



Service Unit  
Day Camp Manual

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# INTRODUCTION

Outdoor program is more than a series of activities that are compatible with the out-of-doors. Outdoor program is everything that happens from the time you step out the door until you go in again. Program in the out-of-doors is fun and exciting. The tone is set by YOU—the director. If the camp staff is having fun, the girls will have fun. The camp staff can maintain perfect order and control and still have fun. Day camp is the perfect Camp Pathway for the girls to Discover, Connect and Take Action in their outdoor surroundings.

- Girls **Discover** more about themselves and their surroundings, they develop a strong sense of self and positive attitudes, gain practical life skills, seek challenges in the world and develop critical thinking.
- Girls **Connect**, they learn to develop healthy relationships, promote cooperation and team building, learn to resolve conflicts and advance diversity in a multicultural world and feel connected to their communities – locally and globally.
- Girls **Take Action** can identify community needs, be resourceful problem solvers, advocate for themselves and others – locally and globally, educate and inspire others to act and feel empowered to make a difference in their lives and in their world.

## **Mission Statement:**

Our mission is to build girls of courage, confidence, and character, who make the world a better place. We believe that every girl should have these opportunities and become a Girl Scout; and that every community benefits when girls build lifelong skills, expand their networks and become better leaders in all aspects of their lives.

# SERVICE UNIT DAY CAMP PLANNING

## **Choosing a place to hold camp:**

All program delivery and administration sites and facilities used for Girl Scout activities must provide safety devices, safety systems and reasonable accommodations whereby persons who are visually impaired, hearing impaired and physically disabled can participate or work. Please use the Program Site Safety Checklist provided when choosing a site.

If you are planning an overnight stay as part of your camp's progression; please fill out the Application for Non-Council Owned Campsites.

If you are using a council camp; please fill out the appropriate Campsite Reservation Form.

## **Finances:**

Service Unit Day Camps develop their own day camp budgets and are responsible for depositing all income into a GSWPA Service Unit bank account.

Items to be considered in budgeting:

- Site rental fee
- Food/Drink
- Janitorial supplies
- First aid supplies
- Program supplies, patches, program consultants
- Insurance for non-Girl Scouts
- Office supplies/postage
- Transportation (If provided)
- Equipment purchases or rental

Income and expenses must be reported on the Service Unit Day Camp Final Report Form. A copy of the report needs to be submitted to the Director of Program.

Cookie Dough can be used for day camp. The camper should submit the Cookie Dough with her camp registration form. The Service Unit day camp business manager will send them to the manager of product sales. A check will be issued to the Service Unit only. Financial assistance is not available for Service Unit day camp.

## **Flyers/Registration Forms:**

Service Unit Day Camps create and distribute their own registration forms/flyers for their camp. Please use pages 19-20: Council Communications from the GSWPA 2010 Volunteer Essentials as guidelines when designing these forms/flyers.

Items to be considered for the forms/flyer:

- Dates/Times/Place (Directions)
- Cost and a statement on Cookie Dough
- How to register and deadlines
- A contact number for questions from parents
- T-shirt and patch ordering (If provided)
- Space for camper information (Name, phone, address, etc.)
- Parental permission statement with signature line
- Parental authorization for picking up child statement with signature line
- Emergency contact number for camper
- Camp highlights
- Dos and Don'ts on what to bring and wear

Complete and submit the Service Unit Day Camp Information Form.

Staff, leaders, consultants and program specialists are provided with information regarding participants through registration forms, applications or health histories (as appropriate).

**Program planning:**

Program planning reflects the following practices of girl-led, cooperative and learning-by-doing activities.

- Girls are organized in small groups or units with an adult leader/s.
- Girls assume as much responsibility for managing their unit as is appropriate for their age and experience. Responsibilities are shared through a girl-adult partnership and include planning, carrying out and evaluating their projects.
- A form of representative democratic government is used for planning that affects the total group.
- Girls are encouraged to engage in spontaneous as well as planned activities.
- Each day, girls are encouraged to choose some of the activities in which they participate and girls assume responsibility for daily living tasks.
- The program is designed to foster understanding and appreciation of individual abilities, group cooperation and a consideration of the diversity of the group.
- Girls have opportunities to develop socially in different ways, such as by developing communication skills; showing consideration for others; making new friends; feeling comfortable relating to other participants and staff.
- Activities are suitable for the age, ability and proven competency of each girl.
- Girls with various levels of skill, knowledge and experience are given an opportunity to progress in specific activities.
- There are activities that permit girls to extend themselves in a physical and adventuresome manner.
- Girl activities are developed to include a balance of individual and group participation, active and quiet pursuits, new or increasing skills, resource exploration and recreation and rest.

All activities are conducted following the *Safety Activity Checkpoints* or following state or federal laws, whichever is the most stringent.

Please submit a Trip and High-Risk Activity Application for higher risk activities such as swimming, target sports, watercraft rentals, etc. A full list of activities is available on the form. This form will also be needed for day camps that are providing transportation.

There is a written procedure for evaluations that analyzes all areas of the program and serves as a source for future planning and corrective action. A sample girl evaluation is included in this packet.

# DAY CAMP STAFF

## Positions

Day Camp Director	Assistant Day Camp Director
Business Manager	Registrar
First Aider/Nurse	Kitchen Manager/Cook
Unit Leaders	Assistant Unit Leaders
Adult Helper	Facilitators (Canoeing, Archery, Lifeguards)
Program Aides/CIT	Planning Committee

## Service Unit Day Camp Director Position Description:

**Purpose:** To develop, direct and oversee all camp operations in accordance with the Girl Scouts Western Pennsylvania, GSUSA, federal, state and local policies, standards, guidelines, procedures and laws.

