



# PARENT HANDBOOK

*Revised May 2021*

*Questions? Email [info@campfirehok.org](mailto:info@campfirehok.org)*

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# Welcome!

Thank you for enrolling your camper in a program at Camp Fire Heart of Oklahoma's Camp DaKaNi. Camp Fire Heart of Oklahoma has served young people in Oklahoma since 1929. In 1956, Camp Fire Heart of Oklahoma opened Camp DaKaNi to allow youth in the community to spend time in the outdoors while they created lasting relationships with peers and mentors.

At Camp DaKaNi, we are deeply passionate about helping our campers gain independence, confidence, creativity, critical thinking skills, teamwork, and communication skills. As youth development professionals, we strive to provide our campers with the skills they need to be successful today, and in the future.

We help our campers develop a growth mindset (effort over ability) while they have the opportunity to gain new experiences. Whether this is camper's twentieth time at camp, or their first, it is our priority to make them feel safe and supported while they are with us. Camp is a place unlike any other. What is learned at camp, leaves with our campers. Archery teaches campers goal setting, the challenge course builds teamwork, and a disagreement between campers creates the opportunity to develop conflict-resolution skills. Camp is full of opportunities to learn and grow.

The following guide will help you navigate your camper's week(s) at Camp DaKaNi. Please review all sections related to your camper's program. If you have any questions, please do not hesitate to contact our staff. We can be reached at 405-254-2080 or [info@campfirehok.org](mailto:info@campfirehok.org).

Thank you for allowing us to spend time with your camper. We feel incredibly fortunate to have the opportunity to work with the amazing youth in our community.

Sincerely,



Penn "Mr. Bearfoot" Henthorn  
*Camp Director*

## Pre-Camp Checklist

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- Log in to Parent Portal. Click [here](#) to log in to Parent Portal.
- In the Parent Portal, click on the “Forms and Documents” link and complete the following forms:
  - Camper Health History form
  - Authorized Pick up List (This is a list of individuals who can pick up your camper. **Don’t forget to add yourself!**)
  - Pre-arrival Screening form (**Daily** COVID-19 Symptom Screening)
- Review the following sections of this handbook:
  - Parent Responsibilities
  - Health & Safety
  - Camper Code of Conduct (This is great to review with your camper!)

## Packing List

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PLEASE PUT YOUR CAMPER’S NAME ON ALL ITEMS THEY BRING TO CAMP!!

- Reusable water bottle
- Towel
- Bag or backpack
- Bug spray (or spray down before camp)
- Sunscreen (or apply before camp)
- Optional: Change of clothes
- Restricted items:
  - Toys and personal sports equipment
  - Electronics (including cell phones)
  - Animals
  - Drugs, alcohol, pocketknives, weapons, firecrackers

## Dress Code

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- Shirt/t-shirt
- Shorts/pants
- Closed-toed shoes
- Two washable cloth masks

Note: Please do not wear clothing that promotes alcohol, drugs, tobacco, violence, or negative language.

## Drop-Off and Pick-Up Procedures

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### Drop-Off Procedure

*Refer to Extended Camp drop off and pick up procedures below if your camper is enrolled in extended camp.*



- Camp is located at [3309 E. Hefner Road Oklahoma City, OK 73131](https://www.google.com/maps/place/3309+E+Hefner+Road,+Oklahoma+City,+OK+73131). Enter through Gate #1 (black gate with white sign).
- Car line starts at 8:45am, after 9:10 the gate will be closed for drop-off. Please take your camper to the office for late check-in.
- Staff will direct traffic during car line. Please follow staff directions to minimize wait time.
- **Monday morning only:** Staff will visit with each vehicle to ensure that the camper is enrolled and the necessary forms have been completed. This process will slightly slow down the car line so please plan accordingly.
  - Staff will be available to walk in with nervous or first-time campers and will help them acclimate to camp before they are sorted into their group.
- **Daily:** Staff will confirm with each vehicle that the daily Pre-arrival Screening Form (COVID-19 Symptom Screening) has been completed. **Please complete this form each morning, as we must have this form submitted daily.** This form can be completed through the parent portal in your camper's account.  
<https://campfire.campintouch.com/v2/login/login.aspx>
- Please remain in your car. Staff will assist campers exiting vehicles.
- Please do not let campers exit your vehicle until directed to do so. For the safety of our campers, we have a designated loading and unloading zone.
- Note: Because of blind curve on Hefner Road, please only turn right when exiting camp after car line. Staff will be there to assist.

