



Camp Foxtail and BRUSHY  
CREEK AFTERSCHOOL  
2020  
Parent Handbook



Welcome to Camp Foxtail and/or Brushy Creek Afterschool Program!

We are pleased to have your child spending a part of their summer/day with us! Summer/Afterschool is a time to learn about life through fun, skill development, exploration and friendships. It is our goal to provide your child with a safe, fun experience that will be remembered. We will accomplish this goal through games/activities, arts/crafts, fishing, sports, field trips and, of course, swimming.

Please take the time to go over this handbook and discuss appropriate sections with your child. It is important that you both understand all the procedures and policies involved with our day camp.

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## Helpful Phone Numbers & Addresses

### **Programs Lead, Alexandra Owens**

Office Number: (512) 255-7871 ext. 213

Email Address: [a.owens@bcmud.org](mailto:a.owens@bcmud.org)

### **Programs Specialist, Nicole DeHart**

Office Number: (512) 255-7871 ext. 218

Email Address: [n.dehart@bcmud.org](mailto:n.dehart@bcmud.org)

### **Recreation Manager, Betsy Schultz**

Office Number: (512) 255-7871 ext.224

Email Address: [b.schultz@bcmud.org](mailto:b.schultz@bcmud.org)

### **Brushy Creek Community Center**

16318 Great Oaks Drive, Round Rock, TX 78681

Phone Number: (512) 255-7871

Fax Number: (888) 887-1860

### **Cat Hollow Pool Lifeguard Office**

8600 O'Connor Dr, Round Rock, TX 78681

Phone Number: (512) 244-2934

### **Creekside Pool Lifeguard Office**

4300 Brushy Creek Road, Round Rock, TX 78681

Phone Number: (512) 255-6273

# Mission Statement & Core Principles

## Mission Statement for Brushy Creek MUD

Promote the highest quality of life in the Brushy Creek Community by providing the best level of water and wastewater, parks and recreation and other services in the most cost-effective manner.

## Mission Statement for Camp Foxtail

Our camps provide a positive, safe environment where children learn new skills and make new friends. Led by a trained and qualified staff, camps focus on fun, fitness, the environment and the value of education. Stimulating activities encourage personal growth and increased self-esteem. Awarded for their unique abilities, young people will also learn to work well as a group. Foremost, camp invites all participants to have a fun-filled summer with many challenging opportunities while preserving and participating in the natural environment around us.

## Core Principles of Camp Foxtail

**Positive Environment** – This environment includes counselors with positive attitudes who encourage campers to be positive and to eliminate negative language and actions.

**Fun-Filled Activities** – Our main goal is to provide fun and interesting programming for our campers. If they aren't having fun, we aren't doing our job.

**Qualified Staff** – We provide a highly qualified staff. Each staff member attends numerous trainings and staff meetings, and is certified in CPR/AED, First Aid, and Basic Water Rescue.

**Personal Growth** – After focusing on a positive environment and fun activities, we make sure our camp programs promote personal growth. We challenge our campers physically, intellectually, and socially. We give them new opportunities and allow them to grow while meeting new people and developing new skills.

**\*Please note that Camp Foxtail is not a Daycare Program, but a recreation youth camp. We are not subject to be a licensed by the State.**

# Camp Locations

All weeks of camp are held at the Brushy Creek Community Center and the District pools. All Drop-Offs and Pick-Ups will be at the Brushy Creek Community Center. Tuesday afternoons we will be at Cat Hollow Pool and Thursday afternoons we will be at Creekside Pool. On Wednesdays during field trip time, we will be offsite. See the field trip section to see more about the exact times we will be offsite.

