

Camp Fire Alaska



Camp K on Kenai Lake Family Handbook



Our Promise

Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins *now*.

Our Mission

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



Since 1966, Camp K has been accredited by the American Camp Association, meeting rigorous national standards for camp operation.





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This handbook is full of helpful details and information. Please keep it in an accessible place for reference throughout the year. If you have any questions, don't hesitate to call our main office, Monday through Friday, 8am - 5pm. Program updates, such as bus arrival times, are shared regularly through email and our Facebook page.

Main Office: (907) 279-3551

Camp K Phone: (907) 201-1778

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Civil Rights Law

Camp Fire Alaska does not discriminate in the registering of children due to race, religion, color, creed, economic status, national origin, physical and mental handicap, or gender as per A.S. 18.80.230 and AMC 5.20.50 and Camp Fire Alaska by-laws.

Inclusiveness Statement

Camp Fire Alaska realizes the dignity and worth of each individual and works to eliminate human barriers based on all assumptions which prejudice individuals.

WELCOME TO CAMP K!



Pack your bags!

Camp K on Kenai Lake is owned and operated by Camp Fire Alaska and has been in operation as a summer camp since 1966. Originally called Camp Kushtaka, it is Alaska's longest running, co-ed overnight camp.

Nestled along the shores of Kenai Lake in Cooper Landing, Camp K offers a variety of sessions for boys and girls ages 6-17. Campers sleep in bunk houses divided by age, and participate in traditional summer camp activities such as canoeing, hiking, archery, field games, creative arts, rafting, and horseback riding. There are shorter sessions for beginners new to being away from home as well as longer sessions for teens. Our 160-acre campus within the Chugach National Forest is "wild Alaska" with everyday opportunities to be off the grid, experience wildlife, and take in the epic beauty right outside your cabin door.

Camp Fire Alaska has a variety of summer programs to match your family's needs as well as your child's interests and maturity level. In some cases, a mix of different camp experiences throughout the summer is the perfect choice. All of our programs provide youth with opportunities to learn new skills, challenge themselves, make friends, and create memories that will last a lifetime.

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





CAMP K SESSIONS

Traditional Camps—ages 6-17

KICK-OFF: May 31-June 3, \$300

Summer starts early with a shorter week that's sure to be a hit and definitely includes at least one epic kickball match. Let the games begin.

GA-GA GALORE: June 7-12 \$395

If you've been to camp before, you know what this means. If you haven't, then you're in for a glorious surprise when you go ga-ga, too.

SURVIVOR: June 21-26, \$395

Learn to camp outside, cook over a fire, and not get voted off the island. Campers will spend their nights in the comfort of cabins or platform tents, and their days testing themselves to see if they have what it takes.

S'MORE: July 19-24, \$395

Want s'more camp? S'more outdoor adventures and goofy times with your friends? There's s'more fun to be had this week—and for sure some treats around the campfire.

COLOR WARS: July 26-30, \$395

Summer wraps up with a bang as campers are divided into color-based teams. Their mission? To definitively win the Color War Championship. Our most popular session and a season finale you're not going to want to miss!

Expedition Camps—ages 13-17

CHALLENGER TREK: June 21-July 1, \$795

Bringing back our longer Challenger session with a twist. Spend your first week at camp immersed in our new Survivor session and preparing for the ultimate backcountry trip.

When younger campers head home, you'll head out for several nights in the wild to put your survival skills to the test. Fret not, counselors will be by your side teaching you everything you need to know and cheering you on.

EXPEDITION HALIBUT COVE: July 12-17, \$595

Hike to a glacier, explore tidepools, and kayak through town in some of the most breathtaking wilderness Alaska has to offer. Halibut Cove is a hidden gem tucked away in Kachemak Bay, home of Alaska's first state park and roughly 400,000 acres of mountains, glaciers, forests, and ocean.

The week starts out at Camp K as campers take charge of expedition prep, while also finding time for traditional camp activities.



