

# CAMP S.T.A.R.

ALLEN PARKS & RECREATION



JOE FARMER RECREATION CENTER

SUMMER 2021

# PARENT HANDBOOK



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**ALLEN PARKS AND RECREATION MISSION**

Enhancing lives and enriching the community Parks and Recreation experiences.

**ALLEN PARKS AND RECREATION VISION**

Deliver innovative and responsive service to create experiences which engage interests, encourage play, inspire learning, improve wellness, provide entertainment and foster economic growth for all of Allen.

## IMPORTANT DATES & CONTACT INFORMATION

### IMPORTANT DATES

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

<b>WEEKS OF CAMP S.T.A.R.</b>	<b>PAYMENT PLAN DATES</b> <i>Date your payment will be auto-drafted</i>	<b>LAST DAY TO WITHDRAW FOR FULL REFUND</b> <i>Withdrawal taking place after date listed below will result in partial refund</i>
Youth Annual Membership	N/A	N/A
Week 1 (#18119) May 24 - May 28	N/A	April 28
Week 2* (#18122) June 1 - June 4 <i>*Designates short week.</i>	May 26	May 3
Week 3 (#18123) June 7 - June 11	June 2	May 10
Week 4 (#18124) June 14 - June 18	June 9	May 17
Week 5 (#18125) June 21 - June 25	June 16	May 24
Week 6 (#18126) June 28 - July 2	June 23	June 1
Week 7 (#18127) July 5 - July 9	July 1	June 7
Week 8 (#18128) July 12 - July 16	July 7	June 14
Week 9 (#18129) July 19 - July 23	July 14	June 21
Week 10 (#18120) July 26 - July 30	July 21	June 28
Week 11 (#18121) August 2 - August 6	July 28	July 5

### CONTACT INFORMATION

Camp S.T.A.R. Cell Phone* <i>*Phone number will be in operation during scheduled program hours.</i>	469.667.6164
Camp S.T.A.R. Director, Ryan Patterson	214.509.4753
JFRC Center Supervisor, Xierra Alexis	214.509.4751
Joe Farmer Recreation Center	214.509.4750
Allen Parks & Recreation Department	214.509.4700
Don Rodenbaugh Natatorium	214.509.4770
Allen Community Ice Rink	972.912.1097

## 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. All campers are required to be toilet trained and able to change their own clothing. Campers will be divided into groups every week based on their age. Groups will often mingle throughout the day.

## OPERATIONAL PROCEDURES REGARDING COVID-19

Camp STAR will comply with the governor's executive orders as well as any further local government requirements regarding day camps in response to the coronavirus pandemic. See Executive Order GA-29 for more information regarding Personal Protective Equipment (PPE) and refer to the Open Texas standards of health checklist as outlined at [open.texas.gov](https://open.texas.gov).

**Campers and staff will be required to wear face coverings during Camp STAR hours. This requirement is subject to change.**

- **Masks include non-medical grade disposable face masks and cloth face coverings that cover the nose and mouth. Masks with exhalation valves or vents will not meet this requirement.**
- **Campers and staff will appropriately wear face coverings.**
- **Campers and staff will wear face coverings at all times while at camp. Limited exceptions include:**
  - **Campers will be required to wear masks during activities when social distancing of at least 6 feet between campers is not possible.**
  - **Campers will not be required to wear face coverings while eating but will be distanced 6 feet apart to the greatest extent possible.**
  - **Campers and staff will have multiple mask breaks throughout the day.**

## PROGRAM HOURS & LOCATION

Camp S.T.A.R. program hours are 7:30a.m. - 5:30p.m., Monday-Friday. Participants cannot be dropped off prior to 7:30 a.m. and must be picked up no later than 5:30 p.m. Camp S.T.A.R. will be located at Joe Farmer Recreation Center (JFRC). Many of the activities will be held at the Amenity Building and the park area that surrounds JFRC.

**The physical address to Joe Farmer Recreation Center is 1201 East Bethany Drive, Allen, Texas 75002,** located at the northeast corner of Allen Heights and East Bethany Drive.

