

# Girl Scouts of Alaska Day Camp



Parent/Guardian Handbook 2024

# ABOUT GIRL SCOUTS

## Mission

Girl Scouts builds girls of courage, confidence, and character who make the world a better place.

## Girl Scout Leadership Experience

Girl Scouts provides unique, life changing experiences for girls. Girl Scouts is:

### Girl Led

Girls follow their own lead, follow their dreams and grow their skills.

### Learning By Doing

Hands-on activities are fun! They also help girls feel empowered to shape their own experience.

### Cooperative Learning

Girls see first hand that teamwork, respect, and collaboration can fuel them through any challenge.

By participating in fun Girl Scout Leadership Experience activities girls:

### Discover

Girls find out who they are, what they care about and how best to use their unique talents.

### Connect

Girls collaborate with others to learn and expand their horizons.

### Take Action

Girls will do what Girl Scouts always do: make the world a better place.

## Girl Scout Membership

Current Girl Scout membership is required to attend Girl Scout camp.

An annual \$30 membership also allows girls to participate in troops, attend [program events](#), participate in the Girl Scout Cookie Program and more! Learn more at [girlscoutsalaska.org](https://www.girlscoutsalaska.org)

## Benefits of Girl Scouts

When girls participate in Girl Scouts, they benefit in 5 important ways:



**Strong Sense of Self**—Girls have confidence in themselves and their abilities, and form positive identities.



**Positive Values**—Girls act ethically, honestly, and responsibly, and show concern for others.



**Challenge Seeking**—Girls take appropriate risks, try things even if they might fail, and learn from mistakes.



**Healthy Relationships**—Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.



**Community Problem Solving**—Girls contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.

## Girl Scout Troops

Guided by adult volunteers, troops of girls typically meet weekly or every other week to do hands-on activities, earn badges and more. Interested in having your girl join a troop? Contact us!

## Contact Us

To join a troop or volunteer contact us at [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org) 907-248-2250.

# ABOUT DAY CAMP

## Day Camp Locations

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

**Camp Singing Hills** is located outside Chugiak and offers forest and lake with an observation deck. Campers will have the opportunity to go canoeing.

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

**Community Day Camps** are located in your community (see below for details). The camp location serves as an initial meeting/pick up location. Campers spend the rest of the time exploring the local area.

**Bethel**—June 8 and July 13 @ Covenant Church

**Dillingham**—July 22-26 @ Elementary School

**Gustavus**—July 8-12 @ Community Center

**Haines**—June 17-21 @ Presbyterian Church

**Homer**—July 29-August 2 @ Bishop's Beach Pavilion

**Hoonah**—July 1-5 @ Youth Center

**Ketchikan**—July 29-August 2 @ Holy Name Catholic Church

**Kodiak**—August 5-9 @ UAA-Kodiak

**Petersburg**—August 5-9 @ Lutheran Church

**Prince of Wales**—June 24-28 @ Craig Youth Center

**Skagway**—July 1-5 @ Rec Center

**Sitka**—July 22-26 @ Seventh-Day Adventist Church

**Wrangell**—July 15-18 @ Elementary School  
July 19 @ Shoemaker Bay

## Camp Staff

Camp staff are enthusiastic, talented and caring trained professions. They are selected for their maturity and ability to be a positive role model for your camper. All staff go through an extensive application, background check and training process.

## Rights and Dignity of Campers/Staff

Girl Scouts of Alaska strives to create an inclusive environment for all campers and our employees. We welcome girls of every race, ethnicity, income level, sexual orientation, and religion.

At camp, girls get a close-up look at compassionate leadership through camp staff. Girls get lots of opportunities to practice by voicing their feelings, making individual choices, and negotiating group decision-making. Staff and campers are expected to interact with each other 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, weapon free and pet free.**

## ACA Accreditation

Day Camp at Singing Hills is accredited by the

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

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



## Phone Calls

You can reach us at:  
907-248-2250

Campers do not make or receive phone calls at camp to enjoy their time unplugged and independent.

We urge parents not to tell their camper that they may call home. Instead, make sure your camper knows there is always someone at camp they can talk to whether it is their counselor or the camp director.

We will let you know if your camper is experiencing sustained homesickness or a significant challenge at camp.

Parents are welcome to call camp and ask us to check on their camper. Camp directors are often interacting with campers so be prepared to leave a message. Messages are checked multiple times a day and we aim to return calls the same day we receive messages.



## Texts

You may also contact the camp director by text.

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

We will email the camp director text contact information one week before your camper's session.



## Emails

Parents/guardians can email camp 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.). Your email will be forwarded to the camp director.

You can email us at:

[customercare@girlscoutsalaska.org](mailto: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** (24/7):

907-931-4039



## Visiting Camp

Our camp programs are structured to allow campers the opportunity to develop independence and life skills. Parents or guardians visiting can provide a distraction that prevents campers from fully engaging in their programs. This means we do not have parent visitors while camp is in session.

