

# Girl Scout Day Camp at Singing Hills



Parent/Guardian Handbook 2017

## ABOUT CAMP

**OUR CAMP SITE:** Girl Scout Day Camp at Singing Hills is a woody environment nestled among the birch and spruce forest. Camp is rustic and offers an ideal nature experience. Girls will explore camp in groups with two counselors and participate in activities like: canoeing, nature hikes, arts and crafts, and much more. There is a central latrine and water throughout camp.

**STAFF:** Camp staff are enthusiastic, talented and caring adults. They are selected for their maturity, enthusiasm and ability to be a positive role model for your camper. A minimum of two adults work with each group of girls.

**CAMP PHONE:** The camp phone number is 907-952-3804 (*please use this number for calls, not text messages*). If you are unable to get through, call the council in Anchorage to have a message relayed (907-248-2250 or 800-478-7448, M-F 9:00 a.m. to 5:00 p.m.) The camp phone is a business phone, and because of the large number of people at camp, campers will not be permitted to make or receive phone calls except in the case of an emergency. The camp director appreciates parents/guardians calling her at camp anytime they have a concern or question.

**CONTACTING THE STATEWIDE CAMP DIRECTOR:** Amanda, the Statewide Camp Director, also encourages parents/guardians to call her anytime they have a concern or question. She can be reached at 907-273-0316.

**PROHIBITED ITEMS:** Girl Scout Day Camp at Singing Hills is smoke free, alcohol and drug free, and weapon free. Please confine pets to your car when you are in camp.

### AMERICAN CAMP ASSOCIATION ACCREDITATION:

Girl Scout Day Camp at Singing Hills is inspected and accredited by the American Camp Association (ACA). Accreditation means we voluntarily undergo a thorough review of our operations from staff qualifications and training to emergency management. For more information, visit the ACA website at [www.acacamp.org](http://www.acacamp.org)



## OUR PHILOSOPHY AND GOALS

**THE SINGING HILLS MISSION:** Girl Scouting builds girls of courage, confidence and character who make the world a better place. In this spirit, we strive to create a community that helps campers unlock their potential and discover the world, while developing life skills that become habits of the heart.

**THE SINGING HILLS PROGRAM PHILOSOPHY:** Everything that happens at camp is program! Campers experience a community that fosters positive relationships, healthy risk taking and acceptance. At camp we provide a variety of experiences, some new, encouraging girls to stretch; and some old, reinforcing girls' confidence in their skills. Our program is the foundation upon which courage, cooperation, self respect, and a sense of contribution, inclusion, and responsibility are constructed.

### **GIRL SCOUT DAY CAMP AT SINGING HILLS' GOALS AND OBJECTIVES:**

Girl Scout Day Camp at Singing Hills will provide an opportunity for each camper to:

**Goal 1:** Grow in her personal skills and self reliance.

*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 her environment.

*Objective 1:* Campers participate in at least one environmental edu. 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:** Learn relationship and community living 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.

# CAMP FINANCIAL POLICIES

**CANCELLATIONS AND REFUNDS:** If your camper will be unable to attend as planned, notify us immediately so we can contact someone from the waiting list.

Refund of fees (excluding the deposit) is given if:

1. cancellation is made 4 weeks before the session begins
2. the camper has moved out of the council area
3. the camper has personal illness/ injury confirmed by a physician or
4. family emergency

**Change Fees:** a \$25 change fee will be assessed every time a girl's camp session, camp dates or program change. Change fees are due at the time of change.

**Early Departure:** If for any reason your child leaves early, parents/guardians are responsible for making all travel arrangements.

**COOKIE CREDITS:** If your camper sold cookies during the 2017 cookie sale her cookie credits will be applied to the balance due in late April/early May when cookie credits are verified by the council. Cookie credits may be claimed one time only. Credits do not have cash value. Credits from the 2017 cookie program must be used by August 2017. Cookie credits are only good at Girl Scouts of Alaska camps. Families with product sale delinquencies are unable to use cookie credits or apply for camp scholarships until their debt has been paid.

