

HIDDEN LAKE CAMP

RESIDENT CAMP

Camp Information

Summer 2022



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Why GSNENY Hidden Lake Camp?

GSUSA Mission

Girl Scouting builds girls of Courage, Confidence and Character, who make the world a better place.

Hidden Lake Camp Goals & Objectives

1. Discover your passion.
 - a. Campers will learn to love something about themselves, a skill.
2. Challenge yourself to step out of your comfort zone.
 - a. Campers will challenge themselves to try something different, something new.
3. Acquire new skills for your life's backpack
 - a. Campers will learn at least one new skill or develop an existing one to add to their life-skills.
4. Offer opportunities to be a leader.
 - a. Campers will have the opportunity to experience, grown and develop leadership skills.
5. Bring your camp community home with you.
 - a. Campers will bring a part of camp home with them by making a new friend, by staying connected with camp through year-round programming or returning next season.

General Information

Questions & Concerns

Camp Director- 518-696-2244 (when camp is in session)

Director of Girl Experience- Linda Stephen, lstephen@girlscoutsny.org – (518) 489-8110 ext. 124

Fax 518-489-8065

Camp Staff

- The members of our camp staff are committed to working with every camper, so each has a positive camp experience.
- Camp staff members provide encouragement to girls and mentor them as they develop positive moral values, a healthy self-image, a commitment to learn, social competencies, and empowerment. Girls learn about teamwork and health respect for diversity.
- Staff selection is based on a set of verifiable qualifications.
- Waterfront staff is required to have American Red Cross Lifeguard Certification.
- Specialty staff possesses required certification/training/experience prior to being hired.
- The staff attends a week-long training session that include, but not limited to child development, risk management, group dynamics, specialty areas and first aid.

Paying for Camp

Camp balance: Your camp payment is due no later than June 15th. Payment may be made by check, money order or credit card. Questions regarding your camp payment should be directed to the Member Care Team at 518-489-8110.

Cookie Credits: Cookie Credits may be applied toward any of your camp registration fees, excluding the \$50 non-refundable deposit.

Camp Program Vouchers/S'mores Club: These items may be applied toward your camp registration fees, excluding the \$50 non-refundable deposit.

Cancellations & Refund Policy: Programs run rain or shine unless inclement weather would prevent a program from running. Families will be contacted should cancellations occur during the day of the program. GSNENY reserves the right to cancel any Specialty Program. If GSNENY cancels the Specialty Program for any reason, you will receive a full refund. Refunds for medical reasons will be processed only if notification is made in writing prior to the start of the program and accompanied by a written request in the form of an original (no copies) physician's statement. The Camp Director will contact parents when a camper does not arrive during check in on opening day.

If a camper must leave camp due to illness and cannot return, the written refund request must be accompanied by an original physician's statement. Under no circumstance will camp fees be refunded if a camper chooses to leave camp due to homesickness, parental request, or behavior issues. If a camper must attend summer school, a refund will be issued with receipt of a written request and verification with an original statement from the school. Written requests made for refunds will be considered by GSNENY at least two weeks prior to the registration deadline of June 15, 2022.

Refund Reasons:

- The Member Care Team is notified in writing prior to June 15th. The refund consists of camp program fees less the \$50 non-refundable deposit. Refunds requested after the June 15th will be considered on a case-by-case basis. No refunds will be issued for no-show cancellations
- A girl has a health concern supported by a physician's written recommendation that prevents her from attending camp.
- If GSNENY cancels the camper's transportation and/or program selections and cannot be placed in an alternative program.
- A camper must attend summer school, as verified by the school.

Program Adjustments:

- Camp Director reserves the right to reassign a girl from one program to another- during the same week, if she does not meet the required minimum skill level for her program selection.
- Camp Director reserves the right to send any camper home if she is having difficulty with camp life. When this happens the parent/guardians are notified. Please consult the Parent/Camper agreement for more detailed information.

Campers Requiring Reasonable Accommodations: GSNENY wants to provide a positive summer camp experience for every girl. If your child requires any special accommodations while at camp, please contact the Director of Girl Experience at 518-489-8110 ext. 124 or lstephen@girlscoutsneny.org to discuss the possible accommodation that could safely and reasonably be made for your child.

