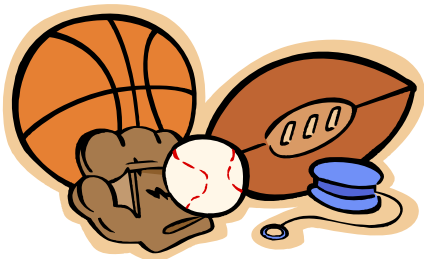


City of Arlington
Summer in the City
Day Camp Goals...

Fun
Positive Values
Safety
Positive Identity
Education



*Check out our Mini Camps, Preschool Camps
and Sports Academy in your Day Camp
brochure or Funtimes Magazine.



Day Camp
Parent Handbook

www.aceacorn.com

Welcome to Arlington's Summer in the City Day Camp!

We have a great summer planned this year with lots of fun themes and friendly, energetic staff. In order to provide the best program possible, we have added a number of improvements we think you will like. Please read over the following policies and discuss them with your children to be sure they understand what is expected of them at camp.

Should you have any questions regarding these policies, please feel free to contact the Day Camp Director, Program Supervisor or Center Programs Manager.

Phone List for Day Camp Staff and Facilities

Cliff Nelson Recreation Center

4600 Bardin Road
817-561-2819
Krissy Kozack, Facility Manager
Nichole Burton, Program Coordinator

Dottie Lynn Recreation Center

3200 Norwood Drive
817-277-5001
Whitney Graham, Facility Manager
Kalee Johnson, Program Coordinator

Elzie Odom Recreation Center

1601 NE Green Oaks Blvd.
817-462-3700
Ernie Smith, Facility Manager
Jennifer Lecroy, Program Coordinator

Hugh Smith Recreation Center

1815 New York Avenue
817-275-1351
Frank Ocampo, Facility Manager
Quincy McKinley, Program Coordinator

Summer Playground Camp

Vandergriff Park, 2801 Matlock Road
817-275-1351
Quincy McKinley, Program Coordinator

Lake Arlington

6300 W. Arkansas Lane
817-277-5001
Whitney Graham, Facility Manager
Kalee Johnson, Program Coordinator

Main PARD Office

717 W. Main Street
817-459-5474
www.aceacorn.com



Facility Cards:

All participants in our programs (except Summer Playground) must have a Facility Card in order to participate. This gives us another way of accessing important information in a short period of time if we need to call a parent.

Activity Location Boards:

Activity boards/calendars will be located by the front desk to alert parents as to where each day camp group is located if they are away from their "home" area. If you are unsure about a camper's whereabouts, please ask the front desk for information.

Cubbies/Baskets:

We will have cubbies or baskets at every center for children to keep their lunch, swimsuit, change of clothes, etc. These will be marked and when your child comes in each morning his or her "stuff" can be dropped off in that area. Please make sure all items are placed in a backpack/bag and clearly marked with child's name.

Lunches/Snacks:

Campers need to bring a nutritional lunch to camp each day unless otherwise notified. Lunch boxes should be clearly marked with child's name. **Lunches cannot be stored in a refrigerated area nor can they be heated/microwaved.** Please keep this in mind when preparing lunches. (Camp Wannaplay and Playground Camp will have lunch provided by AISD June 5 – July 14.) Snacks will be served every afternoon. You may send additional snacks if you wish. Children can bring money for snack/drink machines, but we will not be able to make change. Machines accept \$1 bills.

Heat:

Camps are held outside a large portion of the day and regular water breaks will be provided. Children may bring their own water bottles. Water bottles can be filled and frozen the night before as this helps keep the water cold and refreshing. Please make sure water bottles are marked with children's names. Sunscreen is also recommended as the sun's rays can be intense.

Medications/Health Conditions:

A Medication Authorization form will need to be completed and signed by parent/guardian before medication can be dispensed to campers. Campers with signs of illness should not be sent to camp. Campers who become ill or injured at camp will be made as comfortable as possible until a parent is able to pick up the camper. Camp staff will use good judgment and administer basic first aid. In an emergency, the camp staff will call 911.

Join Us for Day Camp Open House

Tuesday, May 22, 6-8 pm

at all Arlington Recreation Centers



Meet Day Camp Leaders, tour the building, play games and have fun!

Field Trips:

Each camp will go on field trips this summer. The destinations are not necessarily related to the weekly themes, but have been voted to be the most popular spots to visit.

Please see center schedule for field trip dates.



Cell Phones on Trips:

Camp Directors will carry have cell phones on each field trip to ensure that they can call for help in case of car trouble or other emergencies.

