



CAMP
BTX

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Camp BTX | 2026

Parent Information Packet

This parent information packet contains camp leadership profiles, City of Burleson Standards of Care, Camp need-to-knows, FAQ sheet, and other relevant camp information.



Camp Leadership



Harlee Smith | Camp Director

hsmith@burlesontx.com

Hi! I'm Harlee Smith, the Camp Director for Camp BTX! This will be my Fourth summer with the camp, and I am so excited to see what this summer holds. My goal is to make this summer one to remember by keeping it fun, inclusive, and packed with activities! I can't wait to see all of the familiar faces from previous summers and some new ones.

London Pulfer | Recreation Supervisor lpulfer@burlesontx.com



Hi! I'm London Pulfer, the Recreation Supervisor at the BRiCk. This is my fifth year with Summer Camp, and my goal is to create a fun, safe, and memorable summer while helping campers develop a lifelong love of staying active—indoors and out.

Camp Need to Knows

Our goal is to provide a safe and fun environment for school age children. The children will be participating in various recreational activities. Please feel free to see us, call us, email us, at any time about any question or concern you may have. We are here for your “camper” and you!

SUMMER 2026 CAMP FYI'S!

- Additional cleaning and sanitization times have been built into the daily activity schedule.
- Full payment per week is required to reserve your child's spot in camp. Camp may be full if you wait till the week of to register so we highly encourage parents enroll in advance, to register online: <https://www.amilia.com/store/en/city-of-burleson/shop/programs>
- Campers will swim 3 out of 5 days of the week. No swimming on Monday's or field trip days.

Parent Information & Meet the Counselor's Night! **Wednesday, May 20 at 7pm**

Summer Camp Refund Policy

A refund request form **MUST** be emailed to lpulfer@burlesontx.com or hsmith@burlesontx.com no later than one full week (7 days) prior to the start of each camp week/camp session. Refund requests submitted later than 7 days will only be made if your child/children's place can be filled from the waiting list or in extenuating circumstances. In some instances, only a partial refund will be issued. Refunds will not be granted due to the following reasons: a camper's behavior, absence from camp, or after the camps weekly session or season. Refunds will not be granted after the camp season is ended. Please allow 7-10 business days for receipt of refund.

Involvement

Kids love interaction! Our Staff will constantly be involved with the children. We expect and will highly encourage your child to participate in all activities.

Emergency Procedures

Staff will always be prepared for an emergency. They will keep a first aid pack and important numbers with them at all times and have proper communications with EMS if needed. If something should arise, please contact our main desk at 817-426-9104.

PICTURES

We will be taking some pictures for city pamphlets and brochures for future marketing and special projects. Please notify us in writing if you wish for us **not** to use your child's photo in future publications.

DROP OFF & PICK UP

Drop off begins at 7:00 am, the first scheduled activity begins at 9:00 am. Pick up generally begins at 5:00 pm and concludes at 6:00 pm. We prefer to have all campers at the BRICK by 8:30 to go over the "Daily Dish" (expectations and schedule for the day).

- Drop-off/arrival procedure:
 - Curbside Drop-Off and Pick-up: Please be prepared to present ID when picking up your child. Text camp phone any time before 3:00 PM pick-up.
 - Before arrival: We ask parents to be on the alert for any symptoms and to keep the child(ren) home if showing any signs of illness.
 - We will have a staff member greet children outside as they arrive and walk campers to their room, and at the end of the day, walk them back to their cars.

LATE FEE POLICY

Any guardian picking up a child after 6:00 pm will be required to pay a late fee.

6:05 pm - 6:15 pm \$ 5.00

6:16 pm – 6:35 pm \$10.00

After 6:35 pm \$15.00

SUNSCREEN POLICY

Campers need to bring their own sunscreen, if asked; the counselor may assist if needed. The older groups will rotate in the indoor pool and outdoor pool, please send your child with Spray On sunscreen only. We will be outside mainly in the mornings and also have a big gym to utilize on hot days.

SWIMMING

The campers will be swimming on a daily basis (except for Mondays & Field Trip Days). Please have your child(ren) bring swimwear, towel, and a bag to take home the wet items. If the children do not want to swim, steps will be taken to see why and what may be done in order to get them into the water. Please make sure your child has a proper swimsuit, (no cut-offs, gym shorts, or other related non-swimming wear). The Outdoor Pool and Indoor Pool will be utilized by all groups. Please send them with Spray Sunscreen with their name on the bottle!

FIELD TRIPS

We are scheduled to go on 10 field trips this year. Dan Dipert Bus Company provides the transportation for our field trips. Campers should wear the provided camp T-shirt on all field trip days.

