



PARENT HANDBOOK

"Always working for C.H.A.T."

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Dear Parents:

Thank you for choosing CHAT and City of Cedar Hill Summer Camp Program 2018 for your campers!

This handbook is designed to inform parents and/or guardians of the activities, policies, and guidelines to our camp program. We are dedicated to providing a safe, active, and exciting recreational experience for your child (ren) during camp. This program is not licensed by the State; however it does follow Standards of Care. Keep this booklet for future reference. The policies and guidelines are to ensure all campers, staff, and other entities the maximum level of safety. We ask that you encourage your camper to participate in all activities, as this will enhance their summer experience.

Communication is the key to any relationship, and as questions or concerns arise we welcome your input. If you have any questions after reading through this handbook, please feel free to call Chris Goffney, Assistant Program Director, at 972-513-5880.

We look forward to spending a fabulous summer with your child and having an awesome camp experience.

Kindly,

Carol Romero
Program Director
Cedar Hill Action Team (CHAT)

MISSION, VISION, GOALS

CHAT (Cedar Hill Action Team)

Vision: CHAT’s vision is to give every child an opportunity to achieve their fullest potential in life.

Mission: Cedar Hill Action Team provides youth, educational, and enrichment programs that influence school and life success strategies needed to become responsible citizens and successful contributors to our global society.

City of Cedar Hill

Vision: We envision Cedar Hill as a premier city that retains its distinctive character; where families and business flourish in a safe and clean environment.

Mission: The mission of the City of Cedar Hill is to deliver the highest quality municipal services to our citizens and customers consistent with our community values.

Camp Goals and Objectives

- Provide a safe, secure, nurturing, and fun environment for children in a quality summer camp program;
- Provide activities that meet the cognitive, social, physical, and emotional needs of children;
- Provide fun and educational field trips; and
- Maintain a continuous line of communication with parents.

Staff

Contact Information:

Our camps are sponsored by Cedar Hill Action Team (CHAT). The Alan E. Sims Cedar Hill Recreation Center is located at 310 E. Parkerville Road, Cedar Hill, TX 75104.

- Recreation Center at 972-293-5288
- Carol Romero-CHAT Program Director or Chris Goffney, CHAT Assistant Program Director at 972-513-5880
- Brandy Maestas, Program Coordinator, at 505-927-9140 or supervisor@cedarhillactionteam.org.

Camp Staff Qualifications: All staff members are hired based on a combination of education and/or childcare-related experience. Each employee goes through a criminal background check, undergoes a drug screen, and completes our Pre-Camp Training and staff orientation prior to working directly with your children.

Staff members regularly attend various trainings to continually build upon best practices when working with children.

Camp Counselors are matched to specific programs and age groups according to experience, strengths and interests. They willingly “take ownership” in the camp by bringing it to life with their energy and creativity.

Counselors are “mentored” by our Program Director, but given autonomy to put their own fingerprint on Camp.

If you have questions or concerns about payment, registration, early and/or extended care please contact the Shannon Wilson at 972- 293-5288, fax at 972-291-5909, or email at shannon.wilson@cedarhilltx.com.

If you have questions, comments or concerns about anything else including camp logistics, staffing, structure, field trips, or volunteer opportunities please contact Brandy Maestas, CHAT Program Coordinator, at supervisor@cedarhillactionteam.org.

IN THE EVENT OF AN EMERGENCY AND YOU ARE UNABLE TO REACH CAROL ROMERO-CHAT PROGRAM DIRECTOR OR CHRIS GOFFNEY, CHAT ASSISTANT PROGRAM DIRECTOR, AT 972-513-5880 PLEASE CONTACT THE RECREATION CENTER 972-293-5288.

Camp hours of Operation: 8:00 am to 5:00 pm

Extended Care: 7:00 am to 8:00 am & 5:00 pm to 6:00 pm

Camp Location: 310 E. Parkerville Road, Cedar Hill, TX 75104

All registration and payments MUST be made at the Alan E. Sims Cedar Hill Recreation Center at 310 E. Parkerville Road, Cedar Hill, TX 75104. All payments must be received by the Friday prior to the registered week of camp. We accept cash, check, Visa, MasterCard, and American Express.

