

Denton Parks and Rec 2020 Summer Camp Parent Manual

UNITE, GROW,



Denton Parks and Rec

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DENTON PARKS AND REC CAMP CONTACT INFORMATION

CAMP CONQUEST

North Lakes Rec Center, 2001 W. Windsor Dr.

Front Desk, (940) 349-8287

Please call the front desk number for camp absences.

Melissa Jimenez, Recreation Coordinator (940) 349-7757

Alicia McDaniel, Recreation Supervisor (940) 349-7764

CAMP VOYAGE

Denia Rec Center, 1001 Parvin St.

Front Desk, (940) 349-8285

Please call the front desk number for camp absences.

Maryann Zeledon, Recreation Coordinator (940) 349-8136

Robbie Johnson, Recreation Supervisor (940) 349-8578

CAMP DISCOVERY

MLK Jr. Rec Center, 1300 Wilson St.

Front Desk, (940) 349-8575

Please call the front desk number for camp absences.

Keanna Stallings, Recreation Coordinator (940) 349-8147

Bobby Givens, Recreation Supervisor (940) 349-8576

CAMP EXPLORATION, COUNSELORS IN TRAINING, SUPER KIDS CAMP, TEEN CAMP

Denton Civic Center, 321 E. McKinney St.

McMath Middle School, 1900 Jason Dr.

Front Desk, (940) 349-7275

Please call (940) 349-8723 for camp absences.

Jodi McClaren, Recreation Coordinator (940) 349-8731

Sara Farris, Recreation Supervisor (940) 349-8730

CAMP MISSION STATEMENT

To unite and grow lives by preserving parks and encouraging play.

CAMP GOALS

- To provide a fun day, every day, for each camper and to help them realize their full potential by giving them the opportunity to be creative and grow.
- To develop each child's confidence and leadership skills through group activities.
- To help campers work and play together recognizing the differences that make them unique and special.
- To help develop friendships with other campers and counselors.

CAMP STANDARDS

Denton's City Council adopts the Standards of Care in order to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. Denton Parks and Rec uses the Standards of Care for summer camp operations. Our camps are recreational in nature and not licensed day cares. Our summer camps are exempt from State licensing under Texas Administrative Code 745.115(3). The Standards of Care are available at www.dentonparks.com.

CAMP SUPERVISION

We feel confident we have the best counselors around! They are as diverse as your campers. Many members of our team are enrolled in teaching credential programs and are college students or full-time teachers. We strive to hire highly qualified, well-trained counselors that are at least 18 years old. We screen all counselors for drug and background checks and require First Aid, CPR, AED, Van Driver Training, and Defensive Driving Course completion.

Our staff to camper ratio is 1:17. Staff to camper ratios will not allow us to provide 1:1 attention to individuals who need assistance with activities of daily living (toileting, feeding, etc.) or who are an elopement risk or who exhibit severe behaviors (hitting, biting, explicit behaviors).

LOGISTICS

CAMP OPERATIONS

Camps operate from 7 a.m. to 6 p.m. every day with structured activities from 8:30 a.m. to 5 p.m. with free play before 8:30 a.m. and after 5 p.m. Summer camps operate May 26 – August 7.

Camps have weekly themes with field trips, games, learning activities, crafts, etc. Weekly schedules are provided the Friday before each week. Schedules are subject to change.

Campers are divided by age and assigned to specific counselors and groups. Most of the activities are done in groups, please let us know if you want your child grouped with a specific camper.

DROP OFF AND PICK UP

Parents or adults (18 or older) are required to sign the camper in and out each day; no drops off are allowed. Please bring photo ID for pickup. If an unauthorized adult arrives to pick up a camper, the sign-in/out policy will be provided and parents will be called to verify their identity before releasing the camper.

Campers may be signed in as early as 7 a.m. and signed out no later than 6 p.m. Campers must be signed in by 8:30 a.m. on field trip days. Please call in camp absences to the contacts provided on page 3.

