

  
**girl scouts**  
of texas oklahoma plains

# Parent Handbook Overnight Camp



Your resource for everything you & your camper need to know for GSTOP Overnight Camp in 2024.

## GIRL SCOUT MISSION STATEMENT

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

## 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 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.

In addition to Girl Scouts of Texas Oklahoma Plains, Inc. policies and standards, summer camps are governed by the Texas Youth Camp Safety and Health Act.

Stevens Ranch is accredited by the American Camp Association (ACA). The ACA is a nationally recognized standard of quality for program, health, and safety.

Girl Scouts of Texas Oklahoma Plains camps believe racism and hate have no place at camp, as Girl Scout camps are a place for all girls to belong. Through camp programming and staff training, GSTOP advances diversity, pluralism, and anti-racism and actively identifies and opposes racism by removing systemic barriers to participation.

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# General Information

## Fundamental Goals of Girl Scouting

The experiences and activities enable each Girl Scout to:

- Develop to full potential.
- Foster feelings of self-acceptance and unique self-worth.
- Promote their perception as competent, responsible, and open to new experiences and challenges.
- Offer opportunities to learn new skills.
- Encourage personal growth.
- Allow them to utilize and practice talents and abilities.
- Relate to others with increasing understanding, skill, and respect.
- Help each person develop sensitivity to others and respect for their needs, feelings, and rights.
- Promote an understanding and appreciation of individual, cultural, religious, and racial differences.
- Foster the ability to build friendships and working relationships.
- Develop values to guide their actions and to provide the foundation for sound decision making.
- Help them develop a meaningful set of values and ethics that will guide their actions.
- Foster an ability to make decisions that are consistent with their values and reflect respect for their rights and needs of others.
- Empower them to act upon their values and convictions.
- To contribute to the improvement of society with their abilities and leadership skills, working in cooperation with others.
- Help them develop concern for the well-being of their community and its people.
- Promote an understanding of how the quality of community life affects them and all of society.
- Encourage them to use their skills to work with others for the benefit of all.

## Definition of Girl Scout Camping

Camping is a fun-filled, character-building experience that girls can try out for short periods of time. Outdoor settings provide us with a remarkable opportunity to take girls from many backgrounds and put them together on neutral territory and let them get to know one another. Where else can they so easily mingle, have fun, and learn new skills? The one place where the best in Girl Scouting converges in Girl Scout camp. Fun, challenges, adventures, and friendships in a camp setting are small versions-child sized versions-of real life. The camping program captures the essence of everything Girl Scouting stands for and help girls "to do". It is up to us to make certain that this important part of Girl Scouting remains part of the future of hte girls in the movement.

-Mary Rose Main  
Past National Executive Director  
GSUSA

## Girl Scouts Summer Objectives

- Campers develop an appreciation and interest for nature.
- Campers improve their confidence and ability to face challenges and take risks.
- Campers improve the following skills:
  - Leadership
  - Teamwork
  - Character
  - Communication
  - Problem Solving
- Campers continue to engage in outdoor activities.
- Campers continue to identify as an environmental advocate.
- Campers continue to be committed to environmental stewardship.



# Stevens Ranch

Located near Glen Rose on the Brazos River, Stevens Ranch offers soothing sunsets and provides the only "primitive" experience for older skilled campers. With 200+ acres, Stevens Ranch specializes in horseback riding, archery, swimming, and more. Accredited by the American Camp Association for its high standards in both facilities and programs, Stevens Ranch dates back to 1842.

Facilities include cabins, platform tents, bunkhouses, hammocks, or two-person tent units with nearby latrines. The camp has a central shower house with flush toilets and hot showers. Stevens Ranch, which has a site manager/camp ranger in residence, is available for Girl Scout and adult activities from September through May.

Overnight camping is offered during the summer.

Camp phone: 254.897.2515

Email: [customer care@gs-top.org](mailto:customer care@gs-top.org)



# Preparing for Camp

**Required Forms - Due 14 days prior to the start of camp session.**

All camp forms are through CampDoc. After you register for camp, you will receive an email invitation from CampDoc with login information. If you have not received your CampDoc invitation by May, please contact customer care at [customercare@gs-top.org](mailto:customercare@gs-top.org).

