



# 2020 SUMMER ADVENTURE PARENT 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.



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This guide details changes to our regular policies in response to COVID-19. For a complete guide to our policies and procedures, please refer to our general Summer Adventure Handbook on our website at [www.campfireak.org](http://www.campfireak.org).

*COVID-19 is an evolving public health issue in our community. The policies and procedures in this guide may change as new information becomes available. Any major changes will be posted to our website and communicated to you when you deliver your children to camp.*

**Please be aware that we may have to suspend operations at any time, and potentially without notice if Camp Fire Alaska or other authorities deem it necessary.**

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# SUMMER ADVENTURE INFORMATION

## CONTACT INFORMATION

Please contact the main Camp Fire Office for general inquiries. Even if our offices are still closed, the call will be transferred to someone who can help you.

Main Office (907) 279-3551 or [campfire@campfireak.org](mailto:campfire@campfireak.org)

Nichole Boyden, Program Manager (907) 257-8830 or [nboyden@campfireak.org](mailto:nboyden@campfireak.org)  
Theresa Rinehart, Program Manager (907) 257-8813 or [trinehart@campfireak.org](mailto:trinehart@campfireak.org)

For scheduling changes or absences, please call:  
Alpenglow Elementary in Eagle River (907) 891-2741  
Denali Elementary in Anchorage (907) 717-4351  
Spring Hill Elementary in Anchorage (907) 538-4992

## COMMUNICATIONS

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

**Please review our complete Summer Adventure Handbook** at [www.campfireak.org](http://www.campfireak.org) (Family Resources, Handbooks) for other general questions you might have.



We are pleased to be able to provide summer camp opportunities to families this summer. Whether you are new to Camp Fire or a returning family, we want to make sure you have the information you need as we navigate COVID-19 in our community.

We are taking extreme caution and planning for how children will practice physical distancing while still having positive social interactions with others, but we need your help reviewing these procedures and talking to your child before they come to camp so that everyone can do their part keeping each other safe and healthy.

#### Important details:

- Camp Fire Alaska follows the emergency recommendations and guidelines of federal, state and municipal entities.
- **Families are encouraged to have back-up childcare plans** in place in the event of unplanned program closures or in the event that the state or municipality restrictions change throughout the summer. Camp Fire may be limited in the number of families or who we may be permitted to serve (i.e. critical workers) at any time. The State of Alaska has developed this resource to help families plan: <https://covid19.alaska.gov/wp-content/uploads/2020/05/COVID-19-Planning-for-Families-with-Children-05012020.pdf>
- **A specialist will be screening each family before registration is completed.** All families will need to complete this screening and additional required paperwork before they can attend camp.
- **Everyone will be required to undergo a health screening each day** before being admitted, this includes children and our staff. Parents must take their child's temperature before arriving at program each day.
- **Summer Adventure Camp is only offered by the week, not by the day.**
- **Parents and adults will not be allowed into program.** For safety and convenience, we will pick up and deliver your child to your car.
- **Children will be placed in groups of 10 or less with 1 to 2 staff members.**
- **Youth will be expected to maintain physical distancing of 6-10 feet and abide by all safety policies and procedures throughout the day.**
- **If your child becomes ill during program, you will be required to pick them up within one hour.** Please make arrangements with your emergency contact if you work in a position that will not allow this responsiveness.
- **Families should carefully evaluate risk to their child and their household before sending their child to camp.** Families should understand that COVID-19 exposure can happen at any time in any youth serving organization. Camp Fire is working to mitigate the risk by following health and safety guidelines established by national, state, and local health experts.



## REGISTRATION

Every child must be pre-registered, pre-screened, and pre-paid in order to attend camp. All families must complete a pre-program screening prior to attending and all required paperwork must be received at least two weeks prior to attendance or we will not be able to accept your child due to increased safety measures this summer.

Once you have completed online registration, you will receive a call with some further pre-screening questions. Once we have completed this step, we will send you an email with what happens next—which will include submitting required forms or waiting for us to call you. Once we have all your information, one of our registrars will be calling to complete registration and collect final payment.

