

Camp Fire

Heartland

Summer Day Camp Handbook 2022



Dear Camp Fire Family,

Thank you for choosing Camp Fire for your summer camp experience in 2022! We are so excited to welcome you! Please read the following information carefully with your camper, as it will help prepare you and your camper for a successful adventure at camp. As always, please feel free to contact us if you need any assistance at Rachel.catrell@campfireheartland.org

Camp Fire Heartland provides safe, supportive, quality out of school time opportunities for youth ages 6-14. Activities occur in a structured environment, where campers develop friendships, personal resilience, self-respect, intellectual curiosity, conflict resolution skills, an appreciation of nature, healthy living habits, physical outdoor and indoor time, and so much more!

Camp Fire believes that every camper has inherent strengths that should be discovered, shaped and shared with the world. Camp Fire incorporates its research and evidence-based Thriving Framework into all of our programming. This approach highlights the importance for youth in finding inner motivational passions, or “Sparks”, that catalyze their personal growth. Youth learn how their brains process information, and come to understand that, like a muscle, the brain grows stronger with challenge. They learn to call on inner reserves for greater effort, how to develop strategies and to seek help as they respond to a challenge. These are essential skills for managing and reaching life goals.

The activities kids learn to conquer at camp leads to an increase in independence and confidence. Encouraged, but not required to try new things, kids gain a sense of control and self-advocacy. They make lasting bonds with other kids facing similar challenges, often for the first time. These experiences help them develop a sense of community, and a sense of belonging. This gives them hope and purpose, a reason to take better care of themselves today—and in the future.

Our Summer Day Camp is accredited by The American Camp Association. This accreditation means that your child's summer camp or program is fully invested in understanding and implementing policies that reflect industry recognized standards in the health, safety, and risk management of camp operations.

Our Mission:

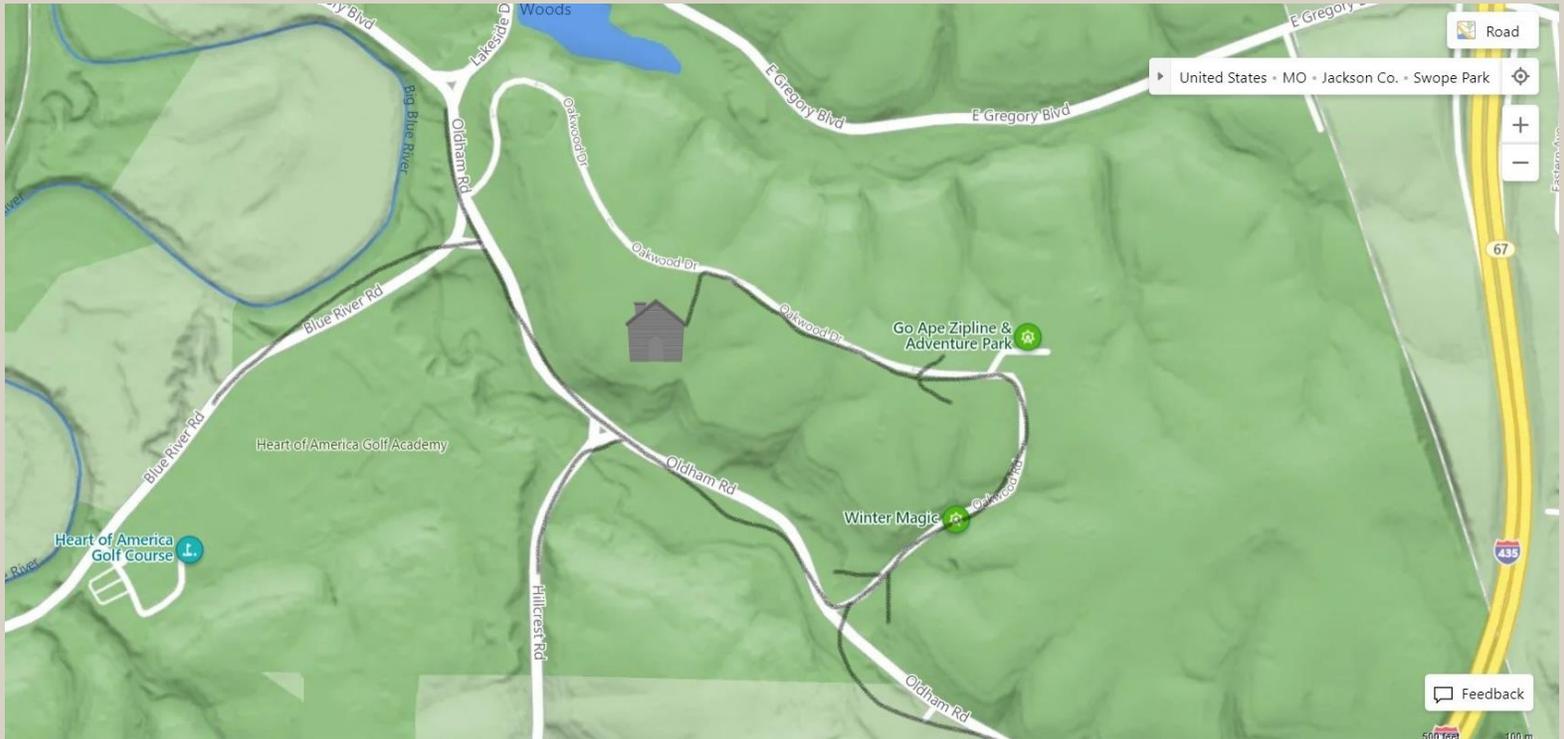
In Camp Fire, children and youth find a safe, fun, and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures.

