

PREPARING FOR OVERNIGHT CAMP

CAMP OSITO RANCHO

2020 EDITION



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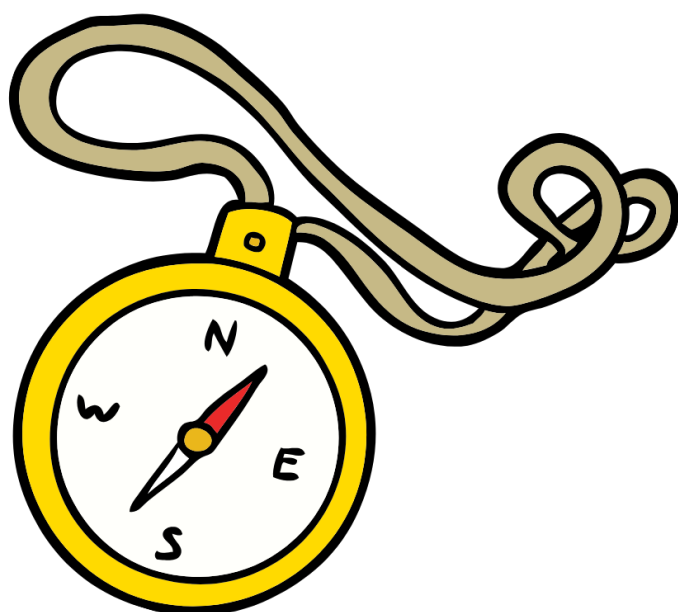
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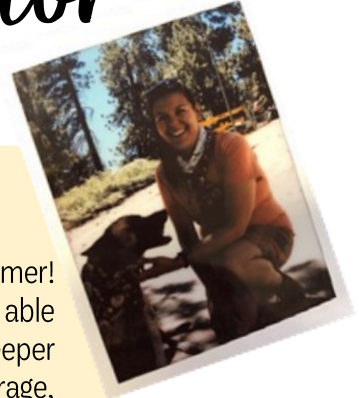
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From Your Camp Director



CAMP OSITO RANCHO FAMILIES,

We are thrilled that your child will be attending Camp Osito Rancho this summer! We strive to create a safe and fun camp environment where campers are able to learn new skills, make new friends, discover new talents, and gain a deeper appreciation for nature. Our camp program is designed to build girls of courage, confidence and character, to make the world a better place.

Within this packet, you will find useful information that will help you and your camper prepare for their camp experience. With our expertise and your support, we can all make sure your camper's experience is a successful one!

Yours in Camping,

Kenita "Hawkeye" Gonzales

ABOUT US

Osito Rancho, our overnight camp located in beautiful Big Bear Lake, offers campers a summer of adventure like no other! With horseback riding, high ropes course, zip lines, archery range, swimming pool and pond—the options are limitless!



Camp Osito Rancho is proud to be accredited by the American Camp Association (ACA). Every 3–5 years, the camp goes through an accreditation process with onsite

visits to evaluate and verify compliance with a set of national standards established by professionals in the camping industry. This is an action we take voluntarily. The standards establish guidelines for needed policies, procedures, and practices in the administration of key aspects for camp safety management.

CONTACT US

We understand that questions may come up from now until the first day of camp. If you have additional questions after reading this guide please reach out!

QUESTIONS ABOUT CAMP PROGRAM, BUDDY REQUESTS, & SPECIAL ACCOMMODATIONS:

kgonzales@girlscoutsla.org

909-567-7019 (cellphone) OR (909) 534-1433 (camp office)

QUESTIONS ABOUT REGISTRATION, PAYMENT, & CANCELLATIONS:

registration@girlscoutsla.org, (626) 677-3600

QUESTIONS REGARDING YOUR CAMPDOC ACCOUNT:

ositoranchohealthforms@girlscoutsla.org



Overnight Camp Checklist

SET UP CAMPDOG PROFILE

MAKE ARRANGEMENTS FOR CAMPER'S HEALTH EXAM

Healthcare provider form must be completed w/ 12 months of the start of camp session

