



CITY OF SEGUIN PARKS AND RECREATION

"JUST FOR KIDS"
SUMMER DAY CAMP PROGRAM
PARENT HANDBOOK



2016

Revised 10/15-This handbook supersedes all others

Dear Parents:

WELCOME! to our "Just for Kids" Summer Day Camp sponsored by the City of Seguin Parks and Recreation Department. We are pleased that your child will be participating in this exciting summer program. For our new campers welcome, for our returning campers it's great to have you back!

This summer is going to be an exciting one with many new additions to camp; the children are guaranteed to have lots of choices and lots of fun!

The following guidelines are provided to ensure that "Just for Kids" Summer Day Camp is a pleasant experience for everyone. Please take the time to review this information, as it will answer many questions that parents often ask.

Program Outline/Goal:

The "Just for Kids" program provides children the opportunity to participate in recreational games, sports, arts & crafts, and other stimulating fun activities, guest speaker presentations, trips to the Seguin Wave pool, field trips to local attractions and much more! The program maintains a ratio of twelve students to one Counselor at all times. Staff includes a Camp Coordinator, who is responsible for the overall day to day camp operations, Unit Coordinators who supervise the different units and our Camp Guides who provide direct care to the children. Staff receive extensive training, a background check and a drug screen prior to the start of camp and are certified in First Aid and CPR.

***NOTE:** The "Just for Kids" Day Camp is exempt from licensing by the Texas Department of Protective and Regulatory Services:

Texas Human Resource Code §42.041 (b) (14) PRS Rules, 40 TAC § 745.115 (3).

Program Eligibility:

Enrollment is open to students who have completed Kindergarten through 5th grade; not to exceed 11 years in age.

'Just For Kids' Hours of Operation:

Monday-Friday 7:30 a.m.-5:30 p.m.

Registration:

All registration forms must be completed by the Parent/Guardian and processed at the Parks and Recreation Office prior to the child's attendance at camp.

Sign-ups will be taken on a first-come first-serve basis until all weeks are filled.

The weekly fee for the first week your child will be attending and an initial registration fee of \$25 per child is due at the time of registration. Once a child is enrolled there will be no refunds or transfers of registration fees or pre-paid tuition fees should your child leave the program. No exceptions.

Exhibit A

Parents are required to indicate the weeks that their child will be attending on the child's Registration form. ****The parent/guardian is financially responsible for ALL week(s) that they sign up for. A child may not return for other weeks until their account is up to date.** *Please circle only the weeks you need care, as we will be including your child in the total enrollment count for that particular week.*

A Waiting list will be established for those weeks that become full. Parents on the list will be contacted if space becomes available by Friday afternoon.

FEES: The cost for the camp is \$70 per child, per week. There will be a \$10 multiple sibling discount.
No daily drop-in fees are applicable during the regular 'Just for Kids' Summer Day Camp program.

Payments:

ALL FEES are due on a MONTHLY basis. Parents/guardians will pay for all the weeks they signed-up for each month by the 1st of that month or as outlined on the payment schedule. The monthly payment for each week is due by the payment deadline outlined below (for those currently enrolled). All payments made at the camp will be processed at the Parks Office and receipts will be available at the camp on the following day (your check will be your temporary receipt.) If you want a receipt at the time of payment, please pay at the Parks and Recreation Office.

Fees that are paid after the 1st of each month are considered **late** and will be subject to a **\$10.00 per child late payment fee**, which must be added to your payment. **If the first week of the month is not paid by the Friday before the week of care begins, your child will forfeit their spot and be placed on the waiting list.**

Cash payments will only be accepted at the Parks Office. All checks and money orders should be made payable to the **City of Seguin**. Please write the name of your child and the week(s) you are paying for on your check. There is a \$30.00 fee for checks returned by the bank for non-payment for any reason. These charges must be paid in cash or money order at City Hall. If you have been placed on a cash basis list by the City of Seguin, this includes Camp payments.

