

Trailside Discovery Camp

Parent Handbook

Mission

To provide a broad range of outdoor environmental education experiences for students of all ages and from all economic, social, and cultural backgrounds.

Goals

The goal of Trailside Discovery is to create a safe atmosphere conducive to expanding interest, appreciation, and knowledge of the natural environment, natural sciences, natural history, outdoor skills and leadership.

- Provide a safe, fun and recreational environment that honors the rights and dignity for all
- Encourage camper to express themselves
- Increase campers appreciation and respect for their natural environment
- Increase campers outdoor skills

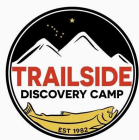


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is full of helpful details and information. Please keep it handy. If you have any questions, don't hesitate to call.



Contact Information:

All of our year round staff monitor our main email inbox: trailside@akcenter.org as well as our camp phone: (907) 274-5437

Please call the onsite Camp Managers for absences, and camp information.

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Welcome to Trailside Discovery Camp

Trailside Discovery Camp (TDC) is a program of The Alaska Center Education Fund, a 501c3 non-profit. Whether it's your first year joining our programs or if your family is returning for a sixth summer- we are so grateful to have you join us for another summer of education, community, and adventure.

We acknowledge that we run our programs on the traditional land of the Dena'ina People. We are thankful for their centuries of dedicated and continued land stewardship and strive to teach our campers and staff how to continue being respectful stewards of Alaska land.

At Trailside Discovery Camp, our mission is to provide a broad range of outdoor environmental education experiences for students of all ages and from all economic, social, and cultural backgrounds. The goal of Trailside Discovery is to create a safe atmosphere conducive to expanding interest, appreciation, and knowledge of the natural environment, natural sciences, natural history, outdoor skills, and leadership. Our programs are outdoors, intentionally immersing campers in nature and encouraging curiosity and exploration of environmental education through hands-on activities.

Our dedicated staff of students and teaching professionals balance learning with fun traditional camp activities. We look forward to meeting all of our campers this summer, new and returning, and can't wait to make new memories outside!

Camp Location & Details

Operating Locations:

Trailside typically operates with multiple Anchorage locations, an Eagle River location and a Palmer location. We find available parks and in Anchorage try to rent a school.

2025:

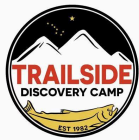
Kincaid Park Bunker: 9401 Raspberry Rd, Anchorage, AK 99502

Ruth Arcand Shelter: 3766 Abbott Rd, Anchorage, AK 99507

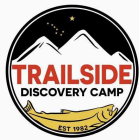
Airport Heights Elem/ Lidia Selkregg Chalet: 1600 Lidia Selkregg Ln, Anchorage, AK 99504

Beach Lake Chalet: 17611 S Birchwood Loop Rd, Chugiak, AK 99567

Each of our camp locations offers unique experiences and opportunities for campers to interact with the natural environment and have a varying level of access to indoor facilities. Each location will have access to an overhead shelter ranging from a storage bunker to a picnic pavilion to an indoor chalet. All campers must be prepared with adequate gear for



both rainy and sunny days, as indoor space, if available, is limited and shared between groups. Each location is rented by Trailside Discovery Camp in partnership with the Bureau of Land Management and Parks and Recreation and remains open to the public. Depending on location, campers will have access to various trail networks, bodies of water, and recreation equipment such as soccer fields and playgrounds.



Typical Day at Camp

7:30-10:00 am Drop Off & Relaxed Morning Activities

We recognize that families have busy schedules and have adopted a flexible camp start time. During these two and half hours, staff will supervise activities such as reading, drawing, board games, or outdoor free play.

10:00 am Welcome & Begin the Day

Mondays begin with Opening Ceremonies, where the entire camp gathers for songs, greetings, and an overview of the TDC Big 3.

10:00-10:30 am Snack & Prep for the Day

At this time, campers will take a bathroom break, apply sunscreen/bug spray, and have a small snack. Those in High Adventure activities will take time to get bikes, boats, or other supplies ready, and any field trips will begin to depart.

10:30 am -12:00 pm Adventure Activities

These activities can take many forms, including art, nature walks, group games, scientific exploration, or guided lessons.

12:00-12:30 pm Lunch Time

Please note that campers will not have access to a microwave or fridge, so pack accordingly. If you forget a lunch, managers will connect with you about a drop-off or can provide a store-bought lunch.

12:30 - 3:00 pm Adventure Activities

3:00 - 3:30 pm Return to the main site, Clean up etc

3:30 pm- 5:30 pm Pick-Up & Camper Free Choice

If campers are biking, walking home, or going home with another family, please let your site manager know at the start of the day so we can ensure all campers depart safely. All campers must be picked up by 5:30 pm at the latest.

Camp Sessions:

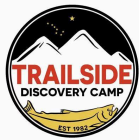
Camp runs when school ends. We operate week long sessions or shortened weeks depending on Memorial day and Independence day as we are closed on those days.

2025: May 27th- August 8th

*Pre camp days May 22rd & 23rd (all ages)

*Post camp days August 14th, 15th, 18th, 19th, 20th

Campers ages 5 -14 may sign up for our weekly sessions or special programs (pop-up camps, kinder camp, etc). While campers may attend most of our programs with no prior skills or experience in the outdoors, all campers must be fully potty trained and require no assistance to use the restroom to attend our program.



