

# FRANCIS SCOTT KEY DISTRICT 2023 CUB SCOUT DAY CAMP

## PARENT'S GUIDE

**Camp Dates: JUNE 26 – June 30, 2023**

**Camp Hours: 7:30 AM – 3:30 PM (Monday – Thursday)  
7:30 AM – Noon (Friday)**

**Location: Thurmont Conservation and Sportsman's Club  
11617 Hunt Club Road  
Thurmont, MD 21788**

**Theme: Off to the Races**

### Camp Leadership

**FSK District Executive:** Michael Harshman  
**Camp Director:** Bill Desmond, NCS Certified  
**Program Director:** David Bloxsom, NCS Certified  
**Director, Camp Administration:** Ann Roberson

# WELCOME TO CUB SCOUT DAY CAMP!

We have been working to make sure we have a great program prepared for your Cub Scouts and siblings and we hope they are as excited as we are! As always, our main priority for the week is to make sure that the Cub Scouts enjoy fun and educational activities in a safe, healthy, outdoor environment. Our 2023 theme is “Off to the Races.”

## THE MISSION OF OUR DAY CAMP:

- To provide each Scout an opportunity to experience new Scouting adventures
- To promote the values of the Scout Oath and the Scout Law
- To provide a continuation of the Scouting program throughout the summer, strengthening den and Pack organizations by maintaining Scout interest
- To aid in the progression from Cub Scouting to Scouts BSA
- To provide a welcoming atmosphere for new Scout families
- Most of all, to have FUN. This is the reason youth join Cub Scouts and why they remain in the program!

## REGISTRATION

Youth registration for day camp is a two-part process. First, campers are registered, and fees paid online at the NCAC day camp website ([www.gotodaycamp.org](http://www.gotodaycamp.org)). Then, camp specific hardcopy paperwork is provided to the FSK camp via the Pack’s Day Camp Coordinator.

### PART 1. COUNCIL REGISTRATION

Scouts and siblings must first register for camp on the National Capital Area Council website, [www.gotodaycamp.org](http://www.gotodaycamp.org), and select the FSK day camp link. Registration fees are paid through this site and some pre-camp forms may also be completed here. Orders for T-shirts for campers, extra t-shirt orders and t-shirts for adults are placed here. Den Walker information (see “Required Adult Leadership” below) may also be entered on this site.

### PART 2. FSK DISTRICT REGISTRATION

- Three additional forms - a streamlined FSK specific registration form, the BSA Annual Health and Medical Record form (parts A and B) [[www.scouting.org/health-and-safety/ahmr/](http://www.scouting.org/health-and-safety/ahmr/)], and the Thurmont Conservation and Sportsman’s Club Hold Harmless form - is provided through your Pack Coordinator by June 1. *Optional* forms for carpool pickup authorizations, medication to be administered at camp, and late/early arrival forms are also available.
- Youth arriving at camp without properly completed and up to date forms will be restricted from participating in the program until the forms are completed.
- Den Walkers must have a current BSA Youth Protection Training (YPT) certificate. The link for BSA YPT training is: [www.scouting.org/training/youth-protection/](http://www.scouting.org/training/youth-protection/)

## POLICIES AND PROCEDURES

### DENS

Campers are assigned to dens based upon their September 2023 Scout rank to facilitate instruction at the program stations. Non-scout siblings of different ages may be assigned to the same Den as their Scout camper on request or be assigned to their age-related Den.

### BEHAVIOR

Campers, parents, leaders, and staff using inappropriate language, aggression, or creating a safety situation for themselves or others will be escorted to Administration Area where the Camp Director will assess the situation and determine any disciplinary action.

### LUNCH, SNACKS, WATER

Snacks may be brought to camp. Please be aware of possible camper food allergies in your Den; a “non-peanut” lunch cooler is available to store lunches for campers with peanut allergies. Water will be available at each station to refill water bottles. All campers should have a water bottle with them every day. There is 30-minute outdoor lunch period each day.

### STATIONS

Campers will rotate through 8 daily activity stations. The number of stations offered is dependent on the total youth enrollment and the number of available staff to host them.

**ARCHERY, BB RIFLE AND SLING SHOTS:** Whether a beginner or a veteran, campers will have fun learning rank specific marksmanship skills with our staff. Shooting sports are one of the few awards that can only be achieved at a District or Council event. To ensure camper safety, it is imperative that Den Walkers/Tiger Adult Partners and campers follow all range safety rules.

