



# Camp Butterworth Confirmation Packet 2020



888.350.5090 | [gsw.org](http://gsw.org)  
[customer care@gsw.org](mailto:customer care@gsw.org)



In Partnership With:





## Welcome To Camp Butterworth!

Summer camp is a wonderful and exciting adventure filled with fun, friends, and camp magic! We are excited to meet your camper and share our love of camping with her. We strive to provide a positive, safe, and supportive environment for all of our campers. To do this, we need your help. In this packet you will find everything you need to know to prepare your camper for her time at camp. Please read this packet carefully it includes important information such as check-in/check-out procedures, packing lists, camp forms, etc. If you have any questions please contact customer care at 888.350.5090.

Again this year, we will be utilizing our Customer Care line to best respond to incoming calls for camp. During normal business hours (Monday—Friday, 8:30 AM—5:30 PM) please call 888.350.5090 where you will be able to speak to a Customer Care staff member or have your call forwarded to a member of Butterworth's leadership team. If you need to contact staff during the Thursday overnight call 888.350.5090 and dial extension 622.

### **Paperwork – CampDoc**

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We will be continuing to use CampDoc.com this year for online form submission. Filling out all of your camp forms will be easy and convenient! CampDoc.com is an electronic record system used to consolidate and intergraded camper health information, permission forms, and releases in one centralized and secure location.

CampDoc gives our staff instant access to your camper's health information and eliminate any worries about forms left at home on check-in day. Additionally, camper information will automatically be transferred to the roster of any council-sponsored camp program offered at Camp Butterworth, Camp Libbey, Camp Rolling Hills, Camp Stoneybrook, Camp Whip Poor Will, and Camp Woodhaven. Plus if your camper returns to camp next year, all you'll have to do is review and update the information!

Confidentiality and privacy of camper information is a high priority for us. Only the camp healthcare staff and administrators for your camper's site will have access to their information. The CampDoc.com system is secure, encrypted, and password protected.

#### **NEW CAMPDOC FEATURE THIS YEAR**

This year we are asking camp families to opt into receiving text message alerts from camp. Text message alerts will be used to communicate important information in a timely manner. Examples of text message usage:

- Update on camp's status after sever weather
- Update on bus status if caught in traffic

Caregivers will receive an email from CampDocs asking for you to opt in.

#### **FIRST TIME CAMPDOC.COM USERS**

You will receive a welcome email from [CampDoc.com](http://CampDoc.com) within two weeks of registering for camp. This email will allow you to access the CampDoc website to complete your camper's information profile.

- Click the link in the email. You will set up a password for your CampDoc account
- Follow the instructions to complete the required information and forms for your camper.
- Return to CampDoc at any time to make changes or updates to your camper's profile.

Camper profiles must be completed by May 15.

Camper profiles will be locked to changes on the Monday prior to their first session. Any changes after that date, you will need to call the appropriate camp office.

Please use a valid email address when registering your camper for her camp session. The email you register with will be the email we use for CampDoc.com and for any reminders or updates about your camper's session.

If you have not received a welcome email with-in a month from registering, please contact the Customer Care Team at [customercare@gsw.org](mailto:customercare@gsw.org) or 888.350.5090.

### **RETURNING CAMPDOG USERS**

Log on to [app.campdoc.com](http://app.campdoc.com) and update any information on your camper's profile. Your 2020 camp sessions should show in CampDoc within two weeks of registering for camp. Any additional waivers will appear in your profile after you camp session is confirmed in CampDoc.

Please use a valid email address when registering your camper for her camp session. The email you register with will be the email we use for CampDoc.com and for any reminders or updates about your camper's session.

If you have not received a welcome email with-in a month from registering, please contact the Customer Care Team at [customercare@gsw.org](mailto:customercare@gsw.org) or 888.350.5090.

### **Check-in Procedures**

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**Monday Check-in:** On Monday morning, check-in will be between 8:00–9:00 a.m. Please plan to spend about 15 minutes checking your camper into camp. At this time, we will collect and all prescription/OTC medications that need to be distributed.

