My Voice, My Choice Summer Camp: Policy and Registration

PLEASE READ CAREFULLY, COMPLETE AND SUBMIT BY MAY 22, 2026

In partnership with Dallas College, Valued Educational Services' (VES) My Voice, My Choice Camp is a 4-week program for campers (ages 13-16). June 1-25, 2026, Mondays through Thursdays.

We take young people on a journey of exploration and discovery; during which, they will learn how to equip themselves when choosing a career path and how to make their choices a reality. Importa ntly, we will help them identify how to access doors of opportunities and how to interpret yeses, nos, and/or waits in their career journey. This program is built on a foundation of understandin g personal responsibility and using resources to buttress their foundation.

Young people will also learn when, who, and how to ask for help. An important take-away we will l eave with them is how to sustain their strengths and acknowledge their limitations as opportunities for growth. Importantly, they will see that how they begin each day establishes a fra me of mind for the remainder of the day.

HIGHLIGHTS: Tools to use during and beyond the program; How to communicate effectively; Positive thinking, CV/Resume Building Workshop; Job interview practice; Constructive speaking a nd Intentional actions; Conflict Resolution Workshops; Team-building Workshops; Professional guest speakers; Life-Coaching; Building Life Skills and Soft Skills; Time Management; Financial Litera cy and Understanding Money; Problem-solving; and Maintaining Life-balance.

PARENT/GUARDIAN GUIDE

Camp Leadership Contacts and Communication:

- Dr. Melissa Moncrieffe: Program Director and VES Founder, admin@globalves.com.
- Marcia Moncrieffe: Program Manager and VES Co-Founder, admin@globalves.com, 972-765-3627.

During camp hours, we will have our phones on, and you may call for emergencies. Outside of camp hours, please send an email, and we will respond within 48 hrs., M-Th.

Confidentiality:

We take camper privacy seriously. And as such all authorized staff are required and shall keep personal and sensitive information about campers, families and staff confidential. This includes medical and registration information, behavior or discipline records, private conversations or family matters, and incident or accident details. For reporting matters, VES is authorized to share demographic and performance information with Dallas College and other information that Dallas College may require VES to share.

Also, by enrolling your child in our camp, you give VES the permission to photograph and/or video your child ONLY during the activities described in this packet for public relations and/or marketing purposes. Photos and video will remain archived at VES and can be used for promotional purposes without further notification.

Supervision:

Your child will be in safe hands. ALL our staff have been background checked and properly trained for this summer camp. Our staff has several years of experience working with youth in schools, volunteer organizations and previous summer camps. We have designated staff who are First-Aid and CPR certified with special responsibilities in areas of safety. Our camp practices proper adult-to-camper ratios. We will never leave your child unsupervised, and we will not allow your child to walk-off unattended. In groups, campers will be supervised by a staff member during transitions and breaks.

During the period of drop-off and/or pick-up, if your child needs to use the restroom, a parent/guardian will need to accompany their child to restroom before officially signing them in and after you sign them out.

Arrival and Pick-Up Times:

- **Camp Arrival Window: 8:45-9:00**
- **Camp Pick-up Window: 5:00-5:15**
- **Late Arrival:** Campers arriving after the designated arrival window may miss important activities and disrupt the group flow.
- **Late Pick-Ups:** Campers must be picked up on time. If a child is not picked up at 5:15, we give a 15-minute grace period, until 5:30. Thereafter, you will charged $20 and for each half an hour that follows, there will be an additional $20 charge.

If your child is not picked up by 5:30, and we have not heard from you or the emergency contact listed, we will need to contact local authorities as per VES's child safety protocol. **We understand that emergencies happen—if you're running late, please call us as soon as possible.**

Health and Safety:

The health and safety of your child is of **utmost importance** to us, and so we expect parents to work together with us to ensure a safe and enriching experience.

Daily Sign-in/Sign-out Procedures

- **ONLY** authorized parent(s)/guardian(s) whom we have on file are allowed to drop-off and pick-up their child.
- An authorized photo ID of parent/guardian **MUST BE** presented.
- Parent(s)/guardians must submit all authorized drop-off/pick-up changes in writing at least 24 hrs. in advance, along with any updated authorized photo ID.
- There will be a mandatory temperature check (using a forehead thermometer) each morning during sign-in. If your child has a temperature above 98.9°F, they will not be able to attend the camp that day. Further attendance will need to be approved in writing proving that your child has been without a fever for 3 days.
- To keep campers healthy, we may ask health check questions.

Healthy Hygiene

- We enforce handwashing after restroom breaks and before and after lunch. Encourage your child to practice good handwashing habits.
- We will have hand sanitizer available in our rooms.
- To help ensure a safe, healthy and respectful camp environment, we ask that all campers arrive each day clean and dressed in appropriate clothing for camp activities:
    - **Please ensure your child comes to camp each day:** Showered or bathed, with clean hands, face and hair.

