



girl scouts
of central & southern
new jersey



**Camp Sacajawea
Parent & Leader Handbook**

Dear Parents,

Thank you so much for choosing Camp Sacajawea as your campers' destination for growth this summer. My name is Caitlyn, but at Camp I am Arwen and this is my fifth summer directing the camp program at Sacajawea. I grew up spending their summers at Sacy, and it is a privilege and an honor to continue my experience year after year at a place that taught me so many valuable life lessons. Girl Scout Summer Camp helped me learn that it's okay to be myself, and to use my voice to lead- not just follow. I discovered my love for the outdoors at camp and my ability to be kind to myself and to others. All of these things have stayed with me through my Girl Scout journey into adulthood, and I can't wait to help your camper discover her path and her own journey at Camp Sacajawea.

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 Open Houses, 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 Sacajawea is just the beginning of a journey of growth and self-discovery!

Yours in Girl Scouting, "Arwen"

Camp Staff Information

Caitlyn Wyand, Director
856-795-1560 ext. 240
cwyand@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

856-697-2323
7:30AM-6PM M-F
3064 Victoria Ave
Newfield, NJ 08334
campsacajawea@gscsnj.org



Camp Sacajawea – 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 gives 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 and leaders 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 experience, while she develops skills she can 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 Camp Sacajawea, 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 Camp Sacajawea.

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 Sacajawea



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

At Camp Sacajawea, 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 Sacajawea is a community **free of electronic devices**, which helps girls and adults 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 at camp. Phones can be kept safe for you locked in the office, if you choose.

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

Camp Sacajawea Dress Guidelines

- Clothing should be comfortable and something permitted to play in and get dirty.
- 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 to avoid injury
- To help reduce the time spent changing before pool time, it is recommended that Day Campers wear their bathing suits under their clothes with a change of underwear in their day packs to change into after pool time.
- Bandana or hat are recommended.
- Weather appropriate wear—poncho in case of rain or a sweatshirt on cool mornings.

Horsin' Around Program Attire (Monday-Thursday)

- 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 upon their return from the stables.

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	Wake Up
8:30—8:45	Breakfast
8:45	Day Campers Arrive
9:00	Opening Flag Ceremony
9:15—4:45	Camp fun!
4:45	Closing Flag Ceremony
5:00	Day Campers Head Home
5:15—6:00	Downtime
6:00	Dinner
7:00-8:30	Evening Activities

Typical Weekly Schedule

Sunday	Swim Test
Monday	Activities all around camp
Tuesday	Photo Day Wear your camp shirt! Tutu Tuesday
Wednesday	Cookout Wacky Wednesday
Thursday	Day Camp Overnights Closing Campfire
Friday	Family Day

Did You Know?

Camp Sacajawea has been running programs for the Girl Scouts since the land was donated by Lynwood Lord in 1950?

For our Day Campers, on Tuesday of each week, an RSVP Card for our Thursday Night overnight will travel home with your camper. The page will let you know 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 Staff know if your camper will be participating in our weekly Thursday Overnight.

This summer, each camp week will have something special happening on Friday. Regardless of if your camper is exploring Camp Sacajawea in the dark during an Overnight, or if your family will be joining us for activities for one of our Family Days, seeing what camp looks like in action provides a chance for adventure and exploration on a new level. The staff, Camp Director and Health Supervisor will be onsite and on duty for the duration of all programs.

Swim Test

Swim tests on Sunday evenings (or Monday morning for Day Camp). This test allows our lifeguards to get to know the girls and their abilities to help them throughout the week.

Overnights

Day Campers will have a cook-out dinner and participate in the closing campfire. Campers will sleep in either platform tents or cabins.

Family Nights

Families can join us for dinner and adventure activities. Check in starts at 5:30. Dinner is provided and activities will be open until 8:30.

Friday Closing Flag

Join us every Friday at The Flag Field, as we wrap up the week, give special awards to campers and staff and sing our camp song. Ceremony starts at 4:15.

Helping your girl pack

By helping your camper pack the correct items, you're setting them up for success at camp. 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.

