# Camp Fire Samish & Camp Kirby
# Summer 2027 Handbook

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**Dear Camp Kirby Families,**

**Thank you for choosing Camp Kirby this summer!** As we kick off the 2027 camp season, we're thrilled to welcome both new and returning families to another unforgettable summer. Whether your camper is joining us for the first time or has grown up with Camp Kirby as a cherished summer tradition, we remain as committed as ever to providing a **safe, fun, inclusive, and enriching experience** for every child who joins us.

For over a century, Camp Kirby has been a place where campers can disconnect from screens, connect with nature, build friendships, and grow in confidence, character, and creativity. Our dedicated staff are passionate about creating a positive and nurturing environment where all campers feel welcomed, supported, and empowered to be themselves.

We encourage you to carefully review this handbook that includes important information to help ensure your camper has the best experience possible.

Inside, you'll find:

- Camp Kirby's mission, goals, and philosophy
- Packing lists for Day and Overnight Camps
- Camp rules, expectations, and safety guidelines
- Other important reminders, policies, and contact information

As you prepare for camp, please don't hesitate to reach out with any questions, concerns, or suggestions. Thank you again for entrusting us with your camper. We are truly honored. We're eagerly looking forward to the summer ahead, and can't wait to welcome you all to Camp Kirby!



Kathryn "KitKat" Deshaies
Camp Kirby Executive Camp Director

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# Introduction

**Our Mission**
Camp Fire Samish connects young people to the outdoors, to others, and to themselves.

**Inclusion Statement**
Camp Fire believes in the dignity and the intrinsic worth of every human being. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

**Camp Fire Vision**
We envision a world where all young people thrive and have equitable opportunities for:

- **Self-Discovery:** All young people find their spark, lift their voice, and discover who they are;
- **Community Connection:** All young people find, build, and contribute to their community; they develop meaningful relationships with supportive adults and peers; they feel seen, heard, accepted, supported, and affirmed for who they are today, and who they will be in the future;
- **Engagement with Nature:** All young people experience the power and awe of the outdoors; they learn to respect, love, and care for our world.

**Camp Fire Values**
- We are inclusive.
- We get outdoors.
- We prioritize relationships.
- We honor the power of young people.
- We are learners.
- We take action.
- We are responsive.
- We pursue impact.

**Why a Camp Fire Camp?**
Camp Fire is a national youth development organization that was founded in 1910. Camp Fire has always recognized that curious youth exploring the world need a secure place to grow up. For over 100 years we've provided that place, through in-school programs, after-school programs, and, last but certainly not least, summer camp. Camp Fire believes when youth get the chance to be outdoors, to work with others in community, and learn to respect nature, they also learn self-awareness and responsibility. We're proud of the role we have played—and continue to play—in guiding young lives to an appreciation of their own lives and the world we all live in.

# Camp Kirby Staff

Our summer staff is led by **Executive Camp Director, Kathryn "KitKat" Deshaies.**



Kathryn, otherwise known as "KitKat", is celebrating her 20th summer on Camp Kirby's staff. She attended as a second-generation camper and as a counselor before being hired as the Camp Director in 2014. Kathryn, her husband, Aaron ("Olaf"), and children, Keith and Kelly, live in the Gatehouse at Camp Kirby. Kathryn has a BAE in Exceptionality and Disability from Western Washington University, and loves to travel with her family in the off-season.

**Riley "Fawnerfly" Judd - Program Manager/Assistant Camp Director**



Riley grew up in Arizona, and moved to Bellingham after spending her summers as a camper, then as a staff member at Camp Kirby. She spent 4 summers as the outdoor living skills specialist at Camp Kirby, and has spent the last 3 years as our Program Manager overseeing our Outdoor Education programs. She has a BS in Biology from Northern Arizona University. Some of her "sparks" include hiking, camping, fishing and outdoor activities in general, as well as storytelling, sewing and skiing.

**Cheyanne "Munchlax" Bennett - Registrar/Assistant Camp Director**



Cheyanne has been a member of Camp Fire Samish for over 20 years, as her family joined Camp Fire as Club members in 2004. Cheyanne's passion for Camp Kirby led her to join our CIT program, and dedicate her summers each year to creating fun and unique experiences for kids like her. Since 2015 she has fulfilled various roles such as Cabin Counselor, Program Staff, Kitchen staff, and one of our Assistant Camp Directors. Cheyanne graduated from Western Washington University in 2019. Outside of camp she spends time gardening, walking with her cat Greta, and playing Dungeons and Dragons with friends and family.

**Emma "Big Bird" Bird - Office Manager/Assistant Camp Director**



Emma is the eldest of 7 children and grew up in a small town in Illinois. As a kid, she spent her time outdoors, taking care of the farm animals, and spending time with her family. Emma joined the Camp Kirby staff in 2025 after graduating from Western Illinois University with a MAS in Recreation, Park and Tourism Administration. When Emma isn't at the office or at camp, she loves to travel, try new foods, read, and watch cooking shows.

**Summer Camp Staff**
We take pride in our incredible seasonal summer staff. We know that one of the most crucial components of creating a high-quality camp experience is hiring a high-quality staff. Our staff members are carefully selected based on their character, commitment to youth development, and skills. These young adults come from all over the country, and bring with them unique backgrounds and skill sets. All staff go through extensive background checks, reference checks, and over a week of in-person staff training. This training includes topics such as child development, risk management, and so much more. Staff also receive certifications in First Aid/CPR and Camp Mental Health. There is an overall ratio in camp of 1 staff member for every 4 campers. All campers are under the supervision of trained staff 24 hours a day.

**Equal Opportunity Employer**
Camp Fire Samish/Camp Kirby is an equal opportunity employer. Employment with Camp Fire Samish is available to all people without regard to race, gender, creed, national origin, sexual orientation, economic status, or mental or physical disabilities. We are committed to diversity.



# General Camp Kirby Informatoin

**What is Camp Kirby?**
Camp Kirby is a traditional youth camp that has been operating for over 100 years, and is operated by Camp Fire Samish. Over 900 children experience our Camp each summer.

**Where is Camp Kirby?**
Camp Kirby is located on Samish Island in Bow, Washington. It is 1½ hours northwest of Seattle, and 45 minutes southwest of Bellingham. Samish Island is a drive-on island which is connected to the mainland.

**What is Camp Kirby's History?**
Camp Kirby was founded by Carrie Kirby as a Camp Fire Girls Camp in 1923. In 1975, Camp Fire expanded to include boys, so Camp Kirby did as well. Today, we are a fully inclusive organization serving a diverse population of campers.

