

# Overnight Camp Handbook 2024

*Camp Ledgewood*

*Camp Timberlane*

*courage, confidence, character*



# Table of Contents

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- Welcome Letter ..... 3
- For Returning Caregivers ..... 4
- COVID-19 ..... 4
- Life at Camp ..... 5 & 6
- Health & Safety ..... 7
- Reasons for a Camper to be Sent Home ..... 7 & 8
- Homesickness ..... 8
- GSNEO Camp Footwear Policy Update ..... 9
- Summer Camp Packing List..... 9 & 10
- Special Program Requirements ..... 11
- Trading Post..... 12
- Opening-day Procedures..... 12 & 13
- Check-out Procedures ..... 14
- Camp LedgeWood ..... 15
- Camp Timberlane ..... 16
- Where to Find Us ..... 17





Dear Camping Friends and Caregivers,

Camp is an exciting place to be during the summer as Girl Scouts come together to have fun and make new friends. Our resident camps are offering exciting, top-notch opportunities for summertime fun for Girl Scouts of all ages. Girls will discover new things about themselves, explore new areas of interest, and do some good old-fashioned camping!

This handbook is full of valuable information to help you prepare for your Girl Scout's camping experience. Please read it carefully and save it for future reference.

The camp staff is excited and welcomes you to overnight camp!

Yours in Girl Scouting,

Julia 'Blondie' Koenig  
Camp LedgeWood Director

Beth 'Dew Drop' Stokley  
Camp Timberlane Director

## Important Notice!

New this summer camp season, our camp team will be uploading summer camp photos to Rallyhood instead of on GSNEO's Facebook page.

To join the Summer Camp Rally to see your camper's photos, please visit [gsneo.org/rallyhood](https://gsneo.org/rallyhood)



## For Returning Caregivers

We are so glad that you have decided to send your camper back for more amazing experiences! We can't wait for her to join us, and know we will have another summer of amazing stories, fun, and friendship. While much of the handbook is the same, we would like to highlight a few changes and reminders to make this summer as smooth as possible!

- We have a summer camp page on the GSNEO website. The link is in your confirmation emails.
- The website is useful for the following:
  - Finding the required Photo Release and Acknowledgement of Risk and Overnight Camp and 3+ Day Travel Health History Form - a physician's signature is no longer required.
  - Checking whether your camper needs any additional forms/releases.
  - Keeping up-to-date with other changes.
  - Finding information about any non-overnight experiences at Camps Timberlane and Ledgewood.
- Please note that if your camper is attending multiple resident camp sessions at either camp, we can make sure all requisite forms are transferred either week to week or from location to location for you! Please inform the camp director at Sunday check-in. This applies to Overnight Camp ONLY.

## Preventing Communicable Diseases

GSNEO's top priority is the health and safety of our campers and staff. GSNEO camp sessions will be in adherence with public health guidelines.

GSNEO's summer camp staff strive to provide a fun, exciting, nurturing, and safe space for campers. Daily, campers are given the opportunity to try new things, make new friends, explore the world around them, and HAVE FUN! The next few pages contain some questions that we frequently receive about camp:



# Life at Camp!

**Q: What does my camper do all day?**

**A:** So many things! Due to the variety of our programs, our schedule is constantly changing and evolving, like our campers! Here is a basic schedule (subject to change):

8:15 AM	Flag Ceremony
8:30 - 9:30 AM	Breakfast
9:30 - 10:00 AM	Kapers (camp chores)
10:00 AM - 12:00 PM	Activities or Swimming
12:00 - 1:00 PM	Lunch
1:00 - 1:30 PM	Turtle Time (rest time/unstructured play)
1:30 - 3:00 PM	Activities or Swimming
3:00 - 5:00 PM	Activities or Swimming
5:15 PM	Flag Ceremony
5:30 PM	Dinner
6:30 - 8:30 PM	Evening program, Campfire, or Unit activities
10:00 PM	Lights Out

**Q: What is the food like?**

**A:** Meals will be served in a combination of family/cafeteria style in the dining hall, or in the units with staff and campers staying in their units at all times. Wholesome, nutritious meals are served in ample quantities. Cookouts and snacks will be planned and prepared during the week by each unit. If a camper has medical or religious food restrictions, please contact Customer Care at [customercare@gsneo.org](mailto:customercare@gsneo.org) at least 2 weeks prior to the camp session. No food will be permitted in the housing areas as it could attract "critters".

