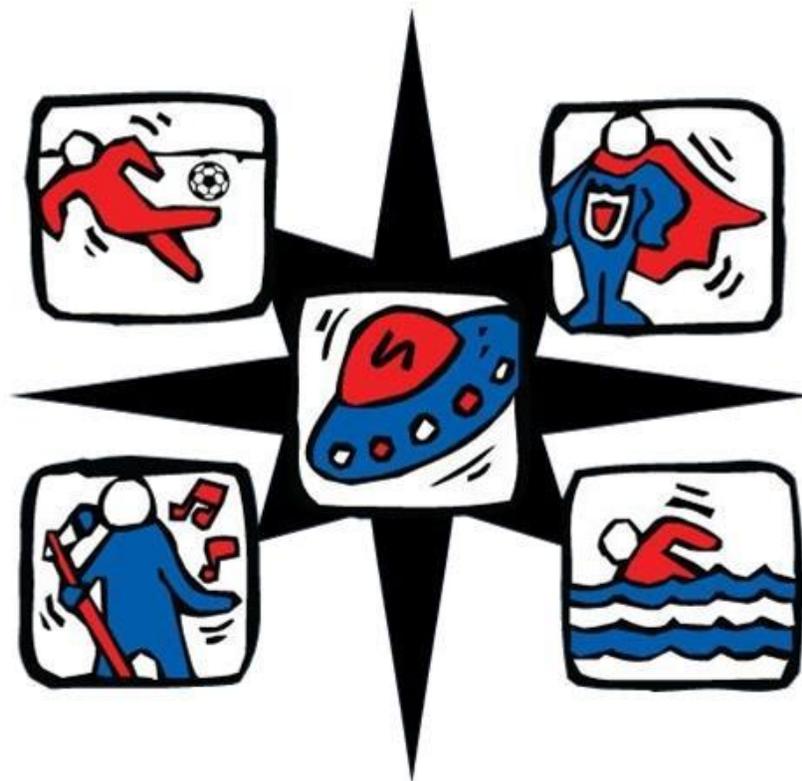


# CAMP S.T.A.R.

CITY OF ALLEN



## A PARENT'S SURVIVAL HANDBOOK

*To Summer Day Camp!*



Summer 2014

Dear Parents/Guardians,

On Behalf of the City of Allen and Camp S.T.A.R. staff, I would like to welcome you to our multi-award winning summer day camp program. We appreciate you choosing Camp S.T.A.R. for your camper's summer adventure. We look forward to building upon the great success that we have experienced over the last few years and provide your camper with an even greater and exciting, but safe, summer this year.

There is no such thing as a typical day at Camp S.T.A.R. However, our camp activities are designed for your camper to develop accepted social skills, self esteem and new leisure experiences in a safe environment. Along the way, with the help of you and your camper, we hope to build our own camp traditions with a strong foundation on safety, quality, and fun. These activities are planned to be interactive between staff and campers.

Our goal with our staff is to provide skilled leaders who are not only well trained, but who are positive role models for your camper. Please feel free to stop by or call any time to discuss any comments or concerns with your camper's counselor or the Camp Lead Counselor. Keep in mind that informed counselors make better leaders of campers.

Again, we would like to welcome you back, or if you are new to Camp S.T.A.R., we are excited about welcoming you and your camper for a summer of new adventures and fun. Please take the time to read through this parent handbook with your camper, as it will provide you with valuable information regarding policies and general information to help make this summer enjoyable for all.

We welcome your input and encourage you to contact us any time during the summer at the contact information listed in the handbook. We are looking forward to a great summer with you and your camper.

Ashley McInnis  
Recreation Programs Supervisor  
214.509.4752  
[amcinnis@cityofallen.org](mailto:amcinnis@cityofallen.org)

### **City Of Allen Mission:**

To achieve excellence in managing development of the community and in providing city services so that condition of living and public confidence are continually enhanced.

### **Parks and Recreation Department Mission:**

To Achieve Excellence and Create Fun Beyond Imagination!

