

Allergies & Medical Issues

Please alert staff of any allergies to food or medications or any medical conditions. If your child requires an EpiPen or inhaler, please ensure that the proper medication is made available to staff on the first day of camp.

Medication Administration

Staff can administer medication, but a Medication Release form must be completed and signed by the registering parent/guardian.

- Medication must be in original, labeled medication bottle or packaging, showing child's name, physicians' name, medication name, date of issue, expiration date and directions for administration.
- No medications will be given from plastic bags or unlabeled containers.
- No medications will be given which are not listed on the medication administration form.
- Over the counter drugs such as Tylenol, Ibuprofen, cough drops, cough medicine, Benadryl or topical itch cream may only be administered as instructed by parent. Adults may provide more detailed information on the Medication Release form.
- In the event of ant bites, a sting stick will be applied to ease the pain.

Individual Needs

Camp Fire seeks to make possible the participation of every child. Camp Fire staff will work closely with parents of a child who has additional medical or behavioral needs, to determine if Camp Fire is the right program for the family. This assessment may include meeting the child and parents prior to camp. Upon determining that Camp Fire is right fit, the family is allowed to enroll their child in Camp Ignite.

Unfortunately, there are times when after attempting to work with a child, we find the amount of care needed exceeds Camp Fire's abilities. At that time, parents will be notified and would need to find an alternative program, or provide an adult caregiver at the parent's expense to assist the child during camp operations. (Additional fees for field trips may apply.)

Abuse and Neglect

Florida State Statutes and Child Care Regulations require all agencies who work with children to report all incidents of suspected or actual abuse and neglect of children. As required by law, Camp Fire and Camp Ignite staff will report such incidents within 24 hours to local authorities.



CAMP IGNITE

Summer Day Camp 2018

Day Camp rates are all-inclusive!

No additional fees for activities, snacks or field trips.

- **Weekly Rate:** \$115
 - ◇ 1st child is full price, siblings receive 20% discount. Sibling discount also applies to siblings attending Camp Light-A-Spark
 - ◇ Partial scholarships may be available. Request an application for more information.
- **Forms and fees must be submitted no later than the week prior to camp.**
 - ◇ Subsequent camp fees must be paid on the **Thursday** preceding the upcoming week.
 - ◇ Payments can be made by cash, check, and credit card or by following the online link @ www.campfire-sunshine.org.
 - ◇ Returned check fee: \$30
- **Early and Late Care:** no additional cost, **times will be strictly enforced.**
 - Early care** (7:30am-8:00am) **Late care** (5:00pm-6:00pm)
- **Tax Information:** Parents may request a year-end fee statement.
 - ◇ For your records, Camp Fire's Tax ID number is 59-0637819.

Registration and Fee Process

- Campers will be accepted on a first-come, **first-paid** basis.
- Campers must be entering 5th or 6th grade in the fall of 2018.
- Campers must become members of Camp Fire. Parents must complete the Camp Fire membership/health forms and have them notarized. Camp Fire has notaries available in our office.
- **Yearly membership fee:** \$30 5th grade, \$35 6th grade, or \$65 per family
(Subject to change)
- **One-time equipment fee: \$20**
- **Equipment fee includes:** backpack, camp t-shirt to wear on field trip days and water bottle. **All items are required.** Additional t-shirts can be purchased for \$10 each.
 - * Please note: Campers will be going on one service project and two field trips per week and are **required** to wear their t-shirt. If a child shows up without their camp shirt, you will be charged \$10 for a new one.

Drop-off and Pick-up Information

- **Morning Arrival:** The designated parent/guardian must come into the building to sign the child in, **NO** child can be just dropped off and allowed to come inside alone. Children may arrive as early as 7:30am. Structured program begins at 8:00 am.
- **Evening Departure:** The designated parent/guardian must come into the building to sign the child out, **NO** child will be allowed to go out alone. Parents will be required to provide a list of adults who can pick up their child. Parents may pick up their child at any time during the day if needed, just be aware of field trip times. Regular camp hours end at 5:00 pm.

