

# CITY OF ROUND ROCK

PARKS AND RECREATION DEPARTMENT

## Youth Program Parent Information Handbook



**ROUND ROCK TEXAS**  
PARKS AND RECREATION

# WELCOME

Greetings Youth Program Families,

The City of Round Rock Parks and Recreation Department is extremely pleased to welcome you and your child to our Youth Programs. We are excited to work with you, as a partner, to foster a successful, positive and memorable experience in our programs.

Round Rock Parks and Recreation believes that developing youth is one of our most important and rewarding purposes. Each child is unique in their own development of self and character. Our programs will provide an opportunity for growth through new experiences, socialization and play. We will strive to create and grow confidence in our youth within our connected, fun and secure environment.

This information packet will provide you with an overview of our guidelines, policies and procedures to ensure your child's enjoyment and safety in our program.

The youth program team is very excited about all of the fun activities that are planned for this upcoming season. We hope to exceed your expectations in our programs.

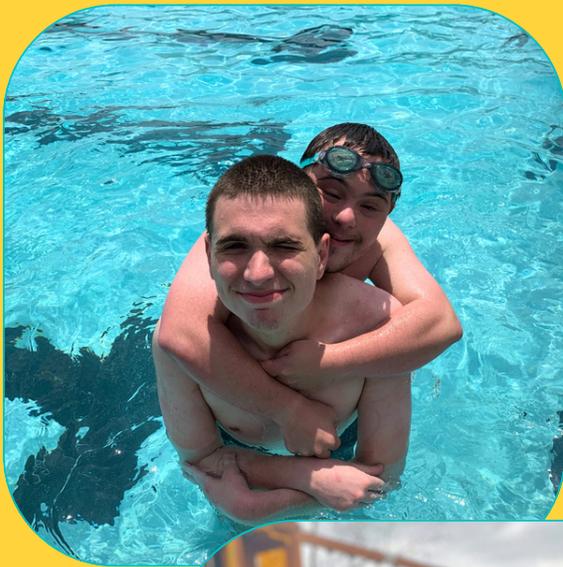


## ABOUT OUR DEPARTMENT

### Round Rock Parks and Recreation Department

**Vision:** Our vision is an active, vibrant and beautiful city with a diversified and quality parks and recreation system that produces economic, health and social benefits for the entire community.

**Mission Statement:** People dedicated and empowered to create a positive and memorable experience in people's lives.



## YOUTH PROGRAM PHILOSOPHY

**Youth Program Philosophy:** The primary objective of the Youth Programs are to provide the youth of Round Rock and surrounding areas with supervised, structured, safe and fun activities. The participants will have unforgettable and memorable experiences filled with diverse activities and field trips.

**Youth Program Mission:** The mission of our Youth Programs is to provide the youth of Round Rock and surrounding areas with school and summer programming that enhances each child's quality of life.

### Youth Program Goals:

- Provide a safe, supervised and structured environment
- Give the participants a positive and nurturing environment that allows for the development of their own individual character
- Stimulate the physical and emotional development of each child through diverse activities
- Establish and maintain strong relations and partnerships between team, parents/guardians and the child utilizing open and honest communications

