



Welcome to Quillian Summer Camp 2021 Parent Handbook

For over 60 years, Quillian Center has provided an incredible Summer Camp experience. Our staff will provide your child with a safe and exciting program this summer. The following information will provide a basic background of our camp operation. If you have any questions, please call (713) 781-9195 or email us at qmc@quilliancenter.org. Quillian Summer Camp is the only day camp in Houston listed as a member of the American Camp Association.

Camp Times

Quillian Center's hours of operation are from 7:30 A.M. to 6:30 P.M.

Arrive between 7:30 A.M. and 9:00 A.M.

Program time is 9:00 A.M – 4:00 P.M.

Campers will have the opportunity to swim between 4:00 P.M – 5:30 P.M.

Pick-up is no later than 6:30 P.M.

All campers must be checked in by an adult. Check in will occur curbside in front of the Quillian gym doors from 7:30 A.M to 8:45 A.M. After 8:45 A.M. all children must be walked inside of Quillian Center and checked in at the front desk with an Administrator on Duty.

All campers must be checked-out by a parent/legal guardian/authorized person. Sign-out will take place at the front door of the gym doors from 4:00 to 5:30 pm. All parents/legal guardian/authorized person to pick up MUST provide their driver's license to the Administrator on Duty.

If you are checking your child out before 4:00 pm, you must walk inside of the gymnasium offices and check your child out with an Administrator on Duty.

Late Pick-Up – Quillian Center has established \$1.00 per minute late pick up fee for each minute after 6:30 P.M. After 6:45 P.M. an additional \$5.00 per minute will apply. This fee must

be paid upon pick up. Please be mindful of this and notify us if you know you will be picking up your child late.

Summer Camp Tuition & Payment

- \$225 for weekly tuition for Sessions 1-12, for campers 5 – 12.
- \$135 for weekly half day camp for Sessions 1-12 for campers 5-12. AM session is from 7:30 A.M. to 1:30 P.M and PM session is from 1:30 P.M. to 6:30 P.M.
- \$60 per day drop in are available (maximum 2 days in a week) Registration for drop in services must be completed through the office.
- \$250 for weekly teen camp tuition, includes all field trip fees. Session 1 & 12 there will be no field trips for teen camp, therefore tuition will be \$225 for sessions 1 & 12.
- We offer \$25 sibling discounts.
- Processing fee of \$5.25 will apply per transaction during summer camp registration.
- If lunches are purchased separately a processing fee of .75 per transaction will apply per transaction.
- Camp begins June 1st and ends August 20th. Payment method is credit/debit card or cash only. We highly encourage all registrations be completed online with credit/debit cards to avoid cash transactions. PERSONAL OR BUSINESS CHECKS ARE NO LONGER ACCEPTED.
- All registrations should be completed online at www.quilliancenter.org.

Cancellation Policy

- If you need to cancel a session you must contact Kenny Martin at kmartin@quilliancenter.org or by phone at 713-458-4712. Please cancel your session in a timely manner to help us with planning summer camp in an organized manner. We advise cancellations are done a week in advance if possible.
- A review of the cancellation will be conducted and then processed accordingly. Please allow 7 – 10 business days for the cancellation process to be complete.
- **A processing fee of \$35 will be held for any cancelled sessions.**
- **If your child attended part of a cancelled session, the processing fee of \$35, along with the costs associated with each day the child attended camp will be held.**
- **No fees are returned if the child attended three or more days of camp.**

For example, if your child attended session 1 for two days and could not attend the remainder of the session; the following refund would be applied.

\$225 (**camp tuition**)

-\$35 (**processing fee**)

-\$60 (**drop in day 1**)

-\$60 (**drop in day 2**)

\$70 would be refunded to the customer

NO REFUNDS for tuition will be issued if a child is dismissed due to discipline problems.

Summer Camp Schedule for Groups

7:30 A.M. to 9:00 A.M.

Arrival:

Gym Games & Playground

9:00 A.M. to 9:15 A.M. Roll Call

9:15 A.M. to 9:45 A.M. Grand Assembly (Special Guest Speaker/Skits/Challenges/Chapel)

9:45 A.M. to 11:00 A.M. Specialty Camps

11:20 A.M. to 4:00 P.M. Break into Groups: Activities include; lunch, game room, playground, climbing wall, special activities, games, snack and lunch

4:00 P.M. to 5:30 P.M. Swimming or Gym Time

4:00 P.M. to 6:30 P.M. Game Room, Multi-Purpose Room, TV, Xbox 360, quiet games and planned activities

Important Days to Remember

Session 1 - June 1 - June 4, closed May 31st

Session 2 - June 7 - June 11

Session 3 - June 14 - June 18

Session 4 - June 21 - June 25

Session 5 - June 28 - July 2

Session 6 - July 6 - July 9, closed July 5th

Session 7 - July 12 - July 16

Session 8 - July 19 - July 23

Session 9 - July 26 - July 30

Session 10 - August 2 - August 6

Session 11 - August 9 - August 13

Session 12 - August 16 - August 20

Camp Ratio

Campers to staff ratios are set to comply with the American Camp Association and the Department of Family and Protective Services. On average, our staff to camper ratio is 1 to 20 during the camp day and 1 to 15 during aquatic activities.

