



Camp Fire Afterschool

Parent Handbook of Operational Policies and Procedures 2025-2026 School Year

Camp Fire Georgia
92 Camp Toccoa Drive
Toccoa, GA 30577
Office: 706-886-2457
info@campfirega.org

Policies and Guidelines for Parents

Welcome to the Camp Fire Georgia family!

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 lifetime. 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 and families are welcome regardless of race, religion, socioeconomic status, disability, sexual orientation or other aspects 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*.

Hours of Operation:

Big A Elementary: End of school day - 5:45 pm

Liberty & Toccoa Elementary Schools: End of school day - 6:00 pm

Prime Time (5th-8th Grade): End of school day - 6:00 pm

Camp Fire will not host Afterschool on Early Release Days.

Tuition Guidelines

Tuition Pricing and Membership Fees

Annual Camp Fire Georgia Membership Fee.....\$25.00/year

Afterschool.....\$75.00/week

Automatic Withdrawal

Registration for Camp Fire Afterschool must be done online at <http://www.campfirega.org>. Weekly tuition will be charged every Friday for the upcoming week.

All registrations and tuition payments must be done online and are **automatically charged each Friday.**

Absences

\$75 per week is charged regardless of how many days the child attends within a week.

Prorated Tuition

Weekly tuition is \$75 and will not be pro-rated for children who begin attendance mid-week. Monday, August 4th will be the first scheduled day of Camp Fire Afterschool. If you register after that date, your child's start date will be the Monday following your completed registration and payment of first week's tuition. This is to ensure that Camp Fire can maintain adequate staffing as program attendance increases. Automatic debits to your card on file take place each Friday, beginning August 8, 2025, or the Friday of the first full week your child attends Camp Fire Georgia Afterschool. Should we be able to start your child mid-week after receiving your registration, you will be notified.

Automatic withdrawal payments will start on Friday of the first full week the child attends.

Declined Tuition Charges

Our system will run the credit card on file until payment is deducted. An email will be sent to the account holder each time a charge is declined. If tuition fees are not paid by Monday of the current week, your child may not be able to return until the balance is paid in full.

Recordkeeping

We encourage participants to maintain their own payment records for accounting purposes. All past payment information can be accessed through your Configio account, which is set up when you register a child in a Camp Fire Georgia program for the first time.

Attendance Policy

For the safety of your child and to avoid unnecessary staff worry, parents must email Camp Fire Georgia Afterschool Director, Michelle Taylor, **by 1:00pm** (michelle.taylor@campfirega.org) each day to report their child's absence from the Afterschool program. Fees will not be prorated for days that a child is absent.

School Cancellation/Delayed Start/Inclement Weather:

There will be no Afterschool Programs on holidays, snow days, or days when school is dismissed due to inclement weather.

Camp Fire will adhere to the Stephens County Public Schools' decision regarding cancellation. **Should school be closed early due to severe weather, Camp Fire GA Afterschool will not be open.** It is the parent/guardian's responsibility to pick up the child from school. **If Stephens County cancels after school programs, that will include Camp Fire GA Afterschool.**

When weather is severe, the following will help keep you informed and up to date on Stephens County School closing or delays due to inclement weather:

- WNEG Radio 6:30 AM will be contacted immediately
- A School Messenger call will be sent from the superintendent
- A message will be posted on SCSS Facebook page
- SCSS website will be updated with closing/delay information

Severe Thunderstorm Watch or Warning: If Camp Fire GA Afterschool is in session when the watch or warning is issued, the program stays open. The staff takes safety precautions as outlined in the school district's policies.

Tornado Watch: Participants remain in care and the staff takes prescribed safety precautions. If it is safe to do so, youth will be released to parents or other designated adults upon request.

Tornado Warning: All participants and staff members remain in the building and take shelter in designated areas. Youth may be detained beyond the usual dismissal time if necessary. If it is safe to do so, youth will be released to parents or other designated adults upon request.

Other Natural or Man-Made Disasters: Youth remain in care and the staff takes safety precautions as dictated by the circumstances of the emergency. In general, staff and youth will shelter in place unless it becomes unsafe to stay in the building. If circumstances require, a lock-down procedure will be initiated. If it is safe to do so, participants will be released to parents or other designated adults upon request.

Lockdown Procedures

In conjunction with Stephens County Schools, lockdown procedures are in place in case of an active shooter or other human threat. Our procedures are based on the recommendations by The Georgia Emergency Management and Homeland Security Agency.

- Level 1(possible threat outside) - All exterior doors are locked; parents must present their Photo ID through the door; Camp Fire staff and participants stay in one room.
- Level 2(possible threat inside) - Student movement restricted; exterior and interior doors locked; Camp Fire staff and participants stay in one room.
- Level 3(Active threat inside) - The students will go to an interior room with limited access to the outside, the door will be locked, the lights will be off and Camp Fire staff and participants will hide.

Late Pick-up Policy

Camp Fire GA Afterschool at Big A Elementary ends at 5:45 pm. Liberty and Toccoa Elementary Schools end at 6:00 pm. **A \$1.00 per minute late fee will be charged to the card on file for any late pickups.** The Stephens County Sheriff's department will be contacted for any children not picked up within 45 minutes of the pick-up time.

Authorized Pick-up

All authorized persons (including parents) must show valid identification at pick-up each day throughout the duration of the school year. Please provide written notification if you wish to change or add authorized persons either in person the day before or via email.

If there are custody issues involving your child, please provide court documentation indicating who may or may not pick up your child.

No child will be allowed to leave the facility without being escorted by the

parent/guardian, person authorized by the parent/guardian, or facility personnel.

