



Camp Fire

Light the fire within

Parent Handbook

Camp K on Kenai Lake Summer 2017

Camp K on Kenai Lake

Nestled among the spruce forests along Kenai Lake in Cooper Landing, Camp K provides the perfect environment for youth to explore the natural world around them, engage in challenging activities and form friendships that can last a lifetime.

Updated March 9, 2017



Since 1969



Dear Family,

Welcome! We are pleased to serve you and your child in our outdoor programs.

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

Camp Fire Alaska occasionally makes changes in program policies. Families receive notification of changes through the updated program handbook at the beginning of the season. When we must change policy or substantially change program operations mid-season, we will notify families in writing.

In the event you cannot find the information you need in this handbook, we encourage you to visit our website at www.campfireak.org, talk to the Director at your program site or call our office at 279-3551.

Creating a program experience for your child that is nurturing, fun and enriching is a priority for all of us. We welcome your input, and look forward to working with you and your family.

Camp Fire Alaska

161 Klevin Street, Suite 100
Anchorage, AK 99508

Phone: 907-279-3551
Fax: 907-278-9829

www.campfireak.org

Tax ID: 92-0029613

Office Hours:
Monday to Friday, 8am to 5pm

Questions? Concerns?

All suggestions for improving our program are welcome and valued. Please contact Katie Adrian, Program Manager at 257-8825

Camp K Phone #: 907 290-9143

You may contact the Director of Program Services with any unresolved issues.

Our Office Staff:

Chief Executive Officer
Director of Administration & Finance
Director of Development & Marketing
Director of Human Resources & Risk Management
Director of Program Services
Manager of School Age Programs
Family Services Program Manager
Professional Development Manager
Manager of Camp K and School Age Program
Manager of Rural and School Age Program
Manager of Camp Si-La-Meo and School Age Program
Administrative Manager
Accounting Manager
Customer Services Representative
Customer Services Representative
Customer Services Representative

Barbara Dubovich
Carla Oliver
Joanne Phillips-Nutter
Nandita Lal
Nicole Lebo
Aimee Wedemeier
Cassie Hutchings
Carrie Hackett
Katie Adrian
Melanie Hill
Will Day
Annette Candley
Lana Persson
Jennifer Kelly
Krystal Eastman
Molly Kuhnley



Who is Camp Fire?

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*.

Light the fire within

Camp Fire Alaska Core Values:

Camp Fire Alaska Mission Statement:

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

- Caring relationships
- Positive experiences promoting healthy life choices
- Diversity and inclusiveness in all endeavors
- Outdoor programs fostering competence, stewardship and joy with the natural world
- Excellence through innovation
- Quality programs - best practices
- Trustworthy - ensuring safe, secure, and dependable experiences
- Fiscally responsible/financially sustainable

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.

Commitment to our customers:

- We will value our relationship with you.
- We will seek to understand and meet your needs.
- We will communicate clearly and thoughtfully.
- We will provide quality programs and services.

• **All Camp Fire program locations and offices are smoke-free, alcohol-free and drug-free environments.**

2 • **Camp Fire is an equal opportunity employer and provider.**



Why choose an ACA-Accredited Camp?

ACA Accreditation means that your child's camp cares enough to undergo a thorough (up to 300 standards) review of its operation — from staff qualifications and training to emergency management. American Camp Association collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to assure that current practices at your child's camp reflect the most up-to-date, research-based standards in camp operation. Camps and ACA form a partnership that promotes growth and fun in an environment committed to safety.

ACA helps member camps provide:

- Healthy, developmentally appropriate activities and learning experiences
- Discovery through experiential education
- Caring, competent role models
- Service to the community and the environment
- Opportunities for leadership and personal growth

What's the difference between state licensing of camps and accreditation by ACA?

Accreditation is voluntary and ACA accreditation assures families that camps have made the commitment to a safe, nurturing environment for their children. If a state requires licensing, it is mandatory; licensing requirements vary from state to state. ACA standards are recognized by courts of law and government regulators as the standards of the camp community.

How do ACA standards exceed state licensing requirements?

ACA goes beyond basic requirements for health, cleanliness, and food service into specific areas of programming, including camp staff from director through counselors, emergency management plans, health care, and management. ACA applies separate standards for activities such as waterfront, horseback riding, and adventure and travel.

What are some of the ACA standards that camps rely on?

- Staff to camper ratios are appropriate for different age groups
- Goals for camp activities are developmentally based
- Emergency transportation available at all times
- First-aid facilities and trained staff available when campers are present

Does ACA accreditation require criminal background checks?

ACA accreditation standards require a staff screening system which may include criminal background checks where permitted by law. When talking to a camp director as you consider enrolling your child, ask what the screening process for that camp includes.

How can I verify that my child's camp is ACA accredited?

Visit the ACA's Web site at www.ACAcamps.org or call 1-800-428-CAMP.



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Registration

Camp Fire accepts children into our outdoor programs on a first come, first served basis. The registering parent/adult must register their child for each session desired every year. Camp Fire holds the registering parent/adult responsible for all fees unless another adult notes in writing their responsibility for all or part of the program fees.

Online registration is available on the Camp Fire website at www.campfireak.org.

A copy of current immunization record, that includes the date of most recent tetanus shot, is required for all participants, due prior to attendance. For more information visit the website at www.campfireak.org or contact the office at 279-3551.

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 (not registering parent/adult) are required.

