City of Denton
Summer Camp
Parent Manual
*Note: revised version will be out in April 2017
Denton Parks and Rec 2016 Summer Camp Manual

Camp Mission Statement:
To ensure our campers have the opportunity to grow physically, emotionally, and mentally in a non-competitive, safe, and supervised environment.

Camp Operation:
The city operates their camps by the Standards of Care which have been adopted by the City Council of the City of Denton, Texas in order to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. The Standards of Care are intended to be minimum standards by which the City of Denton Parks and Recreation Department will operate the City’s Youth Programs. The programs operated by the City are recreational in nature and are not licensed day care programs. The City of Denton’s recreational/camp programs are exempt from licensing under Texas Administrative Code 745.115(3). The Denton Parks and Recreation Summer Camps operate as a recreation program and not a daycare facility. The Standards of Care are available for view at www.dentonparks.com.

Camp Goals
✦ To provide a fantastically fun day, every day, for each child.
✦ To help campers realize they’re full potential. This means giving them the opportunity to be creative and to grow.
✦ To develop each child’s confidence, leadership, and achievements through participation in group activities.
✦ To help campers work and play together. This includes helping them relate to others and recognizing the differences that make each person unique and special.
✦ To help develop friendships with the other children and camp counselors.

Camp Rules:
✦ Follow directions
✦ Listen to the counselors
✦ Ask counselors to go to the bathroom or leave an activity
✦ Be polite and courteous to all
✦ Be respectful to other campers and staff
✦ No foul or rude language
No fighting
- Participate in activities
- No arguing – only discussions about problems
- No negative comments or attitudes directed towards anyone at camp

Camp Hours and Dates:
Camp operates from 7 a.m.-6 p.m. every day with structured activities from 8:30 a.m.-5 p.m. otherwise we offer open play care from 7 a.m.-8:30 a.m. and from 5 p.m.-6p.m. Open play is a supervised free playtime. The camp operates from June 6, 2016 to August 19, 2016.

DAILY ACTIVITIES
Each week camp will be specialized and follow a theme. All field trips, games, learning activities, crafts, etc. will be based on the specialization and theme for that week. Counselors will have weekly schedules available to you on Monday of each session. Please note that all schedules are subject to change.

*NOTE: WE SWIM EVERY MONDAY-FIRST DAY OF CAMP-WE WILL BE SWIMMING! Please bring a bathing suit, towel, and sunscreen the 1st day at camp if you are attending Little Campers, Super Kids or Camp Exploration.

WELCOME to the First Day of Camp:
The first day of camp can be awkward for many new campers. To many of them, the first day of camp seems frightening and intimidating. The first day may even make some parents nervous, but please remember that the more nervous you are as a parent, the more nervous and intimidated your child will be. Try to be easy going and relaxed. If your child is hesitant to join the camp, be patient and have a counselor help you introduce your child to another camper.

Once all the campers have been checked in, counselor introductions will be made. The counselors will then go over some of the more important rules of camp. The campers will then be split into groups, which they will remain in the rest of the session.

After the groups have been separated, the counselors will introduce themselves to their groups and play a “get-to-know-you” game. By the end of the hour, everyone in the group knows everyone else and camp will be off to a great start.

Parent Visits:
All parents are welcome to visit camp at any time. We cannot provide transportation for the parents to and from any activities. If you want to spend one on one time with your child during camp hours, you will be required to sign the child out of camp and then sign them back in when you leave.

To put your mind at ease our Selection and Training for staff is:
Everyone knows that counselors are the keys to a great day camp. Therefore, we look for the very best when we hire. Characteristics that we look for in a camp counselor are:
♦ Good role model
♦ High moral values
♦ An outgoing personality
♦ Leadership abilities
♦ Experience and education working with children
♦ Desire to work with children

All staff completes First Aid, CPR, AED, Van Driver Training, and Defensive Driving Courses.

