



PARKS &  
RECREATION

## **"Just for Kids" SUMMER DAY CAMP PROGRAM 2019-Parent Handbook**

*Revised 1/19-This handbook supersedes all others*



**WELCOME** to the "Just for Kids" Summer Day Camp sponsored by the City of Seguin Parks and Recreation Department. 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 you may have.

**Program Goal:** The "Just for Kids" program provides children the opportunity to participate in recreational games, sports, arts & crafts, field trips, visits to local parks, and other stimulating fun activities. The program maintains a ratio of twelve students to one adult. Staff are drug screened/background checked and are certified in First Aid/CPR/AED.

**\*NOTE:** The "Just for Kids" Summer 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 all students who have completed Kindergarten through 5<sup>th</sup> grade; not to exceed 11 years in age.

**Hours of Operation:**

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

**Location:**

**A.J. Briesemeister Middle School  
Cafeteria Entrance**

**Holiday Closings:**

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

**July 1st – 5<sup>th</sup>**

**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. Registration is based on availability (maximum capacity per week is 120 campers) and taken on a first-come first-serve basis until all weekly spots are filled. A registration fee of \$25.00 plus the tuition for the 1<sup>st</sup> week enrolled is due at the time of registration.

**2019 Weekly Themes and Payment Schedule:**

Week	Dates	Payment Due	Theme
1	June 3-7	1 <sup>st</sup> Session Payment Due at Registration	Blast Off to Space
2	June 10-14	Friday, May 31st	Treasure Hunters
3	June 17-21	Friday, May 31st	Incredible Edibles
4	June 24-28	Friday, May 31st	"Just for Kids" Got Talent
<b>No Camp: July 1-5</b>			
5	July 8-12	Friday, July 5th	Under the Big Top
6	July 15-19	Friday, July 5th	Challenge Week
7	July 22-26	Friday, July 5th	Polar Paradise
8	July 29-Aug 2	Friday, July 5th	Catch a Wave

Weekly selections are final, and you will be held financially responsible for ALL week(s) that you sign up for. 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 or choose to not attend. No cancellations, no exceptions. Parents on the waitlist will be contacted if space becomes available Friday afternoon.

**Payments:** The cost for the camp is \$85 per child, per week. **ALL FEES are due on a MONTHLY basis.** Parents/guardians will pay for all the weeks they signed-up for each month as outlined on the payment schedule. There is no discount for multiple siblings. No daily drop-in fees are applicable during 'Just for Kids' Summer Day Camp program.

Payments are to be made at the Parks and Recreation Office. Cash, checks, money orders and credit cards are accepted. All checks and money orders should be made payable to the **City of Seguin**. Please write your child's name and the week's you're paying for on your check. After hour payment drop is available. Credit card/debit card payments are accepted over the phone (830)401-2480. 2% transaction fee assessed for credit/debit card payments.

Checks and money orders can be left with camp staff but will be processed at the Parks and Recreation Office. Receipts will be made available the following day.

Fees that are paid after the payment deadline (Week 1-4= May 31<sup>st</sup> & Week 5-8=July 5<sup>th</sup>) are considered **late** and will be subject to a **\$10.00 per child late payment fee** and could forfeit your child's reserved spot.

*There is a \$30.00 fee for checks returned by the bank 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.

**TAX STATEMENTS:**

Please retain your receipts, cancelled checks, money orders or bank statements for tax reporting purposes, as we do not provide payment summary statements. Our taxpayer identification number is 74 600 2279 City of Seguin P.O. Box 591 Seguin, TX 78156-0591.

**Sign In/Sign Out:** Parents are to escort their child into the program facility 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 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 (18+) 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** 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 the program site (school campus) everyday unless notified otherwise.

During inclement weather when the children are unable to go to the Wave Pool or to Park West they will remain at the program site 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.

**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.** The Late fee increases to \$20 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.*

**Snacks/ Meals:** We will provide an afternoon refreshment that consists of a drink; juice, milk 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. Please remember to send all spoons, napkins etc. needed for meals. We are unable to refrigerate or re-heat any lunches so please plan accordingly. 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. Tennis shoes are highly recommended. Children will need to bring swimsuits and towels on the days we will visit the wave pool, park west splash pad, and on water activity days.

Please write your child's name on 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 program site. Unclaimed items will be donated at the end of the week.

Staff members will encourage the children to keep up with their belongings but will not be held accountable for them. Children are ultimately responsible for any personal belongings brought to camp. We cannot be held responsible for broken, lost, or stolen electronic devices, cell phones, shoes, clothing or any other personal belongings.

**Fluids and Sunscreen:** Spray-on sunscreen is required, please send a labeled spray bottle of sunscreen with your child. Campers should come to camp with sunscreen already applied. Staff will assist in sunscreen application according to the daily schedule and hours spent outdoors. Water is available for campers to stay thoroughly hydrated.

**Field Trips:** FIELD TRIPS are scheduled every THURSDAY, unless otherwise notified. **Campers are required to wear their camp T-Shirts on Field Trip days, so they are easily identified.** Departure times will vary but campers should arrive at the camp no later than 8:45 a.m. Admission to field trip is covered by weekly tuition. A sack lunch or money for the concession stand for locations that do not allow outside food will need to be sent with your child (details will be included on the weekly schedule.)  
**\* NOTE:** Staff is not responsible for any money sent with a child on field trips.

