



HEIGHTS RECREATION CENTER SUMMER CAMP 2024 PARENT HANDBOOK



WHAT'S INSIDE?

GENERAL RULES
STANDARDS OF CARE
And a lot more.....



Heights Recreation Center
711 W. Arapaho Rd.
Richardson, TX 75080 | 972-744-7850

CAMP WELCOME

Dear Parents,

On behalf of the Richardson Parks and Recreation, I am happy to welcome you to our Sizzlin' Summer Day Camp programs. We are looking forward to a productive and fun partnership with you to make sure your children have a fun and festive summer camp experience.

We offer camps for various age groups: Kinder Camp for ages 5-6, Playground Camp for ages 7-11, Elementary Camp for ages 7-11, and Teen Camp for ages 12-15. Our programs operate 8 weeks during the summer, with Playground Camp operating an extra week. No matter the camp, we have activities to make it fun for all.

Field trips, swimming, and lots of different kinds of games are the headlining activities for our summer programs, but it doesn't stop there. Arts & crafts, music, board games, video game room, sports along with lots of gym games keep your children's summer camp experience fresh and exciting.

Inside you will find information about our program along with our policies and procedures. We look forward to having an adventurous summer with you.

Thank you,

Joshua Bloomfield

DAY CAMP COORDINATOR



RICHARDSON PARKS AND RECREATION

MISSION STATEMENT

To enrich our community through innovative recreation and leisure experiences.

VISION STATEMENT

To provide beautiful, clean, safe parks and facilities, quality leisure activities, and nationally acclaimed special events, while preserving and protecting the region's natural resources with dedicated professionals seeking innovative and proactive ways to accomplish community desires and departmental goals.



WHAT'S INSIDE

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PHILOSOPHY

The COR Day Camps program is all about the campers. Our program, facilities, and staff are focused on enriching campers with fun, positive, and memorable camping experiences.

MISSION

Our camp instills character and cultivates creativity through learning and physical activity, translating into FUN.

CORE VALUES

We instill character through activities that highlight caring, promote responsibility, and encourage campers to communicate honestly with other campers and the camp staff.

INCLUSION STATEMENT

Though we do our best to include campers of diverse backgrounds and abilities, we are not able to provide one-on-one care to campers that need additional care. Any campers requiring assistance with matters not directly related to camp activities and/or needing additional care (i.e. toileting, feeding, etc.) must bring an aide while attending camp.



CITY OF RICHARDSON CAMP PROGRAMS
GENERAL RULES

GENERAL RULES

HOURS OF OPERATION

Camp officially begins at 7:30am and ends at 6:00pm. Please plan to drop-off and pick up your children on time.

NOTE FOR RETURNING CUSTOMERS:

Due to popular demand, all camp hours have been extended, and Morning/Afternoon extended care is therefore no longer available. This change is to better accommodate caregivers' schedules.

REGISTRATION

Registration begins in April 1st. Full payment must be received for registration to be completed. We do not hold spots without payment, so please register early.

AGE REQUIREMENT POLICY

COR Summer Day Camps serve children ages 5-15. If a child's age is in question, a birth certificate is required to verify the correct age. ***For more information, please see Standards of Care on page 27.***



CHECK IN/CHECK OUT

Parents must sign in and sign out their children every day during camp. ONLY adults listed on the Emergency Contact Form are allowed to pick up campers. A valid government picture ID is required during check-out process.

LATE FEES

We charge a late fee of \$1 per minute after 6:00pm. Please call your Camp Director to let them know if you are running late. This allows us to adjust staff-to-camper ratio and prevent unnecessary worry. Camp Staff will document late pick-ups.

REFUNDS

A refund request form MUST be completed or called in to Heights Recreation Center no later than one full week (7 days) before the start of a camp session. Refunds will not be granted due to the following reasons: weather conditions, summer heat, sunburn, a camper's behavior, or absences from camp. Parents are responsible for registering and withdrawing their children from camp on time. If an error is found after registration, please call and have it corrected prior to the camp session. Refunds are not granted after the end of camp season. Please allow for 4-6 weeks for refund processing.

CAMPER EXPECTATIONS

We expect all campers to respect one another to create a fun and positive environment. We ask that our campers to be mature, open to experiencing diverse field trips and activities, demonstrate self-discipline, and use sound decision-making skills while enrolled in our program.

CELL PHONES

Cell phones are not allowed at camp. These are a distraction and keep campers from participating in daily camp activities. If there is an emergency, please call the Camp Coordinator at 972-744-7855. Camp Directors have parents' cell phone to contact, if necessary.



LUNCHES

Please send your campers with nutritional lunches that can be stored in coolers. Label lunches and water bottles with names so that we can quickly hand them out during field trips.

SWIMMING

All camps are scheduled to swim daily unless they are on a field trip, the pool is closed, or there is bad weather. At the first sign of lightning or thunder, all children will be asked to leave the pool. Children should bring a towel, swimsuit, and extra sunscreen on swim days. Camps do not swim on days the pools are closed for cleaning.



TRANSPORTATION

Our campers are transported to pools and field trips by buses. We use Richardson ISD buses and drivers. While on buses, camp staff will always be seated at different areas of the bus to ensure the safety of campers.

FIELD TRIPS

The following are the days for field trips by camps. We may not always go on these scheduled days due to event availability:

TOYS

Please keep all toys at home. Toys include games, tablets, cell phones, etc. Any toys brought to camp are not the responsibility of the City of Richardson Parks & Recreation Department.



