

## BUCKSKIN COUNCIL

### 2019 DAY / TWILIGHT CAMP

#### Parent Guide



Dear Parents:

It is our pleasure to welcome you to the Buckskin Council Cub Scout Day Camp! Inside you will find a wealth of information about the Cub Scout Day Camp program.

This will serve as an introduction to those new to the program and a refresher for those who are Day Camp veterans.

Our primary goals for the Day Camp experience are:

- To make sure Scouts have fun! This is our most important objective!
- To promote Scouting and the Scout spirit in all our activities.
- To provide a theme that will serve as a binding thread for our program.
- To support rank advancement of our participating Scouts.
- To provide a safe, educational, and entertaining environment for Scouts and their parents

Any problem that arises during camp should be addressed immediately. Please contact the camp director if any problem keeps any youth from getting the most out of his day camp experience. The Buckskin Council, Camp Administration and staff are here to help our youth have a good experience during camp. Please advise us of any concerns you have and don't be afraid to ask if you have special requests. Usually special needs can be accommodated; however, sometimes policies and program time can restrict some of your requests. The Council Office phone number is (304) 340-3663.

Cub Scout Day Camp Staff are all volunteers!

**EACH PACK IS REQUIRED TO PROVIDE LEADERSHIP TO CAMP!** Please work with your other adults to ensure your pack is sending:

Tiger Cubs (entering 1<sup>st</sup> grade in Sept) - each must attend with an adult parent or guardian

1 to 4 youth – requires at least 1 adult

5 to 10 youth – requires at least 2 adults

Over 10 youth – requires 2 adults plus 1 additional adult for every 5 youth

The adults attending with the Tiger Cubs do NOT count towards your required leadership as they will be solely helping with their Tiger. Adults volunteering do not have to be den leaders, and may be parents, relatives, neighbors, or other responsible adults. Training will be provided!

We look forward to seeing you at Camp!

Yours in Scouting,

*Debra King*

Council Cub Scout Camping Chair

*Joseph Testerman*

Cub Scout Camping Staff Advisor

## Who is eligible to attend?

**Cub Scouts** age 6 to 11, or youth entering the first through fifth grades.

Bringing friends to camp is an excellent way to introduce them to the excitement of Cub Scouting. However, to attend any of the summer camps, a youth, who is of Cub Scout age, must be registered and paid as a member of the Boy Scouts of America prior to the start of camp.

Tiger Cubs (**age 6 or entering first grade in August**) must be accompanied by an adult partner to attend Day Camp. Partner must be at least 18 years old and will participate with the Tiger Cub in all activities.

**Girl Scouts** may attend using the same requirements as the Cub Scouts and Tiger Cubs.

**Siblings or other non-scouting youth** may attend ONLY if the parent is a volunteer at camp. They must register and pay the registration fee.

## What about Cub Scouts or Adults with special needs?

Day Camp has been designed to include ALL Cub Scouts and Scout Volunteers and parents who would like to participate. If your participant has special needs please contact us and we will make the necessary arrangements to ensure everyone has fun!

<b>COST</b>	<b>More than 30 Days</b> prior to your camp start date	\$55 per youth
	<b>Less than 30 Days</b> prior to your camp start date	\$75 per youth

A \$10 discount is available if you register siblings or one scout attends more than one camp.

Please register online at <http://www.buckskin.org/Events/Cub-Day-Camp-2019>

Once registrations have been submitted and are complete, the applicant will receive a confirmation email. There will be additional information available on the council website. Please ensure you register them for their new rank (in August will be entering 1<sup>st</sup> grade – Tiger, 2<sup>nd</sup> – Wolf, 3<sup>rd</sup> – Bear, 4<sup>th</sup> - Webelos)

## Refund Policy

Because most of the camp fees are actually spent before youth arrives at camp; refunds can only be made in case of death of a family member, major sickness and/or injury, or family/military transfer. Reasons such as vacation, summer school and last minute changes of mind are NOT acceptable for refunds. A written refund request (including a physician's note for illness or injury) from the parent/guardian must be received not later than August 31, 2019.