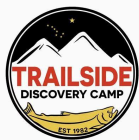
Camp Groups:

During registration parents can select the groups their camper is in. Campers must be the correct age of that group. If siblings want to be together we can allow older siblings to be in younger groups but not the other way around.

Each group will have its own curriculum but all campers will experience a blend of outdoor educational activities and camper choice.

Occasionally some groups will merge together depending on the theme and staffing.

We follow the American Camp Association guidelines for ratio.



Arrival and Departure

Check-in and Check-out

Arrival at Camp

While the drop-off procedure may vary slightly across different sites due to their individual setups, families can anticipate the following upon their child's arrival at camp. Upon reaching each site, children will be dropped off in the designated parking area and greeted by a staff member who will escort them to their group's meeting spot. To ensure a smooth check-in process and maintain the safety of our campers and staff, we kindly request that parents encourage their children to promptly exit the vehicle while parents remain inside. If any assistance is needed for your camper or if you require time to check in with a manager or staff member, we ask that you park without obstructing the check-in line and approach the check-in area on foot.

Early Drop-off: Early drop-off is available at no additional cost to families. Campers dropped off between 7:30 and 9:00 AM will have the opportunity to select from a range of leisurely activities such as reading, drawing, and card games or engage in physical activities and games until the main programming of the day begins.

We also request that all drivers adhere to posted speed limits while traveling to and from camp, as well as on-site, and remain mindful of campers who may be playing nearby.

Departure from Camp

At Trailside, ensuring the safety and well-being of our campers is our utmost priority. To maintain security, we ask that you present valid identification to a staff member each day, especially as staff rotations occur. This helps us verify that the designated pick-up person is listed on the authorized list before releasing your camper. If the pick-up person is not listed or if identification is unavailable, authorization from the Camp Director will be required before the child can be released.

During check-out, we kindly request that parents park and meet staff at the designated area. Staff members will then communicate with your child's instructor via radio, who will escort your camper to the check-out area.

Campers enrolled in post-care will do an activity away from the main pick up area from 3:30pm-4:30pm.



We remind all drivers to drive cautiously and be mindful of campers. The latest pick-up time is 5:30 PM. A late fee of \$15 per child, per 15 minutes, will be applied to all pick-ups occurring after 5:30 PM.

For safety purposes do not take campers off camp locations without checking in with a staff member first. We need to be able to account for every child in our care.

Absences

If a child is still absent by 10:00 am each day, the director or designated will call parents to verify non-attendance. However, it is ultimately the parent's responsibility to notify Trailside staff/office of any absences.

Transport Changes

Please notify camp leadership in advance of any changes to your child's schedule, including late drop-offs, early pick-ups, or deviations from the normal routine for pick-up (such as having a different person pick up your child or going home with a friend). You can communicate these changes by emailing trailside@akcenter.org or texting your camper's Site or Program Manager.

For the safety of all campers, no child will be permitted to leave camp with a person not designated on the pick-up authorization list. If you need to add someone to the list, please contact the Trailside office.

Van/Bus safety rules

Passengers will be oriented in the following safety procedures before their first trip:

- Remain seated
- Listen to the staff in charge
- No yelling or distracting the driver
- Wearing seat belts (where provided)
- Keeping emergency exit doors clear
- Vehicle evacuation procedures

Camp Activities

Field Trips

Walking Field Trips

All children will have opportunities to participate in walking field trips on nearby trails, or depending on age nearby field trip opportunities, multiple times a week.



Driving Field Trips

Trailside Discovery Camp utilizes either school buses with licensed drivers or a 15-passenger camp vehicle to transport campers both on and off-site for field trips and other programming. All TDC drivers are aged 21 or older and undergo comprehensive training in driver safety and readiness. Seat belts are mandatory for all children throughout transportation, and drivers strictly adhere to Alaska's driving regulations.

Buses are employed to transport multiple groups to field trip destinations, while vans are utilized for smaller groups moving between field trip locations and on-site activities.

Expectations for Campers on driving field trips or transportation to/from camp:
Passengers will be oriented in the following safety procedures before each trip:

- Remain seated
- Listen to the staff in charge
- No yelling or distracting the driver
- Wearing seat belts (where provided)
- Keeping emergency exit doors clear
- Vehicle evacuation procedures

In the event of an emergency staff vehicles may be used to transport campers.

Environmental Education

Regardless of the session's theme, environmental education is seamlessly integrated into all Trailside programming. Both our High Adventure and day camp groups delve into Leave No Trace Principles, with chances to apply their knowledge during walking field trips, hikes, and various adventures. Additionally, campers engage in diverse environmental activities such as water and soil testing, crafting recycled art, gathering weather data, exploring concepts like succession and food webs, participating in citizen science projects, assisting with trail maintenance, and gaining insights into the ecosystem and their role within it, among many other enriching experiences.

High Adventure Programs

High Adventure activities are offered to campers ages 8-15. These include biking, kayaking, canoeing, stand-up paddle boarding, hiking, and archery. High Adventure Program participants are held to a higher standard of safety and responsibility. These activities take place at Trailside locations, as well as on the trails and lakes around Anchorage and the Mat-Su. Some field trips will require transportation in a TDC van, which is driven by an insured staff member over the age of 21 with a clean driving record.



Archery:

All supplies are provided by TDC and take place at Kincaid Park's archery range. No prior experience is required for these day programs.

