

PARENT HANDBOOK



SUMMER 2016

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WHO WE ARE

Camp H.E.R.O. operates through the Bryan Parks and Recreation Department. It was designed to provide a safe and fun environment for children in the community who have working parents/guardians. Our staff is composed of a team of hardworking and creative individuals that are passionate about creating a fun and safe environment for your kids this summer.



CLUBS

Our camp is designed for children that are 5-12 years old. They are then separated into clubs by their age to form an environment that is best for them. Typically, we have four clubs and children are grouped by age. Once camp has started children then take a vote to name their club.

5-6 Year olds

7-8 Year olds

9-10 Year
olds

11-12 Year
olds



CAMP H.E.R.O. LOCATION

Sam Houston Elementary School

Address: 4501 Canterbury Dr. Bryan, TX 77802



REGISTRATION & PAYMENT INFORMATION

Registration: Opens on March 1st and runs through the end of camp.

Registration can be submitted online at parks.bryantx.gov, at the Bryan Parks and Recreation office, Monday through Friday from 8 am-5 pm, or at Sam Houston Elementary School once camp has begun.

WEEK	THEME
6/6 - 6/10	Schools Out
6/13 - 6/17	Roller Disco
6/20 - 6/24	Just Keep Swimming
6/27 - 7/1	Deep in the Heart of Texas
7/5 - 7/8	America the Beautiful
7/11 - 7/15	Whiskers and Wags
7/18 - 7/22	Jump Around
7/25 - 7/29	Christmas in July
8/1 - 8/5	Critters and Creatures
8/8 - 8/12	Island Luau

- **One-time Registration fees:** \$20 per child or \$30 per family.
- **Tuition Cost:** \$100 per week for the first child and \$90 per week for each additional child when paying for the week in advance or \$25 per day per child.
 - The exception to this will be the week of July 5th. This four day week will be priced at \$80 per child for the entire week if payment is made in advance or \$25 per child per day if payment is made on a day by day basis.

CAMP OPERATION TIMES

Monday - Friday, June 6th - Aug 12th
7:30am - 6:00pm

REGISTRATION DETAILS

- Open to any child who is 5-12 years old.
- You may choose which weeks or days you would like your camper to attend.
- Register online, at the Parks and Recreation Office, Bryan Aquatic Center, or at Sam Houston Elementary School once camp has started.
- You will complete any additional forms on your student's first day at camp.
- **Registration fees are nonrefundable and no partial refunds will be issued.**
- All registration forms and information must be complete, up to date, and signed by a parent or guardian by or during check-in on the camper's first day of camp. **Missing or incomplete forms will result in the camper being blocked from the program until the information is completed.**

Payments Standards

1. Payments must be made in full prior to your child's admittance to Camp HERO. Failure to pay will result in refusal of service.
2. Payments can be submitted online at parks.bryantx.gov, in-person at Sam Houston Elementary School during camp hours, at the Bryan Aquatics Center, Monday – Friday, 8am - 8pm and Saturday/Sunday, 11:30am-7:00pm, or at our main Parks and Recreation office Monday – Friday, 8am – 5pm.
3. "Rollovers", or the carrying of credit from one week or day to another, are prohibited.
4. **For cancellations of weeks and/or days for which payment has already been made, the Camp HERO Coordinator must be notified (in-person, by phone, or email) by the end of business day on the Monday of the preceding week. Failure to notify may result in denial of refund.**
5. Refunds based on removal of a participant from Camp HERO made by Camp HERO will be determined on a case-by-case basis by the Recreation Manager.
6. Exceptions to these payments standards are made at the discretion of the Recreation Manager.

CHECK - IN PROCESS

- We require parents/guardians to accompany their camper inside and sign their camper in at the check in desk.
- Check-In is located in the cafeteria of Sam Houston Elementary School.
- A camper may not be dropped off or checked in any earlier than 7:30 am. (Except for predetermined early field trip days)
- If your child needs to be administered any medications while at camp, please send your child with a note, authorizing staff to dispense medication.
- Medications must be in their original container labeled with the child's full name & date brought to camp. Medication will be dispensed per doctor's instructions or according to the label.

CHECK - OUT PROCESS

- **ALWAYS** be prepared to show a picture ID.
- We will only release your camper to the people listed in the registration system. These individuals must provide a picture ID when picking up your camper.
- Please make regular updates to your child's authorized pick up list online.
- Please be sure to sign your camper out on the sign out sheet.
- If someone is to pick up your camper and **IS NOT** listed in the registration system, please provide a **note** at check-in. The note should include the following:
 - **The current date**
 - **The full name of the person authorized to pick up your child**
 - **The date(s) the person is authorized to pick up your child**
 - **Family Passcode - that you created during registration**
 - **Your signature**

LATE PICK - UP POLICY

- 1st Occurrence- parent will receive a written warning
- 2nd Occurrence- phone conference with camp management
- 3rd Occurrence- the guardian will be charged \$1 for every minute they are late

WHAT SHOULD I BRING TO CAMP?

- Please pack a lunch and a morning snack every day for your camper. A re-closeable/re-fillable drink bottle is also recommended. A microwave will be available on site to heat lunches. However heated lunches will not be available on field trip days.
- Sunscreen
- Wear appropriate clothing to camp (clothing that can get dirty/stained)
- Tennis/close-toed shoes are required
- A change of dry clothes on swimming days
- Wear your camp shirt on field trip days (Thursdays)
- Swimsuit, towel, water shoes, etc. – on swimming days (Tuesdays and Fridays)

*All of the above items need to be brought/kept in a bag or back pack.

