



# CAMP

## FORT WORTH

# PARENT GUIDE

*“Working together to build a strong community.”*

*“Fort Worth will be the most livable and best managed city in the country.”*

City of Fort Worth Community  
Centers and Mobile Recreation Summer Day Camp  
Programs



The Parent Guide is based on the Standards of Care, which is adopted annually by the Fort Worth City Council. The complete standards of care can be found at: [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.
- To assure that 100% of 3<sup>rd</sup> grade students, especially in FWISD, are reading on grade level by 2025



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## **Registration & Payment Information**

### **Registration**

Thank you for considering Camp Fort Worth. To better serve you and your children, we encourage you to register and pay for camp online. After you register, you will be emailed a link from ePACT to complete your registration. This information must be completed prior to your child starting camp. All important information about your child will be in ePACT for staff to easily access in the event of an emergency.

### **Payment Information**

- The City of Fort Worth accepts cash, checks, credit and debit cards as payment. Payments can be made online by visiting:
- [Camp Registration](#) All registration fees and prior balances must be paid in full the preceding Friday of the Monday your child will be attending the camp.
- 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 a birth certificate or alternate legal documentation to verify age.
- Camp is from 7:30 A.M. to 6:00 P.M.
- Registration options are:  
Weekly or entire camp session in full (a discount is provided to for registration paid in full). Scholarships are available.

## **Late Pick-up Fees are assessed at a cost per minute**

- After 6 pm \$15 fee for 1-15 minutes late and \$1 per minute thereafter.

## **ePACT**

To help us better serve you and your camper, we have moved to a digital system of documents, agreements and waivers. This new system will allow staff to have access to your camper's medical needs, dietary restrictions, emergency contacts and other pertinent information at the touch of a button. We have moved from use of paper forms to the use of electronic forms that may be completed electronically at home or even on your phone. These documents are required to be completed before your camper is allowed to attend Camp Fort Worth. After you register for camp, you will receive an email with the link to register with ePACT. If you haven't received an email within 24-48 hours, check your spam folder or call the community center where you have registered your child for assistance.

## **Refunds**

### **City of Fort Worth Refund Policy**

Refunds will only be given prior to the start of program. If a program has started, no refunds will be given. A processing fee of \$10.00 will be assessed for all refunds. All refunds must be approved by the Center Supervisor or Coordinator. Prorated refunds will be provided if facilities are forced to close due to an Emergency related illness. Standard processing fee **will not** be assessed.

In the event that a Field trip needs to be refunded, the transportation fee will not be refunded.

## **DRESS CODE**

Your child must be dressed 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.

### **SWIMWEAR POLICY**

Campers may be participating in water days at their respective camps or attending field trips with water related activities. Participants need to bring swim wear, sunscreen, towel, and a change of clothes on water days. Participants are allowed to bring sandals or flip flops for water days only; they must wear closed-toed shoes at all other times. To avoid child's clothes and towels from being lost, clearly write your child's name on the label. Send your child with a backpack labeled with the child's name on it.

### **LUNCH and SNACKS**

Please note **any** food allergies in ePACT. 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 are encouraged to bring a bottle of water.

### **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. We recommend that special belongings, such as cell phones, tablets, 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.

We ask that you limit your child's belongings at camp. A drawstring backpack or something similar in size is preferred. Please write your child's name on the backpack. All items brought to camp must fit inside their backpack.

## **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.

## **DROP OFF/PICK UP**

Parents/Guardians must pick campers up **no later than 6 PM**. Parents/Guardians must sign out their child daily.

A sibling may pick up a camper but must be at least 16 years of age or older. Parents may allow their child to walk home at the end of the program by completing the form in ePACT.

Children permitted to walk home must sign out, leave the premises and not hang around the facility. Additionally, a code word has been added to ePACT to verify that an

individual NOT listed as an authorized pick up person has parental permission to pick up a camper.

## **CAMPER HEALTH**

Participants having a temporal fever over 100 degrees will not be allowed to attend the program. Program staff will follow the recommendations of the Tarrant County Health Department concerning the admission or readmission of any Participant after a communicable disease, and a doctor's note will be required allowing participant's readmission to the program.

Parents should notify program staff if a child has lice or any other communicable illness (ex. COVID, Strep, ringworms, etc.). Children with lice should not return to the program site until the lice have been treated. If program staff are informed or become aware that a child has lice or a transmittable illness, program staff will provide notice to the parents of camp participants. The notice will also include treatment recommendations from the Tarrant County Health Department.

If a participant becomes sick while in the program, staff will contact the Parent/Guardian or Authorized Person(s) for pick up. Contact must be made with staff within one hour to arrange pick up. If no contact is made within one hour after initial contact by staff, facility manager will be notified to determine next steps.

## **DISCIPLINE POLICY**

Camp Fort Worth strives to maintain a fun and casual atmosphere. Your children's safety is our most important responsibility. 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 [Standards of Care](#) ). If a participant is not following the policies, a Disciplinary Action Form will be completed on the child and discussed with the parent.

# **SUMMER READING PROGRAM**

**Goal:** *To assure that 100% of 3<sup>rd</sup> grade students, especially in FWISD, are reading on grade level by 2025.*

The summer reading program is delivered by integrating intentional and measurable reading instruction into existing Summer Camp program content. By adding this program to Camp Fort Worth, we intend to:

- Increase 3<sup>rd</sup> grade reading levels
- Reduce summer slide

To properly evaluate the progress our campers are making over the summer, it is imperative that we are able to collect literacy data from the school district. A “Data Sharing Agreement” has been added to ePACT. Consenting to this agreement will allow analysis of the efficacy of the summer reading program. Only with your consent can the effect of our summer reading be measured. A pre and post camp survey will be administered to the children in the program. Parents will have the opportunity to evaluate the program at the end of camp. We encourage your participation to assist us in making this the best camp possible.

## **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, cultural and recreational experience. In order to provide all participants, the best experience possible, it is important that each child's ePACT form is filled out thoroughly. This will provide staff important information needed to get to know your child and it will help us keep your child safe during camp. Please be sure to add in ePACT all pertinent information regarding allergies, medications and authorized pick up persons for your child.