

# 2011 CAMP SI-LA-MEO PARENT GUIDE

*Sing, Laugh, Memories!*



Dear Si- La- Meo Families:

Welcome to a summer of exciting activities, new friends and fun! We are so glad that your child will be joining us. Please read the following information carefully. It will help you prepare your child for their camp experience, and answer many questions you may have about Camp Si-La-Meo. If you visit our website, you will find much more information about camp program, policies and procedures, camp staff and frequently asked questions. As always, please feel free to call if you need any assistance, or questions answered.

### **Payment Information:**

Payment is due on the 1<sup>st</sup> of each month, and is late after the 10<sup>th</sup> of the month for each/child(ren) attending camp. A \$25.00 late fee is added to your account on the 11<sup>th</sup> of the month. Failure to receive a statement (delivery delay, etc.) does not relieve you of the responsibility of payment.

**Registration fee and deposits are non-refundable and non-transferable between programs.** Changes of enrollment including withdrawals are due in writing to the Camp Fire office one week prior to the 1<sup>st</sup> of the month. There are no refunds or credits for non-attendance.

**CAMP FIRE USA ALASKA COUNCIL**  
**161 Klevin Street Ste. 100**  
**Anchorage Alaska 99508**  
**Phone: 907/ 279-3551 Fax: 907/ 278-9829**  
**[www.campfireak.org](http://www.campfireak.org)**



## HEALTH CARE AND EMERGENCIES

The camp phone is used for daily communication with the Anchorage office, and for emergencies. Your Unit Leader will call you if there is any need for concern regarding your child's health or well being.

If there is an emergency, here's how to reach us:

**1)General registration or account/billing questions during office hours, Monday - Friday, 8:00 a.m. - 5:00 p.m.:**

Camp Fire Office at 279-3551

**2)Program questions during office hours, Monday – Friday 8:00 a.m. to 5:00 p.m.:**

Theresa Serr-Burek, Outdoor Program Manager

Office: 257-8825

Please note that your child will not have general access to a phone, and non-emergency phone use may not be available.

The Unit Leaders provide management of the health care plan at camp. The health care plan is prescribed and reviewed annually by a participating physician. This includes a standard set of treatments and over-the-counter medications to treat a variety of childhood complaints and simple injuries. These medications include: lotions, anti-fungal powder, antibacterial ointment, sunscreen, insect repellent, burn ointment and saline solution. If you do not wish your child to be given any of these medications, please include a note to your Unit Leader listing the medications not to be administered.

If your child does not feel well, or if a medical need arises, your Unit Leader will notify you immediately. Simple scratches, bumps and bruises, etc. that are routine with children, will be reported to you at the end of the day by your child's counselor.

Your Unit Leader and your child's Camp Counselor will review your health history and collect any medications (over the counter and prescribed) that you are sending with your child.

**All medications** (prescription and over the counter) that you send with your child, including vitamins, cough drops, etc.- **must** be in original containers with instructions for administration. Medications will be stored in the camp office. Put all medication bottles in a zip lock bag and mark with camper's name.

**Weather and other natural or unforeseen emergencies:** Camp Si-La-Meo is an *outdoor day camping program*, with limited access to indoor space. In the event of rain, activities will continue as is safe to do so. Please send your child to camp with rain jacket, pants and boots if the forecast calls for rain. In the event of extreme wind, smoke or other event that could potentially make remaining at the camp site unsafe, you will be asked to pick your child up from camp at your earliest availability.

## **Guidance, Discipline and Rules**

Camp Fire USA Alaska Council seeks to provide an environment where individuals respect one another, cooperate and work together. Camp staff seeks children's input regarding ways to create a safe community recognizing individual needs. It is the child's responsibility to follow the established rules. Staff will help children to understand the rules and reasons for the rules and will reinforce positive behaviors and redirect inappropriate behaviors. Positive discipline focuses on the needs of the child and contributes positively to the child's overall development. Staff members teach children conflict resolution techniques and support them as they become responsible for resolving conflicts among themselves.

