

Summer Adventure Camp

June 3rd – August 9th

*NO CAMP JULY 4th

Camp Site

Samuel Beck Elementary School
401 Parkview Drive
Trophy Club, Texas 76262

Hours of Operation

Monday - Friday, 7:00 a.m. - 6:00 p.m.

Registration

www.tcparks.org

*Payments will not be accepted in any other way

Administration

Melinda Ciaglia

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Summer Camp Director
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Assistant Camp Director
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Registration and Payments

Registration for Summer Adventure Camp is done online at www.tcparks.org. We **do not** accept payments in person. To register online you will need an online account. If you already have an account for our site and cannot remember your password, click on the “forgot my password link”. If you do not have an account, click “Create an Account”. You will need all information for those in your household at that time.

All registrations and payments should be made prior to the start of each week. **Registrations will NOT be accepted on Monday mornings.**

Cost: \$170.00 per child for each week. We offer a sibling discount of \$15.00 off enrollment for each additional child you have enrolled for the same week.

Age Requirements: Summer Adventure Camp is open to children 5 – 12* years of age.

**Child must be 5 years of age prior to September 1, 2018*

Refunds: Refunds will only be issued if registrations are withdrawn 7 days prior to the week starting or for emergency reasons (proof required). The Summer Camp Director or Recreation Specialist must be notified of the cancellation in writing or email. No refunds will be issued if the child is suspended or expelled. Deposits **will not** be refunded and are non-transferrable.

Deposit and Payment Schedule

There is a \$25 deposit each week per camper. All camp fees are due **1 week before camp starts.** Any balances NOT paid by the due date will forfeit deposit paid and the campers spot for that week. Please notify the camp if your child will not be attending a week that you have already paid a deposit for.

***There is NO prorated fee for those choosing to attend camp part time or only on specific days. All campers must pay the full price.**

Payment Schedule

WK 1: June 3 – June 7, Due May 27	WK 2: June 10 - June 14, Due June 3	WK 3: June 17 - June 21, Due June 10
WK 4: June 24 - June 28, Due June 17	WK 5: July 1 – July 5, Due June 24	WK 6: July 8 - July 12, Due July 1
WK 7: July 15 - July 19, Due July 8	WK 8: July 22 - July 26, Due July 15	WK 9: July 29 - Aug 2, Due July 22
WK 10: Aug 5 - Aug 9, Due July 29		

Drop-off and Pick-up Procedures

Parents/Guardians MUST walk children into camp on a daily basis. **All campers MUST be signed in and out daily by an authorized person.** If the person picking your child up is not listed on the child release form AND cannot show proof of ID then, your child will not be released into their

care. ONLY those designated on the child release form will be allowed to pick up children. You can easily enter in who and who cannot pick up your child via ePACT.

Parents/Guardians must notify staff, in writing, any person that is not listed on the authorization list. It must contain:

- Pick up date
- Person's first and last name
- Driver's License number
- Phone number to be reached at
- Parent/Guardian's Signature

Again, a photo ID will be required for anyone picking up campers. Camp staff is not allowed to release children until an authorized person signs child(ren) out.

Drop off Location: Summer Adventure Camp is taking place at Samuel Beck Elementary School this summer. Samuel Beck Elementary School is located at 401 Parkview Drive, Trophy Club. For both drop-off and pick-up, please use the side entrance of the school located next to the highlighted parking lot below. The entrance used for camp is only unlocked during the designated drop-off and pick-up times. You need to call the Director or Assistant Director if you will be dropping or picking up your child outside the scheduled times.

Drop-off Times: 7:00 a.m. - 8:30 a.m.

Pick-up Times: 4:00 p.m. - 6:00 p.m.



Late Policy: Occasionally unexpected situations occur and we understand that you may be picking up your child late. Please contact staff if you foresee any reason this may happen.

Parents will be charged with a late fee beginning with the first incident. **Parents who arrive fifteen (15) minutes late, will be charged an initial fee of \$5.00 and an additional \$1.00 for every minute after 6:15 p.m.** These fees must be paid before registering for your next session.

Parent Communication

A weekly email will be sent out each Friday for the next week. Please reference the email each week as it will include weekly notes, tips, times, and general information. Please make sure your online account contains a correct email address. In addition, a weekly calendar will be posted at the camp site with details for the current week and the upcoming week.

If you ever need to leave a message for your child, please call the Summer Camp Director or Assistant Director. Staff will be sure to get the message to them.

Daily Camp Attire

Summer Adventure Camp is an active camp and children need to wear comfortable, but appropriate clothing.

Camp Shirts: Every camper is required to wear their camp shirt for field trips (Tuesdays and Thursdays). Each camper is provided with one shirt upon their first day of camp. Additional shirts may be purchased online for \$10.00/each.

Water Bottles: Campers must bring a labeled water bottle every day to help them stay hydrated.