**What are Camp Kirby's Facilities?**
Kirby's facilities are rustic and complement the natural setting of 47 acres that includes 1½ miles of saltwater waterfront and over 20 acres of forest. Cabins are not heated but do mostly have limited electricity. Central bathroom facilities are shared by everyone. Kirby's emphasis is strongly placed on outdoor activities and focused on the natural environment. Camp Kirby is a drug, alcohol, and tobacco free atmosphere and site.

**ACA Accreditation**
Camp Kirby is an ACA Accredited Camp. ACA Accreditation means that we undergo a thorough (up to 290 standards) review of our operation — from staff qualifications and training to emergency management. American Camp Association® collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to assure that current practices at the camp reflect the most up-to-date, research-based standards in camp operation. Camps and ACA form a partnership that promotes summers of growth and fun in an environment committed to safety.



**What activities does Camp Kirby offer?**
Activities at camp are all about trying new things, challenging yourself, and having fun outdoors. We stress camper planning and choice, so kids have a chance to be in control of their week. Each week, campers will get to experience all of the activities that are open to their age group. Activities include archery, arts and crafts, music and drama, outdoor living skills, science and nature, waterfront, and our 40-foot climbing wall.

**What types of camps does Camp Kirby offer?**
*Day Camp:*
We offer day camps throughout the summer for campers entering Kindergarten through 6th grade. Camper groups are determined by registration numbers, camper grade/age, and buddy requests. For more specific information on this year's Day Camps, please review the Day Camp section of this handbook.



*Overnight Camp:*
We also offer eight weeks of Overnight Camp in varying lengths. These camps are offered to campers entering 1st-12th grade (every grade level is not offered every week). Campers are housed in units based on the grade the camper is entering the following Fall. For more specific information, please review the Overnight Camp section of this handbook.

**Goals and Philosophies**
The goals of the Camp Kirby program are relatively straightforward: each child has fun, learns new skills (both social and instrumental), faces and (whenever possible) successfully meets challenges, and leaves camp with a sense of accomplishment and good feeling about themselves.

We strive to offer activities that help campers develop their mental, emotional, social, and physical health. Additionally, we want our campers to develop awareness for the natural environment as well as build appreciation and responsibility for it.

We believe that when young people get the chance to be outdoors, to work with others in a community, and learn to respect nature, they also learn self-awareness and responsibility. Our objective is that your child will return home with new skills, new friends, and a greater sense of self-worth.

**Inclusion & Camper Support**
Inclusion is one of our core values, and we believe that every camper should have the opportunity to experience camp, and be their true and authentic self. We seek to include anyone and everyone including (but not limited to), LGBTQIA2S+ individuals, individuals with disabilities, medical conditions, dietary restrictions, and families experiencing poverty or houselessness. At Camp Kirby we welcome and affirm LGBTQIA2S+ campers and staff, and we support the ability of campers to use pronouns that align with their gender identity.

We seek to create a positive camp culture where everyone feels welcome and safe to express themselves free from judgment. We intentionally provide training to staff about the importance of inclusive practices to better suit the diverse needs of each camper. During camp, the Camper Support team works directly with counselors to provide resources and support for campers as needed. Camp Kirby actively collaborates with families to create an Individualized Camper Success Plan (ICSP) for those who may require additional support during their time at camp.



# Getting to Camp Kirby

**Most map apps will get you to Camp, but cell service can be spotty as you get close to Camp. Our address is 4734 Samish Point Rd. Bow, WA 98232.**

**Directions**

*COMING FROM THE NORTH:*

- I-5 South to Bow Hill, Exit 236. Turn right on Bow Hill Road.
- Follow this road several miles through the towns of Bow and Edison. The road turns south and becomes Farm to Market Road.
- Just south of Edison, turn right on Bayview-Edison Road.
- Continue for several miles, crossing the Samish River and going through a large S-curve. As you come out of the curve, there is a road heading south toward Bayview. Continue straight, proceeding to the west (the road becomes Samish Island Road).
- Follow this road onto Samish Island. Proceed to *** below

*COMING FROM THE SOUTH:*

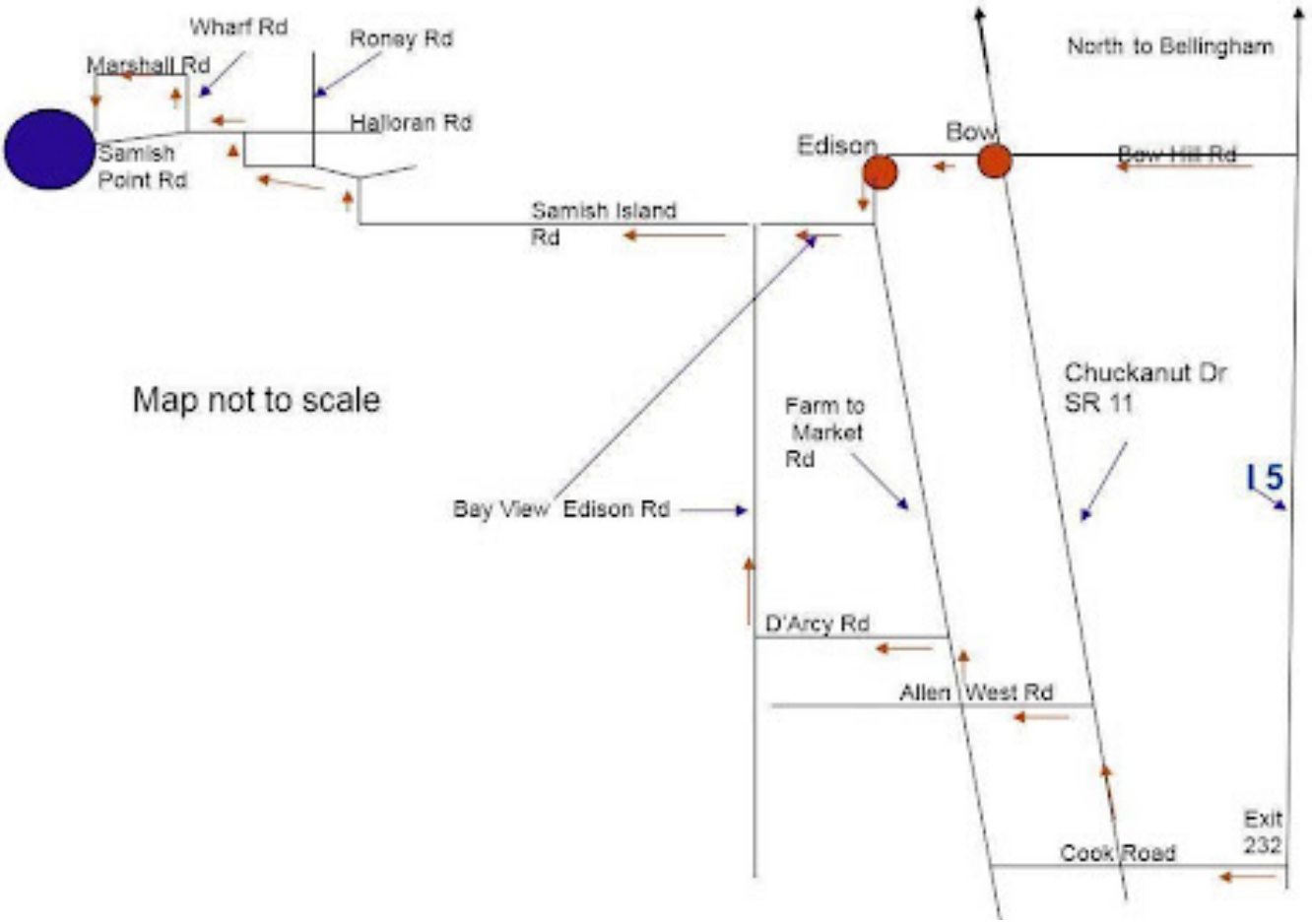
- I-5 North to Cook Road, Exit 232. Turn left on Cook Road.
- Right on SR-11 (Chuckanut Drive)
- Left on Allen West Road
- Right on Farm to Market Road
- Left on D'Arcy Road
- Right on Bayview-Edison Road
- Left on Samish Island Road
- Follow this road onto Samish Island. Proceed to *** below