Specialty Camps

Quillian Center offers specialty camps that range from sports to enrichment activities. Each week your child may choose one specialized camp activity that they will participate in during summer camp. Specialty camps are from 9:45 A.M. to 11:00 A.M. every day. Camps will be led by summer camp staff or outsourced teachers with experience in that activity. There will not be any changing/switching of Specialty Camps. Some specialty camps may have additional charges. When you register your camper, you will see the amount for these camps. Please note; campers participating in select Specialty Camps such as golf and/or tennis will be transported off campus.

NEW THIS YEAR, we will have Rookie Camp Activities as a selection for children 5-6 years of age (group 1). Group one children will engage daily activities during the specialty camp hour that focus on sports, music and movement, science, group play and creative crafts. During the registration process parents with children between the ages of 5-6 will have the ability to select Rookie Camp Activities, unless their child will be enrolled in swim lessons.

Special Events & Guest Speakers

During each session there will be at least one special event and/or guest speaker that will be specific to the theme of that week's camp. Special events will include rocket launching, water slides, karaoke, talent shows, sporting competitions, and so much more.

Teen Camp

Teen Camp is for campers 13-14 years of age. Teen camp will take field trips, engage in service projects and participate in daily camp activities. They will take part in specialty camps, special events, daily swim times and weekly Bible studies. We realize that young teens have different interests and we tailored a program giving them a bit more freedom. Yet we also expect them to lead by example and will encourage them to grow by giving back to their community.

Field Trips for Teen Campers

Quillian Center will have field trips scheduled for Teen Camp. Before a field trip, parent/legal guardian will be informed of date, time, and location of field trip. A permission slip must be signed in advance for your teen to participate on the field trip. All transportation will be provided by Quillian Center.

C.I.T. Program

Quillian Center's C.I.T. program is designed for 15-year old's who desire future leadership roles as summer camp counselors at the Quillian Center. Our program concentrates on teaching leadership skills, skill development and personal growth. The C.I.T.'s will work with the Associate Directors and counselors to provide a great summer camp experience for the campers. C.I.T.'s will be exposed to various aspects of a camp setting: recreation, classroom instruction, daily operating duties and service projects.

Camp Facilities

Campers will have use of the gymnasium, climbing wall, game room, pavilion, playground, ball fields, swimming pool, Noah's Ark play pool and classrooms during summer camp. Campers will also use facilities at First Methodist Houston-Westchase. Campers will be asked to respect all facilities and equipment. Parents and legal guardians will be responsible for damages caused by their campers.

Parking

Please drive carefully, remembering that there are many young children in the area. Please park in designated parking spots. Do not park along the red curb marked "FIRE LANE". We encourage you and your children to use the sidewalks while on the church grounds. Please do not leave valuables in your car while picking up your camper.

What to Bring to Camp

Campers should dress comfortable in t-shirts, shorts, socks and tennis shoes (no open toed shoes, sandals or flip flops). Campers should bring a change of clothes, swimsuit, towel and sunscreen each day. Parents, please apply sun block on your camper before you leave home. We will encourage campers to reapply or assist them if needed. It is very important to label ALL pieces of clothing and equipment. This will help in prompt returns of lost items to the owner.

Please do not bring the following to Camp

No cell phones*, video devices, iPods, iPads, gaming devices. Phones brought to camp will be placed behind the desk and returned upon pick up.

*Teen campers will be allowed to use cell phones during certain times of the day.

No open toed shoes, sandals or flip flops.

Roller tennis shoes (or "wheelies") are not allowed.

Do not send personal items with your child such as toys, trading cards, rainbow loom, etc.

Quillian Center is not responsible for lost or stolen items.

Anything considered a weapon is not allowed on the property. No smoking or use of alcohol or drugs is allowed on First Methodist Church grounds. See Section regarding "Dispensing of Medication". Any items brought to camp that are deemed inappropriate will be held in the office.

Quillian Center reserves the right to search and seize camper's possessions when illegal substances or weapons are suspected.

Lost and Found

Lost items will be placed on the lost and found table located next to the gym hallway. Make sure all your children's articles (i.e. goggles, shoes etc.) are marked with your child's name so that we can assist in getting those items back to you. Lost underwear and socks will be discarded at the end of each day.

