

# KYLE SUMMER CAMP



The City of Kyle Parks and Recreation  
Summer Camp Program

## **Table of Contents**

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- First day: General Information
- Drop-off Information
- Pick-up Information
- What to bring to camp?
- What not to bring
- Check in/out Policy
- Field Trip Information
- Discipline & Guidance policy
- 2023 Payment Schedule
- Text message alert Instructions

## **Contact Information**

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- City of Kyle Parks and Recreation Department: 512.262.3939
- Camp Phone: 512-228-1079
- Recreation Programmer/Camp Director: Shane Boyer
  - 737.414.3873
- Recreation Manager: Aimee Garcia
- Recreation Director: Mariana Espinoza

## **Drop-off Locations**

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- **Wallace Middle School**
  - 1500 W Center St, Kyle, TX 78640



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Summer Camp Program

# Kyle Camp Information

**Before the first day of camp please review the camp discipline and guidance policy with your child.  
(Attached at the end)**

Please keep in mind the Kyle Summer Camp is housed indoors and activities are conducted outdoors as well as indoor. Notifications will come from Campdoc to the primary user's email/ text message notification. Please be sure that your phone number is registered to receive text message from Campdoc. *How to instructions can be found on the last page*

## First Day: General Information

- If your child takes medication. You must fill out a medication sheet on the first day of camp. **WE DO NOT HOLD ONTO YOUR CHILDREN'S MEDICINE, BUT WE DO REMIND THEM AT THE TIME TO TAKE THE MEDICATION.**
- You will sign your camper in then the Head Counselor will let you know which group your child is a part of for the week.
- **Please double check the authorized pick-up form prior to drop off.** The authorized pick-up form will be what the Head Counselors will check. If a person is not on the list and does not have a picture ID, your camper will not be able to leave with him/her.
  - You will find the authorized pick-up information within your Campdoc profile.
- All belongings will be placed in the lunch bin assigned to the group (located inside of the Wallace Middle School) and the backpack bin assigned to the group.
- The weekly schedule will be handed out Monday morning of each week and emailed out the Thursday Prior.

## ***Summer Youth & Teen Camps***

**(Students must be 5 years of age on or before September 1, 2022 in order to attend)**

**Must have completed all day Kinder for the school year 2022-2023**

Voyager (Youth): Completed all day Kindergarten - Entering 5<sup>th</sup> Grade.

Adventure (Teen): Entering 6<sup>th</sup>-9<sup>th</sup> Grade.

## Drop-Off Information:

**A PARENT/GUARDIAN MUST SIGN-IN THE CAMPERS EACH DAY NO EXCEPTIONS**

- It is very busy on DAY 1 of each week and may take a few minutes to get your camper signed in.
- **Please do not attempt to enter the building.** Staff and campers will be instructed **NOT** to open the doors for any individual unless prior approval has been given. Only Head Counselors, Assistant Camp Director, and the Camp Director can approve an individual entering the school building. This is for the safety of all individuals within the Kyle Summer Camp and Hays CISD staff.
- **Check-in:** We will have a designated staff member to greet you at check-in. Please remain in your vehicle while staff check in your camper.
- At this time, they will:
  - Ask the name of the person dropping off the child.
  - Ask if the parent/guardian will need to fill out a medication sheet.
  - Inform camper of which group they will be a part of for the week.
- We will have signs to direct traffic to the drop-off site.



# The City of Kyle Parks and Recreation Summer Camp Program

- We highly encourage drop off by 8:30 am for your camper to participate in open ceremony each morning.
- ***DROP OFF TIME:*** Monday morning drop-off and pick-up is at any time of the day. Tuesday- Friday Campers must be dropped off at least 45-minutes prior to leaving for a field trip (see daily schedule for exact times). If your camper has not arrived by the time the bus has left for their field trip, **he/she is unable to attend for the day, unless you are able to drop him/her off at the field trip.**
- **DROP OFF:** You may **NOT** drop your camper off earlier than 7:30 am.

## **Pick-up Information:**

- Parent/Guardian must stay in the vehicle, if you arrive before 4:00pm please call 512-228-1079.
- **You will need to bring a photo ID and show it to the staff member.**
  - **EVERYDAY NO EXCEPTIONS**
- Process: Staff will radio for your camper to get their belongings; please be patient, your campers are sometimes involved in fantastic games, and it takes us a few minutes.
- Please ask your camper if they have all their belongings, most campers will have at least one craft to take home per day.
- Please take home any medication that you have dropped off, staff are not available after hours.
  - **STAFF MEMBERS ARE NOT ALLOWED TO HOLD ANY ITEMS FOR CAMPERS.**

## **REMINDER DROP OFF AND PICK-UP LOCATION**

### **Camp Hours:**

7:45 am – 5:45 pm  
Monday- Friday

### **Locations:**

Wallace Middle School  
1500 W Center St, Kyle, TX 78640

## **What to bring to camp each day**

- Please wear tennis shoes/active wear for active games. **NO CROCS!**
- Kona Ice will be coming from 12:45 pm-1:30 pm Monday- Friday (the cost is \$3, \$5, \$7)
- Sack lunch (refrigerator is not provided)
  - Please be sure your campers' lunch bag has ice packs to keep the food cold.
- **Water bottle** (it's hot and we want you to stay hydrated!)
  - We will provide refill stations.
- Sunscreen (sunburned campers are NOT happy campers)
- Swimsuit & towel for water activities (see weekly schedule)
- Smile & Enthusiasm ☺
- Bring an extra pair of clothes/ Shoes that can get dirty.