We do allow the transfer of the fee to another day camp or another youth who has not paid. You must notify the council office of intent to transfer and if transferring the fee to another youth it is the responsibility of the family to collect the fee from the family of the Scout receiving the transfer.

## DEN LEADER INFORMATION:

A Day Camp Den is 6-12 boys going into the 1st - 3rd grades (Cub Den) or the 4th or 5th grades (Webelos Den). Each Day Camp Den must have one Den Leader for every 5-6 boys and one Den Leader to provide two-deep leadership. One Den Leader must be at least 21 years old; the other must be at least 14 years old. A 14 year old Boy Scout may serve as the second Den Leader. Leaders do not have to be current den leaders in your pack; however, it is preferable that they be registered (complete a Cub Scout Application). It is required that all leaders, including Den Leaders, have completed the Youth Protection Program which is available On Line

Complete your Youth Protection Training at <http://olc.scouting.org/info/ypt.html>

**\*\*By the way, parents and grandparents make great Den Leaders.**

### **What is Required of a Den Leader?**

The Den Leaders provide supervision and guidance to their day camp dens. These individuals will be responsible for acknowledging the arrival and departure of each Cub Scout throughout the Day Camp day, accompany the dens through all of their stations, and assist station leaders and the boys as needed with the different crafts and activities that are completed. As well as providing and expecting order for the boys in their charge, they are also supposed to have a lot of fun and enjoy the time spent volunteering and improving the lives of these boys.

At the beginning of each day, the Den Leader will check in with Registration and be given a list with the members of their den listed. It is imperative that this list be kept with the Den Leader at all times. The Den Leader will check each Cub Scout in upon his arrival, on the list for their den, and will sign each boy out with the driver designated at registration/check-in for each day, at the end of the evening. Please remember to get a Mobile Telephone number if possible to include with signatures. This list is to be submitted at the end of the day to the Day Camp Program Director. Assist station leaders—serve as an extra pair of hands wherever needed. Have FUN!

It is the responsibility of the den leaders to complete two achievement sheets for each Scout throughout the week. These can be kept in the den book throughout the week. One should be sent home of Friday and one forwarded to the pack coordinator through the camp director.

**We ALWAYS need Den Leaders.** If you can spare a part of a day, a whole day or the entire week – WE NEED YOU! Please let your camp director know as soon as possible for planning purposes.

### **What Do I Need to Know?**

#### **\*\*On the First Day of Day Camp:**

- Arrive early! Day One will require extra time and we check youth in and assign them their den and issue t-shirts, etc. We recommend you arrive at least 30-60 min before your scheduled flag raising.
- Boys are assigned to dens according to the rank you registered them with.
- Please bring your Scouts to the registration table. If you have volunteered to be a den leader or other camp staff, please move to the front of the line.
- Ensure you have a completed health form for everyone who will be in camp. You will need part A and B only. Your health form must be completed with the past 12 months. You may search online for “BSA health form” or find one at [http://www.scouting.org/filestore/HealthSafety/pdf/680-001\\_AB.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf)
- Please do not drop your children at registration and leave. You need to accompany them to the Den Leaders in charge of their den. You will sign them in with these leaders. If a Den leader is not yet present, you must wait until one arrives.
- Ensure you have everything under “what to bring”.
- Be on time to pick up your youth. Parents should wait until the closing ceremony is completed before signing them out with the Den Leader. If you want to hear the announcements for the next day please arrive before closing ceremony begins. If you are going to be late please contact the Camp Director as soon as possible.

## Every Day After The First Day:

- Ensure you have everything under “what to bring”.
- Arrive 15 minutes before flag raising and check in with Den Leader. If a Den leader is not yet present, you must wait until one arrives.
- If youth will be absent please contact the camp director.
- Be on time to pick up your youth. Parents should wait until the closing ceremony is completed before signing them out with the Den Leader. If you want to hear the announcements for the next day please arrive before closing ceremony begins. If you are going to be late please contact the Camp Director as soon as possible.