Programs at Resident Camp: During your camper's stay, she will have the opportunity to experience summer camp life. Her time will be spent with other girls of similar age, completing activities designed especially for the program. Regardless of her program choice, she will participate in at least one cookout, swimming, boating and other traditional camp activities.

Inherent Risk: by registering my child for summer camp including a specialty program you fully understand and accept that there are inherent risks to attending summer camp, including participation in the activities and navigation of

natural terrain at and around the camp. We require you to counsel your child(ren) regarding the inherent risks of attending summer camp and participating in camp activities.

Inclement Weather: Summer Camp is rain or shine. Please ensure that your camper has the necessary clothes to be prepared for all kinds of weather (see packing list). Please note for the safety and well-being of all our camp participants (campers, staff and visitors) all ropes course and water programs will be postponed or canceled when the weather conditions dictate. Camp staff makes every effort to move programming options indoors giving the camper alternative activity choices. Refunds will not be issued when programs are canceled due to weather.

Safety: The safety and well-being of your child is our NUMBER ONE priority. Our camps are inspected twice a year and issued operating permits by the State of New York. All camp properties meet national standards set forth by GSUSA.

Rabies Information: Bats, raccoons, skunks, and foxes have many things in common. They are all wild animals; they help us by eating insects and other pests. Unfortunately, these animals have a higher risk of carrying rabies. Rabies can be transmitted to any mammal by being bitten or scratched. To prevent contacting this preventable disease, do not touch or play with any wild animal. Most wild animals are afraid of people and will run away, however if you see a wild animal especially one who is acting out of character (approaching people, out during the day, acting sick) stay away and tell the nearest adult.

Lyme disease: Lyme disease is the most common tick-borne disorder in the United States and can affect the skin, joints, nervous system, heart, and eyes. It is transmitted by a tiny tick the size of a grain of salt. You can protect yourself by following these things:

- Walk in the middle of the trails. Stay out of tall grass/bushes.
- Wear a long sleeve shirt.
- Wear white or light-colored clothing to make it easier to see the ticks.
- Wear a hat.
- Spray tick repellent on clothes/shoes before entering the woods.
- Wear long pants tucked into high socks.
- Wear shoes/sneakers, no bare feet/sandals.

Getting Ready to Go to Camp

Open House: This year's open house will take place on **Wednesday June 15th** at Hidden Lake Camp from 6:00-8:00pm. Camp tours will be ongoing throughout the evening. While at camp, families will have the opportunity to go on a hike about the camp and see the different activity areas their campers will be participating in.

Pets: Pets of any kind are not allowed on camp property. We ask that you leave your pet at home when picking up or dropping of your child at camp. We thank you for your understanding and assistance in following this policy.

Sleeping Accommodations: Camper sleeping accommodations include one of three options, Lean-Tos, the new "cabins" or Platform Tents. Girls will sleep with other girls, up to 4-5 girls per structure and up to 5-6 structures per unit. Staff sleep in a separate lean-to, cabin or platform tent, but nearby the girls within the same unit.

COR: Challenge on Ropes: Challenge on Ropes, or Ropes Course is a great way for girls to learn teambuilding skills. Hidden Lake's COR program activities are done in a progression. Girls start the week with team building and trust games, progress to the low elements and finish the week on the high course. COR is open to girls in grades 4-12 only and should be in good physical condition to participate. All low and high course elements usage is contingent on the weather.

Counselor in Training: CIT: The CIT leadership programs are built on a progression of skills. Campers registered for CIT 1 & CIT 2 will participate in a variety of workshops designed to strengthen their own individual leadership styles while understanding the summer camp community.

CIT1: The CIT1 program is designed to teach valuable mentoring skills so girls can share their love of summer camp with younger girls. They will lead activities, offer input, and gain leadership and career skills. The week is designed for them to learn about themselves as a leader, to practice leadership skills, and to enjoy your favorite camp activities! CIT 1 chooses from one of the four Leadership Modules and continues to move through all four modules until they are ready for the CIT 2 program. CIT1 is open to girls in grades 9 and 10.

