



Welcome to 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.

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 8:50 A.M.

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

All campers must be escorted by an adult and checked in at the hub, (the desk under the "Welcome To Quillian Center Check-In").

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.

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.

Summer Camp Tuition & Payment

\$210 for weekly tuition for Sessions 1 – 13. Camp begins May 30th and ends August 25th. Payment method is credit/debit card or cash only. PERSONAL OR BUSINESS CHECKS ARE NO LONGER ACCEPTED.

Summer Camp Schedule for Groups

7:30 A.M. to 8:50 A.M.	Arrival: Free Breakfast(7:30-8:30), Gym Games & Playground
9:00 A.M. to 9:25 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)
11:20 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
5:30 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	May 30 – June 2	Session 6	July 5 – July 7
Session 2	June 5 – June 9	Session 7	July 10 – July 14
Session 3	June 12 – June 16	Session 8	July 17 – July 21
Session 4	June 19 – June 23	Session 9	July 24 – July 28
Session 5	June 26 – June 30	Session 10	July 31 – Aug. 4
July 3 & 4	Camp Quillian Closed	Session 11	Aug. 7 – Aug. 11
	Pool/Noah’s Ark is Open	Session 12	Aug. 14 – Aug. 18
		Session 13	Aug. 21 – Aug. 25

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 in 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.

Concierge Camps

Quillian Center has started offering a selection of “Concierge Camps”. These are camps where the parent/legal guardian selected to pay a little extra. When you go online to register your camper, you will see the amount for the “Concierge Camp” you would like to elect.

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 10 - 13, from 9:30 A.M. to 12 P.M. Monday through Thursday. After VBS, the children will be walked to the Stansbury Building for lunch and then resume their normal summer camp scheduled activities.



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.

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 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.

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 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.

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. More sunblock will be applied through-out the day. 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:

- No cell phones, video devices, iPods, iPads, gaming device.
- 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 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

Quillian Center will provide free breakfasts and lunches beginning this year. Breakfast will be served between 7:30 a.m. until 8:30 a.m. Please understand that breakfast ends at 8:30 a.m. We will not be able to serve your child after 8:30. If you would like your child to participate in the free lunch, you will need to fill out the lunch order form that is on our web site, www.quilliancenter.org, and there will be hard copies at the front desk where you sign in your child. 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 and Chic-fil-A. Quillian will provide lunch for



any camper that forgets or comes without a lunch. 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 or they may choose to visit the concession stand during afternoon snack 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 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 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.

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. 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, 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 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 must be kept in the original bottle for drop-off. The dosage and times must be clearly marked, and also be in the original prescription bottle. All medicine will be turned in to the Associate Director on duty. Parents must complete and sign a 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 PLANS CHANGE DURING THE DAY, QUILLIAN MUST BE NOTIFIED BY EMAIL IF SOMEONE THAT IS NOT ON THE AUTHORIZED LIST. 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 will 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.

Direct Phone Lines

Tom Gaden
Executive Director
tgaden@quilliancenter.org
713.458.4705

Karen Wallis
Associate Director
kwallis@quilliancenter.org
713.458.4707

Mike Hollis
Associate Director
mhollis@quilliancenter.org
713.458.4712

Chaz McAdams
Assist. Program Director
cmcadams@quilliancenter.org
713.458.4730

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 the Minimum Standards are located in two black binders at the front desk, "The Hub". If you have questions directed toward licensing, you may contact the local licensing office by phone (713- 940-3009) or through their website (www.dfps.state.tx.us). 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.