



Create, Achieve, Move, Play!

Parent Packet

Southlake Parks and Recreation
400 N. White Chapel Blvd.
Southlake, TX 76092
817-748-8203 or 817-748-8019
www.SouthlakeParksandRec.com

CITY OF
SOUTHLAKE



Welcome to Camp Mania!

Dear Parents,

Thank you for enrolling your child in the Southlake Parks and Recreation Camp Mania Program at Durham Elementary/Intermediate School. At Camp Mania we want your child to create memories, make new friends, learn new things, but most importantly we want them to have a fun and safe experience.

We want you to feel good about leaving your child in our care that is why the City of Southlake has gone to great lengths to hire an amazing staff that will care for your children as if they were their own. All of our staff will have contact with other staff members by radio or telephone at all times, and all have been fully trained in first aid and other emergency measures. Each staff member takes their responsibility very seriously, and all are well aware of what needs to come first with this great experience, your children.

Enclosed you will find camper information and forms. This packet of information should help to introduce you to the Camp Mania program and serve as a source to better help you understand what we do and why we do it.

If you have any more questions or concerns, please feel free to contact me at 817-748-8186.

Sincerely,

Steve Moore
Recreation Superintendent
Southlake Parks and Recreation Department

Camp Mania Mission

In conjunction with the Southlake Mission, Camp Mania's Mission is:

To provide campers with new opportunities and challenges, encourage team work and camaraderie, and serve as an opportunity to grow physically, emotionally, and mentally in a safe and fun setting.

Camp Mania Goals

1. **Have fun!** – Create memories and enjoy being a kid!
2. **Carpe Diem** – Seize the day! Take advantage of the time we spend together and make it the best possible.
3. **Camaraderie and Team work**- 10 heads work better than 1 so work as a team. Encourage one another and be there in every way to support your fellow campers.
4. **Meet new people**- Whether it is another camper or a counselor, go introduce yourself and make a new friend.
5. **Step up to the challenge**- Try new things at least once and set goals for yourself.

Camp Staff and Volunteers

Great staff make great programs. Our staff and volunteers are carefully chosen. Our volunteers are interviewed and attend the same training as staff to ensure that they excel at the role of Junior Counselor.

Characteristics that we look for include the following:

- Good role models
- High moral values
- An outgoing personality
- Leadership skills
- Experience working with children

Training Camp Staff and Volunteers: Each staff member is trained in Adult and Pediatric CPR and First Aid. Volunteers are not required to have CPR and First Aid certifications although we are fortunate to have some that do. Volunteers are interviewed, selected and trained by the Recreation Coordinator and Camp Director.

