

Day Camp Parent Handbook 2016



www.coppelltx.gov
CampDIA@coppelltx.gov

Welcome and thank you for being a part of our Summer Camp Do-It-All family! We are so excited for another summer and cannot wait to get started. Please take a few minutes to go over the handbook for yourself and your child. Going over the information included in this book will help you become more familiar with our policies, procedures, and day-to-day operations.

Please feel free to contact myself or the on-site Camp Director if you have any questions!

Have a wonderful summer!

Sheri Belmont

Recreation Programs Manager

Camp Site

Denton Creek Elementary
250 Natches Trace, Coppell
Camp Cell Phone: 469-576-7775
CampDIA@coppelltx.gov

Hours of Operation

Monday – Friday, 7:00 am – 6:30 pm

June 6 – August 19

*No camp held on Monday, July 4

Registration

The CORE
234 E. Parkway Blvd, Coppell
972-304-7077

Administration

Sheri Belmont
Recreation Programs Manager
255 Parkway Blvd., Coppell
Office: 972-462-5100
Fax: 972-462-5149
sbelmont@coppelltx.gov

Parent Open-House

Thursday, June 2, 6:00 – 8:00 pm

The CORE, 234 E. Parkway Blvd.

Join us as we prepare for the summer! This is your chance to meet the staff, ask questions, learn more information, purchase t-shirts, and win prizes!



Registration and payments

Registration for Camp DIA can be done online at www.CoppellActivities.com or in person at The CORE, 234 E. Parkway Blvd. To register online you will need an online account. If you already have an account at one of our recreation facilities, and cannot remember your password, click on the “forgot my password link”. If you do not have an account, click “Create an Account”. You will need all information for those in your household at that time.

All registrations and payments should be made prior to the camp start date. Registrations will NOT be accepted Monday mornings. Children may NOT be left at the camp site without a valid registration.

Age Requirements: Age ranges for Camp Do-It-All are structured by the average age of grade school children. The Camp staff are not able to provide for the developmental needs of children younger than 6 years of age.

Refunds: Refunds will only be issued if registration is withdrawn 7 days prior to week start day or for emergency situations (proof required). No refunds or pro-rations will be issued once the camp week has started.

Please DO NOT wait until the last minute to register for a week of camp. By doing this, you risk the chance that camp may already be at maximum capacity.

Please note: Maximum attendance numbers will be reduced the last 3 weeks of camp, due to a reduction of space at the school. Register for these weeks early!!

Deposit Option

To guarantee your camper’s spot in camp you may make a deposit of \$25/week per camper. The remaining balance of \$110.00 will be due 7 days prior to the week start day, any balances NOT paid by the due date will forfeit deposit paid and camper’s spot for that week. If a deposit has been placed for a certain week and that week is no longer needed, you are able to use the deposit toward another week, as long as you have given a 14 day notice. If a 14 day notice is not given, your deposit will stay applied toward that week, or forfeited. You will be set up on an automatic withdrawal for the weekly balance at the time of registration.

A deposit of \$275, will guarantee your camper for all 11 weeks of the summer. Or, you can also select only certain weeks. A deposit is NOT required to attend weekly; you also have the option to pay in full at the time of registration.

Deposit Payment Schedule

Wk 1: June 6-10: Due May 30	Wk 5: July 5-8: Due June 27	Wk 9: Aug. 1-5: Due July 25
Wk 2: June 13-17: Due June 6	Wk 6: July 11-15: Due July 5	Wk 10: Aug. 8-12: Due Aug. 1
Wk 3: June 20-24: Due June 13	Wk 7: July 18-22: Due July 11	Wk 11: Aug. 15-19: Due Aug. 8
Wk 4: June 27-July 1: Due June 20	Wk 8: July 25-29: Due July 18	



Drop-Off and Pick-up Procedures

Parents/Guardians MUST walk children into camp on a daily basis. All campers MUST be signed in and out daily by an authorized person. ONLY those designated on the registration form will be allowed to pick up children.

