

# FUN CAMP



## LOCATIONS:

Anchorage South - 10931 O'Malley Dr.

East Club - 5201 E. Tudor Rd

Eagle River - 12001 Business Blvd.

Wasilla - 1720 E Parks Hwy.

Fairbanks South - 747 Old Richardson Hwy

REGISTER  
ONLINE  
[thealaskaclub.com](http://thealaskaclub.com)

# THE ALASKA CLUB CAMP

Visit [www.thealaskaclub.com/camps](http://www.thealaskaclub.com/camps). After registering for Camp, you will receive a welcome e-mail with information about how to complete your campers health information.

- Click the link in this email to set a new password for your CampDoc.com account.
- Follow the instructions, and complete the health history for your camper. Alerts will appear for any missing required information.
- You may return to your CampDoc.com at any time to make changes/updates to your camper's health information before camp begins.

## WEEK LONG CAMPS:

### South/Fairbanks/Wasilla

Member: \$280

Non-Member: \$300

### Eagle River/East

Member: \$255

Non-Member: \$275

\$30 for before care \$30 for after care

## SINGLE DAY CAMPS:

### South/Fairbanks/Wasilla:

Member: \$65

Member Extended: \$85

Non-Member: \$80

Non-Member Extended: \$95

### Eagle River/East

Member: \$65

Member Extended: \$80

Non-Member: \$75

Non-Member Extended: \$90

## WELCOME!

We offer services for school age children ages 5 to 12 years. We do not discriminate on the basis of sex, race, color, religion, marital status, pregnancy, parenthood, age, national origin, or physical handicap, as per Alaska statutes AS 18.80.230 and AMC 5.20.

This program is offered on the basis that the childhood years are a time when a child really wants to learn and explore many aspects of life. We encourage individuality and creativity. Camps at the Alaska Club are accredited with American Camp Association.



# RULES & REGULATIONS

## 1. ENROLLMENT

In addition to the registration packet, each child should have the following information on file prior to the first day of camp: a current physical by a health care provider; a copy of current immunizations or a copy of an immunization waiver (religious or medical) permission forms (medication, topical products, field trips, transportation). The Alaska Club Camps each have a minimum and maximum capacity. If we do not get at least 10 kids enrolled in any camp, Alaska Club reserves the right to cancel camp and all campers who were signed up will get a full refund. Once that capacity is met, children will be put on a waitlist and contacted if a spot opens. Failure to complete and supply the enrollment paperwork will result in your child being denied admission to camp until the information is provided. All child records are confidential and maintained.

## 2. ARRIVALS AND DEPARTURES

You are required to check in and check out your child for camp each day with the camp staff. All persons listed on “Authorized pick up list” on campbrain are the only individuals allowed to pick up children from our camp. All persons are required to present a picture ID for the first day of pick up and until staff is able to recognize regular pick up individuals for each camper.

Camp Hours: 9:00 am - 4:00 pm  
Before Care: 7:30 am - 9:00 am  
After Care: 4:00 pm - 5:30 pm

This mandatory procedure is for your child’s safety and protection. There is a 10 minute grace period before and after camp before you’re charged for “Before Care” or “After Care”. You will be charged \$1per minute for pickups after Camp closing.

## 3. CURRICULUM

The Alaska Club camp programs provide a fun and educational environment. Activities include but are not limited to the following: Arts and crafts, gym games, outdoor play, swimming, visits from the zoo, and other great activities. We offer these activities as well as guidance in manners and social interaction. The camp program activities are planned by The Alaska Club staff. Before and After Care are offered each day. This is free choice time, where campers can choose to read, play games, relax or socialize with other campers. The child/counselor ratio is maintained during Before and After Care. During all of our regularly scheduled indoor and outdoor activities, our child/counselor ratio is maintained at 10/1.

## 4. WHAT ITEMS SHOULD MY CHILD BRING ON A DAILY BASIS?

- a. Nutrition
  - Sack lunch
  - 2 snacks (am and pm)
- b. Extra clothing
  - Full change of clothing (pants, shirt, socks, shoes, underwear)
  - Swimsuit-Everyday
  - Fly socks (if you are at South, Wasilla or Fairbanks)
  - Outdoor wear
- c. Individual storage areas
  - Water bottle
  - Backpack

## **5. PERSONAL BELONGINGS**

All personal belongings must be labeled with your child's name. The Alaska Club will not be responsible for lost or stolen items. All children, weather and tolerance permitting, will go outdoors and will need the appropriate gear. Toys and other personal belongings from home that are not needed are discouraged. Toy guns, knives, swords, etc. are NOT ALLOWED! Life vests may be worn/provided in the pool, but pool floats are not allowed. No electronics are allowed. Life vests may be worn/provided in the pool, but pool floats are not allowed.

