



Summer Camp Parent Handbook



Dear Parents & Campers,

Thank you for choosing the Town of Flower Mound Parks and Recreation FloMo Summer Camp! We look forward to an exciting summer. Both Explorer Camp and Adventure Camp are intended to provide a safe and entertaining atmosphere for children entering first through eighth grades.

Please take the time to go over this handbook with your child. It is important that you and your child understand the following:

| | |
|------------------------------------|---------------------------|
| Schedule and Hours of Operation | Medication |
| Pick-up and Drop-off Procedures | Illness |
| Camp Down Payment | Dress Code |
| Snacks and Lunch | Discipline Policy |
| What to Bring to Camp | Electronics and Phone Use |
| Field Trips | Swim Test |
| First Aid and Emergency Procedures | Covid-19 |

We are so excited to have your child in our FloMo Summer Camp program! Please contact me if you ever have any questions, comments or concerns.

See you soon,

Haley Abrahamson

Programs Coordinator

haley.abrahamson@flower-mound.com

IMPORTANT CONTACT NUMBERS

| | |
|---|--------------|
| Adventure Camp Cell Phone: | 469.340.8184 |
| Explorer Camp Cell Phone: | 469.418.6796 |
| Haley Abrahamson, Programs Coordinator: | 972.874.6281 |
| Kim Williamson, Recreation Specialist: | 972.874.6284 |
| Kimberly Cheek, Programs Supervisor: | 972.874.6276 |
| CAC Main Number: | 972.874.7275 |

Schedule and Hours of Operation

Camp Weeks:

- Week 1: May 24 – May 28
- Week 2: June 1 – June 4*
- Week 3: June 7 – June 11
- Week 4: June 14 – June 18
- Week 5: June 21 – June 25
- Week 6: June 28 – July 2
- Week 7: July 5 – July 9
- Week 8: July 12 – July 16
- Week 9: July 19 – July 23
- Week 10: July 26 – July 30
- Week 11: August 2 – August 6

***No camp on Monday, May 31**

Hours of Operation:

- Drop-Off: 7-9a.m.
- Regular Camp Hours: 9a.m.-4p.m.
- Pick-Up: 4-6p.m.

Camp Locations:

- Explorer Camp meets in the CAC Multipurpose Rooms
- Adventure Camp meets in the CAC Chill Zone

Explorer Camp:

The Explorer Camp schedule changes daily. Each week will include, if able, swimming in the outdoor pool, gym and outdoor activities, snacks, arts and crafts, other silly games, and one field trip. The weekly schedule can be found online every Thursday prior to the following week. *Please note, schedules are subject to change at any time.* You can also keep an eye on your email for info and updates from our Camp Director!

Adventure Camp Schedule:

Dependent upon current Covid-19 guidelines and restrictions, Adventure Camp will either take one field trip per day, or remain at the CAC where they will participate in a variety of activities daily. In the event that campers are able to take field trips, they will be allotted time to swim in the outdoor pool on days they return to the CAC early. If Adventure Camp remains at the CAC, regular swim time will be built into their schedule.

Pick-Up and Drop-Off Procedures

A completed/signed Summer Camp Registration Form and the below necessary documentation **must** be on file for each child, or your child may not attend camp.

- Camper Info
- Camp Medical Form
- Emergency Information and Pick-Up Authorization
- Shot Records
- Insurance Card

Registration Forms, Shot Records, and Insurance must be updated each academic year, beginning with summer camp. Please note that if your insurance changes, a copy of the new card must be submitted to the Programs Coordinator.

Only those listed on the Authorized Pick-Up Form will be allowed to sign participants in and out of camp. **A picture ID is required for all individuals on the Pick-Up Authorization Form. No exceptions.** Authorized individuals must officially sign-in and sign-out children, as no child is permitted to sign themselves in/out of camp.

Authorized adults are responsible for picking up their children on time. After 6p.m. our late fee policy is as follows:

- 1 to 14 MINUTES LATE: \$10
- 15 to 19 MINUTES LATE: \$20
- 30 to 59 MINUTES LATE: \$50

Camp Down Payment

A non-refundable \$30 down payment is required for each week that your camper plans to attend camp. This down payment guarantees a spot for your child. **Remaining registration fees will be due by 5p.m. on the Monday one week prior to the registered week. If the remaining fee is not paid by the due date, a \$20 late fee will be added.** To ensure your payment is never late, we recommend setting up auto-payments. If interested in setting up auto-payments, please contact Kim Williamson at 972.874.6284.

Snacks and Lunch

Snack/Concession Stand:

All campers will receive an afternoon snack each day. Adventure Camp will have daily access to the Concession Stand. Explorer Camp will be given access to the Concession Stand on Fridays.

Lunch:

Explorer and Adventure Campers must **bring their own lunch and drink every day**. Please bring the lunch in a bag/container that is labeled with the camper's name. Lunches should be ready-to-eat as the campers do not have access to a microwave or refrigerator.