DRESS CODE

While we want our campers to be comfortable during their camp experience, we also want to state the importance of having a dress code that will protect the rights of others and will not disrupt the flow of normal camp operations. Campers may not wear or display any article of clothing, accessory, or body art:

- That is offensively lewd, obscene, or indecent;
- Which promotes, advertises, or depicts tobacco products, alcoholic beverages, drugs or illegal drug use, or other prohibited substances;
- Which advocates imminent lawless action; or
- That creates reasonable cause to believe that the clothing, accessory, or body art would result in material and substantial interference with camp activities or the rights of others.

SHIRTS AND SHORTS

- Campers must always have on a shirt (unless in the pool).
- Shirts must cover skin from the neck down.
- Shirts must be the appropriate size and not be too tight.
- Tank tops or spaghetti strap shirts are **NOT** allowed.
- Camper's shorts must be at least finger-tip length.
- **NO SAGGING**

SHOES

- **ONLY** closed-toe shoes
- Flip-flops or sandals may be **ONLY** be worn at the pool.

SWIMWEAR

Female campers: one-piece swimwear is highly recommended

- two-piece swimsuits permissible if it is tasteful, not lewd, and covered with a t-shirt



- Absolutely no string ties, string bikinis, tankinis or swimsuits with thongs

Male campers: shorts should be mid-thigh length

- no low hanging swim trunks (**NO SAGGING**)



BEHAVIOR GUIDELINES

We expect campers to always act respectfully when they are enrolled in our programs. Campers are to behave in a mature, responsible way and respect the rights and dignity of other campers and staff. Actions will reflect our Core Values:

- 1) Campers take responsibility for their actions
- 2) Campers respect themselves, other campers, camp staff, and the program
- 3) Honesty will be the basis for all relationships and interactions.
- 4) Campers will be caring in their relationships with others.

If at any time your child feels uncomfortable with their experiences at camp, please contact the Day Camp Coordinator.

CHILD ABUSE & NEGLECT

Texas law requires all child care professionals to report any suspected forms of abuse or neglect. Our summer camp programs will document and report any suspicion of abuse to the appropriate authorities after our own investigation and will do so only in good faith. The potential removal of a camper is situational.



DISCIPLINE

We use positive guidance and discipline in a consistent manner based on the Richardson Parks & Recreation Behavior Modification and Re-Enforcement policy. All disciplinary actions will begin with a verbal warning and a follow up with a parent. When a camper does not follow the behavior guidelines and camp rules, we will take the following action steps as behavior problems progress:

- 1) **FIRST OFFENSE** – camper is redirected and reminded of behavior guidelines and camp rules, given time out away from scheduled activities, and given opportunity to correct behavior.
- 2) **SECOND OFFENSE** – a parent will be called for child to be picked up to go home for the day.
- 3) **THIRD OFFENSE** – camper will be withdrawn from camp program for the remainder of the session, or the summer.

Note: The City of Richardson reserves the right to surpass the first and second steps for immediate expulsion depending on severity of incident.



BEHAVIOR cont.

Any action causing harm to camp staff or other campers, vandalism, possession of a concealed weapon or controlled substance, emotional outbursts or tantrums, uncooperative attitude or any severe discipline problem disruptive to the City of Richardson Parks & Recreation Camp Policies will result in immediate removal of the child from camp.

BULLYING

Bullying is defined as unwanted, aggressive behavior among school age children that demonstrates power over another. The COR Day Camp Program takes a strong stance against bullying as it is indefensible and will not be tolerated in any form. When bullying is suspected or reported, our Camp Directors respond swiftly to address the incidents, contacting the parents of the campers involved. Depending on the extent of the bullying incident, the campers may be allowed to remain in the program under a corrective plan of action or may be expelled from our camp program for the remaining of the summer and no refund will be issued for remaining days of the week. See our Discipline Policy for details.



HEALTH AND SAFETY

We require children with signs of illness to stay home (i.e. fever, or lice). Children who become ill or injured at camp will be made as comfortable as possible until child is picked up by a designated emergency contact. **If campers are sent home with a fever, they are allowed to return within 24 hours.**

THE SUMMER HEAT

All camps participate in outdoor activities and Playground is hosted outside in the morning. Regular water breaks will be provided throughout the day to prevent dehydration. We encourage you to send your children to camp with their own water bottles and sunscreen. Please make sure all items are labeled with your child's name.

HEAD LICE

Head lice are easily spread between campers and must be taken care of immediately. If you know your child has lice, please keep her home until they are medically treated. Children sent home from camp with lice may return to camp 24 hours after treatment and with a medical notice with doctor's signature stating camper has been treated and cleared from head lice.

MEDICATIONS & HEALTH CONDITIONS

Please administer prescribed medicine at home. However, if it is necessary for your child to take prescription medication while at camp, the City of Richardson has set forth the following statement:

All daily oral medications including emergency injections can be administered or monitored by Camp Director or the Day Camp Coordinator. Medication is dispensed from its original container along with a signed authorization form from parent. If a child needs daily injections (i.e. insulin shots, etc.), that must be administered while day camp is in session, the parent must decide to either come to camp to help child or must train camp staff to monitor the administration of the child's medication correctly.



CONCUSSION INFO

WHAT IS A CONCUSSION?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth causing the brain to bounce around or twist within the skull.

This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

Concussions can result from a fall or from campers colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. To help spot a concussion, you should watch for and ask others to report the following two things:

- 1) A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head. AND
- 2) Any concussion signs or symptoms, such as a change in the athlete’s behavior, thinking, or physical functioning.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

SIGNS AND SYMPTOMS

Campers who experience one or more of the signs and symptoms listed below, or who report that they just “don’t feel right,” after a bump, blow, or jolt to the head or body, may have a concussion.

SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY A REPRESENTATIVE:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

CONCUSSION INFO cont.

WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior • Loses consciousness (even a brief loss of consciousness should be taken seriously)

FACTS

Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms. Don't let your athlete convince you that he or she is "just fine" or that he or she can "tough it out."

