



SUMMER CAMP 2020 **INFORMATION SHEET &** **LOTTERY APPLICATION GUIDELINES**

WELCOME BACK! We look forward to serving you again. Here is some updated information on how we are ready to begin the application process for Summer Camp 2020!

RE-OPENING DAY: MONDAY, JUNE 15, 2020

- **The Safety of our campers and counselors is our highest priority.**
 - **Summer Camp space is limited this year due to providing services which meet the necessary Health Protocols COVID-19 for both Summer Camp Attendees and Temple PARD personnel.**
 - In order to achieve the highest level of safety, this summer's program is moving to only City of Temple Parks & Recreation Department facilities.
 - Camp will be held at three (3) facilities with different age divisions at each facility. Each of these facilities will be Summer Camp Only Facilities during the time of this program.
 - *Ages 5 & 6 will attend Summer Camp at Blackmon Community Center*
 - *Ages 7 thru 9 will attend Summer Camp at Wilson Recreation Center*
 - *Ages 10 thru 13 will attend Summer Camp at Gober Party House*
 - *Each site will be held at a capacity level 25% of the camp's total capacity*
 - Staffing levels will be at a 1:10 ratio and counselors will be specific to their group throughout the duration of this summer's program. This ratio complies with state guidelines for health & safety protocols.
 - **Registration for Summer Camp 2020 will involve a Lottery System to obtain space in the program this summer due to limited capacity. This process will include a series of steps:**
 - 1st Step - Completion of a Lottery Application Form** – Providing basic info on you/your family's needs for Summer Camp and an acknowledgement of new protocols related to COVID-19 Minimum Health & Safety Standards that will be enacted this summer.
 - 2nd Step – The Lottery Draw** will be a process which draws numbers of the families who are interested in registering their child or children in an order for formal registration completion and payments.
 - 3rd Step – Formal Registration** Our Camp Team will contact the families in the order which they were drawn during the Lottery to begin the formal registration and payment processes.
 - 1) Completion of ALL Registration Forms. This may include an online signature process for each form. The list of forms includes the following:
 - a. Summer Camp Registration Form
 - b. Pick Up Authorization Form
 - c. Medical Information Form
 - d. Discipline Policy Form
 - e. Acknowledgment of the receipt of Summer Camp Policies & Procedures
 - f. COVID-19 Addendum for Health & Safety Protocols Acknowledgement Form
 - 2) Payment of Fees. Camp will be \$80 per week; parents must pay for the first two weeks at the initial registration. Your registration commits your child to nine (9) weeks of camp whether your child in attendance or not. Once camp begins, payment for Week 3 will be due. A complete schedule of dues dates will be included in your Parent Handbook.
 - 4th Step – Begin Summer Camp on June 15 at respective locations!**
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OFFICIAL TIMELINE FOR PROCESSES

People looking to enroll their child will need to follow the steps mentioned above and follow the dates for the respective processes:

COMPLETE THE LOTTERY APPLICATION (Obtain a Lottery Number)

OPEN NOW thru 11:59 pm Tuesday, June 2, 2020

- The parent or guardian will be required to complete the online Summer Camp Lottery Application form. Once the Lottery Application is submitted, a member of the Summer Camp Team will contact the person who submitted the Lottery Number Application with their Official Lottery Number.
- ***Only family members in the same household may be included on one Lottery Application. Additional household size verification may be required to ensure all requested spaces in summer camp may be used by the household.***
- *If you have not heard confirmation from us within 24 hours of submitting your Lottery form, with exception on Saturday or Sunday, please feel free to reach out to our team at (254) 298-5740 to check that we have received your information.*

