



Camp Fire
Alaska



2024-25

School Age Program

handbook



OUR MISSION

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

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.



TABLE OF *contents*

ABOUT

This handbook is full of helpful details and information. Keep it in an accessible place for reference throughout the year.

CONTENTS

WELCOME.....	2
REGISTRATION.....	3
PAYMENT.....	4
GENERAL.....	5
DAILY PROCEDURES.....	6
PROGRAM OVERVIEW.....	7
HEALTH.....	8
SAFETY.....	9
PROGRAM POLICIES.....	10
BEHAVIOR POLICIES.....	11

CONTACTS

For general inquiries, billing, and registration questions, contact the main office. To report illness, or absence, or for specific question about your child, contact the corresponding site phone listed below.

MAIN OFFICE:
(907) 279-3551

THERESA RINEHART, PROGRAM DIRECTOR:
(907) 257-8813 | trinehart@campfireak.org

ALPENGLOW
907-891-2741

AQUARIAN
907-891-2691

CHESTER VALLEY
907-891-3347

CHUGIAK
907-891-2642

DENALI
907-717-4341

GOVERNMENT HILL
907-891-3191

HOMESTEAD
907-744-7164

HUFFMAN
907-891-1628

INLET VIEW
907-717-4535

NORTH STAR
907-312-9963

OCEAN VIEW
907-310-2941

O'MALLEY
907-891-0412

RAVENWOOD
907-891-0674

ROGERS PARK
907-891-1643

SAND LAKE
907-312-9948

SCENIC PARK
907-891-3281

TRAILSIDE
907-891-3290

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.

STATEMENT OF INCLUSION

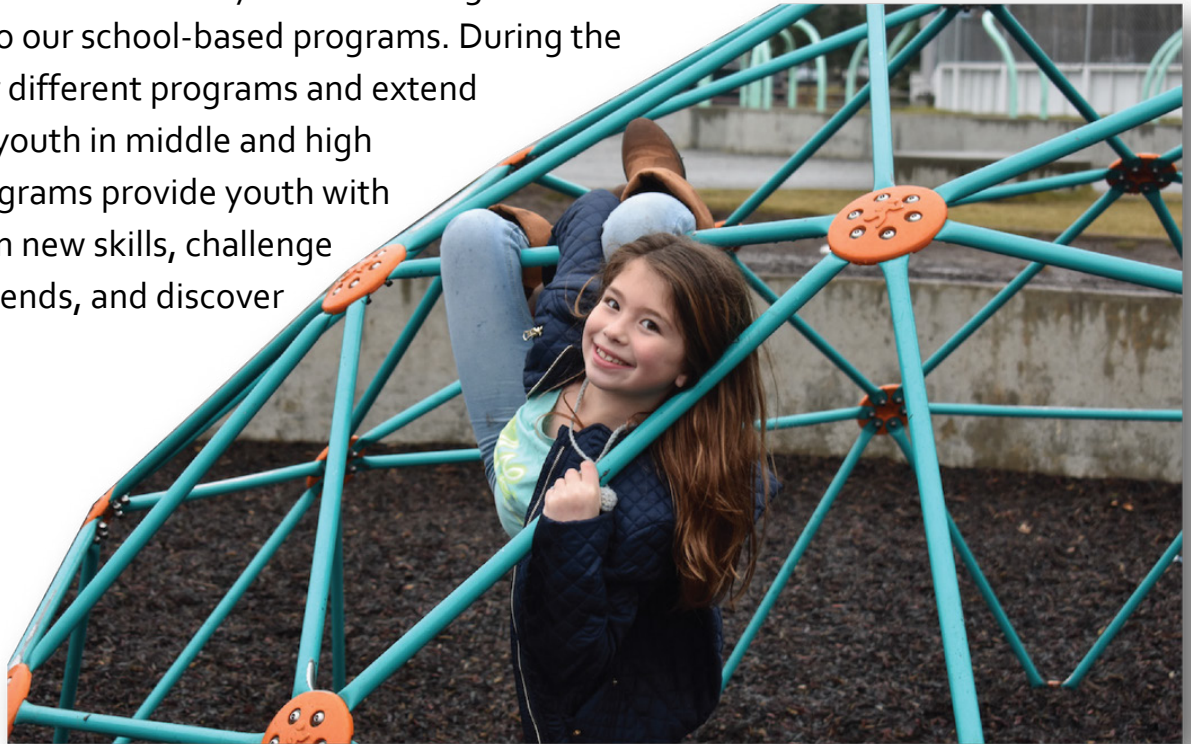
Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, citizenship or immigration status, religion and non-religion, and any other category people use to define themselves or others.

WELCOME TO CAMP FIRE!

We are pleased to be able to provide licensed program opportunities to families this school year. Whether you are new to Camp Fire or a returning family, we want to make sure you have the information you need. Our 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, extended hours to meet the needs of working families, a scholarship program to help with fees, and our partnership with the school district to provide programs and care when school is not in session.

