

CAMP STAR

CITY OF ALLEN



Parent Handbook 2016

Joe Farmer Recreation Center
1201 E. Bethany Drive
Allen, TX 75002
214.509.4750
allenparks.org



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CONTACT INFORMATION

Camp S.T.A.R. Cell Phone*	469-667-6164
*Phone number will be in operation during scheduled program hours	
Camp Director, Laura Weinman	214-509-4752
JFRC Center Supervisor	214-509-4751
Joe Farmer Recreation Center - Main Number	214-509-4750
JFRC Fax Number	214-509-4759
Parks & Recreation Department	214-509-4700
Don Rodenbaugh Natatorium	214-509-4770
Allen Community Ice Rink	972-912-1097

PARKS AND RECREATION DEPARTMENT VISION

To Achieve Excellence and Create Fun Beyond Imagination!

PARKS AND RECREATION DEPARTMENT MISSION

To establish a Parks and Recreation system for our citizens that provides them with a source of pleasure, promotes economic development, minimizes demands on valuable City resources, and instills pride in those who make it happen.

ELIGIBILITY FOR PARTICIPATION

Participants must be between the ages of 5-12 years. At minimum, a camper must have completed Kindergarten by the start of camp and may not have begun seventh grade by the end of camp. We require all campers to be toilet trained and able to change their own clothing.

Campers will be divided into groups every week, depending on their age*. We understand that some campers register together with the hope of being grouped together. Attempts will be made to accommodate these requests but, at times, there are reasons that will not permit us to meet every request. Groups will often co-mingle throughout the day.

**Camper grouping applies only for Camp S.T.A.R.*

PROGRAM HOURS & LOCATION

Camp hours are 7:30am-5:30pm, M-F, Participants are not to be dropped off prior to 7:30am and picked up no later than 5:30pm.

Camp will be located at Joe Farmer Recreation Center (JFRC). Many of the activities will be held at the Amenity Building and the surrounding park area that surrounds JFRC. We are located at the northeast corner of Allen Heights and E. Bethany Drive at Bethany Lakes Park. The physical address to Joe Farmer Recreation Center is 1201 E. Bethany Drive, Allen, TX 75002.

REGISTRATION PROCEDURES

Registration Options:

IN PERSON at Joe Farmer Recreation Center, 1201 E. Bethany Drive, Allen, TX

To register for camp, you must have an active account with the City of Allen Parks and Recreation Department. If you do not currently have an account with the department you can call or visit any City of Allen recreation facility and have an account created. With an active account, you may start to enroll your child for summer camp starting at the time when Summer 2016 registration opens (typically mid-March) until the week's session is full. If a week's session is full, your child can be added to the waitlist for that session.

Each week of camp requires a separate registration and is on a first come, first serve basis. "Day of" or "Walk-up" registrations are highly discouraged as spaces may not be available.

A required *Camper Information 2016* form will also need to be completed and on file with the Camp Director before the first day of camp begins for your camper – see "Participant's Information Files". These forms are provided to at the time of registration. It is the parent/guardian's responsibility to keep these forms up to date.

FEES & PAYMENT

Camp is based on a weekly fee for members and non-members; no drop-in or pro-rated fees will be made available unless already designated by Camp Director.

- \$115 members & 5-6 year olds
- \$120 non-members
- \$10 optional field trip fee for Thursday's field trip

NEW FOR 2016

The Thursday field trip will no longer be included in the weekly camp fee. An optional \$10 field trip fee will apply for Thursday's field trip (bigger field trip for the week). Those not wishing to have their camper participate in the Thursday field trip will have the option of registering for only that week of camp (paying the regular camp fee). Camper's not attending will stay on site and the proper staff to camper ratio will still be maintained. Will need the minimum of 5 campers to remain back at JFRC in order for a camp counselor to remain at JFRC. In the event there are 4 or less campers choosing not to attend the field trip, parents options will be: 1. camper will need to register and attend the field trip, 2. parent chooses to have their child be absent from the camp program on the Thursday field trip day.

Payment will be due, in full, at the time of registration; this includes the optional \$10 field trip fee. We accept check, cash, money order, Visa, Mastercard, and Discover. If paying by check, please make check payable to "City of Allen."

Payment Plan

For your convenience, a payment plan is available to assist with weekly payments. Registration for the payment plan can ONLY be done in person at Joe Farmer Recreation Center. Please reference page 14 for the payment plan timeline and payment deadlines.

If registering for the payment plan option, you will be able to register for multiple weeks of camp but will be required to pay the non-refundable deposit fee (the fee for one full week of camp) along with the first week of camp your child plans on attending. Weekly payments will be due two Fridays before the first day of the requested camp. If the balance has not been paid by the appropriate dates, your child's registration and the deposit will be forfeited – no exceptions! If your account has remained in good standing with the payment plan, your deposit will be applied towards the last full week of camp your child is attending. The payment plan only covers the full week of camp, it does not cover the optional \$10 field trip cost – this fee will in addition to your payment plan.

WITHDRAWAL AND REFUND POLICY

Camp S.T.A.R. withdrawals follow the Parks and Recreation Department's refund policy.

Withdrawals

All withdrawals must be made in writing to the Camp Director or Center Supervisor. If a withdrawal is requested the same day as registration or 4 weeks prior to the Monday of your selected week of camp, no penalty will be assessed.

If withdrawing from the Thursday field trip, withdrawal must be done one week (seven days) prior to the selected Thursday to be able to receive full refund. There will be no refund for withdrawals less than one week prior to the selected Thursday field trip. In all other circumstances, a \$10 withdrawal fee will be charged if not transferring to another week.

