



# Camp Foxtail Parent Handbook



## Welcome to Camp Foxtail

We are pleased to have your child spending a part of their summer/day with us! Summer 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

## **Program & Events Supervisor, Payton Roberts**

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

Email Address: p.roberts@bcmud.org

## **Youth Programs Specialist, Eric Lewis**

Office Number: (512) 255-7871 ext. 238

Email Address: e.lewis@bcmud.org

## **Recreation Manager, Alexandra Owens**

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

Email Address: a.owens@bcmud.org

## **Brushy Creek Community Center**

16318 Great Oaks Drive, Round Rock, TX 78681

Phone Number: (512) 255-7871

Fax Number: (888) 887-1860

## **Pepper Rock Park**

8609 Pepper Rock Park Drive

Austin TX, 78717

## **Cat Hollow Pool Lifeguard Office**

8320 O'Connor Dr, Austin, TX 78717

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 licensing by the State of Texas. Please reference the Youth Recreation Programs Standards of Care for internal regulations and guidelines. \***

## Camp Locations

All weeks of camp are held at the Brushy Creek Community Center and the District pools. All Pick-Ups will be at the Brushy Creek Community Center. Tuesday mornings, we will start at Cat Hollow Park and then spend the afternoons at Cat Hollow 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. Thursday mornings, we will start at Pepper Rock Park and then walk back to the Community Center for lunch.

## Arrival & Departure Information

**Parents must stay in their vehicle when picking up or dropping off their child.**

There will be a counselor outside to help with pick up or drop off. If a counselor is not outside, we ask that parents call our Programs phone at (512) 541-8307. We will also be utilizing KidCheck to help with checking your child in/out of camp each day. Parents need to set up a KidCheck account prior to camp. The KidCheck account can be used to authorize new guardians for pick up or update if someone is not allowed to pick up your child. Once this is done, a Programs Team Member will be able to print out badges that are designated to your child. The badges will have a barcode that will be scanned to check your child in/out each day. Each parent will receive a badge for their child. If your child will be getting picked up by someone other than their authorized guardian, we need to be notified via email or phone call with the person's first and last name prior to pick up. Parents also need to update their KidCheck accounts to reflect that the person picking up is authorized to do so.

## 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 is 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 camp phone (512) 541-8307.

## 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 every day. 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:** Please send your camper with their bathing suit, sunscreen, towel and pool shoes in a bag.
- ☐ **Wednesdays:** Please send your camper in their 2025 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 designated to the campers only. Please ask to check the box if your child has lost something. At the end of each week any items remaining will be added to the Community Center Lost and Found in the Gameroom. 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 lookout 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 six groups so that campers will be with the 25 kids closest to their age. During the 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. While we understand that families may wish to request that their child be placed in a specific group or with particular friends, group requests are **not guaranteed**. Group assignments are carefully made by staff based on a variety of factors, including age, safety, staffing ratios, behavioral dynamics, and overall program needs. Although we will make every effort to consider requests when possible, our priority is creating a safe, positive, and successful experience for all participants.

## 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 email at [p.roberts@bcmud.org](mailto:p.roberts@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 up their child. 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 a 14-day notice of the cancellation.*

# Payment Information

**Cancellation Policy:** Notice of Withdrawal and Requests for Refunds/Credits should be submitted by using the “Refund/Pro-rate Request” form (either in person or online) to Customer Service.

- **At least 61 days prior to camp start date** (*through March 31st*)
  - 100% camp fee minus \$25/week cancelation fee can be refunded
    - Example- \$160/week paid - \$25 fee = \$135 amount refunded
- **60 to 31 days prior to camp start date** (*April 1<sup>st</sup>- 30<sup>th</sup>*)
  - 50% of total camp fees can be refunded
    - Example
      - One Week: Paid \$160 \*.50= \$80 amount refunded
      - Three Weeks: Paid \$480 \*.50 = \$240 amount refunded
- **30 to 0 days prior to camp start date** (*May 1<sup>st</sup>- 30<sup>th</sup>*)
  - 0% of total camp fees can be refunded

## Camp Dress Code Guidelines and Policies

### **General Dress Code:**

Campers are expected to wear appropriate and comfortable clothing suitable for outdoor activities.

Clothing should be weather-appropriate, considering the varied activities and potential changes in weather conditions.

### **Modesty and Appropriateness:**

Campers are encouraged to wear modest and respectful clothing.

Avoid clothing with offensive language, images, or messages.

### **Footwear:**

Closed-toe shoes with a sturdy sole are required for most activities to ensure safety. Sandals or open-toe shoes may be permitted for specific water-related activities, but closed-toe shoes should be readily available.

### **Swimwear:**

Campers should bring appropriate swimwear for water activities.

Modesty and appropriateness still apply; swim trunks and one-piece swimsuits are recommended.

### **Sun Protection:**

Campers are required to bring and wear sunscreen for outdoor activities.

Hats and sunglasses are encouraged for additional sun protection.

### **Theme Days:**

Some days may have specific dress themes. Information about theme days will be communicated in advance.

### **Field Trips:**

For special events or outings, campers may be required to wear specific attire. Parents will be informed in advance.

