



Camp Fire

Light the fire within

Camp Fire Before & After School at
Sam Adams Elementary
Parent Handbook

2024-2025



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Dear Families,

Welcome to the Camp Fire River Bend Before and After School Program!

Parents, program coordinators, and on-site staff all make up the team providing quality care for your children. It is important that we all are familiar with each other's needs and expectations. This Parent Handbook has been compiled to explain Camp Fire's program philosophy, guidelines, and expectations. A copy is available at the school child care site, at our office, and on our website (<https://riverbendcampfire.org/saes>). We encourage you to read through it and to feel free to contact our School Year Programs Director, Carmen Garcia (carmen@riverbendcampfire.org, 574-387-6095), with any questions.

In Camp Fire, our goals include providing opportunities for enjoyable activities, learning experiences, and positive social interactions. To make the transition from the school day to the Camp Fire program smooth, we are committed to enhancing the connections between the school and our program staff. We will reinforce the school rules, and augment school-day lessons with fun activities.

Camp Fire staff participate in on-going professional development and are always striving to meet the needs of each child. Our on-site team consists our School Year Programs Director and our on-site Program Staff who look forward to getting to know you and your child.

Throughout the school year we will ask for your feedback to evaluate our program to better meet your child's needs. We look forward to being a part of your child's before and/or after school time!

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Program Overview

Camp Fire programming is offered before and after school Monday through Friday on scheduled school days following the Cassopolis Public Schools Calendar, and Friday all-day programs on designated Professional Development days. Camp Fire After School is licensed by the state of Michigan and operated by Camp Fire River Bend, Inc.

Schedule of Operation

- The Before School program starts at **7:10am**. Students may NOT be dropped off earlier than **7:10am**. Students will be released to their classrooms at 8:40am.
- The After School program begins at the end of the school day and runs until **6:00 p.m.** All students must be picked up by **6:00pm**.
- There will be no Camp Fire program on days that the school has an early dismissal (half day), holidays, or scheduled days off of school, except on the designated Friday Professional Development days.

Tuition and Fees (per child, per week)

| | |
|------------------------|------------------------------------|
| After School Program | \$9.00 per regularly scheduled day |
| Before School Program | \$3.50 per day (paid by grant) |
| Drop-In Care | \$12.00 / day |
| Friday All Day Program | \$35.00 per day (paid by grant) |

Child Care Subsidy

Families who qualify for the Michigan Child Care Subsidy (Bridges) should contact Camp Fire to arrange for payment options. We can also help with the application process if you need assistance. Our childcare ID is **010923**.

Daily Activities

Students will be engaged in arts and crafts, academic enrichment activities, homework assistance time, outdoor play, and gym time. A snack will be offered daily at the After School program. There is no snack in the mornings.

Outdoor Play

The playground on the Sam Adam's Elementary School premises will be used for outdoor play. Because Camp Fire After School Care is operating in a school building approved by the Michigan Department of Education we are exempt from the Licensing Rules for Child Care Centers (see R 400.8170 (19) for details).



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*.

Light the fire within

Our Mission

We connect young people to the outdoors, to others, and to themselves.

Our Vision

We envision a world where all young people thrive and have equitable opportunities for self-discovery, community connection, and engagement with nature.

Our Philosophy

We are youth-centered

- * Youth take an active role in determining program content.
- * Accomplishments are recognized and praised.
- * Progressive skill-building builds confidence and leadership.
- * Youth take leadership roles.

We are welcoming and inclusive

- * Our programs provide educational activities for all youth.
- * Youth find a safe and inclusive place to explore who they are.
- * Youth develop skills that are essential to the process of building character and maturity.

We build youth and adult partnerships

- * Youth and adults work together to design, implement, and evaluate what they want to do.
- * Young have need opportunities to be involved in positive activities with youth and adults outside the family circle.