Campers without completed forms will not be allowed to check-in at camp and will not receive a refund. Paperwork must be completed two weeks (14 days) prior to opening date of selected session and uploaded to CampDoc. CampDoc is the leading Electronic Health Record system for camps and youth programs. It is essential and required that every camper has a completed CampDoc record.

All campers are required to have camper forms and a physical examination completed and signed by a physician or nurse practitioner after August 1, 2023, camper forms, and health history. We must have immunization records on all campers. This is a State Youth Camp License requirement. If you have an objection to immunizations for your child, you must have a state of Texas notarized form.

## **Preparing Your Camper for Life at an Overnight, Outdoor Camp**

Overnight Camp is an amazing adventure, and part of the adventure comes as campers encounter living conditions that are different than their everyday lives. To help your camper make the most of their adventure, you can help them to prepare in the following ways:

- Include your camper in all decision making. If your camper helped choose session(s), or even some other items the camper will bring to camp such as a favorite stuffed animal, the camper will feel more confident in approaching the adventure.
- Talk positively with your camper about camp activities. Relate camp to familiar everyday activities, such as:
  - sleeping (on a cot)
  - eating (in a dining hall)
  - showering (in a shower house)
  - spending their days outside (with heat, dirt, spiders, bugs)
  - using primitive toilets (pit latrines and outdoor flushing toilets)
  - and living with (new) friends (from morning until night).
- Assure your camper that it's natural to miss home and family, but that their feelings will be temporary because of all the fun they will have and the new friends they will make.
- Avoid sharing statements like "I'll come and get you if you want to come home," and "I don't know how I'll get along without you." Remember that your camper will be having so much fun that your camper will soon overcome feelings of homesickness- and you'll have your camper home before you know it! If you have concerns about homesickness, feel free to reach out and discuss your concerns prior to camp with the Camp Director.
- Encourage your camper to discuss any concerns with the counselors. Counselors are caring adult staff who are trained to help your camper with any concerns the camper may encounter.

# Packing for Overnight Camp

Make sure your camper is included in the packing process, so the camper knows what items they have at camp and where the items are packed.

There is no need to buy a "camp" wardrobe - clothes should simply be comfortable, durable play clothes. Campers will walk a lot! New shoes should be broken in and comfortable before they are worn to camp.

Pack enough clothing for your camper's stay. Use a permanent marker to write your child's name on every item she brings.

Pack in a duffel bag and bring a waterproof bag for bedrolls and sleeping bags. Garbage bags tear easily and are not recommended. Do not send valuable items to camp. There is a possibility of loss or damage. GSTOP is not responsible for lost or damaged items.

Taping a copy of the items packed in your camper's luggage will help them remember all items when they repack at camp. (Quantities given are for 6-day sessions.)

## Bedding

- fitted twin sheet as mattress cover
- sleeping bag w/twin sheet inside OR top sheet and a blanket, a pillow

## Clothing

- 7 shirts/t-shirts with short sleeves (please no halter tops, tube tops or tank tops)
- 2 pairs of tennis shoes (closed-toed and closed heeled)
- poncho or raincoat with hood
- 1 hat
- 7 pairs of shorts
- Sleepwear and 7 changes of underwear
- 10 pairs of over-the-ankle socks
- 1 light jacket or sweatshirt
- swimsuit
- pre-washed 100% cotton white t shirt, bandana, or socks for tie-dye
- swim cap, if desired

- shampoo, dry shampoo, swim cap (if desired)
- deodorant (non-aerosol)
- sunscreen (not suntan oil, non-aerosol)
- toothbrush and toothpaste
- insect repellent (non-aerosol)
- skin lotion (not baby oil)
- baby powder (cornstarch recommended over talc)

## Specific Items for Horseback Riding

- 1 pair long, loose-fitting pants or jeans (no skinny jeans)
- Additional pairs of pants/jeans for more intensive horse programs
- 1 pair of sturdy, closed-toe shoes or boots with a 1-inch heel
- tall socks

## Toiletries

- soap with container or body wash
- comb, brush, and hair ties
- sanitary napkins or tampons, as needed



## Other Items

- Medication/epi-pens
- Medications will be handed off to our Health Supervisor at check-in. Medications must be in their original container and must contain your camper's name and instructions.
- flashlight and batteries
- mess kit - plate, bowl, cup, and silverware
- 3 towels and washcloths
- laundry bag for dirty clothes
- small day bag or draw string bag
- steel or hard plastic refillable water bottle
- shower/swim bag to take wet clothes back and forth to campsite

## Optional Overnight Camp Packing List

These items are not required, but many campers find they would like these items during their time at camp.

