

Girl Scouts of Alaska Day Camp



Parent/Guardian Handbook 2023

ABOUT CAMP

Camp Locations

Girls at every camp location will spend the majority of time outdoors to ensure adequate ventilation and physical distancing. Campers will have access to indoor space, pavilions or cover in the case of inclement weather.

Camp Singing Hills is located outside Chugiak (Mirror Lake exit) on beautiful Edmonds Lake and offers hills, forest, bogs, a playfield and lake with an observation deck. Campers at Singing Hills will have the opportunity to go canoeing during their time at camp.

Juneau Day Camp is located at Sandy Beach in Douglas and has a beach, forest and trails to enjoy.

Community Day Camps are located in your community (see below for details). The camp location serves as an initial meeting place. Campers will not spend all day at/inside the meeting location.

Angoon—July 10-14 @ Elementary School

Bethel—July 10-14 (tentative)

Dillingham—July 24-28 (tentative)

Gustavus—July 10-14 @ Community Center

Haines—July 17-21 @ Presbyterian Church

Homer—July 31-August 4 @ Bishop's Beach Pavilion

Hoonah—July 24-28 @ Youth Center

Kake—July 3-7 @ Presbyterian Church

Ketchikan—July 31-August 4 @ Holy Name Catholic Church

Kodiak—August 7-11 @ UAA-Kodiak

Metlakatla—July 3-7 @ Presbyterian Church

Petersburg—August 7-11 @ Lutheran Church

Prince of Wales—June 19-23 @ Craig Youth Center

Skagway—June 26-30 @ Rec Center

Sitka—July 17-21 @ Seventh-Day Adventist Church

Wrangell—June 19-23 @ Shoemaker Park

Yakutat—June 26-30 @ High School Auditorium

Camp Staff

Camp staff are enthusiastic, talented and caring adults. They are selected for their maturity, enthusiasm and ability to be a positive role model for your camper. A minimum of two adults work with each group of girls.

Rights and Dignity of Campers/Staff

Girl Scouts of Alaska welcomes girls/staff of every race, ethnicity, income level, sexual orientation, and religion, and reflects a spectrum of gender identity.

At camp, girls get a close-up look at compassionate leadership through camp staff. And, girls get lots of opportunities to practice these skills by voicing their feelings, making individual choices, and negotiating group decision making. Staff and campers are expected to interact with each other and the camp with care, kindness and respect. Campers not only practice these life skills in the camp environment but learn how to apply them for the rest of their lives.

Prohibited Items:

Girl Scout Day Camp is smoke free, alcohol and drug free, and weapon free. Please confine pets to your car when you are in camp.

ACA Accreditation

Girl Scout Day Camp at Singing Hills is inspected and accredited by the

[American Camp](https://www.acacamp.org)

[Association](https://www.acacamp.org) (ACA). Accreditation means we voluntarily undergo a thorough review of our operations from staff qualifications and training to emergency management. For more information, visit the ACA website at www.acacamp.org



CONTACTING CAMP

Our camp leadership team is always happy to talk with parents/guardians to answer questions, address concerns or share how a girl is doing at camp.



Calling Camp

Before May 24th you can reach us at: 907-248-2250

After May 24th you can reach us at:

Singing Hills: 907-248-2250

Juneau: 907-248-2250

Community Camps: 907-248-2250

Statewide Camp Director: 907-273-0316

Camp directors are not always able to answer the phone when it rings. Be prepared to leave a message. We check messages multiple times a day.

Campers are not permitted to make or receive phone calls except in the case of an emergency.



Texting Camp

During your girl's time at camp, you may also contact the camp director by text.

Make sure to include the name of the camper you are texting us about.

Singing Hills: we will email contact information 1 week before camp

Juneau: we will email contact information 1 week before camp

Community Camps: we will email contact information 1 week before camp

Statewide Camp Director: 907-273-0316



Emailing Camp

Parents/guardians can email us before, during or after your girl's camp session. When emailing, make sure to include the name of the camper and the camp location (Singing Hills, Juneau, etc) so we can make sure your email gets to the right camp director.

