

Camp DaKaNi Parent Guide



Table of Contents

Welcome Letter	5
Summer Day Camp	
Pre-Camp Checklist	6
Packing List	6
Dress Code	6
Drop-Off and Pick-Up Procedures	7
Drop-Off Procedure	7
Pick-Up Procedure	7
Extended Care Drop-Off.....	8
Extended Care Pick-Up.....	8
Late Drop Off and Early Pick-Up	8
Lunch	9
Dining Hall	9
Cookout Meals	9
Camp Garden	Error! Bookmark not defined.
Additional Lunch Information.....	10
Special Events and Activities	10
Frog and Turtle Race	11
Camp Store.....	11
Parent Open House.....	11
Council Fire.....	12
Water Fight	12
Counselor Aide in Training (CAT) Program	12
Counselor Aide (CA) Program.....	12
Summer Resident Camp	
Pre-Camp Checklist	14
Packing List	14

Dress Code	15
Drop Off Procedure.....	15
Pick-Up Procedure	16
Meals at Camp	16
Cookout Meals	16
Camp Garden	Error! Bookmark not defined.
Additional Lunch Information	16
Classes and Evening Activities	17
Classes	17
Evening Activities	17
Holiday Outdoor Camp (HOC)	
Pre-Camp Checklist	18
Packing List	18
Drop-Off and Pick-Up Procedures.....	19
Drop-Off Procedure.....	19
Pick-Up Procedure.....	19
Extended Care Drop-Off	20
Extended Care Pick-Up.....	20
Late Drop Off and Early Pick-Up	20
Camp CANOE	
Pre-Camp Checklist	23
Packing List	23
Camper Drop Off and Pick Up	24
Late Drop Off and Early Pick-Up	24
Health and Safety	
Health History Form Information	26
Camper Privacy	26
Dietary Restrictions and Food Allergies.....	26
Social, Emotional and Mental Health	26

Medication Policy.....	27
Medical Treatment Procedures.....	27
Sick Day Policy	27
Environmental Health and Safety	28
Heat and Hydration.....	28
Weather Safety	29
Camp Safety.....	29
Intruder Policy.....	29
Activity Area Safety.....	29
Camper Code of Conduct	
General Camp Rules.....	30
Camper Behavior Expectations	30

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 campers 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 the section related to your campers program (Summer Day Camp, Camp CANOE, etc.), the Health and Safety and Camper Expectations sections. 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.

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

Summer Day Camp

Pre-Camp Checklist

- 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 Grown Ups form (This is a list of individuals who can pick up your camper. Don’t forget to add yourself!)
- Review the following sections of this handbook:
 - Summer Day Camp
 - Health and Safety
 - Camper Expectations (This is great to review with your camper!)

Packing List

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

- Shirt/t-shirt
- Shorts/pants
- Closed toed shoes
- Note: Please do not wear clothing that promotes alcohol, drugs, tobacco, violence, and negative language.

Drop-Off and Pick-Up Procedures

Drop-Off Procedure

Refer to Extended Care drop off and pick up procedures below if your camper is enrolled in extended care.



- Camp is located at [3309 E. Hefner Road Oklahoma City, OK 73131](#). Enter through Gate #1 (black gate with white sign).
- Car line starts at 8:45am.
- 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.
- 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 Grown Up list. **Campers will not be released to unverified individuals.**
 - You can update the Authorized Grown 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 11th minute. This will be charged to the card on file or can be paid by cash or check.

Extended Care Drop-Off

Note: Campers must be pre-enrolled in Extended Care. Space is limited. Extended care 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 Care is located on the East side of the blue building.
- Please walk your camper in every day. Camper must be signed in with staff upon drop off.
- Extended Care drop-off ends at 8:45am when regular car line exists. If you arrive after 8:45am, please go through car line to drop off your camper.

Extended Care Pick-Up

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

- Pick-Up will take place in the same building as morning extended care.
- Please come into the building to sign out camper. **Bring a photo ID inside with you to sign out camper.**
- In the extended care building, a staff member will check the ID of the individual picking up and confirm that they are on the camper's Authorized Grown Up list. Campers will not be released to individuals with no photo ID and/or are not on the Authorized Grown Up list.
 - You can update the Authorized Grown 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:
 - Extended Care 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 11th 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 9:15am)

- 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.
- Early Pick-Up (Before 2:45pm. After 2:45pm, camper will need to be picked up in the car line)
 - Please pick up camper in the main office camper to 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
 - Please bring a photo ID into the office with you to check out a camper.

