

Camp Fire Alaska



Summer Adventure 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.



TABLE OF CONTENTS

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, call the main Camp Fire Office for general inquiries. Call camp co-managers, Nichole Boyden or Theresa Rinehart, for program-related topics.

Main Office: (907) 279-3551

Nichole Boyden: (907) 279-8830, nboyden@campfireak.org

Theresa Rinehart: (907) 257-8813, trinehart@campfireak.org

Call your program location's main number to inform staff of scheduling changes, or if your child will be unable to attend program due to extenuating circumstances, such as illness.

Rogers Park Main Phone: (907) 891-1643

Polaris Main Phone: (907) 717-5399

Ravenwood Main Phone: (907) 891-0674

- 2 Welcome
- 3 Camp Schedule
- 4 Packing List
- 5 Preparing for Camp
 - Communication, visiting camp, food, weather
- 6 General Information
 - Insurance, media, personal property, no-tolerance policy
- 7 Payment Policies
- 8 Behavior Policies
- 9-10 Health and Safety
 - Custody, emergency contact, injuries, abuse, prohibited items
- 11 Covid-19 Exposure Plan Overview

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.

YOUR ADVENTURE BEGINS



Discover Fun This Summer!

Our Summer Adventure Program is operated by Camp Fire Alaska and has been in operation since 1984. This is our most flexible program, conveniently located in elementary schools in Anchorage and Eagle River. This full day program qualifies for Child Care Assistance and is for kids who have completed Kindergarten.

Guided by our top-notch staff—who you might recognize if you attend our school year programs—your child will master new skills, build lasting friendships, and gain confidence and independence in this interactive, educational summer program. Register for a week or the whole summer!

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 SCHEDULE

Camp Sessions

Camp runs weekly from June 1-July 30. Camp is closed on July 5th, and over weekends.

Arrival at Camp

Earliest check-in time is 7am. You will need to check your child in every day. Plan to have your child at program by 9am, and avoid drop-offs after 9am and pick-ups before 4pm if at all possible, as it requires us to disrupt activities already underway.

Departure from Camp

Please park and sign your camper out each day. The latest time for pick up is 5:30pm, 6pm in Eagle River. A late fee of \$15 per child, per 15 minutes, will be assessed to all late pick-ups.

Transport Changes

If you need to make changes to your child's transportation arrangement or to leave camp early, arrangements need to be made with the Camp Fire office or Camp Leadership Staff in advance.

- 7am Camp Opens
- 7:30am Breakfast
- 9am Clean up
- 9:15am Morning Circle
- 9:30am Activity one*
- 10:30am Activity two
- 11:30am Outside and Lunch
- 1:30pm Activity three
- 2:30pm Activity four
- 3:30pm Outside and snack
- 4:30pm Activity clubs**
- 5:15pm Free time***
- 5:30pm Pick-up in Anchorage
- 6pm Pick-up for Eagle River

* Daily planned activities with games
 ** Camper interests (Pokémon, Star Wars, etc.)
 *** Arts & crafts, lego room, etc.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Set Sail	Bugs Galore	Construction	Entrepreneurs	Farm to Table	Around the World	Water-palooza	Talent Show	Olympics

PACKING LIST



Label all clothing. Check Lost & Found weekly for missing items.
Found items will be donated over 4th of July, and at the end of the season.

Clothing

- Clothes suitable for outdoor play
- Spare change of clothes (especially socks)
- Sneakers or closed-toe shoes
- Warm jacket, fleece or hoodie
- Two face coverings
- Baseball cap or sun hat
- Backpack

Personal Items

- Bug Spray
- Water bottle
- Sunglasses
- Sunscreen

Lunch & Snacks

Please send a water bottle, healthy snacks, and a nutritious cold lunch with your child every day.

We recommend a sandwich, fresh fruits and vegetables, crackers and cheese, muffins, boxed milk, and 100% fruit juice. Please do not include high sugar/fat foods such as candy and soda, or meals that require a microwave.

