

# Welcome to 2016 Quillian Summer Camp

For over 30 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 accredited by the American Camp Association.

## 2016 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.

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

All campers must be checked in at the hub, (the desk under the "Welcome To Quillian Center Check-In") by their parent/legal guardian.

All campers must be checked-out by parent/legal guardian/authorized person.

Sign-out will take place at the front door of the gym.

All parents/legal guardian/authorized person to pick up **MUST** provide their driver's license to the Administrator on Duty.

The parent/legal guardian/authorized person to pick up will be provided with a "Pick Up Card" and present it to the counselor. **NO EXCEPTIONS!**

Late Pick-Up – Quillian Center has established \$1.00 per minute late pick up fee for each minute at 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.

## 2016 Summer Camp Tuition & Payment

**\$195** for weekly tuition for Sessions 1 – 12. Camp begins May 31<sup>st</sup> and ends August 19<sup>th</sup>. Payment method is credit/debit card or cash only. **PERSONAL OR BUSINESS CHECKS ARE NO LONGER ACCEPTED.**

## 2016 Summer Camp Schedule for Groups

<b>7:30 A.M.</b> to 9:00 A.M.	Arrival: Gym Games, Multi-Purpose Room & Playground
9:00 A.M. to 9:30 A.M.	Morning Assembly (Roll Call, Announcements, Prayer)
9:30 A.M. to 10:45 A.M.	Specialty Camps
10:50 A.M. to 11:15 A.M.	Grand Assembly (Special Guest Speaker/Skits/Challenges)
11:00 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
5:30 P.M. to 6:30 P.M.	Game Room, Multi-Purpose Room, TV, Xbox 360, quiet games and planned activities

## 2016 Important Days to Remember

Session 1	May 31 – June 3	Session 6	July 5 – July 8
Session 2	June 6 – June 10	Session 7	July 11 – July 15
Session 3	June 13 – June 17	Session 8	July 18 – July 22
Session 4	June 20 – June 24	Session 9	July 25 – July 29
Session 5	June 27 – July 1	Session 10	Aug. 1 – Aug. 5
<b>July 4</b>	<b>Camp Quillian Closed</b>	Session 11	Aug. 8 – Aug. 12
	<b>Pool/Noah's Ark is Open</b>	Session 12	Aug. 15 – Aug. 19

## Camper Supervision Ratios

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 9.

During aquatic activities, the camper/staff ratio will remain 1 to 9 utilizing pool lookouts and lifeguards.

## 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 during summer camp. Specialty camps are from 9:30 A.M. to 10:45 A.M. every day. Camps will be led by summer camp staff or outsourced teachers with experience in that particular activity. **There will not be any changing/switching of Specialty Camps.**

## 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, mechanical bull and so much more.

## Vacation Bible School

Vacation Bible School will be offered as a specialty camp during the summer. Vacation Bible School will be from July 11 - 14, from 9 A.M. to 12 P.M. Monday through Friday. After VBS, the children will be walked to the Stansbury Building for lunch and then will resume with normal summer camp scheduled activities.

## Field Trips

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

Please note; campers participating in select Specialty Camps such as golf and/or tennis will be transported off campus.

## Teen Camp

Teen Camp is for campers 13-14 years of age. Teen camp will take educational 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 needs and we tailor 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.

Quillian Center's C.I.T. program is designed for 15 year olds 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 Wesley Academy and First Methodist Houston-Westchase. Please respect all facilities and equipment.

## Parking

Please drive carefully, remembering that there are many young children in the area. Please park in designated parking spot. 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.

## 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. It is very important to label all pieces of clothing and equipment. This will help in prompt returns of lost items to proper owner.

## What Not to Bring to Camp

**Please do not bring the following:**

- **No cell phones, video devices, iPods, iPads, gaming devices.**
- **No open toed shoes, sandals or flip flops.**
- **No 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**
- **If you need to contact your child during the day you may call the main camp phone line (713) 781-9195 and we can relay a message or have your child call you from the office.**

Anything considered a weapon is not allowed on the property. No smoking or use of alcohol or drugs is allowed on campus or 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. These items will be discarded or donated to charity at the end of each week. Make sure all of 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. Locks will be cut off at the end of each week.

