

# Important Information About Summer Camp

## FAQ's Con't.

### Q: WHAT IS DONE TO HELP ENSURE MY CHILD'S SAFETY WHILE AT CAMP?

A: We are dedicated to providing a safe and secure camp experience for our campers. Each camp follows guidelines set by the American Camp Association as well as those set by Girl Scouts of the USA. Staff are housed in close proximity to camper cabins and tents, and buildings and grounds are checked nightly.

### Q: ARE GIRLS ALLOWED TO BRING CAMERAS TO CAMP?

A: Yes, however girls should use their cameras for outdoor photos only, no inside cabin photos.

## Registration

### When to Register

Registration opens **February 23, 2010**.

Forms must be received on or after this date. Early registrations will be returned to sender. Registrations will be processed by the date received at GSCC until programs are full. Second and third program choices will automatically be assigned if the first program choice is filled. Due to safety and facility considerations, all programs have maximum participation capacities.

Registration will remain open throughout the summer on a space available basis, however, registration for each program will close four weeks prior to the camp session start date. This is necessary for the preparation of all paperwork and reconciliation of fees. However, if your child has attended earlier sessions it may be possible to have her attend others, without the four weeks prior notice. Please call to check availability if this date has passed.

### How To Register

This brochure contains registration forms for both day camp and resident camp. If you wish to register for more than one program or week, check the box on the back of the appropriate registration form to indicate this. The appropriate deposit is required for **EACH** program; you are allowed three choices. Registration forms must be fully completed before process-

ing at GSCC can begin. Incomplete forms will be mailed back to you. A \$50 registration deposit (\$25 if applying for financial assistance) is required per girl, per program, and will be applied toward the total camp fee. This registration deposit covers the cost of registration processing and is non-refundable, except when placement cannot be made or financial assistance is not granted. No other exceptions will be made. Deposit payments must be made by check, cash or credit card (MasterCard or Visa only) at time of registration. Super seller cookie coupons may not be used for the deposit.

**Step 1:** Complete top and bottom, front and back, of the registration form (one portion is for the Girl Scout office and one for camp). Please do not separate the form. Remember, a parent/guardian's signature is required. If a camper is coming from another Girl Scout council, indicate this on the registration form.

**Step 2:** Enclose the registration deposit. If paying by check, make it payable to Girl Scout Commonwealth Council or GSCC.

**Step 3:** Mail or bring the form (s) to Girl Scout Commonwealth Council, P.O. Box 548, 7300 Hanover Green Dr., Mechanicsville, VA 23111. **All registrations and payments must be sent to this address. Do not mail cash.**

A camper confirmation packet including a health examination form will be sent to you after your registration form has been processed.

### Final Payments

You will be billed for the balance of the camp fee at the time you are notified of your daughter's camp placement. A three-part payment plan is available. If you choose the payment plan, payment must be made on the dates indicated. **You will not receive payment reminders at any time.**

All fees must be paid within one month prior to the first day of the camp session (refer to confirmation packet). If fees are not received by this time, your daughter will be removed from the program roster, placed on a waiting list and will not be guaranteed placement. It is your responsibility to make all payments promptly.

### Cookie dough may not be used as a deposit.

Payment options: Cash, check, "Cookie Dough" (except for the deposit), MasterCard or Visa. If your daughter is not currently a registered Girl Scout, you have two options:

**Option 1:** You can register your daughter to become a Girl Scout (\$12 national membership fee required) at the time you register her for camp plus the member fee.

**Option 2:** Register her for camp only and pay the non-member fee.

### Fee Discounts

**Discount Option 1:** Families having more than one daughter attending a camp program, or a daughter who attends two or more programs, will receive a \$10 discount on the second and each additional registration thereafter. The discount will be reflected on the balance due information sent with your confirmation. No discounts may be used for the deposit.

**Discount Option 2:** Use your super seller "Cookie Dough" coupons. Apply your "Cookie Dough" to the camp session of your choice at face value. "Cookie Dough" cannot be used for the deposit.

### Cancellation and Refund Policy

The balance of the camp fee (not the deposit) is refundable only if written notice is given to Girl Scout Commonwealth Council one month prior to the start of the program, or a licensed physician states, in writing, that your daughter is unable to attend camp due to a health problem.

### No refunds will be given for any of the following reasons:

1. A camper returns home from camp due to home-sickness.
2. Camper uses tobacco, alcohol, or illegal drugs.
3. Camper is sent home for behavior which does not meet the camper code of conduct signed before camp.
4. Camper or parent does not enjoy the camp session, or feels the camp session was not to their expectation.
5. A girl does not attend camp, and the council is not notified in writing one

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month prior to the start of the program, or notified in writing by a physician.

6. A camper misses a portion of their camp session.
7. Camp program components are modified due to weather.
8. Natural disasters.

**“In accordance with Federal law and U.S. Dept. of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.”**

-Department of Agriculture and Consumer Services

## Health & Safety

All resident camp participants, girls and adults, are required to have a physical examination by a licensed physician within 24 months of the opening day of the camp session.

Make arrangements to have physicals done now. A health supervisor or certified first aid provider is onsite and a doctor is on call 24 hours a day.

All medications must be turned in during check-in and will be administered by the health supervisor and documented accordingly. All medications must be in their original containers and must bear the camper's name on the label.

Should a health emergency arise, parent(s)/guardian(s) will be notified. For this reason, it is important that you complete the registration form properly and include all telephone numbers and emergency contacts in case you cannot be reached. All camp participants are required to have a current, fully completed health history form that is signed by a parent or guardian.

Appropriate forms will be mailed to you in the camper's confirmation packet. Completed forms must be returned to the Mechanicsville Girl Scout office no later than one month prior to the start of your daughter's camp session. Girls will not be allowed to stay onsite without health forms on file. The kitchen staff will prepare special meals considerate of health needs or religious requirements. Include this information on your camper's health examination form, or health history form.

## First-Rate Staff

We choose staff members for their character, understanding of girls, love for the out-of-doors, and special skills and certifications. Their backgrounds are screened through a nationwide database and they undergo pre-employment drug and alcohol screening.

All employed resident and day camp staff are thoroughly trained in program skills, first aid, CPR, and emergency procedures prior to the beginning of camp. Volunteer day camp staff members are given training in program skills and emergency procedures prior to the start of camp.

## Communication with Campers

- Resident campers receive letters via U.S. mail or fax (information will be in confirmation packets).
- Resident campers make or receive phone calls only in case of emergency.
- The camp director is available by phone 24 hours a day.
- Visitors are permitted only for check-in and the closing ceremony.

## Lost & Found

All recovered lost and found items will be held at the Mechanicsville office for 30 days after each camp session has concluded. Girl Scout Commonwealth Council is not responsible for valuables lost at camp. Recovery of lost belongings is greatly increased when all items, not just clothing, are clearly marked with the camper's first and last names -- this includes sleeping bags, pillows, individual mess kit pieces, towels, footwear, etc.