Camp Mania Address and Location

Durham Elementary/Intermediate School

Gymnasiums, Cafeteria

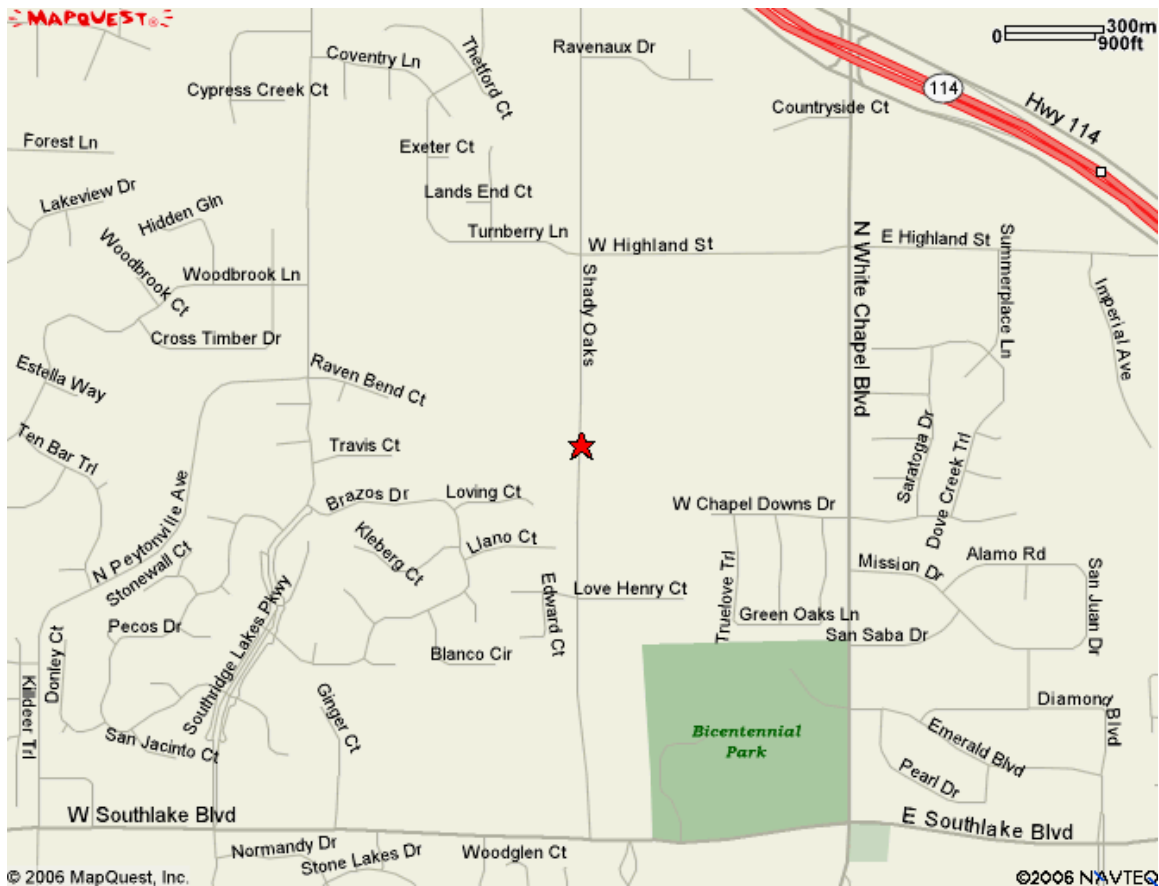
801 Shady Oaks ~ Southlake, Texas 76092

North of Southlake Boulevard/FM 1709, West of Bicentennial Park

PLEASE enter the school at the south drive & follow it to the back of the building. Enter the door nearest the playground.

The camp meets everyday in the gymnasium. Drop off and pick up is also available at this same location. We ask that you park in the back of the school since this is the most convenient location.

PLEASE DO NOT GO THROUGH THE SCHOOL WHEN PICKING UP OR DROPPING OFF YOUR CHILD!



Telephone Numbers

On-site Camp Phone: TO BE LISTED ON CAMP ITINERARY ON THE FIRST DAY

Community Services Office: **817-748-8203** or **817-748-8019**

Perry Glaze, Recreation Coordinator: **817-748-8022**

Steve Moore, Recreation Superintendent: **817-748-8186**

Example of our daily schedule

(Subject to change depending on planned daily activities)

9:00- 9:45	Get to know you games
9:45- 10:30	Outdoor/gym play
10:30-11:00	Arts and Crafts
11:00-11:30	Small Group games
11:30-12:00	Lunch
1:00- 2:00	Group activities
2:00- 2:45	Outdoor/gym Games
2:45- 3:15	Snack
3:15- 4:00	Indoor Play

*A specific weekly itinerary with detailed information will be available on Monday.

Payment and Deposits

You may register your child online, www.SouthlakeParksAndRec.com or at the Community Center in Bicentennial Park. Online registration is available online until 3:00pm the Friday before camp. Registrations will be accepted at the Community Center until 10:00am on the first day of camp (if space allows). **No registrations will be accepted at the camp location.**

The Parks and Recreation office will accept a \$25.00 non-refundable and non-transferable deposit to hold your child's spot in for camp sessions. This deposit will be applied to the appropriate session fee. Deposits must be made in the Parks and Recreation office. Deposits are NOT accepted online. **Deposits will be good through the Thursday prior to camp. If the full payment for camp is not received by 4:00pm Thursday afternoon the child will be removed from the roster and deposit will be forfeited.**

Things to Know

Field Trip Day (Wednesday)

Your child must wear his/her Camp Mania t-shirt on field trip day. This shirt will be given out on Tuesday of each week (each kid will receive just one shirt). If there is something special needed for the field trip, a note will be given to each parent on Monday. Each child must bring a brown bag lunch (unless otherwise instructed) and a bottle of water. We will provide the coolers. If your child has a food allergy please let the Camp Director know on Monday.

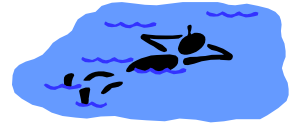
Transportation will be provided to and from the field trip location. The Camp Director will have a mobile phone on field trips for emergencies. We leave promptly at the specified time for field trips, so please be punctual.