### **Goals of Camp S.T.A.R.**

The primary goal of our program is to provide children with a safe and enjoyable environment where they can grow emotionally, socially, and physically through recreational activities at their own pace. Camp S.T.A.R. is a camp that allows children to continue to be children.

### **Camp S.T.A.R.**

While a star is often a symbol of excellence, our name is actually an acronym for **Summer Time Around the Rec.** Camp S.T.A.R. has been in our community for more than a decade, though the actual year of conception is not known. The name was changed to Camp S.T.A.R. in 2003. We are not the oldest camp, we are not the largest camp, but we are a multi-award winning camp!

### **Location:**

Camp S.T.A.R. is based out of Joe Farmer Recreation Center's Amenities Building, which sits just outside our park-side entrance. We are located at the northeast corner of Allen Heights and E Bethany Drive at Bethany Lakes Park. The physical address is 1201 E. Bethany Drive, Allen, Texas 75002.

### **Brief Overview:**

We will be enjoying a variety of themes with a weekly field trip that will, hopefully, enhance each week's theme. Camp will meet outdoors, but will have both indoor and outdoor activities throughout the day. We will have a variety of supervised, planned activities that will introduce your child to a few new things that will hopefully become lifelong favorites.

### **Camper's Eligibility:**

Camp S.T.A.R. accepts campers that are 5 years to 12 years old. The 5 year olds must have completed kindergarten by the start of camp. The 12 year olds are not to have started seventh grade by the end of summer camp. We require all campers to be toilet trained and able to change their own clothing.

### **Camper's Group or Friend:**

We really love to see all campers making new friends at camp and we encourage this. We understand some campers sign up together in the hopes of being grouped together. We will try our best to accommodate these requests but, at times, there are reasons that will not allow us to meet every

requested arrangement. When placing campers into groups, our protocol is to group by ages. Groups often co-mingle throughout the day for indoor and outdoor activities.

**Ratio counselor per camper:**

Counselor-to-camper ratio on field trips will be no more than 2 to 20. The Lead Counselor will not be assigned a group of campers unless needed. The Lead Counselor will attend all off-site trips.

**Counselors:**

The counselors are at least 18 years of age and have obtained a high school diploma or a GED. Each counselor’s application will be screened by the City of Allen’s Human Resource professional staff to ensure they meet the job’s minimum qualifications. The counselor will be interviewed and selected by City of Allen Supervisors. All staff must pass a multi-state background record check and multi-reference check. All staff will have passed a pre-employment drug test and 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/1<sup>st</sup> Aid (receive certification upon passing test), guidelines for physical contact of children, conflict resolution, procedures, bathroom 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 they also create “nick names” for all counselors. The counselors work as a group coming up with appropriate nick names. 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.

**Important Telephone Numbers:**

We may not always be close to or hear the camp cell phone ring as our staff takes an active role with the activities we plan, but please leave a message. We check messages regularly throughout the day and will get back to you promptly. If you have an administration question or concerns call the Camp Director’s direct line.

<b><i>Camp S.T.A.R. Cell Phone (During Camp Hours)</i></b>	<b><i>469-667-6164</i></b>
<b>Camp S.T.A.R.’s Camp Director – Ashley McInnis’ Direct Line</b>	<b>214-509-4752</b>
<b>Center Supervisor – Lyndsey Cecka</b>	<b>214-509-4751</b>
<b>Joe Farmer Recreation Center – Main Number</b>	<b>214-509-4750</b>
<b>JFRC Fax Number</b>	<b>214-509-4759</b>
<b>Parks &amp; Recreation Department</b>	<b>214-509-4700</b>
<b>Don Rodenbaugh Natatorium</b>	<b>214-509-4770</b>
<b>Ford Pool</b>	<b>214-509-4790</b>
<b>Allen Community Ice Rink</b>	<b>972-912-1097</b>

**Operation Times:**

Camp is open Monday thru Friday. Drop off is as early as 7:30am and pick up is as late as 5:30pm. If you drop off after 8:45am, you may have to walk your child to the Amenities Building. If you pick up before 4:45pm, the camp may still be out on a field trip or at the Amenities Building. To maintain ratios the counselors cannot stop an activity to escort your child to you or to the program area after 8:45am and before 4:45pm.

