



111 East Grove
Street
Middleboro, MA

CAMP CEDAR HILL TROOP CAMPING PROCEDURES
265 BEAVER ST, WALTHAM, MA 02452

PLEASE SHARE THIS INFORMATION WITH ALL ADULTS ATTENDING YOUR EVENT.

DIRECTIONS

From Route 128, take exit 28 toward Belmont on Trapelo Road. Continue 3½ miles to Route 60 (Waverly Oaks Road) intersection and turn right. Go appx 1 mile to the traffic light (Beaver Street), turn right. The Cedar Hill driveway is the second one on the right.

From Mass Pike/Watertown Square - Leave Watertown Square on Route 20 west. Follow about 3 miles, turn right at *John Brewers* (Warren Street). Follow Warren Street about 1 mile to a small blinking light on left. Turn left onto Beaver Street. Follow Beaver Street thru intersection. Cedar Hill driveway is the second one on the right.

MEDICAL EMERGENCIES

Medical emergencies are the responsibility of the troop/group leader. A **certified First Aider** with **First Aid Kit** required for each troop using the site. Please follow the Volunteer Emergency Procedures handout for reporting an accident or illness.

Local Emergency Numbers

Medical Newton-Wellesley Hospital, Newton, 617-243-6000
Fire Waltham Fire Dept., 781-893-4100
Police Waltham Police Dept. /Ambulance, 781-893-1212

Directions to Newton-Wellesley Hospital, 2014 Washington Street, Newton, MA

At the end of the Beaver Street Lot take a RIGHT onto Beaver Street, turn LEFT onto Linden Street, turn RIGHT onto US-20/Main Street. Turn LEFT onto Moody Street, Moody Street becomes Lexington Street. Turn LEFT onto MA-30E/Commonwealth Avenue. Turn RIGHT onto Washington Street/MA-16. Newton Wellesley Hospital will be three quarters of a mile on your LEFT.

CANCELLATIONS

WRITTEN notice of cancellation must be received 6 weeks prior to your date to receive a refund. Troops who want to postpone a reservation due to low enrollment and reschedule must give 4 weeks' notice in **WRITING** in order to transfer payment to a new date in the current Girl Scout year (October 1 - September 30).

SITE MANAGER

Site managers at Camp Cedar Hill vary. Please call 617-839-2567 and speak to the Site Manager on Duty.

CHECK IN/OUT

- **Friday Check In**

Check in with the Site Manager on duty between 4pm and 7pm on Friday evening for keys to your site. Keys to the buildings/pavilions are also available in the GSEM Shop on Friday between 10am and 4pm (Staff in the Girl Scout Office do NOT have keys to the units).

- **Saturday Check In**

Check in with the Site Manager on Duty: **11 AM for Day Use rentals** and **4 PM for Overnight rentals** to obtain keys to your site. Friday groups have until 10 AM to check-out. Do not expect to gain access to the site until after they leave. Keys to the buildings are also available in the GSEM Shop on Saturday between 9 am and 5 pm.

- **Parking/Cars**

When arriving at Cedar Hill, have the girls wait for others between the office and Great Hall. The parking lot often becomes very busy and can be very dangerous for both children and drivers. Once you've picked up the keys, **ONE car** with food and troop equipment will be permitted to drive to your site, road conditions permitting. This car remains there for your entire stay and may not leave the site except for an emergency. All other cars in your group must park in the main parking lot. Groups must walk themselves and their personal gear to their campsite. Troops using Four Winds and Beehive may unload at the back gate after first checking in at the front office. Limited parking is allowed at the back gate. If girls will be joining your group late or departing early please be sure parents have the name and location of your cabin. **You must inform them that they cannot drive into camp.**

- **Check Out**

Check out time is 10 AM for all troops and groups. Please confirm earlier check-out time with on-duty Site Manager when you arrive. When you are ready to leave, return keys, troop camp check-out list and any borrowed equipment to the Site manager. He will check your site after your departure. If you submitted a refundable damage deposit check, any cleaning or damage fees will be deducted from your damage deposit. **The damage deposit will not be returned unless a completed check-out list is received.** If your damage deposit was secured with a credit card, you will be contacted regarding any additional cleaning or damage fees.

GSEM VOLUNTEER POLICIES AND PROCEDURES

- **Smoking, Alcohol, Drugs and Weapons**

Smoking is not permitted anywhere on GSEM property. This includes transportation to and from Council properties. The use of alcohol and drugs is not permitted on any Girl Scout Property. No weapons are allowed on Council property.

- **Pets**

Pets are not permitted for any reason. Please do not try to keep any found wildlife (e.g., frogs, birds, etc.) as pets.