If Camp Fire staff cannot reach the registering parent/adult, they will call the emergency contact numbers. Emergency contacts are limited to the Anchorage and Eagle River area.

Confidentiality

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

Registration and Deposit Fees

Camp Fire requires a \$50 per child annual registration fee upon registration for all 2016 programs. This fee is non-refundable and non-transferable. There is a \$35 per child, per session non-refundable and non-transferable deposit.

All registering parents/adults establish a contract with Camp Fire Alaska. To change enrollment the registering parent/adult must provide written notice no later than the 15th of the month. Without this written notice, Camp Fire holds the registering parent/adult financially responsible for the contracted enrollment fees.

General Fee Information

- There are no refunds or credits for non-attendance on any contracted day.
- No pro-rated enrollment plans, hourly or daily rates are available.
- Third-Party authorizations, contracts or paperwork must accompany the registration packet to avoid paying the full amount of the registration fee and deposit at the time of registration.

Fee Payment

Camp Fire mails statements on the 20th of each month with a return envelope for your mailing convenience. All fees are due by 5:00 p.m. on the 1st of the month. If a statement does not arrive, contact our Customer Service Department at 279-3551. Failure to receive a statement does not relieve you of payment responsibility.

Camp Fire accepts cash, checks, credit cards and money orders. Please do not send cash through the mail.

Payments can also be made online using a credit card at www.campfireak.org.

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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 279-3551. These payments are charged to credit cards on the first business day of the month.

Third-Party Payments/ Financial Assistance

Camp Fire holds the registering parent/adult responsible for submitting any contracts, authorizations or paperwork from a third-party agency which covers part or all of your fees. Camp Fire will bill the agency on a monthly basis. The registering parent/adult is responsible for all fees the agency does not cover.

Past Due Accounts

A \$25 late payment fee is charged on all past due accounts. Parents/Guardians may be terminated from program services with Camp Fire due to failure to pay. Parents/Guardians may be prohibited from obtaining program services from Camp Fire in the future. The account may be turned over to Cornerstone Credit Services, LLC, for formal collection. Child care assistance subsidy may also be suspended.

Collection Agency

Camp Fire Alaska has a collection agreement with Cornerstone Credit Services for all dishonored checks and delinquent accounts.:
1835 South Bragaw Street, Suite 700,
Anchorage, AK, 99508
Phone: 907-770-8100

Information Changes

Camp Fire requires registering parents/adults to provide current information on record. Changes of information such as address, phone numbers, emergency contact information and employment must be made online through your registration account.

Change of Enrollment

Camp Fire understands families may need to change enrollment during the season. We require advanced written notice to manage staffing and accounting needs.

- 1: Contact our main office 279-3551**
- 2: All changes must be made in writing via fax or email. FAX: 278-9829**
- EMAIL: campfire@campfireak.org**
- 3: Change requests need to be submitted in writing no later than the 15th day of the month.**

Please consider the following when changing enrollment plans:

- Camp Fire accepts changes of enrollment for the contracting party only.
- Camp Fire holds registering parent/adult financially responsible for the original contracted amount without written notice.
- There are no refunds or credits for absences.

Tax Information

Your complete account history can be viewed and printed via your online account. Camp Fire does not provide year-end statements for tax return purposes.

Camp Fire's Tax I.D. number is 92-0029613.

Record Research

There is a \$16/hour minimum charge for record research.



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Photographs

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

Release to an Authorized Pickup/Emergency Contact

Camp Fire releases youth to the registering parent/adult or other persons designated on the registration form by the registering parent/adult. Additions to the authorized list can be made at any time by the registering parent. Camp Fire requires that person to show photo identification prior to the child's release. Individuals under the age of 16 are not authorized to sign out a child from program. If an individual under the age of 16 attempts to do so, staff will notify the registering parent/adult who will need to make other arrangements for another qualified person to pick up the child. If an authorized or emergency contact appears to be under the influence of drugs and/or alcohol, Camp Fire staff will not release the child until another authorized adult assumes responsibility for the child.

Custody Arrangements

Camp Fire recognizes many families have unique custody arrangements. Specific court orders will be necessary in order for Camp Fire to deny access to any legal parent/adult. We encourage families to find solutions to custody issues without putting children and/or staff in a difficult position. When a difficult position presents itself, staff will discuss the issue with both parties to find a solution which minimizes the stress for the child.

Injuries & Illnesses

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

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.

Goals & Outcomes of Outdoor Programs

Camp Fire Alaska Outdoor Programs embrace Camp Fire Alaska's guiding statements by providing opportunities for youth to discover the best in themselves and others in a fun, safe, learning environment. We do that by providing collaborative relationships with caring adults, nurturing youth's social and emotional growth/learning and promoting healthy life choices. Whether the outdoor program is a day or resident camp, it is consistent with the Camp Fire Alaska value of fostering competence, stewardship, and joy with the natural world.

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Camp Fire Alaska Youth Development Outcomes of the Outdoor Programs

While the specific outcomes may differ to some degree depending on the type of outdoor program, there are several that are key to all Camp Fire Alaska outdoor experiences:

- Greater self-awareness and positive values
- Increased social skills and sense of belonging
- Increased knowledge and appreciation for the natural environment
- Increased sense of competency and empowerment

Achieving Outcomes

These youth development outcomes are the benefits young people receive or the changes in their behavior, skills, knowledge, attitudes, values, condition or other attributes following the program. Outcomes are best achieved through purposeful design, structure, and implementation of the whole program in a positive environment.

