



# **SUMMER 2023 PARENT HANDBOOK**

[CampDIA@coppelltx.gov](mailto:CampDIA@coppelltx.gov)

## COPPELL COMMUNITY EXPERIENCES MISSION STATEMENT

*Our mission is to maintain responsible stewardship of natural and allocated resources to promote quality recreational and educational opportunities that enhance the overall health of individuals and the community.*

### CAMP INFORMATION

[www.coppelltx.gov/camps](http://www.coppelltx.gov/camps)

Location | Denton Creek Elementary | 250 Natches Trace, Coppell, TX 75019

Camp Phone | 972-462-7775

Camp Hours | Monday-Friday, 7:00 am – 6:00 pm

Camp Email | [CampDIA@coppelltx.gov](mailto:CampDIA@coppelltx.gov)

### CAMP ADMINISTRATION

The CORE | 972-304-7077  
234 E. Parkway Blvd, Coppell, TX 75019

Valencia Gilbert | Recreation Coordinator  
972-304-7034 (office)  
972-462-5149 (fax)  
[vgilbert@coppelltx.gov](mailto:vgilbert@coppelltx.gov)



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## WELCOME!

Welcome to Camp Do-It-All! Coppell Community Experiences is excited to have your family join us this summer. The overall goal of this camp is to provide campers with positive recreation experiences while simultaneously allowing both the campers and the staff the opportunity to interact and learn from one another.

Please take the time to review this information before coming to camp. Please do not hesitate to call if you have any questions or concerns. Thank you for choosing us this summer!

## REGISTRATION AND PAYMENTS

Register for Camp DIA online at [CoppellActivities.com](http://CoppellActivities.com) or calling 972-304-7077. To register online you will need an online account. If you already have an account at one of our recreation facilities and cannot remember your password, click on the “forgot my password link”. If you do not have an account, click “Create an Account”. You will need all the information for those in your household at that time. Age ranges for camp are structured by the average age of grade school children. Camp staff are not able to provide for the developmental needs of children younger than 6 years of age.

All registrations and payments must be made prior to the camp start date each week. Registrations will not be accepted Monday mornings. Children may not be left at the camp site without a valid registration.

Refunds: Refunds will only be issued if registration is withdrawn 7 days prior to week start day or for emergency situations (proof required). No refunds or pro-rations will be issued once the camp week has started.

### DEPOSIT PAYMENT SCHEDULE

<b>Week 1: 5/30 – 6/2: Due May 21</b>	<b>Week 5: 6/26 – 6/30: Due June 18</b>	<b>Week 9: 7/24 – 7/28: Due July 16</b>
<b>Week 2: 6/5 – 6/9: Due May 28</b>	<b>Week 6: 7/3 – 7/7: Due June 25</b>	<b>Week 10: 7/31 – 8/4: Due July 23</b>
<b>Week 3: 6/12 – 6/16: Due June 4</b>	<b>Week 7: 7/10 – 7/14: Due July 2</b>	<b>Week 11: 8/7 – 8/11: Due July 30</b>
<b>Week 4: 6/16 – 6/23: Due June 11</b>	<b>Week 8: 7/17 – 7/21: Due July 9</b>	

## INCLUSION

Children with disabilities are welcome at Camp Do-It-All. Coppell Community Experiences seeks to include all children in our programs. Please take the time to determine if this program is right for your child and include information regarding your child’s disability and accommodations that are needed. Keep in mind that Camp Do-It-All is not designed for one-on-one care.

Below are camp requirements to help determine if this camp is the right fit for your child:

- All participants are required to follow the rules of conduct in the parent handbook. A camper may be removed from a program if after interventions and accommodations have been met and their behavior is a direct threat to others or themselves.
- Must be able to maintain personal care without support of Camp Do-It-All Staff.
- Camper should be willing to actively participate in the program the majority of the time.
- Ability to function as a member of a large group (10 or more people).

Parent meetings are available and encouraged for children before camp begins. Meetings are a great opportunity to share strategies for dealing with spirited behaviors and tips to make sure all campers have a fun summer. Contact the Recreation Coordinator to arrange a meeting.

