



## **Family Handbook 2023**

### **Camp Hantesa, Camp Canwita, Des Moines Based Programs**

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# GENERAL INFORMATION

## Contact Information

|                            |                             |                            |                            |
|----------------------------|-----------------------------|----------------------------|----------------------------|
| <b>Camp Hantesa</b>        | <b>Camp Canwita</b>         | <b>Outrageous Day Camp</b> | <b>Discovery Day Camp</b>  |
| <b>Day &amp; Overnight</b> | <b>Outrageous &amp; Day</b> | <b>Camp Fire HQ</b>        | <b>Bergman Academy</b>     |
| 1450 Oriole Road           | 2807 Duff Ave               | 5615 Hickman Road          | 100 45th St                |
| Boone, IA 50036            | Ames, IA 50010              | Des Moines, IA 50310       | Des Moines, IA 50312       |
| <b>Phone: 515-432-1417</b> | <b>Phone: 515-314-3562</b>  | <b>Phone: 515-414-1481</b> | <b>Phone: 515-360-4081</b> |

Email: [campfire@campfireiowa.org](mailto:campfire@campfireiowa.org)

Website: [www.campfireiowa.org](http://www.campfireiowa.org)

Camp Fire Administrative Office: 515-274-1501

Online Registration, returning user account log-in:

<https://campfireiowa.campbrainregistration.com/>

### Camp Fire Staff & Site Contacts

- **Kelly Peterson**, Executive Director – [kelly@campfireiowa.org](mailto:kelly@campfireiowa.org), 515-309-1482
- **Owen Ballard**, Development & Operations Director – [oballard@campfireiowa.org](mailto:oballard@campfireiowa.org), 515-309-1473
- **Drew Demery**, Camp Director | Camp Hantesa & Canwita - [drew@campfireiowa.org](mailto:drew@campfireiowa.org), 515-212-7010
- **Katie Lakatosh**, Assistant Camp Director | Camp Hantesa – [katie@campfireiowa.org](mailto:katie@campfireiowa.org), 515-432-1417
- **Jennifer Hayes**, Day Camp Coordinator | Canwita – 515-314-3562
- **Lauren Slinker**, Program Director | Des Moines - [lauren@campfireiowa.org](mailto:lauren@campfireiowa.org), 515-309-1427

Facebook: [www.facebook.com/Campfireiowa](http://www.facebook.com/Campfireiowa) & [www.facebook.com/CampHantesa](http://www.facebook.com/CampHantesa)

Instagram: @campfireiowa; @camphantesa; @campcanwita

## Mission, Values, Statement of Inclusion & About Camp Fire

### OUR MISSION

Growing up is hard. That's why Camp Fire connects 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 VALUES**

We are a values-driven organization today and since 1910. Our values are what guide us each day. They help meet each moment in time and meet each young person where they are. When we began in 1910, the values of "Work Health and Love" underpinned our journey to building up youth. It was also just the beginning. Today, we focus on what it means to be an equity-focused organization and how we can remove barriers to accessing our programs so all young people have the opportunity to experience Camp Fire's powerful programs and thrive.

## **STATEMENT OF INCLUSION**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

# **Our Commitment to Safety**

## **Camp Fire's Policy and Practices Around Child Abuse Prevention**

Camp Fire Heart of Iowa takes our responsibilities to our children, youth, and vulnerable adults very seriously. We fail in our responsibilities if we neglect to take adequate precautions against abuse in our programs. It is unlikely that we can completely prevent abuse in every situation, but it is possible for us to greatly reduce the risk by following a thorough policy of prevention that includes best practices and mandates of the law.

### Purpose

The purpose of this policy first is to protect the children, youth and vulnerable adults that participate in our programs. The second purpose of this policy is to protect our staff, both paid and volunteer, from potential allegations of abuse.

We have developed a comprehensive plan that includes all areas of the issue: screening, training, supervision, reporting procedures and response plan. We will follow stringent safety measures in the recruitment and selection of workers; we will implement prudent operational procedures in all programs and events; we will educate and train all our children and youth staff and laws of the abuse laws set forth by the state of Iowa.

### As Camp Fire Professionals We Promise To:

- Treat all children, youth, and adults with respect and consideration.
- Respect children's, youth's and adults' rights to decline being touched in ways that make them feel uncomfortable.
- Maintain an attitude of respect, patience, professionalism, courtesy, tact, and maturity as a positive role model for children, youth, and adults.

### Appropriate and Inappropriate Actions with Our Campers:

- Use positive techniques of guidance, such as redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
- Refrain from any behavior that could be considered abusive to children, youth, or adults, including:
  1. **Physical Abuse:** This is abuse in which a person deliberately and intentionally causes bodily harm to youth or young child. This type of abuse in child or youth programming can be the result of or the perceived result of: Physical punishment (spanking, grabbing, holding down), withholding food or water, excessive exercise as punishment. Physical intervention is only allowed in the case of youth hurting themselves or another person.
  2. **Emotional Abuse:** This is abuse in which a person exposes a youth or young child to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the youth or child that they are worthless, bad, unloved, and undeserving of love and care. This type of abuse in child or youth programming can be the result of or the perceived result of: Put downs, favorites, nicknames, ignoring signs of bullying, or not giving equal attention to all participants.
  3. **Neglect:** This is abuse in which a person endangers a child's or youth's health, welfare, and safety through negligence. This type of abuse in child or youth programming can be the result of or the perceived result of: Inadequate hydration, sunscreen not applied resulting in a sunburn, not seeking medical attention when a participant is injured or ill, not assuring participants eat, shower, or change clothes.
  4. **Sexual Abuse:** This type of abuse occurs when sexual contact between a child, youth or vulnerable adult and an adult (or older, more powerful youth happens). This type of abuse in child or youth programming can be the result of or the perceived result of: Not assuring rule of 3 is followed, comments of a physical or sexual nature, physical contact such as hugging, lap sitting, shoulder rubs, lack of privacy for participants, showering or changing in front of participants.
  5. **Rule of Three:** In order to reduce the possibility of abuse, the rule of three should be followed in all situations. Whenever possible, two adults should be always present with participants. When having two adults in a situation is not possible (compromising supervision or ratios) then a second preferably older non-related youth can fulfill the rule of three. Also, a floater can serve as the second adult in an activity situation with multiple participants present. With transportation, the last resort would be an open phone line or video call to another adult who can be an observer of activity in the vehicle. Situations to consider: Transporting participants, going back to a vehicle for a forgotten item, going to the health provider,

