

# Peninsula Girl Scout Day Camp Policies & Information 2017

The following are policies and information of Peninsula Girl Scout Day Camp, which is also referred to a “Peninsula Day Camp” and “Camp”. Camp’s policies and information includes the following topics:

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## **Registration**

### ***Open registration for At Camp Staff from February 6<sup>th</sup> at 8 am through February 12, 2017***

Registration for all at camp adult staff members and their campers (see camp fees below) will open for registration from Monday, February 6<sup>th</sup> to Sunday, February 12, 2017. All returning at camp staff members are encouraged to register as early as possible during this time to ensure their placement and schedule at camp. As Camp is 100% volunteer staffed, early registration assists camp with understanding the number of returning and new unit leaders that will be attending and allows returning program staff to return to their area of expertise and pick their days. Camp encourages all full time volunteers who are new to camp to register as a unit leader as it allows the staff member to experience all aspects of camp. At camp staff may also register during the time period of Monday, February 20<sup>th</sup> through Tuesday, February 28, 2017. All adult staff and campers must be registered as Girl Scouts to attend camp. Tags do not need to register as Girl Scouts to attend camp. (See Definition of Tags on page 5). All at camp and their campers will automatically be accepted into camp when they register by February 12<sup>th</sup>.

### ***Open registration for At Home Volunteers and Campers without adult volunteers from February 20<sup>th</sup> at 8 am through February 28, 2017***

Registrations for at home volunteers and campers without volunteers will begin on Monday, February 20<sup>th</sup> and will continue through Tuesday, February 28<sup>th</sup>. At camp volunteers may also register during this registration period but are encouraged to register earlier to assist with camp planning. Please see “Acceptance to Camp” on page 3 for the acceptance policy.

IMPORTANT... PLEASE NOTE CHANGES FOR AT HOME VOLUNTEERS: New this year, anyone who would like the opportunity to request an at home job, will be able to check the box during registration acknowledging that you would like to fulfill an at home job. You will pay full fees during the registration process and once you have accepted an at home job you will be refunded \$65 which is the at home discount for your first camper. Any additional campers would pay full fees but all campers of at home volunteers will be accepted to camp. Families requesting at home jobs will be contacted in registration order and allowed to select their job. If there is not an at home job that you wish to select when you are contacted, your campers will remain on the wait list and the next family will be contacted about at home jobs.

All campers who are registered without an adult volunteer will be placed on the waitlist until camp can accept the camper(s). The number of campers that can be accepted is dependent on how many at camp adult volunteers have registered. Waitlisted campers will be notified of their acceptance to camp or their continued waitlist status on or before March 15th. Any camper may withdraw from the waitlist at anytime prior to their acceptance to camp without any penalty. Once accepted, any waitlisted camper will adhere to the cancellation policy beginning 24 hours after acceptance to camp.

### ***Aides***

All aides must register by Monday, February 28, 2017... no exceptions. Aides may register during either registration periods, February 6 - 12 and February 20 - 28. Refer to the "Aide" section for more information on aide requirements on Page 3.

Registrations received after February 28th will be as space is available.

### **Camp Fees**

All adult staff volunteering at camp may be eligible for discounted camp fees for their qualified campers. A qualified camper(s) is one immediate family unit. If the staff member is a parent, then his/her qualified camper(s) would be his/her child(ren). If the staff member is a grandparent or an adult staff member who has no children at camp, then the staff member may have a child(ren) from one immediate family unit as his/her qualified camper(s).

All adults, aides, and/ campers must be a registered Girl Scout when completing the registration process. As this is a new policy this year by GSUSA, a one week grace period will be allowed after the registration is completed, for the staff/aide/camper to register directly with NorCal GS and provide Peninsula Day Camp with the information.

Camper Fee – No Adult \$530

Camper Fee – At Home \$465 (first camper), \$530 additional campers

Camper Fee – At Camp Staff PT3 \$370/camper

Camper Fee – At Camp Staff PT5 \$265/camper

Camper Fee – At Camp Staff FT 1<sup>st</sup> camper \$30, additional campers \$110

Tag Fee - \$110/tag

Aides - \$30

There are a limited number of financial aid camperships available each year. To qualify for

one of these camperships, the following must be met:

1. Register during an open registration period.
2. Acknowledge during the registration process that you are requesting financial aid.
3. Complete the registration process and pay the \$160 copayment.
4. An adult must register with the camper requesting financial aid as either an at camp or at home volunteer and meet and complete all requirements associated with the at camp or at home volunteer position.
5. Complete and submit the financial aid forms by the deadline for the financial aid committee to review. Camperships are based on financial need and may or may not be granted for the entire remaining amount of the camp fee that is due.