Note: Camp staff do not use corporal punishment under any circumstance. In the event of a child harming themselves, another child, or an adult, staff may physically restrain the child.

## **Inappropriate behavior**

- Camp Fire does not tolerate aggressive, violent, abusive, harmful, destructive behavior or inappropriate sexual behavior. Should a child display these behaviors, a Unit Leader will contact the registering parent/adult for a conference or to pick their child up from camp. *No refund will be given for a child who leaves camp early due to these behaviors.*
- If the child's behavior is out of control and/or harmful a Unit Leader may request immediate pick up. *No refund will be given for a child who leaves camp early due to these behaviors.*
- Open communication and full cooperation is required from the registering parent/adult when conducting a plan of action.

## **No-tolerance Policy**

Camp Fire has a no-tolerance policy for physical violence, use of cigarettes, alcohol, controlled substances, sexual activity and firearms that places self, other children or staff at risk.

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapons in Camp Fire programs for any reason unless:

- They are participating in a Camp Fire USA Alaska Council target sports program under the direct supervision and guidance of camp staff or
- Law enforcement officers required to carry these weapons as part of their uniform/job and disclose this information to a Unit Leader and program staff. Violation of this policy will result in immediate dismissal from the program.

As a general rule, Camp Fire USA Alaska Council will follow the Anchorage School District guidelines when a child violates no-tolerance rules. Immediate suspension and/or dismissal from camp may occur. Camp Fire will act as expediently as possible in responding to any claims of no-tolerance behaviors. Suspension may occur even while an incident is being investigated.

## **OUR STAFF**

The Unit Leaders, with a leadership team, supervise the camp counselors and program. This dedicated team of youth development professionals are on site and have responsibility for the overall operation of the program. Unit Leaders can help families with any questions, concerns, comments or suggestions they may have. Parental input assists with providing a quality program.

Camp Si-La-Meo counselors are young adults (18 years or older) who are hired for their interest, ability and commitment to working with children in the out of doors. Thorough interviews, reference and background checks are completed to ensure that potential staff are not only excited about spending their summer with your camper, but are qualified to do so.

40 hours of on-site pre-camp training and orientation prepare our staff to provide your child with a safe, fun and challenging camp adventure. Staff who are responsible for specialized program areas such as aquatics or off camp trips also have current additional certifications and training pertaining to their activities. All camp staff have current 1<sup>st</sup> Aid and CPR certifications.

Our staff are not allowed to accept monetary gratuities. Thank you's are always welcome and appreciated.



### **ARRIVAL AT CAMP**

**Caterpillar and Trail Starter:** Plan on arriving at the **Moseley Sport Center** between 8:45 and 9:00. You will need to check your child in with his/her counselor every day. You will need to sign your child in, and the counselor may have information about special camp events. Please let your child's counselor know if your child has any special needs for that day, or will need to be picked up early, or if someone other than yourself will be picking your child up from camp. Make sure that the designated adult who is picking up your child has a picture ID to be able to check your child out of camp. Caterpillar and Trail Starter campers must be signed in by a parent or guardian.

**Trail Seeker and Outdoor Adventure :** Plan on arriving at the **Atwood Center** between 8:45 and 9:00. Please park and walk to the west lawn to check your child in with his/her counselor. You will need to sign your child in, and the counselor may have information about special camp events or any extra gear that your camper will need for future camp activities. Please let your child's counselor know if your child has any special needs for that day, or will need to be picked up early, or if someone other than yourself will be picking your child up from camp. Make sure that the designated adult who is picking up your child has a picture ID to be able to check your child out of camp. Trail Seeker camper must be signed in by a parent or guardian.

Outdoor Adventure Campers are allowed to sign themselves into camp. Parents will need to complete the required form granting their child (ren) permission to sign in. If your Outdoor Adventure camper will be riding a bicycle to and from program, a helmet must be worn, and a bike lock used to secure the bike during program. Camp will not be responsible for any damage or theft of bikes brought to camp.



