

HOLIDAY CAMP

PARENT INFORMATION



2018

Holiday 2018

Dear Parents/Guardians

Welcome to the City of La Porte Parks and Recreation Department's Holiday Camp. The Recreation Division oversees all of the Camp Programs and youth/adult events.

The camp program offers a variety of activities including games, sports, arts and crafts, drama, play time, physical fitness and more. We hope to encourage motor skill development, social development, build self-esteem, fight childhood obesity, and most of all provide a fun environment.

Our mission is to provide your child with a safe and enjoyable experience that engages them and provides opportunities for emotional, social, and athletic growth. This handbook is to inform parents and/or guardians of the programs, policies and guidelines of our camp. Please carefully review the handbook, sign, date, and return all forms. Keep this booklet for future reference. The policies and guidelines are to ensure the safety of all campers, staff, and other entities. We ask that you encourage your camper to participate in all activities, as this will enhance their Camp experience.

Please take a few moments to read through your *City of La Porte Holiday Camp Parent Information Manual* to familiarize yourself with the program rules and regulations. The Parent Information Manual includes the program rules, procedures for enrollment, discipline, medication administration, and signing in and out of the program.

Please feel free to call at any time with questions, concerns, and suggestions. Program staff can be reached at 281-470-9891, or the Parks & Recreation office at 281-470-7275.

Thank you for participating in the City of La Porte Parks and Recreation Department Youth Programs. We look forward to meeting you and your children.

Sincerely,

City of La Porte Parks and Recreation Department

General Information

PROGRAM OVERVIEW

The City of La Porte Parks and Recreation programs are recreational based day camps for youth ages 6 - 12. We offer a variety of activities during the programs including games, sports, arts and crafts, drama, play time, swimming, physical fitness, field trips, and more. All children are expected to participate in each activity. If they choose not to participate in any activities during the day, they will watch as others participate. Those who choose not to participate in any activity will not be provided an alternative activity.

REGISTRATION PROCEDURES

Registration for City of La Porte programs and field trips are on a first-come, first-served basis. Enrollment is limited and registration must be completed before each new session. Registration must be done by the child(ren)'s parent or legal guardian. Registration is not complete until all paperwork is completed and signed and payment has been received for the registration fee. A minimum number of participants will be set for each camp session and must be met. Should the minimum number of participants not be met, the Parks and Recreation Department reserves the right to cancel the program.

REGISTRATION INFORMATION FILES

Parents/legal guardians must complete a set of registration forms for each child at the beginning of each session. Previous information files will not be carried over and information files cannot be used for multiple children. The registration forms must include the child's personal information, emergency information including a valid email address and two phone numbers, authorized persons to release the child(ren) to, a medical release, and a liability waiver. A copy of these forms will be kept on file at the Recreation Center and a copy will be kept in the child's group binder. Parents are responsible for providing staff or the Recreation Center office with updated information in writing.

All written correspondence regarding the child's absenteeism, change of phone number, tardiness, change of authorized pick-up, etc. will be kept on file at the Evelyn Kennedy Center and copies will be provided for the child's group binder.

SIGN IN PROCEDURES

The City is not responsible for child(ren) until the child(ren) has been checked in at the Program site.

Parents must accompany their child to the Program and sign them in each morning. If the child has individual transportation to the site and will sign themselves into the program, this must be noted on the registration form.

A child can be dropped off at any location we are at during the day.

ATTENDANCE

When a child is absent from the camp program for any reason, the parent should call the Parks & Recreation office 281-470-7275 and leave a message to inform staff of the absenteeism. When you call you will be asked for the following information: child's name, your name and contact information, and your ID number for verification. **Staff will call parents to verify an absence if the child is not in attendance and the absence has not been logged at the Evelyn Kennedy Center only on Field Trip Days.**

SIGN OUT PROCEDURES (PARENT RELEASE)

The registration form includes a section for the parent or guardian to provide the names of those persons allowed to pick up their child(ren) from the youth programs. Driver's license will be checked for each authorized person, including the parent or guardian. The following procedures will be followed at all times:

- (1) When a parent/guardian or authorized person comes to pick up the child(ren), they are to sign the child(ren) out. Honking or waving for the child(ren) to come to the car is not acceptable.
- (2) Children will not be released to a minor (an individual under the age of 18) unless indicated on the registration form. Any individual signing out a child must have access to a government issued photo ID.
- (3) Until familiarity is established, identification will be requested.