To reduce the amount of items that end up in the Lost & Found, please make sure that everything, from backpacks to water bottles, comes to camp labeled with your camper's first and last name.

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

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



Food

Accommodations

At Camp Sacajawea, 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 meals and snacks 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 and in water coolers at activity locations, 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 and 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 to make sure we are providing every camper with the appropriate food.

Each meal has several options, including a hot meal option, salad or cereal bar, vegetarian option and peanut butter and jelly. We are happy to accommodate any dietary restriction. If you would like to discuss your campers' dietary needs you can call the Camp Director at any time. Our Day Campers are welcome to bring lunch with them to camp and we will keep it cold in our walk-in refrigerator. Day Campers are also more than welcome to enjoy the prepared lunches from our kitchen.

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. 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) for cook-out times.

Information for Parents and Leaders

Camping at Sacy

Hello Parents and Leaders coming to camp!

We are excited that you are coming with your girls camping this summer at Sacy. We have many things to do, both for the girls and for you! Here are some of the things that you can do while you are with us:

- Earn your Adult Outdoor Training
- Become qualified in First Aid and CPR
- Obtain your Level 1 Archery Certification
- Practice and experience planning and executing a trip (depending on which program registered for)
- Enjoy outdoor time with your girls in a safe, Girl Scout environment
- Learn how to create enriching, outdoor opportunities to provide memories that last a lifetime

Since there are so many opportunities for exploration in the outdoors planned for everyone, it is important that we all go into the summer with the same expectations. In order for our Camp Sacy traditions of experiencing growth and self discovery to continue, it's important that we all work together as a Girl Scout team. Here are some of the expectations for our groups during their time at Camp Sacy.

- Girls may be homesick, but we want to do everything we can to help them stay at camp. Have a conversation with their parents before coming to camp to gather some ideas on what the adults in your group can do if homesick arises.
 - Writing letters to campers is highly encouraged! They can be written in advance and given to us at check in, or emailed to the camp. We will print them out and give them to the girls.
- We value “turning off to tune in” at camp, so cell phones should be left at home. With a purposeful technology free environment, everyone can fully embrace the chances to connect with the outdoors. In our experience, campers calling home will increase their levels of homesickness.
 - Of course, there may be times where you or the other adults in your group need to call home to check in. On occasion, Staff/Leaders may need to call home for a camper who is having trouble with homesickness. For any of these instances, we ask that those conversations happen at the camp office and out of sight (and hearing) of campers.
- There will be a brief meeting on Sunday night to go over lost camper and fire drill procedures and the schedule for the week.
- During scheduled adult activity time, trained staff will be present with the girls at their activities.

If you have any questions before you get to camp, feel free to contact Camp Director, Caitlyn “Arwen” Wyand, at 856-795-1560 ext 240 or cwyand@gscsnj.org. Be on the lookout for emails about informative webinars and conference calls we will be hosting for the adults coming to camp. We will cover basic information regarding what your week at camp could like and to answer any questions you may have.

This is going to be a summer like no other, and we can't wait to share it with you at Camp Sacajawea!

See you soon!

Arwen and the Camp Sacy Staff

Summer Group Camping Packing List

Lost and Found

Don't forget to check Lost and Found by the Camp Office or front gate.

Items not claimed at the end of summer will be sent to the Cherry Hill Office. Unclaimed items are donated on **September 15th**.

Please use this packing list to help your camper pack. She should be involved in packing. You won't be there to help her pack at camp.

Laundry

Laundry facilities are not available for general use. We have washers and dryers for emergencies including illness, bed-wetting, etc.

Bed-wetting

If your camper has a tendency to wet her bed, please tell her Leader and note on her medical forms. Accidents are handled discreetly, so her camping experience can be a pleasant one. Send her with two sets of sheets and blankets so any issues can be settled quickly and you camper does not lose sleep.

Things to Leave at Home

- Electronics
- Jewelry
- Cell Phones
- Food
- Money
- Valuables

Please leave anything you wouldn't want lost or damaged at home! GSCSNJ & Camp Sacajawea are not responsible for lost, stolen or damaged items.

