



## Summer 2017 Overnight Confirmation Packet

Camp Fire Camp Toccoa is owned and operated by Camp Fire Georgia. Camp Fire programs provide youth with a safe and supportive environment where they have the opportunity to make new friends, try new activities and learn skills that they will carry with them for a life time. At Camp Fire, we encourage youth to find their spark, lift their voice and discover who they are.

At Camp Fire it's more than just activities and play; all programs are outcome based. With a safe and supportive environment, children can fully engage in activities, are provided with leadership opportunities and are supported in lifting their voice. Youth are encouraged to explore their natural sense of curiosity and find their own sparks.

In Camp Fire, positive intercultural relationships are fostered. All children are welcome regardless of race, religion, socioeconomic status, disability, sexual orientation or other aspect of diversity.

### ***Our Promise:***

Young people want to shape the world.  
Camp Fire provides the opportunity to find their spark,  
lift their voice, and discover who they are.  
In Camp Fire it begins ***now.***

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Dear Parent,

We look forward to getting to know you better and working with you to ensure your camper has a safe and successful stay at Camp Fire Camp Toccoa. Please review all documents included within this confirmation packet. ***The medical form must be signed and returned three (3) weeks prior to the camper's stay.*** The medical form requires a signature by a licensed medical care provider. All campers must have a new medical form each year.

### Forms can be mailed to:

Camp Fire Camp Toccoa / Medical Form  
92 Camp Toccoa Drive  
Toccoa, GA 30455

Fax: (706) 886-5123

Email: [camptoccoamedicalforms@gmail.com](mailto:camptoccoamedicalforms@gmail.com)

Thank you,

*Camp Fire Camp Toccoa Staff*

## Directions to Camp Fire Camp Toccoa

Camp Fire Camp Toccoa is located on Highway Alternate 17, inside the Toccoa city limits. Our street address is 92 Camp Toccoa Drive Toccoa, GA. The camp is one-half mile north of Stephens County Hospital and one-half mile south of the Toccoa Golf Course.

### **Directions from Atlanta:**

Take I-85 north to I-985 north. Continue north approximately 52 miles until you pass the exit for Toccoa (Hwy. 17 south and 365 south). **Do Not Exit Here.** Continue north 1.4 miles to the next intersection, which is marked "Antioch Church Road". Turn right (east). Continue east 6.6 miles to Camp Fire Camp Toccoa. *You will merge with Hwy. 17 Alternate at 2.2 miles.* Watch carefully for our wood and stone sign on the left side of the road. (Look for the yellow "Trucks Entering Highway" sign on your right. The camp entrance is opposite this sign. We recommend putting your turn signal on early as the turn into camp comes quickly!)

### **Directions from South Carolina:**

Take I-85 south to the Toccoa/Lavonia exit. Turn north (left) on Hwy 17 and continue into Toccoa. The road will become Hwy 17 Alternate. Continue through town and pass Stephens County Hospital. The camp entrance will be on your right, about one-half mile past the hospital entrance.

## Opening Day/ Drop Off

Campers must arrive **between 2:30 – 4:00 pm on the opening Sunday** of each session.

***To ensure a proper welcome and appropriate supervision upon your arrival, campers will not be admitted before 2:30 pm.***

Upon your arrival you will be greeted in the main parking lot where your camper will be checked in by our leadership staff. Campers must remain on Camp Fire Camp Toccoa property once they have been checked in by our staff. From here you will be directed to a parking spot and greeted by our staff. ***The speed limit at Camp Toccoa is 5 mph.*** The staff will assist your camper in unloading their luggage. Some campers may have a short walk so please dress accordingly - strappy sandals and high heels are not recommended for those dropping off campers. More information regarding drop off will be emailed prior to the start of your campers session(s).

After unloading and meeting your camper's counselor you will be directed to the camp nurse. All campers must visit the nurse for a brief health screening. The adult dropping off the camper must be present with the camper during the health screening. At this time all medications are to be turned in to the nurse. While awaiting the nurse you may add Trading Post (camp store) money to your camper's account and purchase camper email credit. Credit cards are the only form of payment accepted by Camp Fire Camp Toccoa. Cash or checks are not accepted.