Important Phone Numbers:
Sara Farris       YTS Supervisor       (940) 349-8730
Sara Travis      YTS Supervisor       (940) 349-8723
Glenn Richardson Athletic/YTS Coordinator (940) 349-8732
Kathy Schaeffer  Program Area Manager (940) 349-8731
Parks & Recreation Customer Service     (940) 349-7275
Civic Center Pool Office               (940) 349-8279
Water Works Park Office                (940) 349-8800

Drop-off and Pick-up:
Camp Exploration: Campers need to be dropped-off and picked-up every day in the center room of the Civic Center: 321 E. McKinney St. On occasion but rarely, we may have different drop off or pick up locations if there is a rental in the Civic Center.

*Little Camper’s Camp and Super Kid’s Camp: Campers need to be dropped-off and picked-up every day at McMath Middle School: 1900 Jason Dr. As you pull up to the school-please park in the parking lot to the right of the school. You will enter the double doors directly across from the outdoor basketball courts. The first gym on the right is the location of the camp.
*There is a possibility that the last one or two weeks of camp for Super Kids and Little Campers may be moved to the Civic Center (August 8-19, 2016). Unfortunately, we usually will not know if we need to move until late July or early August. For the past 2 years, we have not had to move to the Civic Center. It is determined on a year by year basis.

Also, the gym floors at McMath are usually refinished each summer during July, so there is normally a few days to a week that we are in the cafeteria for camp.

Children are required to be walked into the building with their parent or guardian to be checked in each morning. At pick-up time, each child must have a parent or guardian signature to be released from camp each day. **NO DROP-OFFS ARE ALLOWED.** A child is not in our care until the parent/guardian has signed them into our camp. If a child is dropped off without being signed in, we will call you to come back and sign them in and they will wait in the lobby until you return and sign them in.

**Parent Release/Sign-Out**
The registration form includes a section for the parent or guardian to provide the names of those persons allowed to pick up their child(ren) from the youth program. The following procedures will be followed at all times:

1. When a parent/guardian or authorized person comes to pick up the child(ren), they are to sign the child(ren) out. Honking or waiving for the child(ren) to come to the car is not acceptable.
2. Children are not allowed to sign themselves out of the program nor are they allowed to leave the site without being accompanied by an adult, parent, or guardian.
3. Until familiarity is established, picture identification will be requested.

When an unauthorized person comes to pick up a child, the following procedures will be followed:

1. Leaders will ask for identification on anyone they are not familiar with.
2. The sign-out policy and the reason for it will be explained to the person desiring to take the child(ren).
(3) The parent/guardian will be called at work or at home to inform them of the person on site asking to pick up their child(ren). The parent or guardian will be asked for their driver’s license number also, to verify that staff is talking to the parent or guardian.

(4) The parent or guardian will be asked to grant permission for their child(ren) to be released to the person on site. The parent or guardian will be asked to fax a signed permission letter to (940) 349-8384.

(5) Once permission is granted, the child will be released to the person on site.

(6) If the parent or guardian cannot be reached or does not grant permission, the child will not be released to the unauthorized person.

(7) If the unauthorized person takes the child(ren) without permission, the police will be notified and the situation will be handled as a criminal incident.

Late Pick-up Policy:
Campers registered for Summer Camp Hours between 7 a.m.-6 p.m.:

The summer camp hours are from 7 a.m.-6 p.m. everyday that camp is in session. The following late fee policy is in effect. If a child is not picked up by 6 p.m., a late charge of $5.00 will be charged until 6:15 p.m. After 6:15 p.m., parents are charged an additional $1.00 per minute. Payments for late fees are due at the time of pick-up on that same day. Children cannot be dropped off at camp until late pick up fees are paid. At 6:15 p.m., if the child has not been picked up by the parents, emergency contacts will be attempted to be notified. Arrangements for other individuals to pick-up participants by 6 p.m. may be made by adding these individual names to the registration card at the check in/out table.

IMPORTANT!

Each time a child is picked up late within the same week the late fees doubles for the second incident then the third and so on.

1st Late Pick up in the week:
If a child is not picked up by 6 p.m. a late charge of $5.00 per child will be charged until 6:15 pm. After 6:15 p.m. parents are charged an additional $1.00 per minute.

