

LEADER'S GUIDE



ONCE UPON A TRAIL

A FAIRYTALE- THEMED SCOUT ADVENTURE

Scouting AmericaTM

Mountaineer Area Council

**Once Upon a Trail
Cub Scout Day Camp
June 11-13, 1025**

**Brooke Hills Park
140 Gist Lane
Wellsburg, WV 26062**

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About Cub Scout Day Camp

Cub Scout Day Camp in the Ohio River Valley District is a summer tradition for many Scouting families that goes back generations. Located conveniently in Wellsburg, WV, Brooke Hills Park provides the ideal location for Cub Scouts to experience all the adventure and fun that awaits them at camp. Featuring unique features and opportunities such as miniature golf facilities, a pool and splash pad, playgrounds, and a pond for boating and fishing, Brooke Hills Park has been home to our Cub Scout Day Camp for years!



As a nationally accredited day camp owned and operated by the Mountaineer Area Council, Scouting America, Cub Scout Day Camp is run by National Camp School trained volunteers. Day Camp offers three days of exciting and fun programming in aquatics, BB shooting, archery, STEM (science, technology, engineering, and mathematics), crafts, scout skills, personal fitness, and character development without an overnight stay.

This guide is intended to help families familiarize themselves with many of the services, policies, and facilities at Cub Scout Day Camp. Families should also check out the accompanying supplemental materials related to camp.



**Brooke Hills Park gets the seal of approval
from our Cub Scouts every year!**

Registration

How to Register

Individual Cub Scouts are able to participate in Day Camp. Begin your registration online at <https://scoutingevent.com/615-BHDC>. A camper's registration is not secured until payment has been received in full.

All youth participants must meet proper age guidelines and be registered in Scouting America. Day Camp is for youth entering the First through Fifth grades the following school year. Those entering First Grade (Tigers) must be accompanied by an Adult Partner during their participation. Participants entering Kindergarten or younger are not eligible to participate.

Not a registered member of Scouting America? Day Camp provides non-registered youth the opportunity to become new members while experiencing the fun of Cub Scouting. Scouts can earn their recruiter patch by inviting non-Scouting friends to register for Day Camp!



**STEM (Science, Technology, Engineering,
and Mathematics) at Scout Day Camp**

Camp Fees

Prices for Cub Scout Day Camp can be found online at <https://scoutingevent.com/615-BHDC>.

- * Early-bird deadline is May 27, 2025
- * Late registration starts June 7, 2025

Camp fees are all-inclusive; there are NO additional fees for any special programs. There are NO additional fees for units from outside the Mountaineer Area Council.

The prices for the 2025 Cub Scout Day Camp are:

Cub Scout Youth	
Early-bird discount	\$55
Regular price	\$75
Late registration / Walk-in	\$95
Non-Cub Scout Youth - Includes a Scouting America membership June 1, 2025 through May 2026	
Early-bird discount	\$140
Regular price	\$165
Late Registration / Walk-in	\$180
Adults, Junior Staff, and Den Chiefs*	FREE

***Den Chiefs must be registered in a Scouts BSA unit, at least 13 years old, and be at least First Class rank.**

Camperships

Every Scout deserves the opportunity to attend summer camp. Scouts who may need financial assistance are strongly encouraged to apply for the Mountaineer Area Council's Campership program or speak with their Unit Leaders.

*** Campership applications are due by March 15, 2025.**

Visit <https://247scouting.com/forms/615-campership2025> for a copy of the campership application with more information on eligibility requirements and how to apply.

Cancellation and Refund Policies

Most camp fees are spent prior to the Scouts' arrival in preparing food and program supplies. Refunds may be considered based on certain extenuating circumstances. No refunds will be issued for Scouts who are dismissed early by Day Camp staff or unit leadership. More information about the Mountaineer Area Council refund policy and applications are available at https://scoutingevent.com/Download/61545082/OR/Refund_Request_Form.pdf.



Field Games are always a great way to burn off some excess energy during camp

Leadership & Supervision

Two-Deep Leadership

Every camper attending Day Camp will be assigned to, and must at all times, be under the supervision of at least two registered adult leaders aged 21 or older with current Youth Protection Training. A “registered adult” is defined as an adult registered with Scouting America as a leader attending camp.

Youth Protection

Everyone participating in Scouting activities must abide by the National Scouting America policies on [Youth Protection](#), including [Scouting’s Barriers to Abuse](#). These policies not only protect youth members but also serve to protect adult leaders.

