

Revised 8/10/2011



Panhandle Plains Council

2808 Canyon Drive | Amarillo, Texas 79109
806.373.7922 | 806.373.7149 (fax) | www.amarilocampfireusa.org
Office Hours: 9:00 a.m. – 5:00 p.m.

Dear Parents,

Welcome to Camp Fire USA! We are excited that you are entrusting your child to our care.

For over 100 years Camp Fire USA has been providing quality, affordable programs for youth from birth through high school. We are dedicated to providing every child with a nurturing, safe environment where learning and fun are creatively merged. Our most valuable asset is YOUR CHILD...taking good care of them is always our number one priority.

That being said, Camp Fire staff are carefully screened, well trained, and closely supervised by our Kids Care Director and Cluster Directors. Our programs are state licensed and recognized community-wide for having very high standards and excellent care. You will not regret your choice to join the Camp Fire family.

For your convenience, we now offer the following forms of payment:

- ✓ Cash – Accepted ONLY at the main Camp Fire USA office
- ✓ Credit Cards/Debit Cards – Visa, Master Card
- ✓ Checks & Money Orders – Made payable to Camp Fire USA
- ✓ Automatic drafts from checking/savings

Remember: Our Kids Care staff will not accept cash.

If you have any questions concerning registration, billings, and collection of fees, please direct calls to the Finance Manager, Ext. 207.

Again, welcome! We look forward to working with you to ensure a successful year for all of our absolutely incredible kid(s). We can be reached at 373-7922.

Sincerely,

Camp Fire USA Panhandle Plains Council

Camp Fire USA Panhandle Plains Council is dedicated to providing the highest quality after school and summer care for your family at reasonable rates. Described below are the basic policies for us to manage the program(s) in which your child is enrolled. Please read the following agreement and let us know of any questions you may have. Your initials on your child's enrollment form will signify that you received, understand and accept these policies as written.

In the event there are any changes to these policies and procedures, parents will be given at least a two-week written notice.

ENROLLMENT PROCEDURES

Priority is given to children who are enrolled in Camp Fire USA programs full-time. **All families will be admitted regardless of race, color, national origin, religious preference, or handicapping condition.** We do not discriminate in administration of our program policies, admission policies, reduced fee policies or hiring policies.

All registration forms must be completely filled out and turned in to our office **before** a child can enter the Kids Care After School or Summer programs. **No child will be allowed to attend without completed forms.** Parents must keep staff informed of any changes on the enrollment forms. A \$30 registration fee per child is due upon registration. If your child drops for any reason you will be required to reregister and pay the registration fee to reenroll in the program. If your child does not attend for two weeks without notice, your child will be dropped from the program. The family maximum registration fee payment is \$90.00. You will be required to pay this fee in order to hold a spot, in the program, for your child. **This fee is nonrefundable.**

HOURS OF OPERATION

Camp Fire Kids Care sites are open Monday through Friday from 3:00 pm - 6:00 pm. Summer hours are 7:00 am to 6:00 pm. For those schools who have Kindergarten Programs the hours will be 1:30 pm-6:00 pm. The regular program hours and sites are different for spring break, holidays, and summer. Parents will be notified in advance when locations for summer, spring break, and holidays have been determined.

Contacting Your Child's Site

Each after school site has its own cell phone number. The number to your child's site is posted on the parent board. We ask that you do not text message to these phones as we do not have a plan that supports texting.

PARENT RESPONSIBILITIES

Please notify the Kids Care/office staff when your child will not be attending the program as scheduled on a given day.

If your child will be unexpectedly absent due to illness, not in school, etc., please call the Camp Fire USA office at 373-7922 (we have voice mail). We will relay the messages to the site employees.

We also ask that parents pick up your child(ren) on time, follow rules regarding payment, keep records up to date, read all materials sent home or posted at school site, listen to staff concerns regarding your child, share concerns and comments with staff, and make sure you sign your child in and out.

- Your child must be escorted to/from the center
- Sign your child in/out each day
- Check the parent board and parent file daily for communication regarding policies, holiday registration, and other important information
- Notify the Camp Fire office if your child will be absent. Messages may be left at extension 200.

- Pick up a sick or injured child as soon as possible after being notified
- Adhere to all school and district policies

SIGNING IN & OUT

Parents or authorized persons must always come in and sign the attendance sheet when bringing children to the program or when picking them up.

