City of Wichita Falls

Parks & Recreation

Day Camp 2016

Parent Information Packet

PARKS & RECREATION DAY CAMP REGISTRATION PROCESS

Completion of a Registration Packet does *NOT* guarantee your child a place in one Of the day camps. All camps are on a first come first serve basis, with registration Beginning Monday, May 2nd, and space is limited. All registration forms must be Returned in person. No mail in registrations accepted.

IMPORTANT DATES

Registration: Begins **Monday May 2, 2016** from 9:00 a.m. to 5:00pm in Room 209 of the Wichita Falls Recreation Center, 10th & Indiana Wichita Falls TX.
(We will accept registration in the order that you are in line)

GENERAL INFORMATION FOR CAMPS

CAMP	TIME	MINIMUM AGE (As of Aug. 1,)	MAXIMUM AGE (As of June 7,)	COST (Per Session)
Lotsafun	7:30a – 5:30p	6 years	12 years	$90
Summer Fun	7:30a – 5:30p	6 years	12 years	$80
Creative Minds	9:00a – 3:00p	6 years	9 years	$70

NOTE! **YOU MUST BRING A COPY OF YOUR CHILD'S BIRTH CERTIFICATE** NOTE!

It is important that ALL forms are filled out completely before your turn at the Registration table. Failure to do so may cost your turn in the registration line.

WHAT YOU WILL NEED TO TURN IN AT REGISTRATION

Please fill in every blank on every form, even if it is not applicable (N/A), zero (0), etc. Separate forms are necessary for each child & for each camp (not each session) that he/she is registering for. You will need to turn in the following:

- A completely filled out **Day Camp Registration Form** for each child & for each camp (not each session) that he/she is registering for.
- A copy of each child's **Birth Certificate** or other official documentation of birth.
- Completely filled out **Camper Pick-Up Authorization Form.**
- Completely filled out **Day Camp Medical & Authorization Form.**
- Completely filled out **Day Camp Medication Form** if your child will be taking medicine at camp. (If your child is not taking medicine at the beginning of camp & it becomes necessary after camp has begun, you must complete one of these forms prior to doing so). They are available in the Recreation Office, upstairs, 10th & Indiana.
- **Payment** for initial session for each camp your child is registering, plus deposits for additional sessions. **Forms of payment:** cash, Master Card or Visa, money order or check payable to *City of Wichita Falls*.

*If you have any questions before registration, please call the Recreation Office, 761-7490. Check out the City website at **www.wichitafallstx.gov**, click on Parks & Recreation in the right column & then click on Recreation on the next screen to view activity brochures, etc.*

Revised 11/17/15

DAY CAMP REGISTRATION FORM INSTRUCTIONS

Instructions below are to help you understand each line item on the registration form

Item #	Instructions
1.	Check the name of the camp you want your child to attend. Ages for each camp are listed below each camp name.
2.	Print camper's name, age & sex in the appropriate spaces.
3.	Print the parent's or legal guardian's name. Please list both parents/guardians if applicable.
4.	Print the address, city & zip code of the parent/guardian.
5.	List the parents'/guardians' home phone number; all appropriate work numbers (indicate which parent may be reached at which number) & cell number if applicable (also list which parent).
6.	List 2 emergency contacts. Contacts must reside in the local area, may not be a parent or guardian, and must be on the authorized pick-up list.
7.	Check which session or sessions you wish your child to attend, of the camp you selected on line #1. Session dates this summer are: *Session I – June 6-17* *Session II – June 20-July 1* *Session III – July 5- 15* *Session IV – July 18-29*
8. (a)	You must initial that you understand & agree that there are no refunds for the camps. Transferring from one camp to another after registration has processed will incur a $15.00 transfer fee.
(b)	You must initial that you understand & agree that the first session your child registered for Must be paid in full & that each additional session you wish your child to attend (as Indicated on line 7 of the registration form) a $10, non-refundable, deposit must be paid. The remaining amount must be paid at least 7 days before the next session of camp. If you have paid a $10 deposit for: Session II; the balance is due no later than Mon., June 20 Session III; the balance is due no later than Mon., July 5 Session IV; the balance is due no later than Mon., July 18 ***Failure to pay balance by the due date will cause your child to lose his/her space in camp!*** If the balance is not received, your child's spot will be opened to others. If no others fill the spot, you may pay an additional $10 processing fee no later than 4:00 p.m. Friday prior to the start of the next camp session beginning Monday. NO EXCEPTIONS!
(c)	You must initial that you have read, understand and agree with the late pick-up charge as stated in Authorization and Agreement.
9.	The parent or legal guardian must sign this form & date it. The signature must be the same as the name in line 3 of the registration form.
10.	The parent or legal guardian must sign this form & date it. The signature must be the same as the name on line 3 of the registration form.