- **Valuables**

Camp Cedar Hill is not responsible for personal equipment (i.e., sports equipment, pocket knives, musical instruments, etc.) brought to camp.

- **Community Living/Consideration**

Quiet time in camp is 10 pm. Groups are expected to reduce noise levels and if taking night walks to respect the rights of other campers by avoiding areas directly adjacent to tent or cabin sites. Consideration of other campers at all times during your stay is appropriate Girl Scout behavior.

SERVICE PROJECTS

Your help is always welcome. Please clear all projects with the Site Manager on Duty at 617-839-2567, two weeks prior to your arrival.

WINTER SPORTS

Winter can be a wonderful time of year at Cedar Hill. Sledders can use the hill near the Rookery at your own risk. No ice skating is allowed on the pond.

SITE SPECIFIC INFORMATION

- **Amy Brewer Shelter**, the **Forge** and **Playfield** are normally shared by all site users, however, occasionally a group may reserve one of these sites for their exclusive use. Please call 857-453-5302 for more information. There is a charge for reserving these sites.
- The **pools** are not available for troop or group usage. Please don't climb the pool fence.
- The **farmhouse** is a private home. Please do not sit on the lawn or cut through the yard.

NOTE TO LEADERS AND PARENTS

Girl Scouts of Eastern Massachusetts does not spray for ticks or mosquitoes.

Each camp is unique in regards to standing water and the potential breeding ground for mosquitos. Earlier this summer a few state and local communities near our camp locations sprayed for mosquitoes, however you should never rely on spraying alone. We recommend everyone follow the precautions they are hearing on the news or can be found on the MA Department of Public Health Website (<http://www.mass.gov/eohhs/gov/departments/dph/>).

- Wear mosquito repellent when outdoors during peak mosquito hours (dusk to dawn).
- Weather permitting, wear long sleeves and long pants when outdoors during peak mosquito hours.

In an effort to increase awareness of Lyme Disease, the Department of Public Health asks all parents to conduct daily "tick checks" to help prevent infection. Remember: Not all ticks carry Lyme disease. For more information please go to www.state.ma.us/dph and click on Public Health Fact Sheets.

**Camp Cedar Hill
Site Description Sheet**

Facility	H a n d i c a p A c c e s s	S t r u c t u r e	S l e e p i n g C a p a c i t y	D a y C a p a c i t y	L e a d e r ' s R o o m	W i n t e r i z e d	S e a s o n a l F i r e C i r c l e	O u t d o o r	I n d o o r	P i c n i c T a b l e s	L a t r i n e s	F l u s h T o i l e t s	M a t t r e s s e s / C o t s	S h o w e r	E l e c t r i c i t y	R e f r i g e r a t i o n	P a v i l i o n	K i t c h e n
Beehive	X	L	28	28	X	X		X	X	X		X	M		X	X		X
Cedarwood	X	L	40	40		X		X	X	X		X	M		X	X		X
Foxwood	X	L	40	40	X	X		X	X	X		X	M		X	X		X
Toplofty	X	L	30	30	X	X		X	X	X		X	M		X	X		X
Pond Shelter		L	20	20			X	X	X	X	X		M		X	X		X
Great Hall	X	C		12 5		X						X			X	X		X
Cedar Hollow		T	30	30			X	X		X		X	M		X	X	X	
Four Winds		T	25	25			X	X		X		X	M		X	X	X	
Juniper Hill		T	25	25			X	X		X	X		M		X	X	X	
Sherwood Forest		T	25	25			X	X		X		X	M		X	X	X	
Storrow		T	25	25			X	X		X		X	M		X	X		
Wind Ridge		T	30	30			X	X		X		X	M		X	X		
Amy Brewer Pavilion (Day Use)	X	P					X	X		X		X			X	X	X	
The Forge Pavilion (Day Use)	X	P					X	X		X	X						X	

L – Lodge T – Platform Tent C – Conference Center P – Pavilion
X – Exists

EQUIPMENT

- Cook kits are available for rental and can be reserved by contacting Joanna Lenahan at jlennahan@gsema.org. No cooking equipment is provided (i.e., pots, pans, utensils, dishwashing buckets). Troops should plan to bring or rent all equipment including toilet paper, paper towels and trash bags.

- Fire buckets, grates and rakes are available on the site.

