



2023 Summer Camp
Parent Handbook

**1610 E. Crosby Road Carrollton, TX 75006 • 972-466-9810 •
cody.wager@cityofcarrollton.com**

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Welcome and thank you for choosing the Carrollton Camp Wonder summer camp! We are so excited for all the fun we have planned for this summer! Please take the time to review the handbook for yourself and with your child. It is important that you and your child understand the information provided in this handbook to help ensure a successful camp.

Please feel free to contact me if you have any questions!

See you soon,
Cody Wager

Welcome to the City of Carrollton Parks and Recreation Department (CPARD) Camp Wonder, a summer camp program for children ages 5 to 12 and with varying abilities. Camp Wonder operates with a state-approved licensing exemption and follows City Council-approved Standards of Care. Parents do have access to the Standards of Care online and can request a copy at any time.

CAMP SITE/ADMINISTRATION OFFICE

Crosby Recreation Center
1610 E. Crosby Road, Carrollton
Camp Phone: 972-466-9810
parksadmin@cityofcarrollton.com

Camp Wonder Staff

Cody Wager, Recreation Supervisor
972-466-9834
cody.wager@cityofcarrollton.com

Daniela Flores, Recreation Coordinator
972-466-9811
daniela.flores@cityofcarrollton.com

Brooklyn Golden, Camp Coordinator
Camp Phone: 469-986-8743
campwonder@cityofcarrollton.com

CAMP HOURS

Monday-Friday, 7:30am-6:00pm
May 30-August 4
***No camp 7/3-7/7**

CAMP WONDER MISSION STATEMENT

Provide a fun, safe, and welcoming environment where children of all abilities will work and play together, develop confidence and social skills, and have the opportunity to be creative and grow.

TUITION & PAYMENT POLICIES

Resident Weekly Tuition: \$155 per week
Non-resident Weekly Tuition: \$170.50 per week

WEEKLY FEE SCHEDULE

Payments are due at 5:00pm, 7 days prior to the week start day. If the camp fee is not paid one week prior by 5:00pm, the camper will be automatically dropped, and their spot will be opened. ***Week 2 payment will be due on the following Tuesday, due to the holiday.**

Camp Week	Fee due before 5:00pm on posted date
Week 1: May 30-June 2	May 22
Week 2: June 5-June 10	May 29
Week 3: June 12-June 17	June 5
Week 4: June 19-June 24	June 12
Week 5: June 26-June 30	June 19
NO CAMP: JULY 4TH HOLIDAY WEEK	
Week 6: July 10-July 14	July 3
Week 7: July 17-July 21	July 10
Week 8: July 24-July 28	July 17
Week 9: July 31-August 4	July 24

REFUND POLICY

Refunds for camp fees will be granted when requested more than two weeks prior to the beginning of the camp session. Refunds requested fewer than two weeks prior to the start date will not be granted unless the vacated spot is filled. If the spot is filled, a refund will be granted **minus \$75 (\$25 which includes an administrative fee and your \$50 deposit).**

Due to the financial obligations of the program, refunds will not be granted due to the following reasons: once the camp week has started, late arrivals, family emergencies, camper's behavior, and/or absence from camp. For any other reason please reach out to the Recreation Supervisor.

Parents are responsible for making sure campers are registered in the correct camp session. If an error is found after registration, please call and have it corrected prior to the camp session beginning. We will attempt to register your camper for the correct session, provided there is available space for that session.

If you have questions regarding a refund outside these guidelines please contact the Recreation Supervisor at (972) 466-9834 or email at cody.wager@cityofcarrollton.com.

ATTENDANCE

If your child will be absent, please call (469) 986-8743 or email campwonder@cityofcarrollton.com as soon as possible so we know not to expect your camper that day.

CAMP STRUCTURE

Campers will be split into units based on age as well as social interaction. Campers will participate in a variety of creative activities, STEM projects, field trips, special entertainment, and physical activities. Below is a detailed weekly schedule that will be emailed to parents on a weekly basis.

Time	Activity/Task
7:30-9:15am	Check-in, games, morning assembly (welcome, rules, introductions).
9:15am-12:00pm	Rotate between physical activity, interactive games, morning snack, group games, field trips, and arts & crafts
12:00-1:00pm	Lunch
1:00-3:45pm	Rotate between physical activity, interactive games, afternoon snack, group games, special entertainment, and arts & crafts
3:45-4:30pm	Counselor Games
4:30-6:00pm	Movie and Check out

**Handwashing/bathroom breaks are scheduled between every rotation.*

***Schedule may vary on Field Trip days.*

DROP-OFF PROCEDURES

Parents will need to drop-off their camper inside Crosby Rec Center every morning. Upon arrival, campers will be checked in by our front desk staff and then taken to their assigned group room to drop off their belongings.

PICKUP PROCEDURES

Parents will need to come inside Crosby Rec Center to pick up their camper. Parents will be asked to present their license or photo ID upon pickup to check out their camper. **No camper will be released to an individual not listed by the primary contact.**

LATE FEE POLICY

If a camper is not picked up by 6pm, a late charge of \$25.00 will be charged. After 6:15pm, an additional \$1.00 per minute charge will be given. Payment for late fees are due at the time of pick-up. At 6:15pm, if the parents have not picked up the camper, staff will attempt to notify the emergency contacts. If the camper has not been picked up by 7:00pm, and contact has not been made with the parents, guardian, or emergency contacts, staff will contact the Carrollton Police Department.