Personal Toys/Games and Cell Phones:

Toys from home should stay at home. Any toys/games brought to the Recreation Center are not the responsibility of the Parks and Recreation Department.

Swimming:

Campers will swim every week barring inclement weather conditions. At the first sign of lightening or thunder all children will be asked to leave the pool.

Children should bring a towel, swimsuit and sunscreen on swim days. Please make sure all items are marked with your child's name. Each bus transporting children will be equipped with a large plastic storage tub. Children will be asked to leave shoes and towels in that tub. Counselors will insure that the tubs are secured. This procedure will greatly reduce the risk of forgotten/lost possessions.

Swim days/locations are as follows:

Cliff Nelson	Tuesday & Friday	Allen Bolden Pool
Dottie Lynn	Tuesday & Friday	Woodland West Pool
Elzie Odom	Thursday	Allen Bolden Pool
Lake Arlington	Wednesday & Friday	Woodland West Pool
Playground	Mon, Wed, Fri	Allen Bolden Pool
Wannaplay	Tuesday & Thursday	Hugh Smith Indoor Pool



First Aid Kits:

First aid kits will be kept with each Day Camp group and on all vans/buses.

Standards of Care:

The City of Arlington is not regulated by any licensing agency because it is a municipality. We have to complete a number of requirements in order to have that licensing waived. Please read the attached Standards of Care which explains all the rules and regulations.

One regulation is that we can only serve children ages 5-12 under this policy. Absolutely no exceptions can or will be made to this policy. If a child's age is questionable, a birth certificate may be required to verify the correct age. This policy also applies to the 11 and 12 year olds in the Teen Camp.

**CITY OF ARLINGTON YOUTH PROGRAMS
STANDARDS OF CARE**

I. GENERAL INFORMATION/ADMINISTRATION

- A. Purpose: To provide basic childcare regulations for activities operated by the Arlington Parks and Recreation Department. This will allow the department to qualify as exempt from requirements of the Texas Human Resources Code.
- B. Implementation: Program will be the responsibility of the Parks & Recreation Department, with Center Programs Manager, Tennis Programs Manager and Recreation Program Coordinators to oversee overall program and Day Camp Directors administering the program on-site.
- C. Programs: Regulations apply to nine (9) on-going programs:
 - Holiday Day Camp
 - Spring Break Day Camp
 - Summer Day Camp
 - Day Off Day Camp
 - Summer Playground Programs
 - After School Programs
 - Partial Sports and Arts Camps
 - Teen Camp (11 and 12 year old participants)
- D. Other: Each site will make available for public and staff a current copy of the Standards of Care. Parents of participants will be provided a copy of Standards of Care during the registration process.
- E. Program Sites:

Hugh Smith Recreation Center	1815 New York Ave.
Cliff Nelson Recreation Center	4600 W. Bardin Rd.
Dottie Lynn Recreation Center	3200 Norwood Dr.
Lake Arlington Activity Room	6300 W. Arkansas Ln.
Elzie Odom Recreation Center	1601 N.E. Green Oaks Blvd.
Vandergriff Park	2801 Matlock Rd.
- F. Day Camp Objectives:
 1. To offer a program wide in scope and varied in recreational activities: sports, games, arts and crafts, education, drama, special events, field trips, tournaments, etc.
 2. To provide a pleasant, memorable experience in a loving atmosphere.
 3. To provide a safe environment-always promoting good health and welfare for all.
 4. To teach children how to spend their leisure time wisely, in an effort to meet several needs: emotional, physical and social.
- G. Exemption Status: Once an exempt status is established, the Licensing Division will not monitor the recreational program. The Licensing Division will be responsible for investigating complaints of unlicensed child care and for referring other complaints to the municipal authorities or in the case of abuse/neglect allegation, to the local police authorities.
- H. Standards of Care Review: Standards will be reviewed annually and approved by the City Council after a public hearing is held to pass an ordinance regarding section 42.041(b)(14) of the Human Resources Code.
- I. Childcare Licensing will not regulate these programs nor be involved in any complaint investigation related to the program.

- J. Any parent, visitor or staff may register a complaint by calling Arlington Parks and Recreation Administration Offices at 817-459-5474, Monday through Friday, 8 am-5 pm.

II. STAFFING

- A. **Day Camp Director**-Job Description and Essential Job Functions
Job Summary: Day Camp Director directs a staff of five to 25 day camp leaders and supervises the activities of children in a day camp setting.