Campers picked up late between 6-6:15 p.m. will be assessed a \$5 late fee. Every minute thereafter is \$1 per minute. Each subsequent late pick up within the same week will double the late fee by the day. Please call if you're running late. Emergency contacts will be notified if the camper is not been picked up by 6:15 p.m. The late fee must be paid at check in the following day. If your child has not been picked up by 8 p.m., the City of Denton Police will be notified and will file a report and release your child into the custody of Child Protective Services.

FIELD TRIPS

On field trip days, campers must wear the camp T-shirt and bring a sack lunch with a drink unless told otherwise. Check the weekly calendar for additional information about the field trips including departure and arrival times and additional items needed. We do not provide accommodations for late campers, but parents can drop them off at the field trip location.

For a complete list of field trips, visit www.dentonparks.com.

Designated Field Trip Days:

Super Kids Camp	Tuesday
Camp Conquest	Wednesday
Camp Discovery	Wednesday
Camp Voyage	Wednesday
Camp Exploration	Thursday

TRANSPORTATION

Campers will travel in either buses or City vans that require car seats or booster seats, based on age and weight. The air-conditioned vans come with adjustable seat belts, and we follow all safety procedures as outlined by the Texas Department of Family and Protective Services.

PARENTAL VISITS

All parents are welcome to observe camp at any time, however we cannot provide transportation to and from activities. If you want to spend one-on-one time with your camper on a field trip or during camp activities, you will be required to sign them in and out and not be integrated with the camp.

CHANGE OF CLOTHES

Campers must be potty-trained and able to use the restroom without assistance. Accidents happen, so please pack a change of clothes every day. Parents will be notified to bring a change of clothes if needed.

HYDRATION AND FOOD

WATER BREAKS

We have rest and water breaks built into the daily schedule, although we encourage campers to stop and break as needed, no matter what the activity. Campers are encouraged to bring a water bottle daily.

FREE LUNCH PROGRAM

Campers are provided a free lunch if indicated on the registration form. Lunch is provided by the STH Project Summer Food Program and includes a main course, side, and milk. Lunch will not be provided on field trips unless otherwise noted. The summer food program ends August 6.

SNACKS AND LUNCH

Please send two snacks and drinks daily. Soda and snack vending machines are available at some locations, please send exact change. Campers not participating in the free lunch program must bring a lunch every day.

WATER AND OUTDOOR ACTIVITIES

SWIM DAYS AND SWIM TESTS

Always pack a swim suit, towel, and sunscreen the first day of camp. Designated Swim Days at Water Works Park, Civic Center Pool, or Denton Natatorium:

Camp Exploration	Monday, Wednesday, and Friday
Super Kids Camp	Monday, Wednesday, and Friday
Camp Conquest	Tuesday and Thursday
Camp Discovery	Tuesday and Thursday
Camp Voyage	Tuesday and Thursday

Per the registration form and with permission, campers are administered a swim test. If passed, they will be allowed to swim in all pool areas and all areas on water field trips. Please notify counselors if your camper needs to stay in the shallow end.

SUN PROTECTION

A large portion of the day is spent outdoors, so apply sunscreen to your camper before sending them to camp. We also need campers to reapply sunscreen as much as possible, therefore we need campers to pack additional sunscreen each day. We encourage campers that are prone to

sunburn to wear a swim shirt and hat. Communicate to counselors any sun-related concerns regarding your camper, so we can assist with applying sunscreen for the safety of the child.

WEATHER

We strictly adhere to ozone alerts and adjust schedules as needed to accommodate severe weather conditions.

DEPOSITS AND PAYMENTS

CAMP DEPOSITS AND PAYMENTS

All weekly camp balances are due in advance on the below due dates. Payments are due nine (9) days prior to the camp start date at midnight. Payments can be made online at dentonparks.com, in person, or over the phone. We do not issue credits or prorate for days unattended. Camp deposits are non-refundable and non-transferable.

