



## Learning Pod Program 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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Please contact the main Camp Fire Office for general inquiries, billing and registration questions. Call the site phones listed below to report illness or absence or with specific questions about your child. Contact our managers for program related topics.

**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)

**Chester Valley Elementary:** (907) 891-3347

**Muldoon Elementary:** (907) 312-9948

**North Star Elementary:** (907) 312-9963

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# WELCOME



## Welcome to Camp Fire!

We are pleased to be able to provide licensed program opportunities to families this school year. Whether you are new to Camp Fire or a returning family, we want to make sure you have the information you need. Our school program is the cornerstone of our business where we deliver quality programming in schools throughout Anchorage and Eagle River. The benefits of choosing Camp Fire are many and include professionally trained staff, extended hours to meet the needs of working families, a scholarship program to help with fees, and our partnership with the school district to provide programs and care when school is not in session.

During the school year we welcome youth in Kindergarten through sixth grade to our school-based programs. During the summer, we run four different programs and extend our reach to include youth in middle and high school. All of our programs provide youth with opportunities to learn new skills, challenge themselves, make friends, and discover who they are.

We're so glad you're here.  
To learn more, visit [www.campfireak.org](http://www.campfireak.org) or call (907) 279-3551



### 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.



# CHANGES DUE TO COVID-19

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 program so that everyone can do their part keeping each other safe and healthy.

## Registration

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 program.

## Our Program

Children will be placed in groups of 10 or less with 1 to 2 staff members. We may serve up to 80 children at any given time.

Youth will be expected to maintain physical distancing of 6-10 feet and abide by all safety policies and procedures throughout the day.

## Health & Safety

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.

Parents and adults will not be allowed into program. For safety and convenience, we will pick up and deliver your child to your car.

Camp Fire does not use substitute, emergency or other volunteer caregivers.

## Illness

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.

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.

## COVID-19

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. 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>

COVID-19 exposure can happen at any time in any youth serving organization. Families should carefully evaluate risk to their child and household before sending their child to program.

# REGISTRATION



## Registration

Camp Fire Alaska's Licensed School Programs serve elementary school youth. Youth are admitted to program in order of registration date. Enrollment capacity varies by site, and is influenced both by program space size and staffing availability. If sites reach capacity, families may add their names to a rolling waitlist.

Every child must be pre-registered and pre-screened in order to attend program. 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.

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 a follow-up call. Once we have all of your information, one of our registrars contact you to complete registration.

Families will be asked to supply emergency contact information and medical/behavior history. Licensing requires Camp Fire to collect immunization records (including date of most recent tetanus shot) and the record of a physical exam performed by a licensed medical professional (to be updated every two years). In order for Camp Fire to comply with Licensing requirements, families who fail to supply the required medical documents in a timely manner will be refused service.

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

Families grant Camp Fire permission to request emergency healthcare services in the event of medical emergency by default when registering for program. Camp Fire only admits children registered to attend our programs. We do not issue refunds or credits in the event of non-attendance for contracted program days.

## Change of Enrollment

We require advanced written notice to manage staffing needs. Camp Fire accepts changes from the registering adult only. Changes to enrollment, including cancellations, must be submitted by the 15th of the month prior to the change. Parents will be held financially responsible for their originally contracted schedule if they miss this deadline. To change your enrollment please email us at [registrar@campfireak.org](mailto:registrar@campfireak.org).

## Records

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

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





# GENERAL INFORMATION

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.

Most communication between staff and families is via verbal communication at site. Camp Fire Alaska sends regular emails with program information, and text alerts for urgent communication. Staff will call parents if there is any cause for concern. Non-emergency phone use is not available for children.

## Media Release

Camp Fire collects photos and videos of program activities for press releases, reports, and media activities. Photos are not used without parental permission, as indicated on the registration form. To modify this release, notify the main office.

## Photo Policy

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

## Confidentiality

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

## Insurance

Camp Fire Alaska carries Limited Accident Insurance which covers all participants in our programs with a limit of \$8,000 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.

## Prohibited Items

Weapons, fireworks, alcohol, drugs, or dangerous objects may not be brought to program. If these items are suspected at program, parents will be notified and any items found will be seized and held until the parent's arrival. Pets are not allowed in program and must remain in cars if brought to school sites.

## Commitment to Inclusion

Camp Fire takes pride in its long-standing commitment to providing programs to all youth and families. Our programs are designed to reduce racial, religious, gender, and cultural discrimination barriers while fostering positive, inter-cultural relationships.

Camp Fire advocates for all children, and we strive to provide each family with personalized care. Families will have the opportunity to disclose relevant personal and medical histories while registering for Camp Fire. If interested in developing a Plan of Care for your child, please contact the Family Services Manager.

