

# City of Temple



## *Parent Handbook & Registration Forms*





## ***City of Temple Summer Camps 2019***

Welcome to Camp! This summer is going to be great! Our mission is to provide your child with a safe and enjoyable experience that engages the camper and provides an opportunity for emotional, social, and physical growth. Our camps will provide an environment that allows each camper to express themselves through all aspects of recreation, arts & crafts, and adventure.

This handbook is designed to inform parents and guardians of the programs, policies, and guidelines of our camps. Please read the handbook carefully and sign, date and return all forms so that your child can participate in all activities. Keep this booklet for future reference. The policies and procedures are to ensure all campers, staff, and other entities the maximum safety.

We look forward to sharing this summer with you and your camper. Together we can have a memorable camp experience!

Belinda Garcia  
Camp Harmony & Horizon  
Program Coordinator  
(o) 254-298-5733  
(c) 254-800-5371  
bgarcia@templetx.gov

Miranda Lugo  
Camp Heatwave  
Program Coordinator  
(o)254-298-5737/298-5740  
(c) 254-800-5381  
mlugo@templetx.gov

Peanut Henderson  
Camp Heatwave  
Recreation Specialist  
(o)254-298-5416/298-5740  
rhenderson@templetx.gov



### **Forms Required Prior to the first day of Camp**

1. Completed Registration Form
2. Pick Up Authorization Form
3. Discipline Policy Form
4. Transportation Policy Form
5. Field Trip Form

#### **Who we are:**

Summer Camps are located at:  
Heatwave– Wilson Park Recreation Center  
(ages 5-13)

Horizon– Pirtle Elementary School (ages 5-8)

Harmony– Pirtle Elementary School (ages 9-13)

Our summer camp programs are developed and maintained by the City of Temple Parks and Recreation Department. Summer camp programs are designed to offer a quality recreation programming for campers ages 5-13.

#### **Summer Camps are designed to give campers the opportunity to:**

- Make good choices
- Master new skills
- Bond with peers
- Encounter new people and places
- Use their imaginations

#### **Our Staff**

Summer Camp staff are carefully selected individuals with experience working with children and who enjoy recreation, and fun. We maintain an adequate staff-to-child ratio 1:15 to insure the quality of your child's care.

#### **Statement of Goals**

The goals of Summer Camp are as follows:

- Help campers meet new friends
- Give campers a quality camp experience
- Expose campers to art, adventure & camp activities
- Acquire skills in a wide range of recreation activities
- Practice good sportsmanship and fair play
- Develop lasting friendships
- Teach teamwork
- Teach life skills
- Teach campers how to lead camp programs

- Foster a healthy respect for diversity
- Encourage the development of self-esteem
- To promote physical, social, emotional, and cognitive development of the campers who are involved in the program.
- To promote an atmosphere where campers can develop a sense of independence, learn about responsible self care, and develop appropriate decision-making and listening skills.

#### **Fees, Dates, and Times**

Cost: \$70.00 per week. \*There is a \$10 supply fee due at registration for all campers.

Date: June 3-August 23, 2019

(No camp on 7/4)

\*Camp Horizon & Harmony will end on 8/16, but campers are more than welcome to attend Heatwave for the final week of summer.

Time: 7a.m.-6p.m. Monday-Friday

**Horizon & Harmony:** Due to limited space at these locations, in order to secure your space in the program, you must pay for weeks that your child does not attend. If you choose not to pay, you risk losing your child's spot in camp to another camper on the waiting list.

#### **Where to Pay**

- Horizon & Harmony: On site– Monday and Fridays ONLY! Staff can only accept exact cash, no change given or applied to household, checks should be made to City of Temple with phone number and driver license number, written in blue or black ink– No temporary checks will be accepted.
- All Camps: Wilson Park Recreation Center– over the phone or in person. Monday thru Friday, 7:00am-9:00pm, Saturday, 9:00am-2:00pm, and Sunday 1:00pm-8:00pm. Cash, check, or credit cards are accepted at this location.
- Online– [www.templeparks.com](http://www.templeparks.com)

Tuition is due **Friday** for the upcoming week. Late fees of \$5 per day will begin accruing after Monday and online payment options are closed at that time. **If payment is not made by Monday evening, you may lose your spot at Camp.**