If your payment is not received by the due date, you may lose your spot in the camp and your deposit. Your spot will be filled with someone off the waitlist the day after payment is due.

Session	Dates	Times	Cost	Deposit	Balance Due Date
1	May 26-29, 2020	7 a.m. -6 p.m.	\$110	\$110	At time of Registration
2	June 1-5, 2020	7 a.m. -6 p.m.	\$125	\$20	May 24, 2020
3	June 8-12, 2020	7 a.m. -6 p.m.	\$125	\$20	May 31, 2020
4	June 15-19, 2020	7 a.m. -6 p.m.	\$125	\$20	June 7, 2020
5	June 22-26, 2020	7 a.m. -6 p.m.	\$125	\$20	June 14, 2020
6	June 29-July 2, 2020*	7 a.m. -6 p.m.	\$110	\$20	June 21, 2020
7	July 6-10, 2020	7 a.m. -6 p.m.	\$125	\$20	June 28, 2020
8	July 13-17, 2020	7 a.m. -6 p.m.	\$125	\$20	July 5, 2020
9	July 20-24, 2020	7 a.m. -6 p.m.	\$125	\$20	July 12, 2020
10	July 27-31, 2020	7 a.m. -6 p.m.	\$125	\$20	July 19, 2020
11	Aug 3-7, 2020	7 a.m. -6 p.m.	\$125	\$20	July 26, 2020

*No Camp July 3

REFUND POLICY

A refund, minus the \$20 deposit fee, will be issued if the camper is withdrawn by 5:00 p.m. the Thursday prior to the start date. If you pay in full and do not attend camp, no refund or credits will be given after the payment due date. Please refer to the phone numbers provided per camp to process a withdrawal, leave a message if necessary to time stamp your request. Refunds will issued in the form credit back to the original card or check.

SCHOLARSHIP POLICY

All scholarships are non-transferable and they cannot be replaced with additional scholarship funds due to the non-use of the original scholarship.

FREE SCHOLARSHIPS

Free scholarships are limited to two kids per family. The following policy applies:

- Campers must attend at least eight hours of camp per day.
- If a camper attends a day of camp for less than eight hours, this will be considered an absence. In order to receive credit for attending camp, the child must attend at least eight hours between 7 a.m. and 6 p.m.
- Any camper missing five consecutive days or 10 total days will be dropped from camp. This policy is in effect even if the absences are due to illness, vacations, death in the family, school events, or any other personal or family reason.
- If the camper is no longer able to attend due to the absence policy, the individual participant will be unable to apply for any PARD scholarships or other free or subsidized camp program for a full two years from the date of occurrence.

PARTIAL SCHOLARSHIPS

There is a limited amount of scholarships available to help partially cover the cost of a program or event offered by Parks and Recreation. Each eligible family member is limited to a maximum of \$150 in partial scholarships per year. The following policy applies:

- If you do not intend to use the scholarship awarded, you must provide at least five days business days' notice to cancel the scholarship.
- Scholarships are non-transferable. If you chose to drop a scholarship with proper notice, you will not be able to replace that scholarship with an additional week.
- Failure to provide proper notice will result in losing all the remaining scholarships allocated and the individual participant will not be eligible for additional Denton Parks and Rec scholarships for two full years.
- Camp deposits cannot be refunded, transferred, or credited.

MEDICAL INFORMATION

ILLNESS OF PARTICIPANTS

Please do not send your camper with illness including, but not limited to, a cold, infection, virus, nausea, vomiting, diarrhea, fever within the previous 24 hours, or suspected communicable disease. Campers must be free of symptoms and/or fever without the cold or fever reducing remedies before returning to camp. Parents/emergency contacts will be notified by phone if a camper becomes ill. If necessary, we will request a camper be picked up within one hour of notification.

