

Woodhaven Site Orientation

2015 Alexander Road, Galway, NY 12074
rentals@girlscoutsneny.org | www.girlscoutsneny.org



Camp Woodhaven is located on a 250-acre wooded site north of Galway Village. It features a large playing field, pond, beach, creek, hiking trails, cabins, platform tents, a nature center, and Troop House.

Camp Woodhaven also has several outdoor units for summer use. Each outdoor unit has a covered shelter area for cooking and activities during inclement weather, with drinking water and an outhouse.

Important Information

Contact & Maintenance Information:

For any emergencies contact 911. For non-immediate issues call 518-489-8110 and leave a voicemail at ext. 151. For all maintenance requests like water leaks, gas leaks, and lack of heat contact 518-489-8110 ext 151. If calling after hours please leave a message with a phone number so we may return the call as soon as possible. This voicemail box is being monitored.

Check-in/out:

Check-in is 4:00pm and Check-out is 3:00pm. (fellow campers may be using the grounds)

Parking:

Cars should be parked in the main lot near the entrance to the camp. One vehicle only may remain parked near each unit/lodge, facing out, for emergency use only. The camp roads are one-way lanes and must be kept open for emergency vehicles. The one vehicle that will stay in the unit may transport food and heavy gear.

Trash:

Papers may be burned using extreme caution. All other trash must be taken home unless the dumpster fee is paid. In outdoor units, trash bags should be kept sealed and placed in a vehicle each night, out of the reach of animals. Grease must be placed in cans until cool and stored with other trash in the vehicle.

Cancellation/Refund Policy:

- Refunds will be made IF GSNENY must cancel a reservation.
- Cancellations made less than 60 days prior to rental, deposit is forfeited, and the balance will be refunded.
- Cancellation made less than 10 days prior to the camping trip forfeit their full payment.

Gate:

For the security of all concerned, the camp gate is to be closed before dark and kept closed until early morning. **In the girls' best interest, we advise that the gate be kept closed at all times. **

Telephone: Dial 911 for emergency services.

Most cell phones receive service at the camp. A land-line telephone is located in the Troop House.

Firewood:

Some fallen wood is available at the camps. Troops may want to bring some extra dried wood. New York State has a regulation prohibiting the transport of firewood more than 50 miles from its source. Please keep this in mind when transporting firewood.

Campfires:

Fires must be built in fire circles or woodstoves only. A full pail of water must be nearby before the fire is lit. Campers with long hair need to tie back their hair when near the fire. Also, use caution with loose clothing around fires.

Latrines:

While the Troop House sides have flush toilets, other units have latrines. Single-ply white toilet paper should be used in all toilets and latrines. Small plastic bags need to be available for disposal of sanitary napkins, tampons, etc. which must not be dropped into latrines or toilets. In outdoor units, hand washing should be done under running water whenever possible.

Animals:

No pets are allowed at camp. Never touch or try to feed a wild animal.

Health Forms:

Leaders taking girls camping should have with them a current Health Examination form. It is recommended that adults also have a completed Health Examination Form. A camping troop also needs a First Aider, as well as a First Aid Kit.

1:1 Adult to Child Ratios:

We advise rental groups to discuss/ train Adults on 1:1 Adult to child ratios. This is to ensure that no adult is alone with a child with whom they are not a parent/guardian of. We encourage 1 Adult to 2+ Children or 2 Adults to 1 child.

Illness:

Notify the parent and request they pick up their child. If a parent is unavailable, contact the emergency number given for the child. If neither parent nor emergency contact is available, isolate the child from the group and keep comfortable until contact is made. First Aider should record the date, time, symptoms, and any action taken.

Medications:

NO medication is to be given to a child without written parental permission. All keep medications need to be kept under lock and key unless they are being administered by a trained individual.

Note: Exceptions would be for a limited amount of medication for life-threatening conditions carried by a camper or staff person (e.g., Epinephrine auto-injectors or inhalers) or limited medications approved for storage in first aid kits.

Buildings

Building etiquette:

When camping in a building, shoes, and boots should be wiped upon entering. Boots need to be left near the door and not worn indoors.