Camp fees are not prorated for any reason. All past due camp fees from previous year(s) must be paid before a camper can be accepted into camp.

Camp reserves the right to “drop” with penalty any camper that is registered that violates the discounted camp fee policy.

### **Acceptance to Camp**

All campers with at camp volunteers, who are registered by February 12<sup>th</sup>, are automatically accepted to camp. At camp volunteers and their campers who register between February 20<sup>th</sup> and February 28<sup>th</sup> will be accepted until all at camp volunteer staff positions at camp are filled beginning with full-time volunteers, then part-time 5-day volunteers and then part-time 3-day volunteers. If there is not a volunteer opening for an at camp volunteer then they will be offered an at home job in registration order along with all other adults requesting an at home job.

Campers with an at home volunteer who has accepted an at home job will be accepted into camp.

Campers who register without an adult volunteer will be placed on the waitlist. Campers will be accepted off the waitlist based on their age level and registration number. Most campers will be notified of their acceptance or continued waitlist status by March 15.

If an adult volunteer drops (at camp or at home), their campers will be put on the waitlist. Campers are accepted on space available. The full camper fee must be paid for the camper to remain on the waitlist and accepted into camp.

Waitlist is maintained by date and registration number parameters of when the camper is placed on the waitlist. For campers that registered without a volunteer, it will be the date that the camper registers and they will be kept in registration order. For a camper who registers with an at home or at camp volunteer and the volunteer is unable to complete their volunteer commitment, the camper’s placement on the wait list will be the date that the adult volunteer withdraws from camp and in registration order for all withdrawals on that date.

## **Adult Staff Positions**

All volunteers (part time and full time) who are volunteering at camp are required to complete training based on their experience at Peninsula Day Camp. All trainings are offered multiple times on different days of the week to try to make it easier to fit into the volunteer's schedule. New at camp volunteers must attend 3 training sessions (12 hours) and returning staff must attend 1 training session (3 hours) before camp. Additional training will be offered during camp to complete the additional number of hours of training required by GSUSA. *Please verify that you can attend the appropriate pre camp trainings before you register. Trainings are important and necessary for staff to be effective at camp. At camp staff cannot be at camp without all the required training(s) for this year's camp completed even if you have been to camp before.*

**AT CAMP VOLUNTEERS: *Your commitment to camp is extremely important and we expect that you will meet or exceed your commitment. We count on you to be at camp on the days that you are scheduled. Work meetings or clients, doctor appointments, jury duty, etc. cannot be scheduled during camp.*** Due to the registration and screening process necessary that all at camp staff must go through, we do not have the ability to "call in" another person if a staff member does not show up.

**NEW AT CAMP THIS YEAR:** All at camp volunteer are expected to ride to and from camp on the buses. Generally, buses pick up at the bus stop at 8 am or later and return to the bus stop by 5pm. Full bus scheduled are posted on the PDC's website at least 30 days in advance of camp. Please schedule any activities, outside of this time period. Parking passes will be only provided to a select number of staff members who for example, bring supplies to and from camp or need to arrive early or leave late. Parking passes are \$6/day payable in advance to Peninsula Day Camp.

**Full-Time at Camp Volunteers** - All full-time staff is strongly encouraged to be unit leaders. The number of unit leaders we have at camp limits the number of campers that can be accepted into camp. All full-time at camp volunteers must be at camp for the entire duration of camp including the overnight(s). A limited number of full-time program staff may be allowed to leave camp after campfire and return the next morning at the discretion of the administration. Full-time at camp volunteers will ride the bus to and from camp. **NEW THIS YEAR:** Unit leaders will not be placed with their campers/tags in the same unit.

**Part-Time at Camp Volunteers** – All part-time at camp volunteers are assigned as program leaders. As a program leader, you will work with either another adult or an aide program leader to lead a program workshop for a unit. Part time at camp volunteers will ride the bus to and from camp. Program workshops are planned and instruction at training will be provided. Program areas are:

- Skills – includes outdoor cooking, knots, first aid, map and compass, etc.
- Crafts – includes T shirts, name tags, and other crafts. Crafts are for primarily juniors & brownies but will include boys, pixies and occasionally older girls. Craft workshops are led in program areas and in the units.
- Shelter – Shelter crafts such as baskets, weaving and macramé are done in the Redwood Shelter.
- Service – Every year most campers participate in assisting in a service project to help an outside organization. The service project usually is composed of 2 parts...

learning about the organization that the project benefits and a craft aspect.