Greater Self Awareness & Positive Values

1. Set and achieve goals
2. Learn to reflect and to make positive changes based on those reflections
3. Make healthy choices in food, activities, and relationships
4. Find value in themselves and in others

Increased Social Skills & Sense of Belonging

1. Respect the ideas and opinions of each other
2. Learn and practice democratic, group decision making processes
3. Learn and practice peaceful conflict resolution skills
4. Be a productive, participating member of a team

Increased Knowledge of and Appreciation for the Natural Environment

1. Participate in activities which develop competencies necessary to feel comfortable in the Alaska outdoors
2. Learn and practice Leave no Trace and minimum impact camping skills
3. Participate in investigations/activities that make use of all of the senses
4. Participate in planning and carrying out investigations/activities that enhance environmental conservation and appreciation of nature.
5. Become familiar with Alaskan plants, animals and ecosystems and issues affecting them
6. Learn and practice environmental stewardship skills

Increased Sense of Competency & Empowerment

1. Participate in progressive activities for their age and skill ability
2. Have opportunities to successfully plan, implement and complete an activity
3. Be listened to and heard by staff and other campers
4. Develop ability to set and meet goals and to reflect on the process
5. Receive praise and recognition

Achieving Outcomes Through Kid-Sized Values

In order to achieve the outcomes, Camp Fire will provide values-based programming. This programming will use youth-appropriate language to relate Camp Fire Alaska's core values, the 6 Cs of Thriving from the Thrive Foundation for Youth, and specific, observable actions. The values that will be focused on are:

- Caring – positive relationships, clear sense of right and wrong
- Striving – confidence, perseverance, healthy



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life choices

- Thriving – passionate interest, resourcefulness, clear vision, contribution

Guidance, Discipline & Rules Philosophy

Camp Fire is dedicated to improving lives for youth through developing high quality youth programming. Outdoor Program staff play a key role in building and implementing a program that aligns with the Goals and Outcomes of Outdoor Programs outlined in the previous section.

An essential key to “building caring, confident youth and future leaders” at Camp Fire is to create an environment where youth feel safe, cared for, and engaged. Outdoor Program staff have a direct responsibility to ensure that Camp Fire is safe not only physically, but emotionally, and to create an open environment where youth can fine-tune their skills and learn about themselves and how to navigate and function in the world. The core element to promoting this safe and supportive environment is for staff to be aware of youth’s developmental needs and then guide and support them to getting their needs met in a healthy and positive way.

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, 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.

Note: There are times when restrictions may be necessary, and will most likely be directly linked to the health, safety, or well-being of that youth or others. Camp Fire staff does not use corporal punishment under any circumstance. In the event of a child harming themselves, another child, or an adult, staff may physically restrain the child in order to ensure safety.

Inappropriate Behavior

Camp Fire does not tolerate behavior that threatens the physical or emotional safety of self or others; destructive behavior; behavior that is of a habitual nature to the degree that it is a detriment to the quality of the program or impedes other participants from engaging in program to the full extent; or behavior that is of a sexual nature.

Should a child display these behaviors, Camp Fire Leadership will contact the registering parent/adult in a timely manner. For some types of behaviors, daily reports will be made to address undesired or unsafe behaviors and allows the family and Camp to partner to improve the behavior; due to the nature of Day Camp, this is more likely at Camp Si-La-Meo and less likely at Camp K.

If the child’s behavior is out of control and/or harmful, Camp Fire Leadership may request immediate pick up and/or a suspension from program. If a suspension occurs, Camp Fire Leader-

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ship may require a Behavior Intervention Plan (BIP) before the child re-enters 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 when creating this BIP. Follow-up meetings may occur to monitor progress and/or concerns. Dismissal from the program may occur depending on the severity and frequency of the behavior.

Individual Needs

Camp Fire seeks to make possible the participation of every child in its programs. When working with a family whose child has a medical or behavioral condition, Camp Fire provides services to assess the program's capability to provide necessary accommodations. Families have the right to request an accommodation for their youth at any time. This can be done through updating the child's registration online. It is the families' responsibility to answer all the questions on the registration page honestly and to the best of their ability, which is the first way Camp Fire can learn about a youth's needs. Camp Fire will work with the family to develop a Plan of Care, which outlines the youth's strengths, abilities, challenges, and requested supports or resources required to meet their unique needs. Should a child acquire a new need, or experience a life change that may affect their needs in the program, the registering parent/adult will be required to complete and/or update a Plan of Care so we may continue to provide quality care.

We are an inclusive agency and work hard to partner with families and local agencies to find solutions allowing for youth with varied challenges and abilities to access our programs. Unfortunately, there are times when it is found that

No-Tolerance Policy

Camp Fire has a no-tolerance policy for physical violence, use of cigarettes, alcohol, controlled substances, sexual activity, and firearms that places self, other children, or staff at risk. This applies to all staff, children, visitors, and parents while present at Camp Fire sites.

Camp Fire, at times, provides structured activities involving archery and riflery, with trained and qualified staff supervising. At no other time is any person permitted to carry any type of firearm, ammunitions and/or weapon in Camp Fire programs for any reason unless they are law enforcement officers required to carry these weapons as part of their uniform/job, and disclose this information to the Site Director and program staff. Violation of this policy will result in immediate dismissal from the program. As a general rule, Camp Fire Alaska will follow the Anchorage school district guidelines when a child violates no-tolerance rules. Immediate suspension and/or dismissal from the program may occur. Camp Fire will act expediently as possible in responding to any claims. Suspension may occur even while an incident is being investigated.

further accommodations fall outside Camp Fire's level of expertise; whether our inability to provide accommodation is based on the level of required care or the extended period of time working with an unsuccessful (though progressive) set of interventions, Camp Fire reserves the right to decline service. As a result, it is determined that the program is not an appropriate placement for the child and attempts will be made to refer the family to alternative care.



