



PARKS AND RECREATION
1000 Highland Village Road
Highland Village, TX 75077
972-317-7430 F 972-317-0237
www.highlandvillage.org

Welcome to the City of Highland Village Kids Kamp!

Kids Kamp Parent/Guardian,

We have a great summer planned this year with a lot of fun activities and a friendly, energetic staff. In order to provide the best program possible, we have added a number of improvements to our camp that we think you will like.

Due to the novel coronavirus pandemic, we have implemented a new cleaning procedure to ensure the health and wellbeing of all campers, volunteers, parents, and staff members. We have based our new cleaning protocol off the recommendations provided by the Centers for Disease Control and Prevention (CDC) and the Environmental Health & Safety Department (EHS). The CDC recommendations on the cleaning and disinfection of rooms or areas is aimed to prevent the introduction and spread of COVID-19 and the spread of other viruses.

Overview of Kids Kamp Cleaning Protocol

Camp and Staff Members

- Kamp staff members will wash hands and clean surfaces areas before and after snacks, meals and as need throughout the day.
- Kamp staff will encourage and promote the importance of proper handwashing techniques.
- Kamp staff will have hand sanitizer available for on the spot usage.
- Staff will enforce no sharing of drinks or food.

Facility Cleaning and Disinfecting

- All "high touch surface areas" and objects (e.g. tables, chairs, toys, equipment, coolers, and water fountains) will be wiped down with disinfectant regularly throughout the day.
- No campers will be responsible for facility cleaning and disinfecting.

The US Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. We will monitor the updates provided by the CDC and modified our cleaning protocol as needed. Please check the following CDC website periodically for updated guidance: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Please read over the following policies and discuss them with your children to be sure they understand what to expect and what is expected of them at Kamp.

Should you have any questions or concerns regarding these policies, please feel free to inquire and we will make every effort to clarify so that everyone is on the same page. For further information, please contact our Parks and Recreation Office at (972) 317-7430.

Location

Kids Kamp will be held at Highland Village Elementary at 301 Brazos Blvd., Highland Village, TX 75077. Kids Kamp is a 4 week camp that will begin July 6, 2020 and conclude on July 31, 2020. Kamp hours will be from 8:00 a.m. to 6:00 p.m. **No children will be accepted prior to 7:30 a.m. and additional fees will apply after 6:00 p.m.**

ePACT

Highland Village Kids Kamp is proud to be bringing back the ePACT Network! What is ePACT? ePact is an emergency network designed to make it easy for staff to communicate with parents/guardians in the case of emergency or just to communicate or relay important information and reminders to parents and guardians.

We adopted this system in the summer of 2017 and it was a great success not only for parents but for the Kids Kamp staff as well. For Kampers returning from last year, all of the information you provided us with last summer was saved. All you have to do is simply log back in to the system and confirm all of your forms, update any new contact information, add new people to your pickup list, etc. For new Kampers, the ePACT online system is quick and easy to use! Simply accept the ePACT invitation in your email after you've registered for Kamp, create an account, and provide us with all of the necessary information for your child/children. The ePACT system is much quicker to fill out than paper forms and allows our staff to have access to your child's information when we are at the school. It also gives us a better way to communicate with you in the event of an unexpected illness or in the unlikely event of a large scale emergency.

How it works:

- 1) After registering for Kids Kamp through the City of Highland Village Parks and Recreation Department, registrants will receive an email invitation from ePact to share their child's information with the Highland Village Kids Kamp staff.
- 2) Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- 3) Enter the required information, such as medical conditions, swimming accuracy, authorized pickup list, etc. and share it with the Highland Village Kids Kamp so that Kamp staff has access to the information.
- 4) You can update your information at any time in the year, and we will automatically be notified (e.g. a new cell phone number, new email, etc.)

*Please contact ePACT Support at 1-855-77EPACT to speak with ePACT's Customer Success team or email them at help@epactnetwork.com with questions and troubleshooting.

Lunches and Snacks

Kamper's need to bring a sack lunch to Kids Kamp with them **every day**. Lunches can be sent in disposable bags/containers and **MUST** be clearly marked with the Kamper's name. Lunch boxes are acceptable but must be labeled with the Kamper's name as well. Lunches will be stored in the two large coolers we have on site at the school but please keep in mind that we **do not** have access to a microwave so we will not be able to heat up any meals. (Don't forget utensils if you pack pudding, Jell-O, applesauce etc.) The City of Highland Village will not be responsible for lost or stolen personal items. Any allergies **MUST** be noted upon registration and put into your ePACT forms.

We will provide 2 snacks daily; one in the mid-morning and one in the afternoon after our field trip. You may send additional or alternate snacks if special circumstances apply. If your child has restrictive nutritional needs, please send your child with appropriate snacks and lunch. All snacks will be pre-packaged and sealed to minimize food-handling contact. As part of our cleaning protocol, tables, utensils, and drink dispensers will be cleaned thoroughly before each usage.