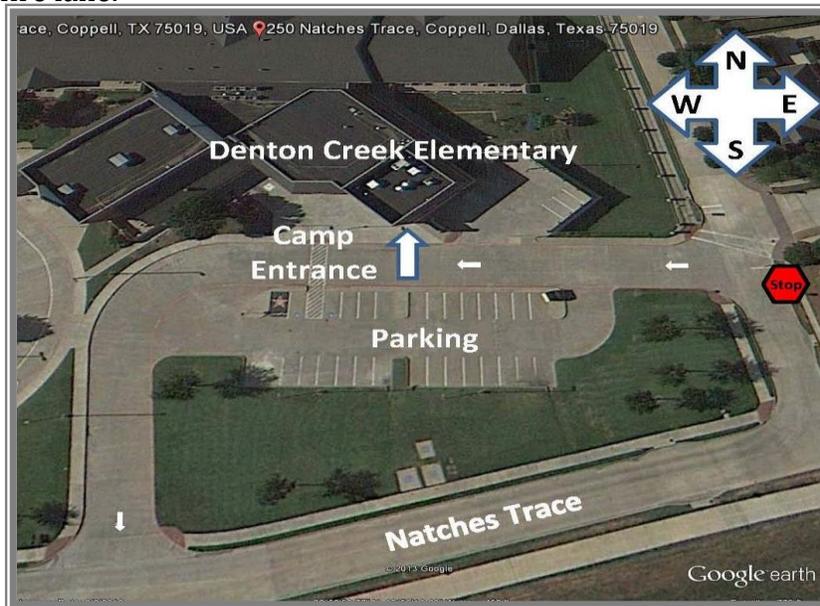
Parents/Guardians must notify staff, in writing, any person that is not listed on the authorization list. It must contain:

- Pick up date
- Person's first and last name
- Driver's License number
- Phone number to be reached at
- Parent/Guardian's Signature

Photo ID will be required for anyone picking up campers!

Camp staff is not allowed to release children until an authorized person signs child(ren) out.

Drop off Location: Please enter through the South side of the building, which is the school bus loop. Please make sure parents do not park in the loop as it is a fire lane, please use the parking lot. Coppell police officers have been known to give parents tickets for parking in the emergency fire lane.



Late Policy: Occasionally unexpected situations occur and we understand that you may be picking up your child late. Please contact camp staff, 469-576-7775, if you see for any reason this may happen. **PARENTS WHO ARRIVE AFTER 6:30 PM will be charged an initial fee of \$10, after 15 minutes, the fee will be \$25, for every 15 minutes.** These fees must be paid before registering for your next session.

Parent Communication

A weekly email will be sent out each Thursday for the next week. Please reference the information included for weekly notes, tips, times, and information. Please make sure your online account contains an accurate email address. A weekly field trip board will be posted at the camp site with details for the current week and the upcoming week.



Daily Camp Attire

Proper attire is important for all participants daily. Camp Do-It-All is an active camp and children need to wear comfortable, but appropriate clothing.

Camp Shirts: Every camper is required to wear a camp shirt daily. Camp shirts are available for purchase at The CORE for \$6/each. You may purchase any quantity that suits you and your camper's daily needs. Shirts cannot be purchased at the camp site.

Shoes: Sneakers or closed-toe shoes are required. Any camper not following this rule will not be allowed to participate in any outside or gym activities for their safety. Flip flops or sandals may be brought to camp for children to take to the pool, on swimming days only. Heelys, Crocs, and dress shoes (or anything similar) are not permitted for safety reasons. Please do not send your camper in any other shoes except what is allowed.

Hats: It is suggested that campers come to camp with ball caps and/or visors on days when we may be outside.

Shorts/Pants: Campers should wear comfortable bottoms they are able to be active in. Please do not allow your children to wear skirts or dresses to camp. The program is very active.

Camp Backpacks: Campers will have the option to purchase a backpack for \$6/each and use while at camp. These are a less expensive option over your school backpack.

Lunches/snacks

Lunch: Campers should bring nutritional lunches and a drink to camp each day, unless otherwise noted. Lunch boxes should be clearly marked with first and last names. Lunches cannot be stored in a refrigerated area or be heated/microwaved, so please plan for this accordingly. Campers should bring disposable lunches on field trip days, as we will be taking lunches with us. Lunch will generally be between 11am and 12pm; however, this may change depending on the activities scheduled that day.

Snacks: Campers will be provided with a nutritional morning and afternoon snack daily. Snacks provided are considered nutritional for the campers. Campers will not need to bring their own snack to camp unless there is a medical or dietary restriction.

