Camp Fire
North Texas

PARENT HANDBOOK

FOR DAY CAMP

[any forms or fill in sections are for illustrative purposes only]

VAN SCHEDULE &
CHECK IN AND CHECK OUT

All Sessions
City View - Route 1 7:45 to 8:00
Milam - Route 2 7:45 to 8:00
Fain - Route 3 7:45 to 8:00
Zundy - Route 4 7:45 to 8:00

Please Select & List Location

Morning Transport

____YES ____NO

Afternoon Transport

____YES ____NO

LOCATION (See schools listed):

_____

All Sessions
City View - Route 1 4:30 to 4:50
Milam - Route 2 4:30 to 4:50
Fain - Route 3 4:30 to 4:50
Zundy - Route 4 4:30 to 4:50

ALL LISTED TIMES ARE APPROXIMATE.
THANK YOU FOR YOUR UNDERSTANDING AND PATIENCE.

START OF DAY & CHECK IN:

Early Check-in starts at **7:45**! Come to the Pavilion to sign your child in for the day. We ask that your child arrive no later than **8:15** so that they can have breakfast at camp if they choose. If you bring your child to Day Camp, you ***must sign them in***. Gates will be closed at 8:45am. You must call the posted number for entrance.

No child is to be dropped off at the park without a Camp Fire staff member to receive them!

END OF DAY & CHECK OUT:

If you pick up **prior to 3:50pm**, you must call for entrance to the park. You will then be directed to the GMM/Medic to sign your child out. The gates will be open at 3:50pm each afternoon.

Regular End of Day Pick up is at **4:15pm**. The children are lining up for, and attending, Flag Down and end of day reminders from **3:55 to 4:10**. We ask that you do not interrupt the activities and please wait for the activity to end.

You must check out your child with a staff member at the check-out table. Please make sure to have photo identification when picking up your child. Only a parent/guardian or a person named on the authorized persons list can pick up your child.

FOR VAN RIDERS:

AM— Pick up: Your child must be at their designated pick-up site by the time listed on the locations page. Everyone must be at their pick-up site on time. ***If your child misses the van, they will have to come the next day or be brought to camp by a parent.***

PM— Drop off: The children will arrive back at their original pick-up site at the time listed on the afternoon schedule. Please make every effort to pick your child up after camp.

Children will be released from the vans when the driver verifies the identity of the pick-up person.

Media Permission: _____Yes _____No

I give Camp Fire North Texas, and its collaborative partners, permission to use my child's (or ward's) voice, image, or likeness, with or without using their name, for the purposes of advertising and promoting* Camp Fire North Texas, or for other purposes deemed appropriate by Camp Fire North Texas in its reasonable discretion, except to the extent expressly prohibited by law.

**this includes, but is not limited to, promotions/advertising through social media sites, television, websites, etc. utilizing various multimedia formats to include, but not limited to, video, live photos, still photography, etc.*

Payment and Refund Policy

I am aware of the one-time enrollment fee as well as the weekly camp fee. I have been made aware that a deposit to reserve my child 's spot for day camp can be made only at the Camp Fire office. I agree to pay the enrollment fee and the deposit, which is 30% of the weekly total. If the full tuition is not paid on time, the camper 's spot, membership fee, and deposit will be forfeited.

I am also aware that no refunds will be given once payment has been made and processed. Should an emergency arise, I acknowledge that a refund shall be issued at the discretion of the Executive Director.

◊◊ No refunds will be given after payment is received and processed.
Please ensure all your information is correct before returning to our administrative staff.◊◊

Refusal of Service

- Camp Fire North Texas reserves the right to refuse service for the following reasons:
- Failure to adhere to the policies, procedures, and rules
- Failure to pick up your child by the end of pick-up time
- Parent or child 's behavior is disruptive to the program, including the use of physical or verbal abuse toward staff or children.
- Failure to render payment.
- The Youth Program Director or the Executive Director believes that continued services are not in the best interest of the child and/or the organization.

I understand that any information relating to my child (medical, limited physical activity, etc) will be communicated to the Program Director by calling 940-322-5209.

I understand and have read all the enclosed policies for Camp Fire North Texas regarding payment, transportation, van safety, and behavior expectations for myself and my child while attending the Camp Fire North Texas Program. I understand that I, and my child, must abide by Camp Fire North Texas policies as laid out in the following pages of this document. I agree if I and/or my child do not adhere to these policies, my child can be suspended or permanently expelled from the program and any future activities associated with Camp Fire North Texas.

The Camp Fire North Texas programs are not licensed by the State of Texas and are not a child day care.

Consent, Release, and Indemnification Agreement

The parent or legal guardian of each enrolled member attending any of Camp Fire North Texas ' programs (hereinafter "Program") MUST complete this form. No member will be permitted to attend the Program without this signed form submitted at the time of registration.

As the parent/legal guardian, of _____(full name of child) my child ("Member"), I hereby grant permission for Member to participate in the Program and all associated events and activities outlined in this Consent, Release, and Indemnification Agreement ("Agreement"). I, acknowledge that the nature of the program may expose Member to hazards or risks including, but not limited to, personal injury, illness, or death. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on all such risks being described in this document. I understand and appreciate the inherent risks involved in the Program, and I agree that I am not relying on any verbal or written representations about those risks beyond what is stated in this Agreement.

Waiver of Liability

I, the undersigned parent/legal guardian ("I"), accept all risks related to the Member's participation in the Program, including injury or death that may result. I hereby release and discharge Camp Fire North Texas (the "Organization"), its governing board, officers, employees, agents, contractors, and volunteers (collectively, the "Releasees") both in their

individual and official capacities, from any liability related to Member's participation in the Program, regardless of whether such injury or death is caused by the negligence of the Organization or the Releasees. This waiver extends to all claims or causes of action that I or the Member may have, whether arising now or in the future.