## **6. MEALS, SNACKS AND BEVERAGES**

Parents are responsible for providing their children with two daily snacks and a lunch each day of camp. Lunches brought from home are required to be labeled with child's name and date. Refrigeration is not provided. Candy, gum, chips, brownies, cookies, soda, Gatorade and Powerade are a few examples of what's not allowed. Items will be taken from the lunch and returned at the end of the day. If your child has any severe allergy, email us at [summerfuncamp@thealaskaclub.com](mailto:summerfuncamp@thealaskaclub.com).

## **7. OUTDOOR PLAY**

The Alaska Club Camp make every efforts to go out side and play as much as possible. The Alaska Club Camps follow all ASD requirements on weather conditions. Parents are responsible for dressing their child appropriately for the weather conditions. If your child is well enough to come to child care, they are well enough to go outside.

## **8. FIELD TRIPS/WALKS/TRANSPORTATION**

All field trips, except walks to the park, away from The Alaska Club are planned. For field trips, parents are notified in advanced and each child is required to have a signed permission slip in order to participate. The permission slip will give details regarding the location, what activities are planned and transportation to and from The Alaska Club. The program goes on neighborhood walks and play/eats lunch at the park when weather permits. In the case of an emergency, such as a fire, we will walk to rally point and call parents to let them know where their child can be picked up from if it is different than our rally spot.

## **9. PARENT VISITS**

All childcare programs with The Alaska Club have an open-door policy. Parents are encouraged to visit and participate with their child any time. We are always open to suggestions. When visiting let a lead Counselor know that you are there and whom you are visiting.

## **10. EMERGENCY CARE PROVISIONS**

The Alaska Club camp programs practice emergency evacuation procedures once a month in the summer, once a month during other in-service days, and once during spring break. Earthquake drills are practiced once a month. We are required to record each evacuation drill practiced throughout all camps. A copy of emergency procedures can be found at each location and all staff are trained on these procedures. If a situation occurs and we must evacuate The Alaska Club camp locations, we instruct all camp counselors and children to exit the building and proceed to our rally location. In the case of an emergency, we will contact 911. If it is a medical emergency, we will contact 911 and the parents are responsible for the cost of such transportation, as transportation will be provided by an ambulance, personal vehicles will not be used. We will contact the parent to inform of such situations.

## 11. ILLNESS AND ACCIDENTS

In the event of a serious accident, parents are notified immediately as well as the paramedics. If we cannot contact the parents, we will contact the names listed on the 'Emergency Child Record'. In case of an illness at the center, parents are immediately notified to pick-up their child from camp. See page 7-8 for specific illnesses/symptoms a child will be sent home for. The child will be kept under supervision in an isolated area until the parent arrives. Ill children will not be accepted for care. Children will not be allowed back into care until they are free of illness/symptoms for 24-hours. A doctor's note will be required. Prescription and non-prescription medication will be dispensed only if the medication is in its original container with the label intact. Parents must sign a permission slip for staff to administer medication. All medications will be stored out of children's reach and separated from other substances. A permission form, such as the permission slip to administer medication, will be used for topical products as well. Only the parent or legal guardian can give permission for medication. This is a requirement of the municipality of Anchorage. If medication cannot be picked up or returned by the end of camp, it will be disposed of.

If a child is suspected of having lice, nits, or other symptoms, a thorough inspection will be conducted. If the inspection is positive, parents will be contacted immediately and child must be picked up within 2 hours of notification. A second inspection will be done upon the child's return to camp. **The Alaska Club is not responsible for medical costs due to infection.**

## 12. DISCIPLINE

The following methods of discipline are encouraged throughout all camp programs with The Alaska Club:

The Alaska Club Fun Camp strives to have a camp that provides children in attendance to foster respect, responsibility, and individuality, while working to build on social skills such as cooperative play. Staff will engage with campers to understand their individual needs and ask campers how their needs can be met in a safe environment.

