

## Policies & Information

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

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### **COVID**

Due to COVID, there are many changes to help ensure the safety of volunteers and campers. We will not be accepting 3-day volunteers this year (exceptions will be considered on individual basis and based on camp needs). We can not guarantee acceptance because of the impact of COVID and how that has changed how Camp is operated for this year. We will not charge anyone for Camp until we are confident we are moving forward and have the volunteers to support Camp.

WE RUN 100% ON VOLUNTEERS! This will determine how camp will be designed as well as the safety measures put in place.

### **Registration Details**

All adult volunteers, campers and female prospective Aides must be registered members of Girl Scouts of Northern California, complete the required training(s) and pay camp fees if applicable to attend Day Camp. Tag-a-longs (Tags) do not need to be registered members of Girl Scouts to attend Day Camp. Please review the *Tag-a-longs “Tags”* section for details.

***Registration period is Saturday, February 5<sup>th</sup> at 9 am through Monday, February 28<sup>th</sup> at mid-night.***

All returning At-Camp volunteers are encouraged to register as early as possible during this time to ensure their placement at Day Camp. As Day Camp is 100% volunteer staffed, early registration assists Day Camp with understanding the number of returning and new Unit Leaders that will be attending and allows returning Program Leaders to return to their

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area of expertise. All new volunteers are encouraged to register as a Unit Leader as it allows the volunteers to experience all aspects of Day Camp.

We will do our best to accept all At-Camp volunteers, their campers and all prospective Aides into Day Camp when they register during this period and are registered members of Girl Scouts of Northern California ([gsnorcal.org](http://gsnorcal.org)).

## **Camp Fees**

All adult volunteers whether a parent, grandparent, nanny or family friend, may sponsor the camper(s) of one family unit. The adult volunteer associated with the camper(s) will be referred to as a sponsor throughout the policy sheet. Camper(s) associated with a sponsor may be eligible for discounted camp fees.

- No Adult Volunteer \$725
- Refund-Related Camp Support Job Volunteer \$655 (first camper), \$725 additional campers
- At-Camp 5-Day Volunteer \$400/camper
- At-Camp 10-Day Volunteer 1<sup>st</sup> camper \$40, additional campers \$135
- Tag Fee - \$135/tag - please review the *Tag-a-longs "Tags"* section for details
- Prospective Aide Fee - \$40

Camp fees are not prorated or transferrable. 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.

If we are unable to operate Camp for health safety reasons per Girl Scouts or San Mateo County health guidelines, we will process refunds based on days missed and minus a \$50 administration fee. An example is if Huddart Park is closed by San Mateo County.

If your camper gets COVID and is unable to attend camp: verification of a doctor’s note will be required and camp will provide a partial refund up to 50% of the days missed.

## **Financial Aid**

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 \$180 copayment.
4. An adult must register with the camper requesting financial aid as either an At-Camp or At-Home volunteer 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.

## **Acceptance to Day Camp**

Due to the unknowns of how COVID has impacted campers and volunteers, all campers will be waitlisted and accepted based on volunteer support.

The 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 full fees are due and their placement on the waitlist will be the date that the adult volunteer withdraws from camp and in registration order for all withdrawals on that date.

## **Friend Requests**

Friend requests are honored whenever possible. Each friend should request the other friend and requests must be submitted to the registrar at registration. However, requests after registration will be honored if possible and prior to June 1<sup>st</sup>. Friend requests can only be honored if the "friends" are in the same level. For example, a 3<sup>rd</sup> grader will not be placed with a 5<sup>th</sup> grader since one is a Brownie and the other is a Junior and their camp program is different.

Older Girl friend requests are made by the Older Girl camper either in writing at the Older Girl meeting or by phone with the Older Girl Coordinator or Program Director. Older Girls are asked if their unit theme choice or if a friend request is most important to them. Camp will honor the Older Girls choice whenever possible. Once made, the request may not be changed.

## **Unit Placement**

Campers will not be placed with their parent/sponsor in the same unit. This is for the benefit of the campers and Unit Leaders.