### Pick-Up Procedure

- Enter through Gate #1 (same gate as morning drop-off)
- Car line begins at approximately 3pm.
- Each day, a staff member will check a photo ID of the individual picking up and verify that the individual is on the Authorized Pick-Up list. **Campers will not be released to unverified individuals.**
  - You can update the Authorized Pick-Up list through the Parent Portal at any time or you can call the office at 405-254-2080 to add individuals to your list.
- Remain in your vehicle. Please do not park your vehicle and enter camp.

- Please load camper at designated loading zone. Staff will help your camper get into vehicle.
- Note: Because of blind curve on Hefner Road, please only turn right when exiting camp after car line. Staff will be there to assist.
- Late pick-up fees
  - Car line ends by 3:45pm. Parents of campers who have not been picked up by 3:45pm will be contacted. Parents will be charged \$5 for the first 10 minutes and \$1 per minute starting on the 11<sup>th</sup> minute. This will be charged to the card on file or can be paid by cash or check.

### Extended Camp Program Drop-Off

*Note: Campers must be pre-enrolled in Extended Camp. Space is limited. Extended camp is available at a weekly rate, daily rates are not available.*

- Camp is located at 3309 E. Hefner Road Oklahoma City, OK 73131. Enter Gate #1, follow the drive to blue building and park.
- Extended Camp is located on the East side of the blue building.
- Please walk your camper in each morning. Camper must be signed in with staff upon drop off.
- **Daily:** Staff will confirm with each parent/guardian that the daily Pre-arrival Screening Form (COVID-19 Symptom Screening) has been completed. **Please complete this form each morning, as we must have this form submitted daily.** This form can be completed in the parent portal through your camper's account.
- **Extended Camp drop-off ends at 8:40am, when regular car line begins. If you arrive after 8:40am, please go through car line to drop off your camper.**

### Extended Camp Program Pick-Up

*Note: Campers must be pre-enrolled in the Extended Camp Program. Space is limited. The Extended Camp Program is available at a weekly rate, based on a first come, first serve basis. Daily rates are not available.*

- Pick-Up will take place in the same building as morning extended camp.
- Please come into the building to sign out camper. **Bring a photo ID inside with you to sign out your camper.**
- In the main Camp Office, a staff member will check the ID of the individual picking up and confirm that they are on the camper's Authorized Pick Up list. **Campers will not be released to individuals with no photo ID and/or are not on the Authorized Pick Up list.**
  - You can update the Authorized Pick-Up list through the parent portal at any time or you can call the office at 405-254-2080 to add individuals to your list.
- Campers must be picked up by 6pm.
- Late pick-up fees:

- The Extended Camp Program ends at 6pm. Parents of campers who have not been picked up by 6pm will be contacted. Parents will be charged \$5 for the first 10 minutes and \$1 per minute starting on the 11<sup>th</sup> minute. This will be charged to the card on file or can be paid by cash or check.

