



## Operational Policies

Updated May 2020

### **Hours of Operation**

All Sport Summer camp will begin the Monday following the last day of school and will conclude the final weekday prior to school starting. Camp runs Monday through Friday, from 7:30 am to 6:00 pm. No children will be checked in prior to 7:30 am. Children not picked up at the appropriate pick up time risk being charged a \$15 late fee for every 15 minutes they are not picked up. Any late fees assessed will need to be paid at the time of pick up. Any late fees not paid will result in the child not being checked in until paid.

All Sport camp will also run during most Frisco ISD holidays (teacher workdays do not count).

### **All Sport Camp Rules**

The below rules are gone over two times per day (following 9:00 am check in and following lunch).

- Respect all camp staff, each other, and all equipment.
  - Clean up after yourself after activities/games and snacks/meals.
  - No punting balls while on the courts.
- Always keep your hands to yourself.
  - No pushing, shoving, hitting, etc. will be allowed.
- ABSOLUTELY NO BULLYING.
  - We have a zero-tolerance policy for bullying. If you ruin another kids time, you will be sent home.
  - ALWAYS make a counselor aware of any bullying.
- No climbing on or hanging from the pads, netting, or bleachers on the courts or turf.
- No cheating.
  - If you get out, you are out. Remember there is always a way to get back in a game.
- No electronics.
  - This includes cell phones.
- Ask to go to the bathroom or to get a drink of water.
- No one will be allowed to use the vending machines or share money or food during mealtimes.

### **Discipline and Guidance**

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptance behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior



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### **Discipline and Guidance continued**

- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

### **Suspension and Expulsion**

Below are the actions that can be taken upon a child that is acting out in a manner that does not comply with the rules of All Sport camp. When addressing a child's actions, we want to first help the child to understand why their actions are not accepted at camp and look to positively influence the child's further behavior. The below actions are a guideline of the steps we will take to address a child. However, each situation will be treated on an individual basis and some actions could require bypassing steps. For example, a child could unexpectedly lash out at another camper, hitting them. This would require that a verbal and written warning not first be used, and the punishment be escalated to a camp suspension. Hitting is not tolerated by anyone at camp and we cannot allow a child to remain at camp if they have inflicted any physical harm on to anyone else.

1. Verbal Warning
2. Written Warning
3. Camp Suspension
4. Camp Expulsion

### **Emergency Plans**

- Severe Weather/Tornados – In the event there is severe or tornadic weather in the area. All staff members will be alerted and prepared to act in the event the weather does escalate. TVs in the lobby area will be tuned to the local weather channel to monitor the weather. In the event that the weather sirens are going off, all activity will be stopped, and everyone will be moved into a secure area (bathrooms, center storage area, etc.). Everyone will remain in this area until the sirens have stopped and it has been cleared.



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### **Emergency Plans continued**

- Fire – If the fire alarm is activated, all activity will be stopped, and kids will be escorted out of the building. Depending on the location of the kids at the time of alarm will determine where the kids will exit the facility. However, staff and kids will always seek the safest and quickest exit of the facility. Once outside of the facility. Staff members will escort all campers to the west end of the parking lot (towards Foley Pools and Eagle Gymnastics). Kids will be kept here until the alarm has been cleared and it is safe to return to the building.

### **Procedures for Conducting Health Checks**

A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness or injury, in response to changes in the child's behavior since the last date of attendance. Health checks will be conducted by a camp counselor for any child that seems to be struggling to participate with any daily activity due to illness or injury. If unable to participate at 100%, a child will be asked to sit out until they are able to do so. If illness or injury persists or worsens, parents will be notified and asked to pick their child up. The only items that will be administered to a child if an illness or injury arise at camp are a thermometer, ice pack, or band aid(s). No medication will be provided to a child at any time. No child will be forced to participate in any activity if they choose not to, but they will not be allowed to do anything other than sit to the side and wait for the next activity.

Staff will be advised to look for the following during a health check:

- Breathing difficulties
- Severe coughing
- Discharge from the nose or eyes
- Changes in skin color
- Bruising or swelling
- Cuts, sores or rashes
- Feel the child's forehead or cheek to check to see if they are unusually warm or cold and clammy

### **Procedures for Parents to Discuss Concerns with the Director**

Parents are welcome to communicate in person with the camp director at any time, permitting the director is available. Should the director not be readily available, parents can call or email the director to communicate about the situation or schedule a meeting time.

### **Procedures for Parents to Participate in Operation Activities**

Any parent or guardian wanting to come and visit their child during camp are welcome to do so, but must first check in at the front desk to leave their information and obtain a visitor's pass (this must be worn at all times while in the facility). Though parents are allowed at camp, we ask that they do not participate in any camp activities as this may become disruptive to the other campers. We also ask that they limit their time at camp (preferably less than 30 minutes).



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### Procedures for Release of Children

No child will be released to a parent or guardian without providing a proof of ID and are listed as an authorized person to pick them up.

- **All Sport Camp** – Parents can pick up their child at any time during camp. Between 7:30 am and 4:30 pm, parents will need to come into the front desk and check their child out with the front desk staff. Between 4:30 pm and 6:00 pm, parents will need to drive around to the back of the facility to pick their child up via curbside pick-up. Any child not picked up by 6:00 pm will need to be picked up at the front desk and will be charged a \$15 late fee for every 15 minutes late.
- **Any Sport Specific Camp** – Parents will need to pick up their child from the court or turf area where they dropped their child off at. No child will be released from a sport specific camp without a parent present.

