



**SUNNY DAYZ**  
Parent Handbook 2023

# CAMP ADMINISTRATION

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# CAMP ADMINISTRATION

## Schedule of Operations

Sunny Dayz Camp operates Monday through Friday, 7:30 a.m. to 6 p.m. Sunny Dayz 2023 dates are:

**Sunny Dayz Bear Branch:** Tuesday, May 30 to Tuesday, August 8, 2023

**Sunny Dayz Rob Fleming:** Tuesday, May 30 to Friday, August 11, 2023

## Camp Groups

Sunny Dayz Camp is divided into separate age groups to promote age-appropriate activities and allow the campers to be around children their own age. Occasionally the groups will combine for special days/guests, activities, field trips or other circumstances.

**Bear Branch:** Explorers (6-8); Adventurers (9-12); Counselor In Training (13-17)

**Rob Fleming:** Explorers (6-8); Adventurers (9-12); Teen Camp (13-15)

## Daily Camper Needs

Below is our recommendation for what your camper should have with them every day of camp.

*Please ensure that your child's belongings are labeled with their name.*

-Light breathable clothing that is okay to get dirty

-Close-toed and close-heeled shoes

-Refillable water bottle

-Healthy lunch

-Two snacks

*\*Campers often need more food than a typical school day due to increased activity at camp.*

-Sunscreen

*\*Sunny Dayz recommends that each child have sunscreen pre-applied each day before camp.*

In addition to the basic everyday needs, campers will need to bring the following on swimming days:

-Sunscreen

-Swimsuit

-Towel

-Pool shoes/flip flops

-Swim shirt and hat (Recommended)

-Goggles (Optional)

### Toy and Electronics Policy

Sunny Dayz Camp enforces a Toy and Electronics Policy to ensure that campers are free from distraction and are able to fully participate in camp activities. Please avoid sending your child to camp with the following items:

- Toys (Pokémon Cards, LEGO®, dolls, stuffed animals)
- Phones, iPads, cameras, video games or any electronic device
- Any valuables or money

*\*If your camper needs to bring their phone, please speak with a Camp Director.*

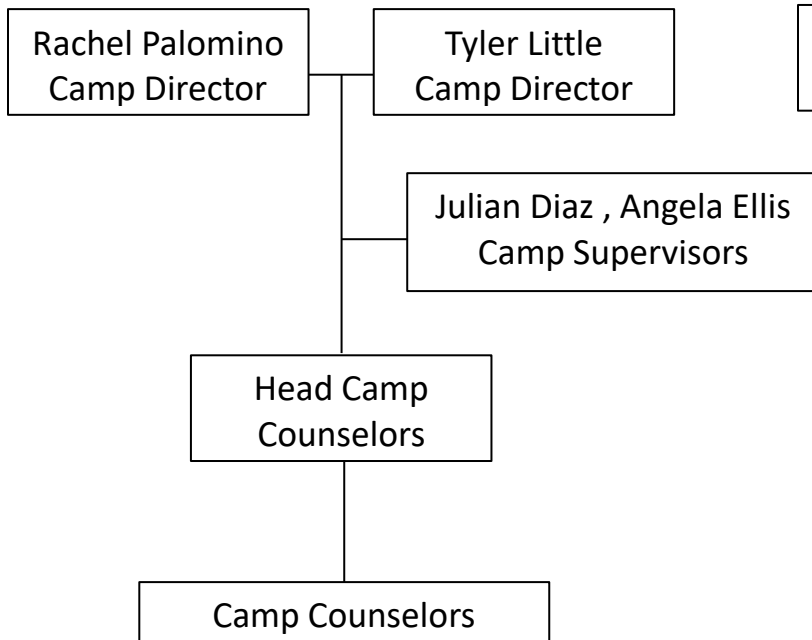
### Lost and Found

Sunny Dayz Camp does keep a lost and found in the event that your child lost anything at camp. In order to make recovering your child’s belongings easier please write your child’s name on all of their belongings before bringing them to camp. Lost and Found will be made available throughout the week for parents and campers to retrieve lost items. Lost and found items will be kept for 14 days before being donated to a local organization.