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Abuse and Neglect

Alaska State Statutes and Anchorage Child Care Regulations require all childcare providers 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.

Parental 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 attending conferences, payment of fees, and late charges.

Personal Property

Campers who choose to use personal belongings, sports equipment, and supplies will do so at their own risk! Storage and safe-keeping of personal equipment is the responsibility of the owner of the equipment. All personal equipment used within the program must meet the program standards and requirements for safety and condition. Equipment needed is provided, so we recommend that personal property is not brought to camp. Electronic and other toys or personal

items should not be brought to camp. Camp Fire Alaska is not responsible for lost or damaged personal equipment.

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.

Activity Descriptions:

Swimming:

Campers have the opportunity to swim in Kenai Lake under the supervision of a certified lifeguard and camp counselors. Campers are given instruction on cold-water survival skills, play games, and pan for gold within a roped-off swim area. Personal flotation devices are available for all campers. Camp K's sauna provides a place to warm up from cold-water adventures.

Hiking

Campers hike on established trails throughout the 160-acre camp. Pathfinder and Challenger campers will also have multiple opportunities to hike on established trails throughout the Cooper Landing area with weekly off-camp trips. These hikes range from moderate to difficult and challenge campers on steep, rocky, and uneven terrain.

Boating

Canoes and kayaks give campers a great vehicle to explore the open water. A specialist experienced in small watercraft instruction leads youth with the support of counselors. Campers learn how to get in and out of their boats, paddling and maneuvering techniques, and safety procedures in Kenai Lake.

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Archery

Campers participate in archery instruction by an experienced specialist at the camp's shooting range. Campers learn about the bow and arrow, safety procedures, and shooting techniques. Targets in the range provide campers with great opportunities for skill progression and encourage them to participate in fun archery challenges.

Riflery

Once campers have had the opportunity to learn basic shooting skills and safety procedures through archery, they may progress to shooting air rifles. Similar to archery, a specialist facilitates riflery activities at the camp's shooting range. Special riflery targets are set up to challenge campers. Shooting etiquette and safety is always the focus of this fun activity. Campers must be 9 years old to participate.

Atlatls & Blowguns As part of the extensive target sports program at Camp K, Pathfinder and Challenger campers have the opportunity to develop range skills using a blowgun - a simple weapon consisting of a small tube for firing light projectiles and darts. Target Sports Specialists and Counselors teach campers safe shooting skills on an established target range. The atlatl is an ancient spear-throwing device that gives campers the opportunity to participate in sporting events in an outdoor target area.

Outdoor Living Skills

Most of the day at camp is spent outside, and campers have the unique opportunity to foster competence, stewardship, and joy with the natural world. Counselors and specialists lead campers in skill building including building fires, outdoor cooking, shelter making, wildlife safety, orienteering, and Leave No Trace Principles.

Field Games

Groups of campers come together daily to participate in active outdoor games. Games might

include traditional team sports (such as Soccer and Kickball), large group games (such as Capture the Flag and Ships & Sailors), and lawn games (such as Ladder Ball and Kubb).

Teambuilding

With the goal of guiding campers towards harmonious daily interactions, activities are structured to help campers learn how to work together towards a common goal. Teambuilding activities encourage leadership and communication skills and challenge campers to step out of their comfort zone and rely on each other.

Trail Rides

Campers have the opportunity to add a trail ride experience on to their camp adventure for an additional fee. Campers will be transported to an off-camp location where experienced riding instructors will lead them on a trail ride. Campers will learn how to guide and direct the horse and other horsemanship skills. Trail rides are available for campers attending Pathfinder or Challenger sessions.

Rafting

Pathfinder, Challenger, and Teen Trek campers will have the opportunity to enjoy a 2-hour river float trip on the Kenai River with experienced guides from Alaska River Company and Camp K Counselors. Campers will be transported to and from this off-camp location on the Kenai River. Rain gear and Personal Flotation Devices are provided.

Creative Arts

Throughout camp's daily activities campers will participate in a range of creative arts such as drama (skits and plays), songs, dance, and arts and crafts activities. These activities help campers to express their creativity and add more fun to their day.



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Overnight camp in Cooper Landing

Anchorage office (during office hours): 279-3551

Camp K Emergency/after hours:
907-717-5399
(messages are checked twice daily)

Katie Adrian, Program Manager:
257-8825

Communication

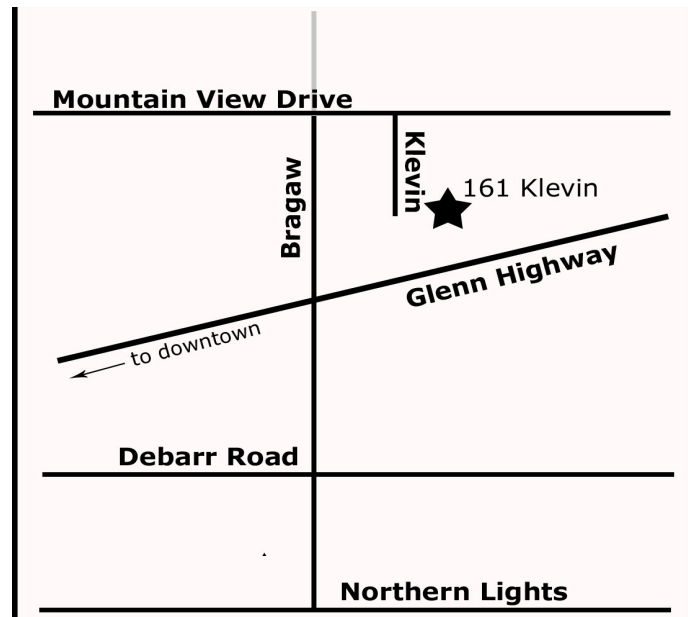
Telephone communication from camp is made by staff with a satellite or cellular phone. These camp phones are used for daily communication with the Anchorage office, and for emergencies only.