**Q: Will my camper shower?**

**A:** Yes. Your camper will have the opportunity to shower every day. Showers are scheduled around activities and therefore can happen at any point during the day or evening. Please note that camp shower time is limited so that every camper gets the opportunity to shower. If your camper typically takes a long time in the bathroom at home, it's a good idea to have her practice taking shorter showers so she's prepared when she comes to camp.

**Q: Will my camper go swimming?**

**A:** Yes! As long as the weather and schedule permits, we strive for all campers to swim once a day. Lifeguards and trained watchers are on duty for all swim times. All campers take a swimming test and only swim in areas of the pool that match their swim level. The safety of our campers is always our top priority! Goggles will not be provided to campers. If a camper bring her own goggles, she is encouraged to bring ones that do not cover her nose.

**Q: What is the swim test?**

**A:** There are three sections to both camp pools - shallow, middle, and deep. To swim in the shallow end, a camper must enter the shallow end of the pool and do ten bobs, submerging her entire head under water each time. If she wants to try for the middle section, she must jump in feet-first and swim out to the middle and back to the wall without stopping or putting her feet on the bottom of the pool (Ledgewood) or swim from the rope to the wall without touching the bottom of the pool (Timberlane). If she chooses to try for the deep section, she will be asked to swim out to the middle and tread water for three rounds of 'Row, Row, Row Your Boat', and then swim to the opposite wall and back. Swimmers will wear swim caps to designate their appropriate swim area.

# Life at Camp!

**Q: *Is there a Lost and Found?***

**A:** Of course! Please instruct your camper to carefully check for all of her belongings as she is packing to leave camp. Please mark all belongings with the camper's name. Although we try to help campers keep track of their belongings, GSNEO is not responsible for lost or damaged items. If you recognize any of your camper's items, please contact the respective Camp Director to make arrangements to pick up the items. At the end of the camp season all items that have not been recovered will be donated.

**Q: *Can I come visit?***

**A:** Our camps are beautiful facilities that we like to share with family and friends; however, as a safety precaution we do not allow visitors during summer camp sessions. Check out our events calendar at [gsneo.org](http://gsneo.org) for information on how you can visit camp during our next family friendly event.

**Q: *How can I communicate with my camper?***

**A:** Receiving mail is the highlight of every camper's day! Follow these tips to provide your camper with a super mail experience:

- Write cheerful letters filled with short, happy thoughts and ask questions like "What cool new things have you tried?" and "Are you making new friends?" Don't focus on what the camper is missing at home.
- You may bring mail or care packages with you to check-in. Put your camper's name, program title, and day you want items to be delivered on each package or letter. These can be left at the Trading Post during check-in. Please do not send food, gum, or candy in care packages! These items will be held by staff and returned to caregiver during check-out.

To allow campers the ability to fully develop the independence that camp encourages, **we do not allow cell phones or smart devices at camp.** Electronics that are brought to camp will be stored in the camp office until check-out. Campers are not permitted to call home while at camp.

**Q: *What if my camper is attending Overnight Camp at both Camp Timberlane and Camp LedgeWood?***

**A:** Great news – you don't need to have multiple copies of all your forms! Please let the respective camp director know and she will be able to set aside your forms for another week or transfer them to the other camp for you. (Please note that this only applies to Overnight Camp.)

**Q: *Are life jackets provided for campers at camp?***

**A:** Life jackets will be provided at camp for boating or off-site water sport activities. Life jackets are not provided for use in the pool, your camper will be swim tested prior to having free swim time and will only be permitted in the area of the pool suited to her swim ability. Both Camp LedgeWood and Timberlane pools have a shallow end where all campers are able to stand up and touch the bottom of the pool. Campers are not permitted to bring their own life jackets to camp unless they will be under direct supervision of a caregiver during family programs.

**Q: *Are pets allowed to visit camp?***

**A:** Pets are not allowed at GSNEO camp properties. Please have campers say goodbye to family pets prior to arriving at camp.



# Health & Safety

**Camp Staff:** Camp staff are certified in First Aid/CPR and AED. The health supervisor and other staff members are committed to providing a safe stay at camp for your camper. We depend on the medical information you provide on your camper's Health History, so please give us complete and accurate information. Please inform camp staff if your camper sleepwalks, has a weak bladder, or is prone to nightmares. This information or any other pertinent information will be kept confidential.

