

# Parent Handbook

*Providing a wholesome, engaging,  
supervised environment where  
children are nurtured and  
encouraged.*

## Program Mission Statement:

Summer Squires is dedicated to serving the LTISD community by providing a high-quality, nurturing, and enriching day camp experience. Our program offers a safe and engaging environment for children who have completed grades K-5, fostering growth, creativity, and lasting friendships.

## Program Goals:

- ◆ Foster creativity and problem-solving through engaging activities
- ◆ Promote physical activity and a healthy lifestyle
- ◆ Encourage respect for others and appreciation of diversity
- ◆ Develop communication and teamwork skills
- ◆ Provide opportunities for exploration and discovery in nature and the environment
- ◆ Cultivate a sense of community and belonging among campers
- ◆ Support emotional growth and resilience through positive experiences

## Important Contact Information

**For information regarding Summer Squires programming contact:**

**Summer Squires Supervisor:** Joy Crenshaw

**Email:** [crenshawj@ltidschools.org](mailto:crenshawj@ltidschools.org)

Summer Squires Direct Phone: 737-710-0736

**For information regarding registration or billing contact:**

Office of Community Programs

**Email:** [communityprograms@ltidschools.org](mailto:communityprograms@ltidschools.org)

**Phone:** 512-533-6011

## WHAT IS SUMMER SQUIRES?

Summer Squires is a summer day camp held at Lakeway Elementary for children who have completed Kindergarten through 5th grade as of June 1, 2025. It provides a safe, familiar, and engaging environment where campers enjoy structured activities including art, STEM, physical education, field trips, swimming, and more. Our trained child care staff ensure the safety and well-being of all campers.

## WHEN DOES IT OPERATE?

Monday through Friday from June 2 to July 18, 2025. Drop-off begins as early as 7:00 AM, and pick-up is available until 6:00 PM.

The core activities and program take place between 8:30 AM and 3:30 PM.

## HOW DO I ENROLL MY CHILD?

1. Visit <https://ltisd.revtrak.net/summer-squires/#/list>
2. Complete the **MANDATORY ONE-TIME REGISTRATION FEE** per child, ensuring all enrollment and medical questions are answered. **Important:** Paying the registration fee **does not** guarantee a spot. Your child cannot attend Summer Squires until the \$50 one-time registration fee (per child) is paid AND the successful enrollment in your desired weekly camp(s).
3. After registering, check your email for a confirmation receipt containing a **PASSWORD**. You will use this same password for each weekly camp registration.
4. **Payment Options:** Payments are accepted **online only** via debit/credit card (MasterCard, Visa, Discover, Amex) or online check.
5. **Camp Refund Policy:** Refunds for weekly camp registration are available until **noon on the Wednesday before** the scheduled camp

week. A \$20 cancellation fee per child per camp will be deducted from the refunded amount.

## IS FOOD PROVIDED?

**Please send a morning snack** with your child. An afternoon snack is provided daily by the district. *If your child has food allergies, you must notify the Summer Squires Supervisor in writing before their first day of attendance.*

**Lunch is NOT provided**, campers must bring their own lunch daily.

## WHAT ELSE SHOULD MY CHILD BRING?

Water bottle, closed-toed shoes, extra change of clothes, personal backpack/bag. Please make sure all items are labeled with your child's first and last name.

## IS THERE A NURSE ON SITE?

**Yes.** A school nurse is on site. On the first day, please clearly mark any necessary medications and complete the medication form located at the Summer Squires front desk. *Don't forget to pick them up on your last day!* Although we have reviewed all registration health information, please email the Summer Squires Supervisor, Joy Crenshaw ([crenshawj@ltidschools.org](mailto:crenshawj@ltidschools.org)), if your child has a severe allergy before their first day of camp.

# TAXES AND STATEMENTS

Services offered through Community Programs may qualify for childcare tax deductions. **The LTISD Tax ID number is: 74-2187328.** Please log into your RevTrak account located at <https://ltisd.revtrak.net/>

Once logged into RevTrak, click the Parent Portal, then to view your tax statement, click “Financial Info”.

## Summer Squires Program Guidelines

**Payments:** All fees must be paid on time and remain current for continued participation in the program. Weekly fees are non-prorated and must be paid in full, regardless of attendance.

