



2020

City of Arlington

Parks & Recreation Department

Camp Guidelines

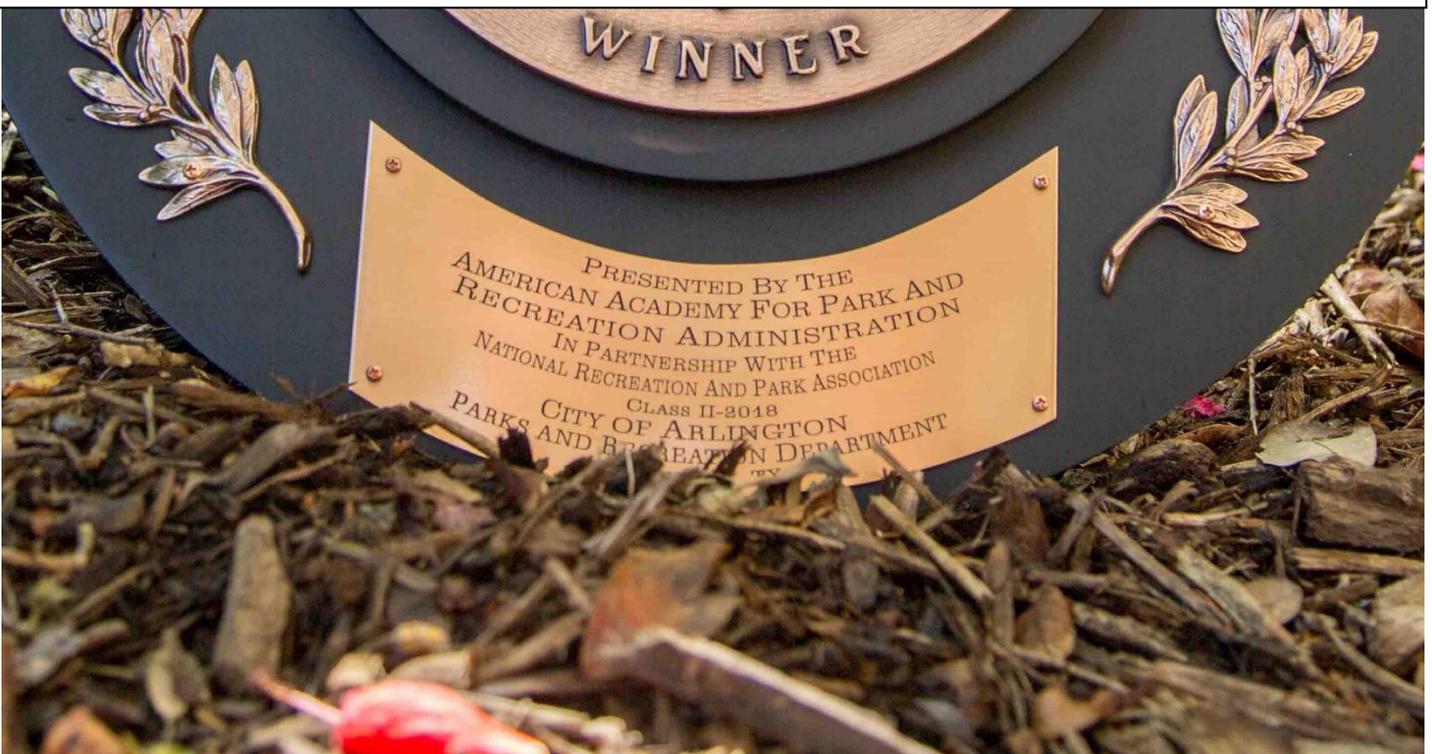


Welcome to the City of Arlington's Summer Day Camp!

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. Even though this summer will look a little different, we are 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.

Contact information can be found below.



Day Camp Facilities and Management Team

Cliff Nelson Recreation Center

4600 W. Bardin Road
817-561-2819

Samantha Crossnoe, Facility Manager

Jheron Thompson, Program Coordinator

Dottie Lynn Recreation Center

3200 Norwood Lane
817-277-5001

Miranda Byrd, Facility Manager

Madelyn King, Program Coordinator

Elzie Odom Athletic Center

1601 NE Green Oaks Blvd.
817-459-6434

Ernie Smith, Facility Manager

Kyle Young, Program Coordinator

Hugh Smith Recreation Center

1815 New York Ave
817-275-1351

Courtnei Anderson, Facility Manager

Daniel Gonzalez, Program Coordinator

Parks & Recreation Administration

717 W. Main Street

817-459-5474

www.naturallyfun.org

Day Camp Information & FAQs

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 will be provided and 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.

