National Capital Area Council
Appalachian Trail District
Cub Scout Day Camp

Parent & Leader Guide

The Ultimate Cub Scout Experience for Tigers to Webelos

Western Adventures 2013

Day Camp Webpage:
AT District Website…Look Under "Camps"
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Day Camp Program Director
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Welcome to the Appalachian Trail District Day Camp!!

Thank you for registering and being a part of the Cub Scout Day Camp Program. We realize your time is one of the most valuable things given at Day Camp. As such, we strive to provide a well-organized, entertaining and creative program for you and your son. It is our hope that as staff, parents and volunteers we can provide an enthusiastic atmosphere for learning, new experiences and fun for all.

Day Camp Mission Statement and Theme:

- To provide each boy with an opportunity to experience new things in a safe, outdoor environment;
- Share the Scouting attitudes and character traits
- To nurture the spirit of teamwork and belonging
- Meet new Scouts and Friends
- To have fun!

Day Camp Theme

Our camp theme this year is Western Adventures. We have done our best to incorporate all things from the Wild West, Pioneer Trail, Cowboy and tumbleweed related into the Day Camp program. A generous dose of old fashioned scouting spirit will ensure a fun filled week. Once again, thank you for participating in this year's camp and we wish everyone a safe and happy experience!

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Camp is Run by Volunteers

Day Camp Executive- John Boyd

- BSA National Capital Area District Executive-Appalachian Trail District

Day Camp Director- Bill Turner

- BSA Day Camp School Trained

Day Camp Program Director- David White

- BSA Day Camp School Trained

Day Camp Staff

Station Leaders- help plan and execute one of the many stations that run in 35 minute increments. Station Leaders will work with the Day Camp Program director to develop fun and scout oriented activities for the week that are in line with Cub Scout & Webelos requirements/achievements/sport and academic belt loops/pin guidelines and embody values of Scouting.

- **Archery & BB's Range Officers**- BSA Range Training & Certification

Health Officer - On site medical personnel who manage minor illness and injuries at Camp. They assess patients to determine if they need additional medical attention, can return to the Camp activities or will need to leave camp early for the day under a parent's care.

- **Certified Medical Practitioner** - Nurse, EMT, Doctor, Medic or 2nd year medical student or parent certified in 1st Aid and CPR who is onsite for the duration of camp.

Administrative Area- Helps with the Camp Administration, visitor check-in, camp security, equipment management, station rotation warnings, Jr. Scout Staff supervision, camp safety and logistics. Prior to camp they assist the Camp Director/Program Director with logistics (t-shirt sorting, collection of Day Camp registrations, health records, training & certifications for adults)

Tot Lot- Develops and manages the program for children of staff members who are not old enough to participate in camp

Trading Post/Photographer- Determines/purchases food and small items for resale to campers during the week. During downtime at the Trading Post takes photos to document camp activities and fun

All Staff Must:

- Take Youth Protection Training
- Be Registered Members of BSA
- Attend a Camp Training Session
- Turn in a Medical Form, Sections A&B along with a copy of their Insurance Card
- Jr. Staff Boy Scouts must be 14 years or older. Those younger than 14 years old must have a parent, Troop Leader at Day Camp or be a Den Chief walking with their Pack.

Day Camp Volunteers

Den Leaders- provide day to day continuity, safety, discipline and accountability for our Cub Scout Dens. Volunteers walk Monday thru Friday with a group of approximately 20 Scout from station to station. They are aided by rotating parent Den Walkers on a 1:5 parent to scout ratio. Den Leaders make sure the scouts are signed in and out by parents daily. They make sure the Den stays on schedule and reports to camp stations on time. Enforce the "buddy" program for all scouts at camp. Lead in the development of Den Shouts/ Cheers /Songs and a unit flag. Aware of medical prescription and health needs of individual Campers in their Den.

