



## **OPERATING PROCEDURES**

### **WHAT EACH OF YOUR STAFF NEED TO LEARN DURING TRAINING**

1. Evacuation plan tailored to your camp
2. Specific arrival and departure plan for campers including use of wristbands and parents signing off on pickup.
3. In-camp vehicular traffic control. Where and how to park staff cars
4. Daily procedures – campers arrive, then what? (to unit, flag, elsewhere...)
5. Supply acquisition
6. Kaper procedures, including who can and who can't clean toilets/latrines
7. Staff breaks
8. Sick or injured campers, Pixies and Rangers – who can do what (nurse/first aid procedures) and what about a camper who should not spend the rest of the day in camp?
9. Ill or injured staff – procedure to notify director if staff cannot attend camp or will be arriving late, who will cover for them? (For more information, please see “Ill or injured Staff” in the Health and Safety section of this manual
10. Procedures for campers who may not be able to participate in a particular activity with her unit (a long hike, swimming, and has a cold, etc.)
11. Confidential camper information that staff may need to know – health and emotional conditions
12. Any others you can think of
13. Opening day – welcoming activities/atmosphere for campers

### **EQUIPMENT**

Equipment is reserved using the Day Camp Equipment Request. This form needs to be completed and returned to GSEP in early spring.

Day Camp Equipment is delivered to each day camp site at the convenience of both the Day Camp Staff and the council's designated delivery person.

For most traditional camps, equipment is packed in a utility trailer.

## **CAMPER RELEASE PROCEDURES**

Girl Scouts are ultimately concerned with the safety and well-being of girls. To that end, GSEP has in place a camper release procedure.

At the end of the day the campers will only be released to those who have written permission from the custodial parent. The person to whom the girl is being released must initial the appropriate form.

If a parent would like to add a name to her/his daughter's authorized persons list, it must be done in writing.

## **CAMPER COUNCIL**

This is a group of campers which is representative of the campers. This is one of the ways we can encourage girl planning in Girl Scout day camp. This group may decide which all-camp activities they would like to have during their week at camp. The Camper Council meeting should be held early on Monday morning so the girls will have time to take the ideas back to their unit to be voted on.

## **ALL-CAMPS**

These are activities in which the whole camp participates. Ideas include, but are not limited to the following:

- Scavenger Hunt
- Dinosaur Egg Hunt
- Backwards Day
- Olympics
- Staff Hunt
- Pajama Day
- Hat Day
- Blue Day (or any other color)

Use your imagination! Better yet, use the girls' imaginations!

## **DAILY PROCEDURES**

**Attendance** – Attendance should be taken in each unit as soon as campers arrive. The attendance sheet should be sent to the director as soon as possible. It is the director's (or her designee's) responsibility to call the parents of those girls who are not in attendance to be sure the parents are aware that their daughter is not in camp.

**Staff Meetings** – It is very important for the director to have daily staff meetings with her unit leaders. During this time, any changes in the weekly schedule can be announced, any questions can be answered and any concerns raised. There is no set time for these meetings. Whatever works best for each camp is acceptable.

**Kapers** – Kapers have been a long-standing part of all Girl Scout camp events. Through doing jobs or kapers, girls learn to take responsibility for the care of our facilities, as well as learning that we all must pitch in to accomplish a task. Each group that uses a site is expected to leave the site they are using cleaner than they found it. Kapers for Day Camp could include grounds (using rubber gloves to pick up litter from the site), flag (to participate in the morning or evening flag ceremony) latrines (outlined below), etc.

**Latrine Kapers** – In recent years there has been an increased concern about the kaper of cleaning latrines and toilets in our day camps. The concern from parents has primarily been from a health and safety aspect about young girls handling cleaning chemicals and the possible exposure to body fluids which can spread diseases such as Hepatitis B and HIV. Parents sometimes perceive the latrine at camp as a "public restroom" and therefore don't want their daughters cleaning it.

It is not our intention to diminish the importance of Girl Scouts, regardless of their age, taking responsibility for daily living chores, but we do need to protect young children from the hazards of dealing with potentially poisonous substances and exposure to disease.

Because of our concern for health and safety, the following procedures will be followed concerning “Latrine Kapers”:

- Girls may dry sweep and/or wet sweep the toilet area
- Girls may empty trash cans while wearing gloves (As long as there are no body fluids in the cans)
- Girls may pick up litter in the vicinity

\*NOTE: Only adults or Cadette, Senior or Ambassador Girl Scouts are to use the disinfectant to clean the toilet seats or floor. You will need rubber gloves and brushes for this purpose.