**Responsible to:** Service Unit Manager

### Qualifications:

- At least 21 years of age
- Successful experience in administration, supervision and group leadership
- Knowledge of the Girl Scout program
- Successful experience in planning and implementing outdoor living and activity experiences

All staff possess personal qualities that enable them to:

- Accept and adhere to the principles of the Girl Scout movement as embodied in the Promise and Law
- Have the ability to live and work with girls and adults of diverse backgrounds
- Demonstrate the ability and willingness to place the needs of girls first
- Demonstrate good judgment, integrity, maturity, and flexibility
- Posses the ability to work in an outdoor setting, where applicable
- Demonstrate a belief in the democratic principles of troop government management, including positive attitudes toward girl planning and girl-adult partnership

### Specific Responsibilities:

- Participation in Service Unit day camp training
- Develop a plan for the camp utilizing the Girl Scout program
- Supervise staff
  - Recruit, select, place, train, supervise and release staff
  - Plan, conduct, and evaluate pre-camp training
  - Provide staff the opportunity to evaluate their experiences
  - Conduct staff meetings to ensure effective communications
  - Interpret and administer personnel policies and practices
- Maintain high standards of leadership, program activities, and health and safety to comply with GSUSA, Council, federal, state and local standards
- Coordinate camp activities, organization and government
- Promote understanding and use of the unit plan and the group government system
- Oversee planning and carrying out of Girl Scout program in the units
- Coordinate schedules for special program features, such as waterfront activities and program consultants

- Approve all purchases and expenses within the approved budget; supervise business procedures and record keeping
- Ensure that community contacts for health and protection services are developed and maintained
- Ensure that an emergency plan is in place and observed
- Ensure that a transportation plan is in place and observed
- Develop and maintain good relationships with parents/guardians; ensure that they are notified of illness and/or injury of campers and staff members
- Ensure the use of the Program Site Safety Checklist
- Complete the Application for Non-Council Owned Campsites; if you are planning an overnight stay as part of your camp's progression
- Oversee the completion of required records and reports and submit to the Director of Outdoor Program within 14 days of the close of camp
  - Financial Report
  - Camp Evaluations (Administrators, Staff and Camper)
  - Camp Health Record Log
  - Camper Registration Forms
  - Girl and Adult Health Histories
  - Attendance Rosters
- Act as a hostess for the camp
- Promote good staff and camper morale
- Conduct a day camp staff evaluation meeting at the close of camp

## **PERSONNEL PRACTICES FOR DAY CAMP STAFF MEMBERS**

### **Placement procedures:**

Each person must complete a Service Unit Day Camp Volunteer Agreement and submit it to the day camp director. Volunteers will be selected and placed in positions suitable for their skills and experience. In addition to the agreement, volunteers that are in direct contact or supervision of campers must register as a Girl Scout (\$12.00) and complete the Volunteer Application Form which includes a background check. Day camp staff are responsible to the day camp director during the entire camp session. All adult volunteers are required to fill out an adult health history.

### **Training:**

All day camp staff members must attend pre-camp training. Please note: Day camp staff who have served at least two years at the same day camp on the same site may be exempt from a repetition of previous training; however a training session regarding topics such as child development issues, health & safety, emergency procedures and specific day camp program activities and scheduling must be attended. The training criteria are developed according to the discretion of the day camp director.

### **Conduct:**

All staff members must agree that while they are volunteering with GSWPA, they will adjust their personal habits and actions and will abide by the policies, standards, guidelines, procedures, practices and ideals of the Girl Scout organization and of Girl Scouts Western Pennsylvania. Volunteer staff is expected to be pleasant, friendly and helpful to campers at all times. Staff should use language that is easily understood, refer to campers by name as much as possible and not embarrass or ridicule individuals or groups of campers. Foul and offensive language, questionable topics and racial or ethnic slurs are not appropriate and will not be tolerated at camp. It is the responsibility of all staff to stop such dialogue whenever heard. At no time during the course of the camp session will discussion take place between camper and staff, camper to camper or staff to

staff about sensitive issues. These issues could include but not limited to tattoos, body piercing, religion, sexual orientation, eating disorders, etc. When asked by a camper to discuss any of these topics, please refer them to their parent/guardian; this is an area of discussion for them and their parents/guardians only. Smoking will be permitted in designated areas only and never in the view of campers.

**Valuables:**

GSWPA will not be responsible for the personal property/valuables of staff members. Valuable articles should not be brought to camp. Personal belongings are the exclusive responsibility of the owner and are not covered by the council's insurance.

**Responsibility for the campers:**

Units are comprised of a unit leader and one or more assistant leaders, and one or two program aides. Volunteer staff is expected to be with their assigned campers at all times. Campers are never left unsupervised. Staff members are to be at all program sites, pool time and all camp events. This allows for the adults to assist girls in those areas and handle any behavior issues in a timely fashion. Volunteer staff gathered together or off to the side gives a message to campers that they are "on their own". In the case of an emergency situation more than one unit may need to be temporarily combined to follow safety procedures, so these ratios may not be followed at that time. Staff must notify the camp director when leaving the camp at any time other than the end of the day (after girls in the assigned unit are dismissed). This is necessary so that the director may ensure that each unit is properly supervised at all times.

**Behavior management:**

Campers are expected to live by the Girl Scout Promise and Law. Unit staff is responsible for the behavior of their campers, and inappropriate actions by campers should be reported to the unit leader or to the camp director. Repeated misbehavior should be documented on the accident/incident forms and referred to camp director for further action. Campers are disciplined but never punished at camp, at no time is corporal punishment used, and camper behavior is not to be a topic of discussion among the unit staff or campers.

If a behavior problem does arise, the following guidelines can be used:

1. Unit leader will talk to camper
2. Director will talk to camper
3. If problem still exists, director will call parent to try and rectify the situation
4. If nothing seems to bring about the proper behavior, the child will be sent home in accordance with the Code of Conduct

**Units:**

Units are created to provide a smaller group within the total registered for any given session. Adult volunteers are placed according to ability and preference for a given level. All units adhere to a strict camper/staff ratio, as set forth by GSUSA.