Do Not Bring

- Flip-flops or sandals
- Cell phones or tablets
- Electronic games or music players
- Money
- Pets
- Matches or lighters
- Weapons
- Fireworks
- Cigarettes or e-cigarettes
- Alcohol or illegal drugs

Medication

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

All medications (including over-the-counter medications such as vitamins, cough drops, and others) must be in their original container with instructions for administration and a doctor's note. Medication can not be administered without an accompanying doctor's note.

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



PREPARING FOR CAMP

COVID Safety

Parents and adults will not be allowed into camp this year for visits. **Daily Health Screenings are no longer required, but if you or anyone in your household has traveled out of state, are experiencing any symptoms, or have had recent exposure to COVID-19 please do not come to camp before checking in with Camp Leadership by phone.** Campers will be placed in groups of 10 or less with 1-2 staff. Distancing and masking procedures will be followed. If your child becomes ill during program, you, or an approved emergency contact, will be required to pick them up within one hour. More Covid-19 safety details can be found on p. 10 and 11.

Communication

Camp Fire Alaska communicates updates through email, social media, and our website, www.campfireak.org. The camp phone is for communication with the main Camp Fire office and with parents. Leadership Staff will call you if there is any need for concern. Please note that your child will not have access to a phone, and non-emergency phone use is not available to campers.

Food

Adults must provide campers with lunch and two or more snacks every day. Do not send foods that require refrigeration or heating.

Please send a full water bottle with your camper every day. The campers are very active, and in sunny or cloudy weather, dehydration is always a concern. Refill stations are provided to ensure campers have enough water throughout the day.

Health Care & Emergencies

Leadership Staff manage the healthcare plan at camp. The healthcare plan is prescribed and reviewed annually by a participating physician. This includes a standard set of treatments for a variety

of childhood complaints and simple injuries. The plan directs that the following may be used to treat campers: epinephrine autoinjector, Benadryl, Albuterol, sting relief antiseptic, antibacterial cream, Calamine, Caladryl, and burn antiseptic. If you do not wish your child to be given any of these medications, please indicate this on the health form completed during enrollment. If your child does not feel well, Leadership Staff will notify you immediately. Minor injuries which required first aid care, but are routine with children playing outdoors will be reported to you at the end of the day by your child's counselor.

Medications

Leadership Staff will review your health history and collect any medications (over-the-counter and prescribed) that you are sending with your child. All medications (prescription and over-the-counter) that you send with your child, including vitamins, cough drops, etc. must be in original containers with a doctor's note. Medication can not be administered without an accompanying doctor's note. 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. Medications will be stored in the camp office. Put all medication bottles in a bag and mark with camper's name.

Inclement Weather

Summer Adventure is an indoor and outdoor day camping program. In the event of rain, activities will continue as is safe to do so. Please send your child to camp with rain jacket, pants and boots if the forecast calls for rain. In the event of extreme weather, you will be called to pick your child up from camp at your earliest availability. In the event that camp must be evacuated, you will be called and notified of an alternative pick-up location.

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 do so at their own risk. Storage and safe-keeping of personal equipment is the responsibility of the owner of the equipment. All personal equipment used within the program must meet the program standards and requirements for safety and condition. Equipment needed is provided, so we recommend that personal property is not brought to camp. Electronic and other toys or personal items are not allowed at camp. Camp Fire Alaska is not responsible for lost or damaged personal equipment.

Prohibited Items

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

No-Tolerance Policy

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

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



PAYMENT INFORMATION

Registration

Camp Fire accepts children into our outdoor 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.

Every child must be pre-registered and pre-paid in order to attend camp. Paperwork must be received at least two weeks prior to attendance.

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

Cancellation and Refund Policy

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

If a session is cancelled, you will receive a full refund. For sessions that start in June, cancel by May 15 to receive a full refund. For sessions that start in July, cancel by June 1 to receive a full refund. Refunds are not issued for illness, vacation, non-attendance or suspensions.