Please note that your child will not have general access to a phone, and non-emergency phone use will not be available. Campers are not permitted to bring cell phones to camp.

Do send letters to your child while they are at camp, and send pre-addressed and stamped envelopes with them so that they can share their day's adventures with their family back home! Parents should mail letters several days prior to the session starting to make sure a letter arrives while their camper is at camp. Address mail to your camper like this:

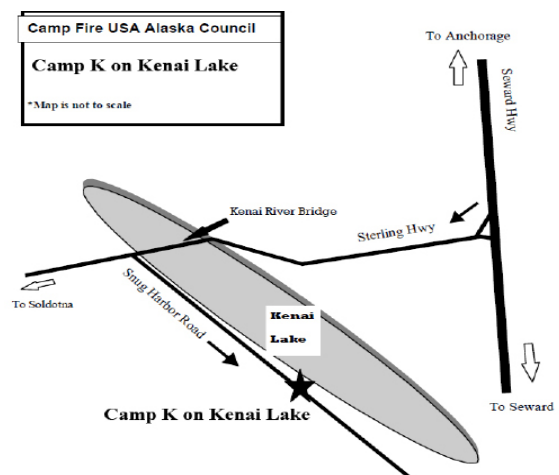
Camper name
Camper Session
Camp Fire Alaska
Post Office Box 689
Cooper Landing, AK 99572

Bus pickup location in Anchorage:



Directions to Camp from Anchorage:

Take Seward Highway 1 South
RIGHT onto Seward Highway towards Homer and Soldotna
Cross the Kenai River bridge in Cooper Landing
Immediately after bridge you will turn LEFT onto Snug Harbor Road
Approximately 4 miles to Camp K on left
Parking area is on the RIGHT.



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Leaving Camp Early & Transportation Changes

If you need to make changes to your child's transportation arrangement or to leave camp early for any reason, arrangements need to be made with the Camp Fire office or Camp Director in advance. Any changes or emergencies in camper drop-off or pick-up times will be communicated via the Camp Fire main office to phone numbers listed on registration forms.

Transportation and Check-in

Roundtrip transportation is provided from Anchorage (the check-in schedule is on page 14).

It is the parent's responsibility to notify Camp Fire of their transportation preference before the session begins.

If your child will be traveling to camp on the camp bus, you will need to bring them to the Camp Fire office in Anchorage to complete the check-in procedure. Please drive slowly and watch carefully for children in and around the parking lot.

Camper check-in begins at 1 pm on the day or your child's scheduled camp session. The bus will depart the Camp Fire office at 2 pm.

Please plan on arriving 30 to 60 minutes before departure time to check in your camper(s). Arriving early with any remaining paperwork or information at the ready will ensure a timely departure to camp. (If you plan to transport your child to Camp K on Kenai Lake, please see the following section, "Private Transportation".)

- Make sure that each piece of your camper's luggage is labeled, and there are no loose items (pillows, blankets, books should be packed in a bag).
- Bring the luggage to the camp trailer, which will

Please review these bus behavior expectations with your child:

- Remain seated at all times with hands, arms and legs inside the vehicle.
- Keep noise at a minimum so as not to distract the driver—use indoor voices.
- No airborne objects or other disruptive behavior.
- Passengers should enter and leave the vehicle under the direction of a staff member.
- If the vehicle makes an emergency stop, passengers should follow directions of staff member and use the buddy system if leaving the vehicle.
- Children must wear seatbelts at all times (if vehicle is equipped).

be parked in front of the check-in area.

- After ensuring that your camper's luggage is on the trailer, come inside the office and a camp staff will pull and review your child's file, confirm transportation arrangements, and collect medication. **Please do not pack medications, vitamins, or food in your camper's luggage.**
- If you need to turn in any camp forms, please do so at this point.
- When all of the campers have been checked in, the camp staff will check the children onto the bus. You must remain with and be responsible for your child until they have been checked onto the bus.
- We recommend a small backpack and water bottle for the bus ride to camp. Please do not pack any food for the bus ride.

Private Transportation

If you have indicated on your registration form that you are going to travel to camp on your own



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(not on the Camp Fire bus), we will not expect you at the bus pick-up. You should plan to arrive at camp **after 4:30 pm**, when the nurse and camp leadership team have arrived from Anchorage. On the last day of the session, plan to pick up your camper **between 12:30 and 1:00 pm**. A map and directions to camp are on pg. 12.

Any child remaining at camp past 1:00 p.m. may be placed on the bus! Please contact the Camp Fire office if you will be delayed in picking your child up from camp.