**FINAL INVOICES:** A final invoice reflecting cookie credits and any other applicable discounts will be emailed and mailed to you in late April/early May. Payment in full is due upon receipt of final invoice. A final invoice will be mailed after cookie credits are verified by the council

**QUESTIONS ABOUT PAYMENTS:** If you have questions contact our camp registrar at 907-248-2250 or toll free at 800-478-7448.

## BEHAVIOR AT CAMP

**CAMPER CONDUCT:** As a group campers will set guidelines on their first day. In addition, the following rules apply: It is the council's policy to prohibit smoking by campers. No one is permitted to use or be in possession of alcohol, illegal drugs, or weapons at Girl Scout Day Camp at Singing Hills. Violent or aggressive behavior or actions creating an unsafe environment are not tolerated. To ensure the safety and well being of everyone, Parents/guardians, and campers should note that anyone found in possession of the above-mentioned items or exhibiting dangerous physical or emotional behavior will be sent home at their expense.

## HEALTH AND SAFETY/FORMS

**INSURANCE:** Accident insurance is provided for campers. The Girl Scout insurance is not intended to replace the benefits that may be available under a family medical plan. It is the plan's purpose to provide secondary insurance coverage. The camp director or healthcare director will call in an emergency or if we have questions about your camper's insurance.

**MEDICATIONS:** All medications, including prescription and non-prescription drugs (vitamins, creams, ointments and other over-the-counter medications) are checked in with the bus chaperone or check in person on the first day of camp. **All prescribed medications should be in the original container with name and dosage clearly stated.** Pack medications in a zip lock bag with the camper's name printed in permanent ink on the bag. Medications will be kept for the week and returned to campers on the last day.

**SPECIAL DIETS/FOOD ALLERGIES:** If your daughter needs a special diet contact the camp director to discuss your camper's needs for the cookout. The cookout menu is planned in advance to ensure supplies are available.

**EMERGENCY CONTACT PERSON:** Occasionally we have to call the person you've indicated as an emergency contact... and they are **SURPRISED!** If you have forgotten to let them know, give them a call before your camper comes to camp.

**FORMS:** All forms must be brought to camp on opening day. Camp does not keep a copy of forms on file for the next year. Be sure to make your own copy.

**HEALTH INFORMATION:** Every camper is required to bring a health history (filled out by the parent/guardian). A health history must be filled out every year within 6 months of her camp session by the parent/guardian.

**PARENT/GUARDIAN CONFIDENTIALITY FORM:** This form should be completed by each camper's parent/guardian. Only the camp director and the program counselors assigned to your camper's session will view this information. If there is anything you would like to discuss with the director ahead of time, don't hesitate to call.

# WHAT TO BRING TO CAMP

## **EVERY DAY:**

1. Water bottle
2. Closed toed sturdy shoes or boots
3. Non-aerosol mosquito repellent
4. Rain coat
5. Extra layers of clothing (long sleeve shirt, pair of socks, etc)
6. Morning and afternoon snack

## **MONDAY, TUESDAY, WEDNESDAY and THURSDAY:**

1. Bag lunch (shouldn't contain perishable foods or foods that need to be microwaved)
2. Beverage

## **FRIDAY:**

1. Money for trading post (see page 8)

## **OPTIONAL EQUIPMENT:**

1. Sit-upon

## **LEAVE AT HOME:**

1. I-pods, walkmans, electronic equipment
2. Cell phones
3. Toys and games
4. Candy

**LOST AND FOUND:** Articles will be viewed each day at the closing flag ceremony. Items will be transported to the council office in Anchorage and kept for 10-15 days following the close of the session. Unclaimed items will be donated to charity. Girl Scout Day Camp at Singing Hills is not responsible for items left at camp.

**PERSONAL PROPERTY:** Camp is not responsible for any personal belongings brought to camp. Camp does not assume responsibility for lost or stolen personal belongings. All personal property must be stored and handled safely for the protection of all people, and such that it is not an attractive nuisance inviting unauthorized use.