*Campers are highly encouraged to be dressed out in their swim suit & cover up before they are dropped off at camp on swim days.

WHAT SHOULD I NOT BRING TO CAMP?

- Toys, electronics, cell phones, etc.
 - Electronics will only be permitted on out of town field trip days at the parents' discretion
- Glass containers

*We reserve the right to hold anything brought by participants at the front desk, should the item(s) in question create issues. All held items will be returned directly to the adult picking up the child.

**Camp H.E.R.O. and the City of Bryan are not responsible for any lost, broken, damaged, or stolen items.

SWIMMING INFO

- Swim days will be in the mornings on Tuesdays and Fridays at Henderson Harbor. (Weather permitting.)
- All children must wear a swim suit on swim days. Boys must wear swim trunks that have an inner lining. (If these swim suit requirements are not met your child will not be allowed to swim). We also highly encourage swim shirts for children that have the tendency to burn
- All campers are required to take a swim test. Any camper who does not pass the swim test, or chooses not to take the swim test, will be required to stay in shallow portions of the pool only.
- The swim test requires the campers to swim one length of the pool without any assistance, touching the bottom, or the sides of the pool.



FIELD TRIP INFO

****Must wear GREEN Camp H.E.R.O. shirt on field trip days****

- By registering for camp, your child is authorized to participate in all field trips, unless otherwise specified by a parent or guardian.
- Campers must have a packed lunch to bring on field trips that does not require microwaving. Lunches and souvenirs may **not** be purchased at the venues.
- All campers must be transported via the BISD school buses provided by Camp H.E.R.O.
- Trips are subject to change or may be canceled.
- For some field trips an additional fee is requested to cover the cost of admission to larger venues. Your camper will not be able to participate in the field trip if the admission fee is not paid.
- Some field trips require a signed waiver. If your child does not have a signed waiver they will not be allowed to participate.
- For some out of town field trips, campers may be required to arrive at camp by or **before 7:30 am.**
- Please see our website for more details regarding the field trip schedule.

*****Notice for departure times for field trips will be distributed through weekly newsletters and handouts. Our departure times are firm, and we take all scheduled staff with us. If a Camp H.E.R.O. participant arrives at Sam Houston Elementary School after the bus has left and the parent wishes for the child to join the field trip, it is the responsibility of the parent to provide transportation to the field trip site. Alternate transportation will not be provided. Staff will not be present at Sam Houston Elementary School during field trips.*****

DISCIPLINE

The Camp H.E.R.O. discipline policy is designed to allow our staff to create a fun and safe environment for all participants. Occasional misbehavior is expected and part of the learning process with young children. However, extreme or excessive misconduct (i.e. fighting, inappropriate language, disrespecting staff, other campers, or camp facilities, etc.) may result in one or all of the following consequences:

- Written Documentation
- Parent Conference with staff and/or Program Leadership
- Suspension (length to be determined by Program Leadership)
- Removal from program

*Please be aware that a refund will not be provided if a camper is removed from the program for any length of time.

HEALTH AND WELL-BEING OF CAMPERS

- Campers should arrive to camp well and be able to participate comfortably in activities.
- Campers must be free of any communicable diseases (head lice, strep throat, flu, cold, etc.) and stomach ailments (diarrhea, vomiting, etc.) for at least 24 hours before returning to camp.
- If your child is recovering from a communicable disease, the child may return to camp after being on antibiotics for 24 hours or after written approval from a physician is provided.
- If your child's temperature is feverish, above 99.4, we ask that they not attend camp.
- Procedures for Accidents and Medical Emergencies:
 - First Aid will be administered as needed.
 - An injury report will be completed and signed by staff and a parent/guardian.
 - Minor injuries will be reported upon check-out.
 - If emergency care is needed, camp staff will call 911.

*Please consider the health and well-being of other campers and our staff when determining if your child is well enough to attend camp.

ADDITIONAL INFORMATION

Camp Communication

Throughout the summer we will communicate important camp information, reminders, and camp news in various ways.

- **Remind 101:** Parents can sign up to receive one way announcements via text message from the camp coordinator. More information describing how to sign up for the free reminder service will be sent once camp begins.
- **Weekly Newsletter:** Parents will receive a weekly newsletter with highlights from the previous week and reminders and information for the upcoming week via email on Fridays.
- **Reminder Board:** A dry erase board with reminders for the next day will posted at camp by camper sign in.

Parent Involvement

- Parents/guardians of campers who visit the camp at any time to observe their child or the program activities, must first check in at the front desk.
- Parents/guardians are welcome to participate in group activities and planned special events. In order to participate in these activities, parents/guardians must fill out the City of Bryan volunteer application. For the safety of campers, parents are not permitted to participate in gym games, but are welcome to observe.
- Parents are welcome to attend field trips. However the parent must provide their own transportation and are responsible for purchasing their own admission.

Emergency Preparedness

- In the event of an emergency (fire, tornado, shelter in place, etc.) camp staff and leadership will follow Bryan Parks and Recreation's emergency preparedness plan.
- In the event of an emergency that requires the evacuation of the camp site, parents have one hour to pick up their camper(s). After one hour, campers will be relocated to the following location:
 - **Neal Recreation Center** - 600 N Randolph Ave, Bryan, TX 77803
(979) 209-5210

*Parents will be notified as soon as possible in the event of an emergency.

CONTACT INFORMATION

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Recreation Manager

Bryan Parks and Recreation

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Mallory Thomasee

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