Temperature:

The large rooms in each side of the Troop House are heated by wood-burning stoves. Thermostats in the kitchens and bathrooms are intended to provide heat in winter only.

Smoking, Alcohol, and Drugs:

Smoking is not permitted on the camp property or in the presence of children. There is no consumption of alcohol or use of illegal drugs on any GSNENY property or at any GirlScout function where girls are present.

Outdoor Units (Seasonal) April - October:

Each outdoor unit has a covered shelter area (for cooking and activities during inclement weather), drinking water, and an outhouse. These units are available in the warmer months between mid/late-April – mid-October. Outdoor units are equipped with mattresses, brooms, pails, plastic john pail, shovel, dustpan, garbage can, and fire extinguisher, all of which must be picked up from the Barn (for Gypsy) or from the Long House (Boat House) (for other units).

Lanterns and Cookstoves:

Lanterns and cookstoves may be used in kitchen shelters if desired. If propane fuel or “Coleman” fuel is used, adult supervision must be maintained. Lanterns and stoves should never be left burning without supervision.

Buildings-Year long



Troop House: (Troop House I & II)

Sleeps 12 and 20 respectively, the Troop House, overlooking the scenic pond, is an excellent place for year-round gatherings. The Troop House has two sides, which can be closed off and separated for privacy during multiple group camping experiences or can be opened for a large group. Each side has a large program and/or sleeping room with heat, electricity, running water, bathroom facilities, (Troop House I, has a shower), a full kitchen (stove, oven, microwave, coffee maker, fridge/freezer, dishes, pots and pans), mattresses, and a woodstove.

Buildings-Seasonal/Outdoor Units

Frontier (Tenting area):

Try your hand at really roughing it and pitch a tent in this beautiful, forested area.



Gypsy (2 half-screen cabins):

Sleeps 22- located near the Troop House Gypsy has 2 cabins with screens, a large, cook shelter, and a smaller covered activity shelter. This is a great place to practice outdoor cooking skills or as a place to practice camping before trying a night in the platform tents.

**Boat House (Long House):**

Sleeps 13- You'll love the view from the porch of the Boat House this summer! Situated right on the pond, this cozy building is great for program space or as a sleeping spot. There is water, and a latrine outback.

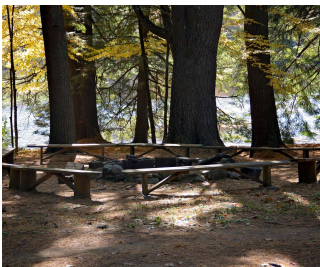
**Lumber Jill:**

Sleeps 19 (27 with tents)- Farther along the trail lies Lumber Jill, which has three cabins similar to the ones in Gypsy, but also has 2 platform tents, 2 outhouses, and a large, covered kitchen shelter. This unit overlooks the water and is close to the beach area.

**Pioneer (Platform Tents):**

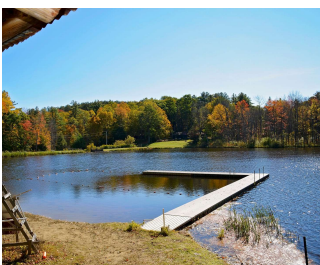
Sleeps 24 -Test out your camping skills like the pioneers who ventured west in the Pioneer unit. Located on the opposite side of the pond from the Troop House with 6 platform tents, this is a great place to relax under the stars and let the crickets lull you to sleep.

Other Areas of Camp

**Fire Circle****Playfield:**

Located near the camp entrance and is great for group activities.

The area close to the dam is off-limits to campers. Also, because there is moving water beneath the ice, no one is permitted on the ice at any time.

**Waterfront:**

Lifejackets are provided and are required for all watercrafts. You are also welcome to bring your own life jackets.

