

# 2016 Girl Scout Camp



## Overnight Camp Parent Information Packet



Girl Scouts of Southeastern  
New England  
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Warwick, RI 02886  
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800-331-0149  
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# Camp Hoffman - Overnight Camp

WELCOME!

We are happy to welcome you and your camper to Camp Hoffman. We are excited about this summer, and we hope you are too!

There are several important papers you may need to complete:

- Immunization Form\*\*
- Permission Forms for out-of-camp trips (if necessary). \*\*  
*Additional permission forms may be required at check-in.*

\*\*Starred forms must be returned to GSSNE at least 2 weeks prior to your camper's session start date. GSSNE reserves the right to cancel the registration if you fail to return these forms, along with final payment.

**MISSION & PROGRAM** - The Girl Scout program offered at Camp Hoffman is unique in many ways. Girls work in cooperative groups, according to their program choice. With the help of their counselors, girls plan their own activities within a framework, which ensures a well-balanced and fun experience. It is our belief that by allowing girls to make decisions and involving them in the planning, our program is far more creative and memorable.

**AMERICAN CAMP ASSOCIATION** - The American Camp Association is the only independent accrediting organization reviewing camp operations in the United States. ACA's nationally-recognized standards program focuses primarily on the program quality, health and safety aspects of a camp's operation. Camp Hoffman is proud to be accredited by the American Camp Association. Camp Hoffman has voluntarily submitted to this independent appraisal and has earned this mark of distinction.



## CAMP OPEN HOUSE

Camp Hoffman's open house will be Sunday, May 15, 2016 from 2:00- 4:00PM. Please come by to meet some staff members and take a tour!

## WHAT NOT TO BRING

Illegal drugs including alcohol and cigarettes are not allowed. Immediate dismissal from camp will result.

## TRANSPORTATION

Girls in special programs (i.e. surf camp, etc.) may be transported via bus or council vehicle. Safety Guidelines can be found on the National Safety Council website:  
[http://www.nsc.org/news\\_resources/Resources/Documents/School\\_Bus\\_Safety\\_Rules.pdf](http://www.nsc.org/news_resources/Resources/Documents/School_Bus_Safety_Rules.pdf)

## OVERNIGHT CAMP RECOMMENDED EQUIPMENT

The following list of personal equipment is given as a guide to parents and campers. Equipment need not be new. Halter-tops and sandals/open-toed shoes are **not** acceptable camp wear. Clothing with offensive graphics is not allowed.

### EQUIPMENT NEEDED FOR ALL PROGRAMS

#### Apparel

- Pants or jeans
- Socks (pack extra)
- Underwear (pack extra)
- Warm jacket
- Bathing suit (one extra for boating/aquatic programs) packed in day pack for swim test 1st day
- Water shoes or crocs to walk to and from waterfront (no flip flops)
- “Greenies”- White shirt (s) and khaki or green shorts/ pants for dinner meals - daily**
- Lightweight day pack
- 2 pr. sneakers or tie shoes
- Pajamas
- Sweater or sweatshirt
- Shorts
- Shirts
- Raincoat/hat/boots/Poncho
- Hat for sun protection

#### Bedding

- Sleeping bag and/or
- 2 sheets
- 1 pillow, 2 pillow cases
- Extra sheets or plastic liner for sleeping bag if subject to bedwetting

#### Miscellaneous Items

- Toothbrush
- Soap and container
- Deodorant
- Face cloth
- Bandana
- Mess Kit (boilable bowl, plate, cup)
- Toothpaste
- Towels (2)-1 packed in day pack
- Insect repellent (non-aerosol)
- Laundry bag
- Dunk bag
- Cutlery kit (knife, fork, spoon)
- Personal hygiene supplies
- Flashlight or battery lantern
- Sunscreen
- Canteen or water bottle
- Extra batteries

### ADDITIONAL EQUIPMENT NEEDED FOR SPECIFIC PROGRAMS

#### Adventure Programs: Rangers

- Hiking boots (broken in)
- Sleeping bag
- Backpack (internal and/or external frame)- limited amount may be available to borrow at camp

#### Water Programs: All programs involving canoeing, sailing, kayaking, or aquatics

- Extra bathing suit
- Rain suit or poncho
- 2 pr. sneakers (including an old pair that will get wet)

**NOTE:** Please only bring soft-sided bags or footlockers to camp. The height should measure 14” or less in order to fit under the cot. Please keep in mind: Girls carry their belongings into their tents, so please pack light enough that 1-2 girls can carry their gear!

Please only bring one bag/footlocker as to allow for ample space for all campers. It is also much easier to locate items/luggage that is bright/ light colored and well labeled, so please consider that when packing.

