

QUEST Camp Destination Summer Camp Parent Handbook 2024



Dear Parents,

Welcome to Mansfield Independent School District's QUEST Camp Destination! We are so glad you have decided to have your student(s) join us this summer! Our program is a place where students feel they are in a safe environment and each family's needs are recognized and addressed. We are looking forward to a summer filled with enriching classes, fun filled field trips, and daily opportunities to make memories and build friendships!

We hold special pride in our professional staff selected for their abilities to help children reach their greatest potential; they are the strength of our program.

It is our role to encourage and facilitate the learning of children, parents, and one another. We are pleased to embrace this responsibility. Thank you for choosing QUEST Camp Destination!

If we can ever be of assistance, please call our office at 817-299-7596.

Sincerely,

The QUEST Team

Mansfield ISD QUEST Philosophy

District Mission:

The mission of MISD is to inspire and educate students to be productive citizens.

District Vision:

A destination district committed to excellence.

QUEST Mission:

To increase the success of MISD students by providing rigorous activities, engaging enrichment and recreational opportunities that will allow students to explore their interests and discover their talents.

QUEST Motto:

Explore. Discover. Create.

Camp Destination Contact Information

Location

Louise Cabaniss Elementary School
6080 Mirabella Blvd., Grand Prairie, TX 75052
Phone: (682) 314-3490

Policies and Procedures

Enrollment Procedures

Currently attending Mansfield ISD students can register for Camp Destination by visiting www.ezchildtrack.com/MISDQuest/Parent. Students who are new to the district are able to enroll once they have received confirmation of enrollment from their campus.

All required forms must be completed and turned in by Monday, May 3, 2024. Forms need to be submitted via email at quest@misdmail.org. Failure to submit required forms by the date listed above will result in the forfeiture of spot and non refundable registration fee. Parents must keep staff informed of any changes on the enrollment forms.

Once registration is completed and approved by the QUEST Administration Team, an acceptance email will be sent confirming your student(s) enrollment in Camp Destination. Please keep in mind that your account must be in good standing at the time of registration for Camp Destination.

Age Exceptions

Mansfield ISD students attending Camp Destination must be between the ages of 4 and 12 years old by Tuesday, May 28, 2024. Camp Destination is designed with curriculum and programming for students of a certain age. Due to our camp requirements, age exceptions will not be accepted.

Water Activities

QUEST will not attend any swimming pools during Camp Destination. However, students may experience splash pads, water tables, and/or wading pool activities.

Animals

Parents will be notified in writing if any animal(s) will be present at the operation. Students will have the opportunity to see many different animals during our visits to the local zoo and aquarium, however, students are not allowed to have contact with chickens, ducks, reptiles (snakes, turtles, lizards, iguanas), nor amphibians (frogs and toads).

Emergency Preparedness

For the following emergencies, all students and Camp Destination personnel will be relocated to a safe area of the school until the emergency is no longer a threat: earthquake, lightning storm, severe weather including tornadoes, or a situation outside with an unsafe person. Once relocated, all children will be accounted for and the appropriate QUEST staff will be notified.

For the following emergencies, all students and Camp Destination personnel will relocate to an area outside of the school until the emergency is no longer a threat: gas leak, bomb threat, hostage situation when able, fire, or internal flood. Once relocated, all children will be accounted for and the appropriate QUEST staff will be notified.

If we are unable to return to the school, QUEST will work with MISD administration, district transportation, and emergency management personnel to determine where programming will be provided. QUEST will be responsible for communicating with parents should we need to relocate our program for an extended period of time.

Camp Destination has an on-site Emergency Preparedness plan specific to Louise Cabaniss Elementary. This plan is reviewed, shared, and available to all staff and parents.

Inclement Weather

Your safety, the safety of your children, and the safety of our QUEST team members are of the utmost importance. In the event of inclement weather/adverse conditions, Camp Destination will follow MISD weather protocol. If there are any delays, early closures and/or school closings, parents will be notified immediately. Credits/prorated tuition will not be given due to inclement weather closures.

Clothing

Students are encouraged to dress comfortably while following Mansfield ISD dress code policies. Daily activities will be conducted outdoors therefore your child should wear cool clothes and avoid dark colors. Closed toed shoes should be worn at all times. We highly encourage that a full set of clothes (top, bottoms, underwear, and socks) be labeled with students first and last name be turned in on the first day of Camp Destination for students between the ages 4-6.

Personal Belongings

Students should not bring any personal items with the exception of a reusable water bottle which must be labeled with student's first and last name. QUEST is not responsible for any items that are stolen, lost, or damaged during Camp Destination. If your student will be bringing their lunch each day, please make sure their first and last name is clearly labeled on their lunch box/sack (Camp Destination is a nut-free environment). No backpacks allowed.