JOIN BAND GROUP FOR BUS SCHEDULE, CAMP THEMES & OTHER UPDATES

START TALKING WITH YOUR CAMPER ABOUT BEING AWAY FROM HOME

FINAL PAYMENT —> DUE 4 WEEKS BEFORE CAMP

CAMPDOC PROFILE —> DUE 2 WEEKS BEFORE CAMP SESSION

REVIEW PACKING LIST (SEE PAGE 13) & LABEL ALL PERSONAL ITEMS

PACK FOR CAMP!

Transportation

RIDING THE BUS

Riding the bus is highly encouraged as it gives campers an opportunity to meet new friends before they even arrive at camp—it is part of the camp experience! Bus transportation (roundtrip) is included in the cost of each session. Buses are chartered motor coaches which are equipped with a restroom, air conditioning, and a DVD player. Water and snacks are provided to make a smooth ride for all campers. All buses are chaperoned by camp staff, who will supervise and assist with camper needs. You can choose from our 4 locations: Inglewood, Long Beach, Woodland Hills, and Arcadia. Please note that camp begins on a SUNDAY and ends on a FRIDAY.

Please review the following safety guidelines with your camper before they board the bus:

- ◆ Remain seated at all times
- ◆ No shouting or yelling while on the bus
- ◆ Hands and all body parts must remain inside the bus
- ◆ If you need anything, please let the Bus Chaperones know
- ◆ Do not disturb the bus driver, follow any instructions from the bus driver and/or camp staff



INDICATION OF TRANSPORTATION METHOD

Transportation is indicated in **CAMPDOC** (see page 14). Once you have made your selection, mode of transportation cannot be changed. Furthermore, we cannot accommodate interchanging methods of transportation. If your camper rides the bus to camp, they must ride the bus home from camp. If you drop your camper off at camp, you must pick your camper up at camp.

SELF-TRANSPORT

You may choose to self-transport* your camper to camp. If you choose this option the drop off and pick up times are indicated below. On arrival/departure days, we cannot accommodate camp tours. Due to the arrival and departure of buses we cannot accommodate early pick-up or drop-off times. Please arrive during the designated times only. Our camp road cannot support two way traffic.

DROP OFF (SUNDAY):
11:30PM–12:30PM

PICK-UP (FRIDAY):
10:30AM–11:30AM



**Bus transportation is highly encouraged as access to Camp Osito is via mountain roads, followed by gravel/dirt roads into camp. Bus transportation helps to reduce the wear and tear on our environment and our camp road.*

LUGGAGE

Due to the minimal storage space on buses, campers are limited to two pieces of luggage. Be sure that all luggage is clearly marked with a tag that includes: Camper's first and last name, full address, and telephone number. No luggage will be loaded without clear identification. Tags will be available at the bus if needed. Use only luggage that can be securely fastened (no garbage bags). See page 13 for packing list.



Check-in & Check-Out

CHECK-IN PROCESS

- ⇒ Refer to the Bus Schedule (posted in Band)
- ⇒ Eat breakfast before checking-in (lunch is served upon arrival at camp)
- ⇒ Check-in with camp staff
- ⇒ Health Screening & Medication Collection
- ⇒ Luggage Drop
- ⇒ Load Bus (do not leave your camper before bus departs)

if you are late/do not make the bus you will have to self-transport your camper to camp. Every effort will be made to have the busses arrive and depart on time; we appreciate your patience in the case of unforeseen delays.