In the event of critical illness or injury, proper medical personnel and parents will be notified. At the discretion of medical personnel, the camper may be transported to an emergency room or clinic by ambulance. Parents are responsible for expenses incurred.

MEDICATION

Signed medical release forms are required for campers needing prescription medication during camp hours. Counselors are only allowed to administer the dosage stated on the label. Medications must be in original containers, labeled with the camper's name, physician's name, date, and directions. Medications requiring refrigeration must be noted on the medical form. The only location that can't accommodate refrigeration is McMath Middle School.

Over-the-counter drugs, such as Benadryl, can only be administered by counselors if it is accompanied by a letter from the child's physician. Parents are responsible for picking up medications on the last day of camp.

EPI-PENS

Epi-pens may be administered by counselors, but an Anaphylaxis Emergency Action Plan form must be completed by the parent and the child's doctor before administration.

HEAD LICE

If a camper is found to have the presence of live adult or nymph lice, the parent/guardian will be contacted immediately. The camper may remain in camp until picked up; counselors will monitor for close contact (head to head) with other campers, taking care not to isolate or identify the camper to others. The camper may return when nits and lice are no longer present. Other camp participants will be notified of the presence of lice in the camp by email.

EXPECTATIONS

CAMPER CODE OF CONDUCT

- Take responsibility for your actions
- Respect others and their property
- Listen to the counselors
- Keep hands, feet, and other objects to yourself at all times
- Remain in the camp area at all times
- Participate in activities
- Refrain from using foul language, fighting, and arguing

ZERO TOLERANCE

Denton Parks and Recreation reserves the right to suspend or expel a camper immediately for violation of the Zero Tolerance guidelines without refund.

- Inflicting physical harm on another individual
- Verbal threats that may cause physical harm to another individual or destroy property
- Possession of a weapon, controlled substance, or alcohol
- Use of foul language
- Inappropriate touching of another individual
- Theft
- Viewing of inappropriate material

- Not staying within the boundaries of the camp or field trip
- Refusal to follow staff's direction in a non-camp area, like a field trip (such as, not returning to the van when instructed)

DISCIPLINE

Denton Parks and Recreation is committed to providing a safe, positive, and respectful environment for all our campers. Campers, families, and friends are expected to follow the Code of Conduct as well as all applicable Denton Parks and Recreation rules and regulations, to ensure a positive experience for all. Staff will address behavior when issues arise.

- Verbal warning
- Re-direction to another activity
- Time away without activities
- Meeting with Camp Supervisor, parent, and camper
- Notice of suspension from care without refund for up to 5 business days
- Conference with Camp Director, parent, and camper
- Removal from camp program or suspension from all Parks and Recreation activities for up to one year without refund

Depending on the severity, campers can be suspended at any time. For suspension or expulsion, the camper must be picked up within one hour. If suspension or expulsion occurs, no refund will be issued.

BULLYING & HARASSMENT

The City of Denton acknowledges that all individuals have the right to participate fully in City programming, activities, and to use City facilities free from bullying and harassment. All allegations of bullying, harassment, or cyber-bullying can be reported to City staff in writing or by email. The City of Denton abides by the Anti-Bullying and Anti-Harassment Policy 510.01.

ADDITIONAL INFORMATION

CUSTODY SITUATIONS

From time to time, counselors are placed in custody dispute situations. Without a court order, City of Denton staff cannot deny a parent access to his or her child. Full custody or divorce decree documents stamped by the court with a section that states a parent cannot have access to a child, must be reviewed by the City's legal department. Upon review, staff will notify the parent/guardian of any contact made by an unauthorized parent. Staff will not put themselves or children in harm's way in order to mediate a family dispute or attempt to enforce a court order.

WEAPONS

Campers found with any object deemed dangerous to themselves or others will be immediately suspended from camp and the parent/guardian will be called and required to pick up them up immediately. The police will also be notified.

REPORTING ABUSE AND NEGLECT

It is our responsibility to report child abuse or neglect to Child Protective Services. These calls are made anonymously. To report child abuse, call (800) 252-5400.