retuning to cabin for a forgotten item, campers going to bathroom should never be just two... (this list is just examples not all inclusive)

6. **Praise in Public BUT DO NOT isolate to correct behavior:** If you need "privacy" to correct behavior or discipline a participant, do so in open in view of another staff person. Do not take a participant for a walk or isolate yourself with a participant in other areas to correct behavior.
7. **Privacy for Participants:** Allow participants to toilet, bathe and change in private. Supervise by making your presence known, and within "earshot" of what is going on, but not in a way that the participants are feeling "watched". As well, participants should not see you use the toilet, bathe, or change.
8. **Boundary Issues:** It is important for staff and volunteers to be clear about appropriate behaviors. Staff must be attentive to appropriate dress codes, appropriate language and conversations, and appropriate correction of behavior as well as affection and encouragement.
9. **Camp Fire has established ratios** for all programs and activities to ensure proper supervision is provided. The following are individuals who cannot be counted in ratios: staff under the age of 18 unless they are working with and under the direct supervision of another staff member who is 18 years of age or older. Volunteers unless they have been background checked and trained in Child Protection policy and practices and risk management.

**If you have any questions or concerns about our staff's interactions or actions with your child:**

- If you think your child is a victim of abuse: Reports are made to: Child Protection Centers of Iowa: **1-800-362-2178** (Abuse Hotline, 24 Hours a Day)
- If you have questions or concerns about boundary issues or behavior/interactions between your child and our staff. Please contact the Program Director or the Executive Director to discuss your concerns.

**Kelly Peterson: Executive Director** [kelly@campfireiowa.org](mailto:kelly@campfireiowa.org)

**Owen Ballard: Operations Director** [oballard@campfireiowa.org](mailto:oballard@campfireiowa.org)

**Drew Demery: Hantesa Camp Director** [drew@campfireiowa.org](mailto:drew@campfireiowa.org) (Camp Hantesa/Canwita Contact)

**Lauren Slinker: DSM Program Director** [lauren@campfireiowa.org](mailto:lauren@campfireiowa.org) (Discovery & Des Moines Outrageous Contact)

**Des Moines Discovery: 515-360-4081**

**Des Moines Outrageous: 515-414-1481**

**Camp Hantesa: 515-432-1417**

**Camp Canwita: 515-314-3562**

**Camp Fire Administrative Office: 515-274-1501**

## Upcoming Events

Haunted Hantesa

October 20 & 21

Bring your family to Camp Fire's Free haunted forest! Brave the haunted trail for some family-friendly scariness, and then enjoy a bonfire and treats. Bring your trick-or-treat bag for some free candy, make some s'mores on the fire, or purchase snacks and cider for the road! Free for all to attend.

### **Book Your Next Event with Us**

Camp Hantesa is available for events, retreats, and outings of all sizes, all year round!

Select facilities to match your needs! Camp Hantesa offers a variety of rustic and modern overnight lodging, and our dining hall is perfect for weddings, receptions, and other large gatherings. Camp Hantesa offers food service, team-building, and other programs, taking the hassle out of planning your next youth program or corporate retreat!

The best part – booking your event at Camp Hantesa helps bring Camp Fire programs to even more kids and teens across central Iowa! Learn more at [www.campfireiowa.org](http://www.campfireiowa.org)

## **HEALTH & SAFETY**

### **Policies**

#### **Emergency Procedures**

As an ACA accredited organization, all Camp Fire programs have established emergency procedures in place for situations which may reasonably be expected to occur in the course of camp programs. The safety and well-being of the campers and staff ALWAYS comes first. All Camp Fire staff are trained and prepared to respond to:

- Major injuries and accidents
- Storms
- Fires
- Earthquakes
- Waterfront emergencies
- Missing persons
- Intruders
- Active shooters
- Kidnapping
- Evacuations

#### **Health Care Policies**

Camp Fire camps are accredited by the American Camp Association. We strive to maintain high professional standards for the safety and welfare of all campers. Counselors have received First Aid and CPR training. Please coach your campers to report all accidents or illness to their camp staff. Please note that, typically, staff will not call home to report minor injuries (small cuts or burns, bumps, etc.) unless there are extenuating circumstances, though, these minor injuries will be reported at check out.

Emergency care arrangements have been made for all sites and staff have been trained in proper emergency procedures. If a camper is injured, if possible, we will contact Caregivers before taking them for treatment.

**If your camper requires daily medication or special health care assistance, be sure to note this on the medical form or camper information sheet during registration.**

**Camper medication must be presented to staff at check-in in its original or prescription packaging, along with instructions.** Campers should not bring a large supply of medicine, only what they will need for the day or week, to be controlled by staff.

