



BOY SCOUTS OF AMERICA®
LAUREL HIGHLANDS COUNCIL



MON VALLEY DISTRICT

Day Camp at Cedar Creek Park – Pavilions 6,7 and 8
Finleyville PA, 15332



June 14 – 16, 2017

Dear Parents and Leaders:

Welcome to the Mon Valley District's Cub Scout Day Camp! Thank you for the time you are giving for your boys. This booklet contains some information about camp and our safety regulations. Please take time to read it, and pass the information on to other members of your Pack.

Please register online for camp with your Pack at <http://daycampLHC.org>. Payments can be made online on the Laurel Highlands Council camping site.

Who Can Attend:

All boys attending camp must be registered as a Cub Scout with the Boy Scouts of America. As of June 1, 2017, they must be between the ages of 6 and 10 1/2 and not joined a Boy Scout Troop. If needed, fill out an application and pay the pro-rated national fee and the camp fee.

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 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!

A Parent's Role in Camp:

As a day camp parent, you are asked to participate as much as possible. If the Scouts are playing games, you may be asked to join in, coach, or ref. Staff will tell you where they need help, but do not be afraid to ask.

Dealing with staff:

The members of our staff fill out an application and undergo training in working with youth, first aid, and BSA's youth protection in order to serve at camp. If you have problems with the way a staff member is behaving, please consult the program or camp director. If you need to talk to a staff member directly, do so out of the Scouts' range of hearing. The staff should give you the same courtesy: respect should go both ways.

Media Contact:

Only the Camp Director may speak with any Media Personnel. If a member of the media is present in camp and is not accompanied by a staff member, please notify a staff member and refer the visitor(s) to the Camp Check in.

Pack Adult Leader:

One adult must be designated as the at camp Pack/Den leader each day. Please let headquarters know who that person is at the start of every day.

Each Pack is required to provide adult supervisors each day of camp.

Tiger Cubs – each must attend with an adult parent or guardian

1 to 4 boys – requires at least 2 adults

5 to 10 boys – requires at least 2 adults

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

Camp Dens are grouped by Pack. Smaller Packs will be grouped together.

Camp dens are usually groups of about 16 boys.

Make sure to:

- ☐ **Turn in Annual BSA Health and Medical Records for all youth AND adults.**
- ☐ **Turn in copies of your Background Clearances for all adults who are staying at camp**
- ☐ Attend the Adult Daily meeting each day of camp.
- ☐ Do regular head counts at each area.
- ☐ Make sure your pack/den follows the Buddy System.
- ☐ Supervise your pack/den of Scouts throughout the whole day.
- ☐ Entertain your pack/den's Scouts when there is down time.
- ☐ Help every Scout in your pack/den at each activity area as needed.
- ☐ Have your Pack's Scouts wear the camp T-shirt and their wristbands each day.
- ☐ Bring a cooler to keep Pack's lunches cool.
- ☐ Know the camp rules and see that they are followed. Remember the Pack/Den adult leader is responsible for the discipline and behavior of their Pack/Den.*
- ☐ Encourage the Scouts to DO THEIR BEST!

We are excited to have you attend camp. It takes all of us to put on a quality camp program for our Scouts. Your enthusiasm, willingness to help, and kindness will be infectious. The boys will follow your lead!

If you feel that a Scout is getting out of control and you cannot effectively deal with the situation, please bring/report the Scout to the Camp Director at camp headquarters (after informing another adult in your den). The Scout will be returned to the den by the Camp Director after the situation has been settled.

*Reminder: Scouting does not allow punitive, aggressive, or inappropriate physical contact with youth whether or not it is your child. We also do not allow unsupportive, demeaning communication with youth. Parents are not allowed to use hurtful words or demeaning tones with any Scout.

Den Parent's Job Description:

1. HAVE FUN!!!!!!
2. Opening is at 8:45 a.m.; please make sure your Scouts are at camp and **ready** to go by this time.
3. Report to Camp Headquarters upon arrival. Check-In starts at 8:15 a.m.
4. All lunches/snacks must be placed at your pack/den site.
5. You are encouraged to participate and assist staff, as needed.
6. Buddy system must be used at all times.
7. You are responsible for your Scouts at all times, especially at arrival, during lunch, and after camp.
8. You are responsible for the discipline of your Scouts. Please be fair, but firm. Time-outs are appropriate. If necessary, Scouts may be taken to Headquarters.
9. All items made or collected at camp must be kept at your pack/den site.
10. Any illness or accidents must be reported immediately to the Health Officer.
11. If you have any questions, problems, suggestions, or concerns, please address them with the Camp Director.
12. If you feel it is necessary to contact a Scout's parent during camp, please bring the Scout to headquarters and the Camp Director will make the call if deemed necessary.
13. Please, keep cell phone use to a minimum. It can be very distracting to the Scouts and staff and hinders the ability to adequately help, supervise, and participate.
14. Prior to leaving for the next program area, police the area for garbage.
15. Do a head count of all the Scouts in your group before leaving one program area and again when you arrive at the next program area.
16. Scouts must take home all possessions at the end of each day unless otherwise directed.
17. At the end of the day, make sure ALL Scouts are signed out by an authorized adult (from the medical form) and then report to Headquarters to turn in the attendance form.

