

2025 El Ranchito Day Camp Camp Information Packet



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GENERAL INFORMATION

Address and Phone: El Ranchito is located at 4040 N Bellflower Boulevard, Long Beach, CA 90808. The direct line to camp is (626) 677-3645

Directions: El Ranchito is located at the corner of Bellflower Blvd. and Carson Street.

Parking: Please park on the street (Bellflower Blvd) or at Heartwell Park (around the corner) and walk your camper to El Ranchito. Cars will not be permitted to park in the Girl Scouts parking lot.

CAMPER HEALTH AND AUTHORIZATION

To collect health history and medical care information GSGLA uses CampDoc.com, a secure, encrypted, and password protected electronic health record system for camps. Camper health profiles are due the Thursday prior their designated session. **Camper with incomplete health information will not be permitted to stay at camp.** Please ensure the following parts are completed:

HEALTH PROFILE

Before joining us, please make sure your camper's CampDoc health profile is 100% completed. If you are having trouble logging on or have not received your invitation, please email camphealthforms@girlscoutsla.org.

Health forms must be **100%** completed prior to your camper attending camp.



Map of El Ranchito. Please Reference for parking and camper drop off and pick up.

TRUSTED CONTACTS

There is a section in your CampDoc called “Trusted Contacts”. These are the approved individuals who can drop-off or pick-up your child from camp. Please provide contact details, including a photo, for all trusted contacts. Parents/guardians must add themselves as a trusted contact. **Trusted contacts can be updated by you at any time.** For your camper’s safety, campers will **NOT** be released to individuals who are not on a the "Trusted Contacts" list.

The image displays two screenshots of the CampDoc web application. The left screenshot shows the user profile for Giselle McKenzie, with the 'Trusted Contacts' section highlighted in the sidebar menu. The right screenshot shows the 'Trusted Contacts' form, which includes fields for Name, Relationship, Email Address, and Phone, along with a photo upload button.

Please note: The trusted contact section is **separate** from the Health Profile section. The “Trusted Contacts” and the “Health Profile” sections must both be completed to be checked in and out into camp.

MEDICATIONS

If your camper requires medication during camp hours, you are required to complete the portion of the online day camp paperwork that asks for that information. All medication must come to camp in its original container with the original label.

All campers must complete the section regarding over-the-counter medication. Our health staff keeps a supply of common over-the-counter medication, as authorized by a physician, to treat simple complaints such as bug bites, headache, mild upset stomachs, menstrual cramps, etc. You do not need to send any medications for these problems. For more complex or serious complaints the health staff will consult the doctor and you. Parent signature is required on the over-the-counter medication section. If you do not want us to give over-the-counter medication indicate that on the form.

CAMP PROCEDURES

The following procedures will be observed to maintain a safe and fun summer at El Ranchito.

CAMPER CHECK IN

Check-in will start at 8:30am and run until 9:00am every morning. Please allow the check-in process to take up to 15 minutes on the first day of camp. We will be limiting the number of

visitors at camp throughout the summer. **Caregivers will be asked to stay in the check-in area and not enter camp unless necessary.** Caregivers entering camp must be escorted by camp staff. Campers will be checked in and out in the Girl Scout parking lot. Please walk your camper into the parking lot. Please find your camper's unit table and check your camper in. If you have any questions regarding CampDoc or check-in, we will have a separate table set up to assist with any issues or concerns.

CAMPER CHECK OUT

Pick Up will start at 3:45pm and run until 4:15pm every afternoon in the "Camper Check In/Out" zone. Caregivers **MUST** bring a valid ID AND be on the "[Trusted Contacts](#)" list in CampDoc before we will release the camper. Campers not picked up by 4:15pm will automatically be enrolled in Extended PM Care for a charge of \$30.

EARLY CHECK OUT

After 3:30pm, campers must wait until 3:45pm to be checked out in the back part of parking lot.

EXTENDED AFTER CARE

Extended After Care (PM Care) is available each day from 4:00pm until 6:00pm for an additional fee of \$30 per week. During this time, campers will participate in continued camp activities including crafts, games, and time with friends.