## Late Drop-Off and Early Pick-Up

- Late Drop Off (After 9:00am)
  - Please drop off camper at main office (Enter Gate #1. The main office is the blue building.)
  - The office entrance is the glass door located on the East side of the building. Please walk your camper inside to be checked in.
  - Office staff will help your camper get to their group.
- **Daily:** Staff will confirm with each parent/guardian that the daily Pre-arrival Screening Form (COVID-19 Symptom Screening) has been completed. **Please complete this form each morning, as we must have this form submitted daily.** This form can be completed in the parent portal through your camper's account.  
<https://campfire.campintouch.com/v2/login/login.aspx>
- Early Pick-Up (Before 2:40pm. **After 2:45pm, camper will need to be picked up in the car line.**)
  - Please pick up camper in the main office (Enter Gate #1. The main office is the blue building.)
  - The office entrance is the glass door located on the East side of the building. Please enter building to check-out your camper.
  - For a smooth and speedy pick up, please inform the office staff as soon as possible. Call 405-254-2080 or email [info@campfirehok.org](mailto:info@campfirehok.org)
  - Please bring a photo ID into the office with you to check out a camper.

## Lunch

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### Cookout Meals

- Each Thursday, groups will cook lunch over a fire outdoors. Groups will cook beef hotdogs and s'mores.
- Although Counselors and Counselor Aides primarily handle fire building and cooking, campers will learn fire safety, how to prepare their lunch, how to clean up after a meal, and will work together with other campers to collect wood for the fire.



## Additional Lunch Information

- Dietary restrictions and food allergies
  - We make every effort to provide alternative foods to accommodate vegetarian, vegan, gluten-free, red dye-free, lactose-free, Kosher and Halal diets.
  - We do not serve peanut or tree nut products at camp.
  - Please help our kitchen staff be prepared for your camper's dietary and allergen needs by listing them on your camper's Health History form.
  - For more information, please see the Health and Safety section of this handbook.

## Picky Eaters

- We encourage campers to try to eat lunch at camp, but you may send your camper with a lunch.
- We do not provide alternate meals for picky eaters. While no camper is forced to eat their lunch, campers are encouraged to try at least one bite of food if it is new or they are not sure if they will like it. Camp is a safe place to try new activities and that includes trying new food!
- If you are concerned about your camper's lunchtime, please contact the office at 405-254-2080 or [info@campfirehok.org](mailto:info@campfirehok.org)

## Camp Buddy Request

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- Buddy requests will only be available for first time campers.
- Buddy requests can be made during enrollment or via the parent portal.
- You may only request ONE buddy.
- Buddies must be no more than one year apart (either older or younger)
- The biggest way we accomplish our mission is to help children discover new things outside of their normal social settings and environment. This is the reason we do not intentionally create groups where three or more children have requested to be together. Our goal is for each child to build new relationships and not be confined by the current social grouping.
- The buddy you requested MUST request you back.
- Please only list the first and last name of the camper you are requesting only. Do not list any additional information.
- Buddy requests that do not meet the guidelines above will be rejected.
- We make every effort to honor Camp Buddy requests, but they are not guaranteed.

## Special Events and Activities

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### Wednesday Events

- Special events take place on Wednesday afternoons. These may vary week to week, but may include counselor vs. camper races, obstacle courses, scavenger hunts, and more!
- At the end of the group's event, each camper will be offered a cold popsicle to enjoy.

### Camp Store

- The Camp DaKaNi Camp Store looks a bit different this year, as we try to keep all activities outside as much as possible, due to COVID-19 precautions.
- Camp store items will still be offered for sale and include custom Camp DaKaNi apparel and souvenirs.
- Each camper group will be given individual order forms to order items from the camp store. Each group's counselor will have photos of items available in the camp store. Upon request, office staff can bring items for viewing, in-person.
- Food is not for sale from the camp store.
- You can add funds to your camper's store account during enrollment, at any time by logging into your parent portal, or by contacting the camp office at 405-254-2080 or [info@campfirehok.org](mailto:info@campfirehok.org).

### Council Fire

- Council Fire is an awards ceremony and closing celebration that takes place on Friday afternoon.
- This event is closed to visitors in order to give campers a chance to candidly celebrate their successes together.

