



Camp Fire After-School

Parent Handbook
Of Operational
Policies and Procedures
2019-2020 School Year

Camp Fire Georgia
92 Camp Toccoa Drive
Toccoa, GA 30577
Office: 706-886-2457
Fax: 706-886-5123

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 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 and families 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*.

Hours of Operation:

Big A, Liberty, & Toccoa Elementary Schools: End of school day – 6:00 pm
Students in the 5th & 6th grade will be transported to Toccoa Elementary each day.

Tuition Guidelines

Tuition Pricing and Membership Fees:

Annual Camp Fire Georgia Membership Fee.....	\$10.00/year
After-School	\$35.00/week
Early Release Days.....	Additional \$5.00/day

A \$5 fee will be charged for students attending Camp Fire on early release days.
Camp Fire programming will be available from the time of release until 6:00 pm.

Automatic Withdrawal

Registration for Camp Fire After-school can be done online at <http://www.campfirega.org>.

- Weekly tuition will be withdrawn every Thursday for the upcoming week.
- Monthly tuition will be withdrawn on the 10th of each month for the month.

We are no longer accepting checks and money orders, all registrations and tuition payments must be done online and are automatically withdrawn.

Absence

\$35 per week is charged regardless of how many days the child attended within a week.

Prorated Tuition

If you choose to enroll in the middle of a payment period your price will be prorated (\$7 per day). Payments are made in advance you will be charged \$7 for each day remaining in the week as well as \$35.00 for the following week. If you choose monthly you will be charged for the remaining days of the month as well as \$140.00 for the following month.

Bounced Tuition Charges

Our system will run the credit card on file each until payment is deducted. An email will be sent to the account holder each time a charge bounces. 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.

Financial Assistance

Camp Fire Georgia is committed to nurturing the potential of all kids. We welcome all who wish to participate and believe that no child should be turned away because of a family's ability to pay. Through our Financial Assistance program, Camp Fire Georgia ensures that every individual has access to the essentials needed to learn, grow and thrive.

Financial Assistance is determined by a sliding scale based upon family size and income. In order to be considered, please fill out the application on the after-school page of our website, and return it to info@campfirega.org or the Camp Fire Georgia office at 92 Camp Toccoa Drive, Toccoa, GA.

Please Note

Financial Assistance reduces fees; it does not eliminate them. Financial Assistance will not apply until after the application is approved, and expires after the end of the school year for Elementary after school. Financial Assistance does not apply to the \$10 Membership Fee.

Camp Fire Georgia is unable to accept subsidized Third Party Assistance, including WOIA and CAPS.

Recordkeeping

For your own purposes we encourage participants to maintain their own payment records for accounting purposes. All past payment information can be accessed through your Configio account.

Attendance Policy:

For the safety of your child and to avoid unnecessary staff worry, parents must call Camp Fire Georgia (Office #: 706-886-2457) **by 1:00pm** or email info@camptoccoa.org each day to report their child's absence from the after school program. Fees will not be prorated for days a child is absent.

School Cancellation/Delayed Start/Inclement Weather:

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

If school is cancelled, Camp Fire will adhere to the Stephens County Public Schools decision regarding cancellation. Should school be closed early due to severe weather, Camp Fire After-School will not be open. Parents will not be charged under these circumstances and a fee adjustment will be made \$7 per day. It is the parent/guardian's responsibility to pick up the child from school. **If Stephens County cancels afterschool programs – that will include Camp Fire 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 630 AM will be contacted immediately
- A SchoolMessenger 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 After-School 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 safety precautions. Youth will be released to parents or other designated adults upon request.

Tornado Warning All participants and staff members remains in the building and take shelter in designated areas. Youth may be detained beyond the usual dismissal time if necessary. 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:

At Camp Fire we strive to provide a safe environment for kids, therefore we have Lockdown procedures in place in case of an active shooter or other human threat. Our Policy is based on the guidelines provided 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 Primetime at Big A, Liberty and Toccoa Elementary Schools ends 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 Primetime programs will not be released to anyone under the age of 16.

Transportation: Participants in 5th and 6th grade will be transported to Toccoa Elementary school when school lets out. The bus will arrive at 2:30 and school lets out between 2:40-2:45. The Bus will leave the school at 3:00pm, unless prior arrangements have been made with the After-school program director, any children not on the bus will have to contact their parents through the school and it will be their parents/guardians responsibility to pick them up.

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 Primetime 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.

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 everyday even if only for 15 minutes. We follow the weather guidelines set forth by the Georgia Department of Early Care and Learning. Therefore, we will not go outside if the wind chill factor is less than 36°F, which means an air temperature of 40°F or more and wind speed of 15 mph or more. We ask that all participants be dressed accordingly.

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.

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 Primetime 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 Primetime 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.

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.

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 After-school 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 after-school it is important that there is a collaborative relationship between parents/guardians, students and after-school staff so, we will work with each family to make homework time as productive as possible.

Snacks: A nutritional snack will be provided each day as part of the after school program. If your child has an allergy we need to make accommodations for, then we will need documentation from a doctor stating as such, so we can provide an appropriate snack.

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 child care providers—work together.

Here are some ways you can help your child succeed in Camp Fire After-school:

- When you come in to pick up your children at Camp Fire After-school, 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 After-school. 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.