**Medications:** The camp health center is supplied with the medications listed on the Resident Camp and 3+ Day Travel Health History Form. For dispensing medication, the health supervisor must follow package instructions for both prescriptions and over-the-counter drugs and remedies, including but not limited to supplements, melatonin, and vitamins. All medications must be brought in the original container.

**Counselor Notification:** Counselors are made aware of special health concerns of campers on a need-to-know basis. This may include allergies, medications, or dietary restrictions.

**Illness:** Please explain to your camper the importance of telling her counselors if she doesn't feel well. Counselors follow health protocols and ensure that a camper is seen by the health supervisor when necessary.

**Caregiver Notification:** Caregivers will be notified if their camper is ill for more than 24 hours, requires advanced medical attention, or as needed depending on the health supervisor's assessment of the camper's condition. Caregivers are responsible for transportation to and from the hospital for non-emergency illnesses or injuries. In case of an emergency, camp staff will make every effort to contact caregivers so you can meet us and your camper at the healthcare facility.

**Menstruation:** Sometimes, campers start their menstrual cycle at camp. It is good planning to discuss matters of personal hygiene with your camper prior to camp to help them adjust and plan for what they need to bring with them. If your camper has started their menstrual cycle, please provide enough supplies to last the duration of their stay. Sanitary supplies must be brought from home. If campers forget supplies or have a situation pop up, please encourage them to talk with their counselor to secure supplies. Campers are not allowed to borrow or lend sanitary supplies from other campers. If a camper wishes to swim while on their menstrual cycle, they must wear a tampon, menstrual cup, or period swimwear. If your camper plans on bringing period swimwear, please consider sending multiple suits/suit bottoms, as laundry facilities will not be readily available.

**Ticks:** Ticks are an inherent risk to any warm weather outdoor activity, as are mosquitoes and other insect bites. GSNEO and camp staff cannot be held responsible for tick bites. Your camper should bring insect repellent to camp and know what ticks look like. Counselors will help campers check for ticks on exposed skin and hair, and campers should take time to do full-body checks while showering or changing clothes. If camp staff finds a tick on your camper during their stay at camp, they will follow the recommendations of the Ohio Department of Health. Upon your camper's departure, you will be given the container with the enclosed tick.

**Camp Credentials:** All GSNEO camps are accredited by the American Camping Association and comply with all rules and policies set by the Girl Scouts of the USA (GSUSA) and the State of Ohio.

**Girl Scouts of North East Ohio is obligated by law to report any situation of alleged, suspected or proven child abuse, theft, fraud, vandalism, or drug abuse to local, state, and/or federal authorities. GSNEO is not responsible for loss, theft, or destruction of a camper's personal property.**

## Reasons for a Camper to be Sent Home

Girl Scout camp is a place where all campers need to feel safe and cared for while having fun. On occasion we have a camper who experiences emotional or behavioral problems while in our care. We deal with each situation individually and do what is best for all campers. If at any time a camper's behavior is determined to be unsuitable for camp by the camp staff and management of GSNEO, the caregiver will be asked to pick up their camper.

Campers may also be sent home due to injury or illness. If a camper becomes ill or injured during the course of her stay at camp, the caregiver will be contacted by the Camp Director. Injuries that impair a camper's ability to live at camp comfortably will cause a camper to be sent home. If a camper has a fever of 100F or more, or an illness lasting longer than a few hours or causing extreme discomfort, she will be sent home.

The Girl Scouts of North East Ohio will not tolerate any forms of physical violence or hazing of campers. Participating in either of these offenses will lead to immediate dismissal from overnight camp.

The possession of drugs, alcohol, illegal substances, and weapons on Girl Scouts of North East Ohio properties is strictly prohibited. Should there be reason to suspect a camper of possessing or concealing drugs, alcohol, illegal substances, and/or weapons, GSNEO reserves the right to search through and take inventory of the camper in question's belongings. If such items are found in the camper's possession, the police will be notified. Caregivers will be contacted to pick up the camper and take her home.