## Camp Sessions & Themes

- Week 1: May 26-29 "Splashtacular" (field trip to Cedar Park Vets Pool)
- Week 2: June 1-5 "It's a Jungle in Here" (field trip to Cameron Zoo)
- Week 3: June 8-12 "Walk on the Wild Side " (field trip to Reunion Ranch)
- Week 4: June 15- 19 "No Muggles Allowed" (field trip to Austin Park & Pizza)
- Week 5: June 22-26 "Shipwrecked" (field trip to Typhoon Texas)
- Week 6: June 29 – July 3 "Party in the USA" (field trip to Gattiland/Movies 8)
- Week 7: July 8-12 "Wacky Week " (field trip to Playland Skate Center)
- Week 8: July 13-17 "Color Me Crazy" (field trip to Thinkery)
- Week 9: July 20-24 "Superhero Academy " (field trip to Urban Air)
- Week 10: July 27-31 "Camp Foxtail's Got Talent "(field trip to Longhorn Caverns)
- Week 11: August 3-7 "Fear Factor " (field trip to Main Event)
- Week 12: August 10-14 "Campers Vs. Counselors" (field trip to Alamo Drafthouse)

## Arrival & Departure Information

**Parents must sign their children in and out when arriving and leaving camp.** When you sign out a child, you will be asked to show proper identification before we release your child. If someone other than a parent will be picking up your child (who is not listed on your registration form as an alternate contact), you must give the Camp Director verbal notification via a phone call or in person, or written notification via email or a note left at drop-off. This notification must include the name of the person who will be picking up your child and their birth date. When the person comes to pick up your child, we will check their identification for a matching name and birth date. We can not release a child into the care of someone who does not have a current, valid government-issued photo ID.

## Camp Foxtail Hours of Operation

Camp Foxtail camp hours are set from 7am-6pm. Staff will be available starting at 7 am, no earlier. Please do not arrive at 6:50 am and leave your child. Staff will only be available until 6 pm.

There will now be a \$1 fee for every minute a parent is late to pick up their child from camp starting at 6 pm. This fee must be paid when your next payment for camp is due or before registering for any other programs. Cash will not be accepted at time of pick up. If

you know you are going to be late, please call the front desk at 512-255-7871 so that they can notify a counselor.

## Ratio Information

The Brushy Creek MUD's Camp Foxtail keeps a counselor to child ratio of at least 1 counselor to 10 campers during non water activities with a 1 counselor to 4 camper ratio during pool time. This means campers who aren't pre-registered will not be accepted into camp and must return home.

## Items to Remember

Your child will need to bring the following items...

- ☐ A sack lunch and drink everyday. Please keep in mind that microwaves and refrigerators are not available, so pack accordingly.
- ☐ Close-toed and heeled shoes that your child can run, dance, play, hop, jump & skip in. Please, no flip flops or sandals. Heelys or shoes with wheels are not allowed at camp. This is for your child's safety.
- ☐ Comfortable, cool clothes. We go outdoors often during camp, so we recommend light shirts and shorts. We prefer girls not wear skirts/dresses if possible since there are many activities that makes skirt/dress wearing uncomfortable.
- ☐ **A refillable water bottle, sunscreen and a hat are requested at camp daily.**
- ☐ Please have your child's last name written on all items.
- ☐ **Tuesdays & Thursdays:** Please send your camper with their bathing suit, sunscreen, towel and pool shoes in a bag.
- ☐ **Wednesdays:** Please send your camper in their orange/green Camp Foxtail shirt for field trips. We suggest this is worn with sneakers, socks and shorts. More details for each week's field trip will be emailed to you the week before camp starts.

\*Please note that the Brushy Creek MUD/Camp Foxtail is not responsible for any items that might be lost or damaged while at camp. *If it is valuable, it should be left at home.*

## Personal Belongings

Camp Foxtail does not permit children to bring toys, cellular phones, iPods, MP3 Players, any headphone/music operated device, electronic games or other personal articles with them. If items of this nature are brought to camp, we will require that they remain in your child's backpack for the duration of the day. If a camper continually brings them out of his/her backpack, they will be confiscated and returned to the parents at the end of the day. Articles that are left behind at the end of the day will be held in the camp's lost and found until the end of the week. Animals are not allowed to be brought into the camp.