## CAMP CHECKLIST

### First Day of Camp:

- ✓ Camper information form completed

### Daily:

- ✓ Sneakers
- ✓ Morning snack
- ✓ Lunch
- ✓ At pick-up, parent/guardian needs a photo ID
- ✓ Swim days: swimsuit, towel, sunscreen, goggles if needed

### What Not to Bring:

- Electronics
- Toys/games
- Money

## DROP-OFF AND PICK-UP PROCEDURES

Parents/Guardians must walk children into camp on a daily basis. Only one family will be allowed at the check-in table at a time. All campers **MUST** be signed in and out daily by an authorized person. Only those designated on the registration form will be allowed to pick up children. We have implemented an electronic sign in/out system using iPads. Parents/Guardians must add additional authorized pickups in their Active Net account. Please speak to a staff member if you have any questions.

**A Photo ID is required for anyone picking up campers!** Camp staff is not allowed to release children until an authorized person signs child(ren) out.

**Late Policy:**

Occasionally unexpected situations occur, and we understand that you may be picking up your child late. Please, contact camp staff if for any reason this may happen. PARENTS WHO ARRIVE AFTER 6:00 PM will be charged an initial fee of \$10. After 15 minutes, the fee will be \$25, for every 15 minutes. These fees must be paid before registering for your next session.

**Parent Communication:**

A weekly email will be sent out each Wednesday for the upcoming week. Reference the information included for weekly notes, tips, and times. Make sure your online account contains an accurate email address.

## DAILY CAMP ATTIRE

Proper attire is important for all participants daily. Camp Do-It-All is an active camp and children need to wear comfortable, but appropriate clothing.

Shirt: Campers are required to wear the mint Camp Do It All t-shirt daily.

Shoes: Sneakers or closed-toe shoes are required. Any camper not following this rule will not be allowed to participate in any outside or gym activities for their safety. Flip flops or sandals may be brought to camp for children to wear to the pool on swimming days only. Heelys, Crocs, and dress shoes (or anything similar) are not permitted for safety reasons. Please do not send your camper in any other shoes except what is allowed.

Hats: It is suggested that campers come to camp with ball caps and/or visors on days when we may be outside.

Shorts/Pants: Campers should wear comfortable bottoms they are able to be active in. Please do not allow your children to wear skirts or dresses to camp. The program is very active.

## LUNCH & SNACKS

Lunch: Campers should bring nutritional lunches and a drink to camp each day, unless otherwise noted. Lunch boxes should be clearly marked with first and last names. Lunches cannot be stored in a refrigerated area or be heated/microwaved, so please plan for this accordingly. Lunch will generally be between 11am and 12pm; however, this may change depending on the activities scheduled that day.

Snacks: Campers will be provided with a nutritional afternoon snack each day. Snacks provided are considered nutritional for the campers. Campers may bring their own snack to camp if they have medical or dietary restrictions. No morning snack will be provided.

## PERSONAL ITEMS/TOYS

No personal items, such as games, electronics, MP3 players, cards or toys should be brought to camp, unless specified by a counselor. If campers must have a cell phone, it should be left in their back packs or lunch bags. Children will not be allowed to use their phone during camp. If they need to make a parent call, camp staff will allow them to do so, using the camp phone.

Please make sure any and all items brought to camp are properly labeled with first and last names. This includes, but is not limited to; lunch boxes, towels, back packs, swimsuits, goggles, and water bottles. Campers do not need to bring money to camp for any reason, unless specified to a parent for certain functions. A notice will be given to all parents about this.

## LOST AND FOUND

The City of Coppell, its staff, or other campers are not responsible for any valuables or personal item(s) that are lost or stolen.

Each summer we are left with bags of unclaimed items. Any items that are considered lost and have been found will be located near the front check in/out desk. Parents should check this bin daily for any items they think may have been lost, or just to be sure. Any items remaining in this bin will be donated to charity during the middle of camp as well as at the end of camp.

