

Missouri City Parks & Recreation

2021 Summer Day Camp

Parent's Manual



MISSOURI CITY
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TABLE OF CONTENTS

<u>CONTACT INFORMATION</u>	3
<u>PROGRAM DETAILS</u>	3
Mission Statement	
Objectives	
<u>PROGRAM LOGISTICS</u>	3
Registration Requirements	
Sign In/Out Policy	
Early Drop-Off/Late Pick- Up Policy	
Staff Ratio	
Medications	
Personal Property	
Movies	
<u>BEHAVIORAL EXPECTATIONS</u>	5
Program Rules	
Ice Cream Incentive Program	
Disciplinary Actions	
Serious Offenses	
<u>EMERGENCY SITUATIONS</u>	7
Injury	
Accident/Incident Reports	
Sick Policy	
Child Safety Policy	
<u>SUMMER DAY CAMP</u>	8
Parent Orientation	
Registration	
Daily Schedule	
Lunches	
Field Trips	
<u>IN CONCLUSION</u>	11
<u>OVERVIEW</u>	12

CONTACT INFORMATION

Camp Location

Missouri City Community Center
1522 Texas Parkway
Missouri City, TX 77489
281.403.8663

Staff Contact Information

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PROGRAM DETAILS

Missouri City Parks & Recreation Mission Statement

The mission of the Parks and Recreation Department is to improve the Quality of Life for all residents of Missouri City by providing a wide variety of leisure and cultural activities, special events, facilities and learning opportunities as well as providing opportunities for community involvement.

Children's Programs Objectives

1. To create a safe environment where each child has fun!
2. To enable each camper to make new friends and develop positive role models with counselors.
3. To develop a sense of respect for rules and authority of counselors.
4. To encourage physical fitness and good health.
5. To introduce children to new skills, experiences and opportunities.
6. To enhance the self-confidence and self-respect of each child.

PROGRAM LOGISTICS

Registration Requirements

To participate in any Missouri City Children's Program, a registration packet must be on file for every child. You will not be able to reserve a spot in any program until all forms are complete. The registration packet includes: a registration form, a parent acknowledgement, a copy of the child's birth certificate, and a copy of the parent or guardians driver's license. Additionally, when enrolling for Summer Day Camp this packet includes a pool waiver, and an enrollment form. Each section of the registration form must be filled out to prior to enrollment. Incomplete forms will not be accepted.

Sign In/ Sign Out Policy

The following procedures must be followed for Missouri City Children's Programs:

Sign In - Every day, a parent or guardian must accompany the child into the building, write the time of drop-off and sign or initial to indicate releasing their child to Missouri City's care on the daily attendance report.

Sign Out - Every day, a parent or guardian must enter the building to pick-up their child, write the time and sign or initial to indicate picking up their child from Missouri City's care on the daily attendance report.

All parents/guardians/adults designated for pick-up must be prepared to show their ID and have it checked with the child's approved pick up list in their registration form.

Releasing children to the appropriate individual is very important. If an individual comes to pick up a child that is not on their approved list, the parent/guardian will be called to confirm the arrangement. The parent must say their release password which is located in the child's registration form to confirm their identity. If the passwords match, the child will be released. This policy is inclusive of other participant's parents. If a child is riding home with another participant, the child's parents will be called to confirm the pick-up situation.

Early Drop-Offs/ Late Pick-Up Policy

Each program has a particular run time listed in their individual sections below. Please do not arrive more than five minutes early for each designated program.

Early Drop-Offs

If you arrive before the drop-off time, you will be required to stay with your child until staff is prepared. We will not accept children prior to the designated start time.

Late Pick-Ups

- Regular Day late pick-ups will automatically be charged the Early Riser fee.
- Early Riser program late pick-up parents/guardians will be contacted at 5:40 PM
- If the child's immediate contact is unresponsive, the emergency contacts listed on the participants registration form will be called.
- If there has been no communication with any of the child's contacts 30 minutes after the scheduled pick-up time, the Camp Coordinator will contact the police for assistance.

Late Pick-Up Fees

0 - 10 minutes: \$10
11 - 29 minutes: \$10 + \$1 per minute
30 minutes: \$30 + \$2 per minute

Repeat Offenders

Should a pattern of late pick-ups develop, a meeting will be scheduled with the leadership team to correct the problem. If the problem continues after the meeting, the participant is at risk from being expelled from the Missouri City Children's Programs at the discretion of the Camp Coordinator and Missouri City Parks and Recreation leadership team. No refunds will be issued if camper is expelled.

