

# CAMP BEAR VALLEY

BEAR VALLEY COMMUNITY ASSOCIATION

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## Parent Handbook 2023

Camp Bear Valley will start Monday, June 5<sup>th</sup> and end Friday, July 28<sup>th</sup>. We will be closed Monday, July 3<sup>rd</sup> and Tuesday, July 4<sup>th</sup>, in observance of the Fourth of July Holiday.

We are licensed to service school-age children 5 - 13 years of age. Children who are 5 must have already entered kindergarten or have an older sibling who currently attends Bear Valley Elementary School.

**CBV 2023**

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### TRAILSIDE ELEMENTARY

5151 Abbott Road  
Anchorage, AK 99507

### CAMP ADMINISTRATORS & LEADERSHIP TEAM

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### CONTACT US

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[sacc@alaskabvca.org](mailto:sacc@alaskabvca.org)

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## **Welcome!**

Welcome to Bear Valley Community Association's Camp Bear Valley! We have been providing quality childcare to the families of Bear Valley Elementary School for fourteen years, and are very excited to be entering our 15<sup>th</sup> year of our summer program! Camp Bear Valley is licensed by the Municipality of Anchorage, Child Care Licensing Division. Our standards and program philosophy meet and/or exceed municipal and national standards. We are licensed for children ages 5 years to 13 years (children who are 5 must have already attended kindergarten).

# Hours

Camp Bear Valley runs Monday, June 5<sup>th</sup> through Friday, July 28<sup>th</sup> Monday-Friday, 8:00 am to 5:30 pm.

We are closed Monday July 3<sup>rd</sup> and Tuesday July 4<sup>th</sup> in observance of the Fourth of July Holiday.

# Staffing/Ratio

During the summer, we maintain a ratio of 1:7/1:8. This ratio is maintained during all outings and field trips.

When we are at Camp Bear Valley there may be times when a group has a ratio of 1:10 for staff to take a break. This ratio is in compliance with licensing standards.

# Meals

Camp Bear Valley provides a morning breakfast snack and an afternoon snack.

*You must provide a lunch for your child.* We frequently eat lunch away from camp, so please consider this when packing your child's lunch. Refrain from sending things that need to be microwaved, etc.

**Please be aware that there will be children with food allergies, especially peanut and tree nut allergies, that are often fatal. You are asked not to pack anything containing peanuts or tree nuts in your child's lunch. Please remind your child not to share their lunch with other children.**

# Sign In/Out Policy

You must escort your child(ren) into the building and sign them in at the "sign-in/out" tablet at the *Parent Table* in the multi-purpose room (MPR). This is where you will sign your child out at the end of the day as well. **It is a licensing requirement that you sign your child in & out every day.**

All children must be signed in and out by an adult who is authorized on their emergency card. A photo ID must be presented at the time of pick up for those persons listed on the Emergency Card or a written note by the parent; siblings who pick up must be over 16 years of age, all non-relatives must be over 18 years of age.

# Attendance Policy

Enrollment is done on a weekly basis. When you sign up for a week you reserve a slot for your child for that entire week. It is your choice whether or not your child attends every day that week. **There are no refunds for absences or missed days.**

## Absences

If your child is going to be absent, **please call us and let us know.** We have a busy summer schedule and need to be able to leave for our field trips and lessons and not wonder, "is one more child going to be joining us?"

If you know ahead of time that your child is going to be absent on a day that they are scheduled to attend, please email a CBV Administrator, [sacc@alaskabvca.org](mailto:sacc@alaskabvca.org), OR call/text 907-310-4122.

## Program Structure

At the beginning and end of each day, children are together in combined age groups for free choice time in the common areas of the multi-purpose room, gym/outside or their group rooms.

During the "activity hours" of 9:30 to 2:00 children break off into small groups based on their age and grade they are entering into the upcoming school year.

All groups will have a ratio of 1 staff for every 7/8 children for field trips. Children from different groups may be combined for lessons -- gymnastics, swimming.