Following their health screening, campers are to return to their counselor to begin their Summer 2016 Camp Fire Camp Toccoa journey! At this time parents/guardians are asked to say their good byes and campers are encouraged to let the bonding begin by taking part in ice breakers and name games.

Please Note:

- Tours of Camp Fire Camp Toccoa are not available during check in / check out. Our staff will be occupied welcoming campers and their families. Parents and other guests are not permitted to take a self-guided tour at this time. If you would like to tour Camp Fire Camp Toccoa please visit us during one of our Open House dates or you may call to arrange an alternate date/time to visit.
- Camp Fire Camp Toccoa is a smoke free property.
- For everyone's safety, animals are not permitted on Camp Fire Camp Toccoa property. Any animal brought to check in/check out is not permitted outside of the vehicle.
- Tennis shoes and socks are required at all times for campers, it is beneficial to both the campers and staff if your camper arrives in the proper footwear.
- Opening day ceremonies for campers begin at 4:15 p.m. All adults dropping off campers are asked to depart by this time.
- Campers will be having dinner at 6:00 pm on opening day, so please provide a hearty lunch for your camper prior to drop off.

### Telephone

The Camp Fire Camp Toccoa office telephone number is (706) 886-2457. You may call us anytime during camp. We may also wish to contact you so that together we can ensure the most successful experience for your child. During the summer months our staff is constantly in and out of the office interacting with campers, setting up programs, etc. If we missed your call please leave a voice message and your call will be returned as soon as possible.

Emails to [info@camptoccoa.org](mailto:info@camptoccoa.org) are checked frequently, you may wish to send an email as well.

An emergency contact phone number will be emailed prior to the start of your camper's session. If you are unable to reach the Camp Fire Camp Toccoa office in an urgent situation, the emergency contact phone will put you in touch with Camp Fire Camp Toccoa personnel.

Parents are encouraged to let campers enjoy camp independently. For this reason, phone calls are discouraged. In the event of an emergency, calls can be set up through the camp office.

- **CAMPERS ARE NOT PERMITTED TO BRING CELL PHONES TO CAMP.**

## Lost and Found

Our staff makes every effort to help your camper keep up with his or her belongings. **Please use a permanent marker to label all items sent to camp.** Lost and Found is collected daily and shown to campers. Camp Fire Camp Toccoa is not responsible for any items left at camp. We will not mail items left at camp. Any lost and found items not picked up by August 15<sup>th</sup> will be donated to charity.

## Laundry

Camp Fire Camp Toccoa does not provide laundry services. If your camper is staying for more than 3 weeks please contact our office and laundry arrangements need to be made with an outside party.

## Cabin Mate Requests

Space is provided on the registration form for cabin mate requests. Such requests will generally be honored if both families make the request, and the campers are close in age, grade, gender, and are registered in similar camp programs. In the case of cabin mate request containing campers of different ages or grades, the older camper would be moved down to the younger camper's cabin. Camp Fire Camp Toccoa can only commit to facilitating one cabin mate request per camper. We honor old friendships, encourage new ones and do our best in creating a cabin group that will enable a memorable camp experience for all.

## Camper Mail

For some campers a steady flow of mail to/from home can make a world of difference - while for others it may create feelings of homesickness. Camp Fire Camp Toccoa recommends those writing letters to campers should ask questions about what the camper is doing during their time at camp, share their own camp memories, tell them how excited they are for the camper to share their experiences, etc. Letters informing campers of how much they are missed along with all of the things that are going on in the home without them often inflict feelings of homesickness.

Mail delivered by the US postal system may be sent to:

Camp Fire Camp Toccoa / Camper's Name  
Session #  
92 Camp Toccoa Drive  
Toccoa, GA 30577

Mail is quite slow getting in and out of our local post office. Therefore, if you would like your camper to receive mail early in the week, it is a good idea to mail at least one letter a few days before they arrive at camp. It is recommended to send your campers with letter writing supplies. Any letter writing supplies brought to camp should be packed in a zip-lock plastic bag to protect against dampness. Pre-addressed, stamped envelopes are quite helpful, especially for the younger campers.

