

# Camp Fire After School Registration Package

Dear parents/guardians,

On behalf of the Camp Fire Team, we want to welcome you and your child to our After School Program. To ensure all registration documentation is completed, we have enclosed a checklist to help you out during this busy back to school time.

Camp Fire is dedicated to the enrichment and safety of all the children we serve in the community. Our youth programs are created to increase enrichment, curiosity, confidence and build necessary life skills for their futures.

Parental involvement is important to our program and in helping build a child's resiliency. We encourage you to collaborate with our team to help us create the best experience for your child.

-Because growing up is hard enough.

Sincerely,

Erica Mundt  
Executive Director



# Camp Fire Registration Check List

- Registration Forms:  
A registration form *MUST BE COMPLETED* for each child attending the Camp Fire After School Program. Failure to complete the form will stop the process and your child may not have a spot reserved for this coming school year.  
  
**Parents/Guardians must fill out a new registration package for each child before the new school semester.**
- Medical Forms:  
Camp Fire must have completed medical and contact information for each child attending in case of a medical emergency.
- Behavior Policies:  
We encourage all parents/guardians to read our policies regarding appropriate behaviors and consequences for all children in our program. These policies include details of our *ZERO TOLERANCE* for bullying, fighting, cursing, racial or derogatory language.
- Payment:  
All payments are to be paid **before** your child attends the program. Please read and sign the payment agreement and policies to ensure the registration process is not interrupted. Failure or breach of these policies will result in the immediate loss of your child's spot in our After School Program.
- Transportation:  
We understand the importance of safely transporting your child to and from school and the Camp Fire park. This section includes our safety protocols for all children with school routes and times for the entire school semester.
- Perceived Threat  
Camp Fire is dedicated to the safety of the children while in our care. With an increase of school shootings, we want our parents to know that we are prepared. Please review our Perceived Threat Plan and feel free to ask questions.

Failure to turn in a completed Registration Packet will delay your child's enrollment into the Camp Fire After School program.

# CAMP FIRE



## 2022-2023 SCHOOL ROUTES

Below are the van routes for the After School Camp Fire Program. The vans will pick up your child from their school location and transport them to Harrell Park. Parents or Guardians will pick up at your child's school location at 6:00 pm.

If you have any questions, please call Ms. Elizabeth at 940-322-5209.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Scotland Park	Tower	Scotland Park	Franklin	West
Burgess	City View	Fowler	Washington	Kirby
Southern Hills	Crockett	Zundy	Jefferson	Barwise
Fain	Washington	Lamar	Cunningham	City View
	Sheppard		Milam	Crockett
			Haynes	Zundy
				Southern Hills
				McNeil

**We return to the school at 6:00 p.m. unless we have a field trip, then the time will change to 6:15 p.m. Notices will be sent home the day before regarding any field trips. Children will be released from the vans when the driver acknowledges/verifies the parent or guardian's arrival.**

**The following is a reminder of the protocol for returning children to the school or to the home. As per the parental permission included in your child's registration packet:**

We understand that parents are extremely busy. Please make every effort to pick your child up from the school. Our drivers adhere to strict safety policies and must follow all rules and regulations enforced by local law enforcement. If the van is not at your child's designated school location at exactly 6:00 pm (6:15 pm for field trips), please know that they will arrive shortly. Delays can happen and we want to make sure all our vans reach the schools safely.

If no one is at your child's designated school pickup location after 15 minutes of the Camp Fire van's arrival or at the designated address provided above, and we have not received a phone call from a parent or guardian prior to dismissing, a Camp Fire staff member will call the designated contacts as listed in the registration packet to receive or pickup your child.

If all contacts have been attempted and no one is available, Camp Fire has the authority to take your child to the Children's Aid Society, located at 1101 30th Street (940-322-3141), to safely wait for a parent or guardian.

# CAMP FIRE

## PERCEIVED THREAT PROCEDURES

In light of the increase in active shooter situations involving school campuses and other child/youth facilities, Camp Fire North Texas has taken action to ensure the safety of your child while in our care. Our team will be receiving training in the event an active shooter situation does arise and action is needed. Please review our plan below and discuss with your child.

### **Camp Fire Van**

If there is an immediate threat to the van, we will do the following:

- Ensure the van doors are closed and secure to allow the driver to move away from the immediate threat.
- All children will be instructed to stay calm and remain seated while ducking below the windows at this time.
- Call 911
- Check roll of everyone on the van including drivers.
- Call Camp Fire Office to inform Senior Staff of the situation and to begin calling parents.
- Wait for instructions from the local authorities.

### **Camp Fire After School Program at Harrell Park**

If there is an immediate threat to Harrell Park, we will do the following:

Camp Fire North Texas has installed a PA system to communicate with patrons, staff, and children while on the premises of Harrell Park. Security cameras have been installed to increase awareness of unwanted foot traffic, suspicious vehicles, and threatening situations.

- Staff will announce our code over the PA system of the immediate threat to the park.
- Call 911
- Staff will guide all children to the closest designated shelters. Everyone is to remain at the shelters until an announcement of “ALL CLEAR” is heard over the PA system.
- Everyone is to report to the flag pole to begin a headcount and await further instructions. The gates to Harrell Park are to be secured at this time.
- Parents are to be notified and given instructions to pick up their children.