

Schools Out Day Camp Parent Handbook and 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.***

Dear Parent,

We look forward to getting to know you better and working with you to ensure your camper has a safe and successful time at Camp Fire Camp Toccoa. Please review all documents included within this confirmation packet. ***The medical form must be signed and returned for each camper. The basic medical form does not need to be signed by a doctor and is good for the 2016-2017 school season.***

Forms can be mailed to:

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

Fax: (706) 886-5123

Email: info@camptoccoa.org

Thank you,

Camp Fire Camp Toccoa Staff

Morning Drop Off

Morning Drop-Off is between 7:30 am and 8:00 am. To ensure a proper welcome and appropriate supervision upon your arrival, campers will not be admitted before 7:30 am.

Arrival by 8:00 am is essential in order to provide a quality experience and maintain proper supervision.

For the safety of all campers and staff, please park **only** in the front parking lot to drop-off and pick-up. We ask that you do not park in front of the house on the right along with the fire hydrant.

Afternoon Pick Up

Afternoon Pick-Up is between the hours of **5:00 pm and 5:30 pm**.

- All authorized persons (including parents) must show valid identification at pick-up **each day**. Please provide us with written notification if you wish to change or add to your Pick-Up Authorization Form. Please help us keep your camper safe by signing your camper in and out each day with our staff.
- If there are custody issues involving your child, please provide the camp office with court documentation indicating who may and may not pick up your child.

Early Pick Up

*We understand you may need to pick up your child early for certain reasons. Camp activities take place across 176 acres. **In order to maintain appropriate supervision ratios in activities, we ask that campers requiring early check-out be picked up between 1:00 and 1:15 pm.*** The staff must be notified in writing during check-in that morning. This is to ensure the safety of all children and to make sure we are able to have your child prepared for the pickup.

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. Campers wearing sandals, Keens, flip flops, crocs, etc will not be permitted.**

What To Bring

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 permanent marker or sewn-on tags including the camper's first and last name.** *Camp Fire Camp Toccoa is not responsible for loss or damage to personal items/equipment.*

The following are required items each day

- Sack lunch (**NO PEANUT BUTTER OR PEANUT PRODUCTS!**)
- Tennis shoes and socks
- Backpack
- Raincoat or poncho
- Sunblock (non- aerosol)
- Change of clothes
- Hard plastic or metal water bottle
- 1 snack (a piece of fruit or an individually wrapped item that does not contain nuts)

Meals/Snack

Lunch is not provided as part of the registration fee. Please send your child, having had breakfast along with a sack lunch, afternoon snack and water bottle each day. Please help us keep your camper hydrated by **not** sending carbonated beverages; water is always best. If your camper has food allergies please notify Camp Fire Camp Toccoa in advance so that proper arrangements can be made if a snack is given, etc.

Electronics/Toys/Cash

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, 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. Campers will be engaged in programming throughout the day, please do not allow your child to bring toys.

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 time at Camp Fire Camp Toccoa.

Telephone

The Camp Fire Camp Toccoa office telephone number is (706) 886-2457. If we miss your call please leave a voice message and your call will be returned as soon as possible.

Emails to info@camptoccoa.org are checked frequently, you may wish to send an email as well.

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.

Personal Items

Please do not send any valuable or irreplaceable items to camp with your child. Campers are extremely active during the day and the possibility of your item getting lost, damaged, or misplaced is great. Camp Fire Camp Toccoa is not responsible for lost, stolen, or damaged items. Please do not send your camper to camp with clothing items that should not get dirty or lost. We recommend that you visit the thrift store to do your pre-camp shopping.

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.

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.

Payments and Refunds

We carefully plan each day 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.
- All registrations require a non-refundable deposit. The balance will be automatically charged to the card on file 7 days prior to the camp date.
- All deposits are nonrefundable (unless cancelled by Camp Fire Georgia). Deposits are only transferable to another day if space is available. Deposits may not be transferred to the balance of fees for another day in which another deposit has been paid.
- 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.

Health & Wellness

- 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.
- Please provide your camper with a refillable water bottle and sunscreen in order to help him or her stay healthy and hydrated.

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

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