



# Camp Fire West Texas

## Parent Handbook of Operational Policies & Procedures

### **Camp Fire Mission:**

Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. **Light the fire within.**

## Welcome to Camp Fire West Texas!

Described in the Parent Handbook are the basic policies and procedures followed by Camp Fire West Texas. In the event there are updates made to these policies and procedures, parents will be given a minimum of two weeks written notice.

### Purpose

Camp Fire West Texas purpose is to provide opportunities for children and youth, and those who care for them, to realize their potential and become caring, self-directed individuals, responsible to themselves and to others; and to improve those conditions in society that affect children, youth and their families.

### Enrollment Procedures

The membership packet must be completely filled out and submitted BEFORE a child may enter Camp Fire WTX Kids Care Programs. No child will be able to attend without completed forms.

Parents must keep staff informed of any changes on the enrollment forms. A non-refundable \$20.00 Annual Membership Fee per member is due at the time of registration for Kids Care Programs.

### Non-Discrimination Clause

Camp Fire WTX is a non-profit organization that does not discriminate in employment, enrollment, or nutrition programs on the basis of race, color, religion, national origin, sex, marital status, disability, handicap, age, or any other status protected by the local, state, or federal laws.

### Hours of Operation

Camp Fire WTX Kids Care Program has after school and summer programs.

- **After School** operates from school dismissal until **6:00 P.M.** Monday – Friday when school is in session. When school is dismissed early, program hours will be adjusted to accommodate the early dismissal time.
- **Summer Camp** operates from **7:45 A.M. until 5:30 P.M.** Monday – Friday.

Camp Fire WTX closes on **July 4, 2 days for Thanksgiving, Christmas Day and New Year's Day**. If there are any changes in operation hours notification will be posted at sites.

### Parent Responsibilities

- Parent/Guardian must escort the child/children into/out of the Camp Fire Kids Care Program location (i.e.: school, cafeteria).
- Parent/Guardian must sign the child in/out of the program at time of drop off/pick up.
- Check the parent board and parent memos daily for the communications regarding policies, holiday/summer registration, weekly schedule and other important information.
- Notify Camp Fire WTX if your child will be absent or to provide withdrawal notice. Call 432-570-4144 to speak with Administration or leave a voicemail.
- We ask that parents pick up their members on time, follow rules regarding payment, keep all records up to date (phone, address), read all materials sent home or posted at the program site, listen to staff concerns regarding your child, and share concerns and comments with Site Director, Program Director, Director of Operations, and/or Executive Director.
- Pick up a sick or injured child from Kids Care as soon possible after being notified by the Camp Fire WTX staff.

**Parent Responsibilities - cont.**

- Adhere to all program, school and district policies.
- Notify Camp Fire WTX if your child will need to adjust their schedule for detention and extracurricular activities (ie: gymnastics, tutorials..... etc.)

**Signing In and Out**

Parents/Guardian or other authorized persons must always sign in/out their child/children at time of drop off/pick up. Parents/Guardian or other authorized persons should always be prepared to show a photo ID. Children are **not** allowed to sign themselves in or out of the program or walk in or leave without being accompanied by a parent/guardian or authorized person.

**Procedures for Release of Children**

Parents must list the names of individuals who are allowed to pick up their children from the Kids Care program on the enrollment forms. **ONLY LISTED INDIVIDUALS** will be allowed to pick up your child. Staff is instructed to verify **PHOTO ID** of individuals, including parents, picking up members until familiar with them. They will write down the corresponding ID information. You should also provide the names of individuals who are NOT allowed to pick up your child in the appropriate spaces on the registration form and provide a written court document (when appropriate) stating the person is not allowed to pick up the child from the program. Written additions to the authorized and unauthorized pick up lists **MUST** be submitted to the office prior to the pickup. Verbal permissions of additions will **NOT** be accepted.

**Absent Policy**

Parent/Guardian need to call the Camp Fire office at 432-570-4144 to report your child's absence from the After School program. Attendance is taken within the first five minutes of the children's arrival, a missing child causes concern. If a child does not come to the after school program as intended, parent/guardian will be notified. Please inform the site director if you know of scheduled absences from the program.

**Withdrawals**

A minimum of (2) two weeks written notification or verbal must be submitted to the office for withdrawal from Camp Fire WTX programs. This allows the opening to be filled as soon as possible without loss of fees. By keeping up enrollment capacity, the fees are kept to a minimum for all participants. If you do not provide withdrawal notice, you will still be responsible for the fees.

Notable lack of attendance without communication will lead to termination. You will still be held responsible for the standard two-week tuition charges. Please call the office, 432-570-4144, with any questions.

For a child to be eligible for re-enrollment, it will depend on availability and parents may be required to complete additional paperwork.

