



Dear Parent or Guardian,

Welcome! We are pleased to serve you and your child in our After School Program.

This handbook is full of helpful details and information. Please keep this in an accessible place for reference throughout the year. Occasionally, we will make changes or add to the Parent Handbook as needed. In the event you cannot find information you need, we encourage you to visit our website at [www.campfiresnoco.org](http://www.campfiresnoco.org) or, call our office at (425)258-5437 or our camp office at(360) 652-6250.

Respectfully,

*Pearl Verbon*

Pearl Verbon  
Program Director

## **Camp Fire Programs:**

- **Increase self-esteem, self-reliance, and the ability to make good decisions**
- **Promote environmental awareness**
- **Develop leadership**
- **Encourage healthy lifestyles**
- **Respect diversity**
- **Promote personal and social responsibility**
- **Inspire vision, commitment, and action**

## **Program Philosophy**

Outside of school time, students will have the opportunity to explore, challenge themselves, and try new things. In all of our programs, we encourage youth to step out of their comfort zones and find their own challenge. We also believe in giving youth a say in how they spend their time, letting them lead scheduling and planning whenever possible.

## **After School Program**

Camp Fire After School Day Program gives K-5 graders the chance to try all kinds of fun activities in the out of doors, practice healthy lifestyle choices, have time for reading and enjoy new friendship.

## **Days and Hours of Operation**

- Program hours for Regular school days are from 3:00 - 6:00 p.m. **at English Crossing Elementary.**
- Friday early release days are from 1:40 to 6:00pm at **English Crossing Elementary with occasional trips to Camp** (dates will be given)
- Full day off from school the hours run from 7:30 a.m. through 6 p.m. **at Camp Killoqua.**
- Half day hours will be from 12:15 until 6 p.m. **at Camp Killoqua.**
- No Program Days
  - Camp Fire does not provide a program on the following days:
    - Thanksgiving break
    - Winter break
    - Memorial Day
- A calendar will be provided with details of hours and days of operation.
- Camp Fire will NOT provide program when schools close due to weather. If the school is closed, we are closed. Note: Local radio and television stations will announce if school is closed.

## Registration and Fee Payment Process

- Camp Fire accepts children into the After School program on 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 <https://www.ultracamp.com/clientlogin.aspx?idCamp=652&campCode=cfs>
- Monthly payments for the program are due on the first of each month, except for September: payment is due on the first day of school. Payments can be scheduled or manually entered; this can be done online in your account. Payments are not scheduled automatically, it is your responsibility to set that up. If you need to pay with cash or check, payments can be made to staff on site or brought to or mailed to the address below:

Camp Fire Snohomish County  
4312 Rucker Ave.  
Everett, WA 98203

- Payment can be made over the phone by calling our office at: 425-258-5437 Monday to Thursday 9am to 5pm Fridays 9am to 3pm.
- Registration for the following school year will open June 1. The balance for the entire school year must be paid prior to registering for the upcoming school year.
- Camp Fire accepts cash, checks, credit cards (VISA, Master Card, or Discover) and money orders. Please do not send cash through the mail.
- Camp Fire charges \$10 in addition to any bank charges for NSF Checks.
- If payment arrangements need to be made, please contact Pearl and work out a plan.

## Attendance

For safety concerns, the registering parent/adult must sign their child in and out of the program daily.

On school days staff will initial child in after school on the sign in/out sheet in the binder.

Parents need to give a full signature with the time when picking up their child/children.

Please call the Camp office at 360-652-6250 during regular office hours if the child will not be attending the program that day. You may also call the onsite phone if there is an emergency 425-404-1770 on-site cell number

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. 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.

## **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.

## **Fees for Program**

Monthly program fee is \$325. This is a steady monthly fee including months that have several full day programming (i.e. spring break).

\*Family discount: The first child pays full fee; all other children to register receive a 5% discount.

\*Military discount: 10% discount for active, reserve, or National Guard families.

## **Policy Changes**

Camp Fire Snohomish County occasionally makes changes in program policies. Families will receive notification of changes through the updated Program Handbook. When we must change a 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.

## **Individual Needs**

Camp Fire strives to include all youth in camp program. 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. Camp Fire does not provide nursing care for children who become ill and/or have special needs which require medical attention.



## Medication

Staff must have written permission to administer any medication such as an 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. Camp Fire staff will not administer "home remedies" to children.

## Meals and Snacks

The program offers a nutritious snack each afternoon. Children will help decide healthy snack options and staff will make sure options are balanced. Each snack will have two of the following four choices- fruit, vegetable, protein, or grain.