Camp Location

7310 Oakwood Dr. Kansas City, MO 64132

Upon turning in Camp Lake of the Woods, follow the hill up and turn left at the GoApe sign! Keep going until you see the blue garbage can and turn left into the U-drive. There should be Camp Fire signs guiding the way. Drop off and pick up will be at the Lodge building (this address).

Please Note: our camp road is a one-way street.



Arriving and Leaving Day Camp

Schedule

Each day of camp programming runs from **8:30am-4:30pm**. However, before and aftercare will be free of charge! Parents can drop off campers at Camp Lake of the Woods anytime between **7:30-8:30am**, and campers can be picked up anytime between **4:30-6:00pm**. This schedule is designed to give parents flexibility with work/other commitments in whatever time frame is convenient for their schedule. Please try not to drop off or pick up between 8:30am-4:30pm this is when all the fun stuff is happening! Also, we ask that you do not bring pets during pick up and drop off.

The camp day ends at 6:00pm. If you are running late, please call 816-875-9212 to let us know. There will be an additional charge for late pick-up of \$1.00/ minute per camper, payable at the time of late pick-up. In the event that a camper has not been picked-up by 6:00pm, the camp administrative staff will attempt to contact the registering parent/guardian and/or emergency contacts. If camp staff cannot reach any of the listed guardians or emergency contacts for more than twenty minutes and they have not communicated with any camp staff prior, police authorities will be contacted. The camper will remain supervised and cared for by camp staff in this instance as well.

Check-in Procedures

Camp staff will be on site to help with the check-in process. Please be aware that the camp road is a one-way street, therefore, vehicles will need to continue traveling northwest, past the lodge, when you are arriving and exiting camp.

Turn left by the blue garbage can and drive up to the front of the building in our U-shaped drive. Escort your camper(s) to the check-in table. You will need to check in your camper(s) on our sign-in sheet.

Check-out Procedures

All persons picking up campers will be required to show photo identification and must be on the list of approved adult pick-ups.

You will follow the same procedures to check-out your camper(s). No adult is allowed to go inside the Lodge Building. When you get to the check-out table, camp staff are instructed to ask who you are here picking up, they will check your id and make sure that you are on the authorized pick-up list. They will then go and retrieve your camper. Each camper must be signed out on our sheet with the appropriate person at the end of each day.