MEDICATION

THE FOLLOWING APPLIES TO ALL MEDICATIONS INCLUDING VITAMINS, INHALERS, EPI-PENS, PRESCRIPTIONS, AND OVER-THE-COUNTER MEDICATIONS SENT TO CAMP:

- ◆ All medications must be listed in CampDoc under medications
- ◆ Administration of and dosing instructions must match prescription labels. If not, a Doctor's note must be provided
- ◆ Medications must be in the original container with the camper's name and bus stop written on the Ziploc bag (*California law states that medications not in the original container cannot be dispensed by the Health Director*)
- ◆ Bring all medications are turned in check-in (do not pack in luggage) and returned at check-out
- ◆ Inhalers and epi-pens may be kept by the camper
- ◆ To avoid delays please ensure your camper's medication list in CampDoc matches the medications you bring to check-in.
- ◆ Any medications brought not listed in CampDoc will require additional paperwork (which must be completed by parent/guardian)

CHECK-OUT PROCESS

- ⇒ Refer to the Bus Schedule (posted in Band)
- ⇒ Wait in the designated line at the Service Center (ETA's posted via Band)
- ⇒ Sign your camper out with camp staff (**YOU MUST PROVIDE A FORM OF ID**)
- ⇒ Collect medications at sign-out
- ⇒ Collect luggage; be sure to ask your camper what luggage to collect—sometimes they pack a separate “dirty clothes” bag outside of their original luggage.
- ⇒ Double check you've got your sleeping bag and pillow!

HEALTH SCREENING

All campers will be screened before boarding the bus to camp or at camp (if self-transport). Please do not leave camp/bus location until the health screening is completed. The screening will include temperature check, head lice checks, as well as athlete's foot check. If live lice or a temperature above 100 degrees is detected, your camper will not be allowed to board the bus or stay in camp if you drive in.

MEDICATION ADMINISTRATION

Over-the-Counter medications are stocked in our Health Center. If you authorize administration (via CampDoc) as needed then you **DO NOT NEED TO SEND THESE OTC's TO CAMP**. The only exception to this is if your camper takes these medications **DAILY**, then you must send with camper, (i.e. camper takes Zyrtec every morning).

For safety reasons, all medications for campers and staff are stored & locked in the Health Center. The Health Director will dispense medications as indicated by the physician's instructions for prescriptions and/or by label instructions for over-the-counter medications.

Health & Wellness

HEALTH CENTER

The counselors, staff and even camper's work together to take a preventative approach to health care at camp. Our Health Director is on site and is responsible for monitoring and administering first aid and routine health care, per Treatment Protocols. All health forms will be reviewed by the Health Director before your camper's arrival to camp. Campers visit the Health Center for a variety of reasons; cuts and bruises, mosquito bites, upset stomachs, homesickness, splinters, and other common ailments. If campers become ill or must remain in the Health Center for an extended period of time, parent/guardian will be notified by Camp administration. In case of a serious accident or illness, parents are notified immediately.

HYGIENE AT CAMP

Please talk with your camper before camp about taking care of their own daily personal hygiene needs. Remind them about brushing their teeth, combing their hair and washing their face every day. Part of the camp experience is helping campers grow their independence, and while camp staff will remind campers to use the restroom, shower, wear clean clothes, and make good food choices, it is ultimately up to the camper to do so.



CAMP KAPERS

Kapers are daily chores completed by all units and are a part of the camp experience. With the help of their unit, campers work together in raising and lowering the flag, setting the tables, cleaning up after mealtimes, sweeping, picking up trash, and wiping down sinks/mirrors in the bathrooms. We all help and do our part to keep camp clean and to model respect for nature and our facilities.



HOMESICKNESS

Our camp staff has extensive experience with homesickness and they will be there for your camper 24/7. If you have a concern let us know before your camper arrives, so our staff can provide the best experience for your camper. Homesickness is normal, and you can help your camper prepare:

- ▶ Encourage independence throughout the year
- ▶ Discuss what camp will be like, such as using a flashlight to find the bathroom
- ▶ Remind your camper that while at camp you won't be able to contact each other via phone
- ▶ Write letters to your campers to be delivered during their stay
- ▶ Believe in her ability to handle her own emotions and have fun at camp
- ▶ Be visibly excited for her, even though you might miss her as much or more
- ▶ Other resources for preparing for camp can be found at ACACAMPS.ORG

CAMPER BEHAVIOR

Our staff members are committed to helping every camper have a complete and positive camp experience. If a camper behaves in a way which compromises Camp Osito Rancho's ability to foster a sense of respect and preserve the dignity of every person at camp (campers & staff), a 3 step behavior practice is in place.