## DISCIPLINARY PROCEDURES

Our staff is trained to work with children in a camp setting. As such, it is understood that discipline is defined as the modeling of positive behavior by the adult staff. Proper discipline aids in the development of self-control, self-esteem, and respect for self and others. In order to preserve a healthy and safe environment, disciplinary action will be handled as follows:

- First Offense – Verbal warning by staff and time out
- Second offense – Communication with camper and written warning sent home to parent/guardian
- Third Offense – Written Behavioral Report sent home to parent/guardian
- Fourth Offense – A second written Behavioral Report and a parent/guardian conference with the director and possible one-week suspension
- Fifth Offense – Child will be terminated from the program and not allowed to return

In the event that a camper is involved in a serious incident involving his/her safety or the safety of others, or a deliberate violation of camp guidelines, an immediate suspension from camp will occur.

Campers must follow all procedures at camp to ensure the safety of themselves and others around them. Unacceptable behavior, such as horse play, fighting, use of threatening words or behavior, abusive language, destruction of property, and other disruptive behavior will not be permitted at camp.

### **Behavior Incident Report**

Behavior reports are used to document behavior incidents that occur. These are kept in the child's file and must be signed by child's parent/guardian. Some behaviors or actions may warrant direct parent/guardian contact, a parent/guardian meeting, or further disciplinary action such as suspension or expulsion at discretion of onsite director and recreation coordinator.

### **Accident Report**

If by chance your child is injured at camp, an accident report will be filled out at camp by staff. This report is documentation of the incident. If the incident warrants a parent phone call, a parent/guardian or emergency contact will be contacted to discuss the incident.

## **CAMP RULES**

- A. A child is not to use the phone unless it is an emergency.
- B. Children must stay off tables, counter tops, gym equipment, etc.
- C. Children should walk while inside the building. Running is only permitted in the gym & outside.
- D. Bouncing and throwing balls is only permitted in the gym and should not be kicked unless given permission by staff.
- E. Active games using equipment that can cause damage to window shades, lights, and ceilings must be played only in the gym.
- F. Children must show respect to staff and to each other.
- G. Horseplay, fighting, or profane language is not allowed.
- H. Children must always wear sneakers. Sandals are only permitted traveling to and from aquatic activities.
- I. Children must always stay with their assigned group.
- I. Only registered participants may be in activity areas.
- J. Children are not allowed to bring toys or any unauthorized electronics to camp.

## **ADDITIONAL CORE, AND COPPELL COMMUNITY EXPERIENCES RULES AND REGULATIONS:**

- A. Smoking is not permitted inside the facility or within 150 feet of the facility entrances.
- B. Weapons are prohibited in the facility or within 150 feet of the facility entrances.
- C. Food and drinks are not allowed in the gym or on the pool deck.

### **Swimming and Pool Information**

Campers will swim twice each week, barring inclement weather conditions, on Tuesdays and Thursdays, at The CORE (may change depending on schedule). On swim days, your child should be sent with an appropriate swimsuit, towel, sun block, and clothes to change into after swimming. Please make sure all items are marked with your child(ren)'s name(s). Campers will be allowed to bring flip-flops or sandals to wear to the pool; however, they are NOT to wear them to camp.



All children will be required to go to the pool with their group regardless of whether they choose to swim. Campers will be able to sit in the shaded areas on the pool deck with a staff member. Children will be allowed to bring a book to read or something to draw with. Please do not send electronics with your child.

### **Water Safety:**

While waterfront activities are in progress, camp counselors and certified lifeguards shall be in the immediate vicinity of the campers, supervising the program.

All campers will be given a swim test on their first day at the pool. Campers will be required to swim 25 feet unassisted across the pool. If a camper is not able to pass the swim test, they will be provided with a wrist band and will swim in the low depth pool.

### **Cryptosporidium (Crypto, for short) –**

Cryptosporidium is a microscopic parasite that causes the diarrheal disease cryptosporidiosis. This parasite cannot be seen by the naked eye and is protected by an outer shell that allows it to survive outside the body for long periods of time.

Please follow the following steps to ensure this disease is not spread:

- \*Please don't swim when you have diarrhea.
- \*Please don't swallow the pool water.
- \*Please practice good hygiene. Wash your hands after using the restroom.