**Park Visits:**

**Seguin Wave Pool: Tuesday & Wednesdays (12:45pm- 3:15pm)**

**Park West: Fridays (8:45am-12:15pm)**

Children with limited swimming ability (determined by parents at the time of registration) will be required to wear a special colored wristband while swimming at the Wave Pool. Parents will select swimming abilities, choosing one of the following 1) Requires Life Jacket 2) Kiddie Pool Only 3) Not past 3 ft. line 4) No Restrictions

**Library Trips:** Each unit will visit the Seguin Public Library two times 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. 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.

Unit	Date of Library Visit
Coyotes	Monday, June 10th
Roadrunners	Monday, June 17th
Armadillos	Monday, June 24th
Coyotes	Monday, July 8th
Roadrunners	Monday, July 15th
Armadillos	Monday, July 22nd

**Golf Sessions (Coyotes only):**

The City of Seguin Golf Course will offer a free golf lesson for 5<sup>th</sup> and 6<sup>th</sup> grade campers. Lessons will be held Wednesdays, June 12- July 24<sup>th</sup>, from 9-10 a.m. Please indicate your child's interest on the enrollment/registration form (spots are limited, registration is first come, first serve).

**Swimming Lessons:** Campers can enroll in swimming lessons hosted by the Seguin Wave Pool. Cost per session is \$40 which covers 6, 1-hour classes. (spots are limited, registration is first come, first serve.) Campers will be transported to and from their swim lessons and will be supervised by a member of our camp staff. Registration is held at the Parks & Recreation Office, please call (830)401-2480 for availability.

**Transportation:** Campers and staff will be transported to field trips, park visits, and library trips by Seguin ISD school busses. Campers electing to take lessons will be transported in a City of Seguin company vehicle.

## **HEALTH POLICY**

**Medication:** 'Just for Kids' Summer Day Camp is not designed to support any major medical needs. All Camp Staff is certified in First Aid/CPR/AED, but we do not staff any medical or nursing staff.

Campers who require the administration of medication during the camp day will need to have a Medication Authorization Form completed by a parent/guardian and on file.

All medications brought to camp **MUST** be checked in to the Camp Coordinator and will be locked up for safe keeping. Emergency rescue inhalers and EPI-Pens can be kept in the child's possession per doctor's request. All medications must be brought to camp in the original pharmaceutical container, including the campers' name, medication name, dosage amount and times of administration. Only send the dosage amount for the current day. Picking up medication is the responsibility of the parent. Staff is not available after hours if medication is left when campers are picked up.

**Illness:** 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, emergency contacts 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 if:

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.

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

<b>Skin Rash</b>	<b>Persistent Cough</b>	<b>Strep Throat</b>
<b>Head Lice</b>	<b>Fever over 100.4 Degrees</b>	<b>Measles</b>
<b>Nausea</b>	<b>Impetigo</b>	<b>Mumps</b>
<b>Vomiting</b>	<b>Pinworms</b>	<b>Chicken Pox</b>
<b>Diarrhea</b>	<b>Ringworm</b>	<b>Rubella</b>
<b>Conjunctivitis</b>	<b>Hepatitis</b>	

Notify the Parks and Recreation Office 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 children if we feel it is in the best interest of their health and the other program participants. Infestation (eggs and live lice) can spread quickly among children and prompt parent action helps minimize the number of children infected.*

**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.

**Behavior Management:** Participants are expected to respect and follow instructions given by the program staff, respect other participants, school property, activity supplies, and equipment always. Disciplinary 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.

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. Staff employ techniques that include 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. Continued violations of the program rules will result in written reprimands, classified as follows:

### **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.

### **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 report will be dated and signed by the parent and placed in the child's file.

### **STEP TWO:**

If the behavior concerns continue, a Step Two report will be completed that documents the behavior. The form will be dated and signed by the parent and placed in the child's file.

### **STEP THREE:**

Repeated infractions of the rules that continue to escalate will result in a Step Three report being issued. The form will be dated and signed by the parent and placed in the child's file. The Recreation Superintendent 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 Lead Instructor and/or the Recreation Superintendent to discuss the child's behavior needing improvement. At this step the child may lose certain program privileges for a designated period or be

suspended from the program not to exceed 3 working days depending on the severity. (Weekly fees are non-refundable).

**STEP FOUR:**

Upon receipt of a Step Four report, the child will be dismissed from the program. A child will not be considered for re-admittance to any City of Seguin Parks & Recreation programs for a minimum of 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.

**\*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.**

**Destruction of Property:** If a child destroys/breaks any City of Seguin property the child's parent/guardian will be financially responsible for the cost of repairs.

**Program Dismissal Policy:** 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 Recreation Superintendent or Parks and Recreation Assistant Director. Below are examples of behaviors warranting IMMEDIATE suspension or dismissal from the program:

- 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, knife or other item recognized as a weapon by local, state and federal laws).
- Possession of illegal substances and/or paraphernalia.
- Delinquent payment of fees.
- Consistent late pick-up of a child.
- Child's needs cannot be met by our program. The child is unwilling to follow the Discipline and Expectations policy.
- Parent's repeated failure to respond and assist staff with emerging disciplinary concerns.
- Disputes among parents and/or responsible parties relating to who can pick up 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.
- Inappropriate behavior by the parent or guardian towards staff or other participants.

If a child is dismissed from the program, all monies are non-refundable and non-transferable.

**Questions or concerns should be directed to the Camp Coordinator (830) 305-0702 or the Recreation Superintendent at (830) 401-2483**

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.