ALLERGIES

Please alert us of any peanut allergies, special needs, or accommodations. Please give all medication to Camp Staff. (Exception is breathing inhaler which should be kept close to your child, but the Staff should be notified!)

VALUABLES

It is important to only send the essentials to camp with your child. All belongings such as towels, lunch boxes, clothes, and so on, should be clearly labeled. We cannot be responsible for those items or any other personal items such as toys, hand-held games, cd players, ipod, etc.

LUNCHESES & SNACKS

Lunch is around 11:00 am daily. Campers will need to bring a non-refrigerated lunch daily. We provide a snack in the afternoon. Children will not be allowed to go to the vending machines during any part of the day. Each child should provide a water bottle daily. Children with food allergy will eat separately.

CLOTHING

Tennis Shoes are required at all times to participate in all camp activities. Comfortable clothing appropriate for rock climbing, gym games, and field trips are recommended. All belongings need to be labeled with the child's first and last name.

MEDICATION / ILLNESS POLICY

Administration of prescription medicine to children during camp hours shall be restricted to necessary medication that cannot be given on an alternate schedule.

Prescription medicine should have a label affixed by a pharmacy or physician showing the following:

1. Name of Child
2. Dosage and Schedule of Administration
3. Physician's Name
4. Name of Medication

5. Written Note from a Parent/Guardian

Non-Prescription Medication must be sent in the original container with the following affixed to the container:

1. Name of Child
2. Dosage and Schedule of Administration
3. Written Note from Parent/Guardian

All medications will be kept locked with the Recreation Supervisor. Children must be able to take the medication by themselves. Staff will only supervise as child administers medicine. Aspirin will not be given out to the children. If the above steps are not followed, the medication will not be given, and we will contact the parents at that time. All illnesses or injuries, no matter how big or small, will be treated as emergencies if brought to the staff's attention. If your child should become ill or has a serious injury while at camp, you will be notified. Please do not send your child to camp if he or she is ill. If your child will not be present because of an illness, please leave a message at the front desk at 817-426-9104.

2026 Summer Camp Field Trips

Week	Week 1	Week 2	Week 3	Week 4	Week 5
Date of Field Trip	Wednesday, May 27	Wednesday, June 3	Wednesday, June 10	Tuesday, June 16	Wednesday, June 24
Destination Details	Ninja Kids Action Park – Crowley: 320 E Main St, Crowley, TX 76036	Premiere-Burleson Movie: TBT 1581 SW Wilshire Blvd, Burleson, TX	Dallas Cowboys Stadium 1 AT&T Way, Arlington, TX 76011	Russell Farms 405 W County Rd 714, Burleson, TX 76028 (817) 447-3316	Alley Cats-Burleson 1258 SW Alsbury Blvd, Burleson, TX 76028
Week	Week 6	Week 7	Week 8	Week 9	Week 10
Date of Field Trip	Wednesday, July 1	Wednesday, July 8	Wednesday, July 15	Wednesday, July 22	Wednesday, July 29
Destination Details	Premiere-Burleson Movie: TBT 1581 SW Wilshire Blvd, Burleson, TX	Jellystone Park – Pirates Cove 2461 S Burleson Blvd, Burleson, TX 76028	Fort Worth Zoo 1989 Colonial Pkwy, Fort Worth, TX	Splash Station – Cleburne 1010 Hillsboro St, Cleburne, TX 76033 (817) 556-6259	Hawaiian Falls-Mansfield 490 Heritage Pkwy S. Mansfield, TX (817)853-0050
Week 11 (August 3-7): BRiCk Fun Day 550 NW Summercrest Blvd., Burleson, TX 76028 (817) 426-9104					