***\*Camp will be closed on Friday, July 4 and Friday, August 22.***

Week 1: 42266 June 9 – June 13	Week 2: 42267 June 16 – June 20	Week 3: 42268 June 23 – June 27	*Week 4: 42269 June 30 – July 3
Week 5: 42270 July 7 – July 11	Week 6: 42271 July 14 – July 18	Week 7: 42272 July 21 – July 25	Week 8: 42273 July 28 – Aug 1
Week 9: 42274 Aug 4 – Aug 8	Week 10: 42275 Aug 11 – Aug 15	*Week 11: 42276 Aug 18 – Aug 21	

**Registration:**

Register online at [www.allenparks.org](http://www.allenparks.org) or you may sign up at the front desk of Joe Farmer Recreation Center. Parents may enroll their camper from the beginning of registration (typically the week of Spring Break) until the week’s session is full. If session is full the camper is added to the wait list for that week.

**Each week of camp is a separate registration and is on a first come first serve basis.**

“Day of” or “Walk Up” registrations are highly discouraged and spaces may not be available for campers.

All administration forms are required to be completed and on file with the Camp Director before the first day of camp begins for your camper. These forms are given to you at the time of registration. It is the parent/guardian’s responsibility to keep these forms up to date.

**Payment:**

Camp is based on a weekly fee for members and non-members. All payments are due two Fridays before the first day of the requested camp if on the Camp Payment Plan, if no payment plan is in place then full payment is due upon registration. **The payment plan has been set up for your convenience; however, if the balance has not been paid by the appropriate dates, the spot in camp and the deposit are forfeited.** See page 11 for a payment timeline and Joe Farmer Staff that can assist with payment plan registration. We accept check, cash, money order, Visa, MasterCard & Discover. Checks should be made payable to the “City of Allen” and must include your driver’s license number on the check.

### **Cancellation/Transfers/Refunds:**

All withdrawals must be made in writing to the Camp Director or Center Supervisor. No refunds will be granted if it is not requested by the Monday 10:00pm on the Monday prior to the week the camper is registered to attend. **No refunds will be given for a one or two day drop-in registration. 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.** The Camp Payment Plan deposit is non-refundable, but will take the place of your last payment. If a withdrawal is requested the same day as registration, there will be no penalty.

***In all other circumstances, a \$10 withdrawal fee will be charged if not transferring to another week.***

### **Attendance & Participation:**

Campers are encouraged to participate when present, unless they are sick or injured, in which case parents will be notified and camper will be sent home. 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.

### **Beverage/Snack/Lunches:**

Please send your child to camp with a lunch each day unless informed otherwise. The campers will not have access to a refrigerator or microwave. Please label with first and last name of your camper on their lunch box or on a disposable sack that will be taken on field trips. Water and Gatorade (when available for purchase) will be provided throughout the day and at lunch time. If you forget to send your camper with a lunch, you will be called to bring one. Please also ensure that your camper is eating healthy foods to provide sufficient nutrients to sustain them throughout the active camp day.

We have campers who are severely allergic to peanuts and tree nuts. We request that you do not pack a lunch that contains any peanut or tree nut products. Peanut products could include, but are not limited to: granola bars, peanut butter sandwiches, pretzels, trail mix, candy, cookies, etc... If you happen to pack leftover fast food please be aware that many venues fry their products in peanut oil. We do not want to disrupt camp activities because of a medical emergency that could have been avoided. We also do not want to have to separate your camper during lunch time; we would like to keep the campers and their friends together. Here are two examples of granola bars without peanut products: Fiber One Chewy for Kids – Chocolate; Fiber One 90 Calorie Chewy Bars – Chocolate Caramel & Pretzel

We will provide a snack during the afternoon; these snacks are not meal size. They are meant to curb the hunger growls of the campers until dinner time with the family. If you would like to pack extra snacks for your camper they will not be discouraged from eating them, however, they will not be allowed to eat or drink in JFRC's gym/racquetball courts.

