

Welcome to City of Bridgeport's Summer Camp 2016!

Each week we take 4 trips away from camp

Tuesdays - Bridgeport City Pool, leave school at 12:45pm return at 3:00pm

Wednesdays - We will take a local field trip in Wise County.* Leave at 1:30pm and return by 4:00pm

Thursday - We will take our big field trip for the week.* Leave at 10am and return by 4:00pm**

Fridays - Bridgeport City Pool, leave school at 12:45pm return at 3:00pm

Week One (May 31st-June 3rd) - African Outback

Join us during our week of African Outback adventures. On **Wednesday** our field trip will be to the Fort Worth Zoo.

Week Two (June 6th-10th) - Swing Batter, Batter

Get your sports jerseys ready as we spend the week learning about different sports. For our **Thursday** field trip we will be attending an afternoon Texas Rangers game at Globe Life Park in Arlington. This field trip will have a late return time.

Week Three (June 13th-June 17th) - Take a Step Back in Time

Join us as we take a time machine back to our favorite decades. On **Wednesday** we will be touring the Bridgeport Historical Museum and our **Thursday** field trip will be to Skatetown in Grapevine.

Week Four (June 20th-June 24th) - Creepy Crawlers

Join us in our week of Creepy Crawlers as we learn about reptiles and bugs. We will be attending Daryl Sprout's Snake Encounters at the Community Center on **Wednesday** and our **Thursday** field trip will be to see "Bugs!" at the Omni Theater.

Week Five (June 27th-July 1st) - Space is the Place

Get your astronaut suit ready! We will be blasting off to learn about everything Space! We will be attending Percussionist Mark Shelton's show at the Community Center on **Wednesday**. Our **Thursday** field trip will be to the Monnig Meteorite Museum.

Week Six (July 5th-July 8th) - 4 Days of Holidays

Get those Christmas sweaters and Halloween costumes ready as we spend a week celebrating all holidays! Our **Thursday** field trip will be to Brunswick Bowling Alley in Watauga. **No Camp on Monday, July 4th.**

Week 7 (July 11th-July 16th) - The Most Magical Place on Earth

Join our week of magical Disney fun. On **Thursday**, we will be seeing *Finding Dory* at Plaza Cinema 4. We will be adding to the week's magic on **Wednesday** when we attend Harlen the Magician at the Community Center.

Week Eight (July 18th-July 22nd) - World Travelers

Pack your bags and get ready to travel the world right here in Texas. We will be attending the Summer Finale at the Library on **Wednesday** and our field trip on **Thursday** will be to the Fort Worth Museum Science and History.

Week Nine (July 25th-July 29th) - Wild, Wild West

Get those cowboy and cowgirl boots ready as we explore everything Wild West! Our **Thursday** field trip will be to the Fritz Petting Park in Irving. Our **Wednesday** field trip is to the Bridgeport Police Department.

Week Ten (August 1st-August 5th) - All Things Wacky

Join us in our week of wacky fun as we wear our clothes backwards with crazy socks and our hair in outrageous styles. Our **Thursday** field trip will be to Fun Center Putt Putt in Fort Worth.

Week Eleven (August 8th-August 12th) - Summer Till the End

Let's end the summer off with a week of water fun! We will continue the wet and wild fun on our **Thursday** field trip to Bedford Splash.

* For Week 1, our big field trip is on Wednesday and our local field trip is on Thursday.

** Week 2's field trip will be a late return because we are going to a Ranger's game that starts at 1:05pm. Expected return is 5:00pm - 5:30pm.

Welcome parents and campers to Summer Camp 2016! We plan on having an awesome summer but to ensure you have the best summer, we need to cover these basics:

Monday – Friday

May 31st – August 12th (No Camp July 4th)

7:30am – 6:00pm

5 years old – cannot have started 6th grade

Trip Days...

On Tuesdays and Fridays we go to the Bridgeport City Pool from 1pm to 3pm.

