



Day Break
Camp Mania 2021
Parent Packet



Community Services Department

285 Shady Oaks Drive

Southlake, TX 76092

(817) 748-8955

www.ExperienceSouthlakeTexas.com/camps

Welcome to Day Break Camp Mania!

Thank you for enrolling your child in the Southlake Community Services Camp Mania Program! Camp Mania is a fun and safe environment for children to meet new friends, learn new things, and create lasting memories. Our mission at Camp Mania is to create new opportunities and challenges for campers, to encourage teamwork and camaraderie, and to provide an opportunity for campers to grow physically, emotionally, and mentally in a safe and fun setting.

Please make sure you read through this parent packet, so that you will be aware of the policies and procedures of camp and can share any needed information with your child. Should you have any questions or concerns, please do not hesitate to contact me at (817) 748-8272 or gmorgan@cityofsouthlake.com.

Sincerely,



Gretchen Morgan
Programs Coordinator
gmorgan@cityofsouthlake.com
(817)-748-8272

Important Telephone Numbers

Camp Mania Direct Line (during camp hours): (817) 456-1657

Gretchen Morgan, Programs Coordinator: (817)-748-8272

Champions Club Front Desk: (817) 748-8955

Check the Weekly Newsletter for the fun activities we are doing!

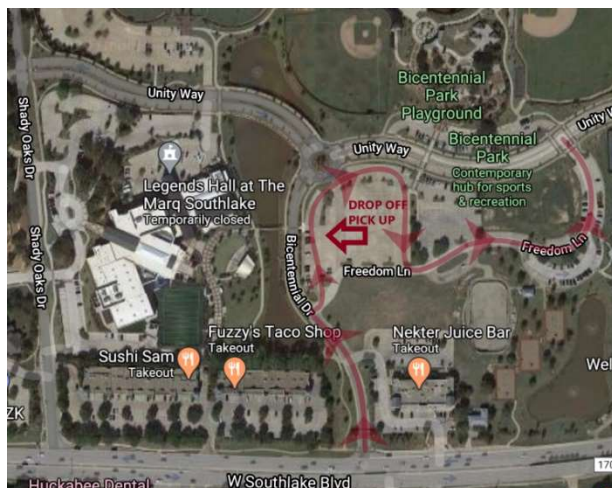
You can find the Weekly Newsletters in the parent email sent out the Thursday prior to the week of camp your child is signed up for.

Camp Mania Location Information

Drop off and Pick Up hours are between 8:30am-9:30am and 4:30pm-5:30pm.

Drop Off

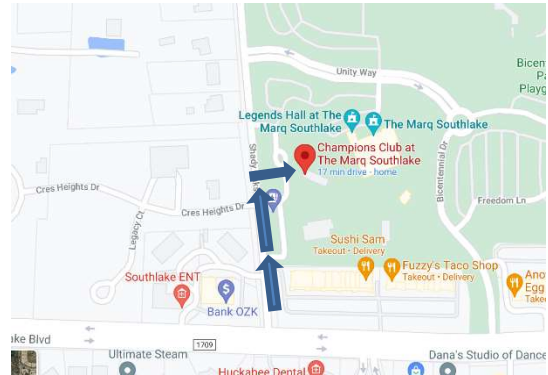
Every day we will be having Camp Mania at Champions Club. This gives the campers the chance to swim and usage of Bicentennial Park. This satellite map shares the entire view of the Champions Club and Bicentennial Park for Drop Off. Location of this spot is shown in the diagram. **Please remain in your vehicle for Drop Off.**



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Pick Up

Every day we will be picking up in the front of Champions Club. This ensures hydration and cool air to be given to campers from the hot Texas heat. The satellite map shares the entire view of Champions Club and where to pick up. Location of this spot is in the diagram shown. **Please remain in your vehicle for Pick Up.**



If you are dropping off or picking up outside of these hours, please call the Camp Mania phone at (817) 456-1657.

Camp Mania's Purpose

Here at Camp Mania our purpose is to create a superior safe and fun environment which promotes positive physical, social, and emotional development for your camper. Along with this, Camp Mania prides itself in providing the optimal safe environment for campers to grow.

Camp Counselors

Great counselors are the backbone of a great camp! We have gone to great lengths to hire an amazing staff that will care for your child. Each staff member takes their responsibility very seriously and all are aware of what needs to come first with this great experience, your child.