- stationary and pre-addressed/pre-stamped envelopes
- bandana
- pencil/pen
- sunglasses
- battery operated fan
- camera, film, and batteries
- rain boots
- stuffed animals
- book or quiet activity for Turtle Time (no e-readers)
- flip flops (only worn for in shower use)
- glow sticks (one per night) for campers who do not care for the dark
- SWAPS to trade with others on the last day of camp. [Learn more about SWAPS.](#)

## The following items are NOT allowed at Overnight Camp.

- crocs (footwear)
- candles
- candy, gum, or any type of food
- CD, DVD, MP3, radios, or other type of electronic music system
- laptops/e-readers/tablets/iPads
- electronic pets/cellular phones/Smart phone
- curling irons
- hair dyes
- jewelry
- Girl Scout vests
- guns/knives/other weapons - real or fake
- matches/lighters
- alcohol
- cigarettes/cigars/vaping supplies
- trading cards of any kind
- treasured family items
- cash
- perfumes or scented lotions
- CBD edibles or topical ointments unless specifically prescribed by a doctor. If under doctor order, which should be noted in CampDoc, please speak to Camp Director in advance of arrival.

Do NOT bring anything that needs to be charged other than a digital camera. Any electrical items other than cameras will be stored in the camp office and returned at end of camp. Phones are not permitted and will be removed and kept in the camp office until check out. Campers found with weapons (guns, knives, etc.), tobacco products, or drugs in their possession will be removed from camp immediately without refund.

# Overnight Camp Timeline and Checklist

## **As soon as you receive camper confirmation:**

- Mark your family calendar for the beginning and ending dates of the camp session(s) and include arrival and departure times.
- Make an appointment with your family doctor to have physical completed, if you do not have one dated after August 1, 2023.
- Make sure camper has all of their vaccinations.
- Put your Parent Handbook in an easily accessible place for future reference.

## **One month before her session begins:**

- Arrange a practice time away from home.
- An overnight at a friend's house or a whole weekend at grandparents' home would be an ideal opportunity to practice being away from parents/guardians.

## **Two-Three weeks (14 days) before camp:**

- Make sure all forms have been filled out in CampDoc two weeks before session starts.
- Check all medications for expiration date and refill prescriptions, if needed.
- Make an initial packing and shopping list - refer to the suggested list in this Parent Handbook.

## **One week before camp:**

- Check the packing list.
- Shop for supplies or clothing. Don't wait until the last minute if you can – everyone will be less stressed if the necessary items are ready ahead of time.
- Begin to pack. Let your camper help so that they knows where things are!
- Send a letter to your overnight camper for the first mail call or prepare letters ahead to be delivered daily. Be sure to address to camper session, name, and day to deliver.
- TIP: Upon check-in, you can give camper mail to staff, and they will ensure your camper receives it during the week.

# Check-In and Check-Out

If your camper or your family has additional needs regarding medical, physical, or behavioral, PLEASE speak with the camp director in advance of arrival at camp. We recommend reaching out to [customercare@gs-top.org](mailto:customercare@gs-top.org) at least two weeks prior to camp to discuss needs and accommodations. The earlier we can plan together, the sooner we can all ensure a great experience for your camper!

## Check-In

- Check-in will be handled as a curbside drop-off at all camps. Staff will come to each vehicle to check-in campers. Campers will be instructed when to exit the car for health screenings at Overnight Camp. We ask family members to remain in the car.
- It is possible that we will experience high volume check-in times. Please be patient, as campers will be checked-in as quickly as possible. We want this to be a positive and safe experience for everyone involved.
- Portable toilets will be made available for families waiting in line at check-in.
- Please plan to arrive as close to your check-in time as possible to keep check-in as smooth as possible and to allow your camper to be grouped with her age level.
- Observe the speed limits at all camps for camper and staff safety.
- Bring any medications/Epi-Pens/inhalers.
- Medications must be in their original container and must contain your camper's name and instructions.
- For overnight camp, luggage needs to stay in the car while you check-in. At the end of the check-in process, you will be able to drive to your camper's unit area to unload luggage.
- Counselors will get the campers involved as quickly as possible. We encourage you to make a quick exit to allow your camper to begin having fun. It is important to be on time for check-in as programs for the week begin immediately after dinner at overnight camp.