- **Electronic devices** (i-pods, video games, cell phones, etc.) should be left at home. Staff are permitted to use these devices only on their time off or when their use is for programmatic purposes with the campers. Electronic devices brought to camp will be sent home with parents or stored in the camp office until closing day.
- **Personal sports/Outdoor equipment** such as backpacks that will be used by you in your camp program must be used in compliance with all camp policies.
- **Pets** are not allowed at camp.
- **Vehicles.** If older campers drive to camp, vehicles are to be parked in the designated parking area and keys turned in to the Camp Director until they leave.

## GETTING TO CAMP—DROPPING OFF YOUR CAMPER

**BUS TRANSPORTATION:** Transportation is available to girls requiring rides to and from camp. Arrangements must be made in advance. The bus chaperone or camp director will contact parents in regard to any delays. Prior to the bus leaving, chaperones will inform campers of the following rules:

- Remain seated while the bus is in motion.
- Keep hands, feet and head to yourself and inside the bus windows while the bus is in motion.
- Yelling and screaming is not permitted; the noise level should be such as to not distract the driver
- Do not stand or change places in moving vehicles.
- Obey the driver's instructions at all times
- Campers need to check to see that they have all their belongings prior to getting off

### **DROPPING OF YOUR CAMPER AT THE BUS STOP: For maps see page 11.**

- Buses leave at the following times:

#### **ANCHORAGE**

8:30 a.m. Girl Scout Office (Anchorage)

8:50 a.m. Begich Middle School

#### **MAT SU (June 5-9 only)**

8:30 a.m. 3 Bears Parking Lot (Trunk Road)

8:45 a.m. Wasilla Junior High

- Plan on being at the bus pick-up location 5-10 minutes prior to its scheduled departure time. Buses will leave on time!
- **ON MONDAY:** bus chaperones will check in each camper and collect, medications and forms as they get on the bus.
- **TUESDAY-FRIDAY:** Bus chaperones will check campers in.
- **If the buses are running late we will call a designated adult at each bus stop (who will then pass the word along to everyone) to let you know.**

### **DROPPING OFF YOUR CAMPER AT CAMP: For a map see page 10.**

Dropping off your camper AT CAMP:

- You may drop off your camper between **8:45-9:00 a.m.**
- Park in the parking lot.
- **MONDAY:** A check in station will be located in the parking lot so that you can turn in forms, meds and learn the names of your camper's counselors. Parents will be able to meet staff and ask any questions you might have.
- **TUESDAY-FRIDAY:** After parking in the parking lot, drop your camper off with her counselor.

**CHANGING HOW YOUR CAMPER GETS TO CAMP:** If your camper is going to change how she gets to camp (i.e., riding the bus to you driving her, etc) let camp know so that we can remind campers and make sure they get the right transportation.

**NO SHOWS/ABSENTEE CAMPERS:** Parents are asked to notify the camp if a child is ill or will not be attending as expected. Camp personnel will attempt to call parents/guardians if campers are not at camp as expected.

## WHEN YOUR CAMPER IS AT CAMP

**BADGE WORK:** Camp does not keep track of requirements. If you are interested in requirements she accomplished at camp, go through the books with her. **Each camper will receive a Singing Hills Patch.**

**CLOTHING:** Camp is in session RAIN or SHINE. There are a temporary shelters at camp but campers will be outdoors all day. Sturdy shoes, boots or tennis shoes WITH laces (no sandals), jacket/sweatshirt, socks and a raincoat are needed. Old play clothes are ideal, we get dirty at day camp!

**TRADING POST:** There is a trading post at camp to purchase souvenirs. The trading post will be open on FRIDAY prior to the camp day from 8:30-9:15, during the day (each group will be able to stop by) and after the camp day from 5:00-5:30. Below you will find a typical list of items for sale and prices:

Stickers	\$0.50-\$1.00
Patches	\$1.00
Bandanas	\$3.00
Stuffed Animals	\$5.00-\$10.00
Journals	\$7.00
Water Bottles	\$7.00
Pillowcases	\$7.00
T-shirts	\$12.00

**VISITING:** To help with program continuity, it is requested that families not visit while camp is in session. The camp director is always appreciates parents/guardians calling her at camp anytime if they have a concern or question.

