

Summer Day Camp

Parent Handbook

Welcome to the Amarillo Parks and Recreation Summer Camp Program at Warford Activity Center and Amarillo Afternoon Adventures Club. We are looking forward to a fun-filled summer with lots of activities planned for your child. The following handbook of information may help to answer the numerous questions you may have regarding our program. Please read this information and cooperate with us by following the policies and procedures of our program. Please keep this handbook to refer to throughout the summer. Additional information will be sent out by your specific Camp Coordinator.

Please feel free to call or email if you have any questions concerning Day Camp:

Kelsey Sargent
Recreation Supervisor
806-378-9034
Kelsey.Sargent@amarillo.gov

Pedro Saucedo
Park Program Coordinator
806-378-6008
Pedro.Saucedo@amarillo.gov

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Camp Vision

It is our hope that the Amarillo Parks and Recreation will offer a camp program that will provide each camper with the opportunity to build confidence, independence, social skills, environment appreciation, and promote collective responsibility while fostering a sense of community.

Camp Mission

Our Summer Camps are intentionally planned to enrich the quality of the campers' lives by providing a fun experience while implementing opportunities for them to learn, play and grow.

About the Staff

A qualified and experienced Camp Coordinator supervises each camp. Counselors at each camp are a mixture of mature and enthusiastic college and high school students. All camp staff are put through camp training which includes varied topics such as supervision and safety techniques to daily lesson plans and First Aid/CPR. We are proud of our staff and know that you will feel the same.

Parent Orientation

A Parent/Camper orientation video will be posted on our website. Please visit www.amarilloparks.org under the recreation tab. Please watch and sign the agreement attached. Acknowledgment of this video is required for your child to attend our school break camps including but is not limited to Thanksgiving break camp, Winter break camp, Spring break camp, Summer break camp, Amarillo Afternoon Adventures Club and Kids Day Out. If you have any questions, please contact the Kelsey Sargent at 806-378-9034 Kelsey.Sargent@amarillo.gov or Pedro Saucedo at 806-378-6008 Pedro.Saucedo@amarillo.gov.

A virtual zoom parent handbook meeting about camps will take place at the end of May for the sum. An email invite will be sent out for you to attend if you choose. This zoom parent handbook meeting will be for the summer break camp at Warford and the Amarillo Afternoon Adventure camps.

Emergency Contacts

Amarillo Parks and Recreation collected Emergency contact information at registration. We cannot allow a child to attend unless we have this information. If you need to update your emergency contact information please contact Kelsey Sargent at 806-378-9034 Kelsey.Sargent@amarillo.gov or Pedro Saucedo at 806-378-6008 Pedro.Saucedo@amarillo.gov.

Camp T-shirts (Warford Summer Camp Only)

The Amarillo Parks and Recreation department will provide each camper with a T-shirt. Shirts will be kept at Warford throughout the summer and handed out to the children to wear on their field trips. We will wash them after each use. Shirts will be given to campers to take home on the last field trip day to keep.

Camper Guidelines

Warford must have written permission to allow a child(ren) to leave with anyone. Record of those authorized to sign out a child(ren) is maintained by the program. Parent(s)/guardian(s) designate those authorized to sign a child(ren) in and out of the program. Parent(s)/guardian(s) may add a person or persons to the authorized record for their child(ren) by providing and submitting an authorized release form.

Check In/Out Policy

The following procedures will be followed at all times:

- When a parent/guardian or authorized person comes to pick up the child(ren), they are to sign the child(ren) out. A code will be required to identify the person picking up a child(ren).
- Children are not allowed to sign themselves out of the program nor are they allowed to leave the site without being accompanied by an authorized adult, parent, or guardian.

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

- Staff will ask for identification of anyone they do not know.
- A code will be required to identify the person picking up a child(ren).

Arrival/ Dismissal

Please do not drop off your child before the starting time of your designated camp site, and please be prompt when picking up your child after camp each day. (Please note that we reserve the right to charge a fee for children that are dropped off early or picked up late).

