



2024 Day Camp Parent/Guardian Information Packet

Dear Camper and Parents/Caregivers,

We are happy to confirm your Girl Scout's registration for Day Camp at the Hacienda Program Center. We are extremely excited to embark on this adventure together this summer; it will be a blast!

Please read the following information carefully, even if your child has been to camp before. This packet holds important information for a great camp experience.

Each of our day camps offers a group of distinct activities that will challenge every Girl Scout to bring out their inner creativity and personality. Camp is a place for Girl Scouts of all ages to let loose and be themselves. You will be impressed with how your child will improve their self-esteem and develop leadership skills all while having the experience of a lifetime. Campers will take part in archery, swimming, and other traditional camp activities - and of course, make new friends!

STAFF

Our camp staff are thrilled to be back with some returners and some incredible new additions! We work and train as a team to provide campers with fun, safe, and enriching programs. Staff members attend a pre-camp training which includes safety management, child development, CPR and First Aid, and mental health awareness, diversity equity and inclusion training, group management and program leadership. Our staff is dynamic, energetic, and eager to provide your Girl Scout with a summer full of adventure.

TRANSPORTATION

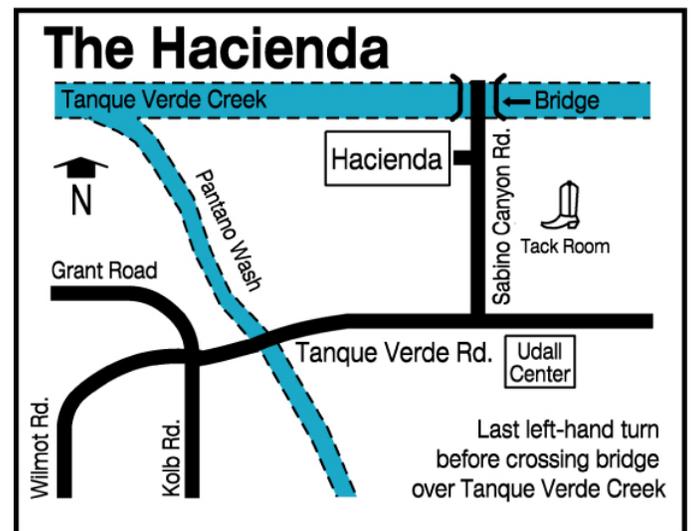
You are responsible for your camper's transportation to and from the Hacienda Program Center each day. The Hacienda is located at **3101 N. Sabino Canyon Road, Tucson, AZ, 85715**. A map is provided here for your convenience.

COVID-19 POLICY

Our goal is always to provide a safe camp experience for all. We need your help to ensure that Covid-19 stays out of camp this summer. We ask all families to do their best to avoid exposure prior to camp.

If any camper or staff tests positive for Covid-19 during camp, we will immediately isolate the camper and contact the caregiver for immediate pick up. That child or staff may not return to camp for five days after the positive test and must be asymptomatic. Furthermore they must wear a mask around others for an additional 5 days. Unfortunately, we are no longer able to process refunds due to Covid-19 when a camper becomes unwell during a session. For campers who test positive prior to camp, we will do our best to find space in a later session, but are unable to provide refunds less than 14 days prior to sessions.

We ask that you help us by not sending you camper to camp if they are feeling unwell.





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A TYPICAL DAY

- 8:00am Drop-Off
- 8:30am Flag Ceremony and morning announcements
- 9:00am First activities – for some, this will be archery or slingshots
- 10:15am Snack
- 10:30am Second activities
- 12:00pm Lunch
- 12:30pm HOT (Hour of Tranquility, rest time)
- 1:00pm – 2:45pm Swim time, including changing times
- 2:45pm Snack
- 3:00pm Third Activities
- 4:00pm Kapers (cleanup) and Reflection
- 4:30pm Pick-Up

UNITS

Campers will be divided into units or groups based on their ages. Our youngest Girl Scouts will be in the Ringtails unit, our middle-aged Girl Scouts will be in the Jackrabbits unit, and our oldest Girl Scouts will be in the Bobcats unit. Due to varying age ranges, returning campers may be in different units during different weeks of camp, though their overall camp experience should not be impacted. Program Aides will be in their own “roaming” unit, meeting in the morning together and spending the rest of the day split amongst the other units.