2nd Late Pick up in the week:
If a child is not picked up by 6 p.m. a late charge of $10.00 per child will be charged until 6:15 pm. After 6:15 p.m. parents are charged an additional $2.00 per minute.

3rd Late Pick up in the week:
If a child is not picked up by 6 p.m. a late charge of $20.00 per child will be charged until 6:15 p.m. After 6:15 p.m. parents are charged an additional $4.00 per minute.

Payments for late fees are due at the time of pick-up. At 6:15 p.m., if the parents have not picked up the child, emergency contacts will be called.

If your child is not picked up by 8 p.m. and we are unable to reach the parent/guardian or emergency contacts are unable to pick up your child, the child will be taken to police services and processed by child protective services.

Arrangements for other individuals to pick up participants by 6 p.m. may be made by adding these individual names to the registration card at the checkout table.

*Note- If your child has not been picked up by 8 p.m., the Denton Police will do a report and release the child(ren) to CPS.

Camp Payment:
All Camp session balances are due the first day of camp in the morning. You will not be allowed to drop your child off at camp unless payment is made on the first Monday of each camp session you are registered for during the summer. There are no exceptions made.

No Pro-Rates:
Even if you attend only one day of camp, the full payment for the entire week is due. We do not pro-rate for days not attended. If your child attends any day of the week, you will be billed for the entire week and will not be able to attend any other camp weeks or parks and recreation program until paid in full.

Camp Deposits:
Camp deposits are non-refundable, non-transferable, no credits given under any circumstances for the camp deposits.

**MISSING CAMP DAYS:**
**Due to financial obligations of the program, payments or parts thereof will not be refunded because of absences, including those resulting from sicknesses, an unscheduled vacation, or withdrawals.**

**Absence Policy:**
If your child will be absent for the day, please call the following number, depending on which campsite your child attends:

- **Camp Exploration:** (940) 349-8731
- **Little Camper’s Camp:** (940) 349-8731
- **Super Kid’s Camp:** (940) 349-8731

**Refund Policy:**
If your child does not show up for camp on the first day, there will be no refunds given. The only exception is if you call by the Thursday the week before camp starts to inform the office staff that your child will not be attending camp. Do not leave a message; you must speak to a staff member so we can verify that you called by the deadline. In addition, if you call over the phone and make camp changes, you must receive an email receipt to show proof of the change. You will be required to show your email confirmation paperwork for any changes made. If you call by the Thursday before by 5 p.m., you will receive a refund, minus the $10. **The $10 deposit is not refundable, transferable or credited under any circumstance. If you do not call by the Thursday before camp, no refunds or credits will be given-no exceptions!**

**Groups:**
Each child will be assigned to a specific counselor and group for each session. These groups are divided by age. Most of the activities are all group activities, but at times the groups will split to do separate activities. Please, let us know if you want your child grouped with a specific person/child.

**Daily Schedule:**
Everyday campers will participate in high-energy activities (i.e. pirates gold) and low-energy activities (i.e. arts and crafts). Counselors will have weekly
schedules available for the parents on the Monday of each session. These schedules will outline activities and field trip information. Note that all schedules are subject to change.

**Breaks:**
We have rest and water breaks built into the daily program. A camper can stop and take a break at anytime during the day, no matter what the activity.

**Free Lunch Program:**
If requested on your registration form, we will provide your child with a free lunch. The lunch includes a sandwich, piece of fruit or veggie, and milk. Lunch will not be provided on field trips—you must pack a lunch for your child that day. **The summer food program ends on August 12, 2016. You must provide lunch for your child the week of August 22-26, 2016.** No food can be prepared on-site, each child must bring an insulated bag for their children’s lunches and snacks if they choose to not be a part of the free lunch program.