- You will be required to sign your child in and out each day. This includes but is not limited to Thanksgiving break camp, Winter break camp, Spring break camp, Summer break camp, Amarillo Afternoon Adventures Club and Kids Day.
- Your child will not be allowed to leave camp with anyone that is not listed on the emergency form.
- Please be advised we may ask for ID or the code that was requested during registration from anyone picking up your camper at any time.
- Warford Camps only: If your child will be arriving at camp late or departing early, please inform the Camp Coordinator by a written note, text, or message on Class Dojo, and arrangements will be made with your child's counselor. If someone else will be picking up your child, please inform the Camp Coordinator in a written note, text, or message on Class Dojo (pick up person should be listed on the Emergency Form).
- Camp Hours and Drop-off/ Pick-up Locations in the table below: 2024

Camp	Arrival Time	End Time	Drop-off/Pick up Location	Days of the Week Open
Summer Camp at Warford	7:30pm	5:30pm	Warford Activity Center	Mon-Fri June 3 rd -Aug 2 nd
Amarillo Afternoon Adventures-Memorial Park	12:30pm start Lunch 1:30 Camp time	1:30pm end lunch 5:30pm End Camp time	Memorial Park near the bathrooms and splash pad	Fridays only June 7th, 14th, 21st, 28th, July 12th, 19th, 26th & Aug 2nd
Amarillo Afternoon Adventures-Glenwood Park	12:30pm start Lunch 1:30 Camp time	1:30pm end lunch 5:30pm End Camp time	Glenwood Park near the bathrooms	Fridays only June 7th, 14th, 21st, 28th, July 12th, 19th, 26th & Aug 2nd

Clothing

Children should wear jeans, shorts, or athletic pants, T-shirts, socks and tennis shoes or sandals with closed toe and backstrap. Children also need to bring a towel, and swimwear each day they plan on participating in swimming at the Summer Camp at Warford or playing in the splash pad during the Afternoon Adventures Club. Please have your child bring a jacket just in case the weather changes when they are outside. We ask that the children refrain from wearing good clothes to camp, as it may hinder their participation in some activities or damage their clothes. It is also suggested that your child wear a cap or hat for protection against the sun. **Please label all the items that your campers bring to camp.**

Lost & Found

Please encourage your child to keep track of his or her belongings. The Amarillo Parks department and its counselors will not be held responsible for lost or stolen items. At each campsite there will be a lost and found area where all belongings left on the site will be placed. If your child should lose any belongings, please feel free to look through the Lost & Found area at the Warford front desk. At the end of each camp session, all lost articles will be placed in the Lost and Found closet for one week.

Sunscreen, Bug Spray

It is recommended that your child bring sunscreen and bug spray to camp each day. All campers should wear sunscreen and have sunscreen with them daily to reapply. (Counselors are only allowed to assist with spray-on sunscreens). Campers will be reminded to re-apply throughout the day.

Things to Bring

- Breakfast, Lunch, and an afternoon snack will be provided at the Summer Camp at Warford. A lunch and afternoon snack will be provided at the Amarillo Afternoon Adventures Club. Parents can find a food menu for the week on High Plains Food Bank website. Participants are more than welcome to bring their own food.
- Every camper should always have a water bottle with them. We suggest a 32oz. refillable bottle. Children will need to be able to carry their own water bottle. Water bottles need to be labeled with the child's name.
- Campers- bring swimsuit and towel in a backpack.
- Campers are allowed to wear Coast Guard approved life vests if needed. The camper who opts not to wear a life vest will be required to pass a swim test conducted by lifeguards and also receive parents' permission.

Swimming

Summer Camp at Warford

Swimming will take place every day from 1:15pm to 2:45pm. A full staff of American Red Cross certified lifeguards, as well as the camp counselors, will be on duty to provide supervision and enforce the pool rules. Please send your child with a swimsuit and a towel on prior to arriving at camp, and make sure their name is on all items brought to camp.

Amarillo Afternoon Adventures Club

Children will have the opportunity to play in the splash pad during the camp. Camp counselors will be on duty to provide supervision and enforce the splash pad rules. Please send your child with a swimsuit and a towel on prior to arriving at camp, and make sure their name is on all items brought to camp.

Swim Testing

Campers may be required to pass a swim test in order to not wear a life jacket and swim in the deep end. The swim test consists of campers swimming the length of the 3-5' section, along the lane line of the deep pool, without stopping or struggling. Amarillo Parks and Recreation Department Lifeguards administer the test. Campers only need to pass the test once to be issued a swim bracelet allowing them access to swim anywhere in the pool without a life jacket. If a camper does not pass, they can re-try the test the next swim day. A record of who passes the swim test will be kept. We will also require parents' permission for children that pass the swim test and do not want to wear a life jacket.

Non-Swimmers

Children that opt out of swimming will have an opportunity to either play outside, in the gym, in the game room for children 9+, watch a movie, play with stem boxes, or participate in arts and crafts.

Severe Weather

In case of severe weather conditions: Thunderstorms, Lightening, Tornado Watch and /or Warning the following areas will be used.