**Transfers:** Unfortunately, our registration software does not accommodate transfers from one week to another.

**Adherence to LTISD Policies:** Summer Squires follows all LTISD policies and procedures. Any violations may result in removal from the program.

**Health & Wellness:** Campers sent home with a fever must remain fever-free for at least **24 hours** before returning to camp.

**Arrival:** Students may not arrive earlier than 7:00 a.m.

**Late Pick-Up:** Please be prompt before 6:00 p.m. to avoid late fees. A late fee applies for pick-ups after **6:00 p.m. – \$10 per child for the first minute**, plus **\$1 per child for each additional minute**. Campers may not return until the late fee is paid online. Repeated late pick-ups (three or more times) may result in dismissal from the program.

**Behavior Expectations:** Campers who exhibit chronic misbehavior, harm themselves or others, or cause property damage may be dismissed from the program.

**Camper Release Procedures:** Campers will only be released to parents/guardians or emergency contacts listed in REVTRAK unless prior written authorization is provided to the Summer Squires Supervisor.

**Personal Belongings:** All personal items should be clearly labeled. Summer Squires is not responsible for lost or damaged belongings.

**Respect & Conduct:** Disrespectful behavior from campers or parents may result in removal from the program.

**Refunds:** Dismissal from the program may result in forfeiture of fees already paid.

**Policy Violations:** Any violations of these guidelines will be reviewed by the District Community Programs Director.

These policies are in place to ensure a safe, respectful, and enjoyable camp experience for all participants.

## Behavior Management

At LTISD Summer Squires, we are committed to providing a safe, positive, and enjoyable environment for all campers. To maintain this standard, all participants are expected to follow the discipline guidelines outlined below.

### Standard Discipline Management Plan

In the event of behavioral concerns, the following steps will be taken:

1. **Verbal Warning** – Staff will verbally address the behavior with the student.
2. **Documentation & Acknowledgment** – Staff will document the incident, and a parent/guardian will be asked to initial the record at the time of sign-out.
3. **Formal Written Report** – A written report will be provided for parent review and signature, with a copy sent to the District Community Programs Director.
4. **Further Incidents** – Additional written reports may result in the child's removal from Summer Squires for the remainder of the summer.

5. **Program Dismissal** – If a child is removed from the program, fees already paid may not be refunded.

### **Alternative Discipline Measures**

In cases of severe or extreme behavior, immediate action may be taken without following the standard discipline steps. These behaviors include, but are not limited to:

- Repeatedly causing harm to themselves, others, or property.
- Ongoing defiance, disrespect, or refusal to follow camp rules.
- Persistent refusal to comply with staff instructions.
- Any form of verbal abuse, physical aggression, or harassment (including sexual harassment) directed at students or staff members by campers or their parents/guardians.

### **Other Grounds for Suspension or Dismissal**

Additional circumstances that may result in suspension or removal from Summer Squires include:

- Failure to pay camp fees prior to the enrolled week.
- Repeated late pick-ups.
- Any other behaviors or actions deemed inappropriate by the District Community Programs Director.

