

PSA Summer Camps

# Operational Handbook

Guide for Summer Camp Policies

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Admin office: 6500 Preston Meadow, Plano, Tx 75024

## PSA CAMP POLICIES

PSA Camps Operate June, July and August; Winter Break and Spring Break Before Care Opens at 7:30am/After Care Ends at 6pm

Camps are Operated at Various Times between 9am-4pm

### **Appropriate Clothes for Camps**

Please wear appropriate clothing for a sports camp. We require tennis shoes for court play; no flip flops or sandals. Jeans are not something we recommend for play during the camp day.

### **Check In/Out and Late Policies**

- Parents are given a 15 MINUTE GRACE PERIOD to pick up kids from camp. After that \$1 a minute will be charged, payable to PSA. Add Ons 1/2 day, Intro Add Ons, Before and After care passes can be purchased to extend your child's camp day.
- We highly recommend an adult bring the child into PSA for the morning check in. There will be computer stations set up for all camp check-ins. Check FlexiPass Policies for campers in that program. If someone other than the child's parent is responsible for pickup, PSA requires a note with that person's name. PSA will not release a child to an unapproved person. No child will be allowed to walk out of PSA to a waiting car. Each child must be picked up by a pre-approved adult. This includes Sports Camps as well as FlexiPass camp.
- To check out the parent would come in for pick up. If you are having anyone else pick up your child please give the instructions to the camp counselor before leaving in the morning.

### **Communication**

- PSA communicates mostly through email.
- In emergency cases we will make phone calls.
- Notices are also posted on the Bulletin Board inside the Gym

### **Covid Guide Lines**

- **Masks**
  - Required of all campers entering and exiting the buildings
  - Campers can take their masks off once they are in their groups and in active play
  - Masks will be worn in common areas
  - Masks must cover mouth and nose.
  - Counselors will always wear masks.
- **Temperature testing will be done at entrance to the facilities**
- **Entrances**
  - You will be notified which entrance to use
  - Parents will remain in the cars and counselors will escort campers to and from camp
- **No Spectators in the Building**

## **Discipline and Guidance Practices**

Our understanding is that children put into competitive situations will not always react in the proper way. We look upon ourselves as teachers and mentors to these kids and will work with them to learn how to better react to certain situations. It is up to the camp director to decide if or when a child should be removed from camp for disciplinary actions. The campers must respect the counselors and other campers at all times. We will deal with indiscretions on a one-on-one basis. Actions that would be deemed removable offenses from camp on a temporary or permanent basis may include: hitting, biting, bullying or not listening to counselors or staff on a continuous basis.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. (3) Directed toward teaching the child acceptable behavior and self-control.

A counselor may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

## **Electronic Devices**

We recommend electronic devices not be brought to camp. We understand the kids enjoy visiting with others about games they have and it is a social ice breaker, but we require the kids to be responsible for their gaming system. They are only allowed out before camp starts; during game period and at the end of camp while waiting for parents. There is to be no outside food or drinks brought into PSA.

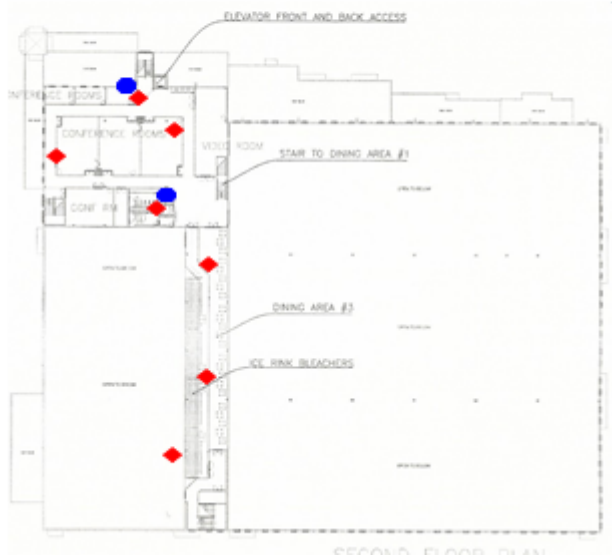
### **Emergencies**

In case of fire we will evacuate the building . We will walk the children to the nearest emergency exits. If there are any children unable to walk, we will push them in the wheel chair, office chair and/or carry them.