**Personal Belongings**

Children participate in active play and should dress accordingly. All items (clothing, lunch, etc.) should be marked with the child's first and last name. Camp Fire WTX is not responsible for personal belongings and/or clothing that becomes lost or damaged. Cell phones, electronics, toys or other materials ARE NOT ALLOWED from home unless it is donated to the program.

## **Curriculum**

Curriculum is designed to encourage children in building specific skills and characteristics like self-direction, confidence, school preparedness, and it also emphasizes learning as an interactive process. The daily schedule includes segments of time for indoor and outdoor (gym) self-selected activities and smaller segments of time for group activities, snacks, and routines.

We do hold Community Events for our members and families to join together in Family Fun activities. Announcements concerning these events will be posted at the Camp Fire Program Sites, social media, and the main office. This provides an opportunity for our members to be involved with the program and one another.

## **Field Trips**

Our summer program includes weekly field trips to community bowling alley, museums, etc. Permissions slips will need to be signed for participation. There are additional fees for these activities.

## **Snack Time**

### **After School Program:**

The children are provided an afternoon snack each day of the program. The snacks are prepared by the school's cafeteria and paid for by Camp Fire WTX through the fees that you pay. Please make sure that all food allergies are listed on the registration form and we will attempt to find a substitute. We cannot substitute items that children do not like. We do not allow the children to get food or drink out of their lunch box or backpack.

### **Day Camp Programs:**

The children are provided a morning & afternoon snack each day of the program. The snacks are prepackaged and paid for by Camp Fire WTX through the fees that you pay. Please make sure that all food allergies are listed on the registration form and we will attempt to find a substitute. We cannot substitute items that children do not like. We do not permit children to buy items from the vending machines.

## **Parent Involvement**

Camp Fire West Texas Programs are on open door facility. Parent Volunteers are always welcome at the centers. Volunteer duties may include:

- Assisting in program activities (holiday parties).
- Making donations of materials to the center (list of suggested items are available).
- Sharing your cultural heritage.
- Other volunteer duties on case by case details.

For parents who would like to participate in the program on a regular basis, we ask that you register as a volunteer with Camp Fire WTX. All volunteers will be submitted for a Criminal Background Check. Please call the main office, 432-570-4144 for details.

## **Playground Equipment**

### **After School Program:**

The playground equipment at the summer program site belongs to ECISD, the equipment does not meet Licensing standards.

### **Day Camp Programs:**

**Odessa:** The playground equipment at the summer program site belongs to ECISD, the equipment does not meet Licensing standards.

## **Code of Conduct**

**The following are examples of appropriate behaviors of school age children:**

- Following directions
- Working out conflicts with peers, or bringing the conflicts to a staff member
- Respecting staff and other children
- Using acceptable language

**Examples of reinforcements for appropriate behaviors:**

- Verbal praise
- Additional privileges; such as leading an activity.

**Examples of unacceptable behaviors of school age children:**

- The intent harm (physical or emotional) to any child or adult (hitting, scratching, kicking, fighting, teasing, name calling and/or bullying)
- Continually disregarding the instructions of staff.
- Threatening other children or adults.
- Leaving adult supervision.
- Using abusive or inappropriate language.
- Throwing object.

**Examples of Consequences for unacceptable behaviors:**

- Remind child of behavior expectations and rules.
- Talk to the child about unacceptable behavior.
- Redirection from the area where the problem took place.
- Parent contact/conference.
- Separation from the group and go over this document.
- Suspension from Camp Fire West Texas for 1 to 3 days
- Expulsion; permanent dismissal from the program.
- These consequences may or may not be used in the order that they appear. Management will determine the order.

### **Discipline and Guidance Policy**

Camp Fire West Texas will abide by the **Texas Department of Family and Protective Services** suggested guidelines. Therefore, Camp Fire staff will ensure that discipline and guidance is consistent for all children. Our goal is to assist our young members to develop the internal control needed to manage him/her-selves.

#### **Example of positive guidance techniques:**

- Modeling appropriate behaviors
- Setting clear and reasonable limits that protect the child's safety and welfare, the rights of others and the environment.
- Acknowledging appropriate behavior.
- Peace Place- encouraging verbalization and problem solving by providing positive suggestions, choices and/or redirection.

#### **Example of disciplinary techniques:**

- The Site Director will complete a Parent Communication Form and discuss with the parent and the child.
- Parents will be called in for a conference.
- Parents may be requested to pick up their child for the day.
- A behavior agreement may be completed outlining the unacceptable behavior and consequences.
- The child may be suspended from the program at the discretion of the Executive Director
- If the child is suspended from school, he/she may NOT attend Camp Fire WTX After School Program

Upon enrollment we ask that you review and sign the acknowledgement of the Code of Conduct and the Discipline and Guidance Policies.

Enrollment will not be granted without the signed agreement.