Essential Job Functions:

1. Directs and supervises a day camp program for elementary aged children.
2. Develops and implements a daily camp curriculum under Parks and Recreation guidelines.
3. Responsible for ensuring camp activities are conducted in a safe, cost-efficient and professional manner.
4. Responsible for procurement of camp supplies, equipment and food items.
5. Responsible for all camp-related record keeping.
6. Schedules appropriate transportation for off-site field trips.
7. Schedules all day camp leaders at appropriate levels to maintain established camper to staff ratios.
8. Interacts with participants, parents, staff and supervisors to provide a high quality program.
9. Meets bi-weekly with other day camp supervisors and Program Supervisor to monitor program during summer.
10. Supervises a staff of five-25 day camp leaders.

Minimum Qualifications:

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must be able to communicate well with the public and be skilled at interacting with children.
3. Must be skilled in supervising children of varying age levels in a group setting.
4. Must have First Aid and CPR certification prior to start of camp.
5. Must have a valid driver's license from their state of residence.
6. Must complete departmental day camp staff training.
7. Must have previous experience supervising children in a day camp setting.
8. Must have previous experience supervising staff.
9. Prefer completion of at least two years of college; a minimum of one year is required.
10. Must pass city criminal background check prior to hiring.

- B. **Day Camp Leader**-Job Descriptions and Essential Job Functions
Job Summary: Day Camp Leader directs the activities of children in a supervised setting during all day camp sessions (summer or school breaks). Hours worked vary between centers, but may work up to 40 hours per week.

Essential Job Functions:

1. Implements and monitors a day camp program for elementary aged children.
2. Supervises and interacts with camp participants in a wide variety of recreational activities.
3. Responsible for ensuring that daily camp activities are conducted in a safe and professional manner.
4. Responsible for communicating camp needs (equipment, supplies) to camp supervisor.
5. Responsible for interacting with camp participants, parents and supervisors to provide a high quality program.
6. Responsible for maintaining facility appearance during and after camp activities.
7. Responsible for reporting any camp incidents to camp supervisor.

Hours of Operation:

Recreation Centers and Lake: 6:30 am – 6:30 pm
Summer Playground: 9:00 am – 3:00 pm

Payments:

Payments are due on or before the Monday of each week. Spaces cannot be held for upcoming weeks without payment. Please plan ahead by registering early. Registration in one week does not guarantee registration in the following week(s). Fees for all Day Camps are \$99 per week. For Camp Wannaplay there is a \$79 - \$99 sliding scale available based on 2006 Federal Income Tax Return and/or an award letter from a government assistance program or if participant qualifies for AISD free lunch program. (Space is limited) Playground Camp is \$15 per week or \$135 for 9/weeks. Campers must be on AISD free or reduced lunch program. (Space is limited)

Late Parents:

We understand that occasionally things go wrong (traffic jams, car trouble etc). If you realize you will be late in picking up your camper, please call the recreation center to alert staff. This will allow staff to reassure campers and prevent unnecessary worry. Parents who arrive after 6:30 pm (3:00 pm for playground camp) will be charged a fee of \$5 for every 15 minutes they are late. Late fees will be collected upon arrival and should be paid at the front counter. Consistent tardiness may result in termination of services.



Check In/Check Out:

Parents/Guardians must walk their camper into camp everyday to sign a check-in sheet and verify who will pick up their camper at the end of the day. Only those adults designated on the Participant Information Sheet will be allowed to pick up campers. **A driver's license will be required in order to confirm authorization.** We will not release campers until an authorized person comes into the building and signs out the camper.

The check-in sheet also allows for parents to write special instructions for the day (ex. No swimming due to ear ache).

The Participant Information Sheet must be updated annually. The information provided on this sheet expires one year from the date signed.



Dress Code:

Campers should dress for active camp activities and for warm Texas weather. Light t-shirts and shorts are recommended. **Athletic shoes are required as sandals may cause injuries and are not a good choice for active games and hikes.** Socks should be worn to maintain healthy feet. Warning.... kids may come home dirty!

Discipline Procedures:

The following discipline procedures will be in place at all centers. A list of rules for camp is included in this packet. Each camper must read (or be read) the policy and then sign (or print) that they have read and understand the procedures.

- 1st Incident - Warning/timeout, FYI Report and Behavioral Report
- 2nd Incident - Timeout, FYI Report and a Behavioral Report
- 3rd Incident - FYI Report, Behavioral Report and one week suspension
- 4th Incident - FYI Report, Behavioral Report and termination from programs/site

No Bullying Policy:

This is also attached for your camper to sign. Bullying will be handled in the same manner as other disciplinary issues.