- Explorer Camp may choose to purchase a lunch from the CAC for \$7.00. These **lunches must be purchased no later than 10a.m.** on the day of camp.
 - Lunches include a main entrée, two side items, and a drink.
 - Parents will be contacted when their child does not have a lunch for camp.
 - The family account will be charged \$7.00 and a lunch will be provided to the camper if the parent is unable to bring a lunch to camp.

Explorer Camp Lunch Options:

| | | |
|------------|-------------------|---|
| Mondays | Hot or Cold Lunch | Hot Dogs, Taquitos, Peanut Butter & Jelly |
| Tuesdays | Hot Lunch | Restaurant Day – food will be brought in from local fast food restaurants |
| Wednesdays | Cold Lunch | Cold Sandwiches: Ham & Cheese, Turkey & Cheese, Peanut Butter & Jelly |
| Thursdays | Cold Lunch | Cold Sandwiches: Ham & Cheese, Turkey & Cheese, Peanut Butter & Jelly |
| Fridays | Hot Lunch | Pizza Day |

What to Bring to Camp

Please label all items that your child brings to camp, including but not limited to lunch boxes, clothing, water bottles, etc.

- Baseball cap, sun hat, sunglasses, or visor
- Water bottle
- Spray-style Sunscreen
- If your child requires medicine during camp hours, please complete the Camp Medical Information Form and include detailed instructions for how to administer.
- Designated Swim Days
 - o Swimsuit, towel, full change of clothes, sunscreen, goggles, etc.

Field Trips

General Field Trip Procedures:

- In the event a field trip is cancelled due to inclement weather or other unavoidable circumstances, every effort will be made to reschedule or to find an alternate location.
- If you need to pick up your camper during a field trip, let the Camp Director know prior to leaving on the field trip. You will be expected to sign the camper out at the field trip location.

Explorer Camp:

Dependent upon current Covid-19 guidelines and restrictions, Explorer Camp will either take one field trip per week, or we will continue to deliver an excellent experience at camp by providing entertainment from outside organizations in addition to regular, on-site programming and activities.

Adventure Camp:

Dependent upon current Covid-19 guidelines and restrictions, Adventure Camp will either take one field trip per day, or remain at the CAC where they will participate in a variety of activities daily. These activities will include entertainment from outside organizations in addition to regular, on-site programming and activities.

First Aid and Emergency Procedures

- All camp staff members will be certified by the American Red Cross in CPR, AED, and First Aid for the Professional Rescuer and will understand camp emergency procedures.
- In the case of emergency, parents or emergency contacts will be notified as soon as possible.
- A first aid kit and the camp cell phone will be on hand. Camp staff will administer any immediate treatment for minor issues. If a more serious injury occurs, emergency officials will be called and, if necessary, transportation will be provided by ambulance to the nearest hospital.

Medication

If your child takes any prescribed medication, please list it on the Camp Medical Form.

- If your child requires any prescribed medication to be taken during camp hours, please list it on the Camp Medical Form and sign the bottom of the form, giving counselors permission to administer the medication.

Illness

Please do not send your sick child to camp. If your child gets sick while at camp, or arrives to camp sick, you will be notified to pick them up immediately.

- Camp staff will notify parents if a child's temperature is 100°F or higher. The camper will be isolated from other campers while awaiting pick-up.
- According to the guidelines for Day Youth Camp Operators and Staff provided by the Office of the Texas Governor, **please ensure that your child has been fever free for 72-hours before sending them back to camp.**

Please do not send your child to camp if they have contracted a communicable disease.

Dress Code

Parents, please remember that we are active in camp each day. We ask that you send your child to camp in appropriate clothing for the activities they will be participating in.

Appropriate Dress:

- Sneakers
- Shorts/pants

Inappropriate Dress:

- Sandals, Heelys, heels
- Dresses/skirts

If your child is not properly dressed for camp you will be notified, and they will be unable to participate in certain camp activities.

Discipline Policy

Camp will operate on a “3-Strike” system of discipline:

- Strike 1: Your camper will be given a strike if they receive 2 behavior reports.
- Strike 2: Your camper will be given another strike if they receive 5 total behavior reports.
 - o The camper will also be put on probation.
- Strike 3: Your camper will be given the final strike after they receive 6 total behavior reports.
 - o This is grounds for dismissal and requires a conference between the camper’s parent(s) and the Programs Supervisor.

Discipline, Probation, and Dismissal

Behavior standards for campers will be the same as a regular school day. All campers are expected to follow the guidelines specified in the Town of Flower Mound FloMo Camp Code of Conduct. Campers will know what behavior is expected, as well as the rewards and consequences of their behavior choices.

Every attempt will be made by staff to work in cooperation with parents to solve discipline problems. Any discipline issues will be addressed by camp staff. **At no time may a parent approach or confront a camper, other than their own child, with respect to disciplinary issues or other interpersonal matters.** In addition, altercations between parents are strictly prohibited at The Town of Flower Mound Community Activity Center, including parking lots.

A camper’s behavior may be observed by the Camp Director and administrative staff. Any behavior that hinders the smooth operation of FloMo Camp could lead to probation or dismissal from the program. Such behaviors may include, but are not limited to disrespect, defiance, harassment, emotional outbursts, running away, threats, and/or any physical aggression toward other campers or staff. If a camper’s behavior interferes with the operation of camp, parents will be contacted and asked to pick up their camper immediately. Repeated inability to meet appropriate behavior standards will result in dismissal from the program.