## **Cell Phone Policy**

Camp Fire Heart of Iowa acknowledges that cell phones are an essential part of everyday communication and information. However, in the program setting, they are a distraction and, in some cases, a dangerous distraction. Camp Fire Heart of Iowa has adopted the following policy for both participants and staff.

### **Participants:**

We ask that cell phones are not brought to our programs. This eliminates the chance of the phone being a distraction, lost, stolen or damaged. If the circumstance arises that we need to communicate with a participant's family, we can do so using camp phones. Camp Fire assumes no responsibility for phones brought to camp.

The only exception to this rule is for participants that use their phone for documented medical purposes (i.e., blood sugar readings) and those who participate in the overnight Apprentice Program who stay for multiple weeks, often drive themselves to camp, and check out in between sessions. Participants of the Apprentice Program that bring their cell phones to camp must turn it in at check-in, check it out if they leave between sessions, and check it back in upon their return.

If a participant is seen using/having their cell phone during program time:

- First Occurrence-
  - Day Programs: The participant will be asked to put their cell phone away in their backpack or pocket and the family will be reminded of the cell phone policy at the end of the day.
  - Overnight Programs: The participant will be asked to turn in their cell phone, and it will be locked away until the end of the session and returned upon check-out.
- Second Occurrence-
  - Day Programs: They will be asked to put their cell phone away and will be removed from program activities for 20 minutes. Parents will be contacted.
  - Overnight: Cell phone will be confiscated and returned at the end of the session.
- Third Occurrence- Participants will be sent home for the day. If occurrence happens after 2:00 PM, participant will be prohibited from attending program the following day.



## Swimsuit Policy

In order to create a safer and more inclusive space for our campers and staff, we have updated our swimsuit policy for all of our summer camp programs. This new swimsuit policy will ensure all campers and staff can feel comfortable in the water while also minimizing sun exposure. Camp staff will continue to assist campers, as needed, with applying sunscreen before swimming and reapplying at regular intervals. Please read below for the full policy which will take effect in the summer of 2022 program.

*All staff and campers must wear swimsuits that cover their front (chest and stomach) from shoulders to hips. Shoulders may be partially or fully covered. Swimsuit attire must also fully cover private areas including bottoms. Swimsuit bottoms should be properly sized and stay on the hips, hands-free. Swimsuits with straps should have straps that do not untie, unclip, or unzip.*

*While not required, swim shirts will provide the most protection from sun exposure. We recommend swimmers wear a swim shirt to cover their entire torso and protect themselves from the sun. (Potentially add a point about swim shirts being provided for all scholarship participants?) Swim shirts are shirts that can be worn while swimming and are made from nylon, spandex or polyester. Normal cotton t-shirts cannot be worn in the pool as they can become a drowning hazard due to their baggy fit. Some examples of appropriate swim shirts would be rash guards and dri-fit athletic style shirts.*

*Camp Fire will have a limited number of swim shirts available for campers to borrow if/when they forget to bring one. Each site will also have swim shirts available for purchase, at cost.*

*Acceptable swim attire would include:*

- *Swim trunks with swim shirt or rash guard*
- *One-piece swimsuit covering front from shoulders to hips and private areas.*
- *Tankini with swim trunks or bottoms*
- *Swim shirt with swim trunks or bottoms. Campers can choose whether they wear a swim top underneath their swim shirt.*

*Though any of the above options are acceptable, we recommend all swimmers choose swimwear that covers their entire torso (shoulders, back, and chest) to reduce sun exposure. We also recommend all swimsuits be orange or yellow-colored as they are proven to be more visible underwater and can make it easier for lifeguards to maintain proper visibility of swimmers.*

## Behavior Management Policy

### Disciplinary Action

Camp Fire is interested in the welfare of all participants. Participants in Camp Fire programs are expected to follow the rules of the program and the direction of the staff. A participant's failure or inability to follow rules or staff directions may result in disciplinary action.

Disciplinary action may be called for when a participant disrupts program by requiring constant one-on-one attention; inflicts physical or emotional harm on others; abuses staff or is otherwise unable to conform to the rules and guidelines of the Camp Fire program, this includes repeated cell phone usage.

When disciplinary action is called for, staff will notify the parents/caregivers of the situation and discuss a solution. If improvement does not occur, the following steps will be taken:

**Camp Fire reserves the right to accelerate the disciplinary process as it sees fit and based on the severity of the incident.** Parents/caregivers will be notified any time a child is exhibiting behavior that endangers themselves or others and may be sent home immediately.

- **First incident:** Parent/caregiver will be informed of incident by phone or at pick up.
- **Second incident:** Parent/caregiver will be called and informed that the participant has been suspended for the rest of the day. Parent/caregiver should make arrangements for the participant to be picked up as soon as possible.
- **Third incident:** Parent/caregiver will be called and informed that the participant has been suspended from camp for the rest of the week. Parent/guardian should make arrangements for the participant to be picked up as soon as possible.
- **Fourth incident:** Parent/caregiver will be called and informed that the participant has been suspended from camp for the rest of the summer. Parent/guardian should make arrangements for the participant to be picked up as soon as possible.
- Registration fees will not be reimbursed for the remainder of a camp session following a participant's suspension.
- If a participant is suspended for the remainder of the summer, they will not be expected to pay any registration fees for weeks they will be unable to attend.

## Transportation Safety & Procedures

We will use buses, vans, and cars to transport campers, depending on the number of children to be transported. Campers are given instructions on acceptable behavior, these include, remain seated and facing forward, be respectful of staff and the driver, keep all hands, arms and objects inside the vehicle, when riding in a van or car all passengers must wear a seat belt. In the instance of an emergency that requires a change to the drop site or transport to camp we will contact the Caregivers of all campers at the designated drop site. The phone numbers used will be the numbers provided on the camp registration.