DFPS Child Care Licensing information

3600 E. McKinney St. Ste. B, Denton, TX, 76209

(940) 591-6272; www.dfps.state.tx.us

Child Abuse Hotline (800) 252-5400

SOCIAL MEDIA AND PHOTO RELEASE

Pictures are taken periodically of camp activities and shared on the Denton Parks and Rec Shutterfly page so parents can enjoy pictures of camp. These pictures may also be used in marketing material and appear in publications such as the PLAY! Guide produced by in-house.

NONDISCRIMINATORY POLICY

The City of Denton Parks and Recreation Department welcomes and encourages all individuals and families from the community to participate in programs and facilities regardless of race, color, religion, sex, national origin, or disability. If you or someone you know has a disability and would like more information or support for accessibility of programs and facilities, please call (940) 349-7275.

PARENTAL/GAURDIAN CONDUCT

Parents/guardians are asked to address concerns respectfully with City staff and vice versa and to refrain from discussing discipline issues with others on-site. It is also unacceptable for parents/guardians to express hostility towards each other, counselors, and campers. Doing so will result in immediate suspension or removal from camp. Any form of verbal or physical threat made by a parent or guardian will be reported to police immediately.

PARENTAL NOTIFICATION/CHANGES

These guidelines may be subject to change in order to better operate the program. All participants will be notified in writing of any changes made and the date that the changes will be in effect. Each parent will be required to sign for any changes made.

FAQ FOR CAMPERS

What should campers wear?

Campers should wear loose fitting play clothes and light colored clothes. No sandals or flip flops because they can potentially hinder participation.

What should I send with my child?

Campers not participating in the free lunch program need to bring a lunch and drink, preferably in an insulated lunch bag, unless told otherwise. All campers need to bring two snacks and a drink. We cannot refrigerate or microwave lunches or snacks. No glass or knives. Campers may

bring extra spending money for snack machines, souvenirs, etc., but they are responsible for their own money.

What should I NOT send with my child?

Please do not allow your child to bring toys, balls, games, pillows, or blankets. Bringing electronic devices such as iPads, cell phones, DVD players, etc. is at the parent/guardian discretion. The camper may be asked to put it away if sharing the device or viewing inappropriate material. The City of Denton is not responsible for any lost, broken, traded, borrowed, or stolen property.

What should I do if my child feels nervous about the first day of camp?

The first day of camp can be awkward, frightening, and intimidating for many new campers. The first day may even make some parents nervous too, so please remember that the more nervous you are the more nervous and intimidated your child will be. If your child is hesitant to join the camp, be patient and have a counselor help you introduce them to other campers.

What do you take in the vans and busses?

We carry a list of all children being transported and leave one copy with Civic Center front desk staff. We store a form in the van that lists the names and phone numbers of the center and camp director. We carry a first aid kit, a five gallon container of water with cups, and all parent and emergency contact information. A fire extinguisher, approved by the local fire marshal, is secured in the van, along with a radio for communication. All vans receive regular maintenance and these records are available upon request.

What should I do if my child is going to be absent?

If your child is going to absent for the day, please call the appropriate camp phone number to let the staff know.

What kind of behavior incentives are there?

A camper's good behavior will allow them to receive "dollars" to use towards items in the camp store. Each day that a camper behaves is recorded and at the end of each week the camper can use their money to buy items in the store. Store items include games, candy, books, etc. Parents can inform counselors if their camper is not in attendance at the end of the week, in order to receive special arrangements. Campers can bank their money if attending multiple camp sessions.

What is the "Camper of the Week" award?

Campers who exemplify a good attitude, participation, helpfulness, and other similar qualities are considered for the "Camper of the Week" award. We award one boy and one girl each week. Awards are reviewed weekly and distributed every Friday. Campers of the Week are awarded a medal and summary of why they were selected.