**If your camper has to leave camp for any of the following reasons, no refund or adjustment will be issued:**

- Severe homesickness
- Excessive swearing
- Possession of weapons
- Self injurious behavior
- Physically violent behavior against another person
- Threatening violence towards another person
- Excessive non-compliance
- Possession of narcotics, alcohol, or tobacco/nicotine products
- Vandalism of camp property

## Homesickness

Homesickness is a natural feeling for many campers. It usually goes away in a couple of days, and the camper enjoys the rest of her session. If a camper becomes homesick, the staff is trained to help your camper cope with her feelings. **Talking with caregivers directly on the phone tends to increase a camper's homesickness. Camp procedures for handling homesickness typically do not include allowing campers to call their caregiver.** Please do not give your camper false hope by telling her she is allowed to make phone calls while at camp. If phone calls are deemed necessary they will be facilitated through the Camp Director. If you receive homesick letters, please realize that the feelings your camper had when she wrote the letter have probably passed. If severe homesickness continues and is negatively impacting your camper's experience, the Camp Director will notify you by phone, and we will work together to provide the best experience for your camper. **You can help your camper be ready for camp by:**

- Letting your camper experience being away from home with overnight visits with friends, family, or her Girl Scout troop.
- Assure her that you will be back to pick her up on closing day.
- Have your camper help pack so she feels prepared.
- Explain to her that she might feel homesick/anxious and that this is totally normal. Tell her you believe in her and that she'll be able to work through it and have a great time at camp.

**To help minimize the risk of homesickness, please:**

- Write letters asking her about the fun she is having at camp.
- Plan special family events for after she returns home from camp.
- Remind her that you will see her soon, and that she will make lots of new friends at camp.
- Be confident in your girl and the camp experience. She is going to have a great time!



## GSNEO Camp Footwear Policy

GSNEO allows hiking sandals as acceptable camp footwear! Safety will always be our top concern, so please read the information below to learn more about what will be permitted at camp.

Hiking sandals have increased in popularity over the last few years, but what will qualify as safe footwear for camp? Hiking sandals that can be worn at camp must meet the following guidelines:

- All shoes must completely cover toes. For this reason, Chacos and other hiking sandals that are opened-toe are not permitted.
- All shoes must firmly fit foot. Crocs are only permitted inside the shower house or inside cabins. Crocs are not permitted as outdoor footwear.
- Hiking sandals must have an ankle strap, but do not have to be closed-heel.

**NOTE:** Some camp activities require shoes that completely enclose the foot (i.e. sneakers, hiking boots). Your camper will not be able to participate in such activities without the proper footwear. Please do not send your camper to camp without closed-toe/closed-heel shoes.

Examples of acceptable hiking sandals:



# Summer Camp Packing List

Packing for camp is so much fun! We receive many questions regarding packing and have answered some questions below. If you have any other questions, please feel free to contact us at 800-852-4474.

Help your camper pack her things in a duffle bag, backpack, or suitcase. Plastic bags tear easily and are not suggested. Involve your camper in packing so she can easily find her items once at camp. This helps your camper feel at ease and confident. Please label her items with a waterproof marker.

### In a separate bag for Check-In:

- \_\_\_ Photo Release and Acknowledgement of Risk
- \_\_\_ Overnight Camp and 3+ Day Travel Health History Form
- \_\_\_ All additional paperwork/release forms\*
- \_\_\_ Medications in original packages  
(*all medications, even over-the-counters, must be checked in with the health supervisor*)
- \_\_\_ Money for the Trading Post
- \_\_\_ Day packs with water bottle, swim suit, towel, sunscreen, bug spray, and flashlight.

*\*All forms, including additional releases, can be found on the camp web page (link found in confirmation emails).*

### Do not bring the following to camp:

- Apple watches, Fitbits, hand-held video games, iPod's, laptops, Kindles, MP3s, tablets, televisions, or other electronic devices (*cameras separate from a phone or tablet are allowed*).
- Food/candy/gum
- Pocketknives
- Any spaghetti strap tops or shorts that are shorter than the camper's fingertips. Flip-flops and Crocs are only permitted to be worn at the pool house.
- **NO CAMPERS ARE PERMITTED TO HAVE CELL PHONES AT CAMP.**

# Summer Camp Packing List

## In your Duffle Bag/Suitcase:

Having fun at camp sometimes means getting dirty. **PLEASE** do not send new clothing! Laundry is provided for emergencies only, so please pack enough items to get your camper through the time she is at camp.