## Volunteering at Camp

We do not accept volunteers. Every staff person at camp has references and gone through a background check. They have also attended extensive training in camp program, risk management, safety and behavior management.

# OUR PHILOSOPHY & GOALS

## 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.

## Program Philosophy

Everything that happens at camp is a learning experience! In our safe and supportive environment, girls become active participants in the learning process as counselors guide them in not only having fun but understanding the importance of how and what they are doing.

## Camp Goals and Objectives

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

### Goal 1:

[Develop life skills.](#)

#### *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 the outdoor 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:

[Foster interpersonal 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

## Paying for Camp with GEMS

If your girl sold **Fall Product in 2023 or Girl Scout Cookies in 2024** she earned GEMS that can be used for GSAK camps only.

GEMS must be spent in increments of 5.

### 5 GEMS = \$5 discount

GEMS can be used with camperships. If a camper has available GEMS they will be applied before any request for campership. GEMS (in combination with camperships) can be used to cover up to 2 sessions of camp.

GEMS cannot be used to cover camp deposits, bus transportation or camp t-shirts.

GEMS will be applied to accounts in late April/early May when the cookie program is finalized. Once GEMS (and camperships) are applied you will be emailed an updated invoice.

For more details on how you can use GEMS visit [girlscoutsalaska.org/en/cookies/gems.html](https://girlscoutsalaska.org/en/cookies/gems.html).

Families with product program or camp delinquencies may be ineligible to use GEMS or apply for camp scholarships. For more information contact GSAK.

## Camperships (Financial Aid)

If you need assistance to cover the cost of camp you can apply for a campership. Camperships are awarded based on family size and income. Families can apply for camperships for two sessions of camp per camper. Once camperships are applied you will be emailed an updated invoice.

If your girl has GEMS they will be applied before any camperships requested.

For more details on camperships visit: <https://www.girlscoutsalaska.org/en/camps/register-for-camp/camperships---gems.html>

## Rescheduling Camp

If your camper needs to reschedule her session contact us at 907-248-2250 or [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org). A \$25 change fee will be assessed if a camper changes sessions or dates of attendance.

Campers who are sick should not attend camp. They are welcome to attend later in the summer. No change fee will be charged when rescheduling due to illness.

## 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 an 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](mailto: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.

## Questions About Financial Policies

If you have questions contact us at [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org) or 907-248-2250.

# HEALTH & SAFETY (GENERAL)

## Camper Conduct

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

- Smoking is prohibited.
- No one is permitted to use or be in possession of alcohol, illegal drugs, or weapons at camp.
- Violent or aggressive behavior, actions, bullying or language 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 requires additional assistance or supervision to participate fully or safely in camp, contact us at 907-248-2250 or [customer care@girlscoutsalaska.org](mailto:customer care@girlscoutsalaska.org) before registering AND before your child attends camp to ensure we can accommodate her needs.**

The Chief Mission Officer 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 all campers. Girl Scout insurance is not intended to replace the benefits that may be available under a family medical plan. The Girl Scout plan provides secondary coverage only. The camp director or healthcare director will call parents/guardians or emergency contacts (if we can't reach parents) in an emergency or if we have questions about your camper's insurance.

## Medications

Day camp locations do not keep medications on hand for campers.

If a camper needs medication while at camp parents need to supply camp with items. 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 medications should be in the original container with name and dosage clearly stated.** Pack medication containers 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 at 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 medical 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 and alert them 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. Only the camp director and the counselors assigned to your camper's session will view form information.

## Camper Information Form

This form should be completed by each camper's parent/guardian. If there is anything you would like to discuss with the camp director ahead of time. This form is available online in your camp account (starting April 25th).

## Medical Form (Health History)

Every camper is required to have a completed medical form (filled out by a parent/guardian). This form must be filled out every year. This form is available online in your camp account starting April 25th.

## Vaccines

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

Required vaccines include:

- Diphtheria, Pertussis, Tetanus (DTap)
- Varicella (Chicken Pox)
- Measles, Mumps, Rubella (MMR)
- Polio (IPV/OPV)
- Haemophilus Influenza B (Hib)

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 recommended for campers. More information on which vaccines are required can be found on the medical form.

## Parent Notification

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.

## Illnesses

If your camper becomes ill and cannot participate in camp programming or may be contagious we will contact you to coordinate an early pick up. Once we get in touch with a parent/guardian or emergency contact the camper must be picked up within 1 hour.

## Injuries

Camp will contact parents if a camper has a minor injury (ex: scrape or mosquito bites) or illness (ex: headache) that continue to bother them for a sustained period.

If your camper is injured and requires medical attention beyond what camp can provide, we will contact you to coordinate care.



# HEALTH & SAFETY (ILLNESSES)

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 Girl Scouts of the USA and American Camp Association (ACA) recommendations.

