



# Summer Fun

## Parent Handbook





# San Marcos Parks and Recreation

# SUMMER FUN

## 2019 Parent Handbook

### Mission Statement

The mission of Summer Fun is to provide a safe and secure environment for children to explore and achieve success and build self-confidence through various recreational activities.

### Summer Fun Goals

1. To Provide a safe and healthy environment
2. To provide constructive activities in an organized and disciplined manner

### Program Description

Summer Fun Program is an eight week program developed for children ages 7-14 years of age. The eight week program is from June 10 until August 9 (Monday through Friday, 7:30am- 5:30pm), with one week off between sessions. Children will participate in a wide variety of activities including arts & crafts, board games and sporting events. Additional activities including arts & crafts, board games, and sporting events. Additional activities will include 1 field trip per week to either Starplex movie theater, Bowling at Sunset Lanes, or Rio Vista swimming pool. An activity schedule will be provided to each child at the beginning of the program. Program enrollment is limited to 300 children. Breakfast and Lunch will be provided by the San Marcos School District. If you would like to send a snack with your child, please send non-perishable food items, since refrigeration is not available.

### Program Eligibility

To be eligible to participate in Summer Fun, children must be between the ages of 7 to 14 years of age or have completed first grade.

### Registration and camp Dates

City of San Marcos Residents: Monday, April 1<sup>st</sup>

Non-Residents: Monday, April 22<sup>nd</sup>

Session 1 Program Begins (4 separate weeks) - Monday, June 10<sup>th</sup> through July 5<sup>th</sup>

1 Week break between sessions- July 8-12<sup>th</sup> (Ask about our other great camps during this time!)

Session 2 Program (4 separate weeks) – Monday, July 15<sup>th</sup> - August 9<sup>th</sup>

(Monday through Friday 7:30am to 5:30pm.)

## Registration Process

Summer Fun was developed for children to explore and achieve success through various recreational activities. A child must have completed the first grade and must be potty trained and require no restroom assistance. The program staff will endeavor to provide reasonable accommodations for maximum participation of each child in all schedule activities. If your child needs an accommodation please complete the enrollment application at least two weeks prior to the start of the first session; and, at that time please make sure the Parks and Recreation's office is given written documentation of your request for an accommodation. A decision on your request will be made within ten days after receipt of the request.

1. All registration forms must be completely filled out, signed and turned into San Marcos Parks and Recreation (401 E. Hopkins). Residents must provide proof of residency at time of registration.
2. Parents/guardian must read all information in the Parents Handbook on Policies and Procedures of program.

## Refunds

Refunds for camp programs will only be issued if the spot can be filled from the waiting list.

## Program Fees

RESIDENTS	NON RESIDENT
Week 1 \$32 <input type="checkbox"/>	Week 1 \$50 <input type="checkbox"/>
Week 2 \$32 <input type="checkbox"/>	Week 2 \$50 <input type="checkbox"/>
Week 3 \$32 <input type="checkbox"/>	Week 3 \$50 <input type="checkbox"/>
Week 4 \$32 <input type="checkbox"/>	Week 4 \$50 <input type="checkbox"/>
Week 5 \$32 <input type="checkbox"/>	Week 5 \$50 <input type="checkbox"/>
Week 6 \$32 <input type="checkbox"/>	Week 6 \$50 <input type="checkbox"/>
Week 7 \$32 <input type="checkbox"/>	Week 7 \$50 <input type="checkbox"/>
Week 8 \$32 <input type="checkbox"/>	Week 8 \$50 <input type="checkbox"/>

## Sign in and sign out Policy

**SIGN IN**-Parent/guardian must sign the CHECK-IN roster daily at drop off time.

**SIGN OUT**- Parent/guardian must sign the CHECK-OUT roster daily at pick up time. Your child may **only** be picked up by persons designated by parent/guardian listed on the Registration form. If anyone other than those listed on the Registration form are to pick up the child, we must have written notice from the parent/guardian before the child can be released. **A photo I.D. is must be shown by the person authorized by you (parent/guardian) to pick up your child.**

It is the parent's responsibility to notify staff of proper registration information and current phone numbers for the child's file. Please inform your Site Supervisor through written notice of any changes or additions that need to be made to the child's file.

We will **NOT** release a child to anyone not listed on the registration form.

## **Closed Campus Policy**

For the safety of your child(ren), Summer Fun operates as a closed campus between the hours of 9 a.m. and 4:30 p.m. The Site Supervisor will lock the building. If you are dropping off or picking up your camper between these hours, please contact the appropriate leadership staff to enter the program. Once you are on the phone with a staff member, be prepared to answer questions to confirm your identity. Phone numbers will be provided on the first day of camp.