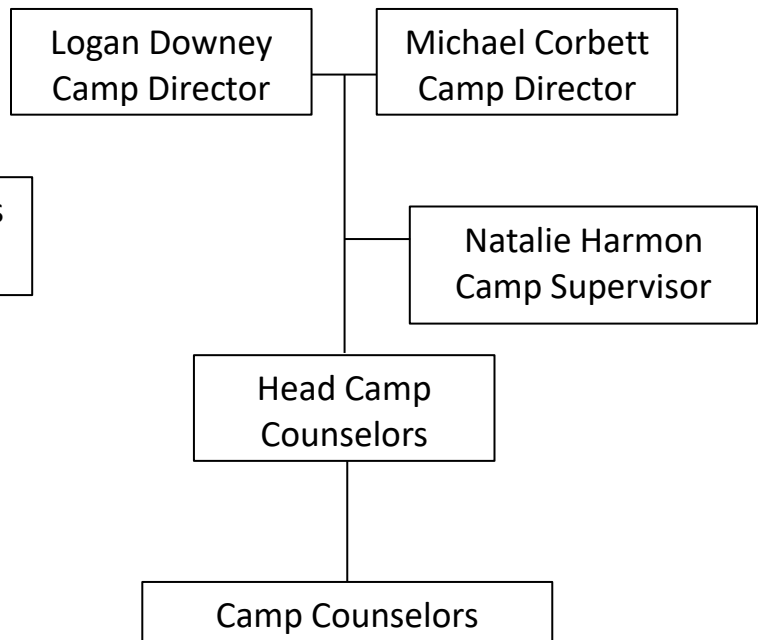
### Camp Staff

Sunny Dayz Camp Staff consists of the following structure:

#### BEAR BRANCH



#### ROB FLEMING



## Refunds

Refunds for Sunny Dayz Camp may be processed online by logging into your UltraCamp account at sunnydayzcamp.com. Refunds must be submitted no later than 6 p.m. the Saturday prior to the camper's registered week. Enrollment dates are not allowed to roll over from day to day / week to week if a camper does not attend. Refund requests made after the Saturday deadline will not be approved.

## Modifications

Transfer of attendance dates within the week are allowed if space permits. Registrations for Sunny Dayz Bear Branch and Sunny Dayz Rob Fleming are non-transferable between camp locations. You can make modifications to your enrollment by logging into your UltraCamp account at sunnydayzcamp.com. Modifications must be made no later than 6 p.m. the Saturday prior to the camper's registered week. Campers must be registered for specific locations and cannot switch between camps for particular days throughout the week.

## Late Fee

Sunny Dayz Camp charges a late fee for any campers remaining at camp after 6:10 p.m. A fee of \$10 per-minute, per-child, per-occurrence, will be charged until the child is picked up by a guardian.



## **CAMP SAFETY AND SECURITY**

The safety of your child is our number one priority here at Sunny Dayz Camp. The following topics provide you with information about the steps that we take at Sunny Dayz Camp to ensure that your child has a safe and enjoyable summer.

### **Camper to Staff Ratio**

Provider to participant ratio exceeds guidelines set by the Texas State Requirements for ages 6-15 (1:22). We base our registration numbers not to exceed a 1:12 ratio of staff to camper. This ratio ensures that your camper has a safe and enjoyable summer! To maintain this ratio, Sunny Dayz Camp must enforce a maximum capacity. Once the camp capacity is met, we can no longer accept enrollment.

### **Staff Training**

All Sunny Dayz Camp Counselors are required by The Woodlands Township to have completed training each year prior to the beginning of camp. Training includes, but is not limited to, CPR and First Aid, Youth Development Bullying, Communication, Group Management, Water/Pool Safety, and Emergency Action Plan procedures.