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

- (1) Leaders will ask for identification on anyone they are not familiar with.
- (2) The sign-out policy and the reason for it will be explained to the person desiring to take the child(ren).
- (3) The parent/guardian will be called at work or at home to inform them of the person on site asking to pick up their child(ren). The parent or guardian will be asked for their driver's license number also, to verify that staff is talking to the parent or guardian.
- (4) The parent or guardian will be asked to grant permission for their child(ren) to be released to the person on site. The parent or guardian will be asked to bring or fax a signed permission letter to the Parks & Recreation office at 281-470-1361.
- (5) Once permission is granted, the child will be released to the person on site.
- (6) If the parent or guardian cannot be reached or does not grant permission, the child will not be released to the unauthorized person.
- (7) If an unauthorized person attempts to take the child(ren) without permission, the police will be called and the situation will be handled as a criminal incident.

**** We operate in the best interest and safety of your child and apologize for any inconvenience.**

LATE PICKUP

The Camp program ends at 5:00 PM every day (except specified days). If a child is not picked up by 5:00 PM an initial late charge of \$10.00 as well as a \$10.00 fee will be additionally charged for every 15 minutes thereof. At 6:00 PM, if the child has not been picked up by the parents, emergency contacts will be attempted to be notified. Payments for late fees are due at the Recreation and Fitness Center between 5:30 AM-8:30 PM. Payments must be received before the child can be dropped off at camp.

An invoice receipt must be given to each parent/guardian for the late fee. It is the responsibility of the parent/guardian to keep all invoice receipts and provide proof of payment if requested by staff.

PAYMENT PROCEDURES AND SCHEDULE

A one time registration fee, per child, per session is due prior to the commencement of each camp session. Registration fee must be paid at the Parks & Recreation office, located at 1322 S. Broadway, La Porte, TX 77571.

Children are allowed to bring money for purchase of snacks and items when we are away from the Evelyn Kennedy Center.

PAYMENT RECEIPTS

A receipt must be given to each parent/guardian for the registration fee. It is the responsibility of the parent/guardian to keep all receipts and provide proof of payment if requested by staff.

CANCELLATION AND WITHDRAWAL PROCEDURES

Any parent requesting to withdraw their child(ren) from the camp program must go to the main office for this request and to update any outstanding program fees.

Participants must request refunds in writing stating the reason for the request. All fee based programs offered by the Department will be refunded as follow:

- If, before or after attending the first class/program and the participant decides to withdraw from the class/program, a refund will be given provided it does not reduce the participation level below the required minimum. A \$5 fee will be charged to cover processing costs.
- If the participant chooses to withdraw from a class/program after the second class meeting for any reason other than listed below, a credit equivalent to the class fee may be granted upon availability. There will be no cash refunds.
- If the participant must withdraw from a class/program due to medical reasons (a medical form by doctor is required for refund).
- Refunds will be granted if classes or programs are cancelled by the Parks & Recreation Department as follows:
 - Full Refund if cancelled prior to classes or programs starting.
 - Partial refunds will be given pro-rated based on the number of classes/programs attended.

Any child(ren) withdrawn from the program may be readmitted only as space allows. The registration fee will apply to all participants re-enrolling in the program after withdrawal.

The City of La Porte Parks and Recreation Department reserves the right to cancel any camp program due to environmental issues, weather conditions, unforeseen emergencies, or low enrollment. Minimum number of enrollments will be set for each camp program. Should the minimum not be met, the Parks and Recreation Department reserves the right to cancel the program.

