

# Camp Fire USA First Texas Council

## OUT OF SCHOOL PROGRAMS

### Parent Handbook of Operational Policies & Procedures



**Camp Fire USA**  
Today's kids. Tomorrow's leaders.

Camp Fire USA First Texas Council  
2700 Meacham Blvd  
Fort Worth, Texas 76137-4699  
817-831-2111/817-831-5070 (fax)  
[www.CampFireFW.org](http://www.CampFireFW.org)

# Camp Fire USA First Texas Council Parent Handbook

## Table of Contents

Welcome to Camp Fire USA Out of School Programs	1
Purpose, Mission, Vision, and Core Values	2
Enrollment Procedures	3
Non Discrimination Clause	3
Hours of Operation	3
Parent Responsibilities	3
Parent Volunteer	4
Signing In/Out	4
Procedures for Release of Children	4
Absent Policy	4
Withdrawal	5
Snacks/Lunch	5
Curriculum	5
Code of Conduct	6
Guidance and Discipline Practice Policy	6
Corporal Punishment	6
Grievance Procedure	7
Outdoor Play	7
Field Trips	7
Transportation	8
Swimming	8
Personal Belongings	8
A Parent's Guide to Day Care	8
Minimum Standards	8
Child Abuse and Neglect Reporting	8
Closing and Holidays	9
School Closing	9
Early Dismissal	9
Holidays	9
School Breaks & In Service Days	10
Financial Terms and Conditions	10
Payment Policies and Procedures	10
Payment Options	11
Late Pick-Up	11
Financial Assistance	11
Termination for Nonpayment	12
Child Care Discounts	12
Health	12
Medication	13
Medical Emergency	13
Illness Chart	13
Staff	14
Refusal of Service	14
Camp Fire USA Staff	15
Parent Handbook Agreement	16



Camp Fire USA First Texas Council  
2700 Meacham Blvd / Fort Worth, TX 76137-4699  
817-831-2111 / 817-831-5070 (fax)  
[www.CampFireFW.org](http://www.CampFireFW.org)  
Hours: 8:30 a.m. - 5:00 p.m.

Dear Parents,

Welcome to the Out of School programs of Camp Fire USA First Texas Council! We are really pleased to have your child participating in our program.

Camp Fire USA understands the value of providing quality, affordable programs for youth. We are dedicated to providing every child with a nurturing, safe, environment where learning and fun are creatively merged. The community's most valuable asset is OUR CHILDREN...and 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 on-site Site Director as well as other council staff. Since 1914, our programs have been recognized community-wide for having very high standards. In addition, our after school programs are state-licensed to insure high quality. You will be pleased that you and your family have chosen to join Camp Fire USA.

Again, welcome! I look forward to working with you to ensure a successful experience for you and your child. Please do not hesitate to offer any suggestions or concerns. I can be reached at 817-831-2111 ext. 103.

Sincerely,

Zem Neill  
President & CEO

*Camp Fire USA First Texas Council is dedicated to providing the highest out of school care for your family. Described below are the basic policies used to manage the program in which your child is enrolled. Please read the following agreement and let us know of any questions you may have. Your signature at the end of this document will signify that you 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.*

### Purpose

Camp Fire USA First Texas Council's purpose is to provide opportunities for children and youth, and those who care for them, to realize their potential and become caring, self-directed individuals, responsible to themselves and others; and to improve those conditions in society that affect children, youth, and their families.

### Mission

Camp Fire USA First Texas Council builds caring, confident youth and future leaders.

### Vision

Camp Fire USA First Texas Council is the premier leader and agency of choice for child and youth development in North Texas.