## **CAMP PICK-UP AND DROP-OFF**

### **Check-In/Drop-Off**

Camper check-in begins at 7:30 a.m. at both camps. Early drop-off is not permitted. Each camp utilizes a drive-through car line for camper drop-off, where a Sunny Dayz staff member will check-in campers.

Camper drive-through drop-off in these locations is open from 7:30 to 9 a.m. For drop-off after 9 a.m. please use the main Recreation Center entrance. For off-site drop-off please contact the Recreation Center to coordinate.

### **Check-Out/Pick-Up**

Camper pick-up via drive-through car line at the designated camp entrances of each Recreation Center (above) runs from 4 to 6 p.m. Late pick-ups, after 6 p.m., are not permitted and will result in a late fee.

**Each Camper must be checked out by an authorized guardian as listed in the camper's UltraCamp account found at [sunnydayzcamp.com](http://sunnydayzcamp.com). Authorized Guardians can be added during the registration process or anytime by logging into your UltraCamp account at [sunnydayzcamp.com](http://sunnydayzcamp.com). All guardians are required to show a valid photo id upon check out. Unauthorized guardians or guardians without proper photo id will not be permitted to check out camper**

For pick-ups before 4 p.m. please use the main Recreation Center entrances. For off-site pick-up please contact the Recreation Center to coordinate.

### **Away from Recreation Center:**

Sunny Dayz permits guardians to drop-off and pick-up campers while the child is away from the Recreation Center due to field trips or other camp activities through the day. To confirm the daily schedule please contact the corresponding Recreation Center.

### **Roll Call**

To ensure that all campers are accounted for and with their age groups (Adventurers/Explorers/Teens), roll will be called at the following times:

- 1) At the beginning of each day
- 2) Upon leaving the Recreation Center (Park, Pool, Field Trips)
- 3) Upon leaving a location to return to the Recreation Center
- 4) Upon arriving back at the Recreation Center

Furthermore, campers will be grouped into small groups by counselor. Campers will utilize these small groups throughout the day for activities and movement around the campuses.

### **Camper Illness and Emergencies**

Illness:

- Sunny Dayz Sick Camper and Fever Policy:
  - Campers will not be allowed to attend camp until they are at least 72 hours free of fever (100° F or 37.8° C) without the use of fever reducing medications.
  - If a camper develops a fever (100° F or 37.8° C) while at camp a guardian will be notified and required to pick them up.

Communicable Disease Prevention:

- At Sunny Dayz Camp we ask all campers and staff to cooperate in taking the steps below to reduce the transmission of communicable diseases.
  - Stay home when you are sick.
  - Wash your hands frequently with warm, soapy water for at least 20 seconds. All campers and staff will be given frequent opportunities to wash hands.
  - Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
  - Avoid people who are sick with respiratory symptoms.
  - Clean frequently touched surfaces.

The Woodlands Township will provide alcohol-based hand sanitizers throughout the Recreation Center and in all common areas. Cleaning sprays and wipes will also be utilized by staff to clean and disinfect frequently touched objects and surfaces.

Injury:

- In the case of a minor accident or injury, Camp Staff will administer first aid, monitor the camper, and notify the parents/guardians at pick-up
- In the case of an emergency and/or serious injury, parents/guardians will be notified immediately. If necessary, the local EMS service will transport the camper to the nearest hospital.

#### Emergencies:

- Each Recreation Center will have an Emergency Action Plan (EAP) that will be reviewed with all Camp Staff during training that will outline appropriate action during emergency situations.

