

## *Kids Fun Camp, Inc*

Hi Parents!

Welcome to **Kids Fun Camp** summer day camp program. The program your children will be in this summer provides an environment that is conducive to the overall growth of your child. The physical, social and emotional well being of your child is our major objectives. We try to achieve these objectives through the varied activities and through the interaction of campers, counselors, and staff.

This handbook is designed to answer many of your questions concerning the rules and regulations of the summer camp program and the daily operational system that is used. Please take the time to read through the handbook and familiarize yourself with the rules.

If after reading this handbook you have any questions or concerns, please feel free to call us and discuss it. The All Saints camp office number is 713-864-2653 Ext. 211. Home office 281-382-8829. You may visit our website at [www.kidsfuncamp.net](http://www.kidsfuncamp.net)

We are looking forward to another fantastic summer with our campers, and are very excited that you will be a part of the Kids Fun Camp experience.

Happy Summer!

Kim Fair

Camp Director

*Kids Fun Camp, Inc.*

## **GENERAL RULES**

Kids Fun Camp office hours are from 7:00 a.m. until 6:00 p.m.

Day camp hours are from 9:00 a.m. until 3:00 p.m. Monday through Friday.

All campers must report to the general assembly area (parish hall) immediately upon arriving at camp in the morning. CAMPERS ARE NOT TO GO INTO ANY CLASSROOMS OR LEAVE THE GENERAL ASSEMBLY AREA.

Once in the general assembly area, campers may play with the games, electronic devices, or watch the movie/cartoons until instructed to get into their assigned groups.

WHEN CAMPERS ARRIVE LATE FOR CAMP, THEY MUST REPORT TO THE DAY CAMP OFFICE AND CHECK IN.

Please contact the day camp office when your child is absent from camp.

There will be no running at any time in the general assembly area, classrooms or walkways.

Campers are not to touch any items in the classrooms. This includes electronics, window treatments, thermostats, etc. Any willful destruction or damage to school property will result in dismissal from camp. PARENTS ARE RESPONSIBLE IF CAMPER DAMAGES ANY PROPERTY.

Campers may bring video games, electronic devices and other games from home to play with during morning care and after camp care. However, the summer day camp is not responsible for any lost or damaged items.

During morning homeroom class, all money brought to camp will be collected and placed in an envelope with the camper's name on it. The money will be distributed at lunch and snack time.

## **CONDUCT**

Campers must obey all day camp rules.

Campers must listen to counselors and supervisors.

Bad language, hitting, biting, or fighting is not allowed.

Counselors are instructed to bring any camper that is misbehaving or not obeying the rules to the camp office. Once there, a supervisor will determine the proper disciplinary action to be taken.

DISCIPLINARY ACTION INCLUDES: Being placed in time out, not allowed to go on a field trip, suspension from camp, dismissal from camp.

## **INSURANCE**

You must show, at the time of registration, or prior to your child entering camp, proof of insurance or indicate “not covered” on the proof of insurance form.

The summer camp has an umbrella catastrophic insurance policy; however, if your child sustains a common, play-related injury, such as a broken arm from skating, you or your insurance must take care of the cost of the injury.

## **IMMUNIZATION RECORDS**

We must have on file in the day camp office, a copy of your child’s immunization record. This is a State requirement.

## **SCHEDULES**

Weekly schedules for the upcoming week will be posted on our website after 12:00 p.m. on Friday. Schedules will be posted in the camp office and aftercare. We encourage taking a picture with your cell phone. This way your campers schedule is with you at all times.

Schedules are in block form. The camp office has a breakdown of the day with times of all activities for each group. Please make sure you send your camper with appropriate items for the day. (i.e.. swimwear, towel, sunscreen, bug spray, water bottle...)

## **FIELD TRIPS**

Field trips are listed on your schedule. If you need to pick up your child, please send a note, so that he/she is not on a field trip when you come to pick them up.

If you are checking out a camper early, please send a note and come to the camp office to sign them out. They will be sent to the office to meet you.

**AT NO TIME WILL A CAMPER BE ALLOWED TO LEAVE A FIELD TRIP WITH ANYONE. THEY MUST RETURN TO CAMP WITH THEIR GROUP AND BE CHECKED OUT ONLY THROUGH THE DAY CAMP OFFICE.**

Your child does not need extra money for field trips.

However, when a special field trip is scheduled, campers are allowed to bring extra spending money. You will be notified when these field trips will occur.

Campers are not allowed to play any “video games” while on field trips. Some field trips include tokens for games and campers will be instructed when to play.

Campers may bring their own skates or roller blades for skating. The skate rink does include skates.

Campers are transported to the off campus field trips by yellow school buses.

Any damage to the school busses, which may include: breaking windows, tearing seats, writing on the bus walls or seats, etc. Parents will be responsible for damages.

PARENTS WILL BE NOTIFIED OF ALL DISCIPLINARY PROBLEMS. We need your assistance in helping us to correct the problem.

The camp director will make all decisions regarding dismissing a camper from the summer camp. There will be no refunds if a camper is dismissed from camp.

### Medications

**All medications that are to be given to campers must be turned into the day camp office. All medications must be placed in a zip lock baggie.**

The medication must be in the **original container**; with a note attached indicating the dosage and time the medication is to be administered.

**It's vital to provide WRITTEN INSTRUCTIONS indicating TIME AND DOSAGE.**

An accurate record of all administering of medication is kept on a daily basis.

Many of the camp activities are outside. If you would like sunscreen put on your campers, provide sunscreen and a permission note.

### CAMP ATTIRE

**CAMP T-SHIRTS MUST BE WORN EVERYDAY! THERE ARE NO EXCEPTIONS TO THIS RULE.**

If a camper comes to camp without a proper camp T-shirt, one will be issued and **PARENTS ARE RESPONSIBLE FOR PAYMENT.**

Please label all clothing, towels, shoes, bags, skates, etc..

