



2021 Parent Handbook

Summer Adventure Camp

June 1 – August 6 (10 weeks)

Camp Site

Samuel Beck Elementary School
401 Parkview Drive
Trophy Club, Texas 76262

Hours of Operation

Monday - Friday, 7:00am – 6:00pm

Registration www.trophyclub.org

*Payments will not be accepted in any other way

Administration

Sumner Hays

Recreation Superintendent
Office: (682) 237-2926
Cell: (469)450-0158

Camp Director

Jason Koeman
Cell (972)510-4301
jkoeman@trophyclub.org

Registration and Payments

Registration for Summer Adventure Camp is done online at www.trophyclub.org. We **do not** accept payments in person. To register online you will need an online account. If you already have an account for our site and cannot remember your password, click on the “forgot my password link”. If you do not have an account, click “Create an Account”. You will need all information for those in your household at that time.

Payments are due one week prior to the session’s start date. Registrations will NOT be accepted on Monday mornings.

Cost:

Trophy Club Resident: \$150.00 per child for each week

Non-Resident: \$170.00 per child for each week

**There is no sibling discount and we do not prorate the registration fee for part-time attendance*

Age Requirements: Summer Adventure Camp is open to children 5 – 12* years of age.

**Child must be 5 years of age prior to September 1, 2020*

Refunds: Refunds will only be issued if registrations are withdrawn **7 days prior to the week starting** or for emergency reasons (proof required). The Recreation Superintendent or Summer Camp Director must be notified of the cancellation in writing or email. No refunds will be issued if the child is suspended or expelled.

Deposits **will not** be refunded and are non-transferrable.

Deposit and Payment Schedule

There is a \$25 deposit each week per camper. All camp fees are due **1 week prior to the session start date**. Any balances NOT paid by the due date will forfeit deposit paid and the campers spot for that week. Please notify the camp if your child will not be attending a week that you have already paid a deposit for.

***There is NO prorated fee for those choosing to attend camp part-time or only on specific days. All campers must pay the full price.**

Payment Schedule

WK 1: June 1 – June 5, Due May 24	WK 2: June 7 – June 11, Due May 31	WK 3: June 14 – June 18, Due June 7
WK 4: June 21 – June 25, Due June 14	WK 5: June 28 – July 2, Due June 21	WK 6: July 5 – July 9, Due June 28
WK 7: July 12 – July 16, Due July 5	WK 8: July 19 – July 23, Due July 12	WK 9: July 26 – July 30, Due July 19
WK 10: Aug 2 – Aug 6, Due July 26		

Drop-off and Pick-up Procedures

Parents/Guardians MUST walk children into camp on a daily basis. **All campers MUST be signed in and out daily by an authorized person.** If your child will walk/ride their bike to camp, a letter must be submitted to the Recreation Superintendent stating the arrangement; in that case the child will sign themselves in and out of camp. If the person picking your child up is not listed on the child release form AND cannot show proof of ID then your child will not be released into their care. **ONLY** those designated on the child release form will be allowed to pick up children. You can easily enter in who and who cannot pick up your child via ePACT.

Parents/Guardians must notify staff, in writing, any person that is not listed on the authorization list. It must contain:

- Pick up date
- Person's first and last name
- Driver's License number
- Phone number
- Parent/Guardian's Signature

Again, a photo ID will be required for anyone picking up campers. Camp staff is not allowed to release children until an authorized person signs the child(ren) out.

Drop off Location: Summer Adventure Camp is taking place at Samuel Beck Elementary School this summer. Samuel Beck Elementary School is located at 401 Parkview Drive, Trophy Club. For both drop-off and pick-up, please use the side entrance of the school located next to the highlighted parking lot below. The entrance used for camp is only unlocked during the designated drop-off and pick-up times. You need to call the Summer Camp Director or Assistant Director if you will be dropping or picking up your child outside the scheduled times.

Drop-off Times: 7:00am – 8:30am

Pick-up Times: 4:00pm – 6:00pm



Late Policy: Occasionally unexpected situations occur and we understand that you may be picking up or dropping off your child late. Please contact staff if you foresee any reason this may happen. Parents will be charged with a late fee beginning with the first incident. Drop off time is 7:00 a.m. – 8:30 a.m. and pick up time is 4:00 p.m. – 6:00 P.M. **Parents who arrive fifteen (15) minutes late, will be charged an initial fee of \$5.00 and an additional \$1.00 for every minute after.** These fees must be paid before registering for your next session.

Parent Communication

A weekly email will be sent out each Friday for the next week's session. Please reference the email each week as it will include weekly notes, times, and general information. Please make sure your online account contains a correct email address. In addition, a weekly calendar will be posted at the camp site with details for the current week.

If you ever need to leave a message for your child, please call the Sumer Camp Director or Assistant Director. Staff will be sure to get the message to them.

Daily Camp Attire

Summer Adventure Camp is an active camp and children need to wear comfortable, but appropriate clothing.