ACTIVITY DESCRIPTIONS



Air 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. Campers must be 9 years old to participate.

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.

Atlatls & Blowguns

Campers may choose 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 used by older campers.

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.

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.

Field Games

Games might include traditional team sports (such as Soccer and Kickball), large group games (such as Capture the Flag and kickball), and lawn games (such as Ladder Ball and Kubb).

Hiking

Campers hike on established trails throughout the 160-acre camp. Older campers will also have multiple opportunities to hike on established trails throughout the Cooper Landing area with weekly off-camp trips.

Outdoor Living Skills

Counselors and specialists lead campers in skill building including building fires, outdoor cooking, shelter making, wildlife safety, orienteering, and Leave No Trace Principles.

Swimming

Campers have the opportunity to swim in Kenai Lake under the supervision of a certified lifeguard and camp counselors. Campers are instructed on cold-water safety and swim within a roped-off area.

Teambuilding

Teambuilding activities encourage leadership, communication skills, and challenge campers to leave their comfort zone and rely on each other.

Add-ons

Campers have the opportunity to add an experience to their camp adventure for an additional fee. Campers will be transported to an off-camp location where experienced instructors will lead the activity.

Horseback Riding: \$175

River Rafting: \$75



PREPARING FOR CAMP

Communication

Telephone communication from camp is made by 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 or other electronic devices to camp.

If you'd like to send mail to your camper, bring letters to check in and we will distribute. If your camper wants to send you mail, bring pre-addressed envelopes with stamps to check in and we will facilitate them sharing their experience with you. Mailed letters typically arrive after the session ends.

Address letters to your camper like this:

Camper Name
Camper Session

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 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 Manager upon arrival.

Gear and Packing

A list of what each camper should bring to camp is included on page 9 of this handbook, and additionally may be found online. **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** (see below).

Leaving Camp Early and 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 Manager at least 24 hours in advance.

Lost and Found

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 for two weeks after the session ends. Items not picked up by that date will be donated to a charitable organization. Socks and undergarments left at camp will be thrown away and not taken to lost and found.

SETTLING INTO CAMP



Cabins & Platform Tents

While at camp, your camper will be assigned to a group based on age and gender, and will stay in a cabin or platform tent (older campers) with their counselor and another group. 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.

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.

Food and Meals

We strive to serve plenty of healthy, kid-friendly food in our dining lodge. **If your child has special dietary needs, you must put this information on the health history form.** Vegetarian and gluten free options can be available at each meal, and we ask that you please indicate this on your health history, so that we are able to accommodate everyone.

Healthcare & Emergencies

The Camp Nurse 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.

Please indicate if there are medications/ointments/lotions/etc. that you do not wish be given to your child by making a note 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. In the event of a life-threatening emergency, EMS will be contacted before you are notified.

Health Screening

The Camp Nurse will review your child's health history and will call if there are any questions or concerns. 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 Center.

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.



PACKING LIST

Clothing

- Silly or wacky outfit
- Water shoes or old tennis shoes
- 2 pairs closed toed shoes
- Sandals or flip-flops
- Socks (2 pairs per day) and underwear
- Warm pajamas
- Shirts & long pants
- Warm jacket
- Fleece or hoodie (non-cotton)
- Rain gear (jacket and pants)
- Baseball cap or sun hat
- Swimsuit
- Rain boots
- Backpack

Bedding and Linens

- Warm sleeping bag
- Extra warm blankets
- Pillow with case
- 2 towels & washcloth
- Sturdy laundry bag with your name on it

Personal Items

- Bug Spray
- Water bottle
- Shampoo, soap in a baggie
- Toothbrush and toothpaste
- Brush
- Sunscreen
- Sunglasses

Operation Purple Only

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

Optional

- 1-2 pairs of shorts
- Camera (not a cellphone)
- Head lamp or flashlight
- Binoculars
- Book, magazine, reading material
- Pens, pencil, paper

Medication

Do not pack in luggage. Please put all of your medication containers in a ziploc bag, mark with camper name and bring to check-in.

