Denton Parks and Rec
2017 Teen Camp
Parent Manual
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DENTON PARKS AND REC CAMP CONTACT INFORMATION

TEEN CAMP
Denton Civic Center, 321 E. McKinney St.

Front Desk, (940) 349-7275
Please call (940) 349-8723 for camp absences.

Sara Farris, Recreation Supervisor (940) 349-8730
Kathy Schaeffer, Program Area Manager, (940) 349-8731
CAMP MISSION STATEMENT
Our mission is to enrich lives and build community through the stewardship of public parks and open space, and diverse recreational opportunities that foster lifelong wellness, creativity, and learning.

CAMP GOALS
- To provide a fun day, every day, for each camper and to help them realize their full potential by giving them the opportunity to be creative and grow.
- To develop each child’s confidence and leadership skills through group activities.
- To help campers work and play together recognizing the differences that make them unique and special.
- To help develop friendships with other campers and counselors.

CAMP STANDARDS
Denton’s City Council adopts the Standards of Care in order to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. Denton Parks and Rec uses the Standards of Care for summer camp operations. Our camps are recreational in nature and not licensed day cares. Our summer camps are exempt from State licensing under Texas Administrative Code 745.115(3). The Standards of Care are available at www.dentonparks.com.

CAMP SUPERVISION
We feel confident we have the best counselors around! They are as diverse as your campers. Many members of our team are enrolled in teaching credential programs and are college students or full-time teachers. We strive to hire highly qualified, well-trained counselors that are at least 18 years old. We screen all counselors for drug and background checks and require First Aid, CPR, AED, Van Driver Training, and Defensive Driving Course completion.

Our staff to camper ratio is 1:17. Staff to camper 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).

LOGISTICS

CAMP OPERATIONS
Camp operates from 7 a.m.-6 p.m. every day. Teens must be dropped off by 9 a.m. each day. The camp operates from June 5, 2017 – August 11, 2017.

Camps have weekly themes with field trips, games, learning activities, crafts, etc. Weekly schedules are provided the Friday before each week. Schedules are subject to change.

Campers are divided by age and assigned to specific counselors and groups. Most of the activities are done in groups, please let us know if you want your child grouped with a specific camper.
DROP OFF AND PICK UP
Parents or adults (18 or older) are required to sign the camper in and out each day; no drops off allowed. Please bring photo ID for pickup. If an unauthorized adult arrives to pick up a camper, the sign-in/out policy will be provided and parents will be called to verify their identity before releasing the camper.

Campers may be signed in as early as 7 a.m. and signed out no later than 6 p.m. Teens must be signed in on time on field trip days. Please call in camp absences to the contacts provided on page 2. If you wish to pick your child up before 5:30 p.m., you must call (940) 349-7275 and schedule this in advance. It is the responsibility of the parent to go to locations of the Teen Camp activity to pick-up the participants.

Campers picked up late between 6-6:15 p.m. will be accessed a $5 late fee. Every minute thereafter is $1 per minute. Each subsequent late pick up within the same week will double the late fee by the day. Please call if you’re running late. Emergency contacts will be notified if the camper is not been picked up by 6:15 p.m. The late fee must be paid at check in the following day. If your child has not been picked up by 8 p.m., the City of Denton Police will be notified and will file a report and release your child into the custody of Child Protective Services.

FIELD TRIPS
Counselors will have a weekly schedule available for parents/guardians on the Monday of each session. These schedules outline trip information and what the campers will need to bring. Campers need to bring a sack lunch, drinks, and two snacks everyday unless otherwise specified. Please be sure to look over the weekly schedule so that you are aware of the places your child will be going during the week. Teen Camp is unique in that the group leaves the Civic Center every day of the week. If campers are not at Civic Center by 9 a.m. the vans will not wait for them, and it is then your responsibility to take them to the planned field trip for the day.

TRANSPORTATION
Campers will travel in either charter buses or City vans that require car seats or booster seats, based on age and weight. The air conditioned vans come with adjustable seat belts, and we follow all safety procedures as outlined by the Texas Department of Family and Protective Services.

PARENTAL VISITS
All parents are welcome to observe camp at any time, however we cannot provide transportation to and from activities. If you want to spend one on one time with your camper, you will be required to sign them in and out.

CHANGE OF CLOTHES
Campers must be potty-trained and able to use the restroom without assistance. Accidents happen, so please pack a change of clothes every day. Parents will be notified to bring a change of clothes if needed.
HYDRATION AND FOOD

WATER BREAKS
We have rest and water breaks built into the daily schedule, although we encourage campers to stop and break as needed, no matter what the activity.

FREE LUNCH PROGRAM
Due to the fact that the teens are on field trips each day, we are unable to provide the free summer lunch program for teen camp.

SNACKS AND LUNCH
Please send two snacks and drinks daily. Soda and snack vending machines are available at some locations, please send exact change. Campers not participating in the free lunch program must bring a lunch every day.

