

# Camp Fire Alaska



## Summer Adventure Camp Family Handbook



### Our Promise

Young people want to shape the world.  
Camp Fire provides the opportunity to find their  
spark, lift their voice, and discover who they are.  
In Camp Fire, it begins *now*.

### Our Mission

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



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This handbook is full of helpful details and information. Please keep it in an accessible place for reference throughout the year. If you have any questions, don't hesitate to call.

Please call the main Camp Fire Office for general inquiries. Call your program location's main number to inform staff of scheduling changes, or if your child will be unable to attend program due to extenuating circumstances, such as illness. Nichole Boyden and Theresa Rinehart are co-Managers for Summer Adventure Program. Please contact either of their offices for program-related topics.

**Main Office:** (907) 279-3551 for general inquiries

**Theresa Rinehart:** (907) 257-8813, [trinehart@campfireak.org](mailto:trinehart@campfireak.org) for concerns

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### Civil Rights Law

Camp Fire Alaska 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 AMC 5.20.50 and Camp Fire Alaska by-laws.

### Inclusiveness Statement

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



# YOUR ADVENTURE BEGINS



## Discover Fun This Summer!

Our Summer Adventure Camp is operated by Camp Fire Alaska and has been in operation since 1984. This is our most flexible and accessible licensed program, conveniently located in elementary schools in Anchorage and Eagle River. This full day program qualifies for Child Care Assistance and is for kids who have completed Kindergarten.

Guided by our top-notch staff—who you might recognize if you attend our school year programs--your child will master new skills, build lasting friendships, and gain confidence and independence in this interactive, educational summer program. Register for a day, a week, or the whole summer!

Camp Fire Alaska has a variety of summer programs to match your family's needs as well as your child's interests and maturity level. In some cases, a mix of different camp experiences throughout the summer is the perfect choice. All of our programs provide youth with opportunities to learn new skills, challenge themselves, make friends, and create memories that will last a lifetime.

To learn more, visit [www.campfireak.org](http://www.campfireak.org) or call (907) 279-3551.





# CAMP SCHEDULE

## Camp Sessions

Camp runs weekly from June 1-July 31. Camp is closed on July 4th, and over weekends.

## Arrival at Camp

Earliest check-in time is 7am. **You will need to check your child in every day.** Plan to have your child at program by 9am, and avoid drop-offs after 9am and pick-ups before 4pm if at all possible, as it requires us to disrupt activities already underway.

## Departure from Camp

**Please park and sign your camper out each day.** The latest time for pick up is 6pm, 6:30pm in Eagle River. A late fee of \$15 per child, per 15 minutes, will be assessed to all late pick-ups.

## Transport Changes

If you need to make changes to your child's transportation arrangement or to leave camp early, arrangements need to be made with the Camp Fire office or Camp Leadership Staff in advance.

- 7:00 am** Camp Opens
- 7:30 am** Breakfast
- 9:00 am** Clean up
- 9:15 am** Morning Circle
- 9:30 am** Activity one\*
- 10:30 am** Activity two
- 11:30 am** Outside and Lunch
- 1:30 pm** Activity three
- 2:30 pm** Activity four
- 3:30 pm** Outside and snack
- 4:30 pm** Activity clubs\*\*
- 5:15 pm** Free time\*\*\*
- 6:00 pm** Pick-up in Anchorage
- 6:30 pm** Pick-up for Eagle River

\* Daily planned activities with games

\*\* Camper interests (Pokémon, Star Wars, etc.)

\*\*\* Arts & crafts, lego room, etc.

# PACKING LIST



## Clothing

- Clothes suitable for outdoor play
- Spare change of clothes (especially socks)
- Sneakers or closed-toe shoes
- Warm jacket, fleece or hoodie
- Baseball cap or sun hat
- Backpack

## Personal Items

- Bug Spray
- Water bottle
- Sunglasses
- Sunscreen

## Lunch & Snacks

Please send a water bottle, healthy snacks, and a nutritious cold lunch with your child every day.

We recommend a sandwich, fresh fruits and vegetables, crackers and cheese, muffins, boxed milk, and 100% fruit juice. Please do not include high sugar/fat foods such as candy and soda, or meals that require a microwave.

## Lost and Found

All lost and found items will be held at camp for two weeks. Items not picked up by that date will be donated to a charitable organization. Socks, undergarments, and hair brushes will be thrown away.