RELEASE OF CHILDREN

Children are released to parents or authorized pickups only. We will not release your child to anyone who does not have prior written authorization. When designating someone else to pick up your child(ren), please send a signed and dated note. The staff will ask to see a picture ID and write down the driver's license number. If the staff member does not recognize the parent, they **WILL** ask to see the parent's photo ID. This is designed to protect your child.

ABSENTEE POLICY/SICK DAYS

To avoid unnecessary worry for parents and extra work for Camp Fire Staff, parents **MUST** call the office by 1:00 p.m. each day to report their child's absence from KIDS CARE. Attendance is taken within five minutes of the children's arrival and a missing child causes concern. If a child does not come to the program as intended after school, the parent will be notified.

WITHDRAWAL

A minimum of two (2) weeks written notification must be given for withdrawal from Kids Care After School or Summer programs. This allows the opening to be filled without loss of fees. By keeping enrollment capacity, fees are kept to a minimum for all participants. If you do not provide withdrawal notice, you could incur an additional cost. **Any child not attending for two consecutive weeks will automatically be dropped.**

For the child to be re-enrolled, an opening will have to be available and the parents will have to submit a new application along with the required registration fee.

HOLIDAY CLOSINGS

PARENTS WILL BE NOTIFIED IN ADVANCE OF ADDITIONAL HOLIDAY CLOSINGS.

We will be closed for the following nationally observed holidays:

Labor Day 9/5/2011
Thanksgiving 11/24 & 11/25/11
Christmas 12/23 & 12/26/11
New Year's Eve 12/30/11

New Year's Day 1/2/2012
Good Friday 4/6/12
Memorial Day 5/28/12
Independence Day 7/4/12

Please note that because holiday care is provided at a school, this schedule is subject to change based on the school schedule (repairs, maintenance, etc.)

PROGRAM DESCRIPTION

Planned activities by staff could be any of the following, but not limited to: arts & crafts, group games, cooking, reading, homework help, science projects, guest speakers, outdoor activities as weather permits, field trips, creative expression and clubs.

Children aged 4 through 12 years of age are enrolled in various programs at Camp Fire USA. Children are normally grouped according to age; however, during transition periods and special events, children of different age groups may be combined. It is Camp Fire USA's practice to maintain a minimum 1:15 adult to child ratio.

SNACKS

A nutritional snack is served after school to all children. During full-day or summer programs, children will be provided a lunch and 2 snacks. Camp Fire USA will be participating in the USDA Food Program and therefore there will be no outside food or snacks permitted unless documentation, from a healthcare professional, of a food allergy is provided to Camp Fire USA.

CHARGES & FEES

Kids Care After School fee structure is reviewed and announced at the start of each school year. Children enrolled for daily care (5 days per week), Monday thru Friday are considered full-time and will pay the weekly rate. Parents who need care for their children four days a week or less are considered part-time and will pay a daily rate. The cost for our program does not vary with individual daily absences, illness, holidays or vacations so we do not make fee adjustments. **Fees are evaluated yearly and parents will be given at least a two-week written notice of any changes.** If you have signed up for care and decide not to attend, you must still pay for the week and or day that you signed up for.

Program and Hours of Operation	Full Time M-F	Daily Rate
Kids Care After School 3-6PM	\$40	\$12
Kids Care Kindergarten Program 1:30-6PM	\$50	\$14
Kids Care Part Time 3 days	\$36	
Kids Care Half Days 12-6PM		\$10
Kids Care All Day Care (1 day plus regular weekly fee) 7:00 AM-6:00 PM	\$21 + weekly rate	
Kids Care Thanksgiving week Monday & Tuesday After School 3:00PM-6:00 PM	N/A	\$8
Wednesday Holiday Care 7:00 AM-6:00 PM	N/A	\$21
KIDS CARE Christmas Break 7:00 AM-6:00 PM	\$105	\$25
KIDS CARE Spring Break 7:00 AM-6:00 PM	\$105	\$25
KIDS CARE Summer Program 7:00 AM-6:00 PM	\$105	\$25

School Year Fee Options Menu

We also offer a convenient yearly plan. This plan allows for a year of fees to be broken down into convenient monthly payments. This option allows you to pay a flat monthly rate, and eliminates fluctuations in cost. **Please note that there are no refunds for withdrawal from a monthly plan.**

- If you elect to pick a monthly plan, the payment is due in full on the first of the month. **All fees are due in advance.**
- Subtract \$10 dollars/month if you set up monthly bank or credit card draft.
- Multi-child discount. Families with more than one child from the same household will be given a \$15 discount per month.
- Please allow two business days to process paperwork before starting care.
- A two week written notice is required for all withdrawals or changes in care.