All expectations will be discussed weekly and reviewed by staff as needed with the entire camp. It is the responsibility of the campers to know and follow the rules and expectations. Staff will help students to understand why the rules and expectations are in place. Positive reinforcement will occur when staff members catch campers following expectations. Redirection of inappropriate behavior will occur as needed. Staff members will teach children conflict resolution for minor issues among themselves.

NOTE: Staff will never use corporal punishment under any circumstance. Parents should never use corporal punishment on The Alaska Club Fun Camp premises. In the event of a child harming themselves or another person, physical restraint will be used.

For ongoing behavioral problems, the staff and the parent will work together to solve the problem and create a plan of action for the remainder of the time the child is in care. **If a behavioral problem occurs where the children or staff are not safe, The Alaska Club has the right to terminate the relationship, without prior notice if deemed necessary, with no refunds. If the behavioral problem creates a hostile environment, The Alaska Club reserves the right to terminate the relationship, without prior notice if deemed necessary, with no refunds. Hostile meaning an environment in which staff or other children are not comfortable in attending or being present due to actions of the child. An example being if a child were to be cursing at staff on a daily basis for 2 or more days.**

If staff and parent meet together and decide that the child is having a temporary issue causing unacceptable behavior then a suspension of a length to be determined at the time of incident will be considered. The child will then be given an opportunity to return to camp.

### **13. SPECIAL NEEDS**

We will accept children with special needs if The Alaska Club meets the needs of the child adequately. A meeting between the parent(s) and the Camp Director is required prior to admittance to discuss the requirements of the child. A copy of the child's IEP or 504 plan is required before admittance to camp to verify the needs of the child are being met adequately. It is the responsibility of the parent(s) to notify the Camp Director immediately of needs that need to be met for the child while in care.

### **14. VIDEO/TELEVISION**

There is no regularly scheduled viewing of television. If television or other screen time does occur, it will be less than 1 hour daily. On special occasions, parents will be notified of a movie viewing that will be no longer than 2 hours and rated G.

### **15. ANIMALS/PETS**

No animals are allowed on the premises. Animals are brought to the location by The Alaska Zoo and professionals are with those animals at all times. It is one animal per day for 45 minutes. These animals are typically birds and reptiles.

### **16. SMOKING**

There is no smoking allowed in The Alaska Club or on the premises. Smoking will not be allowed during transportation of children as well.

### **17. CAMP COUNSELORS**

All camp counselors of The Alaska Club are required to meet the qualifications of The Municipality of Anchorage. The Alaska Club employs a back-up staff, in case of emergency, and they are held to the same requirement.

### **18. CHILD ABUSE REPORTING**

Alaska State Statutes AS 47.17.020 and Municipality code AMC 16.55.120 require that all licensed child care providers report all incidents of suspected or actual abuse, neglect of children, harmful treatment regardless of whether they occur in or related to the facility. This facility is obligated by law to report such incidents within 24 hours to the Office of Children's Services: (907) 269-4000.

AMC 16.55.120 also requires any licensed facility to report any disappearance of a child from a facility to local law enforcement as soon as disappearance is known.

### **19. INSURANCE**

The Alaska Club maintains the required liability insurance for all child care programs.

### **20. NOTIFICATION OF CHANGES**

Any rate or policy change is posted in writing within ten days of the change.

### **21. VOLUNTEERS/SUBSTITUTES/EMERGENCY CAREGIVERS**

All volunteers are required to meet the qualifications of the Municipality of Anchorage. All specific tasks and daily duties are discussed in detail with the Camp Director.

**All substitutes and emergency caregivers will meet the qualifications of the Municipality of Anchorage.**

### **22. PLAN FOR SUPERVISION**

There is always a ratio of 1 adult to 10 children. This includes during outdoor play, indoor activities, lunch, snacks, and swimming. We will always keep a 1:10 ratio during all transportation, including neighborhood walks. Our groups are split by age groups in the following manner: 5-7 years old; 7-9 years old; 9-12 years old. At all times that there could be a child in care we will have 2 staff members present and do our best to have one male and one female. Children will be supervised at all times except when allowing a degree of freedom appropriate to age and development.

