



Camp Fire Camp Toccoa Absolutely Incredible Kid Weekend Parent Handbook

Arrival and Departure

Without Transportation: For campers being dropped-off and picked-up at Camp Fire Camp Toccoa, we are located on Highway Alternate 17, inside the Toccoa city limits. Our street address is 92 Camp Toccoa Drive. The camp is one-half mile north of Stephens County Hospital and one-half mile south of the Toccoa Golf Course on Falls Road.

On-site Drop-Off will be between 12:30 and 12:45 pm on Saturday, April 21st. Lunch will be served.
On-site Pick-Up will be between 10:00 and 10:30 am on Sunday, April 22nd.

Saturday Only: On-site Pick-Up will be at 6:30 pm on Saturday, April 21st for those staying the day only.

With Transportation: For campers using transportation from Atlanta, the drop-off site will be **UPS Headquarters** in Atlanta (Address: 35 Glen Lake Parkway; Atlanta, GA 30328).

Drop-Off will be between 9:30 am- 10:00 am on Saturday, April 21st.

Be aware that the vans will be leaving promptly at 10:00 am.

Pick-Up will be between 1:00-1:30 pm on Sunday, March 18th.

*A snack will be provided, lunch will not be served.

You will be required to show photo ID when signing out a camper.

Campers picked late will be charged a late fee of:

\$10 for within the first half hour

\$20 for every additional half hour

Transportation Procedures

All campers must be checked in with Camp Fire Camp Toccoa staff before the adult departs. Campers are not to be dropped off in the parking lot before the arrival of Camp Fire Camp Toccoa staff. For the safety of all participants please have your camper wait in your vehicle or with an adult until they are ready to be checked in.

Campers will be assigned to a waiting area during pick-up. All campers must be checked out by Camp Fire Camp Toccoa staff, a photo ID is required to sign out campers.

Camp Fire Camp Toccoa will provide a driver and 1 additional staff member per vehicle transporting campers. The additional staff member will be responsible for ensuring all campers follow the safety rules while the vehicle is in motion.

If there is an emergency, change in pick up or drop off time or locations parents will be notified via email or phone call as early in advance as possible.

Transportation Safety Rules

All participants must properly utilize a seat belt for the duration of the trip; one participant per safety belt. The number of passengers will not exceed the number of seatbelts. Camp Fire Camp Toccoa staff are the only ones permitted to ride in the front seat of the van or bus. Campers are to remain seated; standing or leaning over the seats will not be permitted. Throwing of trash or other objects from a camp vehicle is not permitted. All body parts are to remain in the vehicle at all times. Camp Fire Camp Toccoa staff will provide directions before loading and unloading the vehicles, campers are to follow the directions in a calm and orderly manner.

Cancellations / Refunds

Camp Fire Camp Toccoa holds the right to cancel the event for any reason. Registered participants will be contacted as early as possible if the event is cancelled.

- Credit card is the only form of payment accepted by Camp Fire Camp Toccoa.
- All registrations require a non-refundable deposit. The balance will be automatically charged to the card on file on Friday, April 13th, 2018.
- All deposits are nonrefundable (unless cancelled by Camp Fire Georgia).
- All cancellations must be done in writing to info@camptoccoa.org – refunds for the balance of fees will not be given after cancellations after Friday, April 13th, 2018.
- There will be no fee reduction or reimbursement for absences or early pick up due to illness, family emergencies, vacation, 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.

Behavior Guidelines

At camp, we strive to provide a positive atmosphere where children develop good social skills and grow as individuals within a group setting. Inappropriate behavior from a few children can affect the experience for the entire group. Children will be informed of the camp's expectations and the consequences of inappropriate behavior. Camp staff will do their best to manage problems as they arise. Depending on the severity of the offense, parents may be contacted immediately.

Zero Tolerance Policy

We have a zero-tolerance policy for certain items/situations. Campers, parents and staff will be dismissed from camp for the following offenses:

- Bringing drugs, alcohol, or weapons of any kind to camp.
- Acting in a physically or sexually abusive or harassing manner towards any other person, parent, staff or camper.