Staff Ratio

The counselor-to-camper ratio is 1 counselor for every 10 children. This ratio will be maintained during each activity and transition time. All counselors are responsible for the well-being of all campers.

Medications

Medications should be in the original prescription container, labeled with the child's name, date, directions, and the prescribing physician's name. If the medication is non-prescription, it should be given to staff labeled with the participant's name and the date it was brought to the program. Medications will be kept out of reach from all children and placed in the staff office. When the time comes for the child to take their medication, they will be escorted away from the other children and given the proper dosage of their medication. If a child has an EPI pen or inhaler, all counselors will know its storage location and proper administration techniques.

Personal Property

Personal items such as toys, video games, cell phones and other electronics are to be left at home; any items brought to Day Camp that cause a distraction will be confiscated and returned at pick up. Personal items such as books, coloring books or other quiet-time materials are allowed, but please label clearly with the camper's name. Missouri City is not responsible for the loss of personal property.

Movies

Occasionally, a movie will be played during Summer Day Camp. All movies played will be rated G or PG. If special accommodations are needed for your child, please inform the Camp Coordinator.

BEHAVIORAL EXPECTATIONS

At Missouri City Parks and Recreation we believe that a majority of behavioral issues can be avoided if all children are aware of what is expected of them. Please review our rules and expectations with your children before enrolling them in one of our programs.

Program Rules

1. Respect

- a. Adults - listen to requests and directions from counselors and staff.
- b. Others - bad language, rude gestures, bullying, teasing and physical harm will not be tolerated.
- c. Property - breaking, defacing or deliberate destruction of ANY property is strictly prohibited.

2. Be a good sport! Play by the rules.

3. Stay with your Group - do not wander away from the designated area.

4. Participate in each activity.

Disciplinary Actions

Inappropriate behaviors will be addressed in a timely manner to prevent escalation. Due to the age range of our campers, we expect age-appropriate behavior and we will use age-appropriate discipline. When an issue arises and discipline is necessary, we have five steps of escalation. These levels will be applied appropriately depending on the severity of the behavior and the age of the camper.

- **Step 1** - Counselors will correct poor behavior verbally two times, each time reminding campers why the behavior is inappropriate and offering suggestions to improve behavior.
- **Step 2** - On the third occurrence, Counselor will sit the camper out from the current activity. The sit-out will be minutes equal to the camper's age. When appropriate, the Camp Supervisor will be notified and may discuss the behavior with the camper.
- **Step 3** - If inappropriate behavior continues or escalates, the camper will be removed from the current activity completely and will only be allowed to rejoin the group after a counseling session with the Camp Supervisor and/or Camp Coordinator. An incident report will be written and parent/guardian will be informed.
- **Step 4** - If inappropriate behaviors escalate or carry-over from one day or week to the next, the Camp Coordinator may request a conference with the parent/guardian to discuss camper's behaviors and put forth a plan for correction. The Camp Coordinator, camper, and parent/guardian will discuss the behavior and camper risks participation in future sessions.
- **Step 5** - Continuing inappropriate behaviors where there is no remorse or will to correct will subject the camper to a suspension or expulsion. The decision will be made by the Camp Director and the Missouri City Parks & Recreation leadership team.

Serious Offenses

Serious offenses that threaten the dignity, well-being and safety of another child or counselor will not be tolerated and the discipline schedule will be set aside. These behaviors will immediately be escalated to the Camp Coordinator and include but are not limited to: stealing, aggressive behavior, assault, violence, excessive bullying, vandalism, possession of unsafe or inappropriate items and verbal threats.

Campers who engage in this type of behavior will be immediately referred to the Camp Coordinator for corrective action. Parents will be contacted immediately regarding the child's behavior. In the case of serious behavioral problems, parents will be contacted to pick up the child from the program for that day. After consulting with the parents, the Camp Coordinator, with the approval of Missouri City Parks and Recreation leadership team will determine and communicate an appropriate behavior discipline plan. When all efforts fail to correct the child's behavior, or if the seriousness of the event merits it, the child may be dismissed from the program and a refund will not be issued.

EMERGENCY SITUATIONS

Injury

All parents must release all medical information on their child. This information gives Missouri City Parks and Recreation staff permission to seek emergency care for that child. This information will be taken on any off-site excursions.

The following steps will be followed by our staff in the event that a child is injured while onsite:

1. A counselor will administer appropriate first aid

2. Camp Supervisor will determine if emergency medical attention is necessary and call 911
3. Camp Supervisor will notify the child's parent/guardian
4. If a parent/guardian cannot be reached, the Camp Coordinator will notify the child's physician
5. Any child who goes to the hospital will be accompanied by a counselor who will remain with the child until the parent/guardian arrives. The staff member who accompanies the child to the hospital will bring all relevant forms and the child's available medical record.