Evacuating Units/Lodges

If you discover a fire (or hear a siren from another unit), SOUND YOUR FIRE ALARM (if you have one nearby) and:

1. Quickly and quietly assemble campers, count them, and proceed to the pre-arranged meeting place. One adult should lead. Use the buddy system.
2. At Camp Woodhaven, the Pioneer and Frontier units meet at the end of the path which runs from the footbridge to Alexander Road. Everyone else should meet in the parking lot out of the way of incoming emergency vehicles.
3. Stay on established roads and trails. Remember to keep campers out of the way of emergency vehicles.
4. One adult should stay behind to be sure all campers are out of tents/lean-tos, latrines, and doors are closed from a lodge, etc. That adult “brings up the rear” as the group exits camp.
5. Once campers are assembled outside of camp, count heads again. Send one adult from your meeting place to report any missing campers to the firefighters, rangers, or camp director. (Know who they are so the searchers will know for whom to look).
6. The first adult out should call the fire department.

Do Not return to the camp until the okay is given by the firefighters (or person in charge of the drill). When you return, shut off the fire alarm if it is still sounding.



Footbridge at Camp Woodhaven

Waterfront Procedures



Ratios:

Swimming

- 1-25: 1 adult Lifeguard + 2 watchers
- 25-35: 1 adult Lifeguard + 1 lifeguard + 3 watchers
- 35-60: 1 Adult Lifeguard + 1 Lifeguard + 4 watchers

Boating

- 1-12 people can boat at one time with 1 Small Craft Safety instructor
- Certified Lifeguard must be present following same guidelines regarding numbers as under swimming

Lifeguards:

Adult lifeguards certified in Waterfront Lifeguarding (or Lifeguard Certification plus Waterfront Lifeguard Module) are required for all swimming activities on GSNENY property: one lifeguard for every 25 swimmers, plus two watchers. Lifeguards may only supervise boating activities if they hold Small Craft Safety Certification or the equivalent.

Watchers:

Watchers are adults helping to supervise swimming activities. Watchers must assist the lifeguards with swimmer surveillance and assist in emergency situations as instructed by the lifeguards. American RedCross Basic Water Rescue Training is recommended for all watchers.

Boating Supervisors:

Adults certified in Small Craft Safety, or with documented experience supervising boating activities, are required for boating on GSNENY property: one supervisor is needed for every 12 people on the water in boats. Boating Supervisors do not need to be certified in lifeguarding and must not supervise any swimming activities nor conduct swim tests.

Boaters:

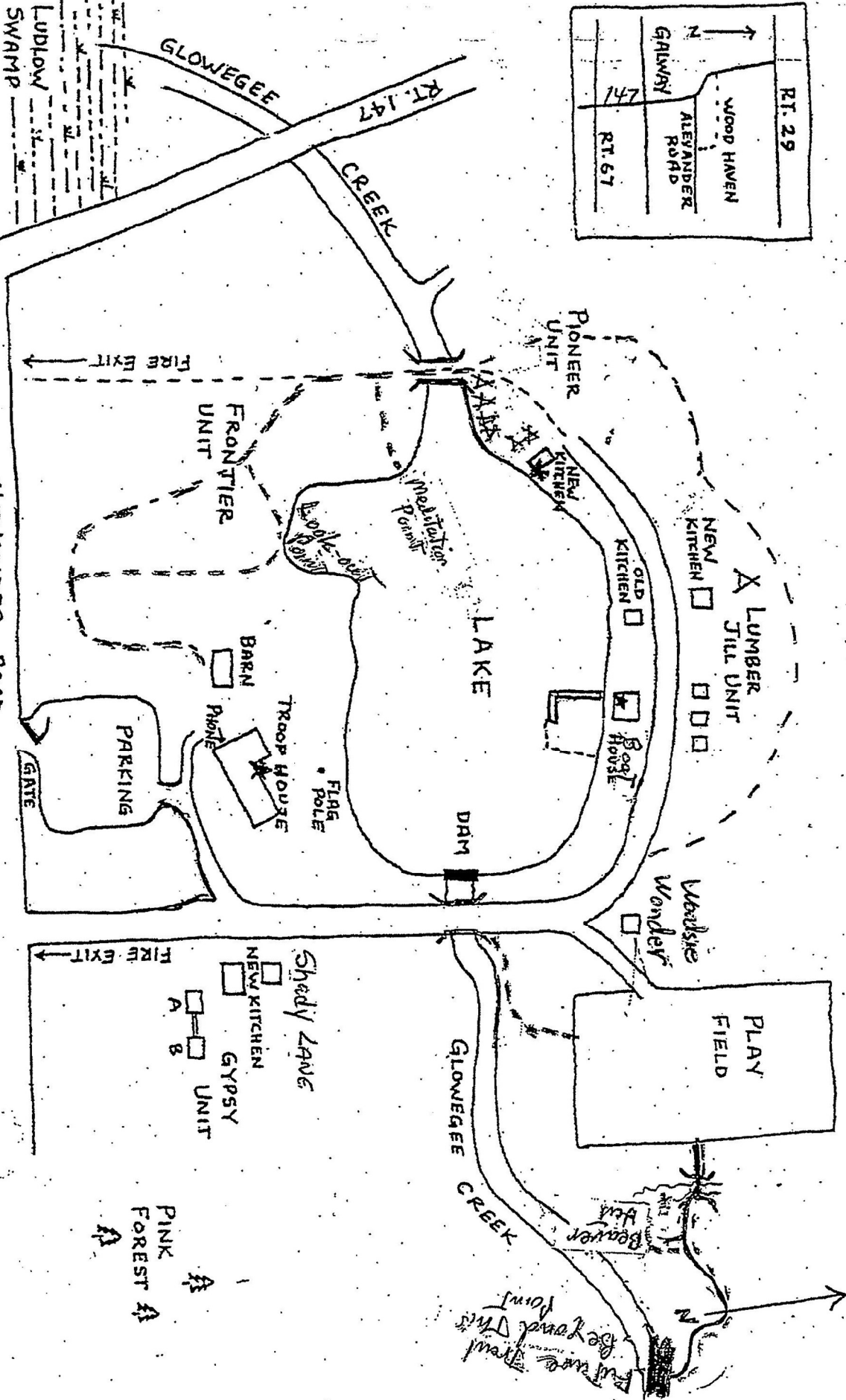
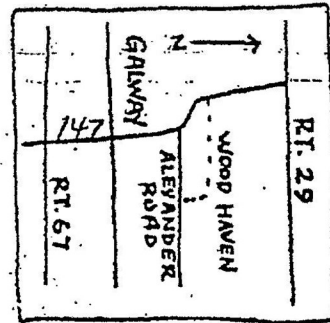
Youth and adults who wish to boat should be comfortable in the water and must practice boating skills on land prior to entering the water. Swim tests are not required, though boaters should be confident in the water. It is always best for the adult in charge to know the swimming abilities of all boaters. All boaters, youth, and adults must wear a life jacket at all times on the water regardless of swimming ability. One adult, who is a deep-water swimmer and who is experienced in handling a boat, must be in the boat with non-swimmers or novice swimmers. When the weather permits and a lifeguard is available, participants should practice putting on a life jacket, entering the water, righting themselves, and coming to the surface; as well as practice floating with a life jacket on.

Troops and Service Units are able to find qualified volunteers to run these activities for them, or are able to request certified individuals from rentals@girlscoutsneny.org but is not guaranteed. Copies of the appropriate certifications must be on file with Council for a volunteer to be eligible to supervise waterfront activities on GSNENY properties.

Regardless of whether some individual volunteers their time or receives a fee, all individuals supervising waterfront activities on a GSNENY property must be or become registered members of the Girl Scout movement.

Swimming and boating equipment are expensive to maintain in good condition. Everyone can help by:

- Not sitting or hanging on the swimming area ropes.
- Using dock ladders rather than pulling themselves up onto the docks.
- Returning all boats/canoes to the small craft area after each use and properly tying or racking them.
- Returning all oars, paddles, and life preservers to where you found them and storing them carefully.



CAMP WOOD HAVEN

Phone 882-9574

LEGEND (102 ± ACRES)

- ★ FIRE ALARMS (ON EXTERIOR OF BUILDINGS)
- X TENT UNITS
- TRAILS