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 grade in the Fall.

- 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 an Older Girl if they do not want to be an Aide. Please review the *Prospective Aide* section for details.

Older Girls gets to choose their unit theme based on their grade in the Fall and interests. Unit choices for Older Girls may vary each year but will be explained at the Older Girl meeting. Parent's will be emailed details about the meeting.

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Campers entering 9<sup>th</sup> grade have the option of the Aides-in-Training (AIT) unit. The AIT 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. 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:

**First Week:** Monday - Friday from 9am to 4pm.

**Second Week:** Monday and Tuesday from 9am to 4pm and Wednesday from 9am until 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.

### **Tag-a-longs “Tags”**

Tags will not be placed with their parent/sponsor in the same unit. This is for the benefit of the tags and Unit Leaders. Unit placement will be based on the Tag’s age, gender and the part-time or full-time status of the Tag’s parent/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.
- Older Boys are entering 6<sup>th</sup> to 9<sup>th</sup> grade

Pixies are preschool and kindergarten age boys and girls and may include 1<sup>st</sup> grade boys. 1<sup>st</sup> grade boys may be placed in a “boy” unit depending on the number of boys in camp. Boys are placed by grade level but placement in which boy unit designation varies each year depending on how many boys are in camp.

### **Prospective Aides**

All Prospective Aides entering 10<sup>th</sup> grade in the Fall or just graduated from high school may register during either registration period individually or within a family registration. Prospective Aides that miss the registration periods may reach out to the Aide Director to see potential options for late registration. Late registration is not guaranteed but, in most cases, late registration was granted based on a new full-time adult volunteer registering with the late Prospective Aide. Boy Prospective Aides must have a sponsor volunteering at-camp to register. It is up to the discretion and needs of Camp to determine if a boy Aide may attend camp on days that his sponsor is not in attendance.

All Prospective Aides who do not complete and pass Aide training may not attend Camp as an Aide but may attend Camp as a camper if camper fees are paid and there is space available in an Older Girl/Boy unit.

### **Adult Volunteer Positions**

**Your commitment to camp is extremely important and you are expected to meet or**

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**exceed your commitment.** Camp relies on Home Job Volunteers to help complete the camp preparation jobs. Camp relies on all At-Camp volunteers on the days that you are scheduled. Work or client meetings, doctor appointments, jury duty, etc. cannot be scheduled during Camp. Due to the registration and screening process necessary that all At-Camp volunteers must go through, we do not have the ability to “call in” another person if you do not show up and complete your commitment.

**At-Camp volunteers** are required to complete training(s) based on their experience at 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. Due to COVID, we will be offering more training online. New At-Camp volunteers must attend 3 training sessions (12 hours total) and returning volunteers 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 volunteers cannot be at Camp without all the required training(s) completed even if you have been to Camp before.

Requested volunteer days and positions are honored whenever possible. However, overstaffing may occur due to multiple registrations at the same time or camp size/needs change. Volunteers may be contacted and asked to change volunteer dates or position for the benefit of camp needs.

**Full-Time At-Camp Volunteers** are strongly encouraged to be Unit Leaders and 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. Campers are accepted into camp based on the number of Unit Leaders register.

**Part-Time At-Camp Volunteers** are assigned as Program Leaders and will work with either another adult or an Aide to lead a program workshop for a unit. 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. Craft workshops are led in program areas and in the units.
- Shelter – crafts include basket weaving, macramé, etc at the Redwood Shelter.
- Service – every year most campers participate in a service project for an outside organization. The service project includes learning about the organization and a craft to support the organization.
- The Hunt – every year most campers participate in a treasure hunt, an amazing race or other activity. This is an active program, involves hiking most of the day.
- Geocaching – every year most campers participate in a Geocaching activity that is age appropriate. This is an active program, involves hiking most of the day.
- Nature – allows campers to participate in back to nature workshops. Workshops may be about the water cycle, animals, trees, or other nature topics.

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- Trail Walk – teaches about the plants and animals to campers as you take a “walk” around camp.