Water day

Tuesday afternoon from 1pm-3pm we will go to the CISD Natatorium to go swimming. Each child will go through a swimming test to evaluate each campers swimming ability. If the child can swim a lap of the pool without stopping (not timed), he/she may swim in the deep end and jump off the diving board. If the camper can not pass the test, he/she must stay in the shallow end. ***PLEASE DO NOT BRING ANY WATER GUNS OR TOYS***

Required Items on Water Day:

1. Swimsuit
2. Towel
3. Sack lunch



Fun Fridays

Friday will be full of fun and extremely busy. From 9am-12pm we will have a variety of bounce houses and inflatable attractions. There may be various water activities so a swim suit, towel, water shoes, sunscreen and change of clothes are suggested. Since we will be outdoors half of the day, don't forget to apply sunscreen to your child. After the field day we will provide pizza (no sack lunch is required). Next we will have some down time and watch a movie. On this day, campers are more than welcome to bring pillows and blankets.

Camper of the Week Award

Our Camper of the Week Award is given to one boy and one girl who exemplifies what Camp Mania is all about. Attitude, participation and helpfulness are just a few of the qualities we look for in this award.

Each counselor nominates a boy and a girl from camp for the award. They must explain why the camper deserves the award to the Camp Director. The final determination will be made once all reports are in. On Friday afternoon, we will present the awards for the week. The Campers of the Week will receive trophies with their names engraved.

The Camper of the Week *is not* a popularity contest. Every counselor knows they must choose someone based solely on the previously mentioned qualities. The Camp Director has the final say in this matter. This is a very special award for the child to receive, so please be sure to recognize this achievement.

Extended Care

In an effort to make Camp Mania fit a variety of schedules, we offer morning and afternoon extended care at no additional fee.

Before Camp Care
Mon-Fri: 7:30am - 9am

After Camp Care
Mon-Fri: 4pm - 6pm

As with the "regular" camp hours, parents/guardians/authorized adult are required to sign-in and sign-out their children and show a valid ID.

THERE WILL BE A LATE CHARGE OF \$1 PER MINUTE AFTER 6:00PM,
PLEASE BE ON TIME!

Survival Tips

What to wear

Have your child wear loose fitting and light colored clothes. We ask that children be dressed in play clothing. Camp Mania involves the children in a wide variety of activities, so please keep this in mind when dressing your child. **No sandals, crocs or shoes with wheels**, they hinder the camper from participating fully in many activities. Athletic shoes work best.

What to send with your child

Campers need to bring a brown bag lunch each day (except on Friday when pizza will be provided). Camp does provide one snack each day. Snacks selected do not contain peanuts and are not produced in a factory containing peanut products, as indicated by the manufacturer. If there is still a concern regarding certain allergies it would be best to provide your child with his/her snack.

Please have your child keep their toys, balls, games, video games etc. at home. We have plenty of activities at camp to keep them busy. **We do not allow, under any circumstances, electronic games!** This includes iPods, MP3 players, Nintendo DS, DVD players, and televisions. One of the purposes of camp is to have fun and make friends and these devices can be distractions.

The First Day of Camp!

This first day of camp can be a bit scary for new campers and parents that is a very normal feeling. Try to remember that the more nervous you are as parent, the more nervous your child will be. Smile and relax. After check-in, a counselor will introduce you and your child to another camper. Be patient with your child if he/she is hesitant at first.

At approximately 9:00am, camp will officially start and campers will be split into their groups. They will stay in this group all week. Groups are selected by age.

If you have a special grouping request, please make it prior to the week your child will be attending camp. A space is available on the registration form for such requests. **No grouping requests will be honored after 4:00pm the Friday prior to camp.** We believe that camp is an opportunity for kids to make new friends. When they are grouped with people they know, they tend to socialize less with others. Although they may be a little nervous to be in a group where they don't know anybody, our staff will quickly acquaint them to the group and soon they will have some new friends.



Visitation

Parents are welcome to visit Camp Mania any time.

We ask that you check in with the Camp Director and sign in when you first arrive. Parents that visit camp are welcome to play with their child in the same group they are normally in. However, please abide by camp rules and regulations. If parents are interested in attending a field trip please notify the Camp Director two weeks prior to the field trip date so proper accommodations may be made. To attend a field trip you must provide your own transportation to the field trip destination and entry fee. **A background check must also be performed two weeks prior to the field trip and/or visitation date. Please contact 817-748-8019 to obtain a form.**

Lost and Found

Unfortunately each summer, we seem to leave camp with bags and bags of unclaimed items. We will have a table for lost and found items in the main hallway. We ask your help in encouraging your child to keep track of his/her things. Please label belongings such as bags, towels, lunches, clothing, etc. When picking up your child each day, please make sure they have all of their things with them to take home, check the lost and found table if necessary, and alert staff if you are missing any items. Because we do not allow items such as toys to be brought from home, please help us ensure that they are not brought to camp.