Boating Programs:

TDC provides kayaks, canoes, and stand-up paddle boards. We also have a large variety of personal flotation devices worn by all campers and staff. If you would like to bring your own personal flotation device, it must be approved by a manager to ensure it meets our safety requirements and must be labeled with the camper's full name. No prior boating experience is required for these day programs.

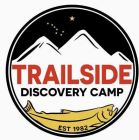
Biking Programs:

We encourage everyone to bring their own bikes and helmets, but our mission is to make High Adventure activities accessible to everyone! If you need to borrow a bike, please check in with a manager, and we can set you up with a daily rental at no extra cost. We encourage all campers to try new biking skills such as longer-distance rides, bike maintenance, and single tracks. We do not have the staffing capacity to provide one-on-one support to teach campers how to ride a bike for the first time. All campers in biking programs must be able to bike confidently without training wheels.

Appropriate safety equipment, such as life jackets (camp provided) and bike helmets (camper provided), is required for all High Adventure campers and staff- no exceptions.

Quest Trips

Our Alaska Quest Trips include both front-country and backcountry overnight trips that focus on leadership, outdoor skills, and making incredible memories. Specific information such as gear packing, itineraries, and trip logistics will be shared with parents at a date closer to the trip departure. All campers must follow the behavior and safety guidelines of Trailside Discovery Camp, even though these trips are led offsite. Many of our Quest programs spend the first week in Anchorage, working on prep, practicing any needed outdoor skills, and connecting with one another. During this time, if there are behavior issues, a meeting may be requested between parents and management. If unsafe behavior continues, the camper may be asked not to join for the second week. Our goal is to create a safe environment for all and increase your camper's independence, outdoor skills, and leadership. Campers may be pushed out of their comfort zone by eating new foods, practicing pack it in, pack it out, leave no trace principles, leave electronics at home, and share tents with their fellow campers. Quest Trips are always a highlight of the summer for staff and campers, and we are excited to offer many new adventures this coming season.



Preparing for Camp

Communication to parents

Trailside communicates updates through email, social media and our website, <https://akcentereducationfund.org/trailside/>

We value the connections between staff, campers, and our families. These connections are made stronger through positive and effective communication. Each week, parents will be sent an email containing a Week at Glance. This provides information on activities, field trips, and any additional packing or gear information. Please note that Week at Glance activities may be altered due to incidents beyond our control such as weather and wildlife. We encourage you to ask your camper about what they learned at camp, who they played with, or their favorite activity.

Most parent communication will come from Site Managers, with emails and full camp announcements from our Director. Please note that your child will not have access to a phone, and non-emergency phone use is not available to campers.

Health Care & Emergencies

Leadership staff manage the healthcare plan at camp. The healthcare plan is prescribed and reviewed at least every three years by a licensed healthcare professional. This includes a standard set of treatments for various childhood complaints and simple injuries. During enrollment, parents will select medications that they do/do not wish their camper to be given.

Trailside has assessed the need for campers to have physical exams and decided that in lieu of a physical examination parents must complete a robust medical form during the registration process.

If your camper is injured or becomes ill while with Trailside; attempts will be made to contact the child's parent/guardian to discuss next steps and if the camper needs to go home for the day. This will be via phone, text or email depending on the severity of the illness/injury. If parent/guardian is unreachable staff will attempt to contact the emergency contacts listed on the medical form. Staff will document this in the health center. If no one is reachable and it is not advisable for the child to continue with group activities or is requiring medical attention; Trailside staff will continue to attempt contact with the parents



while the child is being taken to a local medical facility by paramedics.

Minor injuries which require first aid care, but are routine with children playing outdoors will be reported to you at the end of the day by your child's instructor or a manager onsite.

Medications & Allergies

Leadership Staff and your child's instructor will review your health history and collect any medications (over-the-counter and prescribed) that you are sending with your child. All medications (prescription and over-the-counter) that you send with your child, including vitamins, cough drops, etc., must be in original containers. Medications will be administered according to the instructions printed on the original container. Directions that are different from those on the package must be provided by a physician. Medications will be stored in the camp office. Put all medication bottles in a bag marked with your camper's name.

All allergies and medical information must be filled out prior to your camper's first day. If there are additional questions or comments, please check in with your camper's instructor.

Food

Campers will be active all day. Families are asked to provide two nutritious snacks, a sack lunch, and a beverage (water or 100% fruit juice) that will not spoil in the heat. The American Camp Association suggests that parents send nutritious snacks and meals. Snacks must include two of the following three components: juice, fruit, or vegetable; meat/meat alternative; and bread/ bread alternative. Lunch should include a protein such as meat, fish, cheese, egg, peanut butter, or nuts, two or more servings of fruits and/or vegetables, and a bread/bread alternative. Instructors will encourage campers to drink water throughout the day and encourage campers to eat their snacks and lunches during designated times.

Inclement Weather

Trailside Discovery Camp is an outdoor day camp program, with no/limited indoor space. Children participating in our programs should come prepared to explore Alaska in all weather conditions. Staff are trained and will maintain the safety of all campers. In the event of rain, activities will continue as is safe to do so. Please send your child to camp with a rain jacket, pants and boots if the forecast calls for rain. In the event of extreme weather, you will be called to pick your child up from camp at your earliest availability. In the event that camp must be evacuated, you will be called and notified of an alternative pick-up location.



Daily Packing List

We are an outdoor camp, rain or shine! Alaska can be unpredictable, so please check the weather each morning and send your campers with the following items in a backpack. Please label ALL items with your camper's name and phone number. Trailside Discovery Camp is not responsible for lost or stolen camper items.