Shoes: Sneakers or closed-toe shoes are required. Any camper not following this rule will not be allowed to participate in any outside or gym activities for their safety. Flip flops or sandals may be brought to camp for children to take to the pool or a water park, on those days only. Heelys, Crocs, and dress shoes (or anything similar) are not permitted for safety reasons. Please do not send your camper in any other shoes except what is allowed.

Hats: It is suggested that campers come to camp with ball caps and/or visors on days when we may be outside.

Shorts/Pants: Campers should wear comfortable bottoms they are able to be active in. Please do not allow your children to wear skirts or dresses to camp. The camp is very active.

Lunches and Snacks

Lunch: Campers should bring nutritional lunches and a drink to camp every day, unless otherwise noted. Lunch will usually be from 11:00 a.m. to 12:30 p.m.; however this may change depending on the activities scheduled for the day. Lunch boxes should be clearly marked with

first and last names. Lunches cannot be stored in a refrigerator or be heated/microwaved so please be sure to pack them a proper lunch.

Snacks: Campers should pack one nutritional snack in each day. Snack time is scheduled around 4:00 p.m. each day. Please make sure to note in your ePACT forms if your child has an allergy or specific dietary need.

Personal Items/Toys

No personal items such as games, electronics, MP3 players, cards or toys should be brought to camp, unless specified by a counselor. If you would like your camper to have a cell phone, it must be kept in their backpack, lunch bags, or with a counselor daily. Campers will not be allowed to use their phone during camp. If they need to make a parent call, camp staff will allow them to do so using a camp phone. If any of the above items or toys are seen during camp, staff will confiscate it until the camper is picked up.

Please make sure any and all items brought to camp are properly labeled with first and last names. This includes: lunch boxes, towels, backpacks, swimsuits, goggles, camp shirts, and water bottles.

Campers may bring money on field trip days, however please note that the Town of Trophy Club and Summer Adventure Camp staff are not responsible for any valuable or personal items being lost, shared or stolen.

Lost and Found

Any items that have been left at the end of each day will be gathered up and placed in the "Lost and Found" bin. The bin will be located at the front desk. Parents should check the bin daily for any items they think might have been lost. Any items remaining in this bin will be donated to charity at the end of camp.

Disciplinary Procedures

Our Camp staff are trained to work with children in a camp setting. In order to preserve a safe environment, disciplinary action will be handled as follows:

- **First Offense** - Verbal warning by staff and time out of activity
- **Second Offense** - Time out of activity and parent conference with Camp Director
- **Third Offense** - Behavioral report sent home and a parent conference with both Camp Director and Recreation Specialist in addition to suspension of 1-3 days.
- **Fourth Offense** - Camper will be asked to leave program and will not be allowed back for the remainder of the summer.

In the event of a camper being involved in a serious incident involving their safety, the safety of others, or a flagrant violation of camp guidelines, an immediate suspension from camp will occur.

Unacceptable behavior such as horseplay, fighting, threatening words or behavior, abusive language, destruction of property, and other disruptive behavior will not be permitted at camp. Behavior reports will be kept with the Camp Director and Assistant Director. Parents will be able to review them at any time. Everyone will have the opportunity to solve any issues before dismissal. Please make sure you and your camper talk about any issues they may be having. This will help campers and staff to work together as a team.

Camp Rules

- A. Having Fun is the #1 Rule!
- B. Campers are not allowed to use the phone unless it is an emergency or otherwise noted by a parent/guardian to a staff member.
- C. Campers must always walk in the building. Running is only permitted in the gym and outside.
- D. Campers must stay off tables and countertops.
- E. Bouncing and throwing balls is permitted only in the gym. Active games using equipment that can cause damage to property is only permitted in the gym.
- F. Campers must show respect to staff and to each other.
- G. Listen and follow directions given by camp staff.
- H. Horseplay, fighting, or profane language is not allowed. No weapons of any type are permitted on the premises.
- I. Children must wear shoes at all times.
- J. Only registered participants are allowed in camp/beyond the front desk.
- K. Campers are not allowed to bring toys, personal items, or any unauthorized electronics to camp.

Field Trips and Themes

Tuesdays and Thursdays are designated field trip days. Tuesday trips will vary each week. Thursday's campers will attend a movie at Harkins Theaters in Southlake and then go to Harmony Park for lunch. The departure and arrival times will vary each week depending on the trip/movie. Parents are responsible for reviewing the field trip calendar and for knowing the departure and return times for each trip.

Children who miss the bus for a field trip cannot be left at the campsite alone. If parents wish for their children to attend camp and the trip that day, they must call the Camp Director, drive to the trip location and check-in with camp staff. Once the bus has departed the location it will not be allowed to stop for any child. The Town and Summer Adventure Camp staff are not responsible for items lost during field trips.

Camp will be 10 weeks starting June 3 - August 9.

