

San Marcos Parks and Recreation



Parent Handbook

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Discovery Camp 2021

Parent Handbook

Mission Statement

The mission of Discovery Camp is to provide a safe and secure environment for children to explore, learn, and achieve success through various recreational activities.

Program Description

Come experience an adventure this summer with the City of San Marcos Discovery Camp! San Marcos Parks and Recreation Department is offering 9 themed weeks of exploring, adventure, and discovery. Campers will have the chance to be outside, do experiments, build things, get messy, work as a team, develop leadership skills, and have FUN! Discovery Camp runs from June 14 until August 13 (Monday through Friday, 7:30am – 5:30pm). Children will participate in a wide variety of activities which include field trips, science experiments, arts and crafts, and games. Discovery Camp enrollment is limited to 26 campers each week. Breakfast and lunch will be provided by the San Marcos Independent 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 Discovery Camp, children must be between the ages of 5 to 10 years of age.

Registration Dates

City of San Marcos Residents: Monday, April 19

Non-residents: Monday, May 3

Registration Process

Discovery Camp was developed for children to explore, learn, and achieve success through various recreational activities. A child must be at least five years of age 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 program; and, at that time please make sure the Parks and Receptions 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 online.
The program begins on June 14, 2021 and runs for 9 weeks through August 13, 2021. Program begins at 7:30 am and ends at 5:30 pm, Monday through Friday at Dunbar Recreation Center, 801 MLK Drive.
2. Parents/guardian must read all information in the Parent Handbook on Policies and Procedures of program.

Refunds

Refund requests will be evaluated on a case by case basis. Refunds will only be given in extreme circumstances. If granted, money will be issued back via check.

Tax Statements

Retain your receipts, cancelled checks, money orders, or bank statements for tax recording purposes, as we do not provide payment summary statements. Our taxpayer identification number is 74 600 2238.

Program Fees

Residents must pay \$150 per week per child

Non-residents must pay \$175 per week per child

*Sibling Discount is Available

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.

Closed Campus Policy

For the safety of your child(ren), Discovery Camp will operate as a closed campus. The Site Supervisor will lock the building. When dropping off and picking up children, parents will be required to stay in their vehicles. Please contact the camp phone number (512-738-3285) if you need to get in touch with someone on campus. Once you are on the phone with a staff member, be prepared to answer questions to confirm your identity.

Sign in and Out Policy

SIGN IN-Parent/guardian must fill out the CHECK-IN roster daily at drop off time. Parent/Guardian will remain in the vehicle at all times.

- Upon arrival, campers should exit the car with a face mask on to have their temperature taken.
- Once the camper's temperature is taken, the parent/guardian will complete a brief health screening for their child(ren).
- Following sign in, the camper will be escorted into the facility by a Discovery Camp staff member.
- If you arrive after 8:30AM, please call 512-738-3285 to let a staff member know.

SIGN OUT-Parent/Guardian will remain in the vehicle at all times.

- Upon arrival, please provide staff with your camper's name so a staff member can get the camper ready for departure.
- Meanwhile, the parent/guardian will sign the camper out
- Following sign out, the camper will be escorted to the vehicle by a Discovery Camp staff member.
- If you arrive before 4:30PM, please call 512-738-3285 to let a staff member know.

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 verbal notice from the parent/guardian before the child can be released. **A photo I.D. must be shown by the person authorized by you (parent/guardian) to pick up your child. Authorized persons must be 18 or older unless the person is 16 or older and a sibling of the participant.**

It is the parent's responsibility to notify staff of proper registration information and current phone numbers for the child's file. Please inform the Youth Services Specialist through written notice of any changes or additions that need to be made to the child's file. Each child should have at least three emergency contacts/authorized pick-ups including phone numbers. We will **NOT** release a child to anyone not listed on the registration form.

Late Pick Up Policy

A late fee will be assessed per occurrence if your child/children are not picked up within the camp operating hours (7:30AM-5:30PM) The late fee charge will occur in 15 minute increments and must be paid before your child may return to the program (i.e. 5:31PM- 5:45PM = 15 minutes at a rate of \$6.00 per 15 minutes).