WICHITA FALLS PARKS & RECREATION DEPARTMENT
RULES & POLICIES FOR DAY CAMPS

Welcome to the City of Wichita Falls Parks & Recreation Department's Day Camp Program. This handout is designed to inform parents/guardians of some of the rules & policies regarding our day camps. Please read it carefully and keep it for future reference. These rules & policies will be enforced in order for us to have a safe, organized, quality program. If you have any questions, please refer them to the Recreation Field Supervisor, or call the Parks & Recreation Office, (940) 761-7490.

Our day camps are designed to:

- Help meet the community's need for safe summer youth programs while children are out of school.
- Provide stimulating activities for growth and development.
- Encourage friendship, sportsmanship, and teamwork, as well as, independence.

A. PROGRAM GOAL:

Our goal for campers is to help each child grow as an individual and develop a sense of self-worth. We want each camper to recognize the importance of these characteristics and to share them with others and apply the things they learn at home and other settings or situations. We hope that by exposing campers to the challenging settings that our camp programs offer will help stimulate their growth. Most importantly, we want to enhance the quality of life of the campers with mature supervision, wholesome programs, a safe environment, and a feeling of self-fulfillment that they can take home with them every day.

B. CAMP ENROLLMENT:

Enrollment in Wichita Falls Parks & Recreation Day Camps is open to everyone. Children may enroll in more than one camp and more than one session, depending upon space availability. In order for a child to be enrolled in a camp, the registration fee for the initial session must be paid in full at the Parks & Recreation Office and a completed registration form on file for each camp. If other sessions or camps are desired for the same child, a **non-refundable deposit** for each additional session/camp must be paid to reserve space.

IMPORTANT NOTE: The balance of the registration fee must be paid no later than the Monday *prior* to the start of the next camp/session. Failure to do so will cause your child to lose the space and open it for another child to register. However, if you miss the deadline and space is still available, you may pay the balance plus a $10 processing fee no later than Friday

prior to the start of the next camp session. If the fee is not received by Friday at 4:00 p.m., your child will not be permitted to attend the following session. There are no exceptions and your promptness is greatly appreciated.

A child's continued enrollment is conditional on the parents and children's adherence to all policies in the handout and rules of the camp.

C. SIGNING IN/OUT PROCEDURES:

It is required that on your child's first day of camp, the Head Camp Counselor meets & gets acquainted with you upon check-in. The camp staff is responsible for signing campers in/out each day. Children can be released only to those individuals whom parents have designated on the Camper Pick-Up Authorization form. A copy of this form is located in the back of this handout. The Camper Pick-Up form containing the authorized designated persons will be maintained on file at your child's camp headquarters site. For your child's protection, the camp staff is required to ask for a **picture I.D.** upon pick-up until the staff knows the parents. We are sorry if this causes an inconvenience, however, it is in the best interest of your child. If and when someone else on the authorized pick-up list comes to get your child, they must show a **picture I.D**. as well. Please be sure that those persons know this policy or your child cannot be released. If proper I.D. by others on the Camper Pick-Up form cannot be produced, your **child will not be released** and you will be called for verification or your emergency contacts with proper I.D. will be called to come & pick up your child.