WATER AND OUTDOOR ACTIVITIES

SWIM DAYS AND SWIM TESTS
The typical Teen Camp session includes two days of swimming at the Civic Center Pool (usually Tuesdays and Thursday afternoons) and field trips during the week (Monday thru Friday). Please have your teen bring a swimsuit, towel, and sunscreen on these days. Not every session will be exactly the same.

Teens who enroll in Teen Camp are not given a swim test and must be able to swim at all area water parks and pools. Teens are not limited to certain areas in the water locations. We cannot accommodate a request for limitations at certain water locations.

SUN PROTECTION
A large portion of the day is spent outdoors, so apply sunscreen to your camper before sending them to camp. We also need campers to reapply sunscreen as much as possible, therefore we need campers to pack additional sunscreen each day. We encourage campers that are prone to sunburn to wear a swim shirt and hat. Communicate to counselors any sun-related concerns regarding your camper, so we can assist with applying sunscreen for the safety of the child.

WEATHER
We strictly adhere to ozone alerts and adjust schedules as needed to accommodate severe weather conditions.
DEPOSITS AND PAYMENTS

CAMP DEPOSITS AND PAYMENTS
All weekly camp balances are due one to two weeks in advance, depending on the camp. We do not prorate for days unattended. Camp deposits are non-refundable and non-transferable.

REFUND POLICY
A refund, minus the $10 deposit fee, will be issued if the camper is withdrawn by 5 p.m. the Thursday prior to the start date. Please refer to the phone numbers provided per camp to process a withdrawal, leave a message if necessary to time stamp your request. Refunds will issued in the form credit back to the original card or check.

MEDICAL INFORMATION

ILLNESS OF PARTICIPANTS
Please do not send your camper with illness including, but not limited to, a cold, infection, virus, nausea, vomiting, diarrhea, fever within the previous 24 hours, or suspected communicable disease. Campers must be free of symptoms and/or fever without the cold or fever reducing remedies before returning to camp. Parents/emergency contacts will be notified by phone if a camper becomes ill. If necessary, we will request a camper be picked up within one hour of notification.

In the event of critical illness or injury, proper medical personnel and parents will be notified. At the discretion of medical personnel, the camper may be transported to an emergency room or clinic by ambulance. Parents are responsible for expenses incurred.

MEDICATION
Signed medical release forms are required for campers needing prescription medication during camp hours. Counselors are only allowed to administer the dosage stated on the label. Medications must be in original containers, labeled with the camper’s name, physician’s name, date, and directions. Medications requiring refrigeration must be noted on the medical form. The only location that can’t accommodate refrigeration is McMath MS.

Epi-pens may be administered by counselors but an Anaphylaxis Emergency Action Plan form must be completed by the parent and the child’s doctor before administration. Over-the-counter drugs, such as Benadryl, can only be administered by counselors if it is accompanied by a letter from the child’s physician. Parents are responsible for picking up medications on the last day of camp.

HEAD LICE
If a camper is found to have the presence of live adult or nymph lice, the parent/guardian will be contacted immediately. The camper may remain in camp until picked up; counselors will
monitor for close contact (head to head) with other campers, taking care not to isolate or identify the camper to others. The camper may return when nits and lice are no longer present.

EXPECTATIONS

CAMPER CODE OF CONDUCT

- Participate in activities
- Listen to the counselors
- Ask counselors for permission when leaving an activity
- Refrain from using foul language, fighting and arguing
- No bullying and respect others
- Must check in at time stated by staff

DISCIPLINE

We practice a “positive discipline” philosophy. Prevention is key to a happy summer for both counselors and campers. Campers that don’t follow the code of conduct, will be administered the following consequences:

Action 1 ➔ Tell the teen what they did and why it was wrong.

Action 2 ➔ Restate what the teen did wrong, why it was wrong, and what actions will be taken if the behavior continues and a Minor Behavioral Report is written and parents notified.

Action 3 ➔ Behavior is discussed with the teen and a 2\textsuperscript{nd} minor Behavioral Report is written and parent notified.

Action 4 ➔ Counselor will pull teen out of activity and an Incident Report will be written. The parents will be notified at pick up.

Action 5 ➔ If behavior continues, a 2\textsuperscript{nd} Incident Report will be written and parents notified at pick up.

Action 6 ➔ Camp Director will be notified and teen will be removed from activities. A Discipline Report will be written and the parents notified. Parents notified that the next Discipline Report will result in a 3 day suspension.

Action 7 ➔ Camp Director will be notified and the second Discipline Report will be written. The parents will be notified that a 3-day suspension will be implemented. No refunds/credits are provided for camp days missed.
Action 8 ➔ If the teen comes back from the 3-day suspension and continues with behaviors the teen will be expelled from all DPARD programs for 6 months.

Teens may skip various steps or 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.

ADDITIONAL INFORMATION

Custody Situations
From time to time, counselors are placed in custody dispute situations. Without a court order, City of Denton staff cannot deny a parent access to his or her child. Full custody or divorce decree documents stamped by the court with a section that states a parent cannot have access to a child, must be reviewed by the City’s legal department. Upon review, staff will notify the parent/guardian of any contact made by an unauthorized parent. Staff will not put themselves or children in harm’s way in order to mediate a family dispute or attempt to enforce a court order.