**The ratios are two adults for every:**

**6 Daisies, 12 Brownies, 16 Juniors, 20 Cadettes, 24 Senior or Ambassadors**

**Plus one adult for each additional:**

**4 Daisies, 6 Brownies, 8 Juniors, 10 Cadettes, 12 Senior or Ambassadors**

Program aides at camp do not qualify as an adult, but as a camper.

Program aides or Counselors-In-Training (CIT's) working with day camp units must be at least two years older than the participants with whom they work. Program aides and CIT's must always have an adult supervisor present while they are leading activities or working with the girls. Program aides and CIT's are counted as girls in the adult-to-girl ratio.

Units are formed using several factors: grade, level in Girl Scouts, troop affiliation, experience and buddy request. Remember as in all Girl Scout programming, that campers and volunteer staff will decide in partnership, what the activities will be for the week. Specific program ideas, all-camp activities and other activities the girls could be involved in should be included in the schedule.

## OPERATIONAL MANAGEMENT

### **Arrival/departure at camp:**

All campers arriving by car will be dropped off at the designated registration areas. This area will allow room for the cars to park and/or safely be out of the flow of traffic. When campers have been shown to their unit area the parent may then proceed out of the camp, observing all speed limits. Parents should sign their child in while camp staff reconfirms that all necessary paper work for that child has been completed (Health History/Parent Permission).

Departure procedures will follow the same guidelines with the exception if bus transportation is being used; all buses will be dismissed first before private vehicles will be allowed to enter. After all buses have been dismissed only a few cars at a time will be given the direction to enter, when those cars have exited then a few more will be allowed to enter until all campers have been picked up. Parents will sign their child out and provide photo ID.

### **Camper Orientation:**

The following procedures should be discussed with the camper on the first day of camp to ensure their well being and safety while at camp.

1. The buddy system is in place at all times. Campers should not go anywhere without a buddy. Remind the girls that they need to get permission before they leave the group. Go over what they should do if they were to get separated from the group.
2. If spending the night, be sure that all unit leaders tell the girls where they will be sleeping in case the child should need them during the night.
3. Discuss all emergency procedures (fire, storm, etc.) with the girls. Go over what the signals (bell, horn) are for and what the different sounds mean. Let them know that there will be a fire drill on the first day of camp.
4. It is safer to walk then run in camp. Discuss with the girls when running is appropriate.
5. Always wear socks and shoes to prevent blisters and sore feet. Halter-tops are not appropriate camp dress.
6. Always wear sunscreen. Sunscreen should not be shared with other campers. Hats are a good idea; remember to remove during the flag ceremony.
7. Drink plenty of fluids, especially water. Each camper should bring a water bottle each day.
8. Go over where the first aid station is and when they will need to report there. Explain that if they are on any medicine, it is to be given to the first aider/nurse, and they will need to see her/him to receive their medication.
9. Discuss snack, drink and meal procedures that are pertinent to your camp. Day campers should be instructed where their lunches are to be stored. Remind the girls that food items are not to be stored in tents or cabins.
10. If your camp has a pool, pond, lake or creeks, remind the girls that they are not permitted in the area without adult supervision.
11. Discuss keeping camp beautiful. Put trash in cans and pick-up litter. Keep their living areas neat and their belongings put away.
12. Go over what poison ivy and poison oak looks like. Try to avoid contact and if they should touch, to wash thoroughly.

13. Remind the girls to use resources wisely (paper towels).
14. Discuss girl/adult planning.
15. Make sure that the girls understand what your role is. Try to make them feel secure and welcome. Remind them that you are there for them and that together camp will be a fun and positive experience.

### **Safety and Security:**

Safety and security is always a top priority at day camps. By following a few safety precautions, we can insure the campers' well being.

1. Follow the procedures of the Camper Orientation.
2. When units are hiking or otherwise not at their unit site, they should leave a plan of action with the camp director and in their unit.
3. All visitors at day camp are to be escorted to the day camp director to be given a visitor's nametag. This way anyone seeing that person will know that they have permission to be on site. Do not be afraid to ask if you could escort them to the director if you do not see a nametag.
4. Cars are to be parked in the designated parking area and visitors are to walk to the registration area.
5. Emergency phone numbers will be posted at all phones on campsite or given to camp staff. These will include GSWPA, fire department, ambulance, camp first aider/nurse, police, camp director, site office.
6. If at anytime you see anything or anyone that is suspicious looking, call the camp director's attention to the situation immediately.
7. **DO not allow anyone (stranger or known) to remove a camper from camp!**  
Should a camper be taken from camp without the expressed and direct approval of the camp director, get descriptions of all person(s) involved if possible (hair, clothes, height, licenses number of car, etc). Notify the camp director **immediately**.

### **Intruders:**

Unfamiliar persons on the day camp site may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Be observant as to the make, model and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp director or ask them to leave. Observe to ascertain that the person has left the property.

If you feel uncomfortable approaching the unfamiliar person, take another staff member along. Someone should stay with the campers and away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourself and campers from the area, notify the camp director, observe whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp director. Check camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in camp at night.

Procedures will be followed to teach campers to come quietly and tell you if they see an unfamiliar person on the property. If a child encounters an unfamiliar person, never tell the child that it was nothing. Frightened children need to be allowed to express their fear and talk about their experience.

When off camp property, if someone seems to be behaving suspiciously or inappropriately around your area, keep a staff member with the campers while two other staff members go and report to officials.

Complete an Accident/Incident Report Form immediately.

### **The Environment and Us:**

One of the goals for day camp is to develop in our campers a positive attitude toward the wildlife and environment that we share. As volunteer camp staff, we will also encourage campers by action as well as example to become individually motivated to do their best to protect the environment.