Camp Fire School Programs are licensed by the Municipality of Anchorage. For more information on municipal guidelines go to [www.muni.org](http://www.muni.org) and refer to the Parent's Guide to Licensed Child Care.

# DAILY PROCEDURES



## Check In and Check Out

Please allow extra time dropping off and picking up. For safety reasons, families will not be allowed into program. We will be greeting all families at the Camp Fire entrance to do a health screening each morning. At the end of the day, please call the site phone to let staff know you are ready for us to bring your child out to the car. Please remain in your vehicle and patient, while we gather things together (this may take up to 10 minutes). This is not our normal procedure and recognize it may cause some anxiety for younger children, but it will be put in place for the safety of all families and staff.

## Missing Program

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

## Illness

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

## Screening

Each morning, 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?
  - Cough or trouble breathing, 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?

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.

Even a child with common cold symptoms may not be permitted into program at this time. Any indication of illness will be noted on their health screening form.

## Communication



# PROGRAM OVERVIEW

## Inside our Program

Youth will experience all the fun of Camp Fire programming with some new twists! We are adapting program to allow for increased social distancing, but kids will still get to spend time with friends and Camp Fire staff, while trying all sorts of new activities. Games, arts and crafts, nature activities, community service projects, and more will all still be a part of program.

Youth will each have their own desk/table to work from and a designated basket for storing personal items six feet away from others. Youth will be issued individual packets of supplies for the day and these packets will be cleaned and sanitized each night. A toy rotation schedule has been implemented to allow for cleaning and sanitizing of items between use. 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.

## Operations

Camp Fire will provide healthy breakfast foods, such as cold and hot wholegrain cereals, grapes, and oranges. Camp Fire will also provide healthy snacks, such as wholegrain crackers, cheese, fresh vegetables and fruit. Youth will need to bring their own lunch each day.

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

## Daily Schedule

- Youth will report to classrooms as their “home base” for the day where a majority of academic time and activities will take place, including meal service.
- Scheduled outside time will be incorporated with specialized programming to maintain physical distancing in active spaces.
- 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

- Families need to provide a face covering for their child(ren). Bringing an extra mask each day is recommended.
- We go outside every day so please send appropriate outdoor gear.
- A change of clothing for younger children is encouraged.
- Water bottle—cleaning procedures will be in place.
- A healthy lunch if attending full day programs.

## What Not to Bring

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



# PROGRAM SAFETY



## Safety Measures

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 to keep youth the proper distance from each.
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 keep their bodies to themselves.
6. We will be practicing social distancing, 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 stay with their group and consistently keep their bodies to themselves will be removed from the group and we will call you. You may be asked to pick your child up early. 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.

## Masks/Face Coverings

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

All Camp Fire staff and youth are required to wear masks while in program, except for when eating/drinking. If a child needs a “mask break” staff will work with that child on an individual basis to take a break and then rejoin the group. 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.

## Site Capacity

Abbott Loop - 80	Muldoon - 80
Alpenglow - 80	North Star - 80
Chester Valley - 80	Nunaka Valley - 70
Chinook - 70	Ocean View - 80
Chugach - 43	O'Malley - 50
Chugiak - 80	Polaris - 80
Denali - 80	Ravenwood - 80
Fire Lake - 57	Rogers Park - 70
Gladys Wood - 50	Russian Jack - 60
Government Hill - 80	Sand Lake - 64
Homestead - 80	Scenic Park - 45
Huffman - 80	Spring hill - 80
Inlet View - 70	Susitna - 60
Klatt - 60	Trailside - 80
Lake Otis - 80	Tyson - 80
Loussac Library - 40	

\*Sites listed above are our licensed sites. For a current list of open sites, check out website.



# HEALTH AND SAFETY

## Release to an Authorized Pickup

Camp Fire releases youth to the registered parent or adult individuals designated by the registered parent. Additions to the authorized list can be made at any time by the registered parent. Camp Fire requires valid, government-issued photo ID prior to releasing children. Individuals younger than 16 are not authorized to sign out a child from program. If an authorized adult appears to be under the influence of drugs and/or alcohol, Camp Fire staff will not release the child until another authorized adult is present. Camp Fire does not release children to walk home unaccompanied.

## Custody Arrangements

Specific court orders will be necessary in order for Camp Fire to deny access to any legally recognized parent. We encourage families to find solutions to custody disputes outside of Camp Fire programs.

