

CampForthefunofit! Summer Camp & After School Care



Alley Cats Bowl	Putt-Putt Fun Center	Putt-Putt Fun Center	Putt-Putt Fun Center
2008 W Pleasant Ridge Rd	2004 W Pleasant Ridge Rd	7001 Calmont Ave	609 Ne Loop 820
Arlington, TX 76015	Arlington, TX 76015	Fort Worth, TX 76116	Hurst, TX 76053
(817) 784-2695	(817) 467-6565	(817) 737-2242	(817) 589-0523

Our staff is very excited and looking forward to a wonderful year. This handbook contains CampForthefunofit! program policies and procedures, which are important to you and your child. By signing the following, you agree that you have received, read, had opportunity to ask questions and fully understand the CampForthefunofit! Parent Handbook. You also agree to follow the policies, procedures, and practices placed before you within the CampForthefunofit! program.

Name of Child _____ Program Start Date _____

Name of Parent(s) _____

Signature _____ Date _____

CampForthefunofit! Parent Handbook

Camp Hotline - 817-897-6996

campinfo@putt-puttgolf.com

Alley Cats	Putt Putt Arlington	Putt Putt Fort Worth	Putt Putt Hurst
Director: Devan Weatherly	Director: Tim Stallings	Director: Kayla Price	Director: Tameka Gaines

CampForthefunofit!

CampForthefunofit! offers children ages 5-years through 13-years the opportunity to engage in fun-filled summer activities. Our primary goal is to provide a safe environment for children to play, learn, and interact with other children. We focus on play-directed experiences to enhance growth and development in all areas: cognitively, emotionally, physically, and socially.

Non-Discrimination Policy

CampForthefunofit! does not discriminate on the basis of color, gender, national origin, race, or religion in admittance, education, or other administrative policies and extends to all the activities, privileges, programs, and rights generally made available to students in our program.

Enrollment Procedures

Upon selecting CampForthefunofit! to meet your care and entertainment needs, **all enrollment paperwork is required before the child can start our program**. Incomplete paperwork will not be accepted. The enrollment paperwork includes:

- ✓ Parent Handbook Acknowledgement Form
- ✓ Admission Information Form
- ✓ Batting Cage Waiver.

These forms must be completed entirely and on file before the child can attend CampForthefunofit! Parents will be notified in writing of any policy changes one week before the policy will begin being enforced.

Hours of Operation

CampForthefunofit! Summer Camp is open from 7:30am-6:00pm Monday-Friday beginning June 6, 2016 and ending August 19, 2016.

- CampForthefunofit! Summer camp will be closed the week of Independence Day, July 4th-8th 2016.

CampForthefunofit! After School Care at Putt-Putt is open from 3:00pm-7:00pm Monday-Friday beginning August 22, 2016 and ending June 2, 2017. We will be closed to observe the following holidays: September 5, 2016 (Labor Day), November 24-November 25, 2016 (Thanksgiving), December 24-December 25, 2016 (Christmas), January 1, 2017 (New Year's Day), May 29, 2017 (Memorial Day).

*CampForthefunofit! reserves the right to change hours of operation as needed to accommodate scheduled events on location. Parents will be notified 48 hours in advance of any changes to operating hours that affect the CampForthefunofit! program.

** Alley Cats Bowling Center will not sell alcohol during the operational hours of CampForthefunofit! while children are in our care. Currently our summer camp hours are 7:30am-6:00pm Monday-Friday. If the hours of operation change we will notify both parents and our licensing inspector for the Department of Family and Protective Services of the new business operating hours.**

Tuition and Fees

Tuition may be paid using cash, cashier’s check, credit/debit card, or personal checks. Tuition is due on Mondays before the closing of camp care (6:00pm during summer months and 7:00pm during school months). All payments not made by close on Monday are considered late and will be assessed a late payment penalty of \$5.00 each day until payment in full is made. Preferred time of payment is before the first day of camp or at drop off on Monday morning. Payments should be made with the Director.