Discourage others from pressuring injured athletes to play. Emphasize to athletes and parents that playing with a concussion is dangerous.

WHAT SHOULD I DO IF A CONCUSSION IS SUSPECTED?

No matter whether the camper is a key member of the team or the game is about to end, an child with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. **REMOVE THE CHILD FROM PLAY.** Look for signs and symptoms of a concussion if your child has experienced a bump or blow to the head or body. When in doubt, sit them out
2. **ENSURE THAT THE CAMPER IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. Recording the following information such as the type of force of the hit, any loss of consciousness, any memory loss, or any seizure can help health care professionals in assessing the camper after the injury.
3. **INFORM THE CAMPER'S PARENTS OR GUARDIANS** Let them know about the possible concussion and give them this Fact Sheet.
4. **KEEP THE CAMPER OUT OF PLAY.** An child should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an camper with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

CONCUSSION INFO cont.

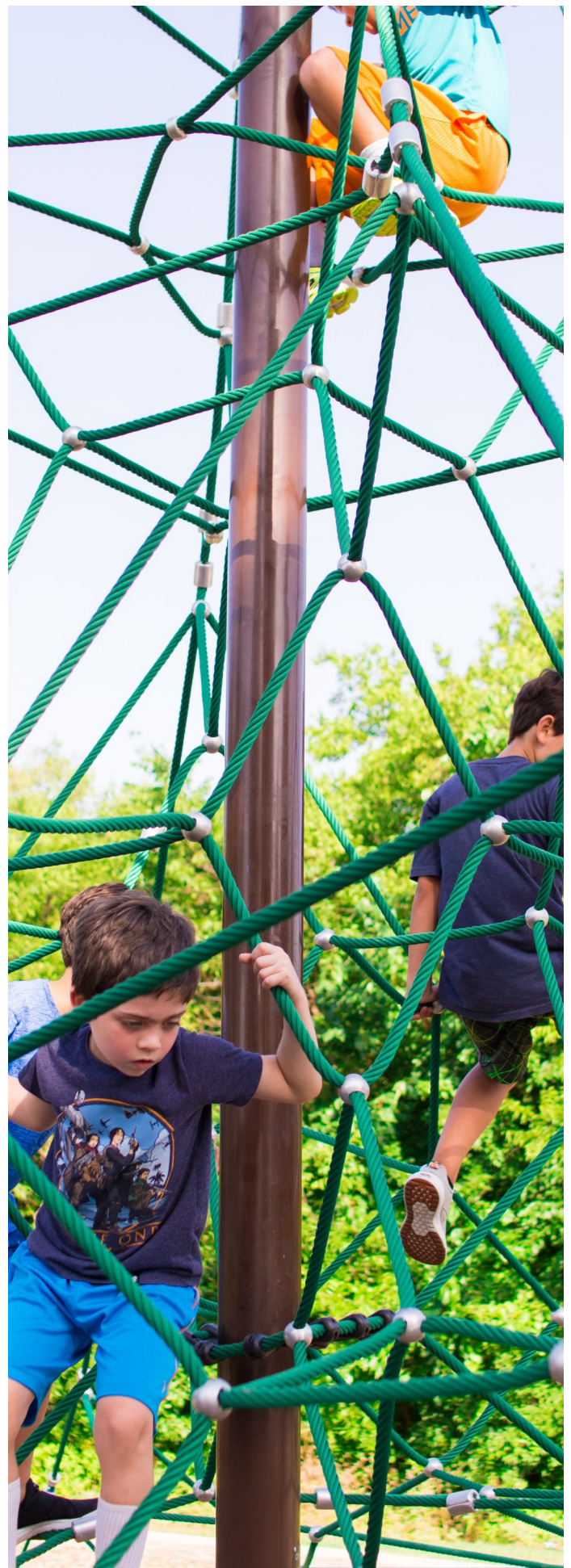
DID YOU KNOW?

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Campers who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper responses to concussions when they first occur can help prevent further injury or even death.

HOW CAN I HELP PREVENT CONCUSSIONS OR OTHER SERIOUS BRAIN INJURIES?

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that campers follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the campers wear the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.



CAMP PROGRAMS 2024

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

July 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

November 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- RISD Last & First Day of School
- Recess!
- Spring-Break Camp
- Summer Camp
- Playground Camp WK 9
- Fall-Break Camp
- Winter-Break Camp





FEES AND PAYMENT

CAMP	FEES	
Recess!	\$40	<i>One week before \$55</i>
Fall Break Camp	\$90	
Winter Break Camp	\$90 week 1	\$140 week 2
Spring Break Camp	\$125	

WELCOME TO HOLLYWOOD

Kinder Camp:	\$175
Playground Camp:	\$150
Elementary Camp:	\$175
Teen Camp:	\$200

REGISTRATION PROCEDURES

Easy ways to register for Camp programs:

WALK-IN OR CALL REGISTRATION

Available during regular business hours at



HEIGHTS RECREATION CENTER
 (711 W. Arapaho Rd. Richardson, Texas 75081)
 972-744-7850



or
HUFFHINES RECREATION CENTER
 (200 N Plano Rd, Richardson, Texas 75081)
 972-744-7850

ONLINE REGISTRATION



Program registration available at

<https://apm.activecommunities.com/>

STAY CONNECTED



www.cor.net/departments/parks-recreation



/RichardsonParksandRec



@richardsonparksandrec

WHAT IS YOUR REFUND POLICY?

A refund request form **MUST** be submitted to the Recreation Center within 7 days before the first day of a camp session. Refunds will not be granted due to the following reasons: weather conditions, summer heat, sunburn, a camper's behavior, absence from camp, camp assignments, or after the camp session or season. Parents are responsible for making sure children are registered in the correct camp program or session. If an error is found after registration, please call and have it corrected before the camp season. Refunds will not be granted after the camp season has ended.