CAMP FORMS

Camp health forms are to be completed through your UltraCamp account. For those returning to camp, this will look different from previous years, as we have transitioned away from our previous provider, CampDoc. This camp season, we will be collecting health information through UltraCamp, a secure and more accessible platform that will help us ensure the best care for your camper. If there are any missing or incomplete forms or documents on a camper’s UltraCamp profile, we will be unable to welcome them into camp.

In the emailed receipt for your registration and initial payment for camp, please direct your attention to the highlighted portions. In this text you should find a link to UltraCamp, prompting you to create an account and enroll your camper (or campers) in a session of camp. You will need to visit each individual link for each registered person for each session of camp. Please ensure the correct names are enrolled in each camp session, and that the information provided for your camper(s) is thorough and accurate. If your camper(s) enrolls in multiple sessions of camp, you will NOT need to fill out the same forms again.

1	Juliette Gordon Low	CWP: Offsite Overnight	\$325.00	\$325.00
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Total: \$325.00

Balance: \$325.00

Payment Schedule:

Date	Description	Details
6/16/2024		\$275.00 is due.

Cancellation Policy:

All deposits are non-refundable. Refunds will only be given if a cancellation is received at least 30 days prior to the camp session.

Please direct all inquiries to:

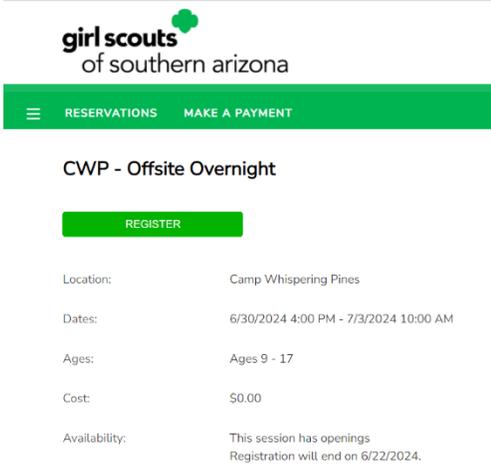
Customer Care
Girl Scouts of Southern Arizona
4300 E. Broadway Blvd
Tucson, AZ 85711
520-327-2288
cmartin@girlscoutsoaz.org

Additional Information:

Thank you for registering for CWP: Offsite Overnight Thank you for registering for camp this summer. We're so excited to see you! To gather all campers' information, we require all caregivers to create an account using the link below. If you have any questions, please reach out to us at customercare@girlscoutsoaz.org so we can direct your question to the proper staff member. Copy and paste this link in your browser: <http://www.ultracamp.com/info/sessiondetail.aspx?IdCamp=1383&campCode=gss&idSession=461468> Thank you for registering for camp with the Girl Scouts of Southern Arizona! CWP: Offsite Overnight 6/30/24-7/03/24 Camp Whisper Pines E Organization Ridge Rd, Mt Lemmon, AZ 85619

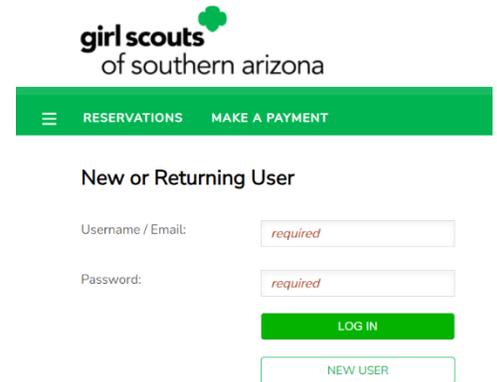
To Manage your Recurring Payments:

NAVIGATING ULTRACAMP



1. For every session of camp that is purchased, you will be provided a link to Ultra Camp. These links will allow you to provide the necessary health information for each participant prior to the start of camp. Find the links in the highlighted sections of your DoubleKnot receipt.

2. When you copy and paste the link, you should find a page that looks like this ←
Click the “REGISTER” button to get started. You will be redirected to a login page that looks like this →



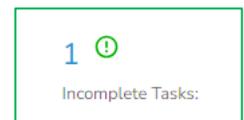
Select “NEW USER” to make an account – you will be the holder of the account and responsible for adding other members of your household (if they will be attending camp). Provide the requested information, then ADD INDIVIDUAL(S) to your account. Every person in your household (including adults) who is attending camp must be added as an individual in your account.

