



City of Arlington
Parks & Recreation Department
Camp Guidelines 2025

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 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. 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.
- 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 Athletic Center:	1400 Dugan Street	817-459-5463	Times vary
• Parks & Recreation Administration:	717 W. Main Street	817-459-5474	www.naturallyfun.org

STANDARDS OF CARE

- The City of Arlington is not regulated by a childcare 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.

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 (8) 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 ALERRT Active Threat/Active Shooter protocol training.
 - All staff are required to be CPR, First Aid, and AED certified.
 - Day Camp Supervisors and Assistant Supervisors are required to attend an additional two (2) hour training.

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. Registration in one week does not guarantee registration in the following week(s), so please plan by registering early. We encourage participants to register [online](#). Fees for all Day Camps are \$140 per week. We will no longer offer the Sliding Scale program, as it has been consolidated into a single scholarship program. The Sliding Scale, Build-A-Dream/Camp Dream, and Naturally Fun scholarships are now part of a single, streamlined program offering tiered discounts of 20%, 50%, or 80%. This new structure simplifies the application process and broadens eligibility across various programs, camps, and memberships.

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.
- 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, HIPAA-compliant emergency network used by Arlington Parks and Recreation to collect your child's medical and emergency contact information, authorized waivers, and pick-up details. Filling out your child's ePact form thoroughly and accurately is essential for their safety and well-being at camp.

- **Create Your Account:** After registering for camp, you'll receive an email prompting you to "Complete Request" and create a free ePact account (or log in if you already have one).
- **Enter Required Info:** **Include all medical conditions, emergency contacts, and authorized pick-up persons. Be sure to upload photos of each individual listed and assign a 4-digit pick-up code for added security.**
- **Stay Updated:** You may update your child's ePact information anytime throughout the year, and staff will be notified of changes automatically.
- **Your Privacy Matters:** Only designated staff can access ePact through a secure, encrypted platform—even offline—ensuring your information remains protected.
- **Swimming Safety:**
 - To participate in swim activities, it's important to accurately complete the swimming section of the ePact form. This includes noting your child's swim ability and whether they require a personal flotation device (PFD).
 - **Campers without updated swim info in ePact will not be allowed to swim.**
 - The City of Arlington will conduct swim tests for all campers ages 6 and older who wish to swim in deep water.
 - All 5-year-old campers are required to wear a PFD during swim time, regardless of swimming ability.
 - The City will provide PFDs, but families may bring their own if they are properly fitted by weight/size and U.S. Coast Guard approved.
- If you have any questions, please contact your preferred Recreation Center and speak to a Customer Service staff member.

Remember, filling out the ePact form correctly and completely enhances our ability to ensure the safety and well-being of your child during their time with us.

DROP-OFF AND PICK-UP PROCEDURES

Each camp will establish drop-off and pick-up procedures that best fit their facility and staffing capabilities. Whether curbside or inside, these procedures will be communicated to you via email before each week begins.

- The camp site will inform you of the designated curbside location (if applicable) through email, camp newsletters, or onsite signage.
 - For curbside drop-off and pick-up (if applicable), parents and guardians can remain in their vehicles to facilitate a smooth process.
- Specific times for drop-off and pick-up will be communicated in advance to ensure the safety and security of each camp site. Most centers will have designated drop-off between 7:00 AM–9:00 AM and pick-up between 4:30 PM–6:30 PM.

- If you need assistance with dropping off or picking up your child outside the designated times, please contact the center directly. Notify the center management of any scheduled appointments in advance. Regular accommodations outside set times require approval from camp management.

This summer, we will be using ActiveNet Connect for secure camper drop-off and pick-up instead of paper sign-in/out forms. ActiveNet Connect is digitally linked to your child's ePact account, and all "authorized pickup persons" listed in ePact will be transferred to ActiveNet for verification.

- To ensure your child's safety, please review and update the information seasonally in both ePact and ActiveNet Connect, including uploading a clear photo for each authorized pickup person.
- All details in ActiveNet Connect must match those in ePact, as required by the City of Arlington for safe and consistent camper release.
- A government-issued photo ID will be required to verify the identity of pickup persons through ActiveNet Connect. By integrating ActiveNet Connect with our procedures, we enhance the security and efficiency of our camp's operations, ensuring a smooth and safe experience for all involved.