Lunch

Dining Hall

- Campers eat in the Dining Hall on Monday, Tuesday, Wednesday and Friday.
- The Dining Hall menu rotates every 3 weeks.
 - A-Week:
 - B-Week:
 - C-Week:
- Camp DaKaNi serves lean meats, fresh fruit and vegetables, low-fat dairy and whole grains when possible.
- Lunch is always served with a side of fresh fruit.
- A salad bar is available for campers when eating in the Dining Hall. Salad bar options include:

○ Mixed Spring Greens	○ Pickles	○ Cucumber
○ Shredded Cheese	○ Black Olives	○ Diced Ham or Turkey
○ Cherry Tomatoes	○ Carrots	○ Cottage Cheese
○ Croutons	○ Hard Boiled Eggs	○ Salad Dressing

Cookout Meals

- Each Thursday, groups will cook lunch over a fire outdoors. Groups will cook hotdogs and s'mores.

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.
- 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
- Although Counselors and Counselor Aides primarily handle firebuilding 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.

Camp Buddy Request

- Buddy requests can be made during enrollment or by contacting the camp office at 405-254-2080 or info@campfirehok.org.
- 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 above guidelines will be rejected.
- We make every effort to honor Camp Buddy requests, but they are not guaranteed.

Special Events and Activities

Frog and Turtle Race

- The race takes place on Wednesday afternoon.
- Campers either catch frogs and turtles at camp or may bring them from home.
 - Camp DaKaNi is not responsible for frogs and turtles from home that escape at camp.
- Animals caught at camp, stay at camp. Campers may not take camp animals home with them.

Camp Store

- The Camp DaKaNi Camp Store is open for campers to visit during camp.
- Items for sale include custom Camp DaKaNi apparel and souvenirs.
- Groups are assigned a specific time slot to visit the store, but outside arrangements can be made upon camper request.
- Food is not for sale in the store.
- You can add funds to your camper's store account during enrollment or by contacting the camp office at 405-254-2080 or info@campfirehok.org. You may also send your camper with cash for the store.

Parent Open House

- The Open House for camper families takes place on Friday morning 8:30am-9:30am.
- If you are attending, do not go through morning car line. Instead:
 - Enter Gate #3 (entrance with wooden Camp DaKaNi sign)
 - Staff will be there to guide cars to park.
- After you have parked, your camper can give you a tour around camp and introduce you to their counselor.
- At 9am families are welcome to join campers and staff in the pavilion to sing camp songs and participate in flag raising.
- We ask that all families exit camp by 9:30am so we can secure gates and allow campers to continue with their scheduled activities.



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

- Large containers are filled with water and campers scoop water with their water bottles to splash counselors and other campers.

Counselor Aide in Training (CAT) Program

The Counselor Aide in Training (CAT) specialized leadership program is designed for campers 11 years old and up. 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. Eligible campers only have to complete this training once. After they graduate from 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

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 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 CA's 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.

Resident Camp

Resident Camp is an overnight camp for campers 11-17 years old. At Resident Camp, our highly-trained staff help campers develop autonomy, confidence, leadership, teamwork and lasting friendships. Campers stay in air-conditioned cabins, divided by gender. Two counselors are assigned per cabin.

Pre-Camp Checklist

- 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 Grown Ups form (This is a list of individuals who can pick up your camper. Don’t forget to add yourself!)
- Review the following sections of this handbook:
 - Summer Resident Camp
 - Health and Safety
 - Camper Expectations (This is great to review *with* your camper!)



Packing List

Please label all items sent to camp with camper’s name.

- Sleeping bag
- Optional: fitted sheet for bunk bed
- Blanket
- Pillow
- Pajamas
- Shower shoes (flip flops or similar sandal)
- 7-8 t-shirts
- 4-5 shorts
- 7-8 pairs of socks
- 2 pairs of close-toed shoes
- Undergarments
- Light jacket/sweater

- Toiletries (shampoo/conditioner, toothbrush, toothpaste, brush/comb, deodorant, etc.)
- Sunscreen
- Bug spray
- Optional: hat
- Flashlight
- Reusable water bottle
- Backpack
- Optional: Books, card/board games, coloring books, stationary for rest period and cabin time.
- Restricted items: cell phone, tablets, other electronics, weapons, alcohol, drugs.

Dress Code

- Shirt/t-shirt
- Shorts/pants
- Closed toed shoes
- Note: Please do not wear clothing that promotes alcohol, drugs, tobacco, violence, and negative language.

Drop Off Procedure

- Drop Off takes place on Sunday at 1pm.
- Camp DaKaNi is located at 3309 E. Hefner Road Oklahoma City, OK 73131
- Enter Gate #1 (black gate with white sign) and follow the drive to the parking lot outside the blue building.
- Check-In entrance is on the East side of the building.
- Parents should accompany campers through the checkout process. If your camper will be taking any medication while they are at camp, please bring it with you to check in.
- At check-in, campers will have a health screening. The screening includes:
 - Lice check
 - Temperature check
 - Review of submitted health form (this is an opportunity to discuss any concerns with Camp Nurse)
 - Medication check-in (if applicable and in original container)

Note: Campers with lice (including nits) or a fever will not be permitted to camp.