## REGISTRATION PROCEDURES

### Registration Options:

- In Person at Joe Farmer Recreation Center (located at 1201 East Bethany Drive, Allen, Texas 75002).
- Online at [LifelInAllen.org](https://LifelInAllen.org).

You must have an account with the City of Allen Parks and Recreation Department to register for camp. If you do not currently have an account with the department, you can create an account online at [LifelInAllen.org](https://LifelInAllen.org) or visit any City of Allen recreation facility and have an account created. With an account, you may enroll your child for summer camp when Summer 2021 registration opens. If a session is full, your child may be added to the waitlist for that session.

## CAMP INFORMATION

Each week of camp requires a separate registration and is on a first-come, first-served basis. Same day registrations are highly discouraged, as spaces may not be available.

A required “*Camper Information 2021 Form*” will need to be completed at the time of registration. This form must be on file with the Camp Director before the first day of camp. Forms are provided at the time of registration. It is the parent/guardian’s responsibility to keep the form up to date.

## FEES AND PAYMENT

**Camp is based on a weekly fee for members and non-members.**

- \$130 members & 5-6 years old
- \$140 non-members

Payment will be due in full at the time of registration. Acceptable payments include check, cash, money order, Visa, MasterCard, Discover, and American Express. Please make checks payable to “City of Allen.”

**Payment Plan:** For your convenience, a payment plan is available to assist with weekly payments.

Registering in the payment plan allows you to register for multiple weeks of camp. **You will be required to have a valid credit card on file and pay for the first week of camp that your child is attending.** Weekly payments will auto-draft the Wednesday prior to the first day of the camp week requested. If the balance has not been paid by the appropriate date, then your child’s registration spot will be forfeited with no exceptions.

Your account must remain in good standing while on the payment plan, otherwise you will be removed from the payment plan and be considered ineligible for the plan for the remainder of the summer.

## WITHDRAWAL AND REFUND POLICY

**Camp S.T.A.R. withdrawals follow the Allen Parks and Recreation Department’s refund policy which includes a \$10 withdrawal fee.**

**Withdrawals:** A “*Camper Withdrawal Form*” must be submitted to the Joe Farmer Recreation Center front desk staff to withdraw your child from a week of camp. If a withdrawal is requested the same day as registration or 4 weeks prior to the Monday of your selected week of camp, no withdrawal fee will be assessed. 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 one week prior to the Monday of your selected week of camp. If on the payment plan, then auto-draft will discontinue. If a camper is asked to leave camp, then there will be no refund or pro-rated refund for the days they are not allowed to attend.

## PARTICIPANT'S INFORMATION FILES/FORMS

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

1. **2021 Camper Information 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.
2. **Swimming Permission Slip (REQUIRED):** For your child to participate in swimming and pool activities at the Ford Pool and Don Rodenbaugh Natatorium, the City must have the parent/guardian's permission.
3. **Camper Withdrawal Form (REQUIRED):** If you need to withdraw your child from camp, this form must be completed and submitted to receive any type of refund for camp..
4. **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
5. **Drop-Off/Pick-Up Authorization 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.
6. **Child Sign In/Out Authorization Form (OPTIONAL):** If you are allowing your child to sign themselves in and/or out of camp, and no adult is responsible for dropping off or picking up your child from camp.

## ATTENDANCE AND PARTICIPATION

It is required that all campers be accompanied by a parent, guardian or 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 Authorization Form"* has been completed and is on file with the Camp Director.

Campers are encouraged to participate when present. If sick or injured, then parents will be notified immediately to pick up the camper. Please notify staff of planned absences. Refunds, credits or make-up days will not be issued for missed days.

## CAMP S.T.A.R. PARTICIPANT INFORMATION FORMS

To view the Camp S.T.A.R. Participant Information Forms, please see page 27.

### ARRIVAL AND DISMISSAL

**Arrival and Sign-In:** The camp program begins promptly at 7:30a.m., 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. Parents may drop off their children at JFRC in the mornings before 8:30a.m., however, if you arrive after 8:30a.m., you may have to walk your child to the Amenity Building located behind JFRC to sign them in.