- The Hunt – The Hunt is an all camp activity that all levels of campers participate in. It can be a treasure hunt, an amazing race, geo caching or other activity. This is active program area of camp.
- Nature – Camp always endeavors to allow campers to participate in back to nature workshops. Workshops may be about the water cycle, animals, trees, or other nature topics. All units go to nature for their workshop.
- Trail (Nature) Walk – Learn about the plants and animals at camp and then pass the knowledge onto small camper groups as you take a “walk” around camp.

**Medics** can be part or full-time but must be a licensed health professional such as a nurse, physician assistant, or medical doctor. Medics will not ride the bus and will be provided with a parking pass.

**At Home Volunteers** – An adult must complete all at home jobs. At home staff will be contacted via email in registration order with a choice of home job opportunities. At home job notifications (via email) will begin 1 to 2 weeks after the close of registration. At home jobs vary in number of hours that the “job” requires to complete. Some at home jobs require the job to be completed on a specific date/time. Read all job descriptions before choosing an at home job. It is the at home volunteers responsibility to complete all time/job requirements. If an at home job is not fully completed, then their campers will be put on the waitlist in registration order according to the date the home volunteer withdraws from camp and accepted as space becomes available. The full camper fee must be paid for the camper to remain on the waitlist and accepted into camp.

## **Aides**

All girl and boy aides must register by Tuesday, February 28, 2017... no exceptions. Aides must be entering 10<sup>th</sup> grade to just graduated from high school to qualify as aides.

Boy aides must have a familial relative or legal guardian AT camp to register and attend. It is up to the discretion and the needs of camp to determine whether or not a boy aide may attend camp on days that his familial relative/legal guardian is not in attendance at camp. Boy aides who do not complete and pass aide training may not attend camp.

Girl aides who do not complete and pass aide training may not attend camp as aides but may attend camp as a camper if camper fees are paid and there is space available in an older girl unit.

## **Campers**

Campers are girls entering 1<sup>st</sup> through 9<sup>th</sup> grade in the fall after camp. *For example, campers who are in 1<sup>st</sup> grade at the time of the registration process would be a “Brownie” at camp as they will be entering 2<sup>nd</sup> grade in the fall and should be registered as a 2<sup>nd</sup> grader.* All campers may participate in the overnight at camp. Older girls may spend 2 or 3 nights at camp depending on their unit choice. Campers are assigned to units based on their age.

- Daisies – Campers entering 1<sup>st</sup> grade in the fall
- Brownies – Campers entering 2<sup>nd</sup> and 3<sup>rd</sup> grades in the fall

- Juniors - Campers entering 4<sup>th</sup> and 5<sup>th</sup> grades in the fall
- Older Girls – Campers entering 6<sup>th</sup> through 9<sup>th</sup> grades in the fall. Girls entering 10<sup>th</sup> – 12<sup>th</sup> grade in the fall may register as older girls if they do not want to be Aides (see “Aides” above.) Older girls choose their unit theme based on their age and interests. Unit choices for older girls may vary each year but will be explained at the older girl meeting. One unit that will be offered each year for campers entering 9<sup>th</sup> grade is AIT’s. The AIT unit has specific attendance requirements and campers who cannot meet the attendance requirements should not request to be placed in the AIT unit.

The requirements are as follows:

Aides in Training “AIT’s” -\_For 9<sup>th</sup> Grade and older campers -\_AIT’s – This unit spends the first week learning how to be a Day Camp Aide and the second week “interning” under the guidance of an experienced Aide. AIT’s will only be available to girls entering the 9<sup>th</sup> grade. To be an AIT you must be able to attend camp every day, full time, both weeks of camp. AIT’s must be at camp during the following times:

- June 19 - 23, 2017 (Monday - Friday) from 9am to 4pm.
- June 26, 2017 (Monday) and June 27, 2016 (Tuesday) from 9am to 4pm
- June 28, 2017 (Wednesday) from at 9am until June 30, 2017 (Friday) at 12pm continuously

Any absence for any reason will not be accepted and unfortunately will result in not “graduating” and you will not receive a green shirt at campfire.

*NEW AT CAMP THIS YEAR:* Campers and Tags will not be placed with their parent/sponsor in the same unit. This is for the benefit of the campers, tags and unit leaders.

## **Tags**

Tags will be assigned to a units based on the needs of camp. Unit assignments will be based on the Tag’s age, gender and the part-time or full-time status of the Tag’s parent or sponsor. This may mean that a grade level may be split by the parent/sponsor status. Tags only attend camp on days that their parent/sponsor attends camp.

Girl tags are at least 4 years old and up to entering Kindergarten in the fall.

Boy tags are at least 4 years old and up to entering 9<sup>th</sup> grade in the fall.

## **Refund Policy**

Registrations may be cancelled within 24 hours of the time stamp on the original registration without penalty.