## Lost & Found Items

There will be a lost and found area designated to the campers in the Craft Room of the Community Center. Please check the box if your child has lost something. Each Friday at 6 pm, the camp lost and found will be combined with the Community Center lost and found. Items in that lost and found are only kept for 3 weeks before being donated to a local charity. The Parks and Recreation Department is not responsible for any items that

are lost, stolen or damaged. If you have not found your lost item, please inform a counselor and he/she will be on the look out for it. There are also lost and found bins at the District pools that you can check.

## Division of Groups

On the first day of each week of camp, the campers are divided into groups based on their birthdays. They will be divided into three even numbered groups so that campers will be with the 26 kids closest to their age. During a majority of the day campers will rotate between activities with their group. However, when on field trips and doing camp wide programming, such as the end of the week movie, all groups will be combined, yet kept with his/her assigned counselor from the smaller group.

## Medications

The camp staff will not administer medications to your camper. This includes over the counter medications and prescriptions. The only exceptions are inhalers and epinephrine injectors. If you are bringing an inhaler or epinephrine injector, please inform the Camp Director via an email to [a.owens@bcmud.org](mailto:a.owens@bcmud.org) so she can make sure the proper counselors are notified and in possession of the medication.

## Illness & Injuries

If your child is exhibiting any signs or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they could return to camp. Campers who become ill at camp will be made as comfortable as possible until a parent is able to pick them up. If a child is feeling ill during the program for longer than 20 minutes, or is vomiting, has diarrhea, a consistent cough, watery or inflamed eyes, acute skin rash or a sore throat, staff will contact the parent for immediate pick up. If a child has been exposed to, or has a communicable disease, the Camp Director or Camp Specialist should be notified at once. If children have been exposed to a communicable disease at camp, we will promptly post a notice for all parents. In addition, if a participant is found to have live lice a parent or guardian will be contacted and the participant will be sent home for treatment.

All camp staff are certified in adult & child CPR/AED, First Aid and Basic Water Rescue. If your child is injured, first aid will be administered, and if deemed necessary, 911 will be called (upon arrival, emergency medical care will be deferred to medical personnel). The parent/guardian will be called and notified of any serious injuries. Staff will let the parent/guardian know if their child needs to be picked up or was transported by an emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian on an accident/incident report.

*\*Campers who are unable to attend camp due to an illness or injury will not receive a refund for the days that they aren't able to attend unless you are able to give 14 day notice of the cancellation.*

# Payment Information

Cancellation Policy: If you need to withdraw from any weeks registered, a 14 day written notice must be made and a \$25 administration fee *per week* will be kept from the refund amount. If a 14 day written notice is not given, the amount paid will be applied as a credit to your household account plus a \$35 fee *per week*. A folder will be kept with all written requests including print outs from emailed requests. **\*\*NOTICE:** *If you are unpaid for future weeks of camp, the refund will be applied to your household balance, not refunded back to your card\*\**

Payment Due Dates: The due date for these programs is the 14<sup>th</sup> of the month. A \$25 late fee will be assessed on the 15<sup>th</sup> of the month for any weeks not paid for that specific time period. If payment has not been received by the 20<sup>th</sup> of the month prior your child will be withdrawn from the program. Failure to make payments on time will result in removal of your child from the program.

# Behavior Management

Each camper is expected to follow all camp rules during their participation in this program. Discipline will be handled as deemed necessary by staff. Redirection of the child's activity, time out, verbal warnings and removal of non-basic privileges are the most commonly used forms of correction.

At Camp Foxtail we implement a "light" system to monitor camper behavior. Each week a board containing "lights" will be in the main camp area. Lights are in this order: Purple (Awesome), Blue (Great), Green (Good), Yellow (1<sup>st</sup> warning), Orange (2<sup>nd</sup> warning), and Red (write up). Counselors will move camper names up and down the board according to the camper's behavior. Parents are always encouraged to check their child's status and ask counselor's questions. Parents will be notified of all write ups.

