



Harker Heights Parks & Recreation Department

Camp Heights 2019

Spring Break Day Camp

March 11 - 15, 2019

Hours: 7:00 am – 6:00 pm Monday thru Friday

Location: TBD

Theme: Games Galore

Welcome to Camp Heights!

We are looking forward to a fun-filled and safe Spring Break with your camper!

Registration Fee: \$70.00 per camper Non-Resident / \$65.00 per camper Resident

Ages: 5 – 11 years old

Max Participants: 24 campers

Registration Start: Monday, February 4

Registration Deadline By: Wednesday, March 6 or full

Sign In / Out Procedures: Children must be signed in by an adult no later than 9:00 am. Please inform staff if your child will not be able to attend or will be late. Parents must physically sign in and out their children. If the parents need someone other than themselves to bring or pick up their child(ren), the camp staff must have a signed letter by the parent stating who can drop off or pick up their child(ren). This policy will be strictly enforced. Children can be picked up at anytime during the day; pay close attention to the times when we are on a field trip. Photo ID required for pick up.

Refunds and Late Pick-up Penalty: A refund will not be issued once the first day of camp starts. A late penalty of \$5.00 for every 5 minutes will be enforced (per child) for children not picked up by 6:00 pm. Parents refusing to pay the late fee will be dropped from the program and no refund will be given. Future enrollment in Harker Heights' camp programs could be affected.

Meals: Harker Heights Parks & Recreation Department will supply two snacks and drinks during the day. Parents must send lunches with their children. Please, no hot meals, or food that requires special preparation or refrigeration.

What to Wear: Some activities may include glue, paint, and other messy materials. Please dress your child appropriately. We will not be responsible for damaged clothing. If your child sunburns easily, please consider this and send a hat if possible. All garments should be clearly marked with your child's name. Please wear shoes that allow your child to participate in physical play (i.e. athletic tennis shoes) and do not wear Heelys shoes.

Camp Areas: The camp areas will be limited to the day camp location and City Park areas. Field Trips: A permission slip must be signed prior to field trips.

Rest and Reading Time: Each day after lunch, we will take 40 minutes to read and/or rest. This will be mandatory for all campers. We ask that each camper bring a book to read each day. Camp Heights will have a limited supply of books on hand for campers to check out during rest time. Since they will use the floors to lay down, you may wish to send a mat or blanket. Your child is responsible for taking them home each night. All items should be clearly marked with your child's name.

Health Policy: Any child with a fever of 100 degrees or more, diarrhea, vomiting, or symptoms of any communicable disease (rash, sore throat with swollen glands, severe coughing, yellowish skin or eyes, green or yellow yucky nose,) or if the child is irritable, continuously crying, or requires more attention than staff members can provide, the child will be sent home. In such cases, the parent will be notified to pick up the child immediately. This is for your child's safety as well as the safety of the other children.

Medication: All medication must be given directly to staff members at arrival. Medications must be in their original container and should be clearly labeled. A medication form will be required for each camper. Do not send medication of any kind directly with your child.

Discipline: Our goal will be to correct a child by explaining what they should be doing, instead of focusing on unwanted behavior. Staff is not allowed to use verbal threats or physical punishment to achieve a desired outcome. Physical contact should be avoided unless it is necessary to restrain a child from harming himself or herself. If staff is unable to resolve behavioral issues, staff may request a conference with parent(s) to establish a joint plan for dealing with the behavior. There will be situations arise where staff will have problems with a child's behavior, the following corrective action will need to be taken:

Behavior & Guidance Policy Table

Behavior		1 st Action	2 nd Action	3 rd Action
A	Repeated refusal to comply with program procedures, spitting, verbal aggression, major disruption, inappropriate language, theft, or safety concerns related to camp	Administrative Action*	Parent Conference w/ Staff	Removal From Program
B	Intentional fighting, biting, aggression toward adults, abusive behavior toward peers, leaving program, destruction of property, racial slurs, and vandalism	Daily Suspension	Removal from Program	
C	Dangerous behavior toward self and others, bomb threats, arson, weapons, alcohol, illegal substances, fire alarm/bomb threats, refusing medical treatment, and larceny	Immediate Removal from Program		

* Administrative action may include, but not limited to the following: warning, parent notification, parental shadowing, conflict resolution, removal from activity, etc.

What to Bring: Each child should bring a sack lunch every day. Campers will also need a mat or blanket, book for reading, and bag for your child's belongings all of which should be clearly labeled with your child's name. Please wear shoes that allow you to participate in physical play (i.e. athletic tennis shoes).

What Not to Bring: Please do not wear Heelys shoes. Do not bring toys, electronic games, cell phones, or other valuable items that could be lost, stolen, used by others or damaged. Harker Heights Parks & Recreation will not be responsible for the security, the use or damages to these items.