D. CUSTODIAL DISPUTE:

If your child is involved in a custodial dispute, we strongly advise not registering him/her in these camps. Please be sure to list those persons on the Camper Pick-Up Authorization who are not authorized to pick your child up from camp. It is also required that you explain the situation with the Recreation Field Supervisor as soon as possible.

E. LATE PICK-UP FEE:

It is understood that problems may arise that would make a parent late for pick-up. Please notify the Park Ranger by cell phone (631-2769) and explain your situation to him and he will notify the camp staff on duty or obtain a number to call at your child's camp. For those campers picked up late, a fee of $2.00 for every 5 minutes will be charged and billed to the parent. Campers will never be left alone, however, if after 30 minutes late, the parent or emergency contacts cannot be reached by phone, the Wichita Falls Police Department will be contacted and further arrangements made. This is for the safety of the child, as there may have been an accident or other unforeseen problem.

F. LUNCHES & SNACKS:

Children are responsible for bringing their own lunch every day. Please try to make lunches as healthy as possible, and not too large, with as little junk food as possible (in previous years we have had children eat too much prior to going swimming at Lotsafun & Summer Fun). It is recommended that lunches be packed in something such as an individual lunch box or "Igloo" type cooler. No refrigeration is provided for campers' food or drinks. Please be sure to put your child's first & last name on their lunch box or sack. Your child will receive a morning and afternoon snack & drink, provided by the city.

G. COMMUNICATIONS:

Success in the summer day camp depends largely upon the cooperation and communication between parents and the camp staff. Gossip can run rampant among children of this age just as it does in school. Feel free to discuss anything pertinent with the staff at any time. We want you to feel comfortable with our program. On occasion we may send notes or reminders home with campers and parents are expected to read them and respond if necessary.

H. TOYS, SPECIAL BELONGINGS & SPENDING MONEY:

Toys & special belongings such as electronic equipment, radios, etc. are to be left at home. The Parks & Recreation Department will provide all equipment necessary for the camps. Your child may be asked to bring something on occasion but you will receive written notification.

Money may be brought for refreshments at the Lucy Park Pool, and field trips. We cannot be responsible, as on occasion in previous years, money has been lost.

If your child brings a towel or swimwear, please be sure that they are clearly marked with first & last name (waterproof marker please) and have something in which to carry them (also marked with name using waterproof marker). Be sure to check your child's belongings on a daily basis upon pick-up, before you leave camp, to be certain he/she has their own belongings. Things can easily be picked up by mistake in crowded storage conditions. According to Health Department regulations, **items left at the swimming pool will be kept only until the end of the next business day**. They will then be discarded.

I. ACTIVITY PARTICIPATION:

For smooth operation of the day camps, it is very important that children participate in all activities arranged by staff except for medical reasons (see illness of participant section). This includes swimming activities and field trips. It

is impossible to provide one-on-one supervision and maintain a safe ratio of staff to camper.

J. FIELD TRIPS:

Field trips in or around the city are planned from time to time for some of the camps. Children will bring home a **field trip alert** form prior to the trip. A copy of this form is in the back of this handout. *Parents, please be sure to read everything children bring home and return it promptly if requested.* If for any reason you do not wish your child to go on a field trip, you must make other accommodations for him/her during this time. All camp staff will be needed for field trip supervision. Please notify the Head Camp Counselor of their camp prior to the trip if this should occur.

K. DISCIPLINE POLICY:

In an effort to maintain order in the camps, we have initiated the following policy regarding discipline of the campers. This policy is in effect for the entire summer program, not just for a single day, specific camp or camp session.

- The **first offense** will consist of a **verbal warning**, an explanation to the child what the problem is, the consequences if the problem continues, and a **behavior alert note given to the parent**. A copy of this form is in the back of this handout.