- \_\_\_ Underwear and sleepwear
- \_\_\_ Shorts, pants, and shirts  
**NOTE:** All zip line and high ropes course participants must bring jeans.
- \_\_\_ Warm clothes for cool evenings
- \_\_\_ Socks (and always pack extras!)  
**NOTE:** Campers are required to wear socks and closed-toe shoes for certain activities. See page 11 for more info.
- \_\_\_ 3-4 masks, for use on trips if needed or if a camper in the unit becomes ill
- \_\_\_ 2 Pairs of sturdy, comfortable closed-toe shoes and/or boots
- \_\_\_ Laundry/plastic bag for dirty clothes
- \_\_\_ Heavy raincoat and/or poncho (activities continue in the rain)
- \_\_\_ Sleeping bag and/or sheets, pillow
- \_\_\_ Swim suit (1 piece or tankini recommended)
- \_\_\_ 1-2 Towels and washcloths (pack a towel for the shower, and one for the pool)
- \_\_\_ Flip-flops (to be used at the pool only)
- \_\_\_ **Portable Shower Caddy Including:**
  - \_\_\_ Toothbrush and paste
  - \_\_\_ Shampoo and soap
  - \_\_\_ Brush/comb
  - \_\_\_ Feminine care items (if necessary)

## Extra Optional Items:

- \_\_\_ Camera (must be separate from a cell phone - digital and disposable cameras are allowed)
- \_\_\_ Tissues
- \_\_\_ Extra blanket
- \_\_\_ Small stuffed animal
- \_\_\_ Paper, pens, stamps, envelopes, addresses
- \_\_\_ Reading material
- \_\_\_ Goggles (must not cover girl's nose)
- \_\_\_ Sturdy outdoor sandals (see page 9 for what is allowed at our camps)

## Day Bag/Back Pack Including:

- \_\_\_ Swim suit
- \_\_\_ Towel
- \_\_\_ Extra mask
- \_\_\_ Sunscreen
- \_\_\_ Bug spray
- \_\_\_ Hat
- \_\_\_ Flashlight and extra batteries
- \_\_\_ Water bottle

## Special Program Requirements:

- \_\_\_ Check the following pages to see whether your program requires additional gear.

# Special Program Requirements

All campers must meet program requirements to participate in programs. Please read the 2024 overnight program description to make sure your camper(s) meets all the requirements.

If you have any questions on program requirements, please contact Customer Care at [customercare@gsneo.org](mailto:customercare@gsneo.org).

## Camp Timberlane

**Kelleys Island Bike Trip:** When on the island, luggage will be limited to 1 duffle bag, a sleeping bag and pillow, a water bottle, and a daypack/backpack.

**Great Big Brownie Mess:** Please pack old clothes that your camper can get dirty. She will be playing in a pudding pit, playing messy Twister-inspired games, and doing other activities that will cause her clothes to get messy.

**Camp Explorer:** While traveling from camp to camp luggage will be limited to 1 duffle bag, a sleep bag and pillow, a water bottle and daypack/backpack. Campers will have the opportunity to use Camp LedgeWood's zipline. For safety reasons, all participants must weigh 70- 250lbs, be in sixth grade or above and bring long pants and a glasses strap, if applicable.

**Ahoy There, Sailor!:** See resident camp web page for Vermilion Boat Club waiver.

**Cadette Chaos Camp:** Please pack old clothes that your camper can get dirty. She will be playing in a pudding pit, playing messy Twister and doing other activities that will cause her clothes to get messy.

## Camp LedgeWood

**Sugar Rush:** Please pack old clothes that your camper can get dirty. She will be playing in a pudding pit that will cause her clothes to get messy.

**Horse Buddies:** Girls are required to bring long pants, riding boots or hard-soled shoes with at least a half-inch heel, bandana, water bottle, and a daypack/backpack.

**NOTE:** All Horse Buddies programs are off-site. Girls will be transported from camp to the horse barn Monday - Thursday (Monday - Wednesday for Horse Buddies Mini Session).

**Camp LedgeWood's Zip Line and High Ropes Courses:** Participants in the following programs will have the opportunity to use Camp LedgeWood's Zip Line and/or High Ropes Course. For safety reasons, all participants must weigh between 70-250 pounds, be in 6th grade or above (4th grade and above for zip line), and bring jeans and a glasses strap, if applicable.