## Health, Safety & Well-Being

The health and safety of our campers and staff is our top priority. All Camp Fire camps are accredited by the American Camp Association (ACA), a nationally recognized organization. Accreditation requires an on-site visit, annual reporting, and compliance with more than 150 standards.

All medical protocols and standing orders are reviewed by a physician. All medical care provided at camp is supervised and/or reviewed by a Registered Nurse and all staff, including seasonal staff, are certified by the American Red Cross in First Aid and CPR. Camp Fire staff also hold a Camp Mental Health Certification from L.E.A.D. (<https://www.leadnow.org/>).

At Camp Hantesa, the pool and waterfront are supervised by certified Lifeguards. Des Moines and Ames programs only swim at facilities staffed with certified Lifeguards. Additionally, all activities which may involve inherent risk (rock climbing, archery, canoeing, etc.) are supervised by qualified, skill-verified staff.

## Homesickness

Homesickness is the feelings of distress caused by an actual or anticipated separation from home and associated people or objects (Caregivers/caregivers, pets, prized possessions, etc.).

Homesickness is a normal feeling. It is the natural result of separating from home and loved ones. Almost all children, of every age group, (as well as adults!) feel homesick when they're away from home. However, every child's feeling will vary in intensity based on their experience, maturity, age, and many other factors.

Missing home is not typically a problem until it becomes a preoccupation. When the feelings of sadness and anxiety associated with missing home become so strong that making friends, having fun, sleeping, eating, and participating in activities is difficult – our staff are trained and prepared to intervene immediately. Our counselors also do as much as they can to prevent homesickness by making camp a friendly, inviting, and fun place to be, including:

- Knowing your camper's name.
- Making each camper feel secure and wanted.
- Making sure camp staff are approachable and that campers know they can come to them if they're feeling uncomfortable, sad, lonely, etc.
- Making sure their cabin is attractive, pleasant, and clean.
- Keeping campers active with games, songs, hikes, etc. Especially during transition times between scheduled activities.
- Having everyone get acquainted on the first day with introductions and name games, helping them to make new friends and break the ice.
- Orienting campers to their environment (showing them where they will eat, sleep, go to the bathroom, shower, etc.).

Although feelings of homesickness are normal for anyone to experience, young people who are most likely to experience intense homesickness are those who:

- Have little experience away from home.
- Have had prior negative experiences away from home.
- Feel forced to leave home.
- Have Caregivers or caregivers that are particularly anxious about sending their child to camp.

You can help your camper be successful at camp and avoid feelings of homesickness by:

- Talking with your camper about camp – how long they will be there, when you will drop them off, when you will pick them up, whether you will be sending them bunk notes or not, etc.
- Asking your camper what they're excited to do at camp – If you attended camp as a child, share what you enjoyed about your own camp experience.
- Having them practice sleeping away from home by organizing a sleepover at a friend's house, with grandparents, trusted caregivers, or even in a tent in your backyard.
- Letting them know you're excited for them to go to camp (or even jealous!) and reassuring them that their days will be filled with a lot of new, exciting activities.
- Attending an open house or scheduling a tour of camp with our staff so they can see the property before you drop off.
- Coaching your camper to self-advocate – if they feel hungry, sick, sad, etc. let them know that they should always tell their counselor, no matter how small the issue, so they can help them.
- Preparing your camper, and yourself, to be out of touch for the length of the session. Campers are not permitted to bring cell phones to camp. Caregivers and caregivers are encouraged to call or email the office if they'd like to be updated on how their camper is doing while at camp.
  - We discourage direct phone contact between campers and Caregivers while at camp as even campers not experiencing homesickness can become upset when talking to Caregivers, and those learning to cope with and overcome their homesickness can regress quickly.
  - If staff feel a phone call with a Caregiver/caregiver would be helpful for the camper, we will reach out ahead of time to update you on the situation first and then bring the camper to the office to call.
- Exchanging bunk notes via Bunk1 is an excellent way to stay in touch with your camper while they're at camp without disrupting their activities or making them become preoccupied with being away from home.
- You may prepare letters ahead of time (collected at check in) for our staff to distribute throughout the week OR mail letters directly to camp at:

Name

C/O Camp Hantesa

1450 Oriole Road  
Boone, IA 50036

- When writing letters or sending bunk notes via Bunk1, don't focus too much on how much you miss your camper (though we know you do!) or things they may be missing out on while at camp. Provide encouragement and share how excited you are to hear about their experience. If you have upsetting or urgent news for your camper (a death in the family, cancelled event, sick pet, etc.), consider waiting to share the news until they return from camp or contacting camp staff to arrange a way to break the news to the camper.

## BEFORE CAMP BEGINS

### Registration & Health Forms

A current medical form, participant waiver, camper profile sheet, and rules/policies agreement is required to complete your registration and secure your camper's spot in any Camp Fire program. Registration can be completed online at [www.campfireiowa.org](http://www.campfireiowa.org), by phone at 515-274-1501, or in-person by appointment.

### Registration Changes & Cancellation

#### REFUNDS & CANCELLATIONS

Refunds or camp credit, excluding deposits, will be given upon cancellation with at least 10 business days' notice. Cancellations made less than 10 days in advance will not be refunded and fees will not be transferred to another program. **Camp Fire does not refund or pro-rate partial weeks when participants do not attend all days of a week-long or multi-day program.** If Camp Fire finds the need to cancel any program, full refunds will be given.

#### ABSENCES

If your child is sick or unable to attend camp, please call the Camp Fire Service Center (515) 274-1501 or email [campfire@campfireiowa.org](mailto:campfire@campfireiowa.org) at least 24 hours before the start of the program.