Exclusion of Activities

I agree that I have been given the opportunity to list activities I do not wish Member to participate in under "List of Activities to Exclude" (on page 2 of this Agreement). If such exclusions are not listed, I consent to Member 's participation in all Program activities, supervised or unsupervised.

Indemnification

I, in my legal capacity as the parent or guardian of Member, agree to indemnify, defend, and hold harmless the Organization and the Releasees from any claims, lawsuits, or actions, including attorney 's fees and costs, arising from the Member 's participation in the Program, including claims related to injuries or damages caused by the Member 's negligent or intentional acts or omissions. This indemnity applies whether the claims are brought by third parties or by the Member.

Emergency Medical Authorization

I hereby authorize the Organization and Releasees to secure medical treatment for the Member if an emergency arises and I cannot be immediately reached at the provided contact information. I understand that all reasonable efforts will be made to contact me in the event of an emergency. I also agree that the attending physician, medical personnel, the Organization, and Releasees will not be held liable for any medical treatment provided in good faith, as permitted by Texas law, including Texas Health and Safety Code Section 74.151 regarding emergency medical care.

Medical Information

If your child has one of the following: explain, specify, or list on lines below

_____Allergies (please specify below) ___Food Allergies ___Food Intolerance ___Food Restrictions

_____Gluten Intolerance ___GI Disorder ___Lactose Intolerant ___Headaches/Migraines

_____Other _____

Is your child currently taking any medications? __Yes __No

Explain: _____

Drug Name	Dosage	Frequency

**medication will only be dispensed during the Day Camp program by a camp Nurse or Medic*

Does your child have any medication allergies? __Yes __No

Medication Allergy: _____

_____

List physical/health limitations _____

_____

List of activities your child should **NOT** participate in _____

_____

Is there anything else in your child 's health history that staff should know? __Yes __No

_____

_____

SPECIAL NEEDS/DISABILITIES

___None ___Auditory Processing Disorder ___Hearing Impairment ___Learning Disability

___Visual Impairment ___Orthopedic ___Intellectual Disability ___Epilepsy/Seizures ___Diabetes

___Seasonal Allergies ___Asthma ___ADHD ___ODD ___OCD ___PTSD

___Mood Disorder ___Anxiety ___Depression ___Autism

___Other: _____

**Note: Our facility is neither specialized nor staffed to provide care for children with moderate to severe disability. We encourage parents to consult with us to determine if our programs can meet their child's specific needs.*

General Release

By signing below, I verify that all the information provided is accurate. I further acknowledge that I have read and understood this Agreement in its entirety. I agree to release and hold harmless the Organization, its employees, and representatives from any liability for injury, illness, or damage that may arise during the Member's participation in the Program, regardless of the location.

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, and any disputes shall be resolved in the courts located in Texas. The provisions of this Agreement shall be binding upon my heirs, legal representatives, successors, and assigns.

Camp Fire
North Texas

Parent Guardian Authorization, Waiver, & Consent for Over-the-Counter Medication

(THIS COPY FOR HANDBOOK INFORMATION PURPOSES ONLY)

Over-the-Counter (OTC) Medication may at times need to be administered, if approval is indicated by the student's parent or guardian. Please complete the following section to save time if your child needs any of these OTC medications during her/his stay. *Note: Unless we have parental authorization, we CANNOT administer ANY medications.*

____ **No, as parent/guardian I do not consent to my child receiving OTC medications while at Camp.**

____ **Yes, as parent/guardian, I give consent for my child to receive OTC medication while at Camp (if yes, complete the section below)**

I hereby authorize that the following medications may be given to _____ (child's name) if the need arises. You may dispense *only* those checked below.

- ☐ Ointments for minor wound care, first aid as directed. (Antiseptic, anti-itch, anti-sting, antibiotic, sunburn)
- ☐ Throat lozenges and/or spray as directed for sore throat
- ☐ Tylenol/Acetaminophen as directed
- ☐ Ibuprofen as directed
- ☐ Benadryl for swelling, hives, allergic reaction, as directed
- ☐ Micatin or anti-fungus treatment as directed for athlete's foot
- ☐ Kaopectate or Imodium for diarrhea as directed
- ☐ Milk of Magnesia, Pepto Bismol, or Mylanta for upset stomach or nausea as directed
- ☐ Rolaids/Tums for acid reflux, heartburn, or indigestion as directed
- ☐ Visine or other eye drops for minor eye irritation
- ☐ Medicated lip ointment for dry, chapped lips, lip blisters, or canker sores as directed
- ☐ Swimmer's ear drops as directed
- ☐ Hydrocortisone ointment as directed for mild skin irritations, poison ivy, and insect bites
- ☐ Medicated powder for skin irritation as directed
- ☐ Robitussin or other cough syrup as directed
- ☐ Calamine lotion for bug bites and poison ivy
- ☐ Sunscreen
- ☐ Bug repellent
- ☐ Other (list any other approved other-the-counter drugs):

_____

_____

Camp staff reserves the right to use generic equivalents when available for the name brand over-the-counter medications listed above. I understand that such administration will only be done under the supervision of the camp medic. I also agree that any first aid treatment may be given as needed.

Any condition which is associated with fever, significant inflammation, and/or does not respond to the above outlined treatment will be followed up by a consultation with the camper's parents. Parent/guardian will be contacted if any conditions develop requiring treatment with any of the above over-the-counter medications that are not checked.