You can email us at:

customercare@girlscoutsalaska.org.



Contacting Camp in an Emergency

If there is an urgent situation or emergency you need to let camp know about and the camp director is not able to answer her phone you can call either of the numbers below:

Girl Scout Office (9-5 Monday-Friday):
907-248-2250

Girl Scout Emergency Number:
907-931-4039



Visiting Camp

To increase communicable disease safety and preventive strategies, it is requested that families not visit while camp is in session. The camp director is always appreciates parents/guardians calling her at camp anytime if they have a concern or question.

OUR PHILOSOPHY & GOALS

Our Mission

Girl Scouting builds girls of courage, confidence and character who make the world a better place. In this spirit, we strive to create a community that helps campers unlock their potential and discover the world, while developing life skills that become habits of the heart.

Our Program Philosophy

Everything that happens at camp is program! Campers experience a community that fosters positive relationships, healthy risk taking and acceptance. At camp we provide a variety of experiences, some new, encouraging girls to stretch; and some old, reinforcing girls' confidence in their skills. Our program is the foundation upon which courage, cooperation, self respect, and a sense of contribution, inclusion, and responsibility are constructed.

Camp Goals and Objectives

Girl Scout Camp will provide an opportunity for each camper to:

Goal 1:

Grow in her personal skills and self reliance.

Objective 1:

Campers will identify at least one thing they are proud they accomplished.

Objective 2:

Campers will report they are willing to try new activities.

Outcomes:

Girls will be more able to care for themselves, have a greater awareness of their strengths and weaknesses, be more willing to take appropriate risks, use leadership skills and feel more capable of making a difference.

Goal 2:

Learn about her environment.

Objective 1:

Campers participate in at least one environmental education program block

Objective 2:

Campers will spend 90% of their time outdoors.

Outcomes:

Girls will feel more comfortable outdoors, become more aware of their surroundings and learn ways to respect and care for the environment.

Goal 3:

Learn relationship and community living skills.

Objective 1:

Campers will have daily girls' circles to discuss how the group is working.

Objective 2:

Campers will learn and demonstrate how to express feelings verbally.

Objective 3:

Campers will be able to name communication strategies that help them in their relationships.

Outcomes:

Girls will learn to work as a team, have a sense of belonging with others and learn how to make new friends.

FINANCIAL POLICIES

Cancellations and Refunds

If your camper will be unable to attend as planned, notify us immediately so we can contact someone from the waiting list.

Refund of fees (excluding the deposit) is given if:

1. cancellation is made 2 weeks before the session begins
2. the camper has moved out of the council area
3. the camper has personal illness/injury confirmed by a physician or
4. family emergency

Refund of fees (including the deposit) is given if:

1. Camper has been exposed to someone with symptoms of or a suspected/confirmed case of a communicable disease

Cancellations must be emailed to customercare@girlscoutsalaska.org.

Cancellations made less than two weeks before camp are subject to the full cost of camp. If registering within two weeks of the start of camp, full payment is due at the time of registration. Overpayment of less than \$5.00 due to council product credits will not be refunded.

Change Fees

A \$25 change fee will be assessed if a camper changes sessions or dates of attendance.

Questions About Payments

If you have questions contact us at customercare@girlscoutsalaska.org or 907-248-2250 or toll free at 800-478-7448.

Product Credits

If your girl sold [Girl Scout Cookies in the 2022 or 2023 Cookie Program or Fall Product in the 2021 or 2022 Fall Product Program](#), every box sold gets her one step closer to camp.

Each product credits is worth \$0.40 at camp.

Each camp session has a specific number of product credits in order for a camper to attend for free. Campers who sell product but do not have enough for a free session will have their credits applied at \$0.40 per credit.

The oldest credits will be applied first in order for girls to maximize their use of credits. For multiple camps, credits will be applied to a girl's account in the order those registration in the order those registrations are received.