## Hot Lunches

Campers who bring their own lunch will place them in their assigned cubbies or lockers each morning. Campers may also purchase hot lunches. The cost is \$5.50 per day. Hot lunches will be served Monday through Friday and must be purchased no later than 9:00 A.M the day of camp. **Campers may not purchase lunch at the concession stand.** They will visit the concession stand during afternoon snack time and during free swim time. Lunch will be catering by Luby’s Cafeteria. If a child forgets their lunch, lunch will be provided by Quillian Center. Parents will be expected to pay \$5.50 for lunch when picking up their camper that day.

## Snack Time

Campers will receive a free snack each afternoon and may choose to visit the concession stand during afternoon free time. Quillian will provide snacks such as cookies, crackers and gold fish along with water. Snack cards are available at \$5 each and are in 25 cent increments. They will be kept in a Rolodex in the concession stand. Snack cards may be purchased at the gym hub. **CHECKS WILL NOT BE ACCEPTED.** Please note that limits on daily spending and restriction on what your child cannot eat 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 ages 7 through 14 (Group 2 through Teen Camp) 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 Associate 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 given an orange wrist band and be allowed to swim in the shallow area or Noah's Ark only. Those campers who do not wish to be evaluated will automatically receive an orange wrist band. 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 ages 5 & 6 will be permitted to swim in the Noah's Ark Pool **ONLY** and will receive an orange wristband.

The wristband must remain attached for the duration of the session, so please do not take the wristband off.

## Sunscreen

**Please apply sunscreen to 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 sunscreen for emergency use only, it is important for you to provide 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. Water fountains are available at the center and coolers of water will be available when the children are outside. You may also choose to send your child to camp with a water bottle.

## 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 then 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.**

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 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 immediately. 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 should be kept in the original bottle for drop-off. The dosage and times must be clearly marked, and also be the original prescription. All medicine will be turned in to the Associate Director on duty. Parents must complete and sign a special medicine 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 **the date of their last tetanus shot**.

## 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 escorted in and signed in at the gym hub by the parent/legal guardian. Since Camp Quillian does not provide transportation, it is the responsibility of the parent/legal guardian to insure 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 at the front door of the gym.

All parents/legal guardian/authorized person to pick up MUST provide their driver's license to the Administrator on Duty.

The parent/legal guardian/authorized person to pick up will be provided with a "Pick Up Card" and present it to the counselor. NO EXCEPTIONS!

Only approved persons to whom the child may be released will be allowed to take campers. The Associate Director on duty will release a child to the designated person/people listed on the authorized to pick up list.

IF THERE ARE CHANGES WITH PLANS, QUILLIAN MUST BE NOTIFIED BY EMAIL WHEN SIGNING IN THEIR CHILD IF SOMEONE ELSE WILL BE PICKING UP. THIS INFORMATION MUST INCLUDE THE NAME OF THE PERSON 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 Associate Director on duty 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 situation 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 information.

## Visitors/Visiting Procedures

All visitors must check in at the gym hub. 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 shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interferes 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.

## Contact Information

Please use the (713) 781-9195 number. To reach an administrator on duty, use 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@quilliancenter.org](mailto:qmc@quilliancenter.org).

## Direct Phone Lines

Tom Gaden  
Executive Director  
[tgaden@quilliancenter.org](mailto:tgaden@quilliancenter.org)  
713.458.4705

Karen Wallis  
Associate Director  
[kwallis@quilliancenter.org](mailto:kwallis@quilliancenter.org)  
713.458.4707

Chaz McAdams  
Assist. Program Director  
[cmcadams@quilliancenter.org](mailto:cmcadams@quilliancenter.org)  
713.458.4730

Zach Wilson  
Director of Campus Outreach  
[zjwilson@fmhouston.com](mailto:zjwilson@fmhouston.com)  
713.458.4723