## **Late Pick Up Policy**

A late fee will be assessed per occurrence if your **child/children are not picked up by 5:30 pm**. The late fee charge will occur in 15 minute increments and must be paid before your child may return to the program (i.e. 5:31 pm.- 5:45 pm = 15 minutes at a rate of \$6.00 per 15 minutes).

## **What to Bring**

We have the philosophy that the fewer personal things a child brings to the program, the less he/she will have to lose. Program staff will not be responsible for keeping track of personal items left at the program site and will not be held responsible for any lost, stolen or damaged personal items.

## **Cell Phones and Electronic Devices**

If your child(ren) choose to bring cell phones or electronic devices to the Summer Fun Program, they may be used only to play games from 7:30 a.m. to 8:45 a.m. and 4:45 p.m. and 5:30 p.m.

If you send your child(ren) with a device of any kind, you do so at your own risk. Phones may not be kept on their person, but must be stowed in a bag or purse on the back table. The Summer Fun Staff will assume no responsibility for misplaced, lost, or stolen devices.

### *Program Supply List*

1. Reusable Water bottle (labeled with child's last name).
2. Sunscreen
3. Change of clothes in bag (sealed) and labeled with child's first and last name.
4. Tennis shoes or other sturdy-type shoes must be worn for safety (no sandals or crocs allowed).
5. Hat or visor, and light weight long sleeved shirt if child burns easily.
6. Towel and swimsuit, on swim days.
7. Spending money, on field trip days.
8. Lunches from home must not require Refrigeration or Microwaving

## Camper Dress Code

The City of San Marcos Spring Break Camp Program prohibits any clothing or grooming that, in the coordinator's judgement, may reasonably be expected to cause disruption of or interference with normal camp operations.

1. Pictures, emblems, jewelry, body ornamentation, tattoos, hair sculpting, accessories or writings on clothing are not allowed if they:
  - a. Are lewd, offensive, vulgar, morbid, obscene, depict violence, death, or dismemberment, are satanic in nature, or refer to gang association.
  - b. Advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited.
2. Mask and face coverings are not allowed during regular camp hours, unless prior permission has been obtained from the program organizers.
3. Tank tops; tops without straps' tops which expose the midriff, mesh shirts, shirts/blouses with low necklines that expose cleavage, holes in the back, and/or large arm holes are not allowed. Shoulder straps on blouses and shirts must be at least two inches wide.
4. Torn clothing must not expose the skin above the knee, leggings or bike shorts must be worn underneath the torn item to cover exposed skin.
5. Extremes in clothing such as see through styles, revealing fashions, backless tops, baggy pants or spandex clothing are not allowed.
6. Leggings and yoga pants may be worn if the shirt covers the body to the fingertips/mid-thigh.
7. Foot wear shall be worn at all times. Footwear with steel inserts or devices, shoes with wheels, excessively large footwear, slippers, house-shoes, or shoes which are not intended for wear outside are not allowed. They must be closed-toed shoes.
8. Chains that attach to wallets or other clothing accessories that might reasonably be used as a weapon are not allowed.
9. Shorts, skirts, and skorts are allowed provided they are not too tight or revealing and are no shorter than mid-thigh, approximately at the finger tips when the arm is extended down the side.
10. Walking or Bermuda shorts permitted.
11. Boxer shorts or spandex shorts (exercise, bicycle shorts, etc.) are not permitted as outer garments.
12. Pants should fit properly at the waist.
13. The midriff must not be exposed when the student goes through normal activities of camp day (bending, stretching, reaching, etc.)
14. Undergarments may not be worn as outer garments. Undergarments should not be visible.
15. Pajamas are not to be worn as regular outer garments.

Our dress code policy was adapted from SMCISD's policies to fit our needs.

## Lost and Found

Staff will keep lost and found items on campus for campers and parents to retrieve until the end of the program. It is highly recommended that you put a first and last name on all personal items belonging to your child to ensure that lost items are returned to the right child at the end of the program. Lost and found items will be kept at the Parks and Recreation main office for 1 week after program ends. After that period all unclaimed items will be disposed of.

## **Program Procedures**

The following rules have been designed to provide a fun, safe and healthy environment for all children in the program. Please read and **SHARE THESE PROCEDURES WITH YOUR CHILD.**

1. Children will be required to follow program rules as well as any rules posted at field trip sites.
2. Children will not be allowed to show disrespect to staff or other children through actions or words.
3. Leaving the defined boundaries of any site or field trip facility will not be allowed.
4. Abusive language, mishandling of equipment, defacing of property and theft is not acceptable behavior.
5. Children will not be allowed to be physically or verbally abusive to other children.
6. Over the counter, illegal drugs or unauthorized prescription drugs, tobacco, or alcohol are not permitted on site.
7. Any weapon of any nature found in the possession of a child will be permanently confiscated and the child will be removed immediately from program and may be reported and subject to action by local law enforcement authorities.
8. Inappropriate or sexually provocative behaviors will not be tolerated and may be reported to and subject to action by the appropriate authorities.
9. Each child will help clean up after every activity.
10. If you would like to bring a special treat for your child's birthday or other special events, please notify your Site Supervisor two days prior to the event.

