



Camp Fire USASM

Today's kids. Tomorrow's leaders.



**Community Center Programs
Program Handbook**

**Information and Policies 2010-2011
Anchorage**

Anchorage Community Center Programs

Fairview Recreation Center
1121 East 10th Ave.
Phone: 258-9595
Hours: Monday-Friday 3:30-6:00pm

Tyson Elementary
2801 Richmond Ave.
Phone: 632-0427
Hours: Monday-Friday 7:00am-9am

West Fairview (Central Lutheran Church)
1420 Cordova St.
Phone: 677-6821
Hours: Monday-Friday 3:30-6:00pm

Anchorage Office

Camp Fire USA Alaska Council
161 Klevin St. Suite 100

Phone: 907-279-3551

Toll Free: 800-478-3550
(within Alaska)

Fax: 907-278-9829

Website: www.campfireak.org

Office Hours

Monday – Friday 8am- 5pm

Dear Family,

Welcome! We are pleased to serve you and your child in our community center program.

This handbook is full of helpful details and information. Please keep it in an accessible place for reference throughout the year. Occasionally, we will send out addendums as needed. In the event you can not find the information you need in this handbook, we encourage you to visit our website at www.campfireak.org, talk to the Site Director at your program site or call our office at 279-3551.

Creating a program experience for your child that is safe, nurturing and fun is a priority for all of us.

Respectfully,

Camp Fire USA Alaska Council Staff

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About Us

Who we are and what we do

Camp Fire USA Alaska council is a non-profit youth development agency serving children throughout Alaska. Our programs build caring, confident youth and future leaders through school-based child care, community drop-in centers in low income neighborhoods, resident and day camps and a rural Alaska program that brings camp counselors to remote villages for summer programs. All programs provide a safe, nurturing and enriching environment in which youth grow and learn.

Vision Statement

Every child will have an opportunity to discover the best in themselves and others in a fun and safe environment.

Mission Statement

Camp Fire USA Alaska Council builds caring, confident youth and future leaders.

Value Statements

Camp Fire USA, Alaska Council makes these commitments to Alaska's youth and families, the communities we serve, our staff and to each other:

- Camp Fire USA Alaska Council builds caring relationships.
- Camp Fire USA Alaska Council provides Alaska's youth with positive experiences that promote healthy life choices.
- Camp Fire USA Alaska Council embraces diversity and inclusiveness in all of its endeavors.
- Camp Fire USA Alaska Council provides outdoor programs which foster competence, stewardship and joy with the natural world.
- Camp Fire USA Alaska Council strives towards excellence through innovation.
- Camp Fire USA Alaska Council operates quality programs which reflect best practices.
- Camp Fire USA Alaska Council acts as a trustworthy organization that ensures experiences which are safe, secure and dependable.

Program Principles

- Camp Fire USA Alaska Council's basic program method is the small group.
- Camp Fire USA Alaska Council's program is designed to focus on the individual youth members.
- Camp Fire USA Alaska Council's program focuses on people rather than things.
- Camp Fire USA Alaska Council's program focuses on learning by doing.
- Camp Fire USA Alaska Council's program is a part of and cannot be separated from societal events and trends.
- Camp Fire USA Alaska Council's program is carried out within the highest standards of management, leadership, training, health and safety, as outlined in Camp Fire USA Alaska Council's Program Standards.

Inclusiveness Statement

Camp Fire USA Alaska Council realizes the dignity and worth of each individual and works to eliminate human barriers based on all assumptions which prejudice individuals.

Civil Rights Law

Camp Fire USA Alaska Council does not discriminate in the registering of children due to race, religion, color, creed, economic status, national origin, physical and mental handicap, or gender as per A.S.18.80.230 and AMC5.20.50 and Camp Fire USA Alaska Council by-laws.

Community Center Programs

Program

Camp Fire USA Alaska Council operates no fee based programs at Fairview Recreation Center, Tyson and Central Lutheran Church. The Community Center Programs provides a safe place for children to grow and develop new skills. The number of children served at each site varies due to community need, site logistics and staffing considerations. For information regarding the number of children served in your program contact the office at 279-3551 or your Site Director.

Activities

Children have the opportunity to participate in the planning and decision making of the program. Gym games, cooking, arts, crafts, creative drama, music, sports, fieldtrips, physical and natural science and outdoor skills provide youth with a variety of developmentally appropriate activities.

Staff

Trained staff members supervise programs under the direction of the Site Director. A minimum ratio of one staff member to ten children (1:10) is maintained at all times. In addition to maintaining a 1:10 ratio, your child is assigned to a program staff person (primary caregiver) who will check in with each child on a daily basis. If you have questions about activities or experiences feel free to check in with the primary caregiver and Site Director.

