

# Chinese Community Center Youth Summer Camp Operational Policies

Welcome to the Chinese Community Center's 2024 Summer Camp Program! Our staff is looking forward to a fun and safe summer with your child. In order to serve you best, we have come up with some guidelines to remember this summer. Please read over this carefully and discuss relevant information with your child. If you have any questions, please feel free to contact Ms. Lisa, Youth Program Director, at 713-271-6100x110, or [lisato@ccchouston.org](mailto:lisato@ccchouston.org).

## Registration and Tuition Fees:

Students must be registered online and all additional forms must be completed prior to the date that the child will be attending the program. If forms are incomplete or registration fees have not been paid, the student will not be considered enrolled in Summer Camp. Camp tuition should be paid by the Friday afternoon of the week before they are attending **at the latest**. If tuition has not been paid by the Friday prior, a \$10 late fee will be applied to re-enroll the child for the week. Registration fees are non-refundable and refunded tuition fees are assessed a \$30 processing fee. We accept cash, checks, credit cards, and money orders - please write the child's name in the memo portion of checks and money orders.

## Fee Schedule:

Registration fee - \$30 (non-refundable)

Weekly summer camp tuition - \$195/child if paid prior to enrollment week  
\$205/child if paid on the week of enrollment

Monthly summer camp tuition (4 consecutive weeks) - \$745/child

Daily rate - \$50/non-fieldtrip days (NO daily fieldtrip enrollments – fieldtrip day only offered as part of weekly enrollments)

Summer Camp with Chinese Language Add-On - \$235/week

## Additional charges:

Late tuition fee - \$10 (assessed if tuition is not paid by the Friday prior to enrolled week)

Extra t-shirts - \$10 (optional)

Late pickup fee - \$1/minute per child

Returned check fee - \$30

Refunds - \$30 processing fee

5% discount on multiple children in the family if enrolling for the same period – applicable to second and subsequent children in the same immediate family.

## Waitlist Policy:

All registrations are accepted on a first come, first paid basis. Families may place a student on the waitlist for any particular week at no charge. If a spot becomes available, camp administrators will attempt to contact the parent through the email registered. Please make sure you list contact information that is checked on a regular basis.

## Cancellations/Change of Enrollment:

Cancellations made at least 5 days before program period will allow for 100% future credit or refund through check minus the \$30 processing fee. Due to demand for camp space, cancellations made less than 5 days before program day or no-shows will not receive any future credit. Please understand that by registering for camp, you are reserving both space and staffing, regardless of whether or not your child attends the program.

## Inclement Weather Policy:

In the event of inclement weather, we will make every effort to make an announcement about camp closure as quickly as possible. Updated information about center closure will be sent out through the camp's Remind app, made on our main website at [www.ccchouston.org](http://www.ccchouston.org), or by calling 713-271-6100. If center closure occurs, there are no refunds or credit of loss of days.

## Coronavirus (COVID-19) Warning and Disclaimer:

COVID-19 is an extremely contagious disease that can lead to severe illness, personal injury, permanent disability, or death. An inherent risk of exposure to COVID-19 exists in any public place where people are present. Participation in camp is voluntary and the Chinese Community Center does not make any warranty or representation that a COVID-19 infection will not occur through participation in the programs.

The center retains the right to make adjustment regarding mask usage and safety protocols at any point prior to or during the summer camp period. We will work with each family as much as possible to best serve the student but reserve the right to put policies in place that we feel is the most beneficial for the camp.

### **Camp Hours:**

Most activities for our Summer Camp will run from 9:00am – 5:00pm daily. There will be certain fieldtrip days that we ask the students to arrive a little earlier to compensate for fieldtrips that are farther from the center. We are open from 7:30am to 6:30pm for the parents' convenience and there is no charge for pre- and post-camp hours. Students should arrive between 7:30am and 9:00am and be signed in by an adult at the designated drop-off location. Daily assemblage begins at 9:00am and all students are encouraged to arrive on time. Summer camp closes at 6:30pm and a \$1 per minute per child late fee will be charged for all students not picked up by this time. Late fees must be paid in cash within 24 hours from the time they were assessed. Parents or authorized guardians **MUST** sign their child in and out each day.

### **Camp Facilities:**

Campers will have supervised use of the multi-purpose room, classrooms, computer lab, and gymnasium during the summer camp. Please discuss with your child the importance of respecting all of our facilities. Any student caught vandalizing the center's properties will be expelled from the program and parents will be held responsible for damages. Also, please drive carefully in the parking lots, remembering that there are many young children on our site each day. Park in designated parking spots and follow all entrance and exit signs. Not doing so is **very dangerous** and could result in fines for repeated violations.