Please make sure to check to make sure your camper has everything that they came to camp with and anything that they made at camp. Leftover arts and crafts will be thrown away each night.

Changes in pick-up authorization will only be accepted from the parent or guardian listed on the registration form and will need to be received in writing and signed.

Early Pick-up or In Case of Emergency

If you need to pick your camper(s) up from camp early or if there is an emergency, please tell camp staff at drop-off or please call ahead to 816-875-9212 so we can have your camper ready when you arrive.

Cancellation or Missing Camp

If your camper(s) will be late or not be attending camp on any or all the session dates, please call or text the camp number at 816-875-9212 as soon as you know. Camp staff work hard on planning fun activities, and it is helpful to know who will not be in attendance.

Camp Details

Day camp activities are structured around small groups. Each group consists of campers who are of similar ages and may be co-ed. Counselors will stay with the same group of campers the entire week to have consistency and build trust and meaningful relationships with each camper.

Groups typically have the following staff to camper ratio:

Camper ages 6-8, Staff ratio 1:8

Camper ages 9-14, Staff ratio 1:10

*To conclude each week, we will be making S'mores over an open campfire. *

Camp Fire Heartland has secured educational guests to come visit at least once a week. We also will participate in water games/activities at camp at least once a week (depending on weather).

Lunch Policy

Camp Fire Heartland is partnered with Total Man, Inc., allowing us to supply lunch and an afternoon snack for all youth. **Please note:** They make their food specific to state requirements. This means each meal will contain: meat, grain, fruit, vegetable, with milk and juice. If your camper has a dietary or allergen situation, we ask that you pack a lunch for your camper with their name on it. We have fridges to place the campers lunch in. Please make dietary restrictions known on camper health forms.

Note about Birthdays: We like to celebrate birthdays! Please notify staff, before bringing birthday treats to camp, so that we can plan accordingly and set aside a special time to celebrate with your camper. You may bring a store-bought treat to share with the entire group.

What to Bring to Camp

PLEASE write your campers name or initial on ALL belongings!

And ask your camper everyday if they have all their belongings before you leave the camp ground!

- Water Bottle!!
- Insect repellent (Spray On)
- Sunscreen (Spray On)
 - *We are not allowed to hand apply sunscreen or insect repellent on your camper*
- Mask (optional)
- Jacket, sweatshirt, and/or raincoat (please watch weather forecast daily!)
- Change of clothing (including undergarments if your camper is prone to having accidents)
- 2 pairs of shoes
 - *Campers must wear closed toed shoes at camp but can have an extra pair for water activities*
- T-shirt that can get wet
- Hat and/or sunglasses
- Towel for water days
- Lanyard and name tag
- Backpack to carry all the above!

What NOT to Bring to Camp:

We like to be an electronic free camp. Please leave these items at home.

If a camper brings any of these items, they will be locked and stored until pick-up.

- Cell phones and ALL other electronics
- Toys, stuffed animals, and other personal items from home
- Portable music devices
- Animals, even during pick-up outside
- Weapons
- Trading or gaming cards
- Pocket knives
- Personal sports equipment
- Video games
- No alcohol, drugs, or weapons allowed on camp property

If a parent/guardian would like to discuss electronic needs because of a behavior/medical/social/etc. trouble with a camper, please reach out at Rachel.catrell@campfireheartland.org

Camp Fire Policies/Procedures Behavior

All participants are entitled to a pleasant and safe environment. We train our staff that discipline will be appropriate and constructive or educational in nature. We are committed to creating a safe, caring environment and an enjoyable recreational experience. Therefore, KC Parks and Camp Fire **cannot serve participants who display unacceptable behavior**. It is our intent that each camper enjoys the activities planned. No physical discipline is allowed. To do this, we inform the campers of the basic rules of safety and good conduct and explain that each camper is responsible for their own actions every single day. As in any group activity, the inappropriate behavior of a few campers can spoil the experience of the entire group. Please read through and discuss with your camper prior to the start of the program.