- The **second offense** will result in **'time-out'** for the child and a **behavioral report** issued to the parents at camper pick-up time. The report will include notification to the parents that if third offense occurs, the child will receive a 2-day suspension and a conference with the parents will be required. A copy of the behavior report form is located in the back of this handout.

- The **third offense** will result in a **2-day suspension** from camp (this suspension will carry over to other camps or sessions during the summer). A **parent conference with the Recreation Field Supervisor & Recreation Coordinator at the Recreation Center will be required.** There will be no refund or pro-rating for the suspended days. A report will be issued to the parents notifying them that the fourth offense will result in termination from the summer camp program.

- The **fourth offense** will result in **termination** from the summer day camp program. Parents will be called to pick-up camper immediately. No refunds will be given except for deposits made on future camp dates.

NOTE: Occasionally you may receive an informational note that your child may have been reprimanded for something that the staff does not feel should require

discipline other than verbal warning to the child. Please be sure to discuss these notes with your child.

Please understand that discipline is a necessary tool in order for smooth operation of camp programs. If you are informed that a disciplinary action was taken toward your child, we would appreciate your help in speaking with the child to insure that the problem does not reoccur.

L. ILLNESS OF PARTICIPANTS:

Parents are responsible for informing the Parks & Recreation Department of any special needs, concerns, or information regarding their child's health. This information must have been included during registration on the medical information section of the day camp **medical, authorization & agreement form**. A copy of this form is in the back of this handout.

All participants are expected to participate in the full-range of activities offered. Any child meeting any of the following criteria will not be admitted to the program on that day:

1. If the illness prevents the child from participating comfortably in the program activities.

2. If 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. If the child has an oral temperature of 100.4 degrees or greater.

4. If the participant's symptoms and signs of possible severe illness include, but are not limited to; lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, or behavior change, they will not be admitted until the staff receives a doctor's release, which indicates the child can be included in the program's activities.

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

6. If the child vomited in the morning prior to coming to the program.

7. If 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 is completely healed.

Participants with a communicable disease, such as pink eye, lice, etc., may not attend the program. Participants showing symptoms of illness will be removed from common areas and the parent will be notified and asked to pick up the child. Participants with lice will be required to return a form signed by the parent stating an initial treatment and a follow-up treatment for lice has been applied. The receipt or the product's label must be attached to the signed treatment form. Participants may not return to the program until the signed form is on file. A copy of the form is located in the back of this handout. Participants with reoccurring head lice may be either asked to obtain a doctor's release before returning to the program or the participant may be removed from the program at the Recreation Field Supervisor's discretion.

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 of 100 degrees, vomiting, diarrhea three times within two hours, or with contagious skin or eye infections, will be removed from common areas and should be picked up within one hour of contact with the parent. For this reason, you may want to include several reliable friends & relatives as emergency contacts, in case you or the first contact is unavailable.

Parents must provide a written statement from the doctor stating the child is free from contagious disease before returning to the program after a contagious illness. Medical information may be faxed to the Recreation Center at (940) 767-1090.

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 a hospital emergency room or clinic by ambulance or by the parent. Parents will be responsible for any expenses incurred with treatment or transportation. A copy of the **medical, authorization & agreement form,** which you completed during registration is located in the back of this handout.

M. MEDICATIONS:

The Parks & Recreation summer staff will not administer any medication to campers at any time during the program. Parents are highly encouraged to come to the camp and administer medication by pre-arranging with the Head Camp Counselor. This should eliminate any question as to whether your child took his/her medicine. In addition, parents who come & administer medicine to their child must complete and file a **medication administration form** with the Head Camp Counselor. A copy of the form is located in the back of this handout. Your child may self-administer medication provided you have given permission and have completed the medication administration form. **All medications brought to camp must be in the original container**, including over the counter. Only send the necessary dosage required during each day's camp time. The child's name must be printed on the container from the pharmacy.

