

FORT WORTH®



CAMP

FORT WORTH

PARENT GUIDE

“Working together to build a strong community.”

(Revision: 5.17.2017)



The Parent Guide is based on the Standards of Care, which is adopted by the Fort Worth City Council. The complete standards of care can be found at:

www.fortworthtexas.gov/pacs/standards-of-care/

PROGRAM GOALS AND OBJECTIVES:

- To provide an affordable high quality youth program in a safe and friendly environment.
- To encourage healthy lifestyles by making good choices about physical activity and nutrition.
- To promote an appreciation and respect for diverse cultures through cultural enrichment activities.
- To promote educational learning through recreational activities and social interaction.
- To develop life skills in youth that build strong leaders for tomorrow.



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Attachments:

- A** - Disciplinary Action
- B** - Pick-Up Authorization
- C** - Doctor/Emergency Information
- D** - Authorization to Administer Medication
- E** - Parent/Camper Anti-Bullying Contract
- F** - Parent/Participant Agreement
- G** - Parent Guide Certification
- H** - Getting to Know Your Child

Registration & Payment Information

- The City of Fort Worth accepts cash, money orders, checks, debit and credit cards as payment.
- All registration fees must be paid in full prior to participation.
- Child must have current City of Fort Worth Membership
- Enrollment is open to all children between the ages of 5 and 13 years of age. Staff will request documentation to verify age.
- Camp is from 9 a.m. to 3 p.m. (The fee **does not** include Field Trips, Swimming, Transportation, or Memberships cards or extended care.)
- Extended Care is **7:30 am – 9 am and/or 3 pm - 6 pm**, there is an additional cost per week or day per child.
- We offer a Molly Camp Deal (includes camp registration & extended care) for a discounted rate when purchased in advance.
- **Late Fees are assessed at a cost per minute**
 - After 3 pm for Camp Fort Worth
 - After 6 pm for Extended care

See staff for pricing

Checks & Refunds

City of Fort Worth Check Processing Policy

In the event that your check is returned unpaid for insufficient or uncollected funds, we may present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by other means.

National Automated Clearing House Association

There is a fee for checks returned for insufficient funds and closed bank accounts. This fee must be remitted to the City of Fort Worth Cashiers Office at 200 Texas Street, Fort Worth, Texas 76102. A receipt showing proof of payment must be presented to allow the participant to continue in any City of Fort Worth Program. Accounts with a negative balance will not be allowed to access other programs, facilities, or services.

City of Fort Worth Refund Policy

Refunds will only be given prior to the start of a class or field trip. If a program, class, field trip or special event has started, no refunds will be given. No transportation refunds or credits will be given.

A processing fee will be assessed for all refunds. A credit ~~may~~ may be applied to your account if requested prior to start of the event. All refunds and credits must be approved by the Center Supervisor or Coordinator.

Until your account balance is paid, your child **will not** be able to attend or participate in any City of Fort Worth community center programs.

DRESS CODE

Your child must be in appropriate shirts, shorts, socks and athletic shoes to participate in camp. Shoes must be closed-toe. If your child is wearing inappropriate footwear, such as sandals, he/she will be unable to participate in physical activities. Roller skate shoes and revealing clothing are not permitted.

The summer 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/she will have during camp. Your child will receive a camp t-shirt, Camp Fort Worth t-shirts **MUST** be worn for all field trips. Replacement Camp Fort Worth T-Shirts may be purchased.

SWIMWEAR POLICY

Please send your child with the appropriate swimwear, sunscreen, towel and a change of clothes. Campers are allowed to bring sandals or flip-flops on swimming days, but they must wear tennis shoes to the center in the morning. Each child will wear a colored arm bracelet while at the pool. Only Red Cross and Coast Guard Approved Life Vests are allowed at the pool.

City of Fort Worth Pool Rules Require:

- Swimwear must be made of Lycra or Nylon and be made for swimming.
- Only snug fitting rash-guard shirts are permitted in the pool.
- All swim wear must be colorfast (non-fading).
- Participants must wear swim suits only: trunks (with liners) and bathing suits.

- **NO** t-shirts, basketball shorts, cotton shorts, denim, or non-aquatic undergarments.
- Patrons may enter the facility in street clothes but **MAY NOT** enter the water or deck (concrete area surrounding pool) in ANY capacity with them on.
- Appropriate clothing, coverage, or swimwear is up to the discretion of staff.

LUNCH and SNACKS

Please note **any** food allergies on the Authorization to Administer Medication Form. (See Attachment D).

