



# Peninsula Girl Scout Day Camp

## POLICIES & INFORMATION 2023

**PREAMBLE** - The Peninsula Girl Scout Day Camp is governed by the following principles:

- We ensure the organization's future through sound fiscal and ethical practices.
- We create and sustain a continuous strategic future focus.
- We seek inclusiveness and diversity in all aspects.
- We will be accountable for results.
- We uphold the Girl Scout Promise and Law.

The following are policies and information of Peninsula Girl Scout Day Camp, which is also referred to a "Day Camp" and "Camp". There is no smoking, alcohol or pets allowed at Camp. Camp's policies and information include:

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## REGISTRATION DETAILS

1. Information on registering to attend Day Camp is listed on the camp website, these policies and/or on the online registration forms itself. Registrations must be submitted separately per adult volunteer, camper and female prospective Aide. Registrations are to be submitted through the online system.
2. 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 is OPEN Saturday, February 4<sup>th</sup> at 9 am through Sunday, February 12<sup>th</sup> at 10 pm.**

3. 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 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.
4. We do our best to accept all volunteers, campers and prospective Aides into Day Camp.

## CAMP FEES

1. Camp is a non-profit and basis fees off historical expenses, expected increases and future planned project expenses.
2. All adult volunteers whether a parent, grandparent, nanny or family friend, may sponsor the camper(s) of one family unit (siblings, not cousins). 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 the following Discounted Camp Fees.
  - \$775 – Camper(s) without an Adult Volunteer, per sibling
  - \$700 – Camper with refund-related Camp Support Job Volunteer, \$775 per additional sibling(s)
  - \$450 – Camper(s) with Part Time (1-week) Adult Volunteer, per sibling
  - \$50 – Camper with Full Time (2-week) Adult Volunteer, \$150 per additional siblings
  - \$150 – Tag-a-longs with Part Time or Full Time Adult Volunteer - please review the Tag-a-longs "Tags" section for details
  - \$50 – Prospective Aide Fee
  - \$50 – Additional late registration fee if accepted after the registration period closes per camper
  - \$155 – Campership co-payment, review the Financial Aid section for details
3. 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.
4. 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 collected fees after non-refundable expenses are covered. An example is if Huddart Park is closed by San Mateo County and Camp is cancelled. Refunds will be a sliding scale and dependent on how much Camp has spent on non-refundable expenses. An example is Camp may have spent 20% of collected fees on non-refundable expenses and therefore would have 80% to return to families. In this scenario, if the camper paid full fees at \$775, they would receive a \$620 refund.
5. Invoices are available for printing through the online registration system.

## **FAILURE TO PAY CAMP FEES**

1. Camp fee payment is due upon submitting registration. Failure to finish the payment process section of the registration process, will result in the camper(s) not being enrolled into camp and staying on the waitlist. After two (2) weeks, if payment is not received or communication with the Camp Director or the Business Manager is not established, then the camper(s) will be completely dropped from the system.
2. If a submitted payment bounces, there will be an additional \$50 charge to offset financial penalties. Any outstanding funds owed must be paid before current enrollment will be processed.

## **FINANCIAL AID**

1. There are a limited number of financial aid camperships available each year. To qualify for one of these camperships, the following must be met:
  - a. Acknowledge during the registration process that you are requesting financial aid.
  - b. Complete the registration process and pay the 20% of full fees, a \$155 copayment.
  - c. An adult must register with the camper requesting financial aid as either an At-Camp or Camp Support volunteer and complete all requirements associated with the volunteer position.
  - d. Complete and submit the financial aid forms by the deadline for the camp 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**

1. All campers and volunteers will be waitlisted and accepted based on volunteer support.
2. To prevent delays in camper acceptance; families must be in good standing. Good standing means that the family has completed all of its participation requirements (volunteer or forms) and have met its financial obligations.
3. 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 a Camp Support 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.
4. Priority acceptance is given to campers with adults volunteering. Priority is given to the following in order: full time volunteers, part time volunteers, camp support volunteers and then campers without a volunteer.
5. Acceptance is also dependent on space available by grade level. Campers are grouped by grade levels; Older Girls, Juniors, Brownies, Daisies and Tags (see Unit Placement below).
6. If there are more campers than spots, a waitlist will be kept and acceptance will be offered as space becomes available. Space can open up with more volunteers joining to support camp or campers changing their summer plans.
7. Late admissions will be considered after registration closes. Please reach out to the Camp Director to discuss this option. Campers with volunteers are very likely to be accepted. Campers without volunteers will be waitlisted or accepted if space allows.

## **FRIEND REQUESTS**

1. 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 1st. Friend requests can only be honored if the

“friends” are in the same level. For example, a 3rd grader will not be placed with a 5th grader since one is a Brownie and the other is a Junior and their camp program is different.