I understand that these over-the-counter medications are not necessarily kept on hand and available to be administered immediately. I authorize the administration of over-the-counter medications to my child as indicated above. I shall indemnify and hold harmless Camp Fire North Texas, its governing board, officers, employees, and representatives against any claims that may arise relating to my child being administered the above indicated over-the-counter medications.

I/We have legal authority to consent to medical treatment for the camper named above, including the administration of medication at the above referenced Camp.

_____ _____

Signature of Parent/Legal Guardian Date

TRANSPORTATION AND PICKUP AUTHORIZATION

The following points outline the standards for program staff and participants when engaging in transport and off-site activities. This does not constitute an exhaustive list and should not be considered as such.

1. Program Staff will prioritize Participant safety during field trips and transportation. They will have emergency medical authorization, contact information, and a printed or electronic participant list, and will conduct frequent roll checks.
2. Staff will:
   - Perform initial and multiple attendance checks, including name-to-face verification.
   - Use the buddy system.
   - Take attendance before departure, upon arrival, before returning to vehicles, and before leaving for return trips.
   - Carry first aid supplies.
3. Parents must provide permission for all transportation during registration and for special field trips.
4. All Youth Program vehicles will have first aid supplies and at least one staff member certified in CPR, First Aid, and AED.
5. Seat belts are required for all occupants in Camp Fire vehicles.
6. Participants must follow behavior and safety rules outlined in Camp Fire Behavior Policies.
7. Participants will wear wristbands displaying Camp Fire's contact information and their van number during field trips.
8. Participants without permission for a field trip will remain at Camp Fire Harrell Park and engage in an alternate program.

Fieldtrips

Camp Fire North Texas programs may occasionally hold off-site activities to enhance participants' learning or community awareness. Notices and permission slips for these events will be sent home via vans, email, and/or postal mail at least one week before the activity. Each notice will include the location, scheduled dates, a brief itinerary (if needed), departure time from Camp Fire grounds, and the return time or the direct drop-off location.

Participant Pick Up & Drop Off

A. A completed and signed Transportation Policies and Pick-Up Authorization Form must be on file for participants.
B. These forms must be updated yearly.
C. The original signer of the Transportation & Pick-Up Authorization Form may contact Camp Fire North Texas in person, via telephone, or via email to add an additional contact to the Authorized Person list.
D. Participants must only be signed out by a parent/guardian or person listed under pickup authorization.
E. One staff member must monitor the sign-in/out duties each day.
F. Authorized persons must present picture ID to pick up a Participant.
G. Authorized persons must be 18 or older.
H. Participants must be picked up by the end of the program hours, either at the Camp Fire program location or at your child's school listed on the transportation schedule. If any unauthorized person attempts to pick up a child, staff will follow the procedure below:
   1. Call the Youth Program Director.
   2. Politely inform the person that they do not have permission to release the child to them.
   3. Ask the person to leave.
   4. Move the Participant at risk to another room or area.
   5. Have another Program Staff in the pick-up area.
   6. The Director should call the original Authorized Person to inform them of an unauthorized pick-up attempt.
   7. If necessary, Program Staff should call 911.

AFTER SCHOOL ATTENDANCE AND VAN TRANSPORTATION

Since your child is registered for the program, you must give us notice if your child will not be attending. Notice should be given as early as possible, or by 2:00 pm at the latest. This ensures a safe, smooth transition for your child during pick-up at each school. You can call the office at 940-322-5209 or email youthprogramdirector@campfirentx.org or admin@campfirentx.org to relay information about your child.

All days are open for parent drop-off and pick-up at the Camp Fire park facility. If you choose to register your child and do not take them to one of the four schools listed below for transportation, you are responsible for dropping them off at the park facility to a

staff member and for picking them up at the end of the program, no later than 6:00 pm. Our vans only transport to the following schools: **City View, Fain, Scotland Park, and Zundy**.

Vans return to the listed schools around 6:15 PM. Children will be released only after the driver verifies that a parent, guardian, or authorized emergency contact is present. You must come to the van to pick up your child. If the van is not at the school by 6:15 pm, it will arrive shortly thereafter as drivers adhere to strict safety policies and must follow all rules and regulations enforced by local law enforcement.

TRANSPORTATION AUTHORIZATION

All members of Camp Fire North Texas must have a transportation and pickup authorization form completed each school year for the after-school program and each summer for the day camp program. Members without a filled and signed transportation agreement are subject to being unable to attend until such time as this form is filled and turned in to the Camp Fire office.

As the parent/guardian of the member named on this registration form, I give my permission to Camp Fire North Texas to transport my child from the pick-up location, to Harrell Park and back to the original pickup location and to transport my child for field trips.

I understand that if no one is available to receive my child and the Camp Fire staff hasn't received notification from a parent/guardian by the end of the program, a Camp Fire staff member will attempt to contact the listed parents/ guardians. If they cannot be reached, the staff member will then contact the people listed as authorized for pickup. If all contacts have been attempted and no one is available, Camp Fire has the authority to take my child to the Children s Aid Society, located at 1101 30th Street (940-322-3141), to safely wait for a parent/guardian. ,

PICK UP AUTHORIZATION

As the parent/guardian, I authorize the individuals listed below to pick up my children from Camp Fire programs. I acknowledge these names may differ from emergency contacts. Those listed have agreed to be authorized and are aware that their information has been provided to Camp Fire North Texas. I am responsible for ensuring this information is accurate and will update it if any changes occur.

AUTHORIZED PERSONS:

Up to four (4) authorized people are listed to include relation to child and their contact phone number.

By signing below, I hereby **acknowledge and agree to comply fully with the Transportation Policy** established by Camp Fire North Texas.