LOCATION AND HOW TO GET TO CAMP:

Mon Valley Day Camp is located at Shelters 6,7 and 8 in Mingo Creek Park, Finleyville, PA 15332

Directions can be found at the following internet address:

<http://www.co.washington.pa.us/DocumentCenter/View/194>

PARKING:

Parking will be near pavilion 8.

All cars are to be kept locked at all times and in the park entrance lot.

Please do not keep lunches or other items the Scouts will need in your vehicle.

**** Scouts are *not allowed* in the parking lot by themselves at any time ****

CAMP RULES

1. NO RUNNING IN CAMP AT ANY TIME
2. Always use the Buddy System.
3. No climbing on tree stumps, trees, or on top of tables.
4. Stay out of any area marked by yellow caution tape.
5. Absolutely No Smoking in camp.
6. Place all trash and recyclables in their proper containers.
7. Leave every area cleaner than you found it.
8. Every person inside camp must wear a wristband all week.
9. All visitors must sign in and out at Camp Headquarters and wear a wristband.
10. Stay away from and off the park fences.

SIGN IN AND SIGN OUT:

All Scouts must be signed in and out by the adult dropping them off and picking them up from camp. Regular sign in and out is at pavilion 8 with a staff member. Please help us keep Scouts safe!

IDENTIFICATION:

When you sign in, you will be issued an identification badge. Everyone at Day Camp, campers, parents, Pack leaders, staff, and visitors must wear official identification. Anyone not wearing official identification must be escorted immediately to the Camp Director.

ARRIVING LATE or LEAVING EARLY:

Each den will have a sign-in sheet. All Scouts and adults need to sign in each day upon arriving at camp. Should you arrive late, please sign in at Headquarters before going to your den. If your Scout needs to leave camp early, please contact the Camp Director and provide a written note clarifying who is picking up the camper and when. To pick up the camper, make sure you sign him out with his Den and then Camp Headquarters.

CAMPER ABSENCES:

If a camper is going to miss a day of camp, **please** inform the Pack's Day Camp Coordinator or a parent that is attending that day. The Pack's leader will then inform headquarters of his absence. **If you do not or cannot contact your Pack leaders, please call/text the Camp Director, Steve Anders at to report the absence.**

All visitors, regardless of their purpose in camp, must sign-in and sign out at the Camp Headquarters.

Water:

Water jugs are available at the range area of camp. Scouts are responsible for their own water bottle to use at each station. Make sure water bottles are marked with the Scout's name and Pack number. Keeping the Scouts well hydrated at camp is very important.

General Precautions to prevent Camp Emergencies:

- ☐ Be alert to the surrounding areas, and the people in them. The park is surrounded by residential neighborhoods and is open to the public.
- ☐ Conduct frequent head counts of Scouts, especially going to and from activity areas.
- ☐ Use the BUDDY SYSTEM and have Scouts inform the Pack/Den leaders before going anywhere.
- ☐ On days of extremely hot weather, encourage drinking water and maintain a slower pace for all activity areas.

Camp Emergencies:

- ☐ The Camp Director is in complete charge of all emergency procedures, operations, and movements. Any discovery of a potential emergency must be brought to the immediate attention of the Camp Director.
- ☐ One Adult in each group should report to the Camp Director upon hearing emergency signals.
- ☐ Emergency phone numbers are posted by each phone, HOWEVER, the Camp Director or the Health Officer are the Only Authorized people to use phones unless authorized by the Camp Director.
- ☐ During an emergency, No One is Permitted to Leave Camp without the express permission from the Camp Director or Health Officer.

FIRE: 2 Air Horn Blasts will be sounded in succession for 10 seconds. All Activity will cease. Everyone Not near the trouble needs to stay at their activity station until given the "All Clear".