**Departure and Sign-Out:** The parent/guardian/authorized person must present valid photo identification and sign the Sign-In/Sign-Out sheet for a camper to be released from camp. The authorized person must be on the "*Camper Information 2021 Form*", otherwise the camper will not be released to the individual. The camp program concludes at 5:30p.m.

**Different Person for Pick-Up:** Campers will only be released to the parent/guardians listed on the "*Camper Information 2021 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 "*Drop-Off/Pick-Up Authorization Form*". On this form, you will have to provide the driver's license and phone number of the person, along with the dates of pick-up.

**Early Pick-Up:** Depending on the activity scheduled, campers will spend each day rotating locations between Joe Farmer Recreation Center, Bethany Lakes Park and the Amenity Building. Their day will end at the Amenity Building. If you are picking up before 5p.m., then please go to your camper's location to pick them up and sign-out, as the camp counselor must stay with his/her group.

If the camp is on a field trip, then campers may be picked up early at the location if the camp bus has not left the field trip parking lot. Once at the field trip location, please call the camp cell phone and a counselor will walk the camper to the parent/guardian's location. Photo identification and a signature on the Sign-In/Sign-Out sheet are required before leaving with the camper.

**Camper Sign-In and Sign-Out:** Campers will not be allowed to sign themselves in or out of camp unless a "*Child Sign-In/Out Authorization Form*" has been completed and is on file with the Camp Director - including the date and time of release for the child. Campers that have a "*Child Sign-in/Out Authorization 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 is not responsible for the supervision of your child until they have signed themselves in or once they have signed themselves out of camp.

### CAMP S.T.A.R. PARTICIPANT INFORMATION FORMS

To view the Camp S.T.A.R. Participant Information Forms, please see page 27.

## EARLY DROP-OFF & LATE PICK-UP

Summer Day Camp hours are 7:30 a.m.- 5:30 p.m. Monday-Friday. Camp staff is not responsible for the supervision of your child prior to 7:30 a.m. If a child is not picked up by 5:45 p.m., 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/VOLUNTEERS

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 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 with a membership may remain in the Recreation Center separate from the program area after a child has been signed out.

**Volunteers:** Parents/guardians that wish to serve as a volunteer should contact the Camp Director and see what volunteer opportunities are available and where they can best serve the program. Volunteers are required to complete a criminal background check. If results of a criminal background check indicate that a prospective volunteer has been arrested, charged with, or convicted of any of the following offenses, the prospective volunteer will not be considered to serve the program:

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.

**Service Animals:** The only animals allowed are registered service animals assisting patrons or animals scheduled for programming purposes.

## CAMP INFORMATION

### FIELD TRIPS AND TRANSPORTATION

Field trips will be planned for Tuesday and Thursday. Swim days, when possible, will take place at Ford Pool or the Don Rodenbaugh Natatorium on Wednesday and/or Friday. Field trips will not be scheduled on Mondays.

**Field Trip Information:** All field trips are included in the weekly camp fee. During field trips, the Camp Counselors will have access to emergency contact information for each camp participant. Each camp counselor will have a roster of participants in their group and will account for all participants frequently and before departure to and from destination. The staff will always carry a cell phone during the field trip.

**T-Shirts:** Campers must wear their camp t-shirt on field trip days but are not required to on swim days. A 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 lost or misplaced t-shirts will not be replaced. You can, however, purchase additional t-shirts for \$10.

**Extra Spending Money:** Field trips are pre-paid, so it is not necessary for campers to bring money on field trips. Should you choose to send spending money with your child, he/she will be responsible for maintaining it. Staff is not authorized to be custodians of participants' 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:** It is important to have your child arrive to camp on time, before the scheduled field trip departure time. If a child is late on field trip day, it is the parent's responsibility to transport their child to the field trip location.

### SWIMMING

Camp S.T.A.R. will swim weekly at Ford Pool and/or the Don Rodenbaugh Natatorium in Allen. Your child's safety is the program's utmost concern and campers only allowed to swim when lifeguards are on duty and a "Swimming Permission Slip Form" is on file. Parents will be informed as to what days campers are scheduled to swim. Additional swimming field trips include Hawaiian Falls Water Park in The Colony and in Garland this summer.