Please allow 4-6 weeks for a refund by mail, if payment was made by check or cash.

WHAT IS THE DIFFERENCE BETWEEN ELEMENTARY CAMP AND PLAYGROUND CAMP?

Elementary Camp is a specialized indoor camp whereas Playground Camp meets out at a park and is outside a little more than Elementary Camp. Elementary Camp also travels on two field trips per week, while Playground Camp goes on one. The most significant contributing factor to the price difference comes from the facility cost and air conditioning associated with Elementary Camp.

MY CHILD IS 6 1/2 YEARS OLD, CAN I ENROLL HIM IN ONE OF THE ALL-DAY CAMPS EVEN THOUGH THE AGE FOR THOSE CAMPS IS 7?

We do not allow any children under the age of 7 to be registered into Elementary Camp. We do, however, make exceptions for Playground Camp if the camper has been unsuccessful in the younger camp.

CAN I RESERVE A SPOT FOR MY CHILD/ CHILDREN FOR CAMP NOW AND PAY AT A LATER TIME?

Enrollment into the program requires immediate payment.

IS THERE A DISCOUNT FOR FAMILIES WITH MULTIPLE CHILDREN?

Unfortunately, no. It's still the same rate for every child.

WHAT ARE THE QUALIFICATIONS OF YOUR STAFF MEMBERS?

All staff members must be at least 16 years of age, CPR and First-aid certified, and possess a valid Texas driver's license. All directors must be at least 21 years of age, with a minimum of three years of experience working directly with children.

WHAT SHOULD MY CHILDREN WEAR?

Shorts and a T-shirt are fine. We ask that sneakers be worn every day, except when swimming.

MY CHILD TAKES MEDICATION - WILL YOUR STAFF DISPENSE THE MEDICATION?

Medication will only be administered with written parental consent. All prescriptions must be left with staff in the original container, labeled with the child's name, date, directions & physician's name.

DO THE BUSES HAVE SEAT BELTS?

No, they do not. The National Highway Traffic Safety Administration establishes standards for equipment safety. It does not recommend seat belts on school buses based on their ongoing safety testing. Instead, they have determined that using compartmentalization in the design of school buses is more effective in reducing the risk of injury.

FOR PLAYGROUND CAMP WHAT DO YOU IF IT RAINS?

All campers will be taken inside to Heights Recreation Center and resume fun activities.

IS MY CHILD ALLOWED TO ATTEND CAMP EVEN THOUGH HE/SHE HAS SPECIAL NEEDS?

Yes! We welcome all children to come and experience camp, and we try and make it as successful as we can for them. However, we feel that parents need to be made aware that our staff-to-child ratio is 1:10. So any child (special needs or not) who will require more one-on-one attention will make it challenging to be successful in this particular camp. We have to maintain our staff ratio, and constant individual attention will pull us out of ratio and make it unsafe for the rest of the campers. If you are planning to send a child with special needs, we ask that you inform the Day Camp Coordinator of your registration. And provide any tips/strategies that we may implement to help make your child's experience not only a fun one but also a successful summer as well.

DOES MY CHILD NEED SUPPLIES?

Yes, to help reduce sharing and cross exposure we ask that each camper bring the following items to camp weekly:

- Glue stick
- Crayons
- Colored Pencils
- Safety scissors
- Refillable water bottle
- Face mask
- Compact backpack or sling type back
- Please label the supplies accordingly.

CITY OF RICHARDSON CAMP PROGRAMS INFORMATION FORMS

REQUIRED FORM
EMERGENCY CONTACT INFORMATION
CAMP PROGRAMS

*PLEASE NOTE: A required Camper Information form will need to be completed and on file with the Camp Director before the first day of camp begins for your child.

CAMPER _____
(LAST NAME) (FIRST NAME)

EMERGENCY CONTACT:

1. **NAME:** _____

RELATIONSHIP: _____

PHONE NUMBER: _____

EMAIL: _____

2. **NAME:** _____

RELATIONSHIP: _____

PHONE NUMBER: _____

EMAIL: _____

MEDICATION POLICY

Prescription medication should be administered at home. However, if it is absolutely necessary for a camper to take prescription medication while at camp, medication is dispensed from its original container along with a signed authorization form from parent/guardian. If camper uses over-the-counter medication, parent needs to have doctor's note with instructions.

PLEASE LIST SPECIFIC INSTRUCTIONS FOR MEDICATION

WHAT: _____

WHEN: _____

HOW OFTEN: _____

ALLERGIES:

OTHER FAMILY MEMBERS/FRIENDS WHO ARE AUTHORIZED TO PICK UP YOUR CAMPER:

REQUIRED FORM
SWIMMING PERMISSION SLIP
CAMP PROGRAMS

Dear Parents,

In order for your child to participate in swimming and pool activities, a swimming permission slip must be on file. Please complete this form and return it to your child's Camp Counselors prior to arrival.

I give permission for my child to participate in swimming and pool activities while attending.

If you allow permission, please fill out second section below.

I do not give permission for my child to participate in swimming and pool activities while attending Camp.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

PARTICIPANT'S SWIMMING ABILITY

Actively participate is defined as being able to stand, tread water or swim safely.

IF YOU ARE ALLOWING PERMISSION, PLEASE CHECK ONE BOX BELOW.

BEGINNER (can actively participate in 2 feet of water)

ADVANCED BEGINNER (can actively participate in 3 feet of water)

INTERMEDIATE (can actively participate in 4 feet of water)

ADVANCED (can actively participate in 6 feet of water)

SWIM TEAM (can actively participate in 10 feet of water)

CAMPER WITHDRAWAL FORM

CAMP PROGRAMS

*PLEASE NOTE: A required Camper Information form will need to be completed and on file with the Camp Director before the first day of camp begins for your child.