LOTTERY APPLICATION NUMBER DRAW

Wednesday, June 3, 2020 at 2:00 pm

- Summer Camp Team on Wednesday morning will confirm any overnight Lottery Applications and submit official numbers to those families. The total number of Lottery Applications will be emailed to all applicants, so it is understood how many families have submitted for the draw and is known prior to 2:00 pm. **ALL LOTTERY NUMBERS WILL BE DRAWN AT 2:00 pm.**
- The Draw will be completed by members of the Parks & Recreation Department administration with the Summer Camp Team lead personnel in attendance to make official record of the draw order. An official final draw order (numbers only) will then be shared via email with all Summer Camp 2020 Lottery Applicants.
- Immediately following the official draw record being emailed, the Summer Camp Team lead personnel will begin making phone calls directly with the Lottery Applicants to begin the formal registration process (completion of forms and payments).
 - *Please note that the formal registration process will go in order of the official draw to ensure that the families obtain the space they requested on the Lottery Application Form*
 - ***Only family members in the same household may be included on one Lottery Application.***

FINAL DEADLINE FOR PAPERWORK & PAYMENTS

Tuesday, June 9, 2020 at 12:00 pm (Noon)

- If a family has not completed their required payments and or official paperwork, including signatures on all acknowledgements and health & safety related paperwork, the child or children from said Family Household will be dropped from the program.
 - *This process may vacate more than one space in more than one location due to the age/ages of the child/children.*
 - *Once the space is vacated there will be no return to the to the program for the duration of Summer Camp 2020 and no refund will occur for services rendered.*
- Once that drop occurs, Summer Camp personnel will move on to the wait list and fill the vacated space or spaces.
 - Spaces will be filled in order of the Official Lottery Draw
 - Prompt/Immediate Payment will be required

PARENT ORIENTATION

Week of June 8 - 12 Specific Times and Details TBA After Your Child is Registered

SUMMER CAMP 2020 FIRST DAY!

Monday, June 15, 2020 Drop-Off between 7:00 am – 8:30 am at Respective Sites

HOW TO OBTAIN A LOTTERY NUMBER

- People looking to enroll their child or children into Summer Camp 2020 will be required to complete a **Lottery Application Form**. This form is available online at (<https://www.ci.temple.tx.us/1575/Summer-Camps>).
- This form has a series of acknowledgements that must be completed in order to be given a Lottery Number. These acknowledgements include:
 - *Changes to Summer 2020 will occur and be in effect due to COVID-19 Health & Safety Protocols*
 - *Drop-off and Pick-Up Protocols that will be in place for the program*
 - *Daily Screening Procedures will occur for both Camp personnel and all Campers prior to entering camp. Should someone not meet the necessary requirements further actions will need to take place before returning to camp*
 - *All required paperwork must be completed prior to the first day of camp*
 - *Basic information on how Camp personnel will handle situations should COVID-19 symptoms be suspected or occur with Campers and/or Camp personnel.*
 - *Daily Camper lunches and the respective protocols for meals.*
- Once the form is complete you will be emailed your number from a member of our Summer Camp Lead personnel prior to the Lottery Number Draw.

HOW OUR TEAM IS WORKING TO KEEP A SAFE ENVIRONMENT FOR DAY CAMPERS

- **CAMP CAPACITY:** Summer Camp 2020 overall capacity is set at a level which meets 25% of the camp's capacity at each site for the duration of the summer. This capacity level will not change this season.
- **STAFFING:** Staffing levels will be at a 1:10 ratio and counselors will be specific to their group throughout the duration of this summer's program. This is to ensure the Camp meets all necessary Federal, State, County and Local guidelines regarding Health & Safety Guidelines.
- **FACILITY SANITIZATION:** Each Camp Site will have personnel assigned the proper monitoring of the entrances, the restroom facilities and play areas in order to meet the following actions:
 - *Ensuring the site is clean prior to opening the facility*
 - *After each patron enters the facility*
 - *After each patron uses the restroom*
 - *After each play group uses equipment and supplies that can be wiped down*
 - *Prior to closing the facility*

As always, the safety of our Campers and our Team is our highest priority!

SUMMER CAMP 2020 SITES

Children Ages 5 & 6

Blackmon Community Center
1807 Curtis B. Elliott Dr.
Temple, TX 76501
254-298-5630

Children Ages 7, 8 & 9

Wilson Park Recreation Center
2205 Curtis B. Elliott Dr
Temple, TX 76501
254-298-5740

Children Ages 10, 11, 12 & 13

Gober Party House
1516 W. Avenue H
Temple, TX 76504
254-654-7444