Funding

Program fees provide 80% of the funding needed to operate Camp Fire USA's youth development programs. Additional funding from the community makes it possible for the agency to consistently provide affordable, quality programs that reflect our values of inclusiveness and excellence. This essential funding comes from individuals, corporations, foundations and United Way. If you would like to learn more about how you can help, please contact the Director of Development or visit our website at www.campfireak.org.

Champions for Children Breakfast – Tuesday, November 10, 2010

Camp Fire's largest fundraising event is the annual Champions for Children Breakfast held each November. During this one-hour breakfast, Camp Fire shares its story through a fun, upbeat program that includes personal testimonials, videos, and a report to the community on the impact of Camp Fire's programs. There is no cost to attend and no minimum contribution required. As much as anything we want people to come, be inspired, and learn more about our work. How Parents Can Help: Join us for breakfast... and bring a few friends. **Become a Table Captain and invite 7 friends and/or colleagues to breakfast.** By bringing new people to the breakfast, you are expanding our community of supporters essential to the growth and stability of Camp Fire's programs any individual, couple, company or group can be a Table Captain. For more details, visit the 'How You Can Help' page on our website at www.campfireak.org.

Registration Process

Camp Fire accepts children into the Community Center program on a first come, first serve basis. The registering parent/adult must register their child each year.

New this year is online registration for our Community Center program. Register online today at www.campfireak.org.

When submitting hard copy paper registration the following forms must be completed:

- Registration Form per child
- Health Information Form per child

Policy Changes

Camp Fire USA Alaska Council occasionally makes changes in program policies. Families receive notification of changes through the updated Program Handbook in the summer or fall. When we must change policy or substantially change program operations mid-year, we will notify parents in writing.

Photographs

Occasionally Camp Fire takes pictures or videos of program activities for news releases, brochures, reports, etc. Pictures or photos are not used without parental permission as indicated on the registration form. If you need to modify this release, please notify your Site Director.

Days and Hours of Operation

Before School Hours (*Tyson Elementary only*)

Camp Fire provides program at Tyson elementary from 7am until school begins.

After School Hours

After school programming begins at school dismissal and operates until 6:00pm each day (with the exception of Tyson where before school only programming is offered):

Fairview

West Fairview

2010-2011 School Year

A list of in-service and vacation days follows.

Note: Program hours on the following days are 12pm-6pm

In-Service Days

- Friday, October 15
- Friday, October 29
- Friday, December 17
- Friday, February 18
- Friday, March 4

Winter Break

- Monday, December 20
- Tuesday, December 21
- Wednesday, December 22
- Monday, December 27
- Tuesday, December 28
- Wednesday, December 29

Spring Break

- Monday, March 7
- Tuesday, March 8
- Wednesday, March 9
- Thursday, March 10
- Friday, March 11

Note: Programs may close due to low enrollment. Camp Fire will notify families at the earliest possible time if this occurs. **All children must be signed up to attend Full Days**

Early Release Days

Camp Fire provides program on the following days 12pm-6pm. **No program at Tyson.**

- Wednesday, October, 27
- Thursday, October 28
- Wednesday, February 16
- Thursday, February 17

No Program Days

Camp Fire does not provide program on the following days:

- Monday, September 6
- Thursday, November 25
- Friday, November 26
- Thursday, December 23
- Friday, December 24
- Thursday, December 30
- Friday, December 31
- Monday, January 17
- Monday, February 21

Program Activities



Camp Fire offers a variety of experiences and opportunities for children during their time in the program. While children are supervised at all times in our programs, some activities require heightened supervision. If you have specific questions about activities your child is participating in and the supervision involved, please speak to the Site Director. Children often have freedom to engage in an activity of their choice. As part of the community experience, Camp Fire offers the following experiences for children:

Activity Planning

Activities and special events reflect and incorporate the diverse cultures of our community. Children have the opportunity to assist with the selection and planning of activities based on their interest.

We encourage families to share ideas or to share talents in our programs by being a guest speaker at site. If you are interested, please speak to the Site Director. Site Directors will provide specific plans and information on all activities upon request.

Outdoor Time and Gear

Weather permitting, children go outside everyday. Children must have weather appropriate clothing every day. If the temperature exceeds 10 degrees below zero children will stay indoors. Extreme wind, heat, smoke or other conditions may require indoor play as well. If the school cancels outside time for weather, Camp Fire will also cancel.