[This summer girls can share their credits](#)

and help another girl cover the cost of attending camp.

Credits may be claimed one time only. Credits are only good at Girl Scouts of Alaska camps. Families with product sales or camp delinquencies may be ineligible to use credits or apply for camp scholarships until their debt has been paid.

Product credits earned in the 2021 Fall Product Program and the 2022 Cookie Program will expire on September 30, 2023.

Product credits earned in the 2022 Fall Product Program and the 2023 Cookie Program will expire and may only be used for programs that are completed before April 30, 2024.

HEALTH & SAFETY (GENERAL)

Camper Conduct

As a group campers will set guidelines on their first day. In addition, the following rules apply:

Smoking is prohibited by campers

No one is permitted to use or be in possession of alcohol, illegal drugs, or weapons at Girl Scout Camp

Violent or aggressive behavior or actions creating an unsafe environment are not tolerated.

To ensure the safety and well being of everyone, parents/guardians, and campers should note that anyone found in possession of the above-mentioned items or exhibiting dangerous physical or emotional behavior will be sent home at their expense.

Health Management

Camp welcomes girls of all abilities to camp as long as we can assure their safe participation in the program. **If your camper has a physical, medical, or behavioral characteristic which requires additional assistance or supervision to participate fully or safely in camp, contact the statewide camp director before registering AND before your child attends camp to ensure we can accommodate her needs.**

The statewide camp director will work with parents/guardians to consider the mental, emotional and social health needs of all participants. She will work with camp staff to appropriately meet those needs as recommended by a mental, emotional and social health professional familiar with camp.

Insurance

Accident insurance is provided for campers. The Girl Scout insurance is not intended to replace the benefits that may be available under a family medical plan. It is the plan's purpose to provide secondary insurance coverage. The camp director or healthcare director will call in an emergency or if we have questions about your camper's insurance.

Medications

All medications, including prescription and non-prescription drugs (vitamins, creams, ointments and other over-the-counter medications) are checked in with the camp director on the first day of camp.

All prescribed medications should be in the original container with name and dosage clearly stated. Pack medications in a zip lock bag with the camper's name printed in permanent ink on the bag. Medications will be kept for the week and returned to campers on the last day.

Special Diets/Food Allergies

In general, we do not provide food for day camp. We will have extra food available if your camper forgot lunch or needs a snack. Please let us know about any food allergies or special diets on the camper health history form.

Emergency Contacts

Occasionally we have to call the person you've indicated as an emergency contact... and they are **SURPRISED!** If you have forgotten to let them know, give them a call before your camper comes to camp.

HEALTH & SAFETY (FORMS)

All forms must be completed online through your CampBrain account prior to your camper's first session at camp. Forms will be available on your camp account starting April 25th).

Health History

Every camper is required to bring a health history (filled out by the parent/guardian). A health history must be filled out every year within 6 months of her camp session by the parent/guardian. This form is available on your camp account (starting April 25th).

Vaccines

All campers are required to have up-to-date vaccines (included on the health history form) or to provide a completed exemption:

Medical Exemption

<http://dhss.alaska.gov/dph/Epi/iz/Documents/MedicalExemption.pdf>

Religious Exemption

[https://www.asdk12.org/cms/lib/AK02207157/Centricity/Domain/1216/Updated%20Forms%202018/State Religious Exempt%20 Form.pdf](https://www.asdk12.org/cms/lib/AK02207157/Centricity/Domain/1216/Updated%20Forms%202018/State%20Religious%20Exempt%20Form.pdf)

COVID-19 vaccines are not required but are highly recommended for campers this summer. More information on which vaccines are required can be found on the health form.

