



Camp Fire

Light the fire within

Updated 03/15/2019

Camp Fire Oneida & Camp Birchrock

Parent Handbook of Policies & Procedures



Community Partner

General Information

Location

Camp Birchrock: 6648 County Highway K

Rhineland, WI 54501

Camp Fire Oneida Office: 315 S. Oneida Ave. #201

Rhineland, WI 54501

Hours of Operation

Day Camp: Monday through Friday 7:30am-5:30pm

Resident Camp: Sunday 2pm-Saturday 10am

****Camp will be CLOSED July 1st-July 5th****

Important Contact Info

Camp Cell: 715-362-3513

Camp Landline: 715-282-5547

Camp Director Cell & Email: 715-367-0990

campdirector@campfireoneida.org

Registration, Payment, & Refunds

Registration

All registrations are to be completed online. A \$15 non-refundable application fee per camper per season along with 10% of camp fees are due at the time of registration. If you do not have the ability to register online, you may do so at Camp.

Fees

Application Fee: \$15 per camper per season

Day Camp: \$140 per week or \$35 per day

Day Camp ½ Days (during RSD Summer School ONLY): \$70 per week or \$17 per day

Resident Camp: \$300 per week

Counselor in Training (must be 15 years old or older): \$75 per week

Camp Fire Oneida Council Inc. Membership: \$25 per year

Early/Late Drop off or Pick up: \$5 per child per instance (automatically applied to your bill)

Payment Structure

Upon registering you will automatically have the option to use the deposit payment plan or pay all fees in full. If you choose the deposit payment plan, the remainder of fees per session are due at the start of each session. Contact our office as soon as possible if you will be not be able to make a scheduled payment, we will do our best to work with families and their financial constraints. If your total balance due exceeds \$150, your camper will not be able to attend until fees are paid.

Accepted Forms of Payment

- Credit or Debit Card-Either pay online through Jumbula yourself or we can take cards in person.
- Personal Check or Money Order-Payable to Camp Fire Oneida Council Inc.
Send checks to: 315 S. Oneida Ave. #201 Rhinelander, WI 54501
- Cash-Please note we DO NOT keep change.

Discounts

Camp Fire Oneida Council Inc. offers an annual \$25 family membership option which in turn, gives you a \$5 off per day or \$20 off per week savings on Day Camp, as well as use of Camp Birchrock on special

weekends. After registering for Camp Fire Oneida Council Inc. Membership, you will be emailed a special discount code for you to apply to your Day Camp order. For more information, please see our 'Getting Involved' brochure.

Financial Assistance (Campership)

If you are interested in applying for financial assistance, you can apply after registration is completed and the session deposits and application fee have been paid. Financial Assistance funds are awarded on an as needed basis and available through a confidential application process. Please allow up to two weeks to process an application. Applications and more information can be found on our website or at the office. Please mail applications to 315 S. Oneida Ave. #201 Rhinelander, WI 54501.

Refund Policy

In order to receive a refund, 2-week written notice of cancellation of the session(s) must be given to the Camp Director. If proper notice is not given, there will be no refund. However, you may change sessions without penalty and with the proper written notice (see schedule changes and cancellations).

Health & Safety

Health Forms

Camp Birchrock and the State of Wisconsin require that Health Forms be filled out every two years. The MD signed portion of Health forms is to be submitted yearly. All Health Forms and Immunization records must be returned by the camper's first session. Health forms are found on our website as well as emailed to you upon registration.

Accidents and Emergencies

In the event of an accident, first aid will be administered, and an incident report will be completed by Camp Birchrock staff. Parent/Guardians will be notified as soon as possible after managing the child's immediate needs. In case of an emergency, the program will call 911 and contact the Parent/Guardian or emergency contacts provided with the youth's registration. Day Camp will practice regular emergency drills including fire drills, severe weather drills, and active shooter drills throughout the summer. Camp Birchrock emergency response procedures are aligned with the procedures outlined with RSD school district. Staff are First Aid, CPR, & AED trained as well as in emergency responsiveness and procedures posted on site.