Refunds

No refunds will be granted if it is not requested 1 week prior to the Monday of your selected week of camp. If on the payment plan, the deposit is non-refundable, but will take the place of your last payment. If a camper is asked to leave camp there will be no refund or pro-rated refund for the days they are not allowed to attend.

SUSPECTED ABUSE

Program Employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where an employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Center Supervisor. The Center Supervisor will then immediately notify the Recreation Manager, the City Police Department, and any other agency as may be appropriate.

Texas state law requires the employees of the Programs to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency.

PARTICIPANT'S INFORMATION FILES

The forms listed below are to be completed in their entirety upon registration.

- **Camper Information 2016 Form (REQUIRED):** This form will include the child's name, personal information, emergency contacts, authorized person(s) to whom the child may be released to, a medical release, and a liability waiver.
- **Permission to Pick-up Child Form (optional):** If you want to add additional individuals to the list of emergency contacts/persons with permission to pick up your child from camp.
- **Child Sign In/Out Form (optional):** If you are allowing your child to sign themselves in or out of camp; meaning that no adult is responsible for dropping off or picking up your child from camp.
- **Medication Consent Form (optional):** If your child needs medication during camp hours, this form must be completed. The form can be requested at any time.

ATTENDANCE & PARTICIPATION

It is required that all campers be accompanied by a parent/guardian/authorized person when signing in and signing out of camp. Campers will not be allowed to sign themselves in or out of camp unless a *Child Sign In/Out Form* has been completed and is on file with the Camp Director. Campers are encouraged to participate when present, unless they are sick or injured, in which case parents will be notified and the camper will be asked to be picked up by their parent/guardian. Daily camp attendances are taken, but please notify staff of known absences – no make-up days, credits, or refunds will be given for missed days.

ARRIVAL AND DISMISSAL

Arrival and Sign-In

The camp program will begin promptly at 7:30am and this will be the time parents/guardians can sign-in. It is required that a parent/guardian walk their child to the drop off area and initial on the Camp Sign-In/Sign-Out sheet to indicate that the camper has been signed in and they are now in the camp's care. Parent's may drop off their child(ren) at JFRC in the mornings before 8:30am, however, if you drop off after 8:30am, you may have to walk your child to the Amenity Building (which is located behind the JFRC) to sign them in.

Departure and Sign-Out

For a camper to be released from camp, the parent/guardian/authorized person must present valid identification and sign the Sign-In/Sign-Out sheet. The authorized person must be on the *Camper Information 2016* form; otherwise, the camper will not be released to the individual. The camp program concludes at 5:30pm.

Different Person for Pick-Up

Camper's will only be released to the parent/guardians listed on the *Camper Information 2016* form as well as the two emergency contacts/persons with permission to pick up your child. If there is a different person who will be picking your child up from camp who was not originally designated as one with permission to pick-up your camper, you will need to complete the *Permission to Pick-up Child* form. On this form you will have to provide this person's driver's license and phone number along with the dates of pick-up.

Early Pick-Up

Depending on the activity scheduled, camp will spend their days rotating locations between Joe Farmer Recreation Center, Bethany Lakes Park, and the Amenity Building. Their day will end at the Amenity Building/Big Ol' Hill (located next to the JFRC amphitheater). If you are picking up before 5:00pm, we request that you go to your camper's location to pick them up and sign-out, as we do not allow a one-on-one situation between counselor and camper.

If the camp is on a field trip, a parent/guardian/authorized person may pick up their camper early at the location as long as the camp bus has not left the field trip parking lot. Once at the field trip location, the parent/guardian/authorized person will need to call the camp cell phone to alert the counselors to come meet you so the camper can meet their parent/guardian. The parent/guardian will still need to produce identification and sign the Sign-In/Sign-Out sheet before leaving with the camper.

Camper Sign-In and Sign-Out

We do not recommend this action, but it is an available option. As mentioned previously, campers will not be allowed to sign themselves in or out of camp unless a *Child Sign-In/Out* form has been completed and is on file with the Camp Director – included on the form will need to be the date and time of release for the child. Campers that have a *Child Sign-in/Out* form on file as well as have a membership to the Joe Farmer Recreation Center or the Don Rodenbaugh Natatorium, and are 7 years or older, may use the facility in the morning, before camp begins, and in the evening, after camp has ended. Camp staff are not responsible for the supervision of

your child until they have signed themselves in or once they have signed themselves out of camp.

EARLY DROP-OFF and LATE PICK-UP

Summer Day Camp hours are 7:30am-5:30pm; Monday-Friday. Camp staff is not responsible for the supervision of your child prior to 7:30am. If a child is not picked up by 5:45pm, the parent/guardian will be called. If they cannot be contacted then the emergency contacts will be called. If neither the parent/guardian nor emergency contacts can be reached by phone, the Allen Police Department will be notified and the situation will be treated as an abandoned child. Being late three times within a 30-day period is subject to termination from the program.

PARENTS/VISITORS/DROP-INS

Parents/guardians picking up children are allowed and even encouraged to visit with the Camp Director and Camp Counselors to familiarize themselves with staff and the program, but visits should be short. If a situation requires a longer visit, the parent/guardian should set an appointment with the Camp Director so that ratios are not disturbed. Parents/guardians that wish to observe their children and the program or serve as volunteers should contact the Camp Director and set up involvement parameters and scheduling that will benefit the parents, the campers, and the program. This includes completing a criminal background check that is clear of any criminal history.

Parents/guardians should not “confront, scold, or deal with” behavior they believe is inappropriate in children other than their own. Parents/guardians signing out his/her child(ren) should leave the program area once the child has been signed out. Note: families may remain in the Recreation Center separate from the program area after a child has been signed out.