*** *ONCE ON SAMISH ISLAND:*

- You will see the Samish Island Garden Club sign and bulletin board.
- Continue on Samish Island Road until you reach a 4-way stop (you will start seeing signs and arrows for Camp Kirby).
- Turn left at the stop sign (you will still be on Samish Island Road).
- Turn right at the next stop sign (Wharf Street).
- Go one block and turn left on Marshall Road.
- Follow Marshall Road until it dead ends at Samish Point Road.
- Turn left on Samish Point Road. When the road curves to the left; the Camp Kirby gate is on your right.

**We have also attached a map on the next page. (Map is not to scale)**

**Map**




**Lining up for drop-off/pick-up**
Please make sure to keep all roadways passable when lining up for drop-off/pick-up. This includes the driveway into camp. Pull off to the side of the road as much as you can, and do not block any intersections. If the line on Samish Point Road has reached Marshall Road, the next car should stop at the stop sign at the end of Marshall road.

**Our neighbors are incredibly good to us, so please respect them by obeying speed limits and stop signs in our community and following our directions to get to Camp. The speed limit on Samish Island is 25MPH unless otherwise posted.**

**Thank you!**

# Policies and Information for All Camps

**Cancellation and Refund Policies**
The $100 deposit per Overnight Camp reservation is a non-refundable registration fee, as is the $50 deposit per Day Camp reservation. Final payment is due, in full, by **May 1st** for all summer sessions. After May 1st, reservations may be made by paying in full. Any payments made beyond the deposit will be refundable until May 1st, or later in case of a medical cancellation. Financial aid recipients may be exempt from some of these policies.

If a camper leaves Camp early due to illness or injury, they may be able to transfer to a later session. If there is not a later session that will work, we will issue a non-transferrable pro-rated voucher that can be used in future years. If a camper leaves camp early or arrives late due to homesickness, code of conduct violations, or for any other reason, there will be no refund or pro-rated fees.

**Camperships (Financial Aid)**
We believe everyone deserves to go to Camp, and we don't want the cost of camp to be a barrier for anyone. Our Campership Fund provides camp scholarships (Financial Aid) for our summer camp programs. Campership funds are finite and will be funded on a first come, first served basis. Campers may receive a Campership for one session per season. The application can be completed in your UltraCamp account here: 2027 Campership Application.



**Open House**
Our annual Camp Kirby Open House will be held on Saturday, June 20th from 2PM-4PM. Some camp activities will be open, and staff members will be available to give tours and answer any questions you or your camper may have. We hope to see you there!

**Required Forms**
Your camper's Health Form, Camper Information Form and Waiver need to be completed by **May 1st**. If you believe that your child would benefit from an Individualized Camper Success Plan (ICSP) to address any additional accommodations or needs while at Camp, please email Cheyanne at info@campfiresamish.org.

**Emergencies**
All staff members are carefully trained in emergency procedures, first aid and CPR. In the event that your child becomes ill or injured to the point where they are no longer able to fully enjoy their time at Camp, we will make every effort to contact you and seek advanced medical help. Camp's number is (360) 255-7765. You may email the Camp Director at Kathryn@campfiresamish.org OR call/ text her direct line (360)721-0410.



**Lost and Found**
Lost and Found will be on display during camper pick-up, and will be held for one month after the summer season ends. Please label all of your camper's items so that they make it home with you!

**Camper Possessions**
In an attempt to protect campers' possessions, we have some policies regarding what is and is not allowed at Camp. Kids and clothes will get dirty. Please do not send new, expensive, or sentimental items to camp. We are not responsible for lost or damaged items. Camper clothing should be suitable for both sunny and rainy days. Be sure to bring enough clothing to stay warm and dry for the entire session. Additionally, it is a great idea to label everything with your child's full name – this helps us return the item to your child if it becomes Lost & Found. In order to keep everyone as comfortable as possible, we ask that clothing be free from political or offensive images or messages, as well as references to tobacco, drugs, or alcohol.

**What Not to Bring**
Please help us ensure that the following items are **not** brought to camp by checking what your child has packed. All bags will be checked upon arrival at Camp, and if any prohibited items are found they will be returned to the adult checking the camper in, or held by Camp Administration until check-out.

Please leave at home:
- All electronics including cell phones, music players, video games, tablets, laptops, and e-readers
- Personal sports and camping equipment
- Any item that may be considered a weapon, including firearms, knives, multi-tools, swords, etc.
- Matches, lighters, and fireworks
- Food (snacks, gum, candy, and drinks)
- Tobacco, alcoholic beverages, and illegal drugs
- Pets or other animals

**Technology-Free and Unplugged**
Camp Kirby is a technology-free site, and all of our Camp programs are completely unplugged. This policy directly relates to our goals and outcomes, as we strive to get children outside and experience as much of their natural surroundings as possible. Staff members carry two-way radios for inter-staff communication, and Camp administration have computers and phones for emergencies and parent communication.