**** Please have your camper here by 8:00 am on field trip days! ****

**** Remember to have your camp wear their summer camp shirt on field trip days! ****

Camp Daily Schedule *Example*

<u>Summer Care Camp Activity Mock Schedule</u>					
	Monday	Tuesday	Wednesday	Thursday	Friday
7-7:30am	Check in	Check in-Rm	Check in-Rm	Check in-Rm	Check in-Rm
7-7:30am	Check in	Check in-Rm	Check in-Rm	Check in-Rm	Check in-Rm
7:30-8am	Check in	Check in-Rm	Check in-Rm	Check in-Rm	Check in-Rm
8-8:30am	Monday Pep Rally	Check in-Rm	Check in-Rm	Check in-Rm	Friday Pep Rally
8:30-9am	Monday Pep Rally	Sanitize/RR/Rules	Sanitize/RR/Rules	Sanitize/RR/Rules	Friday Pep Rally
9-9:30am	RR/Water/Sanitize	RR/Water	Outdoor Track/ Playground	Outdoor Track/ Playground	RR/Water/Sanitize
9:30-10am	Gym Games	Load the Bus	RR/Water/Sanitize	RR/Water/Sanitize	Gym Games
10-10:30am	Gym Games	Field Trip	Organized Game	Gym Games	Gym Games
10:30-11am	Gym Games	Field Trip	Clean up/RR	Gym Games	RR/Water/Sanitize
11-11:30am	Lunch-Room A	Field Trip	Lunch-Room A	Lunch-Room A	Lunch-Room A
11:30am-12pm	Lunch-Room A	Field Trip	Lunch-Room A	Lunch-Room A	Lunch-Room A
12-12:30pm	Cleanup/RR	Field Trip	Cleanup/RR/Sanitize	Cleanup/RR/Sanitize	Cleanup/RR/Sanitize
12:30-1:00	Science Experiment	Field Trip	Stations	Group Activity	Stations
1-1:30pm	Science Experiment	Field Trip	Swimming	Swimming	Swimming
1:30-2pm	Science/cleanup	Field Trip	Swimming	Swimming	Swimming
2-2:30pm	Board Games	Field Trip	Swimming	Swimming	Swimming
2:30-3pm	Gym Game	Load the Bus	Gym Game	Gym Game	Gym Gam
3-3:30pm	RR/Sanitize	Water/RR/Sanitize	Cleanup/RR/Sanitize	Water/RR/Sanitize	Water/RR/Sanitize
3:30-4pm	Snack	Snack	Snack	Snack	Snack
4-4:30pm	Movie-Room A	Movie-Room A	Movie-Room A	Movie-Room A	Movie Room A
4:30-5pm	Movie-Room A	Movie-Room A	Movie-Room A	Movie-Room A	Movie Room A
5-5:30pm	Get ready for pick up	Get ready for pick up	Get ready for pick up	Get ready for pick up	Get ready for pick up

No Swim on Mondays or Field Trip Days

CITY OF BURLESON
PARKS AND RECREATION
YOUTH PROGRAMS – STANDARDS OF CARE

I. GENERAL INFORMATION/ADMINISTRATION

- Purpose: To provide basic childcare regulations for recreation activities operated by the Burleson Parks and Recreation Department. This will allow the department to qualify for exemption from the requirements of the Texas Human Resources Code. The childcare programs offered by the Burleson Parks and Recreation Department are not licensed by the State of Texas. These standards of care are adopted by city ordinance pursuant to Section 42.041(b)(14) of the Texas Human Resources Code.
- Implementation: Oversight of all youth service programs will be the responsibility of the Burleson Parks and Recreation Department. Department leadership will supervise overall program components, while designated program and on-site staff will provide direct, day-to-day administration.
- Programs: These standards and regulations apply to all ongoing youth programs offered through the department. Program categories may include, but are not limited to, day camps, sports clinics, arts and cultural programs, agricultural and culinary experiences, and music or performance-based activities.
- Other: Each program location will keep a current copy of the Standards of Care available for both staff and the public. Parents or guardians will also receive a copy prior to the start of the program.
- Program Sites:
 - Burleson Recreation Center 550 NW Summercrest Blvd. Burleson, TX 76028
 - Russell Farm Art Center 405 W County Road 714 Burleson TX, 76028
 - Additional programs may also be hosted at City parks or other partnering facilities as appropriate.
- General Program Objectives
 - To offer a broad program with a wide variety of recreational activities, including sports, games, arts and crafts, education, drama, special events, field trips, and tournaments.
 - To provide a pleasant and memorable experience in a supportive and caring atmosphere.
 - To ensure a safe environment that promotes the health, well-being, and welfare of all participants.
 - To teach children positive ways to spend their leisure time, supporting their emotional, physical, and social development.
 - To encourage inclusivity by welcoming participants of all abilities and backgrounds.

- o To promote creativity, teamwork, and problem-solving skills through diverse program experiences.
- o To strengthen community connections by fostering friendships, family involvement, and partnerships with local resources.
- Exemption Status: Once an exempt status is established, the Licensing Division of the Texas Department of Protective and Regulatory Services will not monitor the recreational program. The Licensing Division will be responsible for investigating complaints of unlicensed childcare and for referring other complaints to the municipal authorities or, in the case of abuse/neglect allegations, to the Burleson Police Department.
- Standards of Care Review: Standards will be reviewed annually and approved by the City Council after a public hearing is held to adopt an ordinance regarding section 42.041(b)(14) of the Human Resources Code.
- These programs are recreational in nature and are not licensed child care facilities. Child Care Licensing will not regulate these programs nor investigate complaints related to them. The City of Burleson Parks and Recreation Department operates these programs as recreational opportunities for the community, not as state-licensed child care.
- Parents, visitors, or staff are encouraged to share any concerns, feedback, or complaints by calling the Burleson Recreation Center at 817-426-9104. Calls will be directed to the appropriate supervisor for follow-up.