**Due to current health and safety protocols, as well as the short registration period, please respond to all requests within 48 hours. If we don't hear back from you, you will be placed on the waitlist and we will move to the next person in line.**

Medical and immunization records are due at the time of registration for all participants. Two current telephone numbers that staff can use to reach the registering parent, as well as two local emergency contact numbers are required. If Camp Fire staff cannot reach the registering parent, they will call the emergency contact numbers. ***Emergency contacts are limited to the Anchorage and Eagle River area.***

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

### PAYMENT INFORMATION

**Payment is due upon receipt of your monthly bill. Due to COVID-19, we are allowing changes up to two weeks before your session begins. Refunds or credits will be issued upon request for COVID-related closures or changes.**

**Scholarships:** Scholarships are available to families who qualify. Please contact us at (907) 279-3551 to discuss your needs.

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



## DAILY PROGRAM PROCEDURES

**CHECK IN & CHECK OUT — Please allow extra time dropping off and picking up. Please take your youth's temperature prior to arriving to camp.**

For safety reasons, **families will not be allowed into program. We will be greeting all families at their vehicle to do a health screening each morning. Upon pick up, we will radio and have your camper brought to your vehicle (this may take up to 10 minutes).** This is not our normal procedure and we know it may cause some anxiety for younger children, but it will be put in place for the safety of all families and staff.

### SCREENING

Each morning all youth should arrive with their temperature having been taken within the hour. We will be asking you a series of questions about your child(ren) and recording their reported temperature:

- Has your child had any fevers within the last 72 hours (three full days)?
  - Has any medication been used to reduce a fever in the last 72 hours?
  - Does your child have a cough?
  - Does your child have shortness of breath or difficulty breathing?
  - Does your child have any of the following symptoms?
    - Cough or trouble breathing currently
    - Shortness of breath
    - Sore throat
    - Muscle aches
    - Chills
    - New loss of taste or smell
    - Gastrointestinal symptoms (i.e. nausea, vomiting, or diarrhea)
  - Has your child travelled outside of Alaska in the last 14 days?
  - Has your child or anyone in your household travelled outside of Alaska in the last 14 days?
  - Have you or your child had direct contact with anyone outside of a controlled work environment who was diagnosed with COVID-19 in the past 14 days?
- What was your child's recorded temperature today?

Youth who have a fever over 100.4 or any of the symptoms listed above will **not** be permitted to return to program until: No fever for at least 72 hours without the use of medicine that reduces fever, other symptoms have improved, and at least 10 days have passed since symptoms first appeared.

In the event your child is ill, please remain in contact with Camp Fire about your child's symptoms. It is imperative for our staff, youth, and families that you keep sick children at home. Even a child with common cold symptoms will not be permitted into program at this time. Upon leaving program, any abnormalities in a youth's behavior or status that may indicate illness will be noted on their health screening form.

***All Camp Fire staff will undergo a health screening each day. Please note the guidance for Health Screenings is changing frequently and will continue to be monitored and updated. These may change before your child attends program this summer.***



## PROGRAM OVERVIEW

**INSIDE OUR PROGRAM:** Youth will experience all the fun of summer camp with some different twists this summer! We are busy adapting activities and program to allow for increased social distancing, but kids will still get to spend time with their friends, spend time with their favorite Camp Fire staff, and try all sorts of new activities this summer. Outdoor camp games, arts and crafts, nature activities, dance parties, and more will all still be a part of our summer program. Even if we can't welcome special guests, we'll be working on finding ways for virtual guests to come into program to enhance camp.

**OPERATIONS:** Camp will run Monday through Friday from 7am until 6pm (6:30pm in Eagle River). We will provide snacks for all youth. Youth will need to bring their own lunch. We ask that you not bring any toys or personal items to camp.

### DAILY SCHEDULE

1. Youth will report to classrooms as their "home base" for the day where a majority of activities will take place, including meal service and academic time.
2. Scheduled outside time will also be incorporated with specialized programming to help maintain physical distancing in active spaces.
3. Activities have been adapted to allow for fun and learning, but in a way that prevents sharing of supplies and keeps physical distancing.

### WHAT TO BRING: Please limit the items you bring

1. We go outside every day so please send appropriate outdoor gear.
2. A change of clothing for younger children is encouraged.
3. Water bottle—cleaning procedures will be in place.
4. A healthy lunch. Snack provided by Camp Fire.
5. Summer Learning Packets. We've adjusted the schedule to support one hour of academic time each day in an effort to help combat critical learning loss. If packets aren't available, reading time or educational activities will be available.