CIT2: This program is specially designed to guide girls through the daily operations of summer camp. It is the last step in the Leadership Series before becoming old enough to work at camp. CIT2s will be given additional training to support their role at camp throughout the week. CIT2s will be expected to work, live, and play alongside the unit (group of campers) they are assigned to.

Preventing Homesickness: Our goal at summer camp is to ensure sure that every camper has a safe, fun and positive experience while at camp. *If your camper is experiencing homesickness at camp, the Camp Director will contact you to discuss the situation and you, the parent/guardian, will make the determination if your camper should remain at camp or go home.* Refunds will not be granted if you decide to take your camper home from camp.

You can help with preparing your child prior to camp by doing the following:

- Make sure your child is part of the decision-making process, by where to go to camp, how long to stay at camp, what programs they would like to participate in.
- Have your child practice being away from home prior to the start of camp by staying at a friend's or relative's house for a night or for a longer stay.
- Use the calendar to show your child the number of days at camp in relative to the number of days in a month, year etc...
- Communicate before, during and after the camp experience.
- If you are concerned about your daughter, we encourage you to call the Camp Director prior or during your camper's session. The Camp Director will work with you to ensure that your camper's experience is a positive one.
- Spend quality time with your camper reconnecting upon her return home.
- Please do not promise to pick your child up from camp early. This can add to the perception of "going home".

Important Paperwork:

Upon completing your camper's registration, you will need to complete the following important documents.

These forms must be submitted no later than June 15th or your child will not be able to attend camp.

- Health History Form (all pages) **Fill out no later than June 15th in order for your child to attend camp at:** <https://form.jotform.com/212915565538160> Form is required by NYS Dept. Of Health to be on file before the first day of camp.
- Immunization records
- **Doctor Signature is required on pages 4 AND 5**
- Proof of physical (must be within 24 months of the first day of camp session date)
- Camper Release Form: **Fill out no later than June 15 at:** <https://form.jotform.com/202875581533056>
- Meningococcal Meningitis Form (only for campers staying at camp more than 7 days in a row)

- Parent Camper Agreement: Fill out no later than June 15th at: <https://form.jotform.com/211593538471056>

Additional Forms Needed:

Additional waivers must be filled out and sent with your child on the first day of camp.

- COR Waiver- all girls in grades 4-12 must have a signed waiver to participate in this program

Health Forms: Your camper's health form must have a physician's signature clearing her to attend camp. Your daughter must have had a physical within 24 months of the start of her camp session. The New York State Health Department requires all immunizations to be complete and up to date for campers to stay at camp. Please submit this form no later than June 15th at: <https://form.jotform.com/212915565538160>

Medication:

- Medication will be collected by the nurse during check –in. This includes all medication, prescription and over the counter medicines.
- Campers who require prescription medication or over-the-counter medication (vitamins included) while at camp MUST have their individual standing orders signed by a physician. No medication will be dispensed to your child without standing orders AND a physician's signature. No exceptions will be made.
- All medication, both prescription and over the counter medications, needs to be stored in the health lodge/infirmary and be administered by the nurse.
- All medication, both prescription and over-the-counter medications, must be brought to camp in the original bottles with Rx label intact and labeled with your daughter's name.
- Remember to pick up any leftover medication from camp at the end of her session. By law, we are required to discard any leftover medication left at camp.

Packing Tips for Overnight Camp

The following are tips and suggestions to make packing easier for you and your camper.

How Should My Daughter Pack? There can be little room in tents, cabins and lean-tos for footlockers and trunks, but they are allowed. We recommend using backpacks or duffel bags with carry straps. Remember, your daughter will need to repack her belongings before you pick her up at the end of the week.

Organization Tips: Camp can be messy. Tents, cabins, and lean-tos tend to become messy, and campers often mix up their belongings, therefore we suggest packing a day's worth of clothes in a zip-lock bag marked with the day and their name. Each morning, your camper can reach into their duffel bag and pull out an entire outfit. This system works great for first timers, younger campers and the less than organized campers.

