Preparing for Camp at
Sugar Pine

Preparring for Camp at Sugar Pine
Letter from Your Camp Director

Dear Sugar Pine family,

We can’t wait for your camper to join us at Sugar Pine this summer! Sugar Pine is a place where girls can make lifelong friends, try new things, and build confidence, and our supportive, caring, and expert staff are there for her every step of the way.

Her camp adventure will be here before you know it, so, in true Girl Scout fashion, it's time to be prepared with “Sugar Pine’s Preparing for Camp” guide! In these pages you’ll find camp policies and procedures, required forms and medical guidelines, financial information, deadlines, packing lists, information on dealing with homesickness, and much more—everything your girl needs to have a fantastic summer. We recommend reviewing this guide with your girl and your family a couple times before camp, but if you have any questions, please feel free to email us!

Thank you for giving your girl the Sugar Pine summer camp experience—we can’t wait to welcome her for our 80th camping season!

Happy Camping,
Morgan “Tulip” Santiesteban
Camp Director, Sugar Pine

Psst—at Sugar Pine, girls and counselors get to pick camp names! Don’t be surprised when your camper refers to people named ‘Strawberry,’ ‘Sparrow,’ or ‘Peppermint’—even the Camp Director’s name is Tulip!

Camp Director’s Office Hours
May 18th, 2019, 12–3PM
For the first time this summer, Sugar Pine is offering open office hours for all returning and prospective campers and their families! This is a great opportunity to visit camp, see the facilities, meet the camp director, ask questions, and share any information with us about your camper.

Open House & Meet the Staff
June 9th, 2019, 12–3PM
Bring a picnic lunch, get a tour of camp, meet Sugar Pine’s full staff, and help your girl get acquainted with her new summer home!

Questions?
Contact us at 1-800-447-4475, ext. 2091 or email registration@gsnorcal.org. We are looking forward to having your camper join us at Sugar Pine and share in the magic of summer camp.

Follow along on social media!
Follow your camper’s adventures at Sugar Pine each week on our Facebook page! facebook.com/gsnorcalcamps

Providing an awesome experience for your campers is our first priority, so it’s not possible for us to capture photos of every girl each day, but we’ll do our best. Additionally, if you do not want your camper to have her photo taken or appear in social media photos, you may designate that during registration.

Preparation for Camp at Sugar Pine 2019
Quick Tips to Prepare for Camp

For Camper Families

▶ Before camp, please read all of the materials in this guide, and be sure you have all the items on the pre-camp checklist ready to go.
▶ Sign on to the CampDoc.com website when you receive your invitation, and complete the online health form and camper profile. Remember forms are due by June 1!
▶ Make arrangements for your camper’s health exam. Camp health exams must be signed by a licensed physician, physician’s assistant, RN or nurse practitioner within 12 months of your girl’s camp session. Make your appointment early!
▶ Start talking with your camper about being away from home while at camp—there are tips in the “Homesickness” section.
▶ Mark your calendar with her departure date and time, and her return date and time.
▶ Check out the CampRocks! gear at our retail store or online Girl Scout Store.
▶ If you didn’t order a Camp Care Package during the registration process and would like to, contact shop@gsnorcal.org to add one for your camper’s camp session.
▶ Make final payment no later than 4 weeks before her session.
▶ Review the packing list to make sure you know what to bring.
▶ Label all personal items and her luggage, including sleeping bag/bedding, with her full name.

For Campers

Here are ten tips that will help make your camp experience really shine:

