

CAMP QUILLIAN

Parent Handbook

Welcome to CAMP QUILLIAN! It will be another amazing summer of memories, and we know the kids are ready!!! For over 64 years, Quillian Center has provided an incredible Summer Camp experience. Our staff will provide your child with an exciting summer experience. The following information will provide a basic background to our camp operation. If you have any questions, please call (713) 781-9195 or email Program Director, Beverly Okosun at bokosun@quilliancenter.org. Our Summer Camp is listed as a member of the American Camp Association and preferred camp of the Westchase District. Quillian Center is also a state licensed childcare facility.

Camp Times

Camp Quillian's hours of operation are from 8:00 A.M. to 6:30 P.M.

Arriving between 8:00 A.M. and 9:00 A.M. Campers should be checked in by 9:00 A.M.

Campers will have an opportunity to swim between 4:00 P.M.-5:45 P.M.

Pick-up is no later than 6:30 P.M. (see late pick-up policy below).

All campers must be escorted by an adult to the front desk for check in daily.

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 starting at 4:00 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 P.M., you must walk inside of the gymnasium offices and check your child out with an Administrator on Duty. The parent/legal guardian/authorized person to pick up will be provided with a "Camper Pick Up Card" and present it to the counselor in the area their child is in. NO EXCEPTIONS!

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. Please call the front desk at 713-458-4707.

Summer Camp Tuition & Payment

This summer there will be several opportunities to save on tuition fees.

Registration Fees

\$225 per camper, ages 5-12

\$205 for sibling discount

Additional Pricing

\$160 for weekly half day camp for sessions 1-10, for campers ages 5-12. The A.M. session is from 8:00 A.M to 1:30 P.M. and P.M. session is from 1:00 P.M. to 6:30 P.M.

- \$80 per day drop in, if room is available (maximum 2 days in a week). Registration for drop-in services must be completed through the office. **Note:** Camper must be enrolled in at least one full week of camp to take advantage of drop-in services.
- We offer \$20 sibling discounts.
- Please note that late fees apply on Saturday, at 12 a.m., prior to the session starting. The late fee is \$25.
- Camp begins June 2nd and ends August 8th. Payment method is credit/debit card or, cash only. Cash will only be accepted for snack cards and lunches. **THERE WILL BE NO TUITION PAYMENTS ACCEPTED IN CASH. PERSONAL OR BUSINESS CHECKS ARE NO LONGER ACCEPTED.**

All registration should be completed online at www.quilliancenter.org under Camp Quillian 2025 (excluding drop in registration). If you are new to our program you will have to create an account via Community Pass, complete the registration forms, and submit payment for tuition. Previous account holders can log in with user id and password credentials and register for Summer Camp 2025.

Cancellation Policy: If you need to cancel a session you must contact Beverly Okosun at bokosun@quilliancenter.org or by phone at 713-458-4707. Please cancel your session in a timely manner to help us with planning summer camp in an organized manner. We advise cancellations to be 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 charged for any cancelled sessions. If your child attended part of the cancelled session, the processing fee of \$35 along with costs associated with each day the child attended will be held. No fees are returned if the child attended three days or more days of camp each week.

No refunds for tuition will be issued if a child is dismissed due to discipline problems.

Summer Camp General Schedule for Groups

8:00 A.M. to 9:00 A.M. Arrival, Groups Separated into Gym Games, Playground or Multi-Purpose Room Activities

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 10:00 A.M. Closing Assembly/Transitions

10:00 A.M. to 11:00 A.M. Specialty Camp

11:00 A.M. to 11:20 A.M. Roll Call

11:20 A.M. to 4:15 P.M. Group activities include lunch, game room, indoor/outdoor games, playground, climbing wall, movies, crafts, special activities, snacks, and a visit to the concession stand!

4:15 P.M. to 5:45 P.M. Swimming or Gym Time

4:15 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 2-6

Session 2- June 9-13

Session 3 - June 16-20

Session 4 - June 23-June 27

Session 5 - June 30-July 3 (**closed July 4th**)

Session 6 - July 7-July 11

Session 7 - July 14-July 18

Session 8 - July 21-July 25

Session 9 - July 28-August 1

Session 10 - August 4-August 8

Camper Supervision

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 and 1 to 15 during aquatic activities, 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 they will participate in during summer camp. Specialty camps are from 10:00 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 during the week of camp.

Some specialty camps have additional charges, for example, swim lessons and Kid City. When you register your camper, you will see the amount for these camps.

Campers participating in select Specialty Camps such as Golf, Tennis, Kids City and Back to Nature will be transported off campus.

Rookie Camp

Rookie Camp is for children 5 to 6 years of age, (Group 1 campers). Group 1 will engage in daily activities during the specialty camp hour that focus on sports, music, movement, science, group play and creative crafts. Children in rookie camp will have the choice this year to choose a sports track, enrichment track or swim lessons if available that week.

Special Events & Guest Speakers

During each session, there will be at least one special event and/or guest speaker specific to that week's camp's theme. Special events moonwalks, luau, dress up days, chapel, minute it to win it challenges, water slides, karaoke, talent shows, sporting competitions, and so much more.