PROGRAMMING

- Program activities (such as boating, high ropes, low ropes, archery, etc.) are available for a fee. Please refer to the Outdoor Programs Activities Chart for further information.
- **CHALLENGE COURSE EQUIPMENT** - The Challenge Course equipment **IS NOT** for troop usage. This includes low ropes, high ropes, climbing walls, Flying Squirrel, etc. Trained facilitators must be with your group to use the equipment. Please refer to the Outdoor Programs Activities Chart for further information.
- **BOATING** - Use of the canoes is prohibited unless you have reserved their use by completing the "Boating and Swimming Facility Reservation Form". All certified persons must be onsite with identification. Review Safety Activity Checkpoints for Canoeing in our Resource Library under Safety. Use of personal waterfront equipment is prohibited. You can also refer to the Outdoor Programs Activities Chart for information on how to use this equipment with a GSEM staff member.

REFRIGERATION

- Most sites have refrigeration units. Please reference the chart above. It is your responsibility to monitor the thermometer for acceptable temperature readings of 40 degrees or below. If not, please notify site manager for correction.

DISHWASHING

- Those troops using tent sites should wash dishes in the method outlined in Troop Camp training. Dishwater should be dumped in the washstand sink, NOT in the woods.

FIRES AND WOOD

- The Waltham Fire Department does not permit outdoor fires except in fireplaces and for cooking purposes only. Build fires in existing fire circles. All Fire Circles have rakes, bucket and grate. DO NOT make new fire circles. Gather only fallen dead wood for any fire. Do not cut green sticks for any reason. Outside fire circles should not be raked, swept or shoveled before or after use. Please leave ashes in the circle. It is not necessary to rake the ground around the fire circle. Check inside fireplace damper or flue before using. Open flue before use and close upon leaving.

TRASH

- Take all trash and garbage to the dumpster at the rear of the Beaver Street parking lot. Be careful not to drop any along the way. Close dumpster after use. Cooking grease should be put in trash. DO NOT dig a pit, wash grease down sink or throw in the woods.

PLUMBING

- Cedar Hill has indoor toilet facilities. There are no showers. Please do not call the on-duty staff person to plunge clogged toilets. A plunger will be available in all bathrooms. If a toilet becomes unusable, mark it out-of-order and report it to the on-duty staff upon check-out. To avoid unnecessary problems, do not dispose of sanitary supplies in toilets.

GSEM Shop

- The GSEM Shop will be open Friday 10 AM - 4 PM and Saturday from 9am-5pm. One troop at a time may visit the store when accompanied by an adult. The store carries Girl Scout uniforms equipment and camping supplies, badges, t-shirts, jewelry and gifts.

PHONES

- The telephones in the cabins are for emergencies only. Call collect or use credit card for all calls. Record all calls made on back of your check-out list. Calls not reported and made on your date(s) of occupancy will be

charged to your troop. These phones can also receive incoming calls. Please give parents the number of your cabin for emergency use.

- To make an outgoing call from a cabin, you must dial 9 first. To call cabin to cabin, dial the number listed:

Beehive	781-642-5755	Foxwood
781-642-5756		
Toplofty/Sherwood Forest	781-642-5750	Amy Brewer
781-642-5757		
Pond Shelter	781-642-5751	Cedarwood/Cedar
Hollow	781-642-5759	
Great Hall	781-373-4337	Rookery
781-642-5765		
Juniper Hill	781-642-5753	

THE GIRL SCOUT MUSEUM

- The Dennett House which contains the Girl Scout Museum is available for tours and activities by appointment. To make arrangements for a visit, contact the Museum at least **one month** before your troop overnight/encampment at 781-373-4360 or cedarhillmuseum@live.com.



Outdoor Programs Activities Chart

<u>ACTIVITIES BY SITE</u>	Swim (pond or lake)	Boating: Pedal Boat	Boating: Canoe	Boating: Kayak	Boating: Stand Up Paddle Board	Challenging Course (low ropes)	Climbing Wall	Indoor High Ropes	Outdoor High Ropes – Individual Elements	Outdoor High Ropes – Voyager Course	Archery	Snowshoeing	On Site Geocaching Hike
Age Level	D, B, J, C, S, A	D, B, J, C, S, A	D, B, J, C, S, A	J, C, S, A	J, C, S, A	B, J, C, S, A	B, J, C, S, A	B, J, C, S, A	J, C, S, A	C, S, A	B, J, C, S, A	D, B, J, C, S, A	B, J, C, S, A
Cedar Hill Waltham, MA			*			*			*		▲	*	*
Favorite Brewster, MA	‡		▲			*					▲		
Maude Eaton Andover, MA	‡		▲		*	*			*		▲	*	*
Menotomy Meredith, NH	‡		▲								▲		
Runels Pelham, NH	‡	▲	▲	*		*				*	▲	*	*
Wabasso Bradford, NH	‡		▲		*						▲		
Wind-in-the-Pines Plymouth, MA	‡	▲	▲	*		*	*	*	*		▲	*	

Age Levels: D=Daisy, B=Brownie, J=Junior, C=Cadette, S=Senior, A=Ambassador

‡ = Activity requires certified waterfront lifeguard
trained facilitator or GSEM Staff

▲ = Activity requires a

For information/pricing for activities that might be offered at your site please contact customercare@gsema.org and your request will be forwarded to our Camp and Outdoor Experience Team.