All adults providing qualified supervision for Scouts in their Unit must:

- * Be a fees-paid Scouting America registered adult leader with the Unit, including completion of an adult application with a criminal background check and current Youth Protection Training, regardless of whether they are the parent of an attending Scout or not.
- * Adults outside the Mountaineer Area Council will need to provide verification of current Scouting America registration and Youth Protection Training during check-in. This can be provided via a roster generated in Scoutbook (complete with registration and YPT checkmarks) or a report from your local council in addition to YPT certificates.

All adults and youth share the responsibility for the safety of all participants at camp, including adherence to the [Guide to Safe Scouting](#) and day camp policies.

Unit leaders are responsible for monitoring behavior and intervening when necessary. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and will result in dismissal from camp and revocation of membership in Scouting.

For more information or to take Youth Protection Training, visit <https://www.scouting.org/training/youth-protection/>

No One-on-One Contact

One-on-one contact between an adult and youth is not permitted at any Scouting activities. In situations requiring a personal conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.

Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp. Adults may only intrude to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

Unit Leaders' Role at Camp

Unit leaders are responsible for their unit at all times while at camp, including discipline, organization, and oversight of instruction. The Camp Director may refer a Scout's discipline problems to their unit's leadership for resolution. If unit leadership is unwilling or unable to control their Scouts' behavior, the Camp Director may require the Scouts involved to leave camp.

Day Camp staff respects the important role of unit leadership. The goal of camp staff is to provide an environment in which a unit can grow into a better integrated, better prepared and more independent unit, with better trained Scouts, and better trained leaders. The Camp Director should be informed of any problems encountered involving a staff member or another adult leader.

Leaders' Meetings

In the weeks leading up to Day Camp, a leaders' and parents' meeting will take place via Zoom. Additionally, camp leadership is available to discuss any concerns that may arise and additional meetings may be scheduled as needed throughout the week.

Camp Staff Meetings

In the weeks leading up to Day Camp, camp staff meetings will take place both in-person and via Zoom to discuss plans for camp and other important information. There is also a mandatory meeting for all staff on June 1 at the Bald Eagle Shelter at Brooke Hills Park that includes important training vital to the camp's success.

Visitors

Family and friends are welcome to visit Cub Scout Day Camp throughout the week. See the [Youth Protection](#) section for more information.

All visitors to camp must first register at the Trading Post and follow the same rules and expectations as participants. Visitors, who provide proof of completing Scouting America's online [Youth Protection Training](#), will be given a wristband which must be worn at all times while in camp for identification. Visitors, without proof of Youth Protection Training, must be always escorted by another Youth Protection Trained adult while in camp. Camp terrain varies, so

visitors should wear comfortable, closed-toe shoes. All visitors must check out at the Trading Post before departing camp.

Youth Leaving and Returning

Parents are encouraged to allow Scouts to remain at camp all day each day to have the complete camp experience.

- * No one, including a unit leader or parent, should leave camp with a youth without first having checked out at the Trading Post.
- * Youth are only allowed to be checked out from camp by an adult authorized on Part A of the Scout's Scouting America Annual Health and Medical Record. Youth under 18 may not check themselves out.

Without this authorization, youth will only be allowed to leave camp with an adult registered for camp from the Scout's unit or with the parent or guardian who signed the Scout's Annual Health and Medical Record. All youth and adult participants returning to camp must first check-in at the Trading Post.



Cub Scout Day Camp is a great opportunity
for Scouts and parents alike to build
life-long memories

Preparing for Camp

Annual Health & Medical Record

A Scouting America Annual Health and Medical Record (AHMR) is required for all youth and adults participating at camp. The current Scouting America Annual Health and Medical Record can be found online at: <https://www.scouting.org/health-and-safety/ahmr/>.

- * Everyone participating at Cub Scout Day Camp must provide a Scouting America Annual Health and Medical Record with parts A and B completed within the past year.
- * Anyone who does not provide a current and properly completed Scouting America Annual Health and Medical Record will not be permitted to participate at Cub Scout Day Camp.

A family physician's form is not a suitable replacement for the information required on the Scouting America Annual Health and Medical Record. All information on the document must be completed, including immunization dates, insurance info, necessary signatures, and emergency contact names and contact information.

Families should review their Scouts' Annual Health and Medical Record prior to camp. All Annual Health and Medical Records will be stored securely with the Health Officer during camp. Annual Health and Medical Records will be returned to families upon request during checkout or throughout the week for off-site health care. Any Annual Health and Medical Records not collected will be destroyed and will not be retained for future events.