Sometimes the first letter home from a camper might indicate a difficult adjustment and homesickness. A more revealing view of your child's early camp experience could be represented in his or her second letter. Nevertheless, if you are deeply concerned, please call and we'll do some quick research.

### **Camper E-Mail**

Parents may e-mail your camper(s) during their stay! Although campers thoroughly enjoy receiving hand-written mail, we know there are times when a quick email note is a good thing! Email service is not available to our campers; instead, they are encouraged to write letters, so make sure you send your camper with plenty of stationary and stamps.

Camper email can purchased online at [www.campfirega.org](http://www.campfirega.org) or on opening day. Checks are the only form of payment accepted for camper email on opening day. The cost of camper email is \$5.00 for ten emails. Campers are limited to ten emails per session.

### **Camper Photos**

Would you like to see pictures of your camper at Camp Fire Camp Toccoa? Photos will be uploaded throughout the week to: <http://www.flickr.com/photos/campfiregeorgia/> Camp Fire Camp Toccoa will do our best to photograph each camper throughout their stay but we are unable to honor specific requests.

### **Swimming**

Camp Fire Camp Toccoa has a Junior-Olympic sized swimming pool. Campers have the opportunity to swim each day to take part in a water activity (waterfalls, pool, slip and slide, etc.) each day. All campers are required to take a swim check at the beginning of each session. Campers who do not pass the swim check will be provided with a PFD (personal floatation device.) This requirement ensures the safety of your camper while he or she is in the water. Female campers are required to wear a one piece swim suit.

### **Weather**

In the event of light rain, we will go on with our daily activities and get a little wet. Please pack appropriate rain gear for your camper. During thunderstorms all campers and staff will seek shelter indoors until the weather has cleared. In the event of a severe thunderstorm, tornado watch or warning, or high wind advisory, operations will be delayed until it is safe to continue. For any weather emergency during the camp day, all individuals on property will follow the Camp Fire Camp Toccoa emergency procedures.

### **Trading Post**

Camp Fire Camp Toccoa operates a small Trading Post (camp store) where campers may purchase shirts, water bottles, snacks, etc. A \$25 deposit is sufficient for the week but you may choose to deposit more or less for your camper. Any remaining balance under \$5 will be considered a donation to Camp Fire Georgia. Balance over \$5 can be donated or refunded to the credit card on file at the end of the summer. Trading posts deposits can be made online beginning February 1<sup>st</sup> or with a check, on opening day.

### **\*Win \$20 Trading Post Credit\***

Camp Fire Camp Toccoa is giving away \$20 of Trading Post credit per session. Campers can be entered by bringing a ream of standard white multipurpose paper (20 lb weight) on opening day. There is no limit to how many reams you can bring; each ream equals one entry. Paper may be dropped at the nurse on opening day where an entry form can be obtained. One winner at random will be chosen at the start of each session. Donated paper will help cover the cost of operations, printing camper emails, etc.

### **Changeover**

For campers interested in staying more than one session, we offer the option of staying for the weekend in between sessions. Changeover is an additional \$50. Please remember Camp Toccoa does not provide laundry services for those staying less than 3 conservative weeks. Campers staying multiple weeks must pack for the duration of their stay. If you would like to visit your camper during changeover you may sign them out between 10:30 am – 11:30 am on Saturday, lunch will not be provided for those who are signed out during this time. Check in for those signed out is between 4:30-5:00 pm Saturday afternoon. For the safety of all campers, on site visitation is not permitted.

### **Payments and Refunds**

We carefully plan each session of camp for maximum fun. We understand that your schedule may change but our staffing and meal arrangements are finalized based on projected attendance. With that in mind, please read our refund policies carefully.

- Credit card is the only form of payment accepted by Camp Fire Camp Toccoa for camper registration.
- All registrations require a \$100 non-refundable deposit per session. The balance will be automatically charged to the card on file 2 weeks prior to the start date of your session.
- All deposits are nonrefundable. Deposits are only transferable to another session if space is available. Deposits may not be transferred to the balance of fees for another session in which another deposit has been paid.
- Any changes or cancellations/refund request must be received via email ([info@camptoccoa.org](mailto:info@camptoccoa.org)) at least two weeks prior to the session start date. ***Refunds will not be given within 2 weeks of the session start date.*** We will do our best to accommodate any changes requested but cannot guarantee availability.
- There will be no fee reduction or reimbursement for absences due to illness, family emergencies, vacation, summer school, unexpected visits from relatives or for any other reason.
- There will be no fee reeducation or reimbursement for changes in programming on our part. All decisions to change programming are made with the best interest of the camper's safety and experience in mind.