## What to leave at home: Please use common sense

- ✓ Do not bring knives or other sharp objects or tools, projectiles or anything ignitable which could be viewed as explosive in nature. Yes they may have their whittling chip – NO they may not bring their knife to camp.
- ✓ Electronic toys (Game-boy, PSP, radio) or other electronic items
- ✓ Any other types of toys (including playing or collectible card; ie Pokémon, etc.)
- ✓ Shooting Sports equipment will be provided and can NOT be brought from home.
- ✓ Sandals, thongs and “bare feet”
- ✓ Pets
- ✓ Little brothers or sisters (unless the adult is working at camp and registered as attending)

## What to bring (Please remember to mark all belongings with name!)

- ✓ Camp T-shirt. We will provide you with one on the first day. **Always** wear your camp T-shirt and do not alter the camp T-shirt. You will need to do laundry every night or buy another shirt. The camp T-shirt **MUST** be worn every day.
- ✓ Small back/day pack. – Check and clean out each night.
- ✓ Water Bottle - Please send a water bottle that will last all day and instruct your youth to keep the bottle to refill. The cheaper water bottles don't last so we recommend a reusable one or more sturdy one.
- ✓ Lunch with name on the bag. Pack a good size lunch for your youth in a gallon size ziploc bag. We don't recommend lunch bags as they take up too much room in the ice chest. The ziploc bag allows it to be kept in the ice chest easily without getting wet. Your youth will get hungry and want a snack throughout the day, so please remember to include snack food and a

drink in addition to lunch. They are very active and will be hungrier than normal.

- ✓ Closed Toe/Closed Heel Shoes – Youth AND adults.
- ✓ Non-Aerosol insect repellent
- ✓ Sunscreen
- ✓ Rain gear (a Scout is always prepared!)
- ✓ Swim gear and towel, if water activity is offered.
- ✓ A hat (optional, but recommended)

## **Program Opportunities**

There is a daily camp schedule and dens will rotate to various stations. These stations change day to day and also different camps offer different activities. While stations vary they generally include sports, outdoor skills, crafts, nature, archery, BB Guns, and swimming (if available). Some camps also have special guests for learning and fun. Advancement is not the purpose of camp. While some activities will work for advancement some are just for fun.

### **Archery and BB Guns:**

The first day of BB guns and archery consists of safety and shooting instruction. Please do not talk to the Scouts on the range. Activities will be provided for those Scouts who are awaiting their turn to shoot. Unsafe weather conditions (i.e. rain, high winds, etc.) may cause the range to be shut down. This is the range director's discretion and is beyond our control. Range Directors are BSA trained and have full say over what happens in their range. If you have concerns, please take the staff aside at an appropriate time or consult the program and/or camp director.

Please stay out of the range unless the range officer invites you in and do not talk to Scouts when they are inside the range. Refrain from taking flash photography, and please do not enter the caution tape area. The best thing parents can do is to help keep the boys who are out of the range quiet. Remember, your participation shows your child that you care!!!

### **Achievement Sheets:**

Each camper will have an achievement sheet to track the activities and partial adventures earned at camp.

### **Drop Off (other than day one)**

Parents dropping off should try to arrive no later than 10 minutes before camp starts. That allows time for all Scouts to be at the opening when it starts. Each boy will need to check in and each parent/designated adult sign in their Scout with his Den Leader. They will travel to the Opening Ceremony as a Den.

### **Late Check-In/Early Pick-Up**

If it is necessary for the Scout to arrive late, the parent will check their Scout in at the Registration area. If a parent/designated adult needs to pick up the Scout early, the parent will go to registration and sign the Scout out.

### **Visitors**

To ensure safety every staff member must wear the camp T-shirt or Class A Uniforms. Parents are welcome to visit at any time during the camp. However, they need to check in at Registration, wear their visitor identification, and check out when they leave.

### **Emergency Assembly**

Three (3) long bursts repeated on a horn will be used as an alarm signal. If this signal is heard, everyone will gather immediately at the designated spot and wait for further instructions.

### **Lost Boy**

At the beginning of camp, each camper will be assigned a buddy and instructed to know his buddy's name. As soon as you realize a boy is missing, send a responsible adult to the area where they were last seen. Check with the boy's buddy. If the boy is not located,

immediately inform the Camp Director. The camp will be secured, the staff will conduct a thorough search, and law enforcement will be notified should he still be missing.