Year Round Plan: *If you know you'll need care 12 months of the year, (First day - last day of school AND Licensed Summer Care):*

This plan is paid in equal payments over 12 months. This plan includes in the school year plan AND Licensed Summer Care. This plan also includes an \$80 dollar activity fee for the summer.

<i>Prices are per month</i>	<i>Regular After-School</i>
After School Program	\$239

School Year Plan: *If you know you'll need care on non-school days and breaks, but not summer; (First day-last day of school):*

This plan is paid in equal payments over 10 months. Includes all In-School Days, Half Days, Teacher In-service days, Holidays (when care is provided) and spring break. Additional days of care can be reserved only if space is available, and additional fees will apply.

<i>Prices are per month</i>	<i>Regular After-School</i>
After School Program	\$210

Schools Days Only Plan: *If you usually need care only on school days; (First day-last day of school):*

This plan is paid in equal payments over 9 months-September through May. This plan includes all school days. Half days are included for children registered to attend Afterschool on those days. Additional days of care can be reserved only if space is available, and additional fees will apply. **No refunds will be given for early withdrawal. Please note you will be required to pay the weekly rate for the first week in August.**

<i>Prices are per month</i>	<i>Regular After-School</i>
After School Program	\$160

CHILD CARE DISCOUNTS

Camp Fire USA provides a 15% discount to employees of Bell Helicopter, ISD Employees and Medical District Employees. Guidelines for these discounts are:

- Parents must show proof of ISD or Bell Helicopter employment at the time of enrollment
- Pay full registration fee
- Discounts apply to regular weekly rates or monthly rates
- You may not utilize more than one type of tuition discount.

END OF YEAR STATEMENTS

Camp Fire USA will provide an end of year statement to current parents at a cost of \$5 and a statement to non-current parents at a cost of \$15. You must put in a request for your statement in writing along with your payment and allow 2 weeks for your statement to be ready. All parents will be given Camp Fire USA's EIN # at no cost. **You will be given an invoice weekly, this invoice will show your year to date payments.**

REFERRALS

When you refer another family to Camp Fire USA your name will be put in to a drawing. Each month we will draw a name and the winner will receive a free month of care from Camp Fire USA.

LATE PICK-UP

Children must be picked up by 6:00 pm. A \$10.00 late fee for the first one to 15 minutes, and \$1.00 per minute for additional minutes will be charged if you are late (unless previously arranged with the director). The fee must be made at time of pick-up or will be added to your account. ***Failure to pay these fees may result in termination of enrollment.***

If any child is still at the center by 6:30 p.m., our staff will call the Amarillo Police Dept. or Child Protective Services to take the child until the parent is located.

FINANCIAL ASSISTANCE

The purpose of Camp Fire USA's Financial Assistance Program is to provide subsidized childcare to families whose children would be in a latchkey environment if it were not for Camp Fire USA's help. We do not want our program to present a hardship or barrier to anyone in need of our services. This is an income eligible program that is based on family size and gross monthly income. Based on income level, some families are eligible for assistance from Panhandle Work Source Child Care Services and will be asked to apply there prior to getting funds from Camp Fire. This allows us to spread our dollars further to help families that do not qualify for CCMS. Scholarships are provided by funding from the Brumley Foundation and United Way.

Families who qualify for financial assistance are subject to all the miscellaneous cost and penalties (registration, failure to notify and late fees) as outlined in this handbook. Sibling discounts are not given to families on financial aid.

Payment Policies and Procedures

Camp Fire USA Kids Care After School & Summer programs operate on a weekly fee basis. Fees are based on enrollment status, either full-time or part-time. Full-time status is given to those children who attend the program Monday - Friday. Part-time status is given to those children who attend the program three days each week.