Camp t-shirts may be purchased at registration and all summer in the camp office.

**Cost: \$12.00**

## **Tuition**

If you are paying weekly, tuition must be paid prior to the beginning of camp the next week. *A late charge of \$5 per child per day will be assessed for payments received late.*

Tuition may be paid during regular office hours or to the morning care or evening care supervisor.

***THERE IS A \$40.00 CHARGE FOR ALL NSF CHECKS***

**NO REFUNDS NO EXCEPTIONS**

**Daily camper fee: \$70.00**

## **BEFORE CAMP CHILD CARE**

Before camp care is offered from 7:00 a.m. -8:45 a.m. The children are always adult supervised at morning care. **THERE IS NO CHARGE FOR MORNING CARE**

Campers will be dropped off at the entrance of the general assembly area. Counselors will be waiting to open your car door and escort the campers inside. You may choose to park and bring them into the general assembly area yourself.

Breakfast will also be available from 8:00 a.m. until 9:00 a.m. Items and prices are listed on the menu page in the back of this handbook.

Once campers are in the General Assembly area, they will remain there until camp starts.

## **LUNCH**

Lunchtime will vary from day to day depending on the activities of the group for that day. If you would like to make plans to have lunch with your child/children, please contact the camp office so that we may inform you of the correct lunchtime assigned for that group on that day.

Campers may bring their lunch to camp or purchase their lunch from the cafeteria. A price list is included on the menu in the back of this handbook.

Campers are not allowed to bring bottled or can drinks to camp. Box drinks and plastic thermos are acceptable.

**IF A CAMPER FORGETS LUNCH OR LUNCH MONEY, THE CAMP OFFICE WILL GIVE THE CAMPER MONEY FOR LUNCH. THE AMOUNT SHOULD BE REPAID TO THE CAMP OFFICE THE FOLLOWING DAY.**

### **BREAK/SNACK TIME**

There is a break or snack time each day in the afternoon. Snacks are sold at camp, most costing \$.75. Campers may bring snacks from home.

### **DISMISSAL**

Early Pick-Up: Please send a note with your child if they are to be picked up early. Please indicate the time of your arrival. Also, please check your field trip schedule, as campers will not be allowed to leave with anyone from a field trip.

Campers leaving early must be picked up in the day camp office and must be signed out. Campers will not be allowed to leave without checking them out through the camp office.

Parents must notify the day camp office by note if someone other than you will be picking up camper before 3:00 p.m. Please bring note to camp office the morning of.

If you are picking up your child at 3:00 p.m. (car line), please follow the directions of the supervisors, we will move as quickly as possible. Also, remind your child/children to tell their counselors that they will be picked up at the conclusion of camp and not to go to aftercare in the General Assembly Area.

The normal pick up spot is in front of the camp office. Counselors are instructed to begin to bring campers to the pick up area at 2:55 p.m.

### **AFTER CAMP CHILDCARE**

**After camp childcare is offered from 3:00 p.m. until 6:00 p.m.**

No camper will be allowed to leave with anyone whose name is not listed on their aftercare card. A picture ID must be shown.

**You will be charged Aftercare if you pick your campers up after 5:30 p.m.**

**The following charges apply:**

1 camper- \$3.00 1/2 hr  
2 campers- \$4.00 1/2 hr  
3 campers- \$5.00 1/2 hr  
4 campers- \$6.00 1/2 hr

**After 6:00 p.m. a charge of \$1.00 per minute per camper will be added to your charges.**

**Aftercare balances paid weekly.**

**Summary Receipts and Tax information**

**Childcare expenses are tax deductible. To help alleviate the problems of getting information in March and April, we ask that you do the following:**

PLEASE GET ALL RECEIPTS BEFORE THE CONCLUSION OF CAMP

Flexible spending account receipts are available anytime during camp.

Summary receipts- total summer camp expenses. Request should be made prior to your last day of the summer in the camp office. Please pickup in camp office or with the aftercare supervisor.

**EIN # 76-0461343**

**EMERGENCY CLOSURE INFORMATION:**

The directors of Kids Fun Camp may close camp due to inclement weather or emergencies (e.g. flooding, power failures, etc.) Kids Fun Camp will follow the decision of HISD. You may also refer to our web site [www.kidsfuncamp.net](http://www.kidsfuncamp.net) for notice of camp closure.

## Menu

Cereal		\$ .75
Milk (Chocolate and White)		\$ .50
Kolache		\$ .50
Sausage Biscuit		\$1.00
Monday:	Chicken Nuggets w/ fries	\$2.00
Tuesday:	Individual size pizza	\$2.00
Wednesday:	Hamburgers	\$1.75
	Cheeseburgers	\$2.00
Thursday:	Taquito's	\$2.00
(Variety Day)	Macaroni & Cheese	\$2.00
1 choice	Meat Spaghetti (bowl)	\$2.00
	Corn Dogs	\$2.00
Friday:	Steak Fingers	\$2.00

Wednesday and Friday will flip on "Grill Day"

### SOLD EVERYDAY

Beef Hotdog (plain)		\$1.00
Chili and Cheese Hotdog		\$1.50
Peanut Butter/Jelly Sandwich		\$1.00
Frito Pie	Small \$1.00	Large \$2.00
Cheese Nachos	Small \$1.00	Large \$2.00

### DRINKS

Soda's (Coke, Mr. Pibb, Sprite, etc..)	\$ .75
Bottled Water	\$ 1.00
White/Chocolate Milk	\$ .50

### SNACK TIME

Candy	\$ .75
Fresh Baked Chocolate Chip Cookies	\$ .50
Freezie Cups	\$ .75