Parents/guardians/family members planning to attend a field trip should complete a liability waiver and contact the Camp Director at least 48 hours in advance or one week (seven business days) in advance if a criminal background check has not been completed. Parents/guardians and other family member are responsible for their own transportation, paying the entrance fee, and any other expenses for the field trip.

The only animals allowed inside the building are service animals assisting patrons or animals scheduled for programming purposes.

PARTICIPANTS WHO BECOME ILL / ACCIDENTS / EMERGENCY

Upon registering, all participants are required to have a completed *Camper Information Form* on file. Parents are responsible for informing the Camp Director of any special needs, concerns, or information regarding their child’s health. It is very upsetting for parents and children when children are not feeling well. If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home.

All participants must be able to participate in the full-range of activities offered. Any child meeting any of the following criteria will not be admitted to the program:

1. If the illness prevents the child from participating comfortably in the program activities.

2. If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.
3. If the child has an oral temperature of 100.4 degrees or greater (upon return, the child must be fever-free for 24 hours).
4. If the child's symptoms and signs of possible severe illness include, but are not limited to, lethargy, uncontrolled breathing, diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, or behavior change, will not be admitted until the staff is comfortable that medical evaluation indicates the child can be included in the camp activities.
5. If the child has been diagnosed with a communicable disease until the medical evaluation determines the child is no longer communicable.
6. If the child vomited in the morning prior to coming to camp.
7. If the child has discolored nasal discharge.

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the camp program until:

1. Physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the facility or,
2. The symptoms have subsided.

Communicable Disease

Communicable diseases may be transmitted either by contact with an infected person's bodily fluids specifically saliva or an animal/insect bite. Common childhood communicable diseases include: animal bites, chickenpox, the common cold, head lice, mononucleosis, pink eye, ringworm and strep throat. In order to prevent many of these communicable diseases, it is important to stress to campers proper hygiene practices like hand washing, covering their mouths when coughing or sneezing and not sharing brushes, hats, or water bottles.

Parents will be notified by phone if their child becomes ill while at camp. If the parent cannot be reached, the emergency contact will be called. Any child experiencing a fever over 100.4 degrees, vomiting, diarrhea, or contagious skin or eye infections will be removed from common areas and should be picked up within one hour of contact with the parent or emergency contact person listed. Parents must provide a written statement from the doctor stating the child is free from contagious disease before returning to camp after a contagious illness.

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. Staff will immediately contact the parent/guardian if their child needs to be picked up or was transported by emergency vehicle to the hospital. At the discretion of the medical personnel, the child may be transported to an emergency room or clinic by ambulance or by the parent. Parents will be responsible for any expenses incurred with treatment or transportation. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child.

All injuries and illnesses will be documented by staff. Parents must report to the Camp Director any exposure to communicable illnesses outside the camp. The child will then be excluded from the program for the period of time prescribed by the child's physician.

MEDICATION

Program Employees will administer medication (limited only to an epinephrine pen (auto-injector) and an (asthma inhaler) to participants only if:

- (1) Parent(s) complete and sign a medication form provided by the City (to include, among other things, an indemnity and hold harmless provision, and a waiver and release provision) that provides authorization for Program employees to dispense the medication, with details as to time and dosages.
- (2) The medication is in its original container labeled with the participant's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the medication's expiration date. Program employees will not administer any other medication.

If medication dosage has changed during the summer, a new Supplemental Medication Permission Form must be completed. Please send only the amount of medication needed for the days or week the camper is registered to be in camp. Parents are responsible for removing medication at the end of the program or when the child is withdrawn. Any medication left on-site will be properly disposed of two weeks after the completion of Camp STAR.

CLOTHING and ATTIRE

Campers should dress comfortably and appropriately for the weather and daily activities in simple, non-restrictive clothing that can possibly get dirty; also consider the needs of your child for the use of the restroom, restrictive clothing that your child cannot handle themselves (complicated belts, overalls, etc.) are not recommended. A camper will have a more pleasurable camp experience if dressed appropriately for camp activities.

Flip flops, crocs, sandals, and other forms of open-toed shoes are dangerous in an environment full of running games and other outdoor activities. The campers may, however, bring sandals to camp for use at the pool. Shorts, t-shirt, socks and sneakers are acceptable camp attire. Wearing T-shirts and hats endorsing or encouraging the use of alcoholic beverages, drugs, or tobacco is not permitted.

To minimize the chance of losing clothing, please label all clothing and property. If an item comes up missing, please check the camp's Lost and Found.

FIELD TRIPS AND TRANSPORTATION

Most, if not all, field trips will be planned for Tuesday and Thursday. When possible camp will attend Ford Pool or the Don Rodenbaugh Natatorium on Wednesday and/or Friday. Field trips will not be scheduled on Mondays.

Thursday Field Trips

All field trips, excluding Thursdays, are included in the weekly camp fee. An optional \$10 field trip fee is available for those wishing to attend the Thursday field trip. Since majority of our field trips require an advance notice of the number of campers, pre-registration is required for

Thursday field trips. The registration deadline is one week prior (seven days) to the day of your selected Thursday field trip. Registrations will not be taken after the deadline. Staff will be scheduled to stay back at Joe Farmer Recreation Center for those who were not registered for the field trip. There must be 5 or more campers that are choosing not to attend the field trip in order for a camp counselor to remain at JFRC.

