



Camp Fire Primetime

After School Parent Handbook
Of Operational
Policies and Procedures

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:

Before Care:

Big A, Liberty, & Toccoa Elementary Schools: 7:00 am – start of the school day

After Care:

Big A, Liberty, & Toccoa Elementary Schools: End of school day – 6:00 pm

Stephens County Middle School: 2:45 pm – 5:45 pm

Camp Fire Georgia strives to assist all participants complete their homework/studying/reading each day. Multiple factors including early pick up, extracurricular activities, behavior, etc. may prevent us from helping your child complete their work each day. Camp Fire staff will communicate with the person(s) picking up each day if the child's work is not completed.

Tuition Pricing and Membership Fees:

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|---|--------------------|
| Annual Camp Fire Georgia Membership Fee..... | \$10.00/year |
| Before care only (Big A, Liberty & Toccoa)..... | \$15.00/week |
| After School only | \$35.00/week |
| Before & After School (Big A, Liberty, Toccoa)..... | \$45.00/week |
| Early Release Days..... | Additional \$5/day |

A \$5 fee will be charged for students attending Camp Fire Primetime on early release days.

Camp Fire Primetime programming will be available from the time of release until 6:00 pm.

*If you choose to withdraw your child for 2-12 weeks, a \$100.00 fee will be charged to hold their spot until they resume attendance. **If your child is absent 1-2 weeks, it is not considered a withdrawal period and full tuition will be charged.**

Payments: Camp Fire Primetime accepts payment in the form of credit/debit card, check or money order. **Cash is not accepted.** All registrations require a credit card to be on file with Camp Fire Georgia.

***All tuition is due on Friday for the upcoming week.**

- If not paid by 6:00 pm on Friday a \$5.00 late charge will automatically be assessed, and the credit card on file will automatically be charged.

- If tuition AND late fees are not paid by Friday of the current week, your child may not return until the balance is paid in full.

*ONE week's notice is required for withdrawal. If a child is withdrawn without notice, one week's tuition will be charged in lieu of notice.

*If your check returns for any reason, a \$25.00 returned check fee will be added. If more than two checks are returned, Camp Fire Primetime will no longer be able to accept checks as payment.

Late Pick-up Policy: Camp Fire Primetime at Stephens County Middle School ends at 5:45 pm. 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.

Absent 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** each day to report their child's absence from the after school program. If a child does not come to the program as intended after school, the parents will be notified immediately.

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.
- 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.

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.
- 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.

Snacks: A nutritional snack will be provided each day as part of the after school program.

Code of Conduct: Children are expected to adhere to all school and district policies. Camp Fire Primetime 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.

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.

Guidance & Discipline Practice Policy: Our goal for children is to help each child develop the internal control needed to manage himself/ herself. 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 program 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 requested 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 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.
- 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.

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 Primetime:

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

Camp Fire Georgia Primetime Payment Understanding and Agreement



Parent/Guardian is to initial next to each showing you understand and agree to the following:

_____ Camp Fire Primetime accepts payment in the form of credit/debit card, check or money order. Cash is not accepted.

_____ All participants must have a credit card on file with Camp Fire Georgia to be enrolled in the program.

_____ All tuition is due on Friday for the upcoming week or the last Friday or the month for the upcoming month if paying monthly.

_____ If not paid by 6:00 pm on Friday a \$5.00 late charge will automatically be assessed and the credit card on file will be charged. If tuition AND late fees are not paid by Friday of the current week, your child may not return until the balance is paid in full.

_____ One week's notice is required for withdrawal. If a child is withdrawn without notice, one week's tuition will be charged in lieu of notice.

_____ If your check returns for any reason, a \$25.00 returned check fee will be added. If more than two checks are returned, Camp Fire Primetime will no longer be able to accept checks as payment. It is the responsibility of the parent/guardian to ensure funds are available until payment clears.

_____ Late Pick-up Policy: Camp Fire Primetime closes at 5:45 or 6:00pm. A \$1.00 per minute late fee will be charged to the credit card on file for any late pick-ups.

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

Please select one of the following:

_____ I prefer to be billed weekly and will pay via check/money order each Friday for the following

_____ I prefer to be billed monthly and will pay the monthly total via check/money order the last Friday of the month for the following month.

_____ I prefer to be billed weekly and authorize Camp Fire Georgia to charge the card on file each Friday for the following week.

_____ I prefer to be billed monthly and authorize Camp Fire Georgia to charge the monthly total the last Friday of the month for the following month.

A \$10 annual membership fee is due at the time of registration.

_____ \$10 check/money order enclosed

_____ I authorize Camp Fire Georgia to deduct \$10 from the account below.

() Visa () Master Card () Discover **A CREDIT CARD IS REQUIRED WITH ALL REGISTRATIONS!**

Name on Card: _____

Card Number: _____ Expiration Date: _____

The first week's tuition is due by 5:00 pm Friday, 14th