### Payment, Refund, Cancellation Policies & Financial Aid Information

#### Deposits & Payments

- Deposits are 20% of the total registration fee and are required for registration in a program.
- Deposits are non-refundable and non-transferable to another program.
- A Participant's spot is not reserved until deposit has been paid and all required forms are completed.
- Payment in full is due a minimum of 10 business days before the program start date. If payment in full has not been received 10 business days prior to the program start date, you authorize

Camp Fire to withdraw the remaining balance using the payment method on file plus a \$20.00 late fee. This guarantees the participant's participation in the program.

- If a payment method is not saved on file, or we are unable to withdraw full payment for any reason, and/or the full registration payment has not been made 5 business days prior to the start of the program the participant's space in the program will be forfeited.
- Payments must be made via Camp Brain or by phone at 515-274-1501. If in person payment is needed, please contact our office to make an appointment. Payments cannot be taken in person at the location of the program.
- We accept cash, check, or credit cards. Our programs also qualify for most flex spending accounts.
- Returned eCheck payments will be assessed a \$30 returned check fee. Replacement payment must be made for your camper to participate in current or future Camp Fire programs. Future payments must be made via cash or credit card.

### **Refunds and Cancellations**

- Cancellation requests **must** be made via email to [campfire@campfireiowa.org](mailto:campfire@campfireiowa.org).
- Refunds or camp credit, excluding deposits, will be given upon cancellation with at least 10 business days' notice.
- Cancellations made less than 10 business days in advance will not be refunded and fees will not be transferred to another program.
- If the program participant leaves camp early due to illness or injury, the registration fee may be refunded at a pro-rated rate, or the child may be able to attend a later session. If the program participant leaves camp early or arrives late due to homesickness, behavior issues, or for any other reason, there will be no refund or pro-rated fees.
- Special circumstances may be considered on a case-by-case basis with documentation of a family medical issue, death in the family, or other circumstances.
- Registration fees already paid will not be refunded in order to use another payment method.
- If Camp Fire finds the need to cancel any program, full refunds will be given.

### **Absences, Late Pick-Up, & Disciplinary Action**

- If the program participant is ill or cannot attend camp for any reason, the Camp Fire Service Center should be notified prior to the program's drop-off time at 515-274-1501 or by email at [campfire@campfireiowa.org](mailto:campfire@campfireiowa.org).
- If the program participant is not picked up by the program's end time, a fee of \$15 will be charged. After 15 minutes, if the participant is still at the program an additional fee of \$1/minute will be added. The fee will be charged to the camper's account and paid via the payment method on file.
- If the program participant is suspended from a program during the course of disciplinary action, program fees will not be reimbursed for that program. If a participant is suspended for the remainder of the season, they will not be expected to pay any camp fees for weeks they do not attend.

### **Financial Assistance:**

Financial assistance, including tiered pricing and/or scholarships, is available to qualifying families for all Camp Fire programs. Assistance is dispersed on a first come, first served basis. To receive financial assistance, families must complete a short information form and provide proof of income. Program registrations cannot be finalized until proof of income and the information is submitted. Please contact the Camp Fire office to apply for assistance:

Camp Fire Heart of Iowa

(515) 274-1501

[campfire@campfireiowa.org](mailto:campfire@campfireiowa.org)

### **Discounts:**

Camp Fire provides current seasonal staff with a 50% discount on all program registrations. Professional staff are eligible for free program registrations with approval of the Executive Director.

Families that receive financial assistance do not qualify for early-bird, sibling, or other discounts in addition to their scholarship or tiered-pricing price reductions.

## **Camp Behavior Checklist**

*Please review with your camper in advance.*

Caregivers and Guardians: Please take a moment to review the following guidelines with your camper. Staff will broadly review these expectations at the start of each session and refer to them specifically to help redirect behaviors.

- I will arrive and remain at camp with a positive attitude, open to meeting new people and trying new activities.
- I will work with my counselors and fellow campers towards creating an environment that is safe and welcoming for all.
- I will always give other campers and staff members another chance to grow and start fresh. I will not hold grudges.
- I will work with my counselors and fellow campers to set expectations for our behavior and will adhere to these expectations.
- I understand that doing intentional harm or bullying another camper, either physically or emotionally, is grounds for dismissal from camp.
- I understand that although I may be able to solve some conflicts on my own, my counselors are always ready to listen and assist if there is a problem. I understand that my counselors and all the camp staff need and want to help but can only do so if I am willing to share any concerns that I have with them.
- I will remain with my counselor or activity group as required.
- I will use appropriate language and understand that the use of excessive, deliberate, profane language will not be accepted.

- I will leave my cell phone at home understanding that if there is an emergency, I should notify a camp staff member.
- I will be respectful of the property and personal space of other campers. I will use my camera in appropriate areas only and will not bring any video recording devices to camp.
- I will not possess smoking materials, lighters, matches, illegal drugs, alcohol, or weapons of any kind on the campgrounds.

Failure to follow these guidelines may result in dismissal from Camp Fire Heart of Iowa programs for the session or the remainder of the summer.

## ATTENDING CAMPS

### Camp Store & Trading Post

Camp Hantesa and Des Moines Outrageous have a camp canteen (Hantesa) and camp store (Des Moines Outrageous). Campers will have the opportunity to purchase snacks and drinks from here during camp. Des Moines Outrageous will have a camp store available on Wednesdays, and Camp Hantesa will have a canteen each day. Campers will not be allowed to spend any more than \$2.50 each day on snack food. Campers may bring cash to purchase items from the canteen or trading post, but they are responsible for keeping track of their money.