- After campers are cleared at check-in, parents will go with their camper to their cabin to meet staff and help them settle in.

Pick-Up Procedure

- Parents will pick up campers at 4pm on Friday. Camper Pick-Up takes place in the same building as drop-off.
- Individuals picking up campers must have a photo ID and be on the authorized pick-up list.

Meals at Camp

- Campers will be served breakfast, lunch, canteen (afternoon snack) and dinner.
- Camp DaKaNi serves lean meats, fresh fruit and vegetables, low-fat dairy and whole grains when possible.
- Meals are always served with a side of fresh fruit.
- A salad bar is available for campers when eating in the Dining Hall. Salad bar options include:
 - Mixed Spring Greens
 - Shredded Cheese
 - Cherry Tomatoes
 - Croutons
 - Pickles
 - Black Olives
 - Carrots
 - Hard Boiled Eggs
 - Cucumber
 - Diced Ham or Turkey
 - Cottage Cheese
 - Salad Dressing

Cookout Meals

- Thursday, groups will cook lunch over a fire outdoors. Groups will cook hotdogs and s'mores.

Additional Meal 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.
- We do not provide alternate meals for picky eaters. While no camper is forced to eat their meal, 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 meals at camp, please contact the office at 405-254-2080 or info@campfirehok.org

Classes and Evening Activities

Classes

- At camp, campers will choose 3 classes that they take for 4 days at camp. Class options can include:
 - Rock climbing & Rappelling
 - Arts & Crafts
 - Fishing & Kayaking
 - Archery & Paintball
 - Performing Arts (Drama, dance, etc)
 - Team Sports (ex: Soccer)
 - Creative Writing

Evening Activities

- Campers will participate in camp-wide activities each night. The activities can range from watching a fireworks show on July 4th, game nights, field games, ga-ga ball tournaments, skit competitions, and more!
- Camp DaKaNi has a tradition of holding a Color War during Resident Camp. This a friendly competition where campers earn points for their team through different games, competitions and an all-camp relay race.
 - Parents will be notified in advance with what Color War team their camper is on before they come to camp. Campers may pack clothing, face paint, and other team spirit items for their team's color.

Holiday Outdoor Camp (HOC)

HOC is held during fall and spring school breaks. Each HOC week has a science related theme to help continue to learning process during the break. Themes include Fun with Physics, Crime Scene Investigation, and Inventor’s Workshop.

Campers will also participate in traditional camp activities like rock climbing, zip line, fishing, boating, ga-ga ball, carpet ball, field games, and more!

Pre-Camp Checklist

- 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 Grown Ups form (This is a list of individuals who can pick up your camper. Don’t forget to add yourself!)
- Review the following sections of this handbook:
 - Holiday Outdoor Camp
 - Health and Safety
 - Camper Expectations (This is great to review with your camper!)

Packing List

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
 - Electronics (including cell phones)
 - Pocket knives
 - Drugs, alcohol, weapons, firecrackers

Drop-Off and Pick-Up Procedures

Drop-Off Procedure

See information below if your camper is enrolled in extended care.

- Camp is located at [3309 E. Hefner Road Oklahoma City, OK 73131](#). Enter through Gate #1 (black gate with white sign).
- Car line starts at 8:45am.
- 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.
- 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

Please see page ___ if your camper is enrolled in extended care.

- 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 Grown Up list. **Campers will not be released to unverified individuals.**
 - You can update the Authorized Grown 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 11th minute. This will be charged to the card on file or can be paid by cash or check.

Extended Care Drop-Off

Note: Campers must be pre-enrolled in Extended Care. Space is limited. Extended care 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 Care is located on the East side of the blue building.
- Please walk your camper in every day. Camper must be signed in with staff upon drop off.
- Extended Care drop-off ends at 8:45am when regular car line exists. If you arrive after 8:45am, please go through car line to drop off your camper.

Extended Care Pick-Up

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

- Pick-Up will take place in the same building as morning extended care.
- Please come into the building to sign out camper. **Bring a photo ID inside with you to sign out camper.**
- In the extended care building, a staff member will check the ID of the individual picking up and confirm that they are on the camper's Authorized Grown Up list. Campers will not be released to individuals with no photo ID and/or are not on the Authorized Grown Up list.
 - You can update the Authorized Grown 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:
 - Extended Care 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 11th 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
 - 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.