During the school year we welcome youth in kindergarten through fifth grade to our school-based programs. During the summer, 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 are so glad you're here.

To learn more, visit www.campfireak.org or call (907) 279-3551!

REGISTRATION

Camp Fire Alaska's Licensed School Programs serve 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.

Every child must be pre-registered in order to attend program. All families must complete all required paperwork and submit it to the registrar at least two weeks prior to attendance.

Once you have completed online registration, you will receive an email letting you know of your registration status and if there are any documents you still need to submit.

Families 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.

Families grant Camp Fire permission for children to participate in field trips or activities away from the facility during the registration process and prior to the actual field trip.

Families grant Camp Fire permission to request emergency healthcare services in the event of medical emergency by default when registering for program. 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

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.

To change your enrollment please email us at registrar@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 adult, 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.

Make sure all contact information is up to date and we have a way to reach you or a responsible adult during program. If your child becomes ill or can no longer participate in program safely, someone will be required to pick them up from program within one hour.

PROGRAM COSTS AND FEES

After School Program - \$560/month

Camp Fire Alaska 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

Camp Fire accepts cash, checks, credit cards, (VISA, MasterCard and Discover) and money orders. Please do not send cash through the mail.

Payment is due on the first of each month. Refunds or credits are issued on a case-by-case basis and are not guaranteed. To request a refund, registered adults must email the registrar at registrar@campfireak.org. Statements are mailed on the 20th and due by the first of the month. Failure to receive a statement does not relieve you of payment responsibility. A \$25 late fee will be added to all past due accounts. A \$30 fee may be charged on all dishonored checks.

Payments may be delivered or mailed to:

Camp Fire Alaska
161 Klewin Street, Suite 100,
Anchorage, AK 99508

For more information on fees and payment plans, visit www.campfireak.org or email finance@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.

THIRD PARTY PAYMENTS

If you have an arrangement with a third party (OCS, CCA, etc.) please let us know at the time of registration. Camp Fire Alaska holds the registering adult responsible for submitting contracts, authorization or paperwork from a third-party agency which covers all or part of program fees. Camp Fire Alaska will bill the agency on a monthly basis. The registering adult is responsible for all fees the agency does not cover. This includes Municipal Child Care Assistance and other financial assistance programs.

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.

COMMUNICATION

Camp Fire Alaska communicates through email, social media, and with updates to our website. Please add us to your email address book and check your spam folder for important messages. You can also like us on Facebook, follow us on Instagram and check our website homepage for news.

Most communication between staff and families is via verbal communication at site. Camp Fire Alaska sends regular 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.

MEDIA RELEASE

Camp Fire takes photos and videos of program activities for news releases, reports, media activities, and advertisements. 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 prior to your child's first day in program.

PHOTO POLICY

Due to youth protection practices, parents and family members are not permitted to take video or photos of staff or youth who are not their own.

CONFIDENTIALITY

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

INSURANCE

Camp Fire Alaska carries Limited Accident Insurance which covers all participants in programs. 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 finance@campfireak.org.

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. 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.

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.

Camp Fire School Programs are licensed by the Municipality of Anchorage. For more information on municipal guidelines, visit www.muni.org and refer to the Parent's Guide to Licensed Child Care.

HOURS OF OPERATION

Monday through Friday 2:30pm to 6:00pm
Aquarian Only: Monday through Friday 3:15pm to 6:00pm

CHECK IN AND CHECK OUT

We encourage families to come inside program for both check-in and check-out. If you choose to remain in your vehicle, please call the site phone to let staff know your child is on their way inside at check-in or that you are ready for us to bring your child out to the car at check-out. All parents/guardians are required to arrange transportation to and from program for their child.

MISSING PROGRAM

Parents must notify program staff of any absences by calling or texting their site's phone number (listed on page two). Voice messages are checked regularly.

ACCESS AND VISITING PROGRAM

Camp Fire welcomes and encourages registering adults to visit program at any time and communicate with Site Directors about their child's participation. We strongly encourage adults to call the site phone beforehand to determine when the best time would be to do visit.

LATE PICK-UP FEES

If adult arrives to pick up their child after program has closed, a late fee of \$15 per quarter hour will be added to the registering adult's monthly invoice.

ILLNESS

It is imperative for our staff, youth, and families that you keep sick children at home. In the event your child is ill please call your site's phone number (listed on page two) to let us know that your child won't be attending program.

POLICY CHANGES

If any updates are made to program policies or if there are program closures, registering adults will be notified by email and sometimes by text message.

HOLIDAY CLOSURES

September 2 - Labor Day
October 14 - Indigenous Peoples Day
October 18 - ASD Closure
November 11 - Veteran's Day
November 28-29 - Thanksgiving
December 20-January 3 - Winter Break
January 20 - Martin Luther King Jr Day
February 17 - President's Day
March 7 - ASD Closure
March 10-14 - Spring Break
April 18 - ASD Closure

INSIDE OUR PROGRAM

Camp Fire Alaska's School Age Program allows family schedules to be more flexible. During program, youth will bond with their staff, build lasting friendships with other youth, participate in STEM and STEAM activities, gain confidence and independence, master new skills, and challenge themselves! Youth will take part in games, arts and crafts, nature activities, community service projects, and more.

