



Parent Handbook

2019 Summer Day Camp

Camp Connections

Camp Cimarron

Counselor-In-Training

Sports and Adventure Camp

Teen Outreach and Adventure Camp

www.planoparks.org

972.941.7250

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This document undergoes occasional changes. You can always find the most up-to-date version at www.planoparks.org

PLANO PARKS AND RECREATION MISSION

The nationally-accredited Plano Parks and Recreation Department operates under the following mission:

Through a fun and innovative team, we enrich Plano by providing inviting space, caring service, outstanding value, and memorable experiences.

The Recreation Division accomplishes this by providing relevant and outstanding recreation opportunities through quality service, programs, and facilities.

CAMP SITES AND CONTACT INFO

Camp Connections

(two locations listed below)

Carpenter Park Recreation Center
6701 Coit Road
Plano, TX 75024
972.208.8087

Tom Muehlenbeck Recreation Center
5801 West Parker Road
Plano, TX 75093
972.769.4404

Camp Cimarron

Bob Woodruff Park South Pavilion
3840 E. Park Boulevard
Plano, TX 75074
972.941.5414

Counselor-In Training (CIT)

(Camp Cimarron)

Sports and Adventure Camp

5901 Los Rios Boulevard
Plano, TX 75074
972.941.5414

Teen Outreach and Adventure Camp

5901 Los Rios Boulevard
Plano, TX 75074
972.941.5414

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GENERAL CAMP INFORMATION

Camp Sites	Program Cost	Age	Time	Extended Care (additional fees apply)	Start date	Weeks
Camp Connections	\$89	6-11 yrs	9am-2pm	7:30-9am & 2-5:30pm	6/3/19	9
Camp Cimarron	\$115	6-12 yrs	8am-4pm	4-5:30pm	6/3/19	9
Counselor-In-Training	Wk #1 \$99/ Wk #2 \$125	14-16 yrs	8am-4pm	n/a	6/3/19 & 7/8/19	2
Sports and Adventure	\$145	10-16 yrs	8am-4pm	n/a	6/3/19	9
Teen Outreach and Adventure	\$135	14-16 yrs	8am-4pm	n/a	6/10/19	7

All camp sites run M-F

REGISTRATION AND CAMP FORMS

To register for camp, you must have an Active Net account with the City of Plano Parks and Recreation Department. We offer several convenient ways for you to register including: Online at <https://apm.activecommunities.com>, in person by visiting one of our recreation facilities, and by telephone. If a week's session is full, your child can be added to the waitlist for that session. **Each week of camp requires a separate registration and is on a first-come, first-served basis.** After you successfully register your camper in Active Net, ePACT will send you an email to complete emergency and other information required for camp. All paperwork is electronic this year, which gives you the opportunity to update your account as needed.

DROP-OFF PROCEDURES

The City is not responsible for campers until they have been checked in at the camp site. Parents/guardian must accompany their child to the camp site and make sure a staff member signs campers in each morning. Please look at the general camp information above for program start and end times.

SIGN-OUT PROCEDURES

Parents/guardians are required to sign participants out each afternoon. Honking or waving for a child to come to the car is not acceptable. Identification may be asked for at any time by the staff. Your child's safety is one of our top priorities. For this reason, we will not release your child to any unauthorized persons without written consent from a parent or guardian. All campers must be picked up and signed out no later than the camp ending time (see above in the general camp information section).

LATE PICK-UP

A late fee of \$5 for every 15 minutes will be charged to parents when picking up their camper after camp ends. Payments for late fees are to be paid no later than the next business day. If a camper is not picked up from a camp facility 30 minutes after the program has ended and the staff has made all attempts to contact the camper's parent and their authorized persons listed as an emergency contact, staff will call the police and turn the participant over to them.

CAMP REFUND POLICY

Full refunds will be granted when requested more than two weeks prior to the beginning of camp. Refunds requested fewer than two weeks prior to the start date will not be granted unless the vacated spot is filled. If the spot is filled, a refund will be granted minus a \$5 administrative fee.

Medical refunds requested prior to the start date of camp will be granted in full. An original doctor's note must be provided at the time of the request for all medical refunds to be processed.

Refunds will not be granted due to the following reasons: weather conditions, summer heat, sunburn, a camper's behavior, and/or absence from camp.

Parents are responsible for making sure children are registered in the correct camp program and session. If an error is found after registration, please call and have it corrected prior to the camp session. Refunds will not be granted after the camp session has ended.

Staff at all recreation facilities or the Parks and Recreation administrative office can process all refund requests made within these guidelines. If you have any questions, please contact your camp coordinator.

BEHAVIORAL POLICY/DISCIPLINE REPORT

Discipline reports are issued to children who continue to act inappropriately, are disruptive, or create a safety concern after receiving a warning. Parents are to sign each report and will receive a copy. 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 damage to City property, fighting, or creating danger to other participants or staff. All suspensions will have the camp supervisor's approval before being implemented. If a camper is suspended or asked to leave the program due to disciplinary problems, no refunds will be given.

