



# ***Parent Guide***

2025 Cub Scout Day Camp  
*Suwannee River Area Council*  
at Maclay Gardens State Park  
from June 2nd to 6th



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# General Day Camp Information

## Who to Contact

Contact	Position	Phone Number	Email Address
BJ Palmer	Camp Director	(229) 400-0955	<a href="mailto:cubscoutdaycampth@gmail.com">cubscoutdaycampth@gmail.com</a>
Gail Schaper	Camp Director/Staff Manager	(850) 556-4926	<a href="mailto:gailschaper@gmail.com">gailschaper@gmail.com</a>
Amanda Fortunato	Program Director	(850) 590-8085	<a href="mailto:cubscoutdaycampth@gmail.com">cubscoutdaycampth@gmail.com</a>
Ethel Harris	Staff Advisor	(850) 498-8085	<a href="mailto:ethel.harris@cflscouting.org">ethel.harris@cflscouting.org</a>

## What is Cub Scout Day Camp?

Cub Scout Day Camp is the ultimate camp experience for your son or daughter! We provide a variety of activities from crafts/skits to nature walks, even fishing and swimming. Cub Scout Day Camp is distinct from other summer camps in that they prepare younger children for overnight camping by building their outdoor skillsets. While your seven-year-old may not be ready to head out for a week of camping quite yet, they may be prepared to camp with their pack after a few years of Cub Scout Day Camp. We know your summers are busy (the days of summer “breaks” are long gone), but if you’re looking for a summer camp experience that stands out, make sure Cub Scout Day Camp is on your list.

## Who Runs Day Camp?

Suwannee River Area Council BSA operates this cub scout day camp, comprised of a volunteer team with the backing of full-time professional support. Before their week at camp, all volunteers are required to complete a variety of training, including our flagship Youth Protection Training. Our camp director and program director leadership team also earn certification through the BSA’s National Camp School for Day Camp Administration.

Adult volunteers are needed to serve as den leaders and as station leaders every day of the week.

- ✿ If you are willing to volunteer, you will receive a discount on your scout's registration fee. Please select "adult participant" on the online registration form and then contact the day camp planning team to be assigned a volunteer role. <https://scoutingevent.com/664-CSDC25>
- ✿ In addition, parents or adults that will be attending camp the whole week with their child may choose to become a Parent Den Guide. We always want more volunteers to join in on the fun! Contact the camp director about becoming a Parent Den Guide.

## About the Day Camp Program

We have designed a variety of planned program areas which are packed full of fun activities including Nature, Scout Skills, Sports, Games, Fishing, Crafts, STEM, and the Arts. Our staff occasionally wear costumes related to the theme and play in character.

- ✿ Each camp day begins and ends with a patriotic or meaningful Cub Scout ceremony.
- ✿ Each camper will receive a patch as part of their participation for the Summer Camp week, that they can wear on their Cub Scout uniform.

## Camp Hours

Our day camp opens at 9 AM and will stay open until 4 PM.

- ✿ **Please plan to pick up your camper by 4 PM**

**We will be offering wrap-around care from 4 PM to 5 PM for day camp this year.**

- ✿ **The charge for picking up your scout after 4pm will be \$10 a day.**

## Our Camp Mission

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath & Scout Law.

- ✿ **Scout Oath:** On my honor, I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

- ✦ **Scout Law:** A scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

## Camper Eligibility

All children, boys and girls, attending 1st through 5th grade in the fall are eligible to attend. Campers do not need to be registered members of the Boy Scouts of America to attend. Summer camp eligibility is based on the rank and grade they will be **entering in the 2024-2025** school year. Camp fills up early and camp availability is not guaranteed.

- ✦ Tiger Scouts, or children entering 1st grade, must provide their adult to attend with them or they cannot attend any event with the Boy Scouts of America. This requirement is based on the BSA program design and is not subject to the discretion of Suwannee River Area Council leadership. The required adult can be any relative or child caregiver, but they must be at least 18 years of age and responsible for the camper each day.

## Registration and Payment

Please register all campers and staff volunteers at <https://scoutingevent.com/664-CSDC25>. Payments can be made online, paying online by credit card or check online does not incur an extra fee.