N. EMERGENCY PROCEDURES:

Every attempt will be made and every precaution taken to ensure that no harm comes to campers. If anything does happen, the following action will be taken in case of EMERGENCY AND/OR SERIOUS ACCIDENT: Parents will be notified immediately (please ensure that emergency numbers on registration form are correct and updated as needed). If required, First Responder (911) will be called to administer treatment and the local ambulance service will be called to transport the child to the hospital. In case of minor accidents or injuries (bumps & bruises), camp staff will administer first aid and monitor the child. Parents will be notified upon child pick-up.

O. SUN PROTECTION:

We would like to do everything possible to protect your child from the sun. Please provide them with sunscreen as needed for their camp. In all of our day camp programs, children will go out of doors, some camps more often than others. Camp Lotsafun is predominately an out of doors program; Camp Summer Fun & Creative Minds are predominately indoors, however, campers will be out in the sun from time to time. We ask that you send a container of sunscreen with each child with their first & last name on it. The sunscreen will be kept at the camps & issued to children when they go out of doors for extended periods of time.

P. INCLEMENT & SEVERE WEATHER PRECAUTIONS:

In case of inclement weather, children will be kept inside headquarters facilities until the weather passes. The bad weather may be hours or minutes away. The Recreation Field Supervisor will monitor severe weather closely. When severe weather is in the area, activities will be confined near the headquarters facilities.

Campers at **Lotsafun** will go to the designated area, at Central Service Center.

Campers at **Summer Fun and Creative Minds** will go to the school's designated area.

LICE NOTICE/TREATMENT

Please check your child's head and hair for lice. If you find evidence of lice infestation, please contact the Recreation Field Supervisor and your child's closest friends' parents.

Head lice cannot jump or fly but are spread from one person to another by personal contact; through sharing of brushes, combs, hats, scarves & coats, or co-mingling of these items. Head lice are no larger than the head of a pin and look somewhat like a tiny ant. They are usually found on the hairs of the head, behind the ears and back of the neck. Head lice lay oval white eggs (nits), not to confuse with dandruff, which is flaky, or droplets of hair spray, and are attached to the strands of hair. Nits cannot be washed or brushed out of the hair. Regular shampoo will not kill lice. A special medicated shampoo prescribed by a physician or obtained from a pharmacy is needed to kill lice.

INDIVIDUAL TREATMENT

It is necessary to treat the infested child and all of his/her personal articles. The U.S. Public Health Service does not recommend fumigating or using insecticides in the home.

1. Follow all label directions of the medicated shampoo.
2. Have the child put on clean clothing after being treated.
3. Repeat the treatment in 7 to 10 days to kill any newly hatched nits.
4. Check all members of the family.

DECONTAMINATION OF PERSONAL ARTICLES AND ENVIRONMENT

1. Machine-wash all personal clothing and bed linens that have been in contact with your child the previous 2 days. Heat kills lice & their eggs; therefore, many personal articles can be disinfected by machine washing in HOT water and/or drying using the HOT cycle of the dryer. Eggs are killed in 5 minutes at 125 degrees Fahrenheit and adults at slightly lower temperatures. As some water heaters do not sustain a 60 degree Celsius water temperature (heat selector set on medium or high) when several loads of laundry are washed one after another, allow time between loads of laundry or baths for the water heater to regain its maximum water temperature. If you use the clothes dryer for disinfestations, dry articles for at least 20 minutes at the high heat setting.
2. Personal articles that cannot be washed, dried, or dry-cleaned may be placed in a sealed plastic bag for 10 days.
3. Soak combs, brushes, hairclips, etc. for 1 hour in the medicated shampoo.
4. Vacuum carpets and upholstery.