Crypto symptoms on average do not appear for 2-10 days; therefore, children who have had diarrhea within two weeks will not be permitted to swim until there are NO signs or symptoms.

The CORE swimming pools are equipped with ultraviolet (U.V.) water disinfectant systems that kills the crypto parasite.

Thank you for your help minimizing the spread of this disease.

## **HEAT & SUN AWARENESS**

Campers may be outside a large portion of the day, and regular water breaks will be provided. Children may bring their own water bottles. Water bottles can be filled and frozen the night before as this helps keep the water stay cold and refreshing. Please make sure water bottle(s) are marked with child(ren)'s name. Sunscreen (SPF 30 or higher) is required as the sun's rays can be intense on children's skin. It may also be a good idea to send a baseball cap or visor with your children to wear while outside. Campers who do not provide their own sunscreen will be allowed to use the camp sunscreen one time. After this notice, campers will not be allowed to swim unless they provide sunscreen.

## ACTIVITY LOCATION BOARDS

Activity boards will be located by the check-in/out table to alert parents as to where campers are currently located. This board will also list the calendar of activities. Copies of the activity calendar will be available online.

## STANDARDS OF CARE

The City of Coppell Camp Do-It-All is not regulated by any licensing agency because it is a government entity. We must complete several requirements, in order to have that licensing waived. We try wherever possible to meet all the regulations that the state has set up. Please read the attached Standards of Care (pages 15-24) that is provided to you in this handbook, which explains all the rules and regulations.

## STAFF CODE OF ETHICS

Staff are expected to adhere to the City's Staff Code of Ethics, which includes not accepting gifts from participants or babysitting and/or socializing with participants outside of the camp.

## MEDICATION AND HEALTH CONDITIONS

Children that have any contagious or infectious health concerns or COVID-19 symptoms will not be permitted into camp until all symptoms have cleared or with a doctor's approval. Parents must immediately report any concerns that arise during the child's time at camp so that we may take the necessary procedures to anonymously notify any 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. Any child meeting any of the following criteria will not be admitted to camp:

- A. The illness prevents the child from participating comfortably in the program activities.
- B. The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.
- C. The child has an oral temperature of 100 degrees or greater.
- D. The child has been diagnosed with a communicable disease until medical evaluation determines the child is no longer communicable. (example-pink eye and lice)
- E. The child vomited in the morning prior to coming to camp.
- F. The child has discolored nasal discharge.

### Medication:

- Parent(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages.

- Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expiration date.
- Nonprescription medications are to be labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. Program employees will administer it only according to label direction.
- Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. The program employees will not administer injections unless it is an Anaphylactic emergency.

## EPI-PENS

Staff are trained to assist children in administering their Epi-Pens in the case of an Anaphylactic Shock. In the case that your child is not able to self-administer the injection, City of Coppell staff will do so with the signed release. We do require that parents complete Epi-Pen information and a waiver that will contain all important information about the allergy and the administration of the Epi-Pen. Please note, it is extremely important that your child knows how to administer the injection in case of an emergency. If an Epi-Pen must be administered, 911 will be called immediately, along with a call to the parent/guardian.

### ALL MEDICATIONS MUST HAVE A COMPLETED FORM AND SUBMITTED

- Over-the-counter medications will be administered only when accompanied by a medicine form and are in the original container. Over-the-counter medications will be administered by label directions.
- Counselors are responsible for administering medication at the time indicated on the medicine form.

## HEAD LICE

In large groups, head lice can be common. Any occurrence of head lice will need to be taken care of immediately and the Camp Director must be notified so the necessary actions can be taken.

Any Camper reported to have head lice will not be permitted into camp until all findings are gone (this includes alive, dead, nits, etc.). If discovered at camp, the parent/guardian will be notified immediately, and the camper will need to be picked up from camp. We will anonymously notify any parent/guardian whose camper may have been exposed.

## OPERATIONS

### Suspected Abuse:

Staff will report suspected child abuse or neglect in accordance with the Texas Family Code.

