



Camp Fire
Alaska

20 CAMP 26 FIREWEED

handbook



Since 1963, Camp Fire Alaska's Outdoor Day Camp, Camp Fireweed has been accredited by the American Camp Association, meeting rigorous national standards for camp operation.

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.



ABOUT

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.

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CONTACTS

Call Camp Directors for program-related topics.

MAIN OFFICE:

(907) 279-3551

RACHEL RODRIGUEZ (LEVI):

Camp Fireweed Program Director

(907) 891-1508 | rrodriguez@campfireak.org

Please call Camp Leadership for scheduling changes, absences, and camp information. Camp Fireweed Phone is available 7am-6pm during camp season (907) 891-0692.

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.

PACK YOUR BAGS!

Camp Fireweed is owned and operated by Camp Fire Alaska since 1963. The name of the camp changed in 2023 after a thorough and thoughtful process. One compelling reason for the selection of “Camp Fireweed” lies in the symbolic representation of the flower’s continuous and prolific growth throughout the summers in Alaska—a reflection of the aspirations we hold for both our campers and staff to flourish and thrive together.

Summers at Camp Fireweed are full of growth, fun, and unforgettable memories! Camp Fireweed offers an exciting week or more of summer fun right here in Anchorage on the vibrant campus of Alaska Pacific University! Camp Fireweed embraces the natural beauty of the surroundings, offering campers daily opportunities to roam the enchanting forest, take a shot at target sports, or set sail in a kayak from the waterfront. We also take the adventure off-campus with exciting field trips.

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!



DAILY SCHEDULE





7:30 - 8:30AM	● Camper Dropoff
8:30 - 9:30AM	● Morning Circle & Cabin Time
9:30 - 11:30 AM	● Activities
11:30AM - 12PM	● Cabin Lunch
12 - 3:50PM	● Activities
4 - 4:30PM	● Closing Circle
4:30 - 5:30PM	● Camper Pickup

CAMP GROUPS

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

CAMP SESSIONS

Camp runs weekly from June 1 - August 14. Camp is closed on weekends, June 19th, and July 3rd.

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

CHECK-IN AND CHECK OUT

Camp Fireweed's designated Check-In/Check-Out location 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 8:30am, 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

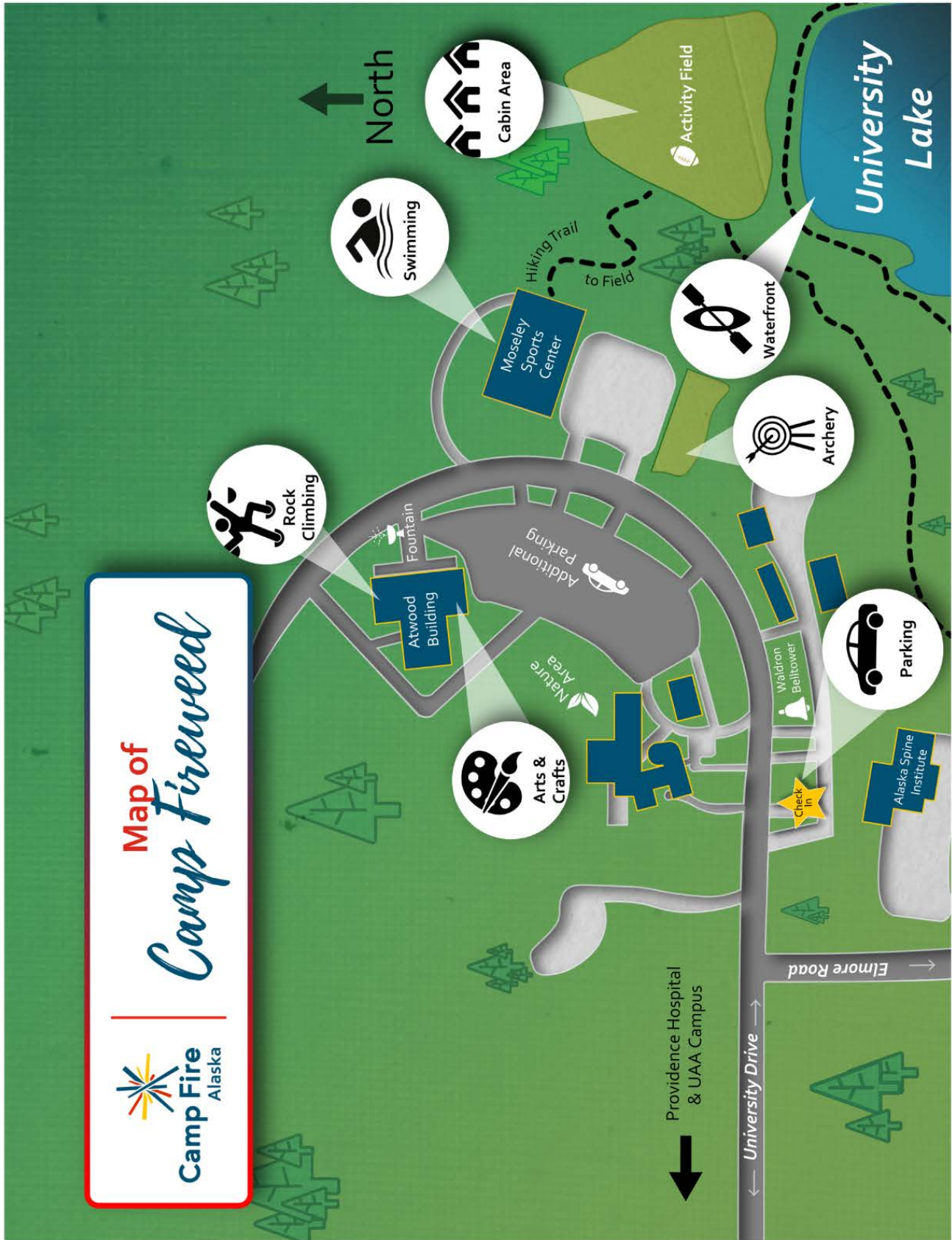
Earliest check-in time is 7:30am. You will need to check your child in every day. Drive your camper(s) to the check-in area, where you will be assisted by Camp Staff. Staff will take this time to familiarize adults with the area, and address any outstanding needs, such as medication or paperwork.