Field Trips/ Transportation

A field trip calendar will be provided via a virtual Parent Orientation and will be posted on the Parent Communication board which is located at the drop off/pick up area at the campus. Transportation for all field trips will be provided by Mansfield ISD Transportation. On field trip days, students are required to wear their Camp Destination t-shirt which will be given to every student on the first field trip.

You should plan to have your student arrive no later than 8:30AM on field trips days; accommodations for late arrivals will not be made. Failure to arrive on time could result in missed activities for students or forfeiture of the field trip.

If discipline and/or behavior concerns arise while on the field trip, QUEST administrative staff reserves the right to contact parents/guardians for immediate student pick-up from field trip location. Failure to pick-up student will result in student forfeiture of future field trip(s).

Credits/prorated tuition will not be given to students who do not attend a field trip for any reason.

Contacting your Student

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the Site Supervisor at any time. Students are not allowed to utilize cell phones or any other electronic devices. You may contact the site staff by calling the site phone at 682-314-3490.

Communication

We welcome all feedback; any comments or concerns related to the program can be directed to either the Camp Destination Site Supervisor or QUEST Administrative Staff via quest@misdmail.org. All communication during programming days should be directed to the Site Supervisor so that center staff can supervise the children. We request that any serious concerns be discussed outside of program time so as not to disrupt the flow of activities. In order to better meet the needs of your child, we may share information with Mansfield ISD personnel.

QUEST Camp Destination will utilize the EZChildTrack system, email, and/or QUEST Facebook page to send out communication to parents/guardians. Camp Destination site supervisors will use the BAND system to also send out information for summer camp.

Any changes in policies or procedures will be documented in writing and sent to families at least one week before policy implementation.

Discipline

Children attending the QUEST Camp Destination will adhere to the discipline policy for the Mansfield Independent School District students during the core day. (See Student Code of Conduct)

Children whose behavior endangers themselves or others will be supervised away from other children. The child will have the opportunity to discuss the problem with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick the child up for the day.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of the QUEST staff.

While our staff will make every effort to accommodate your child's needs, there may come a time when staff determines that the program will not be able to meet those needs.

Serious behavioral problems will be documented and the following actions will be taken:

1st Offense - child counseled, note and/or phone call to parent;

2nd Offense – Student's parent will be notified of the offense with a Parent Communication form which will outline appropriate behavior expectations, unacceptable behavior, and possible future consequences.

3rd Offense – child may be removed from program or extended consequences may be given

QUEST Camp Destination reserves the right to remove a child without use of the three steps listed above if the QUEST Director/Program Coordinator deems it appropriate. Any student committing a major offense, including, but not limited to, physical abuse of others, profanity, insubordination, sexual harassment, leaving school grounds without permission, falsification of records, among others, will result in removal from program.

Attendance

Daily attendance is highly encouraged. Students are encouraged to be dropped off by 8:30AM every morning to ensure they do not miss out on any exciting activities.

Check In/ Drop Off

Please ensure you have a photo ID/driver's license with you at check out. The QUEST Camp Destination Site Supervisor or staff will be the one(s) to check in and check out each student. The QUEST program does not and will not assume responsibility for children that are dropped off before 6:45AM and not fully checked-in according to set procedures and guidelines mentioned above.

Check Out / Release of Children

Please bring a valid photo ID with you every day for check-out. The QUEST Camp Destination Site Supervisor or staff will check your child out daily. For security verification purposes, QUEST will collect a copy of a valid photo ID, and/or record the driver's license number for each authorized adult. Children will be released only to those authorized by the parent on the child's Registration Form. It is the parents' responsibility to notify Camp Destination of any changes in authorization. If someone other than the authorized individuals must pick-up your child, you must update this information in your EZChildtrack account. Those picking up your child(ren) should be prepared to show identification to the Camp Destination staff member upon request. No child will be released to anyone who is not authorized to pick up.

Hours of Operation

Camp Destination will be in operation at Louise Cabaniss Elementary School. The program will begin on Tuesday, May 28th and will end on Friday, July 26, 2024, for a total of 8 weeks. Camp Destination will be closed the week of Monday, July 1st to Friday, July 5, 2024 in observance of Fourth of July holiday, and Wednesday June 19th in observance of Juneteenth.

Camp Destination will run Monday through Friday each week. Students can be dropped off as early as 6:45 AM each morning and must be picked up by 6:30 PM each evening.

Late Pick Up

Children must be picked up on time each day. Three late pick-ups may result in removal from the program. A \$1 late fee per student will be applied to your account for every minute after 6:30PM you are late.

Financial

The weekly tuition rate for a single student is \$200 and includes a daily breakfast, lunch, and afternoon snack, as well as field trips and other fun, engaging activities. Please keep in mind that the tuition rate stays the same even if your student brings his/her breakfast, lunch, snack or misses a field trip/activity. Discounts will be applied for families with multiple student on the same account as follows:

- First child on the account: \$225 per week
- Additional child(ren) on the same account: \$210 per child, per week.