I acknowledge that my child's failure to comply with any of these policies may result in disciplinary actions up to and including suspension or permanent expulsion from current or future programs. By signing this agreement, I confirm that I have read each policy carefully or had the opportunity to do so prior to signing and that I understand the terms of this agreement.

HEALTH AND WELLNESS POLICY

Parents are responsible for informing Camp Fire of any special needs, concerns, or information regarding their participant's health. All participants must be able to participate in the full-range of activities offered. Any participant meeting any of the following criteria cannot be admitted to the Program:

1) If the illness prevents the participant from participating comfortably in the program activities.

2) If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other participants or staff.

3) If the participant has an oral temperature of 100.4 degrees or greater

4) If the participant has exhibited diarrhea, vomiting, or fever with the last 24 hours, or exhibits an undiagnosed rash, abnormal breathing, drainage from eyes, or a colored discharge from the nose

5) It is imperative that the participant not swim if they are ill or have been ill with diarrhea in the past two weeks. Please let staff know if your participant should stay out of the water.

6) A participant with live head lice cannot attend Camp Fire programs. If a participant has head lice, parents must inform the Youth Program Director. The participant will be allowed to return after treatment and all nits have been removed.

7) If the participant has been diagnosed with a communicable disease until medical evaluation determines the participant is no longer communicable.

Return Criteria: If a participant has a fever, or was sent home with fever, they must be fever free for 24 hours without the use of fever suppressing medications. Participants with a communicable disease such as pink eye may not attend the program. Parents must provide a written statement from the doctor stating the participant is free from contagious disease before returning to the Program after a contagious illness. Medical information may be emailed to the Youth Program Director at youthprogramdirector@campfirentx.org

Participants with extensive sunburns (open sores, blisters) will be allowed into the program but will not be allowed to participate in any swimming activities until the area is completely healed. *If your child cannot use standard sunscreen, please provide sunscreen for your child on swim days during the After-School program and daily during the Day Camp program.

Parents will be contacted if their child becomes ill while at the program. If the parent cannot be reached, the emergency contacts will be called. Any participant experiencing a fever over 100.4 degrees, vomiting, diarrhea, or exhibits symptoms of a possible contagious skin or eye infections will be removed from common areas and must be picked up within one hour of contact with the parent or emergency contact person listed.

Illness

Please use best judgement when your child is not well. If the participant is not well enough to participate in the program, Camp Fire staff will contact parents, or emergency contacts if needed, to pick up the participant as soon as possible. The participant must be picked up within one (1) hour of contact.

The chart to the right is a guide non-comprehensive list of illnesses and the return requirements that must be met prior to a participant's return to the program.

Illness Chart

Chicken Pox	6 days after appearance of 1st lesion
Conjunctivitis	24 hours after treatment
Diarrhea/GastroEnteritis	24 hours after last loose stool
Rubella	8 days after onset of rash
Fever	24 hrs after temperature is normal
Flu	24 hrs after temperature is normal
Measles	6 days after onset of rash
Head Lice	Completion of treatment & nits removed
Strep Throat	24 hrs after start of antibiotics
Poison Ivy	After lesions cease to ooze
Pneumonia	Written Doctor's note

Major Illness/Injury

In the event of critical illness or injury, proper medical personnel and parents will be notified. First Aid and CPR will be administered if needed. If the participant is transported to the hospital, staff will take the child 's emergency medical release form and accompany the child to the hospital. Staff will stay at the hospital until the parent/guardian arrives.

The following steps will be followed by our staff in the event that a participant is injured at Camp Fire:

- A staff member will administer appropriate first aid.
- The onsite supervisor or the Program Director will determine if emergency medical attention is necessary and call 911. During the Day Camp program, the medic will make this decision.
- Program Director will notify the participant 's parent/guardian.
- If a parent/guardian cannot be reached, the Director will attempt to notify the emergency contacts listed.
- Any child who goes to the hospital will be accompanied by a staff member who will remain with the participant until a parent/guardian arrives. The staff member who accompanied the participant will bring the Consent, Release, and Indemnification form with the participant' s medical release and information.

Accident/Incident Reporting

All accidents and/or incidents will be documented and kept on file. Parents will be notified of the accident/incident.

Dependent upon the severity of the occurrence, parents may be required to sign the report acknowledging receipt. This report will only inform of your child 's involvement; other children involved will not be identified.

All Camp Fire North Texas staff are mandatory reporters. If any symptoms of neglect and/or child abuse are suspected in a child 's condition, including bruises, contusions, lacerations and burns, etc. the Program Director and Executive Director will be notified. Any suspected, or disclosed, abuse will be reported to the appropriate authorities.

Administration of Medication (Day Camp Only)

The Day Camp program nurse or medic will administer medicine only with written parental permission and will administer medication only as stated on the label directions or as amended by the physician. A medicine form must be completed for each prescription the child receives at the Program. Medicine forms are available at the medical station.

All prescription medications must be in the original container and must have its RX label indicating the child 's name, the medication, the dosage, and the physician 's name and number. Medications requiring refrigeration must be noted on the medicine form.

Over-the-counter medications will be administered only when accompanied by a medicine form and in the original container. Over-the-counter medications will be administered by label directions only.

Parents are responsible for removing medication at the end of the Program or when the child is withdrawn. Any medication left on-site will be properly disposed of 5 business days after the completion of the program.

I acknowledge and understand the Health and Wellness policy and agree to abide by said policy.

PARENT CODE OF CONDUCT

The purpose of the Parent Code of Conduct is to provide mutual understanding to all parents/guardians and visitors about conduct expectations while on Camp Fire property, at Camp Fire events, and when interacting with Camp Fire employees and volunteers, members, and/or their families.