**Birthdays at Camp**
We love celebrating our campers' birthdays! You are welcome to leave a gift at check-in to be delivered on your camper's birthday, as long as it does not contain any of our prohibited items (food, electronics, etc). We will make sure to celebrate your camper's birthday at a meal with a special treat from the kitchen and a card from our staff.



# Medical Information

## Health Form and Waiver

Your camper's health form and waiver must be completed by **May 1st.** You can log back in to your UltraCamp account at any time to complete this form.

## Medications

We understand that the proper administration of medications plays a vital role in the health and safety of our campers. Our staff handles the administration of all medication with professionalism and confidentiality. As indicated on our health form, the following over-the-counter medications are stocked at camp. You have an opportunity on your camper's health form to give permission for which medications we may give your camper as needed.

Phenylephrine (Sudafed PE)
Acetaminophen (Tylenol)
Aloe vera
Antibiotic ointment
Calamine lotion
Calcium carbonate (Tums)
Sunscreen/ Insect repellent
Electrolyte juices (Gatorade)
Chloraseptic/Celastat (spray/lozenges)
Cetirizine (Zyrtec)
Loratadine (Claritin)
Melatonin
Diphenhydramine (Benadryl) spray/topical.
Loperamide (Imodium)
Lidocaine gel (for burns)
Dextromethorphan cough syrup (Robitussin DM)
Hydrocortisone cream
Laxatives (Miralax)
Ibuprofen (Advil/Motrin)
Epinephrine (Epi-pen) emergencies only

All other medications that your camper may need while at Camp must be brought in their original bottle, and delivered to the nurse on duty during camper drop-off. To expedite this process, please have your camper's current medications listed in your UltraCamp account. If your child takes medication for the treatment of hyperactivity, impulsivity, ADHD, etc. we highly recommend that you do **not** discontinue their medication while at camp.

## Head Lice

We understand the difficulties of head lice in a camp setting and are very cautious about preventing and doing all we can to keep lice out of our community. It's important to remember that head lice do not carry or spread disease – they're just a nuisance. Each camper will go through a head check by a trained staff member, as part of their wellness check upon arrival to Camp. If active head lice are found, the camper will not be admitted to Camp and will need to go home for treatment.

**Health House**
Our health care facility is staffed 24/7 and is under the supervision of a Registered Nurse (RN). Here, campers can receive treatment for injuries that involve minimal care and have medications administered. Local EMS services have a less than 10-minute response time in case of an emergency.

We will contact you about your child's health at camp, if:
- Your camper has an injury or illness that removes them from activities for a prolonged period of time.
- Your camper has an injury or illness that requires them to stay in Health House overnight.

You will be notified immediately if:
- It is determined that your camper needs additional medical care away from camp. You will be provided updates as we are able to do so.
- Your camper's illness, injury, or emotional health present concerns for their ability to have a positive experience at camp.
- We feel there is a concern for your camper's mental health state.

**Camper Support & Individualized Camper Success Plans (ICSP)**
If your camper would benefit from any accommodations or extra help while at Camp, please contact Cheyanne to fill out an ICSP for them. Our Camper Support team works hard to ensure that each and every camper has a successful camp week. Equity and inclusion are two of the key values behind Camp Kirby's p rogramming. ICSPs are incredibly helpful in giving our staff any extra information that would best help your camper navigate mental, social, and emotional roadblocks and how to work together to problem solve any needs that arise. Information given in these forms are confidential and only shared with the staff members that directly supervise the child and medical staff. Examples of what this may be useful for are: bedwetting, anxiety and depression, any recent new home or school dynamics, neurodiversity (such as ADHD, Autism Spectrum Disorder, Dyslexia, and Dysgraphia), mobility challenges, phobias, ARFID, or any other area that your camper may need support with.

# Camper Expectations, Rules, and Policies

**Behavior Management**

The Camp Fire philosophy of behavior management builds on a child's need to develop a sense of self-worth. Our program has been carefully planned to foster positive behavior. To accomplish this, the staff encourages children to learn to solve problems and settle differences among themselves. The site and the activities are set up to promote positive interactions among children.



Staff members will use positive reinforcement to help campers adhere to our rules and Code of Conduct. If rules are violated, or there are continued behavior problems, consequences may be implemented. These consequences include:

- Time away from the group/activities
- Phone call to the parent/guardian(s)
- Written behavior agreement
- Camper being sent home



If a camper is having continued behavior problems, camp staff will consult with the camper's parent/guardian. When a camper's behavior negatively impacts the experience of others, or creates a risk to the health/safety of themselves, another camper, or a staff member, the camper may be sent home.

**Behavior Expectations**

All campers will be expected to:

- Be safe
- Be responsible for their actions
- Be a participant in the Camp Kirby community
- Respect other people, their feelings, and their property
- Respect nature
- Commit to trying new things
- Abide by all **Camper Policies** and **Camp Kirby Health and Safety Rules**

# Camp Kirby's Health and Safety Rules

When campers arrive at Camp, they will be taught Camp Kirby's site-specific health and safety rules that are required for all groups. Within their own cabin group, they will also develop a set of norms (Cabin Agreement) for their week at Camp.

- At Camp we use the "truddy" system at all times. (Groups of three)
- At Camp we wear sturdy shoes, AT ALL TIMES, that are appropriate for the activity (closed-toed shoes are preferred). All sandals must have a heel strap.
- There are certain areas at Camp that we do not walk in or climb on (septic areas, etc.). These will be pointed out during your camper's camp tour on their first day. Additionally, there are areas that campers cannot go without an adult (ex: onto the beach).
- We only run when on grass. While inside buildings and on gravel, we walk.
- At Camp we value the privacy of others. For this reason we have a no public changing policy, and take extra care in respecting each other during vulnerable moments (changing, showering, etc).
- Prohibited items are not allowed at camp, and should not be in any camper's possession while at Camp.
- Prohibited Items: Electronics, weapons, drugs/alcohol/tobacco, animals/pets, personal sports equipment, and food/candy/gum.



# Camper Policies

**Alcohol, Drugs, Tobacco, and Controlled Substances**
Possession and/or use of alcoholic beverages, drugs, tobacco, or other controlled substances while on Camp Kirby grounds or at any Camp Fire Samish program is strictly prohibited. Individuals will not be permitted to participate in any Camp Fire Samish youth programming while under the influence of alcohol, drugs, or controlled substances. If a camper is found to be in possession of, or under the influence of, alcohol, drugs, or controlled substances, their parents, guardians, and/or appropriate authorities will be notified as necessary.