Weapons
Campers found with any object deemed dangerous to themselves or others will be immediately suspended from camp and the parent/guardian will be called and required to pick up them up immediately. The police will also be notified.

Reporting Abuse and Neglect
It is our responsibility to report child abuse or neglect to Child Protective Services. These calls are made anonymously, but the City will advise you if a call has been made on your child’s behalf. To report child abuse, call (800) 252-5400.

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 (800) 252-5400
Social Media and Photo Release
Pictures are taken periodically of camp activities and shared on the Denton Parks and Rec Shutterfly page so parents can enjoy pictures of camp. These pictures may also be used in marketing material and appear in publications such as the PLAY! Guide produced by in-house.

Nondiscriminatory 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) 349-7275.

Parental/Guardian Conduct
Parents/guardians are asked to address concerns respectfully with City staff and vice versa and to refrain from discussing discipline issues with others on-site. It is also unacceptable for parents/guardians to express hostility towards each other, counselors, and campers. Doing so will result in immediate suspension or removal from camp. Any form of verbal or physical threat made by a parent or guardian will be reported to police immediately.

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.

Camper Behavior on Field Trips
During field trips, the teens will be able to walk around freely without a counselor for the majority of the time. Campers will always be in a supervised, enclosed area when allowed to walk around freely, but they do not have to stay with a counselor the entire time. If we take a field trip that is not in an enclosed area, the campers will have to stay with a counselor at all times. For example, if we go to NRH20 (an enclosed water park), campers will have to check in with a counselor at a designated time but will be allowed to walk around freely. If we go to the Stockyards in Ft. Worth, campers would stay with a counselor the entire time.

Because of this freedom, we have implemented mandatory “check-in” times during all trips. This is a designated time where all campers are required to check in with a counselor. If a camper does not check in because of any reason other than an emergency, they will stay with a counselor for the rest of the day.

The second time a teen does not check in, they will lose the privilege for the remainder of that day. This rule is an extremely important rule in that it ensures safety for the campers. This rule will be upheld at all times throughout the summer.

If a camper strays from the group or does not follow directions during departure of a field trip, a discipline report will be written for that camper.
Because we do not know how long every activity will take, we may take extra outings aside from what was outlined on the weekly schedule. For instance, if we are ice-skating at Stonebriar Mall and finish before 3 p.m. we may walk around the mall or go to a nearby park before heading back to the Civic Center. If you need to locate your child throughout the day, please call (940) 349-7275.

**Shoplifting or Criminal Activity**
We will notify appropriate store/facility personnel and the police authorities if campers are found to shoplift or engage in criminal activity. Parents will be required to pick up their child immediately from the field trip location. The camper will be suspended from camp for 3 days. No refunds, credits, or transfers of camp fees will be made. If a camper is caught a second time, they will be expelled from all city programs for 6 months.

**FAQ FOR CAMPERS**

What should campers wear?
Trips are in a wide variety of places (inside and outside), therefore, campers need to wear loose fitting and light colored clothes. They should bring a bathing suit, sunscreen, and a towel every day. A good suggestion for teen campers is that they bring a backpack to keep their things in while they are at camp. This way they can bring any extra clothes, snacks, and things they may need for that day’s trip. Campers must wear tennis shoes at all times, unless we are somewhere like the pool, where sandals are more appropriate. They can bring sandals in their backpacks for times like these. All camper must have a watch or an item that tells time. This is to ensure that they know when “check-in” times are during a trip. Please label all items brought to Teen Camp. Denton PARD is not responsible for lost or stolen items.

What should I send with my child?
Campers not participating in the free lunch program need to bring a lunch and drink, preferably in an insulated lunch bag, unless told otherwise. All campers need to bring two snacks and a drink. We cannot refrigerate or microwave lunches or snacks. No glass or knives. 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 toys, balls, games, or electronic devices including iPads, cell phones, DVD players, etc. City of Denton is not responsible for any lost, broken, traded, borrowed, or stolen property.

What should I do if my child feels nervous about the first day of camp?
The first day of camp can be awkward, frightening, and intimidating for many new campers. The first day may even make some parents nervous too, so please remember that the more nervous you are the more nervous and intimidated your child will be. If your child is hesitant to join the camp, be patient and have a counselor help you introduce them to other campers.
What do you take in the vans and busses?
We carry a list of all children being transported and leave one copy with Civic Center front desk staff. We store a form in the van that lists the names and phone numbers of the center and camp director. We carry a first aid kit, a five gallon container of water with cups, and all parent and emergency contact information. A fire extinguisher, approved by the local fire marshal, is secured in the van, along with a radio for communication. All vans receive regular maintenance and these records are available upon request.

What should I do if my child is going to be absent?
If your child is going to absent for the day, please call the appropriate camp phone number to let the staff know.

What is the “Camper of the Week” award?
Campers who exemplify a good attitude, participation, helpfulness, and other similar qualities are considered for the “Camper of the Week” award. We award one boy and one girl each week. Awards are reviewed weekly and distributed every Friday. Campers of the Week are awarded a trophy and summary of why they were selected.