



**Camp Fire USA<sup>SM</sup>**

Today's kids. Tomorrow's leaders.

# School Age Program

# Program Handbook

Information & Policies

2011-2012



“We build caring, confident youth  
and future leaders.”

[www.campfireak.org](http://www.campfireak.org)

## SAP Program Sites and Phone Numbers\*\*

Abbott Loop	344-9812
Airport Heights	279-8177
Alpenglow	694-1292
Chinook	248-7135
Chugach Opt.	278-1635
Chugiak	688-0898
Denali	276-0300
Fire Lake	694-1294
Gladys Wood	243-4265
Government Hill	272-3966
Homestead	694-3755
Huffman	345-6201
Inlet View	770-0515
Klatt	770-5520
Lake Otis	278-6645
Nunaka Valley	338-1954
Ocean View	349-8596
O'Malley	346-3413
Polaris	677-6741
Ravenwood	694-1238
Rogers Park	278-1634
Russian Jack	333-6812
Sand Lake	248-3711
Scenic Park	333-6748
Spring Hill	344-3735
Susitna	338-0637
Trailside	349-0049

### Main Office

Camp Fire USA Alaska Council  
161 Klewin Street, Suite 100  
Anchorage, AK 99508

Phone: 907-279-3551  
Fax: 907-278-9829

Website: [www.campfireak.org](http://www.campfireak.org)

Email address: [campfire@campfireak.org](mailto:campfire@campfireak.org)

Tax ID: 92-0029613

### Office Hours

Monday—Friday  
8am to 5pm

### Administrative Staff

Chief Executive Officer	Barbara Dubovich
Director of Finance	Carla Stephenson
Director of Operations	Michael Miller
Director of Development	Joanne Phillips
Director of Program Services	Jennifer Brown
Manager of School Age Programs	Nicole Lowe
Family Services, Program Manager	Tessa Rhyner
Program Manager	Cassidy Albrecht
Manager of Outdoor Programs	Theresa Serr-Burek
Administrative Manager	Annette Candley
Accounting Manager	Becky McFarland
Customer Services Representative	Patricia Hamilton
Customer Services Representative	Spring Boling
Customer Services Representative	Krystal Eastman

**\*\*These phones are only in operation during program hours.**

Use the space below to fill in the name of the Site and Site Director for the site your child attends.

Site: \_\_\_\_\_

Site Director: \_\_\_\_\_

Dear Family,

Welcome! We are pleased to serve you and your child in our school-age program.

This handbook is full of helpful details and information. Please keep it in an accessible place for reference throughout the year. Occasionally, we will send out addendums as needed. In the event you can not find the information you need in this handbook, we encourage you to visit our website at [www.campfireak.org](http://www.campfireak.org), talk to the Site Director at your program site or call our office at 279-3551.

Creating a program experience for your child that is nurturing, fun and enriching is a priority for all of us. We welcome your input, and look forward to working with you and your family.

Respectfully,

*Camp Fire USA Alaska Council Staff*

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## **Alaska Council**

### **Vision Statement**

Every child will have an opportunity to discover the best in themselves and others in a fun and safe learning environment.

### **Mission Statement**

Camp Fire USA Alaska Council builds caring, confident youth and future leaders.

### **Camp Fire USA Alaska Council Core Values**

Build caring relationships

Create positive experiences that promote healthy life choices

Embrace diversity and inclusiveness in all endeavors

Provide programs which foster competence, stewardship and joy with the natural world

Strive towards excellence through innovation

Operate quality programs that reflect best practices

Perform as a trustworthy organization

Maintain fiscal responsibility and financial sustainability

### **National Camp Fire USA Core Values**

Camp Fire USA:

1. Believes children and youth are our most precious resources.
2. Believes in an approach to youth development that builds assets and empowers individuals.
3. Believes that the best youth development occurs in small groups where children and youth are actively involved in creating their own learning.
4. Is committed to coeducation, providing opportunities for boys, girls and families to develop together.
5. Provides caring, trained mentors to work with children and youth.
6. Is inclusive, welcoming children, youth and adults regardless of race, religion, socioeconomic status, disability, sexual orientation or other aspects of diversity.
7. Believes in the power of nature to awaken a child's senses, curiosity and desire to learn.
8. Fosters leadership, engaging children and youth to give service and make decisions in a democratic society.
9. Provides safe, fun and nurturing environments for children and youth.
10. Enriches parents and other adults lives by expanding their skills and encouraging them to share their talents and build relationships with children and youth.
11. Responds to community needs with our programs and expertise.
12. Advocates on behalf of children, youth and families.

### **Camp Fire USA Alaska Council's commitment to our customers.**

- We will value our relationship with you.
- We will seek to understand and meet your needs.
- We will communicate clearly and thoughtfully.
- We will provide quality programs and services.

### **Inclusiveness Statement**

Camp Fire USA Alaska Council realizes the dignity and worth of each individual and works to eliminate human barriers based on all assumptions which prejudice individuals.

### **Civil Rights Law**

Camp Fire USA Alaska Council 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 USA Alaska Council by-laws.

## School-Age Program (SAP)

### Program

Camp Fire USA Alaska Council School-Age Program (SAP) provides a safe and fun place for elementary school-age children to grow and develop new skills. The number of children served at each site varies based on license capacity and staffing considerations.

The Municipality of Anchorage, Department of Health and Human Services Child Care office bears responsibility for licensing child care centers. For information regarding the number of children served in your program contact the office at 279-3551.

### Activities

Children have the opportunity to participate in the planning and decision making of the program. Gym games, cooking, arts, crafts, creative drama, music, sports, fieldtrips, physical and natural science and outdoor skills provide youth with a variety of developmentally appropriate activities.