At NO time will the campers be restricted from water or using the bathroom, however, some campers will not drink enough liquids throughout the day without the encouragement from staff and parents. We would like to request that you promote the intake of water and sport drinks at home. Please limit the consumption of non-beneficial sugary drinks, such as sodas, after camp hours as this can restrict hydration of your camper for the next day's adventure.

## **Medication:**

For the safety of all campers, never send your camper to camp with medications in their lunch, backpack, or on their person to self administer a dosage. If your camper takes prescribed or over-the-counter medications during the hours of operations, a **Camp S.T.A.R. Medication Form** must be on file for each medication, before camp staff will be allowed to administer it.

During the sign-in process, the parent/guardian of the camper should provide camp staff with the medication in a clearly labeled container with exact directions for administration. The Camp Lead Counselor or Camp Director will store and administer these medications at the prescribed times.

Asthma inhalers, medicated lotions and injectable medication must be provided by the parent/guardian and will be under the direct supervision of the child's counselor. Campers must self-administer inhalers, injectable medications, and apply medicated lotions when needed unless the parent has made prior arrangements with the Camp Lead Counselor.

***If dosage is changed during the summer, a new Camp S.T.A.R. Medication Form must be submitted.***

Please send only the amount of medication needed for the week or days the camper is registered to be in camp. At the end of the week or day, it is the parent's responsibility to pick up all medication and containers.

## **Sun Block:**

This is an outdoor based camp where campers will be exposed to the sun during the camp program. Campers can get sunburned in the morning hours or even on a cloudy day. Campers must apply their own sun block lotion. If the camper has purchased spray-on sun block, then the counselor may assist them with application. Counselors are not permitted to apply sun block lotion to campers so please, help us protect your child from the sun by applying sun block to their face, arms and legs before you bring them to camp each day, even when it is cloudy. The counselors will remind campers to apply their own sun block at various times during the day. Please label your camper's sunblock container with a permanent mark.

## **Weather:**

When weather conditions are outside of the ideal safety range, we will modify camp schedules, activities, and locations until conditions improve. Camp S.T.A.R. will not risk putting campers and counselors in danger.

## **Camp Attire:**

Campers should dress comfortably for the day in simple non-restrictive clothing that will get dirty, muddy, wet, and possibly ruined. 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. A camper will have a more pleasurable camp experience if dressed appropriately for camp activities. To minimize the chance of losing clothing, please label all clothing and property.

### **Field Trips:**

- A. **Days** – 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 Friday. No field trips will be conducted on Monday.
- B. **T-Shirts** – Campers must wear their camp T-shirt on field trip days, but not on Ford Pool 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; we are unable to issue a second shirt (this helps keep camp cost low). Additional T-shirts may be purchased for \$10.
- C. **Buses** – We rent all buses and drivers from the Allen Independent School District. The district conducts a criminal background check, drug test, and a physical on a yearly basis. A fingerprint check and drug test is conducted when the drivers are first hired. They must have and maintain their class B CDL with passenger and school bus endorsements during their employment. The vehicles are scheduled for preventive maintenance based on mileage and are checked whenever a problem arises.
- D. **Transportation Policies** – We follow all local, state and federal laws and city policies when transporting campers.
- E. **Money** – Field trips are included in the price of the camp fee. No money is required by campers. We regret that the staff is not able to hold your camper’s money. If you choose to send money with your child, they will be responsible for the money throughout the trip and may not have time to purchase items.
- F. **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. They must make arrangements for the camper to be signed out *immediately*. 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.
- G. **Swimming** – Camp S.T.A.R. will swim weekly at either Ford Pool or the Don Rodenbaugh Natatorium in Allen, Texas. We will also swim at Hawaiian Falls Water Park in The Colony and in Garland a total of three times this summer. Your camper’s safety is the City of Allen’s utmost concern and we only swim with a certified lifeguard on duty. If your camper would like to swim in the deepest part of the pool, they are required to take a swim test, the length of the pool, and perform it without struggle. A lifeguard will supervise and evaluate the camper during this test. A backpack is suggested for the campers to bring on swim days as they may store their swim suits, flip flops and towel during the activities of camp. Parents will be informed as to what days campers are scheduled to swim.