Our Commitment to Inclusion

We welcome every kid, from every family, from every walk of life. We take pride on our longstanding commitment to inclusivity and diversity, no matter then ability, background, race, sexual orientation, gender identity or expression, religion, non-religion, or any other category people use to define themselves or others.

Program Principles

In order to accomplish our purpose, Camp Fire's youth development programs are based on four principles:

1. The program provides a group experience where youth learn social interaction skills and make individual and/or group decisions.
2. The program provides an environment that builds self-esteem, teaches personal life skills, enhances health, and promotes social responsibility.
3. The program is designed and implemented to reduce gender-role, racial, and cultural stereotypes, and to foster positive intercultural relationships.
4. The program is designed to be fun, and provide a friendly atmosphere wherein learning takes place.

Registration

Registration may be completed online at <http://riverbendcampfire.org/saes>. This is the preferred method for registration. Paper registration forms are also available by request. Please call Camp Fire River Bend at (574) 387-6095 to request registration forms to be mailed. Parents may also email info@riverbendcampfire.org for more information.

Admission Requirements

Students must be school age, and enrolled in school at Sam Adams Elementary (Kindergarten through 5th grade) to register for the program. The registration forms packet must be completed and signed before any child may attend the Camp Fire After School Program. GSRP and Pre-K students are NOT eligible.

Billing for After School

All After School tuition is due on Friday for the upcoming week. We will automatically charge your card for the upcoming week's tuition after 3pm on Friday.

All participants attending the After School program are required to have a credit / debit card on file with Camp Fire. This does not apply if your student is only attending in the morning. If your card on file is declined, a \$5 late charge will be automatically assessed, and your child will not be able to attend Camp Fire until the balance is paid in full.

If your student attends on an unscheduled day, you will be billed for a Drop In Day after they attend.

Typical Daily Schedule

Before School

- 7:10am - 8:00am students check in and play in the gym (Door 16 by the gym)
- 8:00am morning Sparks (circle time)
- 8:15am playground time (typically September - October, April - June)
 - In the winter on Monday / Wednesday we typically go to the classroom to play games
 - In the winter on Tuesday / Thursday we typically organize a game of kickball in the gym
 - Fridays are students' choice days
- 8:40am students are released to their classrooms

After School

- 3:20pm students are released from school and sent to the Camp Fire classroom
- Bathroom breaks, wash hands
- Snack and "Spark Time"
- 4:00pm playground time (weather-permitting) or gym time
- 4:30pm enrichment time (planned activity facilitated by staff)
- 5:00pm academic time (homework assistance, academic games and activities, independent reading)
- 5:30pm students' choice time
- 6:00pm last pickup. A parent/guardian/authorized person must sign your child out by no later than 6:00pm. **A \$1 per minute, per child late fee will be charged for late pickups.**

Food Service Policy

Camp Fire will provide a light and nutritious snack daily, at approximately 3:30pm daily, which meets the USDA Federal guidelines. Traditionally snack will include one liquid (milk or water) and a healthy food option (e.g., fruit, vegetable, crackers, pretzels, cheese, etc.). Snacks are not provided for the Before School Program.

The weekly snack menu will be posted on the bulletin board at the program site, and will also be provided to parents in our weekly E-newsletter. Any changes to the menu will be posted at the program site.

If your child has food allergies or special dietary needs, we will provide snacks that meet these needs. Please be sure to indicate any special food needs in their registration form.

Program Staff Qualifications

Camp Fire staff are trained to provide quality care and programming to the youth they serve. Staff meet the State of Michigan child care licensing guidelines, which may be viewed in the *Licensing Rules for Child Care Centers* (Amended February 22, 2022) issued by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing. This document can be accessed on the childcare licensing website (<http://michigan.gov/michildcare>). Camp Fire has a copy available for view at the program site during regular operating hours, and it can also be accessed at our office by contacting the School Age Program Director. All program staff must have on file documentation of a TB test within 12 months prior to their date of hire.