### Staff

Trained staff members supervise programs under the direction of the Site Director. A minimum ratio of one staff member to ten children (1:10) is maintained at all times. In addition to maintaining a 1:10 ratio, your child is assigned to a program staff person (primary caregiver) who will check in with each child on a daily basis. If you have questions about activities or experiences, please feel free to check in with the primary caregiver and Site Director.

### Funding

**Program fees provide 80% of the funding needed to operate Camp Fire USA's youth development programs.** Additional funding from the community makes it possible for the agency to consistently provide affordable, quality programs that reflect our values of inclusiveness and excellence. This essential funding comes from individuals, corporations, foundations and United Way. If you would like to learn more about how you can help, please contact the Director of Development or visit our website at [www.campfireak.org](http://www.campfireak.org).

#### **Champions for Children Breakfast – November, 2011**

Camp Fire's largest fundraising event is the annual Champions for Children Breakfast held each November. During this one-hour breakfast, Camp Fire shares its story through a fun, upbeat program that includes personal testimonials, videos, and a report to the community on the impact of Camp Fire's programs. There is no cost to attend and no minimum contribution required. As much as anything we want people to come, be inspired, and learn more about our work. **How Parents Can Help: Join us for breakfast... and bring a few friends.** Become a Table Captain and invite 7 friends and/or colleagues to breakfast. By bringing new people to the breakfast, you are expanding our community of supporters essential to the growth and stability of Camp Fire's programs any individual, couple, company or group can be a Table Captain. For more details, visit the 'How You Can Help' page on our website at [www.campfireak.org](http://www.campfireak.org).

## Registration and Fee Payment Process

- **Camp Fire accepts children into the SAP program on a first come, first serve basis.** The registering parent/adult must register their child each year. **Camp Fire holds the registering parent/adult responsible for all fees unless another adult notes in writing their responsibility for all or part of the monthly fees.**
- Online registration is available on the Camp Fire website at [www.campfireak.org](http://www.campfireak.org)
- Copy of current physical, medical exemption or proof of appointment is due for all new participants prior to attendance. Physicals must be dated within 11 months of the first day of attendance to program.
- Copy of current immunization record or exemption form for all new participants is due prior to attendance. For more information visit the website at [www.campfireak.org](http://www.campfireak.org) or contact the office at 279-3551.

### Registration and Deposit Fees

Camp Fire requires a \$50 per child **non-refundable** and **non-transferable registration** fee upon registration for all 2011-2012 programs.

Camp Fire requires a \$25 per family **non-refundable** and **non-transferable** deposit for summer.

Camp Fire requires a \$25 per family **non-refundable** and **non-transferable** deposit for fall.

## School Year Fees (based on enrollment plan selected)

All registering parents/adults establish a contract with Camp Fire USA Alaska Council using one of three enrollment plans offered. To change enrollment plans the registering parent/adult must provide written notice one week prior to the 1<sup>st</sup> day of the month. Without this written notice, Camp Fire holds the registering parent/adult financially responsible for the contracted enrollment plan fees.

## Tax Information

**Keep the bottom portion of your monthly statement for your records.** Registering parents/adults are responsible for records of payments. Camp Fire does not provide year-end statements for tax return purposes. Camp Fire's Tax I.D. number is 92-0029613. There is a charge of \$16 for tax information inquiries and requires all requests submitted in writing. Allow up to three weeks for processing.

## Policy Changes

Camp Fire USA Alaska Council occasionally makes changes in program policies. Families receive notification of changes through the updated Program Handbook in the summer or fall. When we must change policy or substantially change program operations mid-year, we will notify families in writing.

## Photographs

Occasionally Camp Fire takes pictures or videos of program activities for news releases, brochures, reports, etc. Pictures or photos are not used without parental permission as indicated on the registration form. If you need to modify this release, please notify your site director or the main office in writing.

## Enrollment Plans

Families may choose from nine different enrollment options within the three plans offered and choose the number of days each month the child needs care and the time of day the child needs care (before school, after school, or both). Camp Fire's enrollment options and fees follow.

Enrollment Plan		Before and After School	After School Only	Before School Only
13+ days per month	Per child	\$395	\$375	\$230
6-12 days per month	Per child	\$250	\$235	\$145
0-5 days per month	Per child	\$145	\$140	\$85

## General Fee Information for Enrollment Plans

- There are no refunds or credits for non-attendance on any contracted day.
- No pro-rated enrollment plans, hourly or daily rates are available.
- Third-Party authorizations, contracts or paperwork must accompany the registration packet to avoid paying the full amount of the registration fee and deposit at the time of registration.
- Written notice one week prior to the 1st day of the month is required in regards to changes in enrollment (**See Changes of Enrollment**).
- Camp Fire charges the amount of the next enrollment plan if actual attendance exceeds the contracted amount (**See Adjustment in Fees**).

**Note:** Camp Fire adjusts monthly fees for August, December, March and May.

## Full Day Program Fees

Camp Fire welcomes children from all enrollment plans to register for full day program including winter and spring break days. An additional fee applies for half and quarter month plans.

## Early Release Days

Registered families may attend SAP on early release days. High demand for attendance on these days requires notification to the Site Director and sign up for their child at site.