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Direct service staff, administrators, and parents/guardians want all children to grow and learn in a safe environment
- Direct service staff, administrators, and parents/guardians must work together for the benefit of all members
- All parents/guardians and visitors, as well as all members of our community, deserve to be treated with respect
- Camp Fire North Texas should be provided an opportunity to resolve issues of concern before public criticism.
- To avoid accusations and hearsay information, all meetings and conversations with parents may be recorded through audio and/or video device. This is meant to protect any parties involved in the meeting and/or conversations.

Prohibited Behaviors

In order to provide a peaceful and safe environment, Camp Fire North Texas prohibits the following behaviors by parents/guardians and visitors towards members, member families, volunteers, or employees:

- Abusive, threatening, profane, or harassing communication, either in person, by e-mail, text/voicemail/phone, or other written or verbal communication
- Disruptive behavior that interferes, or threatens to interfere, with Camp Fire operations, including the effective operation of programs, an employee ' s office or duty station, the Camp Fire office, or park grounds, including but not limited to events, parking lots, and car-pickup
- Threatening to do bodily harm to a Camp Fire employee, visitor, fellow parent/guardian, or member
- Threatening to damage the property of Camp Fire, a Camp Fire employee, visitor, fellow parent/guardian or member
- Damage or destruction of Camp Fire property
- Excessive unscheduled office and/or park visits, e-mails, text/voicemail/phone messages, or other written or verbal contact
- Defamatory, offensive, or derogatory comments regarding Camp Fire or Camp Fire staff made publicly to others. This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Bluesky, TikTok, Snapchat, LinkedIn, Twitter, Flickr, Twitch streams, Discord, etc.

Any concerns that you may have regarding these matters must be made through the appropriate channels. Please follow the guidelines listed in the Grievance Policy. To ensure that you are able to speak with the necessary staff person please send an email so that a meeting can be scheduled.

Dependent upon the severity of the incident, parents/guardians or visitors may be expelled from, or otherwise banned from, Camp Fire property and participation in Camp Fire events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a verbal or written warning will be provided prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow.

By signing below I understand and agree that I will adhere to the Parent Code of Conduct throughout my interactions with Camp Fire North Texas. I understand that this policy is in place to ensure that myself, my child/ren, members, member families, volunteers, and employees are treated with respect and dignity during all interactions to best serve all involved parties.

GRIEVANCE POLICY

Camp Fire North Texas encourages participants and parents/guardians to share their opinions, suggestions, concerns, questions, and grievances about our policies, staff, and any other matters affecting the organization. Generally, the Program Director overseeing the program is the best person to address these issues. However, if a participant or parent/guardian feels the Program Director hasn't fully addressed the matter, they may escalate their concerns directly to the Executive Director.

Written Complaint Required for Formal Process

Verbal complaints are encouraged, especially for issues that can be quickly and easily resolved. A written complaint is required to begin the grievance process. To ensure a timely and effective response, complaints should include the following information, if possible:

1) The name of the individual(s) involved;
2) The date(s) the behavior(s) occurred;
3) The name(s) of any known witness(es);
4) A summary of the conduct meriting the grievance including:
    a. The behavior complained of and/or the alleged violation(s);
    b. Direct quotes when relevant and available; and
    c. Any relevant documentation.
5) The remedy sought by the person making the complaint.
6)

Timeline

Members or parents/guardians who have a complaint or who are aware of behavior meriting a complaint, must provide, within 10 business days of occurrence or knowledge of, a written complaint via email to:

Catherine Godby, **Youth Program Director—**youthprogramdirector@campfirentx.org for complaints about members or programs.

Erica Mundt, **Executive Director—**executivedirector@campfirentx.org for staff-related issues and all other complaints as well as to resolve disputed complaints

i) The Youth Program Director will meet with the complainant within 5 business days of receiving the complaint.
ii) After the meeting, the Director will provide a written response, to include findings and a resolution.

If unsatisfied with the response, the complainant can appeal to the Executive Director within 3 business days of receiving the Program Director ’s written response.

i) The Executive Director will meet with the individual and resolve the complaint within 5 business days.
ii) A final written response will be provided. The Executive Director ’s decision is final.
iii)

Investigation

The Executive Director, Program Director, or their designee will carefully investigate the grievance while protecting the privacy of everyone involved, as much as possible by law. All parties are expected to cooperate with the investigation. If it's found that a policy or law has been violated, the organization will take appropriate action, which may include termination and notifying external authorities.

Retaliation

This organization prohibits retaliation against participants or parents/guardians for reporting, filing, testifying, assisting, or participating in any investigation, hearing, or legal process. If retaliation is suspected, participants or parents/guardians should immediately report it to the Youth Program Director or Executive Director. All retaliation reports will be promptly and thoroughly investigated. If retaliation is confirmed, appropriate action will be taken.

Publication and Communication to Participant and Parents/Guardians

This policy will be made available on the Camp Fire North Texas website and shared with all participants and parents/guardians through the parent handbook.

BEHAVIOR POLICIES

Camp Fire North Texas programs are inclusive to all children and we strive to provide a safe environment for them to thrive and learn enrichment skills. We encourage all parents to partner with our Camp Fire staff by helping them understand the behavior policies while attending any Camp Fire program.

Please read the following policies below and discuss them with your child.