You MUST bring:

- Swimsuit
- Towel
- Sunscreen (we don't have any to provide and campers do not share sunscreen)
- Bag to carry swim thing
- Swim shoes or flip flops (recommended – bottom of the pool is rough)

Each Week we will go on a small local field trip as well as large field trip.

For the large field trip: Please arrive at camp by 9:30am.

You MUST bring:

- Camp t-shirt (we provide you with a shirt at the beginning of the summer)
- A disposable sack lunch...everything must be disposable!
- Sunscreen (we don't have any to provide and campers do not share sunscreen)

You may send money with your child to use on field trips or at the pool concession stand; however your child will need to keep track of that money.

Do's and Don'ts...

DO...come to camp ready to play!

DO...sign your child in/out every day. (you can't just drop your child off at the door)

DO...call if you need to get in touch with the camp. Our camp cell phone number is **940-394-6000**

The phone is only on from 7:30am – 6:00pm. We sometimes have patchy service in the building, so please leave a voicemail and we will get back with you ASAP. We do accept text messages if that is easier for you.

DO...bring a lunch every day....we provide drinks and 2 snacks throughout the day.

May 31st – July 29th, the school district has a "Summer Feeding Program" where they provide a free breakfast & lunch for those that want it.

DO...wear appropriate clothing...we are very active every day!

DO...wear appropriate footwear. (children will participate regardless of the shoes they have on)

DO...bring appropriate items on pool and field trip days.

DO...put your child's name on EVERYTHING that is brought to camp!

DO...bring weekly payments. (payments are due by the morning of the first day camp is attended)

DO...bring a picture ID when signing your child out...that is, until we learn your face.

DO... like our facebook page, www.facebook.com/bridgeportparksrecreation, as we will post photos of activities and field trips throughout the summer.

DO.....plan on getting into the themes for each week.

DON'T...bring handheld games, MP3, or electronics...we'll be too busy to need them!

DON'T...come to camp wearing your swim suit under your clothes!

DON'T...bring foods to snack on during the day. (we provide 2 snacks and drinks throughout the day)

DON'T...Show up before 7:30am as we will not open the door until that time.

DON'T...pick up your child late or you will be charged \$1.00 per minute for every minute after 6:00.

If you have any questions do not hesitate to call the camp cell or Chris at his office at 940-683-3480



2015 – 2016
BRIDGEPORT YOUTH PROGRAMS



Student Information

INFORMATION

Name Last: _____ First: _____

Address: _____

City, State, ZIP _____

Date of Birth: _____ M F Grade during 2015-2016 School Year: _____

CONTACT INFORMATION

Primary Contact

Name: _____

Primary Phone: _____ Secondary Phone: _____

Do you prefer: Call Text Either E-mail: _____

Place of Employment: _____

Secondary Contact

Name: _____

Primary Phone: _____ Secondary Phone: _____

Do you prefer: Call Text Either E-mail: _____

Place of Employment: _____

I hereby authorize that my child may be released to the following persons in addition to the parents above:

Name: _____ Phone: _____

EMERGENCY NUMBERS (If primary and secondary contacts are unavailable)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

School: _____

Teacher: _____

ALLERGIES

MEDICATIONS TAKEN

SWIMMING SKILL

MEDICAL INFORMATION

Doctor: _____
Phone: _____

Dentist: _____
Phone: _____

RELEASE OF LIABILITY

I hereby give ____/ do not give ____ my consent for my child to participate in aquatic activities.

I hereby give ____/ do not give ____ my consent for my child to be transported to and from the program by staff in the City of Bridgeport and/or Bridgeport Independent Schools vehicles. If your answer is no you must make alternative arrangements for the care of your child on the day(s) in question.