Safety

Camp Mania has an average staff to camper ratio of 1:5. This includes one Southlake Parks Recreation employee Camp Counselor and one volunteer Junior Camp Counselor. The Camp Director or Assistant Director will also always be on site. Other safety measures include:

- On all field trips, the buddy system is used, and there is a 1:6 staff to camper ratio. Including the volunteer Junior Counselors, the ratio is 1:4.
- Our pre-camp training includes certifications in CPR and First Aid and teaching recognition of signs of dehydration, heat exhaustion or heat stroke.
- Our counselors use risk management techniques to minimize the chance of accidents.
- We require the parent and/or guardian to sign the child in when arriving and out when departing.

Sign-in/ Sign-out

Following sign-in and sign-out procedures is extremely important when it comes to protecting your child. At times it may seem tedious to go retrieve your Driver's License from the car to show to the person manning the check-out table who you know recognizes you, but it is all for your child's protection.

Sign-in

Please fill out the sign-in form completely listing the camper's name, time and who dropped your child off, contact number, and who will pick your child up.

Never drop off your child outside and allow them to enter the building alone at any time.

Sign-out

Please complete the sign-out form which is the same sheet you used during check-in. Please sign your name and time of pick up. Never expect your child to meet you at your vehicle when you pick them up.

ANYONE (INCLUDING PARENTS) PICKING UP THE CHILD MUST BE DESIGNATED ON THE INITIAL REGISTRATION FORM AND MUST SHOW A VALID ID.

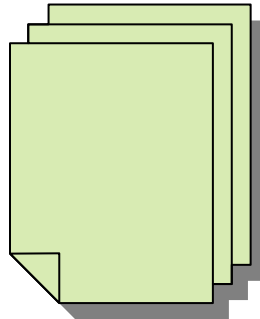
We have 100 campers that come and go, which makes it very difficult to remember every parent of every child. Whether or not the staff member knows you or not, **YOU MUST PRESENT A DRIVER'S LICENSE EACH DAY THAT WILL BE CHECKED AGAINST THE SIGN-IN SHEET OR REGISTRATION FORM.**

No camper is allowed to leave school grounds without being signed out by a parent/guardian/authorized adult. Please do not make arrangements with your child to walk home, to neighboring schools or any other areas.

No individual may pick up a child if he/she is not listed on the registration form as an authorized adult (must be at least 18 years old) to take your child. No exceptions, other than a note from a parent dropped off at check-in, will be accepted. **Phone calls are not acceptable.**

Forms

Please read over this packet with your child and discuss the camp rules and procedures. Following this page are some forms that must be completed by you and your child. If you have not completed the forms this summer please bring the forms the first day of camp. **NO EXCEPTIONS!**



FAIR PLAY AND BEHAVIOR POLICY
(Return this signed form on the first day of camp)

Our goal is to provide personal growth in a safe environment. Please assist us in maintaining a safe and enjoyable environment by following the Fair Play Policy.

Individuals participating in Summer Camp Mania are expected to:

1. Wear appropriate attire, this includes a shirt and tennis/athletic shoes. No Sandals please!
2. Refrain from using profane language.
3. Refrain from placing themselves and/or others at risk (i.e. hitting, fighting, biting, kicking, spitting, etc...)
4. Respect one another and one another's belongings.
5. Participate in programs, remain with instructors, and follow directions to the best of their ability and refrain from disrupting camp.

Persons endangering the safety of themselves or others will be removed from the facility or program. Other infractions of rules will be handled as deemed necessary by recreation staff.

Children who misbehave or break camp rules will be given a series of check marks leading up to a strike. **We reserve the right to bypass one or more steps in this process if situation warrants.**

Modifications to these rules may be made to accommodate individual needs.

1st Offense: A clear message. We tell the child what they did, why it was wrong and resulting consequences.

2nd Offense: Counselor will put the child in "time out". Child is taken out of game/activity and must sit down away from the group. Parents notified at pick-up with a written statement.

3rd Offense: A "strike" will be given.

Not cooperating during discipline will result in additional time added to timeout.

1st Strike: Conference with Camp Director, Recreation Coordinator and Parent.