Because of Camp Fire USA, children and youth are:

- Ready to learn when they start school;
- Caring, confident, and developing leadership skills;
- Respectful of the outdoor environment; and
- Actively involved with their families and other adults

### Core Values

We believe:

- In an approach to youth development that builds personal assets
- That children and youth achieve and learn as individuals and that interests are not determined by gender
- That the best youth development occurs in small groups where children, youth, and families are actively involved
- In coeducational programming
- That youth development is best accomplished with well trained caregivers, leaders, and mentors
- In inclusiveness, welcoming children, youth, and adults regardless of race, religion, socioeconomic status, ability, and other aspects of diversity
- In respect for the environment and the value of outdoor experiences
- That high quality early care and education is important for children's development from birth
- The importance of advocacy on behalf of children, youth, and families

**Camp Fire USA is a member of the National After School Association (NAA)**

## **Enrollment Procedures**

All registration forms must be completely filled out and turned in **before** a child can enter Camp Fire USA First Texas Council Out of School Programs. *No child will be allowed to attend without completed forms.* Parents must keep staff informed of any changes on the enrollment forms. A \$50.00 registration fee per child is due at the time of registration. Drop-in care will also incur the registration fee as outlined in this handbook. This fee is non-refundable.

## **Non-Discrimination Clause**

Camp Fire USA First Texas Council, a non-profit organization, does not discriminate in employment, enrollment, or nutrition programs on the basis of race, color, religion, national origin, sex, marital status, disability or handicap, age, or any other status protected by the local, state, or federal laws.

## **Hours of Operation**

Camp Fire USA First Texas Council Out of School programs operate from the time that children are dismissed from school until 6:00 p.m. everyday that school is in full session. When school is dismissed early (for holidays or other events), the program hours will be adjusted to accommodate the early dismissal time.

## **Parent Responsibilities**

- Sign child out of the program each day.
- Check the parent board and parent file daily for communication regarding policies, holiday registration and other important information.
- Notify program staff if the child will be absent for the afternoon. Messages may be left on the program cell phone.
- We also ask that parents pick up your child/ren on time, follow rules regarding payment, keep records up to date (phone, address), read all materials sent home or posted at school site, listen to staff concerns regarding your child, and share concerns and comments with Site Director.
- Pick up a sick or injured child from the center as soon as possible after being notified by the center.
- Adhere to all school and district policies; Camp Fire USA First Texas Council adheres to the policies of your local school and district as well.

## Parent Volunteers

Parent volunteers are always welcome at the centers. Volunteer duties may include:

- Assisting in program activities (holiday parties)
- Making donations of materials to the center (list of suggested items is available)
- Sharing your cultural heritage
- Other volunteer duties on case by case basis

All volunteers are subject to a criminal background check.

Camp Fire USA First Texas Council Out of School programs operate with an open door policy. Parents are always welcome to come and visit any time. A copy of the Texas Department of Family and Protective Services Minimum Standards and the most recent Licensing Inspection reports are available for review at the center.

## Signing In and Out

Authorized persons must always come in and sign the attendance sheet when bringing children to the program and when picking them up. Children are not allowed to sign themselves in or out of the program.

## Procedures for Release of Children

Parents / Guardians must list the names of individuals who are allowed to pick up their child/ren from the after school program on the program registration form. **ONLY LISTED INDIVIDUALS** will be allowed to pick up the child/ren. Staff is instructed to get a photo ID of individuals (this includes parents) picking up children until they are familiar with them. They will write down corresponding information from the ID, e.g., the driver's license number. Staff is not allowed to release the child to anyone who fails to provide ID when asked to do so. You should also provide the names of individuals who are not allowed to pick up your child in the appropriate spaces on the registration form and provide a written court document (when appropriate) stating that the person is not allowed to pick up the child from the program. You may add someone to the list during the course of the year by adding it to the registration form or by sending a written and signed letter that will be kept in the child's folder.

## Absent Policy

Parents *must* call the on-site program by 1:00 p.m. each day to report their child's absence from the after school program. 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 parents will be notified immediately.

## **Withdrawal**

A minimum of two (2) weeks written notification must be given for withdrawal from Camp Fire USA First Texas Council Out of School Programs. This allows the opening to be filled as soon as possible 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 from enrollment.