Code of Conduct

Positive attitudes keep the Summer Camp Program fun. Below are some guidelines that campers are expected to follow:

- Respect yourself, others, staff, and others property which includes Camp Fire's property
- Listen to Camp Staff and camp rules
- Play fairly and be honest
- Applaud the efforts of others
- Avoid inappropriate language and actions
- Eat and drink in designated areas
- Say only good things about others
- Follow the instructions of staff
- Resolve disagreements in a positive way
- Running allowed in outside field areas where is stated acceptable by camp staff
- Listen during appropriate times and guest assemblies
- Take care of the facility, grounds, and equipment
- If you make a mess, you clean it up

Bullying/Harassment/Fighting

Bullying/harassment/fighting has NO place during summer programming. Bullying/harassment/fighting means more than beating up or pushing people around. Violation of this policy includes:

- Physical assaults
- Threats ("Better watch your back", "I'm gonna hurt you", "We're gonna get you", etc.)
- Harassment (always bothering someone)
- Name-calling
- Racial slurs
- Intimidation
- Sexual harassment – physical or verbal
- Spreading rumors
- Extortion
- Foul language
- Taunting
- Making insulting remarks about another camper's family members or loved ones
- Using the internet to harass, threaten, verbally abuse, intimidate, or spread rumors

Violation of this policy by a participant of the program will **not** be tolerated. Program staff will make every effort to communicate with parents/guardians when a disciplinary action needs to be taken. It is imperative that both camper(s) and parents/guardians understand the expectations of the program as well as the potential consequences.

Incidents will be documented and signed by the parent/guardian and a Camp Fire Heartland team member. If the camper continues to violate policies or puts the safety of themselves or others at risk, a decision will be made whether to suspend the camper temporarily from the program or to remove them from the program entirely. If a camper is suspended or removed, the registration fee will not be pro-rated or refunded.

Camper Abuse/Neglect

ALL Camp Fire staff members are mandated reporters; therefore Camp Fire staff are required by law to report any suspicion of abuse or neglect to the Child Abuse and Neglect hotline.

Staff

Camp Fire staff are adults who are hired for their interest, ability and commitment to working with camper(s) in day camp settings. Thorough interviews, references and background checks are completed to ensure that potential staff are not only excited about spending their summer with your camper(s) but are also qualified to do so. Between 30-40 hours of on-site pre-camp training and orientation prepare our staff to provide your camper(s) with a safe, fun, and challenging camp adventure. Staff that are responsible for specialized program areas, such as archery, also have current additional certifications and training pertaining to their activities.

Health and Wellness at Camp

Medical Procedures and Emergencies

All staff are trained in CPR, First Aid, and AED. Each location has a first aid kit on site. Staff carry on person basic first aid items.

In case of a minor injury or illness, the injury will be treated by a staff member and an Accident/Incident Report form will be completed. Parents and/or guardians will be informed depending on seriousness of injury. For more serious injuries, things other than a scrape or bruise, parents will be informed immediately. Accidents will be recorded, and guardians will be asked to sign the report. Parents and/or guardians can ask to be given a copy of the report to keep and staff members will copy the report.

In case of an emergency, 911 will be called as well as the parents and/or guardians. The camper(s) will be escorted with a staff member to the hospital or released to the parents, depending upon the situation. If the parents and/or guardians cannot be located, the emergency numbers will be called.

If neither the parent and/or guardian can be reached nor the emergency contact, a staff member must accompany the camper(s) to the Emergency Room at the hospital and take the campers registration form and medical authorization form.

If the parent arrives at the site prior to an ambulance departure, the responsibility of accompanying a camper to the hospital by staff will be relinquished to the parent. Camp is serviced by the 911 emergency system.

If a camper gets sick or ill during the day, they will be isolated from the rest of the campers, and their parent/guardian will be called to come get them. If the camper has a fever, they must be fever free for 24 hours before returning to camp. Safety of all campers is our main priority.