> ***Den Clipboard--****The Den Leader will locate the den clipboard w/ attendance sheet, schedule and any program notes or camper concerns each morning. The clipboard will either be in the Admin area or in the Den's designated location near the flag pole. The clipboard will travel with that den each day of the week. At the end of the day, the clipboard will be turned into the Admin area when all scouts have been signed out and accounted for.*

Den Walkers- Parents, grandparents, older siblings or other adult volunteers who help maintain safety and discipline of Campers. Den Walkers volunteer for 1-4 days during the week on a rotating basis. They help the Den Leader and Station Leaders with program aids and insure general positive atmosphere and fun for the Campers. One Den Walker is required for each five (5) Campers.

Sr. Scouts/Jr. Scouts- Sr. Scouts are normally assigned to aid in one of the many Day Camp Stations or serve as Den Leaders. Sr. Scouts are 14 years or older and are responsible to the Day Camp Director. Jr. Scouts are 13 years or younger and are responsible to the Camp Administration Officer and Day Camp Director. They serve many logistic and daily camp tasks as assigned and rotated during the week.

These can include: camp maintenance, camp set up/breakdown and equipment management.

All Volunteers Must:

- Turn in a medical form part A & B and a copy of their insurance card;
- Take Camp Training if they will be a camp more than three (3) days; and
- Take camp briefing offered in the admin area daily on the day they volunteer at camp if 2 or less days at camp.
- Take Youth Protection Training Online

Den Walker-to-Scout Ratio

One (1) Den Walker is required for every five (5) or fraction up to five boys for Cub Scouts and (1) Den Walker for every five (5) or fraction up to five boys for Webelos Scouts. This ratio is required by BSA Camp Standards and important to assure the safety and discipline of the boys. If a den does not have the required ratio to begin the day, then the pack day camp coordinator will be called to volunteer for the day, find a replacement, or pick the scouts up. No den will participate in camp without the required ratio of adults to youth. Those dens without the required number of walkers will sit in the Camp HQ until their parents arrive or camp ends for the day.

Sibling Camp / Tot Lot

Sibling Camp and a Tot Lot are available to Staff and Volunteers at Day Camp.

Sibling Camp allows Cub Scout age siblings to attend Day Camp for the week. All siblings must complete the same registration/ release/ medical forms and are subject to Day Camp registration fees.

The Tot Lot is for younger siblings who are potty trained. It is run by a local Child Certified Caregiver. The fee is $5 per day/ per child. Fees may be paid in the morning at check in the day the child will attend the Tot Lot. The Tot Lot is available ONLY for the days the parent is volunteering at Camp. A medical form (parts A & B) should be filed with camp and can be brought the morning of the day the child will attend.

Safety Concerns

Security/Visitors

Day camp is held at the Jefferson 4-H Center in Jefferson, MD and because it is a shared facility, we have no legal control over those who enter the center. To help the day camp staff identify all adults and youth that belong in camp, we ask the following:

- Campers/Scouts should wear their camp shirts daily
- Staff will be in staff shirts daily
- All Staff, guests & visitors must sign in and out of camp at the administration area daily.
- Visitors & guests will be tagged with pre-designated color coded wristbands on a daily basis.

Anyone found on camp grounds without a color coded wristband will be asked to report to the Camp Administration area to sign in and determine their purpose at camp.

Should an unauthorized and unexpected intruder not comply with Camp visitor safety procedures, or if the intent of their purpose at camp is suspicious, the camp will use the “lost camper” emergency procedure to secure the safety of campers and staff and locate the intruder. The Camp Director will contact 911.

Every effort will be made to ensure that this is a safe and secure environment for the boys. Several measures such as the buddy system for the campers and identification for adults will be vigorously enforced.

Off Limits Areas

The playground area is off limits to all scouts during Day Camp. Only those siblings enrolled in the Tot Lot are able to use the playground. The camp assumes no liability for injuries that result from noncompliance with this safety measure.

Camp Boundaries

The tree line is the official boundary for Day Camp. Campers MUST NOT pass beyond the tree line into wooded areas unless specifically directed to do so by a Station Leader for the purposes of fulfilling station activities.

Shooting Ranges
The Archery, BB, and Sling Shot ranges will have clearly marked boundaries that are under the control of the Range Officers. Any person wishing to enter the ranges must request permission and follow the direction of the Range Officers. Range Officers have the authority to remove any individual (adult or youth) from the ranges for disruptive behavior or noncompliance with range safety rules. The ranges are set up and operated in accordance with BSA Shooting Sports Regulations—which are strictly enforced for the safety of all scouts participating.