Hand Washing

All children and staff will engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing.
 - After assisting children with handwashing, staff should also wash their hands.

Dining Hygiene Plan

- Posters will be placed around restrooms and eating areas for proper instruction on how to properly wash hands.
- Wash hands with supervision:
 - Before all lunches/ snack times, kampers and staff members will wash hands and use hand sanitizer.
 - Kampers will wash hands in designated restrooms with counselor supervision, making sure kampers are washing hands for at least 20 seconds each.
- Clean and disinfect food areas
 - Before eating, counselors will make sure each table has been disinfected with the appropriate cleaning supplies provided.

- Kamp counselors will handout kampers lunches for each table while wearing gloves.
 - Same goes for snack time, this will help keep the kampers from touching all of the prepackaged snacks.
- Counselors will make sure all of the snacks are sealed, as well making sure they have not been tampered with.
- Clean up:
 - Kampers will give back their lunch boxes to counselors and they will disinfect accordingly if camper has a lunch box.
 - Counselors will then place lunch boxes in clean and secure place.
 - Washing hands and using hand sanitizer after lunch or snack time will be mandatory for both counselors and kampers.
 - While Kampers wash their hands and sanitize, counselors will clean the food areas once more when everyone is done eating.

Field Trips

Highland Village Kids Kamp **will not** attend field trips this summer. According to the Day Youth Camp Operators and Staff Checklist provided by Office of the Texas Governor, excursions away from the camp are strongly discouraged. For more information, please visit <https://gov.texas.gov/organization/opentexas>.

However, we want to continue to provide an excellent experience at our kamp. We will provide weekly entertainment from outside organizations. Any authorized person who enters the kamp facility will have to undergo the following procedure:

- Upon arrival, any person from an authorized outside organization will have their temperature checked. If under 100.4 F, they will be permitted inside. If their temperature exceeds, 100.4 F, they will be asked to leave immediately.
- Any authorized person who enter the camp facility will be asked to wash their hands immediately after arrival.
- All hand washing rules will be enforced for any authorized person.

Personal Toys/Games & Electronic Devices

Any personal items brought to Kids Kamp are not the responsibility of the Parks and Recreation Department. We would prefer that our staff is concerned with your child 100% of the time as opposed to the security of tablets, iPods, cell phones, etc. If any personal devices are brought to Kamp, the staff will take them and put them up for safe keeping and parent/guardian may collect them at pick up. With that being said, Kampers are permitted to bring clearly marked bags with personal items. If a parent/guardian feels the need for their child to have a cell phone on them, they will be permitted to keep it turned OFF in their backpack but will not be able to use it during Kamp. This ensures that Kampers' exposure to electronic devices is at the parent/guardian's discretion. Kampers will be permitted to utilize personal, non-electronic items such as books, projects, etc. during free time such as arts and crafts should they desire to do so.

Discipline Procedures

There are 3 simple rules to follow at Kids Kamp.

- 1. Be safe.**
- 2. Listen and follow directions.**
- 3. Be respectful of other people, all Kids Kamp staff, and property.**

The following discipline procedures will be in place at Kamp:

- 1st Incident- Verbal warning
- 2nd Incident- Meet with Kamp Director, parent conference
- 3rd Incident- Immediate parent pick up and one day suspension; discuss possible separation from Kids Kamp
- 4th Incident- Immediate parent pick up and separation from Kids Kamp

Physical Aggression:

- 1st Incident- Contact parents, immediate removal from Kids Kamp for the remainder of the day
- 2nd Incident- Contact parents, immediate removal from Kids Kamp for the remainder of the day, parent conference, one to three day suspension
- 3rd Incident- Contact parent, immediate removal from Kids Kamp for the remainder of the day, one to two week suspension
- 4th Incident- Separation from Kids Kamp for the remainder of the summer

All disciplinary action will be documented and kept on file for the duration of Kids Kamp. Parent/guardian will be notified of each incident and will be required to sign the incident report document. Each Kamper's behavior file will be tracked for the duration of the summer. Incident reports will be kept for the remainder of the summer.

Certain behaviors such as cussing, fighting, bullying, etc. will accelerate the discipline process at the discretion of the Kamp Director and Recreation Coordinator.

Heat

Kamp is outside a large portion of the day, and regular water breaks will be provided. Children are encouraged to bring their own re-sealable water bottles. Water bottles can be filled and frozen the night before, as this helps keep the water cold and refreshing. Please make sure water bottles are marked with the Kamper's name. Sunscreen is also highly recommended as the sun's rays can be intense on children's skin. Please send your child with sunscreen applied daily.

First Aid

First Aid Kits will be available at all times. All staff members are CPR and First Aid certified. However, staff will not hesitate to call professional paramedics for assistance.