### **Camper Medication Policy**

- Parents/Guardians must complete a Medication Authorization form detailing the medication name(s), time(s) to be administered, and dosage(s) for Camp Staff to administer any medications. This form can be filled out during the registration process or updated anytime by logging into your UltraCamp account at [sunnydayzcamp.com](http://sunnydayzcamp.com).
- Camp Staff will only administer medications, prescription or non-prescription, in accordance with the label directions and/or directions from Medication Authorization form.
- Prescription medications must be in the original containers labeled with the camper's name, date, directions, and the physician's name.
- Non-prescription medications are labeled with the camper's name and the date the medication was brought to camp. Non-prescription medication must be in the original container.
- Camp Staff will be limited to dispensing and administering those medications that do not require special knowledge, skills, or training.
- Parents/Guardians will be notified of any medications left at the Recreation Center after the end of the program. Medications left more than 30 days after the end of the program will be properly disposed of.





# CAMP RULES AND DISCIPLINE

## Sunny Dayz Camp Discipline Policy

### Camp Rules

Sunny Dayz Camp has a set of rules that have been set forth to benefit each camper and allow them to have a safe and enjoyable experience at camp. The camp rules are as follows:

1. Listen to and follow directions
2. Be respectful to other campers, counselors and staff
3. Use Please and Thank You
4. Always use appropriate language
5. Keep your hands, feet and mean words to yourself
6. Keep toys, electronics and games at home
7. Clean up after yourself at the end of games, lunch, crafts and other activities
8. Participate in ALL activities with a positive attitude
9. Stay with your group at all times
10. HAVE FUN!

### Bullying Policy

At Sunny Dayz Camp, bullying is inexcusable. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication so campers will be comfortable alerting us to any problems during their camp experience.

### Discipline Policy

Sunny Dayz Camp should be a place of laughter, fun and good times for your camper. However, it is paramount that campers follow the camp rules for their own, along with fellow campers, enjoyment, and safety. It is our goal for counselors, children, and parents/guardians to work together toward cooperative behavior and fun atmosphere. Parents/Guardians will be notified of emerging difficulties and asked to assist in behavior management. The following discipline procedures will be followed based on the level infraction 1 (Yellow), 2 (Orange), 3 (Red).

#### Level 1 (Yellow):

These infractions are handled primarily by camp counselors by performing the following steps:

1st Offense - Camper will be counseled on appropriate behavior and re-directed to a more appropriate form of behavior.

2nd Offense - Camper, under staff supervision, will briefly be removed from the group and will rejoin when the counselor determines that he/she is able to do so without further disruption.

3rd Offense - After being removed from the group, the camper has not yet calmed down or corrected the inappropriate behavior, then the Camp Director will be notified.

Examples of **Level 1 (Yellow)** infractions include but are not limited to:

- Not listening to instructions
- Horse play
- Disruptive behavior
- Poor sportsmanship
- Not cleaning up after meals, snacks, or other activities
- Not participating in camp activities to the best of their ability

When counseling campers the number one goal is to make the camper understand what they did was wrong, why it was wrong, and then show them more appropriate way to behave in the future. If the camper can self-correct their behavior parent/guardians may not be notified of infractions.

### **Level 2 (Orange):**

Level 2 infractions are taken care of by a combination of camp counselors, head camp counselors, and Camp Directors.

1<sup>st</sup> Offense - Camp Directors will be notified, and the camper will be removed from the group to calm down and discuss the behavior with Camp Directors. After the camper has had time to reflect on behavior and necessary reconciliations made the camper will be permitted to return to their group.

Examples of **Level 2 (Orange)** infractions include but are not limited to:

- Destruction of property
- Theft or attempts to steal property
- Verbal abuse or blatant disrespect of counselors or campers
- Inappropriate language or conversations
- Children leaving the group or premises without approval or authorized escort
- Horse play or rough housing resulting in injury or potential for injury
- Bullying and teasing of other campers
- Not keeping one's hands to themselves in a way that does not result in injury or an attempt to cause injury (pushing, pulling, wrestling, slapping)
- Repeated Level 1 infractions

Parents/Guardians will always be notified of serious infractions. At pick up parents/guardians will be required to sign a discipline report outlining camper behavior. If serious infractions of any kind continue in the future campers will be placed on suspension or removed from the camp program.

