

City of Round Rock Parks and Recreation Department

# SUMMER DAY CAMP

## 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 to our Summer Day Camp Programs. The camp team and is very excited about all of 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 that 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 offer 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 believe 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,

Summer Camp Program Team

City of Round Rock Parks and Recreation Department

## Helpful Contacts and Phone Numbers

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

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

Website: [www.roundrocktexas.gov](http://www.roundrocktexas.gov)

Facebook: [www.facebook.com/roundrock/](http://www.facebook.com/roundrock/)

## Contact Numbers

Recreation Program Coordinator: Summer Camps  
Selisa Woessner (512) 341-3343

Recreation Program Coordinator: Adaptive and Inclusive Recreation  
Brittany Holmstrom (512) 218-6621

Recreation Manager  
Mary Hemenes (512) 218-3272

Clay Madsen Administration Office (512) 218-3214

Clay Madsen Office Manager (512) 218-3221

## Camp Location Addresses

Adaptive Camp  
Clay Madsen Recreation Center  
1600 Gattis School Road  
Email: [adaptivecamp@roundrocktexas.gov](mailto:adaptivecamp@roundrocktexas.gov)

Duo Quest Camp  
Heritage Carriage House  
910 Heritage Center Circle  
Email: [duoquest@roundrocktexas.gov](mailto:duoquest@roundrocktexas.gov)

Kapers and Kids Camp  
Kinningham Park House  
1000 South Creek Dr.  
Email: [kapers@roundrocktexas.gov](mailto:kapers@roundrocktexas.gov)

Rockin' R Camp  
Old Settlers Association Tabernacle  
3300 East Palm Valley Blvd.  
Email: [rockinr@roundrocktexas.gov](mailto: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 may 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 1st of the month prior. A \$25 late fee will be assessed **ON** the 15<sup>th</sup> of the month prior if payment has not been received. If payment still has not been received by the 20<sup>th</sup> 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 the 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 a \$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. Additional disciplinary measures may be pursued in some cases 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. The following 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.

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

2<sup>nd</sup> 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 of the program. A refund will not be given for these days the child is out.

3<sup>rd</sup> 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 weeks 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 one 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 phones 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.

**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. For ages 5-12 Years.

**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 5-14 Years.

**TRAVEL ADVENTURE CAMP:** What's your adventure? Are you ready for some fun? During this camp, your camper will get to experience a new adventure everyday as will travel to different cities and take part in a different activities/trips daily. Campers will get a summer filled with swimming, theme parks, water parks, state parks, and so much more. The camp will depart from the Clay Madsen Recreation Center everyday at 8:00am and will return at 5:00pm. Campers should bring a backpack with a water bottle, swimming gear, sunscreen, and a sack lunch daily, unless otherwise noted. Weekly schedules will be emailed out the week before the Adventure week starts. For ages 11-14 years.