**FISHING:** Campers will learn the fundamentals of fishing (i.e., tying lines, casting) as they attempt to catch and release fish in the onsite river and creek.

**SCOUT SKILLS, CRAFTS, NATURE, AND STEM:** Campers participate in hands on Scouting related activities, centered around this year’s theme, “Off to the Races.”

**ACHIEVEMENTS:** The FSK District Day Camp program provides a well-balanced variety of activities that may contribute to a Scout’s required and elective rank adventures. Our Program Director will not disclose what, if any, achievements will be covered during camp, as changes in weather and program availability may occur. Every effort will be made to provide each pack Day Camp Coordinator a worksheet compilation of the activities their campers completed based on each camper’s attendance and activity participation approximately one month after camp has ended.

***BSA National Camp Standards state that Day Camp programs are under no obligation to provide activities required for advancement nor is the Day Camp required to provide notification of such accomplishments. This is a service our Program Director chooses to provide.***

### VISITORS

All visitors must sign in at the Administration Area upon arrival at TCSC and are required to wear a visitor identifier.

### LOST and FOUND

A lost and found box will be kept at the Administration Area. All items not claimed by Friday at the close of camp will be disposed of or donated. Please label all your Cub Scout’s belongings!

## **FIRST AID**

BSA National Camp standards require that any injury must be seen by our First Aid staff. This means, by way of example, that if a camper has a blister and the Den Walker is carrying band-aids, the camper must still be taken to First Aid. This is for the safety of the campers, as well as the protection of Den Walkers and camp staff.

## **EMERGENCY PROCEDURES**

There are four general types of emergency situations at camp:

### **1. SEVERE WEATHER**

In the event of severe weather (thunder and lightning, hurricane, tornado), we will sound three blasts with the air horn and simultaneously notify station leaders by radio and cell phone. Den Walkers will assist the station lead in conducting an immediate Buddy Check to assure that all campers are present. Youth will be escorted to the TCSC Clubhouse, which serves as our Emergency Shelter. Appropriate indoor activities will be provided, and camp will continue indoors. If the weather situation clears enough for the Cub Scouts to go back to outdoor activities, all Den Walkers will be informed and will return to their station. **It may be necessary to close some stations for the day even after the weather clears.**

### **2. LOCK DOWN**

A lock down situation, e.g., an intruder at camp, will follow the same procedure as in a Severe Weather Emergency. Campers will return to the Emergency Shelter and continue activities while Camp Administrators take appropriate steps.

### **3. MISSING PERSON**

If there is a missing youth (or adult), Den Walkers should immediately inform the program station leader, who will inform the Camp Director. Camp staff will direct a search for the missing person. If necessary, two blasts of the air horn will sound and Den Walkers and station staff will escort campers to the Den Gathering Area, where a complete head count will be conducted.

### **4. FIRE**

In the event of a fire requiring evacuation of camp, two blasts of the air horn will sound, and campers will return to the Gathering Area. Camp staff will provide further guidance.

## **ADULT LEADERSHIP**

Under BSA Youth Protection Guidelines, each Pack is required to provide one adult volunteer (Den Walker) for every five youth or portion thereof. If there are six youth attending camp, the Pack must provide two (2) Den Walkers. Tiger Scouts are accompanied by an Adult Partner at camp. The Tiger Adult Partner does not count towards the Den Walkers needed for the rest of the Cub Scouts in your pack.

## **REPORTING CHILD ABUSE**

Day Camp staff members have received training to deal with potential victims of child abuse. If you suspect that a youth in camp is a victim, report this to the Camp Director. The Camp Director will confidentially discuss your suspicions with you. If further action is necessary, the Council Scout Executive or designee will be informed.

## **SMOKING, ALCOHOL, AND ILLEGAL SUBSTANCES**

Smoking is not allowed at camp. BSA prohibits the use of alcoholic beverages and controlled substances at scouting activities and at any activity involving participation of youth members, regardless of location. Our camp operates under a zero-tolerance policy regarding alcohol and controlled substances and will in every situation have the violators removed from the property and notify the

authorities, if necessary. The camp also reserves the right to not release any Cub Scout into the custody of a parent or guardian under the influence of alcohol or a controlled substance.

### **SPECIAL ACCOMMODATIONS**

Please advise the Camp Director if your camper requires any special assistance, so that we can try to accommodate. While we are open and welcoming to all youth, please recognize that we do not have staff trained to manage those with special needs.