Clothing:

- Water shoes and nylon clothes (for boating)
- Swimsuit (for boating/swimming)
- Clothes suitable for outdoor play
- Spare change of clothes (especially socks)
- Sneakers or hiking shoes
- Warm jacket
- Fleece or hoodie (non-cotton)
- Rain gear (jacket and pants)
- Baseball cap or sun hat
- Two face coverings (optional)
- Backpack

Personal Items

- Bug Spray
- Sunscreen
- Hand Sanitizer
- Sunglasses
- Towel (for boating/swimming activities)
- Sunglasses or sun hat
- Full Water Bottle

Food & Water:

- Lunch
- 2+ Hearty/non-sugary snacks
- Full water bottle

Do not bring

- Flip-flops or sandals
- Cell phones or tablets
- Headphones
- Electronic games or music players
- Money
- Pets
- Toys
- Matches or lighters
- Weapons
- Fireworks
- Cigarettes or e-cigarettes
- Alcohol or illegal drugs

Medication:

Do not pack. Please put all of your medication containers in a Ziploc bag, mark them with the camper's name, and bring them to camp check-in. All medications (including vitamins, cough drops, and others) must be in their original container with physician instructions for administration

Although TDC provides loaner bikes, we kindly request families who have mountain or fat bikes at home to bring them to camp. This ensures greater availability for campers without bikes to engage in programming. If your child requires a bike, please reserve one in advance by contacting your child's Site or Program Manager to ensure appropriate gear is provided.



Quest Trips Packing List

Please label ALL items with your camper's name and phone number. Trailside Discovery Camp is not responsible for lost or stolen camper items.

Clothing:

Wicking Layer: *Pulls moisture away from the body*

- 2 pairs of underwear
- Synthetic or wool blend long underwear tops and bottoms

Insulating Layer: *Holds warmth next to the body*

- 2 pairs of pants: preferably nylon or other quick drying material
- 2 Shirts: one short sleeve, one long sleeve (protects from insects)
- Warm sweater or fleece jacket
- 3 pairs of wool or fleece socks
- Warm hat: ski cap etc.
- Mittens or gloves

Shell Layer: *Protects the body from environmental conditions (wind/rain)*

- Raincoat and pants.

Shelter:

Anything that protects you from environmental condition

Large garbage bags can be used to help organize and protect gear when packing

- Warm sleeping bag: synthetic bags (non-cotton) are a necessity because they stay warm when wet.
- Sleeping pad
- Footwear: Sturdy boots for hiking and sneakers or sandals for around camp.
- Hat with visor
- Sunglasses (inexpensive)
- Head Net (optional)
- Insect Repellent
- Sunscreen (optional)
- Personal items: hand sanitizer, toothbrush and toothpaste, brush or comb, bandana, etc.

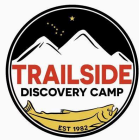
Food & Water: (If you're thirsty you're already dehydrated) (All food for the campout will be provided by Trailside.)

- 2: 1 liter water bottles (i.e. nalgene)
- Eating utensils packed in a bag with campers name on it: cup, bowl, and spoon.

Signal: (To use in emergencies when lost or hurt.)

- Whistle

Just for fun:



- Book, cards, hacky sack, or frisbee (optional)

Do not bring

- Pocket knives
- Battery operated equipment
- Other items listed in the Day Camp packing list.

Medication:

Do not pack. Please put all of your medication containers in a Ziploc bag, mark them with the camper's name, and bring them to camp check-in. All medications (including vitamins, cough drops, and others) must be in their original container with physician instructions for administration

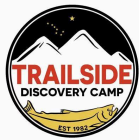
Trip-Specific Gear:

Backpacking- Add an internal or external frame backpack.

Canoeing- Add dry bags (optional), frame backpack for portaging, paddling gloves (optional).

Kayaking- Add dry bags or stuff sacks with waterproof liner, rubber boots (optional), paddling gloves (optional), paddling jacket (optional) and neoprene socks (optional).

Mountain Biking- Add bike, bike rack, panniers, helmet and bike gloves (optional). River Running- Add an internal or external frame backpack.



General Information

Media Release

Occasionally Trailside takes photos or videos of program activities for news releases, reports, and media activities. Photos are not used without parental permission, as indicated on the registration form. If you need to modify this release, please notify the main office, in writing.

Insurance

Trailside Discovery has a half-million-dollar general liability insurance policy. We do not carry accident coverage; you must carry your own insurance.

Personal Property

Every child will keep his/her belongings in a personal daypack. We ask that all non-essential personal belongings such as, cellphones, sports equipment, electronic games, and cards be left at home. Trading card games such as Pokemon, Magic the Gathering, Yu-Gi-Oh should not be brought to camp. Trailside Discovery is not responsible for lost, stolen, or damaged items while at camp.

Confidentiality

Camp staff and authorized individuals are expected to maintain confidentiality in regard to all children and their family information, using it solely to ensure the child's safety and enjoyment during camp.

Prohibited Items

Weapons, fireworks, alcohol, drugs, or potentially dangerous objects may not be brought to camp. If these items are suspected at camp, parents/guardians will be notified and any items found will be seized and held until the parent/guardian's arrival. Pets are not allowed in camp, and must remain in cars if brought to camp.