# DEPARTMENT CONTACT INFORMATION

## **Parks and Recreation Department**

301 West Bagdad Avenue  
Round Rock TX 78664  
512-218-5540  
pardcustomerservice@roundrocktexas.gov

## **Clay Madsen Recreation Center**

1600 Gattis School Road  
Round Rock TX 78664  
512.218.3220  
cmrccustomerservice@roundrocktexas.gov

## **Allen R. Baca Center**

301 West Bagdad Avenue - Building 2  
Round Rock TX 78664  
512.218.5499

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

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

**Registration Website:** [www.roundrockrecreation.com](http://www.roundrockrecreation.com)

## PROGRAM SITES

### **Baca Center**

301 West Bagdad, Building 2

### **Clay Madsen Recreation Center**

1600 Gattis School Road

### **Heritage House**

910 Heritage Center Circle

### **Kintingham House**

1000 South Creek Drive

### **Old Settlers Association Tabernacle**

3300 East Palm Valley Blvd



# CONTACT INFORMATION

**Recreation Program Coordinator: Afterschool & Summer Day Camps**

512.341.3112

**Recreation Program Coordinator: Adaptive & Inclusive Programs & Camps**

512.218.6621

**Recreation Manager**

512.341.3383

**Clay Madsen Recreation Center Administration Office**

512.218.3214

**Clay Madsen Recreation Center Office Manger**

512.218.3612



## ABOUT OUR TEAM

We are committed to providing your youth program participants with a safe environment; a team of experienced, creative, caring and motivated individuals; and unforgettable memories. Youth program team members are City of Round Rock employees who are interviewed and selected to help create a diverse and engaged team to supervise, lead and interact with our youth programs. Each team member is valued for their unique qualities. Our team participates in pre-program training covering topics of policy, procedure, behavior management, customer service, program/activity planning, leadership and risk management. We provide training in CPR/First Aid/AED to all of our youth program team members.

Our established team member to participant ratio will be no greater than 1:15. Our program strives to exceed that standard with a ratio of 1:10. Our Adaptive and Inclusive programs vary based on program. Please refer to individual program descriptions for established ratios.

# PROGRAM OVERVIEW

**Standards of Care:** Our youth programs operate within an adopted City Ordinance that establishes the standards of care for which 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 typical childcare program. The rules and regulations governing day care facilities differ greatly from those related to recreational facilities.

**Program Offerings:** The City of Round Rock offers a variety of youth programs including Afterschool and Summer Day Camp Programs. A summary of programs are listed below:

- **Adaptive Camp (Youth & Teen):** Adaptive Youth Camp is for ages 5 - 12 Years with disabilities; Adaptive Teen Camp is for ages 13 - 21 years with disabilities. Our programs offers daily activities, each related to a weekly theme including group games, arts and crafts, drama, sports, cooking, swimming and field trips. Morning and afternoon snacks are provided. 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.
- **DuoQuest:** This unique summer camp will fire up your camper's mind by allowing them to take part in an instructional STEAM based class in conjunction with traditional summer day camp programming including arts and crafts, sports, group games, field trips and swimming. Each week offers a different instructional class to reach diverse interests. Morning and afternoon snacks are provided. For Ages 5 - 12 Years.
- **Kapers and Kids / Rockin' R:** Each week is a new summer adventure! Campers will participate in group games, arts and crafts, dance and drama, sports, cooking, field trips, swimming and lots of fun in the summer sun! Morning and afternoon snacks are provided. For Ages 5 - 14 Years.
- **Travel Adventure:** Experience a new adventure every day! Travel on a variety of day trips to nearby cities to explore and create an unforgettable summer. Daily adventures could include State and Local parks, pools, hikes, theme parks and more! For Ages 11 - 14 Years.
- **Kids Clubhouse Afterschool:** This afterschool program for grades Kinder - 5th operates during the regular school year. Activities include homework time, group games, indoor/outdoor activities, sports, cooking, and arts and crafts.

### Program Offerings (Cont'):

- **Holiday/Thanksgiving/Spring Break:** Following the Round Rock ISD School schedule, opportunities for individual/multi-day camps may be offered during school closures. These programs will include daily games, sports, cooking, arts and crafts and possible field trips. Morning and afternoon snacks are provided. Seasonal program listings will provide specific dates/ages/locations.

**Program Registration:** We offer a variety of ways to register for programs including online at [www.roundrockrecreation.com](http://www.roundrockrecreation.com) ; in person by visiting our Main Parks and Recreation Office, Clay Madsen Recreation Center or Baca Center; via phone by calling one of our administration offices. Pre-registration is required for all of our youth programs. Registrations are accepted on a first come, first served basis. Please check program details for registration open dates. At time of registration you will be asked to complete paperwork providing pertinent information regarding your youth participant.

**Program Payments:** Payments are required at time of registration. Based on program, payment options include pay in full or with payment plans. Please see program descriptions for specific payment options. When utilizing payment plans it is important to make note of agreed payment schedule. Late fees will be assessed for missed payments. Please note there are no payment adjustments or credits given for absences.

**Cancellations and Refunds:** If you withdraw from a program 14 calendar days or more from the program start date you will have the following options:

- Option 1: Request a Program Credit. Credit the customer's Parks and Recreation account with the balance for a future Parks and Recreation service (class, camp, special event, program, membership). Credits must be used within one year.
- Option 2: Request a Program Refund. Customers 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 program less than 14 calendar days from the start date you will have the following option:

- Request a Program Credit. Credit the customer's Parks and Recreation account with the balance for a future Parks and Recreation service (class, camp, special event, program, membership). Credits must be used within one year.

