



# San Marcos Parks and Recreation Holiday Camp 2018-2019 Parent Handbook

## Mission Statement

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

## Program Description

This program runs from December 27 and 28th 2018, January 2, 3, 4<sup>th</sup> 2019 , from 7:30 AM-5:30 PM each day. It is held at the City Park Recreation Hall. Children ages 5-11 are eligible to register. Cost is \$20/day. Children must bring their lunch each day and a morning snack if desired; an afternoon snack will be provided. You can register your child at the Parks and Recreation Main Office in person at 401 E. Hopkins or by calling 512-393-8400.

## Program Eligibility

To be eligible to participate in Holiday Camp, children must be 5 to 11 years of age.

## Registration Dates

Registration opens for City of San Marcos Residents/Non-Residents: November 1<sup>st</sup>.

## Registration Process

Holiday Camp was developed for children to explore and achieve success through various recreational activities. The child must be five years old 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 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. The program runs the days of December 27th and 28th 2018, January 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 2019 from 7:30 am to 5:30 pm each day at City Park Recreation Hall.
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

**\$20 per child per day:** For the days of December 27th and 28th 2018, January 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 2019

## 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.

## Closed Campus Policy

For the safety of your child(ren), Holiday Camp will operate 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.

## Sign In and Out Policy

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

**SIGN OUT**-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.**

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. 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 if your **child is 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). Any child picked up after 5:45 pm. will not be allowed to return to the program until parent/guardian makes an appointment with the Youth Services Specialist.

## **Cell Phones and Electronic Devices Policy**

Holiday Camp does not allow the use of cell phones/electronic devices. They must be stored in bag at own risk.

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 in the designated area. The Holiday Camp Staff will assume no responsibility for misplaced, lost, or stolen devices

## **Camper Dress Code**

The City of San Marcos Holiday 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.

## **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.

### *Suggested Program Supply List*

1. Water bottle (labeled with child's last name).
2. Change of clothes in bag (sealed) and labeled with child's first and last name.
3. Hat or visor, and light weight long sleeved shirt if child burns easily.
4. Morning Snack if desired
5. Lunch

## **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.

## **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

- Holiday 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 Youth Services Specialist and Site Supervisor, 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 Specialist.

### - Fifth intervention

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

### **Serious offenses include, but are not limited to:**

- Disrespectful behavior towards other participants and staff.
  - If a camper hits a staff, a mandatory 3-day suspension will occur followed by a camper conference to determine whether or not the child may return to camp.
- 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: 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 – 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 phone of the pick-up location.

**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

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