



Summer Fun

Parent Handbook





San Marcos Parks and Recreation

SUMMER FUN

2023 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

The Summer Fun Program is an eight-week program developed for children ages 7-13 years of age. The eight-week program is from June 12 until August 4 (Monday through Friday, 7:30am- 5:30pm) at Rodriguez Elementary. Children will participate in a wide variety of activities including arts & crafts, board games and sporting events. Additional activities include 1 field trip per week to either the Evo movie theater, bowling at Sunset Lanes, or Rio Vista swimming pool. An activity schedule will be provided to each child and posted online at the beginning of the program. Program enrollment is limited to 100 children for this summer. We are working with the San Marcos Consolidated Independent School District (SMCISD) to have breakfast and lunch provided and will have more details closer to the start of the program. If you would like to send a snack or lunch with your child, please send non-perishable food items since refrigeration is not available. Our camp programs are not a licensed daycare. Staff are drug-screened and background checked and are certified in First Aid/CPR/AED.

Program Eligibility

To be eligible to participate in Summer Fun, children must be between the ages of 6 to 13 years of age or have completed first grade.

Registration Dates

City of San Marcos Residents: Monday, April 3, 2023

Non-Residents: Monday, April 17, 2023

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. For more information on registration please visit our website at www.sanmarcostx.gov/camps or www.sanmarcostx.gov/activesmtx
2. Parents/guardian must read all information in the Parents Handbook on Policies and Procedures of program.
3. An e-mail from ePACT Network will be sent to the email address associated with your account before camp begins. The registered child will not be able to attend camp until all necessary information has been completed. ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper forms, but it will also ensure we have a way to communicate with you in the event of an unexpected situation.

Refunds

Refunds for camp programs will only be issued if the spot can be filled from the waiting list. There will be no refunds due to child illness or a change in family plans, whether expected or unexpected, unless that spot can be filled from the waiting list.

Tax Statements

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 2238.

Program Fees

Residents must pay \$40 per week per child

Non-Residents must pay \$63 per week per child

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), Summer Fun will operate as a closed campus. 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. Once you are on the phone with a staff member, be prepared to answer questions to confirm your identity. No parents will be allowed inside the building at this time. Drop off and pick up will be done at the car with our staff members.

Sign in and sign out Policy

SIGN IN- Summer Fun leaders must assist in signing the CHECK-IN roster daily at drop off time.

- Upon arrival, please call the site phone to let a staff member know.
- Following sign in, the camper will be escorted into the facility by a Summer Fun staff member.
- If you arrive after 8:30AM, please call the site phone to let a staff member know.
- Site phone number will be given out at our parent meeting and throughout the summer in person.

SIGN OUT- Summer fun leaders must assist in signing 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 ePact registration. 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 (in person) 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. 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 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.

- 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 Summer Fun staff member.
- If you arrive before 4:30PM, please call the site phone to let a staff member know.

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).

Camper Dress Code

The City of San Marcos Summer Fun 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. Masks are allowed, but not required.
 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.

Cell Phones and Electronic Devices

If your child(ren) chooses 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 name).
2. Spray on Sunscreen (lotion sunscreen is not permitted)
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 (if you choose to send) must not require refrigeration or microwaving. We believe that child behavior and food are closely linked. We recommend that parents and guardians utilize resources such as www.choosemyplate.gov for healthy lunch and snack ideas.

Lunch

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. 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.

Summer Fun Staff

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 camp for babysitting services, the City of San Marcos cannot be held responsible for their actions.

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 certain activities for 5 to 10 minutes (length of time will vary according to the behavior and age of the participant).

Other Reasonable Consequences include:

- Sitting out from an activity
- Not able to purchase any item from concession
- Not able to purchase a snow cone
- May need to sit with a supervisor at lunch or breakfast
- No electronics allowed during electronic time

Third intervention

Asst. Site Supervisor and/or Site Supervisor will talk to the parent/guardian concerning their child's behavior. Details about a camper's behavior should remain confidential and should only be relayed to a parent/guardian

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 a participant receives a Discipline Notice, they will not be able to return to camp until the parents have met with Program Coordinator.

A one-day suspension can be used as an option to diffuse tension in a situation, if for instances when a camper's behavior does not warrant a full suspension

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 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.

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.

Emergency inhalers and Epi-pens can be kept on the child's person or in their backpack, where they can easily access it. We encourage you let staff know where these items are kept in case of emergency.

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. They will be checked by staff upon return.

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. 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

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

If your child's facility must be evacuated, you will be notified through ePACT of the pick-up location.

Standards of Care

Please visit www.sanmarcostx.gov/camps, then click on Standards of Care in the menu options to view our approved practice standards.

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: 512.393.8418

Youth Services Coordinator

Casey Pittman

cpittman@sanmarcostx.gov

Youth Services Specialist

Malorie Natal

mnatal@sanmarcostx.gov