### **Daily Admission and Release**

The following procedures have been established to provide you and the staff with information needed to protect the health, safety, and well-being of the camper in our care:

- Campers may not be dropped off and left unattended before 7a.m. Parents must sign their child in with a staff member.
- Campers enrolled in our program will be signed-out and picked-up from the camp site by parents or a parent-designee.
- Unless prior written arrangements have been made with the staff, only parents or parent designees shown on registration form may take a camper from the program.
- No parent will be denied access to a child unless a copy of a Custody Agreement or Court Restraining Order that limits or relinquishes such parental rights is on file with the Summer Camp staff.
- Camper needs to be at camp not later than 8:30am– opening circle- to ensure that the camper can participate in trips or other activities planned for that day.

### **Late Pick-Up Policy**

Campers must be picked-up no later than 6p.m. according to Temple Parks and Recreation Department official time. This rule is strictly enforced. Our policy for late pick up is as follows:

1. For every minute you are late, you will be assessed a \$1.00 fee per camper.
2. The late fee must be paid in full before the camper may return to the program.
3. If there is a second occurrence, there will be a parent meeting with the camp director and program coordinator.
4. If there is a third occurrence, you will be issued a late fee and the camper will be removed from Summer Camp for the remainder of the session. There will be

NO refunds issued.

### **Summer Camp Standards of Behavior**

The goals of Summer Camp are centered around developing social skills, improving self esteem, and increasing confidence, learning in a fun environment, developing physical fitness

and establishing meaningful relationships with new friends. Our goal is that every camper will have a memorable and fulfilling experience. Nothing is more important to the accomplishment of these goals than each person abide by the following Standards of Behavior. Any deviation from these principles by any member of the community will be cause for disciplinary action. Any serious deviation will be cause for expulsion.

1. Each member of Summer Camp shall treat every other member with respect.
2. There shall be no bullying
3. There shall be no physical, verbal, sexual or emotionally hurtful or abusive behavior.

### **Behavior Management Plan**

Our staff will use positive methods of camper management, to encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each camper is an individual, and we will make every effort to handle the needs of each camper. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age-appropriate manner. Campers in the camp are entitled to a safe and secure environment. This means that no camper may jeopardize the well-being of his/herself or any other camper or staff. All Campers will be introduced to the camp Code of Conduct and reminded of the code daily during opening circle. Part of our efforts will be to help campers identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will ask a camper to “take a break” for behavior issues. If behavior issues are continuous with a camper, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the camp as a whole, we reserve the right to remove the camper from the camp either temporarily or permanently depending on the severity of the situation.

### **DISCIPLINE POLICY**

Depending on the severity of the behavior problem, parents may be contacted immediately and requested that their child be picked up from Camp. This is at the discretion of the Pro-



gram Coordinators and Recreation Specialists.

#### Discipline Policy:

1<sup>st</sup> Incident - Warning

2<sup>nd</sup> Incident - Time Out

\*Parents/Guardians will be notified (verbally and /or in writing) of each disciplinary incident.

3<sup>rd</sup> Incident - Parent contacted and requested to pick up child immediately from camp.

4<sup>th</sup> Incident - Parent, Camp Director, and Parks and Recreation Staff member will discuss the continuation of child's participation in camp.

#### **Dress Code**

During Summer Camp, campers should come appropriately dressed for daily activities.

- Our camp is indoors & outdoors. We encourage light clothing, close toed shoes, hats, and sunscreen lotion.
- T-shirts may not display inappropriate language, violence or lewdness.
- Please note that we could be participating in fun and messy activities, so please try to send your child in play clothes.

#### **Field trips**

Various field trips have been planned for the summer. Campers must wear camp T-shirt on ALL field trips.