During field trips, Program Employees will have emergency contact information for each Participant. Program Employees will have a roster of Participants in their group and must account for all participants frequently, specifically before departure to and from destination. Before a participant may be transported to and from City-sponsored activities, participants must be registered for the field trip. Designated Program Employees will carry a cell phone at all times during the duration of the field trip.

T-Shirts

Campers must wear their camp T-shirt on field trip days, but not on swim days. The counselors will keep you informed as to the days the campers will need to wear them. A free summer camp T-shirt will be issued for your initial week of summer camp. These will be passed out on Mondays of camp. Please help keep track of your camp T-shirt as we are unable to issue a second shirt. You can, however, purchase an additional T-shirts for \$10.

Extra Spending Money

Field trips are pre-paid so there will not be a reason for campers to bring money on field trips. If you choose to send spending money with your child, staff will not be held responsible to keep track of or keep in their possession spending money.

Transportation

Transportation for all field trips is provided by school buses through the Allen Independent School District. In the event said school district buses are unavailable, department will ensure suitable transportation is provided. First aid supplies and emergency care guide will be available in all Program vehicles that transport children.

Late Arrival on Field Trip Day

Some field trips need to implement a plan with a stricter schedule than other field trips. It is very important that you have your child arrive to camp on time, before the scheduled field trip departure time. In the event that a child is late on field trip day and they are registered for the trip, it is the parent's responsibility to bring their child to the field trip location if they want their child to still attend the field trip. There will be no refunds for missed Thursday field trips.

In Possession of Stolen Items

If a camper is caught with stolen items on a field trip the venue has the right to press charges with the local law enforcement agency. The parent/guardian will be notified of the infraction and they must make arrangements for the camper to be signed out *immediately*. Their actions will result in suspension and a parent/guardian conference must be scheduled before the camper may be allowed to return to camp on a probationary status, with approval of the Center Supervisor. This will also apply to all camp activities and locations.

SWIMMING

Camp will swim weekly at either Ford Pool and/or the Don Rodenbaugh Natatorium in Allen. Field trips are planned for Hawaiian Falls Water Park in The Colony and in Garland this summer. Your child's safety is the program's utmost concern and will only allow campers to swim when lifeguards are on duty. If your child would like to swim in the deepest part of the pool, they are required to take a swim test (they will need to be able to swim the length of the pool without struggling). A lifeguard will supervise and evaluate the test.

NOTE: If your child cannot swim or is not fully comfortable with swimming, please make a note on their Camper Information 2016 form. Parents will be informed as to what days campers are scheduled to swim.

WEATHER

Camp S.T.A.R. is primarily an outdoor camp but there are times when the weather conditions may fall out of an ideal safety range for campers and staff. In this case, we will modify camp schedules, activities, and locations to the best of our ability until outdoor conditions improve. Water will be available to the campers at all times, no matter their location, and frequent water breaks will occur throughout scheduled activities.

In regards to rainy days, similar action will take place (modifying camp schedules, activities, and locations until weather improves). Under no circumstances will any camper be outside during thunder and/or lightening.

DISCIPLINE POLICY

Disciplinary action will be taken when a child deems to be acting inappropriately, is disruptive, or creates a safety concern to themselves, the other campers, and/or staff. The Camp Director may authorize elevated levels of discipline based on the severity of the issue and safety of the campers.

1st Occurrence

If a camper is believed to be misbehaving or causing disruption to camp, the counselor will tell the camper verbally to stop the inappropriate behavior or incident and will then go over the rules and expectations of Camp S.T.A.R. with the camper.

2nd Occurrence

If the misbehavior continues, the counselor will remove the camper from the activity for a short period of time, 5-10 minutes. If the camper's misbehavior continues or becomes severe after removal from the activity, an Incident Report will be documented and the camper's parent/guardian will be notified. The Incident Reports is to be signed by the parent/guardian upon pick-up; parent/guardian will receive a copy of the report.

3rd Occurrence

If camper's actions continue, child may be sent home for the rest of the day of camp and a second Incident Report will be documented. The Incident Reports is to be signed by the parent/guardian upon pick-up; parent/guardian will receive a

copy of the report. A meeting may occur between the Camp Lead Counselor, Camp Director and parent/guardian.

4th Occurrence

If a third Incident Report is deemed necessary, the child may be suspended or dismissed from the program. The Incident Reports is to be signed by the parent/guardian upon pick-up; parent/guardian will receive a copy of the report. If camper is dismissed from the program, there will be no refund.

Zero Tolerance Policy

Any behavior from a camper that deems to threaten the safety or well-being of other campers and/or staff, results in injury and/or damage to City of Allen property or equipment will result in immediate suspension. The above guidelines for disciplinary action will hold true for most situations, however, in serious incidents, suspension or dismissal for the remaining weeks of camp may be the first step and will be at the discretion and collaboration of the City Supervisors and Camp Lead Counselor.

The camp counselors do not want to be placed in the position of removing a camper from the activities or camp. We ask that all parents/guardians please speak with your camper and let them know the importance of following the instructions of the counselors and the camp rules.

BULLYING

Bullying of any kind is unacceptable at any Camp Program and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The department is committed to providing a safe, caring and friendly environment for all of our campers. If bullying does occur, all parents should know that incidents will be dealt with promptly and effectively. Any parent who knows that bullying is happening is expected to inform a Camp staff member.

WHAT TO BRING TO CAMP

Parents/guardians are strongly encouraged to help their camper pack daily to ensure that the appropriate items are brought to camp. All items should be clearly labeled.