Medications

Both prescribed and over-the-counter medications to be used while attending camp must be listed on Part B of the Scouting America Annual Health and Medical Record. All medications should be kept in their original container with the medication's name, dose, and dose frequency clearly marked on the container.

Generally, medications may be dispensed by either a responsible unit leader or the Camp Health Officer. All medications in camp will be stored securely to prevent unauthorized use, theft, or attract wildlife.

Medications that require refrigeration, special administration (injections, nebulizers, etc), or are considered a controlled substance must be coordinated with the Camp Health Officer.

If an individual's Scouting America Annual Health and Medical Record indicates they must have an inhaler, EpiPen®, or similar medical device, the Camp Health Officer will occasionally confirm that these required items are in their possession. If the individual or a nearby responsible adult are not in possession of these items, then they must be immediately obtained. Frequent violation of this policy may result in dismissal from camp.

Special Dietary Needs and Food Allergies

Any special dietary needs or food allergies should be listed when registering online for camp. Cub Scout Day Camp staff strive to accommodate any needs with appropriate substitutions, within reason, when notified well in advance of arrival at camp.



Scouts meet special visitors during special programming

Scouting America Swim Test

All Scouts will have the opportunity to utilize the pool and splash pad on Thursday and Friday. The Scouting America swim test is not required for Cub Scout Day Camp. Lifeguards will be on duty and proper safe swimming guidelines must be adhered to at all times. Swimsuits should be comfortable, functional, and modest. Goggles are also permitted.



Nothing beats the heat quite like pool time!

What to Pack

Scouts should bring only the necessities for day camp; enough to be comfortable, but not so much that they won't want to carry it around between stations.

PACKING LIST:

- Camp uniform t-shirt (REQUIRED)
- Nametag and Lanyard
- Day pack
- Filled water bottle
- Personal first-aid kit
- Sun protection (sunscreen, hat, sunglasses)
- Bagged Lunch
- Swim gear (swim suit, towel, swim shoes, goggles)
- Extra socks
- Spending money for Trading Post

VALUABLES

Cub Scout Day Camp recommends leaving valuable items at home. Units and individuals are responsible for their own gear at camp.

The Scout uniform is an important part of Scouting. All Scouts are required to wear the Camp Uniform t-shirt ("class B" uniform) each day of camp. Comfortable closed-toed shoes must be worn while participating in activities and hiking around at camp. Flip-flops, open-toed shoes, and Crocs are not proper footwear while at camp and are only permitted at aquatics.

Prohibited Items

The following items are prohibited at Day Camp and may result in dismissal from camp:

- ✗ Personal firearms and ammunition (bows, rifles, shotguns, airsoft, paintball, etc.)
- ✗ Alcoholic beverages
- ✗ Tobacco and vaping products
- ✗ Illegal drugs and paraphernalia
- ✗ Pornography
- ✗ Drones

- ✗ Laser pointers
- ✗ Fireworks, projectile launching devices (spud gun), and any type of explosives
- ✗ Sheath knives or knives longer than the palm of your hand
- ✗ Pets (excluding licensed service animals)
- ✗ Clothing with explicit material, profane language, political statements, hate speech, or age-inappropriate activities (alcohol, tobacco, etc.)



Target and Range Activities with our Certified Rangemasters and Instructors is always a highlight at Cub Scout Day Camp

Camp Check-In

Arriving at Camp

Brooke Hills Park is located at 140 Gist Lane in Wellsburg, WV 20262. Camp Admin and main programming is in the Bald Eagle Shelter, located across from the pool. Entering this location into a GPS is the easiest method for navigating to camp.