Personal Items/Toys

No personal items, such as, games, electronics, MP3 players, cards or toys should be brought to camp, unless specified by a counselor. If campers must have a cell phone, it should be left in their back packs or lunch bags daily. Children will not be allowed to use their phone during camp. If they need to make a parent call, camp staff will allow them to do so, using the camp phone.

Please make sure any and all items brought to camp are properly labeled with first and last names. This includes, but is not limited to; lunch boxes, towels, back packs, swim suits, goggles, camp T-shirt, and water bottles.

Campers do not need to bring money to camp for any reason, unless specified to a parent for skating or pizza party functions. A notice will be given to all parents about this.

The City of Coppell, its staff, or other campers are not responsible for any valuables or personal item(s) that are lost or stolen.



Lost and Found

Each summer we are left with bags of unclaimed items. Any items that are considered lost and have been found will be located near the front check in/out desk. Parents should check this bin daily for any items they think may have been lost, or just to be sure. Any items remaining in this bin will be donated to charity during the middle of camp as well as at the end of camp.

Disciplinary Procedures

Our staff is trained to work with children in the camp setting. As such, it is understood that discipline is defined as the modeling of positive behavior by the adult staff. Proper discipline aids in the development of self-control, self-esteem, and respect for self and others. In order to preserve a healthy and safe environment, disciplinary action will be handled as follows:

- **First Offense - Verbal warning by staff and time out**
- **Second offense - Time out and written warning sent home to parent**
- **Third Offense - Written Behavioral Report sent home to parent**
- **Fourth Offense - A second written Behavioral Report and a parent/director conference and possible one week suspension**
- **Fifth Offense - Child will be terminated from the program and not allowed to return**

In the event that a camper is involved in a serious incident involving his/her safety or the safety of others, or a flagrant violation of camp guidelines, an immediate suspension from camp will occur.

Campers must follow all procedures at camp to insure the safety of themselves and others around them. Unacceptable behavior, such as horse play, fighting, threatening words or behavior, abusive language, destruction of property, and other disruptive behavior will not be permitted at camp. All children and parents will have the opportunity to solve any issues before dismissal. Please make sure you talk to your camper about any problems they may be having. This will help campers and camp staff be able to work together as a team, in any situation.

Camp Rules

- A. A child is not allowed to use the phone unless it is an emergency.
- B. Children must stay off of tables, counter tops, gym equipment, etc.
- C. Children should walk in the building. Running is only permitted in the gym & outside.
- D. Bouncing and throwing balls is permitted only in the gym and shall not be kicked unless given permission by staff in the gym.
- E. Active games using equipment that can cause damage to window shades, lights, and ceilings must be played only in the gym.
- F. Children must show respect to staff and to each other.
- G. Horseplay, fighting, or profane language is not allowed.
- H. Children must wear shoes at all times.
- I. Children must stay with their assigned group at all times.
- J. Only registered participants may be in activity areas.
- K. Children are not allowed to bring toys or any unauthorized electronics to camp.

Additional CISD, CORE, and CPARD Rules and Regulations:

- A. Smoking is not permitted inside the facility or within 150 feet of the facility entrances.
- B. Weapons are prohibited in the facility or within 150 feet of the facility entrances.
- C. Food and drinks are not allowed in the gym or on the pool deck.



Field Trips

Camp will go on several field trips weekly. Parents are responsible for reviewing the activity calendar and for knowing departure and return times for each trip.

Children who miss the bus for a field trip cannot be left at the camp site alone. If parents wish for their children to attend camp and the trip that day, they must drive to the trip location and check-in with camp staff. Once the bus has departed the location it will not be allowed to stop for any child. If you choose to leave your child at another camp that day, you are required to cover the costs related to this. Refunds will not be given. Please do not send spending money with your child(ren) on field trips. The City is not responsible for items lost during field trips.

Swimming and Pool Information

Campers will swim twice each week, barring inclement weather conditions, on Tuesdays and Thursdays, at The CORE (may change depending on schedule). On swim days, your child should be sent with an appropriate swim suit, towel, sun block, and clothes to change into after swimming. Please make sure all items are marked with your child(ren)'s name(s). Campers will be allowed to bring flip-flops or sandals to wear to the pool; however, they are NOT to wear them to camp.

All children will be required to go to the pool with their group regardless of whether or not they choose to swim. Campers will be able to sit in the shaded areas on the pool deck with a staff member. Children will be allowed to bring a book to read or something to draw with. Please do not send electronics with your child.