PRICING:

Groups > 10 girls but < 45 girls:

Boating, Archery, Low Ropes, Snowshoeing, On-Site Geo-caching Hike: \$15 per girl
High Ropes, Climbing Wall, Indoor High Ropes: \$25 per girl

Encampments > 45 girls:

Boating, Archery, Low Ropes, Snowshoeing, On-Site Geo-caching Hike: \$10 per girl
High Ropes, Climbing Wall, Indoor High Ropes: \$20 per girl

Please note that we are unable to run programs with less than 10 girls.



VOLUNTEER EMERGENCY PROCEDURES

(Submit the report and insurance forms to the council within 24 hours)

IN THE EVENT OF A SERIOUS ACCIDENT, EMERGENCY OR FATALITY:

1. Attend to the injured and call 911.

Secure doctor, ambulance, and/or police as appropriate. In the event of a fatality or serious accident, always notify police.

2. Keep a responsible adult at the scene.

See that no disturbance of injured party(s) or surroundings is permitted until the police have assumed authority.

3. Ensure the safety of all children at the scene.

4. Call the GSEM Emergency Number: 1-800-348-7788

This answering service will contact key staff members to assist you.

5. Fill out insurance form and *First Report of Incident* form in writing and include:

- ✓ Conditions existing at the time of the accident
- ✓ Names and addresses of witnesses
- ✓ Order of events following the accident
- ✓ Any medical attention, opinion or instructions received from parents

(Submit the report and insurance forms to the council within 24 hours)

IN THE EVENT OF A MINOR ACCIDENT:

1. Immediately give First Aid and/or transport to an emergency room.
2. Call a parent and ask them to come to the site or the emergency room, whichever is appropriate. (If parent(s) cannot be reached, call the designated emergency contact.)
3. Continue trying to reach the parent(s) so that they may assume responsibility for medical decisions.
4. Fill out insurance form and *First Report of Incident* form in writing and include:

- ✓ Conditions existing at the time of the accident
- ✓ Names and addresses of witnesses
- ✓ Order of events following the accident
- ✓ Any medical attention, opinion or instructions received from parents

IN THE EVENT OF A MINOR ILLNESS:

1. Call a parent to come for the child.
2. If an adult takes a girl home, confirm someone will be at home to care for the child.
3. Never leave a child unattended.

IN THE EVENT OF PROPERTY EMERGENCIES:

Examples of property emergencies include loss of keys, water problems, plumbing, etc. For these issues please contact the appropriate site manager:

- Cedar Hill.....
617-839-2567
- Favorite, Martha's Vineyard.....
617-438-8548
- Wabasso, Menotomy.....
603-682-6188
- Runels.....
978-375-2839
- Friendship House, Maude Eaton, Rice Moody..
978-375-2721
- Wind in the Pines, Edith Read.....
774-766-1253

If unable to reach the designated person above, please call:

- Mark Connolly,
617-686-2492
- GSEM Director of Facilities Management

OTHER IMPORTANT INFORMATION:

Do not make ANY statements to the media. You say "I am not an authorized spokesperson, but I will put you in touch with someone who is."
Do not sign any statements or accident reports except for:

- a) Police officer
- b) Personal insurance company attorney
- c) Girl Scout insurance company or attorney



Boston, MA 02116
(p) 617-482-1078 (f) 617-482-9045
www.gsema.org

Updated

September 12, 2017



111 East Grove
Street
Middleboro, MA
02116
617-350-8335

CAMPSITE & FACILITIES - CHECK-OUT LIST

Please allow enough time before leaving to complete this checkout sheet. If there is a site manager or caretaker, he/she will take your checkout sheet when you depart. If not, mail this sheet to the Council office in Boston. It is your responsibility to see that the campsite is closed properly!! Girl Scouts believe in leaving a place cleaner than they found it! ***If the site is not clean, a cleaning fee may be assessed.***

Check in date _____ Camp Name _____ Troop # _____
 Check out date _____ Site (unit or bldg name) _____ Final Count: _____
 _____ # of girls # of
 adults

 Leader's Name & Town (please print)