### **Health Insurance/Shot Records/Medication:**

All students enrolled in the Summer Camp program must have their shots up-to-date. If a child's shot records are on file at the school that they attend, it is not necessary for the center to have a copy. Proof of health insurance needs to be submitted to camp administrators by the time students begin attending camp. All medicine, including over-the-counter meds and inhalers, should be kept in the original package for drop-off. The dosage and times must be clearly marked and the original prescription must be included for all medicine not purchased over-the-counter. All medicine must be turned in to the Program Manager only, not teachers or counselors. If a child has a diagnosed food allergy/ies, a Food Allergy Emergency Plan must be completed by a healthcare provider and on file at the center. ***Parents are responsible for all medical costs.***

### **What to Bring to Camp:**

Campers should come to camp every day in comfortable clothes and tennis shoes. Flip flops, heelies (tennis shoes with wheels on the bottom), and other open-toed shoes are not allowed on most camp days. Flip flops may be brought on fieldtrip days to water parks and splash days but students must also have tennis shoes with them. Camp shirts need to be worn **every Tuesday and Friday**. A camp shirt is included in the price of registration and extra camp shirts may be purchased from the program administrators for \$10/shirt. Shirts may be picked up at the end of the first day that the child is attending camp. In order to help facilitate the return of lost items, parents are strongly encouraged to label ALL of their child's belongings, including bathing suits, camp shirts, towels, socks, backpacks, etc.

Students may bring personal toys and games to the center to be played with during pre- and post-camp hours but are not encouraged to do so. ***The Chinese Community Center and its employees are NOT responsible for lost or stolen items.*** By allowing your child to bring any personal items, you agree that you will not hold the center responsible for these items and you and your child understand the risks associated with bringing such items to the center.

### **Lost and Found:**

Lost items will be reunited with their owners to the best of our ability. All items found that are not labeled will be placed in a lost-and-found box in the multi-purpose room. These items will be discarded or donated to Second Blessing Thrift Store at the end of the summer. Make sure to promptly look for your child's belongings as soon as you discover it missing. Underwear and socks will be discarded at the end of each day if they are not labeled.

### **Fieldtrips:**

A copy of all planned fieldtrips can be found on the program's website. Parents will also be informed of upcoming fieldtrips on the Monday of each week. Please be sure to pick up the sheet of information that contains the date, time, and location of each fieldtrip. On this sheet, it will also spell out what the child needs to bring (i.e. bathing suits, etc.) and what time the students

should arrive at the center – usually no later than 45 minutes prior to the departure time. Any student arriving late or those not dressed appropriately for that day’s fieldtrip will not be allowed to attend the fieldtrip and must be picked up by an authorized guardian as soon as possible.

**Both sign-in and permission slip sheets must be signed by the fieldtrip day in order for the student to participate in the fieldtrip.** All transportation to and from fieldtrips will be provided by school buses or the center’s vans. Students are allowed to bring extra money to buy snacks or souvenirs from the gift shop but are responsible for their own money. For younger students, parents can give extra money to their child’s counselor to hold onto during the fieldtrip but must be advised that the counselor is not responsible for the purchases of their child.

### **Swimming:**

With so many accidents happening each summer around water, the center and its staff strongly encourage parents to teach their children to swim. Although we do not offer lessons at the center, camp administrators can refer you and your family to ones in your communities.

While out on fieldtrips to places that offer life jackets, all students from age 5 to age 7 will be required to wear a life jacket unless their parents have specifically informed the Program Manager that one is not needed. Life jackets will also be mandatory for any other student whose parents have informed the camp that their child is not a strong swimmer, regardless of their age. To all others, wearing a life jacket during fieldtrips to water parks will be optional.

### **Splash Day On-Site:**

On-site water activities will be offered to students on Fridays on a voluntary basis. For older students, an above-ground pool will be set up with a maximum capacity of 10 students at any point in time. For our younger students, individual kiddie pools will be set up to allow students to water play and will be cleaned and sanitized between groups. Pools are set up underneath the center’s awning and will not be affected by the weather. Other recreational activities are planned for students who choose not to participate in water play.

### **Supervision Ratios:**

Camp supervision ratios are generally 1:14, which complies with the Texas Department of Protective and Regulatory Services standards of 1:26. Fieldtrip ratios will be no more than 1:12. Classes and fieldtrip groups will always have at least 1-3 high school volunteers in addition to their assigned teachers which will further bring down the ratios.