Vacation Bible Camp

Vacation Bible Camp will be offered as a specialty camp during the summer. Vacation Bible Camp will be from June 30- July 3, from 9:30 A.M. to 11 AM. After VBC, the children will have lunch and then resume their normal summer camp scheduled activities.

Camp Facilities and Equipment

Campers will have use of the gymnasium, climbing wall, game room, pavilion, playground, ball fields, swimming pool, the Noah's Ark pool and classrooms during summer camp. Campers will also use facilities at First Methodist Houston-Westchase. Equipment is provided for all sport specialty camps, however if your camper chooses to bring their own equipment, please make sure it is well marked with the camper's name. Some select enrichment classes may require students to bring their own supplies/equipment from home. Campers will be asked to respect all facilities and equipment. Parents and legal guardians will be responsible for damage caused by their campers.

Parking

Please drive carefully, remembering that there are many young children in the area. 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 comfortably 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. Staff will help put more sunblock on for the younger children before swimming. It is especially important to label ALL pieces of clothing and equipment. This will help with prompt returns of lost items to the owner.

What NOT to Bring to Camp

No cell phones, video devices, I Pods, I Pads, gaming devices. Phones brought to camp will be placed behind the desk and returned upon pick up. If this becomes habitual, campers will be dismissed.

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 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 daily. Catered lunches will be provided by the following companies:

Canes on Monday’s

Meal: 3 chicken fingers, toast, and canes sauce

Tejas Tacos on Tuesday’s

Meal: 2 chicken fajita tacos with rice, beans and queso

Double Dave’s on Wednesday’s

Meal: 1 Slice of Pizza & 1 Cheesy Breadstick (cheese or pepperoni)

Becks Prime on Thursday’s

Meal: Hamburgers & Chips

Chick-fil-A on Friday’s

Meal: Chicken Sandwich & Chips

All catered meals will be served with water.

Quillian will provide lunch for any camper that forgets or comes without a lunch. The substitute lunch will be a hot dog, chips, and water for \$8.00. Parents will be invoiced and expected to pay for lunch when picking up their camper that day. Failure to pay the invoice promptly will be subject to late fees. Please order lunches in a timely manner. Lunches must be purchased by 12 noon the day before.

Food Delivery-Lunches can be delivered to Quillian Center if you are unable to purchase a lunch for your child in the designated period. Lunches can be delivered to the Quillian Gymnasium offices at 10570 Westpark Drive, Houston, Texas 77042.

Snack Time

Campers will receive a free snack each afternoon or 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. They will be kept on file in the concession stand. Snack cards may be purchased at the front desk or online at www.quilliancenter.org. Please order snack cards in a timely manner to ensure snack cards are available during your child's snack time. **CHECKS WILL NOT BE ACCEPTED.** Please note that you may place limits on daily spending and restrictions on what your child can and cannot purchase.

Snack cards cannot be used during lunchtime.

Swim Evaluations

On the first day of each session, camp staff and lifeguards will evaluate the swimming skills of campers in groups 2, 3, 4 and Teen Camp 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 lifeguard's and/or camp staff's opinion, 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 an orange wristband. **The wristband must remain attached for the session, so please do not take it 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. 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

To protect the group, 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.

COVID- 19

Currently, children and staff are not required to wear masks while at camp. We will monitor changes that may occur with COVID-19 and will update all participants on new policies that will be developed to protect the health and safety of all who attend Camp Quillian. If your child tests positive for COVID-19, please inform Quillian administration to ensure the proper notifications are given out in a timely manner. Children may return after the recommended isolation period and Quillian Center has received a negative test result.

Parent Notification Policy

In case of an illness or severe injury, parents will be notified immediately, and the child will be asked to rest or lie down in the first aid area. In case of 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.

Child Pick Up and Safety Concerns

Arrival

Quillian Center does not provide transportation to and from camp. Quillian's doors open at 8:00 A.M. However, daily programming begins at 9:00 A.M. Campers must be escorted in 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 can 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. Check-out will take place near 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 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 NOTICE IF SOMEONE IS NOT ON THE AUTHORIZED LIST. THIS 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. THE EMAIL MAY BE SENT TO BEVERLY OKOSUN AT BOKOSUN@QUILLIANCENTER.ORG.

If someone attempts to pick up a child that is not on the authorized 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 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 procedures. 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 the 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 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 our camp administrator. Two more incidents will result in the child being written up and a call will be placed to notify parents of

behavioral issues. One more serious behavioral incident 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 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 retaliating against caregivers who make reports in good faith.

Follow Us

Take some time to follow us on Instagram, Facebook and keep close to your emails to stay in the loop of happenings at Quillian and First Methodist Houston-Westchase. Feel free to tag us in pictures of your child at camp. We love seeing the posts.

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.

Direct Phone Lines

Beverly Okosun, Program Director/Summer Camp Director

bokosun@quilliancenter.org or 713-458-4707

Mike Franco, Program Director/Athletics

Mfranco@quilliancenter.org or 713-458-4713