Camper Information Form

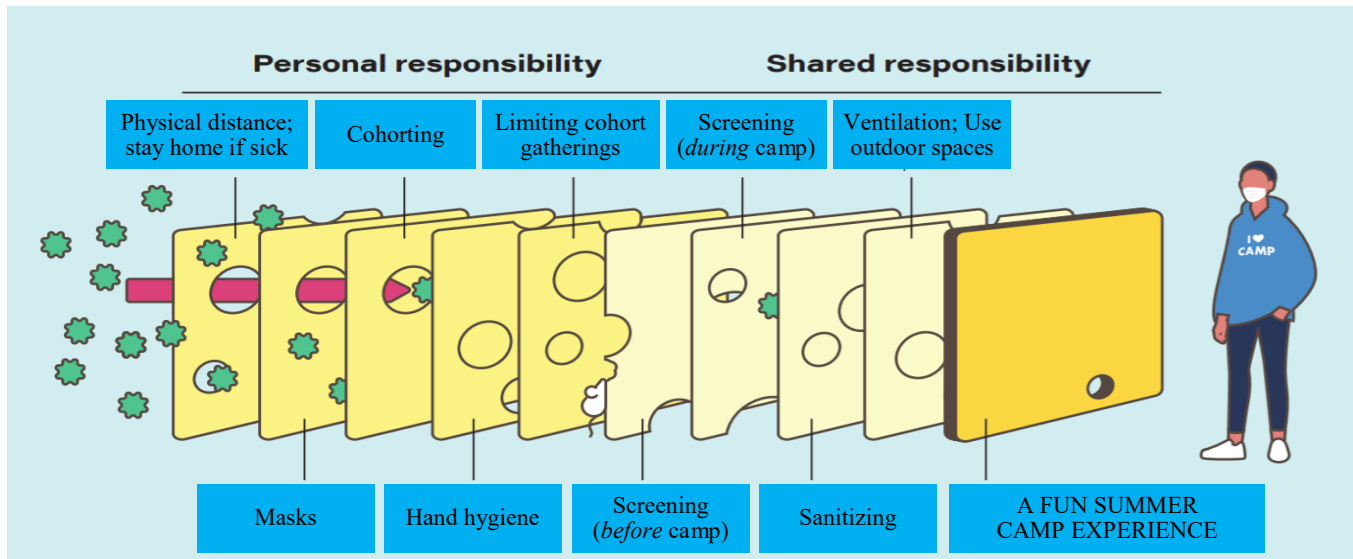
This form should be completed by each camper's parent/guardian. Only the camp director and the program counselors assigned to your camper's session will view this information. If there is anything you would like to discuss with the director ahead of time, don't hesitate to call. This form is available on your camp account (starting April 25th).

Parent Notification

If your camper becomes ill and cannot participate in camp programming or is contagious we will contact you to coordinate an early pick up. If your camper is injured and requires medical attention beyond what camp can provide, we will contact you to coordinate care. Camp will also contact parents if a camper has a minor injury (ex: scrape or mosquito bites) or illness (ex: headache) that continue to bother her for a sustained period.

If a camper needs to be picked up and camp is unable to reach a parent/guardian within 20 minutes camp directors will contact emergency contacts and ask them to pick the camper up.

COMMUNICABLE DISEASE PREVENTION



Camper and staff safety is our number one priority and is at the forefront of every decision we make. We are following local, state, and CDC guidelines as well as GSUSA and American Camp Association (ACA) recommendations.

Everyone (campers, staff, and parents) is required to follow all communicable disease protocols.

No single preventative measure is perfect at preventing the spread of communicable diseases. Each layer has holes (like Swiss cheese). By layering multiple preventative measures more protection is achieved.

COVID policies are subject to change.

Physical Distance

Camp is a social experience and girls will be excited to see each other. Physical distance will not always be possible at camp. Camp will follow CDC guidance on maintaining physical distance between campers when possible. When physical distance isn't possible multiple other prevention strategies will be followed to minimize risk.

Cohorts

While there will be multiple camper groups each session the entire camp community will be considered a cohort for the week of camp.

Hand Hygiene

Camp will have access to soap and water for handwashing as well as hand sanitizer. Girls will be asked to wash their hands upon arrival, after using group supplies and prior to eating.