Note: *Children walk from school to the West Fairview and Fairview programs each day. Please provide children with appropriate clothing for weather conditions. Winter clothing includes coat, snow pants, hat, gloves and boots.*

Group Time

Children engage within small groups and a staff person on a wide variety of program activities. Activities reflect the age, needs and interest of the children in the group.

Interest Centers

Interest centers provide children with the opportunity to explore a specific topic or theme. Site Directors will provide specific plans and information on all activities upon request.

Field-Trips

Children have the opportunity to participate in field trips periodically throughout the program year. The Parent Newsletter lists field trips in advance. The registering parent/adult must provide written permission for the child to be transported or participate in any off site activity. Depending on the field trip, supervision may be adjusted to reduce risk to children. If you have questions about safety guidelines and adjusted staffing for a specific field trip, please discuss with your Site Director. Without written permission, the student must remain at the program site under supervision. Children can be transported in Camp Fire owned vehicles and /or leased vans, buses, or public transportation.

Note: Pick up times may differ on field trip days.

Free play/quiet time

Children have time each day to participate in activities of their choice such as table games, arts, crafts, reading, or gym games.

Movie Viewing

Movie viewing is sometimes a part of the program. Movies will not be shown more than twice a month and not longer than one and a half hours (unless it is educational in nature). Movies are rated G and selected especially for children. Television viewing is not provided in the program

Clean-up

Children gain ownership of their environment through respecting their environment. Camp Fire expects children to participate in cleaning up.

Clothing and Weather

Dress Code

Camp Fire programs follow the Anchorage School District Dress Code as stated in the Elementary School Handbook. Students may wear school clothes for most activities.

Extra Clothes

Children use an old shirt, cover-all, or a large piece of clothing stored on site for messy projects. Camp Fire maintains a supply of extra clothing in the event of an accident. Please return any borrowed clothing to Camp Fire laundered.

Personal Belongings

Children have assigned storage for their personal belongings. Please label belongings. Camp Fire is not responsible for lost, damaged, stolen, or forgotten personal belongings.

Special activities may allow toys into the program. Toys of violence are prohibited at all times. Camp Fire may restrict other personal belongings and toys from the site.

Attendance

Sign In and Out/Release

For safety concerns, each child is signed in and out of the program daily. Camp Fire is responsible for children while they are signed into program. **Children may choose to leave the program at any point. Children are allowed to sign themselves out.** Please contact your Site Director if you have questions regarding this process.

Children are dismissed at the designated closing time. If a child does not have a supervised place to go after program the Site Director and staff will attempt to contact registering the parent/adult and emergency contacts. Camp Fire staff will stay with child until arrangements are made.

Release to an Authorized Pickup/Emergency Contact

Camp Fire releases children to the registering parent/adult or other persons designated on the registration form by the registering parent/adult. The registering parent/adult must provide written permission for a person other than those listed on the registration form to pick up their child. Camp Fire requires that person to show photo identification prior to the child's release. Individuals under the age of 16 are not authorized to sign out a child from program. If an individual under the age of 16 attempts to do so, staff will notify the registering parent/adult who will need to make other arrangements for another qualified person to pick up the child. **If an authorized or emergency contact appears to be under the influence of drugs and/or alcohol, Camp Fire Staff will not release the child until another authorized adult assumes responsibility for the child.**

Camp Fire may release a child to attend another program during program; the registering parent/adult must provide written permission for release.

Visitors

Camp Fire welcomes and encourages to parent visits to the program at any time. We encourage families to talk with staff regarding your child's participation. If there are questions or concerns please talk to the Site Director or contact the Program Manager at the Camp Fire office, 279-3551. Camp Fire does not allow unregistered friends of participants in the program. All visitors are required to check in with the Site Director.

Custody Arrangements

Camp Fire recognizes many families have unique custody arrangements. Specific court orders will be necessary in order for Camp Fire to deny access to any legal parent/adult. We encourage families to find solutions to custody issues without putting g children and/or staff in a difficult position.

When a difficult position presents itself, staff will discuss the issue with both parties to find a solution which minimizes the stress for the child.