**Bullying**
Camp Fire Samish & Camp Kirby have zero tolerance for behavior that is classified under the definition of bullying and will take the necessary steps to eliminate such behavior. Bullying is defined as aggressive behavior that is (1) intentional, (2) repeated over time, and (3) involves an imbalance of power or strength. Anyone who sees an act of bullying and encourages it or does not intervene to stop it, is also engaging in bullying. This applies to all youth, staff, and volunteers.

Bullying can take various forms, including:
- Physical bullying (hitting, punching, pushing, kicking, pinching, or restraining another individual)
- Verbal bullying (belittling, name-calling, derogatory language)
- Non-verbal or relational bullying (manipulation of a relationship to harm another person, such as social exclusion, friendship manipulation, gossip, intimidation through physical gestures)
- Cyberbullying (an intentional and overt act of aggression toward another person by way of any technological tool such as email, instant messaging, text
- messages, digital images or videos, or website postings).

**Communication**
Staff and volunteers are prohibited from all forms of electronic communication with campers, such as email, instant messaging, and direct messaging through social media or gaming platforms. Staff members and volunteers may not be friends with campers or youth participants on any social media platforms, before, during, or after camp ends, unless the staff member has a relationship with the camper established prior to their employment at Camp Kirby (e.g., a relative, neighbor, or attended camp together in the past), and has verified that relationship with the Executive Camp Director. Staff members must not request to be friends with, or follow, any youth participants on social media, and must decline any friend or follow requests from youth participants. Campers and Staff members may communicate via written letter, mailed to the Camp Fire Samish office, and only with prior parent/guardian approval.

**Disruptive Behavior**
Camp Fire Samish cannot accommodate campers who display chronic or severely disruptive behavior. Such behavior may be grounds for dismissal from Camp Fire Samish programs.

Chronically disruptive behavior is defined as verbal or physical activity, which may include, but is not limited to:
• Behavior that requires constant attention from the staff
• Behavior that is destructive in nature
• Behavior that continually ignores or disobeys

**Interactions**
*Youth-to-Youth Interactions*
We are committed to providing all campers with a safe environment and will not tolerate the mistreatment or abuse of one camper by another camper. Camp Fire Samish & Camp Kirby have zero tolerance for abuse, mistreatment, or sexual activity among campers. Conduct by campers that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from Camp.

Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep our camp environment safe. Camp Kirby recognizes that the following interactions are high risk and they are prohibited:
• Hazing
• Bullying
• Derogatory name-calling
• Ridicule or humiliation



*Adult-to-Youth Interactions*
Camp Kirby has zero tolerance for abuse and will not tolerate the mistreatment or abuse of youth in its programs. Any mistreatment or abuse by a staff member or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement. Camp Kirby's physical contact policy promotes a positive, nurturing environment while protecting campers, staff members, and volunteers. We encourage appropriate physical contact with campers and prohibit inappropriate displays of physical contact. Any inappropriate physical contact by staff members or volunteers towards campers will result in disciplinary action, up to and including termination of employment.

Staff members and volunteers are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff members and volunteers must not initiate sexually oriented conversations with youth. Staff members and volunteers are not permitted to discuss their own sexual activities with campers.

Most abuse occurs when an adult is alone with a youth. We aim to eliminate or reduce these situations and prohibit private one-on-one interactions unless approved in advance by the organization administration or unless unavoidable due to extenuating circumstances.

*Below are some examples of appropriate and inappropriate interactions:*

| Appropriate Verbal Interactions | Inappropriate Verbal Interactions |
|---|---|
| • Age-appropriate jokes<br>• Encouragement<br>• Praise<br>• Friendly conversation<br>• Discussion about identity, likes, dis-likes, and needs<br>• Positive reinforcement | • Name-calling, ridicule, hazing, or humiliation<br>• Bullying<br>• Compliments relating to physique or body development<br>• Discussing sexual encounters<br>• Cursing<br>• Inappropriate jokes<br>• Shaming or belittling<br>• Derogatory language |

| Appropriate Physical Interactions | Inappropriate Physical Interactions |
|---|---|
| • Side Hugs<br>• Shoulder-to-shoulder hugs<br>• Pats on the back or shoulder<br>• Handshakes<br>• High Fives<br>• Touching hands, arms, shoulders<br>• Arms around shoulders | • Full frontal hugs<br>• Kisses<br>• Showing affection in isolated areas or when one-on-one<br>• Lap-sitting, piggyback rides, or tickling<br>• Hitting, spanking, shaking, slapping, or physical restraint<br>• Any form of affection that is unwanted by the youth or staff member<br>• Touching the bottom, chest, or genital areas of any youth or adult, outside of authorized and documented personal care assistance or medical treatment provided by the Camp Health Officials<br>• Viewing or showing others sexual materials or pornography |

**Personal Relationships**
Appropriate personal relationships between campers are encouraged. However, we strongly discourage romantic relationships between youth participants while at Camp Kirby. Romantic or sexual relationships between youth participants and Camp Kirby staff or volunteers are absolutely prohibited.



**Prohibited Items and Weapons**
We want to provide a safe environment for all staff, volunteers, and campers. Any individual in possession of a weapon or other prohibited item, or using any object as a weapon, may be dismissed from Camp. Other prohibited items include electronics (including cell phones, tablets, and laptops) animals/pets, personal sports equipment, and food/snacks/candy/gum.

**Violence**
Violence and threats of violence will not be tolerated at our programs, on Camp Kirby grounds, in our facilities, or in facilities being utilized for Camp Fire Samish programming. Individuals who threaten violence will be asked to leave, dismissed from programs, and authorities contacted if appropriate.



**Reporting Concerns**
In the event that you or your camper observe any suspicious or inappropriate behaviors and/or policy violations on the part of staff members, volunteers, or other campers, it should be immediately reported. Remember, at our organization, the policies apply to everyone. Any concerns can be brought to the Executive Camp Director, Kathryn Deshaies, at (360) 255-7765 or kathryn@campfiresamish.org.

**Code of Conduct**
Please review the following Code of Conduct prior to your arrival at Camp. During check-in, all campers and parents/guardians will be asked to sign our Camper Code of Conduct.

# Camp Kirby Code of Conduct

Camp Fire Samish & Camp Kirby's top priority is keeping campers safe. We are committed to creating an environment for youth that is safe, nurturing, empowering, and that promotes growth and success.

**All campers are expected to:**

- Be safe
- Be responsible for their actions
- Be a participant in the Camp Kirby community
- Respect other people, their feelings, and their property
- Respect nature
- Commit to trying new things
- Abide by all **Camper Policies** and **Camp Kirby Health and Safety Rules**

Staff members will use positive reinforcement to help campers adhere to our rules and Code of Conduct. If rules are violated, or there are continued behavior problems, consequences may be implemented.