### CAMP S.T.A.R. PARTICIPANT INFORMATION FORMS

To view the Camp S.T.A.R. Participant Information Forms, please see page 27.

## 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.) is not recommended.

Shorts, t-shirt, socks and sneakers are acceptable camp attire. Flip flops, crocs, sandals and other forms of open-toed shoes are dangerous in an active camp. The campers may, however, bring sandals to camp for use at the pool. Attire promoting the use of alcoholic beverages, drugs, tobacco or other inappropriate content is prohibited.

## WHAT TO BRING TO CAMP S.T.A.R.

**Backpack:** It is recommended that your camper bring a backpack to store all their items - please label all items clearly.

**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/or sports hydration drinks 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. Camp will provide a snack during the afternoon each day, but campers may bring an extra snack if desired. Please note, the campers will not have access to a refrigerator or microwave.

Any known food allergies should be documented on the "*Camper Information 2021 Form*". Please be aware that some campers may be severely allergic to peanuts and tree nuts. **No peanut or tree nut products are permitted.**

**Sunscreen and Insect Repellent:** Please apply sunscreen/insect repellent as needed daily. Participants must provide their own sunscreen, labeled with their first and last name. 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 remind campers to re-apply their sunscreen throughout the day.

**Water Bottle:** Please send your child with a water bottle to camp every day. Water fountains and coolers are available for campers to refill water bottles. Water will be available to the campers and frequent water breaks will occur throughout scheduled activities.

### ITEMS TO LEAVE AT HOME

Participants should NOT bring games, electronics, money or other valuables to camp. 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. If a camper is caught with one of these items, the item will be confiscated. Such action will result in an immediate suspension from camp. A parent/guardian conference must be scheduled and completed before the participant may be allowed to return to camp and will be on a probationary status with the approval of the Center Supervisor.

For safety purposes, campers can possess telecommunications devices, including mobile telephones; however, these devices should remain turned off during camp. This helps preserve the “camp” atmosphere and minimize distractions.

The City of Allen and Camp S.T.A.R. is not responsible for lost or stolen items.

### PARTICIPANTS WHO BECOME ILL/ACCIDENTS/EMERGENCIES

Parents are responsible for informing the Camp Director of any special needs, concerns, or information regarding their child’s health. 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 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, then the child 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 contagious.
6. If the child vomits in the morning prior to coming to camp.
7. If the child has discolored nasal discharge.

**SECTION CONTINUED ON NEXT PAGE**

**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. To prevent many of these communicable diseases, it is important to stress to campers the proper hygiene practices like hand washing, covering their mouths when coughing or sneezing and not sharing brushes, hats or water bottles.

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

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 prescribed by the child's physician. Participants with a communicable disease, such as pink eye or lice, may not attend camp.

Parents will be notified by phone if the participant becomes ill while at the program. If the parent cannot be reached, the emergency contact will be called. Any child experiencing a fever over 100 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.

**Emergency Procedures:** In the event of critical illness or injury, proper medical personnel and parents will be notified. 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.

All injuries (minor or major) and illnesses will be documented by staff.

### MEDICATION

A *“Medication Consent Form”* must be completed and on file for each prescription the child receives during the hours of operation. Camp S.T.A.R. staff will administer medication only with written parental permission and will administer medication only as stated on the label directions or as amended by the physician.

All medication **MUST** be in the original container and be labeled with the child’s name, the date (if prescription), include directions on how to administer and include the physician’s name (if prescription). Medications requiring refrigeration must be noted on the *“Medication Consent Form”*.

Inhalers and peak flows must have instructions. Over-the-counter medications will be administered only when accompanied by a *“Medication Consent Form”* and are in the original container. Over-the-counter medications will be administered by label directions only.

The Camp Counselor or Camp Director will store and administer these medications at the prescribed time as noted on the *“Medication Consent Form”*.

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 S.T.A.R. If medication dosage has changed during the summer, a new *“Medication Consent Form”* must be completed.