HOURS OF OPERATION:

Cliff Nelson Recreation Center	7:00 AM – 6:30 PM
Dottie Lynn Recreation Center	7:00 AM – 6:30 PM
Elzie Odom Athletic Center	7:00 AM – 6:30 PM
Hugh Smith Recreation Center	7:00 AM – 6:30 PM

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.

Our Response to COVID-19, SUMMER 2020:

In reaction to the COVID-19 pandemic, Arlington Parks & Recreation, with guidance from the Emergency Operation Center, has developed protocol to do our part to safely operate day camp at our facilities. While noticeable changes are in place, campers and families will still experience the fun, high-energy camp they know and love.

- **Registration**
 - Registration is on a first-come, first-serve basis. There is limited space in camp at each location. Payment is due in full at the time of registration. Staff are unable to hold any spots for customers. Registration and payment are the only sure way to guarantee a space for camp on any given week.
 - We encourage participants to register online to minimize face-to-face interactions. Advanced registration is required. Payment is due at the time of registration. Parents needing to pay by cash must enter the “public” entrance after dropping child off, no exceptions.
- **Drop-off/Pick-Up**
 - Each camp is designating a camp drop-off and pick-up zone.

- Parents and guardians should remain in their vehicles at camper drop-off and pick-up.
- The designated times for drop-off and pick-up are:
 - 7:00AM – 9:00AM
 - 4:00PM – 6:30PM
 - Anyone needing assistance with dropping off or picking up outside these designated times must contact the center. A staff member will bring the camper to the vehicle. 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.
- **Temperature Checks**
 - Upon arrival each day, staff will use infrared thermometers to check every incoming camper for a fever. If a camper is found to have an elevated temperature (100.4 degrees or higher), campers will wait 2 minutes. Staff will retake the temperature with another infrared thermometer. If the camper's elevated temperature persists, they will not be allowed to attend camp. The camper may not return until they are fever-free for at least 48 hours without the use of fever-reducing medications.
- **Camp Program & Design**

Arlington Parks & Recreation Day Camp Staff are working diligently to program a great summer. Here are ways we are doing our part to help keep campers safe:

 - Designating a separate Day Camp entrance away from the regular public entrance
 - Maintaining a camp ratio of 1:10
 - Reducing camp numbers to safely operate within the facility
 - Routing group transitions to avoid common areas
 - Designating a personal item & lunch check-in table
 - Developing camp schedules and activities that encourage campers to social distance
 - PPE is anticipated to be common amongst staff and campers
 - Canceling field trips this summer, sorry for this inconvenience
 - Establishing transportation protocol for camps utilizing a vehicle on swim days
- **Health & Safety Response**
 - Parents must report to camp management if a camper has any symptoms, tests positive, or has been around anyone that has tested positive in the last 14 days. Camp management is required to notify families in the event another camper or staff tests positive for COVID-19. The identity of these individuals will not be made public outside of any CDC requirements.
 - Arlington Parks & Recreation pledges to stay up to date on information provided by the CDC, state and local health officials and act in accordance with government directives and recommendations.

To all parents and guardians of camp participants:

- There is an enhanced risk for anyone age 65 or older who comes into contact with campers for 14 days after the end of the camp session.
- If a child at camp tests positive for COVID-19, all parents or guardians will be notified by the camp operator. The parent or guardian may choose to either pick up their camper or let the camper remain and trust the camp to take appropriate safeguards.

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 may exclude an applicant from employment.
- **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 a childhood sexual abuse information and prevention 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. Spaces cannot be held for upcoming weeks without payment. Please plan by registering early. Registration in one week does not guarantee registration in the following week(s). Fees for all Day Camps are \$125 - \$160 per week. Based on qualifications, an \$80 - \$115 sliding scale is available for the camps located at Cliff Nelson, Dottie Lynn, Elzie Odom, and Hugh Smith. Qualification is based on 2019/2020 Federal Income Tax Return, an award letter from a government assistance program, or participant qualification for AISD free/reduced lunch program. An Annual Membership is required for most camps.

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.

Annual memberships are verification of membership to the facility and entitle holders to all benefits of the membership. Membership cards are the property of the Arlington Parks and Recreation Department and are non-refundable and non-transferable. Most camps and programs require an annual membership.