Lunch and Snacks

Please send your child to camp with a lunch each day unless informed otherwise. Please label the camper's lunch with a first and last name. Water and Gatorade (when available for purchase) will be provided throughout the day and at lunch and snack time. If you forget to send your camper with a lunch, you will be called to bring one. NOTE: The campers will not have access to a refrigerator or microwave. Camp will provide a snack during the afternoon each day but if you would like to pack an extra snack for your camper they will not be discouraged from eating it.

Any known food allergies should be documented on the camper's *Medication Consent Form*. Please be aware that we may have some campers who are severely allergic to peanuts and tree nuts. We request that you please do not pack a lunch that contains any peanut or tree nut products.

Sunscreen & Insect Repellent

Prior to dropping your child off at camp, we ask that parent/guardian apply sunscreen/insect repellent as needed on a daily basis. Participants must provide their own sunscreen, labeled with their first and last names. Sunscreen should be carried daily in their backpacks. Children are responsible for applying their own sunscreen/insect repellent, however, if a camper brings a spray-on sunscreen, then the counselor may assist them with application. Staff will regularly announce to campers to re-apply their sunscreen during the day.

Water Bottle & Backpack

Keep your child hydrated! Water fountains and coolers are available for campers to refill water bottles. It is also recommended that your camper bring a backpack to store all their items.

ITEMS TO LEAVE AT HOME

Participants should NOT bring games, electronics, phones, money, or other valuables to camp. We are not responsible for lost or stolen items. All personal items (backpack, water bottles, lunches, etc.) should be labeled and stored in their backpacks.

Fireworks, lighters, weapons, drugs, alcohol, cigarettes, or other inappropriate items are banned from camp and will be confiscated. If a camper is caught with one of these items, this will result in a suspension from camp and a parent/guardian conference must be scheduled before the camper may be allowed to return to camp on a probationary status with the approval of the Center Supervisor.

Cell phones are not to be brought or used during camp. In case of emergencies, campers may be reached by parents/guardians calling the camp cell phone or JFRC telephone number. The camper may also use the camp cell phone if an emergency arises.

The City of Allen or Camp S.T.A.R. will not be held responsible for lost or stolen items.

CAMP S.T.A.R. STAFF

All camp counselors must have obtained a high school diploma or a GED. As part of the hiring process for our camp staff, each counselor's application will be screened by the City of Allen's Human Resource department to ensure they meet the job's minimum qualifications. The counselor will then be interviewed and selected by City of Allen Supervisors. All staff must pass a multi-state background record check and multi-reference check and will have passed a pre-employment drug test; staff can be drug tested at random during their employment.

Prior to the beginning of camp all counselors will complete 30 hours of training which includes: CPR/First Aid (receive certification upon passing test), guidelines for physical contact of children, conflict resolution, procedures, restroom policy, child sexual abuse policy, positive discipline for 5-12 year olds, pool policies, field trip policies, transportation policies, inclement weather policy, songs, games, and basic facility policies. At this time, the counselors work as a group creating appropriate counselor "nick names" for each other. This not only creates a fun environment for the children during camp, but also protects the counselors from having their real names searched on social media outlets.

The standard ratio of Program participants to Program Employees will be not greater than 15 to 1. In the event an employee is assigned to a Program is unable to report to the Program site, a replacement will be assigned.

HOLIDAY CAMP and SPRING BREAK PROGRAMS

When public school is not in session during the Holiday break in December and Spring Break in the spring, the department will offer a week long day camp program for children 5-12 years of age. The program follows the same policies and procedures outlined in this parent handbook and adheres to the Standards of Care. These programs operated by the City are recreational in nature and are not child or day care programs. City is exempt from the requirements of the Texas Human Resources Code and is not licensed by the State to offer daycare programs.

2016 Payment Plan IMPORTANT Dates

Weeks	Payment deadline for the Week	Withdraw for non-payment & \$10 withdraw fee added to account	Can withdraw, but will be charged full week's camp amount.	(Your Records) amount and date I paid:
Youth Annual Membership	N/A	N/A	N/A	
Deposit: 52526 Payment Plan:		Non-refundable, but will be used for last week of camp payment	N/A	
WK 1: 51959 June 6 – June 10	N/A	N/A	N/A	
WK 2: 51960 June 13 – June 17	June 3	June 6	June 8	
WK 3: 51961 June 20 – June 24	June 10	June 13	June 15	
WK 4: 51962 June 27 – July 1	June 17	June 20	June 22	
*WK 5: 51963 July 5 – July 8	June 24	June 27	June 29	
WK 6: 51964 July 11 – July 15	July 1	July 4	July 6	
WK 7: 51965 July 18 – July 22	July 8	July 11	July 13	
WK 8: 51966 July 25 – July 29	July 15	July 18	July 20	
WK 9: 51967 Aug 1 – Aug 5	July 22	July 25	July 27	
WK 10: 51968 Aug 8 – Aug 12	July 29	Aug 1	Aug 3	
*WK 11: 51969 Aug 15 – Aug 18	Aug 5	Aug 8	Aug 10	

*Designates a short week

Registration for the Payment Plan MUST be completed/processed in person at Joe Farmer Recreation Center.

Pick-Up/Drop-Off Authorization Camp S.T.A.R. 2016

(optional form that may be dropped off at any time during camp)

Child's Name: _____

Individuals listed below were not listed on my child's *Camper Information Form* but have my permission to pick up or drop off my child to/from the Camp S.T.A.R. program.

	Name (please print clearly)	Phone Number	Driver's License #
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____

Parent/Guardian – Print

Parent/Guardian – Signature

Date

Camper Sign-In/Sign-Out Camp S.T.A.R. 2016

(optional form that may be dropped off at any time during camp)

My child, _____, has permission to sign him/herself in and out of Camp S.T.A.R. each day. My child's arrival time to camp will be _____ A.M. My child will leave camp at _____ P.M.

