

City of Round Rock Parks and Recreation Department

SUMMER DAY CAMP 2016

Parent Information Packet



Letter to Parents

Dear Parents,

The City of Round Rock Parks and Recreation Department is extremely pleased to welcome you and your child for our Summer Day Camp Programs. The camp team and I are very excited about all the fun activities that we have planned for this upcoming summer. Our mission is to provide the youth of Round Rock and surrounding communities with summer day camps which enhance each child's quality of life. We genuinely hope that your child's week at camp is one that will create a lifetime of memories.

The goals of our summer camps are to give the participants a positive and nurturing environment that allows for the development of their own individual character. We want to provide campers a safe, supervised, structured environment. We have a wide variety of programming this summer to stimulate the physical and emotional development of each child through diverse activities ranging from: theme activities, sports, field trips, swimming, arts and crafts and much more.

Enclosed in this information packet you will find all of the necessary information to ensure your child's enjoyment and safety at camp. The City of Round Rock Summer Programs believes that developing young children is our most important purpose. It is our objective to consistently guide children toward appropriate and acceptable social behavior. It is our mission to provide the best summer camp program we can. Please let us know if your family has any special needs, or if there is anything that we can do to make this camp experience the best that it can be for your campers. We hope to not only meet, but to exceed, the expectations of you and your family.

Sincerely,

Selisa Woessner

Program Coordinator

Helpful Contacts and Phone Numbers

Clay Madsen Recreation Center
1600 Gattis School
Telephone (512) 218-3220

Parks and Recreation Department Main Office
301 West Bagdad Avenue
Telephone (512) 218-5540

Website: www.roundrocktexas.gov

Facebook:

Contact Numbers

Recreation Program Coordinator: Summer Day Camps Selisa Woessner	(512) 341-3343
Recreation Center Supervisor Mary Hemenes	(512) 341-3383
Recreation Manager Reggie Davidson	(512) 218-3272
Clay Madsen Administration Office	(512) 218-3214
Clay Madsen Office Manager Elizabeth Sherman	(512) 218-3221

Camp Location Addresses

Adaptive Camp Clay Madsen Recreation Center 1600 Gattis School Road Email: adaptivecamp@roundrocktexas.gov	Duo Quest Camp Heritage Carriage House 910 Heritage Center Circle Email: duoquest@roundrocktexas.gov
Kapers and Kids Camp Kinningham Park House 1000 South Creek Dr. Email: kapers@roundrocktexas.gov	Rockin' R Camp Old Settlers Association Tabernacle 3300 East Palm Valley Blvd. Email: rockinr@roundrocktexas.gov

General Camp Overview

STANDARDS OF CARE: Our summer day camp programs operate within an adopted City Ordinance that establishes the standards of care for which the programs must comply. By adopting the standards of care we are exempt from all state child-care licensing requirements. The reasoning for this ordinance is that our programs are recreational in nature and not intended as a child care program. The rules and regulations governing day care facilities differ greatly from those related to recreational facilities. If you would like a copy of the Standards of Care, they are available to you at any time. Please see the Clay Madsen Recreation Center Administration Office to request your copy.

DROP OFF AND PICK UP TIMES: For our day camps, the recommended drop off time is between 7:00-8:45am and the recommended pick up time is between 4:30-6:00pm. We do not allow drop off and pick up when we are off-site unless it is coordinated with the camp supervisor at least 24 hours in advance.

LATE PICK UP FEES: Our programs end at 6:00pm, however there are situations that prevent a parent from arriving to pick up their child by that time. The following procedures are used when there is a child still at the program after 6:00pm:

The parent will get a one-time verbal warning which is documented.

Should this occur again, the late fee is \$1.00 per minute until 7:00pm.

During this time, the supervisors will make every effort to contact the child's parents and/or emergency contacts.

If the child is not picked up by 7:00pm and we have not been able to contact anyone on the information form, the child will be taken to the Round Rock Police Department.

Late fees will be applied to your account and will be added to your next tuition payment.

We will not accept any money from you at the time of pick up.

Unpaid late fees will result in withdrawal from programs and could prohibit future program attendance.