Packing List:

Essential Items:

- | | | |
|---------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------|
| ○ T-shirts | ○ Underwear | ○ Mess kit (plastic plate, bowl, cup, silverware, and a dunk bag to hold items) |
| ○ Shorts, jeans, long pants | ○ Pajamas | ○ Laundry bag |
| ○ Warm sweatshirt | ○ Socks (always worn) | ○ Toiletries |
| ○ Warm jacket | ○ WARM sleeping bag: NO SLUMBER BAGS | ○ Towel & washcloths |
| ○ Rain gear (poncho/coat) | ○ Warm blanket | ○ Insect repellent |
| ○ Bathing suit | ○ Hat | ○ Sunscreen |
| ○ Sturdy closed-toe shoes (sneakers, boots) | | |

- Flashlight with extra batteries
- Water bottle
- Small backpack/day pack

Optional Items:

- Pillow
- Book
- Stuffed animal
- Sunglasses
- Stationary & stamps

What Not to Pack: Safety at camp continues to be our #1 priority. To avoid temporary confiscation of items, we ask that you examine your camper's belongings prior to arrival at camp. We thank you for your assistance and understanding.

- Candy/snacks, gum
- Fruity-smelling deodorant or toothpaste
- Body sprays, perfumes
- Aerosol sprays of any kind
- Valuable jewelry
- iPods/iPads/MP3 players
- cell phones
- digital cameras
- pocketknives
- permanent markers

Lost and Found: All lost and found items will be held at camp until the last day of the last session. After that, the items are moved to the Albany Service Center and held until **September 30th**. **After 9/30**, items will no longer be held for claim. Please label every item your camper brings and wears to camp to ensure items are returned to your child prior to their leaving camp.

Arriving at Camp

Resident Camp check-in (Sunday of your camper's session) begins at 1:00pm and ends at 2:00pm. This is a busy time, and we ask for your patience. We check each camper individually and this takes time. Please plan to spend some time waiting in line outside the dining hall.

Directions to Hidden Lake Camp

From the South: Take I-87N to exit 21 (Lake George/Lake Luzerne), stay to the left and take the left at the end of the exit ramp. Travel up State Route 9N for about 3 miles. Hidden Lake will appear on your right marked with an HLC sign.

From the North: Take I-87S to Exit 21 (Lake George/Lake Luzerne), stay to the left and take the left at the end of the exit ramp. Travel up State Route 9N for about 3 miles. Hidden Lake will appear on your right marked with an HLC sign.

Check-in Process

The check-in process follows these steps:

- Parents/guardians *park in the parking lot* and walk with their camper's luggage to the designated luggage drop off spot. **Luggage** will be picked up by camp staff and dropped off at your daughter's unit after check-in ends. *Please make sure to remove your camper's medication, forms and bathing suit from her luggage prior to walking down the hill to the dining hall.* Once your camper's luggage arrives, camp staff will assist her in choosing a tent/cabin/lean-to within the unit, making her bed and organizing her space. Any items that are not appropriate for a safe camp environment will be removed by the camp staff and placed in the Director's office until pick up at the end of the session(s).
- **Check in with the Camp Director** and hand in any forms such as waivers. Health History forms need to be submitted no later than June 15th or your camper will not be able to attend camp.
- **Health Screening-** camp staff will take your campers temperature and perform a louse (lice) check on her hair. The nurse will discuss any medical concerns you may have for the week. The nurse is available prior to your daughter's session; if you want to discuss any medical concerns via phone, please do not hesitate to reach out prior to camp.

- **All Camper Activity-** after the health screening you may escort your camper to the all-camper activity, say your good-byes and leave camp. Camp staff will engage your child in a camp activity.

Buddy Placement if you requested that your child be with a friend, that arrangement will be made if your daughter and her friend are of similar age/GS level and are in the same program session. We will not reserve beds. Camp Staff will escort your child to her unit and from there; all the girls in the units will choose a bed within a platform tent/cabin/lean-to. Camp Staff will encourage girls that do not have a friend at camp to make a friend(s).

Absentee Campers- campers that do not check in on opening day will receive a phone call from the Camp Director. Please refer to our refund policy for no shows.