All campers will be given a swim test on their first day at the pool. Campers will be required to swim 25 yards unassisted across the pool. If a camper is not able to pass the swim test, they will be provided with a wrist band and will swim in the low depth pool. A certified life jacket may be brought for swim days.

Cryptosporidiosis (Crypto, for short) –

Please be aware of the water borne illness, which is a diarrhea disease caused by tiny parasites. This germ cannot be seen by the naked eye and is protected by an outer shell that allows it to live for a long period. Please follow the following steps to insure this illness is not spread:

- ***Please** don't swim when you have diarrhea.
- ***Please** don't swallow the pool water.
- ***Please** practice good hygiene. Wash your hands after using the restroom.

Crypto symptoms on average do not appear for 2-10 days; therefore children who have had diarrhea within **Two Weeks** will not be permitted to swim until there are NO signs or symptoms. Thank you for your help with this issue.

For your Information, The CORE swimming pools are equipped with ultra violet (U.V.) water filtration systems that kill the crypto bacteria.



Heat and Sun Awareness

Campers may be outside a large portion of the day, and regular water breaks will be provided. Children may bring their own water bottles. Water bottles can be filled and frozen the night before as this helps keep the water cold and refreshing. Please make sure water bottle(s) are marked with child(ren)'s name. Sunscreen (SPF 30 or higher) is required as the sun's rays can be intense on children's skin. It may also be a good idea to send a baseball cap or visor with your children to wear while outside. Campers who do not provide their own sunscreen will be allowed to use the camp sunscreen one time. After this notice, campers will not be allowed to swim unless they provide sunscreen.

Activity Location Boards

Activity boards will be located by the front desk to alert parents as to where the day camp group is located, if they are away from the camp site. This board will also list the calendar of activities and field trips. Copies of the activity calendar will be available for parents to pick up.

Parents should keep track of scheduled activities and programs. Parents will be responsible to transport their child(ren) to the activity/program site and report to counselor when arriving late to camp. Please see "Field Trip" section on page 7.

Standards of Care

The City of Coppell Camp Do-It-All is not regulated by any licensing agency because it is a government entity. We have to complete a number of requirements, in order to have that licensing waived. We try wherever possible to meet all the regulations that the state has set up. Please read the attached Standards of Care (pages 10-18) that is provided to you in this handbook, which explains all the rules and regulations.

Staff Code of Ethics

Program Counselors are expected to adhere to the City's Staff Code of Ethics, which includes not accepting gifts from participants or babysitting and/or socializing with participants outside of the camp.

Medication and Health Conditions

Children that have any contagious or infectious health concerns will not be permitted into to camp until it has been taken care of with a doctor's approval. Parents must report immediately, any concerns that arise during the child's time at camp so that we may take the necessary procedures to notify, anonymously, other campers and staff that may have been in contact with the camper.

Parents are responsible for informing the City of any special needs, concerns, or information regarding their child(ren)'s health. Any child meeting any of the following criteria will not be admitted to camp:

- A. The illness prevents the child from participating comfortably in the program activities.
- B. 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.
- C. The child has an oral temperature of 100.4 degrees or greater.



- D. Participants with 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 camp's activities.
- E. The child has been diagnosed with a communicable disease until medical evaluation determines the child is no longer communicable. (example-pink eye and lice)
- F. The child vomited in the morning prior to coming to camp.
- G. The child has discolored nasal discharge.

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

Medication:

Parents must complete a proper medication form and give to camp staff with *complete* medicine dosage and doctor information on it. Medication will be kept by Camp Staff in a secure area. *DO NOT* send medication in a campers backpack or lunch bag for any reason.

Epi-Pens:

Summer staff are trained on how to *assist* children in administering their Epi-Pens in the case of an Anaphylactic Shock. In the case that your child is not able to self-administer the injection, City of Coppell staff will do so with the signed release. We do require that parents submit a separate form specifically for Epi-Pens that will contain all important information about the allergy(s) and the administration of the Epi-Pen. Please note, it is extremely important that your child knows how to administer the injection in case of an emergency. If an Epi-Pen must be administered, 911 will be called immediately, along with a call to the parent/guardian.

ALL MEDICATIONS MUST HAVE A COMPLETED FORM AND BE GIVEN TO A STAFF MEMBER!