Cubbies and Lockers

Each age group will be assigned a cubby location or locker area. These areas should be clean at the end of the day. Campers are required to take all possessions home each day. Items left at the end of the day will be placed in the lost and found area or discarded.

Hot Lunches

Catered lunches will be available to purchase for \$8.00 Monday through Friday's. The schedule for hot lunches are the following:

Monday's: Schlotzky's; Turkey Sandwich with chips and cookie

Tuesday's: Double Dave's Pizza; Large slice of cheese pizza with a cheesy breadstick

Wednesday's: Beck's Prime; Cheeseburger with chips

Thursday's: Taco Cabana; 2 Fajita steak tacos with chips, quest, salsa a pico

Friday's: Chick-Fil-A; Chicken sandwich with chips and cookie.

All meals are served with gatorade or water.

Quillian will provide a substitute lunch for any camper that forgets or comes without a lunch during the week. **The parent's online account will be charged \$8.00 for each substitute lunch given to the camper during the week.**

Snack Time

Campers will receive a free snack each afternoon or they may choose to visit the concession stand during afternoon snack time. Quillian will provide snacks such as cookies, crackers and goldfish along with water or Gatorade. Snack cards are available for \$5 each and are in 25 cent increments. Snack cards may be purchased online at www.quilliancenter.org. CHECKS WILL NOT BE ACCEPTED. Please note that limits on daily spending and restrictions on what your child can and cannot purchase can be placed on the snack card.

Swim Evaluations

On the first day of each session, camp staff and lifeguards will evaluate the swim skills of campers in group 2 and 3 in order to take part in free swim. The swim test consists of swimming the cross length of the pool. If your child is not a swimmer, please notify the Administrator or Director on duty. If, in the opinion of the lifeguard, and/or camp staff, your child did not perform the necessary strokes to be allowed in deeper water, the child will be restricted to the shallow end or Noah's Ark only. Those campers who do not wish to be evaluated will automatically be restricted to the shallow end or Noah's Ark only. Campers who have passed the swim test will be given a wristband. The wristband must remain attached for the duration of the session, so please do not take the wristband off. Please understand that the swim evaluation is for your child's safety. We will be happy to re-test your child once per week.

Campers in Group 1 will be permitted to swim in the Noah's Ark Pool ONLY.

Sunblock/Sunscreen

Please apply sunblock/sunscreen on your child in the morning to be prepared for the day. Campers should learn how to reapply for later use. The counselors will assist children if they need additional help. Parents please note that Quillian has a supply of sunblock for emergency use only, it is important for you to provide sunblock/sunscreen for your child daily.

Hydration

Children are more vulnerable to the effects of dehydration than adults. Please make sure that your child has a good breakfast and drinks plenty of fluids in the morning and the evening before. Campers are encouraged to bring their own water bottles to camp. Water fountains are available at the center for the children to refill their water bottles. We will also have coolers of water that will be available when the children are outside.

Do Not Bring Your Child to Camp If

In order to protect the group as a whole; we ask parents to assist by keeping sick children at home. A child may not attend camp if:

Fever 99.9 degrees and higher – This includes the night before/morning of day camp. No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before, that still means they cannot come to day camp the next morning. Vomiting or/ and Diarrhea – All symptoms must be gone and no vomiting or diarrhea for 24 hours without medication.

A child may return from illness when he or she is free from symptoms for 24 hours without medications and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back to camp.

Parent Notification Policy

In case of an illness or serious injury, parents will be notified immediately, and the child will be asked to rest or lie down in the first aid area. In the event of an injury, an incident form will be completed, and parents will be notified. With any cases of minor injuries, i.e. scrapes and bruises, parents will be notified upon pick-up of the child. In case of an emergency, the camp will contact emergency services through the 911 system. Please be prepared to pick up your child if he/she is being sent home due to illness or injury.

Dispensing Medicine and Shot Records

All medicine must be kept in the original bottle for drop-off. The dosage and times must be clearly marked and be in the original prescription bottle. All medicine will be turned in to the Administrator or Director on duty. Parents must complete and sign a medication authorization form for each session.

Current shot records are not needed; however, when you register your camper, you will be asked to attest that all immunizations required for school are up to date and include if your child has received a tetanus shot.

Food Allergies

Please document on your registration form if your child suffers from any food allergies. If your child has any medication that will assist in if they were to have an allergic reaction, please provide them to the Quillian front office on their first day of camp.

Child Pick Up and Safety Concerns

Arrival

Quillian Center does not provide transportation to and from camp. Quillian's doors open at 7:30 A.M. however, daily programming begins at 9:00 A.M. Campers must be checked in curbside from 7:30 A.M. until 8:45 A.M. after 8:45, children will need to be escorted inside and signed in at the front desk by the parent/legal guardian. Since Camp Quillian does not provide transportation, it is the responsibility of the parent/legal guardian to ensure their child arrives; therefore, Camp Quillian will not contact absentee campers.