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.

How it works

1. Once your registration is completed in our system, you will receive an email inviting you to share information with Arlington Parks and Recreation.
2. Click "Complete Request" to create a free account, or log-in if you already have an existing ePact account.
3. Enter the required information, like medical conditions, and share it with Arlington Parks and Recreation so that program staff will have access.
4. 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 Representative.

CHECK-IN/CHECK-OUT:

We will be offering a modified camper drop-off and pick-up procedure to reduce the chances of parents and guardians from coming within 6 feet of individuals not within the same household.

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 table. Consistent tardiness may result in termination of services.

LUNCHES/SNACKS:

We have had to make extreme adjustments to our lunch process this summer. Please read through this section carefully.

- Campers who bring lunch from home will be required to bring it in disposable container. All items found in container must be disposable. Examples of these items may include drinks (cans or bottles), utensils, sandwich bags, etc. Lunches will not be stored in a refrigerated area nor can they be heated/microwaved. Please keep this in mind when preparing lunches.
- Hugh Smith, Dottie Lynn, and Elzie Odom camps all qualify for a lunch program through CitySquare. The program will run June 8th – August 14th. Please let camp staff know if you will be eating the lunches that are provided so they can plan accordingly.
- Snacks will be served every afternoon. Campers will not be allowed to bring additional snacks from home. Children may bring money for snack/drink machines which can be purchased during designated lunch/snack times. Center staff is unable to make change. Machines accept \$1 bills when operating properly.

MAINTAINING A SAFE CAMP

The following is a list of program updates for Summer Day Camp 2020. Parks and Recreation overall goal this summer is to provide a **fun** and safe program. We will do our part to plan activities outside, keep facilities and equipment disinfected, and limit close contact.

SCREENING PROCEDURES

Initial screening will be required for all camp personnel and participants prior to entering the facility. All staff will have their temperature checked by an infrared thermometer prior to clocking in. Additional checks may be performed throughout the day.

All campers will have their temperature checked by an infrared thermometer at drop-off before they exit their vehicle. If a temperature reads 100.4 or above, campers will wait 2 minutes. Staff will re-check using a different infrared thermometer. If temperature again reads 100.4 or above, staff and camp participants will not be permitted to attend camp. Campers will need to be fever free for at least 48 hours without the use of fever-reducing medications to be eligible to return to the program.

SOCIAL DISTANCING

Campers within the same group and their counselor are encouraged but not required to maintain full social distance from each other. Directional paths, stairs, and entrances/exits will be established to ensure that groups do not cross paths with other groups.

When outside, a minimum of 6' of space will be maintained between each group. Other program staff will maintain a 6' distance from all other staff and campers.

HANDWASHING & PERSONAL HYGIENE

Camp participants and staff will be required to sanitize or wash their hands before entering camp daily, upon arrival at every activity area, when leaving each activity, before exiting the restroom, before & after eating, and after coughing or sneezing. CDC recommendations regarding covering coughs and sneezes will be followed.

MASKS

Staff greeting campers at drop off and pick up will be required to wear a mask. Campers and group leaders will not be required to wear a mask. If you prefer for your camper to wear a mask you may certainly send one. 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. We will limit the use of shared equipment during activities and provide each camper with their own set up equipment when available. Facilities will be deep cleaned each evening, including shared spaces and equipment.

HEALTH CONDITIONS

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.

In the case of an emergency, the staff will call 911.

MEDICATIONS

A Medication Authorization form will need to be completed and signed by parent/guardian before medication can be dispensed to campers.

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 and 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 from home may not be brought to camp.

TRANSPORTATION:

Camps going off-site for weekly swim times at a City of Arlington pool will be transported by bus.

SWIMMING:

Campers will 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:

Cliff Nelson

Thursday

BK Pool

Dottie Lynn

Wednesday & Friday

Woodland West Pool

Elzie Odom

Friday

Randol Mill Pool

Hugh Smith

Wednesday

Allen Bolden Pool

Swim days are subject to change due to field trips and special events. Changes will be posted.

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.

Due to COVID-19, only spray sunscreen will be administered by Day Camp Staff. 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 you need them 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:

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 1st & 2nd 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 1st & 2nd 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 injury reports, such as "Cliff 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.

DON'T FORGET!

"Like" your center on Facebook for updates, reminders and camp photos!