**Note:** Camp Fire charges an additional fee for this day. **Use of care on this day does not count toward the contracted amount for half and quarter month plans.**

Enrollment Plan	2011-12 Scheduled In-Service	2011-12 Early Release Days/ Conference Days	2011- 12 Summer, Winter & Spring Break Days	2011-12 Unplanned Closure/Snow Days
13+ days per month am & pm or pm only	No fee	No fee	\$38 per day per child	\$38 per day per child
13+ days per month am only	\$38 per day per child	\$23 per day per child	\$38 per day per child	\$38 per day per child
6-12 days per month	\$38 per day per child	\$23 per day per child	\$38 per day per child	\$38 per day per child
0-5 days per month	\$38 per day per child	\$23 per day per child	\$38 per day per child	\$38 per day per child

## Change of Enrollment

Camp Fire understands families may need to change enrollment plans from month to month. We require advanced written notice to manage staffing and accounting needs. **Note:** Changes are due in the Camp Fire Office one week prior to the 1<sup>st</sup> day of the month.

### Please consider the following when changing enrollment plans:

- Camp Fire accepts changes of enrollment for the contracting party only.
- Registering parents/adults may obtain a Change of Enrollment form from the Site Director, the Camp Fire office, or download one from the Camp Fire web-site.
- Registering parents/adults must return the form to the Site Director, mail, hand deliver, email to [campfire@campfireak.org](mailto:campfire@campfireak.org) or fax it to 278-9829.
- Written notice one week prior to the 1<sup>st</sup> of the month for any changes in enrollment, including withdrawal from the program. Camp Fire holds registering parent/adult financially responsible for the original contracted amount without written notice.
- One change of enrollment per month with no fee is allowed; each additional change of enrollment during the month will result in a \$15 fee.
- There are no refunds or credits for absences.

### Adjustment in Fees

Camp Fire charges the amount of the next enrollment plan when actual attendance exceeds the number of days contracted. Please watch the calendar closely as some months have more days than others. It is the registering parents/adults responsibility to monitor when actual attendance approaches the contracted amount.

To avoid adjustments in fees, please attend only the contracted amount of days each month. Avoid extra costs by keeping Camp Fire informed of changes in your child's enrollment.

### Information Changes

Camp Fire requires registering parents/adults to provide current information on record. Changes of information such as address, phone numbers, emergency contact information and employment must be submitted in writing.

## Fee Payment

**Camp Fire mails statements on the 20<sup>th</sup> of each month** with a return envelope for your mailing convenience. **All fees are due on the 1<sup>st</sup> of the month** and no later than 5:00pm on the 10<sup>th</sup> of the month. If a statement does not arrive, contact our Customer Service Department at 279-3551. Failure to receive a statement does not relieve you of payment responsibility.

Camp Fire applies a \$25 late payment fee to all delinquent accounts that have a balance of \$100 or more.

Payments may be brought to or mailed to the address below:

Camp Fire USA Alaska Council  
161 Klevin Street, Suite 100  
Anchorage, AK 99508

Camp Fire accepts cash, checks, credit cards and money orders. Please do not send cash through the mail.

## Credit Card Payments

Camp Fire accepts VISA or Master Card. Camp Fire offers automatic monthly credit card processing. Registering parents/adults interested in credit card payment or automatic processing may call our Customer Service Department at 279-3551. These payments are charged to credit cards on the first business day of the month.

## Delinquent Accounts

Camp Fire charges a \$25 late payment fee on the 11<sup>th</sup> of the month on all accounts that have a balance of \$100.00 or more. Services may be terminated due to delinquent accounts. This termination may prohibit program services through Camp Fire in the future. Families may lose childcare assistance benefits. **Camp Fire may turn over the account to Cornerstone Credit Services, L.L.C. for formal collection.**

## Collection Agency

Camp Fire USA Alaska Council has a collection agreement with Cornerstone Credit Services for all dishonored checks and delinquent accounts. Cornerstone Credit Services address is:

1835 South Bragaw Street, Suite 700  
Anchorage, AK, 99508  
Phone: 907-770-8100

## NSF Checks

Camp Fire USA Alaska Council's submits dishonored checks to Cornerstone Credit Services, L.L.C. (CCS). CCS charges \$30 in addition to any bank charges for NSF checks. Individuals must contact CCS at 770-8100 regarding NSF checks.

## Late Pick-up Fees

A \$10 late fee is charged per quarter hour, per child beginning one minute after the established closing time. The Site Director will issue a late pick up notice and your next statement will reflect the fee.

## Third-Party Payments/ Financial Assistance

Camp Fire holds the registering parent/adult responsible for submitting any contracts, authorizations or paperwork from a third-party agency which covers part or all of your fees. Camp Fire will bill the agency on a monthly basis. The registering parent/adult is responsible for all fees the agency does not cover.

## Scholarships

Camp Fire recognizes family circumstances may strain the family budget making assistance absolutely necessary. Camp Fire USA Alaska Council Scholarships are designed to help families through those periods of financial difficulty. All information shared regarding need will be kept confidential. Applications are verified and reviewed by management staff for approval. The registering parent/adult will be notified via mail of the scholarship request.

## Child Care Reimbursement/Cafeteria Plans/Flexible Benefit Plans

Registering parents/adults may submit Child Care Reimbursement forms along with their monthly payments. Our customer service representatives will complete the form and forward it to the appropriate reimbursement program office for you. If you need a receipt call the Customer Service Department at 279-3551.

**Camp Fire USA Alaska Council accepts contracts for payment from the following agencies:**

Day Care Assistance	Court Appointed Special Advocate (CASA)
Child in Transition	Cook Inlet Tribal Council (CITC)
Office of Children's Services	Division of Vocational Rehabilitation
Job Opportunities and Basic Skills (JOBS)	
National Association of Child Care Resources and Referral Agencies (NACCRRA)	<b>Military only</b>

The Municipality of Anchorage provides Child Care Assistance for parents who qualify. For further information call 343-6700.