II. **STAFFING**

- Staff Roles and Responsibilities
 - o Program staff are responsible for supervising participants, leading activities, and maintaining a safe and positive environment. Staff are expected to keep accurate records (such as attendance and incident reports), follow established schedules while adapting as needed, and ensure program areas remain clean and organized. Staff must demonstrate strong communication and conflict resolution skills, uphold discipline and order, and model professionalism at all times. Other duties may be assigned as needed to support program operations.
- Qualifications
 - o Minimum age of 16 to serve in program support roles, with direct child supervision requiring an adult (age 18 or older) present.
 - o Positive, professional attitude with the ability to work effectively with children, families, and peers.
 - o Knowledge of age-appropriate activities and the ability to adapt them to meet participant needs.
 - o Strong interpersonal skills, with the ability to engage respectfully and fairly with a diverse group of participants.
 - o Ability to communicate effectively in a professional and authoritative manner.
 - o Physical ability to perform job functions, which may include standing, walking, bending, reaching, swimming, and lifting up to 50 pounds (100 pounds with assistance).
 - o Must successfully complete a criminal background check.

- Must obtain and maintain certifications in First Aid and Child & Adult CPR/AED (training provided by the department).
- Criminal Background Checks
 - All prospective employees will undergo a criminal background check. Applicants may be disqualified if they have job-related criminal convictions.
- Drug Testing
 - Prospective employees may be subject to drug testing prior to employment. Positive test results may disqualify an applicant from employment.
- Staffing Ratios
 - Staff-to-participant ratios will be maintained in accordance with program type, age of participants, and activity setting. Ratios will be established to ensure appropriate supervision and participant safety across all age groups.

III. FACILITY STANDARDS

- Emergency evacuation and participant relocation plans will be posted at each facility.
- Program employees will inspect sites frequently for sanitation and safety concerns and report issues to the appropriate Supervisor.
- Each program facility must have a fully stocked and up-to-date first aid kit, checked and restocked regularly.
- In any evacuation, staff will prioritize moving participants to a safe location.
- The Fire Marshall will inspect program sites annually, and Supervisors are responsible for compliance with directives.
- Fire extinguishers shall be available, inspected quarterly, and maintained for use.
- Emergency Action Plans will be reviewed during new staff orientation and reinforced in staff trainings.
- Medication will only be administered with written parental consent. Prescription and non-prescription medication must be in the original container, labeled with the child's name, and within expiration date.
- Participant medical, personal, and enrollment information will be kept confidential and accessible only to authorized staff and parents/guardians.
- Each indoor site shall have adequate restrooms and sinks accessible to children with appropriate staff supervision.
- All participants must be able to manage their own toileting and hygiene needs to be registered.
- Participants must wear appropriate footwear for safety.

- Emergency contact information and authorized pick-up persons must be on file for all participants.
- Only staff, registered participants, parents/guardians, and approved visitors are permitted in program areas.
- Program areas and equipment will be cleaned and sanitized regularly.
- Weather-related safety procedures will be followed, including heat protocols and severe weather sheltering. Outdoor activities will be modified or canceled when conditions pose a risk to participants.

IV. SERVICE STANDARDS - STAFF

This information will be provided to each staff member as part of new hire orientation:

- Staff must wear uniforms or staff shirts and appropriate attire, including footwear, at all times for easy identification.
- Participants and parents will be treated with respect at all times.
- Staff are responsible for the direct supervision of participants to ensure safety and well-being.
- Staff will take it upon themselves to resolve complaints. If unable to resolve immediately, staff will collect the customer's name and phone number, report the issue to a supervisor, and ensure timely follow-up.
- Staff will keep parents informed of planned activities and any changes to the schedule.
- Staff will document participant behavior (accomplishments, discipline issues, general activities) and communicate updates to parents as needed.
- Staff will monitor the sign-in/out log at all times and release children only to authorized persons.
- Staff shall clean program areas after each activity, including sweeping/vacuuming floors, stacking chairs, cleaning mirrors, and putting away supplies, recognizing that spaces are shared with other groups.
- Staff will dedicate their on-duty time to participants and parents to ensure a meaningful and pleasant experience.
- Prior to working with participants, staff will check messages and emails for the day.
- A certified lifeguard will be present at all times when participants or staff are in or around any pool or aquatic facility.