Camp	Location
Summer Camp at Warford	Warford Activity Center
Amarillo Afternoon Adventures at Memorial	Memorial Park bathroom
Amarillo Afternoon Adventures at Glenwood	Glenwood Park bathroom/rec hut

Technology Policy: Participants enrolled in the School Break Camp or Kids' Day Out Camp program are prohibited from using cell phones, tablets, or any other electronic devices unless approved by a staff member. Parents or guardians seeking to contact a participant may do so by reaching out to the Warford Front Desk at 806-803-9785 or can message staff in Class Dojo. If parents or guardians permit their child to bring electronic devices, such items must be securely stored in their backpacks at all times. Parks and Recreation assumes no responsibility or liability for lost or stolen items, including cell phones, electronic devices, or toys. If a staff member observes a participant using electronic devices, they will be confiscated and stored safely for the remainder of the day, with parents or guardians notified accordingly. Additionally, the use of Apple/Samsung watches or similar electronic devices for playing, messaging, or calling is strictly prohibited.

Field Trips (Waford Summer Camp Only)

- Special field trips to places of interest and fun will be taken on Thursdays each week.
- All campers are REQUIRED to wear their current camp T-shirts on all field trips. The shirts will be provided by staff on field trip days.
- Bus Transportation will be provided to and from field trip locations by City of Amarillo Transit department.
- You may send money along on field trips for souvenirs and other items. However, all campers are responsible for their money.
- Please see camp calendar for field trip days on the weekly calendar. Calendars will be provided through Class Dojo and a printed calendar at the front desk at Warford.
- Parents will be required to fill out a field trip waiver form during registration. If a child does not have permission to go on a field trip, then you will need to find other childcare for field trip days. Parents are also required to pick their child up if any disciplinary issues occur and the child is suspended for any reason before or during the field trip. No refund will be issued for the day they missed.

Code of Conduct

Amarillo Parks and Recreation reserves the right to suspend, expel, or deny participation in any program, event, or facility to any person whose behavior interferes or disrupts the quality of the offerings, the enjoyment of them by other participants, or the ability of the staff to conduct or manage the activities. In the case of any unacceptable behavior during camp hours, our staff will always make their best efforts to discuss the negative behavior that needs to be changed, give ways to correct it and give the consequences if not corrected. We understand that all children will have an occasional bad day or make a wrong choice and we believe, through positive reinforcement, choices can be improved. Behavioral circumstances will be handled with reasonable accommodation for all participants.

Expected Behavior

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make the camp program safe and enjoyable for all participants. Additional rules may be developed as deemed necessary by counselors.

- We expect all staff to be respected by campers. This includes, but is not limited to listening and following directions, refraining from backtalk to staff, following directions given, no swearing/comments made about staff or fellow campers, no name calling, etc.
- Bullying behavior will not be tolerated. This includes, but is not limited to teasing, name calling, excluding, physical or verbal taunts. The use of implied or explicit aggression with the intent to harm, demean, or degrade another.
- Campers will follow the rules of the camp group, failure to abide by the rules/instructions of the camp staff could result in the camper being sent home, this includes, but not limited to, refusing to move when the camp group moves, intentional property destruction, bullying behaviors, etc.
- Campers will participate in activities and demonstrate good sportsmanship while participating in any activity.
- Campers are to inform a staff member when being disturbed or taunted by other campers. If staff do not know something is occurring, we cannot work to stop it. Just because staff is in the area, does not mean they saw/ heard what was done.

Discipline Policy

A caring positive approach will be used regarding discipline. If a camper needs a reminder about behavior it will be as followed:

- 1st warning- Child sits out for 5 minutes and is spoken to about behavior. This reminds campers to be responsible for his/her own actions.
- 2nd warning- Child sits out for one of the following, swim time, game time, or outside/inside play time and the program coordinator will talk to child and a message will be sent to the parents and notified about their child's behaviors for the day. This is time to "think about it" and how they can improve their behavior. The camper will have a "time out" or loss of a privilege.
- 3rd warning- Final reminder. The red means the child will receive a discipline form and the parents will be notified of why the form was given, and parents will need to sign. Hitting another participant, extreme inappropriate language, or vandalism will result in an automatic red light and a discipline form will be given.

Staff also use whole class discipline if a majority of the class is not following the rules. They will follow the same guidelines above

Written Behavioral Form Policy

Suspension Policy: Our goal is not to suspend a child if possible. Park and Recreation strives to work with the parent/guardian and child in order not to suspend, but during a case-by-case situation, if a child is not adhering and violates any policy multiple times during the duration of the School Break Camp or Kids' Day Out Camp program, the child might be subject to suspension. Suspension offense levels are listed below:

- Level One Offense:
 - The individual will receive a 1-day suspension- no refund will be issued
- Level Two Offense:
 - The individual will receive a week suspension- no refund will be issued
- Level Three Offense:
 - The individual will receive a 6-month suspension- no refund will be issued

In the event that a camper chooses not to correct their behavior repeatedly, counselors must fill out a disciplinary form.