- These consequences include:
- Time away from the group/activities
- Phone call to the parent/guardian(s)
- Written behavior agreement
- Camper being sent home

If a camper is having continued behavior problems, camp staff will consult with the camper's parent/guardian. When a camper's behavior negatively impacts the experience of others, or creates a risk to the health/safety of themselves, another camper, or a staff member, the camper may be sent home.

**We have read the Code of Conduct, Camper Policies, and Camp Kirby Health And Safety Rules and understand the items discussed.**

Camper's name _____

Session/Counselor _____

_____

Camper's Signature Date

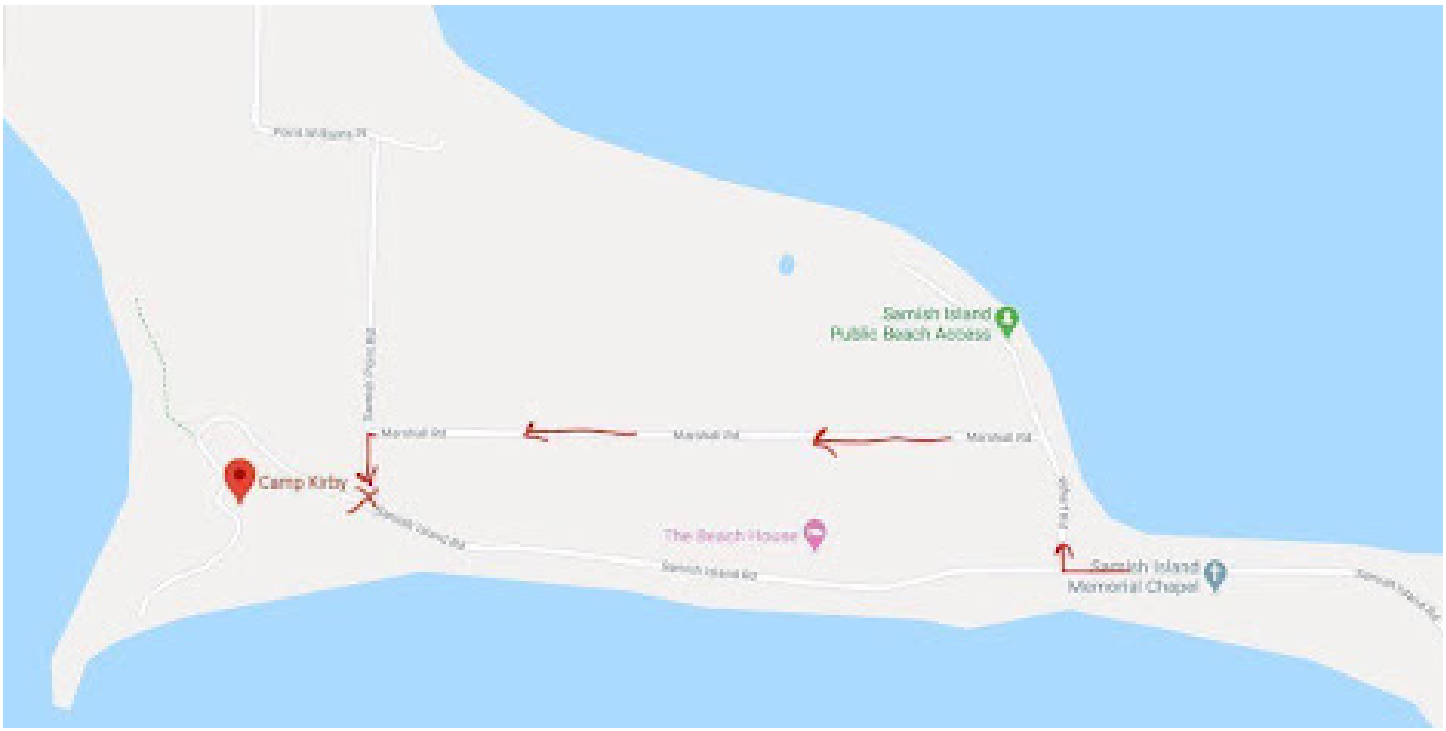
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Parent/Guardian Signature Date

# Day Camp Policies and Information

**Check-in and Pick-up**
Day Camp Drop-off is from 9:00-9:15AM, and pick-up is at 4:00PM. Drop-off and pick-up will be organized at the top of the hill in order to keep two-way traffic off of the hill. Photo ID will be required and checked for camper pick-up. Anyone who will be picking up your child will need to be listed as an "authorized pick-up" on their account. You can add or remove authorized pick-ups in your UltraCamp account at any time.

Please follow the below route to get to Camp Kirby (there are also signs and arrows once you get close to Camp). The roads near Camp are narrow, with occasional blind curves, so we keep traffic going one-way as you approach and leave Camp. Please note that speed limits as you come and go from Camp are **20-25MPH**, and respect our wonderful community by not speeding. Please also obey all traffic laws, including coming to a complete stop at all stop signs as your approach Camp. Following these guidelines will help keep our campers and neighbors safe!



**Meals**
You are responsible for packing a lunch and snack for your camper each day. We recommend that you pack extras as well to keep your camper energized for a full day of fun. Please also send your camper with a water bottle.

**Activities**
Camp Kirby Day Camp activities include arts & crafts, themed activities, outdoor living skills, nature exploration, games, songs, and much more! Please note that waterfront activities are not offered for our Day Campers, but we will make sure to stay cool through sprinkler play and other water games.

**Sample Schedule**
9:00 Camp Check-in, Welcome, Rules, Ice Breakers, and Opening Activity
10:00 Snack and Craft
11:00 Forest or Beach Time
12:00 Lunch
12:30 Books and Kirby Magic
1:30 Camp Program Station
2:45 Field Games and Pack Up
3:30 Sing Songs, Reflections, and Pick-up



# Camp Kirby Day Camp Packing List

**Each camper will need to bring the following each day (packed in a small backpack is preferred)**

- Sweatshirt or jacket
- Sunscreen
- Closed-toe shoes or sandals (Ex: Hiking boots, tennis shoes, Keens)
- Long pants (recommended, or brought in backpack)
- Spare change of clothes
- Sack Lunch and snacks
- Water Bottle

**Clothing**
Mornings can be cool and breezy so be sure your child wears/brings a sweatshirt or jacket. Dressing in layers so your camper can peel down as the temperature warms up is best. Remember to apply sunscreen at home. Send sunscreen with your campers so they can reapply it if necessary. All campers must wear socks and sturdy shoes with CLOSED heels and toes. For your child's protection, long pants are recommended for some activities.