Cost:

- \$30 One Time Registration Fee per Participant
- \$90 per week for Cedar Hill Residents
- \$110 for Non-Residents
- \$70 per week for Cedar Hill Resident Sibling Discount
- \$90 per week for Non-Residents Sibling Discount
- \$30 per week for Early/Late Care, optional add on

NOTE: Registration for this program is non-refundable. No portion of registration fee is refundable for any reason.

Eligibility: All five (5) year old participants will require proof of completion of Kindergarten. Cedar Hill Residents must submit proof of residency with a water bill.

Food: Breakfast, Lunch and a morning snack will be included in camp and provided by an authorized USDA Food and Nutrition Service Provider. Campers are responsible for bringing their own afternoon snacks. There will be two designated snack times during the day.

Fee Policy: All fees are due on Friday for the upcoming week. Fees not paid on this day will be assessed an additional \$10.00 per day. If fees aren't paid by Friday, the child will not be allowed into the summer camp on the following Monday. If you would prefer paying tuition for the entire month (or the entire summer) rather than on a weekly basis, you may do so.

Fees may be paid in the following ways at the Alan E. Sims Cedar Hill Recreation Center ONLY:

- Cash
- Money Order
- Check
- Visa, MasterCard or American Express

Late Pick Up: Our staff works very hard during the day, and often have commitments they must attend to after work, so please be prompt when picking your child up from camp. A late fee of \$30 per child will be assessed on your family account for the students picked up 1 to 10 minutes beyond the scheduled pick up time. A fee of \$1.00 per minute/per child will be assessed every minute beyond the first 10 minutes. All fees are due on Friday for the upcoming week. Fees not paid on this day will be assessed an additional \$10.00 per day. If fees aren't paid by Friday, the child will not be allowed into the summer camp on the following Monday.

Outdoor Time: We take careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality or the possibility of thunderstorms. We reduce or eliminate strenuous outdoor activities due to extreme heat and poor air quality. Decisions about field trips and outdoor activities are made on a case-by-case basis, utilizing the most updated information available.

Parent Expectations:

- Pay fees on time
- Read all communications distributed to parents regarding Camp
- Make alternate arrangements if your child is ill.
- Keep the staff informed of any changes or incidents in the home, which might result in a change in behavior or attitude.
- Parents must sign their child in and out of the program daily.
- Listen to concerns of the staff regarding their child and, with staff, work out an agreeable solution.
- Parent should feel free to discuss any concerns with the Camp Counselor and/or Program Directors.

Camper Expectations: Parents, please review with your child (ren) our expectations of campers to make their time with the program a pleasurable experience. Expectations will

be posted so campers can refer to them. Rules and consequences will be reviewed regularly.

- Campers must remain in the designated camp/program areas.
- Campers are expected to exercise respect towards all people, places of business, equipment, others private property, and vehicles.
- Campers are expected to follow the rules associated with activities and program areas and ask a staff member for clarification, if needed.
- Campers are expected to communicate and conduct themselves in an appropriate manner. Threatening words, tones of voice, gestures, foul language, teasing, bullying, harmful physical contact will not be tolerated and are prohibited.
- Parents/guardians are financially responsible for their child's actions when the participant:
 - Defaces and/or destroys the building, grounds, equipment, vehicles or other's belongings
 - Tamper with or pulls the fire alarm without due cause

In order for all participants to have a safe and enjoyable experience, all participants must demonstrate appropriate behavior and respect for themselves as well as others. Meeting this expectation will offer all campers and staff the greatest opportunity for success.

Camp Dress Code: It is very important that campers wear socks, sneakers, and cool, comfortable clothing (i.e. t-shirts, shorts). Plastic shoes, heeled shoes, spaghetti strap tank tops, inappropriate shirts are not proper attire for camp activities. Excessive jewelry and long, dangling earrings are not safe and should not be worn to camp. Hats and sun visors are permitted. Sandals and flip-flops may be brought for use at the pool (ONLY), but will not be allowed during the other day's activities. Please mark the inside of all apparel with the child's name and phone number. Regulation swimwear is required at the pool.

When at the pool, boys are required to wear swim trunks and girls are required to wear bathing suits. Street clothes, jean shorts, athletic shorts, or any other type of shorts that are not swim apparel will not be permitted.