OPERATIONS

Camp Fire will provide two healthy snacks during afterschool program. Camp Fire will provide healthy breakfast foods, such as cold and hot wholegrain or enriched cereals, grapes, and oranges during full days, winter break camp, or spring break camp, but youth will need to bring their own lunch.

Program will be closed on school holidays and on snow or emergency closure days.

SUBSTITUTES AND ASD STAFF

On-call substitutes who meet the Municipal Child Care Staff qualifications cover staff absences. Anchorage School District teachers or teacher assistants may ask youth to help in a classroom or give extra educational support to a youth.

VOLUNTEERS AND GUEST SPEAKERS

Volunteers and guest speakers may visit sites to share their talents with our program participants; they will always be accompanied by a qualified Camp Fire staff member.

DAILY SCHEDULE

Circle time and meal service will happen at the beginning of each program block. Scheduled outside time will be incorporated multiple times throughout each day. Activities encourage friendship, fun and learning. Free play is time for youth to engage with any toys and craft supplies available. Camp Fire staff can help youth with homework if they would like to complete homework during program.

WHAT TO BRING

- We go outside every day so please send appropriate outdoor gear.
- One change of clothing for younger children is encouraged.
- Water bottle.

WHAT NOT TO BRING

- Toys from home.
- Candy or sugary drinks.
- Electronics, except what is needed for homework.

HEALTH SAFETY MEASURES

- Registering adults must be able to pick their child up from program immediately (within an hour) for illness.
- As per the CDC policy (April, 2024), Vaccines are not required at this time for staff or for youth, but are strongly encouraged.
- Talk to your child about what to do if they are not feeling well while at Camp Fire.
- Our mitigation plan is subject to change based on the status of current health concerns.

Program will continue to implement a variety of mitigation efforts including requiring symptomatic youth and staff to stay home, as well as daily cleaning and sanitization of program supplies and spaces.

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 Registrar at registrar@campfireak.org.

WHEN TO KEEP YOUR CHILD HOME

Youth who are experiencing high fever of 100.4 or higher, colds, severe cough, diarrhea, severe ear ache, eyes that are red, draining or itchy, rash, severe sore throat, vomiting, respiratory virus symptoms, or other heightened symptoms cannot attend program. Youth can return to program after 24 hours if symptoms are improved and there has been no fever without the use of fever-reducing medication.

SITE CAPACITY

Aquarian - 80
Alpenglow - 80
Chester Valley - 80
Chugiak - 80
Denali - 63
Government Hill - 80
Homestead - 80
Huffman - 80
Inlet View - 70
North Star - 80
Ocean View - 80
O' Malley - 77
Ravenwood - 80
Rogers Park - 70
Sand Lake - 64
Scenic Park - 45
Trailside - 80

All Health Guidance is subject to change based on local, state and national health guidance changes.

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

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.

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 907-269-4000. In addition, if abuse or neglect were alleged to have occurred while at Camp Fire, we are required to report to the Licensing Agency.

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.

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 and vaping are prohibited inside any program facility, in outdoor program areas, and outside within 20 feet of openings into interior space which children access.

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.

TECHNOLOGY AND PERSONAL PROPERTY

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 items. Exceptions are made for Chromebooks and any tools needed for homework.

INCLEMENT WEATHER

Weather permitting, Camp Fire youth go outside every day and children must have weather appropriate clothing. 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.

NO TOLERANCE POLICY

Camp Fire has a no-tolerance policy for physical violence toward other program participants or staff; use of cigarettes, vapes, 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, 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.

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 both physically and emotionally.

Camp Fire practices positive discipline, promoting desired behaviors through teaching and reinforcement. Staff 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 to focus on the child's needs and contribute positively to the child's development. Staff teach children about managing their behaviors and emotions, as well as about conflict management techniques.

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.

ADULT CONDUCT

Camp Fire may cease providing services if a registering adult uses threatening communications or conduct towards any participant, staff member, or others associated with Camp Fire that creates an unsafe or hostile work environment. Registering parents/adults

must follow the policies described in this handbook, including communicating any special needs your child may be experiencing and payment of all program fees.

INAPPROPRIATE BEHAVIOR

Camp Fire does not accept behavior that threatens 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 will contact the registered parent and discuss strategies to promote 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 program. In the event of expulsion, Camp Fire will assist departing families by referring them to alternative care providers.



WHAT OUR PROGRAMS PROMISE TO DELIVER:

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

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.

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



SO BLESSED TO HAVE CAMP FIRE FOR AFTER SCHOOL CARE. IT IS MY SON'S FAVORITE PART OF HIS DAY. I COULDN'T ASK FOR A BETTER PROGRAM OR STAFF!

— *Samantha*

SCHOOL AGE PROGRAM PARENT