Campers will be immediately sent home for any physical/ verbal threats or other items deemed unsafe by the staff, there will be ZERO tolerance for this behavior. Any physical actions taken by a camper toward a fellow camper, staff or property will result in a minimum of one day removal from the camp.

Rewarding Good Behavior

We want to reward children that have a positive impact during the camp. If a child receives positive feedback a parent will be notified through class Dojo, and they will get to pick from the treasure chest of toys/candy. If they receive 3-5 rewards in one day, they will get their picture taken and put up on the Shining Star Board in their class. If they receive more than 5 rewards in one day, they will get a special treat at the end of the week like a drink or ice cream from sonic etc. If the whole class does well all week with no discipline, they will receive a pizza party reward.

Health and Safety

All campers must be toilet trained by the start of camp. Children should be kept home if they exhibit any of the following symptoms (including, but not limited to), and sick children should be kept home 24 hours after the symptoms disappear.

- Fever, rash, diarrhea, vomiting, discharge of the nose, ears or eyes, and presence of lice or any contagious situation.

If a child becomes ill at camp, the parent or emergency contact person will be notified to pick up the sick child immediately. Please ensure that emergency contacts are in the area and are willing to perform as contacts for your child, prior to placing them on the Emergency Form.

Medication

Staff will not administer medication. Medications needed for use for life-threatening conditions (e.g. epi pen, bee-sting medication, inhaler) and limited medications approved for use in first-aid kits may be carried and self-administered by the child(ren). Parent/guardian shall provide documentation related to self-administration of medications. If your child(ren) has a restrictive diet such as gluten free, high protein, etc., the program cannot guarantee that snacks & meals provided will meet your child(ren) needs. In such a case, parents will be asked to send appropriate breakfast, lunch, and snacks for their child(ren).

In case of a serious injury: All staff are CPR, First Aid and AED certified, however if your child requires more than just basic first aid, the following steps will be taken:

- Call 911
- Make attempts to contact parent/ guardian immediately
- If parent/guardian cannot be reached, will call other contact persons on emergency form
- If paramedics need to take your child to the hospital, a camp counselor will accompany and stay with your child until the parent/guardian arrives.

Camp Communication

Our day camps will utilize Class Dojo for communication. Parents will be sent an invitation to join the Camp Class Dojo. We will post the camp calendars, typical schedule days, reminders, photos, field trip updates, change in camp location, etc. to Class Dojo so please make sure and establish your connection. You will also be able to quickly communicate with your camp coordinator by messaging on Class Dojo.

You will also be given a camp phone number for the camp your child is attending. The coordinator will have the phone with them each day and will check frequently. Please understand they are participating in the activities with the campers and may not answer immediately, so please leave a text message, as this will be faster than leaving a voicemail:

Summer Camp at Warford	Warford Activity Center 806-803-9785
Amarillo Afternoon Adventures Club- Memorial Park	Camp Coordinator 806-378-6008
Amarillo Afternoon Adventures Club- Glenwood Park	Camp Coordinator 806-378-6008

Personal Belongings

Children may bring appropriate personal belongings to the Parks and Recreation camp, class, and or event. Parks and Recreation is not responsible for the replacement or repair of any items that may be lost, stolen, or broken.

Warford Activity Center Handbook

Children participating in School Break Camps or Kids Day Out Camps will be expected to follow the code of conduct in the Warford Activity Center Handbook. A copy of this handbook can be found at the Warford Activity Center.

Refund Policy

I acknowledge that as per Amarillo Parks & Recreation procedures, the Parks and Recreation Department may withhold \$10 of the refund for administrative costs. All refunds must be requested in writing. No refunds will be given 7 days prior to the start of the camp and or program.

Equal Opportunity

Amarillo Parks and Recreation provides equal opportunity to participate regardless of race, creed, gender, or ability to pay, and will upon request, provide reasonable accommodations to individuals with disabilities.

Photo Policy

On occasion, Parks and Recreation staff may take photos of individuals participating in programs and events as well as people enjoying local parks. Please be advised these photos are for Parks and Recreation use only and may be used in future publications and advertising.

Standards of Care

Standards of Care have been adopted by City Council of the City of Amarillo, in order to exempt City of Youth Programs from state child-care licensing requirements. The Standards of Care are intended to be the minimum standards by which the City of Amarillo Parks and Recreation Department will operate the City's Youth Programs. The programs operated by the City are recreational in nature and are not child-care facilities. Please visit the www.amarilloparks.org under the recreation tab to view the Standards of Care.