Accident/Incident Reports

All accidents and/or incidents will be documented and kept on file. Parents will be notified of the incident/accident and be provided a copy of the report. Parents will be required to sign the report acknowledging receipt.

Situations that constitute a report:

- Any serious injuries that involve (but not limited to), blood, scrapes, bruises, broken bones and/or allergic reactions
- Behavior problems affecting other children or counselors (inappropriate language, bullying, violence)
- Other serious unexpected incidents that could be detrimental to any child's well-being

All parents of children involved in an incident will receive a report, whether it be witnessing trauma, hearing inappropriate language or being victimized by other children. The report will inform only of your child's involvement; other children involved will not be identified.

Accidents happen and activities may get messy. Please send a spare set of clothes & socks for your child. Put it in a zipper bag labeled with your camper's name. This set of clothes can be left throughout the week, or you may carry it back & forth each day in your camper's backpack.

Sick Policy

If your child is sick, keep them at home so as not to spread the sickness to other campers and staff. If your child arrives sick to the program, you will be required to take them from campus. *If your child becomes ill while in our care, you will be notified to pick up your child immediately.* For the protection of all participants and staff, your child will not be allowed to remain with the other children if they have any of the following:

- | | |
|--|---|
| • Fever of 99.6 or above | • Head lice |
| • Vomiting or diarrhea | • Unexplained rash |
| • Any symptom of infectious disease (mumps, chicken pox, strep throat, pink eye, etc.) | • Skin infections (boils, ringworm, impetigo, etc.) |
| • Sore throat | • Yellow or green discharge from nose |

Please be aware for certain conditions, a doctor's note may be required in order to return to the program.

Child Safety Policy

If symptoms of neglect and/or child abuse are suspected in a child's physical condition including bruises, contusions, lacerations and burns, etc., the Program Director will be notified. The Program Director is then required to take the information to the MCPARD leadership where a report could be made to Child Protective Services. If you require assistance, please contact the Director before a problem arises.

SUMMER DAY CAMP

Parent Orientation

There will be a **Mandatory Parent Orientation** on **Thursday, June 3rd at 6:00 PM**. At least one parent of each camper must attend the Zoom orientation meeting, or watch the recording. The Zoom meeting information will be sent to the parents' email after registration.

Registration

In order to reserve a spot in any day camp session, a parent or legal guardian must turn in a complete Summer Day Camp registration packet and pay a deposit of \$25 per child for each session. Full tuition for each session is due by Monday at 6 PM the week prior to the desired session. *If full tuition is not paid on time, both the camper's spot and the deposit will be forfeited.* Once a session is filled a waitlist will be created to ensure any open spots will be filled. Each session is limited to the first 60 campers who enroll. Credit cards can be auto-charged each week if the consent form is completed.

Regular Day

Fee: \$125 per child/week
 Times: 8:00 AM - 4:00 PM
 Drop-off: 8:00 - 9:00 AM
 Pick-up: 3:00 - 4:00 PM

Extended Day

Fee: \$150 per child/week
 Times: 8:00 AM - 5:30 PM
 Drop-off: 8:00 - 9:00 AM
 Pick-up: 4:00 - 5:30 PM

Cancellation Policy

If full tuition is not paid on time, both the camper's spot and the deposit will be forfeited. Should an emergency arise, a full refund shall be issued at the discretion of the Camp Coordinator.

Special Drop-off and Pick-up Accommodations

It is important for the structure, tone and atmosphere of camp to be consistent. When campers arrive at the same time, counselors and camp staff are able to start the day off on a positive note, explain rules and expectations and set the tone and schedule for the day. *Therefore, please be aware of your campers scheduled drop-off and pick-up times; these times will be enforced.* Late campers will not be accepted and no refund processed. If your child has an appointment that will require them to come late or leave early, please make arrangements with the camp staff on Monday of the conflicting week. With proper planning, our staff can accommodate these specific, circumstantial needs.