Characteristics that we look for in our counselors include:

- Exceptional role model
- High moral values
- Positive personality
- Leadership ability
- Extensive experience with children



Our top priority is camper safety and enjoyment, and our training is designed to ensure that each counselor is prepared for camp. All counselors receive Emergency Preparedness training and are taught to respond to a variety of situations from camper discipline to heat exhaustion. Additionally, all counselors and volunteers are trained in Adult and Pediatric CPR, AED, and First Aid.

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Camp Mania has an average counselor to camper ratio of 1:12. The Camp Director will also always be on site during regular camp hours.



Registration and Refunds

You may register your camper online at www.ExperienceSouthlakeTexas.com/ActiveNet or in Champions Club at the Marq. Online registration is available until 12:00pm the Friday before camp. Registrations will be accepted at the Champions Club until 8:30am on the first day of camp (pending availability). **No registrations will be accepted at camp.**

Refund Request Forms must be received at the Community Services offices seven (7) business days prior to the start of Camp Mania. No refunds will be issued after the request deadline has passed. There is a \$35 administration fee per refund request and the online convenience fee is nonrefundable. Refund and transfer requests delivered to the Camp location will not be honored.

Sign-in/ Sign-out Procedures

Following sign-in and sign-out procedures is extremely important when it comes to the safety of your child. Please completely fill out the online information form [HERE!](#) listing the camper's name, contact numbers, and who will pick-up your child. **Anyone, including parents, picking up the child must be designated on the initial registration form.**

During check-out, please pull up to the designated area and **remain in your vehicle**. A staff member will greet you, check your photo ID (you will keep the ID, simply hold it in view of the counselor in your window), and escort your camper to your vehicle.

Camp Mania staff will not release a camper to an individual unless they are listed on the registration form. No exceptions.

Parents/Guardians must notify staff, in writing, of any person that is not listed on the registration form. Phone calls are not acceptable. All campers **MUST** be signed in and out daily by an authorized person.

Sign-in

- REMAIN IN YOUR VEHICLE, a staff member will greet you, collected the required paperwork (pages 10-12)
- A staff will escort your camper to their designated Color Group
- Any changes to who is picking up the child can be made at this time.

Sign-out

- Only those designated on the registration form will be allowed to pick up children and all authorized pick-ups must present a photo ID (preferably government

issued) every day. **Children will not be released to anyone, including authorized pick-ups, without a photo ID.**

- Remain in your vehicle, a staff member will greet you, check your photo ID (you will keep the ID, simply hold it in view of the counselor in your window), and escort your camper to your vehicle.
- Parents/Guardians must sign the Sign-In/Out form when picking up children.
- No camper can leave campgrounds without being signed out by an authorized pick-up. Please do not decide for your child to walk home, to walk to neighboring schools, or any other location.
- If a camper exhibit signs of any sickness at any point in the day, they will be sent home. **Extended Care**
- To make Camp Mania fit a variety of schedules, we offer morning and afternoon extended care at no additional fee. Regular camp hours are **9:30am-4:30pm**.

Before Camp Care
Mon-Fri: 8:30am-9:30am

After Camp Care
Mon-Fri: 4:30pm-5:30pm

Late Policy

- Please be on time! If you see for any reason that you may be late picking your child up, notify camp staff immediately.
 - Parents/guardians who arrive after 5:30pm will be charged an initial fee of \$15. Starting at 5:45pm an additional fee of \$25 will be added every 15 minutes.
 - Late fee payments must be paid at Champions Club Front Desk prior to attending further weeks of Camp Mania.
 - If you cannot pick up your child consistently before 5:30 pm, there will be a conference with the Recreation Coordinator and Supervisor which may result in dismissal from camp. Staff member schedules and budgets can only reflect the standard operating hours of camp.
- The doors to the school will lock at 9:30 am. We highly suggest arriving before this time for your campers to enjoy all the time here at Camp Mania.



Camp Mania's "Do and Do not"

"Do" for Campers

- Wear loose fitting and light-colored clothes.
- Wear athletic shoes. Any camper not wearing the proper footwear will not be able to participate in outdoor or gym activities for their own safety.
- Wear sunscreen and bug spray every day and bring sunscreen and bug spray to camp!
- Bring a lunch everyday with the camper's name on it, unless noted in the weekly newsletter. **Campers will not have access to a refrigerator or microwave for lunch.**
- Bring a water bottle with the campers on it. No glass containers.

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- Check the weekly newsletter for important items.
- Take everything home that was brought to camp.
- Notify camp staff on the first day if your camper has any allergies or medications to be aware of.
- Come to camp with a great attitude!