1. Bring stamped, addressed envelopes and/or postcards with you to camp, along with a pen or pencil to write home.
2. Bring a few photos of your family, pets, and friends to put near your bed. (You can share them with your new friends or just have them around in case you miss home.)
3. There’s nothing like your favorite stuffed animal, pillow, or blanket to snuggle up with at camp.
4. Bring old clothes. It won’t matter as much if they get dirty or lost. Be sure to put your first and last name on everything!
5. Bring a fun book you’ve been looking forward to reading. You will have quiet time during the day for personal letter writing or reading.
6. Drink extra water and juice at camp so you don’t get dehydrated. Consider bringing your own water bottle with your name on it.
7. Put on fresh socks and underwear every day. (Remember—just because they still look white doesn’t mean they are clean.)
8. Be sure and talk to your counselors about how you are feeling or what is happening for you at camp. They are there to help make your time at camp as enjoyable as possible.
9. Don’t put your dirty clothes back in your suitcase or everything will have a funny smell. Bring a separate plastic bag or laundry bag for your dirty clothes.
10. Give new things a chance, whether it’s archery, cookouts, camp songs, or even a long hike. New skills and adventures are what camp is all about!
Transportation to and from camp is included in the fee for camp, and all girls are expected to ride the camp bus or vehicle. Please note that campers will walk approximately 1/4 of a mile into camp from the bus stop. Be sure they are wearing sturdy, comfortable walking shoes and have a water bottle and sack lunch in their day pack. Luggage will be transported into camp for the campers. Any changes in your bus transportation must be received in writing to registration@gsnorcal.org two weeks prior to the first day of the session! Nearly real-time bus arrival information will be posted on Twitter at @GSNorCalCampBus.

Bus Rules for All Campers
Please review the following safety guidelines with your camper before they board the bus:

► Remain seated at all times.
► No shouting or yelling while on the bus.
► Hands and all body parts must remain inside the bus.
► If you need anything, please let the chaperone on the bus know.

Transportation in Camp Vehicles
When campers are transported in camp vehicles, they will be driven by a Sugar Pine staff member who is at least 21 years old, has a clean driving record, and has passed a driving test. Campers will be instructed in safety rules prior to travel and will be supervised by a staff member at all times.
On the day of check in, make sure you have:

- Any waivers required for your campers program
- All medications in their original container with the camper's name on the prescription (separate from luggage in a plastic bag)
- Letters to your camper written and ready to mail or drop off at check-in
- Day pack is out (separate from luggage) with sack lunch and reusable water bottle
- Your camper is wearing comfortable closed-toe shoes

Buses will not be held for late campers. Note the time of check-in and departure carefully! Arrive within the check-in time frame, and be sure to bring all of your required forms and medications.

Once you arrive at your check-in location, you’ll be asked to do the following:

- Go directly to the check-in tables. Do not go to the buses yet.
- Leave luggage to the side of the check-in lines so lines can move smooth and quickly.
- Drop off any medications at the check-in table.
- Receive your camper’s bus assignment and special luggage handling tags.

Once at the bus:

- Show your bus assignment card to the staff member at the bus. Campers will receive a nametag, which is final confirmation that she has checked in.
- Give the luggage to the staff member at the bus, they will load it in the correct bin. Keep the backpack with sack lunch and water bottle with your camper.
- Buses will load approximately 15 minutes before the scheduled departure time. Counselors will make an announcement to campers when they are ready to be loaded, and they will turn in their bus assignment card as they enter the bus.
- Do not leave campers alone at the bus stop. Camp will not assume responsibility for campers until they have boarded the bus to depart.
- Camp staff will review safety procedures with campers before departure.

Once we arrive at camp, all campers will be screened by the Health Care Supervisor. Campers who do not meet health requirements and conditions (e.g. temperature, contagious disease, lice, etc.) are not permitted to stay and attend camp. Please make sure your camper is free of any unacceptable health conditions before she leaves for camp.

A Note about Luggage

Due to the minimal storage space on buses, campers are limited to two pieces of luggage. Be sure that all luggage is clearly marked with a tag that includes: camper's first and last name, full address, telephone number, email address, and the name of the camp and program she is attending. No luggage will be loaded without clear identification. Tags will be available at the bus if needed. Use only luggage that can be completely closed and securely fastened to prevent accidental breakage.
Check-Out Procedures

If you have an emergency and are not able to pick up your camper, contact the GSNorCal office at 1-800-447-4475 ext. 2091 during regular business days and hours (M–F 8:30 AM to 5:30 PM). If the emergency is NOT during regular business hours, call our emergency line at 1-877-636-1912.

► Please check your arrival time carefully and plan to arrive at least 15 minutes before the scheduled arrival time. Buses sometimes arrive early, and it can be upsetting to campers when they return home from camp and no one is there to greet them!

► Girls will be dismissed off the bus alphabetically by last name.

► Sign your daughter out with the staff and collect her camp packet. Have your ID ready, as staff will ask to see it before releasing your daughter.