## Do Not Bring

- Flip-flops or sandals
- Cell phones or tablets
- Electronic games or music players
- Headphones
- Money
- Pets
- Toys
- Matches or lighters
- Weapons
- Fireworks
- Cigarettes or e-cigarettes
- Alcohol or illegal drugs

## Medication

Do not pack. Please put all of your medication containers in a ziploc bag, mark with camper name and bring to camp check-in.

All medications (including vitamins, cough drops, and others) **must be in their original container** with instructions for administration.

**Any restricted items will be held in the camp office and returned to parents at check-out.**





# PREPARING FOR CAMP

## Visiting Camp

If you would like to visit camp with your child before their session, please contact the Camp Manager to make an appointment. Any visitor to camp after a child has been signed into program must check in with the Leadership Staff upon arrival. For the safety of our campers and staff, Summer Adventure is a closed program, and all visits during sessions must be scheduled and approved by the Camp Manager.

## Communication

The camp phone is for communication with the main Camp Fire office and with guardians. Leadership Staff will call you if there is any need for concern. Please note that your child will not have access to a phone, and non-emergency phone use is not available to campers.

## Health Care & Emergencies

Camp Fire uses a standard set of treatments for a variety of childhood complaints and simple injuries. The plan directs that the following may be used to treat campers: epinephrine autoinjector, Benadryl, Albuterol, sting relief antiseptic, antibacterial cream, Calamine, Caladryl, and burn antiseptic. If you do not wish your child to be given any of these medications, please indicate this on the health form completed during enrollment. If your child does not feel well, Leadership Staff 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.

## Medications

Leadership Staff 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. Medications will be administered according to the instructions printed on the original container. Directions that are different from those on the package must be provided by a physician. Medications will be stored in the camp office. Put all medication bottles in a bag and mark with camper's name.

## Food

Parents must provide campers with lunch and two snacks every day. Do not send foods that require refrigeration or heating.

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. Refill stations are provided to ensure campers have enough water throughout the day.

## Inclement Weather

Summer Adventure is an indoor and outdoor day camping program. 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 weather, you will be called to pick your child up from camp at your earliest availability. In the event that camp must be evacuated, you will be called and notified of an alternative pick-up location.

# GENERAL INFORMATION



## Media Release

Occasionally Camp Fire takes photos or videos of program activities for news releases, reports, and media activities. Photos are not used without parental permission, as indicated on the registration form. If you need to modify this release, please notify the main office, in writing.

## Insurance

Camp Fire Alaska carries Limited Accident Insurance which covers all participants in Outdoor 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 Alaska also carries General Liability Insurance with a \$1,000,000 limit.

## Personal Property

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. Equipment needed is provided, so we recommend that personal property is not brought to camp. Electronic and other toys or personal items are not allowed at camp. **Camp Fire Alaska is not responsible for lost or damaged personal equipment.**

## Prohibited Items

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.

## 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. This applies to all staff, children, visitors, and parents while present at Camp Fire sites.

Camp Fire, at times, provides structured activities involving archery and riflery, with trained and qualified staff supervising. At no other 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 Camp Fire staff. Violation of this policy will result in immediate dismissal from the program. As a general rule, Camp Fire Alaska will follow the Anchorage 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. Suspension may occur even while an incident is being investigated.



# BEHAVIOR POLICIES

## Guidance and Discipline

Camp Fire is dedicated to improving lives for youth through developing high quality youth programming. Outdoor Program staff have a direct responsibility to ensure that Camp Fire is safe not only physically, but emotionally.

Camp Fire promotes behavior guidance and discipline through creating a supportive environment, developing structure and clear limits, promoting social and emotional learning, implementing skillful discipline, and addressing challenging behaviors.

Camp Fire uses positive discipline, which means staff promote desired behaviors through teaching and reinforcement. Staff will redirect or problem-solve with youth when they are not displaying desired behaviors, before restricting behaviors by taking away opportunities. Staff will never control youth with fear or punishment. We believe this approach focuses on the needs of the child and contributes positively to the child's overall development. Staff members teach children about managing their behaviors and emotions as well as about conflict management techniques, to support them as they become responsible for resolving conflicts among themselves.

There are times when restrictions may be necessary, and will most likely be directly linked to the health, safety, or well-being of that youth or others. Camp Fire staff does 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 in order to ensure safety.