### Water Fight

- On Fridays, we will offer campers the opportunity to participate in an optional water fight within their pods. As a distancing precaution, the water fight will not be an all-camp activity this year.
- Water fight participants will use clean, disposable cups for the water fight, specifically used for this purpose, dipping the cups into pre-filled tubs of water and splashing their counselors and other campers participating in the water fight.

## Counselor Aide in Training (CAT) Program

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The Counselor Aide in Training (CAT) specialized leadership program is designed for campers 11 to 15 years old. The CAT program is for campers who are interested in gaining more responsibility and independence at camp by becoming a Counselor Aide.

The CAT program runs alongside regular day camp days and times for the weeks it is offered (2021: Weeks 2 and 3). Eligible campers only have to complete this training once. After they complete the CAT program, they can be a Counselor Aide later that summer or in future summers. Space is very limited. Please click [here](#) for CAT session dates.



## Counselor Aide (CA) Program

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Counselor Aides (CAs) are individuals 11 to 15 years old who assist a counselor with a camper group for the week. CAs must have completed the Counselor Aide in Training (CAT) program in a previous session or during a previous summer. This program is only offered during summer camp. The CA program is designed to be a leadership and mentorship program.

We understand that many CAs have younger siblings also attending camp. In order to create an environment that allows all campers to develop autonomy, we do not assign Counselor Aides to groups with their siblings or relatives.

**Your Camper's health history form must be completed at least two weeks before their session begins. This form can be found under the "Forms and Documents" section of the parent portal. Click [here](#) to log in to the Parent Portal.**

**If you would like to discuss camper health information with our staff, please feel free to contact the office at 405-254-2080.**

## Health History Form Information

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### Camper Privacy

- Health forms are reviewed prior to each session by the Camp Nurse and/or Assistant Camp Director.
- All camp staff are trained on camper privacy policies.
- The Kitchen Staff and your camper's Counselor are informed about camper health information on a need-to-know basis.

### Dietary Restrictions and Food Allergies

- Kitchen Staff are made aware of any food allergies and/or dietary restrictions listed on the camper health form.
- Please provide as much information as possible when listing food allergies. The more information we have, the better we can provide a healthy environment for your camper.
- Allergy note: We do not serve peanut or tree nut products at camp.

### Social, Emotional and Mental Health

- As an all-inclusive organization and camp, we strive to create an amazing experience for all campers. Campers are not pre-judged based on what is listed on their health form. We understand that all of our campers are unique individuals regardless of a diagnosis. The safety and success of campers are our highest priorities. The detailed and timely information you give us will allow us to provide the best environment for your camper.

### Medication Policy

- All medication must be stored in their original containers.
- Medication brought to camp must be listed on the camper health history form.
- Check-in and check-out procedure:
  - Day Camp/Holiday Outdoor Camp/ Camp CANOE
    - On Monday during car line, inform the staff member who greets you that you need to check in meds. The nurse will meet you and collect medication.
    - On Friday afternoon during car line, the Camp Nurse will be in the loading/unloading zone to return extra medication, bottle, etc. Please let the staff member who checks your ID know that you need to pick up meds so they can inform the Camp Nurse
    - **Extended Camp Program:** Medications can be checked in and out with the staff member in the extended care room.
- If medication needs to remain with your camper (epi pen, inhaler, etc.), please provide that information on the health form.

## Medical Treatment Procedures

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- Injuries, illnesses and medication dispersion are primarily treated in the Health Care Center by a medical professional.
- When a camper visits the Health Care Center for treatment, a health log is filled out to record the details of the visit.
- Parents/guardians are only notified during moderate to severe illness or injury. If you do have questions about a camper's medical treatment at camp, please contact the office at 405-254-2080 or [info@campfirehok.org](mailto:info@campfirehok.org).
- Campers with a fever and/or who are vomiting while at camp will have their parent/guardian notified and must be picked up.

## Sick Day Policy

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- Campers should be fever-free for 24 hours before returning to camp.
- If your camper has a gastro-intestinal related illness, please do not send them to camp. Campers should be symptom-free for 24 hours before returning to camp.