**DO NOT BRING TO CAMP**
The following items are not allowed at camp. These items, if found, will be confiscated and returned to the parents/guardians. Some items, such as weapons or drugs, will result in the camper being sent home immediately.

- ALL electronics including: Cell phones, music players, video games, tablets, laptops, smart watches, and e-readers
- Firearms, Fireworks, or Weapons (including pocket knives)
- Alcohol, Drugs, or Tobacco
- Pets/animals



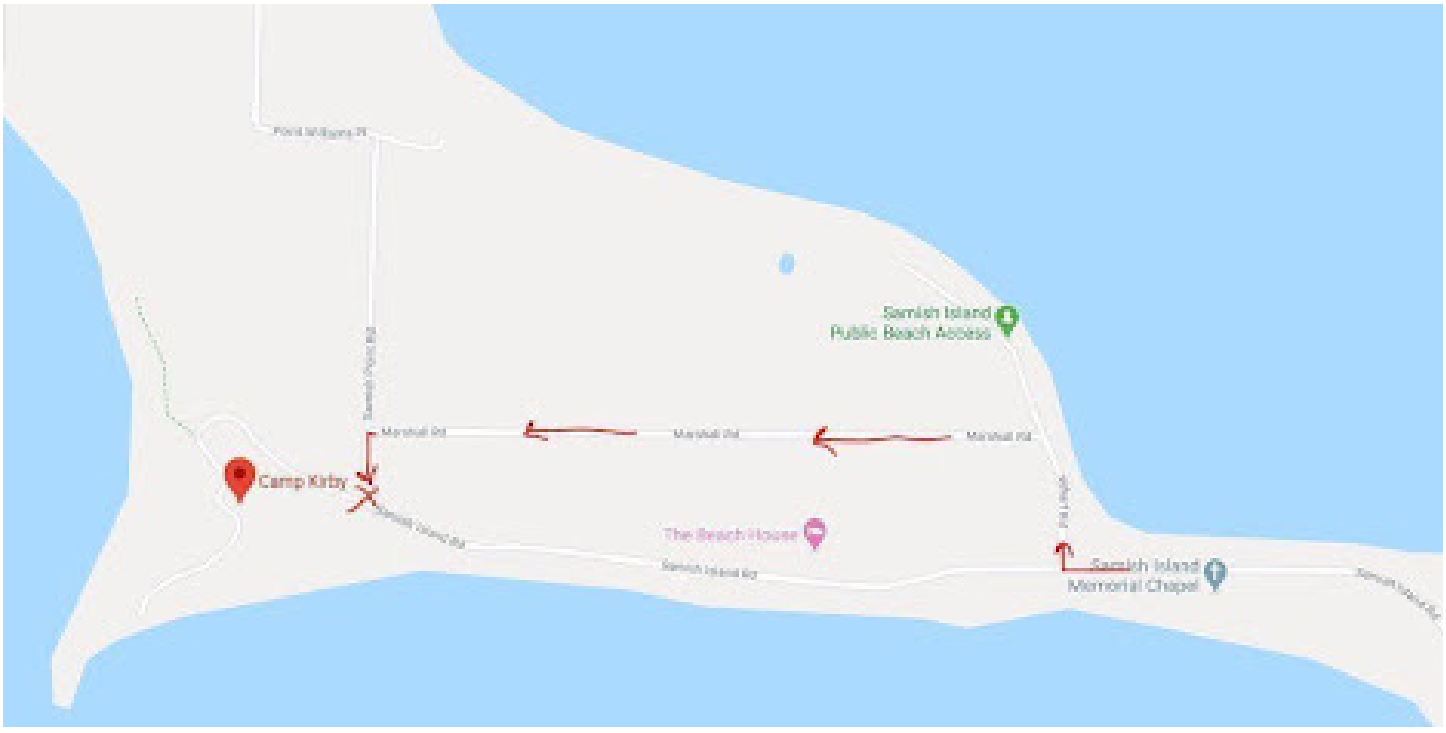
# Overnight Camp Policies and Information

**Check-in/Drop-off**
Camper check-in/drop-off is staggered on Sunday afternoons for all sessions. If a family has more than one camper attending a session, please arrive during the earliest camper's designated time. You'll be able to check all of your children in then. For descriptions of camper units, please refer to this guide.

**Check-in arrival windows:**
CITs - 1:30-2:00PM
Cricket/Beachcomber/Voyager Units – 2:00-2:30PM
Adventurer Unit – 2:30-3:00PM
Discoverer Unit - 3:00-3:30PM
Explorer Unit – 3:30-4:00PM

If you arrive early, a line will form at the gate at the top of the hill. Once the gate opens, you will be directed by Camp Kirby staff members. A wellness check, bag check, and trip to the Kirby Store are all part of the check-in process. Please plan on check-in taking 30-60 minutes. The speed limit on Camp property is 5 MPH. Please, **no pets** at camp.

Please follow the below route to get to Camp Kirby (there are also signs and arrows once you get close to Camp). The roads near Camp are narrow, with occasional blind curves, so we keep traffic going one-way as you approach and leave Camp. **Please note that speed limits as you come and go from Camp are 20-25MPH, and respect our wonderful community by not speeding.** Following these guidelines will help keep our campers and neighbors safe!





**Check-out/Pick-up**
Camper pick-up is 7:00PM to 8:00PM on Friday evening for all full-week sessions. If you do arrive early, a line will form at the gate at the top of the hill. Once the gate opens, promptly at 7:00PM, you will be directed by Camp Kirby staff. For our mini camp session, pick up is at 10:00AM to 11:00AM on Wednesday. Whoever is picking up your camper, including yourself, will need to show photo ID to staff at the check-out table in the lodge. These individuals will also need to be listed as "authorized pick-ups" in your child's UltraCamp account. The speed limit on Camp property is 5 MPH. Please, **no pets** at camp.

**Mail at Camp**
Mail at camp is very important! Campers are encouraged to write home, and our campers LOVE to receive mail during their session. Mail can be dropped off at the check-in table on Sunday for delivery during the week. This is a great option because it saves you on postage, and ensures that your child's mail will arrive on time. **Please do NOT send food or candy** as this brings critters into the cabins and creates many extra problems. All packages will be opened under the supervision of a staff member, and any food or candy will be held by the Camp Director until pick-up at the end of the week. You can also mail letters and packages addressed to Camper's name, Camp Kirby, 4734 Samish Point Rd, Bow, WA 98232. **Allow at least 4-7 days** for your mail to reach Camp Kirby. If a camper's mail arrives at Camp before they do, it WILL be held and delivered once they arrive. Any mail received after a child has left Camp Kirby will be marked "Return to Sender".