- Counselor-in-Training 1
- Counselor-in-Training 2
- Dare To Do It
- Museum Hopper
- Park Hopper
- Adventure Barbie

**All Overnight Camp Programs Leaving Camp Overnight:** Luggage will be limited to 1 duffle bag, a sleeping bag and pillow, a water bottle, and a daypack/backpack. These trips are:

- Park Hopper
- Rock the Boat (also pack water shoes)

**All Overnight Camp Programs Leaving Camp for Day Trips:** Bring a daypack/backpack. These trips are:

- Construction Academy (pack hard-soled shoes or hiking boots)
- Moonlight Madness Mini
- Waterpark Hopper
- Paddle Palooza (pack water shoes)
- Museum Hopper

All campers who will be leaving camp property and who require a car seat must bring and leave a car seat with GSNEO Camp LedgeWood staff for the entire program.

# Trading Post



The Trading Post is available to your camper throughout the week and serves as a “bank.” All money is held at the Trading Post - campers are not allowed to have money in their units. During check in, you are welcome to deposit money (cash only) for your camper to use during her scheduled trading post visit. Any money that is not spent at the Trading Post will be placed with a register receipt in her “Go Home Envelope” at the conclusion of her session.

The Trading Post will be open during overnight camp check-in for families to shop before heading to cabins. During check-in, the Trading Post can accept cash, credit cards, and checks with proper identification.

Some programs suggest additional spending money, which is noted in the Summer Camp Guide by the \$\$ sign. Please check the Summer Camp Guide for programs that require additional money. Bring this additional money in a separate envelope marked with the camper’s name. This additional money will be left with the Camp Director during check-in to be held until the trip departs.

We recommend an average of \$15-35 for a week at camp. We would greatly appreciate no bills higher than \$20 because of limited funds kept on property. Please note that the Trading Post does not stock any food, candy items, or postage stamps.

## Opening Day Procedures Check In

### Check-In Time: 1:00 - 4:00 PM

This year, each girl will be given a 30-minute time slot to check in at camp based on her session. If arriving with more than one camper, please arrive to the earliest check-in time assigned to you. If you arrive prior to your time slot, please wait in your car until your assigned time begins to help us prevent group overlap.

In order to keep our campers and staff groups as small as possible during check in, only one caregiver should escort the camper through the check-in line. Once your camper has been checked in, family members (excluding pets) can walk the camper back to the unit to say goodbye. Once a camper has been dropped off at her unit, they may not leave their camp session to return to their vehicle.

**In a separate bag for check-in, make sure you have:**

- Photo Release and Acknowledgement of Risk
- Overnight Camp and 3+ Day Travel Health History Form
- All additional paperwork/release forms\*
- Medication (*all medications, even over-the-counter medicines and vitamins, must be in their original containers*)
- Money for the Trading Post (*cash only*)

*\*All forms, including additional releases, can be found on the camp web page (link found in confirmation emails).*

Throughout the check-in process, you will be greeted by the camp director. If you have any questions throughout the process, please don't hesitate to ask!

# Opening Day Procedures

## Check In

### Check-In Stations

All campers must go through every part of check-in.

**Check-In/Welcome Table:** Here you will be welcomed by the summer camp administrative team. You will sign your camper in, find out where she is sleeping, and learn what to do with luggage.

### Health Station:

**Head Check:** Due to community living arrangements at camp, campers will receive a head/lice check. If the health supervisor, or her designee, determines that a camper has nits or lice, the camper may return to camp only after being nit free for 24 hours. If there is availability, the camper is welcome at a different session later in the summer and must contact the registration department at GSNEO to make arrangements. No refund will be given if a camper is sent home for lice and cannot return to camp for a later session. It is to your benefit to have your camper(s) checked for lice prior to camp.

**Health Form:** The Overnight Camp and 3+ Day Travel Health History Form is required and available on the camp website. It must be completed and brought with you to check-in. Caregivers must acknowledge that their camper has a current physical (less than one year old), campers will not be allowed to stay without this acknowledgement. The Camp Director will not accept any camper without a valid Overnight Camp and 3+ Day Travel Health History Form

, and no refund will be issued if a camper is not accepted for this reason.

**Health Check:** Every camper will meet with the health supervisor for a health review, medicine collection, medication permission, and procedures. When meeting with the health supervisor or her designee, please notify her if your camper(s) has experienced any urinary problems, illness, sleepwalking, or has been prone to nightmares in the past six months.