Staff Training

All staff receive training prior to working with youth in our programs. This training includes information about Camp Fire's mission and goals, policies and procedures, behavior management and discipline guidelines, child abuse reporting requirements, emergency procedures, and risk management and safety guidelines. The orientation also includes training on developmental characteristics of school-age children, training on diversity and inclusion, information on Camp Fire's youth programming framework, and program implementation and evaluation goals.

All program staff must

- * Be trained in CPR and First Aid within 90 days of their date of hire
- * Complete the required MiRegistry courses within 90 days of their date of hire

Staff working with youth are required to attend at least 16 hours of continued professional development on an annual basis. This continuing education may include training on child and youth development, behavior management, community resources for school-aged youth, health, safety and nutrition, abuse and neglect, program planning, implementation and evaluation, and training in diversity. To meet State of Michigan licensing regulations, Camp Fire submits an annual training plan that requires all staff members to complete and track ongoing professional development hours.

Supervision Ratios

Camp Fire adheres to the State of Michigan guidelines for supervision of School Age Child Care Centers, which is not to exceed a ratio of 1:18 staff:students for School Age Care.

Background Checks

A comprehensive background check is required for all volunteers and employees. This information is maintained in the Camp Fire River Bend office, and is available by request. No individual will be left unsupervised with students until the results of their background check are completed. Specifically, any individual whose background check results are not yet available must always be within sight and sound of an employee who has been cleared. Any individual who is registered on the public sex offender registry (NSOPW) is prohibited from having any contact with any child in a Camp Fire program, and will not be permitted to volunteer or be employed by Camp Fire.

The background check includes the following, all of which are updated annually:

- Fingerprinting through the Michigan Childcare Background Check system
- Criminal History Background Clearance
- National Sex Offender Public Website (NSOPW)

All volunteers and employees must also sign a disclosure statement, and agree to our written discipline policies. The statement indicates they agree and understand:

- That child abuse and neglect are against the law
- The Camp Fire program policies regarding child abuse and neglect
- Their responsibility to report suspected child abuse and/or neglect
- Their responsibility to report to Camp Fire and to the school any investigations of themselves for child abuse and neglect
- That they have not been convicted of a felony involving harm or threatened harm
- That they have not been convicted of child abuse or neglect

Volunteers

Volunteers may assist staff in planning and delivering academic enrichment, youth development programs, and enrichment and recreational activities. All volunteers must complete the background checks described above, and participate in an orientation prior to working in the program. This orientation will include training on mandatory reporting requirements for child neglect or abuse, Camp Fire policies and procedures, and an on-site orientation. Volunteers must check in and check out with a program staff member each day.

All volunteers working in the Camp Fire After School Program will be supervised by Camp Fire River Bend staff at all times. No volunteer shall be left alone with youth participants. No volunteers will work more than 4 hours per week in the Camp Fire After School Program without complying with the licensing requirement of a TB test within the past 12 months on file.

Health Care Plan

Youth, Staff, and Volunteer Hand Washing Guidelines

- Use warm water and soap, preferably liquid
- Rub your hands together, including back of hands, wrists, between fingers, and under nails
- Rinse well under warm running water
- Dry hands with paper towel or automatic hand dryer
- Throw paper towel away

Children should wash hands

- Before eating or helping with food preparation
- After using the restroom
- After coughing, sneezing, or blowing their nose

Staff & Volunteers should wash hands

- Before starting work/entering classroom
- Before preparing or serving food
- Before eating and drinking
- Before and after dressing an injury
- Before taking or giving medication
- After contact with blood or bodily fluids
- After using the restroom
- After handling pets or animals
- After coughing, sneezing, or blowing their nose

Handling Bodily Fluids

- Nonporous (e.g., latex) gloves must be worn by staff when they are in contact with spills of blood or other visibly bloody bodily fluids.
- Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor).
- Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated material must be disposed of in a plastic bag with a secure tie.