Parents enrolled in the program will pay the same amount each week regardless of number of days their child attends.

Care is typically offered during staff development, and school breaks (Christmas & Spring). **Camp Fire reserves the right to offer care during these times based on staff availability and the needs of the families we serve.** Usually a minimum enrollment of 70 children is required for care to be offered during the non-school days. Parents will be notified two weeks in advance to sign-up for the upcoming day/break. If you sign-up for care and later decide not to attend, you will still need to pay (unless you notify the Billing Department before the first day of care). Care is available on a space available basis, plus a \$10 late fee to parents who sign up late.

1. All weekly and daily fees are due and payable on site the Friday before the week of attendance in KIDS CARE.
2. For your protection and ours, **CASH WILL NOT BE ACCEPTED AT SITES.**
3. All late payments must be received at the Camp Fire USA office, 2808 Canyon Drive, no later than noon Monday of the week of attendance at KIDS CARE. **Fees received after noon on Monday will be assessed a \$10.00 late fee. No exceptions. NOTE: We have a drop slot in the back door of the Camp Fire USA office for your convenience.**
4. Your child(ren) will be unable to attend KIDS CARE until the account is brought up to date (unless prior arrangements have been made with the Finance Dept.).

Payment Envelopes

KIDS CARE will provide special payment envelopes, for your convenience. Your check or money order should be placed in the deposit envelope and sealed. Parents should fill out the deposit envelope completely, and then place it in the bank bag after having it recorded by the KIDS CARE staff, or bring it directly to the Camp Fire USA office. Please be sure to indicate which child (ren) the payment is for. This will help us to ensure your payment is posted to the correct account.

Returned Checks

All returned checks are sent directly to Check Alert for collection. Cash or money order will be accepted as a replacement form of payment until the account is resolved with Check Alert. **If your check is returned, Camp Fire will charge an additional fee of \$35. Your account must be kept current weekly during this time or child will be terminated (i.e., payments must be received no later than noon on Monday at the office).** Camp Fire's check return policy is that when one (1) check is returned, the individual will be placed on a cash only basis for two (2) months. If there is another returned check after that period, you will be on a cash or money order basis only for the duration of their time in the program. If you are having difficulty paying, please let us know; we are here to help.

Forms of Payment

For your convenience, we will accept the following forms of payment:

- ✓ Cash - Accepted ONLY at the Camp Fire USA office, 2808 Canyon Drive
- ✓ Credit Cards/Debit Cards - Visa, Master Card (\$1.00 transaction fee per week)
- ✓ Checks & Money Orders - Made payable to Camp Fire USA
- ✓ Automatic drafts from checking/savings

Remember: Our policy states that Kids Care staff will not accept cash.

Please call, the main office at 373-7922 if you would like to participate in any of these convenient payment options. Please do not ask site staff invoice or payment related questions. They have been instructed to direct you to the finance department.

Invoices will be generated when a payment is received. Invoices will be returned to the KIDS CARE sites to be placed in each child's blue parent file. There will be a \$5.00 charge for providing another copy of the receipt. **It is the parent's responsibility to keep all receipts for tax purposes - a current and year to date total is included on every receipt.**

All billing and payment related questions should be directed to our Finance Manager ext. 207. Kids Care staff is instructed not to answer billing related questions.

ILLNESS & MEDICATIONS

State licensing regulations require that each child admitted must have up-to-date immunization records. If you have provided records to the school, those will be acceptable.

Illness

In accordance with the TDPRS Minimum Standards, we will not permit a child who has symptoms of illness such as: diarrhea, acute vomiting, severe coughing or sore throat, armpit temperature of 99.4 degrees F. or higher, yellow skin (jaundiced), red eyes with discharge, severe itching, skin rashes, visibly enlarged lymph nodes, stiff neck, blood or pus from ear, skin, urine, stool, or unusual behavior for the child; symptoms which indicate any of the following diseases: chicken pox, impetigo, lice, scabies, or strep throat; or other health exclusions include any "Reportable Communicable Diseases" listed by the State of Texas, Department of Health.