In the case of Illness

Throughout the day, we will monitor for any symptoms through observation and by the camper informing us. Please encourage your child to let us know when they are not feeling well. If we see any signs, we will check temperature. If there is a temperature, we will isolate campers or staff showing symptoms, and we will notify you immediately about your child to be picked up within 1 hour after notice, if necessary, we will seek medical attention. All cases will be recorded in our incident log.

In the case of a Minor Accident/Incident

VES will have a First Aid kit and designated staff will administer first aid. All cases will be recorded in our incident log, reported to parents/guardian and Dallas College.

Medication Administration

We request to know the medication your child is prescribed by a medical doctor to be used for emergency purposes so that if we must call 911, we will have your child's medical portfolio and can share vital information.

- If a child needs medication during the days, parents shall arrange with VES to stop by at the appropriate time(s) to administer the medication.
- If your child requires Epi-pen, please state below in the Camper Medical Information section. Epi-pen must be in its original pharmaceutical packaging and accompanied with a current prescription and a medical dispensing form from the doctor.
- We will not have the means to refrigerate medication.
- Camper Medical Information section below has details you MUST filled out.

Emergency Procedures

In case of medical emergency, 911 will be called. Simultaneously, we will contact the parent/guardian. If the parent/guardian cannot be reached, we will leave a message and then contact the emergency contact listed on the camper's form. If it is appropriate, we will make the camper as comfortable as possible without moving them and wait for the emergency services to arrive. The staff person who had first-hand knowledge of the incident will fill out the report. There will be other members of staff to help keep other campers calm.

In case of fire, weather, etc. emergency, all staff have been familiarized with the campus evacuation routes for emergencies. Campers will be made known of routes and procedures. VES will participate in all safety drills, should they arise on Dallas College campus, and assist campers in following procedures calmly and efficiently.

Campus Security

Dallas College campus security will conduct routine walk-throughs at the camp location and provide an emergency contact for camp staff.

Conduct and Discipline:

We ask that you discuss with your child that this experience will be most enriching if they come with the intention to learn each day, **as this camp's focus is not a daycare or disciplinary camp.**

ALL behavior disruptions will be reported to parents/guardians and the camper will be **dismissed after the third disruption**. A disruption is any action or inaction that interrupts a session for more than 10 minutes that is not an emergency and/or health related.

Also, refer to the NO BULLYING, ABUSE OR VIOLENCE POLICY and CAMPER RULES AND RESPONSIBILITIES below. Camper not abiding by these are grounds for dismissal.

Dress:

To help ensure a safe, healthy and respectful camp environment, we ask that all campers arrive each day clean and dressed in appropriate clothing for camp activities. Please ensure your child comes to camp each day:

- Wearing clean, comfortable clothes suitable for light, physical indoor activity (e.g., Beginner's yoga).
- Dressed in clothing that is modest and appropriate for a group setting (e.g., no revealing clothing, offensive graphics, or undergarments showing)
- With a change of clothes, if needed.

Dallas College will be providing a summer camp T-shirt. **What is your child's T-shirt size?** *

What (not) to Bring:

We will provide campers with all necessary materials for activities, except a yoga mat. Therefore, no overcoats or bag packs other than the backpack given by Dallas College. VES may have random bag checks in the mornings before admittance. Please discuss with your child that they should not bring any items to the camp that are not allowed on an airplane for travel.

Also, each camper should **bring a yoga** mat that they can leave on campus each day for our morning wellness activity. NOTE: We have been told by the yoga instructor that mats can be found at Walmart, for around $10.

Lunches and Snacks:

Dallas College **will be** providing lunches during the camp.

Our program includes opportunities for breaks, and from last year's experiences we ask here that you please give your child monies for water and snacks or they may bring from home.

Does your child have any dietary restrictions? * (If yes, please list them here. Or, put N/A if no):

NO BULLYING, ABUSE OR VIOLENCE POLICY

We respect and support each and every camper and staff member. There is **NO ROOM** for bullying, abuse or violence.

All complaints will be investigated and filed. And any such proven incident will be grounds for immediate dismissal for staff and/or campers and with no further compensation or refund, where applicable.

IMPORTANT: We are an all-day camp, but **we do not** serve as a daycare or disciplinary camp for your child. ALL behavior disruptions will be reported to parents/guardians and the camper will be dismissed after the third disruption. A "Disruption" is any action or inaction that interrupts a session for more than 10 minutes that is not an emergency and/or health related.

CAMPER RULES AND RESPONSIBILITIES

Please read these rules with your child and ask them to sign below for agreement.