Any returned checks will be assessed a penalty of \$35.00. The Director will notify the parent immediately if a check was not able to be processed and is returned. If a check is returned a parent may no longer pay for the balance on tuition with a personal check. Payment for tuition due may be made with cash, cashier’s check, or credit/debit card. The \$35.00 penalty is payable to Alley Cats or Putt Putt (depending on your location) and must be paid with a cashier’s check. In the event that this situation occurs twice, cash or a money order will be required for payment for the remainder of the year. Accounts that are delinquent may result in suspension or termination from CampForthefunofit! If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.

CampForthefunofit! does not require an enrollment or supply fee. Any additional fees assessed to your account are outlined in our fee schedule form. Field trips may have additional costs, but parents will be notified in writing of such fees at least 48 hours in advance.

Fee Schedule

Penalty Schedule

Weekly after school care tuition.....	\$ 75.00		
Monthly after school care tuition.....	\$ 250.00	Late pick up.....	\$ 1.00/minute
Daily rate for school holiday.....	\$ 40.00	Late payment.....	\$ 5.00/day
Weekly summer camp tuition.....	\$ 200.00	Failure to sign in/out.....	\$ 5.00
Summer camp t-shirt.....	\$ 10.00	No call, no show.....	\$ 10.00
Camp lunch.....	\$ 6.00	Returned check.....	\$35.00

*****No tuition refunds available. An approved daily credit can be arranged with the CampForthefunofit! Operation Director if your child is absent due to illness.*****

Drop Off and Pickup Policy

Parents must sign in their child with a camp counselor each morning. Parents or other authorized pick up person (must be legal adult at least 18 years old) must present picture id and sign out child at pick up. **Failure to properly sign in/out may result in a \$5 penalty.**

Children will only be released to persons designated by parents on the child's enrollment forms. Camp staff reserves the right to not release a child from care if they believe a person to be unsafe or unfit to care for and transport a child. **All parents or authorized pick up persons will be required to show identification when picking up children from camp.**

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the custodial parent or legal guardian must provide the center with documentation. The center shall then maintain a copy on file, and comply with the terms of the court order.

All children must be picked up no later than 6:00pm from summer camp (7:00pm during school months) or a late penalty will be charged. A late pick up penalty will be assessed of \$1.00 for every minute late after 6:00pm.

Absence Policy

If your child is absent from camp care you may receive a one day credit if absence is due to illness. If your child is going to be absent, we ask that you notify the Director by 9am. Failure to notify Director of an absence will result in a \$10 no call penalty. Refunds are not available.

Dress Code Policy

Camp t-shirts will be distributed on the first day of camp care. Additional t-shirts may be purchased for \$10.00. **Any child who does not wear their camp t-shirt will be given a new shirt and assessed a \$10.00 fee to cover the cost of a new shirt.**

Each day campers are required to wear:

- a camp t-shirt
- closed toe shoes (athletic shoes recommended)

Children should always be dressed for the weather. Please ensure that children have put on sunscreen before arrival at camp. *Camp staff are not permitted to apply sunscreen lotions to children.

Some activities will get the children dirty and wet. Please do not dress your child in anything that is of value or that you do not want to risk becoming soiled. Camp children are encouraged to participate in Wet Wednesdays. *see Water Play policy*

Personal Property

In order not to confuse camp toys with a child's personal property, we ask that children not bring playthings from home. Please leave toys, electronic devices, cell phone(s), IPod(s), IPad(s), DS Nintendo(s), and other personal property at home. Children will not be permitted to use these items while at camp due to disruptions that occur when they are in use.

CampForthefunofit! is not responsible for any additional personal property that is brought to camp. If your child brings personal property to camp, please insure that it is properly labeled with the child's first and last name. Camp staff will do what they can to ensure that property is looked after, but ultimately it is not the responsibility of the camp staff. CampForthefunofit! will not assume responsibility for any personal property that is lost, stolen, or damaged while at camp. Any items left at camp will be placed in the lost and found at the end of each business day. It is the parent's responsibility to inquire with Alley Cats/Putt Putt staff about items in the lost and found.

Curriculum

CampForthefunofit! uses a theme-based curriculum for our camp programs. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. Our curriculum provides developmentally and age-appropriate activities and materials for exciting learning opportunities.

Inclement Weather Policies

CampForthefunofit! follows local school district inclement weather procedures. If your school is closed because of the weather, the camp program will be closed as well.

