

# 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 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)

<b>Abbott Loop in Anchorage:</b> (907) 891-2691	<b>O'Malley in Anchorage:</b> (907) 891-0412
<b>Alpenglow in Eagle River:</b> (907) 891-2741	<b>Muldoon in Anchorage:</b> (907) 891-3207
<b>Chugiak in Eagle River:</b> (907) 891-2642	<b>Ravenwood in Anchorage:</b> (907) 891-0674
<b>Denali in Anchorage:</b> (907) 717-4341	<b>Scenic Park in Anchorage:</b> (907) 891-3281
<b>Government Hill in Anchorage:</b> (907) 891-3191	<b>Tyson in Anchorage:</b> (907) 632-0427
<b>Inlet View in Anchorage:</b> (907) 717-4535	

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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.



# 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.

# PAYMENT INFORMATION



## Payments

Payment is due upon receipt of your monthly bill. 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](mailto:registrar@campfireak.org).

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

For more information on fees and payment plans, visit [www.campfireak.org](http://www.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 accepts VISA, Master Card, 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 Accounts Receivable 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, authorizations 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 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



## 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 6 - Labor Day  
October 15 - Indigenous Peoples' Day  
November 11 - Professional Day  
December 17 - Holiday Break  
December 23-24 - Holiday Break  
December 30 - 31 - Holiday Break  
January 17 - Martin Luther King Jr. Day  
February 21 - President's Day  
March 4 - Spring Break  
March 7 - 11- Spring Break  
May 30 - Memorial Day



# 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.

## 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.

## 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.



# COVID-19 SAFETY



## Safety Measures

- Daily health screenings are no longer required at drop-off, however, we ask parents to continue monitoring their child's health.
- Symptomatic children will be unable to attend program until cleared to return.
- 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.
- Testing is only required for symptomatic individuals (staff or youth) before they can return to program.
- Asymptomatic youth do not need to test prior to attending program.
- 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. Physical distancing when possible
2. Requiring symptomatic staff and youth to stay home from program.
3. Increased 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.

Camp Fire has aligned with ASD's new policy of optional masking.

## 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 our website.

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



# 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.

## 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.



# 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.