Please label all clothing and equipment with camper’s name.

Please do not bring food, radios, iPods, pagers, cell phones, electronic games, hair dryers, or any type of weapon. If these items are brought to camp, please expect that they will remain in the camp office until the end of the session. Illegal drugs, including alcohol and tobacco products are not allowed. Immediate dismissal from camp will result.

## ABC'S FOR CAMP HOFFMAN

The following information has been compiled in alphabetical order for easy reference. Please read it through so all your questions can be answered.

**ADDRESS** Camper's Name  
Camp Hoffman  
Unit (Unit name is found out on arrival)  
PO Box 359  
West Kingston, RI 02892

**ARRIVAL** - Registration for most sessions is on Sundays from 1:30-3:00 PM. Girls should plan on arriving at the times listed below.

Last name begins with **A-L** - 1:30 PM    Last name begins with **M-Z** - 2:15 PM

**Dates of arrival are as follows:**

Session 1 - Sunday, June 26	Session 4 - Sunday, July 17
Session 2 - Sunday, July 3	Session 5 - Sunday, July 24
Session 3 - Sunday, July 10	Session 6 - Sunday, July 31

Please do not arrive early, as the staff will be meeting and making final preparations for the session. Upon arrival, you will be directed to a parking spot and then to the luggage drop-off area. Next you will proceed to Longhouse for check-in. The check-in process includes: signing of any appropriate release forms (Early Pick-up, etc.), a Health Screening for campers (head and foot check), and Health Card check for parents/guardians. The Health Supervisor is present to check in all medications. A parent/guardian must check in all campers. After check in parents may go to the camp Trading Post to leave money towards a gift card for their campers to purchase items during camp session.

**BADGES** - Badge work is not the focus of our camping programs. However, during the course of your camper's stay at camp, several badge requirements may be completed. Each camper may go home with a Camper Activity Record (CAR) that lists the badges she may have worked on, along with the requirements that have been completed. Girls may receive other awards as a positive memory of their time at camp.

**CAMP BUDDY** - Girls attending Camp Hoffman may request to be placed in the same tent as one friend, providing the following conditions are met:

1. The girls are registered for the same program and session.
2. The girls have each chosen the other as their buddy and indicated this on the registration form.

Every effort will be made to honor camper requests. Requests made other than through the initial registration process, including multiple girls, **cannot** be accommodated.

**CARE PACKAGES** - Meals at camp are well planned, nutritionally sound, and account for allergies campers may have. Please refrain from sending food packages, because food in tents attracts animals and other girls may be allergic. Any food that is brought in or sent to campers will be held at the office or in the staff cabin in a protected container. Parents/guardians may purchase care packages for their campers online.

**CHECKLIST** - The following enclosed items must be returned to the Girl Scout office prior to arrival at camp. If these items are not received at least 2 weeks prior to incoming day, GSSNE reserves the right to cancel the registration.

- Immunization Physical Form signed by physician
- Permission Slips (if applicable)

## ABC'S FOR CAMP HOFFMAN

**DEPARTURE PROCEDURES** - TO PICK THE CAMPER UP. Parents/guardians must be listed on the registration form. ON OUTGOING DAY, THE PERSON PICKING UP THE CAMPER WILL BE REQUIRED TO SHOW PHOTO IDENTIFICATION. There are no exceptions to this policy- even parents and guardians must show ID. This is for your child's protection.

**DEPARTURE TIME** - For information on picking your camper up early, please see the section "EARLY PICK-UP." **5:00 PM Friday afternoon** is the pickup time for all campers. Please do not arrive early, as the camp activities continue until 5:00 PM.

Departure dates for the sessions are as follows:

Session 1 - Tuesday, June 28

Session 2 - Friday, July 8

Session 3 - Friday, July 15

Session 4 - Friday, July 22

Session 5 - Friday, July 29

Session 6 - Friday, August 5

### DIRECTIONS

**From the North:** Take Rte. 95 south to Exit 9 (Rte. 4). Continue south on Rte. 4 to Exit 5-B (Rte. 102 North-Exeter). Continue on Rte 102 to traffic light at the intersection of Rte 2 & 102. Turn left onto Rte 2 South. Follow Rte. 2 to the traffic light at the intersection of Rte 2 & Rte 138. Turn left at this light onto Rte. 138 East. Continue on Rte. 138 to traffic light at Rte. 110 (Ministerial Road). Turn right at the light and follow approximately 1 mile. Camp entrance is on the right.

**From the South:** Take Rte. 1 North to Rte. 110 North. Follow for approximately 5 miles. The camp entrance is on the left just past the pond.