If an assistance agency is paying all or part of your child care fees, you are responsible for submitting to Camp Fire USA Alaska Council's Customer Service Department any contracts, authorizations or paperwork from these agencies. Your account will **NOT** be credited until Camp Fire USA Alaska Council has either received the authorization or payment. Camp Fire USA Alaska Council will bill the agency on a monthly basis. However, we are not responsible for contacting your agency for you. You are responsible for all fees not covered by the assistance agency.

## Days and Hours of Operation

### Before School Hours

Camp Fire provides care at each of the following sites from 7am until school begins (with the exception of Chugach Opt. and Polaris where no morning program is offered):

Abbott Loop	Denali	Inlet View	Polaris	Spring Hill
Airport Heights	Fire Lake	Klatt	Ravenwood	Susitna
Alpenglow	Gladys Wood	Lake Otis	Rogers Park	Trailside
Chinook	Government Hill	Nunaka Valley	Russian Jack	
Chugach Opt.	Homestead	Ocean View	Sand Lake	
Chugiak	Huffman	O'Malley	Scenic Park	

### After School Hours

After school program begins at school dismissal and operates until 6:00pm each day. Eagle River Schools close at 6:30pm to allow for commute time.

### Full Day Program (2011-2012 School Year)

Several sites combine to offer full day program on specified school in-service days. The Full Day site is open from 7am until 6pm (6:30 in Eagle River). A nutritious sack lunch must be provided for children attending full day programs. See [Meals and Snacks](#) for details.

A list of the full day schedule follows. **Note:** Only registered participants may attend Full Days.

### In-Service Days / Full Day Program

- Friday, October 14
- Friday, December 16
- Friday, March 9
- Friday, October 28
- Friday, February 17

### Parent/Teacher Conference Days/Half Day Program

All sites provide program during Parent/Teacher Conference days. Program operates from school dismissal until regular closing time.

- Wednesday, October 26
- Wednesday, February 15
- Thursday, October 27
- Thursday, February 16

### Early Release Days (Chugach Opt. and Polaris only)

Early release programs operate from school dismissal until regular closing time. A \$5.00 transportation fee per child is assessed for field trips on early release days.

### Winter Break

- Monday, December 19
- Tuesday, December 20
- Wednesday, December 21
- Thursday, December 22
- Tuesday, December 27
- Wednesday, December 28
- Thursday, December 29

### Spring Break

- Monday, March 12
- Tuesday, March 13
- Wednesday, March 14
- Thursday, March 15
- Friday, March 16

### No Program Days

Camp Fire does not provide program on the following days:

- Monday, September 5
- Thursday, November 24
- Friday, November 25
- Friday, December 23
- Monday, December 26
- Friday, December 30
- Monday, January 2
- Monday, January 16
- Monday, February 20

## School Closure (Emergencies, Unplanned closures, Snow Days, etc.)

Camp Fire provides full day program at the following sites when schools close due to weather: Denali, Lake Otis, Sand Lake, Spring Hill and Homestead in Eagle River. Camp Fire schedules sites to open at 7:30am. Please have patience if conditions cause a delay.

**Note:** Depending on the severity of the weather, the program may not open.

Should Camp Fire open on school closure days a fee of \$38 will be charged per day per child.

Camp Fire requires the registering parent/adult to accompany their child into the school to assure programs are up and running. Children must have adult supervision at all times. These program days require that families provide their child with a nutritious sack lunch.

Program closes at 6pm in Anchorage and 6:30 in Eagle River. To ensure safe travel for families and staff, we may contact the registering parent/adult during the day to arrange for early pick up. Local radio and television stations will announce if Camp Fire programs are open. A text message will be sent to families who have opted in to receive this announcement. Families may contact the Camp Fire office after 7:00am for closure information at 279-3551. Families may view closures on our website at [www.campfireak.org](http://www.campfireak.org).

## Daily Schedule

### Morning Program

Children arrive at different times in the morning making the morning program less structured than the afternoon program. Children may engage in quiet activities, free play, or gym activities. Children are given the opportunity to eat breakfast before they leave for their classrooms.

### Afternoon Program

Children check into their program after school dismissal.

**Note:** If a child enters the Camp Fire program for any period of time they are considered present for that program and the registering parent/adult will be billed accordingly.

The following schedule may vary due to individual school dismissal time. See your Site Director for specifics.

#### Sample afternoon schedule:

3:30-4:00.....	Check in/outside free play
4:00-4:30.....	Snack/small group activity
4:30-5:15.....	Group Activity or Interest Centers
5:15-6:00.....	Free Play or Quiet Time



## Program Activities

Camp Fire offers a variety of experiences and opportunities for children during their time in the program. While children are supervised at all times in our programs, some activities require heightened supervision. If you have specific questions about activities your child is participating in and the supervision involved, please speak to the Site Director. Children often have freedom to engage in an activity of their choice. As part of the community experience, Camp Fire offers the following experiences for children:

### Activity Planning

Activities and special events reflect and incorporate the diverse cultures of our community.

Children have the opportunity to assist with the selection and planning of activities based on their interest.

We encourage families to share ideas or to share talents in our programs. If you are interested, please speak to the Site Director. Site Directors will provide specific plans and information on all activities upon request.

### Outdoor Time and Gear

Weather permitting, children go outside everyday. Children must have weather appropriate clothing everyday. If the temperature exceeds 10 degrees below zero children will stay indoors. Extreme wind, heat, smoke or other conditions may require indoor play as well. *As a general rule, Camp Fire follows the host schools' direction for cancelling outside time. If the school cancels outside time for weather, Camp Fire will also cancel.* **Note:** Winter clothing includes coat, snow pants, hat, gloves and boots.