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 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.



ADVENTURE TIME

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

BOATING

Kayaks give campers a great vehicle to explore our natural waterways. A certified lifeguard leads youth with the support of staff.

CABIN TIME

A time set in the mornings for campers to connect with one another, laugh, learn something new, and get ready to jump into the days adventure together.

CREATIVE ARTS

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

SPORTS AND RECREATION

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 Kubb).

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.

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. Our outdoor Living Skills Core Counselor, along with the Cabin Counselor, lead campers through skills such as building fires, outdoor cooking, shelter making, wildlife safety, orienteering, plant identification and much more!

SWIMMING

Campers participate in a variety of pool games, as well as swimming lessons. Swimming is monitored by a trained Aquatics Lead, 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!

COMMUNICATION

Camp Fire Alaska communicates updates through email, social media, text message, 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.

FOOD

Adults must provide campers with lunch 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. Counselors will remind campers to drink and refill their bottle throughout the day.

HEALTH CARE & EMERGENCIES

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.

MEDICATIONS

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 collected from families at Sign-In and will be returned by the end of the campers session. 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. 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.

INCLEMENT WEATHER

Camp Fireweed is primarily an outdoor program. In the event of rain, activities will continue as is, if safe to do so. 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 at your earliest availability. In the event that camp must be evacuated, you will be called and notified of an alternative pick-up location.

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

PERSONAL ITEMS

- Bug Spray
- Towel
- Sunglasses
- Sunscreen

FOOD & WATER

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

DO NOT BRING

- Flip-flops or sandals
 - Cell phones or tablets
 - Headphones
 - Electronic games or music players
 - Money
 - Pets
 - Matches or lighters
 - Weapons
 - Fireworks
 - Cigarettes or e-cigarettes
 - Alcohol or illegal drugs
- *Leadership will hold items until sign-out

MEDICATION

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.

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 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 registrar@campfireak.org.

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.

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 in brought to campus.

CONFIDENTIALITY

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

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.

PARENTAL/GUARDIAN CONDUCT

Dismissal may occur if an 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 payment of childcare fees and late charges.

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.

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. All required forms must be received at least two weeks prior to attendance.