### Staff-Participant Ratio:

In a Coppell Youth Program, the standard ratio of participants to Counselors shall not exceed 20 to 1. In the event a Counselor is unable to report to the Program site, a replacement will be assigned. The camp director shall not be included in the supervisor to camper ratio in camps serving over 50 campers at a time.

**Programming:**

Staff will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well-being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.

## **FREQUENTLY ASKED QUESTIONS**

***How many children are at camp daily?***

Each day camp attendance could be a total of 140 campers on site.

***Does my child need to wear a camp shirt every day?***

Yes, it is required that campers wear a mint camp shirt each day (on-site and off-site) for identification purposes.

***What does my child need to bring each day?***

Each day, campers need to bring a lunch, snacks, and wear sneakers. On swim days, campers should also bring a swimsuit, towel, sunscreen, and goggles (if desired). Campers do not need any additional items, unless requested by camp staff.

***What are the pick-up procedures?***

Each day, you will need to walk into camp to pick up your child and sign him/her out. Photo IDs will be required EVERY DAY (no exceptions) to release your child. If arriving before 5pm, please expect to wait a few extra minutes as your child may be in a different area of the building doing activities. Beginning at 5:00 pm, all campers will be together in one area.

***What time are the main daily activities?***

Activities will begin at 8:30 am and end at 5:00 pm. Before 8:30 am and after 5:00 pm, campers will be together in a common area doing activities.

***What will my child be doing during the day?***

Campers will rotate through stations while on site. There are areas for arts & crafts, board games, quiet/reading time, recess, and gym time. Other days may include swimming.

**CITY OF COPPELL YOUTH CAMP PROGRAMS  
STANDARDS OF CARE**

The Standards of Care are intended to be minimum standards by which the City of Coppell Community Experiences Department will operate the City's Youth Camp Programs. The programs operated by the City are recreational in nature and are not day care programs.

**I. GENERAL ADMINISTRATION**

**1.01 Organization**

- 1.01.1 The governing body of the City of Coppell Youth Camp Programs is the Coppell City Council.
- 1.01.2 City of Coppell Youth Camp Programs are exempt from the Department of TEXAS state Health Department licensure under state law.
- 1.01.3 Implementation of the Youth Programs Standards of Care is the responsibility of the Community Experiences Department Director and Departmental employees.
- 1.01.4 Youth Program ("Program") to which these Standards of Care will apply is the Summer Recreation Program and selected days off from the school calendar.
- 1.01.5 Each Youth Program site will have available for public and staff review a current copy of the Standards of Care.
- 1.01.6 Parents of participants will be provided a current copy of the Standards of Care during the registration process.
- 1.01.7 Criminal background checks will be conducted on prospective Youth Program employees. If results of the criminal check indicate that an applicant has been convicted of any of the following offenses, he or she will not be considered for employment:
  - a. A felony or a misdemeanor classified as an offense against a person or family;
  - b. A felony or misdemeanor classified as public indecency;
  - c. A felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance;
  - d. Any offense involving moral turpitude;
  - e. Any offense that would potentially put youth participants or the City of Coppell at risk.

**1.02 Definitions**

*Assistant Director of Recreation* shall mean City of Coppell Community Experiences Department's Assistant Director of Recreation.

*City* shall mean City of Coppell

*City Council* shall mean City Council of the City of Coppell

*Department* shall mean Community Experiences Department of The City of Coppell

*Director* shall mean City of Coppell Community Experiences Department Director or designee.

*Employee(s)* shall mean term used to describe people are employees, permanent, temporary/seasonal of the City of Coppell and have been assigned responsibility for managing, administering, or implementing some portion of the Coppell Youth Programs.

*Parent(s)* shall mean This term will be used to represent one or both parent(s) or adults who have legal custody and authority to enroll their child(ren) in Coppell Youth Programs.

*Participant* shall mean a youth between ages of 6 to 12 years whose parent(s) have completed all required registration procedures and determined to be eligible for a Coppell Youth Program.

*Program Counselor* shall mean City of Coppell Community Experiences Department Seasonal/Temporary employee who has been assigned responsibility to implement the City's Youth Program.

*Program Manual* shall mean notebook of policies, procedures, required forms, and organizational and programming information relevant to Coppell Youth Programs.