3. When you have added all members of your household, you can continue with your reservation of the camp session. Select the individual who is attending that session, and fill out the forms that follow, including their medications, if applicable. If you need to leave the website and come back, be sure to save your progress and return to the site later. You can access the site by using the same link you copied earlier, and signing back in.
 - a. If you have multiple people attending the same session of camp, copy and paste the link from the receipt again and follow the same steps for the other person(s). You should NOT need to fill out the forms all over again, simply confirm that the information you have already put is correct.
 - b. When you have completed the forms for your camper, congratulations, they’re ready for that session of camp! To make sure your reservations are accurate, you can select “RESERVATIONS” to see all of the sessions that members in your account are signed up for →



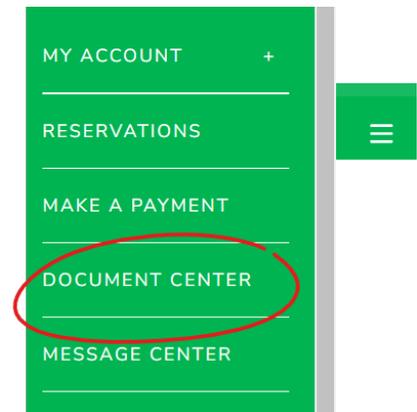
If there appears to be a discrepancy between the camps that were paid for and the camps that are listed, please look back at your DoubleKnot receipts to ensure all the UltraCamp links were used. If there is a discrepancy or the wrong individual was placed into a certain camp, please contact Sequoia Smith at ssmith@girlscoutssoaz.org with the details of the issue.

4. If you have incomplete forms or tasks for an individual or individuals in your account, there will be a notice at the top of your account profile: – click on “tasks” to complete the necessary forms. These forms MUST be completed before the start of camp – if they are not, we will not be able to welcome that person to camp. You can also



visit the “DOCUMENT CENTER” on your account to see which forms are incomplete. You will receive emails from camp staff letting you know if you have incomplete forms or missing documents.

5. For some camp sessions, we require that a recent physical be uploaded in their “documents” page on Ultra Camp. In your account, select the “DOCUMENT CENTER” on the left → Then, click the button that states, “If a member of your account is attending a camp that requires the upload of a recent physical, click here” and follow the proceeding instructions.



ONLY the following camps require a physical to be uploaded:

- Camp Fury
- CWP: Camp Rock
- CWP: CIT
- CWP: Welcome to Wonderland
- CWP: Camp Sampler
- Operation Purple Shirt
- CWP: CIT II
- CWP: The Great Games
- CWP: Offsite Overnight
- Day Camp Overnight: Holidazzle
- CWP: Nature Quest

Document Center

Below are a list of available documents. Background checks are not available at this time.

IF A MEMBER OF YOUR ACCOUNT IS ATTENDING A CAMP THAT REQUIRES THE UPLOAD OF A RECENT PHYSICAL, CLICK HERE

- ULTRACAMP FAQ's

- Payments through UltraCamp?
 - Payments will NOT be processed through UltraCamp, and any balances that may be visible in UltraCamp are to be ignored and may not reflect that account's actual balance. To check your current balance, login to your DoubleKnot account.
- Background checks?
 - Background checks are not necessary nor currently available through UltraCamp.
- Camp Store?
 - The camp store on UltraCamp is currently unavailable, however most camps will have a trading post open at a certain time during each session.
- Photo Gallery?
 - As camps commence, GSSOAZ will be uploading photos from camp onto UltraCamp. The password to access these photos will be sent to the UltraCamp account holder in an email that will be sent a week before and the day before the start of that camp session. You will only be able to view photos from the sessions that members of your account have registered for.

If you encounter problems or difficulty while navigating UltraCamp, please contact Customer Care at customercare@girlscoutsssoaz.org or dial (520) 327-2288 during business hours and be ready with your email address and camper's information.

The information you provide by filling out the profile(s) and forms in their entirety gives us the tools to be able to respond to your child's individual needs. Some caregivers hesitate to provide us with personal information about their camper's behavior. They may be concerned that the information will be misused or cause a camper to be singled out or treated differently. We understand these concerns, but please know how invaluable such information can be in assisting us to help your camper make a smooth and happy adjustment to camp. Having prior knowledge about a sleeping disorder, learning difficulty, ADHD, recent loss, or major life change makes a tremendous difference in enabling us to be sensitive to your camper's need for extra patience, understanding, or reassurance, especially in the first days of camp. Information is reviewed by only those staff members who will work directly with your camper. Otherwise, all information is kept strictly confidential.