**Tuesday–Friday Check-in:** Check-in is drive through style from 8:30–9:00 a.m. A staff member will greet you on the driver side of your vehicle to check in your camper. For the most efficient drop off please stay in your car and have your camper exit from the passenger side door, a check-in assistant will be there to assist if needed.

Pets are not allowed out of vehicles.

### **Checkout Procedures**

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The checkout procedures are for your safety and the safety of the campers. Please review carefully so you are prepared. **You must bring a photo ID to pick up your camper each day.** Pets are not allowed out of vehicles.

**Afternoon Checkout:** is drive through style from 4:00–5:00 p.m. in the parking lot. Each day a staff member will greet you at the driver's side to verify that the adult picking up your camper has permission to do so. The staff will check the transportation release and the adults' photo ID. Once identification has been checked and the camper has been signed out a staff member will bring your camper to the passenger side of your vehicle and help her in if needed.

**Early Pickup:** If you need to pick up your camper early please notify us in advance by handing in a signed note to a staff member during check-in. You will pick your camper up at the camp office (little brown building on the right as you drive into camp).

## Bus Transportation Procedures

Campers who have registered for transportation to and from camp will receive location specific bus stop maps and information two weeks before their session begins. Please arrive at the pickup location at least 10 minutes before the scheduled time. Caregivers are required to supervise their children while at the bus stop.

If we do not meet the minimum number of girls required to provide bus transportation we may arrange van transportation. You will be notified as early as possible of any transportation changes.

Dates	Jun. 15-19	Jun. 22-26	Jun.29-Jul. 3	Jul. 6-10	Jul.13-17	Jul.20-24	Jul. 27-31	Aug. 3-7
Pickup Location	Butler Tech - Liberty Township Campus	Eastgate Mall	Westwood United Methodist	Queen City Kroger	Northgate Mall	Eastgate Mall	Queen City Kroger	Northgate Mall
Address	5140 Princeton Glendale Rd, Liberty Township, OH 45011	4601 Eastgate Blvd. Cincinnati, OH 45245	3460 Epworth Ave, Cincinnati, OH 45211	4777 Kenard Ave. Cincinnati, OH 45232	9501 Coleraine Ave. Cincinnati, OH 45251	4601 Eastgate Blvd. Cincinnati, OH 45245	4777 Kenard Ave. Cincinnati, OH 45232	9501 Coleraine Ave. Cincinnati, OH 45251
Morning Drop-off Time	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.
Evening Pickup Time	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.

**Monday Check-in:** Campers must check in between 7:30–8:00 a.m. at the pickup location so that paperwork can be reviewed by camp staff.

**Tuesday - Friday Check-in:** The bus will depart on time as scheduled (at 8:00 a.m.) every morning. Campers who miss the bus, are welcome to come to camp with alternative transportation and ride the bus back home.

**Bus Checkout:** At the pickup location, a staff member will verify the adult picking up your camper has permission to do so. The staff will check the transportation release information (provided in the Camp Health Form) and the adults’ photo ID. Once identification has been checked and the camper has been signed out the camper will be able to leave.

**Bus Transportation Notification:** In case of emergency, staff members accompanying your children on the bus carry cell phones as well as emergency contact information for each child. Staff will notify parents/caregivers in case of an emergency or changes that would affect pick-up and drop-off times or locations. For safety campers will be expected to abide by the following rules:

- Listen to camp staff directions

- Keep hands, legs and objects to yourself
- Keep all conversations to a normal speaking level
- Obey the Camper Code of Conduct

If an emergency related to transportation arises during camp, please call Customer care at 888.350.5090 extension 622 and we will notify the bus staff.

## **What Campers Should Bring Each Day**

- Sack lunch and drink (**no Peanut Butter** )
- Wear closed-toe shoes (gym shoes, no sandals)
- Rain gear (no umbrellas please; raincoats or jackets with hoods are necessary.)
- Sunscreen
- Bugspray
- Hat (optional)
- Water bottle (with strap)
- Swimsuit
- Towel

The above items should be labeled with your camper's name and packed in a backpack or tote bag that your camper can carry.

