



Afterschool Parent Handbook



Welcome to the Afterschool Program

We are pleased to have your child spending a part of their day with us! It is our goal to provide your child with a safe, fun, and memorable experience where they feel supported, engaged, and excited to attend each day. We will accomplish this goal through a variety of activities including games, arts and crafts, sports, creative activities, team-building opportunities, and opportunities for children to build friendships and create lasting memories.

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

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 the Afterschool Program

Our programs provide a positive, safe environment where children learn new skills and make new friends. Led by a trained and qualified staff, the Afterschool Program focuses 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 experience with many challenging opportunities while preserving and participating in the natural environment around us.

Core Principles of the Afterschool Program

Positive Environment – This environment includes counselors with positive attitudes who encourage children 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 participants. 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 programs promote personal growth. We challenge our participants 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 the Afterschool Program is not a Daycare Program but a recreation youth program. 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. ***

Program Locations

The Afterschool Program is held each day at the **Brushy Creek Community Center**. All parent/guardian pick-ups will take place at the **Brushy Creek Community Center** during designated program pick-up hours.

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 programming each day. Parents need to set up a KidCheck account prior to the start day of the program. 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.

Reporting an Absence

If your child will be absent from the Afterschool Program, please notify the Program & Events Supervisor or the Youth Program Specialist **no later than 1:30 p.m. on the day of the absence**. If your child has **recurring absences** due to extracurricular activities, tutoring, appointments, or another regularly scheduled commitment, please notify program staff as soon as possible so we can update your child's attendance schedule accordingly. Absences may be reported by email or by calling the Afterschool Program phone at **(512) 541-8307**. Prompt notification helps our staff accurately account for all participants and ensures a safe and efficient check-in process after school.

Afterschool Program Hours of Operation

The Afterschool Program hours are set from 2:30pm-6pm. Staff will be available starting at 2:30pm, no earlier. 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 programming starting at 6 pm. This fee must be paid before your child can attend programming again. Cash will not be accepted at time of pick up. If you know you are going to be late, please call the program phone **(512) 541-8307**.

Ratio Information

The Brushy Creek MUD's Afterschool Program keeps a counselor to child ratio of at least 1 counselor to 10 children during non-water activities

Items to Remember

Your child will need to bring the following items...

- ☐ Extra snacks for your child. We only provide an afternoon snack.
- ☐ 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 in the program setting. This is for your child's safety.
- ☐ Comfortable, weather appropriate clothes for the walk over from Great Oaks Elementary. We will walk rain or shine!
- ☐ **A refillable water bottle**

*Please note that the Brushy Creek MUD/Afterschool Program 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

The Afterschool Program 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 the program, we will require that they remain in your child's backpack for the duration of the day. If a child 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 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 Afterschool Program 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.

Division of Groups

To provide a safe and organized program, participants will be divided into **three groups of approximately 25 children** based on their age and grade level. These groups will be used for attendance, walking children to and from the Community Center, and daily activities.

While we understand that families may request for their child to be placed with a sibling or friend, **group placement requests cannot be guaranteed**. Group assignments are carefully determined by staff based on a variety of factors, including age, grade level, safety, staffing ratios, behavioral dynamics, and the overall needs of the program.

Although we will make every effort to consider requests when appropriate, our priority is creating a safe, positive, and successful experience for every participant.

Medications

The program and events 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 Program Director via email at 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 the program. Children who become ill during the program 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 Program Director or Youth Program Specialist should be notified at once. If children have been exposed to a communicable disease during the program, 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 program 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.

Payment Information

Cancellation & Withdrawal Policy:

To withdraw from the Afterschool Program, a written notice must be submitted at least **14 calendar days prior to the 1st day of the month** in which the withdrawal will take effect. A **\$25 administrative fee** will be assessed for each withdrawal request.

Registration fees and deposits are non-refundable and cannot be refunded, transferred, or credited under any circumstances. Withdrawal requests received after the required notice period will remain financially responsible for the upcoming month's tuition.

Program Dress Code Guidelines and Policies

General Dress Code:

Children 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:

Children 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.

Clothing Care:

Label all clothing and personal items with your child's name to avoid loss.

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

Electronics and Accessories:

Children are discouraged from bringing expensive or valuable personal items, including electronic devices, to the Afterschool Program. The only exception is a school-issued Chromebook or other school device needed to complete homework.

The Afterschool Program is not responsible for lost, stolen, or damaged personal belongings. Parents and guardians are encouraged to leave valuable items at home whenever possible.

Hygiene:

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

Dress Code Enforcement:

Program staff will gently remind the children 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 program dress code for a positive and inclusive program experience. These guidelines are designed to create a safe, respectful, and enjoyable environment for all children. Thank you for your understanding and cooperation.****

Behavior Management

Each child is expected to follow all program 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.

Group Scoreboard Policy

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 child(ren) 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 such as a "Red Behavior Notice" or a phone call home to ensure transparency and cooperation.
- Together with parents/guardians, a plan will be developed to ensure a positive program 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 Children 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, other children, District staff and the program 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, children, 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:

Our goal is to work with families to address behavior concerns early through positive communication and redirection. The following progressive discipline process will be used when appropriate:

Red Behavior Notice:

If a child's behavior continues after verbal reminders and redirection, a **Red Behavior Notice** may be sent home to inform parents/guardians of the concern. This notice is intended to encourage communication between staff and families and provide an opportunity to address behaviors before formal disciplinary action becomes necessary.

1st Write-Up:

If the behavior persists after a Red Behavior Notice has been issued, a formal write-up will be completed and documented. A copy of the write-up will be provided to the parent/guardian at pick-up.

2nd Write-Up:

A second write-up may result in a phone call from the Youth Program Specialist or Program & Events Supervisor to discuss the behavior, review behavior modification strategies, and work collaboratively with the family to support the child.

3rd Write-Up:

A third write-up may result in suspension from the Afterschool Program. Before

returning to the program, a conference may be required with the parent/guardian, child, Youth Program Specialist, and Program & Events Supervisor to determine an appropriate plan for continued participation.

Children will receive verbal reminders and opportunities to correct their behavior before progressing through the discipline process whenever appropriate. Minor infractions may include, but are not limited to, inappropriate language, disrespect toward staff or peers, failure to follow directions, disruptive behavior, or rough play.

Major infractions, including behaviors that jeopardize the safety of participants or staff, may result in immediate disciplinary action without prior verbal warnings or a Red Behavior Notice. Depending on the severity of the incident, the program reserves the right to skip steps in the discipline process, including immediate suspension or dismissal from the program.

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.

Thank You

Thank you for choosing the Brushy Creek Afterschool Program! We are excited to have your family join us and look forward to a fun, safe, and engaging school year.

Our goal is to provide a positive environment where children can build friendships, explore new interests, develop confidence, and make lasting memories. We believe that open communication and a strong partnership between families and our staff are essential to creating the best possible experience for every child.

If you have any questions, concerns, or need assistance throughout the school year, please don't hesitate to reach out to a member of our team. We are always happy to help.

Thank you for trusting us with your child each day. We look forward to an amazing year together!