



**City of Arlington  
Parks & Recreation Department  
Camp Guidelines**

## WELCOME!

- The City of Arlington Parks and Recreation Department is dedicated to fostering an inclusive environment for participants. We welcome all people no matter their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or age (program specific).
- We have developed a program that enables campers to thrive in a program knowing they are safe, respected, and treated with kindness by their peers and counselors. A Program Participant Pledge can be found on our website. We ask that parents read and discuss this pledge with their camper. Completed forms will be kept at your camp location.
- We have a great program in store and are excited to see you this summer. Our energetic and friendly camp staff can't wait to plan all the great activities. We are busy planning a fun-filled, safe summer. Please take some time to read over the following important information and discuss them with your camper to be sure you all know what to expect this Summer in The City!
- If you have any questions, please feel free to contact any center management.

## LOCATIONS

- Beacon Recreation Center: 1100 Mansfield Webb Road, 817-575-8340, 7:00am-6:30pm
- Cliff Nelson Recreation Center: 4600 W. Bardin Road, 817-561-2819, 7:00am-6:30pm
- Dottie Lynn Recreation Center: 3200 Norwood Lane, 817-277-5001, 7:00am-6:30pm
- East Library and Recreation Center: 1817 New York Ave, 817-275-1351, 7:00am-6:30pm
- Elzie Odom Athletic Center: 1601 NE Green Oaks Blvd, 817-459-6434, 7:00am-6:30pm
- Meadowbrook Recreation Center: 1400 Dugan Drive, 817-459-5463, 7:00am – 6:30pm
- Parks & Recreation Administration: 717 W. Main Street, 817-459-5474, [www.naturallyfun.org](http://www.naturallyfun.org)

## STANDARDS OF CARE

- The City of Arlington is not regulated by any licensing agency because it is a municipality. We are asked to complete several requirements in order to have that licensing waived. For a complete copy of the Standards of Care, please visit our website, [www.naturallyfun.org](http://www.naturallyfun.org).

## STAFF REQUIREMENTS

- Pre-employment:
  - Criminal background checks will be conducted on prospective day camp and after school employees. Applicants may be disqualified if they have a job-related criminal conviction.
  - A prospective employee will be subject to a drug test prior to hiring. Positive drug results will exclude an applicant from employment.
  - Day Camp Supervisors and Leader-Drivers will have their Motor Vehicle Record reviewed.
- Training
  - Staff must complete the mandatory training program of at least eight hours, in addition to planning hours with site staff prior to the start of the program.
  - The Arlington Parks and Recreation Department has designed a training program that exceeds these requirements and consists of twelve (12) hours of training plus a mandatory two (2) hour Stewards of Children training, and the Run, Hide, Fight Intruder Alert Lock-Down protocol training.
  - All staff are required to be CPR, First Aid, and AED certified. We have added training to ensure we are following required sanitization protocols for common surfaces, restrooms, meal service, recreational equipment, and camp facilities.
  - Day Camp Directors and Assistant Directors are required to attend an additional two-hour training and asked to be onsite 20 hours prior to the beginning of camp.

## REGISTRATION AND PAYMENTS

- Payments are due prior to your child attending camp. Registration is on a first-come, first-serve basis. There is limited space in camp at each location. Spaces cannot be held for upcoming weeks without payment. Please plan by registering early. We encourage participants to register online. Registration in one week does not guarantee registration in the following week(s). Fees for all Day Camps are \$140 per week. Based on qualifications, a \$90 sliding scale is available for the camps located at all facilities. Qualification is based on the most recent Federal Income Tax Return, an award letter from a government assistance program, or participant qualification for AISD free/reduced lunch program.