Camp Shirts: Every camper is required to wear their camp shirt for field trips (Tuesdays and Thursdays). Each camper is provided with one shirt upon their first day of camp. Additional shirts may be purchased through the Parks & Recreation Department for \$10.00/each.

Water Bottles: Campers must bring a labeled water bottle every day to help them stay hydrated.

Shoes: Sneakers or closed-toe shoes are required. Any camper not following this rule will not be allowed to participate in any outside or gym activities for their safety. Flip flops or sandals may be brought to camp for children to wear to the pool or a water park, on those days only. Heelys, Crocs, and dress shoes (or anything similar) are not permitted for safety reasons. Please do not send your camper in any other shoes except what is allowed.

Hats: It is suggested that campers come to camp with ball caps and/or visors on days when we may be outside.

Shorts/Pants: Campers should wear comfortable bottoms they are able to be active in. Please do not allow your children to wear skirts or dresses to camp. The camp is very active.

Lunches and Snacks

Lunch: Campers should bring nutritional lunches and a drink to camp every day, unless otherwise noted. Lunch is typically scheduled between 11:30am – 12:30pm; however this may change depending on the activities scheduled for the day. Lunch boxes should be clearly

marked with first and last names. Lunches cannot be stored in a refrigerator or be heated/microwaved so please be sure to pack your child a proper lunch.

Snacks: Campers should pack **one** nutritional snack each day. Snack time is scheduled around 3:30pm each day.

Personal Items/Toys

No personal items such as games, electronics, MP3 players, cards or toys should be brought to camp, unless specified by a counselor. If you would like your camper to have a cell phone, it must be kept in their backpack, lunch bags, or with a counselor. Campers will not be allowed to use their phone during camp. If they need to make a parent call, camp staff will allow them to do so using a camp phone. If any of the above items or toys are seen during camp, staff will confiscate it until the camper is picked up.

Please make sure any and all items brought to camp are properly labeled with first and last names. This includes: lunch boxes, towels, backpacks, swimsuits, goggles, camp shirts, and water bottles.

Campers may bring money on field trip days, however please note that the Town of Trophy Club and Summer Adventure Camp staff are not responsible for any valuable or personal items being lost, shared or stolen.

Lost and Found

Any items that have been left at the end of each day will be gathered and placed in the "Lost and Found" bin. The bin will be located at the front desk. Parents should check the bin daily for any items they think might have been lost. Any items remaining in this bin at the end of the summer will be thrown away.

Disciplinary Procedures

Our Camp staff is trained to work with children in a camp setting. In order to preserve a safe environment, disciplinary action will be handled as follows:

- **First Offense** – Verbal warning by camp staff
- **Second Offense** – Time out from activity
- **Third Offense** – A parent conference with the Summer Camp Director/Assistant Camp Director
- **Fourth Offense** – Behavioral report sent home in addition to suspension of 1-3 days.
- **Fifth Offense** – Camper will be asked to leave program and will not be allowed back for the remainder of the summer.

In the event a camper is involved in a serious incident involving their safety, the safety of others, or a flagrant violation of camp guidelines, an immediate suspension from camp will occur.

Unacceptable behavior such as horseplay, fighting, threatening words or behavior, abusive language, destruction of property, and other disruptive behavior will not be permitted at camp. Behavior reports will be kept with the Summer Camp Director and Assistant Director. Parents will be able to review them at any time. Everyone will have the opportunity to solve any issues before dismissal. Please make sure you and your camper talk about any issues they may be having. This will help campers and staff to work together as a team.

Field Trips and Themes

Tuesdays and Thursdays are designated field trip days. These trips will vary each week. The departure and arrival times will vary each week depending on the trip/movie. **Parents are responsible for reviewing the field trip calendar and for knowing the departure and return times for each trip.**

Children who miss the bus for a field trip cannot be left at the campsite alone. If parents wish for their children to attend camp and the trip that day, they must call the Summer Camp Director/Assistant Director; drive to the trip location and check-in with camp staff. Once the bus has departed the location it will not be allowed to stop for any child. The Town and Summer Adventure Camp staff are not responsible for items lost during field trips.

Campers may bring money on field trip days, however please note that the Town of Trophy Club and Summer Adventure Camp staff are not responsible for any valuable or personal items being lost, shared or stolen.

Camp Rules

1. Having Fun is the #1 Rule!
2. Campers are not allowed to use the phone unless it is an emergency or otherwise noted by a parent/guardian to a staff member.
3. Campers must always walk in the building. Running is only permitted in the gym and outside.
4. Campers must stay off tables and countertops.
5. Bouncing and throwing balls is permitted only in the gym. Active games using equipment that can cause damage to property is only permitted in the gym.
6. Campers must show respect to staff and to each other.
7. Listen and follow directions given by camp staff.
8. Horseplay, fighting, or profane language is not allowed. No weapons of any type are permitted on the premises.
9. Children must wear closed toed shoes at all times.
10. Only registered participants are allowed in camp/beyond the front desk.
11. Campers are not allowed to bring toys, personal items, or any unauthorized electronics to camp.