*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.*

## **Snacks/Lunch**

A nutritional snack is served after school to all children. During full-day or summer programs, children are required to bring a lunch. Please do not send sodas, candy, or gum. State Licensing requires parents to provide the daily nutritional needs for their child if it is not provided for them. Parents must sign an agreement stating that they understand Camp Fire is not providing a meal nor is Camp Fire responsible for meeting their child's daily food requirement, and that they will provide a meal from home.

## **Curriculum**

Curriculum is designed to assist children in building specific skills and characteristics like self-direction, confidence and school preparedness. It also emphasizes learning as an interactive process. Early Childhood Educators prepare the environment for children to learn through active exploration and interaction with adults, other children and materials. Learning activities and materials are concrete and relevant to the lives of young children. Staff will increase the difficulty and complexity of an activity as children develop increased understanding of the activity. Outdoor experiences are provided for children of all ages, and Early Childhood Educators provide a balance of rest and active movement for children throughout the program day.

The daily schedule allows large segments of time for indoor and outdoor self-selected activities and smaller segments of time for group activities, snacks, and routines.

The area of care is arranged in interest centers consisting of art, music, science, block, drama (or home center), manipulative, cooking, library/quiet center, creative expression and clubs. During indoor center time, children select activities that interest them. Early Childhood Educators observe the children and interact with them to support, extend, and clarify learning. In addition, guest speakers and field trips are built into the curriculum as appropriate. Outdoor activities are coordinated as weather permits.

Early Childhood Educators often plan the day and week around a topic or issue. Concepts related to the topic are presented through activities in the interest centers. Emphasis is not placed on children acquiring facts or information about the topic. Instead, the intent is to help children use the basic processes necessary for learning. These

processes include observation, asking questions, matching items, grouping objects by common characteristics, ordering objects and events, perceiving common relationships among objects, problem solving, and understanding cause and effect. Children now, and in the future, will use these processes as they learn about their world.

## **Code of Conduct**

Children are expected to adhere to all school and district policies. Camp Fire USA First Texas Council will adhere to the policies of the school and district as well. The Code of Conduct is to ensure that each child's behavior is consistent with school rules.

## **Guidance & Discipline Practice Policy**

Our goal for children is to help each child develop the internal control needed to manage himself/herself. Therefore, we use the following positive guidance techniques:

- Modeling appropriate behaviors
- Setting clear and reasonable limits that protect the child's safety and welfare, the rights of others and the environment
- Acknowledging appropriate behavior
- Peace Place - encouraging verbalization and problem solving by providing positive suggestions, choices and/or redirection

When a discipline problem occurs and persists, the following actions may be taken:

- The Site Director will complete a Parent Communication Form and discuss with the parent and the child
- Parents will be called for a conference.
- Parents may be requested to pick up their child for the day
- A behavior agreement may be completed outlining the unacceptable behavior and consequences
- The child may be suspended or released from the program at the discretion of Camp Fire USA administrative staff.

If a child is suspended from school, he/she may not attend Camp Fire USA First Texas Council Out of School Programs during the suspension period

## **Corporal Punishment**

Camp Fire USA First Texas Council has a strict policy against corporal punishment: *“Under no circumstances will corporal punishment be allowed within programs operated by the Camp Fire USA First Texas Council.”* And, *“The Site Director of any Camp Fire USA program 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.”*

## **Grievance Procedure**

Camp Fire USA recognizes that disputes may arise regarding the After School/Summer Programs. If you have a complaint, please follow these steps until the problem is resolved:

- Verbal discussion with teacher
- Verbal discussion with Site Director
- Verbal or written grievance to Camp Fire USA Administrative staff.
- Verbal or written grievance to President/CEO of Camp Fire USA First Texas Council
- Written grievance to Camp Fire USA First Texas Council Board of Directors.

## **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, the children will likely be kept indoors. We do take into consideration the “wind chill factor” and will encourage your child/ren to button coats and wear hats/gloves if they are provided. Often times we bundle up and take a brief walk outdoors and then return to indoor activities. During the summer months when the temperature soars high, we take precaution on Ozone alert days. If an Ozone alert is announced, outdoor activities will not be permitted.