If your girl is allergic to hand sanitizer or you prefer that she doesn't use sanitizer, please let the camp director know during check in and an alternative will be provided.

Campers do not need to bring their own hand sanitizer. If they wish to bring sanitizer it should be in the original container and contain at least 60% alcohol.

COMMUNICABLE DISEASE PREVENTION

Screening

Screening Before Camp

The best camp sessions start with healthy campers. In an effort to reduce exposure and minimize illness at camp, we ask that you check the health of your camper daily *beginning 7 days prior* to her scheduled camp session.

Screening During Camp

Camp staff will do a short pre-screening each morning before your camper joins her camp group.

Screening After Camp

It can take *up to 14 days after exposure* for communicable disease symptoms to appear. To ensure that girls were not in the incubation period during camp, parents/guardians will be emailed a short screening survey 14 days after the end of their camp session.

Masks

At day camp, masks may be required indoors, on the bus and when girls are not able to physically distance from others.

If required, campers who refuse to appropriately wear a mask or cannot wear a mask will not be able to participate at in-person camp this summer.

If a camper has a mask that does not meet camp requirements or has forgotten her mask she will be asked to put on a new mask (provided by camp).

DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps



Have a nose wire to prevent air from leaking out of the top of the mask

DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents which allow virus particles to escape



Are prioritized for healthcare workers, including N95 respirators

COMMUNICABLE DISEASE PREVENTION

COVID-19 Testing Prior to Camp

Campers are not required to get a COVID-19 test prior to attending camp unless they have been exposed to someone with COVID-19 or have tested positive themselves within the last 14 days.

In these circumstances a camper must receive a negative **PCR** COVID-19 test the week before her camp session AND be symptom free without the assistance of medication for at least 72 hours prior to the start of camp.

COVID-19 Testing AT Camp

Tests will also be administered during the camp session if campers show COVID-19 related symptoms. Prior to giving an antigen test we will attempt to contact parents/guardians. Camp will share results of any tests administered at camp.

Campers who test positive will be sent home from camp.

COVID-19 Vaccines

Campers

COVID-19 vaccines are not required but are highly recommended for campers this summer.

Staff

Girl Scouts of Alaska requires all camp staff to be fully vaccinated, including for COVID-19 unless they have an exemption. Parents/guardians are welcome to ask a staff member if they have been vaccinated but staff are under no obligation to disclose their personal vaccine status.

Under no circumstances should a staff member discuss the vaccine status of another staff person with parents.

Isolating Before Camp

It is not required that campers isolate (not be around people outside their household) prior to camp. However, to reduce the risk of disease exposure at camp, we do recommend decreasing your social circle for the **7 days** prior to camp.

Staying Home After Exposure

If a camper has been exposed to someone with a confirmed or suspected case of communicable disease within **7 days** of the start of her camp session parents/guardians should contact camp immediately to cancel and/or reschedule her session.

If a parent/guardian needs to cancel a camp session because of suspected/confirmed exposure, a full refund of the session fees will be made.

Stay Home When Sick

If your camper (or someone in her household) is sick or has communicable disease symptoms she should not come to camp until she has been symptom free (without the aid of medications) **for 72 hours**. Symptoms include, but are not limited to:

- Fever or chills
- Cough
- Fatigue
- Muscle/body aches
- Headache
- Nausea or vomiting
- Diarrhea
- Sore throat
- Congestion or runny nose
- Shortness of breath/difficult breathing
- New loss of taste or smell

COMMUNICABLE DISEASE EXPOSURE RESPONSE

Sickness at Camp

If a camper becomes sick at camp, the camp director will assess whether the illness includes a communicable disease symptom(s).

If a camper has communicable disease symptoms she will be immediately isolated from other campers. Even if symptoms can be attributed to other medical issues, the camper will be sent home. Parents/guardians will be called to pick up sick campers. If parents do not answer or return our call about an illness within 20 minutes we will call the camper's emergency contacts. Once we get in touch with a parent/guardian or emergency contact the camper must be picked up within 1 hour.