Examples of inappropriate behavior

- No bullying
- No drugs or alcohol on premises or during program hours
- No excessive disruptive or aggressive behavior
- No inappropriate or suggestive touching
- No weapons of any kind, especially those that may cause trauma and/or bodily harm
- No throwing rocks or other debris (including sticks) at anyone or anything, including Camp Fire property and parked vehicles.
- No fighting—includes any youth encouraging, cheering, and/or inciting others to join or start a fight
- No derogatory verbiage, racial slang, or cursing
- Offensive hand gestures
- No inappropriate conversations or communications (e.g., aggressive, violent, sexual)
- No intentional damage of other's property, including Camp Fire property
- No spitting at or on another person or Camp Fire property
- NO PHONES – There are serious consequences for the misuse of taking or sending pictures and cyberbullying. Please talk to your children about the appropriate uses and responsibilities of using a phone.
- ***We do not allow recordings, video, and/or pictures while at Camp Fire.***

TRANSPORTATION BEHAVIOR

To ensure the safety of all children attending Camp Fire programs, we ask our parents/guardians to please read our safety policies and discuss with your child the van rules. Our Camp Fire vans are able of transporting 12 children. Driving staff are trained in safety protocols and procedures to ensure compliance and safety.

Van Rules

1. No Food or Drinks allowed on the van.
2. No fighting or inappropriate touching
3. No cursing or using derogatory language
4. No yelling or screaming
5. Must remain seated while the vehicle is moving
6. ALL passengers must wear a seatbelt at all times
7. No destruction or damage to the vans

Transportation Safety

- All drivers must follow speed limits and obey all traffic laws.
- Drivers are not allowed to run yellow OR red lights. (If the driver is already in motion in an intersection and the light turns yellow, the driver must continue to clear the light)
- Drivers must validate any persons picking up a child from the van with a valid drivers license or state issued ID.
- All children must have permission from a parent or guardian to receive transportation by Camp Fire.

A child's failure to adhere to the behavior policy will result in consequences. These consequences will be determined on an individual case by case basis and can include, but are not limited to, the following:

1st Infraction - Verbal Warning & 'Time out'
2nd Infraction - Phone or in person meeting with parent 3rd Infraction - Suspension from the program
4th Infraction - Expulsion from all current & future Camp Fire programs/events

* The severity and outcome of the infraction will be determined by the Executive Director and can lead to an immediate suspension or expulsion from Camp Fire North Texas and all future activities. Camp Fire does not allow weapons or firearms on the premises (Camp Fire office and Harrell Park) at any time under Texas Penal Codes 30.05,30.06 and 30.07.

I have read the above Behavior and Transportation Policies set by Camp Fire North Texas regarding the expectations of my child's behavior while attending Camp Fire's programs and understand the policies are set to ensure my child's safety. I understand that if my child violates any of the rules while attending Camp Fire programs and/or activities, my child may be suspended or permanently expelled from the current and/or future programs/activities.

PROGRESSIVE BEHAVIORAL GUIDANCE POLICY

Camp Fire North Texas is dedicated to maintaining a safe and respectful environment for all program members. To achieve this, the organization has implemented a structured, progressive behavioral guidance approach policy designed to address incidents fairly and equitably. This policy aims to guide incident resolution toward a positive outcome.

A **verbal warning** is an initial notice that behavior is unacceptable and must change. A **time-out** briefly separates the child from others to help them regain self-control. If behavior persists, a **written warning** will be issued, outlining the infraction, required actions, and consequences of further violations. Continued misconduct may result in **suspension**, with the duration determined by severity and prior records. In cases of severe misconduct or failed attempts at correction, **expulsion** may be the final action, meaning the individual is no longer allowed to participate in Camp Fire North Texas programs.

1. First Infraction: Verbal Warning and 'Time Out'

Action: The site supervisor or counselor will discuss the incident with the child or children involved.
Documentation: A student behavior documentation sheet will be filled out and placed in the file.
Consequence: The child will receive a verbal warning and be placed in a 'time out' to reflect on their behavior.
Goal: Encourage self-reflection and help the child understand the impact of their behavior, promoting responsibility and positive change through consequences.

2. Second Infraction: Verbal Warning, Time Out, and Parental Notification

Action: The site supervisor or counselor will contact the Program Director, who will discuss the incident with the child or children involved.
Documentation: A student behavior documentation sheet will be completed, filed, and given to, or emailed to, the parent.
Consequence: The child will receive another verbal warning and time-out, with the added step of involving the parents to address the behavior.
Follow-up: The Program Director will contact the parents to confirm they received the documentation and work together to address the behavior. An in-person meeting may be scheduled if necessary.
Goal: Foster collaboration with parents to address behavior concerns, engaging the child, family, and staff in an open dialogue to correct the behavior and prevent future issues.

3. Third Infraction: Written Warning and Suspension from the Program

Action: The site supervisor or counselor will contact the Program Director, who will discuss the incident with the child or children involved. The parent will be contacted for immediate removal of the child from the program.
Parent Communication: Upon the parent's arrival, the Director will verbally inform them of the child's suspension.
Follow-up: The Director will send a follow-up email including the student behavior document and the suspension duration. An in-person meeting with the parents and the child will be scheduled to help address the behavior.
Goal: Promote accountability by helping the child understand the severity of their actions. Suspension provides an opportunity for reflection and reinforces the importance of respectful behavior to prevent recurrence.

4. Fourth Infraction: Expulsion from Camp Fire Programs

Action: The Program Director and/or the Executive Director will speak with the parents to inform them of their child's expulsion from current and future Camp Fire programs.
Follow-up: Parent will receive an emailed copy of the behavior documentation sheet and notice of expulsion.
Goal: Ensure a safe, respectful program environment by emphasizing that ongoing inappropriate behavior is unacceptable. Expulsion protects the program's integrity and encourages the child to address their behavior outside the program.

This behavioral policy ensures that every incident is treated seriously and managed consistently, providing all members with the opportunity to correct their behavior before more severe consequences are enforced. Clear communication and documentation are maintained at each stage, culminating in either corrective action or removal from the program.