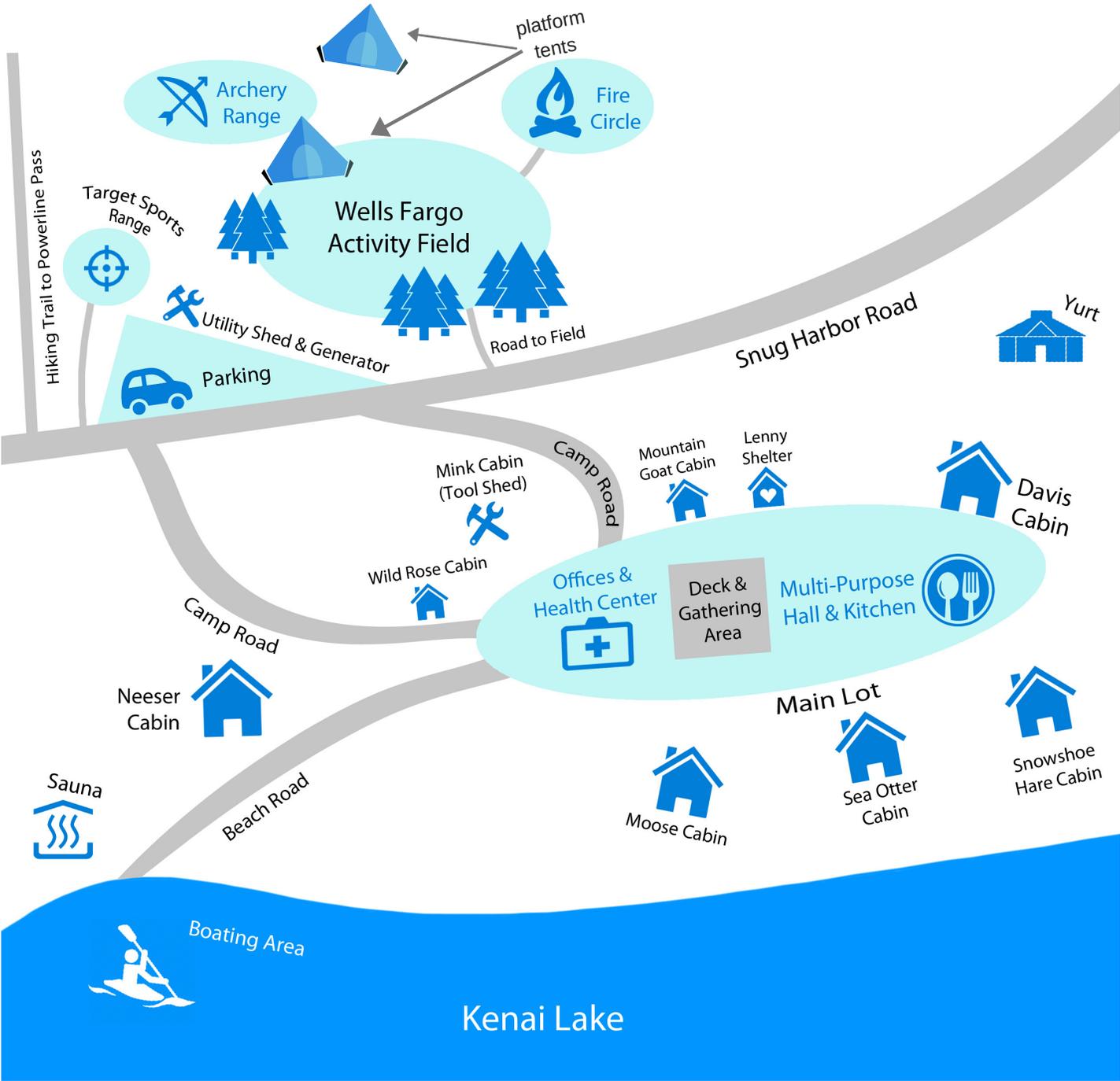
All medications (including vitamins, cough drops, and others) **must be in their original container** with instructions for administration.