### Illness and Exclusion Criteria

Under no circumstances may a parent bring a sick or injured child to camp. If the child shows any signs of illness or injury and is unable to participate in the normal camp program activities then they **MUST** stay home. Sick children will expose all children and staff members who they come in contact with the illness. These people can in turn expose other children or staff members. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices. Allergy related symptoms and non-communicable illnesses do not require exclusion, if you have a note from your doctor.

- In the event a child becomes ill and needs to be picked up, a parent/guardian will be contacted and are expected to pick their child up within one hour (60 minutes) from the time of the call. If the parent/guardian cannot be reached, or have not arrived within an hour, the emergency contact person will be contacted and asked to pick the child up.
  - Symptoms requiring removal:
    - Fever – temperature of 100°F or higher. A child needs to be fever free for a minimum of 24 hours before returning to camp. This means the child is fever free without the aid of any fever reducing substance.
    - Fever AND any of the following symptoms: sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
    - Diarrhea – runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
    - Vomiting – 2 or more times in a 24 hour period. DO NOT bring your child to camp if they have vomited during the night.
    - Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
    - Runny nose (other than clear), draining eyes or ears.
    - Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
    - Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.



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### Illness and Exclusion Criteria continued

- For the benefit of our staff and other children in our care, a sick child will not be permitted to return to camp for 24 hours after their condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they have received their first dose of antibiotic.
- **If you are not sure about whether or not to bring your child to camp, please contact the camp director to discuss the situation prior to bringing your child.**
- Children with an injury that restricts their activity or is protected by a cast, boot or crutches should not be brought to camp. We cannot provide individualized care for injured children that have restricted participation and thus they should stay home until they can participate at 100%.

### Procedures for Dispensing Medications

Emergency medication, such as an epi-pen or inhaler, may be brought and stored at the front desk and administered as needed. The emergency medication will be given and provided to the child, based on instructions provided. A medical authorization form will need to be completed and accompany any medication provided.

We will not provide a child with any medication while in our care. If a prescription medication needs to be taken while in our care, the camp director must be notified prior to the child coming to camp so that they can make the necessary arrangements to administer the prescribed medication. This includes proper instructions and authorization form be submitted by the parent prior to the child attending camp.

### Immunization Requirements for Children

There are no limitations or restrictions in place if a child does or does not have their immunizations. However, it must be properly indicated on the camp admission form.

### Meals and Food Service Practices

All staff and children **MUST** wash their hands prior to touching or receiving any food for snack or lunch. Monitors will be placed at the entrance to the bathroom to ensure that children are properly washing their hands.

- **Snacks** – A morning and afternoon snack will be provided to each child. Snack will never be withheld, but the child does have the right to refuse the snack(s) offered. If refused, the child may purchase items from the concession stand, but must have the money to do so. Money can be left for the child at check in. Children are also permitted to bring their own snacks to eat. No food can be shared among kids.
  - **Potential Snack Options:** Cheez-its, Goldfish, Animal Crackers, Fruit Snacks
- **Lunch** – a lunch will consist of (1) main dish, (1) chip, (1) drink, and (unlimited) sides will be provided to each child. There are no restrictions to the amount of sides a child gets for lunch. No lunch items will be withheld, ever. Children will be permitted to purchase additional items from the concession stand, but must have the funds to do so. No food can be shared among kids. Kids are permitted to bring their own lunch, but the camp



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### Meals and Food Service Practices continued

price will not be discounted for bringing your own food. Children will select their main dish option at check in.

- **Main Dish Options:** chicken strips, hot dog, corn dog, grilled cheese, turkey sandwich, peanut butter & jelly sandwich or cheese pizza (only available on Friday)
- **Chip Options:** assortment offered
- **Side Options:** Carrots & ranch, applesauce (assorted flavors) and string cheese
- **Drink Options:** Tummy Yummies (flavors vary) or bottled water

### Procedures to Visit the Center without Securing Prior Approval

Anyone who would like to visit the facility and watch their child during camp is permitted to do so at any time. However, ALL guests of the facility must check in at the front desk and provide a form of ID, state their reason for being there and receive a visitor's badge. Anyone found in the facility who does not have a visitor's badge may be asked to leave. Anyone who visits and does not know a child attending a camp or has a scheduled meeting in the facility will not be permitted in the building. For instance, no one will be permitted to enter the facility and just walk around because they have never seen it.

### Procedures for Parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and DFPS website

Parents are permitted to have the below contact information:

- Child Care Licensing - [https://www.dfps.state.tx.us/Child\\_Care/Local\\_Child\\_Care\\_Licensing\\_Offices/default.asp](https://www.dfps.state.tx.us/Child_Care/Local_Child_Care_Licensing_Offices/default.asp)
- DFPS (Denton) – 535 S. Loop 288, Ste 2001 Denton, TX 76205 Phone: (940)381-3400
- Child Abuse Hotline – 1(800)252-5400
- Child Abuse Website - <https://www.txabusehotline.org/Login/Default.aspx>
- DFPS Website - [https://www.dfps.state.tx.us/contact\\_us/map.asp](https://www.dfps.state.tx.us/contact_us/map.asp)