Standards of Care

The Standards of Care are intended to be minimum standards by which the City Parks and Recreation Department will operate the city's youth programs. The programs operated by the city are recreational in nature and are not licensed by the state as certified day-care programs. The state department of Family and Protective Services has issued an exemption determination certificate to the city. The Standards of Care, which explains all the rules and regulations, can be found on our website www.hvparks.com. If you would like a hard copy, one can be requested. One regulation is that we can only serve children ages 5-12 under this policy. If a child's age is questionable, a birth certificate may be required to verify the correct age.

Staff Arrival Procedure

- Kids Kamp Director and Assistant Director will take their temperature with the MedSource temperature gun at the designated staff area.
 - If the temperature is over 100.4 F, they will be asked to go home.
- Once the directors have checked their temperature, they will set up the designated check-in area.
- The Director or Assistant Director will then take the temperature of each Kamp counselor, record the temperature as well as the time they have arrived.
 - If the temperature is over 100.4 F, they will be sent home for the day.
- Once all staff members have been checked in, they will be briefed on what is expected for the day
- After the briefing, counselors will start setting up for campers to arrive.

Cleaning Procedures

In alignment with public health recommendations, Highland Village Kids Kamp is taking measures to prevent the community spread of germs, bacteria, and harmful diseases, which includes undertaking enhanced cleaning and disinfection procedures. The Environmental Health & Safety Department (EH&S) and the Centers for Disease Control and Prevention (CDC) developed an enhanced cleaning and disinfection procedures for schools and child care units to follow during the COVID-19 public health situation.

1. ENHANCED CLEANING FOR PREVENTION

A. General Guidance:

- i. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as cafeteria tables, restroom door handles, gym equipment, arts and craft material, handrails, tables, faucets, doorknobs, shared toys, and other shared equipment. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

- ii. Practice good hand hygiene:
 - Wash hands often with soap and warm water for at least 20 seconds.
 - If soap and water are not readily available, alcohol-based hand sanitizer that contains at least 60% alcohol will be available.
 - For more information on proper hand washing techniques, please visit <https://www.cdc.gov/handwashing/when-howhandwashing.html>

B. Safety guidelines during cleaning and disinfection:

- i. Counselors will wear disposable gloves while cleaning and disinfecting. Gloves will be discarded after each use. Counselors will clean hands immediately after gloves are removed.
- ii. Cleaning supplies will be stored in a closed container. The stored cleaning supplies will be kept in secured place away from children and food.

C. Cleaning and disinfection of surfaces:

- i. Staff will clean surfaces and objects that are visibly soiled immediately.
- ii. Staff will clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g. coughing, sneezing) was present.
- iii. All “high touch surface areas” and objects (e.g. tables, chairs, toys, equipment, coolers, and water fountains) will be wiped down with disinfectant regularly throughout the day.
- iv. The cooler, drink dispenser, and serving utensils will be sanitized twice a day, before each snack time.
- v. Staff will use an EPA-registered disinfectant for use against the novel coronavirus and other harmful viruses.
- vi. Staff will follow the manufacturer’s instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
- vii. A visual check will be conducted each time a group enters an area.
- viii. A facility check will be conducted and a report turned in to the Kamp Director two times a day.

Illness of Participants

Parents or guardians are responsible for informing the City of any special needs, concerns, or information regarding their child’s health. All participants must be able to participate in the full-range of activities offered. Any child meeting any of the following criteria will not be admitted to Kamp:

- 1. The illness prevents the child from participating comfortably in the program activities.
- 2. The illness results in greater need for care than the staff can provide without compromising

the health, safety, and supervision of the other children or staff.

3. The child has an oral temperature of 100.4 degrees or greater. If a child is suspected of having a temperature, a staff member will take their temperature using a non-contact infrared forehead thermometer.
4. Participants with symptoms and signs of possible severe illness to include, but not limited to, lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, or behavior change, will not be admitted until medical evaluation indicates that the child can be included in the Kamp's activities.
5. The child has been diagnosed with a communicable disease until medical evaluation determines the child is no longer communicable.
6. The child vomited in the morning prior to coming to Kamp.
7. The child has discolored nasal discharge.
8. Participants with communicable disease, such as pink eye or lice, may not attend the Kids Kamp. Participants showing symptoms of illness will be removed from common areas and the parent or guardian will be notified and asked to pick up the child.
9. Parents or guardians are to contact the Kids Kamp Director if their child cannot participate in outdoor activities, physical activities, and/or exercise.

The parent or guardian will be notified by phone if the participant becomes ill while at Kamp. If the parent or guardian cannot be reached, the emergency contact will be called. Any child experiencing a fever over 100.4 degrees, vomiting, diarrhea three times within two hours, or contagious skin or eye infections will be removed from common areas and **MUST** be picked up within one hour of contact by the parent or guardian.