Do Not Bring

Found items will be held in the camp office and returned to parents at check-out.

- Cell phones
- Electronic games or music players
- Money
- Food
- Pets
- Hair dryer or curling iron
- Matches or lighters
- Weapons
- Fireworks
- Cigarettes or e-cigarettes
- Alcohol or illegal drugs

MAP OF CAMP K





CHECK IN/OUT

Check In

Camp check in takes place at the Camp Fire office in Anchorage. Please arrive at 10am to complete the process. You will need ID to check your camper in and out. Please make sure we have a good contact phone number for you while your child is at camp in case of emergency.

- Make sure that each piece of your camper's luggage is labeled, with no loose items.
- Bring the luggage to the camp trailer, which will be parked in front of the check-in area.
- After storing luggage, proceed to the check-in table inside the building. Camp Staff will review your child's file, confirm paperwork, and collect medication.
- When all campers are checked in, staff will escort campers onto the bus. You must remain with your child until they board.
- We recommend a small backpack and water bottle for the bus ride to camp. Please do not pack any food for the bus ride.

Check Out

On returning day, guardians should plan to arrive at the Camp Fire office to collect luggage between 4:30-5pm when the bus arrives. Refer to the bus schedule provided on our website or through parent emails. Check-out in Anchorage includes a short presentation of your child's camp experience. If the bus will be delayed due to traffic or other unforeseen events, the adjusted arrival time will be communicated via Facebook.

TRANSPORTATION



Transportation

Roundtrip transportation is provided from Anchorage. **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.

Private Transportation

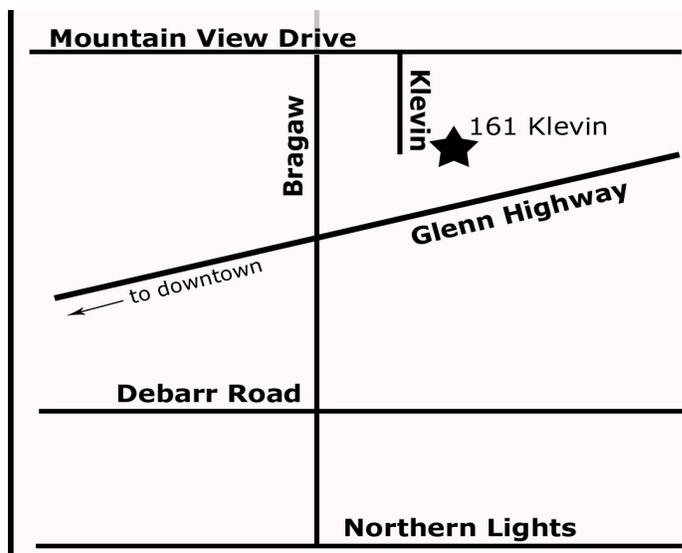
Refer to the schedule on our website or in the parent emails to determine when to drop off and pick up your child from camp. When picking up your child from camp, be aware that **tardiness may result in your child being placed on the bus back to Anchorage!** Please contact the Camp Fire office if you 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 until they are checked out of camp at the end of the session. No personal vehicles are allowed in main camp. Park vehicles in the parking lot adjacent to the camp entrance. **Pets must remain in vehicles.** Drive slowly and watch carefully for children in and around the parking lot.

Directions to Camp from Anchorage

- Take Seward Highway 1 South
- Right on Seward Highway towards Homer
- Cross Kenai River bridge in Cooper Landing
- Left on Snug Harbor Road
- 4 miles to Camp K on left

Bus Pickup in Anchorage



Bus Schedule

All buses leave/return from the Camp Fire office in Anchorage (see map above).