## **Field Trips**

Field trips are considered an important part of our program during Breaks and Holidays. Camp Fire USA First Texas Council will ensure the safety of all children on field trips or excursions off-site. Anytime children are taken from the facility where care is provided, Camp Fire will adhere to the Licensing Standards for compliance.

Minimum Standards **746.3001:**

Notification of the Field trip will be posted 48 hours in advance of a field trip indicating:

- Name of location
- Scheduled time to leave and return

Minimum Standards **746.3003:**

Child/Caregiver ratios will be in compliance to Minimum Standards.

Your written permission for your child to participate in such activities is part of this agreement. As a safety precaution, no child will be released during a field trip away from the on-site care program.

## **Transportation**

Camp Fire USA First Texas Council will not provide transportation for your child/ren. Buses from a local school district will contract with Camp Fire USA to provide transportation services when needed for field trips or other off-site activities.

## **Swimming**

During the summer, swimming will be offered at times during field trips. The following safety precautions will be followed at the pool:

- A minimum of two life-saving devices must be available
- 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
- 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.

## **Personal Belongings**

Children participate in active play and should dress accordingly. All items (clothing, school supplies, etc.) should be marked with the child's first and last name. Camp Fire USA First Texas Council is not responsible for personal belongings or clothing that becomes lost or damaged. Toys or other materials are **NOT ALLOWED** from home unless it is a donation to the program.

## **A Parent's Guide to Day Care**

The Texas Department of Family and Protective Services provides a booklet, which may be viewed on line at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). A copy also is available at the program site.

## **Minimum Standards**

The Minimum Standards required by Texas Licensing may be found at the Parent table.

## **Child Abuse and Neglect Reporting**

The Texas Department of Family and Protective Services require that Camp Fire USA First Texas Council staff report suspected cases of child abuse. This includes the reporting of parents whose abilities appear to be impaired by drugs or alcohol. The child abuse hotline is **1.800.252.5400** or the local Licensing office may be reached at 817-321-8604.

## Closings and Holidays

### **School Closing**

Camp Fire USA Out of School programs will follow the school district's inclement weather policy. In the event that inclement weather occurs, listen to local radio and television stations for delays or closings. If schools are closed due to inclement weather or other circumstances, Camp Fire USA will also be closed. Parents may be called to pick up their child early if inclement weather occurs during the program's hours of operation. If the school closes early, then Camp Fire USA program will also be closed. As these closings are beyond our control, there will be no refunds or adjustments.

### **Early Dismissals**

When school is dismissed early (for holidays or other events); program hours will be adjusted to accommodate the needs of the parents.

### **Holidays**

Camp Fire USA Out of School programs will be closed for the following holidays:

<u>Holiday:</u>	<u>Date observed:</u>
Labor Day	Monday, September 5, 2011
Thanksgiving Day	Thursday, Nov. 24, 2011
Day after Thanksgiving	Friday, Nov. 25, 2011
Christmas Eve	Friday, Dec. 23, 2011
Christmas Day	Monday, Dec. 26, 2011
New Years Eve	Friday, December 30, 2011
New Years Day	Monday, January 2, 2012
Good Friday	Friday, April 16, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012

If Christmas falls on a Saturday, we will be closed on the previous Thursday and Friday. If Christmas falls on a Sunday, we will be closed on the following Monday and Tuesday. If New Year's Day or Independence Day falls on a Saturday, we will be closed on the previous Friday. If either day falls on a Sunday, we will be closed the following Monday. Please note that because holiday care is provided at a school, this schedule is subject to change based on the school schedule.

Camp Fire USA First Texas Council Out of School/Summer programs will not be in operation due to a Staff Development day, one (1) day in the fall of each year. This date varies year to year therefore a written notice will be distributed to all families at least two weeks in advance of the date.