ILLNESS OF PARTICIPANTS

Parents are responsible for informing the City of La Porte of any special needs, concerns, or information regarding their child's health.

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

- (1) The illness prevents the child from participating comfortably in the program activities.
- (2) The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.
- (3) The child has an oral temperature of 100.4 degrees or greater.
- (4) 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 Program's activities.
- (5) The child has been diagnosed with a communicable disease, until medical evaluation determines the child is no longer communicable.
- (6) The child vomited in the morning prior to coming to the program.
- (7) The child has discolored nasal discharge.

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

A child may be permitted back into the program if they are taking doctor prescribed antibiotics and/or have a normal temperature for longer than a 24 hour period.

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

MEDICATION

The City of La Porte Camp Program will allow medicine only with written parental permission and will only allow administration of medication as stated on the label directions or as amended by the physician. A medicine form must be completed for each prescription the child receives while at the Program. Medicine forms are available at the main office.

Medications must be in their original container, labeled with the child's name, the date (if prescription), include directions on how to administer, and include the physician's name (if prescription). Inhalers and peak flows must have the child's name, the physician's name and instructions. Medications requiring refrigeration must be noted on the medical form. Refrigeration of medication is available only at Programs held at the Recreation Center.

- The City of La Porte Youth Program staff will not administer any type of injection.
- Over-the-counter medication will not be allowed.
- Parents are responsible for removing medication at the end of the program day.
- Leaders are responsible for providing medication at the time indicated on the medicine form.

Medications and the completed form will be kept in a lock box with each group. Medications requiring refrigeration will be kept in the refrigerator, separate from food. Refrigeration of medication is available only at programs held at the Recreation Center.

SNACKS

Snacks will not be provided. Children are allowed to bring water bottles, drinks, lunch, and multiple snacks.

If vending machines are present or in the event of a field trip, children are allowed to purchase snacks. Please avoid giving your child a large sum of money. The staff will be unable to make change for your child. Staff cannot be held responsible for lost money or other lost belongings.

TOYS, MONEY and SPECIAL BELONGINGS

Toys and other special belongings such as cell phones, electronic equipment, jewelry, radios, etc. are to be left at home. The camp staff will provide all equipment necessary for a safe, fun experience.

Electronics are only allowed between 8:00-8:30 AM.

The City of La Porte Parks And Recreation Department assumes no responsibility of lost or stolen items.

TRANSPORTATION

The participant to staff ratio, as stated in the Standards of Care, will be adhered to at all times when transporting participants.

Participants may be transported only by City vehicle or any vehicle designated by the City. Participants may not be transported to and from activities or home by staff's personal vehicles.

All children will wear seat belts while being transported with the exception of commercial vehicles that do not offer seat belts.

DRESS

Please send your child to the Program in appropriate shirt, shorts, socks and athletic shoes. **Shoes must be lace-up, closed toed shoes**. If your child is wearing inappropriate footwear, such as sandals, he/she will be unable to participate in physical activities. **“Roller Skate” shoes are not permitted**.

Please be aware of the weather conditions when sending your child to camp. Children will be participating in both indoor and outdoor activities and should come to the program with suitable clothing for both. Space will be provided for coats, sweatshirts, raincoats, and other weather related clothing.

Remember that the daily temperatures can be very hot. Please keep this in mind when choosing your child's clothing. Light colored clothing and thinner materials are better for children in the heat. Dark colors can trap heat and cause your child to overheat. The more comfortable your child is dressed the more fun he or she will have.

SWIM DAYS

Camp groups may be visiting the pools and splash pads during the program. On these days your child needs to be sent to the program with the appropriate swimwear, a towel and a change of clothes. Participants are allowed to bring sandals or flip-flops on the days that we go to pool, but must wear tennis shoes to the center in the morning.

To avoid your child's clothing, shoes and swim wear being lost or mistaken please clearly write your child's name on the inside clothing label. Your child's name should especially be written on his/her towel. Participants are permitted to bring duffle or drawstring bags for their clothing.