### **Sunscreen:**

The center will provide camp counselors with sunscreen to apply to children on fieldtrips and splash days. If your child has a skin allergy or is sensitive to sunscreen, please send the student to camp with sunscreen suitable for their skin type. Although counselors will be advised to reapply sunscreen on the children throughout the day, campers should learn how to apply sunscreen to themselves as well.

### **Meals and Snacks:**

Breakfast, lunch, and an afternoon snack are provided to the students daily. Breakfast is served between 8:00am – 9:00am and afternoon snacks are served at 5:00pm. If there are any food allergies, please make sure that a camp administrator is notified prior to the child attending the camp. Because of the number of students that attend, we are not able to modify the menu. If a student or their parent objects to the meals that are served, the child is able to bring their own lunch each day. Lunches should be labeled with the child’s name and turned in to a teacher in the morning when the student arrives. All meals and snacks provided by the center follow USDA regulations.

### **School Rules:**

- 1) Students and their parents are expected to treat all adults and other students with respect and follow the Golden Rule - to treat others as you would have them treat you.
- 2) Students, their parents, and staff will not use foul or degrading language.
- 3) Students will follow all instructions given by the staff.
- 4) Students need permission from their teacher to leave the room for any reason.
- 5) Student will not run or fight while under the Chinese Community Center’s supervision. Injuries resulting from these actions are the responsibilities of the participating parties and do not involve the Chinese Community Center.
- 6) All students and their parents will respect the Community Center’s property as well as facility, and will be responsible for all damages.

### **Discipline Policy:**

Counselors and camp teachers will administer discipline within their class or fieldtrip group. When a child misbehaves or are disruptive in class, they will be placed in “time-out,” limited to no more than one minute per year of the child’s age. During this time-out, the student will be asked to reflect on their behavior and what they can do differently in the future. If the student is placed in time-out more than three times, they are then sent to the Program Manager’s office to discuss their behavior and a warning will be issued. The child will then be allowed to return to their group or class knowing that if similar misbehavior occurs again, it will result in another office visit and camp administrators will then address the conduct issue with the parents or legal guardians.

### **Dismissal from the Program:**

A student will be dismissed from the program for aggressive behavior such as, but not limited to, hitting, biting, kicking, or throwing objects with the intent to harm. Repeated disruption of class, using inappropriate language, destruction of center or other campers’ property, and uncontrollable behavior will also result in the dismissal of a student.

Verbal abuse, physical abuse, or sexual harassment of students or staff members by students or their parents will not be tolerated. We also do not tolerate lying, stealing, narcotics, and weapons on our grounds and will dismiss students from our program without warning if a student or their parent/guardian is in violation of these guidelines. Refunds for tuition will not be issued if a child is dismissed due to any of these reasons.

### **Incident/Accident Reports:**

Due to the nature of the age group, there will inevitably be incidents and accidents. The center asks staff to fill out a report for all incidents that occur at the center. This may include scratches, bumps, nosebleeds, and vomiting among other things. Parents will be notified of these minor injuries at the time of pick-up. In the event of a serious injury, the parent will be notified immediately. If a child becomes ill at the center, staff will call parents immediately as well and the student will be asked to rest or lie down in the Program Manager’s office. It is important that staff is able to reach parents or guardians in a timely manner; therefore, parents should make sure that the center has **updated telephone numbers and emergency information**.

### **Student Drop-Off and Pick-Up:**

Parents must check in all children they are dropping off by signing the attendance sheet in the appropriate areas for **each child** and then signing their child out when they are being picked up. Only parents and persons authorized by the parents may pick up students. If there is someone else picking up the child other than those listed on the registration forms, please notify the Program Manager at 713-271-6100x110. All persons picking up children should have their state issued identification on them at all times while on site.

All sign-out will be done in the designated pickup/drop off area after 5:00pm. If a child will be leaving early for any specific reason, please notify camp staff ahead of time.

### **Emergency Situations:**

In an emergency, your child may be “sheltered in place” or “evacuated” from the buildings depending on the circumstances. Please make it a point to sit down as a family and discuss your emergency procedures. Stress to your child that if there is an emergency situation while they are at camp that parents may not be able to pick up the students until an “all-clear” has been given to camp administrators and staff. The center will keep enough food and beverages in stock in case of a shelter-in-place situation.

### **Contact Us:**

Youth Program Director:

Lisa To 713-271-6100x110

[lisato@ccchouston.org](mailto:lisato@ccchouston.org)

Youth Education Specialist:

Megan Goodwin 713-271-6100x113

[mgoodwin@ccchouston.org](mailto:mgoodwin@ccchouston.org)

Language Program Manager:

Fangling Lee 713-271-6100x160

[fangling@ccchouston.org](mailto:fangling@ccchouston.org)