



Before & After School Program 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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Please call the main Camp Fire Office for general inquiries. Call your site's phone to inform staff of scheduling changes, or if your child will be unable to attend program.

Main Office: (907) 279-3551

Nichole Boyden, Program Manager: (907) 257-8830

Theresa Rinehart, Program Manager: (907) 257-8813

Abbott Loop	891-2691		Homestead	744-7164		Ravenwood	891-0674
Airport Heights	891-2709		Huffman	891-1628		Rogers Park	891-1643
Alpenglow	891-2741		Inlet View	717-4535		Russian Jack	891-0804
Chinook	891-2879		Klatt	891-4812		Sand Lake	891-3212
Chugach Optional	891-2916		Lake Otis	891-4748		Scenic Park	891-3281
Chugiak	891-2642		Loussac	338-1954		Spring Hill	538-4992
Denali	717-4341		Nunaka Valley	891-3347		Susitna	891-3386
Fire Lake	891-2964		Oceanview	891-3207		Trailside	891-3290
Gladys Wood	744-7159		O'Malley	891-0412		Tyson	632-0427
Government Hill	891-3191		Polaris	717-5399			

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WELCOME



Welcome to Camp Fire!

Our before and after school program is the cornerstone of our business where we deliver quality programming in schools throughout Anchorage and Eagle River. The benefits of choosing Camp Fire are many and include professionally trained staff, flexible enrollment plans, extended hours to meet the needs of working families, and our program's seamless tie-in to the average school day.

We like to say: "When's school's out, Camp Fire is in!" During the school year we welcome youth from Kindergarten through sixth grade before and after school, on conference and in-service days, and over winter and spring break. During the summer months, we run four different programs and extend our reach to include youth in middle and high school. All of our programs provide youth with opportunities to learn new skills, challenge themselves, make friends, and discover who they are.

We're so glad you're here.
To learn more, visit www.campfireak.org or call (907) 279-3551.





REGISTRATION

Registration

Camp Fire Alaska's Before and After School Program serves elementary school youth. Youth are admitted to program in order of registration date. Enrollment capacity varies by site, and is influenced both by program space size and staffing availability.

If sites reach capacity, families may add their names to a rolling waitlist. Current Camp Fire families receive priority registration access for the upcoming school year. Registration opens to the general public several weeks later.

Parents enroll their children online through our secure, privately owned registration system. A public-access computer is available in Camp Fire's office lobby from 8 am - 5 pm, Monday through Friday. Customer service representatives are also available to assist families with registration in-office.

At the time of registration, parents will be asked to supply emergency contact information and medical/behavior history. Licensing requires Camp Fire to collect immunization records (including date of most recent tetanus shot) and the record of a physical exam performed by a licensed medical professional (to be updated every two years). In order for Camp Fire to comply with Licensing requirements, families who fail to supply the required medical documents in a timely manner will be refused service.

Parents grant Camp Fire permission to request emergency healthcare services in the event of medical emergency by default when registering for program. Permission to use photos or video footage of children in programs is similarly

granted. Parents may revoke these permissions by submitting written requests to the main office.

Refer to *Enrollment Plans* on pg. 6 to review enrollment options. Separate registration is required to attend Scheduled School Closure Days. Refer to pg. 11 for additional information.

Camp Fire only admits children registered to attend our programs. **We do not issue refunds or credits in the event of non-attendance for contracted program days.**

Change of Enrollment

Camp Fire understands families may need to change enrollment plans. We require advanced written notice to manage staffing needs. Camp Fire accepts changes from the registering adult only. Changes to enrollment, including cancellations, must be submitted by the 15th of the month prior to the change. Parents will be held financially responsible for their originally contracted schedule if they miss this deadline. No drops or changes during the month you register. **To change your enrollment please email us at campfire@campfireak.org.**

Records

Completed registration, medical and immunization records are due at the time of registration for all participants. Two current telephone numbers that staff can use to reach the registering parent, as well as two local emergency contact numbers are required. If Camp Fire staff cannot reach the registering parent, they will call the emergency contact numbers. Emergency contacts are limited to the Anchorage and Eagle River area.

ATTENDING PROGRAM



Signing In & Out

For safety, each child's designated parent must go into the program site to sign their child in and out in the morning and afternoon. This is a good time to touch-base with your Site Director for any updates.

Camp Fire releases children *only* as designated on the child's registration form and requires parents to present valid ID every time they collect their child. To adjust a child's Authorized Pickups or Emergency Contacts, parents may edit their family's profile by accessing Camp Fire's online registration system, submitting a written copy of all changes to the Camp Fire office, or speaking with the Site Director. More information on pg. 10, *Authorizing a Pickup*.