## Overnight Camp Health Screenings

Lice and Athlete's Foot: The Health Supervisor upon check in will direct staff members in conducting a general health screening. Staff will look for any recent cuts or abrasions so that we can properly care for your camper at camp. We will take your camper's temperature and, based on that reading, the Camp Director will decide if your camper will remain at camp. Campers will all be checked for head lice. Campers with braids will not be asked to unraid their hair. Scalps, neck, and behind ears will be checked.

Please note: At all camps, head lice and Athlete's Foot are easily transmitted from one infected camper to another, and is taken seriously at camp. It is important that you diagnose and treat these conditions prior to arriving at camp. If lice or nits are found at check-in or during a session, your camper must leave camp and be treated, removing all nits, and be rechecked by camp staff before the camper can stay at camp.

## Arrival and Departure Times

Session	Unit	Arrival	Departure
<b>3 Day Sessions</b>	Hilltop	Sunday 2 p.m.	Tuesday 4 p.m.
	Hilltop	Wednesday 2 p.m.	Friday 4 p.m.
<b>4 Day Session</b>	Hilltop	Sunday 2 p.m.	Wednesday 4 p.m.
	Look Out	Sunday 2:30 p.m.	Wednesday 4 p.m.
	Rock Ridge	Sunday 3 p.m.	Wednesday 4 p.m.
	Wrangler	Sunday 3:30 p.m.	Wednesday 4 p.m.
<b>6 Day Session</b>	Hilltop	Sunday 2 p.m.	Friday 4 p.m.
	Look Out	Sunday 2:30 p.m.	Friday 4 p.m.
	Rock Ridge	Sunday 3 p.m.	Friday 4 p.m.
	Wrangler	Sunday 3:30 p.m.	Friday 4 p.m.



### Check-out Procedures:

- Important: Please complete the information on the Camper Release Form about who is eligible to pick up your camper in CampDoc.
- To protect your camper, your photo identification will be checked and compared with the information on the health card in CampDoc before you may check your camper out.
- If someone other than the person listed on this card arrives to pick up your camper, and we have not received prior authorization from you, they will not be released to them without your consent.
- Please do not come early for check-out. Check-in for other sessions will be happening. There will be a wait if you are too early.

# Life at Overnight Camp

## **Behavioral Expectations of All Campers:**

- Respect their fellow campers. Bullying of any kind is not permitted at GSTOP camps. We follow the Girl Scout Promise and Law.
- Wear socks and shoes in camp.
- Walk safely, not run, throughout camp.
- Always be with a buddy.
- Leave our wild animal friends alone.
- Stay on camp paths and roads.
- Keep no food in their tents or cabins.
- Listen carefully when given the quiet sign (a raised hand).
- Enjoy the flowers and let them grow (no picking).

Disruptive behavior that continues and keeps other campers from enjoying themselves will not be tolerated. Campers with inappropriate behavior, such as bullying, biting, hitting, using excessive profanity, the possession of drugs or alcohol, refusing to participate during activities or to follow staff directions, or creating an unsafe environment, will be sent home without a refund. Please review this as a family, as we strive to create an inclusive environment for all Girl Scout campers.

## **Sleeping Arrangements:**

- Sleeping is in climate controlled units.
- Camp staff members are not housed in the same cabins as campers for Juniors and above. Their staff will sleep in cabins or tents near the campers.

## **Hair and Personal Grooming:**

- Campers are expected to maintain and care for their own hair and personal grooming.
- Campers will not have access to, or be allowed to bring, electronic hair styling tools. Please prepare your camper on the easiest way to maintain hair while spending a week in the heat, sun, outdoors, and while swimming.

## **Rest Time (Turtle Time):**

- Texas summers are hot! After lunch, during the hottest part of the day, we have rest time, known as “turtle time”.
- We recommend sending a book or quiet activity for your camper’s turtle time.