► After signing your camper out, you may retrieve her luggage. Luggage will be unloaded as quickly as possible. Medication can be picked up by the last bus.

► If a camper has not been picked up within approximately 20 minutes of the bus unloading, the camper will be taken to the GSNorCal Alameda office (1650 Harbor Bay Pkwy. Alameda, CA 94502). The camp staff will attempt to contact the parents or emergency contact listed on the health form.

Camp T-shirt, Photo, Patch, and Activity Sheet

As a reminder of the camp experience, a special camp T-shirt, all-camp photo, and commemorative patch will be given to each girl. The cost is included in the camp fee. In addition, each camper will receive an activity sheet documenting the activities she participated in while at camp. T-shirts will be handed out at camp, while the photos, patch, and activity sheet will be distributed at the bus unloading/departure area as you sign your camper out.

Lost & Found

Girl Scouts of Northern California is not responsible for loss, theft or damage to personal belongings, money, or items left at camp. Please write your camper’s full name and phone number on everything of importance—if it’s left behind, we’ll make every effort to contact you by phone or email. Lost and found items will be kept for 2 weeks. Any item not claimed by September 1, 2019 will be donated. Contact our Outdoor Program Assistant with questions about lost and found: registration@gsnorcal.org; 800-447-4475, ext. 4002.
Preparing for Camp at Sugar Pine 2019

When campers arrive at Sugar Pine they will move into a living unit with other girls in the same program (e.g. Gold Rush Girlz, Alpine Adventure etc.). Depending on group size and the age of the campers, there may be up to 36 girls per unit with 3–8 staff members. Sometimes groups are broken down into smaller groups of 5–10 girls and staff share the supervision of the group. Each unit plans and participates in their own schedule of activities for the session. Many activities will relate to the program specialty for which they have registered. There will also be plenty of time for other fun camp activities such as going to the pool, crafts, hikes, archery, cookouts, songs, games and more. Plan on lots of surprises too! Special all-camp events will be held throughout the session such as campfires, theme meals, or other all-camp programs that bring everyone together.

Specialty Program Information
Most programs will occur at Sugar Pine unless noted. Supplies and equipment will be provided by the camp.

Camp Care Packages
Whether it’s her first or tenth time at camp, nothing is quite as comforting as getting a camp care package on her first night away. Order one of our care packages today and it will be delivered to your camper while she’s at camp. You can purchase a camp care package at the time of registration, or give our shop a call at 800-447-4475, ext. 7090 or email shop@gsnorcal.org to add-on a care package today!

Please Note: Care package items have limited quantities, so order early. To ensure delivery, care packages need to be ordered at least one week before your camper’s session.

Contacting Your Camper
Communication from friends and family is important to children away from home, and everyone loves getting mail at camp! Happy mail—not worrisome news or information on what she is missing out on at home—is the best type of mail to send. Please do not send food to your camper as it attracts bugs and other critters. If a camper receives food, it will be kept in the kitchen until departure.

We have a couple ways in which you can send messages to your daughter during her stay at camp:

Drop Off Mail During Check-In (Preferred)
When you drop your girl off for camp, we’ll have a “mailbox” available, where you can leave any letters and cards you’d like her to receive while at camp. To ensure that it reaches her, please make sure to write your camper’s full name, session, program, and the date you’d like us to deliver the note to her on the outside of the envelope! We’ll do our best to deliver the mail on the day you’ve indicated.

Send Letters and Packages by U.S. Mail
If you choose to mail letters, please address them to your girl’s camp, exactly as outlined below. Our counselors will encourage campers to write home as well! As mail to camp can be slow, consider sending mail a few days ahead so it will be waiting for her when she arrives.

CAMPER’S NAME
Camp Sugar Pine
PO Box 4398 Camp Connell, CA 95223
CAMPER’S SESSION and PROGRAM

In order to allow campers and staff to fully enjoy and benefit from camp, we do not allow campers to make or receive phone calls, and do not allow campers to have cell phones.

Wildlife
All of our camps in Northern California are located in natural areas, and wildlife is a part of the outdoor experience. This includes raccoons, squirrels, chipmunks, mice, snakes, deer, bats, and bears. While at camp, campers will learn about the specific types of animals that are common to the area and wilderness safety, such as always using the buddy system, respecting animals from a distance, and never feeding them.

