



Camp Si-La-Meo 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.



Since 1963, Camp Si-La-Meo has been accredited
by the American Camp Association, meeting
rigorous national standards for camp operation.





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

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

Camp Si-La-Meo Director, Rachael Rodrigues (Levi): (907) 891-1508

Please call the Camp Managers for scheduling changes, absences, and camp information.

Camp Si-La-Meo Phone is available 7am-6pm during Camp Season (907) 891-0692.

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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.

WELCOME TO CAMP SI-LA-MEO!



Pack your bags!

Camp Si-La-Meo is owned and operated by Camp Fire Alaska and has been in operation as a summer camp since 1963. The name Si-La-Meo is derived from the words Singing, Laughing, and Memories and it is our goal to live up to our name by providing summer days filled with songs and laughter, and creating lasting memories for all of our campers.

Gear up your camper for a week of outdoor adventures in Anchorage on the campus of Alaska Pacific University. We take full advantage of this natural setting, making every day another opportunity for campers to go marching through the forest on a hike, practice target sports, or launch a canoe from the waterfront.

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 or call (907) 279-3551.





CAMP DETAILS



Daily Schedule

7:30-9:00am	Camper Drop-Off
9:00-9:30am	Morning Circle
9:30am-12:35pm	Activities
12:35-1:05pm	Cabin Lunch
1:15-3:50pm	Activities
4-4:30pm	Closing Circle
4:30-5:30pm	Camper Pick-Up

Camp Groups

At Camp Si-La-Meo, campers are organized into small groups based on ages (see chart at right). Each Cabin Group will engage in camp activities with their Cabin Counselor. Camp Fire age groups follow staff-to-youth ratio standards as indicated by our national accrediting agency: the American Camp Association (ACA).

Caterpillars		Age 5
Sprouts		Age 6
Trees		Ages 7-8
Fish		Ages 9-10
Whales		Ages 11-13

Camp Sessions

Camp runs weekly from June 5 - August 4. Camp is closed on weekends and July 3rd and 4th.

ARRIVAL AND DEPARTURE



Check-In and Check-Out

Camp Si-La-Meo's Check-In/Check-Out is in the first parking lot on the right down University Drive.

Follow the signs to the check-in/check-out area. See map on page 5.

Drop-offs after 9:00am, or pickups before 4:30pm, will be made with Camp Leadership near the entrance to Moseley Sports Center. We ask that parents adhere to the regular Camp Schedule to avoid disrupting program.

Arrival at Camp

Earliest check-in time is 7:30am. You will need to check your child in every day. Drive your camper(s) to the check-in area, where you will be assisted by Camp Staff. Staff will take this time to familiarize adults with the area, and address any outstanding needs, such as medication or paperwork.

Departure from Camp

You must present Valid ID every day before Camp Fire can release your child. Campers will be walked to their pick up.

Drive slowly and watch carefully for children. The latest time for pick up is 5:30pm. A late fee of \$15 per child, per 15 minutes, will be added to all pick-ups after 5:30pm.

Transport Changes

To change your child's transportation arrangement or to leave camp early, speak with the Camp Fire office or Camp Leadership Staff in advance. Any changes or emergencies in camper drop-off or pick-up times will be communicated via the Camp Fire office to phone numbers listed on registration forms.

CAMP SI-LA-MEO MAP



ACTIVITY DESCRIPTIONS



Adventure Time

Campers get to decide how they want to explore camp. Options include: birding, creeking, fishing, hiking, and more!

Boating

Canoes and kayaks give campers a great vehicle to explore our natural waterways. A certified specialist experienced in small watercraft instruction leads youth with the support of staff.

Cabin Challenge

Camper groups get to work on their weekly cabin challenge. Challenges include trash bag fashion shows and a trash pick up contest.

Creative Arts

Campers participate in a range of creative arts such as skits and plays, songs, dance, as well as arts and crafts activities.

Field Games and Sports

Games might include traditional team sports (such as soccer and kickball), large group games (such as capture the flag), and lawn games (such as Ladder Ball and Kubbb).

Field Trips

Offered as an add-on, Field Trips will provide campers the opportunity to partake in a variety of experiences under the supervision and guidance of a counselor. Field Trip descriptions are provided during registration.

Nature and Outdoor Living Skills

Campers will explore the natural world around them by taking nature walks on the trails of APU's campus while learning Leave No Trace principles. Counselors lead campers through skills such as building fires, outdoor cooking, shelter making, wildlife safety, orienteering, Leave No Trace Principles, plant identification and much more!

Swimming

Campers participate in a variety of pool games, as well as swimming lessons. Swimming is taught and monitored by a trained Aquatics Director, as well as lifeguards.