Personal Belongings

Lost and Found: Campers are responsible for their belongings. Our counselors will do their best to ensure that campers collect their clothing, shoes, and gear. Please check with a staff member at pick-up if your child has lost something.

PLEASE LABEL ALL CAMPERS' BELONGINGS!

Emergency Phone Contact: Should an emergency arise, and parents need to contact your child while they are at camp, you may call our office between 8:00am- 5:00pm, at 972-513-5880. We will help you in speaking with your child or do our best at delivering an emergency message to them at their location.

Camper Check-In and Check-Out: All campers must be signed in and signed out daily. Only adults listed on the camp registration form will be allowed to sign out and pick children up from camp.

Identification: All parents, guardians, and friends (approved to pick up children at the end of the camp day) MUST show a picture ID in order to pick up the child. **This policy is for all parents, guardians and friends, and, for the safety of your child, no exceptions will be made from this policy. Parents need to know that we will not release a child to a parent without an ID, no matter how well we know parents or guardians. Camp staff has the right to refuse dismissal of campers to any person not listed or coherent at pick up. We ask that parents keep staff informed and updated of all changes of names, phone numbers, and/or addresses on the information form.**

Stranded Participants: Participants still at the program site after regular operation hours will be attended by at least two staff members. Attempts will be made to contact parents/guardians and emergency contact when a participant has not been picked up by the end of the program. Thirty minutes after closing, local authorities will be contacted and staff will follow the directions of those authorities.

Special Arrangements: Special arrangements for your child can be made allowing him/her to arrive late to camp or to leave early for the day. We ask parents to please try and give notice to camp staff in advance to provide the best service for you and your camper. Please keep in mind that due to transportation logistics, your child may be paired with a younger age group for a short time to accommodate this request. Emergency notification to leave early can be made through the camp staff at 972-513-5880. We ask parents/guardians to only call for such requests in emergency situations.

Swimming: Camp participants will be swimming at the Crawford Park Pool each week. Please apply sunscreen at home prior to coming to Camp on the days your camper will visit the Crawford Park Pool.

When at the pool, boys are required to wear swim trunks and girls are required to wear bathing suits. Please include a towel, sunscreen and a properly labeled change of clothing.

Photo Policy: Frequently, CHAT and the Parks and Recreation Department takes videotape or photographs of campers participating in the camp programs. These photographs and videotapes are for the Parks & Recreation publications, flyers, brochures or cable programs. These materials are used at the department's discretion and become its sole property. Parents will be required to sign a Photo Release form.

Medications: We will have a lock box that all medications will need to be locked in during Camp hours. Your child will be responsible for taking the medications at the

appropriate times and will have to find a counselor to accompany them to the medication lock box. We are not responsible for administering medications to your child.

If your child takes medication, please indicate that on your registration form, or let the Camp Director know about the medications prior to your child attending camp.

Illness: Keeping our kids healthy is of great importance. If your child becomes ill while at camp, you will be notified immediately to pick up your child. For the protection of all campers and staff, do not bring your child to camp if they have a temperature of 100.4 degrees or higher, are vomiting, have diarrhea, drainage of the eye, green drainage of the nose, or any contagious disease that your child has been exposed to or infected with (chicken pox, mumps, strep throat, pink eye, etc.). If they have been ill, we ask that they are symptom free for 24 hours before bringing them back to camp. We will call the parents of a child if they have any of the above symptoms.

- A camper who becomes ill or has a temperature of 100.4 degrees or more while in camp will be separated from program participants, but will remain within supervision of the staff. A parent will be notified and required to pick up their child within 2 hours of notification.
- When campers at the camp have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, the parents shall be notified in writing within 24 hours or the next business day of the camp, unless forbidden by law, except for life threatening diseases which must be reported to the parents immediately.

Field Trips & Outings: Each week, campers enjoy activities designed around fun themes filled with new discoveries. Weekly field trips and/or special events are included that can take place on or off the camp site. Field trips will take place on Fridays most weeks. Campers will conduct themselves with complete respect towards bus drivers, tour guides, staff of visited locations, and any other persons they may interact with (including other patrons). This includes respect of facilities and property of others. They are representatives of the camp, and we want to show all whose paths we cross what makes our camp so special.