**From the East:** Follow Rte. 138 west through Kingston Village and URI as far as the traffic light at Rte. 110 (Ministerial Road). Turn left at the light onto Rte. 110. Camp entrance is 1 mile down on the right.

**From the West:** Take Rte. 138 East through West Kingston Village. At the traffic light intersection of Rte. 110 & Rte 138, turn right onto Rte. 110 (Ministerial Road). Camp entrance is 1 mile down on the right.

**EARLY PICK UP** - If you need to pick your child up at a time other than the normal departure time, you will need to fill out an Early Release form. This can be done on incoming day right at the registration table. ANYONE PICKING A CHILD UP EARLY WILL NEED TO BE LISTED ON THE CAMP REGISTRATION FORM AND SHOW PROPER PHOTO IDENTIFICATION AT TIME OF RELEASE. There are no exceptions to this policy- even parents and guardians must show ID. This is for your child's protection.

**EQUIPMENT** - A detailed packing list is enclosed. Please remember to pack enough clothes for your camper's camp session. It is helpful to have her pack so that she knows what she is bringing. Everything should be labeled with her name so as to avoid confusion. Don't feel as though you need to buy new clothes for camp. Most of our activities are "hands-on" and may wear on clothing. Please remember to send warm clothes as the nights may get a bit cool. Please pack your camper's swimsuit and towel in a day pack for swim tests the first day.

**FOOD** - Campers will eat most of their meals in the dining hall; buffet or family-style. Meals are prepared by our certified kitchen staff, whom have had many years of experience in preparing nutritious and tasty camp food. **Any allergies or medical conditions that will require a special diet should be noted on the camp registration form.** Every effort will be made to accommodate these special diets. On occasion, campers may prepare their own meals and cook out as a group. Trained staff carefully supervise the cookout

## ABC'S FOR CAMP HOFFMAN

**HEALTH CARE** - Our goal is to provide a safe, healthy environment for all campers and staff. Our Health Supervisor oversees all medical concerns. If the need arises, a local physician is available for consultation. In case of emergency, the closest hospital is South County Hospital in Wakefield. If your child does require medical treatment during camp, the Health Supervisor or Camp Director will notify you immediately. Please notify us at registration of any changes in health status since you completed the health history or if your camper has been exposed to a communicable disease in the last 3 weeks. A child who has recently had a communicable disease must have a physician's release to remain at camp.

Like any other outdoor setting, camp has insects. To protect your camper from mosquitoes, ticks, etc., a non-aerosol insect repellent with less than 20% DEET is recommended. Further preventative steps to follow are to wear a hat and long pants with cuffs tucked in socks when walking in wooded areas. Repellent on camper's clothing may also be useful. Campers should also check themselves daily for ticks.

**HEALTH CARD** - The health form is part of the camp registration and can be found in the 2016 Summer Camp Guide. The health history portion of the card **is completed and returned with your camp registration form. Camp registration will not be accepted without a complete registration form.** A physical examination by a licensed physician or state-approved nurse practitioner is required within 12 months of camp attendance, providing no serious accident or illness has occurred since the last examination. Up-to-date immunizations are also required. **The immunization record and documentation of physical exam with physician's signature MUST be in the council office 2 WEEKS PRIOR to start of camp session. This form is located on our website at [www.gssne.org-parent](http://www.gssne.org-parent) tab/forms.**

### HEALTH SCREENING

Upon arrival, every camper will undergo a Health Screening, which consists of head and foot check. In order to check effectively for head lice, all braids must be taken out, and hair bands, elastics, etc. must be removed. If evidence of head lice is found, we will ask that the child be taken home and treated. She is welcome to return to camp once the treatment has been successful. A foot check will also be performed to check for athlete's foot. If found, this will be treated at camp. Parent/Guardians will also be asked to verify information noted on the health card, and to see the Health Care Supervisor with medications or more specific questions.

**INCOMING DAY BAGGAGE INFO** - Campers will be dropped off by parents/ guardians in the main meadow. Baggage will not arrive in the units until all girls have checked in and incoming is over. Please pack your camper's swimsuit and towel in a day pack for swim tests.

**INCOMING DAY PARENT/GUARDIAN MEETING** - After you have accompanied your camper to the drop off point you are invited to meet the camp director, ask questions, and learn more about the camp season. Meetings are informal and will begin at 2:15 on incoming day on the porch of House By The Side of The Road. Also you may leave or write a note to your camper to be delivered later in the week.