No Refunds or discounts will be given for absences (whether expected or unexpected), due to child illness or a change in family plans. If a child is dismissed from the Summer Day Camp program, all monies are non-refundable and non-transferable.

2016 Weekly Themes and Payment Schedules:

<u>Week</u>	<u>Camp Theme</u>	<u>Dates:</u>	<u>Payment Due:</u>	<u>Pay by/ Forfeit:</u>
1	Aloha Summer	June 6 th – 10 th	June 1st	June 3rd
2	Holiday Hullabaloo	June 13 th -17 th	June 1st	June 10th
3	Super Heroes	June 20 th –24 th	June 1st	June 10th
4	Outdoor Extravaganza	June 27 th – July 1st	June 1st	June 10th
-	No Camp 4th of July Week	July 4 th – 10 th	No Camp	No Camp
5	Christmas in July	July 11 th – 15 th	July 1st	July 8th
6	Hollywood	July 18 th – 22 nd	July 1st	July 11th
7	Fitness Week	July 25 th – 29 th	July 1st	July 11th
8	Carnival: Mardi Gras	Aug. 1st – 5 th	July 29 th	Aug. 1st
9	Water Wipe Out	Aug. 8 th – 12 th	Aug. 1 st	Aug. 5th

Late Pick-up:

A \$10.00 Late Fee per child will be added for **every 15 minutes after the 5:30 p.m.** pick-up time and it doubles to \$20.00 for every 15 minutes after 6:00 p.m. Late fees are due at the time of late pick-up or no later than the next day the child attends the program. Repeated tardiness at dismissal time (more than 2 occurrences per month) may result in termination from the program.

If the Parks and Recreation Department has had no contact with the parents/guardians or emergency contact persons listed on the Enrollment/Registration form within one hour of the program closing, the child will be turned over to the custody of the local authorities.

Tax Statements:

Please retain your receipts, cancelled checks, money orders or bank statements for tax reporting purposes, as we do not provide statements for this purpose. Our taxpayer identification number is 74-600-2279, City of Seguin, P.O. Box 591, Seguin, TX 78156.

Snacks:

We will provide an afternoon refreshment that consists of a juice drink or water and light snack. Parents are responsible for sending a morning snack, an adequate sack lunch and beverages for their child each day to camp. Seguin I.S.D. will provide a FREE sack lunch for those interested, Monday – Thursday *only*, June 6th – June 30th. Please remember to send all spoons, napkins etc needed for lunch. We are unable to refrigerate or re-heat any lunches so please plan accordingly. Lunches are kept in an air-conditioned cafeteria, which does help keep them cool. Drinks can be kept cool/cold by wrapping them in a paper towel and/or foil for lunch. While freezing does keep the drink cold, many are still frozen when the time comes to eat lunch. You are always welcome to bring lunch for your child as a special treat. Please check the lunchtime schedule with staff. Please inform us if you are sending snacks that contain **PEANUTS** due to children with allergies.

Personal Belongings:

Children should wear casual clothing and dress appropriately for the weather. Sometimes it is chilly in the building with the AC running especially first thing in the morning and the children may need a light sweater! Many of the activities that we engage in at camp are very active and are more enjoyable if your child is wearing tennis shoes. While sandals or flip-flops can be cooler, they often make participation in active games more difficult. **Tennis shoes are highly recommended.**

Note to Parents:

Staff members will encourage the children to keep up with their belongings but will not be held accountable for them. We cannot be held responsible for broken, lost, or stolen electronic games/game boys, ipods, cell phones, shoes, clothing or any other personal belongings. Children should not bring any personal toys, games or any electronic devices including cell phones. Please leave these at home. Children are ultimately responsible for any personal belongings brought to camp.

Please place your child's name in their clothing (especially their camp shirt) and on towels so that items may easily be returned if we find them. A *Lost and Found* area will be established at the school campus and at the Wave Pool. Please check these areas if your child is missing any items.