## Tipping

Although we appreciate your kindness, gratuities are not accepted. If you truly want to acknowledge a staff member, you are welcome to make a donation to Camp Fire Camp Toccoa in their honor. Your thoughtful gesture will be acknowledged at our weekly staff meeting.

## Staff

Camp Fire Camp Toccoa is accredited by the American Camp Association (ACA). Our camp has a full time CEO who has spent many years at Camp Fire Camp Toccoa both as a camper and as a staff member. Our Camp Director has spent multiple summers on staff at Camp Fire Camp Toccoa and has many years youth development experience. Our summer counselors are primarily college students who genuinely enjoy children, love the outdoors and are skilled in their activity areas. Staff members receive an extensive orientation before the first camper ever arrives at Camp Fire Camp Toccoa. Summer staff members are CPR and First Aid trained, are carefully screened through a series of interviews, and have undergone thorough reference checks and background checks.

## Adjustment to Camp

It is common for campers, both new and returning, to require some adjustment to being away from home. Summer camp is often a child's first time away from parents, brothers, sisters, friends and pets. We try our best to keep campers involved in lots of fun activities but occasionally campers miss the routine of home life. Some campers immediately become homesick and might express these feelings in their first or second letter home. Homesickness is normal.

Our staff is prepared to handle homesickness. Some campers need quiet time at first with reduced instructions and stimuli while others may need lots of information and to know things right away. Others will feel fine once they have formed bonds with their counselor and other campers. While at camp, stay positive and supportive in communications with your camper. In most cases, homesickness is made worse when campers call home. If you think that your camper may be homesick please notify the camp director. You can help us by choosing to build excitement and/or reduce anxiety by doing some pre-camp preparation. Express confidence in your child's ability to take care of him or her at camp and that asking for help is perfectly acceptable. Talk about adventures awaiting your child, reuniting with old friends and making new. Consider visiting Camp Fire Camp Toccoa during one of our two Open Houses. This opportunity will familiarize the whole family with camp in general, sleeping arrangements, building locations, etc.

## Behavior

Our program cannot accommodate participants who display chronic or severely disruptive behavior. Such behavior may be grounds for dismissal from the program. 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 inflicts physical or emotional harm on children or staff (i.e. verbally or physically threatening behavior, fighting, etc.).
- Behavior that is destructive in nature.
- Behavior that continually ignores or disobeys.

## Social Network and Blog Policies

- For the safety of all participants, Camp Fire Camp Toccoa does not allow digital cameras or any other recording devices. Participants may not upload pictures or videos taken while at Camp Fire Camp Toccoa to any website, blog or other social media site.
- Parents and participants must be respectful in all communications and blogs related to or referencing the camp, its employees, and other campers.
- Participants must not use blogs or personal web sites to disparage the camp, other participants or employees of Camp Fire Camp Toccoa.
- Parents and participants must not use blogs or personal web sites to harass, bully, or intimidate other campers or employees of Camp Fire Camp Toccoa. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze or physically injure another person.

## Health & Wellness

*All overnight campers are required to have a Camper Medical and Health History form signed by a licensed medical care provided prior to attending Camp Fire Camp Toccoa.* An updated Camper Medical and Health History form must be completed each year but can be based on a physical over the last 12 months. This form is required for all campers attending Camp Fire Camp Toccoa. The information collected is not part of the camper acceptance process but is gathered to assist us in identifying appropriate care for your camper(s). Please provide complete information so that Camp Fire Camp Toccoa is aware of your camper's needs. We take pride in the excellent quality of health care we provide to our campers. A camp nurse is always on duty, a local doctor is always on call, and the camp has arrangements for emergency medical care with the nearby Stephens County Hospital.