## Injuries & Illnesses

Camp Fire staff will inform the registered parent of any injuries or illnesses that occurred during program. Staff will contact the registered parent 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. In the event of serious illness or injury, parents will be immediately notified and emergency healthcare services requested.

## Abuse & Neglect

Alaska State Statutes and Anchorage Child Care Regulations require Camp Fire to report all incidents

of suspected or observed 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 and the Licensing Agency.

## Safety Policy

Camp Fire does not tolerate activities that place anyone at risk for harm. Violence, cigarettes, alcohol, controlled substances, and sexual activity are barred from all Camp Fire programs. This rule applies to all staff, children, visitors, and parents present at Camp Fire sites.

Firearms, ammunitions and/or weapons are never allowed in Camp Fire programs. The only exception applies to law enforcement officers required to carry weapons as part of their uniform/job. Officers must disclose presence of weapons to Camp Fire staff prior to entering program.

As a general rule, Camp Fire Alaska follows the Anchorage School District's guidelines and internal procedures when these rules are violated. Immediate suspension and/or expulsion from program may occur. Camp Fire will act as expediently as possible in responding to any reported rule violations. Depending on the assessed risk, youth may be suspended from program while Camp Fire investigates.

## Substance Use

Camp Fire is a smoke-free, alcohol-free and drug-free environment. Camp Fire maintains a smoke-free environment, including vehicles used to transport children. Smoking is prohibited inside any program facility, in outdoor program areas, and within 20 feet of associated doorways.

# PROGRAM POLICIES



## Medications

Staff review each child's health history and collect any medications prior to program start. Parents should label all medications with the child's name, bag medications together, and be prepared to review medical history documents with program staff upon delivering youth medication.

All medications (from epi-pens to gummy vitamins) must be in their original containers with physician note, prescription label, or Doctor's note for over the counter medications. Medications will be administered according to the instructions printed on the original container. Directions that are different from those on the package must be provided by a physician.

Expired medications will not be accepted. Stored medications are checked for expiration during monthly site safety inspections. Staff will return all expired medication to families, and request a fresh replacement. Safety is Camp Fire's highest priority, and we encourage parents to help program staff double check our on-site stock, particularly for high-need medications like inhalers or epi-pens.

## On-Site Emergencies

In the event of an emergency, staff follow safety protocols judged necessary to the situation. Site Directors will immediately contact emergency officials and the Camp Fire office for support.

Camp Fire will always communicate emergency updates to parents as information is received. It is essential for parents to share their updated contact information with Camp Fire.

## Technology & Personal Property

Please keep personal belongings at home or in backpack while at program. Electronics, toys from home, or personal items should not be brought to program. Camp Fire Alaska is not responsible for lost or damaged personal equipment. Exceptions for Chromebooks and tools needed for online school time.

## Inclement Weather

Weather permitting, Camp Fire youth go outside every day. Children must have weather appropriate clothing every day. If the temperature falls below -10° Fahrenheit, children will stay indoors. Extreme wind, heat, smoke, or other conditions may prevent outdoor play. As a general rule, if the host school cancels outdoor time, so will Camp Fire.

In the unlikely event of a hazardous weather advisory, Camp Fire will follow safety protocols driven by the advice of the Municipality and local pediatricians. Camp Fire will keep parents informed of any health hazards, and cautionary changes made to our programs.





# BEHAVIOR POLICIES

## Guidance and Discipline

Camp Fire is dedicated to improving lives for youth through developing high quality youth programming. Program staff have a direct responsibility to ensure that Camp Fire is safe 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 positive discipline, and addressing challenging behaviors.

Camp Fire practices 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 through fear of punishment.

Camp Fire chooses positive discipline as it 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. In the event of a child harming themselves, another child, or an adult, staff may physically restrain the child in order to ensure safety. Camp Fire staff does not use corporal punishment under any circumstance.

## Inappropriate Behavior

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

Should a child display inappropriate behaviors, Camp Fire Leadership will contact the registered parent in a timely manner and discuss strategies for promoting appropriate behavior.

## Suspension & Expulsion

Depending on the frequency and/or severity of the child's behavior, Camp Fire may request immediate pick-up and/or a temporary suspension from program. If suspension occurs, Camp Fire may require a parent meeting to develop a Behavior Intervention Plan (BIP). Expert guidance may be sought from external health and youth development professionals.

Open communication and full cooperation is required from the child's parent while enforcing the BIP. If attempted interventions fail, Camp Fire may determine that a child's needs fall beyond the parameters of our program. In the event of expulsion, Camp Fire will assist departing families by referring them to alternative care providers.

# COVID-19 EXPOSURE PLAN



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

1. Camp Fire will immediately notify local health officials, Child Care Licensing, 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 one.