### **What to bring to Camp:**

Please label all items. All day campers are permitted and highly encouraged to bring a backpack, water bottle, sun block, hat (optional), and a lunch. Swimsuit, towel, and flip flops (optional) must be brought on swim and water activity days. All of these are great to bring, but we also need each camper to bring a fun and positive attitude to camp each day.

### **Leave at Home:**

We strongly encourage that you do not send any toys, iPods, handheld games or valuables with your camper when they come to camp. These items from home may provide an unnecessary distraction for the other campers when the counselor is trying to implement a game or activity.

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 a parent/guardian conference must be scheduled before the camper may be allowed to return camp on a probationary status with the approval of the Center Supervisor.

Cell phone or Wireless Communication Devices are not to be brought or used during the camp day. In case of emergencies, campers may be reached by parents/guardians calling the camp cell phone or JFRC telephone number. The camper may use the camp cell phone if an emergency arises. In addition, we do not want a camper to misplace or lose these items. **The City of Allen or Camp S.T.A.R. will not be held responsible for lost or stolen items.**

In the event these items are brought into camp they will be taken and held by the Camp Director and returned to the parent/guardian at the end of the day.

Parents/guardians are strongly encouraged to help the camper pack daily to ensure that inappropriate items are not brought to camp. All items should be clearly labeled.

### **Parent/Guardians Visits:**

Camp S.T.A.R. has an open door policy for the authorized parents/guardians of all campers. Please speak and present your identification directly with a camp staff member to let them know that you are visiting. Parents/guardians are invited and encouraged to visit camp at any time, but must take care to not interfere with or disrupt the activities. We also request that they do not openly challenge a counselor's authority. If the parents/guardians attend field trips they must travel in their vehicle and pay their admission fee if the field trip site requires.

### **Corrective Procedures for Rule or Policy Infraction:**

There will be times during camp when it becomes necessary to administer corrective actions to a camper. The methods used by this camp are:

1. Counselor will discuss the incident or behavior and Camp S.T.A.R.'s expectations with the camper.
2. Remove the camper from the activity for a short period of time - 5 to 10 minutes.
3. Continue with time-out and Lead Counselor will converse with camper.
4. Lead Counselor will notify parent if the camper continues to disregard the rules and policies.

*(The Camp Director may authorize elevated levels of discipline based on the severity of the issue and safety of the campers.)*

If any camper accumulates two incident reports for the same infraction or behavior in the same week, the parent will be called for a telephone conference. If a camper threatens the safety or well being of other campers and/or staff, the camper will be asked to leave camp immediately. The above guidelines for the discipline will hold true for most situations. However, in serious incidents, suspension or dismissal for the remaining weeks of camp may be the first step. This is at the discretion and collaboration of the City Supervisors and Camp Lead Counselor.

CAMP S.T.A.R. Zero Tolerance: Any behavior that is deemed malicious or violent or results in property or equipment damage and/or injury will result in immediate suspension.

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

### **Sign In/ Sign Out:**

Each child's safety is our top priority for Camp S.T.A.R.; therefore, policies that have been established are not subject to change.

Sign-in begins at 7:30am on the days camp is open. Every day we require that the parent/guardian walk their camper to the drop off area and initial on the Camp Sign In/Sign Out sheet to indicate the camper has been dropped off with us. Sign-in will be located in front of Joe Farmer Recreation Center from 7:30am to 8:30am. If a camper arrives later than 8:30am, the parent/guardian will need to walk their camper to where the camp is located to be signed in. Please allow extra time for signing in on Mondays, as new campers and parents will be dropping off for the first time.