Campers might do nature activities in the creek or need special supplies—we will send a notice home the first day of camp informing parents of special items needed during the week.

## **Campers May Not Bring or Wear:**

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| <ul style="list-style-type: none"> <li>➤ Sandals or shoes that are open in the front or back (this includes sport sandals such as Teva's, or Nike's and clogs/Crocs)</li> <li>➤ Halter or tube tops</li> <li>➤ Radios, MP3 players, iPods or Tablets</li> <li>➤ Cell phones</li> <li>➤ Electronic games (i.e., Nintendo DS)</li> <li>➤ Two-way radios</li> </ul> | <ul style="list-style-type: none"> <li>➤ Bottles/glass containers/aerosol cans</li> <li>➤ Gum or candy</li> <li>➤ Alcohol or drugs</li> <li>➤ Personal sports equipment</li> <li>➤ Animals – including pets during check-in or check-out</li> <li>➤ Weapons of any kind</li> </ul> |
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## **No Cell Phone Policy**

Camp Butterworth will continue our tradition of having a '**no cell phone**' policy for campers. We strongly believe that it is important for campers to disconnect and experience camp without any additional distractions. This is a time for your camper to experience a world beyond home; allowing them the opportunity to develop autonomy, independence, and a stronger sense of self.

**If your camper is found with a cell phone, it will be confiscated and returned to you at check-out.**

## Absent Campers

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If your camper will not be at camp, please call or email us at the number below. We do not make calls to confirm absences of campers dropped off at camp. Bus staff will call to confirm absences at the bus stop before the bus leaves for camp.

Phone: 888.350.5090

Email address (June -1<sup>st</sup> week of August): [campbutterworth@gsw.org](mailto:campbutterworth@gsw.org)

## Program Schedule

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Campers are placed in small groups called “Units” according to grade levels, with counselors and junior instructors, who help them plan activities for the week. Campers will complete the activities included in the description of the session they registered for. Day-to-day activities will vary; campers will play games, sing songs, do arts and crafts, nature activities, swim and much more.

Brownies and older will participate in the climbing wall and Juniors and over will also participate in archery.

Camp is held rain or shine, so please have your child dress appropriately for the weather.

## Severe Weather Procedures

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The camp program continues on rainy days. Be sure to bring a hooded raincoat or jacket (even if it is sunny in the morning, the weather can change rapidly). In the event of a sudden severe storm, the girls will be moved into storm shelters at camp.

During severe weather, we will not be answering the telephone. Our first concerns are the campers and their safety. If you call and do not get an answer, please do not get into your car and drive to camp! Do not put yourself at risk. Leave a message and we will call you back as soon as we can.

## Medication

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If your child takes medication during the day, please send the medication in its original container that includes her name, physician’s name and dosage information. During check in please let us know if this a medication that needs to be returned each day or can stay locked in the camp’s medical cabinet overnight.

All medications brought to camp must:

- Be listed on the medication section of your camper’s CampDoc profile.
- Arrive at camp in original containers with the original pharmaceutical label. **Medications not brought in their original bottle will not be accepted.** This is per Ohio State Law.
- Be given to camp staff at check-in. This includes MiraLAX (or similar) and other over the counter medications.

**IMPORTANT:** We can only administer medications based on the instructions listed on the pharmaceutical label. Please ensure you send medications in a bottle with the most up to date instructions.

## **Epi-pens, inhalers, and insulin**

If your camper requires a self-injection, such as an EpiPen or insulin, they must be prepared with the proper injector kit and be trained to use it.

Camper emergency medication will be kept with their counselor in their first aid kit. The first aid kit goes wherever the campers go, so the emergency medication is always with your camper if needed.

## **Over the Counter Medication**

The camp health center is stocked with basic over-the-counter medications such as stomach medicines, ibuprofen, acetaminophen, calamine lotion, etc. Unless your camper takes an over the counter medication daily, please do not send any of these. A complete list of medications we stock can be found in CampDoc.