- In rare cases, the camp director reserves the right to request that any camper who is ill or unable to adapt to camp living be sent home. In such cases, a caregiver or designated adult will transport her.
- In rare cases, the camp director and health supervisor reserve the right to refuse a camper into the program if there is a risk of transmitting an infectious disease.

**Medications:** All creams, medicines, and vitamins must be turned in to the health supervisor during check in. **All medicines, creams, and vitamins must be in their original containers labeled with contents, directions for administering, and camper's full name.** These will be kept by the health supervisor in a locked cabinet for the duration of your camper's stay.

**Trading Post:** You and your camper(s) will then be directed to the Trading Post, where you can deposit money (cash only) for your camper to use throughout the week. For more information, please review page 12 of this document.

**Mail:** Caregivers can drop off mail at check-in to be given throughout the week. Please label each piece of mail or care package with the camper's name, session name, and day of the week that the mail should be given.

Your camper is now ready for camp! One caregiver will walk the camper(s) to her unit to meet her counselors.

# Check Out Procedures

## Check-Out Time: 4:30 - 5:30 PM

Welcome back to camp! We hope your camper enjoyed her time with us this week. Pick up will resemble a drive through. Caregivers will not exit their vehicles during check-out. Please follow signs and counselor directions to pull up, you will be greeted by a member of the administrative team. They will provide you with the necessary paperwork to pick up your camper.

**Make sure you do the following at check-out:**

- Show a valid form of ID to sign out your camper. GSNEO will not release campers to persons other than those authorized by a caregiver as indicated at check-in. **GSNEO will not release a camper to anyone who does not show photo ID.**
- Collect your camper's "Go Home Envelope." In this envelope you will receive information about what your camper did at camp, left over money from the Trading Post, and important notes from the camp director or health supervisor.
- The health supervisor will be available to speak with caregivers. She will provide you with your camper's medicine (if applicable) and notify you of any medical care provided to your camper during her stay.

Once you show your ID and have signed out your camper, they will be directed to your vehicle by a counselor. The counselor will help your camper load their luggage into the car.

Departure time is 5:30 PM sharp. Due to staffing requirements, you will be charged \$20.00 for every 15 minutes you are late. If you do not pick up your camper by 6pm, you will be charged all late fees and the respective county sheriff's office will be contacted.

Smoking is not permitted on any Girl Scouts of North East Ohio property.

Pets are not permitted at camp. Please leave pets at home.





# Camp Ledgewood



Thank you for registering your camper for a program at Camp Ledgewood! We are thrilled to welcome your camper to at camp. Please read this handbook carefully and don't hesitate to contact us if you have any questions!

Girl Scouts of North East Ohio	800-852-4474
Camp Ledgewood office ( <i>June 6 – August 6</i> )	330-650-4743
Julia 'Blondie' Koenig, <i>Camp Director</i>	jkoenig@gsneo.org

## Address

Camp Ledgewood  
7047 Akron-Peninsula Road  
Peninsula, OH 44264  
330-650-4713



## Directions

Camp Ledgewood is marked and searchable under 'Camp Ledgewood' from Google Maps.





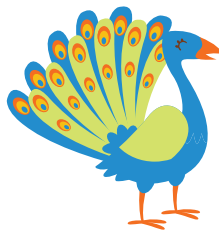
# Camp Timberlane

Thank you for registering your camper for a program at Camp Timberlane! We are so thrilled and cannot wait to see your camper at camp. Please read this handbook carefully and do not hesitate to contact us if you have questions.

Girl Scouts of North East Ohio	800-852-4474
Camp Timberlane office (June 6 – August 6)	440-965-7234
Beth 'Dew Drop' Stokley, Camp Director	bstokley@gsneo.org