- Over-the-counter medications will be administered only when accompanied by a medicine form and are in the original container. Over-the-counter medications will be administered by label directions.
- Counselors are responsible for administering medication at the time indicated on the medicine form.

Head Lice:

In large groups, head lice can be common, therefore, any occurrence of head lice will need to be taken care of immediately and the Camp Director must be notified so the necessary actions can be taken.

Any Camper reported to have head lice will not be permitted into camp until all findings are gone (*this includes alive, dead, niches, etc.*)

If it should be discovered at camp, the parent/guardian will be notified immediately and the camper will need to be picked up from camp. All cases will be kept confidential, except to notify other parents, if needed.



***CITY OF COPPELL YOUTH CAMP PROGRAMS
STANDARDS OF CARE***

The Standards of Care are intended to be minimum standards by which the City of Coppell Parks & Recreation Department will operate the City's Youth Camp Programs. The programs operated by the City are recreational in nature and are not day care programs.

GENERAL ADMINISTRATION

Organization

- A. The governing body of the City of Coppell Youth Camp Programs is the Coppell City Council.
- B. City of Coppell Youth Camp Programs are exempt from the Department of TEXAS state Health Department licensure under state law.
- C. Implementation of the Youth Programs Standards of Care is the responsibility of the Parks & Recreation Department Director and Departmental employees.
- D. Youth Program ("Program") to which these Standards of Care will apply is the Summer Recreation Program and selected days off from the school calendar.
- E. Each Youth Program site will have available for public and staff review a current copy of the Standards of Care.
- F. Parents of participants will be provided a current copy of the Standards of Care during the registration process.
- G. Criminal background checks will be conducted on prospective Youth Program employees. If results of the criminal check indicate that an applicant has been convicted of any of the following offenses, he or she will not be considered for employment:
 - (1) A felony or a misdemeanor classified as an offense against a person or family;
 - (2) A felony or misdemeanor classified as public indecency;
 - (3) A felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance;
 - (4) Any offense involving moral turpitude;
 - (5) Any offense that would potentially put youth participants or the City of Coppell at risk.

Definitions

- A. City: City of Coppell
- B. City Council: City Council of the City of Coppell
- C. Department: Parks & Recreation Department of The City of Coppell
- D. Youth Programs or Program: City of Coppell Youth Programs currently consisting of the Summer Recreation Program and selected days off from school.
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to Coppell Youth Programs.
- F. Director: City of Coppell Parks & Recreation Department Director or his or her designee.
- G. Assistant Director of Recreation: City of Coppell Parks and Recreation Department's Assistant Director of Recreation.
- H. Recreation Coordinator: City of Coppell Parks & Recreation Department Recreation Coordinator.
- I. Site Director: City of Coppell Parks & Recreation Department Seasonal/Temporary Programmer who has been assigned administrative responsibility for a Coppell Youth Program.
- J. Program Counselor: City of Coppell Parks & Recreation Department Seasonal/Temporary employee who has been assigned responsibility to implement the City's Youth Program.
- K. Program Site: Area and facilities where Coppell Youth Programs are held consisting of the Coppell Independent School District Campus and the Aquatic and Recreation Center.
- L. Participant: A youth whose parent(s) have completed all required registration procedures and determined to be eligible for a Coppell Youth Program.
- M. Parent(s): This term will be used to represent one or both parent(s) or adults who have legal custody and authority to enroll their child(ren) in Coppell Youth Programs.
- N. Employee(s): Term used to describe people who have been hired to work for the City of Coppell and have been assigned responsibility for managing, administering, or implementing some portion of the Coppell Youth Programs.
- O. Recreation Center: The Coppell Independent School District campuses or the Aquatics and Recreation Center which hosts the Summer Recreation Program and selected days off from school.
- P. Water Front Director: City of Coppell Parks & Recreation Department Aquatics Operation Supervisor or Head Lifeguard as assigned by the Recreation Manager.