Sample Schedule

SAMPLE SCHEDULE: RESIDENT CAMP

7:30-8 a.m. Wake up, get ready for the day

8:30 a.m. Flag Ceremony & breakfast (family-style in the dining hall)

9:30-11:45 a.m. Morning Activity Time

12 p.m. Lunch (family-style OR cookout with your unit)

1 p.m. Me Time (enjoy some down time and maybe write a letter home)

2-5 p.m. Afternoon Activity Time

5 p.m. Prepare for dinner

5:30 p.m. Flag Ceremony & dinner (family-style OR cookout with your unit)

7-9 p.m. All-Camp Activities

9 p.m. Prepare for bed

10 p.m. Lights out

*Sunday-opening campfire/ Thursday-closing campfire.

Mini-Session-Mini-sessions are being offered for first time campers and younger campers who want to try resident (overnight) camp. Here is what you need to know:

- Mini-camp Check-in is the same time and procedures as the week-long sessions. Please see information above under Check-in. Check-in on Sunday is from 1:00pm-2:00pm
- Check out will be 4:00pm on Tuesday and follow the same process as the week-long sessions.
- Campers in this program will get the traditional camp program of swimming, boating, arts and crafts and hiking along with the theme of their session.

Saying Goodbye- Once your daughter is settled with the camp staff, it is time to say good-bye. This can be difficult for parents and campers. Our staff is trained and is prepared to immediately engage your camper in fun activities to facilitate the transition. We find that long good-byes are hardest on the campers and often result in homesickness.

Keeping in Touch- mail is an important part of camp. If you choose to send mail, please be mindful of the delivery time delays. You may need to send mail the week before your camper arrives at camp, for her to receive it while she is at camp. Alternatively, you may pack letters to be left with the camp staff on Sundays at drop off. Staff will make sure to distribute letters throughout the week, or as requested. Please send your camper's mail to the following address:

Your Camper's Name
c/o Hidden Lake Camp
1799 State Route 9N

Leaving Camp- Check Out- Resident Camp check –out (Friday of your camper’s session) begins at 4:00pm sharp and ends at 5:00pm.

The check-out process follows these steps:

- Parent/guardians check in with the camp staff. Our staff will only release campers to those indicated on the Camper Release form- NO EXCEPTIONS.
- Everyone will need to show photo identification. Campers WILL NOT be released without it. Please inform everyone on your list.
- The camp staff will communicate to send your daughter up to the checkout table. While waiting, we ask that you pick up your camper’s luggage and check for lost and found.
- Parents/guardians *park in the parking lot* and pick up your camper’s luggage at the designated luggage drop spot. **Luggage** will be dropped off by camp staff prior to your arrival. *Please make sure to pick up all your camper’s luggage and items.* Repacking is often hard for campers, so please make sure to look for multiple bags/items outside of their bag. Also, please check that you do not have another camper’s items. Sleeping bags and clothing often look the same and are mistakenly packed or taken by other campers.
- Please check with lost and found for any items that are your daughters.
- Make sure to collect any leftover medication from the camp staff.

Mini-Camp Session- Pick Up is Tuesday at 4:00pm

Parent/Guardian Notification- Safety of your camper is always our number one priority. You will be notified by the Camp Director or Camp Nurse if any injury or illness to your child occurs that requires more than general first aid (i.e. band aid, scrape, etc..).

Cell Phones- Cell phones are not allowed at camp. We understand that you are making a huge decision in entrusting your child with us and in the care of camp staff. As children learn to trust other caring adults, they grow and learn to solve their own challenges. We believe this emerging independence is one of the greatest benefits to camp. It is one important way your child will develop greater resilience. Please know that you may communicate with our camp staff at any time during your child session(s).

Digital Cameras- To ensure the protection and privacy of campers, staff, etc..., digital cameras are not permitted at camp. A camper taking inappropriate photos of campers and/or staff is prohibited. Disposable cameras are permitted and encouraged.

Remind-a free app that allows Camp to send important transportation information directly to your phone or PC. Parents will have the option of joining the group. For more information regarding Remind, check out the website at www.remind.com. Information about joining will be in your camp confirmation email. The join code will be included with bus registration.