Cleaning and Sanitizing Surfaces, Equipment, and Toys

1. Wash surface or article with warm water & detergent
2. Rinse surface with clean water
3. Submerge, wipe, or spray the surface or article with a sanitizing solution
4. Let the article or surface air dry

Health and Wellness of Participants, Staff, and Volunteers

Medical information forms are to be completed by parent/guardian and will be kept on file at the Center. All immunizations must be up to date, or a health-department approved waiver must be on file with the school. Reliable emergency contacts should be listed on the enrollment form.

The health history must list any all medical conditions and/or allergies to ensure staff has the most updated information in case of an emergency. It is the parent/guardian's responsibility to keep records current to reflect any changes as they occur, including telephone numbers, work location, emergency contacts, child's physician, child's health status, new allergies, new medications, etc.

Exclusion for Illness

Staff, volunteers, and participants who are ill should stay at home. No participant, staff member, or volunteer shall be allowed to remain at the center if they have a 100.4F degree or higher temperature, or other potentially contagious symptoms such as, but not limited to: a rash, diarrhea, vomiting, a sore throat, or discharge from the eyes.

If a participant exhibits any of the above symptoms, their parent/guardian will be notified, and they will be restricted from contact with other participants until they are picked up. Staff members will be required to stay home if they exhibit any of these symptoms.

Medication Policy

- Medications will only be administered to youth participants by staff member who is trained in medication administration.
- Medication will only be given with prior written permission from a parent or guardian, and only following the written instructions of a licensed physician.
- Medications must be in their original, labeled containers, clearly marked with the child's name, and will be stored according to the instructions on the packaging.
- Prescription medication must have the original pharmacy label, with the name of the physician, the child's name, and all dosage instructions, and will only be given following those instructions.
- Written records will be kept of all medications administered.
- Topical, nonprescription medications, such as sunscreen, antibiotic ointment, or bug repellent requires written parental authorization, to be updated annually.

Contacting Parents / Guardians

For minor injuries or accidents, parents will be notified by a staff member when they pick up their child. Camp Fire staff will secure medical treatment for children in the event of an emergency. For any injury, accident, or illness which requires staff to seek outside care, the parents will be contacted immediately by phone.

If an emergency situation occurs during Camp Fire programming, parents/guardians will be notified by phone as soon as possible. Electronic communication (via email and/or Procure messaging or text) will also be used to communicate emergency information to parents.

Our staff will prepare a written report of the incident and actions taken, which will be made available to parents, as well as any emergency personnel. Camp Fire program staff are not authorized to speak to the media about any incident or emergency that may occur.

Authorized Pickup

Every participant must have an authorized pick up form on file. Please provide written notification if you wish to change or add authorized persons. All authorized persons (including parents) may be asked to show valid identification at pick-up. 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, a person authorized by the parent/guardian, or Camp Fire personnel. Students enrolled in Camp Fire After School programs will not be released to anyone under the age of 16.

The safety of your child is our first priority, therefore, if the person picking up your child appears to be under the influence of alcohol or other drugs, or unable to drive safely, the following procedures will be implemented: 1) After School staff will offer to call a taxi or another driver. 2) If the person insists on driving with your child, the staff person will call 911 to report the concern and provide information to ensure the child gets home safely. Staff will wait for authorities to arrive to determine if the child can be released to the individual.

Absences, Schedule Changes, Late Arrivals, and Late Pickups

Notifying Camp Fire of Absences. Parents may call us at 574-387-6095, email us at info@riverbendcampfire.org, or send a message via the Procure App to report an absence from the before or after school program.

Before School Absences. We request that all parents notify us by 8am if your student(s) will be absent from Camp Fire. Students who no-show, no-call 5 times may be removed from our roster to make room for other students to attend this program.

After School Absences. For the safety of your child and to avoid unnecessary staff worry, parents **must notify us** if a student will be absent from the After School program on a day they are scheduled to attend. If a child does not come to the program as intended after school, the parents/emergency contacts will be contacted immediately.

