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Town of Trophy Club - Summer Adventure Camp 2016 Parent Handbook



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Parks and Recreation Department	Camp Contacts	Hours of Operation	Camp Location
Sherri Lewis slewis@trophyclub.org 682-831-4603 100 Municipal Drive Trophy Club, TX 76262	Director: Angela Poling Assistant Director: Amy Marxer Assistant Director: Kyleigh Easter Each Director will have a cell phone during their shift. The numbers will be available the first day of camp.	Monday – Friday 7am – 6pm June 6 th – August 12 th Drop off: 7am – 8:30am Pick up: 4:30pm – 6pm	Medlin Middle School 601 Parkview Drive ~ Front entrance of school~ Camp site closed during field trips

GENERAL CAMP INFORMATION

- Camp is held at Medlin Middle School – use main entrance located at front of school
- Sign in/drop off is from 7:00 a.m. to 8:30 a.m. inside of the front entrance of Medlin Middle School
- Sign out/pick up is from 4:30 p.m. to 6:00 p.m. at the same location as sign in/drop off
- Doors remain unlocked during sign in/sign out times, but are locked the remainder of the time
- Children that walk or bike to camp are responsible for signing themselves in and out each day
- Campers are split into two groups, Pioneers (ages 6-8) and Trailblazers (ages 9-12)

CONTACTING CAMP STAFF

- Contact information can be found on weekly newsletters, emails, and the cover page of this document
- Please contact staff only during camp hours, from 7:00 a.m.-6:00 p.m. Monday-Friday
- **Camp Directors will carry a cell phone with them during their shift.**

Numbers will be available on the first day of camp.

- **Director: Angela Poling, general shift ... 7:00 a.m. – 2:00 p.m.**
- **Assistant Director: Amy Marxer, general shift ... 9:00 a.m. – 4:00 p.m.**
- **Assistant Director: Kyleigh Easter, general shift ... 11:00 a.m. – 6:00 p.m.**
- Contact camp staff if you need to drop your child off late or pick up your child early
- Contact camp staff if you are running late on the morning of a field trip day
- Contact camp staff if you need to contact your child as they will not be allowed to have cell phones

CAMP SHIRTS

- Each camper receives a camp shirt with registration
- **Camp shirts MUST be worn every Tuesday and Thursday**
- Extra camp shirts can be purchased for \$10 at the front desk

MONEY

- **Money is not required** for any of the activities that campers participate in
- Campers are allowed to bring money, **HOWEVER, we are not responsible for your child's money**

FEES and PAYMENT SCHEDULE - \$160 per child, \$145 for each additional child

There is a \$25 deposit per week, per participant. **There is no prorated fee for those choosing to attend camp part-time.** Camp fees are due 1 week prior to the start of camp. **Failure to make timely payments will result in forfeiture of your child's spot in camp.**

2016 Payment Time Table	
Wk 1 June 6- June 10; Due: May 30	Wk 6 July 11 – July 15; Due: July 4
Wk 2 June 13 – June 17; Due: June 6	Wk 7 July 18 – July 22; Due: July 11
Wk 3 June 20 – June 24; Due: June 13	Wk 8 July 25 – July 29; Due: July 18
Wk 4 June 27 – July 1; Due: June 20	Wk 9 August 1 – August 5; Due: July 25
Wk 5 July 5 – July 8; Due: June 27 *No camp July 4th*	Wk 10 August 8–August 12; Due: August 1
PAYMENT OPTIONS	
Full payment is required in order to drop off your child.	
On-line at tccparks.org	

*****You cannot drop off your child for camp if you have not paid the full registration fee*****

REFUND POLICY

- Please notify a camp director if you would like to cancel your registration
- \$25 deposits are non-refundable and non-transferrable. The remaining weekly fee of \$135 (\$120 for additional siblings) will be refunded so long as the Camp Director or Recreation Supervisor are notified of the cancellation by email prior to the due date for that week.
- Cancellations made after the due date will not be refunded without proof of emergency (illness, death in the family, etc.).
- No refunds will be made once the week has started.
- No refunds will be issued if the child is suspended or expelled.

CAMPER RELEASE POLICY

For your child's safety, a driver's license/ID Card is required for everyone picking up your child.

Staff will not release your child to any unauthorized persons without parental consent. Please notify either the camp director or assistant director if anyone not indicated as an authorized adult on the registration form will be picking up your child.