Medications

Before the dispersal of medication at Camp Birchrock, the Parent/Guardian must have indicated medication and directions on Health Forms. Any unmarked medications cannot be dispersed; any other dosages outside of what is indicated on the label or on a doctor's note cannot be dispersed. Medication, prescription or over the counter, must:

- Be handed to the Camp Director or Medical Director at sign-in on the first day of camp
- Be in its original container
- Include the camper's name
- Indicate proper dosages
- Include specific written instructions for use
- Be listed and described on Health Form

Allergies

- Any camper with known allergies that could lead to severe allergic reactions must bring an appropriate treatment kit to camp.
- Any camper with asthma must bring medication for treatment. Even if the camper has not needed this medication recently, camp activities/locations, heat, and dust can aggravate symptoms.
- Food allergies or any dietary needs must be indicated during the registration process

Illness

It is your responsibility to keep your camper home if they are ill. If your camper becomes ill while at Camp, depending on the severity of the situation, they may either lay down in the Health Room or they may be sent home for the remainder of the day. Parents/guardians will be notified as soon as possible. If the situation is severe enough to require hospitalization and parents/guardians and emergency contacts are unable to be reached, the camper will be brought to the hospital.

Lice Policy & Procedures

Camp Birchrock's lice policy states that campers must be bug free in order to attend and/or stay at camp. Therefore, if signs of live bugs are found we will contact Parent/Guardian to pick the child up from camp. Staff will perform regular lice checks on campers at least once a week – generally on Monday. Staff will handle any findings with the utmost discretion and care for confidentiality. In the case that a staff member finds lice on a camper the staff will notify the Camp Director who will in turn inform the camper's Parent/Guardian. A Parent/Guardian or authorized adult will need to pick the

camper up from camp as soon as possible. Camper may return once hair has been treated and is bug-free. A Camp Fire employee will confirm this by examining child's hair upon return.

Waterfront Safety

While at the waterfront, all campers will be under direct supervision of a Certified Lifeguard with Waterfront Skills Training and several CPR/First Aid & AED trained staff. All campers are required to take a swim test to use the waterfront. If the swim test is not passed, the camper will need to wear a life jacket while at the waterfront. (We provide life jackets.)

Parent/Guardian Responsibilities and Expectations

To account for your child's safety, the most important responsibility for a Parent/Guardian is to inform Camp Birchrock staff when their child will not be a scheduled session. Please contact the Camp Director if your child will be absent due to illness or other circumstances.

Drop Off & Pick Up Policies

In order to ensure every child's safety, the following policies must be adhered to:

- Parents/guardians must sign-in/out with a staff member to drop off or pick up a camper. Campers are NOT allowed to sign themselves in or out.
- Parents/guardians picking up a camper must have their names on the Authorized Pick-up list
- Parents/guardians must be able to provide photo identification to a camp staff member in order to pick up a camper
- Parents/guardians must follow Camp Road speed limit and abide by Parking Lot rules.
- **Drop off time 7:30am-9:00am Pick up time 4:00pm-5:30pm** *Arrangements can be made for late drop off or early pick up.
- If you are dropping off or picking up between 9am and 4pm, report directly to the office.

Drop Off Procedures

Drop off: 7:30am-9:00am (If arriving after 8:30, please make sure your camper has eaten breakfast.

Every morning from 7:30am-9:00am, a staff member will be posted at the upper parking lot for sign in and then directing campers to activities.

****If dropping off after 9am, please sign in at the office****

Upon Drop Off each morning, expect the following procedure:

1. Sign your camper in with a smiling staff member.
2. Notify staff of any expected changes to afternoon pick-up time
3. Let staff know of any special news or considerations that will help your camper be successful
4. Make any due payments or notate in RED notebook any schedule changes.

Early Drop off

Camp opens at 7:30 am but early drop off between 7am and 7:30am can be arranged. A fee will be automatically applied to your bill for each early drop off day. Please note: NO ONE is at camp before 7am. If dropping off early, please sign in at the office.

Pick Up Procedures

Every afternoon from 4:00pm-5:30pm, a staff member will be posted at the upper parking lot with the sign out sheet. This staff member will radio for camper's to be sent up as their parents arrive. If there is an orange traffic cone in the road, stop at the Playfield for Sign Out.