### **DEPARTURE FROM CAMP**

**All Camp Programs:** Plan to arrive between 3:55 and 4:05 p.m. at the area where you dropped your child off. Please park and check out with your child's counselor each day. A late fee of \$10.00 per 15 minutes will be charged for all campers picked up after 4:05. Drive slowly and watch carefully for children in and around the parking lot. You or the person designated to pick up your child will need to show a picture ID to the Camp Fire Staff in order for them to release your child from camp or before and after care program.

Campers providing their own transportation to camp may not use their bike or vehicle after check in and until check out at the end of the day.



### **BEFORE AND/OR AFTER CARE**

For those campers enrolled in before camp care, please note that your earliest check in time is 7:30. Please sign your camper(s) in with their designated pre-care staff before departing camp. ***Caterpillar and Trail Starters*** before camp check in is located under the canopies at the Moseley Sport center lawn.

***Trail Seeker and Outdoor Adventure*** before camp check in is located under the canopies at the Atwood Center lawn.

If your child is enrolled in the after camp care program, plan on picking him or her up no later than 5:30 at the **same location you dropped them off at**. You will need to sign your child out with the after care counselors. An afternoon snack will be provided for after camp participants.

A late fee of \$10.00 per child per 15 minutes will be assessed to all pick ups after 5:30.

Before and/or After care must be pre-purchased by week, there is no daily rate. Any drop-ins will be charged the weekly rate.

### **VISITING CAMP**

If you would like to visit camp with your child before their session, please contact the Outdoor Program Manager, Theresa Serr-Burek, at 257-8825 to make an appointment. Any visitor to camp after a child has been signed into program must check in with a Unit Leader upon arrival. For the safety of our campers and staff, Camp Si-La-Meo is a closed program, and all visits during sessions must be scheduled and approved by a Unit Leader or the Outdoor Program Manager.

For campus directions, please refer to the included map.



### **FOOD AND MEALS**

Parents must provide campers with individual nutritious sack lunches and an afternoon snack from home during each session. Sandwiches, fresh fruits and vegetables, canned fruit items such as applesauce, crackers, cheese, muffins, and 100% fruit juices are recommended. Please do not send foods that require refrigeration or heating. Camp will have a variety of healthy snack foods for sale if your child forgets to bring snack.

Please send a full water bottle with your camper every day. The campers are very active, and in sunny or cloudy weather, dehydration is always a concern. We will have water bottles for purchase at the camp store, if your child needs.

Items high in sugar content such as cookies, candy bars and soft drinks are not recommended.



### **SWIMMING**

***Swim lessons:*** All campers will participate in daily or weekly swim lessons, and they will need their swimsuit and towel each day of camp. Your child's swimming abilities will be checked their

first session, in order to place them in the proper class level. Daily lessons will be 30 minutes in length. If your child chooses not to participate in swimming, they will need to remain poolside during their group's session.

## **CAMP PROGRAM AND SPECIAL OPPORTUNITIES**

For all camp programs, group assignment is based on age and program registered for. If you would like your camper to be assigned to a group with a friend or relation, you must list this on the registration form. Camp Si-La-Meo is an outdoor program, and the activities your child will participate in occur at the many urban wilderness places on the campus of Alaska Pacific University. From boating at University Lake, to hiking on trails and group games on the soccer fields, your child will be learning, growing and having fun in a natural setting with well trained, caring staff.