Sessions

Session	Dates	Full Tuition Due Date	Session	Dates	Full Tuition Due Date
1	June 14 – 18	June 7	6	July 19 – 23	July 12
2	June 21 – 25	June 14	7	July 26 – 30	July 19
3	June 28 – July 2	June 21	8	August 2 – 6	July 26
4	July 6 – 9	June 28			
5	July 12 – 16	July 7			

Location

Missouri City Community Center

1522 Texas Parkway
Missouri City Texas 77489

Daily Schedule

Each day, campers will enjoy a variety of large and small group games, crafts and activities. Through our activity choices, we hope to promote new friendships, creative thinking, teamwork and exploration. Each week we will explore new activities, new sports, art and science, etc. Additionally, each day following lunch we will have quiet time for campers to read and perform other quiet activities. Campers may bring a book or other restful activity from home for this time, no electronics. Special presentations and field trips will also be part of the weekly activities. A copy of all weekly schedules will be available at the Parent Orientation.

Lunches

Your child is responsible for bringing a lunch each day. We ask that lunches do not require heating or refrigeration. Two snacks will be provided to children throughout the day, one in the morning and one in the afternoon. You may send your camper snacks from home, however they must be clearly labeled with their first and last name and be separated from their lunch. Please do not send additional drinks for snack time, we will have plenty of cool water to encourage hydration. Campers will not be allowed to retrieve food from their lunches during snack time. Each day, campers should bring a re-usable water bottle to keep with them throughout the day to stay hydrated. Please label the bottle with your child's name.

Some of our field trips will include lunch. The lunch menu will be provided to parents prior to the field trip. On field trip days where lunch is not included, all campers' lunches are to be packed in disposable wrappings.

FIELD TRIP INFORMATION

A full list of field trips, with dates and times, will be provided at the Parent Orientation

Procedures

Field trips are designed to be a fun change of pace from the daily camp schedule. While traveling together is a great opportunity for campers and counselors, it is imperative that guidelines are followed to ensure the safety and enjoyment of each trip.

- Arrive on time. We will not wait for late campers!
- Campers will be checked in as they get on the bus. Once the bus is loaded, role will be called once more prior to departure.
- No electronics or other personal property (other than what's required) are permitted on field trips.
- Campers must wear their camp shirt on field trips. Additional shirts may be purchased for \$10.
- Please dress your camper appropriately depending on the destination.
- When field trips require campers to bring a lunch, pack a disposable lunch.

Field Trip Safety

Your camper's safety is our #1 priority while we are on field trips. Campers will be assigned a group and must stay with that group for the duration of the day. Counselors will have a list of camper's names in their group. A

headcount will be conducted every 5 minutes to ensure campers safety. Additionally, campers will use the buddy system at all times, particularly when using the restroom or other unsupervised activities.

Swimming Field Trips

During Summer Day Camp, campers will visit the Quail Valley East swimming pool located at 2206 Turtle Creek Drive once per week. Campers must arrive on time in order to attend their swimming trip. You will be notified of your campers group on Monday of each week. On your camper's swimming day, send your camper dressed in his/her swimsuit with sunscreen applied, sandals and a beach towel. Please pack a bag with a fresh change of clothes for the afternoon, don't forget a dry pair of shoes. Each camper will complete a swimming test on their first trip to the pool. If the camper does not pass their swim test, they will be required to wear a life jacket at all times in the pool. Campers may bring goggles to use while at the pool, but no pool toys, we will have plenty.

IN CONCLUSION

The Summer Day Camp program strives.....

1. To be a safe environment where campers are supervised while having fun!
2. To enable each camper to make new friends.
3. To encourage respect for rules and authority.
4. To encourage physical fitness and good health through participation.
5. To introduce campers to new skills, experiences and opportunities.
6. To enhance the self-confidence and self-respect of each child.

Thank you for entrusting your child's care with our Summer Day Camp staff!

SUMMER DAY CAMP OVERVIEW

Parent Orientation

Thursday, June 3rd

6:00 pm via Zoom. Meeting invite will be sent to parents' email after registration.

Join us to learn more about camp! At least one parent of each camper must attend, or watch the recording of, the parent orientation meeting.

Camp Location

Missouri City Community Center

1522 Texas Parkway

Missouri City, TX 77489

281.403.8663

Fees & Times

Regular Day

Fee: \$125 per child/week

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Schedule

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4	July 6 – 9	June 28			
5	July 12 – 16	July 7			

What to Bring Everyday:

A Positive Attitude & a Growth Mindset

Sack Lunch (except where provided)

Refillable Water Bottle

Change of clothes & socks (spare set can be left)

Personal medications

What to Wear Everyday:

A Smile 😊

Shorts & Shirts for active play, inside & out

Sneakers & socks for active play, inside & out

Sunscreen (applied at home)

Bug spray (applied at home)

On Pool days: Dress in swim attire and shoes; bring clothes to change into after swimming

On Field Trip days, check the weekly schedule to see what to bring & what to wear!