If a child becomes ill while at a Kids Care school sites, the parents will be notified so that arrangements can be made for the child to be picked up. If your child is sent home ill, **they cannot return until 24 hours after the symptoms have diminished.**

<u>Illness</u>	<u>Return Requirements</u>
Chicken Pox	6 days after appearance of 1 st lesion
Conjunctivitis	24 hrs after start of treatment
Croup	After illness has subsided
Diarrhea-Gastro Enteritis	24 hrs aft ^{3er} last loose stool or 1 normal bowel
Rubella	8 days after onset rash
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hrs after treatment has started
Fever	24 hrs after temperature is normal
Influenza	24 hrs after temperature is normal
Measles	6 days after treatment is completed
Head Lice	24 hrs after treatment is completed
Roseola	After illness has subsided
Scabies	After eggs and mites are destroyed
Strep Throat	24 hrs after start of antibiotic therapy
Poison Ivy	After lesions cease to ooze
Pneumonia or Epiglottitis	Written note from physician
Bacterial (Spinal) Meningitis	After Health Department gives ok
Mumps	10 days after onset of symptoms

IN ALL CASES, FOR THE SAFTEY OF ALL CHILDREN AND STAFF, CAMP FIRE USA RESERVES THE RIGHT TO SEND A CHILD HOME WITH SUSPICIOUS OR PROLONGED SYMPTOMS.

Medication

Medication is given by authorized staff members in accordance with State Law and cannot be administered to a child without written permission from the child's parent. All medication shall be in its original container, properly labeled, and authorized by the child's health care provider or written directions on over-the-counter meds. All medications will be stored where it is inaccessible to children.

Accident/Medical

In the event of an accident, first aid will be administered and an Accident Report will be completed, signed by staff and parent, and filed. In case of an emergency, the center will call 911 and contact the parent/guardian. Information from the child's records will be used to obtain necessary emergency information. Kids Care staff will document all information pertinent to the emergency.

Vision & Hearing

State licensing regulations require that each child admitted in to the program have a hearing and vision screening. If this is on file at your child's school then those records will be acceptable.

Tuberculin Testing

At this time, the local Health Department does not require this test.

Discipline

One of Kids Care's goals is to develop self-esteem in each child. The staff will employ distraction and redirection, verbalization of feelings, teaching by example, and praise for appropriate behavior. These healthy outlets for emotion teach skillful adaptation to interaction with others and teach the child acceptable outlets for negative feelings.

Discipline and guidance is consistent and based on an understanding of the individual needs and development of the child. Discipline will be directed toward teaching the child acceptable behavior and interaction with other children. Children shall not be subjected to harsh and cruel treatment, humiliation, abusive language or punishment.

Serious and repeating discipline problems will be reported to parents who will be expected to support the actions of Kids Care staff. Continued problems may result in suspension and/or withdrawal from the program. If the child's behavior is dangerous to himself and or others immediate dismissal will be required.

Camp Fire shall require the dismissal of a child from Kids Care for the following reasons:

1. Non-payment of fees
2. Failure to adhere to stated policies
3. Biting or other excessively aggressive actions
4. Disciplinary problems that cannot be resolved

***No refunds will be allowed for discipline related suspensions
from Kids Care After School or Summer programs.***

Corporal Punishment

The Kids Care program and Camp Fire USA have a very strict policy against corporal punishment. *"The director of any Camp Fire personnel shall not use, nor permit any person to use, corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child of any age shall be shaken, hit or spanked."*

GREIVANCE PROCEDURE

This grievance procedure is designed to address complaints and disputes between the employees and Camp Fire over working relationships, working conditions, employment practices or differences in interpretation of policies. Employees who believe they have a legitimate grievance may undertake the following procedure in order to resolve the matter. In certain circumstances, employees may be suspended either with or without pay, as determined appropriate by Camp Fire, pending the outcome of the grievance procedure. In cases of employment termination, the grievance procedure may be utilized after the termination effective date.

STEP 1 - IMMEDIATE SUPERVISOR

Discussion of the problem with the immediate supervisor is encouraged as a first step with the objective of resolving the matter informally. The majority of disputes, complaints or misunderstandings can be resolved at this level. Employees should bring their grievances to the attention of their supervisor in a timely manner in order to resolve them as quickly as possible. Generally, in order for a grievance to be timely, it must be presented within 10 work days of occurrence. The supervisor will have 10 work days to inform the employee of the decision regarding the grievance. There may be situations which employees feel cannot be discussed with

their immediate supervisor. In these instances, employees are encouraged to request a meeting with the Executive Director. The Executive Director is available to assist or advise employees regarding grievance procedures.