*Program Site* shall mean area and facilities where Coppell Youth Programs are held consisting of the Coppell Independent School District Campus and The CORE.

*Recreation Center* shall mean The Coppell Independent School District campuses or The CORE which hosts the Summer Recreation Program and selected days off from school.

*Recreation Coordinator* shall mean City of Coppell Community Experiences Department Recreation Coordinator.

*Site Director* shall mean City of Coppell Community Experiences Department Seasonal/Temporary Programmer who has been assigned administrative responsibility for a Coppell Youth Program.

*Waterfront Director* shall mean City of Coppell Community Experiences Department Aquatics Operation Supervisor or Head Lifeguard as assigned by the Recreation Manager.

*Youth Programs or Program* shall mean City of Coppell Youth Programs currently consisting of the Summer Recreation Program and selected days off from school.

### **1.03 Inspections/Monitoring/Enforcement**

- 1.03.1 A monthly inspection report will be initiated by the Site Director of each Program to confirm that the Standards of Care are being met including site conditions and programming.
- a. Completed inspection reports will be sent to the Recreation coordinator for review and kept on record for at least two years.
  - b. The Recreation Coordinator will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- 1.03.2 The Recreation Coordinator will make visual inspections of the Program based on the following schedule:
- a. The Summer Recreation Program will be inspected twice during its summer schedule.
  - b. The Spring Recreation Program will be inspected once during the Spring Break Recreation Program schedule.
  - c. The Holiday Recreation Program will be inspected one during the Holiday Recreation Program schedule.
- 1.03.3 Complaints regarding enforcement of the Standards of Care will be directed to the Site Director. The Site Director will be responsible to take the necessary steps to resolve the problems. The Site Director will record complaints regarding enforcement of the Standards of Care and their resolution. The Recreation Coordinator will address serious complaints regarding enforcement of the Standards of Care and the complaint and resolution will be noted.
- 1.03.4 The Community Experiences' Director will make an annual report to the City Council on the overall status of the Youth Program and its operation relative to compliance with the adopted Standards of Care.

### **1.04. Enrollment**

- 1.04.1 Before a child can be enrolled a parent must sign registration forms that contain the child's:
- a. name, address, home telephone number;
  - b. name and address of parents and telephone number during Program hours;
  - c. the names and telephone numbers of people to whom the child can be released or names of those who may not pick them up;
  - d. a statement of the child's special problems or needs;
  - e. emergency medical authorization;
  - f. proof of residency when appropriate; and
  - g. a liability, transportation, photo, and movie waiver

## **1.05 Suspected Abuse**

Program employees will report any observed or reported suspected child abuse or neglect in accordance with the Texas Family Code.

## **II. STAFFING - RESPONSIBILITIES AND TRAINING**

### **2.01 Site Director Qualifications**

2.01.1 Site Director will be Seasonal/Temporary professional employees of the City of Coppell Community Experiences Department and will be required to have all Recreation Site Director qualifications as outlined in this document.

2.01.2 Site Director must be at least 18 years old

2.01.3 Site Director must have experience planning and implementing recreational activities.

2.01.4 Site Director must pass a background investigation including testing for illegal substances.

2.01.5 Site Director must have successfully completed a course in First Aid and Cardiopulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross standards.

2.01.6 Be mature, responsible, and able to complete duties with minimal supervision.

2.01.7 Ability to communicate well with the public, and skilled at interacting with children.

2.01.8 Skilled in supervising children of varying age levels in a group setting.

2.01.9 Have strong organizational skills and have the ability to adapt easily to change.

### **2.02 Site Director's Responsibilities**

2.02.1 Site Directors are responsible to administer the Programs' daily operations in compliance with the adopted Standards of Care.

2.02.2 Recreation Coordinator and Site Directors are responsible to recommend for hire, supervise, and evaluate Counselors. Camp management shall ascertain and have on

record information, such as a letter of reference, attesting to the character and integrity of each staff member, and information, such as training certificates, attesting to the ability of each staff member to perform the tasks required in his or her position.