Parent/Guardian – Print

Parent/Guardian – Signature

Date

**CAMP S.T.A.R.
Supplemental Medication Form**

Child's Name _____ Date _____

Medicine _____

Dosage _____ Time Medicine to be Administered _____ PM / AM _____ PM / AM

Reason for Medicine _____

Is Condition contagious Yes No Date Medication to be Administered _____

Child's Physician _____ Physician Phone # _____

Parent Best Contact # _____ 2nd Best Phone # _____

VALID FOR LENGTH OF PRESCRIPTION / INSTRUCTIONS BY PHYSICIAN, i.e. antibiotic 10 days, unless otherwise stated by Physician.

Allen Parks and Recreation Department staff has my permission to administer this medication to my child according to instructions above.

Parent (print) _____ Signature _____

NO medication will be administered without a signed form. ALL medication must be in its original medicine container, enclosed in a zip lock bag with child's first and last name printed on outside of bag. Medicine needs to be delivered to the Camp Lead or JFRC staff member.

Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____
Date _____	Time _____	Dsge _____	Date _____	Time _____	Dsge _____

CITY OF ALLEN CAMP PROGRAMS STANDARDS OF CARE

The Standards of Care are intended to be minimum standards by which the City of Allen Parks & Recreation Department will operate the City's Camp Programs. The following Standards of Care are required by the Texas Human Resources Code, Section 42.041 (b) (14), as approved by the Texas Legislature during the 74th legislative session.

An elementary-age (ages 5-13) recreation program operated by municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility.

The following basic childcare regulations are the minimum Standards of Care by which the City of Allen Parks and Recreation Department will operate Camp Programs. Standards of Care are adopted annually as an ordinance by the Allen City Council. The programs operated by the City are recreational in nature and are not child or day care programs. City is exempt from the requirements of the Texas Human Resources Code and is not licensed by the State to offer daycare programs.

GENERAL ADMINISTRATION

1. Organization

A. The governing body of the Camp Program is the City Council of the City of Allen, Texas.

B. Implementation of the Camp Programs Standards of Care is the responsibility of the Parks and Recreation Department Director or his or her designee and Department employees.

C. These Standards of Care will apply to all Camp Programs, including, without limitation, the Summer Camp Program, Spring Break Program and Holiday Camp Program.

D. Each Program Site will have available for public and staff review a current copy of the Standards of Care.

E. Parents of participants will be provided a current copy of the Standards of Care during the registration process for a Program. Further, a copy of the Standards of Care shall be placed online on the City's website.

F. Criminal background checks will be conducted on prospective Program employees. If results of a criminal background check indicate that a prospective Program employee has

been arrested, charged with, or convicted of any of the following offenses, the prospective Program employee will not be considered for employment:

- (1) a felony or a misdemeanor classified as an offense against a person or family member;
- (2) a felony or misdemeanor classified as public indecency;
- (3) any offense for which a person is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure;
- (4) a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance and
- (5) any offense involving moral turpitude.

2. Definitions

For purposes of these Standards of Care, the following words shall have the respective meanings ascribed to them:

A. *City* means the City of Allen, Texas.

B. *City Council* means the City Council of the City.

C. *Department* means the Parks and Recreation Department of the City.

D. *Director* means the Parks and Recreation Department Director of the City or his or her designee.

E. *Employee(s)* means people who have been hired to work for the City of Allen and have been assigned responsibility for managing, administering, or implementing some portion of a Program.

F. *Parent(s)* means one or both parent(s) or adults who have legal custody and authority to enroll their child(ren) in a Program.

G. *Participants* means a youth whose parent(s) have completed all required registration procedures and determined to be eligible for a Program.

H. *Camp Programs* means the Summer Camp Program, Spring Break Camp Program and the Holiday Camp Program.

I. *Center Supervisor or Recreation Program Supervisor* means a full-time Department employee who is a supervisor and has been assigned administrative responsibility for the Programs.

J. *Program Employee* means a Department part-time or seasonal employee who has been assigned responsibility by the Center Supervisor or Recreation Program Supervisor to implement the City's camp programs.

K. *Program Manual* means a notebook of policies, procedures, required forms, and organizational and programming information relevant to each Program.

L. *Program Site* means area and facilities where a Program is held, consisting of the Joe Farmer Recreation Center, 1201 E. Bethany, Allen, Texas, 75002.

3. Inspections/Monitoring/Enforcement

A. A written inspection report will be prepared by the Recreation Program Supervisor each month to confirm the Standards of Care are being adhered to.

(1) Each monthly inspection report will be sent by the Recreation Program Supervisor to the Center Supervisor for review and kept on record in accordance with the City's records retention policy

(2) The Center Supervisor will review the report and establish deadlines and criteria for compliance with the Standards of Care where failure to comply is determined.

B. The Recreation Program Supervisor will make visual inspections of the Programs based on the following schedule:

(1) The Summer Camp Program will be inspected a minimum of two times during the Summer Camps' Program schedule.

(2) The Spring Break Camp Program will be inspected at least once during the Spring Break Camp Program schedule.

(3) The Holiday Camp Program will be inspected at least once during the Holiday Camp Program schedule.

(4) Each other Program will be inspected at least once each week during the schedule for the Program.

C. Complaints regarding enforcement of the Standards of Care should be directed to the Recreation Program Supervisor. The Recreation Program Supervisor will be responsible to take the necessary steps to address any complaints and to resolve the problem(s), if any. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded in writing by the Recreation Program Supervisor. All complaints regarding enforcement of the Standards of Care where a deficiency is determined will be forwarded to the Center Supervisor, in a timely manner, with the complaint and the resolution noted.