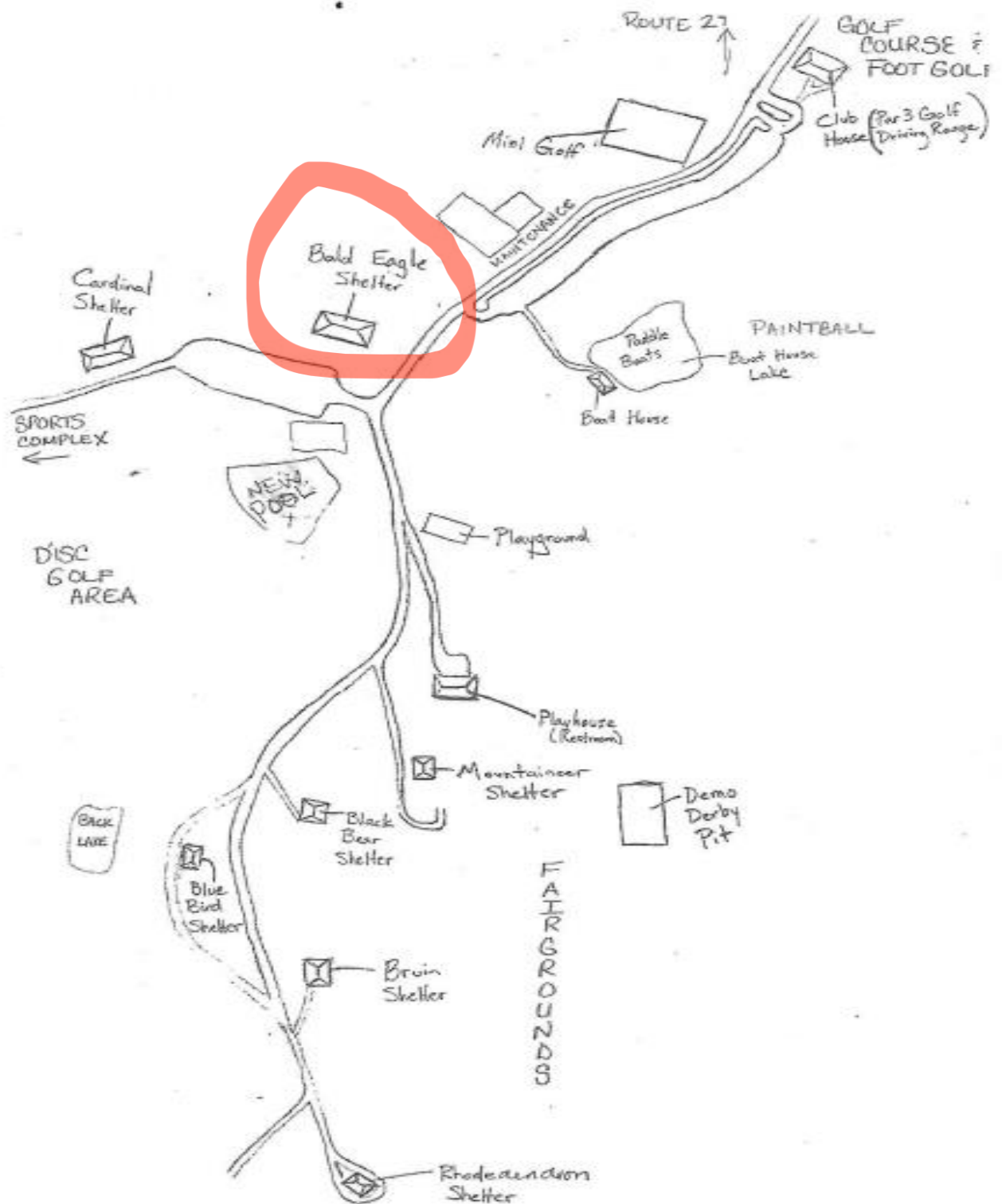
Parking is located in the main parking lot.

- * Check-in runs each day from 8:00 am to 8:30 am. Please arrive early if possible, as lines can get congested
- * Parents must park their vehicle and report to the Bald Eagle Shelter with their Scout each morning for check-in
- * Daily programming begins at 8:30 am.

The first-day check-in process:

- Finalize youth and adult counts, attendee names, and review all finances.
- Out of council units must provide proof of [Youth Protection Training](#) for all adults and proof of insurance.
- Each Scout and parent will meet individually with the Camp Health Officer to review and turn in their [Annual Health and Medical Records](#).
- The Camp Health Officer will review each individual's medication with them and store medications if necessary.
- Any [special dietary needs or food allergies](#) identified during registration will be addressed by camp staff.
- Receive participant name tags and camp uniform t-shirts. Every individual must wear a camp uniform t-shirt and participant name tag while in camp for identification purposes.

Camp Map



Camp Services

Drinking Water

Fresh drinking water is available at camp headquarters and all activity stations across camp. Each scout should bring a refillable water bottle for each day of camp. Campers are encouraged to write their name on it so that if lost it can be easily recovered.

Garbage Removal

Garbage receptacles are located throughout camp and are maintained by the Brooke Hills Park staff. Should a garbage receptacle need to be emptied, please notify camp staff.

Health Lodge

The camp's first aid station is located in Camp Headquarters at the Bald Eagle Shelter. It is staffed by certified medical personnel during day camp hours who are responsible for the well-being of all campers and staff. The Health Lodge should be the first stop for any accidents, injuries, or sickness.

Bathrooms

Separate facilities are marked for youth, adult, male, female, and staff.