Sugar Pine has a large population of mosquitoes. Each camper is asked to apply bug repellent multiple times a day, but it is possible your child will get mosquito bites. Our staff are trained to care for bug bites and encourage campers not to scratch while assisting them with receiving anti-itch cream. Sometimes ice will be given to reduce discomfort and swelling.
Packing List & Tips

Tips for Packing Smart

⇨ Please mark everything you pack with your camper's first and last name.
⇨ It is helpful if the camper packs her own gear—that way, she will know what she has brought to camp and will have some experience in packing for the trip home.
⇨ Please limit luggage to two pieces: one sleeping bag and one suitcase or duffle bag.
⇨ All luggage must be clearly tagged with the camper's name, address, phone number, and camp she is attending.
⇨ Use only luggage that can be securely fastened and do not pack your camper’s gear in a trash bag, as it can easily be confused for trash!
⇨ Bring a bag for dirty laundry. (Trash bags are not recommended, as they are prone to breaking when moved around camp.)
⇨ Dress for safety. Although it's summertime, there are times when campers will have to wear long pants (example: on the ropes course), so make sure these are packed. We discourage tank tops so that we can minimize sun exposure. If tank tops are packed, make sure they have wide straps for comfort and durability.

The following items are not allowed at camp:

⇨ Cell phones and personal electronic devices (i.e. iPads, iPods, MP3 players, eReaders, digital cameras, etc.)
⇨ Pets/live animals
⇨ Personal sports equipment, wetsuits, bicycles, or craft items
⇨ Sandals (except for shower use)
⇨ Aerosols
⇨ Candy, gum, or snacks. Food in camper's sleeping area attracts animals, so please don't send her any!
⇨ Personal vehicles (except for family camp)
⇨ Knives or weapons
⇨ Expensive or irreplaceable watches or jewelry
⇨ Any illegal item (such as drugs, alcohol, cigarettes, or weapons)

Packing List

This is a general guideline for our 4–5-day sessions. Please pack enough clothes for every day of your camper's session. We suggest durable and inexpensive clothing—used items are better than new, especially when it comes to shoes.

⇨ Sack lunch for the first day of camp
⇨ Pillow, warm sleeping bag, and an extra warm blanket if the sleeping bag is light (no slumber bags)
⇨ Refillable water bottle
⇨ Mess kit and dunk bag (unbreakable cup, plate, bowl, and utensils in a nylon net drawstring bag). If you don’t already have this item, we have plenty at camp that campers can use while they are with us!
⇨ Flashlight with extra batteries
⇨ Daypack/backpack for day hikes
⇨ Bandana
⇨ Dirty laundry bag
⇨ 1 pair warm pajamas
⇨ 2 pairs pants/jeans
⇨ 3 pairs shorts or cut-offs
⇨ 3–4 tops (include 1–2 long sleeve)
⇨ 2 sweatshirts or sweaters
⇨ 1 hat or cap
⇨ 1 swimsuit
⇨ Socks (enough for your stay)
⇨ Underwear (enough for your stay)
⇨ 2 towels (1 for showers, 1 for the pool)
⇨ Shoes: 1 pair of sturdy close-toed shoes for hiking; 1 pair of shower shoes; 1 pair of water shoes
⇨ Toiletries: soap, shampoo/conditioner, toothbrush/toothpaste, hairbrush/comb, and any other items that are part of your camper’s daily routine
⇨ Sunscreen and bug-repellent (non-aerosol)
⇨ Lip balm

Optional add-ons:

⇨ An item of clothing suitable for tie-dying (white shirt, pillowcase, canvas bag, etc.)
⇨ Costumes
⇨ Fabric, ribbons, and photos to decorate your living area
⇨ Favorite stuffed animal
⇨ Stationary or postcards (stamped and pre-addressed), pens/pencils/stamps
It’s common for parents to have lots of questions of what their camper’s life will be like while she’s with us at camp. Parents and caregivers are often worried about sending their girls to camp, especially for the first time. We are here to support your girl and help her grow—Girl Scouts has over 100 years of experience providing camp for girls! Here are some notes on health and safety, as well as common concerns we hear. For a more detailed version of these concerns and policies, visit camp.gsnorcal.org, but you’re welcome to contact our staff with any additional questions.