Archery

Campers participate in archery under the instruction of a certified specialist at the camp's shooting range. Campers learn about equipment, safety procedures, and shooting techniques.

Rock Wall

Campers will have the opportunity to discover APU's rock climbing wall. This activity provides an opportunity for youth to learn the basics of climbing, repelling, belaying and bouldering. A belay-certified specialist is on hand to support campers and ensure a fun and safe climbing experience.

All campers are welcome to participate in all activities offered!



PREPARING FOR CAMP

Communication

Camp Fire Alaska communicates updates through email, social media, and our website, www.campfireak.org. The camp phone is for communication with the main Camp Fire office and with parents. 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

Leadership Staff manage the healthcare plan at camp. The healthcare plan is prescribed and reviewed annually by a participating physician. This includes 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. Minor injuries which required first aid care, but are routine with children playing outdoors will be reported to you at the end of the day by your child's counselor.

Medications

Leadership Staff and your child's 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. 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 marked with your camper's name.

Food

Adults must provide campers with lunch and two or more 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

Camp Si-La-Meo is an outdoor day camping program, with no 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 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.

PACKING LIST



Label all clothing. Check Lost & Found weekly for missing items.
Found items will be donated over 4th of July, and at the end of the season.

Clothing

- Water shoes and nylon clothes (for boating)
- Swimsuit
- Clothes suitable for outdoor play
- Spare change of clothes (especially socks)
- Sneakers or hiking shoes
- Warm jacket
- Fleece or hoodie (non-cotton)
- Rain gear (jacket and pants)
- Baseball cap or sun hat
- Two face coverings (optional)
- Backpack

Personal Items

- Bug Spray
- Sunglasses
- Sunscreen
- Towel

Food & Water

- Lunch
- 2+ Hearty / non-sugary snacks
- Full water bottle

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.

Do Not Bring

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



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 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.

Confidentiality

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

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 toward other program participants or staff; 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 removal from the program. 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.

PAYMENT INFORMATION



Registration

Camp Fire accepts children into our outdoor programs on a first come, first served basis. A copy of current immunization record is required for all participants prior to attendance. Every child must be pre-registered and pre-paid in order to attend camp. Paperwork must be received at least two weeks prior to attendance.

For more information, visit our website at www.campfireak.org or contact the office at (907) 279-3551.

Cancellation and Refund Policy

All cancellation requests must be sent via email to registrar@campfireak.org stating the specific reason for the cancellation. Cancellations cannot be made over the phone.

If a session is cancelled by Camp Fire, you will receive a full refund. Changes to enrollment by parent/guardian including cancellations are due in writing to the Camp Fire office two weeks prior to each session start date. Refunds are not issued for illness, vacation, non-attendance, suspensions or cancellation notification less than two weeks prior to the session start date. Registrations received within two weeks of the start date of a session are not eligible for cancellation or refund.

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.

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.

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.

Payments

Statements will be issued the week following registration and payments need to be completed no later than two weeks prior to session start date. If payments are not made in full, 2 weeks before session starts, youth will be dropped from session. Notifications will be sent by email.

Third Party Payments: If you have an arrangement with a third party (OCS, CCA) please let us know at the time of registration.

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.



BEHAVIOR POLICIES

Guidance and Discipline

Camp Fire is dedicated to the development of high-quality youth programming. Outdoor program staff have a direct responsibility to ensure that Camp Fire programs are 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 condone 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, parent, or registering adult display these behaviors, Camp Fire Leadership will contact the registering parent/adult in a timely manner to discuss the issue.

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; all persons picking up a youth from Camp Fire must follow this policy regardless of frequency/longevity with Camp Fire staff or Camp Fire program attendance. 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 appropriately care for the child in accordance to their training. The registering parent/adult is responsible for submitting all bills for injuries sustained at program to the Administrative Manager at the Camp Fire office.

When To Keep Your Child Home

Youth who are experiencing high fevers of 100.4 or higher, colds, severe cough, diarrhea, severe ear ache, eyes that are red, draining or itchy rash, severe sore throat, vomiting, or other heightened symptoms cannot attend program. Youth can return to program when symptoms have significantly resolved and youth are feeling better. Youth who test positive for COVID-19 are not permitted to attend program. Parents are required to report positive COVID-19 cases to Camp Fire. Based on CDC guidance and Camp Fire COVID-19 policy, youth need to stay home for a minimum for 5 days in isolation from the onset of symptoms or from the day of positive test result. Youth may return to program on day 6 with symptoms resolving. Youth must wear a mask from day 6-10.


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.



 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



“ We call it ‘**S**ave **L**a (the **M**oms’ because that’s exactly what it does in the summer, saves us every day our kids come home from camp and fall asleep in the back of the car on the way home...it’s perfect! ”

-Aimee, Camp Si-La-Meo Parent