STEP 1: meet with Counselor and Unit Leader

STEP 2: meet with Unit Leader, Camp Director, call home

STEP 3: being sent home*

*exhibits unsuitable behaviors, who endangers themselves or others, who possesses and/or uses alcohol, drugs, cigarettes, weapons, who steals, or other extreme behavior determined to be unacceptable will be sent home immediately. The parent/guardian are responsible for picking them up and no refunds will be issued.

Communication

COMMUNICATION FROM CAMP

Communication from friends and family is important to children away from home. Remember that your camper will not have access to a phone, and the camp phone is for business and emergencies only. If you have an urgent need to talk with your camper, contact the camp office at (909) 5634-1433. All designated emergency contacts should be available while your camper is at camp. Camp staff may call you for the following:

- ▶ Homesickness of your camper that is getting worse, not better.
- ▶ Inappropriate conduct by your camper
- ▶ Illness or injury to your camper that continues for an extended period of time, requires medical attention

outside of camp or requires her to be picked up by the parent/guardian.

BAND APP

Please join the Band App for the session(s) that your camper is attending, listed below. This is our main form of communication to parents/guardians. The Band app will provide up to date information prior and during camp. The Camper Information packet, bus schedule, packing list, and other resources are posted in all Band groups. This group is only open to member with invites. As always, we do our best to get photos throughout the week. Our top priority is making sure your camper is having the best summer camp experience possible! Additionally, some families do not want their camper's photo to be taken or posted online-we absolutely respect their request. Photo permissions are indicated in CampDoc.

SESSION 1 **SESSION 2** **SESSION 3**

SESSION 4 **SESSION 5** **SESSION 6**

SENDING MAIL

VIA BUS CHECK-IN* : During check-in, "mailboxes" will be available to send your letters up to camp. Please write your campers' full name and session along with what day you would like your camper to receive each letter. **preferred method of sending mail.*

MAIL VIA USPS: Mail is delivered and received to the post office daily (Mon-Sat). Campers can place mail in the camp mailbox at any time. Letters can take at least three days to reach camp. We suggest mailing letters one week in advance to ensure delivery. See below for address.

CAMPER'S FULL NAME

CAMP OSITO RANCHO, SESSION #_____

P.O. Box 1509

BIG BEAR LAKE, CA 92315

MAIL BY UPS/FEDEX: Packages* shipped through UPS, FedEx and other similar carriers do not deliver to camp and it is not always possible to check on a daily basis. Although these methods seem like quick options, it's likely your camper won't receive the packages while at camp. See below for address.

CAMPER'S FULL NAME

CAMP OSITO RANCHO, SESSION #_____

40729 VILLAGE DR. #8

BIG BEAR LAKE, CA 92315

Please do not send food care packages to camp. Campers are not allowed to keep food in their tents due to wildlife.

Life at Camp

CAMP STAFF

Our camp staff are enthusiastic, fun, caring, energetic, well-trained, and highly experienced adults who are hired for their desire to work with children in a camp environment. As an American Camp Association Accredited Camp, we train all camp staff on topics including youth supervision, child development, program planning, conflict resolution, First Aid, CPR, and additional certification for specialized program delivery. Camp staff will help all campers feel included and join in with their tent mates and unit. You, as parents and guardians are strongly encouraged to fill in your camper's CampDoc profile with as much detail as possible so they can have the most positive experience at camp. Our camp administrative team may contact you to get more information regarding your camper's specific needs, and address whether the camp can adequately accommodate your camper at camp.