Accessibility
Girls of all abilities—including those with disabilities and health concerns—are welcome and encouraged to join us at camp! Prior to registering, we recommend you contact us so we can make sure we are able to provide your girl with the accommodations and support she needs to have a great camp experience. Our staff can also help you choose the sessions that are best fit for your girl.

Bathrooms, Showers, and Hygiene
Bathroom and shower facilities are located throughout the camp. Some housing requires an outdoor walk to the nearest location. We will let your girl know the nearest bathroom and shower locations once she is at camp.

Please talk with your camper before she comes to camp about taking care of her daily personal hygiene needs. Remind her about brushing her teeth, combing her hair, and washing her face every day. The staff will also support these hygiene practices as much as possible. Due to the number of people in camp and the practice of water conservation, showers are limited to 1–3 per session depending on the length of time in camp.

Bedwetting
If your camper wets the bed, it’s not unusual, and you don’t have to worry. Please let us know on the camper information sheet and/or health history form if relevant. Your camper should speak with her counselor or another staff person if she has an accident, and staff will discreetly launder the bedding and clothes.

Behavior Policy
Attendees to all Girl Scouts of Northern California camps and events are expected to follow the Girl Scout Promise and Law.

If, for any reason, an attendee’s behavior is not within our expectations, they will be asked to leave. We will expect a parent/guardian to pick up a girl as soon as possible, and adults will need to provide their own transportation. This is at the expense of the parent/guardian or adult attendee. We will not refund session fees.

The following situations will automatically result in a camper being sent home: Possession and/or use of alcohol, drugs, cigarettes, weapons, physical harm to themselves or another person, theft or other extreme behavior determined to be unacceptable by the Camp Director. If you have any questions regarding this behavior policy, please contact Mary-Jane Strom, Senior Director of Camps and Adventure, at 1-800-447-4475 ext. 4009.

Birthdays
Please let us know if your camper’s birthday occurs during her session. We want to recognize her special day! Let us know at the health check-in or email us at registration@gsnorcal.org.

Cell Phones and Electronics
Our camps are proud to be unplugged! Camp offers a great opportunity to learn to navigate social situations while disconnecting from the digital and outside world, helping develop independence, confidence, and self-reliance. For these reasons cell phones, laptop computers, portable DVD players, iPad’s, Tablets, MP3 players, E-readers, etc. are not allowed at camp. Please account for your child’s phone before they get on the bus and be sure that your child does not try to “sneak” their phone into camp. If a camper is found to be in possession of a cell phone, we will safely store the phone or electronic device and return it directly to the family during the check-out process.
Emergency Contact
All designated emergency contacts should be available while your camper is at camp. Camp staff may call you for the following:

- Homesickness of your camper that is getting worse, not better.
- Inappropriate conduct by your camper while at Girl Scout Camp.
- Illness or injury to your camper that continues for an extended period of time, requires medical attention outside of camp, or requires her to be picked up by the parent/guardian.

Remember that your camper will not have access to a telephone, and that the telephone in camp is for business and emergencies only. If you have an urgent need to talk with your camper, contact the Girl Scout office first: 1-800-447-4475 ext 2091. During business hours (M–F, 8:30 AM–5:30 PM), the council staff will contact the camp director, who will then respond to your call. If it is after hours or on weekends and there is an emergency, our After-Hours Emergency Number is 1-877-636-1912

Fees, Payments, and Cancellations
All camp fees must be paid no later than 4 weeks prior to the camp session your camper is attending. You can pay your bill online with DoubleKnot using the instructions included on your registration receipt.

Your camper’s registration will be cancelled if payment has not been received by the due date. If, for any reason, you cannot meet this financial obligation, you must contact GSNorCal immediately at 1-800-447-4475 ext 2091. Girl Scouts of Northern California has a strict policy on payment of camp fees—no girl will be allowed to go to camp unless her camp fee is paid in full.

If you must cancel your camper’s registration, please notify us as soon as possible so another girl will have a chance to go to camp. Cancellations must be done through Member Services—clicking the “cancellation” feature on CampDoc will not cancel her registration. Refund procedures are outlined in the Camp Brochure and online at camp.gsnorcal.org.