### **Gang Free Zone**

Gang related criminal activity or engaging in organized criminal activity within 1000 feet of Camp Fire Kids Care program is a **violation of 71.023 and 71.029 of Texas Penal Code** and is therefore subject to increased penalty under State Law.

### **Corporal Punishment**

#### **Camp Fire West Texas has a strict policy against corporal punishment:**

“Under no circumstances will corporal punishment be allowed with in programs operated by the Camp Fire WTX. Site Directors, and staff, volunteers, of any Camp Fire program shall not use, nor permit any person to use corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child of any age shall be shaken, hit, or spanked.”

### **Grievance Procedure**

Camp Fire WTX recognizes that disputes may arise regarding the Kids Care Programs. If you have a complaint/concern, please follow the steps until the problem is resolved:

- Verbal discussion with activity leader.
- Verbal discussion with the Site Director.
- Verbal or written grievance to the Program Director, WTX.
- Verbal or written grievance to the Director of Operations, WTX.
- Verbal or written grievance to the Executive Director, WTX.
- Written grievance to Camp Fire WTX Board of Directors.

### **Transportation**

#### **After School Program:**

All Kids Care After School programs are located on site at the Elementary School the child attends.

#### **Summer Program:**

Camp Fire WTX will provide the transportation for the members of our Summer Program for field trips. Parents will need to sign additional permissions slips regarding the field trips scheduled during the program.

**Upon enrollment we ask that you review and sign the acknowledgement of the Transportation Permissions form. Enrollment will not be granted without the signed agreement.**

### **Emergency Preparedness**

**All members must have transportation permissions signed by parent/guardian.**

There may come a time when an event will occur and it will be necessary to relocate the members and staff of a Summer Program Site to a temporary location. If such an event would ever occur, we are prepared to take care of the children by implementing the following steps:

- 1) The children will be gathered and walked directly by staff to the nearest point of safety.
- 2) Camp Fire WTX staff will immediately call the main office of Camp Fire WTX to notify the personnel of the situation and the location of the children and the teachers.
- 3) Camp Fire WTX vans will be immediately dispatched to pick up the children and staff. If necessary, we may facilitate staff personal vehicles to assist in transport.
- 4) Parents will be called and notified regarding of the location of where to pick up the children, and update on current situations.

**Greenwood Relocation Area: Middle School 2700 FM 1379 79706**

**Odessa Relocation Area: Wilkerson Unit/Boys & Girls Club 800 E 13<sup>th</sup> Street 79761**

Every month our Program Sites conduct Emergency Fire drills, 3 times a year Tornado drills and 4 times a year lock down drills. If there are any questions, please call the office 432-570-4144.

**Upon enrollment we ask that you review and sign the acknowledgement of the Relocation Procedures/Permissions. Enrollment will not be granted without the signed agreement.**

### **Financial Terms & Conditions**

Camp Fire WTX fees are determined by the Oversight Committee. If you have signed up for care and decide not attend, you are still responsible for the week and/or days of registered care. Camp Fire WTX programs are based on weekly fees. The fees are based on enrollment status. Full time status is those attending Mondays through Fridays. There are no drop-in enrollments at this time. Parents enroll in the program on a full time basis and will pay the same amount regardless of the attendance. **No refunds or credits for any days missed.**

- All weekly fees are due on Fridays prior to the upcoming week, or the first day of attendance on the week of attendance (Monday) at member pick up.
- Weekly fees are due regardless of full attendance. Non-attendance will not be refunded or credited.
- There is a \$25.00 Returned check fee on all insufficient fund checks. You may be asked for only Cash or Money Order for payments after 2 NSF events.

### **Late Pick Up**

**After School:** Pick up time is **6:00 p.m.**

**Summer Camp:** Pick up time is **5:30 p.m.**

There is a **LATE CHARGE** of **\$1 per minute per member**, for additional minutes after scheduled pickup time. This is to be paid in **CASH** to the site. Failure to pay late fees at the time of pick up, or following day, **may result in termination of membership.**

**Please note that if a child is still at the Kids Care site after the scheduled pick up time, and Camp Fire WTX staff has not been contacted by the parent(s)/guardian(s); Camp Fire WTX may call Child Protective Services to take custody of the child until a parent is located.**

### **Termination of Services**

Camp Fire WTX will determine when termination of services is necessary and will contact the parent/guardian on or before the day of termination; the Kids Care staff will also be notified. Parents who wish to re-enroll after termination due to non-payment, must first resolve past due balances and be responsible for the reenrollment fees per child.

**Note: Any past due amounts are turned over to our Collection Agency and are subject to being reported to the credit bureaus.**



### **Illness & Exclusions Criteria**

Camp Fire WTX is not licensed to provide care for children who are ill; therefore, we will not accept a child who has a fever of 100 degrees or more. If your child exhibits diarrhea, vomiting, or fever within the last **24 hours**, or exhibits an undiagnosed rash, abnormal breathing, eye drainage, or thick green nasal discharge, **PLEASE KEEP YOUR CHILD HOME**. If your child begins to exhibit any of these symptoms while attending the program, **YOU WILL BE CALLED to ARRANGE IMMEDIATE PICK UP within the hour**.