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

PAYMENT METHODS

Camp Fire accepts VISA, MasterCard, Discover, AMEX, ACH, Checks, and Cash payments. Automatic scheduled payments are processed four weeks prior to the start of each session.

CANCELLATION AND REFUND POLICY

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

Changes to enrollment by parent/guardian, including cancellations, are due in writing to the Camp Fire office four weeks prior to the start of the session. Refunds are not issued for illness, vacation, non-attendance or suspension. Prepaid sessions are eligible for a full refund (less the deposit), if written cancellation is received four weeks prior to the start of the session. If cancellation is received 2 weeks prior to the start of the session, you will be eligible for a 50% refund (less the deposit). Any cancellation less than 2 weeks prior to the start of the session are non-refundable.

In the event of extended program closures lasting five days or more due to unforeseen external factors, such as natural disasters, extreme weather events, or other significant occurrences, families with registered

participants will receive a credit to their account.

Credit Amount: The credit issued will equal the full amount paid for the duration of the canceled program during the closure period (five days or more). Please note that no refunds will be granted.

Credit Usage: The credited amount can be applied toward any future programs offered by the organization. Families must redeem the credit within a specified time frame (e.g., within one year from the date of issuance).

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 are due at the time of enrollment.

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.

PAYMENTS

Invoices/Confirmations will begin being issued in April for summer sessions. Payments can be made at any time prior to invoicing. Weekly session fees are due 4-weeks prior to the start of the session. For example, the camp session that starts on June 2nd needs to be paid in full by May 5th. If payments are not made in full by the 4-week deadlines, youth will be removed from the session roster. Notifications will be sent via email.

Third Party Payments: If you have a sponsorship with a third party, please let us know at the time of registration.

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.

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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, rather than restrict behaviors by taking away opportunities or controlling youth by fear of 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, 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.

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 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 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.

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.

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.

POISONOUS PLANTS AT CAMP

The following list of plants are known to be poisonous and are found either on the Alaska Pacific University campus where camp is held, or they are plants youth may encounter on camp field trips.

- Baneberry
- Black Twinberry
- Devil's Club
- Queen's Cup
- Red-Twig Dogwood
- Snowberry
- Arrowgrass
- Cow Parsnip
- Death Camas
- Skunk Cabbage
- Wild Calla



Fruit of a Black Twinberry plant
Cr. Commons / Katja Schulz.



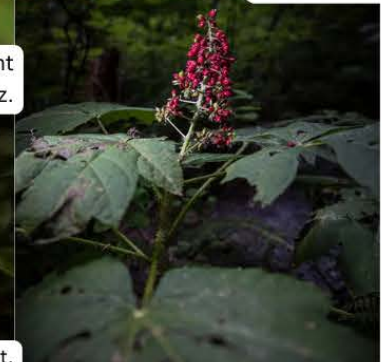
Baneberry fruit
NPS Photo



White fruit of a Snowberry plant.
NPS Photo



White flower of Queen's plant.
NPS Photo / Glacier NP



Fruit of Devil's Club plant.
NPS Photo / Glacier NP



Flower and fruit of a Red-Twig
Dogwood
USFS/Superior NF



Cow Parsnip plant
NPS Photo

<https://home.nps.gov/anch/planyourvisit/poisonous-plants.htm>

POISONOUS PLANT PROCEDURES

Camp Fireweed minimizes the use of poisonous plants in program. If a plant is necessary for a project, exposure to the plant is done under direct supervision. To minimize the potential injury from permanent poisonous plants, such as Cow Parsnip, staff members are trained on their presence, first aid procedures if sap touches part of the body, and work with children on appropriate, safe interaction with plants, i.e. stay on the trail, do not touch or eat plants, flowers, or berries.



Flowers of a Death Camas
plant.
USFWS Photo



Leaves and stalk of a Wild Calla
plant.
CPS Photo



Blades & stalks of an
Arrowgrass plant
Cr. Commons / Lisia Lopes



Skunk Cabbage plant
NPS Photo



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.



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STAFF HAS ALL BEEN GREAT TO WORK WITH AND MY KID REALLY ENJOYS ALL OF THEIR PROGRAMS. HIGHLY RECOMMEND THEIR CAMP FIREWEED SUMMER SESSIONS; REALLY COOL OUTDOOR ACTIVITIES AND EXPERIENCES.

— David

CAMP FIREWEED PARENT

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