CAMP PROGRAM

At camp we encourage campers to try new activities; while doing so, safety is our number one priority. All our specialized program areas are facilitated by a trained adults. Campers receive a safety orientation prior to participating and are supervised throughout the entire activity. Our high adventure programs, of horseback riding, high ropes course, and zip lines require certain age and

weight restrictions. If there are any activity restrictions for your camper, please note these in CampDoc, in the High-Risk Activity section.

HORSEBACK RIDING: campers in our Saddle Up horse program are guaranteed daily horse time. We do our best to provide a trail ride to campers participating in our traditional camp programming. Campers must weigh under 250lbs and wear proper attire.

ROPES COURSE: campers participating in the High Ropes course must be entering 4th grade and above. Campers participating in the climbing wall must be entering 2nd and above. The ropes course is supervised by a certified Ropes Course Manager and highly trained certified staff.

HIGH ZIP LINE: campers must be entering 8th grade and above and weigh between 80-250lbs.

TWIN ZIP LINE: campers must be entering 2nd grade and above.

SWIMMING: all campers can participate in swimming. Swimmers must complete/pass a swim test prior to free swim.

ARCHERY: all campers can participate in archery.

CANOEING: all campers can participate in canoeing.



Life at Camp

BUDDY REQUESTS

Most campers come to camp without buddies and make new friends along the way. If you are requesting a buddy, please keep in mind a few things.:

- ⇒ Buddy requests are not guaranteed.
- ⇒ Must be mutual
- ⇒ campers must be enrolled in the same program & week of camp
- ⇒ Buddy requests are added in CampDoc in the profile section



CAMP ENVIRONMENT

Camp Osito Rancho is located in natural areas at an elevation of 7,500 feet. Most activities are outdoors; due to the terrain at camp, campers must be able to walk up to a mile up and down hills and on uneven trails. The temperatures range from 60 – 90 degrees during the day and 35 – 60 degrees at night. Rain, hail, and cold weather can be possible along with hot, sunny, beautiful days.

Wildlife is a part of the outdoor experience; which includes coyotes, raccoons, squirrels, chipmunks, mice, snakes, deer, bats, mountain lions and sometimes bears. While at camp, campers will learn about wilderness safety and the specific types of animals that are common to the area. Campers are oriented on: always using the buddy system, respecting animals from a distance, and never feeding them.



TYPICAL CAMP DAY



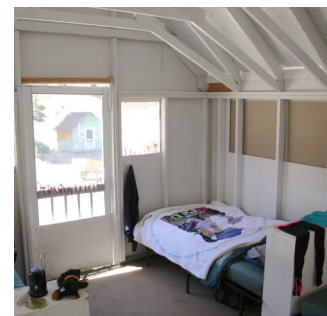
Living Units

Camp is organized into small living units, averaging 4 counselors and 24 campers. Campers are housed in either platform tents, rustic cabins, or cabins with electricity. Tents and cabins are equipped with cot (or bunkbed) with mattress and sleep up to 4 campers. Our Manzanita living unit is comprised of 4 insulated cabins, with electricity. These cabins are comprised of bunkbeds and sleep 8 campers. Located in each unit are restroom facilities, which are equipped with individual stall (hot) showers, flush toilets, and hand washing sinks. Each shower and toilet stall has its own latched door for privacy. Please note as per Girl Scout policy our staff do not sleep in the tents or cabins with the girls, but are housed in their own tent/cabin within the unit to provide supervision and assist campers as needed.

PLATFORM TENTS

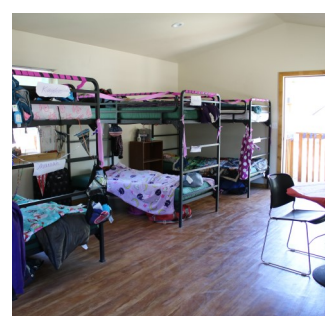
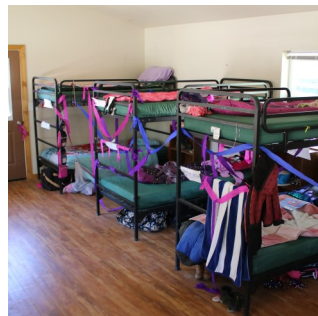