We ask that you contact us, 432-570-4144, to report if your child has a **COMMUNICABLE DISEASE**. Upon report, we will post a note to inform fellow parents of possible exposure. If a child has **HEAD LICE**, their hair must be properly treated and all nits must be removed before the child may return to the program. Your child's **immunization** must be kept current at all times unless noted by a physician. Camp Fire WTX may request to view the member's immunization records. The Elementary School keeps your child's records on file; therefore, all updates need to be addressed with the school administration.

### **Immunization Requirements**

All members must meet the Texas Department of State Health Services immunization requirements. These records must be kept current with the school your child is currently attending. Camp Fire WTX may request to view the member's immunization records. Camp Fire West Texas reserves the right to refuse service to children without immunizations.

### **Tuberculin Testing Requirements**

Tuberculosis screening and testing documentation must be on file with your current Immunization Records. If you have any questions please contact your child's physician. These records must be kept current with the school your child is currently attending. Camp Fire WTX may request to view the member's immunization records.

### **Medication**

Camp Fire West Texas will not administer medication with the exception of inhalers, breathing treatments. Camp Fire West Texas will not administer EpiPen's.

### **Medical Emergency**

In the case of a medical emergency, Camp Fire WTX staff will first call 911 and then contact the parent. First Aid treatment and CPR will be administered, if needed. If the child is transported to the hospital, staff will take along 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.

### **Refusal of Service**

Camp Fire West Texas reserves the right to refuse service for the following reasons:

- Failure to adhere to school policies, procedures and rules (parent and child).
- Failure to pick up your child by close time.
- Failure to sign your child in/out on the Attendance Sheet.
- Behavior of parent/child is disruptive to program, including the use of physical or verbal abuse toward staff or children.

Please call the office, 432-570-4144, with any questions or concerns.

### **Staff**

Camp Fire West Texas assumes no responsibility for staff's conduct or behavior outside of Camp Fire Kids Care Programs, Staff members are not permitted to provide private care after-hours due to liability purposes.

### **Document Review**

As a requirement of a program licensed by TDFPS we must have certain documents available for public inspection. Depending on space made available by the school, these documents are either posted on a wall or, as in most circumstances, kept in a three ring binder. You have the right to inspect these documents at any time during our hours of operation simply by asking the site director to see them. These documents include the following:

- The child care license.
- The child care center name, address and telephone number.
- The most recent licensing inspection report.
- The licensing notice *Keeping Children Safe*.
- Emergency and evacuation relocation plans.
- The activity plan for the participants.
- The daily snack menu.
- The most frequent fire, health, and gas pipe inspections.
- The licensing minimum standards manual.
- Telephone numbers for emergencies (911), Poison Control, and Family Protective Services child abuse hotline.
- The address and phone number to the nearest Family Protective Services.

**Important Telephone Numbers**

**Texas Department of Family and Protective Services**

You may contact your local DFPS by calling 432-368-2693

You may report neglect or abuse by calling 1-800-252-5400

Here is their website:

[http://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/CCLNET/Source/CPA/ppSearchTXChildCare2.aspx](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/CCLNET/Source/CPA/ppSearchTXChildCare2.aspx)

**Camp Fire West Texas Administrative Office**

PO Box 50988 Midland Texas 79710-0998      Our Main Phone Number is 432-570-4144  
EMAIL: [info@campfirewtx.org](mailto:info@campfirewtx.org)      Our Main Fax Number is 432-570-0887

Upon registration, you will be given the Cellular Phone Number to the Kids Care site that your child will be attending. Please call the office if you have misplaced this number. Keep in mind that the MAIN OFFICE is the number to call regarding your membership and programs, the Kids Care site phones are only active from the start of drop off until close of day.

**Kids Care After School Site Numbers:**

**Odessa**

Austin (432)413-5519  
Buice (432)770-1647  
Burlson (432)413-2301  
Burnet (432)770-2456  
Cameron (432)413-2302  
Gonzales (432)894-7441  
Jordan (432)770-2457

Noel (432)528-6367  
Pease (432)413-2737  
Ross (432)413-2303

**Greenwood**

Greenwood (432)413-2300

Thank you from the Executive Director & staff of Camp Fire WTX.

**744.501(22,23) of the Minimum Standards**

Camp Fire West Texas will not require employees to receive vaccines.  
Procedures for employees to follow to protect children. Employees will not be allowed to attend work if they have an illness that can be spread to the children or if they have a fever of 100 or higher.  
Staff will be sent home by the director if staff come to work sick. Camp Fire West Texas will not conduct health checks.