Departure

Campers should be picked up promptly. Programming hours end at 4:00 P.M. but campers will have the option to participate in swimming, watch videos, and play games until 6:30 P.M. All campers must be checked-out by parent/legal guardian/authorized person. Sign-out will take place in front of the gymnasium doors from 4:00 P.M. until 5:30 P.M. After 5:30 P.M. parents/legal guardian may come inside to sign their children out for the day. All parents/legal guardian/authorized person to pick up MUST provide their driver's license to the Administrator on Duty. Only approved persons to whom the child may be released will be allowed to take campers. The Administrator on Duty or Director will release a child to the designated person/people listed on the authorized to pick up list.

IF PLANS CHANGE, QUILLIAN MUST BE NOTIFIED BY EMAIL OR WITH A WRITTEN. PROVIDED INFORMATION MUST INCLUDE THE NAME OF THE PERSON, CONTACT AND DRIVERS LICENSE NUMBER. QUILLIAN WILL NOT RELEASE THE CHILD IF THAT INFORMATION IS NOT PROVIDED.

If someone attempts to pick up a child that is not on the authorized to pick up list, the Administrator on Duty or Director will contact the parent/legal guardian requesting an email be sent immediately. Please be sure all contact information is current and correct in order to contact the parent/legal guardian. This is for your child's safety and security.

Custody Issues

We are sensitive to custody issues and understand the difficulty it presents for parents and children. However, Quillian Center cannot monitor custody issues. If any multiple custody or conservatorship issue exists for your child, a copy of the current certified court order must be provided for your child's file. If disputes regarding custody and/or visitation of your child present a persistent problem for the Quillian staff, your child's enrollment in Quillian programs may be revoked.

Sheltered in Place

In an emergency, your child may be “sheltered in place” or evacuated from the camp building depending on circumstances. Please make it a point to sit down as a family to discuss emergency procedure. Stress to your child that if there is an emergency while they are at camp, parents may not be able to pick up campers until an “all clear” has been given to camp officials. All parents should be sure that camp has updated telephone numbers and emergency contact information.

Visitors/Visiting Procedures

All visitors must check in at the gym front desk. Proper identification is required before access to Quillian premises is allowed.

Discipline and Dismissal Policy

The staff at Quillian Center maintains high expectations for achievement and behavior. We are dedicated to a safe and orderly environment. Campers will be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the program, nor affects the safety of students and staff.

The counselor or specialty camp instructor administers discipline. When a child misbehaves, he/she will be removed from the activity. Two additional “time outs” will result in a discussion between the camper and the counselor and or camp administrator. Three more incidents will result in the child being written up and a call will be placed to notify parents of behavioral issues. Two more serious behavioral incidents will result in parent’s conference with Director or Acting Director to discuss continued enrollment.

Reason for Dismissal: A child will be dismissed from the center for inappropriate language, destruction of equipment or property, aggressive behavior such as hitting, biting, hurting other children and/or throwing objects. Continuous disruption of the class and uncontrollable behavior will result in the child being dismissed from camp. Refunds for tuition will not be issued if a child is dismissed due to discipline problems. Please be prepared to pick up your child if he/she is being sent home due to disciplinary measures.

Reporting Abuse and Neglect – Camp Quillian/Quillian Center is licensed by the Texas Department of Family and Protective Services. As such we follow guidelines called Minimum Standards. Parents may view a copy of the Minimum Standards and our most recent Licensing Inspection Report. The inspection report is posted on the Quillian bulletin board and a copy of the Minimum Standards is in the front office. If you have questions directed toward licensing, you may contact the local licensing office by phone 713-287-3238 or through their website (<https://hhs.texas.gov/>). The nearest licensing office is located at 1330 E. 40th, Houston, Texas 77022. Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliation against caregivers who make reports in good faith.

Contact Information

Please use the 713 781-9195 number to reach an administrator on duty and select option 1. This is the best way to speak directly with a staff member, especially during morning and evening hours. To leave a message for administrators choose their specific extension. You may also choose to send email to qmc@quilliantcenter.org.

Kenny Martin, Athletic Director & Admin

kmartin@quilliantcenter.org

713-458-4712

Beverly Okosun, Child Care Director

bokosun@quilliantcenter.org

713-458-4707

Krystal Martin, Assistant Child Care Director

kmmartin@quilliantcenter.org

713-458-4713

Tom Gaden, Executive Director

tgaden@quilliantcenter.org

713-458-4705

Quillian Website

www.quilliantcenter.org

Main Office Line

713-781-9195