### **Level 3 (Red):**

Level 3 infractions are taken care of by Camp Directors in conjunction with The Woodlands Township Recreation Administrative Staff.

1<sup>st</sup> offense - Camp Directors will be notified, and the camper will be removed from the group. Parents/Guardians will be called to pick up their camper. The camper will remain separated from the group until they are picked up.

Examples of **Level 3 (Red)** infractions include but are not limited to:

- Fighting with the intention to cause physical injury (closed fist punching, choking, kicking, physical attacks to the head, neck, or groin)
- Inappropriate touching of other campers or staff
- Verbal threats of severe harm or death threats
- Possessing any kind of weapon
- Possessing any drugs, alcohol, nicotine, or tobacco products
- Sexual harassment of any kind
- Racial or homophobic slurs of any kind
- Vandalism or intentional destruction of property
- Repeated Level 2 Infractions

Parents/Guardians will always be notified of Level 3 infractions. Upon pick up parents/guardians will sign a discipline form and a suspension from camp will be issued. Depending on the severity of the infraction immediate removal from the camp program is a possibility.

### **Sunny Dayz Suspension Policy**

Suspensions from Sunny Dayz Camp will be issued at the Camp Directors discretion following discipline infractions. Suspensions are issued for the safety and wellbeing of all campers, staff, and the Sunny Dayz Camp program. The purpose of a suspension is to allow suspended campers time away from camp to review their behavior and make any necessary adjustments. When suspended from Sunny Dayz Camp campers will not be permitted to attend either camp location until the issued suspension has been fulfilled.

### **Removal from Camp Program**

Campers may be removed from Sunny Dayz Camp program based on the severity of the infraction or based on repeated infractions. Campers are removed from camp for the safety and wellbeing of all participants, staff, and the Sunny Dayz Camp program. When removed from camp campers will not be eligible to return to camp until the next camp season.

# FIELD TRIPS

## Field Trips

Throughout the summer Sunny Dayz Camp will be taking field trips to several different facilities and Township pools.

Parents/Guardians will be notified in several different ways to ensure that all information pertaining to weekly field trips is communicated as departure and arrival times to and from the Recreation Center are different for each field trip. The notification methods are as follows:

- 1) Sunny Dayz Summer Calendar
- 2) Handouts distributed at pick-up
- 3) Parent Emails

For all field trips, Sunny Dayz Camp will be transported by a licensed bus operator. While on the bus, campers must abide by the rules set forth by the bus operator and that bus driver (See *Bus Rules* below). Failure to follow bus rules can result in disciplinary action.

Each camper will receive a Sunny Dayz T-Shirt on the morning on their first field trip. Campers must wear their shirt on ALL field trip days (excluding Township pools) to participate.

All campers attending camp the day of a field trip will be required to attend the field trip. No campers will be allowed to stay behind at the Recreation Center.

## Bus Rules

The rules listed below are to be followed at all times while on the bus. Failure to follow these rules can result in disciplinary action.

- All normal camp rules apply!
- Hands, arms, feet, and head must be kept inside the bus at all times.
- Refrain from using your outside voice in the bus.
- Keep the bus clean and sanitary.
- Do not damage the seats or other bus equipment.
- Do not tamper with emergency doors or other controls on the bus.

## Parent Field Trip Permission Forms

Upon registration, parents/guardians will be required to acknowledge/approve a field trip permission slip during the registration process for their child to attend the listed field trip. A copy of this Field Trip Permission Form will be available on your receipt.

Field Trip Permission Slips will provide all essential information for the field trip. Including:

- Event/Destination
- Date
- Location
- Departure and arrival times to/from the Recreation Center
- Special Camper needs associated with that trip

## Swimming Field Trips

Over the course of the summer Sunny Dayz will take numerous field trips to Township pools. All swimming field trips will follow the same process as regular field trips. The following are special details specifically for swimming field trips.