Campers are provided a lunch and afternoon snack each day; however, campers may bring their own lunch and snacks. No refrigeration is available for lunches or snacks brought from home. Lunches and snacks are not allowed to be heated in the microwave. Campers may bring water bottles and an extra snack on field trip and swim days.

TOYS, CELLPHONES, MONEY, AND SPECIAL BELONGINGS

The City of Fort Worth assumes no responsibility for lost or stolen items. Please avoid giving your child large amounts of money or large bills. The staff will be unable to make change for your child.

Staff is not responsible for lost money or other belongings. Other special belongings, such as cell phones, MP3 players, jewelry, radios, handheld gaming devices, etc., are to be left at home. Camp Fort Worth staff will provide all equipment necessary for a safe and fun camp experience. If a child brings a prohibited item to Camp Fort Worth, staff will remove the item for the remainder of the day. The item will be returned to the parent/guardian upon pick-up.

COMMUNICATION

Communication is key for your child to have a successful time while at Camp Fort Worth. If you need to speak to a staff member, please feel free to call the Camp your child is attending. On occasion we may send reminders home with campers. Parents are expected to read and respond accordingly. If you have any questions or concerns that cannot be resolved, please contact the Community Center Supervisor or Coordinator.

If you sign up for NIXEL, our emergency alert communication system will send out a message to the communication device you selected. For more information on NIXEL go to www.nixel.com.

SIGN-IN/SIGN-OUT PROCEDURE

Participants must be signed in each day by an authorized person and may not sign themselves into camp. Participants must only be signed out by an authorized person listed on the Pick-Up Authorization Form (Attachment B). Authorized persons must be 18 or older, and must present picture ID to pick up a participant.

A sibling may pick-up a participant and must be at least 16 years of age or older. The original signer of the Pick-Up Authorization Form may contact the Center to add or remove an Authorized Person. Parents may sign a form allowing their child to walk home at the end of the program. Children permitted to walk home must sign out, leave the premises and not hang around the facility. A safety word has been added to the bottom of the Pick-Up Authorization form to verify an authorized pick-up person's identity in certain situations.

If your child is sick with a 100 degree temperature or greater they will not be allowed to participate for the day. If your child is at camp and becomes ill, you will be notified and required to pick your child up within the hour from the time you are notified.

DISCIPLINE POLICY

Camp Fort Worth strives to maintain a fun and casual atmosphere. We realize that your children's safety is our most important responsibility. In order to maintain a safe and positive atmosphere in Camp Fort Worth, the City of Fort Worth follows the policies in accordance to our Standards of Care (available at www.fortworthtexas.gov/pacs/standards-of-care/ or from center staff). If a participant is not following the policies correctly, the parent will receive a Disciplinary Action Form (Attachment A).

CLOSING STATEMENT

Thank you for choosing the City of Fort Worth's Camp Fort Worth Program. The City of Fort Worth encourages people of all abilities to participate in programs and activities together. Staff strives to promote activities that will provide a positive social, cultural and recreational experience.

FAQs

Are there field trips?

Yes. On field trip days, your child needs to wear the appropriate footwear, their Camp Fort Worth T- Shirt, and sunscreen. Field trip costs are not included in the camp registration and must be paid in advance.

Field trip sign up is limited and is on a first come, first serve basis. All money for field trips is due the Friday before the week of the trip. Field trips are a privilege and repeated discipline problems may prevent a child from attending a field trip. Discipline problems while attending field trips may result in a loss of field trip privileges. Your child may bring additional money for spending, but staff cannot hold money for campers.

May I attend a field trip with my child?

Absolutely! You will have to provide your own transportation and purchase any tickets yourself. If you are interacting with other children, you will need to fill out a volunteer form at least one week prior to the field trip. The volunteer form is available at your local community center.

My child needs medication during the day, what do I do?

If your child needs prescription or non-prescription medication during their time at camp, an Authorization to Administer Medication Form (see Attachment D) must be signed. Staff is limited to the type of medicine they may administer. At the end of Camp Fort Worth, any medications that are not picked up by parents will be disposed of properly.

How can I help my child keep track of their clothing?

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

What forms do I need to fill out for Camp Fort Worth?

- Pick-Up Authorization
- Doctor/Emergency Information Authorization to Administer Medicine
- Anti-Bullying Contract (is this form different from the Parent/Camper Anti Bullying Agreement)
- Parent/Participant Agreement
- Parent Guide Certification
- Getting to Know Your Child