*Items brought to camp can be stored in bins labeled for each group. Each camper will find out their group for the week on Monday morning upon arrival.*

## **What NOT to bring to camp**

- Cell Phones
- Toys (fidget spinners)
- Electronics
- Cards (Pokémon, Magic, collections, Yu-gi-oh, etc.)
- Water Toys



# The City of Kyle Parks and Recreation Summer Camp Program

- Sports Equipment (Lifejackets are an exception)
- Gum or Candy
- **Sandals/ flip flops/crocs or any shoes without a back or heel strap NOT ALLOWED**
- Be comfortable and dress appropriate for weather
- Clothing that promotes substances, poor language, or anything inappropriate will not be tolerated
- Shorts must be an appropriate length, and shirts may not be revealing It is recommended that all items brought to camp have the camper's names or initials on them.

The City of Kyle Parks and Recreation Department: Summer Camp is not responsible for any item(s) that is lost or stolen.

## Check-in/out Policy

**You must Sign-in/ Sign-out campers with a Assistant Camp Director/Head Counselor.**

- **Check-in Time:** 7:45 am (No Earlier) The doors to Wallace Middle School will not open until 7:30 am
- **Check-out Time:** 5:45 pm (5:45 the latest) fees will be added if a child is checked out later than 5:45 pm
- Parents/Caregivers are required to complete an Authorized Pick-Up for each camper. Parents/Caregivers be sure to list each person authorized to pick up your child on the Authorized Pick-Up.
- Be sure to **ALWAYS** have a license or picture ID (Identification card) whenever picking up a camper. You **WILL NOT** be allowed to take a child home without picture identification and being on the authorized pick-up form.
- Edits to authorized pick-up form can only be made by a legal guardian/Primary User on Campdoc website.
- A table for check-in & check-out will be set up in the front area of the Wallace Middle School. Please check with camp staff for any important information or forms.

## Field Trip Day Information:

- Field Trip Days
  - Voyagers
    - Tuesday/ Thursday
  - Adventures
    - Wednesday/ Fridays
- Campers are **REQUIRED** to wear their camp shirt to **EVERY** field trip no expectations.
  - T-Shirts will be handed out prior to their first field trip of the week
  - If a camper does not have his/her camp shirt he/she is unable to attend unless the shirt can be dropped off before campers leave from the camp site.
- Campers are allowed to bring extra money, but it is not required.
- At the bottom of each weekly schedule needed items for the campers will be noted.
- Some field trips will require a form/waiver please be sure to fill out the form prior to the schedule field trip. Camp staff will remind parents/guardians at the time of pick-up.
- Designated field trips have lunch included. The information will be at the bottom of each schedule labeled "Things to know".



# The City of Kyle Parks and Recreation Summer Camp Program

**REVISED POLICY NOVEMBER 1 ,2022  
PLEASE READ AND SIGN**

## Discipline & Guidance Policy

For the City of Kyle Parks & Recreation Department Camp Programs

### Choices of Discipline

We enforce a "Choices" discipline policy. Our campers are old enough to understand that defying the rules is a choice, therefore they will be responsible for choosing the consequences for their choice. When possible and appropriate, campers will have the opportunity to discuss their actions and come up with a solution or agreement that will promote self-control and self-discipline. When a Level 2 (or higher) action has been made, it will be documented with the Camper's and Guardian's signature. Once a camper reaches a Level 2 action, they are no longer allowed to choose their consequences. While actions are listed under a specific level, the camp director reserves the right to judge actions based on intent and severity of the action.