# THE FOLLOWING HEALTH POLICIES AND PROCEDURES WILL BE FOLLOWED.

## STAFF:

1. Staff will be excluded from the center when they exhibit the following symptoms or illnesses
  - A. Gastrointestinal infections
  - B. Skin infections
  - C. Other communicable diseases
  - D. Temperature greater than 101 degrees
  - E. The following reportable communicable diseases which will be reported to the DHHS Child/Adult Care Unit:

Respiratory	Gastrointestinal
Diphtheria	Giardiasis
German Measles (rubella)	Hepatitis A
Haemophilus Influenza	Salmonellosis
Measles (rubeola)	Shigelosis
Bacterial Meningitis	Mumps
Pertussis (whooping cough)	TB
Meningococcal	
2. Staff who have been diagnosed with any of the above reportable communicable diseases may return to the center only when written documentation from a licensed physician states that he/she has been evaluated and presents no risk to children.
3. Staff shall wash their hand with soap and warm running water and rinse with water:
  1. Before food handling, food preparation, food serving, eating or setting a table;
  2. After toileting or assisting with toileting
  3. Before and after assisting with tooth brushing (if applicable)
  4. Before and after giving medication
  5. Whenever hands are contaminated with a body fluid, including after nose wiping
  6. If a caregiver uses gloves, the caregiver shall wash the caregiver's hands immediately after the gloves are removed even if the hands are not visibly contaminated. The use of gloves does not preclude or substitute for handwashing.
4. Staff will be trained to recognize signs of illness and conditions requiring immediate medical care.

## CHILDREN:

1. Children will be excluded from the center when they exhibit the following symptoms/illnesses. If any of these occur while child is in care, parent will be notified and child must be picked up within 2 hours.
  - A. Severe pain or discomfort particularly in joints, ears, or abdomen.
  - B. Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours.
  - C. Two or more episodes of vomiting within 24 hours.
  - D. Severe coughing or sore throat.
  - E. Oral or auxiliary temperature of 100 degrees or more.
  - K. Skin rashes, excluding diaper rash, lasting more than one day.

- L. Swollen joints.
- M. Visibly enlarged lymph nodes.
- N. Stiff neck.
- O. Blood or puss from ear, skin, urine, or stool.
- P. Unusual behavior for the child characterized by no playing, confusion, or persistent inconsolable crying.
- Q. Loss of appetite, characterized by refusing all solids.
- R. Symptoms which indicate any of the following diseases:
  - chicken pox
  - impetigo
  - lice
  - scabies
  - strep throat
- S. Reportable communicable diseases (see staff above).

2. Children who have been diagnosed with any of the above reportable communicable diseases may return to the center only when written documentation from a licensed physician states that they have been evaluated and present no risk to other children.
3. Children who have symptoms of illness may be admitted to or remain in the center only when there is written documentation from a licensed physician (or verbal with written follow-up), stating that the child has been diagnosed and poses no serious health risk to the child or other children. The child may also return when there is no symptoms for 24 hours.

**\*\* If child is sent home for lice, a head check will be performed upon the child's return before admittance back into the facility is granted.  
If a child is sent home, refunds are not permitted.**

4. The center will notify parents of all occurrences of or exposure to communicable diseases or conditions in the center through a written notice posted visibly for all.
5. The parents of the children who become ill or injured while in child care will be immediately notified of any illness/symptoms of any injury more serious than minor cuts and scratches. Parental instructions for action will be obtained.
6. In non-emergency situations, the administrator (or designee) will make prompt arrangements with the parents for medical evaluation or for the child to be picked up by the parent if necessary.
7. The administrator (or designee) will obtain emergency medical treatment without specific parental instruction in those cases where the illness/symptoms or injury are such that there must be no delay in treatment.
8. Until removal from the center, the child will be provided a place to rest quietly under supervision.