**Please read and discuss the behavior management section with your child.**

## **All Campers Should:**

1. Stay with their group and assigned counselors unless given permission by assigned counselor to do otherwise.
2. Report to a counselor if they are sick, hurt or need assistance.
3. Keep all personal belongings in their backpacks during program hours.
4. Respect counselors, campers, District staff and the camp facility/property.
5. Follow Directions in a courteous manner.
6. Keep hands, feet and objects to themselves.
7. Always use appropriate, positive language.
8. Behave in a responsible manner, being helpful and cooperative.
9. Maintain a positive attitude.
10. HAVE FUN!!!



## **Behavior Policy:**

We strive to work together with each other, campers and parents toward cooperative behavior and a cohesive atmosphere. Staff will notify parents of emerging difficulties and ask for assistance in behavior management. In some cases, additional disciplinary measure may be pursued if a child inflicts physical/emotional harm on others, presents a danger to themselves or others, or is physically or verbally abusive towards counselors or other campers. *Write ups are subject to Counselors discretion, and they may write a child up if they feel it is necessary.*

## **Behavior Consequences Policy:**

**1<sup>st</sup> Offense:** A formal write-up prepared for our disciplinary action log. A copy will be given to the parent when they come to pick up their child that day.

**2<sup>nd</sup> Offense:** The second write-up will result in a call to the parents from the Camp Director and a review and discussion of behavior modifications with the parents and staff.

**3<sup>rd</sup> Offense:** A third write-up will result in suspension for the remainder of that camp week with no refund. After their suspension is complete, a conference will be scheduled with the camper, the parents and the Camp Director to determine if the camper will be allowed to register or attend future camps.

Each time a minor offense occurs; the camper will be given two verbal warnings and will move on to the write-up system. Minor infractions include negative language, talking back to the counselors, being overly aggressive during team sports or games and not following the above rules regarding summer day camp basic rules.

Major infractions as listed below will result in no verbal warning before moving on to the write-up system. Some major infractions will skip one or two levels of the write-up system based on the severity of the infraction and the amount of damage resulting from the said infraction.

### **Theft, Attempts to Steal or Causing Property Damage:**

Theft, or attempted theft, is defined as taking any property not belonging to the participant. If your child intentionally damages any part of the camp facility, he/she will be removed from the program.

### **Verbal Abuse or Blatant Disrespect of Counselors of other Participants:**

Defined as belittling, humiliating, intimidating or threatening acts toward another person.

### **Physical Aggression:**

Defined as the deliberate intent to hurt or jeopardize the safety of oneself or others. This behavior will not be tolerated, even when the child is angered or emotionally upset. This behavior requires immediate intervention, including a possible suspension period. Any subsequent incidents can result in permanent removal from camp.

### **Disruptive, Defiant or Disrespectful Behavior:**

Defined as behavior that requires repeated one-on-one attention and redirection thus taking the counselors attention away from the other campers.

**Inappropriate Touching or Sexual Misconduct:**

Defined as any type of contact or conduct towards another individual that causes emotional stress, physical stress or is inappropriate in nature.

**Possession/Use of Alcohol, Tobacco, Controlled Substances, Fire Arms or Weapons:**

Defined as any substances, unauthorized prescriptions, tobacco products, firearms or other objects that could be considered weapons brought or used at camp. Any camper using or having such items will be picked up by the parent immediately and suspended from camp with no prior parent phone call or verbal warning.

**Children Leaving Camp Premises without an Authorized Escort:**

Children who attempt to leave without assistance of a counselor are seriously endangering their safety and strict measures must be taken to prevent such occurrences. All children are required to stay within clearly designated boundaries indoors as well as outdoors. Campers may never go anywhere, including the bathroom, without a counselor with them. If a child is in trouble or hurt, they should seek the assistance of a counselor immediately.