Meals and Snacks

- Campers **must** bring a non-refrigerated lunch each day, including field trip and service project days. We recommend sandwiches, fresh fruits and vegetables, canned fruit items, crackers, cheese, muffins and 100% juice. High sugar foods are not recommended. Water will be available all day.
- Campers will be encouraged to use their water bottles and stay hydrated.
- **Do not pack items which need to be microwaved or refrigerated.**
- If you forget to send a lunch, your child will be given a peanut butter and jelly sandwich and you will be charged \$2.
- Extra snacks and drinks will be provided throughout the day. Please let us know if your child has any food allergies.
- If your child has special dietary needs, it is the responsibility of parents/guardians to provide appropriate snacks for your child.

Health & Well Being

Emergency Procedures

Camp Ignite staff members have received infant/child CPR, First Aid and emergency procedure training.

Injuries

- If a child sustains a minor injury, (scrapes, scratches, bug bites) staff will provide appropriate care including, sting-stick, Neosporin, Band-Aids and/or ice. The parent/guardian will be alerted at pick-up.
- If the injury is more involved, immediate care will be given and staff will notify the registering parent/guardian so that the adult may pick up the child or advise us on how they would like us to handle the situation.
- In the event a child sustains significant injuries while at camp, staff will call 911 and request paramedic assistance and/or transportation and parent/guardian will be contacted immediately.

Illness

- If a child becomes ill, staff will have the child lie down in a quiet place to rest, and parents will be advised upon pick-up.
- If the child's condition continues or becomes worse, Camp Fire staff will notify the registering parent/guardian to come pick up their child, or advise us on how they would like us to handle the situation. Over-the-counter meds can be administered, but only with permission.
- If your child needs to be picked up, someone must do so within the hour. If the parent/guardian cannot be reached, the next person on the emergency card will be contacted until someone can pick up the child. While waiting, children will be isolated and encouraged to lie down and rest.
- If you know your child is sick or running a temperature, **do not** bring them to camp. We need to take every precaution not to spread illnesses. Campers with a fever will be isolated and sent home.

Sunscreen & Bug Repellant

Your child will be outside often, and Camp Fire requires children to use sunscreen when outdoors. Families may supply sunscreen, and/or bug repellent, labeled with the child's name on it. If none is provided, Camp Fire staff will apply the product we have on hand.

Parental Conduct

Parents/guardians will be asked to leave if they use inappropriate language or threatening behavior towards any camper, staff member or others associated with Camp Fire. All parents/guardians must agree to follow the policies described in this handbook.

Absences

We ask that the registering parent/guardian notify Camp Ignite staff of their child's absence by calling Camp Fire during program hours. On field trip days, any child not in attendance by 8:00 am will be considered absent, and all field trips and activities will begin without further delay.

Records

Completed registration information, and medical information are due at the time of registration for all campers.

- All records will be kept confidential.
- Forms must contain at least two current telephone numbers where parents and emergency contacts can be reached.
- Contact numbers must be updated if any changes are made.
- You will be asked to provide your child's student identification number given to them from their school. **We must have this information for our records.**

Staff

Trained staff members mentor and supervise campers under the direction of the Senior Program Coordinator and the Executive Director.

- Staff ratio: 1 Adult per 10/12 kids based on age
- Staff possess CPR & First Aid certification.
- Staff have been fingerprinted and are cleared by FDLE.
- Staff are well-trained on safety procedures, appropriate expectations for youth and understand how to plan and implement developmentally appropriate activities.
- The Bus Driver holds a Florida CDL license with passenger endorsement.

Service Projects

"Give Service" has been a motto of Camp Fire since the organization's beginning. Each week youth will learn the importance of giving back by participating in a service-learning project in partnership with one of Camp Fire's community partners. Each week will be a different project at a new location. Youth will learn about community needs, actively participate in the project, contribute during a reflection activity, and enjoy a small celebration. Camp Fire staff will ensure the experience is safe and meaningful for all participants.

Field Trips

Children have the opportunity to participate in two field trips per week. You will be notified in advance and given a copy of the schedule. Depending on the field trip or event, supervision will be adjusted to follow safety guidelines. If you would like to attend, ask Mr. Sean for adult volunteer procedures.

Transportation will be by school bus, driven by a CDL Class B approved driver or in Camp Fire's twelve passenger vans driven by approved Camp Fire staff.

Camper Code of Conduct

In order to provide a safe learning environment for each youth at Camp Ignite, a code of conduct has been implemented. Please make sure that you take a few minutes to go over this code of conduct and camper rules with your child.