Missing Child Procedures – (3 Blast Warning)
The Buddy Program will be in effect for all campers daily. In the event a Camper is missing from their Den please do the following:

- Conduct a Buddy Check to determine if the boy is alone or has gone somewhere with his buddy. Do not leave your unit unattended, but send either an adult helper or buddies with a note to the Camp Administration Area.
- If the boy has gone with his buddy, notify Camp Director with the following information:
- Boy's Name and Buddy's Name
- Unit Name
- If the boy is not with his buddy, notify the Camp Director with the above information including anything that might lead the Camp Director to a possible location.
- Behavior that has been disruptive or any recent corrective action (possible runaway).
- Excessive thirst (indicating a possible unscheduled trip to the water fountain or restroom).
- Home related problems (possible runaway or abduction).
- Possible health related problems.

If the Camp Director deems it necessary, a three-blast signal will be given. Upon hearing the signal, all units are to report to the main administration pavilion. All program areas will IMMEDIATELY close and staff is to report to the Camp Director. Further instructions will be given and interviews will be conducted there.

BECAUSE WE ARE IN AN OPEN PARK, THESE ACTIONS MUST BE INITIATED IMMEDIATELY UPON DISCOVERY THAT A CHILD IS MISSING FROM YOUR DEN!

Emergency (Fire/Weather/ Animal) – (2 Blast Warning)

In the event of an emergency (weather, animal, fire, etc.) that requires all camp activities to stop, the air horn will be blown two long warning blasts. When this occurs, all Den Leaders, Den Walkers should account for their Campers and move to the rally area in the parking lot in front of the emergency shelter. In a weather situation, we will go inside the emergency shelter. In every other situation we will remain in the parking lot, maintain accountability and security of the scouts until help or additional directives from the Camp Director are provided.

While the staff recognizes that many adults in camp may be carrying cell phones with them, please do not call 911 before notifying the staff of any issue.

Inclement Weather Policy – Camp will continue in a light rain, so please have all boys bring rain gear with them based on local weather forecasts. If you are unsure as to whether or not the weather

warrants the cancellation of camp, please call the Camp Director or District Executive, Telephone Number: 301-305-7402. Every effort will be made to get an announcement out over local radio stations 99.9 FM or 103.1 FM if the Appalachian Trail District Camp is cancelled due to foul weather conditions.

In the event of inclement weather or another emergency, you will be informed of what is going on and how the staff is going to handle it. Please be prepared to pick up your scout if necessary.

Buddy System – The buddy system will be in effect **at all times**. A Scout should never go ANYWHERE by himself in camp – he should always have a buddy. If a lone scout is observed by a member of the Staff, he will be escorted to the nearest station and his unit leaders will be notified.

Adult leaders, volunteers and den walkers must practice two-deep leadership in all situations involving interaction with the scouts during the day. **No adult should be alone with a Scout unless it is your own child.**

First Aid – Remember that ALL staff members will be wearing shirts that identify them as part of the CAMP STAFF. Most of them are Boy Scouts, Venture Scouts, Order of the Arrow members or Leaders from participating packs that have volunteered for the week. If any health related situation arises, immediately contact one of them and/or send word to the Camp Headquarters (HQ). Local police, fire and rescue personnel are aware that the camp is in progress and of the number of boys and adults attending. There will be an on-site first aid station located by the Camp HQ, which will be operated by a qualified medical person during camp hours. They are trained and able to deal with most illness and injuries that would normally occur at camp. In the event they cannot:

The camp director assumes the sole responsibility for calling 911 to request emergency response from the local Volunteer Rescue Squad if needed.

Prescriptions – All medicines should be in their original containers with their original prescription labels. Most pharmacies will issue extra prescription bottles with labels if you request them for camp. Please do not bring more doses than required for the day.

All medications to be administered at camp will be dropped off by the scout's parent/guardian at the First Aid Station at morning check-in and checked out from the First Aid Station at the end of the day. The only exception to this rule is when physician's orders require emergency mediation to be kept with the person at all times (i.e., Epi-Pens or Inhalers).