Exhibit A

Fluids and Sunscreen:

Hot Texas weather can be hard on children's bodies. Parents can assist us by providing additional fluids/water bottles for their child and ensure that they are wearing a sunscreen / sun block with a minimum of 15 SPF when they get to camp each morning. Send additional sunscreen with your child each day, so that they can replenish as needed throughout the day.

Holiday Closings:

Camp will **not** operate on the following scheduled week:

July 4th – 8th

Sign In/Sign Out:

Parents are to escort their child into the cafeteria each morning (No earlier than 7:30 a.m.) and sign them in with a camp staff member.

UNDER NO CIRCUMSTANCES SHALL A CHILD BE LEFT ON SCHOOL PROPERTY WITHOUT THE KNOWLEDGE OF A CAMP STAFF MEMBER. WE CANNOT ACCEPT RESPONSIBILITY FOR CHILDREN WHO ARE NOT CHECKED-IN!

Authorized Release:

The camp program staff will only release a child to persons authorized and identified on the child's Enrollment/Registration form.

PLEASE HAVE IDENTIFICATION AVAILABLE, AS OUR STAFF MEMBERS WILL NEED TO VERIFY ID UNTIL EVERYONE IS RECOGNIZED BY SIGHT.

Please understand this is for the child's safety. Thank you in advance for your cooperation.

If an **emergency** situation should arise where an unauthorized person (not named on the registration form) needs to pick up the child, the parent or legal guardian **must call** the Parks Office and state the full name of the individual that will be picking-up the child. **This must precede the arrival of the unauthorized person.**

The individual will be required to inform the staff member releasing the child, of the child's *Secret code word for verification and will be required to show Identification.

***The parent will designate a code word at the time the child is registered, which will be kept confidential between the parent/guardian and the program.**

Additional pick-up information:

All participants are to be picked up by 5:30 p.m. Pick-up will be at Ball Early Childhood everyday unless notified otherwise.

During inclement weather when the children are unable to go to the Wave Pool they will remain at the School Campus until dismissal.

Afternoon dismissal time gets very hectic and we will do all we can to get your child checked out as soon as possible. Please obey all traffic right of ways to avoid potential accidents and ensure the safety of **ALL** campers and staff at dismissal time. Please be patient and remember the safety of all participants is our number one priority.

Field Trips:

OUR ALL DAY FIELD TRIPS are scheduled every **FRIDAY, Campers are required to wear their camp T-Shirts on Field Trip days so they are easily identified.** Departure times may vary slightly but campers should arrive at the camp no later than **8:45 a.m.** on FRIDAYS.

*** NOTE: Staff is not responsible for any money sent with a child on field trips.**

Library Trips:

Each unit will go to the Seguin Public Library twice during the summer. If your child has a library card, they will be able to check out books. **Children are responsible for books in their possession and returning any borrowed books on time.** If the child fails to return books that are due, it becomes the responsibility of the parent to return the books. **Children participating in the summer program will not be permitted to check out media items (movies, music, etc.)** If you would like to obtain a library card for your child please contact the Library, (830) 401-2425.

GOLF SESSIONS FOR THE COYOTES

The City of Seguin Golf Course is going to provide 7 sessions of golf on Tuesday & Wednesday for 7 kids per session. Each week new kids will attend the session. They will be held from 9-10 a.m. at the golf course, starting June 7th. If your child is a Coyote please indicate on the registration form their interest or let the office or camp know that you are interested so we can add them to the list.

78155 FAMILY ATHLETIC CLUB

This summer 78155 will be providing a Fitness Program for all campers on Mondays for 30 minutes.

See the **SUMMER CAMP FAST FACTS** for complete field trip information.

- Parents will be notified of any additional field trips, activities or events via an activity schedule that is distributed on Monday morning of each session.
- **Destruction of Property:** If a child destroys/breaks any City of Seguin or Seguin ISD property the child's parent/guardian will be financially responsible for the cost of repairs.