Consequences of Actions

1st Verbal Warning

2nd Brief supervised separation from the activity and parental notification

3rd Discipline Report

MEDICATION POLICY

The guidelines listed below must be followed when bringing medication to a Plano Parks and Recreation program.

1. For participant safety, all medication, prescription or over the counter, must be brought by the parent to the Parks and Recreation staff member overseeing the program. Do not pack your child's medication in his/her backpack. Medications are not provided by the Parks and Recreation Department.
2. All medication, prescription or over the counter, must be in its original, properly-labeled container and will only be administered according to the labeled instructions or a medical order.
3. Only medication that cannot be given at home will be given during program hours.
4. Only a one-day supply of medication will be accepted each day. This form will be kept on file for use with subsequent days' doses.
5. Medication that has expired will not be administered.
7. Aspirin or products containing aspirin will not be given without a physician's order.

WEATHER GUIDELINES

Severe Weather Procedures

When severe weather is threatening, staff members are assigned to monitor weather conditions that may impact their area. Staff relies on publicly-available weather information sources, including the internet, National Weather Service alerts, and local media outlets. Staff also stays in contact with local City emergency management through the Division Manager during periods of anticipated volatile weather.

If the weather is deemed temporary, participants will be protected in a safe sheltered area until the threat of dangerous weather is over, at which time activities will resume. In the event of rain (outdoor camp), drop-off will remain the same unless the parent receives a phone call from a staff member. Participants using department transportation may be delayed until weather is conducive for driving.

Hot Temperature/Heat Index

When the temperature reaches 95° or the heat index reaches 100°, the following precautions will be taken to prevent heat-related illnesses.

- Water/ice stations will be provided
- Water/rest breaks will be given frequently
- Shade/indoor facilities will be utilized

Lightning

If lightning is detected within eight miles or less, all activities will be suspended, and all participants will be directed to the nearest indoor shelter or vehicle. Participants will remain in the shelter or vehicle for at least 30 minutes from the last detected lightning strike before resuming activities. If an electronic lightning detector is available, participants will wait for the “all clear” notice before the activity resumes.

City of Plano Parks and Recreation Weather App

Parents may also call the rainout line at 972.210.2936 ext. 10 or download the app.



WHAT TO WEAR/BRING

Apply sunscreen and bug spray before camp begins

What to wear to camp

All campers need to wear comfortable weather-appropriate clothing that can possibly get dirty (ex: t-shirt, shorts, socks, and closed-toe shoes are acceptable camp attire). We recommend that you do not buy new clothes for camp.

What to bring to camp

- Lunch and morning snack ***No carbonated drinks or glass bottles.** Sturdy insulated lunch boxes work best since we cannot refrigerate or heat lunches.
- Reusable water bottle
- Swim attire, towel, sunscreen, and flip flops (*pool use only*)

Swim test will be conducted by City lifeguards to determine the swimming ability of the camper. Those that do not pass the swim test must stay in the shallow end of the pool within arm’s reach of a counselor at all times. Campers will be reminded to reapply sunscreen at the pool.

Optional things to bring

- Hat and change of clothes
- Money (only if child plans to purchase snacks at the pool concession stand or during field trips)
- Camera
- Sunglasses

LOST ITEMS

We encourage campers to leave valuables and electronic devices at home. Valuables are not needed at camp. To prevent lost items, **please label all of your child’s belongings**. In the event of campers misplacing or losing an item, staff will make all efforts to help the campers find their item(s). Please be aware of the risks involved in sending any expensive and/or fragile possessions to camp. Plano Parks and Recreation is not responsible should the items be lost or broken during the summer. Lost and found items will be available for parents to view before and after camp.

HEALTH

Your child's health and safety is very important to us. Plano Parks and Recreation understands the importance of keeping you informed about health issues affecting your child. Staff will keep parents informed on the following:

- Camper behavioral concerns
- Camper injuries or incidents (ex: minor skin abrasions, headaches, etc.)
- Camper temperature of 100° or greater
- Camper repeated vomiting or diarrhea during camp
- Camp exposure to any communicable disease or head lice
- Camper medical emergencies

Children may be permitted back to camp with a doctor's note, if they are taking doctor-prescribed antibiotics, and/or have a normal temperature with no episodes of diarrhea or vomiting for longer than a 24-hour period.

CAMP STAFF

One of the most important components of a good camp experience is THE STAFF. Camp staff is carefully selected for communication skills, leadership, problem solving, patience, and enthusiasm. There is an overall ratio of one staff member to every twenty campers based on age of participants and average daily attendance. All camp staff members must complete camp orientation and obtain or have their First Aid, CPR (Adult and Child), and Automated External Defibrillator (AED) certification. They must be familiar with the City of Plano Standards of Care for Youth Programs. Camp staff will also be trained in relevant areas including safety issues and program organization.

We are looking forward to an exciting camp experience filled with opportunities for fun, learning, exploration, and growth. Plano Parks and Recreation summer camp is a safe place where your child can develop new skills and build long-lasting friendships. If you have any question, comments, or concerns, please feel free to contact us. Thank you for your interest in the Plano Parks and Recreation Department Summer Camp Program.