STEP 2 - APPEAL TO THE PROGRAM DIRECTOR

If the problem is not resolved as provided in Step 1, then the employee may formalize the grievance by submitting it in writing to the Program Director. The written grievance will identify the policy or regulation which is alleged to have been violated, will contain the remedy sought and will be signed and dated by the employee.

A written grievance should be filed by the employee within 10 work days after the supervisor has rendered a decision to the employee. In an effort to resolve the problem, the Program Director will consider the facts, conduct an investigation, may give the employee the opportunity to present the case orally and also may review the matter with the Executive Director. The Program Director may affirm, reverse or modify the supervisor's decision and will notify the employee of the decision in writing within 10 work days after receiving the appeal.

STEP 3 - APPEAL TO THE EXECUTIVE DIRECTOR

If an employee is not satisfied with the decision of the Program Director, he or she may appeal to the Executive Director within five (5) work days after receiving that decision. The appeal will be in writing and will include all of the information included in the initial grievance and subsequent appeals, all the decisions related thereto and any other pertinent information the employee may wish to submit. The appeal will be signed and dated. The Executive Director will investigate the grievance and will allow the employee to present the case orally. The Executive Director has the option of appointing a three-member panel from Camp Fire to also hear the case and review the actions to ensure that Camp Fire procedures have been followed and due process has been afforded to the employee. The Executive Director may affirm, reverse, or modify the previous decision in writing within 10 work days after receiving the appeal.

***NOTE**

If the grievance involves Camp Fire USA's Executive Director skip to step 4.

STEP 4 - APPEAL TO THE GOVERNING BOARD OF DIRECTORS

If an employee is not satisfied with the decision rendered at STEP 3 of the grievance procedure, he or she may appeal to the president within five (5) work days after receiving that decision. The appeal will be in writing, and will include all of the information included in the initial grievance and subsequent appeals, all decisions related thereto and any other pertinent information the employee may wish to submit. The appeal will be signed and dated.

The president will initiate an investigation into the matter and may give the employee the right to present his or her case orally. The President may affirm, reverse, or modify the previous decision and, within a reasonable time frame, will notify the employee of the decision in writing. The decision of the president shall be final.

School Playgrounds

The school playgrounds and school outdoor play equipment may not meet all of the childcare licensing requirements; yet the children in the Camp Fire USA program may be using the equipment.

Emergency School Closings

If the school is closed due to snow, inclement weather or water shut-offs, Kids Care will not operate at that location. Always have a back-up plan for your child in case of emergencies.

In the event of school closings, Camp Fire closings will be announced on local radio and television stations on the morning of a potential snow day.

In case of fire, bomb threat, or gas leak, everyone will be evacuated out of the building to safety. In case of tornado or severe weather, everyone will be sent to a safe, designated area away from windows and openings. Staff and children will remain the designated area until the all clear bulletins have been issued. Each site is equipped with battery-operated radios. Fire and severe weather drills take place at least once a month and are recorded. An evacuation plan is posted in the Public Posting book.

In the event of water shut-off for several hours, site staff will call parents to come pick-up child immediately. As a licensed facility, we are not allowed to provide care when running water is not available. **We will not issue refunds for closings due to weather or emergencies.**

Outdoor Play

Health experts agree that cool or damp weather is rarely harmful to children and going outdoors for fresh air is essential. If the temperature dips to 40 degrees or below during the fall and winter months we will probably choose to stay indoors. We do take into consideration the "wind chill factor". We will encourage your child (ren) to button coats and wear hats and gloves if they are provided. Often times we just bundle up and take a brief walk outdoors and then return to indoor activities. Panhandle winds can make 40 degree temperatures feel like it is in the 20's. During the summer when the thermometer soars to above 90 degrees that is an indication that you will most likely find the Camp Fire children indoors.