## School Breaks & In-service Days

Care is offered during school staff development days (in-service days) and school breaks (Christmas & Spring Break). Camp Fire USA First Texas Council reserves the right to offer care during these times based on the needs of the families we serve. Parents will be given the opportunity two weeks in advance to sign up for the upcoming school break. If you sign up for care and later decide not to attend, you will still be expected to pay (unless you notify the Camp Fire USA main office). Care is available on a space availability basis.

## Financial Terms and Conditions

Camp Fire USA First Texas Council fee structure will be announced at the start of each school year. **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(s) registered.

Camp Fire USA First Texas Council Out of School Programs operate on a weekly fee basis. Fees are based on enrollment status - full-time, part-time or drop-in. Full-time status is given to those children who attend the program four or more days per week. Part-time status is given to those children who attend the program three days or less each week. Drop-in status occurs on an as needed basis if space is available.

Parents enrolled in the program on a full-time or part-time basis will pay the same amount each week regardless of the number of days their child attends. **No refunds or credits for days missed.** If you schedule for drop-in care and do not use care that is scheduled for you, fees will be applicable. **No refunds or credits.**

Camp Fire USA Out of School programs offers a "Vacation Discount" of 50% off tuition rates that can be used for a full week in which the child did not attend. This discount can be used once per school year and does not apply to programming during the summer months.

## Payment Policies and Procedures

- All weekly fees (full-time and part-time) are due on Wednesday for the following week of care.
- Daily fees are due same day of care or you may choose to pay for your days in advance each week. Non-attendance for daily use will not be refunded or credited.
- All **late payments** must be received Friday for the following week of care before the child can be admitted into the program.
- All **late payments** will be assessed a \$10.00 late fee. No exceptions.
- A \$30.00 return check fee will be charged for each returned check. After two insufficient fund returns, only Money Orders will be accepted on-site or cash payments may be made at the main office at 2700 Meacham Blvd. in Fort Worth.

## Payment Options

Camp Fire USA First Texas Council will accept the following types of payment:

- Checks or Money orders made payable to Camp Fire USA & name of school site. **NO CASH** will be collected on-site.
- Payments can be made via debit / credit card by calling Camp Fire USA main offices at 817 – 831 – 2111.
- Cash (**only at Camp Fire USA main office**)  
Mail payment 7-10 days *before* the due date to: Camp Fire USA, 2700 Meacham Blvd., Fort Worth, Texas 76137. (Place school location on checks/money orders).

## Late Pick-Up

Children must be picked up by 6:00 p.m. A \$10.00 late fee for up to 15 minutes, and \$1.00 per minute for additional minutes thereafter will be charged if you are late (except in cases of an emergency). The fee must be paid at time of pick-up or the following day before the child is allowed to return to the program. **Failure to pay late fees may result in termination of enrollment.**

*If a child is still at the center by 6:30 p.m., and our staff has not been contacted by a parent/guardian, we may call Child Protective Services to take custody of the child until the parent is located.*

## Financial Assistance / Scholarships

We do not want our program to present a hardship or barrier to anyone in need of our services. Camp Fire USA Out of School programs accepts Child Care Management Services (CCMS). Families that are eligible for assistance from CCMS will be considered for financial assistance based on income eligibility and on family size. Please contact the local CCMS provider for further information.

Families that do not qualify for CCMS may contact Jordan Whittington to request a scholarship application. Scholarships applications will be reviewed by Camp Fire USA staff and evaluated on an individual basis.

## **Termination of Services for Nonpayment**

Camp Fire USA First Texas Council will determine when the termination of services is necessary and will contact the parent/guardian on or before the day of termination; the center operating the program will also be notified. Parents who wish to re-enroll children after termination for nonpayment must pay past fees plus a re-enrollment fee per child. Any past due amounts will be turned over to a collection agency and are subject to being reported to credit bureaus.

## **Sibling Discount**

A 10% discount of tuition is available for the eldest child of a family that has multiple siblings.