There will be no camp July 4

Field Trip Schedule

Week 1: June 3 – June 7

6/4: Urban Air

6/6: Harkins Theater and Harmony Park

Week 2: June 10 - June 14

6/11: Legoland & Splashpad

6/13: Harkins Theater and Harmony Park

Week 3: June 17 – June 21

6/18: Dallas Zoo

6/20: Harkins Theater and Harmony Park

Week 4: June 24 – June 28

6/25: Crayola Experience

6/27: Harkins Theater and Harmony Park

Week 5: July 1 – July 5

7/2: Skate Town

7/4: NO CAMP – Independence Day

Week 6: July 8 – July 12

7/9: Hawaiian Falls

7/11: Harkins Theater and Harmony Park

Week 7: July 15 – July 19

7/16: Perot Museum

7/18: Harkins Theater and Harmony Park

Week 8: July 22 – July 26

7/23: IT'Z Family Food & Fun

7/25: Harkins Theater and Harmony Park

Week 9: July 29 – August 2

7/30: Burgers Lake

8/1: Harkins Theater and Harmony Park

Week 10: August 5 – August 9

8/6: Main Event

8/8: Harkins Theater and Harmony Park

Weekly Schedule:

Monday – Community Pool

Tuesday – Field Trip

Wednesday – Community Pool

Thursday – Harkins Theater and Harmony Park

Friday – Community Pool

Daily and Activity Information

An activity board will be placed by the front entrance every day. It will feature the daily activities and field trips for the week. Copies of the weekly activity calendar will be available for parents to pick up at the front desk.

Parents should keep track of scheduled activities and programs as some are subject to change.

Swimming and Pool Information

Campers will swim three times a week, on Mondays, Wednesdays and Fridays, at the Trophy Club Community Pool. On swim days, your child should be sent with a proper swim suit, towel, sunscreen, and clothes to change into afterwards. Campers are allowed to bring flip-flops or sandals to wear to pool; they are not allowed to wear them at camp.

All campers are required to go to the pool regardless, whether or not they choose to swim. There is shaded area for those who choose not to participate. A counselor will be with them with an alternate activity for them to enjoy. Campers are also able to bring a book or something to draw with if they would like to.

Please make sure to accurately fill out the swimming section in ePACT. This will help staff know what to expect when it comes to each camper's swimming ability. If your camper needs a life jacket and you would like to provide your own, please make sure it is Coast Guard Certified. If it is not, they will need to use the pool's life jackets.

Skin and Heat Protection

There will be some days that campers are outside for long periods of time. It is highly recommended that your child wears and brings sunscreen (SPF 30 or higher) with them every day. Our staff is instructed to apply sunscreen on the campers' faces **ONLY** so please make sure they know to apply it themselves. Staff will remind campers throughout the day to reapply it. Campers will also be allowed to wear baseball caps or visors to help protect them from sun.

Please make sure your camper brings a water bottle, with their name on it, every day. There are water fountains on site so they can refill them. Staff will make sure campers are drinking plenty of water throughout the day.

Standards of Care

The Town of Trophy Club Summer Adventure Camp is not regulated by any licensing agency because it is a government entity. We follow the Standards of Care which is a guideline of our rules and regulations. They are intended to be the minimum standards by which the Town of Trophy Club will operate Summer Adventure Camp. The following are the standards of care which have been adopted by the Town Council, to comply with section 42.014(b)(14) of the Texas Human Resources Code. Please take a moment to review them. If you would like a hard copy, please let us know.

ePACT Emergency Network

All campers will need their information inputted into ePACT. This is a safe and easy way to collect your camper's information. You should have all received an email on how to sign up and create your own account. If you did not, please contact us as soon as possible so we can fix the issue. We must have your camper's information completely filled out by their first day of camp or else we cannot accept them.

You might receive emails, texts and/or voicemails from camp staff via ePACT throughout the summer. This is how we will contact you if they will be late coming back from a field trip, if there was an emergency etc.

Frequently Asked Questions

Does my camper need to wear a camp shirt every day?

No, your camper does not need to wear their camp shirt every day. They only need to wear their camp shirt on days we go off-site, primarily Tuesdays and Thursdays.

What does my camper need to bring every day?

Each day campers need to bring lunch, one snack, water bottle, and sunscreen. On swim days, campers should also bring a swimsuit, towel, sandals/flip flops, and goggles (if desired). Campers do not need any other items, unless requested by camp staff.

How many campers are there daily?

We allow a maximum of 50 campers to attend camp each week. They will be broken up into age groups each day: 5-8 (Pioneers) and 9-12 (Trailblazers).

How many counselors will be there each day?

Throughout the day there will be at least 8-9 counselors on site. In addition, the Camp Director and/or Assistant Camp Director will also be on site. Our required ratio is 1:15. However, we try our best to keep it a 1:10.

We are looking forward to a great summer with
your camper(s)!