City of Richardson PARD - Refund Request

Activity Name		Registration #
Participant's Name (First)	(Last)	
Make check payable to: Name (First)	(Last)	
Address		
City	State	Zip
Home Phone #		Work or Cell Phone #
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check/Money Order #		
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Account #	Expiration Date
Reason:		

For Office Use Only

Taken by Staff Member's Name:		Date:	Time:
Action Taken	By	Date	

OPTIONAL FORM
MEDICATION CONSENT FORM
CAMP PROGRAMS

*PLEASE NOTE: A required Camper Information form will need to be completed and on file with the Camp Director before the first day of camp begins for your child.



Medication Policy

Prescription medication should be administered at home. However, if it is absolutely necessary for a camper to take prescription medication while at camp, medication is dispensed from its original container along with signed authorization from parent/guardian. If camper uses over-the-counter medication, parent/guardian needs to have a doctor's note with instructions.

Prescription Authorization:
I give the City of Richardson Summer Day Camp staff permission to administer my child's prescription medication according to the directions given on the original medication container.

Over-the-Counter Authorization:
I give the City of Richardson Summer Day Camp staff permission to administer over-the-counter medication as directed by the doctor's note that I have provided.

(Signature)

(Print Name)

(Date)

Day camp staff has received doctor's note / original prescription container with the following information: Medication name, how much, what time, how often.

(Staff Signature)

VIDEO RELEASE FOR MINOR

NAME OF MINOR: _____

ADDRESS: _____

PHONE NUMBER: _____

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned parent or legal guardian for and on behalf of themselves and the above named minor, their heirs and assigns (collectively the "Undersigned") does hereby give, grant and assign to the City of Richardson, Texas, its officers, agents, employees and assigns (collectively, the "City") the right, consent and permission for any purpose whatsoever to photograph, record, take, use, reuse, publish, republish, copyright, record, broadcast, transmit, reproduce, alter, modify, distort and change the Undersigned's appearance, likeness, form and voice by means of photographic equipment, portraits, video, computers, magnetic tape, film, wire, disc, audio visual cartridge, sound recordings, and other techniques and media now known or later devised, and to use the Undersigned's own name or a fictitious name in connection therewith, and to use any printed matter, material and internet files in conjunction therewith (collectively the "Work").

The Undersigned disclaims any right to the copyright in such work, and does hereby assign any rights the Undersigned may have in the Work to the City. All rights in and to the Work shall be the sole and exclusive property of the City, including, without limitation, the perpetual and irrevocable right and license to use and reuse, publish, republish, copyright, record, broadcast, transmit, reproduce, alter, distort and change said Work. The Undersigned does hereby waive any right to inspect, approve, edit, duplicate, copy or approve the Work or any portion thereof. The Undersigned disclaims any right to the copyright in such Work, and does hereby grant and assign any rights the Undersigned may have in the Work to the City.

The Undersigned does hereby release, indemnify and hold harmless the City from and against any and all claims, damages, and causes of action of any kind whatsoever, statutory or otherwise, personal injury (including death), property damage and lawsuits and judgments, including court costs, expenses and attorney fees, directly or indirectly arising from the use of the Work.

The Undersigned warrants that he or she has read this Agreement and fully understands it to be a release of all claims, known or unknown, present or future, that the Undersigned has or may have against the City arising from the use of the Work and the rights granted herein, and that the indemnification contained herein is to be for all claims, judgments and costs, known or unknown, present or future that any person, partnership or corporation has or may have against the City. The Undersigned warrants that he or she is of legal age and competent to execute this Release, and that the Undersigned does so of the Undersigned's own free will and accord without reliance on any representation of any kind or character not expressly set forth herein.

EXECUTED this _____ day of _____, 200__.

UNDERSIGNED PARENT OR LEGAL GUARDIAN

Printed Name: _____

Address: _____

Phone Number: _____



RICHARDSON, TX

PARKS & RECREATION

PHOTO RELEASE

I, _____, hereby authorize and consent to the use of my visual image by the City of Richardson for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. I give this consent with no claim for payment.

Signature _____ Date _____

Phone _____ *(in case we need to contact you).*

**For a child under 18 years of age,
complete the form below.**

PHOTO RELEASE

I, _____, Parent/Guardian of _____ hereby authorize and consent to the use of his/her visual image by the City of Richardson for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment.

Signature _____ Date _____

Phone _____ *(in case we need to contact you).*

The City of Richardson Policy on Publication of Photographs

A signed release must be obtained from every subject photographed, with the following two exceptions:

- *Adults attending a public meeting, event, or gathering*
- *Employees of the City of Richardson*