Miscellaneous: If you need to contact your camper, please call the Parks & Recreation Department at (254) 953-5657. A staff member will then contact the Camp Staff and inform them of any messages you wish to leave. Also, depending on the activities planned, we may send home permission slips or requests to bring a special item (i.e. fishing poles, shorts, etc.). Please respond to these requests as they will be minimal and benefit your camper(s).

If you have any additional questions, please contact the camp coordinator, Nichole Broemer, at nbroemer@ci.harker-heights.tx.us or at (254) 953-5465. Please let us know how we are doing! Suggestions and compliments are welcome at Parks & Recreation.



Camp Heights 2019 Spring Break Day Camp Frequently Asked Questions and Information

Registration: Available online at <https://apm.activecommunities.com/HarkerHeightsPR> or in person at the Harker Heights Recreation Center, 307 Miller's Crossing, Harker Heights, TX 76548 starting at 8:00 a.m. on Monday, February 4 – Wednesday, March 6, 2019 or until the session is full. Patrons must pay to be put on the roster of the 24. Children can be put on the waiting list if there is no availability. Refunds can be granted with a \$5.00 processing fee only if they request for the refund on or before Wednesday before the session. Online processing fee is not refundable.

Camp Location: TBD

Camp Time: 7:00 am – 6:00 pm

Camp Theme: Games Galore

Activities during the week includes: indoor games, outdoor games, playground, arts & crafts, educational activities/games, competitive team building activities/games, and field trip(s) – to Library. A schedule and permission slip will be emailed to the registered participants before the start of the session.

Field Trips: there is no extra cost (or a minimum fee) and parents can join us if they provide their own transportation and pay for the fee.

Schedule & Permission Slips: During the week prior to the start of the session an email will be sent out with the camp schedule and permission slip.

Ages: of the campers are 5 – 11 yrs. old. Maximum number of campers is 24 campers for the session week. Activities include all the campers participating and at times the group will be divided up by age.

Staff consists of: high school and college students, adults and city staff members.

Food: campers will need to bring lunch on Monday – Friday. They will receive two snacks and drinks each day.

When can I drop off or pick up: Campers can be dropped off and picked up at any time. Preferable dropped off before 9:00 am. Parents should pay attention to the schedule for field trips and activities, so they know the appropriate location to drop off or pick up their child. Photo ID required at time of pick up.

Medications: We have a medicine form which can be filled out the first day of camp which will inform the staff the dosage and times to give the medicine. Medicine needs to be in current prescription bottles or containers and given to staff to keep safely.

Further Questions: If you have any additional questions, please contact the camp coordinator, Nichole Broemer, at nbroemer@ci.harker-heights.tx.us or at (254) 953-5465.

The Benefits are Endless and We Can Prove It.



Harker Heights Parks & Recreation Department Active Net Activity Registration Form

Activity Name: Camp Heights 2019 – Spring Break Day Camp

A. Payer's Information:

Name: First _____ Last _____

Residential Address: Street _____

City _____ State _____ Zip Code _____

Phone Number: Primary_(_____) _____ Cell Phone_(_____) _____

Email Address _____

Role in Family: Adult/ Guardian Gender: Circle One Male Female

Date of Birth: (MM/DD/YYYY) ____/____/_____

In case of emergency contact: If possible, the emergency contact should NOT be the parent or guardian. *Please Note: The emergency contact is only contacted if we cannot reach the parent/guardian that we have on file.

Contact Name: First _____ Last _____

Relation: _____ Phone Number: _(_____) _____

PARKS AND RECREATION REFUND POLICY – Refund of fees shall be made under the following conditions:

1. The Parks and Recreation Department cancels the program/league. Persons registered for a program/league which is canceled by the department (i.e. lack of enrollment) shall receive a full refund of fees.
2. Participants Cancellation – if, prior to the start of a program/league, participants cancel their registration, they will receive a refund of fees, less a \$5.00 service charge.
3. No refunds or credits will be issued once a program/league has started.
4. There will be no prorating of program/league fees.
5. Refund may take up to 2-3 weeks to receive in the mail.

ONLINE PROCESSING FEE:

1. No refund will be issued for online registration processing fee in case of refund requests.
2. Cases that the City of Harker Heights cancels a program/league, the online processing fee is Non-Refundable.

CITY OF HARKER HEIGHTS LIABILITY WAIVER

I understand that the activities offered by the Harker Heights Parks and Recreation Department may involve strenuous physical activity which can result in property damage, bodily injury or death to myself or my child(ren) or ward(s). I understand and agree that the City of Harker Heights, the Parks and Recreation Department, and their respective agents, employees, officers, directors, and instructors ("the City") are not undertaking responsibility to oversee these activities, or to guarantee that such activities are free from risk of injury, loss or damage to either persons or property.