**Epinephrine Autoinjector (Epi-Pen):** Summer staff are trained on how to assist children in administering their Epi-Pens in the case of an Anaphylactic Shock. In the case that your child is not able to self-administer the injection, Camp S.T.A.R. staff will do so with a completed *“Medication Consent Form”* on file. Parents are required to submit a separate form for Epi-Pens that contains all important information about the allergies and the administration of the Epi-Pen. Please note, it is extremely important that your child knows how to administer the injection in case of an emergency. If an Epi-Pen must be administered, 911 will be called immediately, along with the parent/guardian.

### CAMP S.T.A.R. PARTICIPANT INFORMATION FORMS

To view the Camp S.T.A.R. Participant Information Forms, please see page 27.

### WEATHER

Camp S.T.A.R. is primarily an outdoor camp, but there are times when the weather conditions may require modified activity and relocation. The City of Allen takes every precaution to ensure participant safety. On rainy days, the camp schedules, activities and locations will be modified until weather improves.

## DISCIPLINE POLICY

Disciplinary action will be taken when a child is deemed to be acting inappropriately, disruptively or creates a safety concern to themselves or others. The Camp Director may authorize elevated levels of discipline based on the behavior.

- 1. First Occurrence:** Staff will verbally communicate to the camper, instructing the inappropriate behavior cease and will then go over the rules and expectations of Camp S.T.A.R. with the camper.
- 2. Second Occurrence:** If the misbehavior continues, the staff will remove the camper from the activity for a short period of time, typically 5-10 minutes. If the camper's misbehavior continues after removal from the activity, an Incident Report will be documented, and the camper's parent/guardian will be notified. The *Incident Report* shall be signed by the parent/guardian upon pick-up.
- 3. Third Occurrence:** Continued misbehavior may warrant the child being sent home for the rest of the day. An Incident Report will be documented and shall be signed by the parent/guardian upon pick up.
- 4. Fourth Occurrence:** If a third Incident Report is deemed necessary, the child may be suspended or dismissed from the program. The Incident Report is to be signed by the parent/guardian upon pick-up. If camper is dismissed from the program, there will be no refund.

**Theft:** 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 arrange for the camper to be signed out *immediately*. Their actions will result in suspension and a parent/guardian conference must be scheduled and completed 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.

**Zero Tolerance Policy:** Any behavior that deems to threaten the safety or well-being of other campers or staff, results in injury 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 Center Supervisor, Camp Director and Camp Lead Counselor.

Please speak with your camper and let them know the importance of following the instructions of the counselors and the camp rules.

## CAMP INFORMATION

### 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 our campers. Bullying will be addressed promptly and effectively. Please report any suspected bullying to Camp S.T.A.R. staff.

### SUSPECTED ABUSE

Camp S.T.A.R. staff 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 Services Manager, the City Police Department and any other agency as may be appropriate.

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

### 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, 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, multiple reference checks and a pre-employment drug test. Staff can be drug tested at random during their employment.

The counselors work as a group creating appropriate counselor "nick names" for each other. This creates a fun environment for the children during camp. Also, this protects the counselors from having their real names searched on social media outlets.

The standard ratio of camp counselors to campers will be not greater than 15 to 1.

### WINTER AND SPRING BREAK PROGRAMS

When public school is not in session during the winter 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 OF ALLEN CAMP PROGRAMS

# **STANDARDS OF CARE**

## 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 86th legislative session.

An elementary-age (ages 5-13) recreation program operated by a 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. The 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:
  - i. a felony or a misdemeanor classified as an offense against a person or family member;
  - ii. a felony or misdemeanor classified as public indecency;

- iii. any offense for which a person is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure;
- iv. a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance and;
- v. 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 but not limited to 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.
  - i. 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
  - ii. 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:
  - i. The Summer Camp Program will be inspected a minimum of two times during the Summer Camps' Program schedule.
  - ii. The Spring Break Camp Program will be inspected at least once during the Spring Break Camp Program schedule.