## **Group Time**

Children engage within small groups and a staff person on a wide variety of program activities. Activities reflect the age, needs and interests of the children in the group.

## **Interest Centers**

Interest centers provide children with the opportunity to explore a specific topic or theme. Site Directors will provide specific plans and information on all activities upon request.

## **Field-Trips**

Children have the opportunity to participate in field trips periodically throughout the program year. The Parent Newsletter lists field trips in advance. The registering parent/adult must provide written permission for the child to be transported or participate in any off site activity. Depending on the field trip, supervision may be adjusted to reduce risk to children. If you have questions about safety guidelines and adjusted staffing for a specific field trip, please discuss this with your Site Director. Without written permission, the child will remain at the school under supervision. Children can be transported in Camp Fire owned vehicles and/or leased vans, buses or public transportation. **Note:** Pick up times may differ on field trip days.

## **Free play/quiet time**

Children have time each day to participate in activities of their choice such as table games, arts, crafts, reading or gym games.

## **Movie Viewing**

Movie viewing is sometimes a part of the program. Movies will not be shown more than twice a month and not longer than one and a half hours (unless it is educational in nature), are rated G and selected especially for children. Television viewing is not provided in the program.

## **Clean-up**

Children gain ownership of their environment through respecting their environment. Camp Fire expects children to participate in cleaning up.

# **Clothing and Weather**

## **Dress Code**

Camp Fire programs follow the Anchorage School District Dress Code as stated in the Elementary School Handbook.

## **Extra Clothes**

Children may use an old shirt, cover-all, or a large piece of clothing stored on site for messy projects. Camp Fire maintains a supply of extra clothing in the event of an accident. Please return any borrowed clothing to Camp Fire laundered.

## **Personal Belongings**

Children have assigned storage for their personal belongings. Please label belongings. Camp Fire is not responsible for lost, damaged, stolen or forgotten personal belongings.

Special activities may allow toys into the program. Toys of violence are prohibited at all times. Camp Fire may restrict other personal belongings and toys from the site.

# **Meals and Snacks**

## **Breakfast and Snacks**

Camp Fire offers breakfast daily. Breakfast includes milk, fruit and a grain food item.

Camp Fire offers a nutritious snack each afternoon. Breakfast and snacks provided meet the USDA food program requirements and is an equal opportunity provider. Posted menus provide families with menu details. Camp Fire attempts to accommodate specific dietary needs. Please notify staff of any specific food allergies and/or needs for your child.

## **Sack Lunch**

Full-day programming requires that families provide their child with a nutritious sack lunch. Licensing requires lunches to include:

Serving Size	Food
1 slice	Bread or bread alternative (rolls, biscuits, rice, noodles)
¾ cup	Vegetable or fruit (two or more types)
2 ounces	Meat, cheese or other protein source
1 cup	Milk (provided at the program)

Camp Fire recommends sandwiches, fresh fruits and vegetables, canned fruit items, crackers, cheese, muffins and 100% juice. High sugar food items are not recommended. **Please do not include these items and/or microwavable meals in lunches.**

## Attendance

### Sign In and Out/Release

For safety concerns, the registering parent/adult must sign their child in and out of the program daily. There is a parental permission form which allows a child to sign themselves into the am program only. The registering parent/adult or designee is therefore required to come into the program and sign their child out in the afternoon.

**A late charge of \$10 per child /per quarter hour applies if the child is not picked up by designated closing time.**

### Release to an Authorized Pickup/Emergency Contact

Camp Fire releases children to the registering parent/adult or other persons designated on the registration form by the registering parent/adult. The registering parent/adult must provide written permission for a person other than those listed on the registration form to pick up their child. 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.**

Camp Fire may release a child to attend another after school activity during program; the registering parent/adult must provide written permission for release.

### Release of 5 and 6 year olds

School age children who are 5 and 6 years old are often involved in before and after school activities within the school building. These could include such things as Scouts, breakfast program, tutoring, helping teachers, choral activities etc. It is often developmentally appropriate to allow 5 and 6 year olds to attend these extracurricular activities in our centers. If your child is to attend any one of these activities during Camp Fire time and it is held within the same school building the registering parent/adult will need to complete a written plan with the Site Director which meets licensing standards.

### Walking and Biking to and from Program

Children 7 years and older may walk or bike to and from the site with written parental permission on the registration form. Camp Fire USA Alaska Council is not responsible for transporting children to and from the site.

### Visitors

Camp Fire welcomes and encourages parent visits to the program at any time. We encourage families to talk with staff regarding their child's participation. If there are questions or any concerns please talk to the Site Director or contact the Program Manager at the Camp Fire office, 279-3551.

Camp Fire does not allow unregistered friends of participants in the program. All visitors are required to check in with the Site Director.

### 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.

## Absences

The registering parent/adult must notify staff at the program site of their child's absence by calling the program during program hours.

## Morning Program

Camp Fire requests the registering parent/adult to sign their child into the program each morning. We consider your child absent until the child is signed in.

## Afternoon Program

Children **must** check-in with Camp Fire staff each afternoon. Staff will check school records if a child fails to check in. If school records state the child was absent from school that day, Camp Fire will mark the child absent as well.

If the child did attend school that day but did not check in staff will search school grounds for the child. Staff will notify the registering parent/adult immediately if the child is not found and will assist the family in determining the child's whereabouts.