No-Tolerance Policy

Trailside Discovery Camp strictly prohibits physical violence against fellow program participants or staff, the use of cigarettes, alcohol, or controlled substances, engaging in sexual activity, and possessing firearms that endanger oneself, other children, or staff members. This policy applies to all staff, children, visitors, and parents while they are at Trailside sites.



Payment Information

Registration

Nondiscrimination Statement

Trailside Discovery Camp admits campers of any race, color, sexual orientation, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to participants at our program. It does not discriminate on the basis of race, color, sexual orientation, gender identity, gender expression, national or ethnic origin, religion, or disability in its policies.

Children with exceptional needs:

Please talk to the camp Director to see if our program can meet your child's needs.

Trailside Discovery Camp accepts children into our outdoor programs on a first come, first served basis. A copy of the current immunization record is required for all participants prior to attendance. Every child must be pre-registered and prepaid in order to attend camp.

Registration and Deposit Fees

Annual Registration fee: There is an annual non-refundable \$70 registration fee per child that will be added to your account the first time you register for a session within the year

Costs: Each session has its own cost. There is a fee per session of camp, and parents are responsible for the entire fee even if their child doesn't attend. There is a \$35 deposit per child and per camp session.

These fees are non-refundable and non-transferable.

Payments

Payment options are selected by parents during the checkout process. Any account balances will be paid using the card/account stored on file.

- Pay in full at the time of registration
- Set up a payment plan (see registration for payment plan dates)

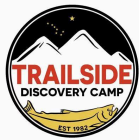
Payment Method

- Credit Card (surcharge) (VISA, Master Card and Discover)
- ACH (eCheck), taken directly from your bank account.

Cancellation & Refund Policy

Summer Camp Programs:

For fairness to all families we maintain a strict cancellation policy.



All cancellations must be made via email: please email Trailside@akcenter.org.

- Canceled prior to April 1st- Full session refund (minus any registration/deposit fees)
- Canceled between April 1st and 2 weeks prior to the session start date- 50% of the session refunded
- Canceled within 2 weeks of the course start date- no refund
- Canceled due to having COVID or other illness- no refund
- If we cancel camp - full refund, with the option to rollover/donate

Refunds or credits will not be issued for nonattendance, illness (including COVID), vacation, or suspensions. If programs are canceled or suspended, we will adjust fees accordingly. All other refunds or credits are issued on a case-by-case basis and are not guaranteed.

Summer Programs Account Balances: All balances and payments are due by May 1st. Unless you select a payment plan with different dates, a 5% administration fee will be charged to households with outstanding balances. Campers will not be permitted to attend classes until their full tuition balance is paid. There will be no refund issued for non-attendance due to an overdue balance. Installment payment plan options are available during registration.

Year Round Programs:

Cancellation for Spring Break Camp, Winter Break Camp & In-service days:

- Refund for cancellation made at least 2 weeks prior to the start of the session.
- Refunds or credits will not be issued for nonattendance, illness (including COVID), vacation, or suspensions.
- If programs are canceled or suspended, we will adjust fees accordingly.
- All other refunds or credits are issued on a case-by-case basis and are not guaranteed.

Year Round Account balances

All balances and payments are due 2 weeks prior to session start. Unless you select a payment plan with different dates, a 5% administration fee will be charged to households with outstanding balances. Campers will not be permitted to attend classes until their full tuition balance is paid. There will be no refund issued for non-attendance due to an overdue balance. Installment payment plan options are available during registration.



Late Pick Up

If you are going to be late picking your child up (after 5:30pm), please call your site and let the site director know when you expect to be there. Please be aware that a late charge of \$15 per child /per quarter hour applies if the child is not picked up by designated closing time.

Records

Completed registration, medical and immunization records are due at the time of registration for all participants. Two current telephone numbers where staff members can reach the registering parent/adult, as well as two local emergency contact numbers are required. All campers must meet age requirements prior to the start of camp.

Scholarships and Programs Covered by Outside Organizations (including Migrant Education Fund)

Trailside Discovery Camp believes that every child should have the opportunity to explore their Alaskan environment and become a camper. The Trailside Discovery Scholarship Program provides outdoor environmental education experiences for students of families facing economic adversities. We ask families to apply early and contribute as much as they can towards camper fees. Applications for camp scholarships and more information can be found online.

Please note that the Migrant Education Fund does not cover the costs of camp if campers do not attend, so you will be responsible for paying for camp if your camper does not show up. If you decide to cancel a registration that was made using the Migrant Education Fund, you will be responsible for our \$70 non refundable registration fee. Please ensure you are abiding by Trailside and MEF's cancellation policies so that you can avoid incurring any out-of-pocket expenses.

Additionally, if you are a recipient of a Trailside scholarship, we ask that you hold by the same cancellation policies that apply to all Trailside enrollments. If a camper does not attend camp and we are not made aware within the bounds of our regular cancellation policies, we will have to ask that you cover the costs of the program spots that were held for you. We want to make sure scholarship funds are being provided to campers who are actually able to attend! If you anticipate potential obstacles in attending camp, please let us know as soon as you are aware.

For other organizations who may be covering payments for camp registration, including but not limited to Tiamuna, the Alaska Housing Authority, Frontier Charter School, and OCS, please bear in mind that the above policies also apply to any cancellations made. Please reach out to your respective program coordinator to ensure they are kept in the loop with your camp registrations and that you and they are on the same page regarding these policies.