Covid Information

If a camper receives a positive covid test, they will not be allowed to return until a negative PCR test is shown.

Camp Fire Heartland will be aligning to the [Department of Education’s Community Transmission definitions and Prevention Strategies](#). Currently, (May 2022), we are in the green zone and masks will be optional at camp for campers and our staff. If our current data of total new cases are in the yellow or orange zone, we will require campers and staff to have their masks on inside the buildings but NOT when outdoors. If the current data spikes to the Red Zone, we will have them continuously wear their masks.

Current Gating Criteria

CCS Gating Criteria <i>(KCMO data from KCHD should be used)</i>	Green Zone	Yellow Zone	Orange Zone	Red Zone
Total new cases per 100,000 in the previous two weeks	<50	51-150	151 - 250	251+
Positivity Rate: percent of tests that return positive over the previous two weeks	< 5%	5-9.9%	10-14.9%	15% and up
Trend in Incidence Rate (change in 2-week period)	Steady or decreasing***	Steady or decreasing***	Steady or decreasing***	Increasing***

Severe Weather/Heat Procedures

All staff receive extensive training regarding how to handle severe weather situations while at camp. The camp main lodge has a weather radio which is on at all times to alert staff of possible severe weather. If staff become aware of a threatening weather situation, the camp director, along with staff leaders, will determine appropriate steps to take for safety (Ex. postponing outside activities until further notice; staying inside until it passes; duck and cover positions; etc). In cases of extreme heat, camp staff will take every precaution to ensure the safety of all campers.

Every camper should bring a water bottle, and staff require that campers bring it with them to

every camp activity. Periodically, there will also be special water breaks to make sure campers are staying hydrated.

In addition, all campers are required to bring plenty of sunscreen, which will be applied multiple times per day. Please be sure your camper is aware that they will be required to wear sunscreen even if they do not want to or don't think they need to. The only exception to this rule will be a signed note from a parent exempting the camper from wearing sunscreen.

If a camper appears to be suffering from heat cramps, heat exhaustion, and/or heat stroke, camp staff will follow American Red Cross First Aid guidelines to care for them. This includes moving the camper to a cool place to rest, re-hydrating the body, and applying cool wet cloths to the body. Camp directors will notify parents of the situation and may call 911, if necessary.

Medication

If it is necessary for your camper(s) to receive medication while attending the program, a Medication Release form must be completed and turned in with the Registration Packet. Each camper will need their own form. All medications kept on-site must be kept in a labeled plastic bag and must have the original prescription label with the camper's name and dosage. All medications will be stored in a locked space. Once the medication is no longer needed, the medicine will immediately be returned to the guardian. If your camper has a medical diagnosis that may affect the way they participates in particularevents or activities, we invite parents to contact the Center Director at their discretion. We want to besure all campers can enjoy the activities we offer.

Special Accommodations

If your camper has a special need requiring an accommodation, our staff should be contacted prior to their arrival at camp. If this was not noted on your registration, please go back, and describe the special accommodations needed. This information enables our staff to best meet the needs of your camper withinavailable resources and to the extent that is reasonable. Special needs will be handled on a case-by-case basis. Phone: 816-875-9212 Email: rachel.catrell@campfire.org

Refunds

Cancellations must be made 14 days before the start of camp.

Last Important Notes:

- All registration fees must be paid in full within 7 days of the registered session.
- Wear appropriate Clothing - this includes NO skirts, short-shorts, revealing tops, or clothing with offensive language or material.
- Each day your camper will be walking up to 2-3 miles.
- Each youth will receive a Camp T-Shirt!
- There may be guests coming to camp your week to teach campers about various topics.

Please feel free to reach out to us with any questions that you may have! It will be an amazing summer, filled with adventures and memories that your camper(s) will never forget!

I am aware this program falls under the State of Missouri's Summer Camp exemption and is not a licensed childcare program.

Name of Minor (Print)

Parent/Guardian (Print)

Parent/Guardian (Signature)