## General Schedule

**8:00 am** – Program opens

**8:00 - 8:30 am** – Mixed age groups free choice time: MPR, gym, or outside

**8:30 - 9:30 am** – Breakfast

**9:00 - 9:30 am** – Group review of day

**9:30 am - 2:30 pm** – Individual group time: Outdoor living skills, Art, Science, Cooking, Adventure time, Hiking, group field trips.

**2:30 - 3:00 pm** – Snack time

**3:30 - 5:30 pm** – Mixed age groups free choice time: MPR, outside, art room, gym, interest centers

**5:30 pm** – Program closes

Each individual group will have certain days of the week an individual group field trip, and a large group (all the children in the program) field trip.

The Individual Group Activity Schedule will be posted on the website in May. *Schedules are subject to change.*

**Bikes** may be left at the school Monday-Friday as we store them in a classroom inside the school.

- Children in grades 4 and up must have a bike, a helmet, and a bike lock is highly recommended. If this is not possible, please contact us prior to camp starting to see if we are a good fit for your child.
- The older groups will go biking frequently away from camp.
- All children must have helmets to ride a bike, even just on the playground!
- Bikes must also have a kickstand.

**Camp Days:** Activities such as art, cooking and science are done before and after the outings and on "Camp Days". Cooking, art and science activities are planned. Camp Bear Valley staff submit lesson plans to the Administrator or Assistant Administrator. Lesson plans are completed for a two-week period and are turned into the Administrator no later than one week before the planned activities are to take place.

## Communication

**Newsletters:** Parents will be given a weekly calendar of events for upcoming small group field trips/outings in the form of a "newsletter", one to two weeks prior to the week.

You will find these newsletters on the parent table where you sign your child in/out.

**Permission Slips:** The bottom half of the newsletter is the permission slip. Make sure to check which week it is for. You will need to sign the permission slip for each individual/small group field trip.

One "blanket" permission slip will be used for the large group weekly field trips, swimming, gymnastics, rock climbing and all other lessons.

**Daily Notice Board:** We also have a daily notice board at the Parent Table. This notice board corresponds with your child's daily individual group schedule. The information is updated daily and is the same information that is in your child's group weekly newsletter.

**Parent Notebook:** There is also a notebook, our "Parent Notebook", for parents to write notices to Camp staff next to the sign-in/out tablet. For example, if you drop off your child on Monday morning, and you know they will be out on Wednesday & Thursday of that week, you can put it down in the notebook, so we can pass onto the group leaders that your child will be out, and you will not need to be contacted.

# Clothing and Equipment

It is very important that children come appropriately dressed for summer camp activities.

Listen to weather forecasts and keep in mind that the majority of our activities are outdoors! Send extra gear (hoody, rain jacket, boots, etc.) for unanticipated weather changes.

## Items your child will need to have for camp are:

1. **A good backpack** - large enough to hold required items but not too big for the little ones to carry.
  - a. No wheels on the backpacks, as the frame digs into their backs when they must carry them on their backs; they cannot wheel them because this causes others to trip over them!
  - b. Please don't send a reusable grocery bag or similar type bag as it gets difficult for the kids to carry for walking/biking trips.
2. **Lunch box**—your child will need to bring a sack lunch every day. Please make sure this can be strapped to or fit into the backpack.
3. **Water bottle** (in addition to what is packed in lunch box) with name written on it.
4. **Bicycle and helmet. Children in grades 4 and up are required to have bikes.**
  - a. Bikes will be stored in the school so they can be left there Monday- Friday.
  - b. If your child brings a bike to camp, they must **have a helmet**.
  - c. **Kickstands are also required**, if the bike has training wheels, a kickstand is not needed.
  - d. A lock is recommended for 4<sup>th</sup> grade and up.
  - e. Children in grades 1-3 are able to ride their bikes on the playground at Camp.
5. **Good walking/hiking type shoes**—gym or tennis shoes are fine. NO open-toe shoes or sandals, no clogs or shoes with a high heel. Children will be walking long distances.
6. **Socks** need to be worn every day!!!
7. **Swimsuit and towels** are necessary
  - a. goggles are advised
  - b. shampoo/conditioner is optional for wash up after swimming.
8. **An extra Jacket** that is rain and wind proof. Keep in your child's backpack at all times.
9. **A change of clothing** in a zip lock baggie to be kept in your child's backpack is also advised; One pair of underwear, socks, sweatpants/athletic pants or leggings, and a T-shirt/top—nothing too bulky.
10. **Insect repellent and sunscreen** if you do NOT want your child to use the Camp Bear Valley provided products.
  - a. Parents need to supply the sunscreen, insect repellent or any other "topical" product you wish your child to use. Store in a Ziplock baggie with your child's name on the bottles (writing it on masking tape works best). This is to be kept in your child's backpack as well.