For a camper to be released, the parent/guardian/authorized person must present valid identification and sign the Camp Sign In/Sign Out sheet. The authorized person must be on the camper information form; otherwise, the camper will not be released to the individual. Please be patient with us during the first couple of weeks as we rotate different counselors to be in charge of the sign out station.

\*Only on Monday, during the month of June, the campers' designated pick up area will be located in front of Joe Farmer Recreation Center. Tuesday through Friday the campers' designated pick up area will be located at the front desk area near the upstairs bathrooms. They will be grouped as a camp in the downstairs amphitheater area.

**Different Person for Pick Up:** If there is a different person picking up your camper we will ask for their identification. If this person is not on your Camper's Information Form as an authorized pick up person, we will need you to give notice in writing as to who will be doing the sign-out. You will also have to provide this person's drivers license number with a brief description of the person. This may only be done in writing with a date. We recommend that you and your camper have a CODEWORD that you share with the person that is doing the unplanned sign-out; this will alert your camper that it is ok to leave with them. Please make sure you change this CODEWORD periodically.

**Camper's Self Sign In and Sign Out:** We do not recommend this action, but it is an available option. Camper's that have a membership to JFRC or DRN and are 7 years or older, may use the facility before camp begins in the morning and after camp hours. Camp S.T.A.R. is not responsible for them until they sign in at camp, if dropping off before camp begins. Campers may also sign themselves out during camp to use the facility or go home. However, we must have a written permission from the parent/guardian with a date and time of release for this to be permitted.

**Early Pick Up:** The counselor will not stop an activity to escort the camper to the parent, as this may put both camper and counselor in a one-on-one situation which we do not allow. The parent must go to the area where the camp is located at that moment to do the sign-out process. If the camp is on a field trip, a parent/guardian may pick up their camper early at the location as long as the camp bus has not left the field trip parking lot. The parent/guardian will need to notify the Camp Lead Counselor as they sign-in their camper the day of the event. Once at the field trip location, the parent/guardian will need to call the camp cell phone to alert the counselors to come meet you or have the camper ready. The parent/guardian will still need to produce identification and sign the Camp Sign In/Sign Out sheet before leaving with the camper.

### **Photo Policy:**

Photographs are periodically taken of campers while they are engaged in the City of Allen's camp activities. Please be aware that these photos may appear in newspapers or City of Allen marketing materials.

### **Evaluations:**

You will receive an end-of-week evaluation form periodically throughout the summer. We ask that you give us your input to help us improve our camp's quality as we go through the summer and for future camps. Don't wait on an evaluation sheet to give us your suggestions; feel free to tell us at anytime.

## 2014 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: 43631 Payment Plan:		Non-refundable, but will be used for last week of camp payment	N/A	
WK 1: 42266 June 9 – June 13	N/A	N/A	N/A	
WK 2: 42267 June 16 – June 20	June 6	June 9	June 11	
WK 3: 42268 June 23 – June 27	June 13	June 16	June 18	
WK 4: 42269 *June 30 – July 3	June 20	June 23	June 25	
WK 5: 42270 July 7 – July 11	June 27	June 30	July 2	
WK 6: 42271 July 14 – July 18	July 4	July 7	July 18	
WK 7: 42272 July 21 – July 25	July 11	July 14	July 16	
WK 8: 42273 July 28 – Aug 1	July 18	July 21	July 23	
WK 9: 42274 Aug 4 – Aug 8	July 25	July 28	July 30	
WK 10: 42275 Aug 11 – Aug 15	Aug 1	Aug 4	Aug 6	
*WK 11: 42276 Aug 18 – Aug 21	Aug 8	Aug 11	Aug 13	

\*Designates a short week

- Below you will find a list of Joe Farmer Recreation Staff that can register you for the Camp S.T.A.R Payment Plan:
- Travis Glick, Ashley McInnis, Steve Nagy, Lyndsey Cecka, Laura Weinman, Mia Huland, Anna Genneken, Kim Whitlock, Lesa Rosine and Darnetta Peterson