In the event that emergency medical attention is deemed necessary, I give the City of Bridgeport permission to provide first aid and/or transport to the nearest emergency medical facility. I also give permission for necessary emergency treatment by a physician and /or hospital/clinic. In consideration of your accepting my child in the program, I hereby for myself, my child, my heirs, executors, and administrators release and discharge all rights, demands, claims and causes of action, whether arising now or in the future, against the City of Bridgeport, the Parks and Recreation Division, its employee(s), agent(s), representative(s), and assigns for any and all property damage and injuries, including death, suffered by my child while enrolled in the program. I acknowledge that I have full knowledge of the risks involved in the program and that I have made my child aware of the risks and those risks are expressly assumed. I will, without limitation, assume and pay any medical and emergency expenses in the event of accident, injury illness or other incapacity. I state that I have carefully read this release and understand its contents.

I do hereby release, absolve, indemnify, and hold harmless the City of Bridgeport and its employees, activity officials, activity supervisors, any or all of them in the event of any accident, injury or death sustained by the above named participant(s) while being transported to or from an activity, or while participating in this activity, from any liability of any kind whatsoever. I also give permission for any photographs taken during this activity to be utilized for promotional uses by City of Bridgeport now and in the future. I, the parent or legal guardian of the above named participant, do hereby give my approval for participation in this and all of the programmed activity.

PARENT/GUARDIAN SIGNATURE

DATE

City of Bridgeport Youth Programs Consent Form

Permission to apply lotions, ointments, and repellants

As the parent or guardian of _____, I give permission for Bridgeport's Youth Program employees to apply the following: (check all that is approved)

____ Sunscreen, applied liberally, when extended amount of time will be spent in the sun.

____ Aloe Vera, applied only when child complains of skin irritation due to sunburn.

____ Insect repellent, applied sparingly, only when necessary.

____ Antiseptic ointment, applied only for minor cut or abrasions.

Parent/Guardian Signature: _____ Date: _____

Permission to view movies

As the parent or guardian of _____, I give permission for my child to view age appropriate movies. I understand that movies are approved by director prior to showing the selected movie. No movie will be shown with a rating beyond PG. The viewing of the movie by the child will be done under staff supervision as they will be watching the movie with the child the entire time.

Parent/Guardian Signature: _____ Date: _____

Please See Back

IMMUNIZATION

I, _____, hereby state that the current immunization report for my child, _____, is on record at (please check one):

Bridgeport Elementary School
1408 Elementary Drive
Bridgeport, Texas 76426
Phone: 940-683-5955

Bridgeport Intermediate School
1400 Highway 380
Bridgeport, Texas 76426
Phone: 940-683-5784

School Name

School Address

City, State, Zip

School Phone Number

Signature: _____

City of Bridgeport Youth Program

MEDICINE FORM

CHILD'S NAME: _____

- My Child has no medicine that is needed to be administered by the program at this time.
- My Child need medicine administered (please fill out the following information)

Name of Medication: _____

Physican's Name and Phone #: _____

Reason for Medication: _____

Dosage Prescribed: _____

When it needs to be administered: _____

How it needs to be administered: _____

Special Instructions: _____

Refrigeration Required: Yes No

Potential Side Effect/Warning Associated with Medication: _____

Parent Signature _____ Date: _____

Child's Name: _____

I have received a copy of
the City of Bridgeport's
Youth Standard of Care.

Parent's Name: _____

Signature: _____

ORDINANCE NO. 2015-09

AN ORDINANCE OF THE CITY OF BRIDGEPORT, TEXAS, ADOPTING A YOUTH SERVICES STANDARDS OF CARE POLICY; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bridgeport is a type A general law municipality located in Wise County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City of Bridgeport Parks and Recreation Department maintains an After School Program and other youth programs which are recreational in nature and are not day care or child care programs; and

WHEREAS, the City Council has determined that it is necessary to adopt a Youth Services Standards of Care Policy by which the City's Parks and Recreation Department will operate the City's youth programs; and

WHEREAS, the Youth Services Standards of Care Policy includes staffing ratios and qualifications, facility health and safety standards, monitoring and enforcement provisions, operations, transportation, general administration, and other provisions; and

WHEREAS, the City Council conducted a public hearing on July 7, 2015, concerning the adoption of the Youth Service Standards of Care Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRIDGEPORT, TEXAS:

SECTION 1

That the Youth Services Standards of Care Policy attached hereto as Exhibit "A" is hereby adopted to establish guidelines by which the City's Parks and Recreation Department will operate the City's youth programs.