- We will keep our campsites litter free and refrain from polluting both grounds and waterways
- We will protect all living things

To help further these goals, the following will become a natural part of our camp routine:

1. We encourage all campers to bring mess kits for their cookouts, or use equipment provided in units instead of bringing disposable items.
2. No living plant or tree will be picked or chopped down unless permission is received from the camp director. Do not pick or dig up the plants.
3. Only downed wood will be used for fires. Fires will be the proper type and size for which they are intended. Fires will be built in approved fire circles only.
4. Each session should include hands on learning experiences concerning the environment: i.e., stream exploration, or games or activities in the unit.
5. Hikers will stay on trails while hiking to prevent soil erosion.
6. Volunteer staff is expected to set the example in the recycling. Recyclables should be taken to a recycling center if possible. Cans should be drained, rinsed and then flattened. Glass should be rinsed clean.
7. **Leave the site better than you found it!**

### **Lyme Disease:**

There are two species of ticks found in Pennsylvania, the deer tick and the American dog tick. The Deer Tick is responsible for transmitting Lyme Disease. It is very small, about the size of a poppy seed. Ticks can be found in tall fields, brush, brushy fields and open woods.

- Clothing: Wear light-colored, long-sleeved shirt and long pants, with pants tucked into socks. The light coloring is to better see the dark colored tick before it reaches your skin.
- Repellant: Use insect repellent containing Deet, best applied to skin but also to clothing.
- Avoidance: Steer clear of tall and dense grassed, trail margins, areas of thick, cool leaf litter and where deer are numerous.
- Inspection: After a hike, look for ticks by careful inspection of your total body, especially folds and crevasses. A partner will add much to an adequate check.
- Removal: To remove a tick, grasp it close to the skin with tweezers and gently pull it straight out. No twisting, yanking or crushing. Then gently scrub the wound with soap and water or antibiotic cream.
- Specimen: Put the tick in a plastic bag or closed jar with alcohol, and note the time and location. This could be important identification if you later develop the disease.
- Symptoms: The affected individual may have any of the following symptoms within a month, a "bull's eye" rash, chills, fever, headache and maybe painful joints. Prompt treatment is totally effective; untreated, your infection can lead to severe arthritis, palsy, and irregular heartbeat.

# FOOD SERVICE

## Facilities:

1. Kitchens, dining facilities and food service areas comply with all applicable building and health codes. Permits and licenses are obtained for operation where applicable.
2. All food service facilities with a commercial stove must have a suppression system in the hood.
3. All utensils, equipment, and surrounding surfaces used in preparation, service, and display of food are made of nontoxic, non-corrosive materials constructed, installed, and maintained to be easily cleaned and kept clean and in good repair at all times during the site operation.
4. Food service areas provide:
  - An area for washing and sanitizing dishes, utensils, pots and pans
  - Facilities for storing pots and pans and cooking utensils
  - Space for storage of cleaning equipment and supplies that is separate from the food storage area
  - Toilet and hand-washing facilities for food service personnel
  - Refrigeration for perishable foods
  - Water supply, sink space, food preparation and storage areas that meet applicable health department requirements.
  - Sufficient equipment to prepare and serve food for the entire group using the facility

## Outdoor Cooking Areas:

1. An extinguishing device (bucket of water/sand, shovel/rake, etc.) is readily available
2. The fire circle/cooking area:
  - Is located in an area reasonably protected from the elements
  - Is away from trails or traffic patterns
  - Meets all local fire ordinances
  - Is built on existing sites, if available
  - Is away from overhanging branches, steep slopes, rotted stumps or logs, dry grass and leaves and cleared of any burnable materials

## Menu Planning:

1. When planning menus, consideration is given to religious and other dietary needs or observances, to health considerations, and to ethnic diversity.
2. Records are kept of menus and food purchases (including item brands and quantities), number of persons served, and evaluations of meals served to participants.

## Personnel:

1. All food service personnel:
  - Wear clean, washable outer garments, head coverings, and appropriate footwear
  - Wear food service gloves when handling food
  - Maintain a high degree of personal cleanliness
2. All appropriate food service personnel are trained in the following:
  - Safe use of cleaning compounds and drying agents
  - Safe and proper use of all food service equipment
  - Correct procedures for manual lifting and moving of heavy objects
  - Use, type and location of fire extinguishers

**Guidelines:**

1. All poisonous substances, detergents, bleaches, cleaning compounds, or any other potentially injurious materials are specifically and plainly labeled as to contents and hazards in use and are stored only in their original container to prevent contamination of food.
2. All food preparation and serving areas are cleaned after each use.
3. At least one staff member in the food service operation is trained to administer first aid.
4. Any food service personnel with a skin infection, cold or communicable disease will not be involved in food preparation, service or clean up.
5. Hand-washing facilities are provided for food service workers that include antibacterial soap or hand sanitizer, single-use towels and signs posted reminding personnel of hand washing procedures.
6. All food service personnel must wash their hands and arms immediately with antibacterial soap after using toilet facilities
7. All methods for handling, storing, defrosting, preparing and serving food and beverages meet applicable health codes.
8. Procedures are in place and implemented that prevent food contamination during food preparation and serving.
9. All perishable foods are kept at a temperature of 40 degrees or lower and thermometers are located in a readily visible place in all refrigeration facilities. This applies to all refrigerators but not to ice chests throughout the site.  
All foods are to be refrigerated until needed for the meal. If sending out to site, all perishables should be sent in a cooler with adequate ice packs to ensure safe food.
10. All prepared hot foods are maintained at a minimum of 140 degrees throughout the serving operation.
11. Frozen foods are kept at a temperature that will keep them frozen until ready for processing. No food that has been thawed shall be refrozen unless it has been cooked or processed before refrigerating.
12. All freezers are maintained at the appropriate temperature and thermometers are located in a visible place.
13. Unpackaged food that has been served or returned from an eating area will not be served again or used in the preparation of other food.
14. No food prepared or stored in a private home is served unless the state health department has licensed the home operation.
15. Food that is stored in bulk containers or self-serve containers must have a label that is conspicuously displayed and securely attached containing the common name of the product and the ingredients used.
16. Dishes, silverware and cooking equipment are cleaned by scraping, washing in hot, sudsy water (minimum 100 degrees) rinsing in clear, hot water (minimum 100 degrees). A second-rinse process should be used with sanitizing tablets or a bleach mix and air dried.
17. Dishes and silverware are stored in dust free, animal resistant storage area.
18. Garbage containing food waste must have a trash liner and a tight fitting lid and must be emptied on a daily basis.

