

girl scouts
of texas oklahoma plains



Parent Handbook Day Camp



Your resource for everything you & your camper need to know for GSTOP Day Camps 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.

Camp Timberlake 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.



Camp Timberlake

Camp Timberlake is a beautiful 100 acre camp property situated along a secluded cove on Eagle Mountain Lake just outside the Fort Worth city limits.

It features wide open spaces for outdoor activities, a high and low ropes course, an archery range, and shady trails where campers discover the wonders of nature without going too far from home.

Camp Timberlake is available for Girl Scout and adult activities throughout the year.

Summer day camp is offered during June.

Camp phone: 817.444.3590

Email: customercare@gs-top.org



Preparing for Camp

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

All camp forms are handled 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.

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.



Do you have general camp questions?
Email us at customercare@gs-top.org.

Packing for Day Camp

Required items

- hat
- closed-toe shoes with socks
- clothes to get messy in (don't wear your favorites)
- refillable water bottle
- lunch (nut free)
- snacks (nut free)
- sunscreen (non-aerosol) Apply before drop-off for camper to reapply, as needed, throughout the day.
- bug spray (non-aerosol) for camper to apply, as needed, throughout the day.
- medication/Epi-Pens/Emergency Action Allergic Reaction Plan (medications will be handed off to our Health Supervisor each morning). Medications must be in their original container and must contain your camper's name and instructions.

Optional Day Camp Packing List

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

- bandana
- sunglasses
- battery operated fan
- camera, film, and batteries
- rain boots
- SWAPS to trade with others on the last day of camp. [Learn more about SWAPS.](#)

The following items are NOT allowed at Day Camp:

- crocs and sandals (footware)
- candles
- candy or gum
- CD, DVD, MP3, radios, or other type of electronic music system
- laptops/e-readers/tablets/iPads
- cellular phones/smart phone
- curling irons
- hair dyers
- jewelry
- electronic pets
- 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, which should be noted in Camp Docs. If under doctor order, 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 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.

Day Camp Timeline & Checklist

As soon as you receive camper confirmation:

- Mark your family calendar for the beginning and ending dates of your camper's 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 up to date.
- Put your Parent Handbook in an easily accessible place for future reference.

Two-Three weeks (14 days) before camp:

- Make sure all forms have been filled out in CampDoc two weeks (14-days) 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.



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 at least two weeks prior to camp to discuss needs and accommodations. The earlier we can plan together, the better experience your camper will have.

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. 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.
- Please arrive as close to check-in time as possible. Late check-ins can impact the camper's day.
- Observe the speed limits at all camps for camper and staff safety.
- Bring any medications/Epi-Pens/inhalers to check-in. Medications must be in their original container and must contain your camper's name and instructions.
- Please leave your pets at home.
- 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 day begin immediately after check-in.

Arrival and Departure Times

Camp Timberlake	Arrival	Departure
5-day Day Camp	Monday - Friday 9 a.m.	Monday - Friday 4 p.m.



Check-out Procedures:

- Important: Please complete the information on the Camper Release Form in Camp Docs about who is eligible to pick up your camper.
- To protect your camper, your photo identification will be checked and compared with the information on the health card 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 unless you have communicated with the camp director in advance.

Life at Day 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.
- 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.

Lost and Found:

- All lost and found items will be sent to the appropriate GSTOP Area 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 Area Office closest to the camp your camper attended.

Communication with Campers:

Phones:

- For campers to fully develop the independence that camp encourages, campers are not permitted to have or use cell phones.
- If your camper brings a cell phone to camp, it will be stored until check-out.
- We recommend setting the expectation with your campers that they will not be speaking with family and friends over the phone during their days at camp.

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.

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. They will return your call as soon as possible.



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 camper, 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 (14-days) prior to camp session.
- Campers without completed CampDocs forms two weeks (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.
- If your camper becomes ill and has a fever that is persistent for 1 hour, you will be asked to pick them 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 Council Camp Staff ahead of camp. We love to talk to guardians in advance, so we can ensure a great summer for your camper.

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. 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.
- The health history 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 activity staff will keep one and the other will be stored in the health center until needed.

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 do not wear scented lotions or perfumes, which can attract bugs.
- Camp staff will supervise application of insect repellent 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.
- 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.
- Please be sure to send your camper with a hard plastic or metal reusable water bottle with a lid to help keep hydrated throughout the day.

Emotional Health While at Camp:

- Your camper may be exposed to things to which she is 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 her peers may say or do. Please encourage your camper to let a staff member know immediately if feeling uncomfortable or bullied.
- Staff members are trained to let the camp director know about these situations immediately.
- We DO NOT tolerate bullying.

Payment and Cancellation

Balance of Fee:

The balance of all camp fees MUST be paid two weeks (14 days) prior to the camper's camp 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.
- 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
- *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
customer-care@gs-top.org

Corporate Office
4901 Briarhaven Road
Fort Worth, TX 76109
817.737.7272

Camp Timberlake
817.444.3590

Phone available during camp sessions only.

