



Camp St. Andrews

1600 Santa Lucia Ave, San Bruno, CA 94066
Mailing Address: PO Box 397, San Bruno, CA 94066
Office Phone: (650) 445-4555

CSA STAFF HANDBOOK

POLICIES AND INFORMATION

Cancellation

If you cannot go to camp due to illness, please let the registrar know as soon as possible, as we normally have other individuals on our waiting list. The STAFF APPLICATION FEE is non-refundable. REFUNDABLE CAMP FEES are refunded as outlined in the refund policy on the TERMS & CONDITIONS page at campsaintandrews.org.

Spending Money/Cash

CAMP FEES cover all meals, snacks, activities, camp photo, and camp t-shirt. No money should be brought to camp. ⁱ

Assignments

Staff assignments will be based on gender, age, and training level. Within these parameters, we try to accommodate (but cannot guarantee) requests for placement.

Transportation

Staff training and arrival day call times, items to bring, location, return day estimations and overall logistics can be found on the WHO, WHERE, WHEN? PAGE. As outlined in the STAFF CODE OF CONDUCT, a serious violation could be grounds for dismissal. Staff is responsible for their own transportation to and from training sessions and camp. Arrangements can be selected on the Transportation Supplemental Form and by contacting registrations@campsaintandrews.org. In the rare case of a minor staff being sent home, it is the parent/guardian's responsibility to retrieve their child in a timely manner, at their own expense.

Health Screening

On Staff Arrival Day, CSA volunteers must conduct a health check on campers and staff that will include a head lice check, MEDICAL UPDATE FORM review, medication registering/cataloging, and a general health assessment. Any camper or staff member who poses a potential health risk to the camp community may be denied boarding the bus to camp, or may be subject to quarantine if the illness is discovered upon arrival at camp. CAMP FEES will not be refunded in these cases.

Medication

The STAFF FORMS PACKET includes forms that provide Camp Saint Andrews with the participant's medical history, immunization record, medication needs, your over-the-counter medicines authorization, and medical insurance information/directives. If the participant takes any prescribed medication, over-the-counter medication, or vitamins, you will be required to complete and hand in the MEDICAL UPDATE FORM on staff arrival day. The signed form and medication must be given to the CSA medic at check-in, and not kept with the participant. If you have any questions or concerns, you may speak to the Medical Director prior to camp. **Please do not use camp as a "vacation" from prescribed medication!**



Camp St. Andrews

1600 Santa Lucia Ave, San Bruno, CA 94066
Mailing Address: PO Box 397, San Bruno, CA 94066
Office Phone: (650) 445-4555

Cell Phones

There is no cell service or outlets at the camp facility. As noted in the Staff Code of Conduct form, cell phones and electronic devices are discouraged once on facility grounds. Though we do allow digital cameras, we highly recommend you purchase or pack disposable cameras instead. Camp Saint Andrews is not responsible for any theft or damage to devices.

Chapel

All participants will attend a daily non-denominational service in the outdoor chapel. The Friday chapel may also include a Eucharist service. Please discuss with your camper if you want them to participate in this portion of the Friday service.

Visitors

Because camp is only seven days, there is no “Visitors Day” and no unscheduled visitors are allowed on the grounds. To be considered for access to the premises, prior approval must be obtained from the Camp Board of Directors. This includes, but is not limited to the completion of additional forms and a background check.

Letters from Home

Please DO send letters and postcards from home! Mail Call can be quite an event at camp. Because of our remote location, it can take up to five days for letters to arrive. Please plan accordingly.

All letters can be sent to:

[*Camper's Name*]
Camp Saint Andrews
c/o Camp Jack Hazard
Highway 108
Dardanelle, CA 95364

Camp St. Andrews office phone number:	650-445-4555
Camp St. Andrews email address:	registrations@campsaintandrews.org
Camp St. Andrews Website	www.campsaintandrews.org

¹ After camp, some staff members who do not take the bus home, meet for a non-sponsored post-camp lunch requiring personal spending money to participate.