Inspections/Monitoring/Enforcement

- A. A monthly inspection report will be initiated by the Site Director of each Program to confirm that the Standards of Care are being met.
- B. The Assistant Director of Recreation will make visual inspections of the Program based on the following schedule:
 - (1) Inspection reports will be sent to the Recreation coordinator for review and kept on record for at least two years.
 - (2) The Recreation Coordinator will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- C. The Summer Recreation Program will be inspected twice during its summer schedule. In addition, selected days at the Aquatics and Recreation Center will be visited during the school year.
- D. Complaints regarding enforcement of the Standards of Care will be directed to the Site Director. The Site Director will be responsible to take the necessary steps to resolve the problems. The Site Director will record complaints regarding enforcement of the Standards of Care and their resolution. The Recreation Coordinator will address serious complaints regarding enforcement of the Standards of Care and the complaint and resolution will be noted.
- E. The Parks & Recreation Department's Director will make an annual report to the City Council on the overall status of the Youth Program and its operation relative to compliance with the adopted Standards of Care.

Enrollment

- A. Before a child can be enrolled a parent must sign registration forms that contain the child's:
 - (1) name, address, home telephone number;
 - (2) name and address of parents and telephone number during Program hours;
 - (3) the names and telephone numbers of people to whom the child can be released or names of those who may not pick them up;
 - (4) a statement of the child's special problems or needs;
 - (5) emergency medical authorization;
 - (6) proof of residency when appropriate; and
 - (7) a liability, transportation, photo and movie waiver

Suspected Abuse

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code.

STAFFING - RESPONSIBILITIES AND TRAINING

Site Director Qualifications

- A. Site Director will be Seasonal/Temporary professional employees of the City of Coppell Parks & Recreation Department and will be required to have all Recreation Site Director qualifications as outlined in this document.
- B. Site Director must be at least 21 years old
- C. Site Director must have a bachelor's degree from an accredited college or university. Acceptable degrees include:
 - (1) Recreation Administration or General Recreation
 - (2) Physical Education, Secondary or Elementary Education
 - (3) Any other comparable degree plan that would lend itself to working in a public recreation environment
- D. Site Director must have two years experience planning and implementing recreational activities.
- E. Site Director must pass a background investigation including testing for illegal substances.
- F. Site Director must have successfully completed a course in First Aid and Cardio-Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross standards.
- G. Site Director must be able to furnish proof of a clear tuberculosis test within 12 months prior to their employment date.

Site Director's Responsibilities

- A. Site Directors are responsible to administer the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Recreation Coordinator and Site Directors are responsible to recommend for hire, supervise, and evaluate Counselors. Camp management shall ascertain and have on record information, such as a letter of reference, attesting to the character and integrity of each staff member, and information, such as training certificates, attesting to the ability of each staff member to perform the tasks required in his or her position.
- C. Site Directors are responsible for planning, implementing, and evaluating programs.
- D. Site Directors will be considered Camp Health Officers. Duties will consist of, but not limited to: dispensing of medication and first aid, records management of incidences, emergencies, and camper's health files.

Counselor Qualifications

- A. Counselors will be Seasonal/Temporary employees of the Parks & Recreation Department.
- B. Counselors working with children must be age 17 or older and have completed high school; however, each site will have at least one employee 18 years old or older present at all times.

- C. Counselors should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- D. Counselors must relate to children with courtesy, respect, tolerance, and patience.
- E. Counselors must have successfully completed a course in First Aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each site and that person shall successfully complete a First Aid and CPR course within two weeks of starting work.
- F. Each Counselor must be able to furnish proof of a clear tuberculosis test within the 12 months prior to their employment date.
- G. Counselors must pass a background investigation including testing for illegal substances.

Counselor Responsibilities

- A. Counselors will be responsible to provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- B. Counselors will be responsible to know and follow all City, Departmental, and Program standards, policies and procedures that apply to Coppell Parks and Recreation Youth Programs.
- C. Counselors must ensure that participants are released only to an authorized parent or an authorized adult designated by the parent. All Program sites will have a copy of the Department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the Counselor.

Training/Orientation

- A. The Department is responsible for providing training and orientation to Program employees in working with children and for specific job responsibilities. Recreation Coordinator will provide each Counselor and Site Director with a Program Manual specific to the Youth Program.
- B. Program employees must be familiar with the Standards of Care for Youth Program operation as adopted by the City Council.
- C. Program employees must be familiar with the Program's policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- D. Program employees will be trained in appropriate procedures to handle emergencies by the Recreation Coordinator and/or professionals in the field.
- E. Program employees will be trained in areas including City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, child psychology, and organization.
- F. Program employees will be required to sign an acknowledgement that they received the required training.