### **ALL GIRLS AND ADULTS MUST WASH THEIR HANDS WITH SOAP AND WATER AFTER COMPLETING “LATRINE KAPERS.”**

#### **To clean a latrine:**

1. Start with dry sweeping the cobwebs from the ceilings and walls.
2. Sweep the floor.
3. Put on rubber gloves and empty the trash bucket.
4. An adult should put a capful of detergent/disinfectant in the latrine bucket and add an inch of water.
5. Wearing gloves, dip the scrub brush in the solution.
6. With the scrub brush, scrub the top and bottom of the toilet seat as well as the lid. If the latrine is designed with a wooden platform under the seat, scrub that too.
7. With a clean paper towel, dry the seat. Dispose of the paper towel in the trash.
8. Swish the brush through the solution, then rinse the brush with clean water.
9. Dump the water down the latrine.
10. Return the cleaning supplies to their proper storage area.

#### **To clean an indoor bathroom:**

1. Sweep the floor.
2. Put on rubber gloves and empty the trash bucket.
3. An adult puts 2 capfuls of detergent/disinfectant in the toilet bucket and adds four inches of water.
4. Wearing gloves, dip the toilet brush in the solution. Flick the excess liquid back into the bucket.
5. With the toilet brush, scrub the top and bottom of the toilet seat as well as the lid.
6. With a clean paper towel, dry the seat. Dispose of the paper towel in the trash.
7. Swish the brush through the solution, then rinse the brush with clean water.
8. Dump the water into the toilet.
9. Close the sink stopper. Add a few inches of fresh water and a capful of detergent/disinfectant.
10. Dampen a paper towel or sponge with the solution and wipe the sink, faucet and handles, and counter (if any). Drain water from sink and wipe the rest of sink surface. Dispose of paper towel.
11. Return cleaning supplies to their proper storage area.

### **COOKOUTS**

Girl Planning should be implemented when planning the cookout menus. Also take into account the temperature of the day. Cooking over a fire on a hot summer day is probably not anyone’s idea of fun!

Please be aware that “cooking out” could include something as simple as making hoagies. Please also be aware that many of our sites do not allow the use of open fires for cooking, so charcoal must be used. For more information, please consult “Cooking in the Out of Doors” or “The Art of Feeding Hungry Campers.”

## **OVERNIGHTS**

Day Camp overnights are designed to permit the girls and the leaders to plan and carry out an overnight activity. However, not all sites are appropriate for overnights. Please see below to determine if your site is appropriate.

To ensure girl planning, it is essential that:

- The girls be involved in the planning of their overnight;
- The girls learn and practice camping skills by doing the fire building, the food preparation, cooking and clean-up;
- The evening program be slow-paced to allow adequate time for cooking, clean-up and relaxation;
- The girls quiet down and go to sleep no later than 10:00 pm so they are well-rested and ready for another day's activities. (The staff should set a good example!)

The girls enjoy the overnights and they are a valuable part of the total day camping experience; however, there are situations where overnights might not be appropriate. Camp Directors should decide whether or not overnights will be a part of their program. Some factors to consider are the following:

- Is the site safe from intruders?
- Is a telephone available?
- Are there enough tents, buildings, or shelters?
- Can the proper ratio of campers to staff be maintained?
- Are there enough leaders with troop camp training and current first aid certification to provide adequate coverage each night?
- If your camp is only five days in length, is an overnight worth the trouble?

## **CLOSING DAY/AFTER CAMP**

On closing day, it is the responsibility of each unit to clean their unit space and their equipment. It is the director's responsibility to see that this is accomplished.

The final day's program may include theme-based activities and a final presentation for parents. Also, you may want to hold a court of awards to distribute earned Girl Scout recognitions. A Girl Scout's Own is a nice way to share special memories about day camp.

Evaluations are a necessary part of Girl Scout program. It is from the evaluations we learn how to improve our program. Be sure girls complete their evaluations before the final flag ceremony. Parent evaluations can be given to girls as they leave.

Be sure to scour the camp for lost and found prior to the final flag ceremony. Try to get owners to claim items before they leave. You may want to set up a table so parents can see the items left behind. Parents can usually identify items better than children.

After the campers have said their final goodbyes, it's time to clean up. Make sure staff knows that they are required to stay until the site and equipment is cleaned and all their paperwork is in, including an evaluation.

All equipment borrowed from GSEP must be cleaned and returned to where it was borrowed from or stored properly in the equipment trailer. If using an equipment trailer, please place your camp's boxes at the back of the trailer, so they can be easily unloaded and replaced with the next camp's equipment. If it was necessary to store tents before they were completely dry, please inform GSEP. If you borrowed items from one of the GSEP Program Resource Centers, you must return it personally to the service center that it was borrowed from.