“Do not” for Campers

- Do not wear sandals, flip flops, crocs, or shoes with wheels.
- Do not bring toys, balls, games, playing cards (i.e., Pokémon cards) or video games from home
- Do not bring iPods, iPads, MP3 players or personal game devices
- Do not bring a cell phone—we have an on-site phone that can be reached at any time

The City of Southlake, its staff, volunteers, or other campers are not responsible for any valuable or personal item(s) that are lost or stolen

The First Day of Camp

The first day of camp can be a bit scary for new campers and parents, which is a very normal feeling. After check-in, a counselor will introduce your child to another camper. Be patient with your child if he/she is hesitant.

At 9:30am, camp will officially start, and campers will be split into their groups. Groups are selected by age and campers will stay in this group all week. **No grouping requests will be honored.**

We believe that camp is an opportunity for children 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 anyone, our staff will quickly acquaint them to the group and soon they will have some new friends.



Outside Environment Awareness

Campers encounter the outside environment nearly every day they come to camp. Camp Mania believes time outside in the sun contributes to a healthy, active lifestyle for our campers.

It is pertinent that campers stay hydrated both when they are at camp and when they are home. Regular water breaks are taken at camp and remind your child to drink water at home. Please send your camper with a personal water bottle with their name on it.

It is also pertinent that you put both sunscreen and bug spray on your camper every morning before sending them to camp. You can also send your camper with a hat or visor to protect their face from the sun.



Swim Day *Camp will occasionally go to an indoor pool*

On swim days please have your child wear their swimsuit to camp and pack a change of clothes. Don't forget a towel, sunscreen, bug spray and sunglasses. Please apply sunscreen and bug spray to your child before sending your child to camp on swim days. Counselors are not responsible for applying sunscreen or bug spray. Campers may bring flip-flops to change into upon going to the pool, but they need athletic shoes for activities for the morning. **If the camper needs a flotation device such as floaties or a life jacket, please contact Programs Coordinator, Gretchen Morgan at gmorgan@cityofsouthlake.com.** This will help the process of helping the camper in need of a flotation device before the swimming occurs. All campers will participate in a swim test to help the lifeguards and counselors become aware of who needs assistance (flotation device) and who is not.

Once Camp Mania arrives to the swim location, 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 all areas of the pool. If the camper cannot pass the test, he/she must stay in the shallow end. Wristbands will be used to designate where the campers can and cannot go. If you would like to send a life jacket with your child, it must be a U.S. Coast Guard approved life jacket.

Medication and Health Conditions

If a child shows any type of sickness, the parent of that child will be called for them to be picked up. This is about our Child Sick Participation Plan. Our plan states that if any child shows a sign of sickness, they will be asked to be picked up. This alleviates the chances of any other child getting sick within the camp.

Children that have any contagious or infectious health concerns will not be permitted to camp until it has been taken care of with a doctor's approval. Parents must report immediately, any concerns that arise during the child's time at camp so that we may take the necessary procedures to notify, anonymously, other campers and staff that may have been in contact with the camper.

Parents are responsible for informing the City of any special needs, concerns, or information regarding their child(ren)'s health. If a camper needs to take medication during camp hours, please review the Medication Policies and Procedures below. A Consent to Administer Medication form along with any required documentation must be completed prior to camp staff administering any medication.

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 is not 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.
- 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, including inhalers.
- 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.

Visitation

For the safety of our campers, parents are prohibited to visit Camp Mania at any time.

Standards of Care

The state of Texas requires licensure of certain childcare providers; however, the City of Southlake qualifies for an exemption from this license provided that the city establishes set Standards of Care. The Standards of Care outline basic requirements for child-to-caregiver ratios, minimum qualifications for employees, minimum standard for building, health, and safety and mechanisms for monitoring and enforcing these requirements. We are happy to email you a copy of the standards or provide you a read-only copy at camp or at the Community Services Office.

Forms

Please note that we will not be able to accept any campers into Camp Mania without the completed and digital forms listed below:

- Program Release and Registration Form/Fair Play and Behavior Policy
- Consent to Administer Medication & required documentation (if necessary)

Click [HERE](#) to fill out the Program Release and Registration Form.

It is important to note any special circumstances on these forms such as allergies, special pick up/drop off arrangements, etc. Please be sure to go over the Fair Play and Behavior Policy with your child as well as this policy outlines our behavior expectations and discipline process with the campers.

**We look forward to a great Day Break Camp Mania
with your child!**