- Early Pick-Up
 - Please pick up camper in the main office camper to 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
 - Please bring a photo ID into the office with you to check out a camper.

Lunch

Dining Hall

- Campers will be provided lunch every day while they are at camp.
- Camp DaKaNi serves lean meats, fresh fruit and vegetables, low-fat dairy and whole grains when possible.
- Lunch is always served with a side of fresh fruit.
- A salad bar is available for campers when eating in the Dining Hall. Salad bar options include:

○ Mixed Spring Greens	○ Pickles	○ Cucumber
○ Shredded Cheese	○ Black Olives	○ Diced Ham or Turkey
○ Cherry Tomatoes	○ Carrots	○ Cottage Cheese
○ Croutons	○ Hard Boiled Eggs	○ Salad Dressing

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 refer to the health and safety section of this handbook.
- 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

Camp CANOE

Camp CANOE (Children with Autism Need Outdoor Experiences), is a program designed for campers on the Autism Spectrum. Staff are matched with a camper for the week. Campers have the opportunity to participate in traditional camp activities while developing social skills, independence, and confidence.



Pre-Camp Checklist

- 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 (You will also be contacted before camp by our camp staff so we can discuss the best way to serve your camper)
 - Authorized Grown Ups form (This is a list of individuals who can pick up your camper. Don’t forget to add yourself!)
- Review the following sections of this handbook:
 - Camp CANOE
 - Health and Safety
 - Camper Expectations (This is great to review with your camper!)

Packing List

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
 - Electronics (including cell phones)
 - Pocket knives
 - Drugs, alcohol, weapons, firecrackers

Camper Drop Off and Pick Up

- Camp is located at [3309 E. Hefner Road Oklahoma City, OK 73131](#). Enter through Gate #1 (black gate with white sign).
- Drop off begins at 8:45am and Pick up begins at 3:00pm.
- MONDAY MORNING: Parents will be directed by staff to park and walk in with your camper. This will be an opportunity for you to meet your camper's counselor and help you camper transition into their camp experience.
- 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.
- Each day, a staff member will check a photo ID of the individual picking up and verify that the individual is on the Authorized Grown Up list. **Campers will not be released to unverified individuals.**
 - You can update the Authorized Grown 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.
- 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 11th 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
 - 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.
- Early Pick-Up
 - Please pick up camper in the main office camper to 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
 - Please bring a photo ID into the office with you to check out a camper.

Lunch

Dining Hall

- Campers eat in the Dining Hall on Monday, Tuesday, Wednesday and Friday.
- Camp DaKaNi serves lean meats, fresh fruit and vegetables, low-fat dairy and whole grains when possible.
- Lunch is always served with a side of fresh fruit.
- A salad bar is available for campers when eating in the Dining Hall. Salad bar options include:
 - Mixed Spring Greens
 - Shredded Cheese
 - Cherry Tomatoes
 - Croutons
 - Pickles
 - Black Olives
 - Carrots
 - Hard Boiled Eggs
 - Cucumber
 - Diced Ham or Turkey
 - Cottage Cheese
 - Salad Dressing

Cookout Meals

- Each Thursday, groups will cook lunch over a fire outdoors. Groups will cook hotdogs and s'mores.

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 Health and Safety section of this handbook.
- We encourage campers to try to eat lunch at camp, but you may send your camper with a lunch.
- If you are concerned about your camper's lunchtime, please contact the office at 405-254-2080 or info@campfirehok.org

Health and Safety

Your Camper's health history form must be completed at least one week 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

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 Care:** Medications can be checked in and out with the staff member in the extended care room.
 - Resident Camp
 - You can check in medication with the Camp Nurse during the camper health screening on Sunday.
 - Medication can be picked up on Friday from the staff member checking your ID.
- If medication needs to remain with your camper (epi pen, inhaler, etc.), please provide that information on the health form.

Medical Treatment Procedures

- 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.
- 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

- 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.

Environmental Health and Safety

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 one from our kitchen. Campers can typically relocate their water bottle in Lost and Found which is located in the Dining Hall.
- Group Ice Water Jugs
 - All groups are assigned a large ice water jug to refill their water bottles throughout the day. Groups usually carry these jugs with them to activity areas.
 - Water spigots are located throughout camp.
- Ways we cool off at camp:
 - Weekly water games on the sports field
 - 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.
 - Lunch on Monday, Wednesday and Fridays is served in an air conditioned Dining Hall.
 - Camper can spend time in our air-conditioned Maker Space and Library.
 - Gatorade/Popsicle break- Camp Office Staff will bring around Gatorade or ice-popsicles on extreme heat days.
 - 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 and indoor 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

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 trigger 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

- 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 fish 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

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

- 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 campers 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.