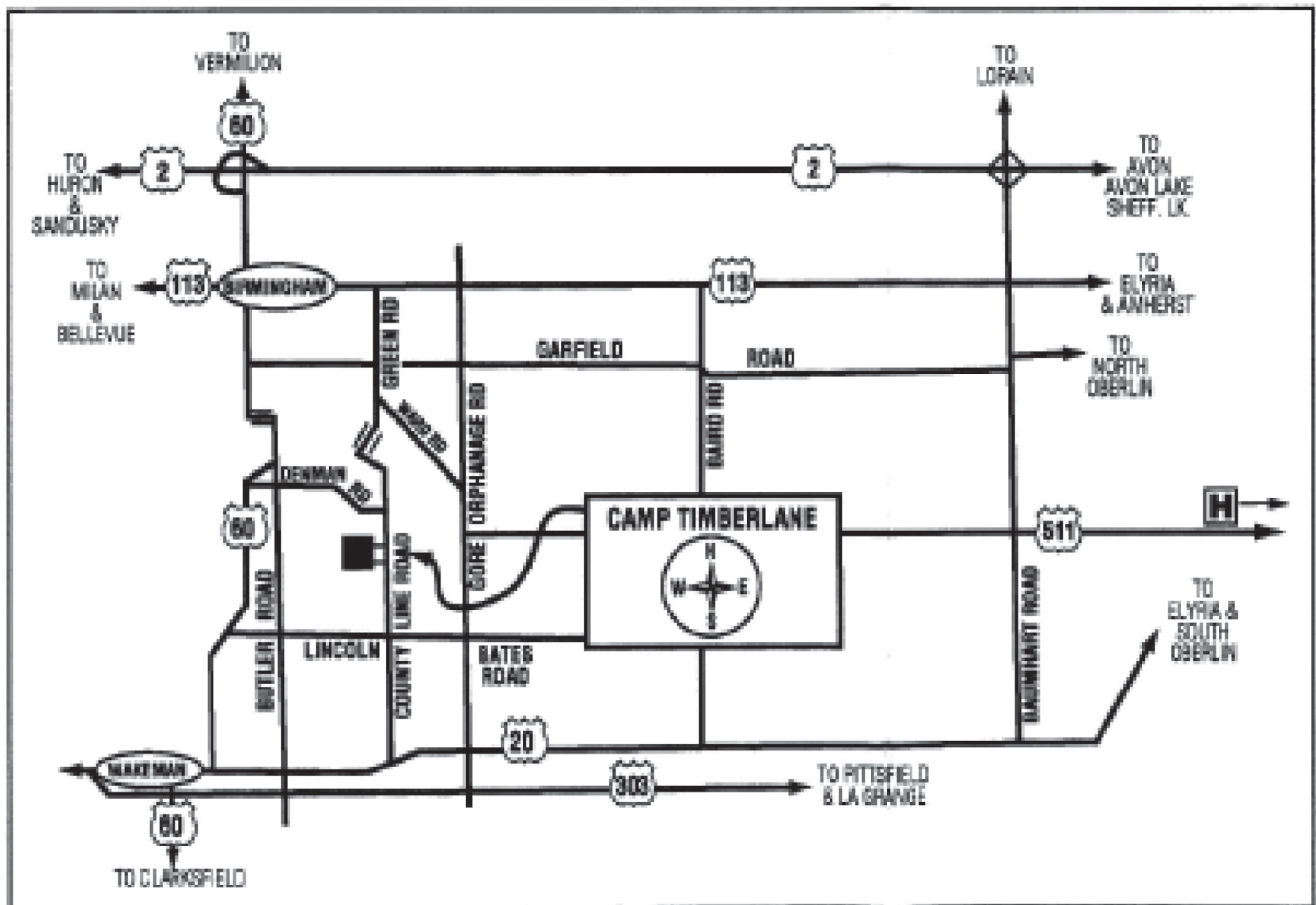
## Address

Camp Timberlane  
13408 Green Road  
Wakeman, OH 44889  
440-965-7234



## Directions

Camp Timberlane is marked and searchable under 'Camp Timberlane' from Google Maps.





# Where to Find Us



◆ **GSNEO Service Center or Office**



**Camp Timberlane**

**Camp Ledgewood**



**Camp Sugarbush**



## GSNEO Office Locations:

**GSNEO Corporate Office**  
One Girl Scout Way  
Macedonia, OH 44056

**GSNEO Service Center**  
1010 Applegrove St NW  
North Canton, OH 44720

**GSNEO Service Center**  
6111 S Broadway Ave  
Lorain, OH 44053

**GSNEO Service Center**  
8580 South Ave  
Youngstown, OH 44514

**Photo Submissions** ● [marketing@gsneo.org](mailto:marketing@gsneo.org)

**Customer Care** ● [customercare@gsneo.org](mailto:customercare@gsneo.org) ● 800-852-4474

**girl scouts**   
of north east ohio

One Girl Scout Way  
Macedonia, Ohio 44056-2156

330-864-9933

800-852-4474

[gsneo.org](http://gsneo.org)

# Overnight Camp Handbook 2024