Service animals are permitted on the premises. The animal handler must maintain control and clean up after the animal. The Camp Director should be informed ahead of time if a service animal will be at camp.

**Late Arrivals:** Arrivals after 8:00 AM are received at the Administrative Area and campers will be escorted by a staff member to join up with their den.

**Early Checkout:** Station staff will only release campers prior to camper dismissal upon the request of the administrative staff. An early checkout form must be completed, signed, and submitted to the administrative staff before the start of the day by the camper's parent/guardian. (In the case of an emergency, only the Camp Director may make an exception.) *(Form included in the camper registration packet.)*

**Camper Absence:** It is BSA policy that all campers are continuously accounted for during camp hours. If a camper is unable to attend a particular day of camp, written notification of such absence in advance is requested. If a camper is absent and no prior notification is on file, the Camp Director will contact the parents/guardians to ensure they are aware their child is not at camp. In the event prior notice is not received, the Camp Absence form is to be submitted on the camper's next attended day of camp. *(Form included in the camper registration packet.)*

**Car Line:** Due to limited parking, dropping off and picking up campers will utilize a camp car line. The Thurmont Conservation and Sportsman's Club requests that the grassy areas along the paved roadway not be used for driving or parking.

**Parking:** Vehicles may be parked in a designated parking spot or marked camp parking area. The roadways must be left clear for emergency vehicles. Only persons staying an extended time at camp, such as a guest speaker, vendor, Den Walker, Tiger Adult Partner, or staff member, may park at TCSC. For camper safety, park "nose out" so that campers who pass in front of the vehicle are clearly visible. Certain parking spaces are blocked off to allow camp and emergency vehicles to pass.

**Carpooling:** Parents/guardians who utilize a carpool for pick up from camp must complete and submit the FSK Day Camp Carpool Form authorizing their camper's release to a specified list of authorized carpool individuals. *(Form included in the camper registration packet.)*

**Drop Off:** Camp staff will facilitate camper drop off beginning at 7:30 AM daily.

**Pick Up:** Camp concludes tentatively at 3:25 PM Monday through Thursday and 12:00 noon on Friday. Campers will be released by camp staff after the conclusion of the closing flag ceremony each day. If the adult picking up the camper is not listed as an

approved pick-up person per the child's release/carpool form, the camper will not be released, and the parent/guardian will be contacted.

**Camp Attire:** A Scout rank hat, Council issued t-shirt, close toed shoes, and sunscreen/bug spray (pre-applied in the morning) are highly recommended. A bandana or neckerchief is recommended for campers to wet down their forehead and neck during the heat of the day. Sunglasses are permitted, but may not be worn for some activities, e.g., archery. A cinch gym bag, lightweight backpack, or hydration backpack is recommended for campers to carry their personal items during the day. Camp will continue in rainy conditions, so plan accordingly.

**NCAC Issued T-shirts:** T-shirts ordered on the NCAC registration site will be distributed prior to camp start to the Pack Day Camp Coordinator. T-shirts should be worn each day of camp.

**What Else Should My Camper Bring?** Be sure to bring a water bottle (filled with ice water) to camp DAILY. Label everything --hats, t-shirts, and water bottles --with the camper's name and Pack number. Inform your camper that water bottles will not be replaced if lost, broken, or chewed on. Coolers will be available in all areas of the camp for campers to refill their water bottles throughout the day.

**Sunscreen/Bug Spray:** Scouts may bring non-aerosol type sunscreen/bug spray to re-apply at camp but must be able to apply it themselves. In accordance with BSA Youth Protection standards, camp staff (other than Camp Health Officers) and Den Walkers are not permitted to apply sunscreen or bug spray on campers. **FAQ: Why non-aerosol?** #1 To avoid eye injuries historically seen by our Camp Health Officer because of aerosol self-application and/or being near other campers while applying. #2 Aerosols, when kept in high heat conditions, can become volatile and explosive.

**BSA Camp Accreditation:** Each year our camp is reviewed by a BSA team to determine whether the National Camp Accreditation Programs Standards are met. This process is transparent to most campers and staff, but reviewers spend the better part of one day reviewing our policies, practices, procedures, staff training and programmatic offerings. Our FSK Day Camp is proud to have maintained our Annual Accreditation over the years and this provides our Pack families that our camp planning and administration is thoughtful and deliberate.