After School "Flex Days." Each enrolled student attending the After School Program may receive credit for up to 5 "flex days" per school year, **provided that parents notify the Camp Fire staff prior to NOON that their child will not be attending that day.** This credit is for days that you have pre-paid for, and your child is unable to attend. If we do not receive notice by NOON, you will not receive flex day credit for that absence.

Schedule Changes and Drop In Care. Parents must notify Camp Fire of changes to your regular schedule by Friday at 3pm on the preceding week. If we have not received notice by 3pm on Friday, you will be billed for your regular schedule. There will be no refunds issued for schedule changes after 3pm Friday. If your child comes to the program on a day that they were not scheduled, your account will be charged for a drop-in day.

Late Arrival to Before School. We request that all students be dropped off **between 7:10am and 8:00am.** If you arrive after 8:00am, it is disruptive to the program and difficult for our staff to facilitate programming with the students. ***If you arrive after 8:00am but before 8:30am, you will need to call our program staff at 269-228-1608 to come to the doors to let your child in.*** Please DO NOT leave your child at the back doors before a staff member is there to open the doors for them. If you arrive after 8:30, you will need to drop them off in the drop off line at the front entrance of the school.

Late Pick Up from After School. The Camp Fire After School program ends at 6:00 pm. A \$1.00 per minute, per child late fee will be charged to the card on file for any late pickups.

Discipline Policy

Camp Fire will align with the discipline policies of the Cassopolis Public Schools to provide continuity for the children in before and after school care. To encourage self-control, self-esteem, and cooperation, staff will use positive methods of discipline.

When warranted, staff will intervene in a positive, non-threatening manner. Children are encouraged to develop their own solutions and will be provided guidance to develop successful alternative behaviors.

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

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

Camp Fire staff will set expectations high. The need for discipline is often the result of low expectations for appropriate classroom behavior.

Staff are trained to use language that is age-appropriate and that youth can understand. Staff are encouraged to be aware of the developmental abilities of the youth they are working with, and adjust their language accordingly. Staff are encouraged to get down on the student's level and look them in the eye when speaking to them.

Staff are also trained to avoid creating situations that cause temptation. Examples of temptation-creating situations would be letting wrong behavior slip by as if unnoticed, ignoring the rules themselves, leaving youth unsupervised, or keeping valuables in the open.

Acceptable consequences of rule breaking include:

- quiet time / time out
- restriction from activity
- conference with the program director
- conference with parent/guardian

All of the following forms of discipline are **prohibited**:

- (1) hitting, spanking, shaking, biting, pinching, or any other form of corporal punishment;
- (2) placing any substances in the child's mouth, including but not limited to soap, hot sauce, or vinegar;
- (3) restricting a child's movement by binding or tying;
- (4) humiliating, shaming, or threatening a child;
- (5) depriving a child of meals, snacks, rest, or necessary toilet use;
- (6) excluding a child from outdoor play or gross motor activities;
- (7) excluding a child from daily learning experiences; or
- (8) confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.

Non-severe and developmentally-appropriate restraint may be used when reasonably necessary to prevent a child from harming themselves or to prevent a child from harming other persons or property.

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 is destructive in nature.
- Behavior that continually ignores or disobeys.

In general, a first offense is acknowledged by a verbal warning and a conversation with the child about the consequences of continuing the behavior. If a second warning is given a parent will be notified of the behavior and the consequences that may occur.

A third incident requires a meeting with the parent or guardian, and the consequences may include either suspension for a specific period of time (a number of days, a week or weeks) or for the duration of the school year. These steps may vary depending upon the severity of the misbehavior.

Camp Fire strives to be a place where all feel welcome and safe, both physically and emotionally. Camp Fire reserves the right to immediately dismiss students without warning from Camp Fire Programs for behavior that endanger themselves or others. Examples of such behaviors may include malicious acts, hate speech, physical violence, or physical or verbal threats of a weapon.