RUSTIC CABINS

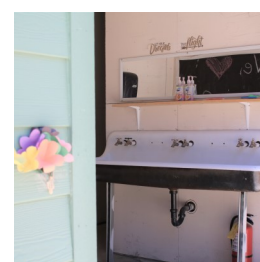
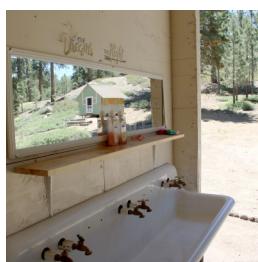


CABINS W/

ELECTRICITY



RESTROOMS



Meal Times



At camp we provide 3 nutritious and kid-friendly meals a day. Meals are prepared by experienced food service personnel and are served in the dining hall, family style, to a table of 8-10 campers and staff. Healthy options are always available; we offer a salad bar at lunch and

dinner and assorted fruits are available throughout the day, along with an evening snack. Campers occasionally enjoy outdoor cooking with their unit, where they'll plan, prepare, and cook a meal together outside the dining hall.

SPECIAL DIETS & ALLERGIES: vegetarian, gluten-free, and lactose-free diets can be easily accommodated at camp. . In the case of severe dietary restrictions or allergies, please reach out to the Camp Director. Special dietary needs and allergies must be listed in the health history form in CampDoc. The [FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN RESOURCE FROM FARE](#) form can be added into CampDoc and could be helpful in providing camp staff with information regarding your camper's allergies and emergency care plan. In the case of severe dietary restrictions or allergies, please also contact the Camp Director.

GLUTEN FREE & LACTOSE INTOLERANT: Although we do provide gluten-free & Lactose free meal options we suggest that you pack a small, well-labeled bag of supplemental food (regular grocery sack-sized or smaller) to have available to your camper. You can turn this in at check-in on the first day. We will do our best to return all unused food at the end of the session but please ask your camper to collect this before she leaves camp.

NUT ALLERGY: We minimize peanut and tree nut use at camp, however, we are not completely nut-free. Our kitchens are not cross-contamination free for gluten, nuts, wheat, dairy, or soy. Any snacks that are labeled as processed with or containing nuts will be restricted from campers with allergies

SAMPLE CAMP MENU

BREAKFAST

- WAFFLES, EGGS, SAUSAGE
- PANCAKES, EGGS, BACON
- BREAKFAST BURRITOS

AVAILABLE AT EVERY BREAKFAST:
CEREAL, YOGURT, FRESH FRUIT,
OATMEAL, ORANGE JUICE, & MILK

LUNCH

- PIZZA, VEGGIES, APPLESAUCE
- NACHO BAR, TOPPINGS
- CHICKEN GYRO PITA, HUMMUS, FRENCH FRIES

AVAILABLE AT EVERY LUNCH: FULL
SALAD BAR

DINNER

- SPAGHETTI & MEATBALLS, GARLIC BREAD, VEGGIES
- SESAME CHICKEN, EGG ROLLS, FRIED RICE
- ROASTED TURKEY, MASHED POTATOES, VEGGIES, ROLLS

AVAILABLE AT EVERY DINNER: FULL
SALAD BAR

SNACKS/TREATS

- GOLDFISH
- STRING CHEESE
- APPLES, ORANGES, BANANAS
- GIRL SCOUT COOKIES
- BROWNIES
- S'MORES
- POPSICLES
- GRANOLA BARS

Questions or need to request the menu for your camper's week of camp? Email the camp director at kgonzales@girlscoutsla.org or call 909-567-7019.