4. Enrollment

Before a child can be enrolled in a Program, the parents must sign registration forms that contain the following information about the child:

- A. name, address, home telephone number;
- B. name and address of parent(s) and telephone number(s) during Program hours;
- C. the names and telephone numbers of people to whom the child can be released;
- D. proof of residency within the City when appropriate; and
- E. a fully executed liability waiver and release.

5. Suspected Abuse

Program Employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where an employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Center Supervisor. The Center Supervisor will then immediately notify the Recreation Manager, the City Police Department, and any other agency as may be appropriate.

Texas state law requires the employees of the Programs to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.

STAFFING - RESPONSIBILITIES AND TRAINING

1. Center Supervisor Qualifications

- A. The Center Supervisor will be a full-time, professional employee of the Department.
- B. Work experience requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree in Parks and Recreation or related field preferred or equivalent experience in Parks and Recreation or related field in lieu of education. Related Fields/Experience including but not limited to: Parks, Recreation and Tourism Therapeutic Recreation; Gerontology/Nutrition; Kinesiology, Sports Management or Physical Education; Ice Rink Operations or Management; Golf Operations or Programming.
- C. The Center Supervisor must have over two years up to and including three years of relevant experience.
- D. The Center Supervisor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.
- E. The Center Supervisor must have successfully completed a course in first aid and cardio pulmonary resuscitation (CPR) and possess a Texas Class C Driver's License within 4 months of hire.

Center Supervisor Responsibilities

The information listed below is intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.

A. Oversees operation of Recreation Center, its staff and its related programs by developing and maintaining budget for facility programs and personnel. Reconciles financial transactions and records, makes daily deposits, processes and approves refunds, monitors payroll activities, maintains inventory, procures maintenance services for facility and equipment, ensuring quality of programs and enforcing and developing policies and procedures.

B. Provides computer related support by troubleshooting computer problems, training staff on new and existing computer systems, diagnosing Class Software and online registration issues and providing computer assistance to department staff. Operates in all applicable system modules pertinent to job assignment, trains staff on use of computer systems and compiles data from computer systems.

C. Ensures customer service by addressing and resolving complaints from the public, makes discretionary decisions regarding customer related issues, educates and trains staff on customer service practices, and holds staff accountable for expected customer service delivery goals.

D. Supervises personnel by conducting the hiring process including selecting candidates and interviewing for open positions, training staff, promoting and maintaining positive work environment for optimum staff morale, evaluating staff performance and conducting performance reviews, administering staff meetings, scheduling staff, holding staff accountable for expectations, handling staff concerns and suggestions and administering disciplinary actions as needed.

E. Ensures safe and proper maintenance of facilities by coordinating preventative maintenance, repairs and capital improvements with appropriate personnel and/or vendors and ensures cleanliness of facility and premises.

F. May work varied shifts including opening, closing and weekend hours as assigned.

2. Recreation Program Supervisor Qualifications

A. The Recreation Program Supervisor will be a full-time, professional employee of the Department.

B. Work experience requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree in Parks and Recreation or related field preferred or equivalent experience in Parks and Recreation or related field in lieu of education. Related Fields/Experience including but not limited to: Parks, Recreation and Tourism; Therapeutic Recreation; Gerontology/Nutrition; Kinesiology, Sports Management or Physical Education; Ice Rink Operations or Management Golf Operations or Programming.

C. The Recreation Program Supervisor must have over two years up to and including three years of relevant experience.

D. The Recreation Program Supervisor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.

E. The Recreation Program Supervisor must have successfully completed a course in first aid and cardio pulmonary resuscitation (CPR) within four months of hire and possess a Texas Class C Driver's License within 4 months of hire.

Recreation Program Supervisor Responsibilities

The information listed below is intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.

A. Supervises personnel and contract instructors by interviewing applicants for open positions, coordinating training, observing and monitoring work tasks, developing program staff, evaluating work performance, writing performance evaluations, assisting employees to correct deficiencies, scheduling the necessary employees for facility operations and submitting time sheets for payroll. Position has direct oversight of Recreation Specialist II's at the center.

B. Develops and implements various programs by assessing the needs of citizens, identifying the types of programs to offer, recruiting and hiring qualified instructors for new programs, negotiating class and instructor fees, preparing goals and cost analysis for 110% plus cost recovery, scheduling program dates, reserving facilities for programs, purchasing and maintaining equipment and materials needed, and advertising programs to the general public. This position will act in a liaison role to civic organizations and community partners on events; will research and lead the coordination of partnership of national/state affiliated programs as well as corporate partnerships that benefit the division.

C. Assists with facility operations by addressing and resolving complaints and concerns from the public, responding to emergencies when required, preparing facilities for programs, rentals and special events and ensuring the cleanliness of facilities.

D. Monitors the allocation of resources by ensuring that the supplies necessary for the operation of the facility are maintained, ordering new supplies and equipment, evaluating and recommending the budgetary needs for operations and creating vendor lists. Position is responsible for vendor and instructor payment processing and budget oversight of relevant to such.

3. Camp Counselor Qualifications

A. The Camp Counselor will be a temporary seasonal Program Employees of the Department.

B. The Camp Counselor must have a High School Diploma or G.E.D.

C. Must have a desire to work with children and be able to work all eleven weeks of summer camp. Prior day camp experience or experience programming camp activities preferred. Experience working with youth preferred.