## **Buddies:**

- While camp is an individual activity, every effort is made to accommodate first choice of one cabin buddy.
- You can note your camper's buddy request in CampDoc.
- Staff will do their best to honor as many cabin buddy preferences as possible.

**Lost and Found:**

- All lost and found items will be sent to the appropriate GSTOP Office, where they will remain until August 15.
- After August 15, all unclaimed lost and found items will be discarded or donated to an appropriate charity.
- If you are missing something, please call the GSTOP Office closest to the camp your camper attended.

**Communication with Campers:****Mail at Resident Camp:**

- Receiving mail is the highlight of every camper's day! Follow these tips to provide your camper with a super mail call experience:
  - Write cheerful letters filled with short, happy thoughts and ask questions like "What cool new things have you tried?" and "Are you making new friends?" Try not to focus on what the camper is missing at home.
  - Please do not send food, gum, or candy to camp.
  - If mailing, ensure that your camper receives mail on the first day at camp by sending a letter early! Put your camper's name, program title, date of session, and the camp address on the envelope, and we will hold it until the first mail call.
- You may bring mail or care packages with you to check-in. Put your camper's name, program title, and day you want items to be delivered on each package or letter.
- Mail is not delivered on Sunday.
- Tip: Be sure to pre-address and stamp some envelopes to home and other family/friends and pack these so your camper can write home.

**Phones:**

- For campers to fully develop the independence that camp encourages, campers are not permitted to have or use cell phones.
- If your child brings a cell phone to camp, it will be stored in the camp office until check-out.
- We recommend setting the expectation with your camper that there will be no speaking to family and friends over the phone during camp.
- Camp is a time to unplug. There is a no phone policy at camp to keep campers safe, as accidental phone incidents can happen.

**Visitors:**

- We invite camp families to attend our Spring Camp Open Houses where families can get a view of our Summer Camps.
- We do not allow outside adults or children at camp during Summer Camp sessions. If you need to come to the camp for an emergency or early pick up, please reach out to our camp staff using the phone numbers provided in this handbook.

**Homesickness:**

- Homesickness is a natural feeling for many campers. It usually goes away in a couple of days, and the camper enjoys the rest of their session.
- For the success of your camper's stay at camp, do not promise the ability to make/take calls or come home if the camper is not immediately adjusting to camp.
- If a camper becomes homesick, the staff is trained to help your child cope with their feelings. Camp procedures for handling homesickness typically do not include allowing campers to call their parents. Talking with parents directly on the phone tends to increase a camper's homesickness.
- If your camper is at overnight camp, please watch CampDoc as this will be recorded for you to observe daily. If you receive homesick letters, please realize that the feelings your camper had when she wrote the letter have probably passed. If homesickness continues, the Camp Director will notify you by phone, and we will work together to provide the best experience for your camper.

**Emergencies:**

If there is an emergency at home, or you would like to ask about your camper, you may call and leave a message for the Camp Director. Your call will be returned as soon as possible.

**Sample Camp Schedules:**

**Sample 3-day Session:**

	<b>Sunday or Wednesday</b>	<b>Monday or Thursday</b>	<b>Tuesday or Friday</b>
8:15		Flag	Flag
8:30		Meal & Meds	Meal & Meds
9:45		Activities Areas	Activities Areas
12:30		Meal & Meds	Meal & Meds
		Mail	Mail
2:00	Check In, Introductions	Turtle Time	Turtle Time & Packing
		Swim	
	Unit Photos	Showers	
		Capers	
	Flag	Flag	
6:30	Meal & Meds	Meal & Meds	
	Opening Campfire	Wizard Night	
9:00	Meds	Meds	
	Showers		
9:30	Lights Out	Lights Out	