SAFETY

CPARD continuously strives to create an environment in which all participants with or without special needs feel safe, secure, and without obstacles to participate in any program. Program staff will inspect the site daily to ensure safety and sanitation concerns for all camp areas. Our staff is CPR/basic first aid certified and a first aid supplies will be on hand while camp is in session. To ensure a safe environment, our program ensures no more than ten to one (10:1) ration of participants to staff.

In addition, our staff is trained to assist children ages 5 –12 or special needs children with the cognitive age of 5 – 12, reasonable accommodations can be made for your child. **If your child has any special need and requires additional accommodations, please call 972-466-4862 at least two weeks prior to start of your camp session.**

PARENT/GUARDIAN RESPONSIBILITIES

If camper is not following camp rules, the parent/legal guardian will be contacted. If they are not available, the emergency contacts will be contacted.

LUNCH TIME

The City of Carrollton has partnered with Kids Bring Life, Inc. to provide meals to our campers. As part of this program your camper will receive a pre-packaged lunch. **If your child has allergies or dietary restrictions, please send a packed lunch with your camper. We cannot guarantee the provided lunches and/or environment to be allergen free.**

SNACK TIME (MORNING/AFTERNOON)

There will be two snack times. Snacks are not provided as part of camp. Please send two snacks with your child every day. Concessions and vending machines will not be allowed during Camp Wonder. Campers should not be sent to the camp with money.

DRESS CODE

Camp Wonder is an interactive camp and campers need to wear seasonably appropriate, comfortable, clothing. Campers will be moving and going outdoors.

Shoes: Sneakers or closed-toe shoes are recommended when doing physical activities.

Shirts: Comfortable shirts/tops the camper can be active in are required.

Shorts/Pants: Campers are required to wear comfortable and appropriate bottoms they can be active in.

Swimming Apparel: on swim days, campers must come with apparel but not wearing it. Swim apparel must be manufactured swimwear as this is required by the selected facilities. If your camper does not have the appropriate apparel, they may not be able to participate in the water activities.

REWARD SYSTEM

Each week each color group counselor will nominate one camper for camper of the week. The campers of the week will receive a certificate, time to pick out of the treasure box on Friday's and will be featured in the Camp Wonder weekly newsletter.

DISCIPLINE PHILOSOPHY

CPARD is committed to providing a safe, positive, inclusive, and respectful environment for all our campers. Campers, families, and friends are expected to follow the Code of Conduct as well as all applicable CPARD rules and regulations, to ensure a positive experience for all. Staff will address behavior when issues arise. Camp staff reserves the right to surpass steps 1-3 to an immediate behavioral report depending on the severity of the incident. Campers can be suspended at any time based on the discretion of the Recreation

Supervisor. For suspension or expulsion, the camper must be picked up within one hour. If suspension or expulsion occurs, no refund will be issued.

1. Verbal warning
2. Re-direction to another activity
3. Behavioral Report
4. After one behavioral report, a conference with Camp Coordinator, Recreation Supervisor and camper
5. After two behavioral reports, a conference with Recreation Supervisor, parent and camper.
6. After three behavioral reports, conference with Recreation Supervisor, parent and Recreation Superintendent.

DISCIPLINE POLICY

Our policy centers on a positive discipline philosophy. We use positive reinforcement as well as redirection. Prevention of problems is the key to a positive experience for the campers. Proper discipline aids in the development of self-control, self-esteem, and respect for self and others. To preserve a safe environment, disciplinary action will be handled as follows:

Camp will operate on a “3 Strike” system of discipline:

- Strike 1 Camper will receive first strike for 1 behavior reports. (Coaching and verbal warnings will be used to help the camper)
- Strike 2 Camper will receive a second strike if they receive 2 behavior reports.
- Strike 3 Camper will be given the final strike after they receive 3 behavior reports.
 - This is grounds for immediate suspension/dismissal from camp. A conference with the program supervisor and/or superintendent is required.

The max number of behavior reports a camper can receive is 3. The reports build on each other as the camper advances through the strikes.

CAMP RULES

- A. Campers must show respect to staff and to each other.
- B. Never go anywhere without your counselor.
- C. Bullying, profane language, and arguing is not allowed.
- D. Threatening or inappropriate conversations will not be tolerated.
- E. Keep your hands and feet to yourself.
- F. Do not bring anything from home other than your lunch box.
- G. Listen to your counselor.
- H. No running inside the building.
- I. Keep your workspace clean and free from damages.
- J. Be ready for a ton of fun, interactive games, crafts, and activities!

ITEMS FROM HOME

It is highly discouraged for campers to bring personal items from home (i.e., toys, games, etc.). Camp Wonder is not responsible for any items lost, broken, or stolen during camp or while campers are participating in activities.

WEATHER GUIDELINES

Camp Wonder is an indoor/outdoor camp and will strictly adhere to the ozone alerts. The schedules will be adjusted to accommodate severe weather conditions. On days of excessive heat warnings, activities may be changed to ensure the safety of campers.

All campers will have sunscreen applied before going outdoors. Please alert the camp staff of any heat-related illnesses your child may suffer from. When campers are participating in water activities, they will be asked to re-apply sunscreen approximately one hour after entering the water. If your child has a light complexion or is prone to sunburn, please send them with a swim rash guard and hat to wear on water days. Campers with extensive sunburns will be allowed to participate in the program, but their outdoor participation will be limited.

PARENT CHECKLIST

We must have the following items before your child may attend Camp Wonder. If one or more of these items is missing, your child's application process will be held until items are received. Please check and see if you have missed something.

_____ CampDoc Registration

_____ Parent Acknowledgement of Parent Handbook (Signature page inside CampDoc)

Camp guidelines are subject to change in order to better facilitate the program. All parents/guardians will be notified of changes.