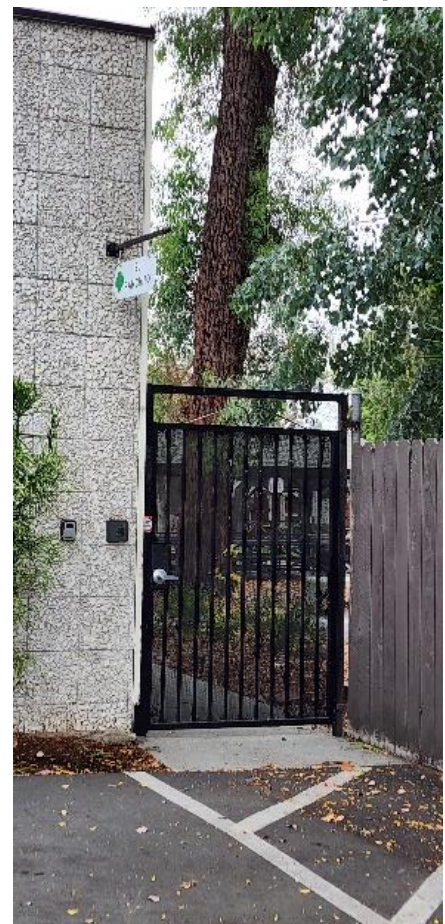
Campers not picked up by 6:00 p.m. will be charged an additional \$10 for every 10 minutes thereafter.

LATE DROP OFF / EARLY PICK UP

Should you need to pick up or drop off your camper outside of the designated times, please inform the camp staff as soon as possible. Once the authorized pick-up/drop off person has arrived, please contact the El Ranchito Camp Phone at (626) 677-3645 or push the button on the Ring Doorbell located on the black metal door. A member of the camp staff will meet you at the black door. Like Camper Pick Up, El Ranchito will not release campers to anyone who is not on the "Trusted Contacts" list.

CAMPER CHECK IN (EXTENDED BEFORE CARE)

Extended Before Care (AM Care) is available each day from 7:00am until 8:30am for an additional fee of \$30 per week. During this time, campers will participate in continued camp activities including crafts, games, and time with friends.



To check in for Before Care, enter through the black door on the right side of the building. Please allow the check-in process to take up to 15 minutes on the first day of camp.

PHOTO RELEASE

We will be taking a group photo on Wednesday morning, as well as documenting our adventures via Instagram Stories (**follow us @elranchitodaycamp**) throughout the week. Please double-check your camper's photo release status in CampDoc. Campers who do not have a photo release will not have their photographs taken, including the group unit photo.

CAMPER BEHAVIOR

We are committed to providing a physically and emotionally safe environment at camp. Campers are expected to:

- Follow the safety rules of camp
- Respect staff, other campers, and themselves
- Respect the property of the camp and other campers
- Follow the Girl Scout Promise and Law

Disruptive, destructive, and dangerous behavior by campers is not allowed. Such behavior will result in the camper being removed from the activity. If the behavior continues, the camper will be dismissed from camp. Refunds will not be issued to campers dismissed for unacceptable behavior.

Campers will be dismissed immediately for:

- Endangering the health or safety of others
- Teasing, bullying, or abusing other campers or staff
- Violence of any kind

CAMPER INCIDENTS

Part of CampDoc is a logging system that will send you an email when your camper receives any kind of first aid from us. Rest assured that we will call you first if anything happens that requires your immediate attention. Smaller first aid incidents, like small scrapes and splinter removals, will be logged with an email.

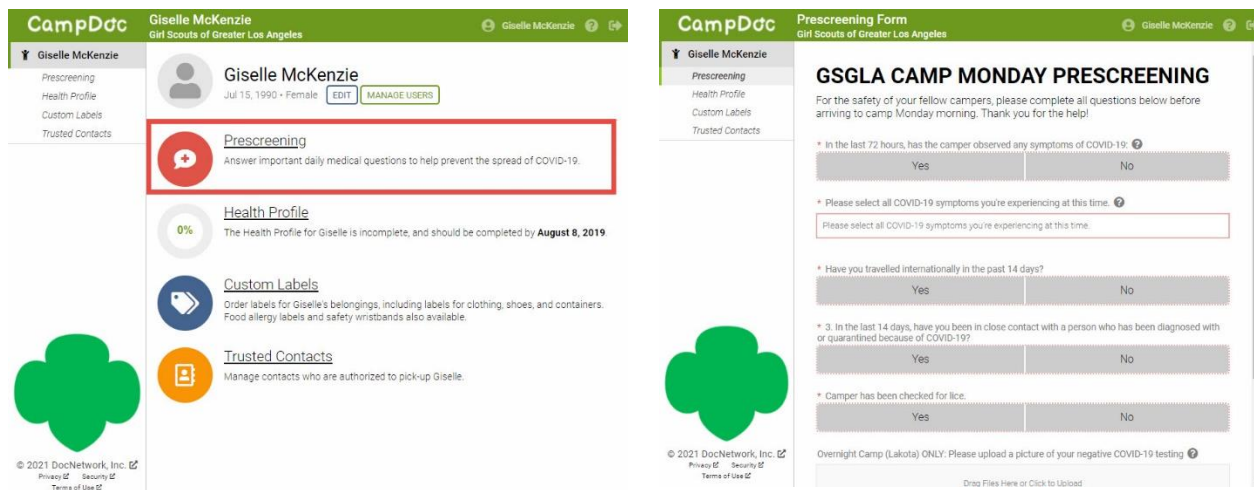
Camp staff are CPR/First Aid/AED certified. In case of emergency, staff will act accordingly and will contact the caregiver and/or the camper's emergency contact.