After a program has begun, a pro-rated credit can be applied. This request must be received and processed by the designated Program Coordinator.

After a program is complete, program refunds or credits are not an option.

**All requests for program withdrawals must be in writing.**



**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 Main Parks and Recreation Office. With the demand for financial assistance being great, scholarships will be awarded on a first come, first served basis, subject to available resources. Please allow two weeks for application to be processed. This program is available only to Round Rock residents.

**Behavior Management:** We are dedicated to provide safe, supervised, structured, fun and memorable youth programs. In order to accomplish this goal, youth are encouraged to behave appropriately, promote and engage in safe, fun, respectful and healthy environments through appropriate participation. We encourage youth participants to make positive choices that contribute to their overall enjoyment. It is our goal for the youth, camp team and parents/caregivers to work together towards cooperative behavior for a cohesive atmosphere. We understand that it's not always easy for youth to make positive choices; in these cases, a variety of techniques will be used to redirect and guide appropriate behaviors. It is our philosophy that discipline is positive and serves to teach children positive behavior, not to punish them. Above all, we will place your child's physical and emotional well-being as paramount. We will not engage in any practices that are physically or psychologically damaging. Program team members will notify parents of emerging difficulties and ask for assistance in behavior management. In some cases, additional disciplinary measures may be pursued if a camper inflicts physical, verbal or emotional abuse on another or is a danger to themselves or others; or is physically or verbally abusive to counselors/camp leadership. 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 un-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. Pending severity of the incident, suspension or removal from program may be enforced on the first occurrence.

- 1st Offense: The parents will be called for immediate pick-up and the child will remain in a supervised “in-camp suspension” setting 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 from the program. A refund will not be given for the 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 a program, a refund will be given for any pre-paid future program dates, minus the administrative fee.

### **Authorized Adults/Guardians:**

The safety of our youth participants is important to us. In order to maintain safety, during check-in we require that parents/guardians walk the participant into the program location. We will follow the same process for check out. Only persons listed on the youth information form are authorized to sign out the youth participant. We do require driver's license to be shown to validate identity. If at any time you need to update contact information, please visit the program team.



### **Program Check In/Check Out:**

Please visit program guide and descriptions for established program time details. For the full day programs, it is recommended that check in occur between 7:00am - 8:45am and check out occurs between 4:30pm - 6:00pm. We do not allow check in/check out when we are off-site unless it is coordinated with the program team at least 24 hours in advance.

## Late Pick Up:

Typically, youth programs end at 6:00pm. Please check program guides to confirm specific ending times. If a program participant remains at the program site after established end time the following procedures will be followed:

- First Occurrence: Parent/Guardian will receive a warning. This warning is documented with our program files.
- Additional Occurrences: A late fee of \$1 per minute per child will be calculated until 7:00pm. During this time, the program team will make every effort to contact the parents/guardians and emergency contacts listed on the youth information form. If a participant is not picked up by 7:00pm and we have not been able to contact anyone on the youth information form, the participant will be taken to the Round Rock Police Department.
- The incurred fees will be applied to your account. Payments will not be accepted at time of pick up. Unpaid late pick up fees will result in withdrawal from programs and could prohibit future registrations.

**Child Abuse:** Eliminating the risk of child abuse is a priority. Whenever a child is entrusted to us, we assume the responsibility for that child's welfare. Good judgement will be exercised continuously when supervising and interacting with youth. We take any allegation of abuse to a child very seriously and such actions will not be tolerated. All allegations will be investigated. Pending circumstances, support with Round Rock Police Department and Child Protective Services could occur.

**Inclusion:** Round Rock Parks and Recreation Department will provide reasonable accommodations to individuals with a disability. Parents/guardians can contact our Main PARD Office at least one month before the start of a program or class to discuss any accommodations that may be necessary.

**Personal Care:** Round Rock Parks and Recreation does not provide personal care services such as feeding, certain medications, or toileting: diapering, post-toilet wiping, transferring or the changing of clothes. Team members may assist in verbal cues, reminders and buttoning/zipping of clothing. For individuals who require these services during program hours, Personal Care Attendants can attend programs to assist with personal care needs. Please refer to the Personal Care Attendant Policy for process guidelines.