2nd Strike: Conference with Camp Director, Recreation Coordinator, Recreation Superintendent, child and parent, suspension from camp for 3 days with **NO REFUND.**

3rd Strike: Dismissed from camp with **NO REFUND.**

Parent/Legal Guardian

Date

Camper

Date

**CITY OF SOUTHLAKE PARKS AND RECREATION DEPARTMENT
MEDICATION POLICY AND PROCEDURES**

The City of Southlake Youth Programs will administer medicine only with written parental permission and will only administer medication as stated on the label directions or as amended by the physician. We urge parents to check with their child's physician to see if alternate medications can be dispensed at home. Our preference is that our camp not be responsible for assuring that campers take medication(s). However, if a camper does require medication during camp hours then all prescription medications will be given in accordance with the following policies:

A medical release form must be completed for each prescription the child receives while at the program. Medical release forms are available at the Parks and Recreation office and at each program site.

Parents must provide a letter from the prescribing physician stating the diagnosis and confirming the need for medication during camp hours. Included in the letter must be the physician's prescription for all medication the camper will be taking at camp. Any changes in medication, dosage, or time it is given must be documented in writing by the prescribing physician.

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 instructions.

The City of Southlake Youth Program staff will not administer any type of injection **(with the exception of the EpiPen)**.

Parents are responsible for removing medication at the end of the Program or when the child is withdrawn.

Leaders are responsible for administering medication at the time indicated on the medicine form.

Medications and the completed form will be kept in a lock box with each group.

Staff will be responsible for documenting all actions pertaining to medication at camp.

**SOUTHLAKE PARKS AND RECREATION DEPARTMENT
CONSENT TO ADMINISTER MEDICATION**

(Return this completed form on the first day of camp if your child will be taking ANY medication)

My name is _____ and I am the parent/legal Guardian of _____, who is a participant in the Camp Mania Program at Durham Intermediate/Elementary School, run by the City of Southlake Parks & Recreation Department. The program runs from _____ to _____.

My child has a medical need which requires that he/she take the following prescription medication(s):

_____.

However, during the times the program is being conducted, I am not available to administer the medication to my child. Therefore, I am, by this document, requesting that staff of the City of Southlake Parks and Recreation Department administer the prescription medication to my child. I will deliver the medication to the appropriate Parks and Recreation Department staff prior to the time my child needs it. I understand that the person(s) who will be administering the medication are not trained medical professionals, or health care professionals, and have received no special training in administering the medication that I am asking them to administer to my child. I understand that Parks and Recreation Department staff will not administer medication without proper prescription documentation.

I AGREE TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AND EMPLOYEES FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION OR LIABILITY ON BEHALF OF ANY PERSONS, FIRM, CORPORATION, OR AGENCY, AND ITS EMPLOYEES, RELATING TO ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL ACT ARISING OUT OF THE ADMINISTERING OF THE ABOVE DESCRIBED MEDICATION TO MY CHILD.

Signature of Parent/Legal Guardian

Date

Approximate time(s) to administer medication:

Date through which the consent is valid:

Program Release and Registration Form

(Return this completed form on the first day of camp)

Participant's Name _____

Age _____ Date of Birth _____ Gender _____ Grade (Entering in fall) _____

Address _____ City _____ Zip _____

Home phone _____ E-Mail _____

Mother's name _____ Day phone _____

Father's name _____ Day phone _____

Please place my child in a group with: _____
(We do the best we can to honor all grouping requests, but they are NOT guaranteed! Request must be made by 3pm the Friday before camp)

Emergency Contact and Medical Information

Emergency Contact (other than parents) _____

Phone Number _____ Relationship _____

Doctor's Name _____ Phone Number _____

Will your child be taking any medications during the program? If yes, please complete the Consent to Administer Medication form. _____

Does your child have any allergies? _____

Does your child have any chronic illnesses? _____

Are your child's immunizations up to date? (shot record may be required!) _____

Pick-up Information

The following person(s) will be allowed to sign my child out from the school site (**PLEASE INCLUDE PARENTS**). Your child will only be released to those listed below. Must be at least 18 years of age and ID will be required.

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

LIABILITY WAIVER: I hereby relieve the City of Southlake, its employees, agents, instructors of all liability for damages or injuries to my child while participating in the Southlake Parks and Recreation Youth Programs. Furthermore, I have read and understand the refund policy and understand the City of Southlake may use photographs of participants for promotions.

EMERGENCY TREATMENT RELEASE: In the event I cannot be contacted to make arrangements for emergency medical treatment, I authorize the person in charge to seek and obtain emergency medical treatment for my child. I also authorize transportation to the nearest medical facility in the event it should become necessary

Signature of Parent/Guardian

Date