CONCUSSION/ SUDDEN CARDIAC AWARENESS

CONCUSSION	SUDDEN CARDIAC ARREST
<p>What is a Concussion? A concussion is a type of traumatic brain injury causing an immediate and, usually, short-lived change in mental status or an alteration of normal consciousness resulting from a bump, jolt, shaking, or spinning of the head and body.</p> <p>Warning signs of a concussion</p> <ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignments or position • Forget sports plays • Is unsure of game, score or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can't recall events prior to hit or fall <p>Symptoms reported by the athlete</p> <ul style="list-style-type: none"> • Headache or pressure in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Does not "feel right" <p>What should you do if you think a concussion has occurred?</p> <ol style="list-style-type: none"> 1. Seek medical attention right away. A health care professional will be able to decide the severity of the concussion, and when it is safe to return to play. 2. Keep your child out of the game until medically cleared. Concussions take time to heal. Do not let your child return to play until a health care profession says it's okay. Children, who return to play too soon, while the brain is still healing, risk a greater chance of having a second concussion. 3. Inform all coaches about any recent concussions. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell him or her. 	<p>What is Sudden Cardiac Arrest? Sudden Cardiac Arrest (SCA) is a condition in which the heart suddenly and unexpectedly stops beating.</p> <p>Sudden Cardiac Arrest:</p> <ul style="list-style-type: none"> • Occurs suddenly and often without warning • It's a malfunction in the heart's electrical system • Causes the person to lose consciousness and have no pulse • May cause death within minutes if not treated properly <p>Warning signs of Cardiac Arrest Although SCA happens unexpectedly, some people may have warning signs and symptoms, such as</p> <ul style="list-style-type: none"> • Fainting or seizures during exercise • Unexplained shortness of breath • Dizziness • Extreme fatigue • Chest pains • Racing heart <p>Treatment for Cardiac Arrest</p> <ol style="list-style-type: none"> 1. Call 911 2. Begin CPR 3. Use an Automated External Defibrillator (AED) <p>Before returning to play, the athlete should be evaluated. Clearance to return to play should be submitted in writing. A licensed physician, certified registered nurse or cardiologist must perform the evaluation.</p> <p>What are the risks of practicing or playing after experiencing these symptoms?</p> <ul style="list-style-type: none"> • When the heart stops, oxygenated blood stops flowing to the brain and other vital organs • Death or permanent brain damage can occur in just a few minutes • Most people who experience SCA die from it.

I have read and understood the Concussion/ Sudden Cardiac Arrest Information Sheet:

Parent/Guardian - Signature

CITY OF RICHARDSON CAMP PROGRAMS STANDARDS OF CARE

STANDARDS OF CARE

Standards of Care are a set of guidelines for our summer camp program to follow. These guidelines are adopted by the Richardson City Council every year so that our camp programs maintain our exemption status through Texas Department of Family Protective Services (DFPS). We do our best to go beyond the state minimum regulations set up DFPS.

One such regulation is that we can only serve children ages 5 and older under this policy. Absolutely no exceptions can or will be made to this policy. If a child's age is questionable, a birth certificate is required to verify the correct age.

CITY OF RICHARDSON YOUTH PROGRAMS

STANDARDS OF CARE

GENERAL INFORMATION/ADMINISTRATION

A. Purpose: To provide basic childcare regulations for recreation activities operated by the Richardson Parks and Recreation Department. This will allow the department to qualify as exempt from requirements of the Texas Human Resources Code.

B. Implementation: Program will be the responsibility of the Parks & Recreation Department, with a Heights Recreation Coordinator supervising the overall program and Day Camp Directors and Leaders administering the program on-site.

C. Programs:

Regulations apply to five (4) on-going programs: Summer Day Camps (Kinder, Elementary, Playground, and Teen Camp)

D. Other: Each site will make available for the public and staff a current copy of the Standards of Care. Parents of participants will be provided a copy of Standards of Care during the registration process.

E. Program Sites:

Heights Playground: 711 W. Arapaho Rd.

RISD School

*RISD reserves the right to select an alternative site in case of summer repairs or maintenance requirements.

F. Day Camp Objectives:

1. To offer a program wide in scope and varied in activities of different recreational activities: sports, games, arts and crafts, education, drama, special events, field trips, tournaments, etc.
2. To provide a pleasant and memorable experience in a loving atmosphere.
3. To provide a safe environment always promoting good health and welfare for all.
4. To teach children how to spend their leisure time wisely, in an effort to meet several needs: emotional, physical and social.

Exemption Status: Once an exempt status is established, the Licensing Division will not monitor the recreational program. The Licensing Division will be responsible for investigating complaints of unlicensed childcare and for referring other complaints to the municipal authorities or, in the case of abuse/neglect allegation, to the local police authorities.

Standards of Care Review: Standards will be reviewed annually and approved by the City Council after a public hearing is held to pass an ordinance regarding section 42.041(b)(14) of the Human Resources Code.

Child Care Licensing will not regulate these programs nor be involved in any complaint investigation related to the program.

Any parent, visitor or staff may register a complaint by calling Heights Recreation Center at 972-744-7850 during the hours of 8 a.m. to 5 p.m. Monday through Friday.

STAFFING

A. Day Camp Director–Job Descriptions and Essential Job Functions

Essential Job Functions:

1. Assists in the planning, budget reporting, scheduling and implementation of the day camp program.
2. Supervise summer staff that includes Day Camp Leaders and Leaders in Training.
3. Implements lesson plans as needed and assist day camp staff with keeping activities on schedule.
4. Plans and leads activities such as sports, games, arts and crafts, music and field trips.
5. Prepares payroll and maintain budget information.
6. Keeps attendance records and camper information forms.
7. Communicates courteously and effectively with the other city employees, citizens and program patrons.
8. Implements appropriate discipline procedures when necessary.
9. Attends mandatory staff training session and conduct staff meetings as required.

Qualifications:

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must be able to communicate well with the public, and skilled at interacting with children.
3. Must be skilled in supervising children of varying age levels in a group setting.
4. Must have First Aid and CPR certification prior to start of camp.

5. Must have a valid Texas Class C Driver's License.
6. Must complete departmental day camp staff training.
7. Must have previous experience supervising children in a day camp setting.
8. Must have previous experience supervising staff.
9. Must have strong organizational skills and the ability to adapt easily to change.
10. Must pass city criminal background check prior to hiring.