The **Caterpillar** pre-school program is designed especially to introduce our youngest campers to safe and fun outdoor day camp activities. With a low camper to staff ratio of 6:1, camp counselors give each child the individual attention needed to make friends, have fun and to develop new skills. Caterpillar weekly activities include: Arts and Crafts, Nature Awareness, Cooperative Games, Outdoor Skills, and Scheduled swim Lessons (twice weekly), Special Guests, Theme Weeks and more. An afternoon indoor quiet time/nap will be provided each day after lunch. Each Monday parents will receive a newsletter describing the session's activities, providing swim day and time, and informing you about any special guests or events planned for the week

**Trail Starter** campers get an excellent introduction to all of the best features of camp! Trail Starter campers begin to participate in more progressive and challenging fun camp activities such as archery and boating. Low camper to staff ratio of 8:1 ensures that each child's needs, interests and unique personality are known and respected by the camp staff and other children. Trail Starter weekly activities include: Daily swim lessons, weekly pony rides, arts and crafts, nature awareness, outdoor living skills, cooperative games, special guests and all camp activities. Each Monday parents will receive a newsletter describing the session's activities, providing swim lesson times, and informing you about any special guests or events planned for the week.

**Trail Seeker** is designed to provide more opportunities for older school age campers to explore new interests and practice old favorites. Trail Seeker maintains low 8:1 camper to staff ratios, ensuring that each camper feels comfortable and known in their group while also helping each child set and reach personal goals throughout the week. Challenge activities for Trail Seeker campers include indoor rock climbing, kayaking and special activities and events as planned by the campers and their staff. A horse back trail ride can be added to this program for an additional \$60 fee. Trail Seeker activities include: Daily swim lessons, arts and crafts, nature awareness, outdoor living skills, cooperative games, special guests and all camp activities. Each Monday parents will receive a newsletter describing the session's activities, providing swim lesson times, trail ride day and time, and informing you about any special guests or events planned for the week.

**Outdoor Adventure** counselors are will have up to 10 campers in their groups. Outdoor Adventures offers many different activity options and more individual choices such as skateboarding, exploring the wilderness during a day hike, or expressing themselves through a variety of art medium. Outdoor Adventure campers will be assigned to a counselor group by age. This "home group" will travel together for a portion of the day planning and participating in activities. In the afternoon, campers will leave their "home group" and select an "activity group" to join. They can participate in this "activity group" once, or for as many times as they like throughout

the session. Horse back trail rides may be added to this session for an additional \$60 fee.

**"Home Group" activities include:**

Swim lessons, canoeing, kayaking, archery, riflery, nature awareness, arts and crafts, group initiatives and cooperative games, indoor climbing wall, welcoming special guests and going on field trips.

**"Activity Group" programs include:**

Creative arts (painting, sculpting, fiber arts, etc) day hiking and outdoor skills (field trips to local trails) and may include skate boarding (depending on staff availability, and located on our own portable skate park). Other activity group choices may be offered based on camper input and interests. Each Monday parents will receive a newsletter describing the activity group options, providing swim lesson times, trail ride day and time, and informing you about any special guests or events planned for the week.

**GENERAL DAILY SCHEDULE FOR ALL CAMP PROGRAMS**

What is a day at camp like? There are many different schedules and activities going on every day, depending on which program your child is enrolled in. A camp day is packed full of activity, with time for rest and eating included. To give you an idea of the flow of a day at camp is an example of a general daily schedule.

**GENERAL DAILY SCHEDULE**

- 8:45** Check/ Sign in time!  
Caterpillars and Trail Starters meet in front of the Sport Center, Trail Seeker and Outdoor Adventure meet at the West side of the Atwood Center (the lawn on the left of Atwood). Campers will be released from pre camp care to their counselors.
- 9:00** Campers are arriving. Small activities or games are played while campers check in.
- 9:10** Morning circle. This is a time for singing and announcements.
- 9:30-11:45** Activities begin. Swim lessons are a morning activity.
- 12:00-12:30** Lunch time! Campers and counselors eat lunch at different locations around campus, depending on their activity schedule.
- 12:30-3:30** Afternoon activities. Trail Starter campers have their boating scheduled during this time, and Outdoor Adventure campers participate in their program tracks.
- 3:30-3:45** Campers gather their gear and prepare for closing circle.
- 3:45** Closing circle. Caterpillar and Trail Starters will meet at Moseley, Trail Seeker and Outdoor Adventure will meet at Atwood. Songs and announcements will happen here.
- 4:05** Campers get picked up or go into after care program. Any late parents (4:05 and over) will have to pick their camper up from the after care program.