Camper Photos

Photos! We will be using [Instagram](#) throughout the weekend. On Wednesday, after camp, photos will be uploaded after the weekend 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. Please note, that Bunk Notes (camper email) will NOT be distributed during Absolutely Incredible Kid Weekend.

Health and Wellness

Our full time staff are certified in First Aid and CPR. They have been trained on how to deal with minor injuries and illness. In the event that your camper experiences a more severe injury or illness, the Stephens County Hospital is a very short drive away. You will be notified if your child is in need of medical attention. In the event of sickness, fever, injury that will require medical attention, etc. the parent will be notified to pick the participant up early from the event. If you have any questions about health and wellness, please reach out in advance (706) 886-2457.

- Please provide your camper with appropriate clothing in order to help him or her stay healthy and happy.
- Each participant is required to have a completed basic medical release form on file with Camp Fire Camp Toccoa. The form can be turned in upon the participant's arrival, emailed to info@camptoccoa.org or faxed to (706) 886-5123.
- Campers requiring medication over the weekend must have a completed Medication Administration Record to accompany their medications.
- Prescription medication must be sent in the original container containing only the dosage required for the weekend.
- Place all medication and the medication administration record in a gallon sized zip lock bag labeled with the campers first and last name.
- Do not send over the counter medication with the exception of Melatonin or daily allergy medication such as Zyrtec or Claritin, which must be in the original container and only containing the required dosage for the weekend.
- Camp Fire Camp Toccoa cannot accept medication that is not in the original prescription contain, any amount over the exact dosage for the weekend, over the counter medication that is not Melatonin or daily allergy medication such as Zyrtec or Claritin or any medication that is not accompanied by the Medication Administration Record.
- Medication, prescribed or over the counter, vitamins, etc. are not to be stored in camper's luggage.
- If medication is found in your camper's luggage, the parent/guardian will be notified and the medication will not be administered to the camper throughout the weekend.

Social Network and Blog Policies

- Participants may not post pictures and/or video of Camp Fire Camp Toccoa events on any website, blog or other social media site without the permission of Camp Fire Camp Toccoa.
- 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.
- 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.

Lost and Found

Our staff makes every effort to help your camper keep up with his or her belongings. Camp Fire Camp Toccoa is not responsible for any items left at camp. Please contact the Camp Office if you are missing something specific. If your missing item is located, we will ship it to you at your expense.

Trading Post

Camp Fire Camp Toccoa operates a small Trading Post, where campers may purchase camp T-shirts (\$10 each). Campers may bring cash to purchase these items over the weekend. Camp Fire Camp Toccoa will not be opening camper accounts in the Trading Post (as we do in the summer) and will not be responsible for lost or stolen money.

What to Pack

Make sure to pack weather-appropriate clothes; hat, gloves, and a rain jacket are recommended as campers will be participating in outdoor activities. Bring a warm sleeping bag, pillow, sheets and any toiletries that you need. Shower shoes (flip flops) for the bathhouse, a flashlight and water bottle are also needed. Closed toe shoes and socks are required at all times. For those who have never attended Camp Toccoa before please view the packing-list provided on the website.

We encourage campers **not** to bring any cell phones or any other electronic devices as they will be collected and kept by camp staff during the weekend. Camp Fire Camp Toccoa is not responsible for any lost, stolen, damaged, or forgotten cell phones and/or electronic devices. If an item is left, we will ship it to you at your expense.

Tours

Tours of Camp Fire Camp Toccoa are not available during check in / check out. Our staff will be occupied welcoming campers and their families. For the safety of the campers 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 (April 14th & May 12th) or you may call to arrange an alternate date/time to visit.

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, the campers are close in age, grade, gender, and are registered in similar camp programs. In the case of cabin mate requests 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.

Meals

Camp Fire Camp Toccoa provides plenty of tasty and nutritious meals in our dining hall. Campers are able to find something to fit their needs between hot items, cold items, and salad bar. 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 camp. 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 animals away and control food allergies.

If you have any questions or concerns please contact
Camp Fire Camp Toccoa at
(706) 886-2457 or email info@camptoccoa.org