J. Illness or Injury:

1. Participants shall have and maintain immunizations in accordance with those required by the Texas Department of Health for public school attendance according to age.
2. Parents shall be notified in cases of illness or injury.
3. An ill camper will not be allowed to participate if the camper is suspected of having a temperature and/or accompanied by behavior changes or other signs and symptoms until medical evaluation indicates that the camper can be included in the activities. In the event an injury cannot be mended through basic first aid, staff shall notify paramedic.
4. When an injury occurs, an incident report will be filled out immediately after the incident with the original sent to the Center Program Manager's office and a copy kept in the Day Camp files.

VI. GENERAL GUIDELINES FOR CHILDREN

As a part of the Day Camp Manual staff should be given the following information:

- A. A camper is not allowed to use the phone unless it is an emergency. In this case, Day Camp staff should make the call for the camper.
- B. Campers must stay off of tables, counter tops, ping pong tables, etc.
- C. Campers should walk in the building. Running is only permitted in the gym.
- D. Bouncing and throwing balls is permitted only in the gym.
- E. Active games using equipment that can cause damage to window, shades, lights and ceilings must be played only in the gym.
- F. Campers must respect staff and each other.
- G. Campers must wear shoes at all times.
- H. Campers must be contained and not allowed to filter in with the general public. Staff must know where each and every camper is AT ALL TIMES.

VII. ACTIVITIES

- A. Program will provide activities for each group according to the camper's ages, interests and abilities. The activities should be flexible and promote social and educational advancement.
- B. A weekly calendar of activities will be posted for parents the Friday prior to the week of camp.
- C. When taking field trips staff will:
 1. Count everyone before they leave the program site as well as prior to leaving the field trip site.
 2. Carry medical information on each camper and necessary medication with them on the trip.
 3. Carry a first aid kit.
 4. Encourage campers to wear camp shirts so that they are easily identified.

VIII. MONITORING AND ENFORCEMENT

Standards of care established by the City of Arlington will be monitored and enforced by City departments responsible for their respective areas as identified:

- A. Health and safety standards will be monitored and enforced by the City's Police, Fire, Health and Code Enforcement Departments.
- B. Staff and program issues will be monitored and enforced by the Arlington Parks and Recreation Department. The Program Supervisor shall visit each site on a bi-monthly basis. Each Facility Coordinator, Program Coordinator, Tennis Programs Manager and Lake Supervisor is responsible for visually checking the camp activities on a daily basis. When not available, another full-time staff person is responsible for the check.

Minimum Qualifications:

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must be able to communicate well with the public and be skilled at interacting with children.
3. Must be skilled in supervising children of varying age levels in a group setting.
4. Must have First Aid and CPR certification prior to start of camp.
5. Must have a valid driver's license from their state of residence.
6. Must complete departmental Day Camp staff training.
7. Must pass City criminal background check prior to hiring.
8. Knowledge of recreational games, crafts and activities.
9. Prefer completion of at least two years of college.

C. Other Requirements:

1. Staff must complete the mandatory staff training program of at least eight hours in addition to planning hours with site staff prior to the start of camp. This training includes a departmental orientation, customer service, sexual harassment, behavioral issues and discipline, as well as practical skills on activities for children in games, songs and crafts.
2. Staff must exhibit competency, good judgment and self control throughout the duration of the camp.
3. Staff should relate to the campers with courtesy, respect, acceptance and patience.
4. Staff will be evaluated at least once during the summer with a meeting before program is over to discuss any areas that should be addressed to ensure employment in a following camp.
5. Staff shall not abuse or neglect campers.

D. Criminal Background Checks: Criminal background checks will be conducted on prospective Day Camp employees. Applicants may be disqualified if they have a job related criminal conviction.

E. A prospective employee will be subject to a drug test prior to hiring.

F. Staffing Ratios: The number of children may not exceed staff by a minimum ratio of one staff per 15 children, ages 5-12.

III. FACILITY STANDARDS

- A. Emergency evacuation and relocation plans will be posted at each facility.
- B. Program employees will inspect sites frequently for any sanitation or safety concerns. Those concerns should be passed on to Facility Manager, Tennis Programs Manager or Lake Supervisor immediately.
- C. Each camp must have a fully stocked first aid kit. This shall be checked and stocked on a weekly basis by the Facility Center Manager. It shall include bandages and band aids, first aid cream, rubber gloves, Neosporin, alcohol wipes, hot/cold packs, gauze, syrup of Ipecac, tweezers and scissors.
- D. In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location.
- E. Program sites will be inspected by the Fire Marshall annually. Each Facility Coordinator is responsible for compliance with Fire Marshall's directives.
- F. The recommended number of fire extinguishers shall be inspected quarterly and made available and "primed" for use.