**NEWSLETTERS**

Each week there will be a newsletter listing special activities, guests and themes for the session. Newsletters will be available at camp and an expanded weekly newsletter will be posted on the Camp Fire website [www.campfireak.org](http://www.campfireak.org). In your weekly newsletter, there will be a sign up form for other special program opportunities that you may wish to purchase to add on to your child's session. There will be different opportunities for Trail Starter, Trail Seeker and Outdoor Adventure campers.



## **SUPPLIES FOR CAMP**

For all campers, clothes suitable for outdoor play are necessary. Sneakers and hiking boots are the best foot gear for children at camp. Alaskan summer weather is unpredictable, so keeping rain gear and a warmer jacket in your child's backpack is a good idea. An extra change of clothes (especially socks) should be brought to camp each day, as our adventures can get messy! Sun screen, insect repellent (non-aerosol, please!) and a water bottle should be included. Please label all belongings. Flip flops and sandals can injure feet during outdoor hiking and play, please keep these items at home.

**Trail Starter and Caterpillar campers:** Will need to bring a swimsuit and towel each day (designated days for Caterpillars) for swimming. We recommend a separate mesh bag to store wet suits. A back pack large enough will be necessary to keep your campers belongings together and organized. Your counselor will inform you of any special supplies needed for the next day's activities (such as rubber boots).

### **All Outdoor Adventure and Trail Seeker campers:**

- A swim suit, towel and mesh bag each day for **swimming**.
- Campers enrolled for the **horseback trailride** will need to wear long pants the day of their ride (Wednesday mornings).
- If your camper will be **kayaking**, they will be getting wet. Water shoes and nylon clothes will keep campers comfortable. A change of clothing will be needed after kayaking.
- The day your camper uses the **climbing wall**, loose fitting and comfortable clothing will help to make their climb a success.

Outdoor adventure campers will have special program opportunity options available daily. Following are some activity examples, and the supplies that would be needed to participate.

**Arts and Crafts, Fine arts:** A craft apron or old clothes will help keep campers from creating art on their regular clothing.

**Day Hiking, Outdoor Living Skills:** Dress for success on the trails. Hiking boots (low or trail running are fine) are a must. Layers will help your camper be prepared for Alaska's changing weather. Cotton is not a good fabric for cool, wet days. Nylon or wool will keep campers dry and warm. Extra socks are always a good idea.

**NOTE:** Campers who choose to use personal belongings, sports equipment and supplies will do so at their own risk! Storage and safe-keeping of personal equipment is the responsibility of the owner of the equipment. All personal equipment used within the program must meet the program standards and requirements for safety and condition.

Weapons, fireworks, alcohol, drugs or potentially dangerous objects may not be brought to camp. If these items are suspected at camp, parents will be notified and any items found will be seized and held until parent's arrival. Pets are not allowed in camp, and must remain in cars if brought to campus. Electronic and other toys or personal items should not be brought to camp. Camp Fire USA Alaska Council is not responsible for lost or damaged personal equipment.



## **LOST AND FOUND**

Lost and Found items are kept at the camp office at the Mosley Sports Center. Parents can come to the camp office to identify any items that their child may have left behind at camp. All Lost and Found items will be held **two weeks after the session ends**. Items not picked up by that date will be donated to a charitable organization.



## **NOTE TO PARENTS**

Thank you for entrusting Camp Fire USA Alaska Council with providing a summer day camp experience for your child. The day camp experience is unique, and we are sure that your child will have many opportunities for fun, friendship and growth during their time at camp. If you have any questions or concerns please feel free to discuss them with me ahead of time, or at camp. I am happy to be your partner in providing a safe and memorable summer for your child.

Theresa “Gibby” Serr Burek  
Manager of Outdoor Programs  
257-8825  
[tserr-burek@campfireak.org](mailto:tserr-burek@campfireak.org)



# MAP OF ALASKA PACIFIC UNIVERSITY