DROP OFF/PICK UP POLICY: The City of Round Rock Summer Day Camps are very concerned about the safety of our campers. We ask that you walk your camper inside each morning to drop them off, and come inside to pick them up each afternoon. Only persons listed on the camper's information form are authorized to pick up and sign out your camper. Under no circumstances will your child be allowed to leave our program with an unauthorized person.

PAYMENT PROCEDURES: The Summer Day Camps require you to register and pay in full at time of registration or set up a payment plan. Participants will not be registered without payments. Your child will be registered for all summer camp weeks you wish them to attend. At the time of registration, 30% of the each week your child is registered for will be due. The remaining 70% will be put in as a financial balance in our computer system linked to your family's account. Your balance will be reduced as you make payments according to the payment schedule. The due date for the summer day camps is the 10th of the month prior. A \$25 late fee will be assessed **ON** the 15th of the month prior, if payment has not been received. If payment still has not been received by the 20th of the month prior, your child will be withdrawn from those summer camp weeks. Please note that there are no payment adjustments or credits given for absences, except for extreme cases that will be handled and authorized by the Program Coordinator. Any withdrawals must be in writing and brought to the Clay Madsen Administration Office.

FAMILY ASSISTANCE: We believe that every child should have that opportunity to participate in City of Round Rock programs. Those unable to pay the full fee may apply for financial aid at the City of Round Rock PARD Office. Because the demand for financial assistance is great, scholarships will be awarded on a first come, first served basis, subject to available resources. Please allow 2 weeks for application to be processed. This is available only to residents of Round Rock. Please contact the Clay Madsen Administration Office for more information.

General Camp Overview

CANCELLATION/REFUND POLICY: If you withdraw from a camp **14 calendar days or more** from the camp start date you will have the following options:

Option 1) Request a Program Credit. Credit the customer's account with the balance for a future class, camp, special event, or program. Credits must be used within one year.

Option 2) Request a Program Refund. Customer will be charged \$25 administrative fee. Programs less than \$25 will forfeit all fees and no additional charge will be required.

If you withdraw from a camp **less than 14 calendar days** from the start date you will have the following option:

Option 1) Request a Program Credit. Credit the customer's account with the balance for a future class, camp, special event, or program. Credits must be used within one year.

After a program has begun, a pro-rated credit can be applied. This transaction must be done by the program supervisor. After a program is complete, program refunds or credits are not an option. All withdrawals must be in writing.

BEHAVIOR GUIDELINES: It is the philosophy of our camps that discipline is positive and serves to teach children proper behavior, not to punish them. Above all, we will place your child's physical and emotional well being paramount. We will not engage in any practices that are physically or psychologically damaging.

It is our goal for counselors, children, and parents to work together toward cooperative behavior and a cohesive atmosphere. Team members will always notify parents of emerging difficulties and ask for assistance in behavior management. In some cases, additional disciplinary measures may be pursued if: a child inflicts physical/emotional harm on other children; is a danger to themselves or others; or is physically or verbally abusive to counselors and/or others. These are considered serious in nature:

- Theft, Attempts to Steal or Property Damage
- Verbal Abuse or Blatant Disrespect of Counselors or Other Participants
- Physical Aggression
- Disruptive, Defiant or Disrespectful Behavior
- Inappropriate Touching
- Children Leaving the Group or Premises Without Approval or an Authorized Escort
- Verbal Threats of Severe Harm or Death Threats

BEHAVIOR CONSEQUENCES: Because of the serious nature of behaviors, we will enforce strict and consistent consequences to prevent future occurrences.

1st Offense: The parents will be called for immediate pick-up and the child will remain in supervised "in-camp suspension" until the parent arrives.

2nd Offense: 1-3 days "out-of-camp" suspension, based on the severity of the incident. At this time a discussion between the Program Coordinator and authorized member of the family will take place followed by a signed written agreement that a repeat offense **may** result in removal for the program. A refund will not be given for these days the child is out.

3rd Offense: The Program Coordinator will review all documentation and determine if the child will be removed from the program. If your child is removed from day camp, a refund will be given if any future week were paid for in advance minus our administrative fee.