Guidance, Discipline and Rules

Philosophy

Camp Fire USA Alaska Council seeks to provide an environment where individuals respect one another, cooperate and work together. Camp Fire 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 the 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 Fire 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: Behavior that threatens the physical or emotional safety of self or others; destructive behavior; behavior that is of a habitual nature to the degree that it is a detriment to the quality of the program or impedes other participants from engaging program to the full extent; or behavior that is of a sexual nature. Should a child display these behaviors, the Director will contact the registering parent/adult to arrange for an Intervention Planning Meeting.
- If the child's behavior is out of control and/or harmful the Site Director may request immediate pick up. Inappropriate behavior may result in suspension or dismissal from program. Creation of a plan of action will occur before the child re-enters the program. Camp Fire may also refer to and require information from a professional resource in the community for support and guidance.
- Open communication and full cooperation is required from the registering parent/adult when conducting a plan of action.
- Follow up meetings will occur to monitor progress and/or concerns.
- Dismissal from the program may occur depending on the severity and frequency of the behavior.

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 weapon in Camp Fire programs for any reason unless they are law enforcement officers required to carry these weapons as part of their uniform/job and disclose this information to the Site Director 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 school district guidelines when a child violates no-tolerance rules. Immediate suspension and/or dismissal from the program may occur. Camp Fire will act expediently as possible in responding to any claims of no-tolerance behaviors. Suspension may occur even while an incident is being investigated.

Parental Conduct

Dismissal may occur if an adult uses threatening communications or conduct towards any participant, staff member or others associated with Camp Fire USA that creates an unsafe or hostile work environment. Registering parents/adults must follow the policies described in this handbook; include attending conferences, payment of child care fees and late charges.

Individual Needs

Camp Fire seeks to make possible the participation of every child in its programs. When working with a family whose child has medical or a behavioral condition, Camp Fire provides services to assess program's capability of providing necessary accommodations, the family is allowed to enroll the desired program.

Unfortunately there are times when working with a child, that after a period of time attempted accommodations and progressive interventions it is found that further accommodations fall outside Camp Fire's level of expertise. As a result, it is determined that the program is not an appropriate placement for the child and attempts will be made to refer the family to alternative care.

Camp Fire does not provide nursing care for children who become ill and/or have special needs which require medical attention.

Should a child acquire a new need or experience a life change that may affect their needs in the program, the registering parent/adult will be required to complete and/or update a plan of care so we may continue to provide quality care.

Staffing and Administration

Site Director

A Site Director supervises each site. This person is on site and has responsibility for the overall operation of the program. The Site Director can help families with any questions, concerns, comments or suggestion they may have. Parental input assists with providing a quality program.

Coordinator and Program Manager

The Community Centers Coordinator and Program Manager work out of the Camp Fire USA Alaska Council main office. They make regular program visits and directly supervise the Site Director. Registering parents/adult can reach the Lead Site Director or the Centers Coordinator at 279-3551. Please state which program your child attends.

Site Staff

Camp Fire USA Alaska Council staff receives a minimum of 24 hours of training each year; in addition, they maintain Community CPR and Standard First-Aid Certification. The number of Site Staff members follows a ratio of one staff member to every ten students. Volunteers may work with children occasionally. Staff/student ratios do not include volunteers.

Substitutes

On-call substitutes, who meet the Municipal Child Care Staff qualifications, cover staff absences.

Health and Safety

Records

Completed registration and medical information must be completed prior to a child attending the program.

Two local current telephone numbers where staff members can reach the registering parent/adult, as well as **two local emergency contact numbers (not registering parent/adult) are required.** If Camp Fire staff cannot reach the registering parent/adult, they will call the emergency contact numbers. **Emergency contacts are limited to the Anchorage and Eagle River area.**

Quarterly Registration Updates

Camp Fire requires registering parents/adults to update registration information during the program year. All information provided by the registering parent/adult or related to the child and family is confidential. By law regulatory agencies may access children's records.

Medication

Camp Fire staff must have written permission to administer ANY medication such as epi- pen and inhalers to a child. In order to administer medication the registering parent/adult must provide the original prescription container, labeled with the child's name, the medical professional's name, the name of the drug, the date of issue and directions for administration. Over the counter medication, such as Aspirin and Benadryl require written permission from the registering parent/adult.

Illness

Camp Fire staff will notify the registering parent/adult immediately if their child becomes ill. An adult must pick up the child as soon as possible. Staff will call the emergency contact persons if they

cannot reach the registering parent/adult. Staff will isolate the child and provide supervision until an adult arrives.

Any child or staff member who exhibits symptoms of a serious or contagious disease will be sent home. If a contagious disease is confirmed they will need to obtain doctor's written permission to return to the program. Staff will inform families in writing of any contagious illnesses their child comes in contact with.

Confidentiality

Camp Fire staff will maintain confidentiality in regards to all children and their family information.

Injuries

Camp Fire staff will inform registering parent/adult of any injuries that occur during program hours. Staff will contact the registering parent/adult in the event of a non-serious injury that requires medical care. The registering parent/adult is responsible for submitting all bills to the Administrative Manager. Staff will appropriately care for the child until an adult can pick them up.