Behavior Policies

Many behavioral problems that are common at school and home disappear when students are in an outdoor setting. When it is necessary to modify the behavior of children, positive behavior management techniques are used. If a child is unsuccessful in meeting the behavioral expectations of our program, a parent conference is arranged. If the behavior continues, this could result in dismissal from camp. Corporal punishment is never a component of our program. A child will be restrained only in the event of possible injury to the child or other children in the group. During registration, parents and children are to review the behavioral contract and sign it.

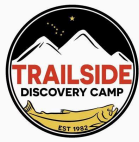
TDC Three

All staff and campers must follow the “Big 3” rules of Trailside: Have Fun, Be Safe, and Show Respect. At the start of each weekly program, groups will work together to create a “contract” that outlines the expectations of the Big 3.

1. HAVE FUN! – Have a good attitude, participate in all camp activities, and try new things!
2. BE SAFE – Keep ourselves and others safe! Stay with your instructors, speak up if you see something or feel unsafe, listen to one another, and handle gear and supplies carefully.
3. SHOW RESPECT – Show respect to your instructor, fellow campers, and our environment... Practice good Leave No Trace behaviors both inside and outside. Be a good steward of the land and trails.

Having the group come up with specific expectations and behaviors allows campers to create their own goals for what it means to follow the rules at camp. This means that week-to-week expectations may appear slightly different depending on the needs of the campers, instructor style, and activities.

If campers are unable to follow the guidelines of the group, they will receive a verbal warning. If the behavior continues, a consequence will follow, such as a discussion with a manager, sitting out from an activity, or a phone call home. If behavior worsens, a meeting with parents may be requested, and the camper may not be able to participate in future group activities.



Navigating Bullying:

We have a zero-tolerance policy for bullying and strive to make all campers feel safe, both emotionally and physically. If you are concerned that your child is being targeted or mistreated by another camper, please contact a manager who can observe the group, discuss incidents with the instructors, and connect with parents. Campers who are having multiple conflicts may be separated into new groups, regardless of registration, at the manager's discretion and with parent approval.

If continued acts of bullying or dangerous behavior occur, a camper may be asked to leave TDC for the remainder of the week or summer.

Trailside Discovery - Camper Conduct:

This is signed during the registration process.

Trailside Discovery Camp promotes a safe and educational environment where campers are taught to respect the outdoors, their peers, and themselves. This Camper Contract is set to ensure every camper has a positive camp experience. To ensure this program's quality and the campers' safety, we expect all campers to adhere to and follow social requirements. These rules have been set to protect every camper's freedom to learn and have fun. The following procedures will be implemented when children misbehave or break camp rules.

****As a family, please read and discuss this Camper Contract****

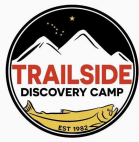
Respect— I will follow directions the first time I am asked to do or not to do something. I understand that this is for my safety and the safety of all other camp children.

Responsibility –Trailside Discovery Camp is held at and visits public facilities that other members of the community use during the day. It is my responsibility to remain with my group and within the eyesight of my counselor while at camp and on off-site field trips. I will ask permission to get a drink of water, go to the bathroom, or join another group for an activity.

Play – I will keep my hands, feet, and other body parts to myself unless I am part of an activity led by camp staff that allows it. I will avoid horseplay (e.g., piggyback rides, picking each other up, wrestling, hitting, punching, kicking, etc.), and I understand that there is a *zero-tolerance policy for bullying at Trailside*.

Appropriate Language/Conversation– I will use kind words to resolve my differences and refrain from using obscene language or gestures. I will not discuss inappropriate topics or contribute to demeaning conversations about other campers or staff.

Caring— It is important to use and care for equipment, toys, and games properly so other campers can enjoy them; this applies to campers onsite and offsite. I will care for the property of Trailside Discovery Camp, other campers, and the staff. I will not break or disfigure any Trailside equipment or property, any other campers' property or public displays or equipment visited/used while at Trailside.



What happens if this contract is violated?

The following steps outline the steps Trailside will take if an incident occurs where a child conducts himself/herself in such a manner that jeopardizes their safety or the safety of others or is not in accordance with the Trailside Discovery Camper Contract.

First Violation - An appointed staff will document the incident and review the information with the camper. The camper may be removed from an activity until he/she is ready to return and participate properly. Parents will be notified about the incident at the end of the day.

Second Violation - Staff will document the incident and review the information with the camper. The camper will be removed from the activity until he/she is ready to participate properly. A parent or guardian will receive a phone call about the camper's behavior and be informed that the next step will include suspension.

Third Violation - Staff will document the incident and review the information with the camper. A parent or guardian will be contacted and asked to pick up the child from camp. *The camper will be suspended for the remainder of the program (no refunds will be issued).*

Fourth Violation - If your camper has reached the 3rd violation during a season, and if they return after a suspension, they will be on probation. If the behavior has not improved, *the camper will be sent home and not be allowed to return for the remainder of the camp season (no refunds will be issued).*

The Trailside Discovery Camp Director and other leadership staff reserve the right to bypass one or more disciplinary steps if a camper is deemed unsafe to themselves, other campers, or the staff.