YOUTH CODE OF CONDUCT

The Youth Code of Conduct for Member Participants outlines the expectations of all Camp Fire North Texas members. At Camp Fire North Texas we have zero tolerance for abuse and will not tolerate the mistreatment or abuse of youth in its programs. Any mistreatment or abuse by a member will result in parent/guardian contact and suspension or expulsion from the program.

ABUSE OR MISTREATMENT

Our organization's top priority is keeping members safe. Any form of abuse or mistreatment of members, children, employees, and volunteers is prohibited. Members shall not abuse or mistreat employees, volunteers, or other members in any way. Use of abusive language, obscene or profane language, including racial, religious, or sexual references directed at other people will not be tolerated. It is important to treat others as you would like to be treated.

Members shall not engage in the verbal or emotional abuse or mistreatment of other members, employees, or volunteers. Examples of appropriate and inappropriate verbal interactions are listed below.

Appropriate Verbal Interactions for Adolescent and Teenage Members	*Inappropriate Verbal Interactions for Adolescent and Teenage Members*
• Appropriate jokes • Encouragement • Praise	• Name-calling • Cursing • Bullying • Shaming • Hazing • Belittling • Ridicule or Humiliation • Discussing sexual encounters • Off-color or sexual jokes • Derogatory remarks • Harsh language that may frighten, threaten, or humiliate another member • Derogatory remarks about another members or his/her family • Inappropriate games like Truth or Dare and Never Have I Ever

Members shall not engage in the physical abuse or mistreatment of other members, employees, or volunteers. Examples of appropriate and inappropriate physical interactions are listed below.

Appropriate Physical Interactions for Adolescent and Teenage Members	*Inappropriate Physical Interactions for Adolescent and Teenage Members*
• Side hugs • Shoulder-to-shoulder or "temple" hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders	• Full-frontal hugs • Kisses • Wrestling • Lap sitting • Tickling • Piggyback rides • Exposing oneself • Spanking • Hitting • Slapping • Shaking • Showing affection in isolated areas • Any type of massage given by or to a members • Any form of affection that is unwanted by the members, the staff, or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas • Unnecessary restraints • Viewing or showing others pornographic materials

PERSONAL RELATIONSHIPS

Appropriate personal relationships between members are encouraged. However, our organization strongly discourages romantic relationships between member participants while in programming. Members are not permitted to hold hands, sit on others' laps, use full-frontal hugs, or kiss other member participants while in programming.

There should never be, under any condition, a romantic or otherwise personal relationship between a member participant and an employee or volunteer.

ONE-ON-ONE INTERACTIONS

Most abuse occurs when an adult is alone with a member, or when a member is alone with another member. Our organization aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration. If you observe one-on-one interactions between employees and members, you should report this to the Youth Program Director or the Executive Director. They can be reached at the office at 940-322-5209, or you can reach the Executive Director at 940-631-7294.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

All communication between employees/volunteers and members, especially direct, private messaging, and use of social media apps between members and employees/volunteers is not allowed. Members should only use personal electronic communication devices, such as cellphones and tablets, in the event of an emergency. Members are not authorized to record, capture, and/or distribute any video, audio, or images of other members while under the care of Camp Fire. Member participants are not permitted to share cell phones with other member participants. Any violation of these rules can lead to the suspension or expulsion of the member from the program. Parents/guardians will be notified as appropriate

ALCOHOL, DRUGS, AND TOBACCO

Possession and/or use of alcoholic beverages, drugs, and tobacco products while at the organization is prohibited. Members will not be permitted to participate in any program while under the influence of alcohol, drugs, or illicit substances. Parents/guardians will be notified as appropriate.

WEAPONS

We want our organization to be a safe place for members, children, and families. Weapons and items that may be considered weapons are prohibited. Anyone found to be in possession of such items will be required to leave and the items will be confiscated. This includes laser pointers. Parents/guardians, and/or the authorities will be notified as appropriate.

VIOLENCE

Our organization seeks to provide a safe environment for individuals in our community. Violence and threats of violence will not be tolerated at Camp Fire North Texas, on our grounds, in organization facilities, in other facilities being utilized by our organization, or during Camp Fire North Texas sponsored activities and events. Employees are available to assist in the
resolution of differences.

DISRUPTIVE BEHAVIOR

We take pride in the appearance of our organization, and we always want to ensure members are safe. Inappropriate or disruptive behavior is not permitted in our organization. This includes, but is not limited to, graffiti, littering, spitting, or throwing objects that could intentionally or unintentionally harm others or cause disorder.

BULLYING

Bullying is intentional aggressive behavior, repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. *Verbal bullying* – when someone uses words to hurt another, such as by belittling or calling them a hurtful name.

3. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, manipulation of friendships, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Cyberbullying can involve:

- **a.** Sending mean, vulgar, or threatening messages or images.
- **b.** Posting sensitive, private information about another person.
- **c.** Pretending to be someone else to make that person look bad; and
- **d.** Intentionally excluding someone from an online group.
- **e.** Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- **f.** Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying include sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all members, employees, and volunteers.

REPORTING

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone, including members, actively participate in the protection of the members. If members observe any suspicious or inappropriate behaviors and/or policy violations on the part of employees, volunteers, or other members, it is their responsibility to immediately report their observations. At Camp Fire North Texas, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Employees or Volunteers and Members
• Violation of any abuse prevention policies outlined by the organization • Seeking private time or one-on-one time with members • Buying gifts for individual members • Making suggestive comments to members • Picking favorites

Members are encouraged to report concerns or complaints about employees and volunteers, other adults, or members to a supervisor who can be reached at 940-322-5209.