Participants must provide a written statement from the doctor stating the child is free from contagious disease before returning after the illness. Medical information may be faxed to the Parks and Recreation Department at (972) 899-5130.

In the event of critical illness or injury the child may be transported to an emergency room or clinic by ambulance or by the parent/guardian. Should a parent/guardian not be available at time of emergency, the child will be transported by ambulance. Parent/guardian will be responsible for all medical expenses.

Medication and Health Conditions

A medical release form will need to be completed and signed by the parent/guardian before ANY medication can be dispensed to kampers. Kampers with signs of illness should not be sent to

kamp. Child must be free of symptoms for 24 hours or provide a written statement from a doctor stating the child is free from contagious disease before the child can return to Kamp. Kampers who become ill or injured at Kamp will be made as comfortable as possible until a parent/guardian is able to pick up the child up. Children **must** be picked up within one hour of contact with the parent/guardian or emergency contact. Kamp staff will use good judgment and administer basic first aid. In an emergency, Kamp staff will call 911 for professional assistance.

Payments

Payments are due upon registration. Spots cannot be held for upcoming weeks without payment. Please plan ahead by registering early. Registration in one week does not guarantee registration in the following week(s).

Weekly Rates

\$170 – Resident

\$185 – Non-Resident

All Day Kamp: 8:00 a.m. – 6:00 p.m.

*Drop off begins at 7:30 a.m.

Payments can be made online via credit card. They can also be made in person at The Robert & Lee DuVall Center via cash, check or credit card. Payment must be submitted prior to child being left at Kamp.

*All checks should be made out to the City of Highland Village or COHV and should include the camper's name.

Parent Drop-Off and Pick-Up

Drop-Off

Parent drop-off will begin at **7:30 a.m.** at Highland Village Elementary School – 301 Brazos Blvd. Highland Village, Texas, 75077. Parents will remain in their vehicle as they drive through the check-in area by the main entrance of the school. A Kids Kamp staff member will greet the parent when they reach the designated check-in point. The parent/guardian will roll down the window in order for each child to have their temperature checked before they exit the vehicle. If a child has a fever of 100.4° (38.0°C) or above or other signs of illness, they will not be admitted into the camp facility. Every camper must have his or her temperature taken in order to enter the camp facility. The parent will sign each child in on the sign-in sheet provided by a Kids Kamp staff member. A sanitized pen will be available for use. Hand sanitizer will be available during sign in. Once the parent/guardian signs in their child, the child will exit the vehicle and will be escorted by a Kids Kamp staff member into the Kids Kamp facility.

Pick-Up

Pick-up will begin at **5:15 p.m.** Kids Kamp ends promptly at 6:00 p.m. If you need to pick-up your child earlier than the designated pick-up time, please call the Kids Kamp Director Phone Number posted at the designated pick-up area. Parents will pull through the drive-thru line and will be greeted by a Kids Kamp staff member. The parent/guardian will be asked to provide verification of their driver's license. Only the designated adults on the Participant Information Sheet in ePact will be allowed to pick up Kampers. We will not release children until an authorized person comes to pick up the child. Once verified, a Kids Kamp staff member will escort the child from the gym to the designated pick-up area. The parent/guardian will complete the sign-out sheet. Hand sanitizer will be available. Kids Kamp ends promptly at 6:00 p.m. Participants remaining after 6:00 p.m. will be charged \$25.00 per each 15 minutes they are left after 6:00 p.m. Fee will not occur if the parent is in the pick-up drive-thru line at 6:00 p.m. The fee will only occur if the parent arrives in the line after 6:00 p.m. This fee must be paid at time of pick-up or at the latest, the next morning during sign-in. If payment is not received by sign-in the next morning your child will not be permitted to attend Kamp until fee is paid. There is not a cut off time for this fee and authorities will be notified for any children left at Kamp past 7:00 p.m.

6:01 p.m. - 6:15 p.m. = \$25 6:36 p.m. - 6:45 p.m. = \$75
6:16 p.m. - 6:30 p.m. = \$50 6:45 p.m. - 7:00 p.m. = \$100

*Please note that a minimum of 2 staff members must be present at all times with Kampers which is reflected in the late fee rates. Payments must be made at time of pick up in the form of a check.

Dress Code

Children should dress for active Kamp activities. Some activities may include; glue, paint and other messy materials. Light t-shirts and shorts are highly recommended in order to be able to fully participate in all activities. **Athletic shoes are required as sandals may cause injuries and are not good choices for active games and playing at the playground.** Sunscreen is not required but HIGHLY recommended every day of Kamp. Socks should be worn to maintain healthy feet.

Warning: kids may come home messy from all of the fun and memories they're making at Kamp!

Thank you for trusting your child with us this summer! We look forward to a great summer at Highland Village Kids Kamp!