Health and Safety

Release to an authorize pickup

Trailside Discovery Camp allows youth to be picked up by the registering parent/adult or individuals listed on the registration database designated by the registering parent/adult. The registering parent can update the authorized list at any time. Before releasing the child, Trailside requires the designated person to present photo identification. This policy applies to all individuals picking up youth from Trailside Discovery Camp, regardless of their relationship with Trailside staff or program attendance frequency. Individuals under 16 years old are not permitted to pick up children from the program. If someone under 16 attempts to do so, staff will inform the registering parent/adult, who will need to arrange for another qualified person to pick up the child. If an authorized or emergency contact appears to be under the influence of drugs and/or alcohol, Trailside staff will withhold the release of the child until another authorized adult assumes responsibility.

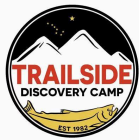
Injuries & Illness

If your camper is injured or becomes ill while with Trailside; attempts will be made to contact the child's parent/guardian to discuss next steps and if the camper needs to go home for the day. This will be via phone, text or email depending on the severity of the illness/injury. If parent/guardian is unreachable staff will attempt to contact the emergency contacts listed on the medical form. Staff will document this in the health center. If no one is reachable and it is not advisable for the child to continue with group activities or is requiring medical attention; Trailside staff will continue to attempt contact with the parents while the child is being taken to a local medical facility by paramedics.

Minor injuries which require first aid care, but are routine with children playing outdoors will be reported to you at the end of the day by your child's instructor or a manager onsite.

When To Keep Your Child Home

Children with high fevers of 100.4 degrees Fahrenheit or higher, colds, severe coughs, diarrhea, severe earaches, red, draining, or itchy eyes, rashes, severe sore throats, vomiting, or other severe symptoms are not permitted to attend the program. They can return when their symptoms have significantly improved, and they are feeling better.



Abuse and Neglect

Alaska State Statutes and Anchorage Child Care Center Regulations require that all licensed child care providers report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or are related to the facility. This facility is therefore obligated by law to report such incidents within 24 hours to the Alaska Division of Family and Youth Services Child Protection Office: 269-4000. Centers are required to notify the Municipal Child/Adult Care Licensing Office of incidents which allege a child was abused or neglected when the center is responsible for the child. Municipal Child/Adult Care Office: 343-4758 or 343-6730.

Substance Use

Trailside is a smoke-free, alcohol-free and drug-free environment. Trailside maintains a smoke-free environment, including vehicles used to transport children. Smoking is prohibited inside any program facility, in outdoor program areas, and outside within 20 feet of openings into interior space which children access.

Custody Arrangements

Trailside recognizes many families have unique custody arrangements. Specific court orders will be necessary in order for Trailside to deny access to any legal parent/adult.

We encourage families to find solutions to custody issues without putting children and/or staff in a difficult position. When a difficult position presents itself, staff will discuss the issue with both parties to find a solution which minimizes the stress for the child.

Access to Child Records:

Trailside Discovery Camp is dedicated to ensuring a safe and enjoyable experience for every child in our care. In joint custody cases, we underscore the significance of transparent communication and collaboration between parents and our camp staff. This policy delineates the procedures and guidelines for accessing child records during a child's enrollment in our summer day camp.

Scope:

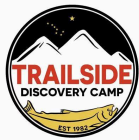
This policy is applicable to all individuals with legal joint custody rights, encompassing parents, legal guardians, and others granted access through a court order, whose child is enrolled in our summer day camp.

Definition of Child Records:

Child records include emergency contact information, medical history, and relevant details crucial for the child's well-being and participation in camp activities.

Authorized Individuals:

a. Both parents in a joint custody arrangement have the right to access and provide information pertinent to their child's camp experience.



- b. Legal guardians and individuals granted access through a court order are also authorized to access relevant child records.
- c. Parents not granted legal custody may access all child records per AK Statute AS 25.20.130, excluding payment or billing history.
- d. We comply with subpoenas, court orders, or legal processes.

For campers under sole custody awards, we request parents to supply court orders/documentation to the camp office to prevent confusion or miscommunication.

Communication and Cooperation:

- a. Parents are encouraged to communicate and cooperate, ensuring mutual awareness of matters related to the child's camp experience.
- b. We adhere to AK State Statute AS 25.20.130 regarding access to child records for dual-household families, excluding payment or billing history.
- c. In the absence of an agreement between parents, camp staff will provide reasonable access to relevant records, prioritizing the child's safety and enjoyment.

Notification of Changes:

Any changes in emergency contact information, medical conditions, or other relevant details must be promptly communicated to the camp office for the child's safety.

Dispute Resolution:

- a. Disputes regarding access to child records will be addressed with sensitivity, focusing on the child's well-being and resolved through dialogue or, if necessary, legal channels.
- b. Families are encouraged to find solutions to custody issues, with Trailside Discovery Camp leadership intervening in difficult situations to minimize stress for the child.

Compliance with Laws:

- a. This policy complies with all applicable laws and regulations governing access to child records, taking precedence over conflicting agreements.

Review and Amendment:

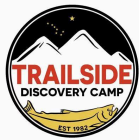
This policy will undergo periodic reviews to ensure its effectiveness and relevance in the context of the summer day camp. Amendments, if necessary, will be made in accordance with legal requirements.

Enforcement:

Failure to comply with or manipulation of this policy may result in restrictions on access to camp information and participation.

Staff

Trailside Discovery Camp hires staff from Alaska, the lower 48 and through an international exchange program. All of our staff go through a 40 hour staff training program.



Additionally staff are certified in CPR & First Aid.
Staff are ages 16+

All groups follow the required ratios of staff-to-camper supervision as described by the American Camp Association.