## Part-Time Plans

**Important!!!** To ensure the safety of your child, we require the families who attend part-time to provide a calendar of anticipated attendance on a month-to-month basis. The registering parent/adult must keep the Site Director and the Accounting Department informed of their anticipated dates of attendance on a month-to-month basis as well. For additional calendars, speak to your Site Director, download from our website at [www.campfireak.org](http://www.campfireak.org) or contact the Camp Fire office.

## Guidance, Discipline and Rules

### Philosophy

Camp Fire USA Alaska Council seeks to provide an environment where individuals respect one another, cooperate and work together. Camp Fire staff seeks children's input regarding ways to create a safe community recognizing individual needs. It is the child's responsibility to follow the established rules. Staff will help children to understand the rules and the reasons for the rules and will reinforce positive behaviors and redirect inappropriate behaviors. Positive discipline focuses on the needs of the child and contributes positively to the child's overall development. Staff members teach children conflict resolution techniques and support them as they become responsible for resolving conflicts among themselves. **Note:** Camp Fire staff do 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.

### 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, the Director will contact the registering parent/adult to arrange for an Intervention Planning meeting.
- If the child's behavior is out of control and/or harmful the Site Director may request immediate pick up. Inappropriate behavior may result in suspension, or dismissal from program. Creation of a plan of action will occur before the child re-enters the program. 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 when conducting a plan of action.
- Follow up meetings will occur to monitor progress and/or concerns.
- Dismissal from the program may occur depending on the severity and frequency of the behavior.

### No-Tolerance Policy

Camp Fire has a no-tolerance policy for physical violence, use of cigarettes, alcohol, controlled substances, sexual activity and firearms that places self, other children or staff at risk.

At no 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 Site Director and program staff. Violation of this policy will result in immediate dismissal from the program.

As a general rule, Camp Fire USA Alaska Council will follow the school district guidelines when a child violates no-tolerance rules. Immediate suspension and/or dismissal from the program may occur. Camp Fire will act expediently as possible in responding to any claims of no-tolerance behaviors. Suspension may occur even while an incident is being investigated.

### **Parental Conduct**

Dismissal may occur if an adult uses threatening communications or conduct towards any participant, staff member or others associated with Camp Fire USA that creates an unsafe or hostile work environment. Registering parents/adults must follow the policies described in this handbook; including attending conferences, payment of child care fees and late charges.

### **Individual Needs**

Camp Fire seeks to make possible the participation of every child in its programs. When working with a family whose child has a medical or behavioral condition, Camp Fire provides services to assess program's capability of providing necessary accommodations. Upon determining that Camp Fire is able to provide such accommodations, the family is allowed to enroll their child in the desired program.

Unfortunately there are times when working with a child, that after a period of time of attempted accommodations and progressive interventions, it is found that further accommodations fall outside Camp Fire's level of expertise. As a result, it is determined that the program is not an appropriate placement for the child and attempts will be made to refer the family to alternative care.

Camp Fire does not provide nursing care for children who become ill and/or have special needs which require medical attention.

Should a child acquire a new need or experience a life change that may affect their needs in the program, the registering parent/adult will be required to complete and/or update a Plan of Care so we may continue to provide quality care.

### **Staffing and Administration**

#### **Site Director**

A Site Director supervises each site. This person is on site and has responsibility for the overall operation of the program. The Site Director can help families with any questions, concerns, comments or suggestions they may have. Parental input assists with providing a quality program.

#### **Lead Site Director and Program Manager**

The Lead Site Director and Program Manager work out of the Camp Fire USA Alaska Council main office. They make regular program visits and directly supervise the Site Director. Registering parents/adults can reach the Lead Site Director or the Program Manager at 279-3551. Please state which program your child attends.

#### **Site Staff**

Camp Fire USA Alaska Council staff receives a minimum of 24 hours of training each year; in addition, they maintain Community CPR and Standard First-Aid Certification. The number of Site staff follows a ratio of one staff member to every ten children. Volunteers may work with children occasionally but are not included in ratios.

#### **Substitutes**

On-call substitutes, who meet the Municipal Child Care Staff qualifications, cover staff absences.



### **Health and Safety**

#### **Records**

Completed **registration information, medical information, current physical and immunization records are due at the time of registration for all new participants.** Children must have a physical every two years after acceptance into the SAP program.

Request for an exemption from immunization based on the advice of a medical professional or for religious reasons requires an **Exemption from Immunization** form.

**Two current telephone numbers** where staff members can reach the registering parent/adult, as well as **two LOCAL emergency contact numbers (not registering parent/adult) 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 Updates**

**Licensing requires registering parents/adults to update registration information during the program year**. All information provided by the registering parent/adult or related to the child and family is confidential. By law regulatory agencies may access children's records.

### **Medication**

Camp Fire staff must have written permission to administer ANY medication such as epi-pen and inhalers to a child. In order to administer medication the registering parent/adult must provide the original prescription container, labeled with the child's name, the medical professional's name, the name of the drug, the date of issue and directions for administration. Over-the-counter medications such as, aspirin, cough drops, cough medicine, Benadryl or tropical cream may only be administered with a physician's written authorization for administration. Parents will fill out the Authorization for Medication prior to any distribution of medication. Camp Fire staff will not administer "home remedies" to children.

### **Illness**

Camp Fire staff will notify the registering parent/adult immediately if their child becomes ill. An adult must pick up the child as soon as possible. Staff will call the emergency contact persons if they cannot reach the registering parent/adult. Staff will isolate the child and provide supervision until an adult arrives.

Municipality Licensing Regulations require Camp Fire staff to send any child or staff member home who exhibits symptoms of a serious or contagious disease. If a contagious disease is confirmed they will need to obtain doctor's written permission to return to the program. Staff will inform families in writing of any contagious illnesses their child comes in contact with.