****If picking up before 4:00pm, please sign out at the office****

Upon Pick Up each afternoon, expect the following procedure:

1. A smiling staff member will check I.D. of all unknown adults that come to pick up campers and confirm adult is listed on the authorized pick-up list
2. Notate in RED notebook any schedule changes.
3. Parents/Guardians will initial the sign-out sheet

Late Drop Off or Early Pick Up

If you are dropping off or picking up outside of the scheduled times (7:30am-9:00am & 4:00pm-5:30pm), please report directly to the office.

Schedule Changes, Cancellations, and Absences

We ask Parents to please notify us as soon as they know their child will not be attending a session.

- Schedule Changes-If you would like to change a scheduled session to a different one, please notate this in the RED notebook that is always with the Sign in/out sheet. Please be sure to

include your name, your camper's name, the scheduled session, and the session you would like to change it to as well as the date and time of writing the note.

- Cancellations-If you are cancelling a session for any reason, please notate this in the RED notebook or email the Camp Director at campdirector@campfireoneida.org. Please include the date and time of your note. Review our refund policy if making a cancellation.
- Absences-If your child is sick or cannot come to camp for whatever reason, it is your responsibility to notify the Camp Director as soon as possible. You are still responsible for payment on absent days unless proper notice was given or in special cases determined by Camp Director.

We also ask that Parent/Guardians:

- Notate any schedule changes or absences in RED notebook
- Follow rules regarding payment and financial aid
- Notify Camp Birchrock regarding any change to your account or child records, including email, authorized people, allergies, etc.
- Read all materials sent via email or mail or posted at camp
- Listen to and share concerns with Camp Birchrock staff

Personal Belongings

Children will participate in active outdoor play and should dress accordingly. All items (clothing, sunscreen, water bottle, etc.) should be marked with the child's first and last name. Camp Birchrock is not responsible for lost or damaged personal items. Toys, games, cell phones, gum, permanent markers, energy drinks, music players or electronic devices are **not** allowed.

Lost & Found

Please label all items that could be left behind with your child's first and last name. Labeled items can easily be returned to families throughout the summer. If you have missing items, please alert camp staff to assist you. Unclaimed items will be stored at day camp two weeks after the final session (9/13/19), after which time they will be donated to children in need.

Program Components

Sample Daily Schedule

7:30am-8:30am	Morning Fire Ceremony/Free Time
8:30am-9:15am	Breakfast
9:15am-9:30am	Regroup & Bathroom Break
9:30am-10:20am	Hike to Chickadee Lake & Fire Building Competition
10:20am-11:10am	Scavenger Hunt & Craft
11:10am-12:00pm	Capture the Flag
12:00pm-12:15pm	Regroup & Bathroom Break
12:15pm-1:00pm	Lunch
1:00pm-1:30pm	Rest Time
1:30pm-3:00pm	Combined Waterfront Time
3:00pm-3:30pm	Snack
3:30pm-4:45pm	Either Continued Waterfront Time or Craft Cabin
4:45pm-5:30pm	Free Time @ Playfield

Items in bold represent a period in which the scheduled event does not change

Breakfast

Campers will be provided breakfast at 8:30am if they wish to eat it. Monthly menus are posted on site as well as online for your information. If your child has specific food allergies (IE nuts, gluten, dairy), please make sure that this information is listed on the Health Forms, registration, and that the Camp Director is notified verbally or via email about your child's needs. We recommend campers eat a healthy, balanced breakfast every morning, so please make sure they have had something to eat if you drop them off after 8:30am.

Lunch

Campers will be provided with a hot lunch every day at 12:15pm. Campers are welcome to bring their own lunch. Please keep up to date on Lunch menus as there are some cold lunch days where we ask everyone to bring a cold lunch.

Snack

Snack is offered at 3pm every day. Please feel free to send healthy snacks along with your camper to eat throughout the day. Please watch the calendar as there are some sign up days for campers and counselors to bring a snack for the group.

