

## Summer 2020 Owanyake Day Camp Camper 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/Guardian,

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. All campers must have a new medical form each year.

**The medical form must be signed and returned by May 15, 2020.**

Forms can be mailed to:  
Camp Fire Camp Toccoa / Medical Form  
92 Camp Toccoa Drive  
Toccoa, GA 30455

**CAMP FIRE CAMP TOCCOA DOES NOT ACCEPT EMAILED OF  
FAXED MEDICAL FORMS.**

## Morning Drop Off

Morning Drop-Off is between 7:15 am and 8:15 am. To ensure a proper welcome and appropriate supervision upon your arrival, campers will not be admitted before 7:15 am.

**Arrival by 8:30 am is essential in order to provide a quality experience and maintain proper supervision. Campers arriving at 8:15 am will not be admitted.**

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.

If your camper will be absent please inform the staff at (706) 886-2457 or [info@camptoccoa.org](mailto:info@camptoccoa.org)

## Afternoon Pick Up

Afternoon Pick-Up is between the hours of **5:00 pm and 6:00 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.

## Helpful Hints:

- 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***

- Tennis shoes and socks
- Backpack
- Raincoat or poncho
- Bathing suit (1 piece for females)
- Towel
- 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**

Breakfast and lunch are provided each day as part of the registration fee. 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. We ask that parents do not send food to camp with their campers outside of an afternoon snack. Snacks may be a piece of fruit or an individually wrapped item that does not contain nuts.

## **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: toys, 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. 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.

**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.

## 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.

## Camper Photos

Would you like to see pictures of your camper at Camp Fire Camp Toccoa? Photos will be uploaded throughout the week to our [Flickr](#) account. 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 some campers do not enjoy getting their photos taken and are focused on their friends and activities, we will not force any campers to be in photos. Our primary focus is on the campers health, wellness, safety and fun, with that being said it may take us until Tuesday to get photos uploaded. We do our best to upload each day but this is not guaranteed. We know you are anxious to see all of the fun your camper is having, we're out having fun with the campers capturing moments to later share

<http://www.flickr.com/photos/campfiregeorgia/>

## Swimming

Camp Fire Camp Toccoa has a Junior-Olympic sized swimming pool. Campers have the opportunity to swim each day or to take part in a water activity (waterfalls, pool, slip and slide, etc), if they choose. The pool will not be open on Wednesdays due to maintenance but an alternative water activity will be provided. 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 or a tankini that meets at the stomach.

## 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.

## Staff

Camp Fire Camp Toccoa is accredited by the American Camp Association (ACA). Our camp has a full time Executive Director 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. Every staff member receives 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.

**We ask seasonal staff to not communicate with campers or parents via the Internet, phone, or in person, since this is not monitored by camp. Please help us support this policy, for the security of both your child and our staff members. Summer camp is a special experience, and these measures keep it that way all year.**

Campers often develop positive mentor relationships with camp staff, and may want to keep in touch after summer. We have set up a communication format that benefits and protects both campers and seasonal staff. If your child would like to contact a staff member, please help them write a letter to that person, and mail it to Camp Fire Camp Toccoa 92 Camp Toccoa Drive Toccoa, GA 30577. We'll forward the letter to the staff member, and encourage them to write back. Staff responses are mailed to camp, and then forwarded to you. This system keeps communication linked to camp after both campers and staff are no longer on-site. It also encourages campers to write letters – a skill we feel is important for kids to practice.

## 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 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.
- All registrations require a non-refundable deposit. 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 or early pick up 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.

## Health & Wellness

All campers are required to have a Camper Medical and Health History form on.  
A new form is required each year and due by May 15<sup>th</sup>, 2020.

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

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

**Medical Forms are due May 15<sup>th</sup>, 2020.**  
**Camp Fire Camp Toccoa does not accept faxed or emailed medical forms.**

- 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.
- 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](mailto:info@camptoccoa.org)



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To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**fax:**  
(202) 690-7442; or

**email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_506\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_506_Compliant_6_8_12_0.pdf) o en cualquier oficina del USDA o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su formulario o carta completos al USDA por

**correo:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**fax:**  
(202) 690-7442; o

**correo electrónico:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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