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. Parent must provide the temporary pick-up person with the 4-digit security code listed on the child's ePact form. They will be asked to provide this code and 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 a third-party vendor, She Leads with Purpose, running from June 9 to August 9. We encourage parents to pack a lunch for their child during the first two weeks of camp (May 27–June 6), as vendor-provided lunches will not begin until June 9. Centers may provide lunch on a limited, needs-based basis during this time.
- Once the program begins, please notify camp staff if your child will be participating in the provided lunches, 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 camper's 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 their own snacks or money for snack/drink which can be purchased from vending machines or in-house concession stands. Each center will provide their policy on when snacks can be purchased, however it is recommended that parents purchase snacks with campers before dropping off. 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 from vending machines.

MEDICATIONS

- All medications—prescription and non-prescription—require a completed and signed Medication Authorization Form from a parent or legal guardian before they can be administered at camp.
- Medications must be provided in their original containers, labeled with the child's name, date, dosage instructions, and (for prescriptions) the physician's name. Expired medications will not be accepted.
- Non-prescription medications must also include the child's name and date on the container and will only be administered with written consent.

- Only medications that can be self-administered by the child will be allowed unless otherwise directed by the Arlington Fire Department or Emergency Management.
- A medication log is maintained at each camp site. Please speak with camp staff for more information.

CAMP ATTIRE

- Campers will be active and may get messy during the day. Please send campers in comfortable clothing, which may get 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 and Valuables from Home – To avoid anything being stolen or broken, all toys, jewelry, and other irreplaceable 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

- Swimming may be a scheduled activity planned during the Arlington Parks and Recreation seasonal camps. Parents/Guardians are required to share the child's comfort level swimming by indicating the comfort level in the water.
 - Not comfortable in water
 - Comfortable wading but not swimming
 - Comfortable swimming in shallow water
 - Comfortable swimming in deep water
- The City of Arlington will conduct a swim test during each camp visit to the pool. Campers, ages 6 and over, who desire to swim in the indicated deep areas of the pool, must take, and pass the test conducted by certified lifeguards.
- All 5-year-old campers are required to wear a Personal Flotation Device (PFD) while participating in swim time regardless of indicated swimming ability.
- Parent/Guardians must indicate if they want their camper to wear a PFD while swimming regardless of age. They can do this on their camper's ePact form.
 - The PFD will be provided by the City of Arlington. If a participant wishes to bring their own, it must be properly fitted by weight and size and must be U.S. Coast Guard approved.
- At the first sign of lightning 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. On swim days, campers should bring their swimsuit and towel.

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 outdoor 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 removed from the group and a time-out given if needed. 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. In the event a camper is unable to safely return to his/her group, a parent/guardian may be called and asked to pick the camper up within **one hour**.*

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 keep your child home from camp if they are feeling unwell.
- 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.

- If a camper is found to have lice, campers must undergo two treatments of medicated shampoo. Parents must sign the **Initial Treatment** form and return it to the Program Coordinator before the child returns to the program. The receipt of the product's label MUST be attached to the form. Between 7 and 10 days after the initial treatment, parents will need to retreat camper and submit a **Second Treatment** form.
- 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. Parent/guardian must pick up the camper **within one hour of being contacted**.
- Please inform center management if your child is diagnosed with a communicable disease.

DON'T FORGET!

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

CENTER	ADDRESS	MAIN PHONE /FACEBOOK	FACILITY MANAGER	PROGRAM COORDINATOR
Beacon Athletic Center	1100 Mansfield Webb Rd, 76002	817-575-8340 @TheBeaconRecreationCenter	Michael Schick 817-575-8341	Nick Lewis 817-575-8344
Cliff Nelson Rec Center	4600 W Bardin Rd, 76017	817-561-2819 @CliffNelsonRecreationCenter	Nichole Green 817-459-6181	Monique Jaquay 817-459-6182
Dottie Lynn Rec Center	3200 Norwood Ln, 76013	817-277-5001 @DottieLynnRecreationCenter	Milly Gomez 817-459-5494	Ivan Medina 817-459-5466
East Library & Rec Center	1817 New York Ave, 76010	817-275-1351 @EASTRecreationCenter	Milaun Murry 817-575-8290	Zachary Ginn 817-575-8291
Elzie Odom Athletic Center	1601 NE Green Oaks Blvd, 76006	817-459-6434 @ElzieOdomAthleticCenter	Carson Dalheim 817-459-6442	Jakari Buie 817-459-6436
Meadowbrook Athletic Center	1400 Dugan St, 76010	817-459-5463 @MeadowbrookRecreation	Chris Schwartz 817-459-6443	Nick Lewis 817-575-8344

HAVE A NATURALLY FUN SUMMER!