***DO NOT send toys, candy, electronic devices, or other items with your child.***

### PHYSICAL SPACE

1. Youth will each have their own desk/table to work from and a designated basket for storing personal items six feet away from others.
2. Youth will be issued individual packets of supplies for the day and these packets will be cleaned and sanitized each night.
3. A toy rotation schedule has been implemented to allow for cleaning and sanitizing of items between use.
4. Soft items (rugs, pillow, puppets, etc.) have been removed from site operations. A washable mat will be available for youth needing a comfortable spot to rest, read, or lay down during the day.
5. Painters tape will help mark off play areas, line spacing, and spacing in hallways for walking during transitions.



## PROGRAM SAFETY

***Please talk to your child ahead of time about these important safety measures.***

Much of this is outside of our regular practice but necessary to keep everyone safe.

1. We will have markers on the floor to keep youth the proper distance from each other when lining up, eating, playing, sitting in a circle, and during activities.
2. Youth will be placed in groups and remain with that group for the entire week.
3. Everyone will be required to wash hands/use hand sanitizer frequently throughout the day.
4. Remind your child to sneeze or cough into elbows and then wash their hands.
5. We will be teaching air high-fives and air hugs and asking all youth to keep their distance and to keep body to themselves.
6. We will be practicing social distancing and standing 6-feet apart at all times.
7. Staff will follow a rigorous cleaning procedure for disinfecting areas/play items during the day and after program ends in preparation for the next day.
8. Please keep all personal toys at home in order to prevent spreading germs.
9. Youth will not be allowed to share food.
10. Talk to your child about what to do if they are not feeling well while at Camp Fire.

***Any youth who cannot consistently keep their bodies to themselves will be removed from the group and you will be asked to pick them up.*** We realize this is a stressful time for youth, but this is extremely important for us to do our best to keep all youth and staff safe during this time.

***Any youth who refuses to stay with the group or transition to a new space with the group may also be sent home.*** It is imperative during this time that youth stay together in their assigned groups with assigned staff. Youth who are leaving assigned areas without asking or refusing to come back may also be sent home.

***Please refer to our online Program Handbook for more details on behavior, general health and safety, and Program Policies*** [www.campfireak.org](http://www.campfireak.org)

### **MASKS/FACE COVERINGS**

Camp Fire continues to monitor federal, state and local health official guidance on the use of masks in our program space.

Currently, all Camp Fire staff wear masks while on the work site, except for when eating/drinking. At this time, it is recommended by health officials that older youth wear a face covering at camp. If a parent chooses to send their child with a face covering, they may continue to wear it as long as they are doing so in a way that is safe for themselves and others. If a camper is continuously touching their face, taking the mask off, or leaving it laying around, staff will ask them to put it with their personal items. Please keep in mind that youth will be outside during parts of the day and may need a back-up face covering due to dirt/sweat/etc.



## COVID-19 EXPOSURE PLAN OVERVIEW

### In the event of a confirmed COVID-19 case

1. **Camp Fire will immediately notify local health officials and the Anchorage School District.** Health officials will help Camp Fire determine a course of action for our program(s).
2. **Camp Fire will close the program site for a short period of time.** This initial short-term closure allows time for local health officials to gain a better understanding of the COVID-19 situation impacting Camp Fire program(s). Local health officials will help determine appropriate next steps, including whether an extended closure duration is needed.
3. **Camp Fire will communicate with staff and parents.** Camp Fire will coordinate with local health officials to communicate closure decisions and the possible COVID-19 exposure.
  - Communication will include messages to counter potential stigma and discrimination.
  - No youth or staff names will be shared. It is critical to maintain confidentiality of youth or staff as required by the Americans with Disability Act.
4. **Clean and disinfect the facility thoroughly.** All cleaning and sanitation will be coordinated with ASD. At minimum Camp Fire will do the following:
  - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets.
  - Open outside doors and windows to increase air circulation in the area.
  - No staff will enter facility for a minimum of 24 hrs.
  - After 24 hours, thorough cleaning and sanitation will occur based on the Camp Fire Cleaning and Sanitation Procedures.
5. **Camp Fire's Program Leadership Team will assess all health and safety procedures, operations, and the need for increased monitoring or training.**
6. **Camp Fire's Executive Team will assess program operations after any exposure event.**

*For a complete copy of Camp Fire Alaska's COVID-19 Exposure Plan, please talk to your on-site leadership or call a Program Manager listed on page two.*