# SAMPLE SNACK MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cheese (1oz) Crackers (.7oz) Juice - 6 fl oz	Apple Slices (3/4 cup) with Peanut Butter - 2 tablespoons	Multi Grain Cereal, Carrots	Granola Bar (2.2 oz) Tangerine Slices - 3/4 cup	Whole-Grain Crackers (.7oz) Cheese (1oz) Juice - 6 fl oz
WG Muffin (2oz) Orange Slices - 3/4 cup	Trail Mix (mix of dry cereals - 1oz) Juice - 6 fl oz	Carrot, Broccoli, and Celery Sticks (3/4 cup total) Hummus - 1/2 cup	Whole-Grain Soft Pretzel (2oz) Juice - 6 fl oz	Fresh Pear Slices -3/4 cup Low-Fat/Fat-Free Yogurt (4oz or 1/2 cup)

# SAMPLE LUNCH MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Turkey and Cheese Sandwich Orange Slices* Carrots* Milk  recipe 1/2 cup 1/2 cup 8 oz	Chef Salad* Fruit Cocktail Milk  recipe 1/2 cup 8 oz	Pizza "Lunchable" Broccoli* Juice Milk  recipe 1/4 cup 4 oz 8 oz	Taco Salad* Tortilla Chips Applesauce Milk  recipe 1oz svg 1/2 cup 8 oz	Ham Roll-up Watermelon* Bell Pepper Strips* Milk  recipe 1/2 cup 1/4 cup 8oz
Turkey and Chz Sandwich Turkey Lunch Meat American Cheese WG Bread or WG Bun  2oz 1 slice 2 slices 1 each	Chef Salad Lettuce Shredded Carrots Shredded Cheese Turkey Ham Goldfish Crackers Ranch Dressing 1 cup  1 T 1/8 cup 2 slices 2 slices 1oz pkg 1 pkg	Pizza "Lunchable" Whole Grain Sandwich Slims Marinara Sauce Mozzarella Cheese pepperoni  1 each 1/4 cup 1/2 cup 4 each	Taco Salad Shredded Lettuce Taco Beef Shredded Cheese Salsa Ranch Dressing  1 cup 1/4 cup 1/4 Cup 1/4 cup 1 pkg	Ham Cream Cheese WG Tortilla  2oz 1.5 T 1 each Ham Roll-up

# SAMPLE DAILY SCHEDULE

## **Eagle River and East Camp:**

7:30-9:00 am -- Before Care (Open Play)  
9:00-9:30 am -- Welcome/Circle Time  
9:30-10:00 am -- Snack Time  
10:00 am -12:00 pm -- Gymtime/Outdoor play/Indoor activities  
12:00-12:45 pm -- Lunch  
12:45-1:00 pm -- Clean Up/Get ready for swimming  
1:00-3:00 pm -- Swim Time  
3:30-4:00 pm -- Snack  
4:00 pm -- Pick Up  
4:00-5:30 pm -- After Care (Open Play)

## **South/Fairbanks/Wasilla Camp:**

7:30-9:00 am -- Before Care (Open Play)  
9:00-10:00 am -- Jump at Fly  
10:00-10:30 am -- Circle Time/Snack Time  
10:30 am -12:00 pm -- Gymtime/Outdoor play/Indoor activities  
12:00-12:45 pm -- Lunch  
12:45-1:00 pm -- Clean Up/Get ready for swimming  
1:00-3:00 pm -- Swim Time  
3:30-4:00 pm -- Snack  
4:00 pm -- Pick Up  
4:00-5:30 pm -- After Care (Open Play)

***On special occasions, campers have the option to go on field trips during the 10:00am-1:00pm time period.***

# CAMP INFORMATION & REGISTRATION

## WHAT SHOULD MY CHILD BRING?

Swimming and water activities take place daily. Please bring a swimsuit every day and fly socks if you are at South, Fairbanks or Wasilla Clubs. Also bring lunch, two snacks, water bottle, appropriate indoor/outdoor wear and a backpack.

## WHAT ABOUT LUNCH?

A sack lunch and two snacks are needed each day marked with child's name and date. Please make sure all lunches meet ACA nutritional requirements.

## PICK UP & DROP OFF

You are required to check your child in and out of camp each day with camp staff.

**East:** Arrivals & Departures – The drop off and pick up area for East camp is in the Northeast rear part of the building. Door is marked as camp location.

**South:** Arrivals & Departures - O'Malley Center 1st basketball court

**Eagle River:** Arrivals and departures are in the party room inside the club. Down the hallway to the left hand side.

**Fairbanks:** The drop off and pick up is in the Fly entrance in the back of the building.

**Wasilla:** Arrivals will be at Fly in Wasilla. Pick up will be at The Alaska Club Wasilla Camp Room.