**Program Attire:** We recommend sending your youth participant in comfortable clothes appropriate for weather, play and recreation. We advise that participants wear closed-toed athletic/tennis shoes. For swim days/water activities – participants can bring water shoes/flip flops/ crocs that can be worn for the water activity. During our program time, participants will play hard, please know we do get dirty and sweaty. Please do not send your child in expensive clothing. During colder months, please make sure to send appropriate weather-related gear including jackets, hats and gloves. Clothing that promotes negative connotation will not be allowed.

**Personal Belongings:** Each program site will have dedicated spaces for your child's items. We encourage and teach our program participants to be responsible for their items, keeping items secure and organized. We ask that each item that is sent is labeled with your child's name. Round Rock Parks and Recreation is not responsible for the damage or loss of personal items. We encourage that sentimental and valuable items be left at home to avoid risk of damage/loss.

**What to Bring:** Common items that may be needed at our programs include:

- Water Bottle
- Lunch / Snacks
- Sunscreen/Bug Spray
- Swimsuit/Towel/Water Shoes
- Extra clothes
- Money
- Personal Care Items
- A great attitude
- Smile

\*\*\*Please refer to specific program information for additional details/camp specific needs

**Program Rules:** Program rules are designed to help create a safe, fun and structured environment for both program participants and program leadership. Program rules are designed to help participants learn good choices:

- Be respectful
- Be a good friend
- Listen
- Be kind
- Follow directions
- Be helpful
- Be responsible
- Have FUN!

**Snacks / Lunches:** In general, our half day programs provide one snack; Full day programs provide two snacks (AM/PM). The snacks we provide are typically pre-packaged items such as fruit snacks, cereal/granola bars, crackers, etc. If your program participant has a food preference or dietary/allergy need they are allowed to bring their own snacks. Our programs do not provide lunches. We ask that you send your child a nutritious, healthy and well-balanced lunch. Please avoid sending candy, sugary/carbonated drinks. Do not send any glass containers. Pending program site, there may be opportunity for microwave use for heating lunch items. Due to the dietary and potential allergies of other participants we do not allow sharing/trading of food items. Please help us in sharing that concept with your child to keep their lunch and snack items to themselves. Please refer to individual program locations & descriptions for detailed information regarding snacks / lunches.

**Hydration:** No matter the season, hydration is important! We ask that you send your child with a labeled reusable water bottle. We will encourage frequent water breaks and have the ability to refill throughout the program.



**Accidents:** The most common accidents that occur during programs include restroom/bathroom accidents and spills. Program team members will utilize extra change of clothing (if supplied). Pending severity of accident; parents/guardians will be called for immediate pick up. Frequent restroom/bathroom accidents will be discussed with parents and program team regarding accident prevention and program participation.



**Illness:** The health and safety of all program participants and team members is important to us. In order to mitigate risks please do not send an ill child to the program. Please refrain from sending your child to the program if your child is experiencing any signs of a communicable disease/symptoms including: fever, diarrhea, vomiting, respiratory illness (cough, runny nose, sore throat) combined with fever, mouth sores, skin infections including rash/ringworm/scabies, eye drainage, lice, behavioral changes, etc. Pending illness participants are allowed to return being 24-hour symptom free without the aid of medication. We encourage you to refer to your healthcare provider on recommended return timeline.

**Illness at Program:** Should a program participant become ill during the program the program supervisor will contact the parent/guardian for immediate pick up. If parents/guardians cannot be contacted, emergency contacts will be called. While onsite, the program participant is isolated from the program as best as possible and will be monitored and cared for by program team members.

**Injuries:** While program participants play and have fun, we know that the risk of injury exists. The program team will consistently monitor for safe play and take necessary steps to reduce risk for injury. The program team members attend CPR/First Aid/AED training. Injuries that occur at programs can be minor such as scratches, cuts, bumps & bruises, or they can be serious/major including unconsciousness, broken bones, deep cuts, head injuries, etc. The program team will respond and treat each injury according to the limits of their trainings. Written documentation reports will be completed. For serious/major injuries, immediate contact to parents/emergency contacts will occur. Pending severity of injury, emergency care will be called (Fire, EMS, Police). Should transport occur, the program team will accompany the camper and provide constant updates to parents/guardians.