## STANDARDS OF CARE

- iii. The Holiday Camp Program will be inspected at least once during the Holiday Camp Program schedule.
  - iv. 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

- A. 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.
- B. 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

- A. Qualifications
  - i. The Center Supervisor will be a full-time, professional employee of the Department.
  - ii. 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.
- iii. The Center Supervisor must have over two years up to and including three years of relevant experience.
- iv. The Center Supervisor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.
- v. 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.

#### B. 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.

- i. 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.
- ii. Provides computer related support by troubleshooting computer problems, training staff on new and existing computer systems, diagnosing ACTIVE Net 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. May work varied shifts including opening, closing and weekend hours as assigned.

## 2. Recreation Program Supervisor

### A. Qualifications

- i. The Recreation Program Supervisor will be a full-time, professional

- employee of the Department.
- ii. 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.
- iii. The Recreation Program Supervisor must have over two years up to and including three years of relevant experience.
- iv. The Recreation Program Supervisor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.
- v. 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.

### B. 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.

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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

#### A. Qualifications

- i. The Camp Counselor will be a temporary seasonal Program Employees of the Department.
- ii. The Camp Counselor must have a High School Diploma or G.E.D.
- iii. 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.
- iv. The Camp Counselor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.
- v. Required to have a CPR Certification and First Aid Certification before June 1st (training provided), Valid Texas Class C Driver's License

#### B. Responsibilities

- i. Camp Counselors will be responsible for the supervision and activities of approximately 10-12 children ages 5-12 in an outdoor and indoor nature environment.
- ii. Counselor will plan and carry out such activities as hiking, arts and crafts, sports, drama, swimming, and field trips.

### 4. 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:
  - i. alternating active and passive activities;
  - ii. opportunity for individual and group activities, and
  - iii. 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:
  - i. City ambulance or emergency medical services;
  - ii. City Police Department
  - iii. City Fire Department
  - iv. Joe Farmer Recreation Center front desk;
  - v. Parks and Recreation Administrative office and;
  - vi. 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. An 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:
  - i. Summer Camp Program: A fire drill twice during the session.
  - ii. Spring Break Camp and Holiday Camp Program: A fire drill once during the session.

### 3. Health

- A. Illness or Injury.
  - i. 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.
  - ii. A participant or Program Employee that is exhibiting new or worsening signs or symptoms of possible communicable disease (COVID-19, etc.) must isolate from the cohort and contact the local health department.
  - iii. Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
  - iv. Program Employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program Manual.
  - v. Program Employees will follow the guidelines of the Texas Department of Health concerning the admission or readmission of any participant

- after a communicable disease.
- vi. Program Employees will follow the best practice sanitization protocols for common surfaces, restrooms and recreational equipment.
- vii. Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant to be readily available throughout the camp for Program Employees and participants. Regular use will be encouraged and available throughout the day.

### **4. Medication Administration**

- A. A Medication Consent Form must be completed and on file for each prescription the child receives during the hours of operation.
- B. Staff will administer medication only with written parental permission through a Medication Consent Form and will administer medication only as stated on the label directions or as amended by the physician.
- C. Over-the-counter medications will be administered only if a Medication Consent Form has been completed, are in the original container and by label directions only.
- D. If medication dosage has changed during the summer, a new Medication Consent Form must be completed.
- E. All medication must be in the original container and be labeled with the child's name, the date (if prescription), include directions on how to administer, and include the physician's name (if prescription).
- F. Medications requiring refrigeration must be noted on the Medication Consent Form.
- G. Inhalers and peak flows must have instructions.
- H. Staff will store and administer medications at the prescribed time as noted on the Medication Consent Form.
- I. Parents/Guardians 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 S.T.A.R.
- J. Epinephrine-Pens
  - i. Summer staff is trained to assist children in administering their Epinephrine-Pens in case of an Anaphylactic Shock. If a child is not able to self-administer the injection, staff will do so if a completed Medication Consent Form is on file. A separate Medication Consent Form is required specifically for Epinephrine-Pens including information about the allergy(s) and the administration of the Epinephrine-Pen.
  - ii. If an Epinephrine-Pen is administered, 911 and the parent/guardian will be contacted immediately.