OPERATIONS

Staff-Participant Ratio

- A. In a Coppell Youth Program, the standard ratio of participants to Counselors shall not exceed 20 to 1. In the event a Counselor is unable to report to the Program site, a replacement will be assigned. The camp director shall not be included in the supervisor to camper ratio in camps serving over 50 campers at a time.
- B. Each participant shall have a Program employee who is responsible for him or her and who is aware of the participant's habits, interests, and any special problems as identified by the participant's parent(s) during the registration process.

Discipline

- A. Program employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
- B. There must be no cruel or harsh punishment or treatment.
- C. Program employees may use brief, supervised separation from the group if necessary.
- D. As necessary, Program employees will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A sufficient number and/or severe nature of discipline reports as detailed in the Program Manual may result in a participant being suspended from the Program.
- F. In instances where there is a danger to participants or staff, offending participants will be removed from the Program site as soon as possible.

Programming

- A. Program employees will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.
- B. Program employees will attempt to provide indoor and outdoor time periods that include:
 - (1) Alternating active and passive activities;
 - (2) Opportunity for individual and group activities, and
 - (3) Outdoor time each day weather permits.

Communication

- A. The Program site will have a mobile phone to allow the site to be contacted by Parks & Recreation personnel or for making emergency calls.
- B. The Site Director will post the following telephone numbers adjacent to a mobile phone accessible to all Program employees at the site:
 - (1) Coppell Ambulance or Emergency Medical Services;
 - (2) Coppell Police Department;
 - (3) Coppell Fire Department;
 - (4) Coppell Independent School District campuses;
 - (5) Numbers at which parents may be reached;
 - (6) The telephone number for the site itself.

Transportation

- A. Before a participant may be transported to and from city sponsored activities, a transportation form, completed by the parent of the participant, must be filed with the Site Director.
- B. First Aid supplies and a First Aid and emergency care guide will be available in all Program vehicles that transport children.
- C. All Program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.

FACILITY STANDARDS

Safety

- A. Program employees will inspect the Program site daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A daily inspection report will be completed by Program employees and kept on file by the Site Director.
- B. Buildings, grounds, and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- C. Program equipment and supplies must be safe for the participants' use.
- D. Program employees must have First Aid supplies readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- E. Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- F. Program porches and platforms more than 30 inches above the ground must be equipped with railing participants can reach.

- G. All swing seats at the Program site must be constructed of durable, lightweight, relatively pliable material.
- H. Program employees must have First Aid supplies readily available to staff in a designated location. Program employees must have an immediately accessible guide to First Aid and emergency care.
- I. Restrooms will be inspected on a frequent basis to insure that no undesirable activity is occurring. Manual logs will be included with inspection reports indicated above to show that staff checks restrooms.

Fire

- A. In case of fire, danger of fire, explosion, or other emergency, Program employees' first priority is to evacuate the participants to a designated safe area.
- B. The Program site will have an annual fire inspection by the local Coppell Fire Marshall, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director of Parks & Recreation who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director of Parks & Recreation annual report to the Council.
- C. The Program site must have at least one fire extinguisher approved by the Fire Marshall readily available to all Program employees. The fire extinguisher is to be inspected monthly by the Site Director, and a monthly report will be forwarded to the Recreation Manager who will keep the report on file for a minimum of two years. All Program employees will be trained in the proper use of fire extinguisher.
- D. Fire drills will be initiated at Program sites based on the following schedule:
 - (1) Summer Recreation Program: A fire drill twice during the session.

Health

- A. Illness or Injury
 - (1) A participant who is considered to be a health or safety concern to other participants or employees will not be admitted to the Program.
 - (2) Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
 - (3) Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program manual.
 - (4) Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.
- B. Program employees will administer medication only if:
 - (1) Parent(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the City.

- (2) Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expiration date.
- (3) Nonprescription medications are to be labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. Program employees will administer it only according to label direction.
- (4) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. The Program employees will administer no injections.
- (5) Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

C. Toilet Facilities

- (1) The Program site will have inside toilets located and equipped so children can use them independently and Program staff can supervise as needed.
- (2) There must be one flush toilet each for every 15 females and 15 males. Urinals may be counted in the ratio of toilets for males, but they must not exceed 70% of the total number of toilets.
- (3) An appropriate and adequate number of lavatories (sinks) will be provided.
- (4) Hand cleanser is required at all times.