Child #	Cost per Child per Week
Child 1	\$225
Child 2	\$210
Child 3	\$210
Child 4	\$210

A non-refundable registration fee of \$75 for a single student or \$100 for a family is due at the time of enrollment. Camp Destination is a pre-paid program. A full-weekly service fee is due whether a child attends for the entire or partial week. *There will be no credit adjustments or refunds for absences, suspensions, communicable diseases or inclement weather.* Payment is due the Friday prior to the week of service even if it falls on a holiday.

Below you will see the weekly due dates along with the week it covers:

QUEST Camp Destination 2024 Scheduled Payment Due Dates	
Scheduled Payment Due Date:	Week of Service:
Friday, May 24 th	Week 1: May 28- May 31
Friday, May 31 st	Week 2: June 3-7
Friday, June 7 th	Week 3: June 10-14
Friday, June 14 th	Week 4: June 17-21 <i>*No programming on the 19th in observance of Juneteenth*</i>
Friday, June 22 st	Week 5: June 24-28
Friday, July 5 th	Week 6: July 8-12
Friday, July 12 th	Week 7: July 15-19
Friday, July 19 th	Week 8: July 22-26
No camp Week of July 1-5, 2024 in observance of 4th of July Holiday. *No payment due.*	

Tuition not paid by 11:59pm each Monday will result in a \$15 non-refundable late payment fee per student on Tuesday morning. All fees (late pickup, cancellation, registration, etc.) will need to be paid the week in which they are incurred to avoid non-refundable late fees.

If an account becomes delinquent, QUEST admin will determine when the suspension of services is necessary and will contact the parent/guardian on or before the day services are interrupted; the site director operating the program will also be notified. If an account is delinquent on a field trip day, the student will not be able to attend.

Parents/guardians of past due accounts will be notified in the following way:

- 1) Email notification sent to primary account holder.
- 2) Second email and phone call to primary account holder.
- 3) Follow up phone call to primary account holder and email with suspension notification

Children should be picked up promptly by the program closing time. Repeated failure to comply may result in termination of services. A late pick-up fee of \$1.00 per minute per child will be applied after 6:30PM. The late pick-up fee will be added to the account and must be paid the following day. Unpaid late fees will incur additional late fees if not paid by the due date.

QUEST employees working at Camp Destination are not allowed to accept payments (cash and/or checks). All payments must be applied online using the EZChildTrack system. QUEST accepts Mastercard, Discover, and VISA. A 3.25% service fee is included in the tuition fee, which is non-refundable.

Withdrawal from the summer camp will result in a cancellation fee of \$100 in addition to that current week's tuition (*i.e if you choose to cancel programming any day of the week (Monday-Friday), that full week of tuition in addition to the cancellation fee will be due*).

Withdrawals must be submitted in writing and sent to QUEST@misdmail.org. Failure to commit to the 8 weeks of Camp Destination will result in a **\$100 cancellation/withdrawal fee** and will result in forfeiture of child(ren) spot for remainder of the summer. Any unpaid cancellation fees will remain on the account and need to be paid in full to register for any additional program(s) the parent/guardian registers child(ren) for in the future.

Health

Camp Destination will follow district health guidelines. To view the Mansfield ISDs health guidelines, please click [here](#). A Mansfield ISD Nurse will be on duty from 8:00AM – 4:30 PM.

A student will not be allowed to attend Camp Destination if one or more of the following exist:

- If a student has a temperature of 100.0 degrees or above or the student is vomiting, has diarrhea, an undiagnosed rash, discoloration and/or drainage of the eyes, suspected communicable disease, the parent will be notified, and the student will be sent home.

Your child may return to Camp Destination after:

- fever free for 24 hours without needing fever reducing medication like ibuprofen or acetaminophen. *Medications containing aspirin (acetylsalicylic acid, ASA, salicylate) should not be given to students with a fever or viral illness because of the danger of Reye's syndrome in children and youth. This includes such products as Pepto Bismol, Kaopectate, Excedrin, BC Powder, etc. Ask the school nurse for a complete list of medications.*
- no vomiting or diarrhea for 24 hours
- after 24 hours of antibiotic treatment, if prescribed by doctor
- with proper physician documentation

What if my child becomes ill while in the care of Camp Destination?