## Financial Assistance

We don't want to see any Scout miss the opportunity to attend Day camp due to financial hardship. We ask that you check with your unit's leadership first as many units are able and willing to help a fellow Scout. If your unit is not able to assist, you may apply for financial assistance or what is often referred to as a "Campership" through the Suwannee River Area Council. This is a need-based financial assistance program.

- ✦ Please contact the council office if you have any questions or need help completing the Campership application.

# What to Expect at Camp

## Wear Your Camp T-Shirt

Each camper will receive a t-shirt with their registration. Campers can pick up their t-shirt before camp at the parent information meeting, or they can pick up their t-shirt on their first day of camp during initial check-in.

- ✦ **Campers are expected to wear their t-shirt to camp every day as their camp uniform.** In addition to emulating the spirit of uniforms in Scouting, camp t-shirts help us identify who is on camp and keep your child safe.

## Water

Water stations are available in each area of the camp. **Campers are responsible for bringing their water bottle for use and refills at water stations.**

- ✦ Label water bottles with the camper's name and pack number.
- ✦ Keeping the campers well hydrated at camp is a priority for staff and campers alike, as it keeps everyone happy and healthy.

## Facilities and Hand Washing

We ask every adult and camper to wash their hands before and after lunch to prevent germs or possible allergic reactions between campers. There are restrooms and sinks available at the park.

- ✦ Please discuss privacy and appropriate bathroom behavior with your child before camp.

## Camp Dens

Day camp uses the methods of Cub Scouting to achieve our goals. Each camper is grouped into a Camp Den with other members of their Pack and often neighbor Packs. As they participate in activities, they will be performing skills that could be used as rank adventure achievements.

- ✦ There will be a daily schedule that the leaders will follow.

## Daily Check-in and Checkout

**All Campers** must be checked in and out daily by the adult dropping them off and picking them up from camp.

**Adults authorized for pickup and drop off must be listed and have a valid picture ID.**

- ✿ If you have a change for authorized pickup during the day, please email **Gail Schaper** at [gailschaper@gmail.com](mailto:gailschaper@gmail.com)
- ✿ Regular sign-in and out are right next to the restrooms with the Den Guide.
- ✿ All children should be accompanied from the parking lot to the sign area into camp for both drop-off and pickup. Please help keep our families safe by driving cautiously in and out of camp.
- ✿ BSA Health Forms (part A & B) for all campers and adults <https://www.scouting.org/health-and-safety/ahmr/>

## What to Bring to Camp

**Please label all items with your Camper's first and last name.** Do not bring any video games, toys, media players, computers, or valuables to camp. Campers should not bring cell phones, as all communication can be handled through camp leadership. Inappropriate possessions may be confiscated and returned to the camper's parent at sign-out.

We hope this list will help you get an idea of what to bring for an outdoor day camp:

- ✿ Lunch and a snack each day
- ✿ Wear your camp T-shirt!
- ✿ Comfortable enclosed shoes (no open toes, heels, or sandals)
- ✿ Refillable water bottle
- ✿ Bathing suit and towel
- ✿ Insect repellent (40% DEET recommended)
- ✿ Sunscreen (spray recommended)
- ✿ Wet wipes to clean hands (recommended)
- ✿ Rain gear, hat (recommended)
- ✿ Camp chair (if needed)
- ✿ Day pack, backpack, or a tote bag to carry items (if needed)
- ✿ Medication must be checked in with the camp health officer. Scouts should continue taking all medications prescribed to them while at camp. Camp is not an appropriate time or place to "take a break" from medication.

## Items NOT Allowed at Camp

Anyone found with these items will be asked to leave immediately.

- ✿ Tobacco or vape pens
- ✿ Alcoholic beverages or controlled substances
- ✿ Weapons, fireworks, or firearms
- ✿ Pets

## Camper Absences and Late Attendance

If a camper is going to miss a day of camp, please contact your den leaders and/or our camp directors.

- ✿ There are no refunds for missed days of camp, and we do not have any make-up days.
- ✿ If you need early or late extended time, [please contact the camp directors directly](#)

## Adult Participants and Visitors

Volunteers attending for the day, including parents tagging along, must register as an adult, provide a BSA Health and Medical form (parts A and B), and Youth Protection Training to be allowed to stay the whole day. Please contact the Camp Director if you have any questions.