Remember - in the event of clothing fire - STOP-DROP-and-ROLL

- ☐ Send for the Health Officer immediately leaving one adult with the injured individual.
- ☐ The Camp Director must be notified immediately.
- ☐ The Health Officer will make the decision if additional medical aid is needed and will make arrangements for the necessary care of the injured individual.
- ☐ Parents will be notified as soon as possible.
- ☐ The Camp Director will notify the District Director and/or Scout Executive and other necessary authorities.
- ☐ The injured individual's medical form will be available for transport if needed.

In the event of a building, structure, or outside area fire:

- ☐ If your group is in the immediate area of the fire, move to a safe distance.
- ☐ An adult should report to the Camp Director upon hearing a warning signal.
- ☐ Remaining leaders should cease all activity and utilize the buddy system and attendance list account for all Scouts and leaders in their group.
- ☐ Wait patiently & calmly for further instructions, unless you are in an area that requires immediate evacuation, for safety reasons.
- ☐ The Camp Director will issue instructions for further action to the adult, who will tell the Unit how to proceed.
- ☐ The Camp Director will notify the local Fire Department and Scout Executive.

ALL OTHER EMERGENCIES: 3 Air Horn Blasts will be sounded in succession for 10 seconds. All Activity will cease - Everyone Not near the trouble needs to stay at their activity station until given the "All Clear".

LOST or MISSING BOY:

- ☐ One Adult from each group should report to the Camp Director upon hearing the emergency signal.
- ☐ Remaining leaders should cease current activity and using the Buddy System, account for all Scouts and leaders in their group.
- ☐ If all Scouts and leaders are present and accounted for, wait patiently and calmly for further instructions, unless you are in an area that requires immediate evacuation for safety reasons.
- ☐ In a calm and orderly manner, units should carry out the instructions and the course of action as directed by the Camp Director.
- ☐ Use the two deep leadership principles to remain with the unit while all other adults do a quick search of the immediate area.
- ☐ If the camper is found, return the boy to the unit and resume activities. An adult should report the incident to the Camp Director or Health Officer.
- ☐ If the camper is not found, notify the Camp Director so the warning signal may be sounded and proceed according to plan.

Sickness:

- ☐ Take the individual to the Health Officer.
- ☐ Health Officer will make the decision as to any further action.
- ☐ Alert the Camp Director of the sickness, if necessary, Camp Director will notify the Scout Executive and/or the District Director.
- ☐ Parents are to be notified ASAP upon recommendation of the Health Officer.

SEVERE INJURY OR ACCIDENT:

- ☐ Do not move the injured individual, unless in an area of immediate danger.
- ☐ Notify the Health Officer immediately. Health Officer will make the decision to contact doctors, alert the hospital, and arrange transportation.
- ☐ Send an adult to notify the Camp Director.
- ☐ Parents will be notified as soon as possible.
- ☐ The Camp Director will notify the Scout Executive and the District Director.
- ☐ All necessary authorities will be notified.
- ☐ The injured individual's medical form will be available for transport if needed.

FATALITY:

- ☐ Notify the Health Officer and Camp Director and remove all Scouts from the area.
- ☐ The Camp Director will contact the Scout Executive, who will instruct the Director on proper procedure and the Scout Executive will notify the parents.
- ☐ Local authorities will be notified.

IN THE EVENT OF ANY EMERGENCY: CAMP IS ON LOCKDOWN

Weather:

Every effort will be made, consistent with BSA's *Guide to Safe Scouting* guidelines, to offer a full outdoor program each day.



Rain without lightning and high winds – camp will continue as planned.

Severe weather – campers will be sheltered until the weather passes.

Potentially hazardous weather – camp may be closed for the safety of everyone.

There are no plans for make-up days. We are sorry but refunds cannot be made! If camp is closed, the designated Pack/Den Adult Leader must have an emergency contact list that includes all the names and phone numbers of both parents and emergency drivers. The designated Pack/Den Adult Leader is responsible to ensure campers get home safely.

Please make sure you have an individual designated as your camp coordinator with phone numbers and email addresses. If camp is postponed or canceled due to weather, the camp coordinator will be contacted and it is their responsibility to contact all parents and leaders in your Pack/Den.

Please make sure all campers are dressed appropriately for the weather!

**Additional information and updates can be found on the
Laurel Highlands Council website: www.LHC-BSA.org
Or on the Day Camp web site: DayCampLHC.org**



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Health Information

A trained Health Officer will be on site at all times during camp. All injuries, regardless of how small, must be reported to the Health Officer to ensure proper documentation and treatment. The Health Officer will need the Scout's name, age, Pack number, area the injury occurred, time it occurred, and what was done to treat it.

Annual BSA Health and Medical Record (Parts A and B):

Prior to coming to camp, this form must be filled out for **EVERY** person attending camp. This includes all adults and Scouts coming to camp. Make two copies of the filled out form. One copy for the Pack's Day Camp Coordinator to submit to the Camp Director **BEFORE** camp begins. The other goes to camp with the Coordinator or Pack Adult Leader. **Only Parts A and B** must be completed for Day Camp.