**\*\* Please note the City of Kyle Parks and Recreation Department in no way promotes or conducts any form of Corporal punishment\*\***

**\*\*\*IF A CAMPER WAS TO GET SUSPENDED 2 TIMES IN THE SAME CAMP SEASON, THEY ARE AT RISK OF NOT BEING ALLOWED TO RETURN BACK TO THE CITY OF KYLE CAMP PROGRAM\*\*\***

### LEVEL 1

Actions:

- Unsportsmanlike conduct
- Not following game/activity rules
- Verbal issue with another person
- Rebellious attitude
- Any action a Director, Assistant Director, or Head Counselor deems fit**

Consequences:

- Sit out 5 minutes
- Discussion/Mediation with Counselor
- Counselor assigned Camp Service task
- Any consequence a Director/Assist. Dir deems fit**

### LEVEL 2

Actions:

- Using rude or obscene language
- Multiple/repeated lower-level offenses Service Task
- Any action a Director, Assistant Director, or Head Counselor deems fit**

Consequences:

- Any consequence a Supervisor deems fit
- Discussion/Mediation & sit out 10 mins/ Head Counselor assigned
- Any consequence a Director/Assist. Dir deems fit**

### LEVEL 3

Actions:

- Hurting any person with aggressive force (i.e.) chokeholds, pinching, scratching, or Hitting with foreign object (list not inclusive)
- Threat to leave camp site or field trip
- Any stealing or destruction of property
- Multiple/repeated lower level offense
- Any action Director/ Assistant Dir, Head Counselor deems fit**

Consequences:

- Behavior contract to prevent incident
- Phone call to parent/guardian
- Discussion/Mediation & 15 min sit out
- Camp Director/ Assist. Camp Dir Service Task
- Any consequence a Director/Assist. Dir deems fit**

### LEVEL 4

Actions:

- Any inappropriate touching
- Multiple/repeated lower level offenses
- Any action a Director/Assist Dir. deems fit**
- Uncontrollable behavior on field trip
- Vulgar Language

Consequences:

- Parent/Guardian will be called immediately and the camper will be suspended from camp for the remainder of the current day and possible the day or days following.
- Any consequence a Director/Assist. Dir deems fit**

### LEVEL 5

Actions:

- Leaving camp site or without permission
- Multiple/repeated lower level offenses
- Any action Director/ Assistant Director deems fit**

Consequences:

- Parent/Guardian will be called immediately. The camper will possibly not be allowed to return for the rest of the camp depending on the action and the number of offenses that have been made by the camper.
- Any consequence a Director/Assist. Dir deems fit**

**Camper's Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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# KYLE SUMMER CAMP 2023 Payment Schedule

<b>Week</b>	<b>Camp Dates</b>		<b>Payment Deadline</b>
<b>Week 1</b> <b>*Short week: pro-rated amount*</b>	<b>5/30/2023</b>	<b>6/2/2023</b>	<b>5/23/2023</b>
<b>Week 2</b>	<b>6/5/2023</b>	<b>6/9/2023</b>	<b>5/30/2023</b>
<b>Week 3</b>	<b>6/12/2023</b>	<b>6/16/2023</b>	<b>6/6/2023</b>
<b>Week 4</b>	<b>6/19/2023</b>	<b>6/23/2023</b>	<b>6/13/2023</b>
<b>Week 5</b>	<b>6/26/2023</b>	<b>6/30/2023</b>	<b>6/20/2023</b>
<b>**NO CAMP 4<sup>TH</sup> OF JULY WEEK**</b>	<b>7/2/2023</b>	<b>7/7/2023</b>	<b>NO CAMP</b>
<b>Week 6</b>	<b>7/10/2023</b>	<b>7/14/2023</b>	<b>7/4/2023</b>
<b>Week 7</b>	<b>7/17/2023</b>	<b>7/21/2023</b>	<b>7/11/2023</b>
<b>Week 8</b>	<b>7/24/2023</b>	<b>7/28/2023</b>	<b>7/18/2023</b>



# The City of Kyle Parks and Recreation Summer Camp Program

## Text Message Alerts

Your organization may activate text message alerts so they can quickly update you in case of emergencies or other urgent news. You can opt-in or opt-out at any time.

To enable text message alerts:

1. In the upper-right corner of the page, click your name.
2. In the Menu, click **About You**.
3. In the I would like to receive text message alerts section, click the **Yes** button.
4. Click the **SAVE** button.
5. In the Confirm Your Phone Number window that appears, click the **CONTINUE** button. A code will be sent to you as a text message.
6. In the Your Code Was Sent window that appears, type *the code* that was texted to you, and then click the **SUBMIT** button.
7. In the Success window that appears, click the **OK** button.

The image displays a sequence of four screenshots from the CampDoc user settings interface, illustrating the steps to enable text message alerts. The first screenshot shows the 'About You' settings page with the 'I would like to receive text message alerts' checkbox checked and the 'Yes' button highlighted. The second screenshot shows a 'Confirm Your Phone Number' dialog box with the 'CONTINUE' button highlighted. The third screenshot shows a 'Your Code Was Sent' dialog box with the 'SUBMIT' button highlighted. The fourth screenshot shows a 'Success!' dialog box with the 'OK' button highlighted. Red arrows indicate the flow from one step to the next.

DocNetwork cannot guarantee that text messages will be received by the intended recipient. This service may be used in emergency situations; however, we recommend using multiple communication methods to notify participants in an emergency. We rely on telecommunication networks to send text messages, and message and message delivery cannot be guaranteed. Service costs from carriers are the responsibility of the recipient.