### **Clothing Care:**

Label all clothing and personal items with the camper's name to avoid loss.

Campers should bring a spare set of clothing in case of unexpected changes or emergencies.

### **Electronics and Accessories:**

Campers are discouraged from bringing expensive or valuable items, including electronic devices, to camp.



The camp is not responsible for any lost or damaged personal items.

**Hygiene:**

Campers should practice good personal hygiene, including daily showers and changing into clean clothes.

**Dress Code Enforcement:**

Camp staff will gently remind campers of the dress code guidelines when necessary. - Repeated violations may result in a discussion with parents to address the issue.

**\*\*Parental Cooperation: We appreciate parents' cooperation in ensuring that their child follows the camp dress code for a positive and inclusive camp experience. These guidelines are designed to create a safe, respectful, and enjoyable environment for all campers. Thank you for your understanding and cooperation.\*\***

## **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.

### **Camp Group Scoreboard Policy**

At camp, we use a group scoreboard system to track points based on the collective efforts and behavior of the group. This system promotes teamwork and collaboration, as points are awarded or deducted based on the group as a whole, not individual campers.

**1. Counselor Intervention:**

- Any behavioral concerns will first be addressed by camp counselors in a supportive and constructive manner.
- Counselors will engage with the camper(s) to discuss the issue and seek a resolution.

**2. Escalation Process:**

- If the behavior persists, the Youth Program Specialist and Program & Events Supervisor will be consulted to determine further steps.
- Persistent behavior issues may result in parent/guardian notification to ensure transparency and cooperation.
- Together with parents/guardians, a plan will be developed to ensure a positive camp experience for all participants.

**3. Write-Ups:**

- Write-ups may be issued as deemed necessary by the Program & Events Supervisor.
- Parents/guardians will be notified of any write-ups to keep them informed of significant concerns or incidents.

This approach ensures a fair and inclusive camp environment while fostering accountability, teamwork, and personal growth among all campers.

**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 measures 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 Camp Foxtail shirt so they are easily identifiable as members of our camp. 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 will be sent out in weekly camp emails and reminders the Tuesday before each field trip.

## Camp Foxtail 2026 Field Trips & Theme Weeks!

Week #	FT Location	Theme	Dress Up
Week 1: May 26th - May 29th	Cameron Zoo	<u>Welcome to Foxtail City Limits</u> "Your all - access pass the best summer ever!"	Camp Colors: Orange, Teal & Yellow
Week 2: June 1st - June 5th	Cedar Park Vets	<u>Indie Corner Stage</u> "Where creativity takes the Mic!"	Anything Tie-Dye!
Week 3: June 8th - June 12th	Reunion Ranch	<u>Pop District</u> "Bright beats, big moves, all fun."	Pop Star Vibes: Sparkles, bright colors, fun, funky sunglasses
Week 4: June 15th - 19th	Typhoon Texas	<u>Country Canyon</u> "Kick up your boots and get movin'!"	Western and/or country gear: boots, cowboy hats, plaid
Week 5: June 22nd - June 26th	PINSTACK	<u>Rock Ridge</u> "Living LOUD!"	Rockstar vibes: Crazy hair, bandanas, black clothes, etc.
Week 6: June 29th - July 3rd	Altitude Trampoline Park	<u>Hip Hop 101</u> "Your beat, your style!"	Jerseys, baggy clothes, bling, kangol hats, boom box radios, etc
Week 7: July 6th - July 10th	TBD	<u>Folk &amp; Forest</u> "Adventure is calling!"	Campfire Vibes: Cozy Pajamas, Hiking, etc.
Week 8: July 13th - 17th	Playland Skate Center	<u>World Music Avenue</u> "Play across the Planet!"	Travel-Themed clothes & accessories
Week 9: July 20th - July 24th	Main Event	<u>Retro Rewind Stage</u> "Timeless fun!"	80s vibes, neon, etc.
Week 10: July 27th - July 31st	TBD	<u>Headliner Week</u> "You are the STAR of the show!"	Color War: Wear White
Week 11: August 3rd - August 7th	TBD	Battle of the Bands! "Where teams compete and legends are made!"	Represent your group by going all out in your groups color!
Week 12: August 10th - August 14th	Field Day at Community Park	Encore Festival Finale "One last jam - lets celebrate!"	Camp Colors: Orange, Teal & Yellow

# Pool Rules & Policies

Every Tuesday the campers will start at Cat Hollow Park and begin swim time at their designated time for their group. Groups (1-3) that swim in the morning will be back at the Community Center by 12:30 pm and Groups (4-6) that swim in the afternoon will be back to the Community Center by 3:30 pm. They will be transported by RRISD buses.

**To decrease the congestion caused by taking 150 kids to one pool, the campers will be going to the District pools while they are CLOSED to the community**

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 or grabbing the side of the pool, 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 and will have to wear a life jacket the entirety of their pool time. Counselors will be the only ones allowed to put on and take off lifejackets from campers.

## **District Pool Rules**

- ☐ No running is allowed.
- ☐ No diving is allowed except in designated areas.
- ☐ No loitering is permitted in the lifeguard stand 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.