**Medics** can be full or part-time but must be a licensed health professional such as a nurse, physician assistant, or medical doctor.

**At-Home Volunteers** must register as a volunteer and select At-Home Job as their volunteer position, At-Home Jobs are limited and only At-Home Volunteers that select and complete a home job will have their camper(s) guaranteed acceptance into Camp. A select number of At-Home Jobs will also involve a refund from Camp (See Camp Fees on page 2). These specific refund-related At-Home Jobs have stricter requirements for completion and will be clearly posted as a refund-related home job during the selection process.

About a week or two after Camp registration closes, At-Home volunteers will be contacted via email in registration order with a list of home job opportunities. Read all job descriptions before choosing an At-Home Job. If an At-Home Job is not fully completed, then the volunteer’s camper(s) will be put on the waitlist in registration order according to the date the volunteer withdraws from Camp.

## **Refund Policy**

**DUE to the unknowns, payment will not be required during registration. Once payment is requested the following apply. Payment needs to be complete within a week’s time.**

**After making a payment, you can cancel within 24 hours for a full refund.**

**After 24 hours but prior to May 1<sup>st</sup>:** Cancellations that are received during this period will receive a full refund minus a \$50 administrative fee per registration.

**May 1<sup>st</sup> up to May 15<sup>th</sup>:** Cancellations that are received during this period will receive a full refund minus a \$100 administrative/ program fee per registration.

**May 15<sup>th</sup> and after:** No refunds for any cancellations received on or after May 15<sup>th</sup>.

If we are unable to operate Camp for health safety reasons per Girl Scouts or San Mateo County health guidelines, we will process refunds based on days missed and minus a \$50 administration fee. An example is if Huddart Park is closed by San Mateo County.

If your camper gets COVID and is unable to attend camp: verification of a doctor’s note will be required and camp will provide a partial refund up to 50% of the days missed.

Fees kept are because camp will have purchased materials, used postage, printed forms and made reservations based on the registrations.

An adult volunteer who is unable to complete their volunteer commitment results in the camper(s) being 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 any registration(s), please submit a cancellation form on the Jovial registration system. Available under the FORMS tab on the left navigation bar.

## **Reimbursement Requests**

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. July 31<sup>st</sup> is a strict deadline Day Camp follows to stay in compliance with Girl Scout rules and regulations.

## **Buses/Transportation**

Due to COVID, adjustments might be made at any time for safety reasons.

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.

## **Day Camp Pictures**

Day Camp pictures will be taken of all units on the first Tuesday. Pictures cannot be rescheduled for absent or late campers even if their absence or tardiness is beyond their or Day Camp's control. All pictures will be handed out or mailed to each camper at the end of Day Camp.

## **Allergy and Diet**

Campers should be aware of what allergies they have and avoid substances that may cause a reaction. Some items at camp are: latex items (rubber bands, tape, balloons), peanut butter, food color dyes, eggs and gluten.

Due to COVID, food provided by Camp will be significantly reduced. Example: camp will not be providing an afternoon snack.

## **Medical Concerns**

Depending on current circumstances closer to the start of Camp, a negative COVID test may be required prior to Camp or a RAPID test might be done the first day of Camp.

If a camper does not feel well enough to participate comfortably in usual activities, is ill, or

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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 May 15<sup>th</sup>.
- If Tags require personal attendants, it is the parent/guardian's responsibility to provide the attendant. Please review the *Tag-a-longs "Tags"* section for details.
- Any attendant at camp must complete and pass the background check of Girl Scouts and be registered as an adult Girl Scout.

***Peninsula Girl Scout Day Camp may agree to waive any condition or provision of these policies, on a case by case basis, dependent on the needs of Peninsula Girl Scout Day Camp and at the discretion of the Peninsula Girl Scout Day Camp committee. No waiver of any condition or provision of these policies, shall be deemed, or shall constitute, a waiver of any other condition or provision, whether or not similar, for the party receiving the waiver or for any other party, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by Peninsula Girl Scout Day Camp.***