In consideration of the City's furnishing services, equipment and/or facilities, I hereby expressly assume all risk of loss, injury or death for myself and my child(ren) and ward(s) who participates in or attends the Parks and Recreation Department programs. On behalf of myself, my child(ren), my ward(s), our heirs, assigns, and personal representatives, I agree to release, relieve, indemnify, and hold harmless the City against any and all claims, demands, damages, judgments, costs and expenses, including reasonable attorney's fees for the defense of such claims and demands arising as a direct or indirect result of the use of City facilities, or participation in or attendance at Parks and Recreation Department activities, by myself, my child(ren), or my ward(s). In case of any such claim, I agree to defend the action or proceeding by counsel acceptable to the City.

I am aware that this is a release of liability which is intended to be legally binding. I have read it, I understand it, and I sign it of my own free will.

Parent's or Guardian's Signature

Date



Harker Heights Parks & Recreation Department Active Net Activity Registration Form

B. Participant(s)' Information:

1.) Participant's Name: First _____ Last _____

Role in Family: Child Gender: Circle One Male Female

Date of Birth: (MM/DD/YYYY) ____/____/____

Please list any foods, which your child may not have. (i.e. allergic, religious, etc.)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Please complete as much of the following information as possible:

Medical condition(s) or concern(s):

Actions needed to be taken: (if medication, please fill out a medication consent form)
(Parents will be contacted and Emergency personnel-911)

If you have additional children to enroll for day camp continue to # 2; if not skip to section C.

2.) Participant's Name: First _____ Last _____

Role in Family: Child Gender: Circle One Male Female

Date of Birth: (MM/DD/YYYY) ____/____/____

Please list any foods, which your child may not have. (i.e. allergic, religious, etc.)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Please complete as much of the following information as possible:

Medical condition(s) or concern(s):

Actions needed to be taken: (if medication, please fill out a medication consent form)
(Parents will be contacted and Emergency personnel-911)

If you have additional children to enroll for day camp continue to # 3; if not skip to section C.

3.) Participant's Name: First _____ Last _____

Role in Family: Child Gender: Circle One Male Female

Date of Birth: (MM/DD/YYYY) ____/____/____

Please list any foods, which your child may not have. (i.e. allergic, religious, etc.)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Please complete as much of the following information as possible:

Medical condition(s) or concern(s):

Actions needed to be taken: (if medication, please fill out a medication consent form)
(Parents will be contacted and Emergency personnel-911)

If you have additional children to enroll for day camp continue to # 4; if not skip to section C.

4.) Participant's Name: First _____ Last _____

Role in Family: Child Gender: Circle One Male Female

Date of Birth: (MM/DD/YYYY) ____/____/____

Please list any foods, which your child may not have. (i.e. allergic, religious, etc.)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Please complete as much of the following information as possible:

Medical condition(s) or concern(s):

Actions needed to be taken: (if medication, please fill out a medication consent form)
(Parents will be contacted and Emergency personnel-911)

C.



Harker Heights Parks & Recreation Department Medical/Emergency Release & Permission of Release

I hereby give my permission to **Harker Heights Parks and Recreation Department** to call or obtain the services of an emergency vehicle, physician or hospital for medical or surgical care for my child(ren) listed below, if an emergency arise. I understand that a conscientious effort will be made to locate a parent or guardian. I hereby inform the **Harker Heights Parks and Recreation Department** about any known medical condition(s) for the listed child(ren), should an emergency arise.

- 1.) Participant's Name: First _____ Last _____
- 2.) Participant's Name: First _____ Last _____
- 3.) Participant's Name: First _____ Last _____
- 4.) Participant's Name: First _____ Last _____

Parent's / Guardian's Signature

Date

Please complete as much of the following information as possible:

Mother's/Guardian's Name _____

Mother's/Guardian's Cell Phone (_____) _____ Work (_____) _____

Father's/Guardian's Name _____

Father's/Guardian's Cell Phone (_____) _____ Work (_____) _____

Hospital Preference _____

I hereby give my permission to **Harker Heights Parks and Recreation Department** to release my child(ren) to the following people listed below:

Print Full Name

Relationship to Child

Phone Number

D.



Harker Heights Parks & Recreation Department Media Release Form

The City of Harker Heights Parks and Recreation Department and other City departments may take photos and/or video of participants enrolled in sponsored programs/events or at our parks. Please be aware that these photos and videos are for department use only and may be used in future brochures, flyers, presentations, advertisements, City's web site and social media. On occasion, photographers, local news reporters for newspapers and television stations maybe on location at some of the programs/events and may take photos, video, and names of participants. I, _____,

Print First & Last Name

Allow / Do Not Allow (circle one) 1.) Participant's Name: First _____ Last _____

Allow / Do Not Allow (circle one) 2.) Participant's Name: First _____ Last _____

Allow / Do Not Allow (circle one) 3.) Participant's Name: First _____ Last _____

Allow / Do Not Allow (circle one) 4.) Participant's Name: First _____ Last _____

to be photographed or videoed for the use of images, recordings, photographs, press releases, and name/age of my child(ren) participating in City sponsored programs/events or at the parks to be release for City use or local news use.

Parent's / Guardian's Signature

Date