The Camper Medical and Health History document must be returned three weeks prior to your camper's arrival at Camp Fire Camp Toccoa. *It is advised to also bring a copy while dropping your camper off.*

Forms can be mailed to:

Camp Fire Camp Toccoa / Medical Form  
92 Camp Toccoa Drive  
Toccoa, GA 30577

Faxed: (706) 886-5123

Emailed: [camptoccoamedicalforms@gmail.com](mailto:camptoccoamedicalforms@gmail.com)



- Should your camper not feel well during the day, he or she will be brought to the House of Health. The most common ailments at camp are due to dehydration, over-exertion and too much heat. A little time out of the sun, some fluids and TLC usually does the trick. If additional care is needed, we will contact you immediately. You will be notified if there is anything more severe than bumps, bruises and the aforementioned ailments.
- Please do not send your camper to camp if he or she is sick. Your child will not have fun and any illness may present a health risk to the whole camp community. If your camper shows signs of a communicable disease while at camp, you or your emergency contact will be asked to come pick your camper up immediately.
- **Prescription medication must be received in its original container. Only the exact dosage required for your campers stay will be accepted.**
- The House of Health is stocked with medication such as Benadryl, Advil, Tums, etc. Camp Fire Camp Toccoa will not accept any over the counter medications that we keep in stock.
- Please provide your camper with a refillable water bottle and sunscreen in order to help him or her stay healthy and hydrated.

### **Food and Packages**

Camp Fire Camp Toccoa provides plenty of tasty and nutritious meals in our dining hall. If your camper has special dietary needs, food allergies, or is a vegetarian you will find space to provide this information on their health history form. If your camper has food allergies you must call Camp Fire Camp Toccoa and speak with the director/CEO a week prior to the start of your camper's session. In most cases you will be asked to provide supplemental food items for your camper. We ask that parents of campers who do not have food allergies, **do not** send food to camp with their campers so we can keep away animals and control food allergies. Camp Fire Camp Toccoa will work with parents of campers with food allergies to create the best experience possible for their camper.

Camp Fire Camp Toccoa does not have ample space to store care packages. Packages arriving before the campers session or after a camper has departed are not the responsibility of Camp Fire Camp Toccoa and cannot be stored or re mailed. Ideal items for care packages include things that may be shared among the cabin such as glow sticks, bubbles, mad libs, crossword puzzles, playing cards, etc.

**Guarantee a t-shirt!** A limited supply of unit t-shirts will be available for campers to purchase in the trading post. If you would like to guarantee a t-shirt in a specific size, you're able to do so. Don't forget to purchase a shirt for yourself too! T-shirts will be available to purchase online beginning February 1<sup>st</sup> or with a check, on opening day. T-shirts will be delivered to campers at the end of their session.

**Cabin Parties:** Treat your camper's whole cabin to a party! \$20 each. Say Cheese: The cabin will be treated to crackers, cheese and a drink, A Poppin' Good Time: The cabin will be treated to a popcorn snack and drink, Fresh & Fruity: The cabin will be treated to a fruit snack and drink.

We will determine which day it is given based on other parties purchased for the cabin throughout the week. If your child has any allergies but would like to throw a cabin party, please let us know and we can provide an alternative. If a camper in the cabin has a food allergy, we will provide an alternative that is safe for them. Cabin Parties will be available to purchase online beginning February 1<sup>st</sup> or with a check, on opening day.

## Overnight Camp Packing List

The following items are suggested to ensure a safe and comfortable camp experience for your camper. Please do not send new or expensive clothing. Camp Fire Camp Toccoa activities take place outdoors; our hope is for campers to enjoy the freedom of not worrying about stains or the impact of "Georgia Red Clay!" Each item is to be clearly marked with a permanent marker or sewn-on tags including the campers first and last name. Camp Fire Camp Toccoa is not responsible for loss of damage to personal items/equipment. The temperature at camp usually allows for shorts and t-shirts during the day. Slightly warm clothing may be recommended during the vents or on rainy days.

## Luggage

Your camper will have a short walk to their cabin/living area so please choose luggage with this in mind. Footlockers or large plastic containers, with handles, work well for packing. Camp Fire Camp Toccoa has a rough terrain; luggage with wheels is not recommended. We recommend that campers assist with packing their luggage so they know what items they have, where they are, etc.