Teen campers providing their own transportation to and from camp will not be allowed to use their vehicle after they have been checked into camp until they are checked out of camp at the end of the session. No personal vehicles are allowed in main camp. Please park vehicles in the parking lot adjacent to the camp entrance. Please drive slowly and watch carefully for children in and around the parking lot.

2017 Transportation Schedule

Session	Check-in			Check-out		
	Date	Anchorage	Camp K	Date	Camp K	Anchorage
Pathfinders 1	June 4	12:30-2 pm	4:30 pm	June 9	12-1 pm	4:00 pm
Explorers 1	June 11	12:30-2 pm	4:30 pm	June 14	12-1 pm	4:00 pm
AK Diabetes	June 18	11 am-1 pm	3:30 pm	June 23	11 am-12 pm	3:00 pm
Pathfinders 2	June 25	12:30-2pm	4:30 pm	June 30	12-1 pm	4:00 pm
Challengers	July 6	7:30-9 am	11:30 am	July 14	12-1 pm	4:00 pm
Teen Trek 1 Voyagers	July 8	12:30-2 pm	4:30 pm	July 14	9-10 am	12:30 pm
Explorers 2	July 16	12:30-2 pm	4:30 pm	July 19	12-1 pm	4:00 pm
Teen Trek 2 Trailblazers	July 16	12:30-2 pm	4:30 pm	July 22	9-10 am	12:30 pm
Teen Trek 3 Voyagers	July 23	12:30-2 pm	4:30 pm	July 29	9-10 am	12:30 pm
Pathfinders 3	July 23	12:30-2 pm	4:30 pm	July 28	12-1 pm	4:00 pm
Operation Purple	July 31	7:30-9 am	11:30 am	Aug 4	9-10 am	12:30 pm

Check-out in Anchorage will include a 20-minute slideshow of your child's camp experience. Please plan to attend.

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Parent Handbook



Check Out

On returning day, parent/guardian should plan to arrive at the Camp Fire Office **by 4:00 pm** to collect luggage before the bus arrives. Check-out in Anchorage will include a 20-minute slideshow of your child's camp experience. Please plan to attend. All reasonable attempts are made to keep the transportation to and from camp timely. If the bus will be delayed due to traffic or other unforeseen events, the anticipated arrival time will be posted at the Camp Fire office in Anchorage.

Pre-camp Visits

For the safety of our campers and staff, Camp K on Kenai Lake is a closed campus, and all visits during sessions must be scheduled and approved by the Camp Director or Program Manager in advance. If you would like to visit camp with your child *before* their time at camp, please contact our main office in Anchorage to make an appointment. Any visitor to camp must check in with the Camp Director upon arrival.

Emergency Evacuation

In the unlikely event that a camp evacuation is necessary due to natural or other emergency occurrences, water and/or land transport of all campers and staff is provided through local businesses via vans and boats.

Gear and Packing

A list of what each camper should bring to camp is found on Page 20. Please label all of your camper's belongings and let your child help pack so they know what is in their bags. Campers carry their own luggage (with help) to their cabins, so packing lightly is a plus! Lost and Found items are brought to the Camp Fire office after each camp session.

Parents can come to the office to identify any items that their child may have left behind at camp. All Lost and Found items will be held two weeks after the session ends. Items not picked up by that date will be donated to a charitable organization.

Cabins

While at camp, your camper will be assigned to a group of 5 to 7 other campers based on age and gender, and will stay in a cabin with their counselor and another group. Each set of two cabins is attached by a large wrap-around porch with open-air gathering areas and restroom facilities. Each cabin is equipped with sturdy, wooden bunk beds and mattresses. Your camper will need to bring a pillow and warm bedding from home.

The cabins do get cold at night, so please pack warm pajamas and sleeping gear. Ample windows provide light inside the cabins, and a flashlight will help your child navigate semi-dark cabins at night, as well as provide light for those who enjoy reading or writing letters before bed time.

If your child would like to be assigned to a group with a friend or relation of the same age, you must list this information on the enrollment status page during the registration process. We will do our best to accommodate these requests but cannot guarantee it.

Food and Meals

We strive to serve plenty of healthy, kid-friendly food in our dining lodge. Campers eat their breakfast, lunch, and dinner together family-style, and a snack is offered mid-afternoon. During the week, your camper will also have the chance to cook a meal/snack outdoors.



Daily Schedule

7:15 am	Rise and Shine
7:45 am	Circle-Up, Breakfast, Morning Message
9:00 am	Cabin Kapers
9:30 am	Teambuilding
10:15 am	With your cabin group, rotate through group activities– archery, boating, crafts, outdoor living skills, and more!
12:15 pm	Circle-Up and Lunch
1:30 pm	Siesta (rest time)
2:15-4:30 pm	Optional add-on trips, Spark Activities, and extended hiking, boating, target sports, or swimming
4:30 pm	Stewardship
5:00 pm	Open Recreation
5:45 pm	Circle-Up, Hoppers and Dinner
7:30 pm	Evening Activity– Opening and Closing Campfires, Group Activities
9:00 pm	Embers
10:00 pm	Lights Out

What does that mean?

Circle-Up: Time before each meal where everyone gathers for announcements, sing songs, and play games together!

Kapers: Group chores to help keep camp beautiful! Types of programs vary each week.

Hoppers: Help to set the table before each meal.

Spark Activities: In the afternoons, our counselors offer special choice programs that campers can sign up for. Types of programs vary each week.

Open Recreation: Campers will travel in groups of three to spend additional time doing some of their favorite activities or participating in unstructured but supervised play.)