- ✿ Upon arrival, all visitors will be asked to sign a visitor log. **A photo ID is required.** Visitors are not permitted to participate in any activities or act as a volunteer without prior approval. Visitors must be always escorted by a member of the camp staff unless prior approval is obtained and BSA Adult registration can be verified. A parent stopping by to have lunch with their child would qualify as a visitor. Visitors must not disrupt program flow and are not covered under the BSA's Accident and Sickness insurance coverage. BSA Youth Protection standards will be followed at all times.



## Health Information

A trained Health Officer will always be on site. We are also less than 8 minutes away from the closest Emergency Room, TMH on Thomasville Road.

- ✿ 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 camper's name, age, parent info, area the injury occurred, the time it occurred, and what was done to treat it.
- ✿ Emergency numbers are required in your online registration to help expedite your location in an emergency.

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

Before coming to camp, this form must be filled out for EVERY Scout and participating adult (volunteers and staff). Only Parts A and B are required for Day Camp.

- ✿ The newest version of this form MUST be used. <https://www.scouting.org/health-and-safety/ahmr/>

## Medication

Any medication brought to camp must be logged in at the health headquarters by the Health Officer. Medication must be in the original labeled container with clear dosage instructions.

- ✿ Allergy kits, EpiPen's, inhalers, and other instant self-administered medications will remain in the camper's possession after it is logged in by the Health Officer.
- ✿ If medication requires refrigeration, you will need to provide an insulated cooler with ice as we do not have refrigeration facilities.
- ✿ You must clearly label all medical supplies with the camper's name and pack number, and you may leave it with the Health Officer.
- ✿ Written permission is needed for another adult to supervise your child in taking medication.
- ✿ Please let the camp directors know if there is anything specific the Medical Office will need to know.

## Emergency Procedures

### Camp Emergencies

Staff, attending parents, and Campers will review emergency procedures at the beginning of each day of camp.

### Lost Camper

In the event of a lost camper, an emergency sound will be activated. Everyone should then gather in a seated circle and take attendance of everyone present including adults. Once attendance is taken, campers can sing a song or play a game but must stay seated until the Camp Director gives the all-clear.

## Weather

Every effort will be made, consistent with BSA's Guide to Safe Scouting guidelines, to offer a full outdoor program each day. Please make sure campers are dressed appropriately for the weather including rain and heat. Campers should dress in layers to either keep them warm or be able to cool off. Please be sure to label jackets and sweatshirts clearly as campers are often chilled in the morning and then discard their jackets as the day warms up. and these get left behind.

- ✿ **Check with your camper at pick-up time for jackets, water bottles, and project items from the day.**

## Rain

The camp will continue as planned IN THE RAIN. Campers should be prepared to continue camping in the rain. Campers must provide their ponchos or raincoats. Umbrellas are not considered rain gear as the camper cannot safely participate in games while holding an umbrella. Proper waterproof rain jackets and pants provide a camper with the ability to stay warm and dry in the pouring rain. Some of our most fun and memorable camp experiences have been on muddy, rainy days. Please help your child be prepared to be safe and dry to have fun in the rain.

## Thunderstorms and Lightning

Camp does not usually close for rain and lightning. Staff track lightning within a 30-mile radius and will call all to shelter when lightning strikes within 10 miles of camp. Campers will be sheltered until the weather passes and we receive an all-clear. Camp cannot resume until 30 minutes after the last lightning strike, no matter how lovely the skies may seem. Please avoid picking up Campers during lightning warnings as much as possible and wait for staff to notify you if we do need to close the camp. We may delay the start of camp or close camp early if storms are lingering. Please be sure to provide your cell phone numbers as emergency numbers in your camp registration online and you will automatically be added to receive texts. Please provide additional emergency contact that can pick up the child if you cannot.

## Other Hazardous Weather

The camp may be closed for the safety of everyone. Severe storms and the threat of tornados will cause the camp to close. This is a rare situation.

## General Volunteer Orientation

We have volunteers or support staff members who provide adult leadership and supervision for a small group of Scouts throughout the day. We also have youth volunteers to assist the adults! If you are looking for a way to get involved in Day Camp, this is a great option.