D. Sanitation

- (1) The Program facilities must have adequate light, ventilation, and heat.
- (2) The Program must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (3) Program employees must see that garbage is removed from buildings daily.

E. Water Safety

- (1) An adult waterfront director shall be in charge of all waterfront activities. While waterfront activities are in progress, the waterfront director or an adult certified lifeguard assistant shall be in the immediate vicinity of the campers, supervising the program.
- (2) All campers' swimming ability will be tested on their first fieldtrip to the pool. Children shall then be confined to the limits of swimming skills for which they have been classified.

Summer Camp FAQ

- **How are the campers placed into age groups?**
The camp will have three separate groups according to age; 6-7 years, 8-9 years, 10-12 years. Each group will have their own rotation schedule with their assigned counselors. Some field trips may take place on the same day/time as other groups, but campers will still be split as assigned with their counselors. In the mornings (before 9am) and in the evenings (after 5pm) all campers will be together.
- **What if my child wants to be with their friend/sibling in another group?**
We require that children stay with their assigned age groups while at camp. Sometimes, it is a good idea for campers to branch out and meet new friends during the summer. This helps with their socialization and enhances development.
- **Does my child need to wear a camp shirt every day?**
Yes, it is required that campers wear a shirt each day (on-site and off-site) for identification purposes.
- **What does my child need to bring each day?**
Each day, campers only need to bring a lunch – no other items are needed. On swim days, campers should also bring, swimsuit, towel, sunscreen, goggles (if desired) Campers do not need any additional items, unless requested by camp staff.
- **How many children are at camp, daily?**
Each day camp attendance could be a total of 140 campers on site. Each group will have a range of 30-50 campers.
- **How many counselors will be in each group?**
Each group will have 4-5 counselors. Our required ratio is 1:20, but we try our best to keep it at 1:10.
- **What is the Camp pick-up procedure?**
Each day, you will need to walk into the camp to pick up your child and sign him/her out. A photo ID will be required EVERY DAY (no exceptions) to release your child. If arriving before 5pm, please expect to wait a few extra minutes as your child may be in a different area of the building doing activities. Beginning at 5pm, all campers will be together in one area.
- **What time are the main daily activities?**
Activities will begin at 9am and end at 5pm. Before 9am and after 5pm, campers will be together in a common area doing activities.



- **My child is on a waitlist, how does that work?**

The wait list will compile a list of interested parties to fill openings that may occur when someone withdraws from a full camp week. If openings are available, you will be notified via email and will have 24 hours to claim the spot.

Keep in mind:

- There is no way to predict when an opening may occur in a full camp week, or IF one will at all. Many families do experience a change in plans after they register and we continue to fill weeks in summer from wait lists.
- Once a camp is within two weeks of starting, the chances of openings greatly decrease, as the deadline to receive any refund or credit expires within 7 days of the weekly start date.
- If you realize early on you no longer need that spot in camp, please call to remove your child from the waitlist. This helps us in advance get a more accurate list and gives a better opportunity to parents actually needing that week.

- **What will my child be doing during the day?**

Campers will rotate through stations while on campus. There are areas for arts & crafts, board games, quiet/reading time, recess, and gym time. Other days may include swimming or an off-site field trip.

Camp Checklist

Use this list as a guide to know what you and/or your child should have for camp:

First Day of Camp:

- Camper information form (if not submitted previously)
- Medication form (if needed)
- Epi-Pen form (if needed)

Daily:

- Camp t-shirt
- Sneakers
- Lunch
- At pick-up, parent/guardian needs a photo ID
- Swim days: swimsuit, towel, sunscreen, goggles (if needed)

What not to bring:

- Electronics
- Toys/games
- Backpacks are not needed on non-swim days
- Money



City of Coppell Camp Do-It-All Day Camp Rules:

I will treat others with respect.

I will keep my hands and feet to myself.

I will not fight with others.

I will not talk ugly to others.

I will listen to my Day Camp Counselors.

I will not bully others.

I will take care of my belongings and camp supplies.

I will clean up after myself.

I will talk to my Counselor when I am having a problem.

I will use self-control at all times.

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in a calm and appropriate manner. Camp DIA does not tolerate physical force, harassment, intimidation, or abuse of power or authority. Should a situation occur due to inappropriate actions by parents or guardians, action will be taken and the individual may be removed from the program site by the police.

Please review these rules with your child and for yourself before the first day of camp.
THANKS!