- Age 5: 1 staff to 6 campers
- Ages 6-8: 1 staff to 8 campers
- Ages 9-14: 1 staff to 10 campers
- Ages 15-17: 1 staff to 12 campers

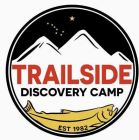
All staff carry Bear Spray to ensure that campers are protected in case of a wildlife encounter. Staff are also in communication with Parks & Recreation as well as Alaska Fish and Game to make sure we are up to date on bear sightings and incidents around camp or any field trip locations.

TDC is “Bear Aware”

Trailside Discovery is continuing to work alongside BLM and Municipality staff to implement a comprehensive “Bear Awareness Program”. To ensure safety while out on the trails; Trailside instructors have been trained in proper bear safety. Each instructor carries bear spray on them at all times. A wildlife alert protocol is used to report on bear activity and alert groups to locations of bear activity. All groups carry two way radios. If bears are spotted, the BLM will post color-coded signs alerting Trailside and other Campbell Tract users of any potential threats. Additionally, campers stay close to one another while on the trail. Food is prohibited to be carried in backpacks, and groups are encouraged to make plenty of noise to deter any encounters with bears while at camp.

Accreditation

Trailside Discovery is accredited by the American Camping Association 5000 State Road 67 North Martinsville, IN 46151-7902. Member # 28776 Section 7EG Date Joined: 1991. (765) 342-8456 9765) Phone, (765)342-2065 Fax 22.



Trailside Discovery Camp Philosophy

At Trailside Discovery Camp, nestled amidst the beautiful landscapes of south-central Alaska, we believe in the transformative power of outdoor experiences. Our philosophy is rooted in fostering a deep connection between campers and the natural world, nurturing curiosity, resilience, and a lifelong love for learning.

Embracing Nature:

We recognize nature as the ultimate teacher, offering endless opportunities for exploration, discovery, and growth. Through immersive outdoor experiences, we aim to instill a profound respect for the environment and cultivate stewardship for the planet among our campers.

Experiential Learning:

We believe in learning by doing. Our hands-on approach encourages campers to engage with their surroundings actively, fostering critical thinking, problem-solving skills, and a sense of self-confidence. Whether navigating forest trails, studying wildlife, or embarking on scientific expeditions, every moment at Trailside is an opportunity for discovery.

Inclusivity and Diversity:

At Trailside, we celebrate the rich tapestry of human experiences and perspectives. We strive to create a welcoming and inclusive environment where campers from all backgrounds feel valued, respected, and empowered to express themselves authentically.

Community and Collaboration:

We believe in the power of community to inspire, support, and uplift each other. Through teamwork, cooperation, and shared experiences, campers forge lasting friendships, develop interpersonal skills, and cultivate a sense of belonging that extends far beyond their time at camp.

Safety and Well-being:

The safety and well-being of our campers are paramount. We maintain rigorous safety standards and protocols to ensure that every camper feels secure and supported throughout their journey with us. Our dedicated staff members are trained to provide a nurturing and inclusive environment where campers can thrive physically, emotionally, and socially.

Fun and Adventure:



Above all, we believe that learning should be joyful and filled with wonder. Through a diverse array of exciting activities, games, and adventures, we aim to spark curiosity, ignite imaginations, and create memories that will last a lifetime.

Environmental Stewardship:

As stewards of the natural world, we are committed to practicing and promoting environmental sustainability in all operations. From minimizing waste and conserving resources to educating campers about eco-friendly practices, we strive to inspire a generation of environmental leaders who will advocate for a healthier planet.

At Trailside Discovery Camp, we are more than just a summer camp; we are a community of explorers, adventurers, and changemakers united by our passion for nature and our dedication to shaping a brighter future for generations to come.

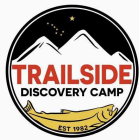
Camper Outcomes

Outcome 1: Enhanced Sensory Perception and Comfort in Nature: By the end of the camp session, 90% of participants will demonstrate age-appropriate improvement in their ability to utilize their senses to perceive and understand the natural world around them, fostering comfort in outdoor environments, contributing positively to their mental well-being.

Outcome 2: Proficiency in Outdoor Survival Skills: Following age-appropriate instruction by camp staff, 95% of campers will demonstrate proficiency in basic outdoor survival skills, contributing to their physical well-being by ensuring their safety and preparedness in wilderness settings.

Outcome 3: Understanding of Human-Nature Interaction and Ecosystem Awareness: Through age-appropriate observation and instruction, 85% of campers will show increased understanding of human interaction with the natural environment and ecological concepts. They will explore ecological processes such as succession, food webs, and adaptations. They will be taught to recognize both human's needs and the needs of wild things, and the complications which may result from their conflicting needs. Thus enhancing their mental well-being by fostering a sense of connection to nature and understanding their role within it.

Outcome 4: Identification of Local Flora and Fauna: Upon completion of camp activities, 90% of participants will correctly identify at least 80% of common Alaska plants and animals encountered during various habitat visits, contributing to their mental well-being by fostering a sense of accomplishment and connection to the local environment.



Outcome 5: Promotion of Group Cooperation and Leisure Time Activities: Throughout the camp session, 80% of campers will demonstrate age-appropriate improvements in group cooperation skills and engagement in leisure time activities, contributing to their social well-being by fostering positive relationships, teamwork, and a sense of belonging within the camp community.

Notification of Changes

Any changes in programs or policies will be emailed to all participants.