Contract Tracing

If a camper becomes ill at camp, a camper stays home with symptoms or becomes ill with symptoms within *14 days after her camp* session, Girl Scouts of Alaska will conduct contract tracing.

No Close Contact

If there was no close contact between the ill camper and other campers, parents of other girls in the cohort will be told at pick up that a girl went home ill.

Close Contact

If it is determined that there was contact between the ill camper and another camper(s), that camper(s) will be isolated from other campers and parents will be called to pick up their camper.

The names of sick campers and details of illnesses are confidential. Camp is not able to disclose personal details with parents.

Camp Cancelling Camp

If there is a suspected or confirmed case of a communicable disease at camp, parents/guardians will be notified immediately.

If the camp session is cancelled due to exposure, a full refund of camp fees will be made.

Rescheduling Camp

If your camper's session is cancelled due to a communicable disease we will be in contact to reschedule her session.

Campers who have confirmed exposure to a COVID-19 positive person or have tested positive for COVID-19 or have communicable disease symptoms are welcome to attend camp later in the summer as long as they have quarantined for the correct amount of time, show no symptoms and have received, if applicable, a negative COVID-19 test.

WHAT TO BRING TO CAMP

Every Day Supplies



Backpack



Closed toed sturdy shoes or boots



Extra pair of socks



Raincoat



Filled water bottle



Bag lunch (no refrigerated foods or foods that need to be heated) AND a morning and afternoon snack



An extra clean face mask



Non-aerosol mosquito spray

Packing Tips

Campers will carry what they bring to camp for the entire day. Pack LIGHT.

Camp happens in all types of weather. If it looks like rain, line your girl's backpack with a garbage bag so everything inside stays dry.

Label all items with your camper's name.

Leave These At Home

Electronics, cell phones, toys, and candy

Lost & Found

Any items found will be shown to campers at the end of each day. Items will be transported to the council office in Anchorage and kept until the end of the summer. Unclaimed items will be donated to charity. Girl Scouts is not responsible for items left at camp.

Personal Property

Camp is not responsible for any belongings brought to camp or items that are lost or stolen. All personal property must be stored and handled safely for the protection of all people, and such that it is not an attractive nuisance inviting unauthorized use.

Electronic devices should be left at home. Electronics brought to camp will be sent home with parents or stored in the camp office.

Personal sports/Outdoor equipment must be used in compliance with all camp policies.

Pets are not allowed at camp.

Vehicles. If older campers drive to camp, vehicles are to be parked and keys turned in to the Camp Director each day.

DROP OFF IN THE MORNING

Morning Drop Off At Camp

Singing Hills, Juneau, Kodiak, Homer:

Drop off AT CAMP is between 8:45-9:00 am.

Southeast Community Camps:

Drop off at camp is between 9:45-10:00 am.

If your camper will be dropped off after 9:30 am please fill out the “Day Camp Late Drop Off, Early Pick Up & Absences” form in your CampBrain account.



Park in the Parking Lot



Check your camper in with camp staff.



Camp staff will do a short COVID-19 pre-screening



Camp staff will bring your camper to her group

Driving Directions

In order to discourage the general public from accessing camp properties, we do not publish driving directions on our website. If you need directions to camp email customercare@girlscoutsalaska.org. Make sure to include the camp location for which you need directions.

Bus Transportation Drop Off

From Anchorage (Singing Hills)

Loussac Library 8:15-8:30 am

Begich Middle School 8:30-8:50 am

Bus transportation is available to girls who need rides to and from camp. Arrangements must be made in advance. We will contact parents in regard to any delays. Prior to the bus leaving staff will inform campers of the following rules:

- Remain seated when the bus is in motion
- Keep hands, feet and head to yourself and inside the windows while the bus is in motion
- Don't yell or scream; the noise level shouldn't distract the driver
- Don't stand or change places when the bus is moving
- Obey the driver's instructions at all times
- Campers need to check to see that they have all their belongings prior to getting off

Absentees/No Shows

Parents are asked to notify camp if their girl is ill or will not be attending as expected by filling out the “Day Camp Late Drop Off, Early Pick Up & Absences” form in your CampBrain account. Camp directors will attempt to call parents/guardians if campers are not at camp as expected.