B. Day Camp Counselor–Job Descriptions and Essential Job Functions

Essential Job Functions:

1. Supervises programs and activities of the program during all scheduled hours
2. Maintains supply inventory.
3. Effectively follows lesson plans and instructions from Director.
4. Completes incident and accident reports effectively relating to participating patrons.
5. Communicates courteously and effectively with the other city employees, citizens and program patrons.
6. Attends mandatory staff training session and conduct staff meetings as required.

Minimum Qualifications:

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must be able to communicate well with the public, and skilled at interacting with children.
3. Must have experience working with children and the ability to cope with large groups of children and high noise levels.
4. Must have First Aid and CPR certification prior to start of camp.
5. Must be 16 years of age at the time of application.
6. Must complete departmental day camp staff training.
7. Must pass city criminal background check prior to hiring.
8. Knowledge or skills in recreational games, sports, crafts and other activities.

C. Other Requirements

1. Staff must complete the mandatory training program of at least 25 hours, in addition to planning hours with site staff prior to the start of camp. This training includes a departmental orientation, customer service, behavioral issues and discipline, as well as practical skills on activities for children in games, songs and crafts.

2. Staff must exhibit competency, good judgment and self-control throughout the duration of the camp.
3. Staff should relate to the children with courtesy, respect, acceptance and patience.
4. Staff shall not abuse or neglect children.

D. Criminal Background Checks: Criminal background checks will be conducted on prospective Day Camp employees. A prospective employee will be subject to a drug test prior to hiring.

E. Staffing Ratios: The staff ratio will be 1 staff member per 10 children, ages 5-13 while on site and 1 staff member per 6 children off site.

FACILITY STANDARDS

- A.** Emergency evacuation and relocation plans are posted at each facility.
- B.** Day Camp Directors and Leaders are responsible for inspecting the camp sites frequently for any sanitation or safety concerns. Those concerns should be passed on to the Day Camp Coordinator.
- C.** Each camp will have a first aid kit. It will be checked and stocked on a weekly basis by the onsite Camp Directors. First aid kits to include at the minimum: bandages, first aid cream, rubber gloves, Neosporin, alcohol wipes, hot/cold packs, gauze, tweezers, ace bandages and scissors.
- D.** In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location.
- E.** Program sites are inspected annually by the Fire Marshall. Each Facility Manager is responsible for compliance with Fire Marshall's directives.
- F. All fire extinguishers are inspected prior to camp and indicated that they are properly charged.**
- G.** Medication is only administered with written parental consent. Prescription medications are to be left with staff in their original container, labeled with the child's name, date, directions and physician's name. Medication is dispensed only as stated on the bottle, and not past the expiration date.
- H.** Non-prescription medicine with the child's name and date on the medication may be brought if in the original container. Non-prescription medication will only be administered with written parental consent.
- I.** Each indoor site shall have adequate indoor toilets and lavatories located such that children can use them independently and program staff can supervise as needed. Outdoor sites shall provide portable toilets based on number of children attending each day. Ratio of toilet to children will be 1:17.

SERVICE STANDARDS-Day Camp Staff

This information will be provided to each staff as a part of the day camp manual:

- A.** Camp staff shirts, shorts and tennis shoes are to be worn daily.
- B.** City issued employee I.D. should always be worn and clearly visible except during swim time.
- C.** Camp participants and parents will be treated with respect.
- D.** Camp staff will take it upon themselves to resolve complaints. Do not refer a customer to another staff person. If you are unable to resolve the complaint on the spot, take the customer's name and phone number, investigate complaint resolution and then follow up with the customer.
- E.** Camp staff will keep parents informed of camp activities. A weekly schedule will be distributed on the Monday of each week and extra copies will be kept with the sign in log daily.
- F.** Camp staff will note details of behavior of campers (accomplishments, discipline problems, general activities, etc.) and update parents daily if there is a problem.
- G.** Camp staff will always monitor the sign in/out log.
- H.** Camp staff will clean rooms after each activity. Floors will be swept/vacuumed, tables and chairs stacked, supplies put away. This is extremely important since rooms are used throughout the day by other groups.
- I.** Camp staff will spend 100% of their time actively involved with campers and/or parents.

OPERATIONAL ISSUES

- A. Emergency phone numbers** are kept with the Day Camp Director on field trips. Those numbers include fire, police, and ambulance services.
- B. A Day Camp Manual** is given to every Day Camp Director and Counselor. An additional manual will be located at each site where all staff can have access to the manual, which outlines the following:
 - Discipline Issues
 - City Rules and Regulations
 - Forms that must be filled out
 - Service Standards
 - Game/activity leadership
 - Ways to interact with children
- C. Sign-in and Sign-out** sheets will be used every day. Only adults listed on the sign-in/out release will be allowed to pick up children. An authorized person must enter the building, present appropriate identification and sign the sheet for staff to release the child.
- D. Emergency evacuation** and relocation plans will be posted at each facility.
- E. Parents** will be notified regarding planned field trips and provided the required release forms.

F. Enrollment information will be kept and maintained on each child and shall include:

1. Child's name, birth date, home address and phone numbers where parents may be reached during the day.
2. Names and telephone numbers of persons to whom the child can be released.
3. Field Trip release form as needed.
4. Liability waiver
5. Parental consent to administer medication, medical information and release on participant.

G. Staff shall immediately notify the parent or other person authorized by the parent when the child is injured or has been involved in any situation that placed the child at risk.

H. Staff shall immediately notify parents of children in the facility when there is an outbreak of a communicable disease in the facility that is required to be reported to the County Department of Health. Staff must notify parents of children in a group when there is an outbreak of lice or other infestation in the group.

I. Discipline:

1. Discipline and guidance of children will be implemented in a consistent manner based on the Richardson Parks and Recreation Behavior Modification and Re-Enforcement Policy:

A. All disciplinary actions will begin with a verbal warning then followed up with a parent

B. First Offense – camper is redirected and reminded of behavior guidelines and camp rules, given time out away from scheduled activities, and given opportunity to correct behavior.