Treatment forms located on back

LICE TREATMENT FORMS

Your child may return to the program as soon as treatment of the medicated shampoo has been applied. Parents must sign the *initial treatment* form and return it to the Recreation Field Supervisor before the child returns to the program. The receipt or the product's label MUST be attached to the form. Between 7 & 10 days after the initial treatment, the will re-treat your child. The *second treatment* form must be signed and returned to the Recreation Field Supervisor. Ten days after the second treatment, the Recreation Field Supervisor or Head Camp Counselor will re-inspect your child's head to determine that a new infestation has not occurred.

NOTE: Participants with reoccurring head lice may be asked to obtain a doctor's release before returning to the program. Participants with reoccurring head lice may be removed from the program at the Recreation Field Supervisor's discretion.

SECOND TREATMENT

To the Recreation Field Supervisor:

On _____ my child _____
(Date) (Child's name)
Received the second treatment for lice. The medicated shampoo used was
_____.
(Name of medication)

_____
Parent's Signature

INITIAL TREATMENT*

To the Recreation Field Supervisor:

On _____ my child _____
(Date) (Child's name)
Received the first treatment for lice. The medicated shampoo used was
_____.
(Name of medication)
* A receipt or the product's label bust be attached when returning the *Initial Treatment* form.

_____
Parent's Signature

BEHAVIOR ALERT!

Date: _____ Staff Member: _____

To the Parents of: _____

☐ Was put in Time-Out ☐ Lost ____minutes of activity time

☐ Was briefed & alerted to the consequences if behavior continues

For: _____

_____

_____

Please be aware that a Behavioral Report may be issued if this behavior continues.

Please sign, date & return this form acknowledging you have read the message.

_____ _____

Parent/Guardian Signature Date

FIELD TRIP ALERT!

Attention Parents: This is to inform you that Camp:

☐ Lotsafun ☐ Discovery

Will be taking a field trip to _____
(Location)

On _____, _____.
(Day) (Date)

Mode of transportation will be: ☐Riding a Bus ☐ Walking ☐ Other _____

Estimated time of departure from camp _____ Estimated return _____

☐ Spending money may be brought for refreshments, video games, etc.

Parents: You have pre-approved field trip participation on the Medical & Authorization Form during registration. This is a notification & reminder to have Your child at camp on time for the outing and if spending money may be brought.

Please sign, date & return this form acknowledging you have read the message.

_____ _____

Parent / Guardian Signature Date

Parks & Recreation
Day Camp Checklist

Due to scheduling, children should arrive no later than 9 a.m. for any camp.

This is your personal checklist. Items are desired for your child to have a safe and enjoyable camp. Please check items off as they are acquired. We hope your child will enjoy a wonderful experience with us this summer. ***All belongings should have your child's name on them.***

ALL CAMPS

____ Comfortable clothing - Shorts, T-shirt, etc.
____ Tennis Shoes (sneakers) & socks ***"NO SANDALS"***
____ Sunscreen
____ Cap, Hat or Visor
____ Sack Lunch - (small 'igloo cooler' type receptacles or school lunch boxes are ideal). No refrigeration is available for lunches. Lunch should include something healthy.
____ Drink - For lunch only. Drinks are provided at snack time.

CAMP LOTSAFUN & CAMP SUMMER FUN ONLY

____ Money - If you would like your child to purchase a snack at the swimming pool. We cannot be responsible for money & staff cannot hold money for campers.
____ Swimming Suit - No cut-offs or make shift attire.
____ Towel
____ Something to carry swim wear & towel.

GENERAL INFORMATION - ALL CAMPERS

Parks & Recreation will provide:

- Only one T - shirt per camp for each child regardless of number of sessions attending.
- Two daily snacks for all camp participants. One morning & 1 afternoon snack.
- All equipment necessary for activities.

Campers are responsible for keeping up with their own belongings. Please put child's first & last name on all belongings.

LATE PICK-UP

*FOR THOSE CAMPERS WHO ARE PICKED UP LATE, A CHARGE OF **$2.00** FOR **EACH 5 MINUTES** WILL BE BILLED TO THE PARENT.*