## **Health**

Camp Fire USA First Texas Council is not licensed to provide care for children who are ill; therefore, we will not accept a child who has a fever of 100 degrees or more. If your child exhibits diarrhea, vomiting or fever within the last 24 hours, or exhibits an undiagnosed rash, abnormal breathing, drainage from eyes, or a thick green discharge from the nose, we ask that you keep your child at home. If your child begins to exhibit any of these symptoms while attending the program, you will be called to arrange pick up immediately. For the safety of the other children, please pick up your child within one hour of our phone call.

Please contact the center immediately if your child has a communicable disease. When a communicable disease is reported, a note will be posted to inform other parents of possible exposure. If a child has head lice, the hair must be properly treated and all nits removed before the child can return to the program.

Your child's immunizations must be up to date at all times unless noted by a physician. The elementary school keeps your child's records on file; therefore, all updates need to be addressed with the school administrators.

## **Medication**

All medications to be administered by a Camp Fire staff will need to be in its original container. All prescription medications must have its RX label indicating the child's name, the medication, the dosage, and the physicians name and number. No medications, over the counter or prescribed, will be administered unless an **Authorization for Dispensing Medication Form** is completed and signed by the parent.

## **Medical Emergency**

In case of a medical emergency, Camp Fire staff will call 911 and contact the parent. First aid treatment and CPR will be administered if needed. If the child is transported to the hospital, staff will take the child's emergency medical release form and accompany the child to the hospital. Staff will stay at the hospital until the parent/guardian arrives.

## Illness Chart

<u>ILLNESS</u>	<u>RETURN REQUIREMENTS</u>
Chicken Pox	6 days after appearance of 1 <sup>st</sup> lesion
Conjunctivitis	24 hrs after start of treatment
Croup	After illness has subsided
Diarrhea-Gastro Enteritis	24 hrs after last loose stool or 1 normal bowel
Rubella	8 day 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 day after onset rash
Head Lice	24 hrs after treatment is completed
Roseola	After illness has subsided
Scabies	After eggs & mites are destroyed
Strep Throat	24 hrs after start of antibiotic therapy
Poison Ivy	After lesion ceases to ooze
Pneumonia or Epiglottitis	Written Note from Physician
Bacterial (Spinal) Meningitis	When Health Department gives OK
Mumps	10 day after onset of symptoms

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

## Staff

Camp Fire USA First Texas Council assumes no responsibility for staff's conduct or behavior outside of their work with Camp Fire USA. Staff members are not allowed to provide private child care after-hours due to liability purposes.

## Refusal of Service

Camp Fire USA First Texas Council reserves the right to refuse service for the following reasons:

- Failure to adhere to the school policies, procedures and rules (parent or child).

- Failure to pick up your child by closing time.
- Failure to sign your child in and/or out on the Sign In/Out sheets.
- Parent or child's behavior is disruptive to program, including the use of physical or verbal abuse toward staff or children.
- Failure to pay fees as scheduled.
- The Out of School staff or President/CEO of Camp Fire USA First Texas Council believes that continued services are not in the best interest of the child and/or organization.



**Camp Fire USA First Texas Council Staff**  
**2700 Meacham Blvd.**  
**Fort Worth, Texas 76137**  
**[www.CampFireFW.org](http://www.CampFireFW.org)**

**Zem Neill, President/CEO**  
**[Zem@CampFireFW.org](mailto:Zem@CampFireFW.org)**  
**817-831-2111 ext. 103**

**Ann Sheets, Sr. VP Admin & Finance**  
**[Ann@CampFireFW.org](mailto:Ann@CampFireFW.org)**  
**817-831-2111 ext. 104**

**Lyn Lucas, VP Group Services**  
**[Lyn@CampFireFW.org](mailto:Lyn@CampFireFW.org)**  
**817-831-2111 ext. 107**

**Jordan Whittington, Administrator, Group Services**  
**[Jordan@CampFireFW.org](mailto:Jordan@CampFireFW.org)**  
**817-831-2111 ext. 157**

## Parent Handbook Agreement

I, \_\_\_\_\_ have reviewed a copy of the Camp Fire USA Out of School Parent Handbook. I have read, understand, and agree to abide by the policies set forth in this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_