**Swim Days:**
- Camp Exploration: Monday, Wednesday, and Friday
- Little Camper’s Camp: Monday and Friday
- Super Kid’s Camp: Monday, Wednesday, and Friday

Please have your child bring a bathing suit, towel, and sunscreen on these days. Swimming will take place most often at the Civic Center Pool on Monday’s, Wednesday’s, and Friday’s. We will take four trips to the Water Works Park during the summer and it will be indicated on the weekly calendar. In addition, as the summer progresses we may take some trips to other metroplex pools on occasional Wednesdays and Fridays and the locations and days will be listed on the weekly calendar.

All children will have to wear a bright colored (orange or green) wristband depending on their swimming ability. Each child will have the opportunity to take a swim test given by the Pool Lifeguard Staff if they would like to swim in the deep end and dive off the diving board. Children that do not wish to swim in the deep end or do not pass the test will swim in the shallow end of the pool only. The swim test will only be administered if indicated on the registration form and initialed by the parent.

You must indicate on the registration form if you allow your child to swim in the deep end, if swim test is passed.
Note: If a child passes the swim test and receives a green wrist band, they are then allowed to swim in all areas of the pools or water parks we attend. We cannot limit where the green bands are able to swim.

**SUNBURN:**
A large portion of the day will be spent outdoors in the sun, so please apply sunscreen to your child before sending them to camp. If your child has a light complexion or is prone to sunburn, please provide a swim shirt and hat with them to swim in. Please inform the staff of these issues.

The campers are at the pool from 2 ½-3 hours or longer on the all day trips and the reflection off the water and intense heat causes the sunscreen to wear off quickly. Please provide additional sunscreen for your child because we will try re-apply the sunscreen as much as is allowable. Please make sure you notify the staff if you have sun-related concerns regarding your child.

Please alert the camp counselors of any heat related illnesses your child may suffer from.

**Field Trips:**
On field trip days, please have your child wear their camp T-shirt. If there is something special needed for the field trip, a note will be given to each parent on Monday. Each child must bring a sack lunch and drink for each field trip, unless otherwise told. Each week the camp calendar and newsletter will provide the day of the field trip, location, time of departure and time of arrival back to camp. **PLEASE MAKE SURE YOU DROP YOUR CHILD OFF BY 9a.m. ON FIELD TRIP DAYS.** If you are late dropping your child off and the bus/van has already left, it is your responsibility to take the child to the field trip location. We do not provide care for children who are late for the field trip or decide to not attend that specific field trip for your registered camp.

**Field Trip Days and Schedule (may be subject to change):**
* Little Camper’s Camp - Wednesday
* Super Kid’s Camp - Tuesday
* Camp Exploration - Thursday

**Camp Exploration**
June -
June -
June -
June -

June -
Little Campers
June -
June -
June -
June -
June -
July -
July -
July -
July  -
July -
Aug. -
Aug. -
Aug. -

Super Kid’s Camp
June -
June -
June -
June -
June -
July -
July -
July -
July -
July -
Aug. -
Aug. -
Aug. -
TRANSPORTATION
Campers will travel in city vans and are required to sit in either a car seat or booster seat, based on their age and weight. Our air conditioned vans come with adjustable seat belts, and we follow all the safety procedures outlined by the Texas Department of Family and Protective Services. When taking a field trip, we abide by the following guidelines:

1. We carry a list of all children being transported and leave one copy with Civic Center front desk staff.
2. We store a form in the van that lists the names and phone numbers of the Center and camp director.
3. We carry a list with parent’s telephone numbers and emergency contacts for each child.
4. Each child under the age of 8 is required to sit in a booster seat in the van.
5. A fire extinguisher, approved by the local fire marshal, is secured in the van.
6. We carry a first aid kit.
7. We carry a 5 gallon container of water with cups.
8. Each driver has a radio for communication
9. The driver must have a current defensive driving certification on file.

All vans receive regular maintenance and these records are available upon request.

Tips for Campers
To ensure that your child has the best camp experience possible, we offer a few of the following suggestions:

What to Wear?
Have your child wear loose fitting and light colored clothes. Each camp has the children in a wide variety of activities, so we ask that each child be dressed in play clothing. Please, no sandals or flip flops! They hinder the camper from participating fully in many activities.

