

X-citing

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M emories through youthful

E xpressions



City of Arlington
2007

Teen Camp
Parent Handbook

www.aceacorn.com



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
Kaylee Johnson, Program Coordinator

Elzie Odom Recreation Center

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

ILLNESS AND INJURY

1. Parents shall be notified in case of illness or injury.
2. 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.

GENERAL GUIDELINES FOR CHILDREN

As a part of the Day Camp Manual, staff should be given the following information:
Campers are not allowed to use the phone unless it is an emergency. If an emergency occurs, the supervisor will make the call for the camper.

ACTIVITIES

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.

MONITORING AND ENFORCEMENT

For more information and the Standards of Care Manual visit www.aceacorn.com and view the Parent Handbook.

Swimming:

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

Cell Phones on Trips:

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

First Aid Kits:

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

Facility Cards:

All campers 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.

Lunches and Snacks:

Campers need to bring a nutritional lunch to camp each day unless otherwise notified. Lunch boxes should be clearly marked with names. **Lunches cannot be stored in a refrigerated area or 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. Campers can bring money for snack/drink machines, but we will not be able to make change. Machines do accept \$1 bills.

Heat:

Camps are outside a large portion of the day and regular water breaks will be provided. Campers 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 your camper's name. Sunscreen is also recommended as the sun's rays can be intense.

Medications and 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 judgement 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

Come meet the Day Camp Leaders, tour the building, play games and have fun at all Arlington Recreation Centers.

Hours of Operation:

Recreation Centers: 9:00 am – 5:00 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 (space is limited). Playground Camp \$15 per week or \$135 for 9/weeks. Campers must be on AISD free or reduced lunch program (space is limited).

Check In/Check Out:

Parents/Guardians must walk their camper into camp every day 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. If your camper will be walking to and from Teen Camp we require that you provide us with a notarized letter giving your camper permission to sign him or herself in and out. If your camper will not be attending camp you are required to notify us by 9am.

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 good choices 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 a week suspension
- 4th Incident - FYI Report, Behavioral Report and termination from programs/site

Rules and Policies for the City of Arlington's X-Treme Teen Camp

General Rules:

1. No electronic equipment (including cell phones, handheld games and music players) or weapons of any kind may be brought to camp.
2. Appropriate language should be used at all times.
3. Dress Code: We follow AISD dress code.
 - Shorts must be fingertip length or longer.
 - Tank top straps should be at least 2 inches.
 - Swimwear should be conservative. If swimwear does not fall within guidelines the campers may be asked to cover up.
 - Tennis shoes should be worn everyday to camp. Flip flops can be worn to the pool.
4. Please make sure your teen wears sunscreen each day. We will provide SPF 45 but it is their responsibility to apply it.
5. Campers should respect each other's personal space and refrain from physical contact unless otherwise specified for a game or activity.
6. Hygiene: Teen camp is extremely active and it is important that campers shower each day.

Field Trip Guidelines:

1. Campers must wear wristbands throughout the entire trip.
 2. For offsite field trips campers must wear designated camp shirt.
 3. Campers must stay with assigned counselor. In the event that a camper walks away from their group:
 - The camper will be suspended for the rest of the week.*
 - A parent must pick up camper from field trip site.
 - Programmer will set up a mandatory meeting with the parent before the camper may return to camp.
- * Suspension/Expulsion is at Program Coordinator's discretion. Refunds will NOT be issued in the event of a suspension.
4. Be respectful to all other campers, counselors, supervisors and outside adults.
 5. Campers are not allowed to interact with non-City of Arlington Teen Camp participants.
 6. Participants are responsible for carrying their own personal belongings: money, sunglasses, etc.
 7. Cell phones are NOT permitted on trips.