GENERAL POLICIES AND PROCEDURES

Daily Dress Code

- Children must wear shorts/jeans, t-shirt, socks and tennis shoes to camp.
- Flip flops may only be worn at the pool
- **Clothing promoting the use of drugs/alcohol, "Heelys", dress shoes, and black marking sole shoes are not permitted**
- On field trips days, participants **must** wear the camp t-shirt. You will be reminded of this in both the weekly newsletter and on the camp whiteboard

Personal Items

- No personal items are allowed in camp unless otherwise stated in the newsletter or email
- Personal items include but are not limited to: electronic game systems, mp3 players, cell phones, and toys
- If your child must carry a cell phone, it must be turned off and left in their backpack while at camp.
- Please LABEL all lunch boxes, backpacks, towels, and water bottles.
- We will have a lost and found bucket for all forgotten items
- Staff is not responsible for any valuable or personal item that is brought and lost or broken

Food and Drinks

- Lunch is generally between 12:00 p.m. and 1:00 p.m. each day.
- Lunches are not provided by the camp
- Please pack two snacks daily, as snacks are never provided by the camp.
- Please send a reusable water bottle with your child's name on it to camp everyday!
- No microwaves or refrigerators are available at the campsites
- Campers will not be permitted to share food or money
- **Due to the possibility of severe allergies, peanut products are strongly discouraged from camp.**
- The school is equipped with water fountains, as is the outdoor playground.
- No glass containers are allowed on the campsite due to the possibility of breakage and injury

Skin Protection

- Sunscreen is highly recommended for field trips, swimming days, and local outings.
- Please send a container of sunscreen with your child's name on it every day
- We will have spray sunscreen available for those who do not bring their own sunscreen
- Staff can only apply sunscreen to faces and using spray sunscreen, so we highly recommend packing spray sunscreen to ensure your child's sunscreen is properly applied

Swim Days

- We visit the Trophy Club pool three times a week, **Monday's, Wednesday's, and Friday's**, unless otherwise stated in a newsletter or email
- On these days, please send with your child a swimsuit, a towel, and a change of clothes
- Flip-flops and sandals are allowed on pool days, but can only be worn during pool time
- Campers are allowed to purchase snacks at the concession stand at the pool, **but they are responsible for their own money**
- All campers are required to go to the pool regardless of whether or not they choose to swim
- You may pick up your child from the pool, but you must notify either the camp director or assistant director
- We will have camp staff stationed in all sections of the pool and the pool also has lifeguards

Movie Days

- Every Thursday, unless otherwise noted in the newsletter, we go to Harkins Theatre in Southlake for their Summer Movie Fun program
- On these days, **we depart as early as 8:45 a.m.**
- If you are running late, you can drop your child off at the movie theatre, but you must contact camp staff

Newsletter

A weekly newsletter will be available each Friday afternoon, and will also be emailed to all enrolled families. The newsletter will include the following week's activities, field trip information, and any policy reminders.

First Aid

Staff for each camp group has been trained in CPR and first aid and the campsite will have multiple first aid kits

Medication Policy

Only medication to be taken at the campsite that day will be accepted. Participants bringing medication to camp must adhere to the following procedure:

- Medications must be in the container issued by the pharmacist for that specific medication (No shots will be administered, only pill or liquid taken by mouth).
- Different types of medication may not be in the same container.
- The container must have instructions for the time, dosage, and administration of the medicine on the label.
- Parent/Guardian must fill out a medication form which dictates the amount of dosage to be administered and what time to administer the medication.
- Campers must not keep medication; it must be given to staff upon arrival.

Participant Health

For the health and well being of each child, parents are responsible for informing staff of any special needs, concerns or information regarding their child's health. Please do not bring your child to camp if:

- **Your child has lice. If lice are found during camp, you will be required to immediately come pick up your child.**
- Illness might prevent the child from participating comfortably in scheduled program activities.
- Illness results in a greater need for care, compromising the health and safety of other children.
- The child has a fever with a temperature of 100 degrees or more.
- The child has a skin rash. Skin rashes vary in different individuals. We must be sure of the cause; therefore, any child with impetigo, ringworm, or any other contagious rash should not come to camp. **Children with other rashes will be admitted only with a doctor's note stating the child is NOT contagious.**

Parents will be notified by phone if their child becomes ill while at the campsite. If parents cannot be reached, the emergency contact will be notified. Any child experiencing illness, especially vomiting, diarrhea, contagious skin or eye infections, will be removed from activity. In case of an emergency situation, parents will be notified immediately. Should they require medical attention, 9-1-1 emergency will be notified and staff will follow any specified instructions.