Food at Camp: Meals, Special Diets, and Allergies
Meals: We strive to provide well-balanced, nutritious and child-pleasing menus at camp—and of course the occasional s’more! Most meals are prepared by experienced food service personnel and are served in the dining hall, family style, to a table of 8–12 campers and staff. Healthy options are always available; we offer a salad bar at lunch and dinner and, when it comes to snack time, fruit or veggie sticks are always an option! Campers may occasionally enjoy outdoor cooking with their unit, where they’ll plan, prepare, and cook a meal together outside the dining hall.

Special Diets & Allergies: Our cooks are experienced at providing vegetarian, vegan, gluten-free, and lactose-free options and we can usually accommodate most other special diets; however, reaching out before camp will help you, your camper, and the camp prepare appropriately—especially if your camper’s needs are significant.

Please identify if your camper has an allergy or intolerance on their health form. We ask that you identify the type of allergy your camper has and provide information on managing an allergic reaction. During meal time, our staff will instruct campers with special diets as to the menu items safe and available at each meal.

Some families have found it helpful to utilize the Food Allergy & Anaphylaxis Emergency Care Plan resource from FARE (Food Allergy Research & Education) www.foodallergy.org to help camp staff handle their camper’s food allergies and anaphylaxis emergency care. You can upload this document to CampDoc alongside your camper’s health form if you choose to complete it.

For our gluten-free campers: although we do provide gluten-free meals, we suggest that you pack a small, well-labeled bag of food (regular grocery sack-sized or smaller) to have available to your camper in the dining hall. You can turn this in at check-in on the first day. We will do our best to return all unused food at the end of the session but please ask your camper to collect this before she leaves camp.

Lactose intolerance can be managed completely by camp—no additional food needs to be sent. However, if there are specific brands that your camper is most comfortable using for dairy substitutes, we suggest that you pack a small, well-labeled bag of food (regular grocery sack-sized or smaller) to have available to your camper in the dining hall. You can turn this in at check-in on the first day.

Please note that, while we do minimize peanut and tree nut use at camp, we are not completely nut-free, and our kitchens are not cross-contamination free for gluten, nuts, wheat, dairy, or soy. Any snacks that are
labeled as processed with or containing nuts will be restricted from campers with allergies.

Depending on the severity of allergies in camp, we’ll make adjustments to the meal plan on a session-by-session basis to avoid offering allergy-provoking foods and cross-contamination.

**Health Care at Camp**

Our staff and campers work together to take a preventative approach to health care in camp. A Health Care Supervisor is on staff and is responsible for monitoring and administering first aid and routine health care, per Treatment Protocols. Should a camper become ill while at camp, they will be admitted to the camp Health Center or taken to the doctor in Sonora if needed, and the camp director will contact the emergency contact listed on the camper’s health form.

**Homesickness**

This summer, hundreds of girls will experience their first taste of independence at summer camp. For many, it will also be their first encounter with homesickness—but families don’t have to feel helpless! Homesickness is normal, and you can help your camper prepare to deal with it well by:

- Encouraging independence throughout the year
- Discussing what camp will be like before your camper leaves, such as using a flashlight to find the bathroom
- Reminding your camper ahead of time that you will not be able to contact each other via phone during your camper’s stay
- Contacting your camper by sending letters, care packages, and even e-mails while she’s at camp
- Packing a personal item from home, such as a stuffed animal
- Believing in her ability to handle her own emotions and have fun at camp
- Being visibly excited for her, even though you might miss her as much or more

Our camp staff has extensive experience with homesickness and they’ll be there for your camper 24/7. If you have a concern, voice it to our camp directors before camp, so the staff can provide the best experience for your camper. Other resources for preparing for camp can be found at [acacamps.org](http://acacamps.org).

**Illnesses, Communicable Disease, and Lice**

Do not send your camper to camp if she has been exposed to a communicable disease or if she is ill.

Girl Scouts of Northern California does require an immunization history as part of the health form required for camp. To read more about our protocols related to communicable diseases, please read Communicable Disease Protocols for Girl Scouts of Northern California.

Camp has a no-nit policy. Please check your camper for lice before coming to camp, as all girls will be screened upon arrival and any child with lice or a communicable disease will need to leave camp. We will make every effort to reschedule your girl in a different session, but no refunds will be issued if a camper goes home due to nits or lice. You can learn more about lice at [headlice.org](http://headlice.org).