HEALTH POLICY

Medication and Illness:

Program personnel will not administer any medications, no exceptions. **Should a child become ill during program hours they will be separated from the rest of the group and made comfortable. Parents will be contacted and must make arrangements to have their child picked up within one hour of being notified.** If the parent cannot be reached, the emergency contact people will be called in the order they appear on the registration form and asked to pick-up the child.

Children will not be permitted to come to the program as long as:

1. They are feeling so poorly that they cannot participate in the daily group activities.
2. They require an excessive amount of 'one-on-one' time from staff
3. They pose a significant health risk to other children and staff.

Exhibit A

According to Department of Public Health Guidelines for Infectious Disease, you are required to keep your child home if any of these symptoms occur:

Skin rash	Persistent cough	Chicken Pox
* <u>Head Lice</u>	Diarrhea	Rubella
Conjunctivitis	Fever over 100.5 degrees	Measles
Impetigo	Pinworms & Ringworm	Mumps
Hepatitis	Strep Throat	

Notify the Parks and Recreation Department immediately if your child has a communicable disease so we may post a notice stating the illness and symptoms other parents should be aware of. Please be advised these postings are confidential and never contain children's names.

*We may conduct head lice checks of all the campers if we feel it is in the best interest of their health. Infestation can spread quickly among children and prompt parent action helps minimize the number of children infected.

Child Injuries:

If an injury is minor and can be taken care of by staff personnel certified in First Aid, appropriate treatment will be administered and an injury report will be completed for parents to sign at pick-up time. If a staff member believes an injury requires medical treatment, (but is not a life threatening emergency) parents will be notified immediately to pick up their child. In the case of an injury that requires immediate (emergency) medical treatment, emergency 911 services will be called and the parent will be notified.

DISCIPLINARY AND EXPECTATIONS POLICY

Staff to child ratio:

We have a 1 to 12 staff to child ratio and we cannot be required to spend excessive time with one child. This can compromise the supervision and safety of the other children. If your child has any special needs that require constant 1 on 1 care, then we cannot accommodate them. This includes, but is not limited to: running away from staff or outside our program area, throwing tantrums in which the child is throwing items, verbally or physically abusing others, refusing to move or follow staff instructions, consistent screaming, changing diapers, etc. If your child requires this type of care, then we will not be able to accommodate them. If a child has a restroom accident, the parent will be notified immediately to come and bring him/her a change of clothes or pick them up.

The staff set limits that are developmentally appropriate and consistently enforced. Staff uses positive guidance and discipline techniques that teach the healthy development of personal self-discipline and self-control and build's children's self esteem. Staff employ techniques that includes reminding, redirecting a child's behavior, praising by calling attention to appropriate behavior, and acting as a role model to influence and reinforce positive behavior. Time spent away from the group is used in some situations when the child needs time to reflect on the incident before rejoining the group.

Participants are expected to respect and follow instructions given by the program staff, respect other participants, School property, activity supplies, and equipment at all times. Disciplinary

Exhibit A

and expectation policies are established to ensure that each child will have an enjoyable time at the program and to remind those who choose to interfere with that experience that they are subject to consequences. Please discuss the discipline policy with your child so they will have a smooth transition into the program.

Parent Notice:

A participant whose behavior is in violation of program rules will be spoken to by staff. A Parent Notice is to inform parents/guardians of any inappropriate or unusual behavior that does not warrant a write-up. The Parent Notice will be signed and dated by the parent and staff members and placed in the child's file.

Step One:

A participant whose behavior is in violation of program rules (has disciplinary problems*) will be spoken to by staff and positive discipline techniques will be used to try and correct and teach the child appropriate acceptable behavior. If the child's behavior does not change with staff reminders, the parent will be notified at pick-up time and asked to assist the staff by discussing and reinforcing the rules with their child. The Step One "Written Report" will be dated and signed by the parent and staff members and placed in the child's file.

Step Two:

If the behavior concerns continue after the parent has been informed and had the opportunity to discuss it with their child, a Step Two "Written Warning" will be completed that documents the behavior. The parent will sign the written report and will be asked once again to speak with their child. The form will be dated and signed by the parent and staff members and placed in the child's file.