Students enrolled in Camp Fire programs will not be released to anyone under the age of 16.

Playground Weather Policy

Camp Fire knows that getting outside is critical to positive youth development, which is why we do our best to get our participants outside every day even if only for 15 minutes. We follow the weather guidelines set forth by the Georgia Department of Early Care and Learning.

Therefore, we ask that all participants be dressed accordingly.

Health and Wellness

Children who are sick should be kept at home. The state's current communicable disease chart of recommendations for exclusion of sick children from the center and their readmission shall be followed. A child shall not be accepted or allowed to remain at the center if the child has the equivalent of a one hundred and one (101) degree or higher temperature and other contagious symptoms such as, but not limited to: a rash, diarrhea, vomiting, a sore throat or discharge from the eyes.

Camp Fire will contact the parent/guardian regarding any incidents, including illnesses, injuries, adverse reactions to medications, etc.

Before any medication is dispensed to a child, written authorization from the parent or guardian must be obtained. This must include date, name of child, name of medication, dosages, date and time of day medication is to be given. Medicine must be in the original container labeled with the child's name. Prescription medication must be received in its original container.

Contact

It is the parent/guardian's responsibility to keep records current to reflect any significant changes as they occur including telephone numbers, work location, emergency contacts, child's physician, child's health status, new allergies, etc.

At Camp Fire, we will use 3 points of contact to relay information about the program. In-person: a staff member will inform you and hand you a note, Email: through Configio to the email address provided, and a note on the door.

We make sure that any communications we send are important and relevant so parents can stay up to date with what's going on at Camp Fire.

Code of Conduct

Children are expected to adhere to all school and district policies. Camp Fire will adhere to the policies of the school and district as well. The Code of Conduct is to ensure each child's behavior is consistent with school rules.

Clothing & Personal Belongings

Children participate in play and should dress accordingly. All items (clothing, school supplies, etc.) should be marked with the child's first and last name.

Camp Fire is not responsible for the loss or damage of personal belongings. Parents are discouraged from allowing their children to bring personal toys, electronics or devices to the Camp Fire program. Our programs provide developmentally appropriate activities and equipment for all age groups as well as the opportunity for individual free play to keep children safe and happy.

Cell phones, tablets and other devices should be turned off and stored in the bottom of the child's backpack. If children need to contact their parents by phone, the Site Manager will initiate the contact using the program phone.

We reserve the right to confiscate any item(s) that serve as a distraction during program time and return said item(s) to the parent at the end of the day.

Guidance & Discipline Practice Policy

Our goal for children is to help each child develop the internal control needed to manage him/her. Therefore, we use the following positive guidance techniques:

- Modeling appropriate behaviors
- Setting clear and reasonable limits that protect the child's safety and welfare, the rights of others and the environment
- Acknowledging appropriate behavior
- Encouraging verbalization and problem solving by providing positive suggestions, choices and/or redirection.

When a discipline problem occurs and persists, the following actions may be taken:

- The Site Director will complete an Incident Report Form and discuss with the parent and child.
- Parents will be called for a conference.
- Parents may be called to pick up their child for the day.
- A behavior agreement may be completed outlining the unacceptable behavior and consequences.
- The child may be suspended or released from the program at the discretion of the Camp Fire Program Director.

Behavior

Our program cannot accommodate participants who display chronic or severely

disruptive behavior. Such behavior will 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 is destructive in nature.
- Behavior that continually ignores or disobeys.
- Students will be dismissed without warning from Camp Fire Programs for behavior that inflicts physical or emotional harm on children or staff (i.e. verbally or physically threatening behavior, fighting, etc.).

Corporal Punishment

Camp Fire Georgia has a strict policy against corporal punishment. Under no circumstances will corporal punishment be allowed within programs operated by Camp Fire Georgia. The Site Director of any Camp Fire Georgia program shall not use, nor permit any person to use corporal or other cruel, harsh, or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children.

Accommodations

At Camp Fire we are an inclusive organization that welcomes children with various cognitive and social abilities. We maintain ratios of 1:15 at most; we ask that participants be able to fully function in a group of up to 15 children with structure and clear limits. If any accommodations need to be made, please inform the Afterschool Program Director prior to registration to ensure such accommodations can be made.

Homework

Opportunity is given for participants to work on homework during After-School. Though we make every effort to ensure completeness and accuracy of homework, we ask that parents/guardians follow up with their child to make certain homework has been completed and is accurate.

At Camp Fire Afterschool, it is important that there is a collaborative relationship between parents/guardians, students and Afterschool staff, so we will work with each family to make homework time as productive as possible.

Snacks

A snack will be provided each day as part of the Afterschool program. If your child has an allergy for which we need to make accommodations, we will need documentation from a doctor stating the nature and severity of the allergy. An appropriate snack will be provided. Students are asked to bring a water bottle each day.

The Role of Parents in Camp Fire Georgia's Programs

At Camp Fire Georgia, we recognize that parents/guardians are their children's first and most committed teachers and advocates, and that children benefit the most when the adults in their lives—parents, teachers and childcare providers—work together.

Here are some ways you can help your child succeed in Camp Fire Afterschool:

- When you come in to pick up your children at Camp Fire Afterschool, talk with the staff, even if it's only for a few moments. Check for flyers, calendars and notices.
- Talk with your child every day about what they did in Camp Fire Afterschool.
- Ask open-ended questions to get them talking about their day.
- Work with the staff to address any behavior or health issues or concerns that you may have about your child.
- Communicate regularly with the staff to share ideas, questions or concerns.

**Thank you for trusting us with your child.
We are excited that your child is a Camp Fire Kid!**