The 2016 version of this form **MUST** be used:

http://www.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf

If the Camp Director does not have a copy of the form before camp, please provide one on the first day of camp. This is a health and safety issue. These completed forms are kept confidential and are returned at the conclusion of camp. Any forms left/forgotten after the conclusion of camp will be destroyed.

Special Medical Issues/Needs Advisory Form:

The Advisory Form for Campers with Special Medical Issues/Needs is to be completed for youth participants that have severe health or physical concerns that may limit their full participation or present safety issues. An example is if your child has a severe peanut allergy and requires special accommodations. Please complete and submit this form **at least two months prior to camp** to alert the Camp staff of the exact issues/needs. A member of the Council staff will contact the parent or guardian prior to camp to discuss any special accommodations.

Make sure any prescribed medication(s) are recorded on the Health Form. The adult leader/den parent of the Scout's Den should carry medications for children in their den. Parents are responsible to write out instructions including medication information, dosage, other instructions, and permission for the adult leader to supervise the child with the medication. All medicines must be in original, labeled prescription container(s). Medications requiring refrigeration must be brought in a small cooler with ice. The cooler **MUST** be labeled with the Scout's name and Pack number. Exceptions are inhalers and Epi-Pens; the individual may carry these.

Patches:

The 2016 Laurel Highlands Council Cub Scout Day Camp patch will be a SAFARI ADVENTURE patch. Cubs will be given the patch for attending day camp along with special recognition beads at the end of the Day Camp activities. The beads are for attendance and will only be given for attendance on that day.

TRADING POST:

A Trading Post will be available at lunchtime every day in camp. To purchase camp souvenirs. There will be no food items available. The cost of items in the Trading Post will range from \$1 to \$35. Please be prepared by bringing money for the trading post. A list of items and their prices will be sent home with the Scouts during the week. Look for a display of items available at Camp Headquarters during the week.

WHAT TO BRING TO CAMP

Adults

- ☐ Copies of Cub Scout Roster and Adult Roster
- ☐ **Health forms for Cub Scouts and Adults**
- ☐ **Background Clearance forms for all Adults**
- ☐ Cooler with ice for lunches/snacks and a wagon to transport them
- ☐ Water bottles and drinks (no soda/pop)
- ☐ Wet wipes for Pack to clean hands
- ☐ Insect repellent, sunscreen, personal headache medicine
- ☐ Rain gear, hats, folding chairs (if desired)
- ☐ Tents, Tarps, Ropes, and poles for your den/unit's lunch area
- ☐ Comfortable enclosed shoes (no open toes or open heels)
- ☐ Money for Trading Post
- ☐ An attitude of FUN! And all that is listed below
- ☐ **Friday each pack will be asked to bring something to contribute to a picnic. Each den needs a cooler to store lunches and anything else that needs to be cooled.**

Youth

- ☐ Lunch and snack
- ☐ Water bottle(s) (no soda/pop)
- ☐ Insect repellent, hat, sunscreen, rain gear
- ☐ Day Pack/bag to carry items
- ☐ Day Camp T-shirt with name & Pack number written inside
- ☐ Money for Trading Post
- ☐ Comfortable enclosed shoes (no open toes or open heels)

****** Please label all items with name and Pack number.

Do not bring any electronic games, iPods, iPads, electronic tablets, toys, media players, radios, TV's, computers, or valuables to camp. They will be collected and handed over to the adult leader in charge to be returned at the end of the camp day.

Items not allowed in camp: alcoholic beverages, pets, controlled substances, fireworks, and firearms. Anyone found with these items will be asked to leave immediately and the appropriate authorities will be called.

Safari Adventure T-Shirts:

Each camper receives a Safari Adventure camp T-shirt to be worn every day at camp. Additional T-shirts will be available for purchase in the Trading Post and at Headquarters. Adult sizes also available.



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Important Telephone Numbers

Mon Valley District Executive	Jacob Charles	412 325 7976
Day Camp Director	Steve Anders	724 698 3302
Program Director	Sam Steingrabe	724 699 8745
Health Officer	Kristen Sauers	724 970 9290
Day Camps Administrator	Jacque Schultz	412 330 7347
Day Camps	Jim Douglas	724 747 7855
Your Pack's Day Camp Coordinator:		

Name Phone Number(s)

Your Pack's Day Camp Leader(s) and Driver(s):

Name Phone Number(s)

Name Phone Number(s)

Name Phone Number(s)