### Sample 6-day Session:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8:15		Flag	Flag	Flag	Flag	Flag
8:30		Meal & Meds	Meal & Meds	Meal & Meds	Meal & Meds	Meal & Meds
9:45		Activities Areas	Activities Areas	Activities Areas	Activities Areas	Activities Areas
12:30		Meal & Meds	Meal & Meds	Meal & Meds	Meal & Meds	Meal & Meds
		Mail	Mail	Mail	Mail	Mail
2:00	Check In, Introductions	Turtle Time	Turtle Time	Turtle Time	Turtle Time	Turtle Time and Packing
		Swim	Campfire Cookout Meal and Meds	Swim	Swim	
	Unit Photos	Showers		Showers	Showers	
		Capers		Capers	Capers	
	Flag	Flag		Flag	Flag	
6:30	Meal & Meds	Meal & Meds	Swim & Shower	Meal & Meds	Meal & Meds	
	Opening Campfire	Wizard Night	Movie Night	Tie Dye & Game Night	Closing Campfire	
9:00	Meds	Meds	Meds	Meds	Meds	
	Last Showers					
9:30	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	

### Sample Horsemanship Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8:15		Flag	Flag	Flag	Flag	Flag
8:30		Meal & Meds	Meal & Meds	Meal & Meds	Meal & Meds	Meal & Meds
9:45		Horse Skills	Horse Skills	Horse Skills	Horse Skills	Horse Skills
12:30		Meal & Meds	Meal & Meds	Meal & Meds	Meal & Meds	Meal & Meds
		Mail	Mail	Mail	Mail	Mail
2:00	Check In, Introductions	Turtle Time	Archery	Turtle Time	Turtle Time	Turtle Time and Packing
		Swim	Campfire Cookout Meal and Meds	Swim	Swim	
	Unit Photos	Showers		Showers	Showers	
		Capers		Capers	Capers	
	Flag	Flag		Flag	Flag	
6:30	Meal & Meds	Meal & Meds	Swim & Shower	Meal & Meds	Meal & Meds	
	Opening Campfire	Wizard Night	Movie Night	Tie Dye & Game Night	Closing Campfire	
9:00	Meds	Meds	Meds	Meds	Meds	
	Last Showers					
9:30	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	



# Health and Safety

## Health Examinations:

- All campers are required to have camper forms and a physical examination completed and signed by a physician or nurse practitioner after August 1, 2023, camper forms, and health history.
- We must have immunization records on all campers. This is a State Youth Camp License requirement. If you have an objection to immunizations for your child, you must have a state of Texas notarized form.
- A link to the Physical Form and/or a Health History Form is included in your confirmation and should be completed by each camper's parent or guardian and the physical form signed by a licensed physician, physician's assistant or a nurse practitioner.
- Please complete the parent's portion of the health history before the physical exam and take the form with you to the exam. The completed form(s), including immunization record, must be entered into CampDoc two weeks prior to camp session.
- Campers without completed CampDoc forms 14 days prior to the start of camp will not be allowed to check in to camp and will not receive a refund.

## Health and Wellness:

- Girl Scouts of Texas Oklahoma Plains, Inc. takes the health of each camper very seriously. Please watch CampDoc while your camper is at camp, as anything related to health and wellness will be documented continuously.
- If your camper becomes ill and has a fever that is persistent for 4 hours, you will be asked to pick your camper up immediately.
- In the case of a serious injury or illness, you will be notified via contact information that you have provided.

## Campers with Special Needs:

- Please let camp staff know at registration of a camper with physical or behavioral special needs, allergies, or dietary restrictions, so that we can adequately accommodate, if possible.
- Let us know if you would like to speak directly with our Camp Director or GSTOP Camp Staff ahead of camp. We love to talk to parents/guardians in advance so we can ensure a great summer for your camper(s).

## Medications and Health Supervisor:

- A Health Supervisor (RN, LVN, EMT, or American Red Cross Emergency Responder or First Aider) is always on duty at the camp and is under the technical supervision of the camp physician, who is at a nearby health facility.
- All medications brought to camp are stored and dispensed by the Health Supervisor, including all prescription medication, vitamins, and over-the-counter allergy medication.

## Over-the-Counter Medications, Prescription Medications:

- All medicine must be noted in the camper's CampDoc information. No expired medications will be given.
- Medications are given at mealtimes unless otherwise directed.
- All medications, including vitamins, prescriptions, and over-the-counter drugs must be in their original container and labeled with camper's name and dosage prescribed. Daily dosage containers are not accepted.
- CampDoc has a section where you can indicate the over-the-counter medication you wish your camper to have. The camp health supervisor will provide these, if needed.

