



Camp Connections

Policies and Procedures

- Please return the health card, camp waiver and authorization for parent or non-parent pick up forms to councilors on **Monday**. It is important to provide us a good phone number where our counselors will be able to reach you in case of an emergency on the forms.
- Children should be dressed appropriately for camp. Best recommendation is socks, tennis shoes, t-shirt, and shorts. If needed, a spare change of clothes in case of accidents. **Please apply sunscreen on your child before camp.**
- Your camper needs to bring every day a reusable water bottle and lunch. There will be no refrigerator or microwave available for camp so please pack a lunch that will make it until lunch time.
- Campers need to bring bathing suit, towel, goggles (optional), and water shoes for swim days. Please note that if your child cannot swim there are only a limited number of life jackets available. Life jackets must be US Coast Guard Approved, have no rips or tears and be in good working order. All campers who wish to swim in the deep end will be swim tested.
- Many activities are scheduled for your camper, so please inform them that cell phone usage is not permitted unless it is an emergency. In this case, camp staff should make the call for the child.
- Running is only allowed during game time in designated areas and not throughout the building.
- All campers will be treated with respect to and from each other.
- Tennis shoes and socks must be worn at all times. Water shoes may be worn at water activities.
- Snacks are available for purchase through the Recreation Center if needed.

Camper Pickup Procedure

Campers may only be picked up by an authorized parent/guardian. There will be a parent/guardian Pickup Form that must be signed prior to the start of camp. ID's will be required to pick up every child. They must sign them in and out of the attendance sheet daily. If they are to be picked up by someone out of the ordinary, their parent/guardian must put it in writing on the non-parent pickup forms. Attendance sheets will be filed and kept for records.

Camper Health Card

Each parent or guardian must fill out a health card on the first day or prior to the first day of camp to be admitted. These will be kept with the Program Coordinator in case of emergency. Forms will be e-mailed to participants prior to camp starting and can also be found on the summer camp website.

Camper Discipline

If necessary, Councilors will discipline children through guidance in a consistent manner based on the best interests of all participants. There will be no cruel treatment or harsh punishment. Counselors may need to use brief, supervised, separation (time out) from the group if necessary.

Continued discipline incidents may result in a Participant being suspended from the camp. If a camper brings weapons to camp, intentionally harms a staff member or other campers, vandalizes property, or steals from the program or others, he/she may be dismissed from the program immediately (without further warning or notice).

Medication Administration Policy

Plano Parks and Recreation offers every child the opportunity to participate in its programs. To accommodate those with a medical condition requiring medication administration during program hours, we adhere to the policy below. All staff will be trained on the Department's policy and procedures, as well as the proper methods for medication administration.

1. Medications are considered to be any pills, liquids, inhalers, sprays, eye drops, ear drops, cough drops or topically applied creams or ointments that are expected to relieve symptoms.
2. Any medication, prescription or over the counter, must be accompanied by a completed Medication Administration Request and Authorization Form and turned in to the Parks and Recreation staff member overseeing the program. Staff may require renewal of the form at any point in time.
3. Written permission from parents and physician is required for participants to carry and self-administer medications. Staff may require renewal of the written permission at any time. Only insulin, asthma reliever inhalers or emergency epinephrine, will be allowed as self-carry medications. All other medications must be turned in and administered by Parks and Recreation staff.
4. Only medications that cannot be given at home will be given during program hours.
5. Only a one day supply of medication will be accepted each day.
6. It is recommended that the first dose of any medication be given at home where the parent can monitor the effects.
7. Intramuscular injections (IM) will only be administered by Parks and Recreation staff in life-threatening situations per physician emergency action plans. Injections, intravenous (IV) medications, rectal medications and medications that require special knowledge, skills or training to administer will not be administered by Parks and Recreation staff. Should these be necessary, a parent must contact Plano Parks and Recreation at least 2 weeks prior to the start of the program so arrangements for proper medication administration can be made.
8. Prescription and OTC medication must be in the original labeled pharmacy container and will be administered in compliance with the prescription instructions printed on the label.
9. Expired medications will not be administered.