**INSURANCE** - Girl Scout participant Accident & Sickness Insurance agrees to pay benefits for loss resulting from injuries received or sicknesses contracted while the insured is attending Camp Hoffman and participating in approved and supervised Girl Scout activities. Any prescriptions that your child may need will be billed through your insurance after camp.

**LABELS** - All camper clothing should be clearly marked with the camper's name.

**LAUNDRY** - Facilities are not available for campers to wash laundry. Please pack enough clothing to last the entire session. Bedding of campers with special circumstances will be laundered in the camp washing machine. Please alert the staff if you think this will be an issue for your camper.

**LOST AND FOUND** - Personal property of campers will be kept only until August 26<sup>th</sup>. Inquiries about lost and found may be made to the camp office before August 12 (401-783-2367) or to council (401-331-4500 ext. 1419). We will do our best to inform campers of found items that are labeled. GSSNE is not responsible for any lost and misplaced items.

**MAIL** - Please write cheerful notes frequently, particularly at the beginning of the session. We recommend that you write cards or letters and leave them in our camp mailbox on incoming day. Campers receive mail once a day and it is very helpful to get a friendly note from home. The mailing address can be found under- **ADDRESS section.**

## ABC'S FOR CAMP HOFFMAN

**MEDICATION** - Please bring only prescription medication to camp. It must be in its original container, labeled with the camper's name, physician's name and *correct* dosage.

**QUESTIONS** - Registration, payment, or health form please contact Rebecca Reynolds, Camp Hoffman Registrar, at [rreynolds@GSSNE.org](mailto:rreynolds@GSSNE.org), or 401-331-4500 or 800-331-0149, ext 1205.

All other questions, please contact Charlotte Markey, Outdoor Specialist, at [cmarkey@GSSNE.org](mailto:cmarkey@GSSNE.org) or at 401-331-4500 or 800-331-0149, ext. 1419 .

**SPECIAL PROGRAM INFORMATION** - Permission slips will be sent to you if girls are registered for adventure programs. Please double-check packing list for your program.

**STAFF** - Camp Hoffman is staffed by qualified, dedicated individuals who are committed to helping your camper have a wonderful camp experience. The staff come from all over the United States as well as many other countries. All staff undergo an extensive pre-camp orientation period designed to give them the tools necessary to make the camp experience a positive one for every girl. A team of 3-5 unit counselors staffs every unit.

**TELEPHONE** - The camp telephone number is 401-783-2367. It is a camp policy that campers cannot place or receive telephone calls. Please do not promise your camper that she may call home, as this is not possible. However, emergency messages will be delivered. A member of the staff is available to answer the camp phone from 9:00 AM to 5:00 PM while camp is in session. There is also a voice mail system, which is checked regularly. You may be assured that a camp staff member will notify you directly if your camper is having trouble adjusting to camp. **Campers are not allowed to bring personal cell phones to camp.**

**THEME WEEKS** - Just For Fun...

Each session will also feature a "theme" at all camp.

Feel free to bring a hat or other costume piece!

**Session 1:** Hawaiian Luau

**Session 2:** Super Heroes

**Session 3:** Around the World

**Session 4:** Wacky Wardrobe

**Session 5:** Holiday Hullabaloo

**Session 6:** Olympics

**TRADING POST** - The camp store is open during outgoing days for the purchase of items such as T-shirts, sweatshirts, hats and fun camp accessories. Campers will have the opportunity to visit the trading post at least once during their session. On incoming day, parents/guardians will purchase gift cards for their camper to use at the trading post during their stay at camp. On outgoing day the gift cards will be returned to the campers with their balance noted on the envelope. Balances are non-refundable and can only be used at the Council Retail Store and Friendship Shop locations. Campers will not be able to purchase items if their gift card comes to a zero balance during their session.

**VISITORS** - Visitors are welcome to tour the camp on incoming and outgoing days. There are NO visiting days during the sessions.

## **ABC'S FOR CAMP HOFFMAN**

**UNIT PLACEMENT** - The most frequently asked question is “Where will I live?” Unit placements are finalized only a day or two before the session begins and determined by total camp enrollment and numbers in each particular program. You will find out this information upon arrival. All girls live in platform tents that sleep 6. Cots and mattresses are provided. Staff members live in cabins adjacent to the tents in order to give both staff and campers privacy and allow girls to work together and learn cooperative living skills.

**EQUAL OPPORTUNITY** - The Council does not discriminate on the basis of race, color, religion, ethnicity, sex, creed, national origin, age, disability, citizenship, ancestry, or marital status. There shall be no discrimination on the basis of veteran or socioeconomic status, sexual orientation, gender identity or expression, or other characteristics protected by federal, state or local law.