Late Pick-Up

- If you are late picking up your child, a fee of \$25.00/child fee will be assessed every 15 minutes. Parents are responsible for payment by the next day prior to leaving the child at camp. Payments are to be made at the campsite. The child will not be eligible to return to the program until payment has been received.
- If you are going to be late, please make the Camp Director aware of the situation.
- 3 late pick-ups in a 2-week period could result in termination of your children from the program.

Video Policy

Campers may occasionally watch G and PG rated movies. Alternate activities will be provided if you do not want your child to watch the movie.

Behavioral Reports

All participants must demonstrate appropriate behavior during camp activities. Examples of “inappropriate” behavior include, but are not limited to: foul language, disobedience and/or disrespect to a staff member, striking another, hitting, kicking, biting, “bullying”, possession of a weapon, or speaking unkindly to or about another participant or staff member. The following outline is how Summer Adventure Camp staff will handle behavioral issues:

First Offense:

- Address the child personally.
- Ask who, what, when, where, why.
- Ask how the child is feeling, if the child is okay and if applicable, if the other people involved are okay.
- Ask what the child thinks he or she should have done.
- Ask child what he or she will do next time.
- Walk through a situation where it happens again with the child so they can demonstrate appropriate behavior.
- Once the child understands and correct behavior has been modeled, reassure the child that you believe they will behave appropriately from now on.

Second Offense

- Address the child personally.
- Walk through the steps from the First Offense.
- Ask the child if he or she needs a reflection moment to themselves to think about what all is happening today that’s making them behave inappropriately. (Positive equivalent to a time-out.)
- Complete interaction with statements like, “You are a wonderful person, but your actions were not appropriate. I know you can do better. If you need help acting appropriately, let me know and I will show you.”

Third Offense

- Address the child personally.
- Walk through the steps from the First Offense.
- Let the child know he or she needs a reflection moment for as long as he or she needs (no less than half of child’s age) to think about what all has happened and what he or she will do to behave more appropriately.
- Remind child that this is the third offense. Let them know that because talking with the counselors and reflection moments have not helped, the next option will be a behavior report*.
- Complete interaction with statements like, “You are a wonderful person, but your actions were not appropriate. I know you can do better. If you need help acting appropriately, let me know and I will show you.”

Behavior reports may be given prior to any of the aforementioned offenses if the situation warrants one. If a behavior report is given, a parent will be contacted. **If three behavior reports are received during the duration of the child's tenure at Summer Adventure Camp during one summer, the child is not allowed to return to camp for the remainder of the summer.** Depending on the severity of the incident, suspension or termination may be enforced on an earlier occurrence.

SUMMER ADVENTURE CAMP CODE OF CONDUCT

The following rules are only the basic rules, as it would be impossible to include each and every behavioral standard in this handbook.

1. Show respect to all participants and staff.
2. Use appropriate language
3. Do not bully others
4. Do not cause bodily harm to self, other participants or staff
5. Show respect to equipment, supplies, and facilities.
6. Keep the camp site clean by cleaning up after yourself at all times.
7. Respect the property of other campers.
8. Listen to and take direction from summer camp staff.
9. Stay within the physical boundaries of the camp at all times, unless with a staff member or parent.

POLICY REVIEW

- Campers must be signed in and out each day.
- Campers must be picked up by 6:00pm. Late fees are charged after 6:00pm.
- Sandals, flip flops, Crocs, dress shoes or black marking sole shoes are **NOT** allowed.
- PSPs, iPods, cell phones or other electronics are **NOT** allowed in camp.
- Payments must be made on time or spot in camp will be forfeited.
- Only one day's supply of medication may be sent each day.
- A medication authorization form must be signed in order for staff to dispense medication to your child.
- Check for updates in the weekly newsletter.
- Bring a backpack with a lunch, 2 snacks, water bottle, change of clothes, swimsuit, towel, and sunscreen to camp every day. **LABEL EVERYTHING!**
- Call camp staff if your child will be late, or if you have any questions and/or comments.