HLC Week 1 July 3-8: Code: hlcw1

HLC Week 2 July 10-15: Code: hlcw2

HLC Week 3 July 17-22: Code: hlcw3

HLC Week 4 July 24-29: Code: hlcw4

Health/COVID Guidelines – GSNENY will be following all NYS Department of Health Guidelines and CDC Guidelines as they become available for this summer camp season. Please visit our website to follow the current guidelines: <https://www.girlscoutsny.org/en/about-girl-scouts/our-council/covid-19.html>

Girl Scouts of Northeastern New York Resident Summer Camp

CAMPER AND PARENT CAMP AGREEMENT

Parent/Guardian: The safety and wellbeing of your child is our number one concern. Therefore, this camp agreement has been developed to help you and your daughter understand our safety regulations at camp. We ask that you and your daughter read over this camp agreement.

We agree that our child will attend camp and follow all rules, regulations, and safety guidelines. * We also understand that if while at camp our child prevents the staff from safely supervising her and/or others or becomes harmful to herself, to campers or to staff, she will be in violation of this camp agreement and could be sent home from camp. If this situation does occur, we understand that we or the designated emergency contact person (if parents/guardians cannot be reached) will be responsible for taking our child home from camp. If our child is sent home from camp, we understand that there will be no reimbursement monetary or otherwise.

We as parents/guardians agree to and accept all rules, regulations and safety guidelines provided for our daughter as set forth by the camp. *We agree that as parents/guardians we will not make any unreasonable demands of camp in relation to our daughter's participation at camp.

Participating Camper: As a participating member at camp, I agree to adhere to all rules, regulations and safety guidelines set forth at camp. * I understand that if I put the safety of other campers, staff members or myself in danger or if I prevent the staff from safely supervising me or others, I will be in violation of this camp agreement and will be sent home from camp.

My daughter and I have read, understand and agree to the terms and conditions of this camp agreement.

*Rules, Regulations and Safety Guidelines

1. Fun, friends, and lots of laughter.
2. Campers will be respectful, always, of themselves and others.
3. **Campers will not verbally or physically threaten, abuse, or harm other campers and or staff at any time while at camp and or on the bus/shuttle to and from camp. ****
4. Campers will be respectful, always, of others' personal property.
5. The use of alcohol, non-prescribed drugs and tobacco is strictly prohibited.
6. Campers will be respectful, always, of all camp property and equipment.
7. Campers always travel (whether on or off the camp property) with a buddy.
8. Cell phones, digital cameras, portable TVs, iPods, iPads, MP3 Players, personal sports equipment, pets, as well as weapons of any kind are strictly prohibited.
9. Campers are always supervised by the camp staff.
10. Campers are required to participate in all aspects of camp life (i.e., unit and all- camp kapers, all-camp activities, emergency practice drills, etc.).
11. Campers will not keep gum, candy, cookies, or snacks of any kind in their bunk/unit.

Parents/guardians the aforementioned safety rules, regulations and safety guidelines are put in place for the safety of our camp patrons. Our staff will work with your child to make sure that these safety regulations are adhered to and that everyone at camp has an enjoyable experience. However, there are some displays of behavior or actions that are unacceptable and require immediate action. **If your child displays any type of the following behaviors while at camp or on the bus/shuttle they will be removed from the camp program.

- **Biting**
- **Spitting at campers or staff**
- **Destroying camp property**
- **Destroying personal property**

- **Hitting campers or staff**
- **Running away from the group**
- **Aggressively verbally abusing campers or staff**

NYS Department of Health Camp Safety

Are the camp facilities and activities safe?



The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.

Swimming

Are waterfront personnel qualified?

Are campers always supervised while in the water?

All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff are required to be trained in cardiopulmonary resuscitation (CPR).

Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers. Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers.

While campers are involved in aquatic activities on site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven; and one counselor for every six children younger than six years old. When swimming off-site, there must be one counselor for every eight campers six years or older and one



Are bathing areas marked off for various swimming skills? Are campers tested to determine their level of swimming ability before participating in aquatic activities? Are non-swimmers kept in water less than chest deep? Is the buddy system used? Are campers required to wear life preservers when boating or canoeing?