## **Summer Fun Discipline Guidelines**

We feel our program is a service, which needs to be managed in a professional manner. To help accomplish this goal, we have established the following disciplinary guidelines concerning disruptive or inappropriate child behavior at the program.

### **First intervention**

-Summer Fun staff will counsel participant concerning behavior expectations, the appropriate behavior and the possible consequences for the behavior demonstrated.

### **Second intervention**

-The participant will not be allowed to participate in activities for 5 to 10 minutes (length of time will vary according to the behavior).

### **Third intervention**

-Assistant site and/or Site Supervisor will talk to the parent, or person designated to pick up participant concerning behavior.

**The first three could take place in a short period of time depending on the response of the participant.**

### **Fourth intervention**

-A one to three day suspension could be determined by Program Coordinator and Site Supervisor, depending on the severity of the behavior or incident. A parent conference may be required.

-If you received a Discipline Notice, your child will not be able to return to camp until parents have met with Program Coordinator.

## **Fifth intervention**

-Participant will be dismissed from program for the remainder of the summer.

Serious offenses include, but are not limited to:

1. Disrespectful behavior toward other participants and program staff
  2. Leaving the defined boundaries of site or field trip facility
  3. Refusal to follow rules, policies and staff directions
  4. Physical/Verbal abuse (BULLYING) or any sort of threat **WILL NOT BE TOLERATED** and are grounds for dismissal from the program.
  5. Possession of anything that can be considered a weapon.
  6. Inappropriate or sexually provocative behaviors.
  7. Possession of over the counter, illegal drugs or unauthorized prescription drugs, tobacco, or alcohol
- Serious offenses will SKIP interventions 1 through 3 and may lead to suspension or dismissal.

Serious offenses will **NOT BE TOLERATED** and are grounds for **IMMEDIATE** dismissal from the program.

Some of the serious offenses will be reported and subject to action by local law enforcement authorities.

## **Parents Day: Every Friday from 11am-1pm**

Parents/Guardians can come enjoy lunch with their child(ren) on campus and see what they are up to at Summer Fun! If you come for lunch, you will be subject to being ID'd to enter campus. Please note that parents are asked to interact with their child ONLY. If any issues arise, parents can and will be asked to leave.

## **Medication Policy**

Medication of any kind will NOT be administered by staff.

In case of illness, or if your child becomes ill at the program and must go home, we will notify parent/guardian as quickly as possible to pick up child from program site.

## **Lice Policy**

Lice checks will be administered randomly and when needed. Any child found with lice will discreetly be sent home and letter will be sent out to camp parents. Child will be unable to return to camp until lice and nits have been removed.

## **Health & Safety Policy**

Limitations on attendance or early required pick up are as follows. Child **MUST** be picked up if the following applies:

**Fever** – 101 or higher

**Chicken Pox** – may return when all pox are dried

**Head Lice** – may return after **all** lice and lice eggs have been removed

**Pink Eye** – may return after treatment (prescription eye drops or medication)

**Scabies/ Unexplained Rash** – may return after treatment

**Ring Worm** – must be treated with medication and covered (band aids) while at camp

## **In Case of an Emergency**

An incident report will be completed by Program staff for all injuries. Parents will be notified if emergency medical attention is needed

1. First, program staff will call 911 if the illness/ accident are considered serious.
2. Second, we will notify the parent/guardian or emergency contact.
3. Third, staff will complete a department incident report/city first report of injury form. Report will be forwarded to the Parks and Recreation and the City of San Marcos Risk Manager's office.

## **Evacuation Procedures**

In the event that your child's facility must be evacuated, you will be notified by text messaging through Remind of the pick-up location. PLEASE MAKE SURE YOU ARE REGISTERED WITH REMIND.

**NOTIFY PARKS AND RECREATION IMMEDIATELY OF ANY CHANGES IN EMERGENCY CONTACT NAMES OR PHONE NUMBERS. KEEP US UP TO-DATE!**

San Marcos Parks and Recreation Office: 401 East Hopkins  
Phone Number: 512.393.8400

### **Field trip locations**

Rio Vista Swimming Pool: 512.392.7031

Sunset Bowling Lanes 396.2334

Starplex Movie Theater 805.8005