General Camp Overview

BEATING THE SUMMER SUN: Due to the hot weather during the summer, we strive to ensure that the children are not outdoors during the hottest time of the day. There will be shade and water stations available. While we ask parents to please put sunscreen on their children before coming to day camp, we will also apply sunscreen to children before swimming. Help fight heat and dehydration by sending a water bottle with your child.

LUNCHES/SNACKS: The Summer Day Camps do not provide lunch on a typical camp day, and bringing a sack lunch is recommended. Campers may have access to a refrigerator and limited access to a microwave to heat their lunch if necessary. The Summer Day Camps will provide a morning and afternoon snack for each camper. Children are encouraged to bring alternative snacks from home if they would like. We understand that some children may have dietary restrictions or allergies. We take into consideration these restrictions when selecting snack products and will ensure your child receives a snack suitable to their diet. Although due to the limited selection of our snacks, we cannot guarantee a great variety among these snacks.

PERSONAL BELONGINGS: Our programs do not permit campers to bring toys, electronic games, cell phones or other personal articles with them. If items of this nature are brought to camp, we will require that they remain in your child's backpack for the duration of the camp day. The City of Round Rock is not responsible for items that are lost, broken or stolen. Articles that are left behind at the end of the day and are not labeled will be placed in the lost and found and held for 1 week then donated.

ILLNESS: We urge you to keep children home if they are ill, both for their sake and the sake of other children. If a child is feeling ill during the program for a duration of 20 minutes or longer, or is vomiting, has diarrhea, a consistent cough, watery or inflamed eyes, acute skin rash, a soar throat, or a temperature over 100°, the Supervisor will contact the parent for immediate pickup. There are no refunds for days missed due to illness.

ACCIDENT/INJURY: If an accident should occur at our program, the Supervisor will advise the parent at the time of pick up, unless it is a head injury. All injuries to the head will receive an immediate parent phone call. If emergency treatment is warranted, the Supervisor will immediately notify the parent or guardian and the child will be transported by ambulance to the nearest medical facility, if necessary.

PHONE USAGE: The phone lines are limited at the camp locations, therefore we cannot allow the children to use the phone anytime they wish. If a child wishes to speak to their parent/guardian, contact will be made through the supervisor. In the same regards please do not call the camp location to speak to your child unless it is an emergency.

MEDICATION: Supervisors will administer medication only if:

- Parents complete and sign a medication form that provides authorization for supervisors to dispense medication with time and dosage.
- Prescription medications are in the original container labeled with the child's name, a date, directions, and the physician's name.
- Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of the supervisor. NO injections will be administered by the summer camp employees.
- Medications will be held inaccessible to participants and will be kept separate from food.

TEAM MEMBER TRAINING/CPR AND FIRST AID: All employees are subject to criminal background checks. Employees are CPR and First Aid Certified and receive a minimum of 18 hours of training before the beginning of the summer.

What's the Difference?

ADAPTIVE CAMP: Adaptive Youth Camp is for youth (ages 5-12) with disabilities; Adaptive Teen Camp is for teens and adults (ages 13-21) with disabilities. This program offers daily activities, each related to the weekly theme, including swimming, field trips, arts and crafts, sports, drama, cooking, group games and lots of fun. Morning and afternoon snacks provided. Campers need to bring sack lunches, rest mats, and swimwear. Youth camp Ratio is 1 team member for every 4 campers; Teen Camp Ratio is 1 team member for every 5 campers; Campers must be able to behave and function within this ratio.

COUNSELOR IN TRAINING (CIT): During this two week program teens will learn to be leaders and future counselors. Each teen participant must be able to commit to the development of their leadership skills while helping guide, instruct and set up games and activities for the Kapers and Kids and Rockin R Campers! CIT's will also take part in special camp projects, field trips, college visits, community service, and more throughout the summer. All teens will be supervised by our CIT supervisor. CIT's will learn what it's like to be a counselor and have the skills and experience necessary for future employment and will also build relationships and enjoy a fun summer! CIT's will be assisting at both Kapers and Kids and Rockin R Summer Day Camp weekly, and will assist with our Adaptive Camp every other week.

DUO QUEST: Allow your camper to experience two summer camps in one at the Duo Quest Camp! Part one of the camp day will fire up your camper's mind and body, by allowing them to take part in an instructional class. The second part of the camp day will be filled with arts and crafts, sports, group games, field trips, swimming and lots of fun. Each week offers a different instructional class for the campers to get involved in.