New York State regulation requires that the answers to all these questions must be "yes."

Camp Trips

Are camp trips supervised by counselors who have the maturity and experience to make decisions that could affect the safety of campers?

All trips must be supervised by a trip leader who is at least 18 years old and competent in the activity. Counselors must accompany trips and all staff must review the safety plan prior to the trip.



Counselors should have the skills and expertise in the camp activity (canoeing, rock-climbing, etc.) to handle any emergency that might arise. Ask whether the camp has conducted similar trips in the past without incident.

In New York State, the drivers of camp vehicles must be licensed and at least 18-years-old. Seat belts must be worn when provided and vehicle capacities not exceeded. When transporting children in a truck, only a truck cab can be used.

Sports and Activities

How are activities in craft shops supervised, especially when campers are using dangerous tools, such as power saws and lathes? Are archery and rifle ranges at a safe distance from activity centers? Are spectators protected at baseball fields and similar areas? Do players wear protective equipment?

State regulation requires that archery, riflery and horseback riding be supervised by counselors with special training in those activities.

Fire Safety



Are there periodic fire drills for both campers and staff? Does each floor of every building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc.) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?
All of the above are mandatory in New York State.

Location and Facilities

Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do the camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic tastes and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

For information on the camp's location and facilities, visit the camp or interview the camp operator by telephone, prior to deciding to enroll your child at the camp.

Nutrition



Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?

At camps in New York State, food must be prepared from inspected sources. Food preparation and handling activities are reviewed to ensure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.

Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. The following is a summary of rights and responsibilities:

Rights of Parents and Guardians

- To be informed by the camp director, or his or her designee, of any incident involving your child, including serious injury, illness or abuse.
- To review inspection and investigation reports for a camp, which are maintained by the local health department issuing the camp a permit to operate (present and past reports are available).
- To review the required written camp plans. These are on file at both the camp and the health department issuing the permit to operate.

Responsibilities of the Camp Operator

- To inform you and the local health department if your child is involved in any serious injury, illness or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff in their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health and fire safety.
- To notify the parent or guardian, with the enrollment application or enrollment contract, that:
 - the camp must have a permit to operate from the New York State Department of Health or the designated permit-issuing official;
 - the camp is required to be inspected twice yearly; and
 - the inspection reports and required plans are filed (address of state, county, or city health department) and available for their review.

Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.
- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained; and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To issue a permit to operate when the required plans and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, provide parents or guardians of prospective campers with an opportunity to review inspection reports and required plans.

The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camping season.



Information

For further information about New York State health laws relating to summer camps, call the State Health Department's Bureau of Community Environmental Health and Food Protection in Troy at 1-(800) 458-1158, ext. 27600.

In New York State, summer camps must have a state, city or county health department permit to operate in compliance with the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises. The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure the physical facilities are safe, and the supervision is adequate.

When choosing a summer camp for your child consider the following:

Staff Credentials/Supervision

What are the qualifications of the camp director?

The New York State Health Code requires that:

The director of director overnight camp be at least 25 years old or hold a bachelor's degree; a day camp director must be at least 21 years old.

All directors must have experience in camp administration or supervision. Camp director's backgrounds are screened by the Office of Children and Family Services Central Register Database for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor-to camper ratios and staff qualifications are mandated for supervision of swimming, archery, riflery and camp trip activities.

At overnight camps, 80 percent of the camps' counselors must be at least 18 years old; up to 20 percent may be 17 years old. There must be at least one counselor for every 10 children aged eight years or older, and one counselor for every eight children younger than eight years old.

At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children.

Camps that must provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervise campers.

Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

Health

Ask about medical coverage and when you will be notified if your child becomes ill or injured. Is a doctor or nurse in residence or on call for campers at all times?

Physicians or nursing required to have a health Department. The written nursing and first aid Department and are



services must be available. All summer camps in New York State are director and a written medical plan approved by the Health plan must include, among other things, provisions for medical, services. Injuries and illnesses must be reported to the Health thoroughly reviewed.

Does the camp require

medical records for campers? Camps must keep current medical

history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability, or allergy. Specify special diets and activity restrictions. Provide instructions for any medication your child must take.