THE CAMP DAY

Badge Work

Camp does not keep track of requirements. If you are interested in requirements she accomplished at camp, go through the Girl Scout programmatic materials with her. If you need help determining which materials to look at, contact the Girl Scouts of Alaska office at 907-248-2250.

Each camper will receive a camp patch.

Clothing

Camp is in session RAIN or SHINE. There are temporary shelters at camp but campers will be outdoors all day. Sturdy shoes, boots or tennis shoes (no sandals), jacket/sweatshirt, socks and a raincoat are needed. Old play clothes are ideal, we get dirty at day camp!

Girls do not need to bring or wear their Girl Scout uniform.

Weather

Be prepared for all types of weather from sunshine to rain to frost. Temperatures can range from 80°F to 30°F in the summertime.

Program Eligibility

All campers are allowed to participate in all activities offered. Camp staff will adjust activities to ensure they are age appropriate for their group.

Trading Post (Singing Hills only)

Camp Singing Hills has a trading post where girls can purchase souvenirs. The trading post will be open on FRIDAY. Girls will go to the trading post during their camp day. Trading post will also be open prior to camp (8:30-9:00 am) and after camp (5:00-5:30 pm)

Camp T-Shirts

T-shirts are available for pre-order. Shirt availability is guaranteed if purchased by May 10th. Shirts may be purchased after May 10th while supplies last. Shirts will be mailed to your household address. Depending on the time of purchase and mail time, it is possible your camper may not receive the shirt before their camp session.

Shirts will also be available for purchase at trading post while supplies last.

Visiting Camp

To increase COVID-19 safety and preventative strategies, it is requested that families not visit while camp is in session. The camp director always appreciates parents/guardians calling her at camp anytime if they have a concern or question.

Volunteering at Camp

We do not accept parent volunteers because of safety procedures. Every staff person at camp has submitted references and gone through a background check. They have also attended extensive training in camp program, risk management, camp safety and behavior management. So, please don't be offended when we turn you down.

Waterfront

All camp locations are at or near a body of water. Camp staff are trained to monitor campers to prevent unauthorized access to water. For camp locations at which canoeing will occur, everyone is required to wear a properly fitted PFD while boating. All groups attend a boating clinic prior to boating that includes proper boat entry and exit, paddling strokes, and emergency procedures.

PICK UP IN THE EVENING

Evening Pick Up At Camp

Evening pick up is between
5:00-5:15 pm.

If your camper will be picked up before 4:45 pm please fill out the “Day Camp Late Drop Off, Early Pick Up & Absences” form in your CampBrain account.

If you are running late to pick up your camper, please contact camp and let us know your estimated arrival time.

Due to COVID-19, pick up procedures will look different from previous years. Please follow the steps below:



Park in the Parking Lot



Ensure you have your photo ID
(every day)



Check your camper out with
staff (Singing Hills and Juneau
parents will sign for their
campers each night)

Driving Directions

In order to discourage the general public from accessing camp properties, we do not publish driving directions on our website. If you are viewing the handbook online and need directions to camp email customer-care@girlscoutsalaska.org. Make sure to include the camp location for which you need directions.

Bus Transportation Pick Up

To Anchorage (Singing Hills)

Begich Middle School 5:30 pm

Loussac Library 5:50 pm

We will contact parents in regard to any delays.

Release of Campers

We can only release campers to parents/guardians and those listed on the registration form. **All adults will need to have photo identification ready to be checked to verify authorization to pick up camper.** Camp staff will be checking photo ID's EACH DAY when parents/guardians pick up campers.

Please be patient with the staff. Your camper's safety is our number one priority!

Campers will not be released to any adult not listed on their registration form unless camp is notified in writing.