- (1) The nurse will contact the parent to pick up the child;
- (2) We will care for the child apart from other children;
- (3) Give appropriate attention and supervision until the parent picks the child up; and
- (4) Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

For an illness or injury that requires the immediate attention of a health-care professional, QUEST will:

- (1) Contact emergency medical services;
- (2) Give the child first-aid treatment or CPR if/when needed;
- (3) Contact the child's parent/guardian;

Accidents/Incidents

If an accident occurs while a child is attending the program, the staff will assess the injury and take appropriate action. First aid kits are kept at the site to deal with minor scrapes, cuts and bruises. If a more serious injury occurs which requires medical attention, 911 may be called and the parent will be notified. A parent communication form will be prepared and a copy will be provided for the parent upon pick-up. All Site Supervisors are CPR certified. QUEST is not responsible for medical expenses resulting from an illness or accident at the center.

Insect Repellant and Sunscreen

We ask that parents send their child to Camp Destination each day with an initial application of both sunscreen and insect repellant for our outside time. Families will need to supply all sunscreen and insect repellent for their child(ren) by the first day of Camp Destination; please make sure both are labeled with student's first and last name. Please note that we **do not** allow aerosol spray cans of any kind. An Administration of Medication form will need to be completed each year.

Nutrition

Each day your child will be provided breakfast, lunch, and an afternoon snack. If a child's diet must be modified for health reasons, the parent must notify the center in writing and it must be included in the child's records. If a child's diet is modified for cultural, religious, or medical reasons, the parent must notify the center in writing and may be asked to provide supplemental foods.

- Breakfast will be provided from 8:00AM to 8:30AM
- Lunch will be provided from 12:00PM to 1:00PM

A refrigerator nor microwave will be available. Please make sure your student's first and last name is clearly labeled on their lunch.

Due to allergies, QUEST is a nut-free zone.

Safety

We ask that parents closely supervise their children in the foyer and parking lots when arriving/departing. Parents are required to check their students in/out each day.

Parents or authorized persons on the registration form must follow Camp Destination procedure in picking up their child each day. Children **will not** be permitted to leave with any person who is not listed as an authorized pick up in EZChildtrack.

The person picking up your student must be at least 16 years of age with a valid driver's license, or at least 18 years of age with a valid state ID. Students will not be released to siblings who do not meet the above requirements.

All employees are required by Texas Law to report any suspicion of child abuse or child neglect.

QUEST staff will follow all MISD Counseling Department Guidelines and Procedures when a child expresses an intent to harm themselves or others.

Medications

Medication will not be given during the QUEST Program unless deemed necessary by QUEST summer camp nurse and if he/she has the capability to administer the medication. If your child requires prescribed medication during Camp Destination hours, you will be required to submit a doctor's order as well as a signed *Administration of Medication* form for each child enrolled. An MISD Nurse will be on duty from 8:00AM – 4:30PM.

Immunizations

Children enrolled must meet applicable immunization requirements specified by the Department of State and Health Services. The Texas Department of State and Health Services does not require tuberculosis testing for children under the age of 14. QUEST does not require specific immunizations for staff.

Clauses

Child Abuse and Neglect Reporting

The Texas Department of Family and Protective Services require that Camp Destination 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.

Liability

QUEST is not responsible for medical expenses resulting from an illness or accident at the center.

Non-Discrimination Clause

QUEST is part of Mansfield ISD (a local education agency) and 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.

Confidentiality

The QUEST Camp Destination staff will, at all times, protect the confidentiality of the families participating in our program. Any information received by our staff will be used only as necessary and only by approved Mansfield Independent School District personnel and according to district policy. In addition, our staff will protect the confidentiality of our participating families by protecting any other privileged information gained through conversations and/or written documents. No personal information will be released to outside entities without the expressed written consent of a parent and/or guardian.



Parent Handbook Agreements



I, _____ have reviewed a copy of the QUEST Camp Destination Summer Camp Parent Handbook as well as the items listed below.

- I give my permission for my child and/or I to be photographed and/or videotaped by MISD QUEST and other organizations or individuals approved and/or accompanied by the site director for purposes of advertising, public relations and family enrichment. I agree that any photographs, statements or video becomes the exclusive property of MISD QUEST and I waive all rights thereto.
- I give my permission for my child(ren) to participate in water activities with standing water less than 2 feet in depth, including splash pads and water tables.
- I hereby grant permission for my child(ren) to participate in all Camp Destination activities including off- site field trips and I have read the QUEST Camp Destination Summer Camp Parent Handbook. I also understand that by signing below, I am indicating both my child(ren) and I understand the QUEST Camp Destination Summer Camp Parent Handbook and will agree to its contents. *(A calendar of planned field trips will be posted at parent check-in).*

By signing this form I have read, understand, and agree to abide by the policies set forth in this document.

Student(s) Name _____

Parent Signature _____

Date _____

Photo Release Permission

I do not want my child(ren), _____ to be photographed and/or videotaped by MISD QUEST or other organizations or individuals approved and/or accompanied by the site director for purposes of advertising, public relations and family enrichment.

Student(s) Name _____

Parent Signature _____

Date _____