**Medication:** Round Rock Parks and Recreation youth programs are not designed to support any major medical needs. While our team is certified in First Aid/CPR/AED we do not employ any medical or nursing professionals. If any accommodation is needed for complex medical situations, please contact our program coordinator team to discuss options. Participants who require the administration of medication during the program will need to complete a medication release form providing authorization. Medications are not to be kept by program participants in their personal belongings. Information must include medication, purpose, time/date, dosage, and physician contact. The medication provided must be in its original labeled container. The medication container can only hold the dosage amount for one week and must be taken home at the end of the week. Program supervisors will administer medications as authorized and complete required documentation. All medications will be secured by the program team.

**Sunscreen/Bug Spray:** During spring and summer programs it is highly encouraged that your participant arrives at the program with their first application of sunscreen/bug spray for the day. Program team members will re-apply sunscreen before any water activities (pools, splashpads, water days, etc). Bug Spray will be applied as needed. It is encouraged that you send your participant with their own sunscreen (spf 30+)/bug spray that is labeled with their name. Programs will have extra sunscreen/bug spray for participants if needed.

**Weather:** Our youth programs operate year round resulting in possible exposure to all types of weather/weather events. When severe weather threatens our areas, program team members will monitor weather conditions; prepare and respond as needed. This could include utilizing safe sheltered areas, modify program activities and locations, delay/cancel trips, relocate, etc. Parents/Guardians will be informed of any changes to locations. During extreme heat events, programs will increase indoor/shade rotations, increase water/ice/rest breaks.

**Transportation:** Our youth programs will use a variety of transportation services based on the needs of the program. We utilize Parks and Recreation vehicles (vans/buses) driven by program team members as well as contract with Round Rock ISD for bus use. Safety is a priority. Program participants are expected to obey the instructions of the driver and program team. Program participants are expected to behave appropriately, stay in their seats facing forward, keeping their arms, hands, feet to themselves, keeping emergency exits and aisles clear and follow instructions for loading/unloading.

**Daily Activities:** Each of our youth programs are designed towards being in a safe, structured and fun environment. While the program times and seasons may differ, the structure of our programs will remain the same. Within each program, small groups are divided by age. Each group will have program team members responsible for the overall supervision and structure. Each group will follow an activity schedule that will include a variety of options such as: group games, activities by choice, homework/learning, cooking, drama, art, sports, all camp events and fun. Specific activity schedules will be provided at each program.

**Field Trips:** Many of our youth programs will attend field trips. These are fun opportunities where we leave the camp site for an offsite adventure. Field Trips can include locations such as movies, parks, pools, and museums. Field trip schedules will be provided at the beginning of each program. Field trip schedules will denote departure/arrival times and special notes needed (what to wear/send). At times additional money may be allowed. While on field trips, participants will remain in small groups with assigned program leaders. Participants will not be given the option to remain at program site. Due to the nature of the program, all program team members must attend the field trips. If your child wishes not to attend, please plan to pick them up before departure or bring them to the program site after the trip has concluded. Special arrangements may be made to drop off/pick up at the field trip site. Please communicate these requests for consideration in advance.

**Water Activities:** Our youth programs will offer water activities including onsite water days/water slides or field trips to local pools/water features. We recognize water activities are fun and help to contribute to the overall program; we also recognize they involve risk. Our youth programs will take every effort to minimize risk to ensure the safety of both campers and team members. At any time, a parent/guardian can exempt their child from participating in water activities. Should this occur for an offsite trip, the child will still attend the trip however they will not engage in the water activity. We will not offer an alternative choice or the opportunity to stay at the program site as this individualized care affects our program ratio. Parents may request that their participant wear a life jacket for water participation. It is possible that lifejackets can be supplied by the pool. Please check with program team members to confirm options. Lifejackets can also be provided by the family. Life jackets must be U.S. Coast Guard approved.

**Swim Assessment Procedure:** For the safety of our participants, when visiting pools, our program team in conjunction with the lifeguards will administer a swim assessment for every participant. Participants that do not participate or do not pass the swim assessment will be required to remain in the shallowest areas of the pool or be required to wear a lifejacket for participation in the water activity. Various pool designs and features will be evaluated to define shallow areas. In some cases, pool designs will not have defined shallow areas and lifejackets will be the only option. Please visit with the program team members for any questions or concerns regarding the swim assessment.



