



# 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**

**Pick-up and Drop-off Procedures**

**Camp Down Payment**

**Snacks and Lunch**

**What to Bring to Camp**

**Field Trips**

**First Aid and Emergency Procedures**

**Medication**

**Illness**

**Dress Code**

**Discipline Policy**

**Electronics and Phone Use**

**Swim Test**

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 y'all soon,

***Katheryne Bradbury***

Programs Coordinator

[katheryne.bradbury@flower-mound.com](mailto:katheryne.bradbury@flower-mound.com)

## IMPORTANT CONTACT NUMBERS

Adventure Camp Cell Phone:	469.794.5117
Explorer Camp Cell Phone:	469.794.9097
Katheryne Bradbury, Programs Coordinator:	972.874.6281
Monique Gordon, 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 25 – May 27	Week 7: July 5 – July 8
Week 2: May 31 - June 3	Week 8: July 11 – July 15
Week 3: June 6 - June 10	Week 9: July 18 – July 22
Week 4: June 13– June 17	Week 10: July 25 – July 29
Week 5: June 20 – June 24	Week 11: August 1 – August 5
Week 6: June 27 – July 1	Week 12: August 8 – August 9

**\*No camp on Monday, May 30 or Monday, July 4**

### Hours of Operation:

- Drop-Off: 7 a.m. — 9 a.m.
- Regular Camp Hours: 9 a.m. — 4 p.m.
- Pick-Up: 4 p.m.— 6 p.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. The weekly schedule can be found online every Friday 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:

Adventure Camp leaves for a field trip every day. They are driven in a Town of Flower Mound van to their destination daily. Adventure campers will swim at the CAC on days that they return early from their field trip.

## Pick-Up and Drop-Off Procedures

A completed/signed Summer Camp Registration Form and necessary documentation **must** be on file for each child, or the child may not attend camp. The required documents are as follows:

- 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 school year – 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. No child is permitted to sign themselves in/out of camp. **A picture ID is required for all individuals on the Pick-Up Authorization Form. No exceptions.**

Authorized adults are responsible for picking up their children on time. Pick-up after 6:00pm will result in the following late fee policy:

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

## Camp Down Payment

A non-refundable, non-transferable \$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 5 p.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 Monique Gordon at 972.874.6284.

# Snacks and Lunch

## Snack/Concession Stand:

All campers will receive an afternoon snack each day. We recommend that parents also pack a snack for the morning. Explorer Camp will have a dedicated morning snack time. Adventure Camp will have daily access to the Concession Stand. Explorer Camp will only be able to purchase items from 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.

- Adventure Camp may bring money to purchase lunch while on field trips. Staff is not responsible for any losses. *Adventure Campers do not participate in the CAC Camp Lunches program.*
- Explorer Camp may choose to purchase a lunch from the CAC for **\$7.00**. These lunches must be purchased no later than 10:00am 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	Cold Lunch	Cold Sandwiches – Ham & Cheese, Turkey & Cheese, Peanut Butter & Jelly
Tuesdays	Hot Lunch	Restaurant Day – Chick-Fil-A: weeks 1, 4, 7, 10; McDonalds: weeks 2, 5, 8, 11; Sonic: weeks 3, 6, 9
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.
- On 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, contact the Camp Director prior to leaving on the field trip. You will be expected to sign the camper out at the field trip location.

### Adventure Camp:

Field trips are held every day. Staff will drive 15 passenger vans and leave the CAC after **9 a.m.** and return before **4 p.m.** Campers will be permitted to carry personal money to purchase lunch or souvenirs. Camp staff will not be responsible for anything lost or stolen.

### Explorer Camp:

Field trips are held every Thursday (unless otherwise noted). Buses will leave after **9 a.m.** and return before **4 p.m.** Campers must bring lunch, unless noted on the weekly calendar. Lunches will be stored on the bus until lunch time; we do ask that campers bring their lunch in a disposable sack. Campers will be permitted to bring money for purchase of lunch or souvenirs, at the discretion of the Camp Director. Camp staff will not be responsible for anything lost or stolen.

## 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. In the event that your child gets sick at camp, or arrives 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.
- Please ensure that your child has been fever free, without use of fever reducing medication, for 24-hours before sending them back to camp.

Please do not send your child to camp if they have contracted a communicable disease, such as stomach flu, pink eye, head lice, strep throat, Covid-19, etc.

## Dress Code

Parents, please remember that campers are active 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 student will be given a strike if they receive 2 behavior reports.
- Strike 2: Your student 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 child’s parent(s) and the Programs Supervisor.

## Discipline, Probation, and Dismissal

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

Every attempt will be made by the staff to work in cooperation with the parents to solve discipline problems. Any discipline issues will be addressed by camp staff. **At no time may a parent approach or confront a child, other than his or her 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 child’s behavior may be observed by the Town of Flower Mound Camp Director and the administrative staff. Any behavior that hinders the smooth operation of the FloMo Camp program 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 child’s behavior interferes with the operation of camp, parents will be contacted and asked to pick up their child immediately. Repeated inability to meet appropriate behavior standards will result in dismissal from the program.

## Probation

Children may be placed on probation by the Camp Director, Programs Coordinator, or Programs Supervisor, following five or more severe behavior incidents as mentioned above. Children 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 child 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 student has been placed on probation or not. Students 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 with parents due to an emergency or any need for communication.

## **Swim Test**

Campers will swim at the CAC's outdoor pool each week on Tuesday's and Friday's.

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.



## 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:

**Katheryne Bradbury**  
Programs Coordinator

Town of Flower Mound

972.874.6281

[katheryne.bradbury@flower-mound.com](mailto:katheryne.bradbury@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:

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Remarks/Outcome/Comments:

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Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Director: \_\_\_\_\_ Date: \_\_\_\_\_

Programs Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