Missing Program

Parents must notify program staff of any absences by calling or texting their site's phone number. Voice messages are checked regularly. If a child attended school but did not sign-in to Camp Fire's afternoon program, our staff will begin to search school grounds.

Full and Half Day Programs

Camp Fire offers extended programming at a reduced number of sites during in-service and winter/spring break days.

Separate advanced registration and payment are required for these days. During early-release days, Camp Fire hosts program starting at time of school dismissal, at regular school sites.

Unplanned School Closures

Camp Fire provides full day program at reduced sites during unplanned school-closure days, weather conditions permitting. Sites open at 7:30 a.m., though weather conditions may cause delays. We require parents to accompany their child into the school to ensure programs are open. These program days require that families provide their child with lunch. During unplanned closure days, families should check Camp Fire Alaska's Facebook or our website for further instruction.

There is an additional fee for school closure days, which is applied to monthly bill statements. To ensure safe travel for families and staff, we may contact the registering parent before scheduled closure time to arrange for early pickup.

See pg. 11 for the upcoming school year's scheduled closure days, and projected host school locations for scheduled and unscheduled closure days.



GENERAL INFORMATION

Media Release

Camp Fire collects photos and videos of program activities for press releases, reports, and media activities. Photos are not used without parental permission, as indicated on the registration form. To modify this release, notify the main office.

Communication

Most communication between staff and families is via verbal communication at site. Camp Fire sends regular parent emails with program information, and text alerts for urgent communication. Staff will call parents if there is any cause for concern. Non-emergency phone use is not available for children.

Insurance

Camp Fire Alaska carries Limited Accident Insurance which covers all participants in our programs with a limit of \$8,000 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.

Visiting Program

Camp Fire welcomes and encourages parent visits to the program. Sites regularly host family events during the school year. We encourage parent involvement in planning these events. Camp Fire does not allow unregistered friends of participants in the program. All visitors must check in with the Site Director.

Commitment to Inclusion

Camp Fire takes pride in its long-standing commitment to providing programs to *all* youth and families. Our programs are designed to reduce racial, religious, gender, and cultural discrimination barriers while fostering positive, inter-cultural relationships.

Camp Fire advocates for *all* children, and we strive to provide each family with personalized care. Our Family Services Manager works to assess individual circumstances, available program accommodations, desired growth areas, and other factors to develop a Plan of Care.

Families will have the opportunity to disclose relevant personal and medical histories while registering for Camp Fire. If interested in developing a Plan of Care for your child, please contact the Family Services Manager.

Confidentiality

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

Prohibited Items

Weapons, fireworks, alcohol, drugs, or dangerous objects may not be brought to program. If these items are suspected at program, parents will be notified and any items found will be seized and held until the parent's arrival. Pets are not allowed in program and must remain in cars if brought to school sites.

PAYMENT INFORMATION



Enrollment Plans

We offer two monthly plans in Anchorage and Eagle River: part time (1-10 days per month) or full time (11+ days per month). These plans cover before and after school, after-school only, or before-school only.

Anchorage Plans	Before & After	Only After	Only Before
Full Time	\$465	\$445	\$285
Part Time	\$295	\$280	\$180

Eagle River Plans	Before & After	Only After	Only Before
Full Time	\$485	\$465	\$295
Part Time	\$315	\$300	\$190

For more information on fees and payment plans, refer to the Camp Fire Alaska website.

Registration and Deposit Fees

Camp Fire requires a \$50 registration fee per child, and a \$35 deposit per family. These fees are non-refundable and non-transferable. Payments can be made online.

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 offers automatic monthly credit card processing. Registering 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 day of the month. Camp Fire accepts VISA, Master Card, and Discover.

Scholarships

Camp Fire Alaska provides scholarships for families who have a financial need. We ask families to apply early and contribute as much as they can towards participant fees. Applications for scholarships and more information is online.

Third Party Payments

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



PROGRAM OVERVIEW

Camp Fire Site Staff

Site Director: Site supervisor, responsible for overall operations and helping families with questions, concerns, and other feedback.

Assistant Site Director: Assists operations.

Site Staff: Directly supervise youth.

Aides: Students assisting program operations.

Substitutes: Covers regular staff absences, must have Municipal Child Care Staff qualifications.

All Camp Fire staff are trained in AK State approved Health & Safety standards, are First-Aid/CPR certified within the first three months of their employment, and are required to maintain a 1:10 staff-child ratio at all times.