## 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 in program to the full extent; or behavior that is of a sexual nature.

Should a child display these behaviors, Camp Fire Leadership will contact the registering parent/adult in a timely manner.

If the child's behavior is out of control and/or harmful, Camp Fire Leadership may request immediate pick up and/or a suspension. If a suspension occurs, Camp Fire Leadership may require a Behavior Intervention Plan (BIP) before the child returns to program, which is a plan to outline the supports and response necessary to eliminate unsafe behaviors. 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.



# HEALTH AND SAFETY



## Release to an Authorized Pickup

Camp Fire releases youth to the registering parent/adult or other persons designated on the registration form by the registering parent/adult. Additions to the authorized list can be made at any time by the registering parent. 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.

## 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 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.

## Injuries & Illnesses

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

## Abuse and Neglect

Alaska State Statutes and Anchorage Child Care Regulations require Camp Fire to report all incidents of suspected or actual abuse and neglect of children. As required by law, Camp Fire Alaska 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.

## Substance Use

Camp Fire is a smoke-free, alcohol-free and drug-free environment. Camp Fire maintains a smoke-free environment, including vehicles used to transport children. Smoking is prohibited inside any program facility, in outdoor program areas, and outside within 20 feet of openings into interior space which children access.



# PAYMENT INFORMATION

## Registration

Camp Fire accepts children into our programs on a first come, first served basis. Please register only for the days you wish to have your child(ren) attend and show up on the days for which you registered. We will be unable to admit children who are not registered and there are no refunds or credits for non-attendance contracted days. A copy of current immunization record, that includes the date of most recent tetanus shot, is required for all participants prior to attendance.

## Registration and Deposit Fees

Camp Fire requires a \$50 registration fee per child, and a \$35 deposit per child and per camp session. These fees are non-refundable and non-transferable. Payments can be made online at [www.campfireak.org](http://www.campfireak.org).

## Records

Completed registration, medical and immunization records are due at the time of registration for all participants. Two current telephone numbers where staff members can reach the registering parent/adult, as well as two local emergency contact numbers 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.

## Confidentiality

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

## Payments

Statements are mailed on the 20th and due by the first. A \$25 late fee will be charged on all past due accounts.

## Credit Card Payments

Camp Fire accepts VISA, Master Card, and Discover. Camp Fire offers automatic monthly credit card processing. Registering parents/adults interested in automatic credit card processing (outside of the online system) may call our Accounts Receivable department at (907) 279-3551. These payments are charged to credit cards on the first business day of the month.

## Scholarships

Camp Fire Alaska provides camp scholarships, called camperships, for families who have a financial need. We ask families to apply early and contribute as much as they can towards camper fees. Applications for camp scholarships and more information can be found online.

## Third Party Payments

Camp Fire holds the registering parent/adult responsible for submitting contracts, authorizations or paperwork from a third party agency which covers all or part of your fees. Camp Fire will bill the agency on a monthly basis. The registering parent/adult is responsible for all fees the agency does not cover. This includes Municipal Child Care Assistance and other financial assistance programs.

## Change of Enrollment

Camp Fire understands families may need to change enrollment during the summer. We require advanced written notice to manage staffing needs. Camp Fire accepts changes from the registering parent/adult only and holds them financially responsible for the original contracted amount if written notice is not provided by the 15th of the month. To change your enrollment please email us at [campfire@campfireak.org](mailto:campfire@campfireak.org).



## **Camp Fire Alaska serves more than 5,000 youth every year through summer camps, school programs, community centers, and our Rural Alaska Program.**

### What makes Camp Fire different?

- Leader in youth development for more than a century — In Alaska since 1910.
- Professionally trained staff who help youth identify their passion and spark.
- Inclusiveness — Camp Fire welcomes everyone.
- Participant-centered — Youth have a real voice and a real choice.
- Impact — Developing abilities now that provide a strong foundation for the future.

### What our programs promise to deliver

- Teach and improve social and emotional learning skills
- Build confidence and leadership skills
- Create experiences that teach active and healthy lifestyles
- Develop knowledge and appreciation for the natural world
- Value people of diverse backgrounds and abilities



**“The staff are wonderful and the activities at camp are awesome. Our kids cried when we had to leave.”**

—Nancy, Camp Fire Parent