## Stay Home When Sick or After Exposure to Illnesses

If your camper (or someone in her household) is sick or has symptoms she should not come to camp until she has been *symptom free without the aid of medications for 24 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
- Positive COVID-19, flu, RSV test result

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

## Health 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 before her scheduled camp session.

### Screening During Camp

Camp staff will let the camp director know about any campers who don't feel well during the camp day.

If a camper has communicable disease symptoms she will be quarantined 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.

COVID-19 tests will 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 with parents.

Campers who test positive will be sent home.

### Screening After Camp

It can take *up to 14 days after exposure* to an illness for 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.

## 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 regularly and prior to/after eating.

# WHAT TO BRING TO CAMP

## Every Day Supplies



Backpack



Closed toed sturdy shoes or boots



Extra pair of socks



Raincoat



Filled **sealable** water bottle



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



Insect repellent



Sun screen

Optional—hat, sunglasses

## Packing Tips

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

Camp happens in all types of weather. Everything from the packing list is needed. Old play clothes are ideal, we get dirty at camp (no Girl Scout uniforms needed)!

If it looks like rain, line your girl's backpack with a garbage bag so everything stays dry.

Label all items with your camper's name.

## Lost & Found

Any items found will be shown to campers at the end of each day. Unclaimed items will be transported to the council office in Anchorage and kept until the end of August. Unclaimed items will be donated to charity.

## Personal Property

Camp is not responsible for any belongings brought to or left at camp or items that are lost or stolen.

Leave the following items at home:

- Electronics
- Cell phones (including watches with call/text capabilities)
- Candy, gum, soda
- Toys
- Personal sports equipment

**Electronic devices** brought to camp will be sent home with parents or stored in the camp office until the end of the day.

**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.

**Prohibited Items**—Camp is smoke free, alcohol and drug free and weapon free.

# 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.

## Drop Off Steps



Park in the parking lot.



Check your camper in with camp staff.



Camp staff will bring your camper to her group.

## Driving Directions

For camper safety and privacy, we do not publish driving directions on our website. You'll receive directions one week prior to your camper's session by email.

You can also request directions by emailing us at [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org). Make sure to include the camp location for which you need directions.

## Bus Transportation Drop Off (Singing Hills only)

From Anchorage

**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.

At least one camp staff person will be on the bus. 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.
- 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 driver's and camp staff instructions at all times.
- Check to see that they have all belongings prior to getting off the bus.

We will contact parents by phone and text if the bus will be delayed.

## Absentees/No Shows

Parents are asked to notify camp if their camper 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 camp account or by calling our office at 907-248-2250. Camp directors will attempt to call parents/guardians each morning if campers are not at camp as expected.

# THE CAMP DAY

## Daily Schedule

Each camp day is full of activities based on the Girl Scout Leadership Experience. Counselors plan activities with input from girls.

All campers gather to start (and end) the day and then spend the rest of the day with their group.

Each activity is approximately 1 hour long and include activities like canoeing, arts and crafts, hiking, environmental education, outdoor skills, songs and games.

Campers have snack time twice a day and lunch with their group.

## Kapers

Each day girls practice caring for their community by doing kapers (chores). Kapers include litter pick up, restocking supplies and sweeping.

## Program Eligibility

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

## Badge Work

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

Girls who attend a badge specific program will receive the badge earned at camp.

## Trading Post (Singing Hills only)

Camp has a trading post where girls can purchase souvenirs. Trading post will be open on FRIDAY during the following times:

- During drop off —8:45-9:00 am
- During the camp day—Each group will go to the trading post during the day.
- During pick up—5:00-5:30 pm.

## Camp T-Shirts

Camp 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.

## Waterfront

**All camp locations are at or near a body of water.** Staff are trained to monitor campers to prevent unauthorized access to water.

Campers do not swim at any camp location.

## Canoeing (Singing Hills only)

Girls usually go canoeing twice during their week at camp. 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 complete the "Day Camp Late Drop Off, Early Pick Up & Absences" form in your CampBrain account.

If you will be late to pick up your camper, please contact camp by phone or text as soon as possible and let us know your estimated arrival time.

## Late Fees

Parents/guardians who arrive after the scheduled pick up time will be charged the following late fees:

1-5 minutes late	\$5
6-10 minutes late	\$10
11-15 minutes late	\$15
15+ minutes late	\$20

Late fees will be billed to your account. Late fees apply to Singing Hills and Juneau.

## Pick Up Steps

1

Park in the parking lot.

2

Ensure you have your photo ID (every day).

3

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

## Driving Directions

For camper safety and privacy, we do not publish driving directions on our website. You'll receive directions one week prior to your camper's session by email.

You can also request directions by emailing us at [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org). Make sure to include the camp location for which you need directions.

## Bus Transportation Pick Up (Singing Hills)

To Anchorage

**Begich Middle School** 5:30 pm

**Loussac Library** 5:50 pm

We will contact parents by phone and text if the bus will be delayed.

## 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 check photo ID's EACH DAY when parents/guardians pick up campers.

Please be patient with 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.