## GENERAL REFUND POLICY

- A customer must withdraw from a program three business days prior to the start of the first class to be eligible for a refund. For camp programs the start date of each weekly program is Monday, and all refund requests must be made no later than close of business Friday. This includes all full week and daily registrations, if applicable.
- Fees for classes or programs, which are canceled by the Parks and Recreation Department, are fully refundable. We encourage our customers to utilize their funds to re-enroll in other classes. Our staff members will gladly assist with finding the same class if it is offered at a different time or location or otherwise aid the customer in finding a suitable alternative.
- Participants removed from a Parks and Recreation facility, class, program, or lesson due to disciplinary reasons will not receive a refund.

### REGISTERED CAMPER FORMS & ePACT

- ePact is a secure and HIPPA compliant emergency network that Arlington Parks and Recreation uses to electronically collect medical and emergency contact information as well as authorized waivers. ePact will also ensure we have a way to communicate with you in the event of an illness, injury, or larger scale emergency.
- Once your registration is completed in our system, you will receive an email inviting you to share information with Arlington Parks and Recreation.
- Click “Complete Request” to create a free account, or log-in if you already have an existing ePact account.
- Enter the required information, like medical conditions, and share it with Arlington Parks and Recreation so that program staff will have access.
- You can update your information at any time in the year, and we will automatically be notified.
- ePACT makes it far easier for you to share emergency information with us, while also ensuring we have access to records anytime, anywhere with the mobile app-even without an internet connection.
- Rest assured that you always own your account and the information in it. Plus, ePACT maintains the same levels of security as online banking and limits access only to the administrators we assign for enhanced privacy.
- Have questions? Please contact your preferred Recreation Center to speak to a Customer Service staff member.

### CHECK-IN/CHECK-OUT

- Each camp will determine the drop-off and pick-up that works best for their facility and staffing plans. Curbside processes or inside processes will be communicated before the start of each week by email.
- The camp site will designate the curbside location (if applicable) through email, camp newsletter, or onsite signage.
- For curbside drop-off and pick-up, parents and guardians should remain in their vehicles.
- For the safety and security of the camp site, designated times for drop-off and pick-up will be shared ahead of time.
- Anyone needing assistance with dropping off or picking up outside the designated times must contact the center. Please notify the center management of any scheduled appointments in advance. If you will need regular accommodations outside the set times, approval must be made by camp management.

### EMERGENCY PICK-UP PROCEDURE

- In the case of an emergency, a parent must contact the facility with the emergency pick-up person’s information. We will need the emergency pick-up person’s name, phone number, and driver’s license information. They will be asked to show their ID prior to picking up the camper. Please alert staff how long this person will have authorization to pick up your child.

### LATE PICK-UP

- As soon as you realize you may be late picking up your camper, please contact the camp location to alert staff. A late fee will be assessed and collected upon arrival the same day of tardiness.
- Arlington Parks & Recreation Day Camps calculate late fees as a \$5 charge for every 15 minutes late starting at 6:31 PM (Ex: 6:31PM, 6:46 PM, 7:01 PM, etc.)
- The time of pick-up will be determined by the digital clock located at the designated sign out area. Consistent tardiness may result in termination of services.

### LUNCHES/SNACKS

- All camp sites qualify for a lunch program through CitySquare. The program will run May 30 – August 11. Please let camp staff know if you will be eating the lunches that are provided so they can plan accordingly.
- Campers may be asked to bring a lunch on special trip or swim days. This will be communicated by camp management in advance. On these days, please bring your campers lunch already prepared and in a disposable bag. Lunches will not be stored in a refrigerated area, nor can be heated/microwaved at the camp. Please keep this in mind when preparing lunches.
- Snacks will be served every afternoon. Children may bring money for snack/drink machines which can be purchased during designated lunch/snack times; however, the machines tend to be unreliable. When operating properly, machines accept \$1 bills or coins only. Center staff is unable to make change and is not responsible for any lost money or undispensed product.

### MEDICATIONS

- A Medication Authorization form will need to be completed and signed by parent/guardian before medication can be dispensed.
- A medication log is kept at each camp site. Please visit with camp management to find out more details.