KAPERS AND KIDS/ROCKIN' R: Don't let another summer slide by in the blink of an eye, while your child does the same old routine. Sign them up for our Kapers and Kids or Rockin' R Summer Camp, where each week is a new adventure. The campers will go on weekly field trips as well as swimming and park days. They will also participate in indoor and outdoor games, sports, cooking projects, arts and crafts and much more. By the end of this summer your kids will have plenty to say when they are asked, "What did do this summer?" For ages 4-12 Years.

DAILY & WEEKLY ACTIVITIES: ADAPTIVE

This schedule is subject to change based on daily and weekly activities.

DAILY SCHEDULE:

- 7:00-8:45: Arrival/Morning Free Time
- 8:45-9:00: Morning Announcements
- 9:00-9:15: Morning Snack
- 9:15-12:00: Morning Activities
- 12:00-1:00: Lunch
- 1:00-3:00: Afternoon Activities
- 3:00-3:15: Afternoon Snack
- 3:15-4:30: Group Rotations
- 4:30-6:00: Afternoon Free Time/Camper Pick-Up



WEEKLY SCHEDULE:

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Onsite Activities Kona Ice	Swimming @ CMRC	Park Field Trip	Swimming @ Lake Creek	Weekly Field Trip

ON SITE DAYS: Every Monday the camp is onsite all day. We do this to ensure that parents are aware of the field trips times and the swim days in advance so that your child comes with everything necessary for the day. The children have theme based activities and group games throughout the day. On certain onsite days, we will be providing live entertainment; i.e.: Mad Science, magician, animal show, RR Fire Department, etc.

SWIM DAYS: During the week the campers are taken to a Round Rock public pool. The camps may be rotating pools depending on the week. You will be notified at the beginning of the week which pool your child will be visiting. On these days, we ask that parents send their child with a swimsuit, sunscreen and a towel. Please label everything your child brings to camp, especially on these days.

PARK DAYS: During the summer we will be going to different parks throughout the area. Some of these parks may include Old Settlers Park, where activities will include canoeing and a field day; Brushy Creek Park, with a Splash Pad; and Play for All Park which has a large playscape.

FIELD TRIP DAYS: We will be going on many exciting field trips throughout the summer. Some of the field trips due to their location have the camp leaving as early as 9:00am. You will be notified with a schedule of events on Monday. Please note that if your child does not get to camp by the time the bus has left for the trip, you may take your child to the location of the field trip or drop them off after the camp returns for the trip.

DAILY & WEEKLY ACTIVITIES: CIT

DAILY SCHEDULE:

This schedule is subject to change based on daily and weekly activities.

- 7:00-8:45: Arrival/Morning Free Time
- 8:45-9:00: Morning Announcements
- 9:00-9:15: Morning Snack
- 9:15-12:00: Morning Activities
- 12:00-1:00: Lunch
- 1:00-3:00: Afternoon Activities
- 3:00-3:15: Afternoon Snack
- 3:15-4:30: Group Rotations
- 4:30-6:00: Afternoon Free Time/Camper Pick-Up



WEEKLY SCHEDULE:

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Week 1	Onsite Activities Kona Ice	Community Service/ Park Visit	Swimming	Camp Trip	Field Trip

ON SITE DAYS: Every Monday the camp is onsite all day. We do this to ensure that parents are aware of the field trips times and the swim days in advance so that your child comes with everything necessary for the day. The children have theme based activities and group games throughout the day. On certain onsite days, we will be providing live entertainment; i.e.: Mad Science, magician, animal show, RR Fire Department, etc.

SWIM DAYS: During the week the campers are taken to a Round Rock public pool. The camps may be rotating pools depending on the week. You will be notified at the beginning of the week which pool your child will be visiting. On these days, we ask that parents send their child with a swimsuit, sunscreen and a towel. Please label everything your child brings to camp, especially on these days.

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FIELD TRIP DAYS: We will be going on many exciting field trips throughout the summer. Some of the field trips due to their location have the camp leaving as early as 9:00am. You will be notified with a schedule of events on Monday. Please note that if your child does not get to camp by the time the bus has left for the trip, you may take your child to the location of the field trip or drop them off after the camp returns for the trip.