Other Adults

Visitors: We frequently escort supporters, volunteers, interns, special guests, and Camp Fire Leadership through program. Visitors check-in with the Site Director.

Licensing Agents: Childcare specialists regularly inspect facilities to verify standards are upheld.

Child Care Licensing Program (CCL): Routinely monitors licensed child care centers within the Municipality of Anchorage through on-site announced and unannounced inspections, including investigating reports of concern and complaints about licensed child care facilities. CCL seeks to reduce predictable risk of harm to children. CCL cannot guarantee that a facility meets all code requirements at all times. To file a complaint against a child care provider or request a report, please contact the main office at (907) 343-4758 or email hhscccl@muni.org.

Food

Camp Fire's morning program offers breakfast and our afternoon program distributes snacks. Food supplied by Camp Fire meets the USDA food program requirements. Camp Fire attempts to accommodate specific dietary needs. **Full-day programming requires families provide their child with a nutritious sack lunch.**

Example meals provided by Camp Fire include quesadillas, whole grain crackers, fresh fruits & vegetables.

Sample Schedule

Morning and afternoon programs include activities that are age appropriate, such as daily exercise, science, art, cooking, and quiet activities. Interest centers let youth select their

7:00 am	Camp Fire Opens
7:15 am	Breakfast & Interest Centers
8:00 am	Activity Choice
8:45 am	Transition to School
3:30 pm	Snack, outside time
4:30 pm	Circle Time
4:40 pm	Activity Choice
5:45 pm	Interest Centers
6:00 pm	Pick-up for Anchorage
6:30 pm	Pick-up for Eagle River

PROGRAM POLICIES



Medications

Staff review each child's health history and collect any medications prior to program start. Parents should label all medications with the child's name, bag medications together, and be prepared to review medical history documents with program staff upon delivering youth medication.

All medications (from epi-pens to gummy vitamins) must be in their original containers with physician note, prescription label, or Doctor's note for over the counter medications. 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.

Expired medications will not be accepted. Stored medications are checked for expiration during monthly site safety inspections. Staff will return all expired medication to families, and request a fresh replacement. Safety is Camp Fire's highest priority, and we encourage parents to help program staff double check our on-site stock, particularly for high-need medications like inhalers or epi-pens.

On-Site Emergencies

In the event of an emergency, staff follow safety protocols judged necessary to the situation. Site Directors will immediately contact emergency officials and the Camp Fire office for support.

Camp Fire will always communicate emergency updates to parents as information is received. It is essential for parents to share their updated contact information with Camp Fire, as well as following Camp Fire Alaska on Facebook.

Technology & Personal Property

Please keep personal belongings at home or in backpack while at program. Electronics, toys from home, or personal items should not be brought to program. Camp Fire Alaska is not responsible for lost or damaged personal equipment.

Screen time in program is limited. As a general practice, Camp Fire does not do online learning or engage in entertaining viewing. There are limited special events when youth have screen time. Please approach your Site Director to learn more and/or request an accommodation.

Inclement Weather

Weather permitting, Camp Fire youth go outside every day. Children must have weather appropriate clothing every day. If the temperature falls below -10° Fahrenheit, children will stay indoors. Extreme wind, heat, smoke, or other conditions may prevent outdoor play. As a general rule, if the host school cancels outdoor time, so will Camp Fire.

In the unlikely event of a hazardous weather advisory, Camp Fire will follow safety protocols driven by the advice of the Municipality and local pediatricians. Camp Fire will keep parents informed of any health hazards, and cautionary changes made to our programs.



BEHAVIOR POLICIES

Guidance and Discipline

Camp Fire is dedicated to improving lives for youth through developing high quality youth programming. 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 positive discipline, and addressing challenging behaviors.

Camp Fire practices 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, rather than restrict behaviors by taking away opportunities or controlling youth through fear of punishment.

Camp Fire chooses positive discipline as it 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. In the event of a child harming themselves, another child, or an adult, staff may physically restrain the child in order to ensure safety. Camp Fire staff does not use corporal punishment under any circumstance.

Inappropriate Behavior

Camp Fire does not accept behavior that threatens the physical or emotional safety of the 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 inappropriate behaviors, Camp Fire Leadership will contact the registered parent in a timely manner and discuss strategies for promoting appropriate behavior.

Suspension & Expulsion

Depending on the frequency and/or severity of the child's behavior, Camp Fire may request immediate pick-up and/or a temporary suspension from program. If suspension occurs, Camp Fire may require a parent meeting to develop a Behavior Intervention Plan (BIP). Expert guidance may be sought from external health and youth development professionals.