**Verbal Threats of Harm or Death Threats:**

Severe verbal threats that could potentially endanger the life of a participant will be taken seriously and responded to with great caution. Immediate steps for resolution will take place in all such cases. It is not our intention or within our jurisdiction to determine the intent of the child or to interpret the meaning of the statements made. However, we cannot minimize the serious nature of such verbal threats and will therefore immediately move to Offense #3 and suspend the child from camp.

**Statement Regarding Involuntary Expulsion:**

The summer day camp staff reserved the right to remove a participant from our program for the reasons detailed in the parent handbook. Participants may also be removed for other circumstances during the summer that are deemed to be pertinent and relevant to the safety and well being of all. The District also reserves the right to suspend or expel a camper from the program who poses serious continual discipline problems, whether or not all steps in the behavior consequence policy have been completed.

## Field Trips

One out of district field trip will occur on Wednesdays of each camp session. The website will frequently be updated with information and if any dates or times change from what is listed below, you will be notified. The Camp program covers the fees and transportation to these field trips. It is up to the parent to provide your child with spending money for extras such as things from the gift shop or additional food if you wish. All trips will depart from the Community Center and will return to the Community Center. On field trip days please send your camper in their orange Camp Foxtail shirt so they are easily identifiable as members of our camp. Below is listed what time the bus leaves and when it returns. If your child is not at the Community Center by the time the bus is scheduled to leave, we will not wait for the child and it is the parent's responsibility to provide

transportation and must contact the Camp Director to arrange for the child to meet up at the field trip location. Specific details about lunch, attire and times are listed below.

**Week One May 27<sup>th</sup>: Field Trip to Cedar Park Veteran Pool**

- ☐ We will leave the BCCC at 8:00 am and return by 3:30pm
- ☐ Please send your child with the following items:
  - A disposable sack lunch with beverage
  - Field Trip shirt, tennis shoes, hat, sunscreen and refillable water bottle

**Week Two June 3<sup>rd</sup>: Field Trip to Cameron Zoo**

- ☐ We will leave the BCCC at 8:30 am and return by 3:30pm
- ☐ Please send your child with the following items:
  - A disposable sack lunch with beverage
  - Field Trip shirt, tennis shoes, hat, sunscreen and refillable water bottle

**Week Three June 10<sup>th</sup>: Field Trip Reunion Ranch**

- ☐ We will leave the BCCC at 9:00 am and return by 3:30pm
- ☐ Please send your child with the following items:
  - A disposable sack lunch with beverage
  - Field Trip shirt, tennis shoes, hat, sunscreen and refillable water bottle
  - Bathing suit, towel, sunscreen, water shoes and a change of clothes

**Week Four June 17<sup>th</sup>: Field Trip Austin Park & Pizza**

- ☐ We will leave the BCCC at 10:00 am and return by 3:30pm
- ☐ Please send your child with the following items:
  - You do NOT need to send lunch. A Pizza lunch will be provided
  - Field Trip shirt, tennis shoes, hat, sunscreen and refillable water bottle

**Week Five June 24<sup>th</sup>: Field Trip to Typhoon Texas**

- ☐ We will leave the BCCC no later than 9:00am and return by 3:30pm
- ☐ Please send your children with/wearing the following:
  - Camp Foxtail Shirt
  - Swim Suit (on under their clothes, we will be leaving early so PLEASE send them in their suits already)
  - Completely disposable sack lunch with their names on it.
  - Swim wrist band (PLEASE have your child leave their swim band on from Tuesday's pool trip so we can use that as a tool to split up groups)