### **5. Toilet Facilities**

- A. The Program Site will have indoor toilets located and equipped so participants can use them independently.
- B. An appropriate and adequate number of lavatories will be provided.

### **6. Sanitation**

- A. The Program site will have adequate light, ventilation, and heat.
- B. 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.

- C. Program Employees will ensure that garbage is removed from buildings daily.
- D. Program Employees will work to help mitigate environmental exposures by additional cleaning and disinfecting of staff's work area, common areas, and bathrooms.



ALLEN PARKS & RECREATION - CAMP S.T.A.R.  
**CAMPER INFORMATION FORM**  
REQUIRED FORM

**\*PLEASE NOTE: A required Camper Information form will need to be completed and on file with the Camp Director before the first day of camp begins for your child.**

**PARTICIPANT INFORMATION**

Name: \_\_\_\_\_  
*Last Name, First Name*

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: *(Please circle one)* M F  
*MM/DD/YYYY*

Address: \_\_\_\_\_  
*Street, City, Zip Code*

Is your child able to swim on his/her own: *(Please circle one)* YES NO

Is your child able to speak and understand English? *(Please circle one)* YES NO

Additional comments from the two questions above: \_\_\_\_\_

**PARENT/GUARDIAN (A) - INFORMATION**

*Designated as Main Contact and is the only contact allowed to change Camper Information Form.*

Name: \_\_\_\_\_ Relationship *(To Participant)*: \_\_\_\_\_  
*Last Name, First Name*

Do you have legal custody? *(Please circle one)* YES NO

Cell Phone: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**PARENT/GUARDIAN (B) - INFORMATION**

*Designated as Main Contact and is the only contact allowed to change Camper Information Form.*

Name: \_\_\_\_\_ Relationship *(To Participant)*: \_\_\_\_\_  
*Last Name, First Name*

Do you have legal custody? *(Please circle one)* YES NO

Cell Phone: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE SEE NEXT PAGE TO COMPLETE "CAMPER INFORMATION FORM".**



ALLEN PARKS & RECREATION - CAMP S.T.A.R.  
**CAMPER INFORMATION FORM**  
REQUIRED FORM



**EMERGENCY CONTACTS/ PERMISSION TO PICK UP CHILD**

*Emergency Contacts: Other than parent/guardian.*

**EMERGENCY CONTACT #1**

Name: \_\_\_\_\_ Relationship (To Participant): \_\_\_\_\_  
*Last Name, First Name*

Cell Phone: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**EMERGENCY CONTACT #2**

Name: \_\_\_\_\_ Relationship (To Participant): \_\_\_\_\_  
*Last Name, First Name*

Cell Phone: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**MEDICAL INFORMATION**

Medications to be administered during program hours: \_\_\_\_\_

Please list any allergies: \_\_\_\_\_

Does the participant have any identified special needs, physical, emotional or learning disabilities? If so, please explain: \_\_\_\_\_

**WAIVER**

For and in consideration of my/our participation in the programs, membership and activities offered by the City of Allen, I hereby agree to release, acquit, hold harmless, forever discharge and waive any and all claims that I/We may have against the City of Allen, its officials, officers, agents, representatives, employees, and volunteers in whole or in part, in both their private and public capacities (Hereinafter collectively referred to as "releasees") from any and all actions, causes of actions, claims, demands, damages, lawsuits, costs, loss of services, expenses and compensation, whether known or unknown, on account of, or in anyway arising out of or connected in any manner with my/our participation in the activities, including, but not limited to, liability, damages, injury (including death). Property damage, legal fees and/or costs caused by or related to any negligent or intentional act of releasee, I further agree pictures taken of me and/or the registrant during the activities may be used by the city for promotional purposes in the activity guide, brochures, flyers, news releases or the city website.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



ALLEN PARKS & RECREATION - CAMP S.T.A.R.  
**SWIMMING PERMISSION SLIP**  
REQUIRED FORM

Dear Parents,

In order for your child to participate in swimming and pool activities at Ford Pool and Don Rodenbaugh Natatorium, a swimming permission slip must be on file. Please complete this form and return it to your child's Camp Counselors prior to arrival.

