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 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

301 West Bagdad Avenue Telephone (512) 218-5540

Parks and Recreation Department Main Office

Website: www.roundrocktexas.gov

Facebook: www.facebook.com/roundrock/

Contact Numbers

Recreation Program Coordinator: Summer Camps

Selisa Woessner (512) 341-3343

Recreation Program Coordinator: Adaptive and Inclusive Recreation

(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 Email: duoquest@roundrocktexas.gov

Duo Quest Camp

Heritage Carriage House

910 Heritage Center Circle

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

Travel Adventure Camp Clay Madsen Recreation Center

1600 Gattis School Road

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 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 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 **I4 calendar days or more** from the camp start date you will have the following options:

Option I) 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 Coordinator. 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.

- Ist 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: I-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.
- <u>3rd Offense</u>: 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 <u>not</u> 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 I team member for every 4 campers; Teen Camp Ratio is I 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.

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:

Youth

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

Teen

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

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.

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:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Onsite Activities	Weekly Field Trip	Onsite Activities	Swimming @	Park or Swim Day
		Kona Ice	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.

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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.

Duo Quest Weeks 2022

May 31 - June 3: Instructional Class: Crayola Imagine Art Academy

Field Trip: Gattitown

Campers take a journey to the farthest reaches of the imagination while learning about the ocean, the rainforest, Mars, a futuristic city, and more! Campers will experiment with various Crayola® products and many art techniques.

June 6-10: Instructional Class: Sportball Multi Sport

Field Trip: Austin Aquarium

Sportball focuses on the eight core Sportball sports including: hockey, soccer, tennis, baseball, basketball, volleyball, golf and football as well as arts and crafts, stories, music, and cooperative games.

June 13-17: Instructional Class: Music Makers

Field Trip: Dart'em Up

Student will explore the world of Music as students rotate through 2 hands-on activities that may include: Singing, Rhythm & Drumming, Music & Games, and other Musical instruments.

June 21-24: Instructional Class: LEGO® Maker

Field Trip: Typhoon Texas

Campers learn to design and build their own motorized battle cars, amazing machines, and robots. Using principles of simple and complex machines, gearing, and mechanical advantage, students will try to flip, push, or smash their opponent's battle vehicles. Students engineer mechanical lifts, drills, ramps and more to disable or overcome other bots and use coding to add sensors to give them a competitive advantage

June 27-July 1: Instructional Class: Hip Hop and Pop

Field Trip: Mount Playmore

During this week we will learn all about the origins of Hip Hop and how it's evolved into a popular style of dance over the years. Campers will learn lots of hip hop moves, brush up on their freestyle, dance battle other campers and show off their new dancing skills in a dance to be performed at the end of the week!

July 5-8: Instructional Class: Mad Science

Field Trip: Volente Beach

Kids put on their engineer's hats for this exciting week of science activities. They also learn about chemical reactions that they might encounter in their daily lives and the nature of birds and beasts, as they take a walk on the wild side of science.

July 11-15: Instructional Class: LEGO® Movie Maker

Field Trip: Spare Time

Campers work in groups to create a short story, draw it out, and build it with LEGO® Bricks, and then they bring it to life on film. Students will choose from THEMED LEGO® KITS from MINECRAFT to SUPERHEROS (and more) and using those kits, create their very own movie, complete with sound effects & even music. A copy of all projects will be provided via a screening link from our YouTube page for screening purposes.

July 18-22: Instructional Class: Engineering Fun with LEGO®

Field Trip: Innerspace Caverns

Let your camper's imagination run wild with tens of thousands of LEGO®! Build engineer designed projects such as boats, bridges, mazes and motorized cars, and use special pieces to create your own unique design! Explore the endless creative possibilities of the LEGO® building system with the guidance of an experienced instructor.

July 25-29: Instructional Class: Comic Book Creation

Field Trip: Playland Skate Cente

Join our talented team of Graphic Artists, & Comic Book Gurus to create your very own Heroes of Legend! This class will explore the history and lore of traditional comic books. The students will create and develop a Comic Book Hero and tell their unique story. Each student will learn how to write, draw and illustrate their stories to share with the world.

August 1-5: Instructional Class: Sticky Fingers Cooking

Field Trip: Urban Air

Let your camper release their inner chef! In our hands-on camps, young chefs will learn how to use different cooking equipment and techniques, explore flavor pairing, and create tasty mouthwatering recipes from scratch each day. Each camp day features amazing recipes, fun food experiments and activities. Sticky Fingers Cooking is 100% nut free. We CAN and WILL accommodate ANY and ALL food allergies!

^{*}Instructional classes and field trips are subject to change*

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:

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

ROCKIN' R WEEKLY SCHEDULE:

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

SUMMER DAY CAMP DAILY & WEEKLY ACTIVITIES: Travel Adventure Camp

DAILY SCHEDULE:

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

8:00-8:30: Arrival/Morning Free Time

8:30: Departure from CMRC

8:30-12:00: Morning Activities

12:00-1:00: Lunch

1:00-4:30: Afternoon Activities

4:30: Return to CMRC

4:30-5:00: Afternoon Free Time/Camper Pick-Up



WEEKLY SCHEDULE:

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 8:00am. You will be notified with a schedule of events on the Friday before the camp week. Please note that if your camper 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.

SWIM DAYS: During the week the campers are taken to a Round Rock public pool. You will be notified at the beginning of the week which day your child will be participating in water activities. On these days, we ask that parents send their camper with a swimsuit, sunscreen and a towel.

EARLY DROP OFF OR LATE PICK UP:If you need to drop off your camper before 8am or

pick them up after 5pm, you can purchase a CMRC Youth membership from your camper so that they can have access to the facility when the camp is not taking place. You can then sign them in and out at the Front Desk..

Traval Adventure Camp 2022



Field Trips are subject to change