What should I send with my child?
If you are not participating in the free lunch program--Campers need to bring a lunch in an insulated bag every day, unless otherwise told. We cannot refrigerate or microwave lunches or snacks. Make sure they also have two snacks and a drink. Please do not allow them to bring any glass containers (this includes thermos with glass lining). Campers may bring extra spending money for snack machines, souvenirs, etc but they are responsible for their own money.
What should I NOT send with my child?
Please do not allow your child to bring any toys, balls, or games. All items like these should be left at home. We have plenty of activities at the camp for them to do. We do not recommend sending your child with electronic games/devices! This includes ipods, cell phones, individual game players, Ipads, DVD players, etc. One of the purposes of camp is to have fun and make friends and these devices can be distractions. If we find that these types of items are causing disruptions or the child will not participate due to these items, the child will be asked to put in their back pack or we will lock them up and we will request that those items not be brought back to camp.

City of Denton is not responsible for any lost, broken, traded, borrowed, or stolen property.

Reward System:
We feel that it is more important to reward good behavior than to punish bad behavior at camp. We have implemented an incentive program for the campers that reward daily, good behavior.

A camper’s good behavior will allow them to receive “dollars” to use towards items in the camps Party Store. Each day that a child behaves, the counselor will record the camper’s dollar on the behavioral clipboard. At the end of the week, the camper can use their money to buy items at the camps Party Store. The Party Store will be set up at each site on Friday. We have several items in the store such as games, candy, books, etc. The party store only runs on Friday. If the camper will not be attending on Friday, the parent must inform the counselors in order to make special arrangements. Counselors will keep track of camper’s money so they can spend it at the Party Store on Friday. A camper may save money from session to session.

Camper of the Week Award:
There is also a Camper of the Week Award given to one boy and one girl each week. These campers exemplify what camp is all about. Attitude, participation, and helpfulness are just a few of the qualities the counselors are looking for in these awards.

All counselors will discuss the awards on a weekly basis and write up a brief paragraph for each winner. On Friday afternoon, all awards will be distributed to the campers. The two campers who were chosen as “camper of the week” will receive a trophy for their award.
The Camper of the Week award is not a popularity contest. Everyone knows that they must choose someone who is honest, helpful, etc. This is a very special award for a child to receive, so please be sure to recognize this achievement.

**Vending Machines:**
If you would like for your children to use the vending machines at the centers for snacks, please provide them with change. The front desk staff cannot make change for the campers.

**Safety:**
- Each camp has an average staff to camper ratio of 1:13 (our standards of care require a 1:17 ratio that will be the max)
- Staff to student ratios will not allow us to provide 1:1 attention to individuals who need assistance with activities of daily living (toileting, feeding, etc.) or who are an elopement risk or who exhibit severe behaviors (hitting, biting, explicit behaviors).
- Our pre-camp training emphasizes emergency techniques to minimize the chance of accidents.
- The counselors use risk management techniques to minimize the chance of accidents.
- The “buddy system” is used on all field trips.
- We require the parents/guardian to sign in/out the child when arriving/departing.

**Child Abuse:**
It is our obligation as a provider of recreational services to children to report any suspected child abuse to the Child Protective Services.

**Illness of Participants**
Parents are responsible for informing the City of Denton of any special needs, concerns, or information regarding their child’s health.

All participants must be able to participate in the full range of activities offered. Any child meeting any of the following criteria will not be admitted to the Program:

1. The illness prevents the child from participating comfortably in the program activities.
(2) The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.

(3) The child has an oral temperature of 100.4 degrees or greater.

(4) The participant’s symptoms and signs of possible severe illness to include, but not limited to lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, or behavior change, will not be admitted until medical evaluation indicates that the child can be included in the Program’s activities.

(5) The child has been diagnosed with a communicable disease until medical evaluation determines the child is no longer communicable.

(6) The child vomited in the morning prior to coming to the program.

(7) The child has discolored nasal discharge.

Participants with extensive sunburns (open sores, blisters) will be allowed into the Program but will not be allowed to participate in any swimming activities until the area(s) is completely healed.