Parents must call the Camp Hotline in the event that their school closes early due to inclement weather. CampForthefunofit! will make the decision at that time if roads are safe enough to transport children. CampForthefunofit! cannot guarantee care on inclement weather days because our first concern is the safety and well-being of both children and staff.

In case of serious emergencies such as earthquakes, flood, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive. Please familiarize yourself with our safety escape plans located in our camp bulletin boards.

Camp Safety Policies

Parents/Guardians must personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. CampForthefunofit! will not assume responsibility of any child until signed in for the day. Proper identification is required of any person picking up a child from care.

Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, you will need to be approved by the Director and complete a criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly. In the event of an emergency evacuation from the facility, all children will be transported safely to designated relocation points and parents will be notified of evacuation. Our evacuation route from the building is posted in our camp bulletin board as well as our classrooms.

Parents will be notified of any incidents requiring first aid with a written report at pick up time. In the event medical attention is required, parents will be notified immediately. Parents are responsible for all medical fees.

The safety and well-being of all children at our facility is most important to our camp program. Any behavior that is deemed a risk to other children will be brought to the attention of parents involved.

CampForthefunofit! reserves the right to dismiss a child from care, with or without prior written notice, if that child puts themselves or other children in reasonable danger.

Emergency Preparedness Plan - CampForthefunofit!

Emergencies: The responsibility of staff is to move the children to a designated safe area. Specific drill instructions are given in the employee handbook. The children will be escorted per the instructions in a calm and organized manner. The evacuation plan is located in our bulletin board, camp binders, and in each classroom. When the counselors arrive at designated relocation site attendance will be taken promptly from our sign in and out log that will include all children with us on any given day. Children will be asked to raise their hand when their name is called. Once children have arrived safely at relocation facility camp staff will proceed with communication instructions.

Communication: When an emergency occurs Camp staff will dial 911 first, and then call the Director. After the Director has been notified staff will begin contacting parents of children in care, unless notified otherwise by the Director. After notifying the Director of the emergency staff will proceed with any further instructions given and wait for emergency personnel and parents to arrive.

Our staff will evacuate with the camp binder. Our binder includes the daily sign in and out sheet along with emergency numbers and authorization for emergency care for enrolled children in care.

Alley Cats Camp will relocate to 2004 W Pleasant Ridge Rd Arlington, Tx 76015 (Putt Putt Arlington)

Putt Putt Arlington will relocate to 2008 W Pleasant Ridge Rd Arlington, Tx 76015 (Alley Cats)

Putt Putt Fort Worth will relocate to 7000 Calmont Avenue Fort Worth, Tx 76116 (The Art Institute)

Putt Putt Hurst will relocate to 607 NE Loop 820 Hurst, Tx 76053 (Hiley Mazda)

Discipline and Guidance Policy

CampForthefunofit! staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Children enrolled in our camp program are expected to display reasonable self-control with both staff members and other children. Children are expected to use their manners and appropriate language while at camp. **Foul language will not be permitted at camp and is grounds for dismissal from the camp program.** Physical confrontations with camp staff or other children will not be tolerated. CampForthefunofit! staff will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Definition of Behavioral Problem:

- Any behavior by a child that is deemed unsafe to the well-being of himself/herself, or any other person/child
- The improper use of language or gestures directed toward staff or other children
- Damage or theft of camp property or the property of others
- An overall disrespect for staff and other children

Behavioral Disciplinary Actions:

- Verbal warning

- Written Incident Report to parent
- Conference with Director
- Dismissal from camp for the remainder of the day
- Suspension from CampForthefunofit! without refund

Extreme or violent behavior toward another child or staff member may result in immediate suspension from CampForthefunofit! without prior written notice.

All parents and staff will be given a copy of CampForthefunofit! Discipline and Guidance Policy acknowledging they understand and agree to comply with policies.

Illness and Health Practices

If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at school/camp, the child will be removed from the classroom/area, and a parent will be called to pick up the child.

Severe pain or discomfort	Skin rashes lasting longer than 24 hours
Swollen joints	Oral temperature of 101 degrees Fahrenheit
Infected untreated skin patches	Sore throat or severe coughing
Blood in urine	Visibly enlarged lymph nodes
Acute diarrhea	Yellow eyes or jaundice skin
Difficult or rapid breathing	Red eyes with discharge
Episodes of acute vomiting	
Stiff neck	

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school.