- G. Fire drills should be conducted once a month during the summer camps.
- H. Medication will only be administered with written parental consent. Prescription medications shall be left with staff in their original container, labeled with the child's name, date, directions and physician's name. Medication shall be dispensed only as stated on the bottle, and not past the expiration date.
- I. Non-prescription medicine with the child's name and date on the medication may be brought if in the original container.
- J. Each indoor site shall have adequate indoor toilets and lavatories located such that campers can use them independently and program staff can supervise as needed. There shall be one flush toilet per 30 children. Outdoor sites shall provide portable toilets based on number of children attending each day. Sinks shall be provided based on 1 sink / 30 children.
- K. All campers must wear tennis shoes daily. Sandals will not be allowed.

IV. SERVICE STANDARDS-Day Camp Staff

This information will be provided to each staff as a part of the Day Camp Manual:

- A. Camp staff shirts, shorts and tennis shoes are to be worn at all times. Name tag should be worn and clearly visible.
- B. Camp participants and parents will be treated with respect at all times.
- C. Camp staff will take it upon themselves to resolve complaints. Do not refer customer to another staff person. If you are unable to resolve the complaint on the spot, take the customer's name and phone number, investigate complaint, resolve and then follow up with the customer.
- D. Camp staff will keep parents continuously informed of camp activities. A weekly schedule will be distributed the week prior to session and extra copies will be kept with the sign in log daily.
- E. Camp staff will note details of behavior of campers (accomplishments, discipline problems, general activities, etc.) and update parents as much as possible.
- F. Camp staff will monitor the sign in/out log at all times.
- G. Camp staff will clean rooms **after each activity**. Floors will be swept/vacuumed, chairs stacked, mirrors cleaned, supplies put away. This is extremely important due to the fact that rooms are used throughout the day by other groups.
- H. Camp staff will spend 100% of their time actively involved with campers and/or parents.
- I. Prior to working with campers, camp staff will check all messages for the day.

V. OPERATIONAL ISSUES

- A. Emergency phone numbers are kept at the front desk of the facilities, as well as with the Day Camp Director on field trips. Those numbers include Fire, Police and ambulance services.
- B. Day Camp Manual is available at each camp location and outlines the following:
 - 1. Discipline Issues
 - 2. Rules and Regulations

- 3. Forms
- 4. Service Standards
- 5. Game and Activity leadership
- 6. Interaction with Campers

- C. Sign in/sign out sheets will be used every day. Only adults listed on sign-in/out release will be allowed to pick up campers. An authorized person must enter the building and sign the sheet in order for staff to release the camper.
- D. Emergency evacuation and relocation plans will be posted at each facility.
- E. Parents will be notified regarding planned field trips and provided the required release forms.
- F. Enrollment information will be kept and maintained on each camper and shall include:
 - 1. Camper's name, birth date, home address, home telephone number, physician's phone number and address and phone numbers where parents may be reached during the day
 - 2. Names, drivers license number and telephone numbers of persons to whom the child can be released
 - 3. Field trip release form as needed
 - 4. Liability waiver
 - 5. Parental consent to administer medication, medical information and release on participant
- G. Staff shall immediately notify the parent or other person authorized by the parent when the camper is injured or has been involved in any situation that placed the camper at risk.
- H. Staff shall notify parents or authorized persons when there is an outbreak of a communicable disease in the facility required to be reported to the County Department of Health. Staff must notify parents of campers in a group when there is an outbreak of lice or other infestation in the group.
- I. Discipline:
 - 1. Discipline and guidance of campers must be consistent and based on an understanding of individual needs and development.
 - 2. There shall be no harsh, cruel or unusual treatment.
 - a. Corporal punishment in any form will not be tolerated.
 - b. Campers shall not be shaken, bit, hit or have anything put in or on their mouth as punishment.
 - c. Campers shall not be humiliated, yelled at or rejected.
 - d. Campers shall not be subjected to abusive or profane language.
 - e. Punishment shall not be associated with food.
 - f. Staff may use brief, supervised separation from the group if necessary, but staff shall not place campers in a locked room or in a dark room with the door closed.
 - 3. Incident reports will be filled out on any disciplinary cases and information is to be shared with parents when picking up the child or sooner, when extreme cases occur.
 - 4. Children who show patterns of endangerment to themselves, other participants or staff will be asked to leave the program.