**Keep in mind, campers will need enough clothes for at least one change of clothes per day. The weather is often a factor and campers need extra clothes on rainy days.**

2 pair of tennis (required)	Jacket or Sweatshirt
Towels and washcloths	Personal toiletry articles
7-10 pair of shorts	Sleeping bag for outdoor use
7-10 shirts	2 twin size flat sheets (required)
Towel for pool	2 hard plastic or metal water bottle (required)
2-3 pair of jeans	Flashlight with extra batteries
10-12 pair of socks	Sunscreen – non aerosol
Bathing Suit (1 piece for females)	Bug Spray
Pajamas	Pillow with pillowcase
Laundry bag	Shower shoes or flip flops
10-12 pair of underwear	Everyday use backpack*
Raincoat or Poncho	

Other items: 7 X 6 waterproof ground tarp of plastic (to lay on the ground on camp out night). Pre-addressed and stamped envelopes, camping utensils (plastic bowl, spoon, fork), camera (no digital camera), books, crossword puzzles, card games, small musical instruments, stuffed animals, personal fan (battery operated). \*Voyager campers will have a sort hike while carrying their items to camp out (sleeping bag, clothing, camping utensils, etc.), please send a backpack that will accommodate these items. All other campers will use a backpack for everyday use (walking to and from the pool, barn, etc).

## Backpacking Additional/Specific Items

Sleeping bag (not a cotton or down slumber bag)  
Sleeping pad (Thermarest or foam pad)  
Camping utensils (bowl, spoon, fork, cup)  
2 hard plastic or metal quart sized water bottles  
Long pants (fleece or wool preferred)  
Long sleeve shirt (Flannel recommended)  
Warm jacket (fleece or wool)  
Travel sized toothbrush and toothpaste

Hiking socks (at least 2 pair)  
Hiking boots  
Insect repellent  
Portable flashlight or headlamp  
Backpack (at least 50 Liters)  
12 - Gallon sized zip lock bags  
Backpacking pillow  
Hiking stick/poles (optional)

At Camp Fire Camp Toccoa we are "unplugged."

- Please do not allow your camper to bring any electronics including: cell phones, iPads, Tablets, Kindles, digital cameras, iPods, hand held games, or any other personal computer devices. If brought, these items will be sent home or retained in the camp office until they can be picked up by a parent/guardian.
- Other items not permitted by Camp Fire Camp Toccoa include: illegal drugs, alcohol, cigarettes, fireworks, weapons, animals, pets, etc.
  - Campers do not need money during their stay at Camp Fire Camp Toccoa.
  - Campers are not permitted to have any medication and or vitamins (ibuprofen, calamine lotion, Benadryl, etc. in their luggage), all over the counter and prescription medical items are to be given to the nurse on check in day for the safety of all campers.

## Closing Day/ Pick Up

Camper pick up is **between 10:30 -12 noon on the closing Saturday** of each session.  
***Please do not arrive before the designated time to pick up.***

Upon your arrival at Camp Fire Camp Toccoa our staff will direct you to a parking spot and direct you to the staff member responsible for signing out your camper. An adult listed on the authorized pick-up list, made during registration, for each camper must personally sign the camper out with a Camp Fire Camp Toccoa staff member.

Anyone picking up a camper must provide a photo ID and be listed on the authorized pick-up list completed during registration. Please make sure yourself and all emergency contracts are included on the list. Additions/deletions to the authorized pick up list must be made in writing and emailed to [info@camptoccoa.org](mailto:info@camptoccoa.org) by the person(s) listed as parent/guardian(s) on the camper's registration.

Campers being picked up after closing day has ended will be charged a late fee to the credit card on file:

\$10.00 for the first half hour  
\$20.00 for every additional half hour

When picking up your camper please make sure he/she has all of their belongings including: luggage bag, laundry bag, sleeping bag, pillow, water bottle and any other additional items. Items left at Camp Fire Camp Toccoa will not be mailed home.

If you have any questions or concerns please feel free to contact:

Camp Office: (706) 886-2457  
Email: [info@camptoccoa.org](mailto:info@camptoccoa.org)  
Fax: (706) 886-5125.