2.02.3 Site Directors are responsible for planning, implementing, and evaluating programs.



2.02.4 Site Directors will be considered Camp Health Officers. Duties will consist of, but not limited to: dispensing of medication and first aid, records management of incidences, emergencies, and camper's health files.

### **2.03 Camp Counselor Qualifications**

2.03.1 Counselors will be Seasonal/Temporary employees of the Community Experiences Department.

2.03.2 Counselors working with children must be age 18 or older and have completed high school.

2.03.3 Counselors should be able to consistently exhibit competency, good judgment, and self-control when working with children.

2.03.4 Counselors must relate to children with courtesy, respect, tolerance, and patience.

2.03.5 Counselors must have successfully completed a course in First Aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each site and that person shall successfully complete a First Aid and CPR course within two weeks of starting work.

2.03.6 Counselors must pass a background investigation including testing for illegal substances.

### **2.04 Counselor Responsibilities**

2.04.1 Counselors will be responsible to provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.

2.04.2 Counselors will be responsible to know and follow all City, Departmental, and Program standards, policies and procedures that apply to Coppell Community Experiences Youth Programs.

2.04.3 Counselors must ensure that participants are released only to an authorized parent or an authorized adult designated by the parent. All Program sites will have a copy of the Department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the Counselor

### **2.05 Training/Orientation**

2.05.1 The Department is responsible for providing training and orientation to Program employees in working with children and for specific job responsibilities. Recreation Coordinator will provide each Counselor and Site Director with a Program Manual specific to the Youth Program.

2.05.2 Program employees must be familiar with the Standards of Care for Youth Program operation as adopted by the City Council.

- 2.05.3 Program employees must be familiar with the Program's policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- 2.05.4 Program employees will be trained in appropriate procedures to handle emergencies by the Recreation Coordinator and/or professionals in the field.
- 2.05.5 Program employees will be trained in areas including City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, child psychology, and organization.
- 2.05.6 Program employees will be required to sign an acknowledgement that they received the required training.

### **III. OPERATIONS**

#### **3.01 Staff-Participant Ratio**

- 3.01.1 In a Coppell Youth Program, the standard ratio of participants to Counselors shall not exceed 20 to 1. In the event a Counselor is unable to report to the Program site, a replacement will be assigned. The camp director shall not be included in the supervisor to camper ratio in camps serving over 50 campers at a time.
- 3.01.2 Each participant shall have a Program employee who is responsible for him or her and who is aware of the participant's habits, interests, and any special problems as identified by the participant's parent(s) during the registration process.

#### **3.02 Discipline**

- 3.02.1 Program employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
- 3.02.2 There must be no cruel or harsh punishment or treatment.
- 3.02.3 Program employees may use brief, supervised separation from the group if necessary.
- 3.02.4 As necessary, Program employees will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems, incidents or behavior.
- 3.02.5 A sufficient number and/or severe nature of discipline reports as detailed in the Program Manual may result in a participant being suspended from the Program.
- 3.02.6 In instances where there is a danger to participants or staff, offending participants will be removed from the Program site as soon as possible.

#### **3.03 Programming**

3.03.1 Program employees will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well-being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.

3.03.2 Program employees will attempt to provide indoor and outdoor time periods that include:

- a. Alternating active and passive activities;
- b. Opportunity for individual and group activities, and
- c. Outdoor time each day weather permits.

### **3.04 Communication**

3.04.1 The Program site will have a mobile phone to allow the site to be contacted by Parks & Recreation personnel or for making emergency calls.

3.04.2 The Site Director will post the following telephone numbers adjacent to a mobile phone accessible to all Program employees at the site:

- a. Coppell Ambulance or Emergency Medical Services;
- b. Coppell Police Department;
- c. Coppell Fire Department;
- d. Coppell Independent School District campuses;
- e. Numbers at which parents may be reached;
- f. The telephone number for the site itself.

### **3.05 Transportation**

3.05.1 Before a participant may be transported to and from city sponsored activities, a transportation form, completed by the parent of the participant, must be filed with the Site Director.

3.05.2 First Aid supplies and a First Aid and emergency care guide will be available in all Program vehicles that transport children.