I give permission for my child to participate in swimming and pool activities while attending both Ford Pool and Don Rodenbaugh Natatorium from May 24, 2021 - August 6, 2021.

If you allow permission, please fill out second section below.

I **do not** give permission for my child to participate in swimming and pool activities while attending both Ford Pool and Don Rodenbaugh Natatorium from May 24, 2021 - August 6, 2021.

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Name, Last Name*

Parent/Guardian's Name: \_\_\_\_\_  
*First Name, Last Name*

Parent/Guardian's Signature: \_\_\_\_\_

**PARTICIPANT'S SWIMMING ABILITY**

Actively participate is defined as being able to stand, tread water or swim safely.

**IF YOU ARE ALLOWING PERMISSION, PLEASE CHECK ONE BOX BELOW.**

- BEGINNER (can actively participate in 2 feet of water)
- ADVANCED BEGINNER (can actively participate in 3 feet of water)
- INTERMEDIATE (can actively participate in 4 feet of water)
- ADVANCED (can actively participate in 6 feet of water)
- SWIM TEAM (can actively participate in 10 feet of water)





ALLEN PARKS & RECREATION - CAMP S.T.A.R.

# CAMPER WITHDRAWAL FORM

REQUIRED FORM - WHEN NEEDING TO WITHDRAW CHILD FROM CAMP

Please be aware that this is a permanent decision; once your child is withdrawn from camp they forfeit their spot to the next participant on the waitlist.

I, \_\_\_\_\_ am withdrawing my child(ren) \_\_\_\_\_  
from Camp S.T.A.R. week(s) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Reason for Withdrawal (Optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian - Print Name*      *Parent/Guardian - Signature*      *Date*

\_\_\_\_\_  
*Camp Director - Print Name*      *Camp Director - Signature*      *Date*

**OFFICIAL USE ONLY:**

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_



Joe Farmer Recreation Center • 1201 East Bethany Drive • Allen, Texas 75002  
214.509.4750 • LifeInAllen.org







# ALLEN PARKS & RECREATION - CAMP S.T.A.R.

## MEDICATION CONSENT FORM

### OPTIONAL FORM

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last Name, First Name

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_

Time (AM/PM) and Date to be Administered: \_\_\_\_\_

Reason for Medicine: \_\_\_\_\_

Is condition contagious? *(Please circle one)* YES NO

Child's Physician: \_\_\_\_\_ Physician Phone #: \_\_\_\_\_

Parent Best Contact #: \_\_\_\_\_ Second Phone #: \_\_\_\_\_

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

\_\_\_\_\_  
*Parent/Guardian - Print Name*

\_\_\_\_\_  
*Parent/Guardian - 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 Joe Farmer Recreation Center staff member.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Dosage: \_\_\_\_\_







ALLEN PARKS & RECREATION - CAMP S.T.A.R.  
**DROP-OFF/PICK-UP AUTHORIZATION FORM**  
 OPTIONAL FORM - MAY BE DROPPED OFF AT ANY TIME DURING CAMP

Child's Name: \_\_\_\_\_  
*First Name, Last Name*

Individuals listed below were not listed on my child's "2021 Camper Information Form" but have my permission to drop-off or pick-up my child to/from the Camp S.T.A.R. program.

NAME (PLEASE PRINT CLEARLY)	PHONE NUMBER	DRIVER'S LICENSE NUMBER

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
*Parent/Guardian - Print Name*      *Parent/Guardian - Signature*      *Date*

ALLEN PARKS & RECREATION - CAMP S.T.A.R.  
**CAMPER SIGN-IN/SIGN-OUT AUTHORIZATION FORM**  
 OPTIONAL FORM - MAY BE DROPPED OFF AT ANY TIME DURING CAMP

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

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
*Parent/Guardian - Print Name*      *Parent/Guardian - Signature*      *Date*









**JOE FARMER RECREATION CENTER**

1201 East Bethany Drive · Allen, Texas 75002  
214.509.4750 · [LifeInAllen.org](http://LifeInAllen.org)