Records

Completed registration, medical and immunization records are due at the time of registration for all participants.

Two current telephone numbers where staff members can reach the registering parent/adult, as well as two local emergency contact numbers are required.

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

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.

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

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

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.

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, rather than restrict behaviors by taking away opportunities or controlling youth by fear of punishment. We believe this approach focuses on the needs of the child and contributes positively to the child's overall development. Staff members teach children about managing their behaviors and emotions as well as about conflict management techniques, to support them as they become responsible for resolving conflicts among themselves.

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

Inappropriate Behavior

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

Should a child 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 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.

Abuse and Neglect

Alaska State Statutes and Anchorage Child Care Regulations require Camp Fire to report all incidents of suspected or actual abuse and neglect of children. As required by law, Camp Fire Alaska reports such incidents within 24 hours to the Office of Children's Services at 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.

Summer 2021 HEALTH AND SAFETY MEASURES DAY CAMP



The health and safety of our campers and counselors is our top priority

CAMP FACILITIES



Sanitation

Sanitation stations and upgraded cleaning throughout camp.

AT CAMP



Masks

Masks will be required indoors for unvaccinated campers and staff. Masks will not be required outdoors.

BEFORE CAMP



Testing

Day campers will not be required to provide a negative COVID-19 test.



Cohorts/Camper Groups

Activities and programs will be scheduled by Cohorts (assigned camper groups) to reduce exposure.



Vaccinations

Vaccination is strongly encouraged for anyone able to access it prior to camp.



Limit Outside Exposure

Camp will be treated as a "bubble" with no visitors allowed on site, except for essential business. Parents/Guardians will remain in vehicles during pick-up and drop-off.



Notification

Please notify the camp director or registrar if anyone in the household has traveled out of the state or begins to exhibit any known symptoms within the 14-day pre-camp period.



Hygiene

Continued training and emphasis on hygiene best practices including hand washing and covering of mouth and nose when coughing or sneezing.

Camp Fire has been seeking guidance from Centers for Disease Control and Prevention (CDC), the American Camp Association (ACA), Association of Camp Nursing (ACN), and Alaska Department of Health and Social Services (DHSS). We will continue to monitor recommendations throughout the summer.



COVID-19 EXPOSURE PLAN OVERVIEW

Exposure Response Plan

Below are the steps that will be followed by Camp Fire Alaska in response to actual or possible COVID-19 exposure within program based on CDC recommendations.

In the event of a confirmed COVID-19 case (someone who has been in program or the Camp Fire office) take the following steps:

- 1. Camp Fire will immediately notify local health officials.**
OSHA Health officials will help Camp Fire determine a course of action for our program(s).
- 2. Camp Fire will assess if program will need to be closed for a short period of time.**
Public health officials will help Camp Fire determine if it is necessary to close program and isolate the areas infected. Local health officials will help determine appropriate next steps, including whether a duration of extended closure is needed.
- 3. Camp Fire will communicate with staff and guardians and coordinate with local health officials to communicate closure decisions and possible COVID-19 exposure.**
- 4. Camp Fire will clean and disinfect the facility thoroughly and assess the need to do the following:**
Close off areas used by the individuals with COVID-19, wait as long as practical before cleaning and sanitizing to minimize potential exposure to respiratory droplets, open outside doors and windows to increase air circulation in the area, restrict staff from entering facility for a minimum of 24 hrs.
- 5. Program Leadership Team will assess all health and safety procedures, camp operations, and the need for increased monitoring and/or training.**
- 6. Camp Fire Executive Leadership will assess program operations after any COVID-19 exposure event.**

For a complete copy of Camp Fire Alaska's COVID-19 Exposure Response Plan, please visit our website at www.campfireak.org.



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



“The staff are wonderful and the activities at camp are awesome. Our kids cried when we had to leave because they had such an amazing time.”

-Nancy, Summer Adventure Parent