We will only administer these medicines if you have authorized us to do so through CampDoc. Please make sure to click yes or no for each medication. We will only administer medications based on the directions listed on each medications label for your campers age or weight.

If your camper needs to take a higher dose than recommended; this will need to be prescribed by a doctor.

## **Health Care**

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Our goal is to provide a safe, healthy environment. All of our staff is First Aid/CPR certified and our camp healthcare provider (a local doctor) is on call daily. We use the emergency services at the Rivers Bend Urgent Care in Maineville, OH or Bethesda North Hospital in Cincinnati, OH. You will be notified via phone of any illness or injury that requires your camper to spend a significant amount of time in the health center, requires over the counter medication, or is transported off site for medical care.

## **Special Needs**

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The Girl Scouts want all girls to have the opportunity for a great camp experience. We will do our best to accommodate the special needs of Girl Scout campers. Campers with special needs can have a positive camp experience if the caregiver communicates with the camp administrator and their staff prior to camp. If your camper has any special physical, emotional, or medical needs, please contact the camp director by calling 888.350.5090 and ask to speak with Butterworth's camp director.

## **Camper Behavior**

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Our staff works hard to help every child feel safe and have a positive experience. We cannot, however, allow an individual's behavior to compromise the positive experience of the group. We will make every effort to work with you and the camper to correct the behavior. However, a child who runs away, physically or verbally abuses campers or staff will be asked to leave. If you have any concerns about your child's behavior, please call and help us help your camper succeed.

## **Optional Overnight**

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As part of our progressive summer camp opportunities, we offer an optional overnight camping experience. This is a great way to prepare girls for overnight camping in the future. The additional fee covers the overnight staff coverage, lodging, two meals, and an evening snack. Campers staying overnight will need to pack a lunch for Friday (we will refrigerate it). Girl Scout Daisies and Brownies will stay in a building unit, while Girl Scout Juniors and Cadettes will stay out in tent units.

Sometimes spots are still available for the overnight the week of camp. If this is the case please call our registration specialist, Debbie Santel, at 513-619-1397 to register for the overnight. We are no longer able to accept paper registrations at camp. We will not take registrations past Wednesday at 5:30pm for planning purposes.

### **What to Pack for the Optional Overnight**

- Friday's sack lunch and drink
- Sleeping bag
- One pillow
- Fitted sheet for twin mattress
- Extra blanket for chilly evenings
- Appropriate pajamas
- Flashlight
- Optional: Small stuffed toy
- Toiletries (toothbrush, toothpaste, hairbrush and other items)
- Clean clothes for Friday (short sleeved shirt, pants/shorts, underwear, socks, sweatshirt for chilly mornings)
- Campers still need all items for their day camp experience (see page two)

### **What Not To Pack Overnight**

- Any items prohibited (see list on previous page)
- Bath towels (campers will not need them)
- Large stuffed animal

### **Lost and Found**

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Our staff makes every effort to help your camper keep up with his or her belongings. **Please use a permanent marker to label all items sent to camp.** Lost and Found is collected daily and shown to campers. Girl Scouts of Western Ohio is not responsible for any items left at camp. We will not mail items left at camp. Any lost and found items not picked up by August 15<sup>th</sup> will be donated to charity.

### **Badges and Recognitions**

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- Most camp program opportunities are based on a number of Girl Scout badges and Journey activities.
- The camp program uses these recognition requirements as a basis for planning, but it is not solely driven by these requirements.
- You will receive a list of the steps your camper completed for badges in your check-out packet.

### **Camp Butterworth Address , Phone and Email Address**

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Camp Butterworth  
8551 Butterworth Road  
Maineville, OH 45039

**Phone:** 888.350.5090, ( extention 622 for outside normal camp hours during summer sessions)

**Email:** [campbutterworth@gsw.org](mailto:campbutterworth@gsw.org) ( during June – August 7)

### **Questions?**

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If you have any questions regarding the program, please call 888.350.5090 for more information.

Questions regarding specific program activities being offered cannot be answered as the campers in each unit will help plan their week on the first day of camp.

**We Look Forward To Seeing You At Camp Butterworth Day Camp!**