DAILY & WEEKLY ACTIVITIES: Duo Quest

This schedule is subject to change based on daily and weekly activities.

DAILY SCHEDULE:

- 7:00-8:20: Arrival/Morning Free Time
- 8:30-10:30: Instructional Class Group #1
- 9:00-9:15: Morning Snack
- 11:00: Lunch
- 11:00-1:00: Instructional Class Group #2
- 1:00-3:00: Afternoon Activities
- 3:00-3:15: Afternoon Snack
- 3:15-4:30: Group Rotations
- 4:30-6:00: Afternoon Free Time/Camper Pick-Up

WEEKLY SCHEDULE:

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Onsite Activities Kona Ice	Swimming @ Rock'N River	Onsite Activities	Onsite Activities	Weekly Field Trip

ON SITE DAYS: Every Monday the camp is onsite all day. We do this to ensure that parents are aware of the field trips times and the swim days in advance so that your child comes with everything necessary for the day. The children have theme based activities and group games throughout the day. On certain onsite days, we will be providing live entertainment; i.e.: Mad Science, magician, animal show, RR Fire Department, etc.

SWIM DAYS: During the week the campers are taken to a Round Rock public pool. The camps may be rotating pools depending on the week. You will be notified at the beginning of the week which pool your child will be visiting. On these days, we ask that parents send their child with a swimsuit, sunscreen and a towel. Please label everything your child brings to camp, especially on these days.

FIELD TRIP DAYS: We will be going on many exciting field trips throughout the summer. Some of the field trips due to their location have the camp leaving as early as 9:00am. You will be notified with a schedule of events on Monday. Please note that if your child does not get to camp by the time the bus has left for the trip, you may take your child to the location of the field trip or drop them off after the camp returns for the trip.

SUMMER DAY CAMP

DAILY & WEEKLY ACTIVITIES: Kapers/Rockin' R

This schedule is subject to change based on daily and weekly activities.

DAILY SCHEDULE:

- 7:00-8:45: Arrival/Morning Free Time
- 8:45-9:00: Morning Announcements
- 9:00-9:15: Morning Snack
- 9:15-12:00: Morning Activities
- 12:00-1:00: Lunch
- 1:00-3:00: Afternoon Activities
- 3:00-3:15: Afternoon Snack
- 3:15-4:30: Group Rotations
- 4:30-6:00: Afternoon Free Time/Camper Pick-Up



KAPERS AND KIDS WEEKLY SCHEDULE:

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Onsite Activities Kona Ice	Swimming @ Rock'N River	Weekly Field Trip	Swimming @ Krebsbach Pool	Park Field Trip

ROCKIN' R WEEKLY SCHEDULE:

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Onsite Activities Kona Ice	Park Field Trip	Swimming @ Krebsbach Pool	Weekly Field Trip	Swimming @ Rock'N River

ON SITE DAYS: Every Monday the camp is onsite all day. We do this to ensure that parents are aware of the field trips times and the swim days in advance so that your child comes with everything necessary for the day. The children have theme based activities and group games throughout the day. On certain onsite days, we will be providing live entertainment; i.e.: Mad Science, magician, animal show, RR Fire Department, etc.

SWIM DAYS: During the week the campers are taken to a Round Rock public pool. The camps may be rotating pools depending on the week. You will be notified at the beginning of the week which pool your child will be visiting. On these days, we ask that parents send their child with a swimsuit, sun-screen and a towel. Please label everything your child brings to camp, especially on these days.

PARK DAYS: During the summer we will be going to different parks throughout the area. Some of these parks may include Old Settlers Park, where activities will include canoeing and a field day; Brushy Creek Park, with a Splash Pad; and Play for All Park which has a large playscape.

FIELD TRIP DAYS: We will be going on many exciting field trips throughout the summer. Some of the field trips due to their location have the camp leaving as early as 9:00am. You will be notified with a schedule of events on Monday. Please note that if your child does not get to camp by the time the bus has left for the trip, you may take your child to the location of the field trip or drop them off after the camp returns for the trip.