- **Pool Rules:** All Sunny Dayz campers will be required to follow all pool rules set forth by The Woodlands Township. Sunny Dayz campers will also be required to follow additional Sunny Dayz pool rules. A copy of The Woodlands Township Pool Rules can be found at [www.thewoodlandstownship-tx.gov/DocumentCenter/Home/View/855](http://www.thewoodlandstownship-tx.gov/DocumentCenter/Home/View/855).
- **Swim Testing:** On each camper's first swimming day of the summer they will be required by camp staff to complete a swim test. Successfully passing the swim test includes being able to swim from one side of the pool to the other (25 meters) without assistance from any part of the pool or camp staff. If a camper does not pass the swim test they will be given a wristband to identify them and be required to stay in the shallow area of the pool at all times. Swim tests may be retaken at the beginning of each new pool trip.
- **Sunscreen:** Please keep the following in mind in regards to sunscreen when bringing your child to camp.
  - Please ensure that your camper brings sunscreen to camp everyday due to the variety of outdoor activities at camp.
  - Please ensure that your camper if capable and comfortable with applying their own sunscreen.
  - Before bringing your child to camp, please apply their sunscreen before coming to camp.
  - At the pool, campers will be required to re-apply sunscreen at every Safety Break (a 10-minute break in which everyone must exit the pool 10 minutes before the hour, every hour). Counselors monitor and assist campers with the sunscreen process to ensure proper application.
    - At Rob Fleming Aquatics Center, since there are no Safety Breaks, camp staff will ensure all campers exit the pool to apply sunscreen every hour.
- **Not Swimming:** If your camper wishes not to swim on a particular day, they will still be required to go to the pool. However, they may bring a book to read while sitting out.



## ACTIVITIES

### Archery

Rob Fleming Sunny Dayz campers ages 9 and up will be able to participate in archery.

- **Archery Rules:** All Sunny Dayz campers will be required to follow all archery range rules set forth by The Woodlands Township. Sunny Dayz campers will also be required to follow additional Sunny Dayz Archery Rules.
- **Archery Instructors:** Sunny Dayz camp counselors are trained by certified USA Archery Instructors who meet all training requires during camp training yearly.

### Kayaking

Rob Fleming Sunny Dayz campers will be kayaking throughout the Summer.

- **Kayaking Rules:** All Sunny Dayz campers will be required to follow all Riva Row Boathouse rules set forth by The Woodlands Township. Sunny Dayz campers will also be required to follow additional Sunny Dayz Kayaking Rules. These rules include the mandatory use of personal flotation devices at all time while on the water.

## PARENT COMMUNICATION

### Parent Emails

Sunny Dayz Camp will send parent emails on the Friday and Sunday before each week of camp to all parents/guardians with children registered for the following week. These emails include the schedule for the following week along with any other pertinent information needed by parents/guardians and campers.



## Sunny Dayz Camp Staff Contact

We strive to keep an open line of communication between all camp staff and parents/guardians. If you have any questions, please approach someone at camp or use the contact information below:

### Sunny Dayz Camp Staff

Office: 281-210-3950 or 281-516-7348

[sunnydayzcamp@thewoodlandstowship-tx.gov](mailto:sunnydayzcamp@thewoodlandstowship-tx.gov)

#### **Bear Branch Camp Directors**

Tyler Little, CPRP  
Recreation Program Coordinator  
Office: 281-210-3957  
tlittle@thewoodlands-tx.gov

Rachel Palomino  
Recreation Program Coordinator  
Office: 281-210-3955  
rpalomino@thewoodlands-tx.gov

#### **Rob Fleming Camp Directors**

Logan Downey, CPRP  
Recreation Program Coordinator  
Office: 281-210-2042  
ldowney@thewoodlands-tx.gov

Michael Corbett, CPRP  
Recreation Program Coordinator  
Office: 281-210-2041  
mcorbett@thewoodlands-tx.gov

