

Camp Fire Alaska



Spring 2022 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 directors for program related topics.

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

Nichole Boyden, Program Director: (907) 257-8830 or nboyden@campfireak.org

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

Abbott Loop in Anchorage: (907) 891-2691	O'Malley in Anchorage: (907) 891-0412
Alpenglow in Eagle River: (907) 891-2741	Ravenwood in Anchorage: (907) 891-0674
Chugiak in Eagle River: (907) 891-2642	Rogers Park in Anchorage: (907) 891-1643
Denali in Anchorage: (907) 717-4341	Scenic Park in Anchorage: (907) 891-3281
Government Hill in Anchorage: (907) 891-3191	Trailside in Anchorage: (907) 891-1643
Inlet View in Anchorage: (907) 717-4535	Tyson in Anchorage: (907) 632-0427

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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 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.



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 in order to attend program. All families must complete all required paperwork and submit it to the registrar at least two weeks prior to attendance.

Once you have completed online registration, you will receive an email letting you know of your registration status and if there are any documents you still need to submit.

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.

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.

PAYMENT INFORMATION



Payments

Camp Fire accepts cash, checks, credit cards, (VISA, MasterCard and Discover) and money orders. Please do not send cash through the mail.

Payment is due on the first of each month. Refunds or credits are issued on a case-by-case basis and are not guaranteed. To request a refund, registered adults must email the registrar at registrar@campfireak.org.

Statements are mailed on the 20th and due by the first of the month. Failure to receive a statement does not relieve you of payment responsibility. A \$25 late fee will be added to all past due accounts. A \$30 fee may be charged on all dishonored checks.

Payments may be delivered or mailed to:
Camp Fire Alaska
161 Klevin Street, Suite 100,
Anchorage, AK 99508

For more information on fees and payment plans, visit www.campfireak.org or email finance@campfireak.org.

Registration and Deposit Fees

Camp Fire Alaska requires a \$50 registration fee per child, and a \$35 deposit per family. These fees are non-refundable and non-transferable. Payments can be made online.

Credit Card Payments

Camp Fire Alaska offers the convenience of online payments. There is a 2% convenience fee for credit card payments.

Camp Fire accepts VISA, MasterCard, and Discover. Camp Fire Alaska offers automatic monthly credit card processing. Registering adults interested in automatic credit card processing (outside of the online system) may call our Finance Department at (907)279-3551. These payments are charged to credit cards on the first day of the month.

Scholarships

Camp Fire Alaska provides scholarships for families who qualify. We ask families to apply early and contribute as much as they can towards participant fees. Further information about scholarships and scholarship applications can be found online.

Third Party Payments

If you have an arrangement with a third party (OCS, CCA, etc.) please let us know at the time of registration. Camp Fire Alaska holds the registering adult responsible for submitting contracts, authorization or paperwork from a third-party agency which covers all or part of program fees. Camp Fire Alaska will bill the agency on a monthly basis. The registering adult is responsible for all fees the agency does not cover. This includes Municipal Child Care Assistance and other financial assistance programs.



GENERAL INFORMATION

Communication

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, follow us on Instagram 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. 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 finance@campfireak.org.

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 and refer to the Parent's Guide to Licensed Child Care.

DAILY PROCEDURES



Hours of Operation

Monday through Friday 7-9am and 3:30-6pm

Check In and Check Out

We highly encourage families to come inside program for both check-in and check-out. If you choose to remain in your vehicle, please call the site phone to let staff know your child is on their way inside at check-in or that you are ready for us to bring your child out to the car at check-out. All parents/guardians are required to arrange transportation to and from program for their child.

Late Pick-Up Fees

If adult arrives to pick up their child after program has closed, a late fee of \$15 per quarter hour will be added to the registering adult's monthly invoice.

Access and Visiting

Camp Fire welcomes and encourages registering adults to visit program at any time and communicate with Site Directors about their child's participation. We strongly encourage adults to call the site phone beforehand to determine when the best time would be to do visit.

Missing Program

Parents must notify program staff of any absences by calling or texting their sites 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.

Policy Changes

If there are any updates made to our School Age Program policies or if there are any program closures, registering adults will be notified by email and sometimes by text message. These updates may also be found in the registration portal announcement center.

Holiday Closures

September 5 - Labor Day
October 21
November 11 - Professional Day
November 24-25
December 22-26
January 2
January 16 - Martin Luther King Jr. Day
February 20 - President's Day
March 4 - Spring Break
March 7 - 11 - Spring Break
May 30 - Memorial Day



PROGRAM OVERVIEW

Inside our Program

Camp Fire Alaska's Before and Afterschool Program allows family schedules to be more flexible. During program, youth will bond with their staff, build lasting friendships with other youth, participate in STEM and STEAM activities, gain confidence and independence, master new skills and challenge themselves! Youth will take part in games, arts and crafts, nature activities, community service projects, and more.

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 during Spring and Winter break program days.

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

Substitutes and ASD Staff

On-call substitutes who meet the Municipal Child Care Staff qualifications cover staff absences. Anchorage School District teachers or teacher assistants may ask youth to help in a classroom or give extra educational support to a youth.

Volunteers and Guest Speakers

Volunteers and guest speakers may visit sites to share their talents with our program participants; they will always be accompanied by a qualified Camp Fire staff member.

Daily Schedule

- Circle time and meal service will happen at the beginning of each block, AM and PM.
- Scheduled outside time will be incorporated multiple times throughout each day.
- Activities encourage friendship, fun and learning.
- Free play is time for youth to spend their time engaging with any of the toys and craft supplies that are available.
- Camp Fire staff can help youth with homework if they would like to complete homework during program.

What to Bring

- If you would like your child to wear a mask, 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

What Not to Bring

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

HEALTH IN PROGRAM



Safety Measures

- Registering adults must be able to pick their child up from program immediately (within an hour) for illness or COVID-19 symptoms.
- Vaccines are not required at this time for staff or for youth, but are strongly encouraged.
- Talk to your child about what to do if they are not feeling well while at Camp Fire.
- Our mitigation plan is subject to change based on the status of current health concerns.

Program will continue to implement a variety of mitigation efforts including:

1. Requiring symptomatic staff and youth to stay home from program.
2. Daily cleaning and sanitization.

Masks/Face Coverings

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

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.

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

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

When To Keep Your Child Home

Youth who are experiencing high fever of 100.4 or higher, colds, severe cough, diarrhea, severe ear ache, eyes that are red, draining or itchy, rash, severe sore throat, vomiting, or other heightened symptoms cannot attend program. Youth can return to program when symptoms have significantly resolved and youth are feeling better. Youth who test positive for COVID-19 are not permitted to attend program. Parents are required to report positive COVID-19 cases to Camp Fire. Based on CDC guidance and Camp Fire COVID-19 policy, youth need to stay home for a minimum of 5 days in isolation from the onset of symptoms or from the day of positive test result. Youth may return to school and program on day 6 with symptoms resolving. Youth should wear a mask from day 6-10.

All Health Guidance is subject to change based on local, state and national health guidance changes.



PROGRAM 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.

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.

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, with trained and qualified staff supervising. At no other time is any person permitted to carry any type of firearm, ammunition 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.



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.

Adult Conduct

Camp Fire may cease providing services if a registering adult uses threatening communications or conduct towards any participant, staff member, or others associated with Camp Fire that creates an unsafe or hostile work environment. Registering parents/adults must follow the policies described in this handbook, including communicating any special needs your child may be experiencing and payment of all program fees.