### **First Aid/Injuries**

All persons attending camp are required to have a completed registration form with signed health history on file. The forms will be given to the Medical Officer to use in case of emergency.

Report any injury to the camp staff immediately. Any injury that requires first aid should be treated at the first aid station, and the First Aid Staff will decide if further treatment is necessary. We have arrangements with area medical centers to treat any emergency cases. If you need emergency assistance, you should check in at the First Aid Station immediately.

### **Medications at Camp**

If a youth or adult is bringing medication to camp, it should be in the original container and have the person's name and dosage instructions. This is for the safety of both the individual taking medication, and others in the camp, especially young people. Den Leaders should collect any such medications and turn them in to the Day Camp Medical Officer at the start of each day. Den Leaders should send any cub taking medication to the Day Camp Medical Officer with a "Buddy" when it is time for the Scout to take medication. We also require a form be completed with information on how and when to administer the medication. With the exception of Epi-pens/Bee sting kits and asthma inhalers, medications must be turned into the camp and administered only by First Aid Staff.

### **Camper Insurance**

Each BSA registered camper and leader is covered by medical insurance for most injuries or illnesses that happen while at camp. Buckskin Council carries a primary excess insurance policy which means benefits are paid in excess of the benefits paid by any other insurance which the individual may have. This means if your Scout is injured at camp, your personal insurance becomes primary for coverage with the camp insurance picking up any remaining amount. ALL INJURIES MUST BE REPORTED TO THE HEALTH OFFICER TO INSURE PROPER DOCUMENTATION, AND TREATMENT.

### **Discipline**

Cub Scouts are expected to respect themselves and others at all times while at Day Camp. If a Scout's behavior jeopardizes the safety of him or others, or doesn't portray the proper Scouting values, he should be asked to stop. Den Leaders are responsible for maintaining order within the Den. Any and all disciplinary actions will be judged on a case-by-case basis by the Camp Director in consultation with the Council Staff Advisor. Physical fighting may result in immediate third offense. Scouts are not to be insulted, degraded, or demoralized through verbal discipline. Physical discipline is NOT allowed at Day Camp (even with your own Scout). When issues arise, the following guidelines will be followed:

**First Offense:** Warning by Day Walker or Staff Member

**Second Offense:** The Scout will spend one rotation with the Camp Director and will miss that scheduled activity. The activity will NOT be made up. Incident is documented and notification will be given to parent/guardian at the end of the day

**Third Offense:** Immediate notification of parent/guardian. Incident is documented and camper may be sent home and not permitted to return to camp.

## **Camp Rules for Everyone (this includes adults)**

- ❖ Shorts are allowed if they are mid-thigh length or longer.
- ❖ Always wear closed-toe shoes. No flip flops, sandals or bare feet are allowed unless in the swimming area.
- ❖ Per BSA policy, no tobacco use is permitted within sight of a Scout. Please work with the camp director if you need a break
- ❖ If you take any medicine, bring it to the Camp First Aid Station daily, and make sure it stays there until the end of the day
- ❖ Always sign youth in with the den leaders in the morning, and sign out in the evening before youth leave. Do NOT drop them off without signing them in.
- ❖ Camp Staff will not release a boy into the custody of any person except the parent or legal guardians or whose names appear on the camp medical form without written authorization from the parent or legal guardian. If your son is getting a ride home from another parent, including a volunteer staff member we must receive that request in writing.
- ❖ Always stay with your Walking Den
- ❖ The “buddy system” must be used during swimming, restroom breaks, etc. Youth will never go ANYWHERE by themselves.
- ❖ Always walk (do not run)
- ❖ Always stay within the camp area – not in the woods or the water
- ❖ Always throw trash in trash cans (or take it with you)
- ❖ Do NOT throw rocks, climb trees or carry sticks.
- ❖ Youth must follow the Scout Oath and Law. Always remember the Golden Rule and treat others as you would like to be treated.
- ❖ Proper shower room / locker room / bathroom behavior must be followed. No teasing, towel flipping or horse play will be allowed.
- ❖ Cell phone use should be limited to emergencies only. Adults should be interacting with youth not their phones and if youth have phones they should remain in backpacks. Camp will not be responsible for lost or damaged phones or other electronic devices.