### CAMP ATTIRE

- Campers will get dirty so please do not send them in anything you don’t want to be dirty.
- Closed-toe shoes should be worn. Sandals can be worn during swimming or designated water activities only. Please label all items (towels, swimsuits, lunches, extra clothes) with your child’s name. All lost and unclaimed items will be sent to Mission Arlington.

### WHAT NOT TO BRING

- Electronics – Campers should not bring any electronic equipment (phones, tablets, video games, etc.) If camper is found to have these items, day camp staff will take them up and turn them into center management. The items will be stored in a secured location until picked up by a parent. If this continues to be an issue, a meeting will be called between a parent a center management to discuss further disciplinary actions that may result in removal from the program.

- Toys from home – To avoid anything being stolen or broken, all toys and other items should remain at home.

#### TRANSPORTATION

- Camps going off-site for weekly swim times at a City of Arlington pool will be transported by bus. Durham School Services is our transportation provider for most offsite trips.
- Field trips are periodically scheduled throughout the summer. See the site supervisors to learn more about these scheduled trips.

#### SWIMMING

- Campers may swim every week barring inclement weather conditions. At the first sign of lightening or thunder all children will exit the pool. Campers should bring a towel, swimsuit, and sunscreen on swim days. Please make sure all items are marked with your child's name.

#### SWIM SCHEDULE

Camps may change swim days due to pool availability and field trip days so always check with your center if you need these details.

- |                |                    |                    |
|----------------|--------------------|--------------------|
| • Beacon       | Wednesday          | Bolden Pool        |
| • Cliff Nelson | Thursday           | BK Pool            |
| • Dottie Lynn  | Wednesday & Friday | Woodland West Pool |
| • Elzie Odom   | Thursday           | Randol Mill Pool   |
| • East         | Tuesday & Thursday | East Indoor Pool   |
| • Meadowbrook  | Tuesday            | Randol Mill Pool   |

#### SUNSCREEN

- Camp location schedules vary, but due to the nature of our programs and building layouts, many camp activities take place outside. All camp sites will schedule regular water breaks throughout the day. Parents are responsible for providing sunscreen and insect repellent. Please label all products with your child's first and last name. We require the initial thorough application be done by a parent before the camper is dropped off at camp. Day Camp staff will assist any camper, 8 years or younger, with reapplication during scheduled times. All camps schedule a mid-swim application time at any outdoor pool. If your child is sensitive to the sun, we recommend having them wear a swim shirt during swim time. Please contact center management for any special circumstances they need to be aware of.

#### REQUEST PROCESS FOR SPECIAL ACCOMMODATIONS:

- We comply with the Americans with Disabilities Act in making reasonable accommodations when possible. Participants requesting special accommodations need to complete a Special Accommodations Request Form. To make a request, contact the Parks and Recreation Administration Office at 817-459-5474. We will make every effort to accommodate special needs requests.

#### PHOTOGRAPHY

- By participating or utilizing our facilities, you are granting the City of Arlington and its agents the right to use and publish your image or your minor child's image and agreeing that no monetary remuneration will be given.

#### DISCIPLINE PROCEDURES

- All threats to campers or the safety of the camps involving weapons will be taken very seriously and referred to law enforcement. Based on the findings from law enforcement, additional parameters may be implemented.
- The City of Arlington Day Camp Program follows a 4-step progressive discipline process.
- 1st Incident: Camper is given a warning and/or time-out. The incident is documented using a "FYI" form. A copy of the "FYI" will be given to the parent at pick-up. Day Camp staff will work with the camper to redirect their behavior moving forward. Depending on the severity of the incident, a Behavior Report may be completed.
- 2nd Incident: Camper will be put into time-out. A Behavior Report will be completed. A mandatory parent meeting will be held to discuss the behavior. The report is reviewed and signed by the camper, parent, Day Camp Director, and on-site supervisor (Program Coordinator or Facility Manager). This is the first step in the progressive discipline process.
- 3rd Incident: If the inappropriate behavior persists, the same process from the 1<sup>st</sup> & 2<sup>nd</sup> incidents will be followed. This incident will result in suspension from all City of Arlington Day Camp programs for one week. This is the second step in the progressive discipline process.
- 4th Incident: If the behavior persists, the same process from the 1<sup>st</sup> & 2<sup>nd</sup> incidents will be followed. Parents will be notified and ask to immediately retrieve camper from the camp (whether camp is on-site or away on a trip). The camper will be terminated from all City of Arlington Day Camp Programs for the remainder of the season.
- \*Some behaviors and/or incidents may escalate the progressive discipline process more quickly.