# PROGRAM ACTIVITIES

## SWIMMING POOL

### Supervision

- All standards as stated in *Swimming: Safety Activity Checkpoints* will be followed.
- All swimming instruction and life guarding procedures will be following the American Red Cross manuals.

### Staff qualifications

The supervisor of pool activities must be at least 18 years of age, have documented training as a lifeguard, with water safety instructor training preferred. The camp director must have a copy of the certifications.

### Required ratios

The following ratios will be followed for all participants:

- A group of youth and adult participants
- A group of staff members

Number of swimmers	Lifeguards	Watchers
1 –10	1 adult	1*
11 –25	1 adult	2*
26-35	2 persons, at least 1 an adult. Others may be 16 years of age or older.	3*
36-50	2 persons, at least 1 an adult. Others may be 16 years of age or older.	4*

\*cannot be under 16 years of age.

### First Aid

A first aid/CPR certified person is also required to be present. As most lifeguard certification courses have this as a component, the lifeguard could be that certified person. With larger groups it is advisable for a staff member that is not assigned a pool duty to handle those responsibilities.

### Swimming ability test

Participant's skills are evaluated prior to the use of the pool. This will include a swim test given upon arrival. The test is used to classify swimming abilities and for the placement of participants in an appropriate swim class. Some type of color coded safety system must be in place to quickly account for all levels of the swimmers in the pool. This could be through the use of three different colored swim caps or arm bands.

All campers, staff or family are required to take the swimming test. Untested swimmers will be limited to shallow water.

## ARCHERY

### Supervision

- All standards as stated in *Archery: Safety Activity Checkpoints* will be followed. This is the primary source for participant's safety.

### Staff qualifications

The supervisor of the archery program must be at least 18 years of age and have documented training or experience in archery. A National Archery Association certification is preferred.

**Required ratios** (leader-to-participant)

With a group of youth participants there will be at least one archery leader and one certified in first aid/CPR present during the activity. The archery leader ratio to campers is 1 to 10.

**Participant eligibility requirements**

Participants must be Girl Scout Junior grade level through Girl Scout Ambassadors. Each participant must be old enough to understand safety procedures and handle equipment so as not to endanger herself, other participants or onlookers.

Participant's readiness is evaluated prior to the use of the equipment. This will include listening skills, ability to follow directions and physical ability to use equipment.

**CANOEING****Supervision**

- All standards as stated in *Canoeing: Safety Activity Checkpoints* will be followed. This is the primary source for participant's safety.

**Staff qualifications**

- The supervisor of the canoe program must be at least 18 years of age and have documented training or experience in the handling of canoes and supervision of both inexperienced and experienced canoeists.

**Required ratios** (leader-to-participant)

- With a group of youth participants there will be a canoe instructor, certified lifeguard and a certified first aider/CPR person. The canoe instructor and lifeguard ratio to campers is 1 to 10. The ratio for counselors to campers will still remain the same as listed in ratio guidelines. These counselors will act as watchers for the activity.
- With a group of adults the canoe instructor, lifeguard and first aid/CPR person must be present. When staff is using the canoes the same ratios will be followed.

**Participant eligibility requirements:**

- Participants must be Girl Scout Brownie grade level (6 years of age) through Girl Scout Ambassadors. Each participant must possess and understand the safety procedures and consequences of their actions.
- Participant's readiness is evaluated prior to launching of canoes. This will include listening skills and the ability to follow directions.

**TRANSPORTING CAMPERS AND STAFF:**

All vehicles used to transport campers and staff offsite must be equipped with a first aid kit, fire extinguisher, reflectors, maps, motion sickness bag, flashlight, blanket, chalks and container of fresh water. In addition, the Health History Forms for all passengers, the vehicle registration card, insurance information, vehicle maintenance checklist and an Accident/Incident Report Form should be in the vehicle at all times. The emergency vehicle should never have less than a half tank of gas. Always refuel before getting to a quarter of a tank. Remember that when refueling, the vehicle must be turned off. The campers are to remain in the vehicle. If for some reason a camper needs to leave the vehicle, they must have an adult with them. One of the adults in the vehicle is to be First Aid and CPR certified.

Drivers must be 21 years of age and hold a valid driver's license for the size and type of vehicle being used.

Campers and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks or station wagons except in an extreme emergency and only when directed by appropriate staff. Vehicles should only carry the number of passengers specified by the vehicle manufacturer and there must be a seatbelt for all passengers. There must be at least one adult in the vehicle at all times. In groups of five or more girls, an additional adult should be present. If traveling by bus, there should be at

least two adults in addition to the bus driver. When transporting campers with disabilities, the ratio of adult to girl will change based on the additional assistance needed. (See established camp ratios.) Persons in wheelchairs must be belted to the wheelchair and have the chair in a locked position and secured to the vehicle.

Vehicles are not permitted to convoy. When traveling together, all vehicles should be kept apart at a safe distance. All drivers should have maps, complete directions and appropriate telephone numbers. Drivers should pre-establish rest stops for check-ins. Regular rest stop breaks should be made at acceptable areas only. All traffic laws should be obeyed. After three consecutive hours of driving, the drivers need to be rotated and the passengers must be given an opportunity to rest.

When loading or unloading passengers, be certain that the area is free from vehicular traffic, unless there is an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. This procedure should be done in an orderly manner and campers should be instructed where to assemble after unloading. Remember, there should be adult supervision at all times.

