



Caregiver Handbook 2026

Girl Scouts of Alaska Camp Singing Hills



girl scouts 
of alaska



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

Connect—collaborate with others to learn and expand their horizons.

Take Action—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. To learn more about what a membership gets your camper, visit 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, email us at customer care@girlscoutsalaska.org, or call 907-248-2250

About Day Camp

Camp Location

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

Visiting Camp

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

Volunteering at Camp

At this time, we are not accepting volunteers at Camp Singing Hills. Every staff member at camp has references and has undergone a background check. They have also attended extensive training in camp program, risk management, safety, and behavior management.

camp@girlscoutsalaska.org

Camp Staff

Camp staff are enthusiastic, talented, and caring trained professionals. 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 and 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 also learn how to apply them throughout 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 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



Contacting Camp

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

Phone Calls

You can Camp Singing Hills at: 907-248-2250 or (907) 931-4599

Campers do not make or receive phone calls at camp to enjoy their time unplugged and independent. Please do not tell your camper they can call home. Instead, make sure your camper knows there is always someone at camp they can talk to, whether their counselor or the camp director.

We will let you know if your camper is experiencing sustained homesickness, significant challenge at camp, gets hurt, or is sick.

Caregivers can call camp and ask us to check on your camper, but be prepared to leave a message as the camp director is busy with campers! Messages are checked multiple times a day, and we aim to return calls the same day we receive them.

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's phone number one week before your camper's session.)

Emails

Caregivers can email camp before, during, or after their camper's camp session. When emailing, make sure to include the name of the camper and the specific camp session you are emailing about. You can email us at: camp@girlscoutsalaska.org

Rallyhood for Camp Communications

Rallyhood is our private online platform to stay in touch with caregivers this camp season. You will get occasional photos, updates, important camp information, real-time updates, and surveys for your camp program. Rallyhood will be your one-stop shop for all camp-related information.

Note: This is not the way to contact camp staff if you need a quick response or need to discuss personal information.

Before Camp:

1. You will be emailed an invitation to join Rallyhood
2. Accept the invite!
3. Set up your Rallyhood account
4. Ask questions & receive up-to-date info

During/After Camp

1. Read our weekly camp updates
2. Check out photos from camp
3. Watch for a session wrap-up communication on Rallyhood
4. Ask questions and receive information

Get the app: https://bit.ly/gsak_rallyhood

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 their 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

Philosophy & Goals

Mission

Girl Scouts 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 Cookie Dough

If your girl sold Fall Product in 2025 or Girl Scout Cookies in 2026, she might have earned Cookie Dough that can be used for GSAK camps.

Cookie Dough can be used with camperships. If a camper has available Cookie Dough they will be applied before any request for campership.

Cookie Dough cannot be used to cover camp registration fees or transportation.

Cookie Dough will be applied to accounts in late April/early May when the cookie program is finalized.

Families with product program or camp delinquencies may be ineligible to use Cookie Dough or apply for a campership. 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 one camp session per camper. Once camperships are applied, you will be emailed an updated invoice.

If your girl has Cookie Dough, it will be applied before any campership requests are processed.

Payment Due Date Schedule

1 month before camp session: Full payment due

5 weeks before the camp session: A reminder email will be sent

4 weeks before the camp session starts: A final reminder will be sent

3 weeks before the camp session starts: If payment has not been made, we will cancel your camper's session

Rescheduling Camp

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

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.

Cancellations must be emailed to camp@girlscoutsalaska.org.

Cancellation notice 4-weeks before session start date: 100% of total camp session fee minus non-refundable fees*

Cancellation notice 3—weeks before session start date: 50% of total camp session fee minus non-refundable fees*

Cancellation less than 3 weeks before the session start date: No refund. *Exceptions can be made in the case of an emergency. Email camp@girlscoutsalaska.org for more information.*

* Non-refundable fees include a \$75 camp registration fee and the transportation fee.

Questions About Financial Policies

If you have questions, contact us at cuamp@girlscoutsalaska.org or call 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
- The use or possession of alcohol, illegal drugs, or weapons at camp is prohibited
- Violent or aggressive behavior, actions, bullying, or language are not tolerated by anyone at camp

To ensure the safety and well-being of everyone, caregivers and campers should note that anyone found not following these expectations will be sent home at their own cost

Health Management

Camp welcomes girls of all abilities to camp as long as we can assure their safe participation in the program.

Accommodations

If your camper requires additional assistance or supervision to participate fully or safely in camp, contact us at 907-248-2250 or camp@girlscoutsalaska.org before registering AND before your child attends camp to ensure we can accommodate her needs.

The Program and Camp staff will work with caregivers to consider the mental, emotional, and social health needs of all participants, attempting to appropriately meet those needs as recommended by a mental, emotional, and/or 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 will call caregivers or emergency contacts in an

emergency or if we have questions about your camper's insurance.

Medications

Camp Singing Hills does not have a supply of over-the-counter medications on hand for campers.

If a camper needs medication while at camp, caregivers need to supply all necessary 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 need to be in the original container with the medication name and dosage clearly stated. Place 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.

Emergency Medications

If your camper has emergency medications like an EpiPen or an inhaler, please make sure to note them on the medical form and send them to camp with them. These medications are handled by the campers' counselors and stay with the group (and transportation) at all times.

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's medical form.

Emergency Contacts

Occasionally, we have to call the person you have 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. 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 caregiver and is available online in your camp account. Camp directors will use this information to let your camper's staff know the best way to support your camper.