PREPARING FOR CAMP

Are you ready for camp? Look at the following checklist to ensure a smooth day of camp!

BEFORE MONDAY ARRIVAL

- ☐ Ensure your camper is feeling 100% healthy.
- ☐ Perform a hair check for lice. *We will also be doing this Monday morning during check-in.*



WHAT TO BRING TO CAMP

Clothing: All campers should wear play clothes. Shirts must have sleeves (no tank tops, spaghetti straps, etc.) and cover the midriff. Please do not have campers wear skirts or dresses unless shorts/pants are underneath. All shoes must be closed-toed. Tennis shoes are preferred. Hats and sunglasses are suggested for sun protection.

Sunscreen: We will be in the sun for multiple hours and will be at risk for skin damage. We have designated times throughout the day for sunscreen application. Girls must be able to apply sunscreen on their own.

Lunch: Campers are responsible for bringing their own lunch. We will be providing two light snacks throughout the day. Campers have the option of sitting on the grass during lunch. Your camper is welcome to bring a towel or small lawn chair to sit on.

Snacks (optional): Morning and afternoon snacks will be provided to campers each day. A snack menu will be provided in the Caregiver Band App. each week. Please note that we will do our best to accommodate dietary restrictions. Campers are welcome to bring their own snacks.

Water: Please bring a **reusable water bottle** to stay hydrated throughout the day and to help the environment!

Water Day Items: Tuesdays and Thursdays are “Water Days” at camp. If possible, please have campers wear their swimsuits (optional) under their clothing when they arrive. This will help campers as they change before water activities. Please note that campers may wear water shoes during water activities. During non-water activities, campers must wear closed toe athletic shoes. If campers do not have water-shoes, they must wear their athletic shoes. Campers may NOT be barefoot. Campers may also bring a towel to dry off.

WHAT TO KEEP HOME

Smart Devices: Camp is a technology-limited zone. We ask that all cell phones and smart watches be left at home, but, if necessary, they must be put away for the day and only brought out for emergency purposes. This is to promote camaraderie and full participation in the camp activities. This includes using cell phones as cameras, so please bring a separate camera if you would like to document all the fun.

Anything of value: Please do not bring toys or anything that might be lost or forgotten. GSGLA is not responsible for lost/damaged items.

LOST AND FOUND

If you believe your camper left an item at camp, please see the lost and found table located at the check-in and check-out area. If you do not see the item, you may also email elranchitocamp@girlscoutsla.org to see if the item can be located. Unclaimed items will be retained until August 31, 2025. Following this date, items will be thrown away, used as camp supplies, or donated. Socks, underwear, and used toiletries will not be retained for any length of time and are thrown away at the end of the camp session.

COVID-19 PROCEDURES

As you know, COVID-19 regulations, rules, guidelines, etc. are constantly changing and keeping us on our toes! We cannot express how much we appreciate your patience and understanding as we continue to understand, and implement, the information we are receiving.

COVID-19 GUIDELINES

Please review the following general camp guidelines surrounding COVID before coming to camp:

1. Do not send your campers to camp if they are feeling ill.
2. Should your camper report any symptoms synonymous with feeling sick, the camper will be isolated from other campers and sent home to be monitored.

Thank you for reading this important information.

We look forward to an amazing summer at El Ranchito Day Camp.

*Tianna Lopez, Outdoor Program Supervisor
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