C. Second Offense – a parent will be called for child to be picked up to go home for the day.

D. Third Offense – camper will be withdrawn from camp program for the remainder of the session, or the summer.

***The City of Richardson reserves the right to surpass the first and second steps for immediate expulsion depending on severity of incident.**

2. Under no circumstances will there be cruel or harsh punishment or treatment.

3. Incident reports will be completed for any disciplinary cases, and information is to be shared with parents when picking up the child or sooner, when extreme cases occur. Continued disciplinary problems will result in the participant being asked to leave the program.

4. A deliberate action of harm to any camper or counselor, vandalism, possession of a concealed weapon or controlled substance, emotional outbursts or tantrums, uncooperative attitude or any severe discipline problem disruptive to the program will result in immediate measure to remove the child from camp.

J. Bullying

1. COR Day Camp programs takes a strong stance against bullying as it is indefensible and will not be tolerate in any form. We expect all campers to respect one another in creating a fun and positive environment. When bullying is suspected or reported, our camp directors respond swiftly to address the incidents, contacting the parents of the campers involved. Depending on the extent of the bullying incident, the campers may be allowed to remain in the program under a corrective plan of action or may be expelled from our camp program for the remainder of the summer and no refund will be issued for the remaining week of camp. If allowed to remain in camp, please refer to our Discipline Policy for details.
2. We are here to resolve the situation and not judge or belittle the campers accused of bullying. Together we can help prevent and eliminate incidences of bullying so that camp is a fun experience.

K. Illness & Injury

1. Parents shall be notified in cases of illness or injury.
2. An ill child will not be allowed to participate if the child has a high temperature and accompanied by behavior changes, or other symptoms until medical evaluation indicates that child can be included in the activities. In the event an injury cannot be administered through basic first aid, staff will call 911.
3. When an injury occurs, an incident report shall be completed. The form shall be filled out completely with the original sent to Heights Recreation Center Manager office and a copy kept in the day camp files.

GENERAL GUIDELINES FOR CHILDREN

As a part of the Day Camp Manual, staff will be given the following information:

- A. Children must stay off tables, counter tops, ping pong tables, etc.
- B. Children should walk in the building. Running is permitted only in designated areas.
- C. Bouncing and throwing balls is permitted only in the gym.
- D. Active games using equipment that can cause damage to window, shades, lights, and ceilings must be played only in the gym.
- E. Children must show respect for staff and each other.
- F. Children must always wear closed toe shoes or sneakers.
- G. Children must be contained and not allowed to filter in with the public. All children must be accounted for continuously throughout the day.

CHILD ABUSE AND NEGLECT

Texas law requires all child care professionals to report any suspected forms of abuse or neglect. Child abuse or child neglect is defined as physical, sexual, or psychological maltreatment or neglect of a child or children, especially by a parent or other caregiver. **If there is suspicion of child abuse or neglect our camp staff will document and report any suspicion of it to appropriate authorities after our own investigation and will do so only in good faith.** The potential removal of a camper is situational.

ACTIVITIES

- A.** Activities for each group will be planned according to the participant age, interest and ability. The activities should be flexible and promote social and educational advancement.
- B.** A weekly calendar of activities will be posted for parents the Monday of that week of camp.
- C.** When taking field trips, staff will:
 1. Count everyone before they leave the program site as well as prior to leaving the field trip site.
 2. Carry medical information on each child and necessary medications with them on the trip.
 3. Carry a first aid kit.
 4. Carry a cell phone for emergency use.
 5. Encourage participants to wear camp shirts so that children are easily identified.

MONITORING AND ENFORCEMENT

Standards of care established by the City of Richardson will be monitored and enforced by City of Richardson Departments responsible for their respective areas as identified:

- A.** Health and safety standards will be monitored and enforced by the City's Police, Fire, Health and Code Enforcement Departments.
- B.** Staff and program issues will be monitored and enforced by the Richardson Parks and Recreation Department. The Heights Recreation Camp Coordinator shall visit each site on a daily basis. Camp Directors are responsible for visually checking the camp activities on a daily basis. When this staff is not available, another full-time staff person is responsible for the daily check.

The City of Richardson Summer Camp program strives for fun and positive experiences for our campers and their families. If you would like to report an incident or have questions or concerns, please feel free to contact the **Day Camp Coordinator at Heights Recreation Center at 972-744-7850.**

DAY CAMP CONTACT INFORMATION

CAMPSITES

HEIGHTS RECREATION CENTER

711 W. Arapaho Rd.
Richardson, TX 75080
972-744-7850



APOLLO JUNIOR HIGH SCHOOL

1600 Apollo Rd
Richardson, TX 75081



PARKS AND RECREATION DEPARTMENT

411 W. Arapaho Rd.
Suite 208
Richardson, TX 75080
972-744-4300

POOLS

COTTONWOOD SWIMMING POOL

1321 W. Belt Line Rd.
Richardson, TX 75080

GLENVILLE SWIMMING POOL

500 S. Glenville Dr.
Richardson, TX 75081

HEIGHTS AQUATIC CENTER

709 W. Arapaho Rd.
Richardson, TX 75080

CANYON CREEK POOL

60 Aspenwood Dr. Richardson, TX 75080

TERRACE POOL

300 N Lois Ln Richardson, TX 75081



NOTES:

WELCOME TO HOLLYWOOD

Richardson

SUMMER CAMPS



RICHARDSON, TX
PARKS & RECREATION

Register online:

www.cor.net/camps or call Height Rec Center at 972-744-7850

Heights Recreation Center

711 W. Arapaho Rd.



RICHARDSON
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