C. The Camp Counselor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.

D. Required to have a CPR Certification and First Aid Certification before June 1st (training provided), Valid Texas Class C Driver's License

4. Counselor Responsibilities

- A. Camp Counselors will be responsible for the supervision and activities of approximately 10-12 children ages 6-12 in an outdoor and indoor nature environment.
- B. Counselor will plan and carry out such activities as hiking, arts and crafts, sports, drama, swimming, and field trips.

5. Training/Orientation

- A. The Department is responsible for providing training and orientation to Program Employees working with children and for specific job responsibilities. The Recreation Program Supervisor will provide each Program Employee with a Program manual specific to the applicable Program.
- B. Program Employees must be familiar with the Standards of Care for Program operation as adopted by the City Council.
- C. Program Employees must be familiar with the Program's policies, including discipline, guidance, and release of Program participants as outlined in the Program Manual.
- D. Program Employees will be trained in appropriate procedures to handle emergencies.
- E. Program Employees will be trained in areas including City, Department, and Program policies and procedures, provision of recreation activities, safety issues, and organization goals.
- F. Program Employees will be required to sign an acknowledgement that they received the required training.

OPERATIONS

1. Staff-Participant Ratio

- A. The standard ratio of Program participants to Program Employees will be no greater than 15 to 1. In the event an employee assigned to a Program is unable to report to the Program Site, a replacement will be assigned.
- B. Program Employees are responsible for being aware of the participant's habits, interests, and any special problems as identified by the participant's parent(s) during the registration process.

2. Discipline

- A. Program Employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
- B. There must be no cruel, harsh or corporal punishment or treatment used as a method of discipline.
- C. Program Employees may use brief, supervised separation from the group if necessary.
- D. As necessary, Program Employees will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A sufficient number and/or severe nature of discipline reports as detailed in the Program Manual may result in a participant being suspended or removed from the Program or all Programs.
- F. In instances where there is a danger to participants or employees, offending participants will be removed from the Program Site as soon as possible.

3. Programming

A. Program Employees will attempt to provide activities for each Program according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and wellbeing. The activities also must be flexible and promote the participants' emotional, social, and mental growth.

B. Program Employees will attempt to provide indoor and outdoor time periods that include:

- (1) alternating active and passive activities;
- (2) opportunity for individual and group activities, and
- (3) outdoor time each day weather permits.

4. Communication

A. The Program Site will have a cell phone and land line to allow the Program Employees to be contacted by Department employees and vice versa.

B. The Recreation Program Supervisor will post the following telephone numbers adjacent to a telephone accessible to all Program employees:

- (1) City ambulance or emergency medical services;
- (2) City Police Department
- (3) City Fire Department
- (4) The Joe Farmer Recreation Center front desk;
- (5) Parks and Recreation Administrative office and;
- (6) Numbers at which parents may be reached.

5. Transportation

A. Program Employees will be attentive and considerate of the Participant's safety on field trips and during any transportation provided by the Program.

B. Transportation for field trips is provided by school buses through the Allen Independent School District. In the event said school district buses are unavailable, department will ensure suitable transportation is provided.

C. During field trips, Program Employees will have emergency contact information for each Participant.

D. Program Employees will have a roster of Participants in their group and must account for all participants frequently, specifically before departure to and from destination.

E. Before a participant may be transported to and from City-sponsored activities, participants must be registered for the field trip.

F. First aid supplies and a first aid and emergency care guide will be available in all Program vehicles that transport children.

G. Designated Program Employees will carry a cell phone at all times during the duration of the field trip.

H. Participants will be oriented to expected behavior and safety rules.

FACILITY STANDARDS

1. Safety

- A. Program Employees will inspect Program Sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.
- B. Buildings, grounds, and equipment on the Program Site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- C. Program equipment and supplies must be safe for the participants' use.
- D. Program Employees must have first aid supplies readily available at the Program Site, during transportation to an off-site activity, and for the duration of any off-site activity.

2. Fire

- A. Emergency evacuation plan will be posted at the Program Site. In a situation where evacuation is necessary, the first priority of Program Employees is to make sure all participants are in a safe location.
- B. The Program Site will have an annual fire inspection by the local Fire Marshal, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Center Supervisor who will review and establish deadlines and criteria for compliance if any deficiencies or concerns are determined to exist.
- C. The Program Site must have at least one fire extinguisher readily available to all Program employees. All Program Employees will be trained in the proper use of fire extinguishers.
- D. Fire drills will be initiated at Program Sites based on the following schedule:
 - (1) Summer Camp Program: A fire drill twice during the session.
 - (2) Spring Break Camp and Holiday Camp Program: A fire drill once during the session.

3. Health

A. Illness or Injury.

- (1) A participant who is considered to be a health or safety concern to other participants or Program Employees will not be admitted to a Program.
- (2) Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
- (3) Program Employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program Manual.
- (4) Program Employees will follow the guidelines of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.

B. Program Employees will administer medication (limited only to an epinephrine pen (auto-injector) and an (asthma inhaler) to participants only if:

- (1) Parent(s) complete and sign a medication form provided by the City (to include, among other things, an indemnity and hold harmless provision, and a waiver and release provision) that provides authorization for Program employees to dispense the medication, with details as to time and dosages.

(2) The medication is in its original container labeled with the participant's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the medication's expiration date. Program employees will not administer any other medication.

C. Toilet Facilities

- (1) The Program Site will have indoor toilets located and equipped so participants can use them independently and Program Employees can supervise as needed.
- (2) An appropriate and adequate number of lavatories will be provided.

D. Sanitation

- (1) The Program site will have adequate light, ventilation, and heat.
- (2) The Program site will have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (3) Program Employees will ensure that garbage is removed from buildings daily.