Open communication and full cooperation is required from the child's parent while enforcing the BIP. If attempted interventions fail, Camp Fire may determine that a child's needs fall beyond the parameters of our program. In the event of expulsion, Camp Fire will assist departing families by referring them to alternative care providers.

HEALTH AND SAFETY



Release to an Authorized Pickup

Camp Fire releases youth to the registered parent or adult individuals designated by the registered parent. Additions to the authorized list can be made at any time by the registered parent. Camp Fire requires valid, government-issued photo ID prior to releasing children. Individuals younger than 16 are not authorized to sign out a child from program. If an authorized adult appears to be under the influence of drugs and/or alcohol, Camp Fire staff will not release the child until another authorized adult is present. Camp Fire does not release children to walk home unaccompanied.

Custody Arrangements

Specific court orders will be necessary in order for Camp Fire to deny access to any legally recognized parent. We encourage families to find solutions to custody disputes outside of Camp Fire programs.

Injuries & Illnesses

Camp Fire staff will inform the registered parent of any injuries or illnesses that occurred during program. Staff will contact the registered parent 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. In the event of serious illness or injury, parents will be immediately notified and emergency healthcare services requested.

Abuse & Neglect

Alaska State Statutes and Anchorage Child Care Regulations require Camp Fire to report all

incidents of suspected or observed 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 and 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 within 20 feet of associated doorways.

Safety Policy

Camp Fire does not tolerate activities that place *anyone* at risk for harm. Violence, cigarettes, alcohol, controlled substances, and sexual activity are barred from all Camp Fire programs. This rule applies to all staff, children, visitors, and parents present at Camp Fire sites.

Firearms, ammunitions and/or weapons are *never* allowed in Camp Fire programs. The only exception applies to law enforcement officers required to carry weapons as part of their uniform/job. Officers must disclose presence of weapons to Camp Fire staff prior to entering program.

As a general rule, Camp Fire Alaska follows the Anchorage School District's guidelines and internal procedures when these rules are violated. Immediate suspension and/or expulsion from program may occur. Camp Fire will act as expediently as possible in responding to any reported rule violations. Depending on the assessed risk, youth may be suspended from program while Camp Fire investigates.



2020-2021 School Year Schedule

Scheduled Closures

2020: September 7 | November 26-27 | December 24, 25, 31

2021: January 1, 18 | February 15

All Camp Fire Programs and the main office will be closed on the above days.

Full Day and Half Day Programs

October Days: Full Day Program: October 16, 23 | Half Day Program: October 21, 22

November Days: Full Day Program: November 11

Winter Break: Full Day Program: December 18, 21, 22, 23, 28, 29, 30

February Days: Full Day Program: February 12 | Half Day Program: February 10, 11

Spring Break: Full Day Program: March 5, 8-12

Full-day is \$55 per day/per child; hosted at selected sites from 7am - 6pm (6:30pm Eagle River)

Half-day is \$30 per day/per child; hosted at regular school sites from school closure until 6/6:30pm

Host School*	Attending Schools
Abbott Loop	Abbott Loop, Gladys Wood, Huffman, Klatt, Ocean View, O'Malley, Polaris, Sand Lake, Spring Hill, Trailside
Denali	Airport Heights, Chugach Optional, Denali, Government Hill, Inlet View
Rogers Park	Chinook, Lake Otis, Nunaka Valley, Rogers Park, Russian Jack, Scenic Park, Susitna
Homestead	Alpenglow, Chugiak, Fire Lake, Homestead, Ravenwood

Unscheduled Closures

Unscheduled closures include snow days, ice days, and other unplanned emergency closures.

Camp Fire Programs adhere to the Full Day schedule as closely as possible, but program may end early or open late due to extenuating circumstances. Camp Fire Alaska will communicate changes to parents through email and social media. Please check your spam email folder, our Facebook page and website for the most current information.

Host School*	Attending Schools
Spring Hill	Abbott Loop, Chinook, Gladys Wood, Huffman, Klatt, Ocean View, O'Malley, Polaris, Sand Lake, Spring Hill, Trailside
Denali	Airport Heights, Chugach Optional, Denali, Government Hill, Inlet View, Lake Otis, Nunaka Valley, Rogers Park, Russian Jack, Scenic Park, Susitna
Homestead	Alpenglow, Chugiak, Fire Lake, Homestead, Ravenwood

*Host School Sites are subject to change. For details and changes, visit www.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



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.