**We will need the "Preventative Products" permission form filled out by you in order to apply any topical items, so please turn this in the first day your child attends camp. Please remind your child not to share their products with other children.**

# Field Trips

We will rarely cancel field trips unless we have hard, driving rain with high-sustained winds and appears to be dangerous/life threatening.

With this in mind, if it is lightly raining or windy, we will still do our field trips, so please dress your child according to weather conditions.

- rain coat and pants,
- rain boots
- gloves and hat if it is chilly.

**For many of our large group field trips we will be outside all day. Please have your child prepared to dress for whatever the weather conditions may be!**

# Registration Policy and Fees

Tuition is \$325.00 per week. You can sign up for one week or all eight weeks if you like!

**The following items are required for your child to be considered enrolled in the program:**

**1. At the time of registration:**

- a. Non-refundable **\$50.00 registration fee** per child
- b. **Enrollment on ProCare**

**2. Prior to first day of camp:**

- a. **Emergency Card:** Must be filled out or updated in person at the Bear Valley Community Association office in room 111 at Bear Valley Elementary School
- b. **Current physical** dated no earlier than August 2021
- c. Up to date **immunization record** dated no earlier than August 2021
- d. **Camp Bear Valley's Permission and Waiver form**, and other waivers for the various activities.

**3. Payment schedule:**

- a. **May 15th, 2022**—balance due for session #1 (weeks 1- 4: June 6th - July 1<sup>st</sup> at \$325.00/child/week).
- b. **June 15th, 2022**—balance due for session #2 (weeks 5-8: July 4th - July 29<sup>th</sup> at \$325.00/child/ week). There will be a \$100 discount applied to those attending week 5 because it is a 3-day week due to the 4<sup>th</sup> of July holiday.

# Withdrawal and Refund Policy

Written notice of withdrawal must be given to the Administrator two weeks prior to your scheduled attendance. Balances that have been paid in full will be refunded \$162.50 per canceled week.

*If the administrator does not receive written notice of withdrawal in the required 2-week time frame, no refund will be given.*

# Change of Attendance

Switching weeks requires two-week written notice and will be done only on a space available basis.

You will not be refunded for the previous week(s) you had already signed up for.

Adding weeks will only be done on a space available basis, at \$325.00/week/child.

# Wait List

If the program is full, we will start a waitlist. **The \$50.00 non-refundable registration fee will be required to hold your spot.**

When space becomes available, we will notify you. At that time, all registration requirements must be met (see Registration Policy).

# Late Pick Up Fee

Parents who pick up children after 5:30pm will be charged a \$30.00 late fee for every 15-minute increment

- \$30.00 for the first 15-minute period per family
- \$60.00 for the second 15-minute period per family



# Other Policies:

## Baby-sitting Policy:

Bear Valley Community Association and Camp Bear Valley program do not endorse or recommend staff for private baby-sitting services, nor do we arrange such services.

We are to be held harmless for any situations or issues that may arise from private babysitting arrangements that are made between parents and Camp Bear Valley staff.

We can only be responsible for the services that we provide during our normal scheduled hours of operation.

## Behavior Policy and Contract

Found at the end of this document. Parents MUST sign the behavior contract page in the CBV Registration Packet.

## Payment Agreement and Parent Handbook Agreement

All parents/legal guardians must read over, sign and return the Parent Handbook Agreement form after reading this handbook and completing the CBV Registration Packet. The form is found in the registration packet.

**Camp Bear Valley is a smoke-free zone.**

**Smoking and tobacco products are prohibited on or near Anchorage School District property and any time during our hours of operation.**



# FROM THE MUNICIPALITY CHILDCARE LICENSING OFFICE:

## PARENTS' GUIDE TO LICENSED CHILD CARE

**Choosing care for your child is a significant decision.** When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes childcare and educational homes and centers. Your choice depends on what you want and need for your child.