Parents will be notified by phone if the participant becomes ill while at the program. If the parent cannot be reached, the emergency contact will be called. Any child experiencing a fever over 100 degrees, vomiting, diarrhea three times within two hours, or contagious skin or eye infections will be removed from common areas and should be picked up within one hour of contact with the parent.

Parents must provide written statement from the doctor stating the child is free from contagious disease before returning after a contagious illness. Medical information may be faxed to (940) 349-8384.

In the event of critical illness or injury, proper medical personnel and parents will be notified. At the discretion of the medical personnel, the child may be transported to an emergency room or clinic by ambulance or by the parent. Parents will be responsible for any expenses incurred.
Note: If a child has a temperature of 103 degrees or more and the parent is unavailable to pick up the child immediately, 911 will be called and the child will be transported to the hospital if the paramedics deem it necessary. Parents will be responsible for any expenses incurred.

**Medical Information:**
If a child needs special medications during camp, each parent/guardian must fill out and sign a medical release form. The staff is only allowed to administer the dosage that is stated on the label. Only medications that have a pharmacy label on them can be distributed to the campers.

**Medication:**
The City of Denton will administer medicine only with written parental permission and will only administer medication as stated on the prescription label or as amended by the physician. An Authorization & Administration Medicine Form must be completed for each prescription the child receives while at the Program. The forms are available at each camp site.

Medications must be in their original container, labeled with the child’s name, the date, including directions on how to administer, and include the physician’s name. Medications requiring refrigeration must be noted on the medical form. Refrigeration of medication is available only at Programs held at the Civic Center.

Inhalers and peak flows must have instructions.

Epi-pens will be administered by staff but an Anaphylaxis Emergency Action Plan form must be completed by the parent and the child’s doctor before epi-pen administration will occur.

Over-the-counter drugs can only be administered by staff if it is accompanied by a letter from the child’s physician. Otherwise, the child must administer the medications on their own. Parents are responsible for removing medication at the end of the Program or when the child is withdrawn. Leaders are responsible for administering medication at the time indicated on the medicine form.

**Head Lice:**
If a camper is found to have head lice, the camper’s parent/guardian will be contacted immediately and the camper must be isolated from other campers until picked up from camp. Parents/guardians must be able to pick up child within 1 hour of receiving the call or may lose all remaining camps spots.
including deposits. The camper may not return to camp until a doctor’s note is presented verifying that any/all nits (eggs), nymphs, and adult size lice are no longer present on the child or child’s belongings. The account will not be credited for days missed.

**Little Campers Only-Immunizations, Tuberculin, Hearing and Vision Screening**
For Little Campers only-- an admission form must be completed that includes all immunization records, tuberculin test and hearing and vision screening information. This must include dates received with a physicians signature or if attending school, the location and name of school.

**All campers must be Potty Trained:**
All children enrolled in our camps must be potty trained. If a child is found to have “bathroom accidents” he/she may be dismissed from the camp and no refund will given for the sessions or the deposits paid.

**Change of Clothes**
All children are able to use the restroom facilities at all times and we provide mandatory restroom breaks for the younger children. Please provide a change of clothes if your child may have a “bathroom accident”. If your child does not have a change of clothes, we will require you to bring a change of clothes to the camp within the hour for sanitary reasons and for the comfort of your child.

**Discipline:**
Our policy is a “Positive Discipline” philosophy. A few techniques are listed below:
- Prevention of problems is a key to a happy summer for both counselor and camper.
- Use of positive reinforcement.
- Always use discipline, never punishment.

If a camper breaks the rules, the following consequences will be administered:

1. **1st warning** ➔ Tell the child what they did and why it was wrong.
2. **2nd warning** ➔ Restate what the child did wrong, why it was wrong, and what actions will be taken if the behavior continues.
3. **3rd warning** ➔ “Time out”. Child is taken out of activity. “Time out” should not be for more than 5 minutes.
4th warning ➔ Counselor will take the child back out of an activity and an Incident Report will be written. The parents will be notified at pick up.