Swimming

During the summer children with parental permission go swimming. In order to provide adequate care the following safety precautions will be followed at the pool:

- A minimum of two life-saving devices must be available
- One additional life saving device must be available for each 2,000 square feet of water surface;
- Drain grates must be in place, in good repair, and must not be able to be removed without using tools
- Pool chemicals and pumps must be inaccessible to any child
- Machinery rooms must be locked when any child is present
- Employees must be able to clearly see all parts of the swimming area
- The bottom of the pool must be visible at all times
- An adult must be present who is able to immediately turn off the pump and filtering system when any child is in the pool; and
- All indoor/outdoor areas must be free of furniture and equipment that any child could use to scale a fence or barrier or release a lock.

Transportation

Camp Fire USA does not provide any transportation for the after school program. Field trips are considered an important part of our program during full day care or summer care and will be taken periodically to nearby places of interest. Durham Transportation is used for summer care. Your written permission for your child to participate in such excursions is part of this agreement. As a safety precaution, no child will be released during a field trip away from the Kids Care program.

Field Trips

Anytime children are taken away from the facility where care is provided:

- All field trip notices will be posted 24 hours in advance of a field trip. This notification will include: Date of scheduled field trip, name of location, and scheduled time to leave and return.
- Child/Caregiver ratios will be in compliance with minimum standards

Gang Free Zone

All Kids Care Sites are considered gang free zones. Any gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of any program site is a violation of the law and is therefore subject to increased penalty under state law.

Parent Involvement

Parents are encouraged to participate or visit anytime. Please feel free to join in your child's activities and share the fun. We sincerely want you to get actively involved and invite your ideas and suggestions. If you would like to schedule a conference or have questions or comments, call the Camp Fire office at 373-7922.

Fund Raising

Fund raising is vital to nonprofit organizations. In order for Camp Fire USA to fulfill our mission and serve youth regardless of family income, we must receive financial support from the community. From time to time we may hold fund raisers where the children can participate, e.g. Candle Sales, Ticket Sales, the decision for your child to participate is completely up to you. Here are a few other ways you can help:

Individual Gifts: Camp Fire USA, a nonprofit 501(c)(3) organization, gratefully accepts cash gifts from individuals. You can make an unrestricted gift, which will be used for the most pressing need at the time, or you may designate your donation to benefit a particular Camp Fire USA program.

Workplace Giving: We strive to register with all of the local workplace giving campaigns. Please let us know if Camp Fire USA does not appear in your campaign booklet. We would be happy to provide information about Camp Fire USA.

Corporate & Foundation Grants: We continuously seek support from corporations and foundations. These funders are most likely to give to organizations where their employees are involved. If your employer makes charitable gifts in the community, we would be grateful for an opportunity to speak with you about adding a personal letter of support to a grant application.

Matching Gifts: Many employers will match gifts their employees make to nonprofit organizations like Camp Fire USA. Please take advantage of this opportunity to double your contribution whenever you give.

Special Events: We encourage parents and children to actively participate in any of our events.

In-Kind Donations: As you can imagine, Camp Fire USA has a constant need for a variety of goods and services. We welcome in-kind donations that you or your business might be able to provide. Some of the services we need include: computers, web site support, graphic design, printing, marketing, toys, and passes to sporting events/movies/etc. Volunteers are also needed to serve as mentors/tutors, guest speakers, data entry, handyman, and staff training.

QUESTIONS OR CONCERNS

Texas Department of Family and Protective Services

Parents can review a copy of the minimum standards and Camp Fire's most recent Licensing Inspection Report anytime they wish. Both are kept at their child's school site in the Public Posting Book.

Parents may contact the local DFPS office at:

3521 SW 15th Ave., Amarillo, TX 79102

Office: 806- 354-5307 | Abuse Hotline: 800-252-5400 | www.dfps.state.tx.us

If you would like additional information regarding licensed childcare centers, including the Camp Fire sites, visit this website, www.texaschildcaresearch.org.

We hope this Operational Policies/Parent Handbook has explained policies and procedures of Camp Fire USA KIDS CARE After School & Summer programs for you. If you have any additional questions or concerns please feel free to contact us at the Camp Fire office at 373-7922.

PANHANDLE PLAINS COUNCIL STAFF

Executive Director

Terra Campbell - terra@amarillocampfireusa.org

Office Manager- Amarillo

Berklee Jones - berkleee@amarillocampfireusa.org

Office Manager - Lubbock

Vacant

Finance Manager

Janet Callas- finance@amarillocampfireusa.org

Little Stars Academy Director

Katrina Baker - katrina@amarillocampfireusa.org

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