- **At PSA1** towards the back of the parking lot. If we will be out of the building for a prolonged time period we will relocate to the baseball fields across the street at Archgate. At PSA1, if we have to relocate for a long time period we will go to Carpenter Rec Center located directly behind us on the other side of Carpenter Park

**LEGEND:**

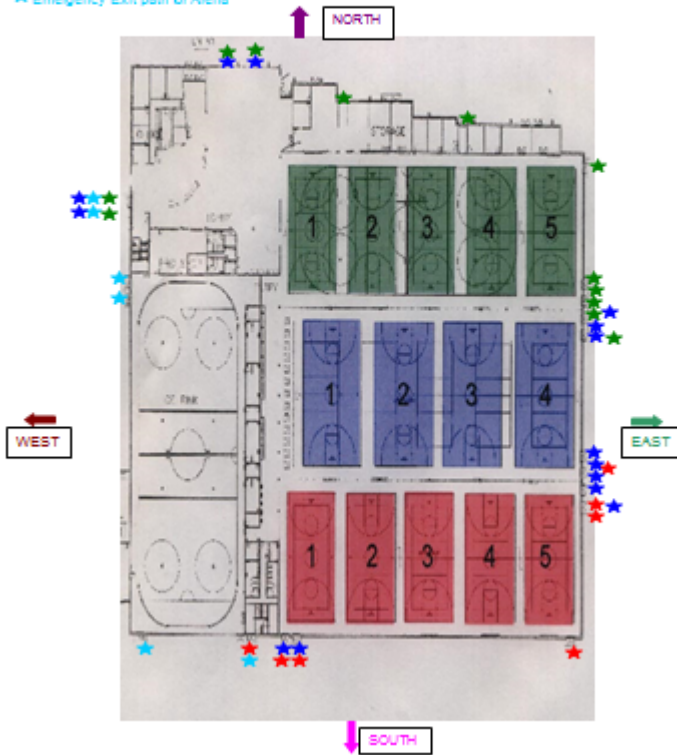
- ◆ Fire Extinguisher
- Fire Hose



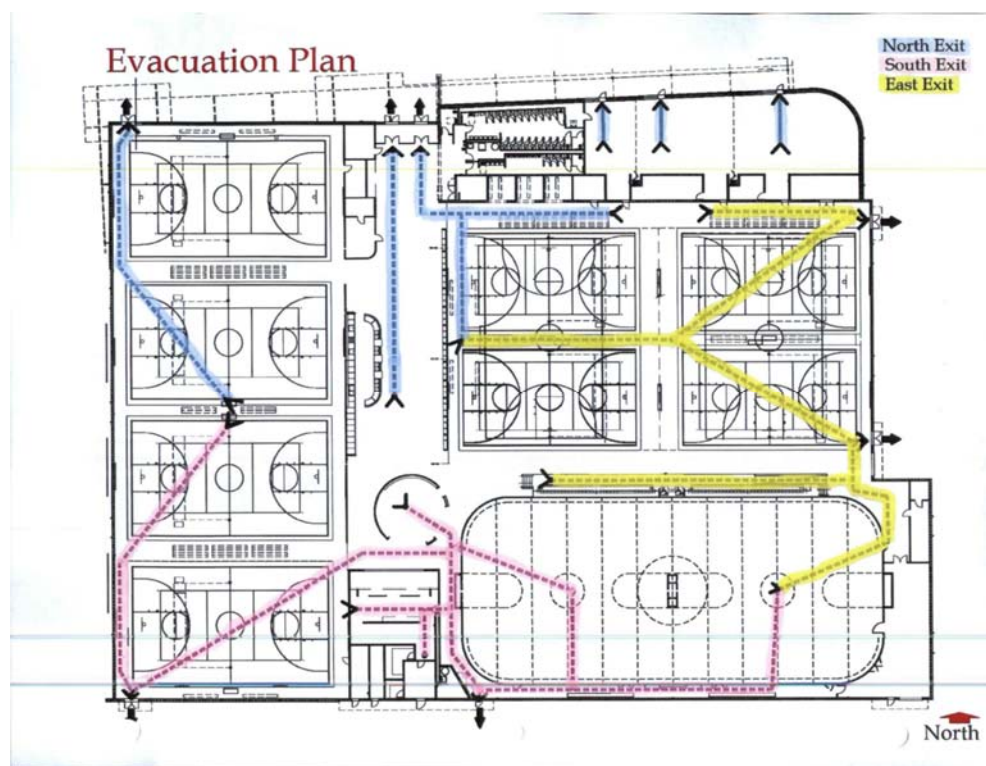
**LEGEND:**

- ← WEST
- EAST
- ↓ SOUTH
- ↑ NORTH

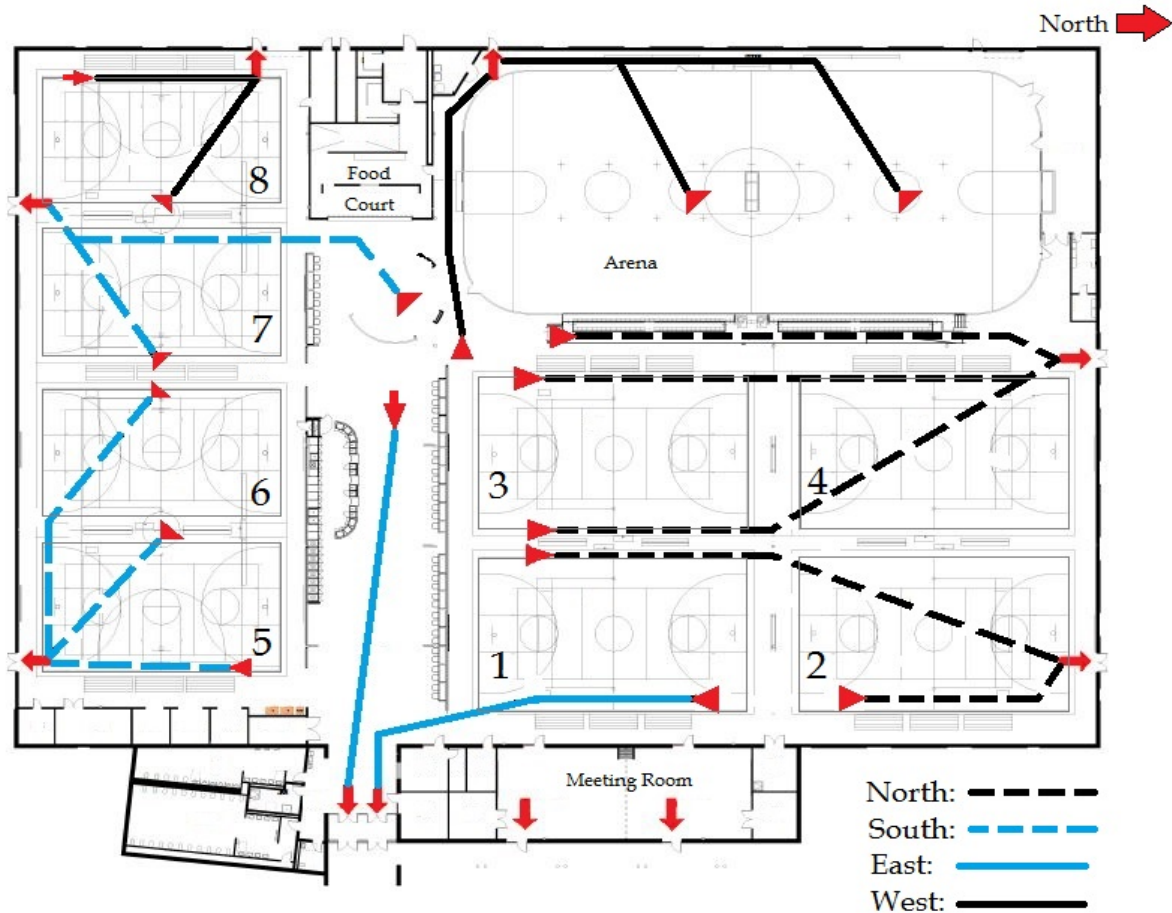
- ★ Emergency Exit path for Green Courts
- ★ Emergency Exit path for Blue Courts
- ★ Emergency Exit path for Red Courts
- ★ Emergency Exit path for Atrium



**At PSA Murphy** towards the back of the parking lot. If we will be out of the building for a prolonged time period we will relocate to the amphitheater area or Murphy Community Center, 205 North Murphy Road ,Murphy, TX 75094. We will walk the children to the nearest emergency exits. If there are any children unable to walk, we will push them in the wheel chair, office chair and/or carry them.



**At PSA McKinney** towards the back of the parking area. If we will be out of the building for a prolonged time period we will relocate to the baseball fields east of the building. . We will walk the children to the nearest emergency exits. If there are any children unable to walk, we will push them in the wheel chair, office chair and/or carry them.