5th warning ➔ The Recreation Specialist should be notified and they will take the child aside and try to redirect their “energy” A Discipline report will be written and the parents Notified.

6th warning ➔ The Recreation Specialist should be notified and the second Discipline Report will be written. The parents will be notified at pick up that the next discipline report will result in a 3 day suspension.

7th warning ➔ For repeated offenses, child is usually sent home and suspended for 3 days. In order to come back to camp, a meeting with the parent, child, counselor, and Youth Services Manager must take place before the child can come back to camp.

8th warning ➔ Dismissed from camp for the summer.

Each camper at the beginning of the session is told all the camp rules and consequences. If a serious incident takes place (i.e. injury to another camper or counselor or other incidents) the child may be sent home immediately without going through the steps listed above.

If a child were to pull the fire alarm or call 911, a discipline report would be filled out, the child would be sent home immediately and be automatically suspended for three days of camp. The account would not be credited for the suspended days.

Violence is taken very seriously at the Summer Camps. Children are to leave their hands and feet to themselves at all times. If a child were to hit or attempt to hit another child, a discipline report would be written. We want our camps to be a fun and safe environment for the children to learn and play. Children want and need limits. They draw security from knowing what is expected from them at all times and knowing what will happen to them if they choose to break the rules.
Each participant at the beginning of camp is told all the rules and consequences. If a serious incident takes place (i.e. injury to another participant or staff) the child may be sent home immediately without going through the steps listed above. Children may be suspended/expelled at any point in time at our discretion depending on the seriousness of the incident. Participants expelled from our program will not be able to register for any DPARD programs for 6 months from the date of the incident. Parents/guardians must be able to pick up child within 1 hour of receiving the call or may lose all remaining camps spots including deposits.

Weather:
The camp is an indoor/outdoor camp. We have an average of 70 percent indoor and 30 percent outdoor activities depending on the schedule. The ozone alerts are strictly adhered to and schedules are adjusted to accommodate severe weather conditions.

CUSTODY SITUATIONS:
From time to time, our staff is placed in a situation regarding a custody dispute. Without a court order, the City of Denton Parks & Recreation staff cannot deny a parent access to his or her child. If a full custody or divorce decree document stamped by the court is presented and the section that specifically states where the parent cannot have access to the child is submitted, it will then be reviewed by our legal staff. After being reviewed and recommended by our legal department, staff will notify the guardian parent of any contact made by the unauthorized parent. Staff is instructed not to put themselves or the children in jeopardy in order to mediate a family dispute or attempt to enforce a court order.

NON DISCRIMINATORY POLICIES:
The City of Denton Parks and Recreation Department welcomes and encourages all individuals and families from the community to participate in programs and facilities regardless of race, color, religion, sex, national origin, or disability. If you or someone you know has a disability and would like more information or support for accessibility of programs and facilities, please call (940) 349-8730.

PARENTAL/GUARDIAN CONDUCT:
Parents/Guardians need to address issues and concerns in an appropriate manner to the staff and at no time are the parents/guardian allowed to address a discipline issue with another
camp participant at the camp site. All discipline issues are handled by camp staff. If you do not feel like your issue has been resolved by a staff member, please call the Youth/Teen Administrative Staff at (940) 349-8730/8731.

It is also unacceptable for a parent/guardian to express hostility in any manner toward a staff or camp participant. This will result in the immediate suspension or removal of your child from the program. Any form of verbal or physical threat made by a parent or guardian will be reported to police immediately.

WEAPONS:
A child found with any object deemed to be dangerous to themselves or others will be suspended immediately from the camp program. The parent will be called and must pick up the child from the site immediately. The police will also be notified.

DFPS Child Care Licensing information:
3600 E. McKinney St. Ste. B
Denton, TX  76209
(940) 591-6272
www.dfps.state.tx.us
Child Abuse Hotline is (800) 252-5400

Parental Notification/Changes:
These guidelines may be subject to change in order to better operate the program. All participants will be notified in writing of any changes made and the date that the changes will be in effect. Each parent will be required to sign for any changes made.