**Inhalers:**

- If your camper has an as-needed inhaler, please send two inhalers to camp. The unit staff will keep one, and the other will be stored in the health center until needed.
- NOTE: Inhalers and anaphylaxis kits can be kept in your camper's unit with the counselor where it is readily available if necessary.
- When campers are away from their unit, the staff member responsible for the unit will carry all inhalers and anaphylaxis kits that may be needed.

**Ear Drops at Overnight Camp:**

- To help prevent swimmer's ear, our Health Supervisor has written treatment protocols for eardrops after swimming. The ear drop solution is half white vinegar and half alcohol.
- All campers can receive ear drops after swimming. If your camper has tubes in their ears, or you do not want your camper to have ear drops, please inform the Health Supervisor at check-in, and your camper will not receive the ear drop solution.

**Insects and Insect Repellent:**

- Camp is outdoors and that means your camper might get insect bites. To help prevent bites, send non-aerosol insect repellent and unscented soaps and shampoos that do not attract insects.
- Camp staff will supervise application of insect repellent twice a day to minimize insect bites.
- Camp staff is unable to use or apply bug repellents with deet on children under 12.
- We have found that the mosquito coil bracelets work well around wrists and ankles.

**Sun and Heat Protection:**

- It is hot and sunny at camp, so it is important to send sunscreen and a hat with your camper.
- Corn starch baby powder is also helpful to prevent chaffing when hiking or riding horses.
- Send SPF 30 or higher sunscreen and coach your camper to put it on throughout the day. Camp staff are not permitted to apply lotion to campers' skin.

**Dehydration:**

- WATER is critical for keeping our campers healthy.
- At all Overnight Camp meals, EVERYONE must drink their full glass of water before getting juice, punch, or tea.
- Please be sure to send your camper with a hard plastic or metal reusable water bottle with a lid to help keep them hydrated everywhere she goes.

**Bedwetting at Overnight Camp:**

- If your camper has difficulties with bedwetting, please indicate in CampDoc. Counselors will be made aware and can handle changing of the bed linens discreetly.
- For frequent bedwetters, plan to pack several sets of sheets and lightweight blankets. Please do not send sleeping bags as our dryer cannot handle them.

**Emotional Health While at Camp:**

- Your camper may be exposed to things to which they are not accustomed to while at camp. Although the staff tries hard to make camp a nurturing environment for your child to grow and try new things, we cannot always control what peers may say or do. Please encourage your camper to let a staff member know immediately if they are uncomfortable or feel bullied.
- Staff members are trained to let the camp director know about these situations immediately. Please know that we DO NOT tolerate bullying.

# Payment and Cancellation

## Balance of Fee:

The balance of all camp fees MUST be paid 14 days prior to the camper's session start date. If balances are not completed, campers may lose their reserved spot and are not eligible for a refund.

## Financial Assistance (Campership):

- If you have questions about Camperships, contact Customer Care at [customercare@gs-top.org](mailto:customercare@gs-top.org).
- If you have applied for financial assistance (Campership), you will be notified as soon as possible.

## Cancellation Policy:

- Cancellations are due 14 days prior to the start date of the session(s) your camper is attending to be eligible for a refund, minus the deposit.
- If your camper is unable to attend camp as planned, please immediately notify GSTOP Customer Care at 800-582-7272 or [customercare@gs-top.org](mailto:customercare@gs-top.org)
- *14 days or more from the start of the session:* Cancellations must be received at least 14 days prior to the start of a session to receive a refund of all but the non-refundable/non-transferable deposit. If a session was paid fully with Cookie Credits, 100 packages will be withheld.
- *Less than 14 days from the start of the session:* Cancellations made 14 days or less from the start of the session are not eligible for refund. Cookie Credits will also not be refunded.
- *If Girl Scouts of Texas Oklahoma Plains cancels a session:* Campers will receive a full refund.
- No refunds are given if campers are sent home for behavior, possession of weapons, tobacco products, CBD products, or illegal drugs.
- Cancellations for any reason on the start of the first day of camp or later are not eligible for refunds.

# Contact GSTOP

General Camp Questions: [customercare@gs-top.org](mailto:customercare@gs-top.org)

Corporate Office  
4901 Briarhaven Road  
Fort Worth, TX 76109  
817.737.7272

Camp Phone Numbers:  
Phone available during camp sessions only.

Stevens Ranch  
254.897.2515