### **Confidentiality**

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

### **Injuries**

Camp Fire staff will inform the registering parent/adult of any injuries that occur during program hours. Staff will contact the registering parent/adult in the event of a non-serious injury 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 to the Administrative Manager at the main Camp Fire office.

## **Emergency Procedures**

Camp Fire staff members have CPR, First Aid and emergency procedure training. In the event a child becomes seriously ill or injured while at the program, staff will call 911 and request paramedic assistance and/or transportation.

### **Insurance**

Camp Fire USA Alaska Council carries Limited Accident Insurance which covers all participants in the School-Age 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 USA Alaska Council also carries General Liability Insurance with a \$1,000,000 limit.

### **Abuse and Neglect**

Alaska State Statutes and Anchorage Child Care Regulations require all licensed child care providers to report all incidents of suspected or actual abuse and neglect of children. As required by law, Camp Fire USA Alaska Council 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.

## Smoking

Camp Fire maintains a smoke-free environment, including vehicles used to transport children. Smoking is prohibited inside the facility, in the play yard, and outside within 20 feet of openings into interior space which children access.

## Sunscreen and Bug Repellant

Families must supply sunscreen and/or bug repellant, labeled with the child's name on it. Camp Fire requires a written authorization form for use.

## Plants and Chemicals on Site

Camp Fire staff are responsible for safeguarding children from harmful items including medications, plants, chemicals and animal waste. Poisonous plants will not be permitted in the Camp Fire programs. Staff will identify plants and determine whether they are safe prior to bringing them to the program using the poisonous plant list in the licensing regulations. If the plant is not on the list they will contact Poison Control for guidance. Outdoor plants will be labeled and whenever possible removed if poisonous. Chemicals, medications, pesticides, paints, cleaning agents and other potentially harmful substances will be stored in a locked area that is inaccessible to children.

Poison emergencies or request for poison information are made by contacting the Poison Control Center at 800/222-1222. This number is posted near the site telephone.

## Animals in Program

At times, small pets may become a part of the program. Prior to pets visiting program or becoming a part of program, staff will check children's Medical Information form to ensure all children in program are free from reported allergies to the pet in question. In addition, when animals visit program; all families will be given written notification of the upcoming animal visitor, therefore spontaneous visits from family pets are not allowed.

## Summer Program

Camp Fire offers full day programs during the summer months at various sites in the Anchorage and Eagle River area. Summer registration information is available in March.

**Note:** Children must have completed Kindergarten to attend the Summer Adventure Program.

## Questions? Comments? Concerns?

Thank you for becoming a part of Camp Fire USA Alaska Council. We welcome any suggestions for improving our program. Your comments, questions and concerns are valued. Please contact your Site Director to share your ideas or discuss any issues that arise. In addition, parents may contact the Program Manager at 279-3551 with any unresolved issues.



## Parents' Guide to Licensed Child Care

The Municipality of Anchorage Child Care Department provides important information for parents regarding licensing regulations. Please take a moment to read the “Parents Guide to Licensed Child Care”.

### Parents' Guide to Licensed Child Care

- **Choosing care for your child is a significant decision.**

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes child care and educational homes and centers. Your choice depends on what you want and need for your child.

- **Licensing is a key to quality child care.**

It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see summary on the next page). A Child and Adult Care Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

- **You as an informed parent are a key to quality child care.**

Parents are responsible for choosing and monitoring their child's care. Licensors visit one to four times a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets you standards for safety, health, and quality.

- **If you have questions or concerns about you child's care.**

Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local Licensing office. The Licensing office will investigate your complaint.

Address and phone of the local licensing office:

**Municipality of Anchorage  
Child/Adult Care Program  
825 L Street, 3<sup>rd</sup> floor  
Anchorage, AK 99519-6650  
(907) 343-4758**

#### How many children may be in care?

##### Licensed Child Care Homes

(Children under the age of 13, including children related to caregivers)

- No more than 8 children total
- No more than 6 children total if only one door exit
- No more than 3 children under 30 months
- No more than 2 non-walking children
- At least 1 adult caregiver
- No more than 5 children in nighttime care (including provider's own children) (10pm-6am)
- Children who live in the household under the age of 12 count in the total

##### Licensed Child Care Centers

- 9 or more children
- 1 caregiver for every 4 infants (6 weeks through 11 months)
- 1 caregiver for every 5 toddlers (12 through 18 months)
- 1 caregiver for every 6 toddlers (19 through 35 months)
- 1 caregiver for every 10 children (3 through 12 years)
- At least 2 adults on premises

## **Summary of Child Care Licensing Requirements within the Municipality of Anchorage**

### **Parents**

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

### **Licensing**

- Child care license is required if more than 4 children (not related to caregivers) are in care
- License must be renewed prior to expiration (annually or biennially)
- Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
- Complaints are investigated
- Licensing files are open to public review

### **Caregivers**

- Are required to care for children in a safe, healthy way
- May not have physical health, mental health or behavior problems that might be a risk to children
- Complete child care training each year
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- Caregivers meet early childhood training requirements
- May not have domestic violence or substance abuse problems that might be a risk to children

### **Safety**

- Children are always supervised by an adult
- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care
- Medicine and poisons are stored safely
- Electric outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated quarterly

### **Health**

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- If it chooses, a child care home may care for mildly ill children
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

### **Equipment**

- Furniture and equipment are safe and durable
- Infant walkers are not allowed
- Toys are adequate and varied
- Children have storage space for their belongings
- Children under 5 years have a cot/mat/bed
- Infants must sleep in a safe crib or playpen without materials that would increase the risk of suffocation

## Program

- Promotes children's healthy development
- Includes quiet and active, group and individual, indoor and outdoor activities
- TV and video are limited to children's programs and limited to no more than 1½ hours in a 24 hour period
- High risk activities are not allowed
- Parent permission is required for moderate risk activities (for example, field trips)
- Program includes minimum of 20 minutes physical activity for every 3 hours the child is in care between 7am and 7pm

## Behavior Guidance

- Is positive, and never cruel, humiliating, or damaging to the child
- Sets realistic expectations and clear, consistent limits
- Is not related to eating, napping, toileting, or removing from other children for more than 10 minutes
- No corporal punishment is allowed (Corporal punishment means "the infliction of bodily pain as a penalty for disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping pinching, pulling or any other action that seeks to induce pain.")