Campers at Camp Hantesa will also have the opportunity to purchase items at the camp's trading post (t-shirts, water bottles, sweaters, etc.). Items in the trading post vary from \$1 to \$40. Overnight campers are not permitted to keep cash but may deposit cash at check-in to be tracked via a 'Canteen Card' by staff. Any unspent funds will be refunded at check out. Alternatively, funds can also be added to the camper's store balance during registration via CampBrain.

### Typical Day Schedule at Camp

#### Camp Canwita Day Camp

| TIME      | MONDAY                         | TUESDAY        | WEDNESDAY     | THURSDAY | FRIDAY         |
|-----------|--------------------------------|----------------|---------------|----------|----------------|
| 7:30-8:30 | Site opens, Stations           |                |               |          |                |
| 8:30      | Opening Peak & Morning Circles |                |               |          |                |
| 9:00-9:50 |                                | Theme Activity | Mid-Week Peak | ISU STEM | Theme Activity |



|                    |                                      |   |            |                       |                      |
|--------------------|--------------------------------------|---|------------|-----------------------|----------------------|
| <b>10:00-10:50</b> | Extended Peak and Orientation        | Theme Activity (Literacy)               |            | Theme Activity (STEM) | Theme Activity (SEL) |
| <b>11:00-11:50</b> | Club Selection & Icebreakers         | Clubs (Camper Choice)                   |            |                       |                      |
| <b>12:00-12:30</b> | Lunch                                |   |            |                       |                      |
| <b>12:30-1:00</b>  | Mid-Day Circles                      |   |            |                       |                      |
| <b>1:00-2:45</b>   | Swimming                             | Library or alternate afternoon activity | Field Trip | Swimming              | Closing Peak         |
| <b>3:00-3:30</b>   | Afternoon Circles & Embers           |   |            |                       |                      |
| <b>3:30-4:00</b>   | Reading and/or Daily Journal & Snack |   |            |                       | Surveys              |
| <b>4:00-5:30</b>   | Pick up and Stations                 |   |            |                       |                      |

**Camp Hantesa Day Camp**

| <b>GRADES 1 - 5</b> | <b>MONDAY</b>                                       | <b>TUESDAY</b>               | <b>WEDNESDAY</b>                  | <b>THURSDAY</b>          | <b>FRIDAY</b>           |
|---------------------|---|------------------------------|-----------------------------------|--------------------------|-------------------------|
| <b>7:30-8:15</b>    | Drop sites open, structured free time at drop sites |                              |                                   |                          |                         |
| <b>8:15</b>         | Campers depart for Hantesa from DSM/Ames            |                              |                                   |                          |                         |
| <b>8:45-9:15</b>    | Ames & Des Moines campers arrive                    |                              |                                   |                          |                         |
| <b>9:15-9:40</b>    | Opening Peak at HQ followed by a Quick Circle       |                              |                                   |                          |                         |
| <b>9:40-10:30</b>   | Orientation to Camp & Games                         | Theme Activity #2 (Literacy) | All Camp Activity (Mid-Week Peak) | Theme Activity #4 (STEM) | Theme Activity #6 (SEL) |
| <b>10:40-11:30</b>  | Theme Activity #1                                   | Theme Activity #3            |                                   | Theme Activity #5        | Closing Peak            |

|             |   |                             |                   |
|-------------|---|-----------------------------|-------------------|
| 11:30-12:30 | Lunch & Songs                               |                             |                   |
| 12:30-1:00  | Mid-Day Circle & Swim Prep                  |                             | Surveys           |
| 1:00-1:30   | Swim Checks/<br>Free Swim                   | Red Swim Lessons            |                   |
|             |   | Yellow Swim Lessons         | Blue Swim Lessons |
| 1:30-2:15   |   | Free Swim & Canteen is Open |                   |
| 2:15-2:40   | Get Changed & Leave Pool (Dismiss by Group) |                             |                   |
| 2:40-3:00   | Embers at HQ                                |                             |                   |
|             | <i>Des Moines</i>                           | <i>Ames/Boone</i>           |                   |
| 3:00-3:30   | Depart for DSM                              | Free Play at Clayton        |                   |
| 3:30-4:00   | In Transit                                  | Ames Departs                |                   |
| 4:30-5:30   | Pick up from drop sites & stations          |                             |                   |

| GRADES 6 - 8 | MONDAY  | TUESDAY                                       | WEDNESDAY                            | THURSDAY | FRIDAY   |
|--------------|---|---|--------------------------------------|----------|----------|
| 7:30-8:15    | Drop sites open, structured free time at drop sites |   |                                      |          |          |
| 8:15         | Campers depart for Hantesa from DSM/Ames            |   |                                      |          |          |
| 8:45-9:15    | Ames & Des Moines campers arrive                    |   |                                      |          |          |
| 9:15-9:40    | Craft Selection                                     | Opening Peak at HQ followed by a Quick Circle |                                      |          |          |
| 9:40-10:30   | Craft #1  | Craft #1                                      | All Camp Activity<br>(Mid-Week Peak) | Craft #1 | Craft #1 |
| 10:40-11:30  | Craft #2  | Craft #2                                      |                                      | Craft #2 | Craft #2 |
| 11:30-12:30  | Lunch & Songs                                       |   |                                      |          |          |
| 12:30-1:00   | Mid-Day Circle & Swim Prep                          |   |                                      | Surveys  |          |

|                  |   |                             |                   |
|------------------|---|-----------------------------|-------------------|
| <b>1:00-1:30</b> | Swim Checks/<br>Free Swim                   | Red Swim Lessons            |                   |
|                  |   | Yellow Swim Lessons         | Blue Swim Lessons |
| <b>1:30-2:15</b> |   | Free Swim & Canteen is Open |                   |
| <b>2:15-2:40</b> | Get Changed & Leave Pool (Dismiss by Group) |                             |                   |
| <b>2:40-3:00</b> | Closing Peak at HQ                          |                             |                   |
|                  | <i>Des Moines</i>                           | <i>Ames/Boone</i>           |                   |
| <b>3:00-3:30</b> | Depart for DSM                              | Free Play at Clayton        |                   |
| <b>3:30-4:00</b> | In Transit                                  | Ames Departs                |                   |
| <b>4:30-5:30</b> | Pick up from drop sites & stations          |                             |                   |