- Staff must avoid being alone with a child in a private setting; whenever possible, interactions should occur in group or visible areas.
- Staff are required to complete and maintain all mandatory training, including First Aid, CPR, AED, and emergency procedures.

V. **OPERATIONAL ISSUES**

- Emergency phone numbers for fire, police, and ambulance services will be kept at each facility.
- A Program Manual is given to every staff member and includes discipline procedures, city rules and regulations, required forms, service standards, activity leadership, and guidelines for interacting with children. Additional copies are available at each site.
- Check-in/out procedures will be established for each program. Only adults listed on registration/release forms will be allowed to pick up children.
- Emergency evacuation and relocation plans will be posted at each facility.
- Parents will be notified of planned field trips and required to complete release forms.
- Secure enrollment records will be maintained for each participant and could include: child's name, date of birth, address, parent contact information, emergency contacts, physician's phone number, authorized pick-up persons, liability waivers, swim ability, medical/medication information, and releases. Records will be kept confidential and shared only with authorized staff and parents.
- Staff will immediately notify parents/guardians when a child is injured or involved in a situation that placed them at risk. Parents will also be notified of communicable disease outbreaks or infestations (e.g., lice) within participant groups.
- Medications will be stored securely and administered only with written parental consent, in accordance with labeling and expiration dates.
- Discipline and guidance must be consistent with children's needs and developmental levels. Harsh, cruel, or unusual punishment will not be permitted, including corporal punishment, humiliation, abusive language, food withholding, or isolation in locked/dark rooms.
- Brief, supervised separation from the group may be used when necessary. All disciplinary incidents must be documented and shared with parents, and ongoing issues may result in removal from the program.
- Participants must have immunizations as required by the Texas Department of State Health Services for school attendance.

- Ill children may not participate until a medical evaluation clears them. Staff will call 911 for any injury requiring professional medical attention and complete incident reports for all injuries.
- Staff are mandated reporters of suspected child abuse or neglect and must immediately work with their supervisor to make a report to law enforcement or the Department of Family and Protective Services. Staff will not face retaliation for good-faith reporting.

VI. GENERAL GUIDELINES FOR CHILDREN

- Children may not use the phone except in emergencies; staff will make the call on their behalf.
- Children must stay off elevated surfaces (tables, counters, ping pong tables, etc.).
- Children should walk inside the building; running is allowed only in designated areas.
- Bouncing or throwing balls is permitted only in designated areas.
- Active games using equipment that could damage windows, shades, lights, or ceilings must be played only in the gym.
- Children must respect staff, peers, and others' property, and treat all participants with inclusivity and fairness. Bullying, teasing, harassment, or exclusion of any participant is prohibited. Staff will intervene immediately to ensure all children are treated with respect and inclusivity
- Children must wear appropriate footwear at all times.
- Children must remain under close supervision and are not permitted to mix with the general public except during designated activities such as swim time or field trips. Staff are responsible for knowing the location of every child at all times.
- Children must follow staff instructions at all times, including during emergencies or drills.
- Failure to follow these guidelines may result in staff intervention, removal from an activity, or removal from the program if behavior endangers themselves or others.

VII. ACTIVITIES

- Activities for each group will be planned according to participant age, interests, and abilities, and should be flexible to promote social, emotional, and educational development.
- All activities will be supervised to ensure safety, and staff-to-participant ratios will be maintained at all times.
- During field trips, staff will:
 - o Conduct head counts before leaving the program site and before leaving the field trip site.

- o Carry each child's medical information, necessary medications, and a fully stocked first aid kit.
- o Carry a cellular phone for emergency use.
- o Ensure participants wear identifying shirts or other identifiers for easy recognition.
- o Follow all transportation safety procedures, including licensed drivers and seatbelt use if applicable. All vehicles will be maintained according to city safety standards.
- o Reinforce participant behavior expectations and emergency procedures, including lost child protocols or severe weather responses.

VIII. MONITORING AND ENFORCEMENT

Standards of care established by the City of Burleson will be monitored and enforced by the city departments responsible for their respective areas:

- **Health and Safety Standards:** The City's Police, Fire, and Code Enforcement Departments will monitor and enforce facility safety, emergency preparedness, sanitation, and related health and safety requirements.
- **Staff and Program Standards:** The Burleson Parks and Recreation Department will monitor and enforce compliance with staff conduct, supervision, program operations, and participant care.

Non-compliance with these standards may result in corrective actions, including staff retraining, program adjustments, or other measures necessary to maintain participant safety and program quality.