## COVID-19 Health and Safety

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- Daily Health Check
  - Staff will confirm with each vehicle that the daily Pre-arrival Screening Form (COVID-19 Symptom Screening) has been completed. **Please complete this form each morning, as we must have this form submitted daily.** This form can be completed through the parent portal in your camper's account.  
<https://campfire.campintouch.com/v2/login/login.aspx>
- Masks
  - In the best interest of all camp staff, volunteers, campers, and families, the camp office staff, group counselors, activity area leaders, and campers will be required to wear masks in certain areas while at camp when multiple camper groups are present or when inside a building, such as in the camp office during late check-in or early check-out or in the nurse's station. Campers and staff will also be asked to wear their masks in all-camp areas, such as flag raising and lowering, sing ring, and car line pick-up. Mask-wearing in these specific areas is one of the many precautions we are implementing to do our part in preventing the spread of COVID-19. Campers and staff will not be asked to wear their masks in their small groups or pod activities when outside and observing social and physical distancing precautions.
- Pods
  - In order to provide opportunities for social distancing, yet still provide a camp experience filled with regular camp activities, individual groups may be paired with another individual group in a "pod," allowing for more than one group to participate in a socially distanced camp activity with another group. This will allow camp staff to conduct contact tracing in the event that an individual displays symptoms of COVID-19.
- Fever or other COVID-19 Symptoms
  - Camper:
    - In the event that any camper displays symptoms associated with COVID-19, the individual will be visited by the Camp Nurse and isolated in a quarantine space until picked up by a parent/guardian or other individual on the camper's Authorized Grown-ups list. In this case, we would suggest contacting the family doctor to discuss the next necessary steps.
    - Group members not displaying COVID-19 symptoms will be quarantined together in a designated space. Parents/guardians will be contacted via phone in order to inform and conduct contact tracing.
  - Staff Member:
    - In the event that any volunteer or staff member displays symptoms associated with COVID-19, the individual will be visited by the Camp

Nurse and directed to leave camp and quarantine themselves or will be isolated in a quarantine space until the individual can be picked up by another individual. In this case, we would suggest contacting the family doctor to discuss the next necessary steps.

- Group members and other staff members who have come into close contact, but are not displaying COVID-19 symptoms will be quarantined together in a designated space. Parents/guardians will be contacted via phone in order to inform and conduct contact tracing.
- In order to return to camp, anyone displaying symptoms of COVID-19 and directed to isolate and/or quarantine by the Camp Nurse must present a negative COVID-19 test before returning to camp. Please contact the camp office at 405-254-2080 to discuss test results and returning to camp.

## Environmental Health and Safety

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### Heat and Hydration

- Campers should bring a reusable water bottle to camp. *Please put camper name on water bottle.*
- If your camper loses their water bottle at camp, they can borrow a mug from our kitchen. Campers can typically relocate their water bottle in Lost and Found, which is located in the Dining Hall.
- Water spigots are located throughout camp.
- Ways we cool off at camp:
  - Shaded Hammock Circle
  - Limit time in direct sun. Groups are required to take a rest/water break every 30 minutes when on the sports field or during intense activity.
  - Shade! Most of our property is wooded and provides shade for campers.
  - Campers feeling overheated can take a break in the air-conditioned Health Care Center.
  - Staff are trained to recognize signs of heat-related illnesses.
  - Parent tip: Help your camper stay hydrated at home! Make sure your camper drinks water in the evenings before and after camp.
- Other environmental safety information:
  - Camp DaKaNi is home to a variety of wildlife! Unfortunately, that includes pesky creatures like mosquitoes and ticks. Please wear bug spray to camp.



- Grounds are treated to limit tick exposure.
- For information about tick bite prevention, tick removal and tick-related diseases, please click [here](#).