## Fire Safety

- Facility meets fire safety standards
- Emergency evacuation plan is practiced monthly and documented

## Exclusion from Program

Children who exhibit any of the symptoms of illness, listed below, will need to be picked up by parent, guardian or emergency contact.

- Severe pain or discomfort; particularly in joints, ears or abdomen
- Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours.
- Two or more episodes of acute vomiting over a 24 hour period
- Severe coughing or sore throat
- Oral or auxiliary temperature of 101.5 F or more
- Yellow skin and/or eyes
- Red eyes with discharge
- Infected, untreated skin patches or lesions
- Difficult or rapid breathing
- Severe itching of body or scalp
- Skin rashes, excluding diaper rash, lasting more than one day
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood or pus from ear, skin, urine or stool
- Unusual behavior for the child characterized by no playing, confusion, persistence, inconsolable crying
- Loss of appetite characterized by refusing all solids
- Symptoms which indicate any of the following diseases:
  - Chicken Pox
  - Lice
  - Strep Throat
  - Impetigo
  - Scabies
  - Symptoms of any communicable diseases

Anchorage Department of Health & Human Services  
Child and Adult Care Program

CHILD CARE AND EDUCATIONAL CENTERS AND HOMES

**SYMPTOMS FOR EXCLUSION OF CHILDREN FROM CENTERS AND HOMES**

(Reference AMC 16.55.390.N.)

1. Severe pain or discomfort particularly in joints, ears, or abdomen;
2. Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours;
3. Two or more episodes of acute vomiting within 24 hours;
4. Severe coughing or sore throat;
5. Oral or axillary temperature of 101.5 degrees F or more;
6. Yellow skin or eyes;
7. Red eyes with discharge;
8. Infected, untreated skin patches or lesions;
9. Difficult or rapid breathing;
10. Severe itching of body or scalp;
11. Skin rashes, excluding diaper rash, lasting more than one day;
12. Swollen joints;
13. Visibly enlarged lymph nodes;
14. Stiff neck;
15. Blood or pus from ear, skin, urine or stool;
16. Unusual behavior for the child characterized by no playing, confusion, persistent, inconsolable crying;
17. Loss of appetite characterized by refusing all solids; or
18. Symptoms which indicate any of the following diseases:
  - Chicken Pox
  - Impetigo
  - Lice
  - Scabies
  - Strep throat

19. Reportable communicable diseases as follows (ref. 16.55.230.E.):

RESPIRATORY

Diphtheria	German Measles (rubella)
Haemophilus Influenza	Measles (rubeola)
Bacterial meningitis	Mumps
Pertussis (whooping cough)	Tuberculosis
Meningococcal infection	

GASTROINTESTINAL

Giardiasis	Hepatitis A
Salmonellosis	Shigellosis

CHILD CARE AND EDUCATIONAL CENTERS AND HOMES

**REPORTABLE COMMUNICABLE DISEASES**

(Reference 16.55.230. E.)

The following diseases must be reported to the Department of Health and Human Services, Child and Adult Care Program:

RESPIRATORY

Diphtheria  
German measles (rubella)  
Haemophilus Influenza  
Measles (rubeola)  
Bacterial meningitis  
Mumps  
Pertussis (whooping cough)  
Tuberculosis  
Meningococcal infection

GASTROINTESTINAL

Giardiasis  
Hepatitis A  
Salmonellosis  
Shigellosis

# School Age Program Calendar 2011-2012

Date	Event	Type of Program
Friday, July 29	Last day of Summer programs	Full day program
Tuesday, August 16	First day of programs/school	Regular program hours
Monday, August 22	First day of programs/school for 1 <sup>st</sup> Grade and Kindergarten	Regular program hours
Monday, September 5	Holiday	Office/programs closed
Friday, October 14	In-Service	Full day program
Wednesday & Thursday October 26 & 27	Parent/Teacher Conference Days	Change in program hours
Friday, October 28	In-Service	Full day program
Thursday & Friday November 24 & 25	Holiday	Office/programs closed
Friday, December 16	In-Service	Full day program
Monday – Thursday December 19 – 22	School Vacation	Full day program
Friday, December 23	School Vacation	Programs closed
Monday, December 26	Holiday	Office/programs closed
Tuesday – Thursday December 27 – 29	School Vacation	Full day program
Friday, December 30	School Vacation	Programs closed
Monday, January 2	Holiday	Office/Programs closed
Monday, January 16	Holiday	Office/programs closed
Wednesday & Thursday February 15 & 16	Parent/Teacher Conference Days	Change in program hours
Friday, February 17	In-Service	Full day program
Monday, February 20	Holiday	Office/programs closed
Friday, March 9	In-Service	Full day program
Monday – Friday March 12-16	School Vacation	Full day program
Thursday, May 17	Last day of Fall programs	Regular program hours
Friday – Monday, May 18-31	No program offered	Programs closed