- Be respectful and kind to each other. Listen and be open and willing to participate, learn, engage and have fun. This is an amazing experience awaiting you.
- Whenever you're unsure, always ask questions. This camp will be a safe and welcoming learning environment.
- Treat others as you would want to be treated.
- Keep areas tidy and practice handwashing during restroom breaks and before and after lunch.
- Do not wander off on your own. You will always be chaperoned by at least 2 staff.
- NO use of cellphones or smart devices during ANY camp activity, unless it's an emergency. They must be set on silent or turned off.
- NO smoking or use of any illicit drugs and/or alcohol of any kind. This is an area of no tolerance, and any such possessions and/or use will be grounds for immediate dismissal.
- NO bullying, abuse or violence of any kind. This is an area of no tolerance and will be grounds for immediate dismissal.

Child's Signature*

PARENT/GUARDIAN AUTHORIZATION

Primary Parent/Guardian

First Name* Last Name*

Email*

Area Code* Phone Number*

Other Parent/Guardian *(optional)*

First Name Last Name

Email

Area Code Phone Number

(only the primary parent/guardian needs to sign the following)

I have read, understand and give my approval to VES policy and for my child's participation in all activities described for its summer program, June 1-June 25, 2026, (Mondays through Thursdays) and any substituted activity made by VES to meet the program's missions.

Parent/Guardian Signature*

I authorize VES management and/or Dallas College to act as the agent of the parents/guardians in any emergency or to administer basic first aid for the health and welfare of my child involved. I am responsible for the expenses involved if the services of a physician and/or hospital are required.

Parent/Guardian Signature*

CAMPER MEDICAL INFORMATION

Child's First Name* Last Name*

Gender* M F

Birthday (MM/DD/YYYY)*

Doctor's Information*

General Physician/Pediatrician

Name and Phone No.*

Date of Last Physical*

Is your child up to date with all required vaccines? (Y/N) Y N

Allergies (food, medication, insect and/or other)*

Please put N/A if your child does not have an allergy.

Medical information (list any medical conditions your child has)*

Please N/A if your child does not have any medical conditions.

Does your child require an Epi-pen? (Y/N)* Y ☐ N ☐

If yes, you must provide the program with an Epi-pen to be kept at the program during your child's enrollment. Epi-pen must be in its original pharmaceutical packaging and accompanied with a current prescription and a medical dispensing form from the doctor.

Restrictions*

Please share any specific activities to be restricted for health reasons.

Emergency Contact (in case parent/guardian cannot be reached)*
Please state First and Last Name, Phone Number and Relationship to Parent/Guardian and Child.

Informed Consent and Acknowledgement:

In exchange for the acceptance of my child's participation by VES in partnership with Dallas College, and for the titled and dated camp delivered by VES, I assume all risk and hazards incidental to the conduct of the activities described herein, and release, absolve and hold harmless VES and Dallas College and all its respective officers, agents, and representatives from any and all liability for injuries to my child arising from said activities. In case of injury to my child, during the described or similar activities, I hereby waive all claims against VES, and its partners and affiliates including, the Directors, employees, auxiliary staff, sponsors, patrons, and if applicable, owners and lessors of premises used to conduct the program. There is a risk of being injured that is inherent in all activities.

Medical Release and Authorization:

As Parent/Guardian of the named child in this application and registration I hereby authorize the diagnosis and treatment by a qualified and licensed medical professional, of the minor child, in the event of a medical emergency, which in the opinion of the attending medical professional, requires immediate attention to prevent further endangerment of the minor's life, physical disfigurement,

physical impairment, or other undue pain, suffering or discomfort, if delayed. Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray examination, and immunizations for the named youth participant.

In the event of an emergency arising out of serious illness, the need for major surgery, or significant accidental injury, I understand that every attempt will be made by the attending physician and VES's management to contact me in the most expeditious way possible. This authorization is granted only after a reasonable effort has been made to reach me.
Permission is also granted to VES and its affiliates and partners including, the Directors, employees, and auxiliary staff to provide the needed emergency treatment prior to my child's admission to the medical facility.

Release authorized on the dates and/or duration of the registered period.
This release is authorized and executed of my own free will, with the sole purpose of authorizing medical treatment under emergency circumstances, for the protection of life and limb of the named minor child in this application and registration in my absence.

Confirmation:

BY ACKNOWLEDGING AND SUBMITTING THIS COMPLETED REGISTRATION FORM, I AM DELIVERING AN ELECTRONIC SIGNATURE THAT WILL HAVE THE SAME EFFECT AS AN ORIGINAL MANUAL PAPER SIGNATURE. THE ELECTRONIC SIGNATURE WILL BE EQUALLY AS BINDING AS AN ORIGINAL MANUAL PAPER SIGNATURE.

Parent/Guardian Signature*