**Program Schedules:** Listed below is a basic overview of each program's daily/weekly schedule. A specific schedule will be provided to registered participants identifying groups, group activities, field trips, special onsite activities and announcements. Schedules are subject to change.

**Adaptive Camp (Youth/Teen):**

7:00am - 8:45am: Arrival/Participant Check in/Morning Free Time  
8:45am - 9:00am: Morning Announcements  
9:00am - 9:15am: Morning Snack  
9:15am - 12:00pm: Morning Activities/Rotations  
12:00pm - 1:00pm: Lunch  
1:00pm - 3:00pm: Afternoon Activities/Rotations  
3:00pm - 3:15pm: Afternoon Snack  
3:15pm - 4:30pm: Afternoon Activities/Rotations  
4:30pm - 6:00pm: Afternoon Free Time/Participant Pick Up

**ADAPTIVE YOUTH**

**MONDAY**  
ONSITE ACTIVITIES

**TUESDAY**  
SWIM DAY -  
Lake Creek

**WEDNESDAY**  
SWIM DAY - CMRC

**THURSDAY**  
FIELD TRIP

**FRIDAY**  
FIELD TRIP - Park

**ADAPTIVE TEEN**

**MONDAY**  
ONSITE ACTIVITIES

**TUESDAY**  
FIELD TRIP - Park

**WEDNESDAY**  
SWIM DAY -  
Lake Creek

**THURSDAY**  
FIELD TRIP

**FRIDAY**  
SWIM DAY - CMRC



## Duo Quest:

7:00am - 8:20am: Arrival/Participant

Check in/Morning Free Time

8:30am - 10:30am: Instructional Class-  
Group 1

9:00am - 9:15am: Morning Snack

11:00 Lunch

11:00pm - 1:00pm: Instructional Class -  
Group 2

1:00pm - 3:00pm: Afternoon  
Activities/Rotations

3:00pm - 3:15pm: Afternoon Snack

3:15pm - 4:30pm: Afternoon  
Activities/Rotations

4:30pm - 6:00pm: Afternoon Free  
Time/Participant Pick Up

## DUO QUEST

**MONDAY**  
ONSITE ACTIIVITIES

**TUESDAY**  
FIELD TRIP

**WEDNESDAY**  
ONSITE ACTIIVITIES  
KONA ICE

**THURSDAY**  
SWIM DAY -  
Rock'N River

**FRIDAY**  
FIELD TRIP -  
Park /Swim



## KAPERS & KIDS

**MONDAY**  
ONSITE ACTIIVITIES

**TUESDAY**  
SWIM DAY -  
Rock'N River

**WEDNESDAY**  
FIELD TRIP

**THURSDAY**  
SWIM DAY -  
Krebsbach

**FRIDAY**  
FIELD TRIP - Park /  
Kona Ice

## ROCKIN' R

**MONDAY**  
ONSITE ACTIIVITIES

**TUESDAY**  
FIELD TRIP - Park /  
Kona Ice

**WEDNESDAY**  
SWIM DAY -  
Krebsbach

**THURSDAY**  
FIELD TRIP

**FRIDAY**  
SWIM DAY -  
Rock'N River

## Kapers & Kids / Rockin' R:

7:00am - 8:20am: Arrival/Participant

Check in/Morning Free Time

8:45am - 9:00am: Morning  
Announcements

9:00am - 9:15am: Morning Snack

9:15am - 12:00: Morning

Activities/Rotations

12:00 - 1:00pm: Lunch

1:00pm - 3:00pm: Afternoon

Activities/Rotations

3:00pm - 3:15pm: Afternoon Snack

3:15pm - 4:30pm: Afternoon

Activities/Rotations

4:30pm - 6:00pm: Afternoon Free  
Time/Participant Pick Up

### **Travel Adventure:**

8:00am - 8:30am: Arrival/Participant  