Field Trip Schedule

(Subject to change)

Tuesday, June 3 – Skate Town

Tuesday, June 8 – Fort Worth Zoo

Thursday, June 10 – Obstacle Warrior Kids

Tuesday, June 15 – Sea Life Aquarium

Thursday, June 17 - Medieval Times

Tuesday, June 22 – Perot Museum

Thursday, June 24 – Lego Land

Tuesday, June 29 – Epic Waters

Thursday July 1 – Crayola Experience

Tuesday July 6 – Urban Air

Thursday July 8 – Dallas Arboretum

Tuesday July 13 – Hawaiian Falls

Thursday July 15 – Sea Life Aquarium

Tuesday July 20 – Pump it Up

Thursday July 22 – Frontier of Flight Museum

Tuesday July 27 – ITZ Family Food & Fun

Thursday July 29 – Fort Worth Zoo

Tuesday August 3 - Main Event

Thursday August 5 – Obstacle Warrior Kids

Weekly Schedule:

Monday – Community Pool

Tuesday – Field Trip

Wednesday – Community Pool

Thursday – Field Trip

Friday – Community Pool

Daily and Activity Information

An activity board will be placed by the front entrance every day. It will feature the daily activities and field trips for the week. Copies of the weekly activity calendar will be available for parents to pick up at the front desk.

Parents should keep track of scheduled activities and programs as some are subject to change.

Swimming and Pool Information

Campers will swim three times a week, on Mondays, Wednesdays and Fridays at the Trophy Club Community Pool. On swim days, your child should be sent with a proper swim suit, towel, sunscreen, and clothes to change into afterwards. Campers are allowed to bring flip-flops or sandals to wear to pool; they are not allowed to wear to them at camp.

All campers are required to go to the pool regardless whether or not they choose to swim. There are shaded areas for those who choose not to participate. A counselor will be with them with an alternate activity for them to enjoy. Campers are also able to bring a book or something to draw with if they would like to.

Please make sure to accurately fill out the swimming section in ePACT. This will help staff know what to expect when it comes to each camper's swimming ability. If your camper needs a life jacket and you would like to provide your own, please make sure it is Coast Guard Certified. If it is not, they will need to use the life jackets available at the pool.

Skin and Heat Protection

There will be some days that campers are outside for long periods of time. It is highly recommended that your child wears and brings sunscreen (SPF 30 or higher) with them every day. Our staff is instructed to apply sunscreen on the campers' faces ONLY so please make sure they know to apply it themselves. Staff will remind campers throughout the day to reapply their

sunscreen. Campers will also be allowed to wear baseball caps or visors to help protect them from the sun.

Please make sure your camper brings a water bottle, with their name on it, every day. There are water fountains on site so they can refill them as needed. Staff will make sure campers are drinking plenty of water throughout the day.

Standards of Care

The Town of Trophy Club Summer Adventure Camp is not regulated by any licensing agency because it is a government entity. We follow the Standards of Care which is a guideline of our rules and regulations. They are intended to be the minimum standards by which the Town of Trophy Club will operate Summer Adventure Camp. The following are the standards of care which have been adopted by the Town Council, to comply with section 42.014(b)(14) of the Texas Human Resources Code. If you would like a hard copy, please let the summer camp staff know. A copy can be found on our website at www.trophclu.org.

ePACT Emergency Network

All campers will need their information inputted into ePACT. This is a safe and easy way to collect your camper's information. Parents/Legal Guardians will receive an email on how to sign up and create an account. If you did not, please contact us as soon as possible so we can fix the issue. We must have your camper's information completely filled out by their first day of camp or else we cannot accept them.

You might receive emails, texts and/or voicemails from camp staff via ePACT throughout the summer. This is how we will contact you if we will be late coming back from a field trip, if there is an emergency, etc.

Frequently Asked Questions

Does my camper need to wear a camp shirt every day?

No, your camper does not need to wear their camp shirt every day. They only need to wear their camp shirt on days we go off-site, primarily Tuesdays and Thursdays.

What does my camper need to bring every day?

Each day campers need to bring lunch, one snack, water bottle, and sunscreen. On swim days, campers should also bring a swimsuit, towel, sandals/flip flops, and goggles (if desired). Campers do not need any other items, unless requested by camp staff.

How many campers are there daily?

We allow a maximum of 55 campers to attend camp each week. They will be broken up into age groups each day: 5-8 (Pioneers) and 9-12 (Trailblazers).

Can I receive a refund for my deposit?

No, deposits are non-refundable and non-transferrable.

I need to withdraw my child from a summer camp session, will I be issued a refund?

Yes, as long as your withdraw request is at least 7 days in advance from the start of the session.

Deposits are non-refundable. All refunds will be issued to your credit card on your account.

We are looking forward to a great summer with
your camper(s)!