3.05.3 All Program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.

## **IV. FACILITY STANDARDS**

### **4.01 Safety**

4.01.1 Program employees will inspect the Program site daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A daily inspection report will be completed by Program employees and kept on file by the Site Director.

- 4.01.2 Buildings, grounds, and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- 4.01.3 Program equipment and supplies must be safe for the participants' use.
- 4.01.4 Program employees must have First Aid supplies readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- 4.01.5 Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- 4.01.6 Program porches and platforms more than 30 inches above the ground must be equipped with railing participants can reach.
- 4.01.7 All swing seats at the Program site must be constructed of durable, lightweight, relatively pliable material.
- 4.01.8 Program employees must have First Aid supplies readily available to staff in a designated location. Program employees must have an immediately accessible guide to First Aid and emergency care.
- 4.01.9 Restrooms will be inspected on a frequent basis to insure that no undesirable activity is occurring. Manual logs will be included with inspection reports indicated above to show that staff checks restrooms.

## **4.02 Fire**

- 4.02.1 In case of fire, danger of fire, explosion, or other emergency, Program employees' first priority is to evacuate the participants to a designated safe area.
- 4.02.2 The Program site will have an annual fire inspection by the local Coppell Fire Marshall, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director of Community Experiences who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director of Community Experiences annual report to the Council.
- 4.02.3 The Program site must have at least one fire extinguisher approved by the Fire Marshall readily available to all Program employees. The fire extinguisher is to be inspected monthly by the Site Director, and a monthly report will be forwarded to the Recreation Coordinator who will keep the report on file for a minimum of two years. All Program employees will be trained in the proper use of fire extinguisher.
- 4.02.4 Fire drills will be initiated at Program sites based on the following schedule:
  - a. Summer Recreation Program: A fire drill twice during the session.

## **4.03 Health; Illness or Injury**

- 4.03.1 A participant who is considered to be a health or safety concern to other participants or employees will not be admitted to the Program.
- 4.03.2 Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
- 4.03.3 Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program manual.
- 4.03.4 Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.
- 4.03.5 Program employees will administer medication only if:
- a. Parent(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the City.
  - b. Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expiration date.
  - c. Nonprescription medications are to be labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. Program employees will administer it only according to label direction.
  - d. Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. The Program employees will administer no injections.
- 4.03.6 Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

#### **4.04. Toilet Facilities**

- 4.04.1 The Program site will have inside toilets located and equipped so children can use them independently and Program staff can supervise as needed.
- 4.04.2 There must be one flush toilet each for every 15 females and 15 males. Urinals may be counted in the ratio of toilets for males, but they must not exceed 70% of the total number of toilets.
- 4.04.3 An appropriate and adequate number of lavatories (sinks) will be provided.
- 4.04.4 Hand sanitizer is required at all times.

#### **4.05 Sanitation**

- 4.05.1 The Program facilities must have adequate light, ventilation, and heat.
- 4.05.2 The Program must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- 4.05.3 Program employees must see that garbage is removed from buildings daily.

#### **4.06 Water Safety**

- 4.06.1 An adult waterfront director shall be in charge of all waterfront activities. While waterfront activities are in progress, the waterfront director or an adult certified lifeguard assistant shall be in the immediate vicinity of the campers, supervising the program.
- 4.06.2 All campers' swimming ability will be tested on their first fieldtrip to the pool. Children shall then be confined to the limits of swimming skills for which they have been classified.

# **City of Coppell Camp Do-It-All Day Camp Rules:**

**I will treat others with respect.**

**I will keep my hands and feet to myself.**

**I will not fight with others.**

**I will not talk ugly to others.**

**I will listen to my Day Camp Counselors.**

**I will not bully others.**

**I will take care of my belongings and camp supplies.**

**I will clean up after myself.**

**I will talk to my Counselor when I am having a problem.**

**I will use self-control at all times.**

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in a calm and appropriate manner. Camp DIA does not tolerate physical force, harassment, intimidation, or abuse of power or authority. Should a situation occur due to inappropriate actions by parents or guardians, action will be taken, and the individual may be removed from the program site by the police.