Rest Time

At Camp Birchrock we believe in using a mix of high and low energy activities through the program day. During rest time, campers will have the option to nap, read, play quiet board games, day dream, write, or draw for 30 minutes.

Kapers

At Camp Birchrock, we value accountability and independence. That is why we do 'Kapers' twice per week, on Mondays and again on Thursdays. Kapers is a 15-20 minute all camp clean-up. We break up into several groups responsible for bathroom/shower sweeping and mopping, trash removal, and general tidying. All campers are supervised and wear non-latex gloves during this clean up. Counselors are responsible for using any cleaners as well as cleaning the toilets.

Daily Activities

Campers are expected to participate in all activities throughout the day. These activities include but are not limited to; presentations from local organizations/groups, hiking, swimming, boating, fishing, camp craft (shelter building, tent pitching, canoe recovery, knot tying, fire starting, etc.), arts & crafts, day canoe trips, large group games, team building exercises, archery, disc golf, kapers, and singing.

Rainy Days

We are OPEN on rainy days! If there is severe weather, necessary precautions will be taken. Time will be spent between the Lodge, Craft Cabin, and Outpost. Typical rainy day activities include but are not limited to; baking/cooking activities, board games, charades, movies, skits, plays, science experiments, and lots of arts and crafts. If you are not sending your camper because of the rain, you are still expected to pay for the session, and to let the Camp Director know.

Behavior Expectations & Management

Behavior Expectations

At Camp Birchrock we expect behavior that is **respectful**, **responsible** and **safe**. Staff and campers are asked to follow these 3 basic guidelines. Our goals are to provide an environment where all of our campers and camp staff can build lasting relationships, express them-selves freely, and explore various local resources to learn and grow.

Harassment and Bullying Policy

Camp Birchrock has a zero-tolerance policy for harassment or bullying behaviors and will not tolerate any types of harassment or bullying behaviors involving any campers or staff. Please express to your camper that if they feel threatened to immediately tell a camp staff member. Harassment or bullying behaviors will be handled immediately with disciplinary actions up to and potentially including dismissal from camp as determined by the Camp Director. Any expenses and transportation related to early dismissal from camp, for any reasons, are the responsibility of the parent/legal guardian.

Discipline Policy

It is the intent of Camp Birchrock to provide a safe environment for participants in our Summer Day Camp program. Our Camp Birchrock staff takes a developmental approach when dealing with unacceptable behavior. We view conflict as an opportunity to help young people learn more effective strategies for conflict resolution, communication, and management of emotions. If a participant is disrupting the program, creating an unsafe condition, or displays a disrespectful demeanor to Camp Birchrock staff or peers, the participant may be removed from the program. Typically, we follow a 3-occurrence system to determine dismissal and recognize that all behavioral issues, even if repeated, should not necessarily result in removal from program. We make every attempt to work with the child and family to support improved positive behavior.

Discipline Procedure:

1st Major Occurrence: Camp Birchrock staff will warn child and contact Parent/Guardian to discuss problem behavior.

2nd Major Occurrence: Child's second warning, Parent/Guardian notified to discuss problem behavior. A possible one-week suspension and a behavioral contract may be suggested.

3rd Major Occurrence: Parent/Guardian will be contacted and the child will be withdrawn from the program and will not be able to return.

Camp Birchrock has a zero-tolerance policy for violence. If your child engages in a violent act causing possible harm to another participant or staff person, they may be immediately suspended for at least one day of program and possibly removed from the program indefinitely. No refunds will be given for discipline related suspensions for Camp Birchrock programs. Camp Birchrock reserves the right to revoke Financial Aid to children who are suspended for discipline issues from the program.

Contact Information

Attendance, Program, & On-Site Support

Hailey Laska-Programming/Camp Director

715-362-3513 Camp Cell

715-282-5547 Camp Landline

715-367-0990 Personal Cell

campdirector@campfireoneida.org

Administrative Office Support

Steve Sauer-President

715.362.3513

director@campfireoneida.org

Billing & Financial Assistance Support

Jim Rice-Treasurer

treasurer@campfireoneida.org

715-362-3513