CHECK-IN

Each morning you will need to check your camper in at the Hacienda Program Center drive through circle **no earlier** than **8:00 am. Check in runs from 8am-8:30am.** This drop-off loop is located south of the Grand Ramada (building 3 on the map provided later in this packet). Adults will be asked to stay in their vehicles during check-in and check-out. If you have any special concerns about your camper that you would like the staff to be aware of, please plan to arrive at 8am on Monday to discuss them. Girl Scouts must be dropped off by 8:30 am.

CHECK-OUT

A photo ID is required at our drive through check-out each day in order to ensure that staff are sending campers home with the appropriate adult. Any adults who have been authorized to pick up your child must be listed on your camper's UltraCamp profile to be able to pick up your camper. Check-out starts at 4:30 pm. Campers must be picked up no later than **5:00 pm.** **Please note: camp operates Monday - Friday 8:00 am to 5:00 pm.**

FOOD

Please pack a sack lunch and a labeled reusable water bottle for your camper each day. Girl Scouts will be very active, so please pack a hearty and healthy lunch. Please note that sack lunches will not be refrigerated or have a microwave available. We do provide two snacks daily. **Due to allergies, we are a nut-free zone; no nuts of any variety are permitted within the facility.** Any food containing nuts that is brought to camp will be confiscated. If your camper has any food allergies, please identify them as soon as possible on their UltraCamp profile.

MEDICATIONS

If prescribed medications are needed, please turn them into the camp staff at check-in. Medications must be in their original prescription container which lists patient's name, medication, dosage, doctor's name and phone number. We will not dispense prescription medication unless the camper is under current doctor's orders to take the medication. **Please ensure all medications are listed on the camper's UltraCamp profile.**

All over-the-counter medications must also be turned over to the staff at check-in, including vitamins. The camp office keeps a sufficient supply of most over-the-counter medications. Pain relievers, cough and sore throat medication, and eye drops are all part of our inventory and are available, as needed. Please do not send over-the-counter medications unless your camper takes them on a routine basis.

We recommend beginning a subscription to PillPack or a similar service through your camper's pharmacy. These services consolidate all daily medications into one package that indicates the camper's name, the included medications and their quantities, as well as when they are to be taken. In place of prescription containers, PillPacks can be brought in by caregivers and administered by camp staff to their campers.

If you have any special instructions regarding medications or medical situations for your camper, please let a staff member know at check-in time. Please remember to pick up your Girl Scout's prescription and non-prescription medications at check-out on Friday.

SWAG- NEW Offerings This Year!

For campers that register and pay in full for 2 full weeks of overnight or day camps, they will receive a custom Nalgene water bottle during their second week of camp. For campers that register and pay in full for 3 full weeks of overnight or day camps, they will also receive a custom camp sling bag during their third week!

REFUND POLICY

Please note that your camp balance is due at least 14 days prior to the start of the camp session. Refunds of camp fees (less your deposit) are only available when requested in writing at the council office, at least two weeks before the session begins. Refunds do not include the deposit; deposits are neither refundable nor transferable. Every effort will be made to place your Girl Scout in another camp if they cannot attend their scheduled program due to illness (doctor's statement required) or family emergency.

EMERGENCY CONTACT

If an emergency arises and your family needs to get a message to your Girl Scout while they are at camp, you may call (520) 319-3180 or email ssmith@girlscoutsoaz.org. We do not allow campers to use the office phone except in emergency situations.

TECHNOLOGY

Cell phones, iPods, handheld electronic games, laptops, etc. are not permitted at camp. It is our hope and desire to "disconnect" campers from personal technology and connect them to their community and environment. If these devices are seen by any staff member, they will be taken and held safely in Casa Catalina for the duration of the day, and returned to the camper at check-out.