If a child contracts any of the following diseases, please report it to us immediately. **The child may not return to the program without a doctor's note stating that the child presents no risk to himself/herself or others.**

Table of Excludable Communicable Diseases

Respiratory Illnesses	Hepatitis A*
Meningococcus	Mumps
Chicken Pox	Salmonella
German Measles	Shigella
Lice	Tuberculosis
Homophiles influenza	Whooping Cough
Measles	Contract Illnesses
Strep throat	Impetigo
Gastro-intestinal Illnesses	Scabies
Giardia Lambliia	

Reportable diseases: If your child is exposed to any communicable diseases at school or within our program, you will be notified in writing.

In the event where a child needs medical attention, the Director (or person appointed in charge in the Director's absence) will transport the child to the nearest hospital. The parent(s) will be contacted immediately and instructed on where to meet up with the child and caregiver.

No medication will be given to children in our care. Please administer medication before or after care from the program. Camp staff will not administer medication to any child.

CampForthefunofit! does not need a copy of the child's immunizations if the child attends a regulated public school. The record must be on file at the school. **We will need the school's name address, and phone number.** Any child who does not attend school and does not have a record on file will need to supply a copy of the record for the child's file, at the childcare facility, upon admittance.

Tuberculin Testing Requirements: TB testing is not required for our enrolled children. Our area is at a very low risk for TB infections. Camp staff is tested annually for TB.

Meal and Snack Procedures

CampForthefunofit! will provide a morning snack and afternoon snack for your child. However, you are welcome to send along additional money for your child to purchase from the snack bar after lunch. Child lunches may be prepared at home or bought from the snack bar for \$6.00/meal. When a lunch is brought from home or chosen from the snack bar the operation is not responsible for its nutritional value or for meeting the child's daily food needs. The snacks we provide will be both nutritious and kid friendly. The Director is responsible for maintaining a snack and lunch menu each week. Menus will be posted on the camp bulletin board and are available for parent review. **** CampForthefunofit! is NOT a nut free facility.**** Please advise the center of any food allergies or intolerances.

Transportation and Field Trip Policies

State law requires:

- Vehicles transporting children shall be in safe operated condition and drivers shall have a current Texas Drivers License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

CampForthefunofit! will provide transportation from schools to the facility and on field trips during the summer. All child seat/booster laws apply; both children and staff will be required to follow all vehicle safety requirements. Parents will be given written notice of any planned field trips at least 48 hours in advance

Water Play

CampForthefunofit! will participate in Wet Wednesday during the summer months. Wet Wednesday includes sprinkler play, water games and water balloon wars. Children will not be swimming in a pool. Children are encouraged to participate in Wet Wednesday; if you do not want your child to participate, please notify the Camp Director in writing. Children should wear their swim suits to camp (under their regular clothing) along with water shoes (no flip flops). All children need to have on sunscreen before arriving at camp. Children will need to bring a beach towel and change of clothes and shoes as well. In order to help prevent sunburn and ensure proper coverage we require all children to wear a t-shirt over their swimsuit.

Questions & Concerns

If parents have questions or concerns about our program or facilities, we encourage you to have open communication with our Camp Counselors and the Director. Through open communication, we can ensure that all parties are well informed and working as partners in your child's care.

Parent Responsibilities

Children must be signed in and out each day by a parent or guardian approved by the parent. Only those persons listed in the child's enrollment paperwork will be allowed to take a child from CampFortheFunfit! Identification will be required of all persons picking up children from camp. Staff of CampFortheFunfit! are not permitted to take children home from our center.

In order not to confuse camp toys with a child's personal property, we ask that children not bring playthings from home. CampFortheFunfit! is not responsible for any lost, damaged, or stolen property.

There are several ways you can help us maintain the best possible learning atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Ensure your child is wearing his/her camp t-shirt each day.
- Notify us immediately if there are any changes in the child's address, school, emergency contacts, parent telephone numbers, child allergies, etc. It is important for all enrollment paperwork to be kept current in case of an emergency situation. Parents can make changes to the child's enrollment paperwork at any time as needed.
- Notify the Director if your child will be absent. (see absence policy)
- Please be aware of scheduled activities/field trips and make sure your child arrives in time to participate.
- Be aware that it is your responsibility to ensure that your child is enrolled for camp before each week of planned attendance, as CampFortheFunfit! has limited enrollment. We will accommodate walk-in customers if possible, but customers will be turned away if we have reached capacity. To check that your child is on our enrollment list, you may ask the Director in person or at 817-897-6996/campinfo@putt-puttgolf.com

Outside Employment

CampFortheFunfit! employees are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting, nanny-type jobs, or home care.