Trading Post

Day Camp operates a fully stocked Trading Post with snacks, drinks, souvenirs, and program items anyone may need during a week at camp. Various t-shirts and hats may also be available.

The average camper spends \$30 at the Trading Post while at camp. Items sold in the Trading Post are subject to applicable sales tax.

Camp Life

Camp Meals

All guests (Scouts and adults) attending Cub Scout Day Camp must bring their own bagged lunch each day. Please note that food will not be provided on-site, and refrigeration will not be available, so plan accordingly with non-perishable items. Be sure to pack enough food and water to keep your Scout energized throughout the day. This policy helps us accommodate a wide range of dietary needs and ensures the safety and comfort of all participants.

Lost & Found

Lost and found articles can be turned in at, or picked up from, Camp Headquarters during day camp hours. Any items not claimed after the conclusion of camp will be donated or destroyed. The camp is not responsible for any lost or stolen items.

Technology

Scouts are encouraged to appropriately document and share their experiences while at camp. Technology should always be used during appropriate times and not distract from program participation. Unit leaders may impose additional restrictions and should review appropriate technology use with their unit.

Cell phone service is reliable throughout camp. For convenience, electrical outlets are available at most program areas. Scouts are encouraged to write their name on their charging devices.

Cell phones and cameras are not to be used in or around restrooms or aquatics changing areas. Violation of this may result in confiscation of the device and dismissal from camp.



Camp Policies

Buddy System

The buddy system must be used at all times; Scouts should never travel alone in camp. Scouts should pair with other Scouts of similar abilities, ages, and maturity. Scouts should not be forced into or made to feel uncomfortable by a buddy assignment. Buddy pairs must be single gender. A buddy team may consist of three Scouts when necessary.

Outdoor Ethics

All youth and adults should follow the [Outdoor Code](#) and [Leave No Trace Seven Principles](#) while in camp. Do not cut or remove live trees and shrubs without permission from camp staff. Keep to trails and roads when traveling around camp. Do not litter; dispose of all trash and waste in a proper garbage receptacle.

Tobacco and Vaping Products

Day Camp is tobacco and smoke free. In accordance with West Virginia law, no youth participants may use tobacco products of any kind. In accordance with the [Guide to Safe Scouting](#), use of tobacco products and smoking are not allowed at any Scouting America activity involving youth participants. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking. Any youth or adults found in violation of this policy may be dismissed from camp.

Wildlife Encounters

Many types of wildlife, such as deer, skunks, raccoons, and ducks, call Brooke Hills Park home in addition to pets brought in by park visitors. Please do not feed or disturb any of these animals.

Participants planning on bringing food or medications should store them securely in airtight sealed containers. If you see an animal behaving strangely, keep your distance and report it to staff immediately.

Emergency Procedures

Unfavorable Weather

Unfavorable weather can sometimes have an unintended impact on camp programs and activities. In particular, Aquatics must delay or cancel operations when thunder and lightning is detected near the vicinity of camp. Decisions that may impact the program are at the discretion of camp staff in the best interest of Scouts' safety.

Severe Weather

In the case of severe storms, high winds, or other serious weather conditions, the camp emergency siren will sound and staff will instruct everyone to seek shelter in the nearest permanent structure. Unit leaders should be aware of any weather that may pose a risk to the safety of their Scouts and are encouraged to move their Scouts to a safe area rather than first waiting for a decision from staff.

After the threat of severe weather has passed, staff will communicate additional instructions and confirm that every participant is accounted for. Once all participants have been accounted for, staff will communicate a final "all clear" notification for everyone to resume normal operations.

Lost Camper

Report all missing persons to staff immediately. Be prepared with a description, unit information, and last known location.

Other Emergencies

Depending upon the nature of the emergency, camp staff will communicate necessary information, based on the nature of the threat. During check-in, camp staff will review the Camp Emergency Siren and related procedures.

Family Showcase

One of the most exciting features of our Cub Scout Day Camp is the family showcase!

Join us on **Friday from 3:00–4:00 PM** as we wrap up an unforgettable week of adventure, learning, and fun with a **Family Showcase** you won't want to miss! Our Scouts will work hard all week and be excited to share songs, skits, cheers, and highlights from camp with you. It's a special opportunity for families to see the spirit and creativity of our campers in action.

We'll finish the afternoon with our **final closing ceremonies**, where we'll celebrate achievements, recognize our Scouts, and close camp with Cub Scout pride. Bring your cameras, your cheers, and your Scout spirit. We can't wait to see you there!



**Singing and Ceremonies are an important part of scouting and our
Scouts never fail to entertain!**