**Policy on Homesickness and Phone Calls**
Our staff is extensively trained in how to handle homesickness; however, should a camper persist in homesickness, we will call you for advice on how you would like us to handle the situation. Our director is happy to talk to parents who want to "check" on their campers, but campers will not be called to the phone unless it is an emergency. In a non-emergent situation, you may contact us at info@campfiresamish.org OR (360) 255-7765.

**Camp Store**
The camp store will be open on opening and closing days and throughout the week for the campers. **All money brought to camp must be checked in at the camp store during the check-in process**, and an account will be kept for these campers. Money can also be added through your UltraCamp account. The store sells Kirby sweatshirts ($30-$40) and t-shirts ($20), camp souvenirs, postcards and stamps, flashlights and batteries, and so much more. The Kirby store does **not** stock any food or candy. All account balances over $10.00 will be refunded at the end of the summer season, unless you have chosen to donate the remainder. Any account balance of $10.00 or less will NOT be refunded, and will instead be donated to benefit Camp Kirby.



**Buddy Requests**
We do our best to accommodate any buddy requests that your camper may have. With that being said, some cabins only sleep so many campers (for example, in our Discoverer unit, the Cascadia treehouses sleep four campers each) so large friend groups may need to be split between two cabins. If your camper has a friend in a different grade, please contact our Camp Director to see if your request can be accommodated. Buddy requests can be made on your camper's *Camper Information Form.*

**Activities**
Activities at camp are all about trying new things, challenging yourself, and having fun outdoors. We stress camper planning and choice, so kids have a chance to be in control of their week. Each week, campers will get to experience all of the activities that are open to their age group. During a typical week-long session, campers can expect to do each activity at least once, with options to do activities more than once if time and scheduling allows.



**Day at a Glance**
7:30 - Wake Up
8:00 Breakfast
8:30 Clean Cabin
9:30-11:45 Scramble*
12:00 Lunch
12:30 Rest/Kapers**
1:30-5:00 Programming*** and snack
5:30 Dinner
7:00 Evening Activities****
9:00 Night Programming*****

*Scramble is camper choice time. Each day there are 5-7 activities offered, and campers can choose which option to attend, separate from their cabin group.
** Kapers are camp chores. Each day, cabin groups are assigned to a kaper (cleaning the bathroom, raising the flag, tidying the lodge game area, etc)
*** Programming is pre-assigned, and attended with the cabin group.
**** Evening Activities change day-to-day, but include: Opening night lookout, unit games, unit campouts, themed half-camp and all-camp night, and closing campfire.
***** Night programming is based on the camper unit, and listed in the programming offerings below.

**Programming**
All Ages: Arts & Crafts, Music & Drama, Outdoor Living Skills, Science & Nature, Swimming, Waterplay, and Row Boats (all boating activities require successfully passing a swim test in order to participate)
4th Grade and up: Archery and Canoeing
6th Grade and up: Kayaking and 40-foot Climbing Tower
8th Grade and up: Night Canoeing and Night Archery
10th Grade and up: Night Kayaking

**Groups/Sleeping Cabins**
Depending on their unit, campers may sleep in a cabin, treehouse, or platform tent. In most cases, campers are assigned to single-gender cabins based on their grade. For campers whose identified gender does not match their assigned sex, we invite you to select the cabin option that best suits you. Private bathrooms, showers, and changing areas are available to all campers.

In many cases, campers are assigned to a Cabin Counselor of the same gender. In some cases, counselors are selected to work with children of a different gender. Staff members are situated in bedrooms within the cabin, or in a tent just beside the camper's tent, but do not reside in the same enclosed space as campers. Staff members are still easily accessible, and can immediately hear if a camper needs assistance.

We want to be inclusive of the needs of all campers and parents, so please let us know in your registration if you have any strong preferences regarding your child's housing or counselor assignment.

**Meals**
All meals are served family-style in our main lodge, and campers eat at a table with their cabin group. Campers have many choices, and our menu is "kid friendly" offering all of the components separately (ex: on spaghetti night, the noodles, sauce, and meatballs are all in separate serving containers). At both lunch and dinner, we offer a salad bar for anyone who chooses to visit it. Our kitchen staff also prepares meals to meet any dietary needs that we know of ahead of time (food allergies, gluten-free, vegetarian, vegan, dairy-free, etc). Please make sure to note this on your camper's health form, and during the registration process. Please also let us know at check-in if your camper's dietary needs have changed since you completed your paperwork.

# Camp Kirby Overnight Camp Packing List

**All Campers will need the following items**

- Sleeping bag and pillow
- Water Bottle
- Toiletries
- Toothbrush and Toothpaste
- Shampoo and Soap
- Deodorant
- Feminine product supplies
- Sunscreen and Chapstick
- Insect Repellant
- Washcloth and large towels for showers/swims
- Flashlight with batteries
- Socks and Underwear for the week
- T-shirts and Shorts
- Long pants and jeans (long pants are required for some activities)
- Sweatshirt (even during a warm week, nights can get chilly)
- Warm jacket
- Athletic swimsuit appropriate for boating activities (2 are a good idea)
- Warm sleepwear (Monday is pajama breakfast!)
- Water shoes: Your child will need shoes they can wear in the water and on the beach to protect them from injury. Examples: Keens, Tevas, aqua socks, or old tennis shoes with laces. If using a sandal, it must have a heel strap.
- Two pairs of sturdy shoes for playing, running, and hiking
- At least one pair must be closed-toe
- Sandals MUST have a heel strap
- Nice, clean outfit for Candle light dinner

**Optional or Suggested Items**

- Disposable camera with name on it
- Extra blanket
- Pre-addressed/stamped envelopes for writing letters home
- Rain gear (jacket, boots, etc)
- Bedtime books and/or stuffed animals for sleeping
- Journal and pen/pencil
- Sunglasses

**DO NOT BRING TO CAMP**

The following items are not allowed at camp. These items, if found, will be taken at check-in or confiscated and returned to the parents/guardians. Some items, such as weapons or drugs, will result in the camper being sent home immediately.

- ALL electronics including: Cell phones, music players, video games, tablets, laptops, smart watches, video cameras, and e-readers.
- Firearms, Fireworks, or Weapons (including pocket knives)
- Alcohol, Drugs, or Tobacco
- Pets/animals
- Please do not bring or send any snack food, gum, or candy to camp. Snacks are provided each day as well as 3 meals a day.