**Licensing is a key to quality childcare.** It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see summary on back of this sheet). A Child and Adult Care Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

**You as an informed parent are a key to quality childcare.** Parents are responsible for choosing and monitoring their child's care. Licensing specialists visit one to four times a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether childcare meets your standards for safety, health, and quality.

**Discuss concerns with your caregiver.** Talk to the caregiver if you have questions or concerns about your child's care, if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local licensing office. The licensing office will investigate your complaint. Address and phone of the local licensing office:

**Municipality of Anchorage**

**Child/Adult Care Program**

825 L Street, 3rd floor

P. O. Box 196650

Anchorage, AK 99519-6650

(907) 343-4758

**Website:** <http://www.muni.org/healthssd/child.cfm>

Additional information regarding the location of child care facilities licensed by the Municipality of Anchorage can be found online at: <http://neighborhood.muni.org/>

## HOW MANY CHILDREN MAY BE IN CARE?

<b>Licensed Child Care Homes</b>	<b>Licensed Child Care Centers</b>
<p>Including children related and unrelated to caregivers.</p> <ul style="list-style-type: none"><li>• No more than 8 children total</li><li>• No more than 6 children total if only one door exit.</li><li>• No more than 3 children under 30 months</li><li>• No more than 2 non-walking children</li><li>• At least 1 adult caregiver</li><li>• No more than 5 children in nighttime care (including provider's own children) (10 PM - 6 AM)</li><li>• Children who live in the household under the age of 12 count in the total</li></ul>	<ul style="list-style-type: none"><li>• 9 or more children</li><li>• 1 caregiver for every 4 infants (6 weeks thru 11 months)</li><li>• 1 caregiver for every 5 toddlers (12 thru 18 months)</li><li>• 1 caregiver for every 6 toddlers (19 thru 35 months)</li><li>• 1 caregiver for every 10 children (3 thru 12 years)</li><li>• At least 2 adults on premises</li></ul>

## SUMMARY OF CHILD CARE LICENSING REQUIREMENTS WITHIN THE MUNICIPALITY OF ANCHORAGE

### PARENTS

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

### LICENSING

- Child care license is required if more than 4 children (not related to caregivers) are in care
- License must be renewed prior to expiration (annually or biennially)
- Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
- Complaints are investigated
- Licensing files are open to public review

## **CAREGIVERS**

- Are required to care for children in a safe, healthy way
- May not have physical health, mental health, or behavior problems that might be a risk to children
- May not have domestic violence or substance abuse problems that might be a risk to children □ Complete child care training each year
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- Caregivers meet early childhood training requirements

## **SAFETY**

- Children are always supervised by an adult
- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care.
- Medicine and poisons are stored safely
- Electric outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated quarterly

## **HEALTH**

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- If it chooses, a child care home may care for mildly ill children
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

## **EQUIPMENT AND SUPPLIES**

- Furniture and equipment are safe and durable
- Infant walkers are not allowed
- Toys are adequate and varied
- Children have storage space for their belongings
- Children under 5 years have a cot/mat/ bed
- Infants must sleep in a safe crib or playpen without materials that would increase the risk of suffocation

## **PROGRAM**

- Promotes children's healthy development
- Includes quiet and active, group and individual, indoor and outdoor activities
- TV and video are limited to children's programs and limited to no more than 1&1/2 hours in a 24 hour period
- High risk activities are not allowed
- Parent permission is required for moderate risk activities (for example, field trips)
- Program includes minimum of 20 minutes of vigorous physical activity for every 3 hours the child is in care between 7 am and 7pm

## **BEHAVIOR GUIDANCE**

- Is positive, and never cruel, humiliating, or damaging to the child
- Sets realistic expectations and clear, consistent limits
- Is not related to eating, napping, toileting, or removing from other children for more than 10 minutes
- No corporal punishment is allowed (Corporal punishment means “the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, pinching, pulling or any other action that seeks to induce pain.”)