Any child picked up after 5:45PM will not be allowed to return to the program until parent/guardian makes an appointment with Youth Services Staff.

Cell Phones and Electronic Devices Policy

Discovery Camp does not allow the use of cell phones/electronic devices. If brought to camp, electronic devices must be stored in the camper's bag.

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 stored in a bag or purse in the designated area. The Discovery Camp Staff will assume no responsibility for misplaced, lost, or stolen devices.

Camper Dress Code

The City of San Marcos Discovery Camp Program prohibits any clothing or grooming that, in the supervisor'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. 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.
3. 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.
4. Extremes in clothing such as see through styles, revealing fashions, backless tops, baggy pants or spandex clothing are not allowed.
5. Leggings and yoga pants may be worn if the shirt covers the body to the fingertips/mid-thigh.
6. 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.
7. Chains that attach to wallets or other clothing accessories that might reasonably be used as a weapon are not allowed.
8. 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.
9. Walking or Bermuda shorts permitted.
10. Boxer shorts or spandex shorts (exercise, bicycle shorts, etc.) are not permitted as outer garments.
11. Pants should fit properly at the waist.
12. The midriff must not be exposed when the student goes through normal activities of camp day (bending, stretching, reaching, etc.)
13. Undergarments may not be worn as outer garments. Undergarments should not be visible.
14. Pajamas are not to be worn as regular outer garments.

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

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. No personal toys, games, music players, etc. should be brought to the program site. Program staff will not be responsible for keeping track of personal items left at the program site and shall not be responsible for any lost, stolen or damaged personal items.

Program Supply List

1. Reusable water bottle (labeled with child's first and last name)
2. Sunscreen/Bug Spray
3. Change of clothes in bag (sealed and labeled with child's first and last name)

4. Tennis shoes or other sturdy, closed-toed 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. Morning snack (if desired, all other snacks/meals will be provided at camp)
7. A Backpack (to hold their belongings)
8. **Face mask (allowed, but not required)**

Lunch

Breakfast and Lunch are provided through the SMCISD Summer Feeding Program. We believe that child behavior and food are closely linked. If you choose to send your child with a lunch, we recommend that parents and guardians utilize resources such as www.choosemyplate.gov for healthy lunch and snack ideas. Meals sent from home must be non-perishable and not require refrigeration.

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.

Discovery Camp Staff

Discovery Camp staff are subject to drug screening and background checks prior to employment with the City of San Marcos. If you choose to hire the program staff outside of Discovery Camp for babysitting services, the City of San Marcos cannot be held responsible for their actions.

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

- Discovery Camp 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

- 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 the Youth Services staff depending on the severity of the behavior or incident. A camper conference may be required with a parent present.

- If you received a Discipline Notice, your child will not be able to return to camp until your camper and parent/guardian has met with Youth Services staff.

Fifth intervention

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

Serious offenses include, but are not limited to:

- Disrespectful behavior towards other participants and staff.
- Leaving the defined boundaries of site or field trip facility.
- Refusal to follow rules, policies and staff directions.
- Physical/Verbal abuse or any sort of threat will not be tolerated and are grounds for expulsion from the program.
- Possession of anything that can be considered a weapon.
- Inappropriate or sexually provocative behaviors.
- Possession of over the counter, illegal drugs or unauthorized prescription drugs, tobacco, or alcohol.

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

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. **Do not** send your child if they are showing the symptoms below. **Please see our handbook addendum for specific details regarding COVID-19.** Child(ren) **MUST** be picked up if the following applies:

Fever – 100.4 or higher

Chicken Pox – may return when all pox are dried

Head Lice – may return after **all** lice and lice eggs have been removed – a letter will be sent to all camp parents

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's 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 Remind text of the pick-up location.

Severe Weather

In the event of severe weather, Discovery Camp will act in accordance with The City of San Marcos if there is a city office closure or delay. Any information regarding the impact of severe weather on the program will be sent out to parents/guardians through the Remind messaging system.

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

Recreation Manager
Jessica Ramos
JRamos@sanmarcotx.gov

Youth Services Specialist
Tori Garcia
VGarcia@sanmarcostx.gov