Check grounds , picking up ALL trash	
Put OUT all fires WET and COLD -Leave partially burned logs in fire ring/place	
Sweep all areas used including tents, cabins, & latrine. Mop cabin floors if needed	
Close & tie ALL tent flaps. (Please tie bows <u>-never tie knots.</u>).	
Check flush toilets/ sinks for cleanliness & proper operation	
Check latrines: seat covers down and doors closed	
Clean stove inside and out	
Remove ALL food & clean refrigerator	
Check refrigerator temperature-turn to 40°	
Pack & take all unused supplies home. (Check refrigerator)	
Take ALL trash & garbage to the dumpster. Break down all boxes.	
Double check for personal belongings	
Return mattresses/cots/tables/chairs to original location	
Close and lock ALL windows	
Set thermostat to lowest setting	
Turn all lights OFF	

Close and lock all doors	
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Did you do a Service Project? (if yes, please explain briefly) yes__ no__
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I certify the kapers are complete. I will give the checkout list to the site manager & key (if applicable) to the site manager.

Leader's Signature: _____

Date:

A Girl Scout leaves a place better than she finds it!

Thank you for the update on any maintenance problems you are having and for your suggestions in improving our site and facilities. Please complete both sides of this form. Once you are finished, return the form to the site manager/caretaker or leave it in the designated box in the main lodge.

If there is an immediate situation or problem causing damage, please contact the appropriate site manager. The number is located on the council emergency card in the confirmation packet.

Was the site properly prepared prior to your arrival: Yes ____ No ____ (please explain below)

Have you been to this campsite before: Yes ____ No ____ if yes, when

Please list any specific maintenance needs:

Suggestion(s), improvement(s) or ideas to save energy:

Kudos for site, facility or staff:

Rate your stay: Excellent Good Fair Poor

Would you recommend this site to another troop or group: Yes____ No ____

Site Manager/Caretaker Report

Site prepared by _____ Date _____

Site check out by _____ Date _____

Checklist Complete/Returned _____

Return Deposit ____ if no, reason(s)

Signature _____



BOSTON
125 Berkeley Street
Boston, MA 02115
T 617 482 1072
F 617 482 2045

MIDDLEBURY
111 North Ferris Street
Middlebury, MA 02345
T 508 222 0500
F 508 225 7575

ANDOVER
141 Abbott Street
Andover, MA 01810
T 978 249 6651
F 978 899 3468

WALTHAM
755 Broadway Street
Waltham, MA 02452
T 781 552 6112
F 781 553 0022

Girl Evaluation for Troop Activity (including Troop Camping)

Please take a few minutes at the end of your activity to complete this evaluation with your girls. Use just one form for your troop. With younger girls, you may need to read each question, and record the number of girls who answer a lot, a little, or none.

Thank you for taking the time to help us record the impact of the Girl Scout Leadership Experience. Please return this completed form to any Girl Scout office. If you have questions, please contact research@gsema.org.

Activity Name: _____ Troop Number(s) _____

Date of Activity: _____ Location: _____

Number of GIRLS participating in this activity: _____ Number of SESSIONS (times) the group met for this activity: _____

Number of HOURS girls met total for this activity: _____

What grade levels are the girls who attended (please indicate how many for each level):

___ Grades K-1 ___ Grades 2-3 ___ Grades 4-5 ___ Grades 6-8 ___ Grades 9-10 ___ Grades 11-12

What town(s) do the girls live in: _____

Tell us if each question sounds "a lot", "a little", or "not" like you for the activity. Because of what we did at this Troop Activity, I discovered that:		A lot like me	A little like me	Not like me
1.	When I see a problem in my community, I think of many ways to solve it.			
2.	Girls like me can be good at many different things.			
3.	I am glad I am me.			
4.	I tell the truth, even when it is not easy.			
6.	I listen to people even when I disagree with them.			
7.	Even if I am afraid of making mistakes, I still try new things.			
8.	I know what my community needs to become a better place.			
9.	When I see a problem in my community, I figure out who can help me solve it.			
10.	Girls like me can do important things.			
11.	I really like the way I look.			
12.	I do what is right, even when it is hard.			
14.	When someone does a good job, I tell them.			
15.	I don't give up, even when things are hard.			
16.	It is important for me to make a difference in my community.			
17.	I can make a lasting change in my community.			

18.	Girls like me can be leaders.			
19.	I am happy with myself most of the time.			
20.	I take responsibility for my actions when I make a mistake.			
22.	If my friend makes me angry, I can talk to them about it.			
23.	I try things even if I may not be good at them.			
24.	I want to make the world a better place to live in.			
25.	I pay attention to what my community needs.			