**Medication**

The following applies to all medications including vitamins, inhalers, prescriptions and over-the-counter medications:

- All medications must be listed on the health form.
- Please bring all medications to the bus loading in a labeled ziplock bag—do not pack them in her suitcase. The only exception to this is inhalers, which campers may keep with them.
- Medications must be in the original container with the camper’s name, address, and complete directions on the container. California law states that medications not in the original container cannot be dispensed by the Health Care Manager.
- Print the medication confirmation form from your CampDoc account and include it in the ziplock bag.
- If campers require an epi-pen, we require that you send 2 with her (1 for the health center and 1 for the unit). 

State regulations cover the storage and dispensing of medications. All medications must come to camp in original containers and be stored by the Health Supervisor in locked compartments in the camp health center. The Health Supervisor will dispense medications as indicated by the physician's instructions for prescriptions and/or by label instructions for over-the-counter medications. If over-the-counter medications should be given different than the label, a note must be provided from an MD or NP.
If a camper refuses to take prescribed medications, this refusal is documented in the health log and the parent/guardian is notified.

**Safety (Archery, Aquatics, and Ropes Course)**

Sugar Pine offers a high ropes adventure course. This course is designed to build teamwork, cooperation, and self-confidence as campers participate. The activities at both courses are supervised by a certified Ropes Course Instructor and led by trained adults. High ropes activities are limited to campers entering 4th grade and higher. Campers receive an orientation, including safety rules, prior to participating in these activities.

Archery activities are led by either the Archery Instructor or other trained adult staff. Campers may not participate in either the ropes course or archery unless a trained adult is present. A certified Archery Instructor is on staff to oversee this target sport.

All campers at Sugar Pine have the opportunity to swim in the pool and some camper groups may also choose to creek walk. All aquatic activities at the pool or offsite at a lake, are supervised by a certified lifeguard. In addition, all campers will be evaluated as to their swimming level on the first day of camp. Campers (or staff) may not swim in an aquatic area without a lifeguard present.

**Visitors at Camp**

For camper safety and security, visitors are not permitted during camp sessions. Our Open House is designed to give families the opportunity to see camp. In an emergency, please call the GSNorCal After Hours Emergency Line: 1-877-636-1912.

**Weather & Emergencies**

A Girl Scout is always prepared, and that includes at camp. During training, staff will learn and practice emergency weather procedures and emergency action plans. At the beginning of each session, campers will also learn what to do in an emergency, and will have practice drills during their time at camp. If the weather is unusually hot or cold, activities are changed to keep campers safe. Weather alert radios are monitored, and there are designated storm shelters for each camp.

Please remember that, during weather alerts, phone lines need to remain open to contact different parts of camp or emergency services; please do not call during severe weather. If it is after-hours or on weekends, and there is an emergency, our After Hours Emergency Number is 1-877-636-1912. The council answering service will contact the appropriate council staff. A staff member from GSNorCal will then contact you. In case of a natural disaster, information will be posted directly to the camp website.

**Required Camp Forms**

After you register for a camp, you will receive an email with all the forms you’ll need to fill out before your girl joins us for camp. Girls will not be able to stay at camp without turning in the required forms by the due dates listed below.

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<tr>
<th>Form Name</th>
<th>Due Date</th>
<th>About the Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record of Health Exam &amp; Immunization Form</td>
<td>June 1, 2019</td>
<td>Your camper will need to have a completed Health Exam Form signed by your doctor, which includes an immunization record. Once completed, you’ll upload this through your CampDoc portal.</td>
</tr>
<tr>
<td>CampDoc Health Profile</td>
<td>June 1, 2019</td>
<td>You’ll need to fill out your camper’s CampDoc Health Profile. You will receive a “Welcome Invite” email from CampDoc.com with information about how to complete your camper’s health information. These emails are sent within 1–2 weeks of completing your camp registration.</td>
</tr>
<tr>
<td>Program-Specific Waiver(s)</td>
<td>Check-In</td>
<td>Depending on your girl’s program, there may be some additional program-specific waivers for you to fill out. If your camper’s program does require additional waivers, they will be emailed to you at your time of registration with instructions on how to complete them.</td>
</tr>
</tbody>
</table>