## Weather Safety

- Rainy Days
  - Camp still takes place on rainy days. We will host activities in covered spaces to ride out the rain.
  - Weather is monitored in the camp office.
- Campers are not permitted to leave sheltered areas until the area has been clear of lightning strikes for 30 minutes.
- In the event of severe weather, groups are assigned safe places to take shelter.

## Camp Safety

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### Intruder Policy

- Camp staff are trained on the camp's intruder policy and have practiced intruder drills.
- During camp, unmonitored gates are locked and roads into camp are blocked.
- Visitors must check in at the office. Any unsupervised visitor in camp will prompt a security check.

### Activity Area Safety

- Our camp activity area instructors are trained to provide a safe environment for campers.
- A certified lifeguard is on duty during boating.
- All boating participants are required to wear a personal floatation device when on a watercraft.
- At the archery range, a certified archery instructor is on duty.
- During all activities, campers are required to wear personal safety devices specific to that activity.



# Behavior Expectations and Policy

## General Camp Rules

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- Walk in camp (unless on sports field or given permission by a staff member)
- Always stay with your group. If you need to leave your group, tell your counselor and take a buddy.
- All campers and staff are required to wear personal floatation devices during boating activities.
- Please remember that fires are for cooking, not playing. Everyone needs to help collect firewood during cookout days.
- The pond is for fishing and boating. The creek is used for boating only. Please do not swim or wade in water.
- The Challenge Course is off limits unless a staff member is present.
- Camp is a “screen Free” zone. Please leave all electronics (cell phones, tablets, games, etc)
- If there is a problem, tell a staff member. Camp staff are there to help and they want all campers to have a fun and safe summer.
- There are times when staff may need to inspect campers' belongings. If this occurs, parents will be notified the day it occurs and the reason for conducting the inspection.
- Should a camper take anything that does not belong to them, bring a restricted item, or displays inappropriate behavior the camper's parents will be contacted. Parents may be asked to pick up child from camp based on severity and frequency of negative behavior.

## Camper Behavior Expectations

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At Camp DaKaNi, we:

- Respect other people’s personal space, opinions, and feelings at camp. It is okay if we do not agree, but we will always be respectful to others.
- Offer help other people who ask for it or look like they need it.
- Take responsibility for mistakes and apologize if necessary.
- Lift others up instead of bringing them down. We do not bully at camp.
- Ask questions if we do not understand something and ask questions when we don’t understand.
- Try something at least once at camp before we say we do not like it.
- Pick up after ourselves at lunch and throughout camp.
- Respect the environment at camp.
- Follow directions given by our counselors and other staff.

- Understand that any behavior that could harm (physically or emotionally) a camper or staff member, or which is disrespectful, is unacceptable behavior
- Make the most of learning opportunities at Camp DaKaNi by participating fully in camp activities, try new things and have a positive attitude.
- Do not allow exclusive relationships (like those with friends from home or school) to prevent me from getting to know other people at camp, or from including others in activities.
- Stay with a buddy when moving around camp and always ask a counselor before leaving the group.

## Conflict Resolution and Behavior Management Policy

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- To ensure that campers have a positive experience at camp, our staff is trained to manage conflict between campers or when campers are not following Camper Behavior Expectations.
  - Staff and volunteers are trained in a variety of age-appropriate positive reinforcement and behavior management techniques to improve a camper's actions.
- Typically, behavior is modified with a verbal reminder from a counselor or other staff member. Sometimes, campers are asked to take a break from their current activity to calm down, reflect on behavior and work with their counselor on a solution for improvement.
- Our goal is for every camper to have a successful week at camp. We work hard to manage camper conflicts by helping campers learn empathy, patience, responsibility for their actions, and forgiveness.
- Repetitive behavior problems or more severe issues are handled by the Camp Director or Assistant Director.
  - Physical violence or verbal harassment may result in a camper being dismissed for the day or remainder of the week.
  - Parents will be contacted after multiple office visits or for more severe behavior problems.