2. 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. 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

1. Campers will not be placed with their parent/sponsor in the same unit. This is for the benefit of the campers and Unit Leaders. (Exceptions for medical reasons will be considered)
2. Per Girl Scout NorCal, Campers are girls entering 1st through 9th grade in the Fall after camp. For example, campers who are in 1st grade at the time of the registration process would be a “Brownie” at camp as they will be entering 2nd grade in the Fall and should be registered as a 2nd 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 1st grade in the Fall

**Brownies** – Campers entering 2nd and 3rd grades in the Fall

**Juniors** - Campers entering 4th and 5th grades in the Fall

**Older Girls** – Campers entering 6th through 9th grades in the Fall. Girls entering 10th – 12th 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.

3. Older Girls 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.
4. Campers entering 9th grade have the option of the Aides-in-Training (AIT) unit. The AIT unit spends their time learning how to be a Day Camp Aide and “interning” under the guidance of an experienced Aide. To be an AIT graduate (earn a green camp shirt) 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

5. 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”

1. 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 9th grade in the Fall.

**Older Boys** are entering 6th to 9th grade.

2. Pixies are preschool and kindergarten age boys and girls and may include 1st grade boys. 1st 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

1. All Prospective Aides entering 10th grade in the Fall or just graduated from high school may register individually or within a family registration. Prospective Aides that miss the registration periods may reach out to the Aide Manager 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.
2. 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

1. **Your commitment to camp is extremely important and you are expected to meet or exceed your commitment.** Camp relies on volunteers before, during and after Camp. Work or client meetings, doctor appointments, jury duty, etc. cannot be scheduled during your Camp commitment. 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.
2. **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. 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. 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. This included adults being a registered Girl Scouts and have a current background check on file with GS Council. The GS membership and back ground check can be completed after Camp registration.
3. 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.
4. **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. Campers are accepted into camp based on the number of Unit Leaders register.
5. **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.

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

6. **Medics** can be full or part-time but must be a licensed health professional such as a nurse, physician assistant or medical doctor, etc.
7. **Camp Support Volunteers** must register as a volunteer and select a Camp Support Job as their volunteer position, Camp Support Jobs are limited and only Camp Support Volunteers that select and complete a selected job will have their camper(s) guaranteed acceptance into Camp. A select number of Camp Support Jobs could involve a refund from Camp (See Camp Fees on page 2). These specific refund-related Camp Support Jobs have stricter requirements for completion and will be clearly posted as a refund-related support job during the selection process.
8. About a week or two after Camp registration closes, Camp Support volunteers will be contacted via email in registration order with a list of camp support opportunities. Read all job descriptions before choosing a Camp Support Job. If a Camp Support 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

**Payment is required at registration. Refund requests will be processed according to the following guidelines after the acceptance email is sent.**

**After registration, payment and the camper acceptance email is sent; you can cancel by email within 24 hours for a full refund.**

**After 24 hours but prior to May 1st:** Cancellations that are received during this period will be subject to a non-refundable \$100 administrative/program fee per registration, 50% of the remaining funds will be refund per registration.

**May 1st and after:** No refunds for any cancellations received on or after May 1st.

1. Fees kept are because camp will have purchased materials, used postage, printed forms and made reservations based on the registrations.
2. 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.
3. 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.
4. To cancel registrations, please submit a cancelation email to [monica@peninsuladaycamp.org](mailto:monica@peninsuladaycamp.org).

## REIMBURSEMENT REQUESTS

1. 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 31st. Receipts supporting the reimbursement request must be submitted with the reimbursement form. Any reimbursement requests postmarked or directly submitted after July 31st cannot be processed and will be considered a donation to Camp. **July 31st is a strict deadline** Day Camp follows to stay in compliance with Girl Scout rules and regulations.

## BUSES/TRANSPORTATION

1. 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**

1. Day Camp pictures will be taken of all units on the first day. 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 with a camp patch.

## **ALLERGY AND DIET**

1. 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.

## **MEDICAL CONCERNS**

1. All campers, prospective Aides and volunteers must complete a Health Form to attend Camp by the deadline. The deadline provides our Health Supervisor time to review the submissions and allows them to ask follow up questions if needed. Everyone's health and safety is our top priority.
2. 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.
3. 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.
4. 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 30th. 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.
5. If a camper requires an attendant at Camp:
  - a. 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.
  - b. Campers who require personal attendants must notify camp administration prior to May 15th.
  - c. 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.
  - d. Any attendant at camp must complete and pass the background check of Girl Scouts and be registered as an adult Girl Scout.
6. **COVID:** There were many operational changes to help ensure the safety of volunteers and campers. We will continue to follow Girl Scouts of Northern California and San Mateo County health and safety guidelines. The guidelines could change after registration and before the start

of Camp. We will do our best to keep all families aware of the changes as they arise.

7. **COVID:** 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.

## **CONFLICT RESOLUTION**

1. In case of inability of either a camper or a parent/volunteer to adjust to the Day Camp environment, the Camp Director will evaluate the situation and determine course of action.

## **PERSONAL CONDUCT AND SOCIAL MEDIA GUIDELINES**

1. Participating families are expected to treat all members of the camp community with dignity, kindness, and respect, and lead by example with their own speech and behavior at all times. Remember that our community reflects a diverse set of customs, values and points of view. Everyone should follow the Girl Scouts Law and Promise.
2. If you choose to participate in social networking, please be respectful in communications concerning Day Camp and mindful of photos posted online.

***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.***