**Tornado**

In case of **tornado** we will place the children in safe areas the fire department has recommended.

- At PSA1- locker rooms and bathrooms

**At PSA Murphy and PSA McKinney** in the meeting room. The meeting room is reinforced and storm safety glass.

**We will not release children to parents until we are out of emergency lockdown. Please be patient.**

There is a complete emergency guide in the camp office for your review.

**Food and Nutrition**

PSA Provides:

- A light breakfast is served to campers registered in the Before Care from 7:30am to 9:00am.
- Morning snacks are served for campers in a 9am-12noon sports camp.

- Lunch is provided to campers that are in an all day camp or in FlexiPass ½ day camp. Afternoon Snack for camps that are 1pm-4pm sports camp or FlexiPass

Menus will be posted daily. We follow the State of Texas School-Aged Program guidelines. Food allergies and religious eating restrictions will be addressed on an individual basis and will require a signed statement from the parents.

### **Health of the Child**

PSA would prefer not to dispense medication. In order for PSA to dispense any medication to a child, parents must complete a form before leaving your child for the day. The form must be clear on the dosage and the time the medication is to be dispensed. It is the parent's responsibility to retrieve the remaining medicine on Friday. All medications left on Friday will be thrown away.

If your child is not feeling well, please do not bring them to camp. To protect children from communicable illnesses, campers should be symptom-free for 24 hours before returning to camp. These include:

- Fever over 100.4 degrees. Campers must be fever free for 24 hours without medication before re-entry.
- Undetermined rash and fever
- Undiagnosed scaly patches
- Nausea, vomiting or diarrhea
- Red, draining eyes
- Intense itching with signs and symptoms of secondary infection
- Open, draining lesion
- Lice, nits on shaft of hair, until treatment is verified

If a child is injured during the camp day, we will treat to the best of our ability within reason. If it is something that needs more than rest or a Band-Aid, the parent or guardian will be contacted

as soon as possible. Please make sure to provide emergency contact numbers on your application. In serious injuries, an ambulance will be called.

If a child becomes sick during the camp day, we will make every effort to see if rest can help the situation. If any of the above symptoms present, we will have to contact the parent or guardian and isolate the child from camp.

### **Immunization Records**

The State of Texas requires PSA to have a copy of children's TB test and immunizations. 744.613. If your child attends school and they have the copies on site you may sign the waiver on your forms, a) you are up to date b) School Name, address and phone number.



PSA does not have vaccination requirements for their employees. We recommend all employees follow the CDC recommendations and recommendations from their doctor.

### **Lunch and Snacks**

- If your child is in before care they will get Breakfast
- If your child is in a morning sports camp they will get Morning Snack If you child is in all day camp they will get Lunch and Afternoon Snack
- If your child is in an afternoon sports camp they will get Afternoon Snack

### **Payment**

Payment is expected to be paid before the child attends camp. In the case that days are attended and not paid for the family will be invoiced the additional days at full one day price. Failure to pay by the end of the summer will result in suspension of any PSA activities until balance is paid in full.

### **Transportation, Water Activities, Field Trips and Animals**

PSA does not normally provide transportation, water activities, field trips or have animals. If the case arises, we will require a signed permission slip from the parent. The parent would have all details before occurrence.

### **Parents Have the Right to:**

- View Emergency Preparedness Plan
- Visit PSA any time during hours of operation without prior approval to observe your child
- We encourage the parent's to cheer their child on during sports camps and performances, but parent's need to stay off the courts or playing surfaces for safety reasons.
- View the Minimum Standards and the operation's most recent Licensing inspection report.
- Parents may request to view our Policies and meet with the Director at any time to voice their concerns.
- Eat Lunch with their Children or Observe any of the Activities
- On our website [www.psaplano.org](http://www.psaplano.org), in the camp section all policies and minimum standards are available to review, as well as in the camp office.
- Contact: PSA Camp Director: Craig Sklar- [csklar@psaplano.org](mailto:csklar@psaplano.org),  
PSA Murphy Camp Director: TJ Marting [tjmartin@psaplano.org](mailto:tjmartin@psaplano.org)  
PSA Senior Director of Sports: Teresa Federspiel- [trfed@psaplano.org](mailto:trfed@psaplano.org)

DFPS Licensing Office: 469-229-6900

To Report Suspected Child Abuse: 1-800-252-5400

For more information: <http://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.