Embers: Debrief of the day and ready for bed

Sample Menu:

- **Breakfast:** Pancakes, sausage patty, fruit, juice, cereal and milk
 - **Lunch:** Grilled cheese sandwich, carrot sticks, soup, juice
 - **Snack:** Granola bar or fresh fruit
 - **Dinner:** BBQ chicken, mashed potatoes, warm veggies, juice and brownies
- *Please do not send food to camp unless it is for a specific dietary need that you have discussed with the Camp Director.*

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If your child has special dietary needs, please put this information on the health history form. Vegetarian options are available at each meal, and we ask that you please indicate this on your health history, so that we are able to accommodate everyone.

Health Care & Emergencies

The Camp Nurse (a RN) lives on site, managing the health care center and overseeing the camp health care plan. The health care plan is prescribed and reviewed annually by a participating physician. This includes a standard set of treatments and over-the-counter medications to treat a variety of childhood complaints and simple illnesses. These medications include: acetaminophen, ibuprofen, cough syrup and cough drops, anti-diarrheal, antacid, decongestant, antihistamine tablets and lotions, anti-fungal powder, antibacterial ointment, sunscreen, rubbing alcohol, antiseptic, burn ointment, laxatives, eyedrops, and Epsom salts.

If you do not wish your child to be given any of these medications, please indicate this on the health history form during registration.

If your child does not feel well, or if a medical need arises, the leadership staff or Camp Nurse will notify you immediately. Emergency medical care is available in Cooper Landing, and the nearest hospital is located in Soldotna. Simple scratches, bumps and bruises, etc. that are routine with children, will be reported to you at the end of the camp session by a leadership staff.

Health Screening

The Camp Nurse will review your child's health history and will call if there are any questions or concerns he or she may have in keeping your child safe and healthy while at camp. If there is

evidence of a communicable disease, the Nurse will call you to discuss treatment options and/or to pick up your child.

Medications

Any medications (over the counter and medically prescribed) that you are sending with your child will be collected by the camp staff prior to your child boarding the bus from Anchorage. **DO NOT PACK THESE** in your child's luggage. Put all medication bottles in a zip lock bag and mark with camper's name. Medications will be stored in the Health Cabin.

All medications (prescription and over-the-counter) that you send with your child, including vitamins, cough drops, etc.- must be in original or prescription containers with instructions for administration. The Camp Nurse will only administer prescription medication based on the Rx instructions on the label. Over-the-counter medication will only be administered as outlined on the product's printed directions. Any request for variation to prescription and/or over-the-counter medication administration **MUST BE** provided through written instructions from a medical professional.

Sunscreen and Bug Repellent

Families must provide these items, labelled with the child's name.

Hygiene

Campers must wash their hands after each visit to the restroom and before meals, and are encouraged to brush their teeth and wash their face at least twice a day. There is a shower house with private, hot-water showers located in the central part of camp. Campers during a Pathfinder session will have at least one scheduled time



Camp K Packing List

Essentials:

Clothing:

- 1 silly or wacky outfit
- 1 pair water shoes or old tennis shoes for beach and boating
- 2 pairs closed toed shoes (sneakers or hiking boots; sandals or flip-flops are allowed for shower use only)
- Socks (2 pairs for each day)
- Underwear (1 for each day)
- Warm pajamas, sweat pants or long underwear
- Jean or long pants (1 pair for every 2 days)
- Shirts or t-shirts (1 for each day)
- Warm jacket
- Fleece or hoodie (non-cotton)
- Rain gear (jacket and pants or poncho)
- Baseball cap or sun hat
- Slippers or thick socks to wear in the cabin
- Bathing suit
- Rain boots
- Backpack for carrying items around at camp

Bedding and Linens:

- Warm sleeping bag or several warm blankets
- Pillow with case
- 2 towels (1 for swimming, 1 for showering)
- Wash cloth
- Sturdy laundry bag with your name on it

Personal Items:

- Water bottle
- Soap in a baggie or plastic container
- Toothbrush and toothpaste
- Comb or brush
- Shampoo
- Sunscreen
- Sunglasses

Optional:

- 1-2 pairs of shorts (depends on weather)
- Camera, case, batteries (optional)
- Head lamp/ flashlight
- Extra blanket
- White item for tie-dying (t-shirt, pillowcase, etc.)
- Binoculars
- Book, magazine, reading material
- Pens, pencil, paper

DO NOT BRING:

Cell phones, electronic games, music players, money, food, pets, blow dryers, curling irons, matches, lighters, weapons, fireworks, alcohol, cigarettes or ecigarettes, illegal drugs, or negative attitudes. Found items will be held until the end of camp, and appropriate authorities notified when necessary.

MEDICATION REMINDER: DO NOT PACK!

Any medications (over the counter and medically prescribed) that you are sending with your child will be collected by the camp staff prior to your child boarding the bus from Anchorage. **Put all medication bottles in a zip lock bag and mark with camper's name.** Medications will be stored in the Health Center.

All medications that you send with your child, including vitamins, cough drops, etc.- **must be in original or prescription containers with instructions for administration.** The Camp Nurse will only administer prescription medication based on the Rx instructions on the label. Over-the-counter medication will only be administered as outlined on the product's printed directions.

Any request for variation to prescription and/or over-the-counter medication administration MUST BE provided through written instructions from a medical professional.

Is there an item you don't have?

Don't worry! Check with the Camp Fire office in advance, as we often have extra items you can borrow at camp.