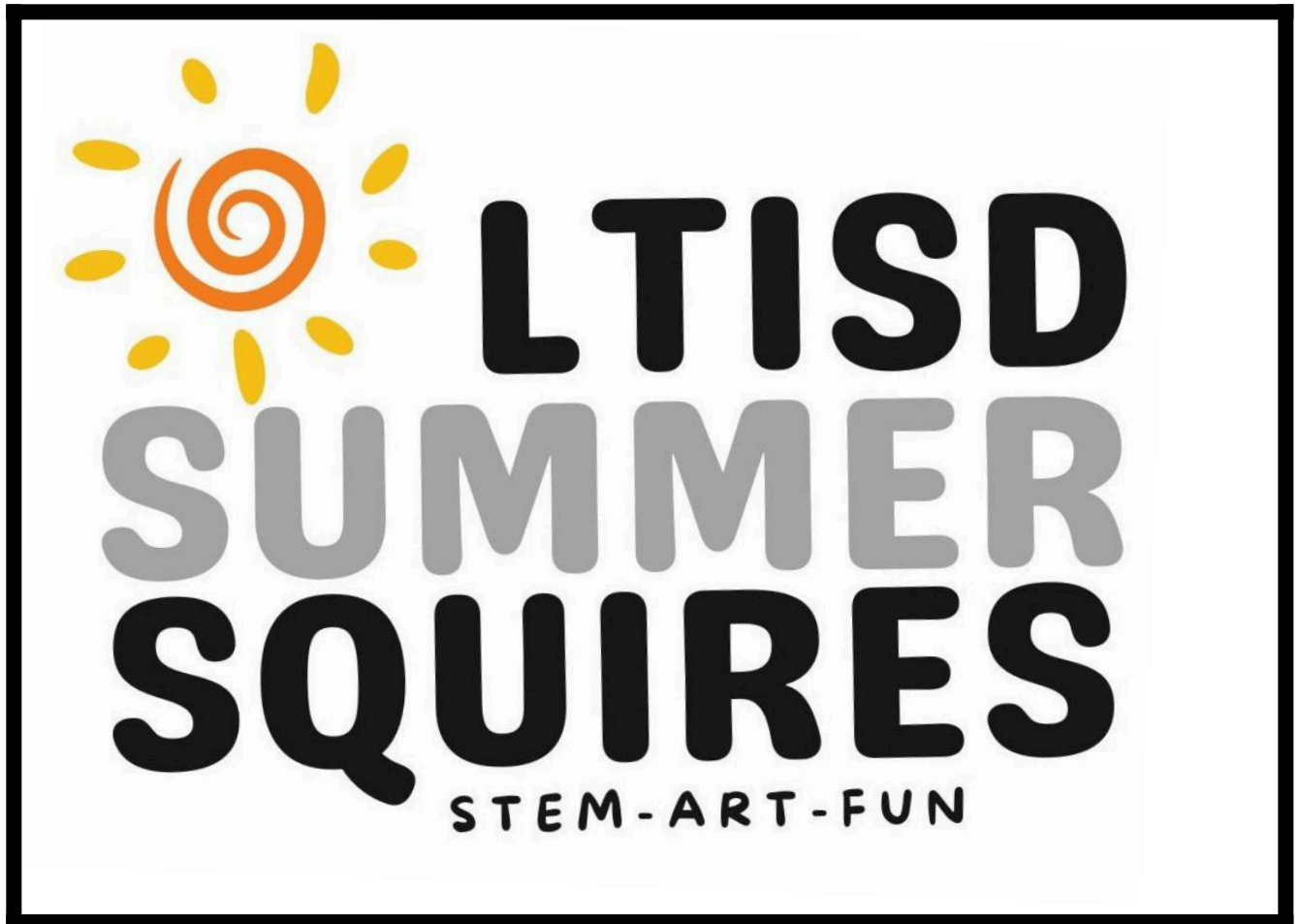
Our discipline policies are in place to ensure that all campers have a safe, respectful, and enriching experience at Summer Squires. We appreciate your cooperation in reinforcing these expectations with your child.

## **SMART DEVICES**

Summer Squires is a smart device-free zone. Student smart devices, including phones, headphones, and watches, are not permitted for use on campus. Exceptions may be made for medical purposes. Any unapproved use of a smart device by a student will result in confiscation and we return to parents at the end of the day.



# Time for Another Fun SUMMER!



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**\* Public Notification of Nondiscrimination**

The Lake Travis Independent School District operates all educational Programs without discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. The District complies with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973.

For information about your rights or grievance procedures, contact Susan Fambrough, **Assistant Superintendent for Human Resource Services**, 3322 Ranch Road 620 South, Austin, TX 78738, (512) 533-6000.

**Notificación Pública de No Discriminación**

El Distrito Escolar Independiente de Lake Travis conduce todos los programas educativos sin discriminación por motivos de raza, color, religión, sexo, origen nacional, edad, impedimento o cualquier otro motivo que la ley prohíbe. El Distrito se conforma con Título VII del Acto de Derechos Civiles de 1964, Título IX de las Enmiendas Educativas de 1972, la Ley sobre Estadounidenses Discapacitados, y Sección 504 de la Ley de Rehabilitación de 1973. Para información sobre sus derechos o procedimientos de quejas, favor de comunicarse con Susan Fambrough, Superintendente Asistente, 3322 Ranch Road 620 South, Austin, TX 78738, (512) 533-6000.