Custody Situations

CampFortheFunfit! prefers not to get involved with custody disputes. CampFortheFunfit! will follow a court order exactly as written. If your family has a court order on file, it will need to be provided with a child's enrollment paperwork. **PLEASE NOTE: Per state law, in the absence of a court order, both parents have equal rights.** With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of the child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our children, staff, or facility, CampFortheFunfit! has the right to terminate care.

Parental Code of Conduct

Please understand young children are present in our building. Some adult language and conversations are not appropriate for young children. CampForthefunofit! prohibits cursing, swearing and vulgar language on our property.

Threatening children, staff, or other parents will not be tolerated per Texas Department of Family and Protective Services. CampForthefunofit! has the right to terminate care in the event of disruptive behavior from a parent or guardian.

CampForthefunofit! must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents/guardians, must follow these rules while on our property. Please familiarize any authorized person to pick up your child with our policies.

Cell Phones

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010 the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard by not using your cell phone in the classroom. Camp staff may only use their cell phones in the event of an emergency or to notify parents of illness. Please report any staff use of cell phones to the Director.

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. CampForthefunofit! is a Gang Free Zone.

Licensing Compliance

CampForthefunofit! follows all policies outlined in the Texas Minimum Standards for Child Care Centers. As a parent you are able to review the Texas Minimum Standards and our most recent licensing inspection at any time. Please, if you have any concerns, feel free to contact the Director. You can also contact your local state licensing representative at www.dfps.state.tx.us. You can view our latest inspection report in our camp bulletin board. The statewide Abuse and Neglect Hotline is 1-800-252-5400, if you would like to report any abuse or neglect. You can contact the local child care licensing office at 1501 Circle Drive Fort Worth, TX 76119, 817-321-8000.

Child Abuse Reporting Requirements

CampForthefunofit! staff are **REQUIRED** by Texas state law to report suspected abuse to Child Protective Services (CPS). Reports are to be made if there is any reason to suspect the occurrence of emotional, physical, or sexual child abuse, child neglect, or exploitation.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues. The statewide Abuse and Neglect Hotline is 1-800-252-5400, if you would like to report any abuse or neglect.

Information to Parents

CampFortheFunofit! operational hours are 7:30am-6:00pm Monday–Friday June 6, 2016–August 19, 2016 in the summer, and 3:00pm-7:00pm Monday-Friday August 22, 2016-June 2, 2017 during the school year.

Our center must have a policy concerning the release of children to parents or authorized adults to be responsible for the child. Please refer to the Drop Off and Pickup Policies section.

Our center must have a policy about illness and exclusion criteria, dispensing medicine, and the management of communicable diseases. Please refer to the Illness and Health Practices section.

Our center must have a policy about discipline and guidance practices. Please refer to the Discipline and Guidance Policies section.

Our center must have a policy about meals and food service practices. Please refer to the Meal and Snack Procedures section.

Our center must have a policy about immunization and tuberculin testing requirements. Please refer to the Illness and Health Practices section.

Our center must have a policy on enrollment procedures. Please refer to the Enrollment Procedures section.

Our center must have a policy on transportation and field trip procedures. Please refer to the Transportation and Field Trip Policies section.

Our center must have a policy on water activities. Please refer to the Water Play section.

Our center must have an emergency preparedness plan. Please refer to the Camp Safety Policies and the Emergency Preparedness Plan.

All parents of enrolled children will be provided a parent handbook which will include a signature page acknowledging receipt of packet.

We encourage all parents to discuss with us any questions or concerns about policies and procedures. We will be happy to arrange a convenient opportunity for you to express any concerns. The Director will be available to meet with any parent.

Parents wishing to participate in the activities or operations of the center should discuss their interest with the center Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the Director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the Child abuse hotline, at 1-800-252-5400 or www.txabusehotline.org.