#### OPEN RECORDS REQUESTS

- The Arlington Parks and Recreation Department has designed ways to effectively communicate with parents when it comes to their child's day. There are several forms that can be completed by day camp staff and given to parents to inform of positive and negative behaviors and minor injuries. These forms include "FYI", "Way To Go", and "Camp Cares".
- Additional forms may be completed with camper's personal information. To obtain copies of any internally used documents or forms, an Open Records Request must be submitted online. Requests are reviewed and sent to the designated representative in each department.

**HEALTH CONDITIONS**

- Please do not attend camp if your camper is not feeling well.
- It is recommended for all campers and staff to perform a self-check before arriving to the program. An ill person is defined as someone who has a fever (has a measured temperature of 100.4 F (38 C) or greater, or feels warm to the touch, or gives a history of feeling feverish accompanied by one or more of the following: skin rash, difficulty breathing, persistent cough, chills, sore throat, diarrhea, vomiting, unexplained muscle pains, new loss of taste or smell, headache with stiff neck, or appears obviously unwell OR has a fever that has persisted for more than 48 hours OR has symptoms of other indications of communicable disease.
- Campers who become ill at camp will be made comfortable while a parent is contacted to pick up the child. A parent will be contacted in the case involving a serious injury, including all head injuries. Parents or guardians must pick up the camper within one hour of being contacted.
- Please inform center management if your child is diagnosed with a communicable disease. In the event COVID-19 is the diagnosis, we will consult a representative from the Emergency Management Team to determine the appropriate Return to Camp date.
- In the case of an emergency, the staff will call 911.

**MASKS**

- Masks are options in all our programs for both participants and employees. Please label all items with camper’s info.

**CLEANING & SANITIZING**

- High-touch surfaces will be cleaned continuously throughout the day. This includes, but is not limited to, railings, door handles, restrooms, and shared equipment. Facilities will be deep cleaned each evening, including shared spaces and equipment. Each center uses an air sanitizer, Aeroclave, and has a rotating schedule to sanitize each user space on a weekly basis. Management may use this sanitizing spray more frequently as they see necessary.

**DON'T FORGET!**

- “Like” your center on Facebook for updates, reminders, and camp photos!

	Address	Main Phone	Facility Manager	Program Coordinator
<b>Beacon Recreation Center</b>	1100 Mansfield Webb Road, 76002	817-575-8340	Michael Schick 817-575-8341	Nick Lewis 817-575-8344
<b>Cliff Nelson Recreation Center</b>	4600 W. Bardin Road, 76017	817-561-2819	Nichole Green 817-459-6181	Graham Ritchey 817-459-6182
<b>Dottie Lynn Recreation Center</b>	3200 Norwood Lane, 76013	817-277-5001	Cruz Enriquez 817-459-5494	Daizha Hill 817-459-5466
<b>East Library &amp; Recreation Center</b>	1817 New York Ave, 76010	817-275-1351	Heidi Smith 817-575-8290	Milly Gomez 817-575-8291
<b>Elzie Odom Athletic Center</b>	1601 NE Green Oaks Blvd, 76006	817-459-6434	Ms. Ernie Smith 817-459-6442	Kyle Young 817-459-6434
<b>Meadowbrook Recreation Center</b>	1400 Dugan Drive, 76010	817-459-5463	Chris Schwartz 817-459-6443	Nathaniel Jack 817-459-6930

**HAVE A NATURALLY FUN SUMMER!**