Sack lunches will be provided on scheduled field trip days, unless otherwise notified. Campers are allowed to bring their own sack lunch. Also, in order to reduce the stress on campers and staff, we ask that all campers' lunches be packed in a provided zip lock baggie, and that all contents be disposable. We also ask that you label your child's bag.

As a safety measure we do not allow any visits to the concessions, gift shops, arcades, and/or shops. Counselors and camp staff will restrict access to these areas while on the field trip. We ask that parents please **NOT** send any money with your child for this reason.

Parents as Partners: Our goal is for every camper to have a fun and safe summer, and we want to partner with you to help make that happen. A successful summer experience actually begins at home as you are preparing for camp, and will continue throughout the summer with the partnership between parents and camp staff.

One of the first steps a parent can take is completing and submitting the Camp Registration form for every camper before the first day of camp. This not only helps us be better prepared for your arrival, but it also provides you with the opportunity to share any tips on helping your child succeed. You may pick up a registration form at the Recreation Center, 310 E. Parkerville Road, Cedar Hill, TX 75104.

BEHAVIOR POLICY

PURPOSE

Appropriate behavior is expected from all participants, members and observers in programs and in facilities to protect the enjoyment and safety of all patrons. Therefore, Cedar Hill Action Team has developed the Behavior Policy.

DISCUSSION

Behaviors that will not be accepted include, but are not limited to, the following:

- Endangering the health and safety of other members, participants, patrons or staff;
- Disrupting a program or creating a disturbance at a facility;
- Continuous refusal to follow program and/or facility rules and guidelines;
- Use of verbal harassment, profanity, vulgarity, obscenity, or racial slurs;
- Blatant disrespect of staff and program or facility rules and guidelines;
- Damage, vandalism, or theft of private or City facilities, equipment or supplies;
- Possession or use of illegal substances or medication, including the use of alcohol or smoking where prohibited;
- Inappropriate or offensive dress, including, but not limited to, dress which is too revealing and clothing, which displays obscene or offensive words or pictures;
- Possession or threat of a weapon;
- Gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening an individual, wearing or displaying colors or items of dress, etc.
- Inappropriate display of affection, including but not limited to prolonged kissing and touching of any private area of the body;

The following outlines steps that may be used with patrons who are not behaving appropriately. Program and/or membership fees will not be refunded for any person removed from a program, league or facility due to violation of this behavior policy. Some programs and/or leagues may have stricter or more detailed behavior policies.

Program Participants: All program participants are expected to behave appropriately and follow the rules of the program and facility. A participant will receive verbal notice of disciplinary action as well as written notice for inappropriate behavior, and in the case of a minor, a copy of the notice will be provided to such minor's parent/guardian.

Facilities: All facility participants and members are expected to follow the rules of the facilities. Disregard or abuse of facility rules may result in removal by staff or police from the facility for a designated length of time or permanently. A participant and/or member will receive verbal notice of disciplinary action as well as written notice for inappropriate behavior, and in the case of a minor, a copy of the notice will be provided to such minor's parent/guardian.

Observers: Observers of programs and guests of facilities are also expected to behave appropriately. Parents, friends and any other observers are held to the same standards for behavior as program participants and members. If inappropriate behavior of a program observer or guest is reported to, or witnessed, by a staff person, the observer will be asked to leave by the staff or police, if necessary.

Appeals: Any participant who is suspended or terminated from program participation and/or membership shall have the right to formally appeal in writing describing the reason they are appealing in detail to the CHAT Program Director within fourteen (14) days of any notice of suspension or termination.

The CHAT Program Director shall thereupon schedule a meeting concerning such appeal, and the appellant shall be entitled to present his or her version of the facts at such meeting. Within five (5) days after such meeting, the CHAT Program Director shall notify the appellant in writing that the suspension or termination has been affirmed, modified, or reversed. The CHAT Program Director shall notify the original meeting participants of the meeting and the decision.

Receipt of Handbook Acknowledgement

In the CHAT Parent Handbook (the "Handbook"), we have attempted to describe the important details of the policies and practices of CHAT camp expectations.

I have read the Parent Handbook and have a copy.

Parent's Signature

Date

Print Name