

KYLE SPRING BREAK CAMP



The City of Kyle Parks and Recreation
2024 Spring Break Camp Program

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Contact Information

- City of Kyle Parks and Recreation Department: 512.262.3939
- Assistant Director of Parks and Recreation: Aimee Garcia
- Recreation Coordinator/Camp Director: Shane Boyer
 - Camp Phone Number: 512-228-1079
 - Camp Phone is only operational during March 11-15 7:30 a.m. – 5:00 p.m.

Drop-off & Pick-up

- **KRUG Activity Center**
 - 101 S Burleson St Kyle, TX 78640



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Your First Day of Camp

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

Drop-off Directions:

- **NO EARLIER THAN 7:45AM**
- **A PARENT/ GUARDIAN MUST COME TO SIGN IN THE CAMPERS EACH DAY NO EXCEPTIONS**
- **Check-in:** We will have a designated staff member to greet you at the entrance of the KRUG building. At this time, they will:
 - Ask the name of the person dropping off the child.
 - It is very busy on day 1 and may take a few minutes to get your camper signed in.
- If your child takes medication. You must fill out a medication sheet on the first day of camp.
 - These will be at the check-in area

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 Kyle Camp staff member will let you know which group your child is a part of for the week.
- All belongings will be placed in the lunch bin assigned to the group (located inside of the KRUG activity center and the backpack bin assigned to the group).
- The week schedule will be handed out on Monday, the first day of Camp and emailed the Thursday prior to the start of camp.

Please see the schedule below for locations

Camp Hours: 7:45 am – 5:00 pm
Monday March 11 – Friday March 15

DROP-OFF Locations:

Monday- KRUG
Tuesday- KRUG
Wednesday- KRUG
Thursday- KRUG
Friday-KRUG

KRUG Activity Center

101 S Burleson St Kyle, TX 78640

Pick -up Directions:

- You will need to bring a photo ID and show it to the staff member at the front desk. **EVERYDAY NO EXCEPTIONS**
- ****Please double check the authorized pick-up form on Campdoc to ensure the person picking up your camper in on the list.**
- 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 to convince them they want to leave.
- 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 ARE NOT ALLOWED TO HOLD ANY ITEMS FOR CAMPERS.



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What to bring to camp each day

- Please wear tennis shoes/active wear for running around and playing
- Monday, Wednesday, Thursday Kona Ice will be coming from 12:45:pm-1:30:pm (money is optional to bring)
- Sack lunch (refrigerator is not provided)
- Water bottle (it's hot and we want you to stay hydrated!)
- Sunscreen (sunburned campers are NOT happy campers)
- 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
- Sports Equipment (Lifejackets are an exception)
- Gum or Candy
- **Sandals/ flip flops/crocs 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: Spring Break Camp is not responsible for any item(s) that are lost or stolen.

Check-in/out Policy

You must Sign-in/ Sign-out campers with a Head Counselor, Assistant Camp Director, or Camp Director/Recreation Coordinator.

Check-in Time: 7:45 am (No Earlier) The doors to the KRUG building will not open until 7:45 am

Check-out Time: 5:00 pm (5:00 the latest) fees will be added if a child is checked out later than 5:00 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 on Campdoc website.

A table for check-in & check-out will be set-up in the front area of the KRUG building. Please check the table for any important information or forms.



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**REVISED POLICY October 5, 2023
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*****

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| | LEVEL 1 | |
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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

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| | LEVEL 2 | |
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Actions:

- Using rude or obscene language
- Multiple/repeated lower-level offenses assigned 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
- Any consequence a Director/Assist. Dir deems fit

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| | LEVEL 3 | |
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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

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| | LEVEL 4 | |
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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

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| | LEVEL 5 | |
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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: _____