Make sure that your Pack's Den Leader knows when and how often your scouts need medication. It will be the Den Leader's responsibility to report to the First Aid Station with the scout at the proper times to receive medication. Please alert the medical staff if a medication requires refrigeration.

The camp does not assume liability for lost or damaged medications resulting from noncompliance with medication procedures.

Daily Procedures

Directors/Camp Admin/Trading Post/Den Leaders

- Arrive between 8-8:15AM daily
- Sign in at the Admin area daily
- Lunches in the staff coolers
- Set up for camp and get ready for early arriving Campers
- Sign out in the Admin area prior to leaving daily

Station Leaders/ Jr. & Sr. Scout Staff

- Arrive between 8:15-8:30
- Sign in at the Admin area daily
- Lunches in the staff coolers
- Begin setting up for first campers at your station or where assigned
- Sign out in the Admin area daily

Scouts & Den Walkers

- Arrive between 8:30-9AM
- Scouts First Day Only—Check Den Assignment if not already received (posted on POD)
- Walkers must sign in/out in the Admin area “Visitor Log” book
- Put your lunches in the cooler coded the same as your Den in the admin area
- Report to the Ceremony field near the Flag Pole and sign in w/ Den Leader
- Get ready for morning Flag Ceremony

Day Camp Program & Activities Areas

Dens – All boys will be formed into Tiger Dens, Wolf Dens, Bear Dens, or Webelos Dens consisting of 10-20 boys each. Not all packs will have 10-20 boys in camp – so we will combine packs to get as close to the 10-20 size as possible.

Camp Wide Program Features – Each den is expected to remain together and follow their schedules as they visit each area. Every effort is made to keep your Pack together in the day camp den. However, sometimes group size will not allow the entire pack to have the same schedule (be in the same den). We ask for your cooperation when this happens.

Beads – Beads for the boys will be given to the Den Leader after completing each station, each day. Lost beads are not replaced. The boys should be cautioned to take care of their own beads. They are to be given to the camper at a later time when they can be put on the "totem" and tied securely.

Activity stations - There will be several activity stations each day of camp. The Tigers, Wolves, Bears and Webelos will have the following activity stations: Crafts, Nature, Archery, Sling-shots, Swimming, Games, BBs, and Outdoor Skills. However, the Webelos will be placed into a unit by themselves. The dens will change activity stations per the schedule or at the direction of the station staff.

Archery – One of three popular shooting sports at Day Damp. Day Camp is the only opportunity other than attending resident camp to receive the Archery belt loop.

BB Guns – The BB guns are by far, the most popular event at Day Camp. Day Camp is the only opportunity other than attending resident camp to earn a BB belt loop.

Sling Shots – Another of the popular shooting sports available at Day Camp.

Crafts & Leather – Campers will have the chance to make a craft as souvenirs to take home each day. A leather slide will be provided for all the beads Scouts will receive for achievements.

Science & Nature – Take a hike and learn more about the natural world around us.

Outdoor/Scout Skills – Learn outdoor skills like knots, knife safety, and building fires.

Games – Each day will be a different activity.

Swimming – All scouts will be able to participate in a free swim time per their den's schedule each day this year. Scouts may wear their bathing suits throughout the day at camp, or change into/out of suits before/after swimming. All scouts will have the opportunity to take the BSA swim test on the first day.

Friday Afternoon Activities - Will include Archery and BB Range plus other activities. On Friday, we will have a family lunch and roundup. Camp for the boys will end at 12:30 at which time families can have lunch, which they provide, with the boy and then enjoy some of the songs & skits the Campers have worked on during the week. We ask that the boys bring a snack that day during camp hours.

General Camp Information

Camp Times: Monday – Thursday, July 23 thru July 26, 2010, from 9:00 AM – 4:00 PM. DO NOT drop your son off by himself. All boys must be escorted to their den leaders and signed in. Make sure the den leader is there and knows your son is there. Drop of starts at 8:30 am. Friday, July 27 will be Family Fun Day. Camp will run from 9:00 AM – 12:30 PM. Friday from 12:30-2PM is Family Time and Rita's Ice. Cub Scouts will meet with their den for opening and then proceed according to the Day Camp schedule. Parents are encouraged to accompany their sons to camp on Friday for the events and to join them for lunch.