SECTION 2

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Bridgeport, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 3

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

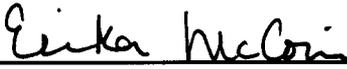
DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF BRIDGEPORT, TEXAS, BY A VOTE OF 4 TO 0, ON THIS THE 7 DAY OF July, 2015.

APPROVED:



Corey Lane, Mayor

ATTEST:



Erika McComis, City Secretary



CITY OF BRIDGEPORT YOUTH SERVICES STANDARDS OF CARE

The Standards of Care are intended to be minimum standards by which the City of Bridgeport Parks and Recreation Department will operate the City's Youth Programs. The programs operated by the City are recreational in nature and are not day care programs.

GENERAL ADMINISTRATION

1. Organization
 - A. The governing body of all City of Bridgeport Youth Programs is the Bridgeport City Council.
 - B. Implementation of the Youth Programs Standards of Care is the responsibility of the Parks and Recreation Department Director and Department employees.
 - C. Youth Programs to which these Standards of Care will apply are the Summer Kids Camps, the After School Program, Spring Break Camps, and other Youth Camps established by the City in the future.
 - D. Each Youth Program site will have available for public and staff review a current copy of the Standards of Care.
 - E. Parents of participants will be provided a current copy of the Standards of Care during the registration process.
 - F. Criminal background checks will be conducted on prospective staff. No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed in the Texas Department of Protective and Regulatory Service's Day Care Center Minimum Standards and Guidelines Appendix II, as same may be amended, or a felony violation of the Texas Controlled Substance Act, may be present while children are in attendance.

2. Definitions
 - A. City: The City of Bridgeport.
 - B. City Council: The City Council of the City of Bridgeport.
 - C. Department: The Parks and Recreation Department of the City of Bridgeport.

- D. Youth Programs or Program: City of Bridgeport Youth Programs consisting of the Summer Kids Camps and After School Program.
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Bridgeport Program.
- F. Director: City of Bridgeport Parks and Recreation Department Director or his or her designee.
- G. Recreation Superintendent: City of Bridgeport Parks and Recreation Department full-time Programmer who has been assigned administrative responsibility for a City of Bridgeport Youth Program.
- H. Participant: A youth whose parent(s) have completed all required registration procedures and determined to be eligible for a City of Bridgeport Youth Program.
- I. Parent(s): This term will be used to represent one or both parent(s), legal guardian(s), or adult(s) who have legal custody and authority to enroll their child(ren)/teen(s) in City of Bridgeport Youth Programs.
- J. Employee(s): Term used to describe people who have been hired to work for the City of Bridgeport and have assigned responsibility for managing, administering, or implementing some portion of the City Bridgeport Youth Programs.

3. Inspections/Monitoring/Enforcement

- A. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Superintendent. The Recreation Superintendent will be responsible to take the necessary steps to resolve each problem. The Recreation Superintendent will record complaints regarding enforcement of the Standards of Care and their resolution. The Director will address serious complaints regarding enforcement of the Standards of Care and the complaint and resolution will be noted.

4. Enrollment

- A. Before a child can be enrolled, a parent must sign registration forms that contain the child's:
 - (1) Name, address & home telephone number;
 - (2) Name and address of parents and telephone number during program hours;
 - (3) The names and telephone numbers of people to whom the child can be released;

- (4) A statement of the child's special problems or needs;
- (5) Emergency medical authorization;
- (6) Proof of residency when appropriate; and
- (7) A liability waiver.

5. Suspected Abuse

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code.

OPERATIONS

6. Staff-Participant Ratio

In a City of Bridgeport Youth Program, the standard ratio of participants to Leaders will not exceed 20 to 1. In the event a Leader is unable to report to the Program site, a replacement will be assigned.