Probation

Campers may be placed on probation by the Camp Director, Programs Coordinator, or Programs Supervisor, following five or more severe behavior incidents as mentioned above. Campers placed on probation will remain in the program with the understanding that any additional behavior problems during duration of camp may result in removal from the program.

*** A camper placed on probation will remain on probation through the end of camp. ***

Dismissal

Severe behavior incidents may result in dismissal from the program, whether a camper has been placed on probation or not. Campers who have been dismissed from FloMo Camp may not be allowed to re-enroll for the next camp. This will depend on the nature of the behavioral problems and will be at the discretion of the Camp Director, Programs Coordinator, and Programs Supervisor. Parent(s) and camper will be required to have a conference with the Programs Supervisor. The CAC will provide a prorated refund for the week of camp in which the dismissal occurs, as well as a full refund for any additional weeks in which the child is already registered.

*** Parents and guardians are expected to help maintain a family friendly atmosphere by showing courtesy and respect to all other parents, campers, and staff. In extreme cases, a camper may be removed from the program due to continually disruptive behavior by a parent. ***

Electronics and Phone Use

We are asking parents to leave electronics at home. Camp staff assumes no responsibility for lost, broken, or stolen electronics. Electronics are for personal use only and may not be shared with other campers unless it is a sibling.

Any misuse of electronics, such as using them during an unapproved time, causing distraction, sharing, accessing the Internet or inappropriate material as determined by camp staff, cyber-bullying, etc. will lead to disciplinary action, up to and including dismissal from the program.

Please note, camp is a great opportunity to teach kids self-reliance and independence. Parents are asked to drop off campers and refrain from interacting with their children continually throughout the day.

Camp Cell Phone

The camp cell phone is reserved for staff to contact parents due to an emergency or any need for communication.

Swim Test

Campers will swim at the CAC's outdoor pool each week. Before campers are allowed to swim they must take a swim test. Campers must swim, without stopping, the length of a swimming lane. CAC Lifeguards will be in the pool with the campers. The swim test is supervised by the Camp Director and the Aquatics Coordinator or Supervisor. Campers who do not pass the swim test **MUST** wear a life jacket, or they are not allowed to swim.

Covid-19

The Town of Flower Mound Parks and Recreation Department is committed to continuously following the Minimum Standard Health Protocols for Day Youth Camp Operators and Staff provided by the Office of the Texas Governor via open.texas.gov, as well as the recommendations provided by the Centers for Disease Control and Prevention (CDC). All necessary efforts will be taken by camp staff to sanitize high touch areas and supplies,

encourage regular hand washing and other good hygiene practices, exercise efforts to maintain social distancing, and enforce all guidelines per the Town of Flower Mound Parks and Recreation Department.

If the Governor's mask mandate is still in effect when camp begins, all campers will be required to wear a face covering (over the nose and mouth) while inside the building. Face coverings will not be required when six feet of social distancing can be consistently maintained, while eating or drinking, and while in the swimming pool.



Camp Discipline:

3-Strike Rule Explanations

Discipline is teaching children appropriate behavior, not punishing. Therefore, camp staff will use a three-strike system.

- **Strike 1:** Camper receives 2 behavior reports.
- **Strike 2:** Camper receives 5 behavior reports. Camper will be placed on probation.
- **Strike 3:** Camper receives 6 behavior reports. Terms for dismissal and required conference with Programs Supervisor.

**The only exception to the three-strike rule is a physical altercation. There is ZERO TOLERANCE for fighting, kicking, biting, or hitting. There will be immediate time-out and parents will be notified of each event. If a physical altercation occurs, the Programs Coordinator will notify the parent immediately to have the child removed from camp.*

If you have any questions or concerns about our 3-strike rule, please contact the Programs Coordinator at the information listed below:

Haley Abrahamson
Programs Coordinator

Town of Flower Mound

972.874.6281

haley.abrahamson@flower-mound.com



3-Strike Rule Log:

Camper's Name: _____

Strike 1

Incident: _____

Warning given by Camp Counselor: _____

Date: _____

*Parent notified, (Y/N) _____

*Must notify Programs Coordinator

Strike 2

Incident: _____

Date: _____

*Parent notified, (Y/N) _____

*Must notify Programs Coordinator and Programs Supervisor

Strike 3

Incident: _____

Date: _____

*Parent notified, (Y/N) _____

*Must notify Programs Coordinator, Programs Supervisor, and CAC Manager

Strike 1: Camper receives 2 behavior reports.

Strike 2: Camper receives 5 behavior reports. Camper will be placed on probation

Strike 3: Camper receives 6 behavior reports. Terms for dismissal and required conference with Programs Supervisor.

Incident/Behavior Report



Date: _____ Time: _____ am / pm Location: _____

Camper's Name: _____

Description of Incident:

Remarks/Outcome/Comments:

Parent/Guardian: _____ Date: _____

Camp Director: _____ Date: _____

Programs Coordinator: _____ Date: _____