If a vehicle should breakdown, move as far off the road as possible. Place the transmission in park, low or reverse. Turn the ignition off and remove the key. Set the emergency brake and turn on the four-way flashers. If a vehicle must stop in an undesignated area, remember to place the reflective triangles between yourself and the oncoming traffic. Place the reflectors accordingly - on the traffic side of the vehicle within ten feet of the front and rear corners, about 100 feet behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in and back beyond any hill, curve, or obstruction that prevents other drivers from seeing you within 500 feet. If stopped on or by a one way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic. If safe to do so, unload passengers and move them well off the road away from the vehicle. Remember the campers are to be supervised by an adult at all times. If evacuation from a bus is necessary, follow the established procedures. Contact the emergency contact person with the information of the breakdown and your location. Request any additional help at this time. Remember, one adult must stay with the vehicle and the campers at all times. If an accident has occurred, refer to your Risk Management Procedures Card. In addition, place the reflectors and/or flashers as appropriate. If the vehicle must be moved, mark the location from the back of the tire with the chalk.

### **Passenger Behavior and Orientation Checklist**

Before embarking, discuss vehicle safety with your passengers. Such as:

- All passengers must wear seat belts. If in a bus, this requirement is exempt unless a bus has them available.
- Do not distract the driver.
- Passengers should remain seated at all times with their hands and arms inside the vehicle.
- Noise level should be low, so as not to distract the driver.
- There should be no throwing of objects or any other disruptive behavior.
- Passengers should enter and leave the vehicle under the direction of an adult. If an emergency stop is necessary, all directions and the buddy system should be followed.
- If a behavior problem should arise and a verbal warning does not solve the problem, the vehicle should pull off the road in a safe area and follow the established disciplinary procedures.

# HEALTH AND WELLNESS

It is the responsibility of all adults administering a day camp program to enable a girl to participate with confidence that the experience will be a safe one in regard to the nature of supervision, the instruction given and the environmental conditions. A safe and healthy experience is a primary responsibility in the conduct of any program and/or program activity.

## Day Camp Health Care Plan

The purpose of formulating this written health care plan is to ensure health and safety at all camps and campsites for all campers and staff. The plan will be systematically reviewed and re-evaluated yearly by the administrative and health care staff according to the American Camping Association and GSUSA *Safety Activity Checkpoints* standards and guidelines.

### Routine Practices:

During each camp session, an emergency medical technician, paramedic, registered nurse, licensed physician, or certified first aider will be present on site at all times. This individual will be known as the first aider/nurse.

A health care area will be designated on site that includes:

- Protection from the weather
- A first aid and dispensary area
- An isolation area with cot for resting/recuperation
- An available toilet
- Water for drinking and cleaning
- Accessibility by ambulance or emergency vehicle.
- If used for overnights, a light or luminescent sign is visible from the outside at night.
- At least one staff member will supervise campers at all times while they are in the infirmary area.
- All campers on site are to be made aware of the location of the first aid station upon arrival at camp.

Any medications brought by participants, children and adults, are to be given to the first aider/nurse upon arrival and must be in the original containers and be prescribed for the individual for which they are being sent to camp. Non-prescription drugs sent to camp must have instructions for dispensing signed by the parent/guardian or physician.

All medications are stored in a locked area at the first aid station and can be dispensed only by the first aider/nurse on duty, or her designee. Asthma inhalers and bee sting kits are permitted to be in units if an individual in that unit requires such items.

All day campers and volunteers **must** have a Health History Form, completed within two months, on site. When participants are riding a bus, all health conditions and dietary information is to be given to the bus monitor.

Health histories must be fully completed. Permission to seek emergency treatment, or a religious waiver, signed by the parent/guardian for all minors on site is to be kept with the Health History Form.

Campers known to have a life threatening condition, i.e. allergy to bee stings or seizures, must have a first aid adult oriented to handle that condition at the participant's activity sites.

When a camper is sent home because of illness, she may not return to camp unless her temperature has been normal for at least 24 hours. Under certain circumstances, a doctor's release to return could be required.

Training for camp adults must identify the responsibilities each one has for health care, the use of supplies and equipment, as well as sanitary procedures when dealing with body fluids and/or medical waste.

A Health Record Log will be maintained on site by the first aider/nurse or the health care provider and reviewed by the camp director. The Health Record Log is a bound book with documentation recorded line by line with no pages skipped. Staff providing treatment, will use their legal name as their signature. The Health Record Log will include:

- Date, time and name of the person treated.
- Description of the injury or illness.
- Description of the treatment administered.
- Name of the person evaluating and providing the treatment.
- A signature page when initials are used.

At the end of camp, the daily health log, accident/incident reports and health histories are to be returned to the council office for filing. These forms are kept on file for time dictated by the law.

#### **General Volunteer Staff Responsibilities:**

The monitoring of camper's personal hygiene is the duty of all volunteer staff, particularly unit staff. Assuring cleanliness of all areas in camp is the duty of each staff member working in that area. Proper health practices are to be followed by all participants in camp.

Simple routine health matters, i.e. scratches, cuts or bruises and minor stomachaches are the only health situations to be handled in the units during an activity. All treatments are to be entered on the daily first aider's form and followed up with a visit to the first aider/nurse the next time the camper is in the area. Other health matters are to be handled by the first aider/nurse at the first aid station. Unit health log information is to be entered in the daily log.

Monitoring supplies in first aid kits is the duty of all staff. Each kit is to be kept well supplied. Kits missing supplies should be exchanged for a complete one at the first aid station.

In any situation where a camper's health or safety is jeopardized, an accident/incident report is to be completed by the adults witnessing the situation and given to the camp administration. The camp director will call the GSWPA emergency contact immediately after a severe incident or accident has occurred, (ex. near drowning, burns, animal or human bites). All accident/incident reports are kept on file and turned in to the council office at the close of camp.

Any health information that is vital to the campers' health and well-being will be handled in a confidential manner and will only be shared with the unit staff, if necessary, not the entire camp staff.