**Week Six July 1<sup>st</sup> Field Trip to Gattiland/Movies 8**

- ☐ We will leave the BCCC at 10:00am and return by 3:30pm
- ☐ Please send your child with the following items:
  - Field Trip shirt and tennis shoes
  - NO lunch needed
  - Refillable water bottle.
  - Money if you would like your child to have more than what is included on the game card. This money will be held by their counselor until used

**Week Seven July 8<sup>th</sup>: Field Trip to Field Trip to Playland Skate Center**

- ☐ We will leave the BCCC at 8:00 am and return by 3:30pm
- ☐ Please send your child with the following items:
  - Field Trip shirt and tennis shoes
  - SOCKS are required
  - A disposable sack lunch with beverage
  - Refillable water bottle.

**Week Eight July 15<sup>th</sup>: Field Trip to Field Trip to the Thinkery**

- ☐ We will leave the BCCC at 9:00 am and return by 3:30pm
- ☐ Please send your child with the following items:
  - A disposable sack lunch with beverage
  - Field Trip shirt, tennis shoes, hat, sunscreen and refillable water bottle

**Week Nine July 22<sup>nd</sup>: Field Trip to Urban Air**

- ☐ We will leave the BCCC at 8:00 am and return by 3:30pm
- ☐ Please send your child with the following items:
  - Field Trip shirt and tennis shoes
  - Urban Air SOCKS are required – please bring if you have them
  - A lunch with beverage
  - Refillable water bottle.

**Week Ten July 29<sup>th</sup>: Field Trip to Longhorn Caverns**

- ☐ We will leave the BCCC at 8:00 am and return by 3:30pm
- ☐ Please send your child with the following items:
  - Field Trip shirt and tennis shoes
  - A disposable lunch with beverage
  - Refillable water bottle.

**Week Eleven August 5<sup>th</sup>: Field Trip to Main Event**

- ☐ We will leave the BCCC at 10:00 am and return by 4 pm
- ☐ Please send your child with the following items:
  - You do NOT need to send lunch. A Pizza lunch will be provided
  - Field Trip shirt and tennis shoes
  - Please make sure they are wearing SOCKS for bowling
  - Money if you would like your child to have more than what is included on the game card. This money will be held by their counselor until used

**Week Twelve August 12<sup>th</sup>: to Alamo Draft House**

- ☐ We will leave the BCCC at 9:00 am and return by 2:00 pm
- ☐ Please send your child with the following items:
  - Field Trip shirt, hat and tennis shoes
  - Disposable sack lunch and beverage

# Pool Rules & Policies

Every Tuesday and Thursday the campers will take a Round Rock ISD bus to one of our District pools and parks. We will leave the Community Center after 12:15 pm.

At the pool the campers will be given a light snack. We will be swimming from 12:30 to 3 pm. At 3pm campers will get out of the pool and change into fresh clothes. Campers will then return to the Community Center via bus by 4 pm.

**To decrease the congestion caused by taking 100 kids to one pool, the campers will be going to the District pools while they are CLOSED to the community. On Tuesdays they will be Cat Hollow, and Thursdays will be spent at Creekside.**

When we initially get into the pool each week, all campers will be required to participate in a swim test. During this test they will swim from one end of the shallow end of the pool to the other side. If they can swim this distance successfully without touching the bottom of the pool with their feet, they will pass the swim test. Those who pass the swim test will be given a green wrist band. Those who do not pass the swim test will be given an orange wrist band and will be required to remain in the shallow end of the pool and will be given a floating toy like a pool noodle.

## District Pool Rules

- ☐ No running is allowed.
- ☐ No diving is allowed except in designated areas.
- ☐ No loitering is permitted in the lifeguard stand areas.
- ☐ Only children 8 years of age or younger and under direct supervision are allowed in the baby pool areas.
- ☐ Children unable to independently swim the length of the pool must be within an adult's body length of the supervising person, who shall be over 16 years of age.
- ☐ No abusive or foul language or conduct will be tolerated.
- ☐ Patrons are required to comply with lifeguard directives at all times.