Packing List

NECESSARY ITEMS

- ◆ sleeping bag (20-30 degrees rating) & pillow
- ◆ extra blanket (flannel or sleeping bag liners)
- ◆ 2 pairs of sturdy closed-toe shoes (for walking/hiking)
- ◆ 4-6 pairs of shorts
- ◆ 2-3 pairs of jeans
- ◆ 4-6 shirts (short & long sleeve)
- ◆ warm jacket & sweatshirt
- ◆ 1-2 pairs warm pajamas
- ◆ 8-10 pairs of socks (two pairs for sleeping only)
- ◆ 4-7 underwear
- ◆ bath towels and washcloth
- ◆ swimsuit & shower flip flops
- ◆ toiletries (brush, soap, shampoo, toothbrush and paste, deodorant, sanitary products, etc.)
- ◆ daypack or drawstring bag
- ◆ sun protection: sunglasses, hat, sunscreen
- ◆ chap stick & lotion
- ◆ reusable water bottle
- ◆ flashlight, headlamp or lantern (extra batteries)
- ◆ bug repellent

PACKING TIPS

Think layering, pack comfortable & durable clothes that can get dirty. Label everything (First & Last Name). Please limit to 2 pieces of luggage and keep it light, as campers will have to carry their own luggage short distances.

LOST & FOUND

Email ositocamp@girlscoutsla.org to relay what item you are looking for as well as a detailed description of the item. Please include what session your camper attended, and a phone number where you can be reached. Any item not claimed by September 1, 2019 will be donated.

OPTIONAL ITEMS

- ◆ single sized fitted sheet
- ◆ warm beanie, scarf, bandana
- ◆ rain gear
- ◆ pen, stationary & stamps
- ◆ digital or disposable camera
- ◆ dress-up items for the session theme
- ◆ glow sticks or fairy lights (battery operated)
- ◆ white t-shirt or pillow case for tie-dyeing

SADDLE UP CAMPERS

- ◆ riding boots or sturdy shoes with a 1/2" heel (not hiking boots or tennis shoes)
- ◆ 2-3 extra pairs of jeans/pants (required when riding horses)
- ◆ extra sweatshirt

DO NOT BRING... cell phones or electronic devices, sandals (except for shower use), candy, gum, or snacks, knives or weapons, valuables that may be lost or broken or sentimental items (baby blanket, beloved stuffed animal).



CampDoc Account

HOW TO USE CAMPDOC

All health forms are completed via CampDoc.com, a secure, encrypted, and password-protected electronic health record system for camps.

SET UP YOUR ACCOUNT: Within two weeks of your registration, you will receive a “Welcome Invite Email” from CampDoc. Click the link in your welcome email to create a password for your CampDoc account. Returning camper? If you used the CampDoc system last year, you will still need to sign in and ensure that everything is reviewed and current.

COMPLETE CAMPER'S HEALTH PROFILE: Follow the instructions, and complete all sections in the health profile. This is where you will enter any medications your camper will be taking at camp. Please note: Our Camp Health Director is not authorized to administer any medications not listed in CampDoc, any medications with improper instructions, or dosing that does not match prescription labels.

UPLOAD REQUIRED DOCUMENTS: Upload the Healthcare Provider Form, Immunizations, and any additional documentation required. The Healthcare Provider Form must be completed and signed by a physician **within 12 months** of the start of your camper's session. Don't have a scanner? No problem! Use a smartphone or camera to take a photo and upload the .jpg just like you would to any website.

UPDATES TO CAMPDOC: All CampDoc paperwork is due 10 days prior to the start of your camper's session. If you have any updates to medications (i.e. new medications, dosing or instruction changes) after you have submitted your campers health history form you must contact ositoranchohealthforms@girlscoutsla.org to have your account unlocked. Once unlocked, you may submit any necessary changes.

QUESTIONS: If you need a Spanish health history form, do not have access to a computer, or have any questions about CampDoc.com, please contact ositoranchohealthforms@girlscoutsla.org or call the Osito Rancho Health Forms Hotline at 626-677-2282.

ALL CAMPERS MUST HAVE A 100% COMPLETE CAMPDOC PROFILE 10 DAYS PRIOR TO THE START OF THEIR SESSION DATE, OR THEY WILL NOT BE ALLOWED TO ATTEND CAMP.