Cancellations that are received after the initial 24-hour period but prior to April 1<sup>st</sup> will receive a full refund minus a \$50 administrative fee. Cancellations that are received on or after April 1<sup>st</sup> and prior to May 1<sup>st</sup> will receive a full refund minus a \$100 administrative/ program fee. This fee is charged because camp will have purchased materials, used postage, printed forms and made reservations based on your camper attending camp. There will be no refunds for cancellations received on or after May 1<sup>st</sup>.

For campers who register with an adult volunteer who is unable to complete their volunteer commitment and the camper is put on the waitlist, the refund policy will be as above.

For campers who register without an adult volunteer and are placed on the waitlist, the parent/legal guardian has one (1) 24-hour period from the time of the email notification that your camper has been accepted into camp to withdraw without the penalty above. A wait-listed camper who registered without an adult volunteer may cancel without any financial penalty until they are accepted.

To cancel your child's registration, please send an email to:

Linda Grasberger  
PGSDC Business Manager  
email: businesspgsdc@yahoo.com

### **Request for Reimbursement by Camp**

Any person who would like to be reimbursed for supplies purchased for camp must request reimbursement (using the camp reimbursement form on the camp's website) by July 31<sup>st</sup>. Receipts supporting the reimbursement request must be submitted with the reimbursement form. Any reimbursement request postmarked or directly submitted after July 31<sup>st</sup> cannot be processed and will be considered a donation to camp.

### **Buses**

Buses run to and from camp from many locations in our service areas. Each bus is limited to a certain number of camper and adult seats. The available seats are allocated when the camper and/or adult registers on a first come basis. If a specific bus stop is not available, please choose an alternate bus stop. If your camper needs to be on a bus with a specific friend, please make sure you coordinate the bus with your camper's friend's parent. To ensure that your camper and friend are on the same bus, you must register for a bus at the same time with enough open seats on it. Unfortunately when all the seats on the bus are full, we are unable to move campers and/or adults onto the bus.

### **Allergy and Diet**

Although Camp makes efforts to limit the allergens at camp, not all allergens can be removed. Campers should be aware of what allergies they have and avoid substances that may cause a reaction. Some items that we may have at camp are:

Rubber bands, tape, balloons (latex)  
Peanut Butter  
Food Color Dyes  
Eggs  
Gluten

Each unit chooses their own food and ice cream options. If the unit's food choice includes allergy or diet restrictions for a camper, the parent may provide the camper who has the allergy or restriction an alternative. We no longer provide a vegetarian and gluten free option at headquarters the days we cook meals. Depending on which meal your camper's unit selects, some of our meals are vegetarian and/or gluten free. We do not provide a vegan or organic food option.

Camp will post camp recipes ingredients on the website for the meals that we cook at camp as well as the ice cream recipes. On Tuesday, June 20<sup>th</sup>, Camp will post a list of what the units will be cooking and on which day so that parents can decide if they need to send in an alternative food or snack if their camper has an allergy to the food involved in the unit's activity.

Camp will have available gluten free ice cream cones and gluten free graham crackers for when the units make ice cream and S'mores.

Camp can provide parents/legal guardians a list of what meals and which days the camper will be involved in a food activity if requested. Please note that occasionally, schedules do change at the last minute.

## **Health Concerns**

If a camper does not feel well enough to participate comfortably in usual activities, is ill, or potentially contagious, they should not attend camp. Campers who are ill must be picked up from camp within a reasonable period of time such as one (1) hour.

Camp medics are licensed health professionals and are qualified to handle most health issues. All campers with medical issues may attend camp as long as (1) they are stable on their current health regime prior to and during camp, and (2) their direct medical care needs do not exceed 15 minutes per camp day.

We do reserve the right to request a written care plan from the parent or in some cases, a medical clearance to attend camp, from the camper's doctor. If the health staff feels a medical clearance and/or care plan from the doctor is necessary, it is the parent/legal guardian's responsibility to obtain the clearance and/or care plan from their doctor. Medical clearances and care plans must be submitted prior to May 30<sup>th</sup>. Any care plan must include complete, comprehensive instructions for the medical staff. The care plan cannot include contacting the parent/guardian for routine care instructions. We will contact the parent/guardian in case of emergency.

If a camper requires an attendant at camp,

- Attendants are not medically trained. If the camper requires one on one medical attention from an attendant, the parent/guardian should provide an appropriately trained attendant for their camper.
- Campers who require personal attendants must notify camp administration prior to April 1<sup>st</sup>.
- If tagalongs require personal attendants, it is the parent/guardian's responsibility to



provide the attendant.

- Any attendant at camp must complete and pass the background check of Girl Scouts and be registered as a Girl Scout.