#### **Illness Policy**

The Summer Camp illness policy adheres to National Standards and focuses on both the needs and behaviors of the ill camper. The staff will use their best judgment, to meet their needs without compromising the care of other campers. We understand and appreciate the needs of working parents, yet it is essential that campers at our program are protected from contagion. We will endeavor to use good judgment as well as the following criteria, when evaluating campers with illness. It is the program's expectation that parents will do the same. **A camper must be well enough to participate in camp activities, If your child is ill or has a fever,**

#### **please do not send him/her to camp.**

When illness results in greater care than the staff can provide without compromising the safety and health of the other campers, the parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child. Symptoms can be, but are not limited to the following:

- Elevated temperature
- Vomiting
- Uncontrolled diarrhea
- Any symptoms causing severe discomfort
- Any illness accompanied by open oozing bacterial infections
- Any open or oozing sores or unexplained rash
- Lice or lice eggs on hair or on clothing
- Coughing, difficulty breathing or wheezing

The Summer Camp program reserves the right to send home any ill camper. If your child has been exposed to a contagious disease, details should be reported to the Summer Camp program. A signed doctor's note showing medical treatment will be needed prior to a campers return. All campers must be fever free for 24 hours before returning to camp.

#### **Medications**

The following statements are our guidelines for administering medications:

- Only medications prescribed by a medical doctor will be administered.
- Medications must be reported on the registration form and must be kept up-to-date.
- Information on prescribed dosage must be attached to the medication.
- All medication must be received in its original container.

Program employees will Administer medication only if:

- 1) Parent(s) or guardian(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to pro-





tect the City.

- 2) Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program staff members will administer the medication only as stated on the label. Program staff will not administer medication after the expiration date.
- 3) Nonprescription medications are labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. The Program staff will administer it only according to label direction.
- 4) Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. No injections will be administered by the Program employees.
- 5) Program employees will ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.
- 6) Medication is locked up throughout the day and will only be dispensed and administered during the specified time of mid-day/lunch time unless there are extenuating circumstances supported by a doctor.

**Quality programming is designed at each camp location to give your camper positive and memorable Summer Camp experiences.**

### **Opening Circle**

Opening Circle is an all camp meeting where the entire camp assembles for announcements, songs, games and skits. **Parents please note, Sun Rise Ceremony takes place around 8:30am each day. This is the time your child needs to be here to be eligible to participate in planned trips and activities.**

### **Typical Daily Schedule**

**A calendar with all planned activities and a daily schedule will be provided at the**

### **parent meeting.**

#### **What to bring to Camp**

Backpack with name on it  
Water bottle with camper's name on it  
A change of clothes  
Sun screen  
Insect repellent  
Tennis shoes

**Horizon & Harmony: Lunch (that needs no refrigeration or microwave)**

#### **What not to bring to Camp**

Toys, dolls, and stuffed animals  
Trading cards  
Electronic games  
iPod's, cd players, Cell phones

#### **Summer Camp Parent Meetings**

Each camp will host a parent meeting to address the details about each camp. This will get you more familiar with the camp and what we will be offering and what you camper will experience. This meeting is not mandatory but is highly recommended to attend. There will be staff to watch your camper if needed.

Camp Heatwave: Wednesday, May 29th at 7pm at Wilson Recreation Center

Camp Horizon: Thursday, May 23rd at 6pm in the cafeteria at Pirtle Elementary School.

Camp Harmony: Thursday, May 23rd at 6pm in the cafeteria at Pirtle Elementary School.

If you have any questions, please feel free to contact either the Program Coordinator or the Recreation Superintendent



# City of Temple Summer Camp Code of Conduct

- Do not cross personal boundaries
- Do not go anywhere without a staff member
- Do not leave group area until told by a staff member
- Treat each other with respect
- No personal display of affection
- Respect everyone and listen to staff
- No cursing or use of negative language
- Play fair
- Obey all safety instructions given by staff
- Participants are to stay with staff members at ALL times
- Stay positive during each activity
- Do not talk to strangers
- On field trips follow trip rules
- This program does not allow tricks being played on ANY participant or staff member by any other participants
- Wear proper clothing (i.e. girls wear shorts under skirts, wear sneakers)
- Do not leave building or camp grounds until a parent or guardian has come inside to sign you out
- No arguing with any staff member
- Keep hands to self - No pushing, kicking, etc.
- Stay seated during lunch
- Do not play in bathrooms
- Other, please describe:

## Discipline Policy

\_\_\_\_\_ Warning Note

\_\_\_\_\_ Time-Out

\_\_\_\_\_ 1 Day Suspension and Parent Meeting (must have Camp Director approval)

\_\_\_\_\_ 3 Day Suspension and Parent Meeting (must have Program Coordinator)

\_\_\_\_\_ Remainder of the Camp Suspension (must have Recreation Superintendent approval)