Example of snacks could be:

A cheese stick and whole grain crackers

Grapes and whole grain fish crackers

**\*During half day and full day programming please bring a sack lunch, we will still provide snack on these days.**

## Activities

Children have the opportunity to participate in the planning and decision making of the program. Group games, cooking, arts and crafts, sports, natural science, outdoor skills, and healthy lifestyle skills provide youth with a variety of developmentally appropriate activities.

Example of a weekly schedule:

3:15 to 3:30- check-in/ Free choice

3:30 to 3:50 – Snack

3:50 to 4:30 – Outside time

4:30 to 5:00- Homework/ Reading

5:00 to 6:00- Free Choice

Early release days when at school:

1:40 to 2:00- check-in/ Free Choice

2:00 to 3:00- Outside time

3:00 to 3:30- snack

3:30 to 4:30 – special activity

4:30 to 5:00- Homework/ Reading

5:00 to 6:00- Free Choice

## **Activity Planning**

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 program, 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. Camp Fire provides a “challenge by choice” atmosphere where children have the opportunity to plan and engage in activities of their choosing. These activities could include planning the menu for making a healthy snack, playing games, craft projects, and a whole lot more!

## **Outdoor Time and Gear**

Weather permitting, children go outside every day. On days that the program is at Camp Killoqua children must have weather appropriate clothing. Children must wear close toed shoes and socks each day they are at camp. There will be space provided at Camp Killoqua for children to leave extra layers, play clothes, rain boots, etc. 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.

## **Animals in Program**

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

## **Clean-up**

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

## **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, we will always have two trained staff on site. We have a current/ up to date Washington state school age childcare license. With this license we must comply to state standards and staff have numerous trainings to keep updated. Camp Killoqua is accredited by the American Camp Association (ACA), which means we voluntarily comply with more than 150 nationally recognized industry standards.

## **Site Director**

A Site Director is responsible 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.

## **Site Staff**

Our highly trained staff, place an emphasis on a quality program for youth in a safe and healthy environment. The site staff maintains CPR and First-Aid Certifications. The number of staff follows a ratio of one staff member to every ten children. Volunteers may work with children occasionally but are not included in ratios.

## **Guidance, Discipline and Rules**

### **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 is a detriment to the quality of the program or impedes other participants from engaging in the program to the full extent; or behavior that is of a sexual nature. Should a child display these behaviors, the Site Director will contact the registering parent/adult to arrange for a Behavior Contract 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.
- 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.

\*Camp Killoqua is a substance –free space which includes drugs, alcohol and smoking. Parents, this includes vehicles on the property. Please finish your cigarettes before you get to camp.



## **Exclusion from Program**

Children who exhibit any of the symptoms of illness, listed below, will need to be picked up by a 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 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 100.5 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 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:
  - COVID-19                      Chicken Pox
  - Lice                              Strep Throat
  - Impetigo                        Scabies
  - Symptoms of any communicable diseases

## **Pick up from Program**

Staff will screen students upon pick up from school. If a student shows any signs of illness they will be isolated and parents will be called.

## **Snack Time**

All staff and student will wash hands, one at a time before and after snack. Staff will serve snack with gloves and utensils when necessary and make sure youth are not sharing food.

## **Drinking Water**

Students are encouraged to bring a water bottle from home and will be allowed to fill them up from our faucets. Small drinking cups will be available for students.

## **Student Illness**

The following symptoms will be treated as COVID-19 until proven otherwise: fever (100.4) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, or nausea. Students with any of these symptoms should not come to school/ After School program and should contact their healthcare provider right away, or get a COVID-19 test.

Students with any illness should remain home from school/ After School program until they no longer have any symptoms, in the case of a cold or flu, or once a negative COVID-19 test is confirmed. Students who have had a fever should remain out of the program 24 hours after fever resolves without use of fever reducing medications.

Students who present any of these symptoms while at the After-School program will be immediately isolated from other students and the family will be contacted to pick up student as soon as possible. Both positive and negative test results must be communicated to the after-school director.

Students with any non-COVID-19 illness should have a note from their healthcare provider clearing them to return to the program.

## **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. Parents or the emergency contact will be notified immediately.

In the event of other types of emergencies, parents will be notified of the type of emergency and where to pick up their children.

## **Insurance**

Camp Fire Snohomish Council carries General Liability Insurance with a 1,000,000 limit and Accident Insurance which covers all participants in the After school Day Camp Program with a limit of 7,500 per incident.

## **Child Abuse and Neglect**

Camp Fire is required to report all incidents of suspected or actual abuse and neglect of children to DSHS(Child Protective Services)

## **Summer Program**

Camp Killoqua offers full day programs during the summer months. Summer registration information is available in January.