## DO'S AND DON'T'S

### WHAT TO WEAR:

- Close-toed shoes with socks
- Camp or Pack t-shirt
- Hat and/or bandana
- Sunscreen and insect repellent lotion (no spray)
- Weather appropriate attire

### **WHAT TO BRING:**

- Backpack or camp provided day pack
- Medication (if needed)
- Lunch, in zip lock bags labeled with camper's name
- Water bottle
- Camp chairs are permitted, but optional

### **What Not To Bring:**

- Weapons, including pocket knives
- Electronics or valuables
- Den Walkers may bring personal cell phones, but we ask that they not be used during camp hours

### **Do:**

- Always use the buddy system
- Arrive at camp on time in the morning. Drop off begins at 7:30 AM. The Opening Ceremony starts at 8:00 AM
- Pick up campers on time in the afternoon (closing ceremony end ~3:25 PM)
- Volunteer to help where needed
- Label everything
- Tell the Camp Director if your child will be absent from camp or will leave early
- Tell the Camp Director if there is a birthday during the week that we can celebrate at the daily opening ceremony
- Respect the Thurmont Conservation and Sportsman's Club property and keep it clean
- Expect your camper to come home tired, sweaty, dirty, and excited!

### **Do Not:**

- Camp is not the time nor place to take your child off daily medications
- Den Walkers should not leave camp at the end of the day until every camper in their Den has been signed out and picked up

## **FIRST DAY**

### **CHECK-IN/PICKUP**

We use a car line for morning drop off and afternoon pickup. In the morning, families drop off youth at the spot designated by camp staff starting at 7:30 AM. Campers should remain in the vehicle until directed by camp staff to proceed. In the afternoon, families are given carline identification cards for parents and other authorized pickup persons. These cards include instructions and be provided with the camper's t-shirt and other gear prior to camp.

### **TURN IN MEDICATIONS (IF APPLICABLE)**

Medications must be turned in daily to the First Aid Station located on the porch of the TCSC. If there are any changes to the health forms that were turned in prior to camp, or if any camper or adult has a condition that the Camp Health Officer should be made aware, i.e., recent injury or illness, please take a moment to point this out at First Aid.

### **EQUIPMENT CHECK**

Prior to drop off, ensure your camper has everything needed for the day: hat, water bottle, sunscreen and insect repellent lotion, lunch, and a day pack.

## **MORNING CHECK IN**

Campers report in at the Administration Area each morning where their attendance will be noted, and they will be issued the daily color-coded wrist bracelet. Then they report to their den location at the Gathering Area where they store their lunches.

## **GATHERING AREA**

Daily attendance is maintained at the Administration Area and rechecked by the Den Walker at the Den Gathering Area.

# **DAILY SCHEDULE AND ATTENDANCE**

**OPENING, LUNCH AND CLOSING FLAG CEREMONIES:** One of our goals at Day Camp is to encourage good citizenship and teach proper respect and etiquette for the US flag. Each den will be asked to raise or lower the flag at least once during the week as part of the Opening or Closing Ceremony. We will also announce birthdays or other significant anniversaries at the Opening Ceremony. Campers will be taught Scout songs and cheers during these sessions. During lunch, we strive to have “special guests” provide short, informative programs for our campers. For example, in 2022 Ms. Jane Redding, a District Scouter, continued the tradition of teaching our campers the fundamentals of American Sign Language. We also had a Maryland State Trooper and a National Park Police Ranger drop by one day. We have been fortunate in the past to have Frederick County Sheriff’s Department School Resource Deputies in camp for significant portions of each day to interact with our campers. If parents, relatives, or friends have connections to similar entities, we would appreciate help in making a connection.

### **Daily Schedule:**

#### **Monday-Thursday**

7:00 AM - Staff Arrival  
7:30 AM - 8:00 AM Camper Arrival  
8:00 AM - 8:25 AM Opening Ceremonies  
8:30 AM - 12:20 PM Station Rotations  
12:25 PM - 12:55 PM Lunch  
1:00 PM - 3:10 PM Station Rotations  
3:15 PM - 3:30 PM Closing Ceremony/Camper Pickup  
4:00 PM – Staff Depart

#### **Friday Schedule:**

7:00 AM - Staff Arrival  
7:30 AM - 8:00 AM Camper Arrival  
8:00 AM - 8:25 AM Opening Ceremonies  
8:30 AM - 11:05 AM Station Rotations  
11:15 AM – 11:55 AM Closing  
12:00 Noon Camper Pick-up  
5:00 PM - Staff Depart

**Send Questions To: [FSKCubDayCamp@gmail.com](mailto:FSKCubDayCamp@gmail.com)**