Buses leave on Sundays at 11am and return on Fridays between 4-4:30pm **with the following exceptions:**

Kick Off and Challenger Trek sessions return on Wednesday

Color Wars returns on Thursday



GENERAL INFORMATION

Media Release

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

Insurance

Camp Fire Alaska carries Limited Accident Insurance which covers all participants in Outdoor Programs with a limit of \$7,500 per incident. Treatment must begin within 30 days of the incident. The insurance covers claims received within 52 weeks from the date of the incident. Send all requests for reimbursement to the Administration Manager at the Camp Fire office. Camp Fire Alaska also carries General Liability Insurance with a \$1,000,000 limit.

Personal Property

Campers who choose to use personal belongings, sports equipment, and supplies 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 are now 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 if brought to campus.

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 Camp Fire 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.

BEHAVIOR POLICIES



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.

Camp Fire promotes behavior guidance and discipline through creating a supportive environment, developing structure and clear limits, promoting social and emotional learning, implementing skillful discipline, and addressing challenging behaviors.

Camp Fire uses positive discipline, which means staff promote desired behaviors through teaching and reinforcement. Staff will redirect or problem-solve with youth when they are not displaying desired behaviors, before restricting behaviors by taking away opportunities. Staff will never control youth by fear or punishment. We believe this approach focuses on the needs of the child and contributes positively to the child's overall development. Staff members teach children about managing their behaviors and emotions as well as about conflict management techniques, to support them as they become responsible for resolving conflicts among themselves.

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

Inappropriate Behavior

Camp Fire does not 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.

If the child's behavior is out of control and/or harmful, Camp Fire Leadership may request immediate pick up and/or a suspension. If a suspension occurs, Camp Fire Leadership may require a Behavior Intervention Plan (BIP) before the child returns to program, which is a plan to outline the supports and response necessary to eliminate unsafe behaviors. Camp Fire may also refer to and require information from a professional resource in the community for support and guidance. Open communication and full cooperation is required from the registering parent/adult.



HEALTH AND SAFETY

Release to an Authorized Pickup

Camp Fire releases youth to the registering adult or other persons designated on the registration form by the registering adult. 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 camper. If an individual under the age of 16 attempts to do so, staff will notify the registering 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 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.

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.

Injuries & Illnesses

Camp Fire staff will inform the registering adult of any injuries or illnesses that occur during camp. Staff will contact the registering 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 adult is responsible for submitting all bills for injuries sustained at camp to the Administrative Manager at the main Camp Fire office.

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. 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.

PAYMENT INFORMATION



Registration

Camp Fire accepts children into our programs on a first come, first served basis.

A copy of current immunization record, that includes the date of most recent tetanus shot, is required for all participants prior to attendance.

For more information and to register, visit our website or contact the office at (907) 279-3551.

Registration and Deposit Fees

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

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 adult, as well as two local emergency contact numbers, are required.

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

Credit Card Payments

Camp Fire accepts VISA, Master Card, and Discover. Camp Fire offers automatic monthly credit card processing. Registering parents/adults interested in automatic credit card processing (outside of the online system) may call our Accounts Receivable department at (907) 279-3551. These payments are charged to credit cards on the first business day of the month.

Payments

Statements are mailed on the 20th and due by the first. A \$25 late fee will be charged on all past due accounts

Confidentiality

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

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.



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

What makes Camp Fire different?

- Leader in youth development for more than a century — In Alaska since 1910.
- Professionally trained staff who help youth identify their passion and spark.
- Inclusiveness — Camp Fire welcomes everyone.
- Participant-centered — Youth have a real voice and a real choice.
- Impact — Developing abilities now that provide a strong foundation for the future.

What our programs promise to deliver

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



“One session is never enough — my kids want to spend their whole summer here. What an amazing experience. Thank you”

-Brad, Camp K Parent