#### **Head Lice Procedures:**

Each camper will be checked for signs/symptoms of head lice on the first day of camp. If head lice or eggs (nits) are found, the camper will be isolated from the campers and the parent/guardian will be notified. The camper will not be permitted back to camp until signs of lice or nits are not present. When infected person has been treated, they report back to camp, reporting to health station for head check. If determined that the nits are dead, person can be returned to unit.

## **Body Fluid and Medical Waste**

The purpose of these procedures is to minimize the exposure to potentially infectious material by anyone when assisting an ill or injured person at camp. Any individual assisting an ill or injured person is to take precautions to safeguard their own health by:

- Using disposable rubber gloves when dealing with assisting or cleaning up after vomiting, bed wetting, or injuries with bleeding. Gloves are a part of every first aid kit.
- Remove gloves properly – pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.
- Any garments, which are contaminated by body fluids/blood, should be removed as soon as possible.
- Gloves taken from first aid kits are to be replaced as soon as the situation is over to ensure availability.
- Areas which have been contaminated by potentially infectious materials should be decontaminated as soon as possible by cleaning with fresh bleach solutions.
- Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

If as a first aid responder, a volunteer working at camp is exposed to potential infectious material, particularly blood, the first aider/nurse must notify the council immediately to ensure the individual is contacted with the Hepatitis B vaccine information in a timely manner.

Medical waste is defined to include syringes, needles, dressings or materials wet with body fluids or blood and disposable rubber gloves used in treatment or care. If syringes are used, the needle cover and the whole syringe should be placed in an opaque plastic bottle (i.e. liquid detergent or softener). Any dressing and disposable gloves should be placed in a separate garbage bag and sealed. The sanitation company servicing the campsite should be contacted about their requirements for disposal of such items.

## **Out of Camp First Aid Procedures:**

All groups hiking outside the main camp must have in their group a certified first aider and a first aid kit. Participants should carry a whistle and be instructed on its use.

All safety rules must be followed as stated in *Safety Activity Checkpoints* and a hike outline on file with the camp director. In case of an accident, only first aid as outlined in the current American Red Cross First Aid Manual and the first aid procedures for camp will be given. All first aid procedures administered must be recorded on the First Aiders' Daily Log, found in each first aid kit. Upon return to the main camp this is stapled into the bound daily Health Record Log.

An Accident/Incident Report Form must be filed out for any accident requiring attention; this report is turned in to the first aider/nurse. Any incidents happening on a hike or trip must be reported on the Accident/Incident Report Form and turned in to the camp director.

The unit leader will assign one adult or two girls to call or run to get the camp director or first aider/nurse, if assistance is needed in returning to camp.

Remember, there are other campers. Keep panic and fear down and get the remainder of the campers back to camp safely.

## **Accident/Incident Reports**

Whenever an incident or an accident occurs, you are required to fill out a formal Accident/Incident Report Form. This is the first step in documenting what has occurred in case further treatment or actions need to be taken. The person or persons who witnessed

the event should fill out the form, as soon as possible, so the events are still remembered in detail.

This form is used for contacting the parents, health care personnel and property personnel to take the necessary steps in communicating the situation to them. The more information provided the better to understand what had led up to the final occurrence. Further documentation should be made when parents are notified of the accident/incident. When this notification is made it should again be recorded in the medical log and/or the Accident/Incident Report Form.

### **Child Abuse Guidelines:**

Girl Scout volunteers and staff are to report suspected child abuse. You are **not** required to prove child abuse is actually taking place. If there is reasonable cause to believe a child is being abused, the situation must be reported.

1. Contact the Child Abuse Hotline, 1-800-932-0313 in Pennsylvania.
2. Follow the advice of the child protection authorities to whom you reported or the council staff member. Remember to keep all information confidential. Discussing allegations of child abuse with others may result in a lawsuit for defamation of character.
3. Contact the outdoor program department and state the concerns.

## **EMERGENCY PROCEDURES**

### **Tornados:**

A tornado is often considered nature's most violent storm because of its destructive force. Darkened skies, thick storm clouds and strong winds from the south, combined with lightning and periods of rain and hail often precede a tornado's arrival. If a tornado warning is issued, take a battery-powered radio and head for a protected area immediately.

Safe places to take shelter include:

- Storm shelters and basements
- Caves
- Tunnels and underground parking facilities
- Interior corridors or hallways
- Steel-framed or reinforced buildings

Dangerous places that should be avoided include:

- Cars, house trailers and parked vehicles
- Tents
- Structures with large, poorly supported roofs
- Gymnasiums or auditoriums
- Indoors near windows

If caught outside, move away at right angles to the tornado's path. If there is no time to escape, lie flat in a ditch, ravine, culvert or under a bridge and protect your head.

### **Know your terms:**

**Tornado watch**—means tornados are expected to develop

- Keep tuned to the radio.
- Prepare to implement the plan for evacuation.
- Do not alarm the children, but keep them informed.

**Tornado warning**— means that a tornado has been sighted

- Evacuate to lowest ground.
- If possible, go to basement of indoor shelter; leave windows open.
- Otherwise, seek lowest ground nearby; move away at right angles to the tornado, lie flat in ditch, culvert, etc. and protect your head.

**Our first concern is lives. Do not stop to gather up belongings, etc.**

**Remember, even with a tornado warning, chances of your campers being in its path are a remote but realistic possibility. Your attitude will greatly influence the campers, so remain calm, efficient and conscientious. When warnings have ceased, please take time to talk to the girls, letting them express their feelings in a supportive atmosphere.**

### **Lightning:**

Lightning often strikes the tallest object in the area. At the first signs of an impending storm—towering thunderheads, darkening skies, lightning and thunder and increasing wind—seek shelter.

If available nearby, buildings or automobiles are safe places to seek shelter during the storm. While indoors, stay away from doors, windows, plumbing and electrical appliances.