## **FIRE SAFETY**

- Facility meets fire safety standards
- Emergency evacuation plan is practiced monthly and documented

# Behavior Contract

Safety of the children while at Camp Bear Valley is one of most important issues for the camp staff. We want all children to feel comfortable and secure while at Camp, in addition to having fun!

To help children understand the expectations of them while at Camp Bear Valley, we have written a brief behavior contract. Please read this over with your child and discuss it so that both you and your child understand the contract.

**When you have done this, you and your child need to sign the last page and return it to the Camp Bear Valley administrator, assistant administrator or CCA.**

## **ALL CAMP STAFF ARE TRAINED ON HOW TO HELP CHILDREN SOLVE THEIR PROBLEMS.**

All Camp Bear Valley children are told to use their "good words" ("please stop..." or "I don't like it when...") when trying to solve a conflict (not hurtful words like "you're dumb" or "I hate you", etc.).

If their words don't work, they are told to come get a Camp staff person to help. The staff person lets each child explain their side.

The staff asks the children how they think it should be resolved or helps give a solution.

Through a process of dialogue, modeling, re-enactment, and guidance, the child is given *multiple* opportunities to use appropriate or constructive behavior. If this process does not yield success, then the staff will do a write-up.

## **CAMP BEAR VALLEY'S FOUR BEHAVIOR GUIDELINES:**

These are the four main behavior rules that guide the daily workings of Camp. These are the rules that the staff communicates to the children every day at Camp Bear Valley.

1. **Be gentle to yourself and other people.** We are not hurtful in our words or actions.
2. **Be safe inside and outside.** We follow safety rules inside and on the playground.
3. **Be careful with our environment, our own and other people's work and belongings.** We do not damage the environment. We take care of our own belongings. We respect other people's belongings.
4. **Be healthy.** We wash hands before eating. We wear appropriate clothes for the weather.

**In addition to the behavior guidelines, below is a list of offenses and their consequences.**

**1. Throwing rocks, gravel, sand or dirt:**

One warning. The second time - no Camp Bear Valley attendance for one day.

**2. Swearing and other inappropriate language:**

Three warnings. The fourth time—no Camp Bear Valley attendance for a day.

**3. Breaking or damaging (through misuse) Camp Bear Valley property, toys, equipment or Ocean View school's property or another child's property:**

Paying for or replacing the item that was damaged.

If this behavior continues to be a pattern (3 times) from a particular child, no Camp Bear Valley attendance for one day.

**4. Being disrespectful to Camp Bear Valley staff**, this includes yelling at and ignoring staff's directions:

Three warnings. The fourth time—no Camp Bear Valley attendance for a day.

**5. Using physical force (fighting) to solve problems or get their way:**

One warning. The second time—no Camp Bear Valley attendance for a day.

**6. Bullying or being emotionally hurtful to other children:**

Two warnings. The third time—no Camp Bear Valley attendance for a day.

If this is a continued behavior, you may be withdrawn from camp permanently.

Warnings will include speaking to the child about what has happened and putting the incident into writing, so that all involved are clear on what happened, what the rules are, and the resulting consequence the next time the rule is broken.

Parents will also be spoken with, and sent home with a copy of the write-up, so they can discuss it with their child. It will also be documented in the child's file. Failure to correct the behavior may result in the child being temporarily or permanently suspended from Camp Bear Valley.

## **Playground rules:**

No jumping off of the swings while swinging.

Do not climb up the big slides.

Do not climb on the outside of the playground equipment.

No climbing on the fence and stay on the inside of the fence.

Climbing is only allowed on structures that have pea-gravel underneath. Do not throw rocks, gravel, dirt or sand.

## **Gym:**

Use good sportsmanship—no put downs to other kids, follow the rules and abide the staffs' decisions that are made, keep temper under control. No boots or high-heeled shoes in the gym.

No hanging on the bars unless there are mats underneath and a staff person has said its okay, and is there to supervise.

Shoes must stay on your feet—no wearing the type of shoes that will come off when you kick a ball.

## **MPR and hallways:**

Use an inside voice when in the MPR/hallway.

Walking feet in the MPR/hallway—no running.

No ball throwing or roughhousing in the MPR or hallways.

Please play with the toys appropriately, carefully, and respectfully.