:00 am	5:00 pm
2-3	Target, 4196 US-1, Monmouth Junction	8:20 am	4:40 pm

Bus 3		Pick-up	Drop-off
3-1	Brunswick Square by AMC, 755 State Route 18	8:05 am	4:55 pm
3-2	East Brunswick Service Center: 108 Church Ln.	8:20 am	4:40 pm
3-3	Bowlero North Brunswick, 1 Carolier Ln	8:30 am	4:30 pm

Bus 4		Pick-up	Drop-off
4-1	Woodbridge: 1st Presbyterian Church, Rahway Ave.	7:50 am	5:10 pm
4-2	Metuchen: Edgar MS, Brunswick Ave.	8:05 am	4:50 pm
4-3	The Home Depot, 3100 Hamilton Blvd, S. Plainfield	8:20 am	4:40 pm

Routes may have to be adjusted based on registration, which stays open until the week prior. This causes some last minute adjustments to be made, but you will be notified accordingly. Actual pick up and drop off times will be sent one week prior to camp. If you have any questions about busing during the camp season, please reach out to our Camp Admin Team at campoakspring@gscsnj.org. Any questions prior to camp season, please reach out to Amanda, Camp Oak Spring Director, at akelly@gscsnj.org





Non-Bus Transportation Information



Camp Oak Spring has a one lane road in and out of camp for cars & buses to use. In order to keep everyone safe as they drop off and pick up their camper, we have created procedures to make everyone's morning/afternoon as smooth as possible. There are two entrances/exits in and out of camp and all roads are 10 MPH. The entrance is located at 228 Weston Rd- marked by a brown sign with a triangular orange reflector. The exit is located about a 1/4 mile west of the entrance (closer to Metlars Rd.).

In the morning, any cars dropping off should come in through the main entrance. Cars may start at entering the property to line up at drop off at 8:20 am. See map on next page for specific directions on how to move through our Overflow Parking lot during morning drop off. There will be a designated staff member to sign in campers at the drop off location. Camp Oak Spring encourages families to carpool to minimize the traffic on our narrow roads.

After you drop off your camper in the morning, you will follow our exit road out past our pool. In the afternoon, this exit will become your entrance. Please remember that all roads in and out of camp are a 10MPH speed limit.

In order to keep our entrance free of traffic so the buses can make their way safely into camp, anyone picking up a camper in the afternoon should come into camp through the exit. Follow the exit road down past the pool and stop at the cone. Camp is still in session until 4:00, so please do not enter camp prior to that time. Any camper that is getting picked up by a non-related adult needs to have a Transportation Release form submitted.

Camp staff will walk with campers up to the overflow parking lot by 4:15. Afternoon camper pick up is from 4:15-4:30. Any camper that is still at the parking lot after 4:30 will be brought back to main camp and they can be picked up from the office.

Anyone signing out a camper must present proper identification.

Before and After Care are offered every week at Oak Spring Day Camp. Camp Staff stay with your camper to provide activities and supervision during this additional camp time.

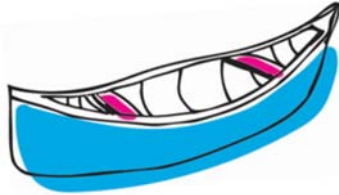
Before Care starts at 7:30 am. If you register your camper for Before Care, drive towards the Camp Office (see map on next page). Once you get into "Main Camp", you will see a large red barn on your left with a smaller red barn directly after. The smaller red barn is our arts & crafts location, known as the Craft Shack to our campers. Morning drop off for before care is from 7:30-8:30. If you arrive after 8:30, please drop your camper off by following the directions above.

After Care is a great chance for your camper to participate in more of a relaxed camp atmosphere until 6:00 pm. Staff will be there to supervise and interact with your camper until you or the designated adult for pick up arrives. An additional afternoon snack is also provided in After Care.

Campers registered for After Care can be picked up at Main Camp. All campers MUST be picked up by 6:00 pm. If you are unable to pick your camper up by 6:00 pm please have a back-up in place or reach out to the Camp Oak Spring Admin Team as soon as possible.

Transportation to Camp with a Non-Related Adult

Any family wishing to have their child transported to and from camp by an adult not directly related to that child, must submit this request in writing. Please provide all information requested below and return this page either via mail, email, or by having your camper bring it with them on the first day of camp.



Mail: GSCSNJ
Attn: Oak Spring Day Camp Transportation
108 Church Lane
East Brunswick, NJ 08816

Email: campoakspring@gscsnj.org

By signing below, the parent/guardian(s) recognize that they are releasing their child into the adult supervision of the adult listed before and after specified camp hours.

Camper's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Please select which weeks your camper has permission to be transported with this non-related adult:

Week 1 (July 1-3)	_____	Week 5 (July 29-Aug 2.)	_____
Week 2 (July 8-12)	_____	Week 6 (August 5-9)	_____
Week 3 (July 15-19)	_____	Week 7 (August 12-16)	_____
Week 4 (July 22-26)	_____	Week 8 (August 19-23)	_____

Non-Related Adult's Name: _____

Non-Related Adult's Telephone # : _____

I, _____, agree to transport the camper named above.

Non-Related Adult's Signature

Date

Code of Conduct

The Girl Scouts of Central & Southern NJ, Inc. is dedicated to fulfilling our mission of building girls of courage, confidence and character who make the world a better place. Through Girl Scouts, girls discover themselves, their values, connect with others and take action to make the world a better place.

Our camp philosophy ensures that every girl has the opportunity to enjoy a happy and healthy summer while developing new interests, acquiring new skills, developing a strong sense of self, and developing critical thinking skills.

Camp life is an excellent opportunity for girls to live and work together –proper behavior is always required.

The summer camp staff will use a positive approach to discipline and will seek parental support to resolve behavior issues and to encourage positive behavior. GSCSNJ reserves the right to send any girl home from camp who willfully continues to disobey camp rules or whose behavior towards others is unacceptable.

Please review the Code of Conduct with your child so that she understands our expectations. Once reviewed, complete the bottom portion of this page, print this page out, and have your camper bring it with them on their first day of Summer Camp,

As a camper or staff member, I will:

- Respect to others, and treat them as well as I would like to be treated.
- Cooperate with the staff and follow their instructions.
- Know and follow the rules of camp, which includes no alcohol, personal sports equipment, illegal drugs, animals or weapons being brought into camp.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice. I understand this will not be tolerated.
- Conduct myself responsibly. I understand that unwelcome teasing or other unkind behaviors are not allowed and will not be tolerated.
- Refrain from deliberately causing bodily harm to others. I understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Use program equipment, supplies, the environment and facilities properly.
- Respect the property of others.
- Be fully responsible for my actions.
- Stay safe while having fun.

I agree to follow the Code of Conduct and understand these rules are for my safety and well-being.

Camper's Printed Name & Signature

Date

I have reviewed these rules with my child.

Parent/Guardian Printed Name & Signature

Date