### Outrageous Day Camp

Please note, the Outrageous Day Camp schedule varies from week-to-week with field trips, volunteer opportunities, and career exploration activities. Please be sure to check the newsletter for your campers exact schedule!

| CANWITA            | MONDAY                         | TUESDAY                   | WEDNESDAY   | THURSDAY              | FRIDAY       |
|--------------------|--------------------------------|---------------------------|-------------|-----------------------|--------------|
| <b>7:30-8:30</b>   | Site opens, Stations           |                           |             |                       |              |
| <b>8:30</b>        | Opening Peak & Morning Circles |                           |             |                       |              |
| <b>9:00-9:50</b>   | Extended Peak and Orientation  | Theme Activity (Literacy) | Hantesa Day | Theme Activity (SEL)  | Closing Peak |
| <b>10:00-10:50</b> |                                | Theme Activity            |             | ISU STEM              |              |
| <b>11:00-11:50</b> | Clubs (Camper Choice)          |                           |             | Clubs (Camper Choice) |              |
| <b>12:00-12:30</b> | Lunch                          |                           |             |                       |              |
| <b>12:30-1:00</b>  | Mid-Day Circles                |                           |             |                       |              |

|           |                                      |          |   |  |          |
|-----------|--------------------------------------|----------|---|--|----------|
| 1:00-1:50 | Free Play                            | Swimming | Field Trip*<br>(day of the week may vary) | Afternoon All-Group<br>(may be off-site trip, game, etc) | Swimming |
| 2:00-2:50 | Theme Activity                       |          |   |  |          |
| 3:00-3:30 | Afternoon Circles & Embers           |          |   |  |          |
| 3:30-4:00 | Reading and/or Daily Journal & Snack |          |   | Surveys  |          |
| 4:00-5:30 | Pick up and Stations                 |          |   |  |          |

| DES MOINES  | MONDAY                               | TUESDAY            | WEDNESDAY        | THURSDAY       | FRIDAY         |
|-------------|--------------------------------------|--------------------|------------------|----------------|----------------|
| 7:30-8:30   | Site opens, Stations                 |                    |                  |                |                |
| 8:35        | Morning Circles                      |                    |                  |                |                |
| 9:00-9:30   | Opening Peak                         | Outdoor Free Play  |                  |                |                |
| 9:30-10:15  |                                      | Theme Activity     | Theme Activity   | Theme Activity | Theme Activity |
| 10:15-11:00 | Theme Activity                       | Career Exploration | Mid-Week Peak    | Volunteering   | Closing Peak   |
| 11:00-11:50 |                                      |                    |                  |                |                |
| 12:00-12:30 | Lunch                                |                    |                  |                |                |
| 12:30-1:15  | Mid-Day Circles                      |                    |                  |                |                |
| 1:15-1:45   | Swimming                             | Field Trip         | Rosie the Reader | Field Trip     | Swimming       |
| 1:45-2:45   |                                      |                    |                  |                |                |
| 2:45-3:00   | Afternoon Circles                    |                    |                  |                |                |
| 3:00-3:30   | Outdoor Free Play & Group Games      |                    |                  |                |                |
| 3:30-4:00   | Reading and/or Daily Journal & Snack |                    |                  | Surveys        |                |

|           |                      |
|-----------|----------------------|
| 4:00-5:30 | Pick up and Stations |
|-----------|----------------------|

Discovery Day Camp

| TIME        | MONDAY                          | TUESDAY                      | WEDNESDAY             | THURSDAY              | FRIDAY               |
|-------------|---------------------------------|------------------------------|-----------------------|-----------------------|----------------------|
| 7:30-8:30   | Site opens, Stations            |                              |                       |                       |                      |
| 8:35        | Morning Circles                 |                              |                       |                       |                      |
| 9:00-9:45   | Opening Peak                    | Theme Activity               | Mid-Week Peak         | Theme Activity        | Theme Activity       |
| 9:45-10:30  |                                 | Theme Activity (Literacy)    |                       | Theme Activity (STEM) | Theme Activity (SEL) |
| 10:30-11:00 | Outdoor Free Play               | Outdoor Free Play            |                       |                       |                      |
| 11:00-11:15 | Rosie the Reader                |                              |                       |                       |                      |
| 11:15-12:00 | Rosie the Reader                | Club Selection & Icebreakers | Clubs (Camper Choice) |                       |                      |
| 12:00-12:30 | Lunch                           |                              |                       |                       |                      |
| 12:30-1:15  | Mid-Day Circles                 |                              |                       |                       |                      |
| 1:15-1:45   | Theme Activity                  | Swimming                     | Field Trip            | Swimming              | Closing Peak         |
| 1:45-2:45   | Theme Activity                  |                              |                       |                       |                      |
| 2:45-3:00   | Afternoon Circles               |                              |                       |                       |                      |
| 3:00-3:30   | Outdoor Free Play & Group Games |                              |                       |                       |                      |
| 3:30-4:00   | Reading Time & Snack            |                              |                       |                       | Surveys              |
| 4:00-5:30   | Pick up and Stations            |                              |                       |                       |                      |