Medical Form (Health History)

Each year, all campers are required to have a completed medical form filled out by a legal caregiver. This form collects information on general health history, allergies, medication, and immunization information. This form gives us permission to give your camper bug spray and sunscreen.

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 Influenzae 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%20Form.pdf

Parent Notification

If a camper needs to be picked up and camp a caregiver cannot be reached 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 caregiver 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 continues 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 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
- Fatigue
- Headache
- Cough
- Muscle/body aches
- Nausea or vomiting
- Diarrhea
- Sore throat
- Congestion or runny nose
- Shortness of breath/ difficulty breathing
- New loss of taste or smell
- Positive test result for COVID-19, flu, RSV, strep, etc.

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 and a caregiver will be called to pick their camper up, even if symptoms can be attributed to other medical issues. If caregivers do not answer or return our call within 20 minutes, we will call the camper's emergency contact. Once we get in touch with a caregiver or emergency contact, the camper must be picked up within 1 hour.

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

Everyday Supplies

	Backpack
	Closed toe, sturdy shoes or boots (not crocks, sandals or slides)
	Extra pair of socks and other clothes in case of getting wet or dirty
	Warm jacket layer Raincoat (rain pants are encouraged)
	Filled sealable water bottle
	Sack lunch (no refrigerated foods or foods that need to be heated) AND a morning and afternoon snack
	Insect repellent
	Sunscreen 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 caregivers or stored in the camp office until the end of the day and then returned to the caregivers.

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 free, drug free and weapon free.

Drop Off in the Morning

Morning Drop Off at Camp

Drop off AT CAMP is between 9:00-9:15 am.

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

Drop Off Steps

- 1) Park in the parking lot
- 2) After 9:00 am bring your camper to camp staff for check in
- 3) Say goodbye and 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 will receive directions one week prior to your camper’s session by email.

You can also request directions by emailing us at camp@girlscoutsalaska.org. Make sure to include the camp location for which you need directions.

Transportation Drop Off

Transportation is available to campers who need rides to and from camp. Arrangements must be made in advance during camp registration.

From Anchorage

GSAK office: 8:15-8:30 am

Bus departs at 8:30 am

Drop Off Steps:

1. Park in the parking lot
2. Wait for it to arrive
3. Walk over and meet the staff to check in
4. Say goodbye, and the camper gets on

Prior to leaving, staff will inform campers of the following rules:

- Remain seated when in motion
- Keep hands, feet and head to yourself and inside the windows
- Use quiet voices, do not yell or scream; the noise level should not distract the driver
- Obey driver’s and camp staff instructions at all times
- Make sure to take all belongings off the bus each time

We will post on Rallyhood if the bus is delayed. We will then contact caregivers by phone and text.

Absentees/No Shows

If your camper is ill, not going to attend, or running late unexpectedly, please call the office at 907-248-2250 ASAP and leave a message with your camper's name, the camp they are going to, and the drop-off location. The bus cannot wait for late campers.

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 together. Campers spend the rest of the day with their group assigned group (based on age).

Campers will participate in many activities each day in their group. These include boating, arts and crafts, hiking, environmental education, outdoor skills, songs and games, and more!

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 pickup, 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

Each week, campers will be working on a GS Level-specific badge related to the week's theme. At the end of the week, each camper will receive the badge they earned. The badge level they are receiving will be the level they will be in membership year MY27 which starts October 1.

Trading Post (Singing Hills only)

Camp has a trading post where girls can purchase souvenirs, ranging in price from \$0.25-\$15.00. Trading post will be open during the following times:

- Monday Drop off at Camp Singing Hills— 9:00-9:15 am
- Throughout the camp day on Friday for campers
- The Girl Scout Office, with some trading post items, will be open Friday at pick up at 5:15pm

Camp T-Shirts, Patches, and GS Badges

All campers will received a camp shirt on the last day of camp. We cannot guarantee t-shirt sizes for campers who submit the t-shirt size form after May 1.

Past camp shirts will also be available for purchase at the Trading Post, while supplies last.

All Campers will get a camp patch on the last day of camp.

All Campers will receive the GS Badge they earned on the last day of camp.

Boating

Girls will go boating at least once during their week at camp. Everyone is required to wear a properly fitted PFD (life jacket) 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

Pick up Time: 4:30-4:45 pm

If your camper will be picked up before 4:30 pm, please complete the “Day Camp Late Drop Off, Early Pick Up & Absences” form in your CampBrain account.

Pick Up at Camp Steps

1. Park in the parking lot
2. Wait for staff to be ready for check out and ensure you have your photo ID (every day)
3. Walk over to the checkout staff with your ID
4. Staff will check your ID, you will sign your camper out, and staff will get your camper

Transportation Pick Up

Girl Scouts of Alaska Office:

Pick up time: 5:15 pm

Pick up steps

1. Park in the parking lot
2. Wait for the campers to arrive and turn off the vehicle
3. Meet the staff person with your ID
4. Staff will check your ID, and you will sign your camper out.

We will post on Rallyhood if the bus is delayed. We will then contact caregivers by phone and text.

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

Late Fees

Caregivers who arrive after the scheduled pick up time will be charged the following late fees, which will be billed to their account:

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

Release of Campers

We can only release campers to caregivers listed on the registration form. All adults will need to have photo identification ready to verify authorization to pick up the camper. Camp staff will check photo IDs EACH DAY.

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.