Packing List—what you should bring	Packed for camp	Packed for home
Sleeping bag and pillow and/or Twin sheets, light weight blanket and pillow		
Mosquito net (available at Juliette's Closet and Trading Post)		
Snuggle Friend (Optional)		
Laundry bag for dirty clothes		
PJs (summer and mild weight)		
1 sweatshirt & 1 pair of sweatpants/ jeans		
Enough underwear and socks, shirts, shorts for each day—plus a few extra		
2 pairs of sneakers		
Old sneakers or aqua shoes (for showers)		
Hat or cap		
Rain gear: poncho or rain coat Umbrellas are not permitted		
2 bathing suits and 3 large towels (Old ones. For swimming and showers)		
Water Bottle— required. Reusable bottles only.)		
Insect repellent (lotion or cream, no aerosols)		
Sun screen (lotion or cream, no aerosols)		
Flashlight (and extra batteries)		
Soap or shower gel & Shampoo/Conditioner		
Toothpaste and toothbrush		
Brush and comb		
Deodorant		
For at night: journal or diary or book		
Reusable Mess Kit		
Horsin' Around campers: long pants and heeled shoes or boots (required)		
And this.....		
And this.....		



Day Camp 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 Sacajawea 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.

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

Packing List—what you should bring	Packed for camp	Packed for home
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		
Plastic bag to carry dirty or wet items		
Medications (if needed) -to be turned in to the Health Supervisor in their original packaging with directions		





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 or log in with your account information from previous years.
- 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 and 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. NJ State Health and Public Bathing code states any camper experiencing or recovering from diarrhea or experiencing any signs or symptoms of a gastrointestinal (stomach) disease in the past 7 days will not be permitted to enter the pool.
- 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.

Day Camp Bus Information

Safety is a top priority, so there will always be a Camp Sacajawea staff member present on each bus at all times. Some stops have changed from last year, so please take some time to review the information thoroughly. As traffic patterns 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 campsacajawea@gscsnj.org. Any questions prior to camp season, please reach out to Caitlyn, Camp Sacajawea Director, cwyand@gscsnj.org.

Bus 7		Pick-up	Drop-off
7-1	ShopRite, White Horse Pike, Absecon	7:45 am	6:00 pm
7-2	Boscov's, Rte. 322, Egg Harbor Twp.	8:00 am	5:45 pm
7-3	Regal Cinema, Black Horse Pike, Mays Landing	8:15 am	5:30 pm
Bus 8		Pick-up	Drop-off
8-1	Home Depot, Indian Trail Rd, Cape May Court House	7:45 am	6:15 pm
8-2	Holly Heights Elementary School	8:20 am	5:20 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 Thursday prior to camp. If you have any questions about busing during the camp season, please reach out to our Camp Admin Team at campsacajawea@gscsnj.org. Any questions prior to camp season, please reach out to Caitlyn, Camp Sacajawea Director, at cwyand@gscsnj.org



Non-Bus Transportation Information



Camp Sacajawea has a dirt 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 is one entrance/exit in and out of camp and all roads are 10 MPH. The entrance is located at 3064 Victoria Ave- marked by a white sign.

In the morning, any cars dropping off should come in through the main entrance and park in the parking lot. You will walk your camper through the front gate and to the table set up in front of Mohawk Lodge. There will be a designated staff member to sign in campers at the drop off location.

After you drop off your camper in the morning, you will follow our exit road out to the street. The procedure will be the same for pick up. Campers will arrive behind Mohawk and wait in fire ring area until they are signed out. Please sign your camper out BEFORE going over to the fire ring.

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: Camp Sacajawea Transportation
40 Brace Rd
Cherry Hill, NJ 08034
Email: campsacajawea@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 (June 30-5) _____ Week 4 (July 21-26) _____

Week 2 (July 7-12) _____ Week 5 (July 28-Aug 2.) _____

Week 3 (July 14-19) _____ Week 6 (August 4-9) _____

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