Emergency Procedures

Incident Weather Plan

In the case of severe weather (e.g., snowstorm, ice storm, dangerous wind chills, heavy fog), if school is cancelled, Camp Fire will adhere to the Cassopolis Public Schools decision regarding cancellation. If school is open, Camp Fire After School will be open regular hours, from 3:20 – 6:00 PM.

If there is a weather-related school delay (late start), we will coordinate with Cassopolis Public Schools to determine a plan for the Before School Program. We will communicate the plan to parents via email and the Procure App.

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 to those families affected. Parents will be notified as soon as the decision is made. Calls will be coordinated with the school day staff. Please watch the school closing announcements on local television channels, or go online to check the status of Cassopolis Public Schools school closings.

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

Youth will remain in care and the staff takes safety precautions. Youth will be released to parents or other designated adults upon request.

Tornado Warning

All youth and staff members will remain 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 will 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 safe to do so, youth will be released to parents or other designated adults upon request.

Fire

Staff and youth will proceed to the nearest exit and assemble in a safe area. Youth will be released to parents or other designated adults upon request.

Emergency Drills

Emergency drills will be held periodically throughout the year. Safe areas inside and outside the building are designated for children in the Camp Fire After School program. At least one fire drill will be held each quarter. At least one tornado drill will be held in the spring (March to May) and one in the fall (September to November). A written log of these drills will be kept in the licensing notebook.

Withdrawal or Dismissal from the Program

Written notice of withdrawal from the Camp Fire program is required by 3pm on the preceding Friday or you will be billed for the upcoming week.

Our program cannot accommodate participants who display chronic or severely disruptive behavior, as defined in the discipline policy section on pages 16 of this handbook. Such behavior may be grounds for dismissal from the program. Camp Fire reserves the right to suspend or dismiss a child from the program for any reason.

Confidentiality

All information collected on Camp Fire registration and health history forms will remain confidential, except for legal and administrative requirements involved in reporting to Michigan Child Care Licensing. If information on the registration form is requested for other purposes, parents / guardians will be notified and written consent will be required.

Pest Control

Camp Fire will notify parents of scheduled pesticide applications at least 48 hours in advance of such pesticide treatment via email and a sign posted at the entrance to the Camp Fire program space. Parents may also request to receive notice by postal mail. Please call us at 574-387-6095 if you wish to receive such notice by postal mail. Parents may contact Sam Adams Elementary at (269) 445-0516 to review their integrated pest management policy and previous pest control applications.

Other Policies and Expectations

- Participants, staff, and volunteers are expected to adhere to all school and district policies.
- Camp Fire does not provide transportation for any participants.
- Youth will participate in play and should dress accordingly.
- We recommend that all items (clothing, school supplies, etc.) be marked with the child's first and last name.
- Camp Fire River Bend 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 After School program.
- Cell phones, tablets and other devices must be turned off and stored in the child's backpack. No personal electronics or devices will be permitted to be used during Camp Fire programming.
- If children need to contact their parents by phone, the on site staff will initiate the contact using the program phone.

Licensing Information for Parents

A copy of the licensing notebook for Camp Fire After School will be made available to parents at the program site. This notebook contains all of the licensing inspection reports, any special investigation reports, and related corrective action plans for the past five years, as well as all documentation required for licensing by the State of Michigan. The notebook is available for parents to view upon request during all regular hours of operation of the After School Program.

All licensing inspection reports, any special investigation reports, and related corrective action plans from at least the past three years are also available on the State of Michigan Licensing website at www.michigan.gov/michildcare

A copy of all childcare licensing guidelines and rules is also available for parents to review at www.michigan.gov/michildcare

Copies of all of the required licensing documents will also be available for parents to review at the Camp Fire Office, located at Camp Tannadoonah, 14751 Harvey St., Vandalia, MI 49095. If parents wish to view the licensing notebook at the Camp Fire Office, they should contact us at 574-387-6095 to make arrangements.