If caught outside during a lightning storm:

- Stay away from tall, solitary objects such as trees or electrical poles.
- Get out of the water, if swimming.
- Return to land and seek shelter, if in a small boat, canoe, etc.
- Avoid touching things made of metal, such as a wire fence.
- Crouch low to the ground in an open area, if sheltered area is not available.

Give prompt first aid to anyone struck by lightning. Do not be afraid to touch or handle the victim; the victim carries no electrical charge. Administer artificial respiration if necessary and treat for shock. A victim requiring cardiopulmonary resuscitation (CPR) should be treated only by a trained rescuer. Keep the victim quiet until she has been moved to a hospital.

### **Fires:**

Girls should be prepared for fire emergencies. Fire drills should be practiced. Practice with the girls the proper method of extinguishing fire on clothing. Remind the girls to keep calm and roll in the dirt or on the floor. If a blanket or rug is at hand, the girl should wrap herself in the blanket and then roll on the floor or ground.

*\*\*Review Safety Activity Checkpoints—Cooking Fires and Day Camp Unit Leader’s Manual—Outdoor Cooking*

### **Floods and Flash Floods**

Floods can occur almost anywhere and are usually the result from heavy or prolonged rain, or dam breakage. Flash floods can occur with little or no warning and are dangerous because of their swift currents and unpredictable nature. The National Weather Service provides flood alerts. Radio broadcasts provide advance warnings and instructions.

When warnings are provided, evacuate the area swiftly and seek shelter. Extra food, water, flashlights, etc. will be needed. Never camp in dry riverbeds or in areas where an upstream thunderstorm could produce a flash flood.

### **Sample Emergency Drill Procedure:**

The purpose of these drills is to prepare each of us to cope as successfully as possible with situations, which may occur at camp. The precautions we observe are our biggest protection. However, emergencies do arise unexpectedly. Through the use of these drills, we hope to minimize the discomfort of the people and the loss of equipment.

Several types of emergencies can arise: fire, heavy rain, windstorms, tornadoes, lightning and floods. Any of these may catch us completely unaware, but we usually have some warning of rain and windstorms. Each unit will practice for emergencies in the unit area. An all-camp drill has also been prepared.

It is the responsibility of the camp staff to remain calm and provide necessary protection to all campers at all times.

If an emergency should arise such as fire, heavy rains, windstorm, etc., the following procedures will be followed. Unit leaders and campers **MUST** know and understand these procedures.

1. A continuous sounding of a bell, car horn or air horn should be designated as an alarm signal.
2. Upon hearing the alarm signal, each unit will implement the emergency procedures set forth by the camp director as explained at the pre-camp training. A head count should be done by the unit leaders during the emergency process.
3. The camp director will determine when emergency situation is no longer threatening and will sound an all clear by signaling **sets of 3 rings or car or air horn blasts**. (3 rings, pause, 3 rings, pause, 3 rings, pause)

### **Missing Camper:**

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? Did she fall behind on a hike, or leave to visit a friend from another unit?
3. Do a search of the immediate area with available staff. Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find the camper, see that another staff member supervises them.
4. Check bathrooms, dining hall and living areas.
5. Contact the camp director about the situation. Include the name of the missing camper, when and where last seen and description of child: hair, eyes, weight, and as close as possible, clothing. The camp director will organize an extended search party.
6. Search party will meet at the designated area and proceed to search the grounds. (Areas should be divided into workable patterns for search).
7. If the camper is not found within reasonable time, the camper will be presumed lost. The camp director will institute a public search that will include contacting the emergency personnel, council office and the camper's family.
8. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.

Complete an Accident/Incident Report Form and any other reports requested.

### **Procedures for Accidents**

The following procedure must be followed by a person in charge at the scene in the event of an emergency involving personal injury or property damage (Ex: issues of a sensitive nature, serious accident or fatality).

1. Give immediate attention to the person(s) involved.
2. Call police, ambulance and fire department as needed.

3. In the event of a fatality, always notify the police. Keep a responsible person at the scene to ensure the victim and surroundings are not disturbed until police arrive and assume responsibility.
4. Be sure someone is responsible for the uninjured that are present at the scene. If possible, have them removed directly from the scene to ensure safety. Try to organize quiet activities.
5. Gather all pertinent information. Obtain names and addresses of all people and witnesses; include location and injuries and any other necessary information.
6. Remain courteous and cooperative with the media and public. Say "I cannot speak for the council. Please contact our Council corporate office at 1-800-248-3355."

### **GSWPA COUNCIL EMERGENCY CONTACT INFORMATION**

During business hours call 1-800-248-3355

After business hours call 1-877-359-7878

# Forms

Forms will be available on the GSWPA web-site. Hard copies are available upon request. Additional form such as the Activity Accident Insurance Brochure can also be found at [www.gswpa.org](http://www.gswpa.org).

<b>Form</b>	<b>Submitted to:</b>	<b>Deadline</b>
Program Site Safety Checklist	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp
Girl Scout Registrations and Short Application Form (With check)	Service Unit Day Camp Director (forward to membership manager)	ASAP
Service Unit Day Camp Information Form	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	Before distributing your flyer
Accident/Incident Report Form (Original form)	COO Administrative Assistant, GSWPA 30 Isabella St. Suite 107, Pittsburgh, PA 15212 Copy of form to membership manager	Within 24 hours
Additional Insurance Request Form	COO Administrative Assistant, GSWPA 30 Isabella St. Suite 107, Pittsburgh, PA 15212	At least 3 weeks before camp
Service Unit Day Camp Staff Agreement	Service Unit Day Camp Director	ASAP
Record of First Aid Treatment	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp
Girl Health Form	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp
Adult Health History	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp
Service Unit Day Camp Director/Assistant Director Agreement	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	At least 2 weeks before camp
Unit Registration Sheet	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp
Attendance Sheet	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp
Girl Event Evaluation	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp
Campsite Departure Report Form	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp
Service Unit Day Camp Final Report Form	Program Director GSWPA, 5681 Route 6N, Edinboro, PA 16412	2 weeks after camp