Step Three:

Repeated infractions of the rules that continue to escalate after staff and parents have attempted to correct it (steps one and two) will result in a Step Three "Written Reprimand" being issued. The form will be dated and signed by the parent and staff members and placed in the child's file. After the form has been signed by the parent and staff members then the Recreation Program Coordinator will create a memo going over the specific concerns of the staff and the behavior of the child. At this time a parent conference can be scheduled whereby the parent can meet with the Camp Coordinator and/or the Recreation Program Coordinator to discuss the child's behavior needing improvement. At this step the child may lose certain program privileges for a designated period of time or be suspended from the program not to exceed 3 working days depending on the severity. (Weekly fees are non-refundable).

Step Four:

Upon the receipt of a **second** 'Written Reprimand', the child **will be dismissed from the program.**

A child will not be considered for re-admittance to all programs for **one full year** from the dismissal date.

The participant must receive approval from the Parks & Recreation Assistant Director before they can be readmitted to the program.

Exhibit A

*A disciplinary problem is defined as one in which a child is hampering the smooth flow of the program, by either requiring constant one-on-one attention and correcting, inflicting physical or emotional harm on other children, physically and/or verbally abusing other children or staff or otherwise unwilling to conform to the rules and guidelines of the program and damaging or destroying property.

Below is an Example of Behaviors Warranting IMMEDIATE suspension or dismissal:

- Behavior that endangers the physical well-being of other participants or Staff members.
- Deliberately damaging or defacing property or equipment.
- Possession of a weapon (fire arm, knives or other items recognized by local, state and federal laws.)
- Possession of illegal substances and/or paraphernalia.

All incidents will be dealt with on an individual case-by case basis

A child may be released from the program at any time under the discretion of the Parks and Recreation Program Coordinator or Parks and Recreation Assistant Director.

PROGRAM DISMISSAL POLICY

Participants may be released from the program for the following reasons:

- a) Delinquent payment of weekly fees.*
- b) Tardy pick-up of a child (exceeding 2 occurrences per month).*
- c) The child is unwilling to follow the Discipline and Expectations policy and despite all efforts our program cannot meet the child's needs.*
- d) Parent's repeated failure to respond and assist staff with emerging disciplinary concerns.*
- e) Disputes among parents and/or responsible parties relating to who is allowed to pickup a child from the program may result in termination of the child from the program until an agreement has been reached and documented by all involved parents and legal guardians.*
- f) Inappropriate behavior by the parent or guardian towards staff.*

These guidelines are to ensure that each child will have an enjoyable summer and to remind those who choose to interfere with that experience that they are subject to consequences. Please discuss the discipline policy with your child so he/she will have a smooth transition into the program.

We hope to provide a fun and positive experience for your child this summer. Our goal is to provide a unique experience that your child will remember. If you ever have any questions or comments, please do not hesitate to call us.

**Questions or concerns should be directed to the Camp Coordinator
or the Recreation Program Coordinator at (830) 401-2480**

The Parks Office keeps in contact with the Camp Staff throughout the day. If you need to reach your child or camp staff during camp hours, please call the Parks and Recreation Office at 830-401-2480.

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ACKNOWLEDGEMENT

2016

This is to acknowledge that I have received a copy of the 2016 '*JUST FOR KIDS' SUMMER DAY CAMP Parent Handbook* and **SUMMER CAMP FAST FACTS HANDOUT**. I understand that this policy supersedes any other policies I may have received during my participation in the '**JUST FOR KIDS' Summer Programs**. I understand that it outlines my obligations as a parent and my child as a participant in the program. I will familiarize myself with the information herein, which describes the policies of the Summer Camp Program.

Child's Name(s)

Parent's Name (Print here) _____

Signature _____

Date _____

**PLEASE COMPLETE THIS FORM AND RETURN IT TO
THE PARKS AND RECREATION OFFICE.
THIS ACKNOWLEDGEMENT BECOMES PART OF YOUR PARTICIPANT FILE.**