Emergency Procedures

Camp Fire staff members have CPR, First Aid and emergency procedure training. In the event a child becomes seriously ill or injured while at the program, staff will call 911 and request paramedic assistance and/or transportation.

Insurance

Camp Fire USA Alaska Council carries Limited Accident Insurance which covers all participants in the School-Age Child Care Programs with a limit of \$7,500 per incident. Treatment must begin within 30 days of the incident. The insurance covers claims received within 52 weeks from the date of the incident. Send all requests for reimbursement to the Administration Manager at the Camp Fire office. Camp Fire USA Alaska Council also carries General Liability Insurance with a \$1,000,000 limit.

Abuse and Neglect

Alaska State Statutes and Anchorage Child Care Regulations require all licensed child care providers to report all incidents of suspected or actual abuse and neglect of children. As required by law, Camp Fire USA Alaska Council reports such incidents within 24 hours to the Office of Children's Services at 269-4000. In addition, if abuse or neglect were alleged to have occurred while at Camp Fire, we are required to report to the Licensing Agency.

Smoking

Camp Fire maintains a smoke-free environment, including vehicles used to transport children. Smoking is prohibited inside the facility, in the play yard, and outside within 20 feet of openings into interior space which children access.

Sunscreen and bug repellent

Families must supply sunscreen and/or bug repellent, labeled with the child's name on it. Camp Fire requires a written authorization form for use.

Plants and Chemicals on Site

Camp Fire caregivers are responsible for safeguarding children from harmful items including medications, plants, chemicals and animal waste. Poisonous plants will not be permitted in the Camp Fire programs. Staff will identify plants and determine whether they are safe prior to bringing them to the program using the poisonous plant list in the licensing regulations. If the plant is not on the list they will contact Poison Control for guidance. Outdoor plants will be labeled and whenever possible removed if poisonous. Chemicals, medications, pesticides, paints, cleaning agents and other potentially harmful substances will be stored in a locked area that is inaccessible to children.

Poison emergencies or request for poison information are made by contacting the Poison Control Center at 800/222-1222 this number is posted near the site telephone.

Animals in Program

At times, small pets may become a part of the program. Prior to pets visiting program or becoming a part of program, staff will check children's Medical Information form to ensure all children in program are free from reported allergies to the pet in question. In addition, when animals visit program; all families will be given written notification of the upcoming animal visitor, therefore spontaneous visits from family pets are not allowed.

Summer Program

Camp Fire offers program during the summer months. **Children must be register for summer program.** Children must have completed Kindergarten to attend the Summer program.

Questions? Comments? Concerns?

Thank you for becoming a part of Camp Fire USA Alaska Council. Camp Fire welcomes any suggestions for improving our program. Please share your ideas with the Site Director.

Your comments, questions and concerns are valued. Please contact your Site Director to discuss any issues that arise. In most cases your Site Director will work with you on the issue. Feel free to contact the Program Manager at 279-3551 with any unresolved issues.

We look forward to serving you and your child in the coming year!

Anchorage Community Center Calendar 2010-2011

Date	Event	Type of Program
Friday, July 30	Last day of Summer programs	Regular program hours
Wednesday, August 18	First day of programs/school	Regular program hours
Tuesday, August 24	First day of programs/school for 1 st Grade and Kindergarten	Regular program hours
Monday, September 6	Holiday	Office/programs closed
Friday, October 15	In-Service	Change in program hours
Wednesday & Thursday October 27 & 28	Parent/Teacher Conference Days	Change in program hours
Friday, October 29	In-Service	Change in program hours
Thursday & Friday November 25 & 26	Holiday	Office/programs closed
Friday, December 17	In-Service	Change in program hours
Monday – Wednesday December 20 - 22	School Vacation	Change in program hours
Thursday & Friday December 23 & 24	Holiday	Office/programs closed
Monday – Wednesday December 27 - 29	School Vacation	Change in program hours
Thursday & Friday December 30 & 31	Holiday	Programs closed
Monday, January 17	Holiday	Office/programs closed
Wednesday & Thursday February 16 & 17	Parent/Teacher Conference Days	Change in program hours
Friday, February 18	In-Service	Change in program hours
Monday, February 21	Holiday	Office/programs closed
Friday, March 4	In-Service	Change in program hours
Monday – Friday March 7-11	School Vacation	Change in program hours
Thursday, May 19	Last day of Fall programs	Regular program hours
May 20-31		Programs closed