7. Discipline

- A. Program employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
- B. There must be no cruel or harsh punishment or treatment.
- C. Program employees may use brief, supervised separation from the group if necessary.
- D. As necessary, Program employees will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A sufficient number and/or severe nature of discipline reports as detailed in the Program Manual may result in participant being suspended from the Program.
- F. In instances where there is a danger to participants or staff, offending participants will be removed from the Program site immediately.

8. Programming

- A. Program employees will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well-being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.

- B. Program employees will attempt to provide that indoor and outdoor times include:
 - (1) Alternating active and passive activities;
 - (2) Opportunity for individual and group activities; and
 - (3) Outdoor time each day weather permits.

- C. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program.
 - (1) During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
 - (2) Program employees must have a written list of the participants in the group and must check the roll frequently.
 - (3) Program employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

9. Communication

- A. Each Program site will have access to a telephone for use in making emergency calls.

- B. The Recreation Superintendent will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
 - (1) Bridgeport ambulance or emergency medical services;
 - (2) City of Bridgeport Police Department;
 - (3) City of Bridgeport Fire Department;
 - (4) Numbers at which parents may be reached; and
 - (5) The telephone number for the site itself.

10. Transportation

- A. First aid supplies and a first aid and emergency care guide will be available in all Program vehicles that transport children.

- B. All Program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.

FACILITY STANDARDS

11. Safety

- A. Buildings, grounds, and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- B. Program equipment and supplies must be safe for the participant's use.
- C. Program employees must have first aid supplies readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- D. Air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- E. All swing seats at Program sites must be constructed of durable, lightweight, relatively pliable material.
- F. Program employees must have first aid supplies readily available to staff in a designated location. Program employees must have an immediately accessible guide to first aid and emergency care.

12. Fire

- A. In case of fire, danger of fire, explosion, or other emergency, Program employee's first priority is to evacuate the participants to a designated safe area.

13. Health

A. Illness or Injury

- (1) A participant who is considered to be a health or safety concern to other participants or employees will not be admitted to the Program.
- (2) Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
- (3) Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program manual.
- (4) Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.

B. Program employees will administer medication only if:

- (1) Parent(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the City.
- (2) Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expired date.
- (3) Nonprescription medications are labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. Program employees will administer it only according to label direction.
- (4) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. No injections will be administered by the Program employees.
- (5) Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

C. Toilet Facilities

- (1) The Program site will have inside toilets located and equipped so children can use them independently and Program staff can supervise as needed.
- (2) An appropriate and adequate number of lavatories will be provided.

D. Sanitation

- (1) The Program facilities must have adequate light, ventilation, and heat.
- (2) The Program must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (3) Program employees must see that garbage is removed from buildings daily.

14. Program Staff

A. Youth Program Site Directors Qualifications and Responsibilities

- (1) Site Directors will be part-time or temporary employees who are at least eighteen (18) years of age.
- (2) Site Directors must have experience supervising children.
- (3) Site Directors administer the daily operations of the program in compliance with the adopted standards of care.
- (4) Site Directors recommend for hire, supervise and evaluate counselors.
- (5) Site Directors plan, implement, and evaluate the daily activities of the programs.
- (6) Site Directors will investigate allegations or concerns regarding suspected child abuse and will report suspected child abuse or neglect in accordance with the Texas Family Code.
- (7) Site Directors must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross Standards.
- (8) Site Directors must ensure that participants are released only to a parent or an adult designated by the parent.

B. Program Counselor Qualifications and Responsibilities

- (1) Program Counselors will be part-time or temporary employees who are at least fifteen (15) years of age.
- (2) Program Counselors must be able to consistently exhibit competence, good judgment, and self-control when working with children.
- (3) Program Counselors must relate to children with courtesy, respect, tolerance, and patience.
- (4) Program Counselors will provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- (5) Program Counselors will be responsible to know and follow all city, departmental, and program standards, policies and procedures that apply to city programs.
- (6) Program Counselors must ensure that participants are released only to a parent or an adult designated by the parent.