Parent Agreement

By registering your child for Camp Fire, **you are agreeing to abide by all of the policies detailed in this handbook.** We would like to draw particular attention to the following:

1. No child may attend the Camp Fire Before or After School program until all of the paperwork required by Michigan Licensing has been completed.
2. Children who are ill should be kept at home. No participant shall be allowed to attend if they have a 100.4F degree or higher temperature, or other potentially contagious symptoms.
3. Students are advised not to bring personal belongings or valuables to the Camp Fire Before and After School Program. Camp Fire is not responsible for any lost or damaged items.
4. Electronic devices, including cell phones, must be turned off and stored in the students' backpacks. If children need to contact their parents by phone, the on site staff will initiate the contact using the program phone.
5. Our program cannot accommodate participants who display chronic or severely disruptive behavior, as defined in the discipline policy section on pages 15-16 of this handbook. Such behavior may be grounds for dismissal from the program. Camp Fire reserves the right to suspend or dismiss a child from the program for any reason.
6. If you need to contact our program staff DURING program hours, please call 269-228-1608.
7. If you need to contact Camp Fire outside of regular program hours, please call our office at 574-387-6095.

Before School Specifics:

1. Camp Fire Before School begins at 7:10am. **Students may not be dropped off early for any reason.**
2. We are not responsible for the supervision of your student(s) until you check them in with our staff, after 7:10am.
3. Drop off is at Door 16 (by the gym) at the back of the school.
4. We request that you try to drop off between 7:10 and 8:00am to limit disruptions to the activities our staff facilitate for the students.
5. If you arrive after 8am, but before 8:30, please call our staff at 269-228-1608 and someone will come to the door to let your student(s) in.
6. If you arrive after 8:30am, you will need to take your students to the regular drop off line at the front entrance of the school. We will not check in at the back door after 8:30am.
7. There is no fee to parents for the Before School program. However, if a student has five (5) no-show, no-call days, they may be removed from our roster.

After School Specifics:

1. Children may be picked up at any time prior to 6:00pm.
2. Pickup is at the front entrance of the school.
3. When you arrive to pick up your student(s), please call or text our program staff at 269-228-1608 and they will meet you at the front entrance of the school.
4. A \$1.00 per student, per minute late fee will be charged to the credit card on file for all late pickups.
5. A parent/guardian/authorized individual **MUST** sign the student out with a staff member.
6. We reserve the right to ask for photo identification at pickup. Children will only be released to authorized individuals. No child will be released to an individual under the age of 16, or to anyone who appears incapacitated or unsafe to drive.
7. Tuition is \$9 per After School day, per child, for regularly scheduled days.
8. If your child comes to the After School Program on a day when they are not scheduled, you will be charged the Drop In Rate of \$12 per day.
9. All participants attending the After School program are required to have a credit / debit card on file with Camp Fire. This does not apply for morning attendance only.
10. All After School tuition is due on Friday for the upcoming week. We will automatically charge your card for the upcoming week's tuition after 3pm on Friday. No refunds will be issued for schedule changes after 3pm on Friday.
11. If your card on file is declined, a \$5 per week late charge will be automatically assessed, and your child will not be able to attend Camp Fire until the balance is paid in full.
12. Each student will have up to five (5) flex days for the school year. If your child misses a day you have paid for, **AND** you notify us prior to **NOON** we will credit your account for the flex day. If you do not notify us of the absence by **NOON**, you will not receive credit for a flex day.
13. Parents must notify Camp Fire of any schedule changes for the upcoming week by 3pm on the preceding Friday. We will bill all accounts on Friday afternoons for the typical weekly schedule; if you do not submit schedule changes by 3pm on the preceding Friday you will be billed for your typical schedule.



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*. **Light the fire within.**

Camp Fire River Bend, Inc.

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Camp Fire After School programming is operated by Camp Fire River Bend, Inc., a chartered council of Camp Fire National Headquarters, Inc. Camp Fire After School programming is licensed by the State of Michigan. Camp Fire welcomes all youth and their families, regardless of ethnicity, race, creed, gender identity and expression, social status, disability, or sexual orientation.