As a youth member or parent/guardian of a youth member of Camp Fire North Texas, I have been made fully aware of the Youth Code of Conduct. I understand that violations of any of this code of conduct has repercussions that include suspension or expulsion from the program.

CAMP FIRE PROGRAM
REGISTRATION AGREEMENT

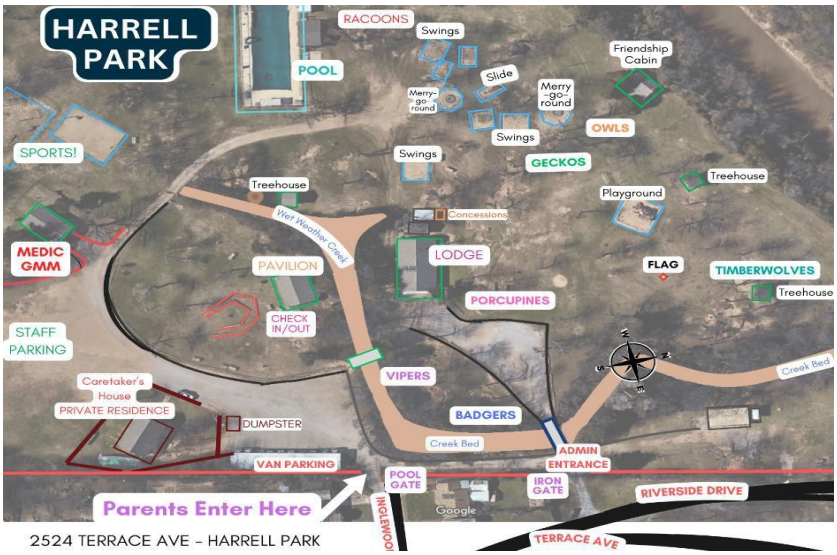
By signing below, I hereby **acknowledge and agree to comply fully with all policies** established by Camp Fire North Texas, including but not limited to Transportation, Attendance, and Pickup Authorization, Health and Wellness Policy, Parent Code of Conduct, Grievance Policy, Behavior Policy, Progressive Behavioral Guidance Policy, and Youth Code of Conduct.

I understand that these policies collectively govern the expectations for conduct, safety protocols, behavioral standards, grievance procedures, and overall participation in Camp Fire North Texas programs. I accept that adherence to these policies is mandatory for myself and my child(ren) or youth member(s), as applicable.

I acknowledge that failure to comply with any of these policies may result in disciplinary actions up to and including suspension or permanent expulsion from current or future programs. By signing this agreement, I confirm that I have read each policy carefully, or had the opportunity to do so, prior to signing, and that I understand the terms of this agreement.

Printed Names of all children who will be attending Camp Fire's Day Camp program.

GENERAL DAY CAMP INFORMATION



Operation Hours

June 8th - 26th

8AM to 4:15PM

Monday through Friday

Location

Camp Fire North Texas' Summer Day Camp is held at Harrell Park, our private park, located at 2524 Terrace Ave. The gates will be open during morning drop off until 8:45am and again at 3:50pm for end of day pick up. Call the posted number for entrance during program hours.

Please view the reference map.

Daily Schedule

Campers gather with their group and can have breakfast before participating in raising the flag at 9am, followed by morning announcements. Daily activities include group games, outdoor skills, crafts, special events, and swimming, fostering friendship, creativity, teamwork, exploration, and a love of nature. After lunch, campers enjoy quiet time for reading or other calm activities. Special events are updated weekly on the Camp Fire North Texas website and Facebook.

All campers must participate in end-of-day cleanup (Kapers), which is done by each grade with the help of counselors and junior counselors. After Kapers, campers attend Flag Down, where a grade assists with lowering and folding the flag. Afterward, end-of-day reminders are shared, and campers are dismissed, either to the pavilion for pickup or to meet their van driver.

Swimming

All campers must participate in swim lessons, scheduled by grade groups, and will be assessed for their skill level. From 1:30 to 2:30, one grade group will have free swim, while the other enjoys low-energy activities to stay cool. The groups switch at 2:30, with the other grade group having free swim until 3:30.

Meals & Snacks

Chartwell provides breakfast and lunch for campers. Breakfast is from 8:20am to 8:50am, and lunch is from 12:15pm to 12:45pm. Campers can bring their own lunch from home. Do not send a meal that must be cooked or heated! Make sure to have an ice pack in your camper 's lunch bag.

The cookout schedule is as follows: Tuesdays grades 1, 2, and 3; Wednesdays grades 6, 7, and 8; Thursdays grades 4 and 5. The cookout consists of Hot Dogs, chips, and s 'mores. On Friday, we have local businesses that come out and grill hamburgers for the entire Day Camp—campers, junior counselors, lifeguards, counselors, and administration. There is also a snack given to all campers after the last swim session of the day. This snack varies day by day.

We also operate a concession stand during the hours of 10am to 2pm daily. Chips, candy bars, soda, pickles, and other similar items are available for purchase—the cost is between $0.50 and $1.50 per item. On Fridays between 10am and 1pm Mr. Artie Woods sells small, shaved ice for $.50 each. Concession and Shaved Ice are Cash Only!

Personal Property

Personal items such as toys, video games, cellphones, tablets, and other electronics are left at home. Any such items brought to Day Camp that cause a distraction will be confiscated and returned at pick up. Personal items such as books, coloring books, or other quiet-time materials are allowed but please label clearly with the camper's name. Camp Fire North Texas is not responsible for the loss or damage of personal property.

Emergency Management

During inclement weather such as thunderstorms, all campers will be brought into the Lodge and GMM. Parents are welcome to pick up campers early. If the park needs to be evacuated for any reason, the office location is the official evacuation site. Parents will be contacted to pick up their child from this location.