Den Assignments-will provided by Pack Coordinators at Camp Monday Morning, the 1st day of Camp for Packs that have turned all forms in to the camp staff in advance (registration, medical, and release authorizations for all scouts, adults, and siblings in the Tot Lot). Otherwise, you will need to check-in at Camp HQ on Monday morning. From there you will be directed to your son's den area where you must sign him in with the den leader for each day. We will be confirming everyone in your group has a health form on file and that all your fees have been paid in full.

T-Shirts & Water Bottles: Each Camper will receive a camp shirt and water bottle as a part of their registration fee. Campers MUST wear their shirt to camp daily to help with security and accountability. Campers receive a water bottle for use during the week. Water bottles will be kept at camp and cleaned daily. Campers will write their names in permanent marker. Campers that lose their water bottles, break or chew them will not get a replacement. Water is supplied by camp daily.

Daily Dress: The Scouts will be swimming Tues/Wed/Thurs. Camp is recommending the boys wear their swimming suits to camp. Camp dress: Scout hat, Camp T-shirt, bathing suit, closed toed shoes w/ socks, towel (pool) and sunscreen/bug spray pre-applied in the morning. If boys bring sunscreen/bug spray with them for the camp/pool, they must apply it themselves. Camp staff and Den Walkers are not allowed to apply sunscreen/bug spray on campers.

Lunch: All attending Camp should bring lunches in clear plastic bags with name and "Den #" or STAFF marked clearly on the outside. Lunches will be placed in coolers. Anything larger than a plastic bag will not be placed in the cooler due to space considerations.

Friday, Scouts should bring a snack. Families are invited to join us at camp on Friday afternoon. They should bring a picnic style lunch for their scout and family. We will share the skits/songs/cheers the Scouts have worked on during the week and Rita's Ice will be served as a cool treat.

Discipline at Camp: Den Leaders, Den Walkers and Sr. Scouts will monitor discipline.
Scouts will be given "3-X's and You're Out"

1. Verbal warning from Den walker
2. Time out in Administration area
3. If child is out of control, parents will be called to pick up the child. Parents should be aware if they are called by Camp they must come immediately to pick up their child.

Daily Schedule (Mon-Thurs)

8:30 am - 9:00 am	**Scouts begin arriving at camp-Parents must sign them into their units**
9:00 am - 9:20 am	Opening Ceremonies/ Den Walker Training
9:20 am - 11:45 am	Scouts rotate through stations (Swim Tu-Wed-Thur)
11:45 am - 12:25 pm	**Lunch**
12:25 pm - 3:20 pm	Scouts rotate through stations (Swim Tu-Wed-Thur)
3:20 pm - 3:30 pm	Station Clean Up/ Scouts report for closing ceremonies
3:30 pm - 4:00 pm	**Closing Ceremony/ Parents must sign Scouts out from their units for the day**

Friday Schedule

8:30 am - 9:00 am	**Scouts begin arriving at camp-Parents must sign them into their units**
9:00 am - 9:20 am	Opening Ceremonies/ Den Walker Training
9:20 am – 12:10 pm	Scouts rotate through stations
12:10 am - 12:30 pm	Station Clean Up/Teardown
12:30 pm – 2 pm	Family Time (Families bring Lunch—Scouts perform Skits/Songs & Rita's Ice)
2 pm – 2:30 pm	Closing Ceremony/ Parents must sign Scouts out from their units for the day

Cub Scout Day Camp 2012

July 23-27, 2012
Frederick County 4-H Center
3702 Basford Road
Frederick, MD 21703

- Day Camp is a way to Lead By Example…
- TO influence character development and encourage spiritual growth,
- TO develop the habits and attitudes of good citizenship,
- TO encourage good sportsmanship and pride in growing a strong mind and body,
- TO improve understanding within the family,
- TO strengthen the ability to get along with others,
- TO learn to respect other people,
- TO foster a sense of personal achievement by developing new skills and interests,
- TO show how to be helpful and to do one's best,
- TO provide fun by offering exciting new things to do, and…
- TO prepare them to become a Boy Scout.