Sunscreen will be provided for those who do not bring their own sunscreen to camp. Staff will aid in the application of sunscreen on participants. If you do not wish for your child to wear sunscreen, written documentation must be provided stating such.

SWIM Test

All children must take a swim test, unless previously told otherwise, to have free roam of the pool areas. Children who pass the swim test are allowed free roam of the pool areas. Children who do not pass the swim test will be considered non-swimmers. (The swim test will consist of the child jumping in to the pool in the deepest part, sinking to the bottom and touching the ground, swimming back up and then across the pool unassisted.) Children will get one opportunity to pass the swim test per day. Once a child has passed the swim test the child will no longer need to take a swim test for the next 6 weeks.

Non-swimmers will be documented. Non-swimmers will have a wristband at all times when at the pool. Non-swimmers will be limited to 3 feet of water or less for swimming activities. If a parent would like to designate their child as a weak swimmer they must do so on or before the first day of camp.

PARENT/CHILD COMMUNICATION

When a parent needs to contact their child at the Program, for emergency reasons only, the parent must call the Recreation & Fitness Center at 281-470-9891. If no answer, contact the Parks & Recreation office 281-470-7275.

CAMP CODE OF CONDUCT

Parents and campers need to be aware that there are rules that each child is expected to follow every day. These rules are only basic rules and do not intend to cover all behavioral standards.

Camp/Field Trip Behavior Standards

1. Show respect to all participants and staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, other participants, or staff.
4. Show respect to equipment, supplies, and facilities.
5. Keep the site clean by cleaning up after yourself at all times.
6. Respect the property of other campers. Listen to and take direction from holiday camp staff and Parks and Recreation Department staff.
7. Stay within the physical boundaries of the camp at all times, unless with a staff member or parent.

Camp/Field Trip RULES

- Follow Directions
- Listen to the leaders
- Ask leaders to go to the bathroom or leave an activity
- Be polite and courteous to all
- Be respectful to other participants and staff
- No foul language
- No fighting
- Participate in activities
- No arguing, only discussions to solve problems

DISCIPLINARY ACTION FORMS

Disciplinary Action Forms are issued to children who continue to act inappropriately, are disruptive, or create a safety concern after receiving a warning and/or time-out. Parents are to sign each report and receive a copy. A child will be suspended for one day after the second incident and for one week after the third. Depending on the severity of the incident, suspension or termination may be enforced on the first occurrence. An example of immediate suspension or termination may be for fighting or leaving the area without supervision. All suspension will have Parks and Recreation Department administration approval before being implemented.

These guidelines may be subject to change in order to better operate the program. All participants will be notified in writing of any changes made and the date that the changes will be in effect.

Camper Name: _____

Parent(s)/Guardian(s), and others as listed below have permission to pick up the above Holiday Day Camp participant.

AUTHORIZED # 1 _____

Mailing Address _____

City _____ Zip _____

Contact #'s _____ Home _____

Work _____ Cell _____

Relationship to child? _____

AUTHORIZED # 2 _____

Mailing Address _____

City _____ Zip _____

Contact #'s _____ Home _____

Work _____ Cell _____

Relationship to child? _____

AUTHORIZED # 3 _____

Mailing Address _____

City _____ Zip _____

Contact #'s _____ Home _____

Work _____ Cell _____

Relationship to child? _____

AUTHORIZED # 4 _____

Mailing Address _____

City _____ Zip _____

Contact #'s _____ Home _____

Work _____ Cell _____

Relationship to child? _____

NOT AUTHORIZED _____

Appropriate custody/legal paperwork must be attached if a relative is NOT allowed to pick up a child

I have received a copy of the City of La Porte 2018 Holiday Camp Parent Information Manual.

I, _____ have read and understood all rules and regulations.
(Print Parent or Guardian Name)

Camper Name

Parent/Guardian Signature

Date

Drivers License Number

Cell Phone Number

Parks & Recreation Representative