If your child is having continuous behavior problems, you will receive a call.

- **Step 1:** If a camper has an issue, staff or group leaders will use redirection and your child will be given an opportunity to remove themselves from the issue and continue with the task at hand.
- **Step 2:** If the problem continues or involves any violent act, or disrespectful outburst, your child will be directed to go and have a "chat" with the Executive Director, where they will sit for 10 minutes to reflect on their behavior and come up with a solution to the issue.
- **Step 3:** If the child persists to misbehave, they will be given another "time out" to reflect on behavior and a written note describing the situation will be sent home to address the problem and find solutions.
- **Step 4:** If the camper's behavior does not improve, the parent will be called to pick up the camper. If you are called to pick up your child for disciplinary reasons, you will not be eligible for a refund.
- **Step 5:** If your child has been sent home, a written apology from your child and a written behavior agreement between the child, the responsible parent/guardian and Camp Fire must be signed. This agreement will outline further steps to be taken in the event of further misconduct.

Camp Rules

1. Follow all instructions the camp staff give you.
2. Do not leave your group and stay in assigned areas.
3. Keep your hands, feet and unkind words to yourself.
4. Do not run in the building.
5. Do not go upstairs, unless instructed.
6. Take care of all equipment and materials, and put them back.
7. When someone else is speaking be quiet.
8. Bring your backpack every day.
9. Clean up after yourself.
10. Have Fun!

Personal Items

We **do not** allow phones, toys, (i.e. Nintendo, tablets etc.) or other items from home. These items are a distraction for the other campers when staff are trying to implement a game or activity.

Camp Fire will not be held responsible for lost or stolen items.

Required Items

Campers will be immersed in a variety of enrichment activities on a daily basis. The activities will include inside, outside and field trip adventures and will vary on a daily basis. To meet all campers needs, children are required to follow the guidelines listed below.

- Campers spend a great deal of time outdoors, for this reason we **require** sneakers or other closed-toe shoes to be worn at all times. Sandals or flip-flops **are not** allowed.
- Campers should also wear comfortable clothes which can get dirty. We are active learners!
- On swim days, campers should bring a towel, appropriate swim attire, and a bag for wet clothes. Campers may bring swim shoes to change into if they wish, but they must put sneakers on when they return.
- Campers must bring their backpack every day, staff will send take-home items such as notes, books and other goodies in their backpacks each day. Replacement backpacks cost \$5.00.
- Water bottles will remain at Camp Fire and be sent home on the child's last day of camp. It is your responsibility to let us know when their last day is. If water bottles are lost or broken, replacement bottles cost \$10.
- Campers must wear their Camp Ignite t-shirts on all field trip days. If they arrive without it, you will be charged for the new one we give your child to wear. Replacement t-shirts cost \$10.

Safety

Release to an authorized Pick-Up/Emergency Contact

- Camp Fire will not release children to anyone other than the registering parent/guardian. Other adults may pick up a child only if they have been listed on the emergency form by the registering parent/guardian, are over 16 years of age, and provide some form of photo identification.
- Camp Fire staff will not release children to anyone who we feel is unable to drive safely (alcohol, drugs, or emotionally unstable). The child will remain until another authorized adult arrives to assume responsibility for the child.
- All children must be walked into or escorted from the building by an approved adult who must sign the attendance book.

Visitors

All visitors are required to check in with the front desk staff. Camp Fire welcomes and encourages parents to visit any time. We also encourage families to provide feedback regarding their child's camp experience. If there are any concerns or questions please direct them to Sean Myers, 863-688-5491.

If a child wishes to have a friend attend, prior permission from the camp director or executive director must be obtained. All children are required to have the proper documentation. The parents of the visiting child must complete the registration packet and pay the daily fee. (Camp Fire will waive the membership fee for that day only)

Custody Arrangements

Camp Fire recognizes many families have unique parental/custody arrangements. Specific court orders will be necessary in order for Camp Fire to deny access to any legal parent/guardian. We encourage families to find peaceful 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.

No-Tolerance Policy

Camp Fire has a no tolerance policy for physical violence, smoking, alcohol, controlled substances, sexual activity, firearms or other weapons that places children or staff at risk. No exceptions! Smoking is prohibited in all areas including the play yard, building, vehicles used to transport children and within 20 feet of any openings into interior space which children access.