Operation Purple only:

Bring a photo of your service member (for use in a camp project)

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at the shower house, and Challenger campers will have two scheduled times at the shower house.

Teen Trek

Important Information

Teen Trek programs are multi-day backcountry experiences reserved for youth ages 13-17.

Teens should be in good physical condition and able to carry 40+ lb backpack over long distances (8-12 miles/day) on uneven, and difficult terrain (for Trailblazers), and be able to canoe long distances (3-6 miles/day) on open flat water (for Voyagers).

Teens will be tent camping, using camp stoves and open fires (when permissible), backpacking and/or canoeing during their backcountry sessions. These backcountry settings present a number of risks, including inclement weather, wildlife, cold water, injury, and hypothermia.

The Outdoor Program Leader is a certified Wilderness First Responder and experienced in managing risk in an outdoor setting. Teens will have opportunities to learn about backcountry preparedness and develop skills for safe backcountry recreation before departing on their trek. The Outdoor Program Leader and Teen Expedition Counselor will guide campers' skill development throughout the expedition.

Since expedition based programs occur away from main camp, in backcountry settings, it is essential that teens do not purposefully put themselves or their group at risk by not following safety procedures, avoiding food or sleep, or taking any drugs that are not prescribed for them. Please be sure to discuss the importance of being a strong team member with your teen before registering for a teen expedition.

Packing

Please see the Teen Expedition packing list on page 22 for a list of necessary items for the program. Camp Fire provides backpacks, tents, camp stoves, equipment, and all other shared gear. Participants will need to bring all necessary individual gear for the week.

Please ensure that your teen has good sturdy hiking shoes. It is essential that they are NOT brand new and have been worn several times before the camp session. Additionally, please be sure to pack non-cotton base layers and a waterproof layer for both top and bottom. These are essential for your teen's safe experience. If you do not have the necessary items, please contact the Camp Fire office to see about borrowing items.

Emergency Services & Access

Emergency services will not be readily available during the expedition away from camp. A satellite phone travels with the Outdoor Program Leader for nightly check-ins with the Camp Director and any emergency situations that may occur.

Sample Schedule

Sunday: Introduction to camp, staff and other teens; teambuilding

Monday: Team building and Leadership Development, Trip preparations, emergency preparedness, Leave No Trace, backcountry skill development

Tuesday- Friday: Off Camp Expedition

Friday: Return, clean-up, rafting, reflection

Saturday: Reflection, teambuilding, leadership skills



Teen Trek Packing List

Clothing:

- Hiking boots (with ankle support, these must be “worn-in” before you come to camp to help prevent blisters)
- Socks! 2 pair for each day (1 for hiking, 1 dry pair for sleeping) YES: wool, polypro, blends, etc., NO: cotton!
- Underwear (1 for each day)
- Long underwear, YES: lightweight wool, polypro, blends, NO: cotton!
- Long pants: hiking, sweat, athletic, NO jeans!
- Shirts: at least 2 (one cotton is OK)
- Lightweight shirt/ jacket to keep sun/bugs off
- Warm jacket for evenings (fleece, puffy, etc.)
- Rain gear: Jacket (more than a plastic poncho) and pants (Goretex is a good product)
- Baseball cap and fleece hat

Gear:

- 2 Nalgene, or liter leak-proof water bottles
- Sleeping bag, less than 3 pounds, and suitable for cold nights (20 degrees or below)
- Small camping pillow, or use jacket stuffed into your sleeping bag stuff sack
- Hiking pack (around 30-40 liters) if you have one. If not, we can supply one from camp.
- 2 Bandanas
- Water-proof sacks/ covers for your sleeping bag and hiking pack are useful

Personal Items:

- * Medication (DO NOT PACK) *
- Camera, case, batteries (optional)
- Head lamp/ flashlight
- Bug spray (non-aerosol)
- Sunscreen
- Toothbrush/ toothpaste (travel size)
- Sunglasses
- Journal/ stationery (optional)

At-camp needs

(These are items you’ll likely not be taking with you on your trek, but might want for your days at Camp K.)

- Extra clothes for camp only (jeans, street, clothes)
- Book, magazine, reading material
- 1 pair shorts (depends on weather)
- Swimsuit, water shoes, towel
- Shampoo, soap, shower shoes, for showering
- Binoculars
- White item for tie dying (t-shirt, pillow case)

MEDICATION REMINDER: DO NOT PACK!

Any medications (over the counter and medically prescribed) that you are sending with your child will be collected by the camp staff prior to your child boarding the bus from Anchorage. **Put all medication bottles in a zip lock bag and mark with camper’s name.** Medications will be stored in the Health Center.

All medications that you send with your child, including vitamins, cough drops, etc.- **must be in original or prescription containers with instructions for administration.** The Camp Nurse will only administer prescription medication based on the Rx instructions on the label. Over-the-counter medication will only be administered as outlined on the product’s printed directions.

Any request for variation to prescription and/or over-the-counter medication administration MUST BE provided through written instructions from a medical professional.

Camp Fire’s permit area is located in the Chugach National Forest.

Is there an item you don’t have?

Don’t worry! Check with the Camp Fire office in **advance**, as we often have extra items you can borrow at camp.

DO NOT BRING:

Cell phones, electronic games, music players, money, food, pets, blow dryers, curling irons, matches, lighters, weapons, fireworks, alcohol, cigarettes or ecigarettes, illegal drugs, or negative attitudes. Found items will be held until the end of camp, and appropriate authorities notified when necessary.