**VOLUNTEERS:** We do not accept parent volunteers because of safety procedures. Every staff person at camp has submitted references and gone through a background check. They have also attended extensive training in camp program, risk management, camp safety and behavior management. So, please don't be offended when we turn you down.

**WATERFRONT:** To ensure appropriateness and safety within your program:

- Everyone is required to wear a properly fitted PFD while boating. All groups attend a boating clinic prior to boating that includes proper boat entry and exist, paddling strokes, and emergency procedures.

**WEATHER:** Be prepared for all types of weather from sunshine to rain to frost. The temperatures can range from 70°F to 30°F in the summertime.

# PICKING UP YOUR CAMPER

## PICKING YOUR CHILD UP EARLY:

If your daughter has an appointment that cannot be scheduled outside of camp hours, please notify the camp director prior to her pick up so that she will be ready to go.

## PICKING UP YOUR CAMPER AT THE BUS STOP:

- Plan to arrive at:

ANCHORAGE

5:30 p.m. at Begich Middle School

5:50 p.m. at the Girl Scout office (Anchorage)

MAT SU (June 5-9 only)

5:30 pm. at Wasilla Junior High

5:45 p.m. at 3 Bears Parking Lot (Trunk Rd)

- A chaperone will be with your campers. Sign out your camper with the chaperone.
- **If the buses are running late we will call a designated adult at each bus stop (who will then pass the word along to everyone) to let you know.**

## PICKING UP YOUR CAMPER AT CAMP:

- Plan to arrive at 5:15 p.m.
- Park in the parking lot.
- Counselors will be near the parking lot with your campers. Sign out your camper with her counselor.

## RELEASE OF CAMPERS:

We can only release campers to parents/guardians and those listed on the registration form. All adults will need to have photo identification ready to be checked to verify authorization to pick up campers. Camp staff will be checking photo ID's EACH DAY when parents/guardians pick up campers. 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.

## LATE FEES:

Parents/guardians who arrive after the scheduled time to pick up their child at camp or the bus will be charged the following late fees:

First five minutes	\$5.00
Six—ten minutes	\$10.00
Eleven—fifteen minutes	\$15.00
After fifteen minutes	\$20.00

Late fees must be paid at the time they are incurred.

## **Driving Directions to Girl Scout Day Camp at Singing Hills (from the North)**

- Follow the Glenn Highway south past Thunderbird Falls and Eklutna
- Exit at Mirror Lake and go left under the highway
- At the stop sign, go straight crossing the outer road onto Paradis Lane (left becomes the on-ramp to the Glenn Highway northbound)
- Follow Paradis Lane about 1/4 mile around Edmond's Lake
- Singing Hills is the next driveway on the right
- Once in camp, park in the parking lot
- Check in at the camp office with the camp director

## **Driving Directions to Girl Scout Day Camp at Singing Hills (from Anchorage)**

- Follow the Glenn Highway north past the North Birchwood exit
- Exit at Mirror Lake and go left on the outer road heading north towards Edmond's Lake with Mirror Lake visible on your right.
- As you head downhill, Paradis Lane is on the right (straight becomes the northbound on-ramp to the Glenn Highway)
- Turn right on Paradis Lane
- Follow Paradis Lane about 1/4 mile around Edmond's Lake
- Singing Hills is the next driveway on the right
- Once in camp, park in the parking lot
- Check in at the camp office with the camp director

## **Driving Directions to the Girl Scout office bus drop off site**

- Take Spenard Road towards the airport.
- Turn right on Turnagain Blvd. E. The turn is after the Harley Davidson store and before McDonalds.
- Follow Turnagain Blvd. E approximately two blocks.
- The Girl Scout office will be on your right. It is a small, one story green building.
- Park on the side of the road.
- The bus and bus chaperones will be in front of the building.

## **Driving Directions to the Russian Jack Ball Field (Pine Street) bus drop off site**

### **From West or South Anchorage**

- Take Benson Blvd. and E Northern Light Blvd east
- Turn right onto Creekside Center Drive
- Begich Middle School will be on the right

### **From East Anchorage**

- Take Muldoon Road to Debarr Road
- Turn left onto Creekside Center Drive
- Begich Middle School will be on the right