- ✿ Greet all campers with a smile.
- ✿ Take attendance daily. Assist in checking in campers in the morning and checking them out with the appropriate adult in the afternoon. Conducts head counts and buddy checks throughout the day especially before and after moving to a new activity station.
- ✿ Serves as an extra set of hands at each station, especially when doing arts and crafts projects.
- ✿ Encourages Scout spirit and promotes Scout-like behavior.
- ✿ Looks after the health of each member of the Den. Promotes drinking water and assists the health officer in ensuring Scouts take medications on time.
- ✿ If first aid is needed, notify a member of the administration team/health officer.
- ✿ Every Cub Scout Pack is encouraged to provide volunteers and help provide leadership for the Day Camp.
- ✿ We are seeking out and encouraging volunteer staff members at all levels for our **2023 Day Camp program**. Potential positions include activity station program staff or leadership, medical staff, administration staff, and set-up/tear-down crew.
- ✿ All volunteer staff members must complete a staff application, sign a volunteer agreement, take Youth Protection Training, and provide a BSA Health and Medical record. Training requirements vary based on position.

## Policies

### No Make-Up Days

There are no plans for make-up days. We are sorry but refunds cannot be made. If the camp is closed, camp directors will begin the task of contacting each registered parent through email and phone as indicated in the online registration. If camp is postponed or canceled due to weather, the camp coordinator will be contacted and they can help contact all parents and leaders in your pack.

### Cancellation

The Suwannee River Area Council, through its Executive Board, has adopted this policy in order to provide maximum flexibility to participants, while protecting the council's pre-paid program expenses based on registration numbers and requirements beyond our control. Once adopted, this policy supersedes all previous refund policies for events and camps within the council. The Suwannee River Area Council will consider and process refunds for fees paid for activities and training under the following conditions:

- By adoption of this policy, the Council Scout Executive or his designated staff member will have the authority to make refund approvals outlined in the policy.

- Requests must be made in writing to the Council Service Center via mail, fax, or email. All emails must be sent to Jimmy Henderson at <mailto:jimmy.henderson@scouting.org>. Only written requests will be considered for approval.
- All refund requests must be received NO LATER THAN ONE WEEK (7 calendar days) after the event is completed. Requests received after this time will not be processed.
- Requests for refund for most council events/activities will be considered/processed, based on the "Refund Schedule" below. So long as the request is made:
  - One week or more before event= 100% Refund
  - Less than one week and up to the event= 85% Refund Up to one week after the event = 60% Refund
  - More than one week after the event= No Refund

*This schedule does not include "special events/activities" such as National Jamboree, High Adventure contingents or other similar events/activities.*

- Fee transfers for these events/activities from one participant to another may be made without penalty as long as the council is not expected to refund/reimburse the original participant.
- For Council High Adventure Contingents, National Jamborees, and other similar events, refunds of any costs already incurred will be considered only if another paid participant has replaced the participant that has cancelled. The refund will be less any costs incurred by these changes that cannot be transferred/refunded (non-transferable/refundable deposits, airfare, activity fees, transportation, etc.).
- The replacement participant will be expected to pay all fees directly to the council office, in order for the original participant to be considered for a refund. Refunds cannot be considered if the parties involved have worked out any sort of private financial arrangement.
- Refunds cannot be issued to the original participant, until all fees are caught up in full by the replacement.
- Reasons for requesting a refund, include:
  - Illness or injury preventing attendance
  - The event or activity is cancelled or rescheduled
  - Work or Family Emergency
- Other reasons may be requested, but may require longer processing/approval time. *No request is automatically guaranteed to receive approval*
- Refunds for fees of \$10 or less will not be issued.
- Refunds are not given for no shows (except as permitted within this policy) or for bad weather that does not warrant event cancellation.
- If an activity is postponed and the participant cannot make the alternate date, then refunds will be considered based on the refund schedule above. If postponed just one week, 100% refunds may be requested up to 4 days before the event, 85% refunds at 3 days or less.
- Refunds for Order of the Arrow events are subject to all of the above and will be issued only with the approval of the Lodge Staff Adviser.
- Approved refunds will be processed within thirty (30) days of the approval and made via check or credit card reversal, at the discretion of the Council staff, to the original payer for individual registrations or to the unit, in the case of fees paid as part of a unit registration, i.e. Summer Camp, Camporees etc. NO CASH REFUNDS will ever be made, regardless of the method of original payment.
- Regardless of the above, special hardship case requests can be submitted and up to 100% refunds may be processed in the event of certain serious personal injury or family emergency cases. If requesting a special hardship, please note in the request. These cases must be reviewed individually by the Scout Executive in consultation with the Council President and Council Vice President of Programs.