WHAT TO BRING TO CAMP DAILY

- Wear comfortable clothes, socks, closed-toe shoes
- Hat
- Sack lunch (**no nuts**, fridge and microwave will not be available)
- Sunscreen (minimum SPF 30)
- Tote bag or knapsack
- Water bottle
- Towel
- Swimsuit

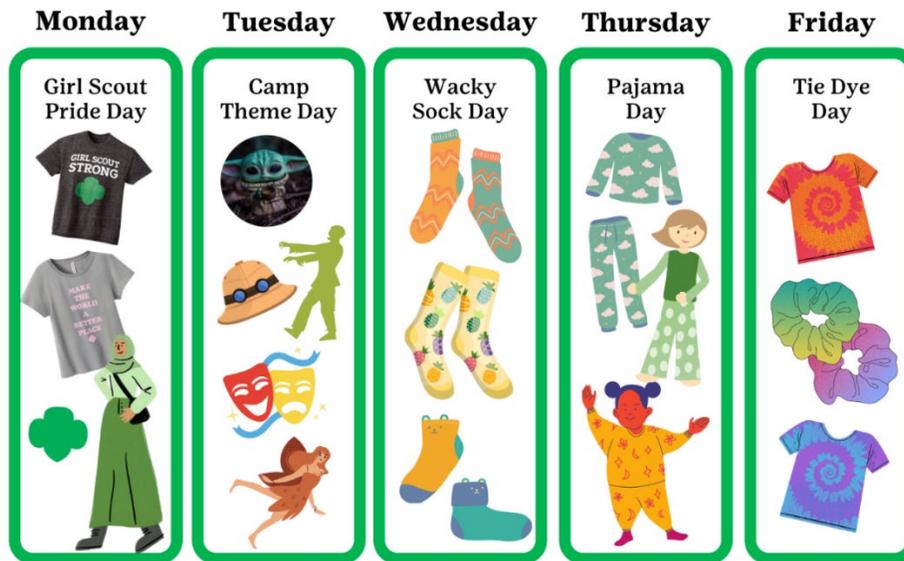
Old, comfortable clothes are the best for camp. We recommended that Girl Scouts do not wear skirts or dresses to camp. Shoes should be sturdy, comfortable and closed toed; **no sandals, Crocs or flip flops**. We recommend that all clothing and belongings be **marked with your camper's name**.

SPIRIT DAYS

Please find the schedule for the camp spirit days below. We encourage all staff and campers to participate.

- Monday | Girl Scout Pride Day – wear your favorite Girl Scout shirt or anything green!
- Tuesday | Theme Day – wear an outfit or accessories that match that week's camp theme!
- Wednesday | Wacky Sock Wednesday
- Thursday | Pajama Day
- Friday | Tie-Dye Day

Daily Camp Themes



POOL TIME

We swim **every day**. Please pack your camper a swimsuit, towel, and sunscreen. Each Monday, a swim test will be conducted. Campers who elect to not take the swim test or do not pass the swim test will wear lifejackets for the duration of the week while swimming. If you own a US Coast Guard approved personal floatation device that your Girl Scout prefers, please send this with them each day.

TRADING POST

The Trading Post will be open once a week for campers to shop. We recommend that campers not keep money with them. Money can be placed in an envelope with the Girl Scout's name and turned in to staff at check-in. These funds will be available for them when they visit the Trading Post. Girl Scouts may also use Cookie Dough earned from participating in the Product Program (cookies) – if an adult would like to limit the amount of Cookie Dough their Girl Scout spends at the Trading Post, they should provide a note in writing to a member of the camp staff during check-in. The Hacienda Day Camp is not responsible for money that is kept with the individual camper and not handed in at check-in.

HACIENDA MAP

Hacienda Program Center



- | | | | |
|-----------------|--------------------|----------------|-----------------|
| 1 Casa Catalina | 4 Restroom | 7 Amphitheater | ★ Parking Zones |
| 2 Courtyard | 5 Pool | 8 Bunkhouses | 9 Slingshots |
| 3 Grand Ramada | Pool Showerhouse | Fire Circle | GaGa Ball Pit |
| Drivable path | 6 Straw Bale House | Ramadas | Pond |

We hope this information will help you prepare your Girl Scout for an exciting time at Day Camp; we look forward to spending the summer together!

Yours in Girl Scouting,

Sequoia (Pixie) Smith
Day Camp Director
Girl Scouts of Southern Arizona
4300 E Broadway Blvd
Tucson, AZ 85711
(520) 319-3180