## Hantesa Overnight Camp

|             | SUNDAY  | MONDAY                        | TUESDAY                                 | WEDNESDAY                     | THURSDAY                        | FRIDAY                      | SATURDAY       |
|-------------|---|-------------------------------|---|-------------------------------|---------------------------------|-----------------------------|----------------|
| 7:30        |   | Wake-Up                       |   |                               |                                 |                             |                |
| 8:00        |   | Breakfast                     |   |                               |                                 |                             |                |
| 8:45        |   | Flags                         |   |                               |                                 |                             | Cabin Clean-Up |
| 9:00-9:30   |   | Cabin Clean-Up/Morning Circle | Lake Day Cabin Prep                     | Cabin Clean-Up/Morning Circle |                                 |                             |                |
| 9:40-10:30  |   | Craft #1                      | Lake Day                                | Craft #1                      |                                 | Parents Program (10:00)     |                |
| 10:40-11:30 |   | Craft #2                      |   | Craft #2                      |                                 | Staff Clean-Up & Staff Mtg. |                |
| 11:30-12:30 |   | Staff Report (12:00)          |   | Lunch & Songs                 |                                 |                             |                |
| 12:30-1:20  |   | Check-In Prep                 | Rest Hour, Mid-Day Circle, Trading Post |                               | Rest Hour, Circle, Trading Post | Surveys & Trading Post      |                |
| 1:30-2:20   |   | Camper Check-In (2:00-4:00)   | Cabin Activity                          |                               | Cabin Activity                  |                             |                |
| 2:30-3:20   |   |                               | Craft #3                                | Rest Hour                     | Craft #3                        |                             |                |
| 3:30-4:00   | Canteen   |                               |   |                               |                                 |                             |                |
| 4:00-5:20   | Swim Tests, Craft Selection                     | Free Swim                     |   | Packout                       | Free Swim                       |                             |                |
| 5:45        | Dinner  |                               |   | Dinner                        |                                 |                             |                |
| 6:30        | Flags   |                               |   | Flags                         |                                 |                             |                |
| 6:45        | Free Time around Clayton & Evening Program Prep |                               |   |                               |                                 |                             |                |

|           |                                |             |               |          |             |                  |  |
|-----------|--------------------------------|-------------|---------------|----------|-------------|------------------|--|
| 7:30-8:30 | Magic Hill                     | Cabin Night | All-Camp Game | WILDfire | Party Night | Closing Campfire |  |
| 8:30-9:30 | Night Meds, Cabin Time, Embers |             |               |          |             |                  |  |
| 10:00     | Lights Out                     |             |               |          |             |                  |  |

## Check-In & Check-Out

Caregivers and campers need to check in with staff immediately upon arrival and caregivers and campers need to check out before leaving. Camp Fire is not responsible for late campers. To drop off or pick up campers outside of the established drop times, please make arrangements with staff at check-in or contact the appropriate camp office:

- Des Moines Discovery: (515) 360-4081
- Des Moines Outrageous: (515) 414-1481
- Hantesa: (515) 432-1417
- Canwita: (515) 314-3562
- Camp Fire Administrative Office: (515) 274-1501

**Please note that anyone picking up campers (including caregivers!) will be required to show their ID during pick up.**

If your camper needs to leave with a person other than the Caregiver/guardian listed in the CampBrain system, please bring a note with the name(s) and number(s) of the approved adults prior to alternate pick up. Alternatively, you can add approved adults to your camper’s CampBrain profile or call/email the camp office ahead of time to add an adult to the approved pick-up list.

## Packing Lists

### Summer Day Camp Packing List

- Water bottle
- Swimsuit/towel/sunscreen
- Bug spray
- Closed toe shoes/extra socks
- Non-refrigerated lunch (*All Except Hantesa Day Camp & Youth Service Coalition*)
- One week’s worth of medication in the original prescription bottle (if needed)
- Backpack/durable bag

## **Camp Hantesa Overnight Camp Packing List**

### **Clothing:**

- Shorts
- T-shirts
- Sweatshirt/ Jacket
- Pants
- Pajamas
- Undergarments
- Swimsuit
- Shoes-no flip flops/sandals except in pool area or showers
- Socks
- Hat
- Sunglasses

### **Toiletries**

- Shampoo/conditioner
- Soap/body wash
- Toothbrush/toothpaste
- A shower caddy to hold everything in
- Other hygiene items as desired
- Sunscreen
- Bug spray

### **Other**

- Towel/washcloth
- Swim towel
- Medications
- Sleeping bag/Blanket
- Twin size fitted sheet for mattress.
- Pillow

### **Misc.**

- Spending money for trading post/canteen (optional)
- Books
- Disposable camera
- Flashlight
- Water Bottle



- Bag for dirty clothes

#### **What NOT to Bring to ANY Camp Fire Program**

- Cell phones
- Pokémon or other trading cards
- Food
- Drinks (Except a water bottle)
- Weapons
- Electronics
- Valuables

**Make sure to label all items to help with any lost and found.**

## **Bunk1**

Bunk1 (<https://www.bunk1.com/>) is an online service Camp Fire uses to safely share photos of your camper from their camp program! Bunk1 can also be used to send messages, or 'Bunk Notes', to your overnight camper while they're at camp in place of traditional snail mail.

You will receive instructions and an access code with your camp confirmation. If you do not receive the instruction page and access code, please contact Camp Fire by email ([campfire@campfireiowa.org](mailto:campfire@campfireiowa.org)) or by phone (515-274-1501) for assistance.