Check in/Morning Free Time

8:30am: Departure

8:30am - 4:30pm: Travel Adventures

4:30pm: Return

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



### **Kids' Clubhouse Afterschool:**

2:45pm - 3:15pm: Bus

Run/Afterschool Site Pick up

3:15pm: Arrival at CMRC / Participant  
Check in

3:15pm - 4:00pm: Homework /  
Reading Time

4:00pm - 5:30pm: Activities /  
Rotations

5:30pm - 6:00pm: Free  
Time/Participant Pick Up

### **Seasonal Break Camps (Holiday, Thanksgiving, Spring Break):**

7:00am - 8:20am: Arrival/Participant  
Check in/Morning Free Time

8:45am - 9:00am: Morning  
Announcements

9:00am - 9:15am: Morning Snack

9:15am - 12:00: Morning  
Activities/Rotations

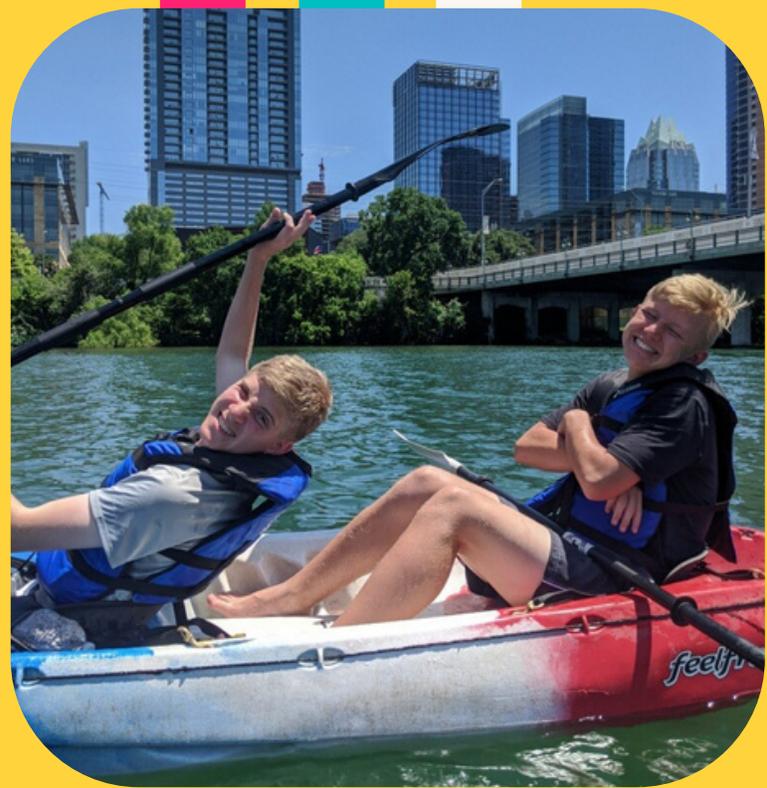
12:00 - 1:00pm: Lunch

1:00pm - 3:00pm: Afternoon  
Activities/Rotations

3:00pm - 3:15pm: Afternoon Snack

3:15pm - 4:30pm: Afternoon  
Activities/Rotations

4:30pm - 6:00pm: Afternoon Free  
Time/Participant Pick Up



**Code of Conduct:** Round Rock Parks and Recreation Department is committed to create positive and memorable experiences. To accomplish our mission, parents/guardians, program participants and program leaders must work together. To foster a positive program environment, we will encourage positive behaviors, productive participation, good sportsmanship, positive attitudes and work to create a safe and fun environment. We will review the code of conduct at the start of each program. We ask that you review The 5 B's code of conduct as a family to help instill our desired positive experiences.

### **The 5 BE's**

#### **BE your best**

Be on your best behavior. Showcase your best to your friends and program leaders. Try your best to participate in activities.

#### **BE responsible**

Make good choices and be accountable for your actions. Choose to do the right things. Take care of yourself, your belongings, others and your surroundings.

#### **BE safe**

Follow the directions of the program leaders at all times. Stay with your assigned group. Keep your hands, feet and objects to yourself. Use supplies and equipment properly. Always be thinking and choosing safe choices. Tell a trusting adult any concerns.

#### **BE respectful**

Treat others the way you would want to be treated. Respect Differences - We are all unique. Respect Property - Use places, spaces and things appropriately. Respect People - Listen and follow directions. Accept others for who they are. Respect yourself - Try your best and be proud of YOU!

#### **BE kind**

Be friendly, generous and considerate. Care about what other people may need or feel. Offer to help. Use manners. Say nice things.

