



Parent Handbook



2026



Hi families!

My name is Ali Helms, your Youth Program Director, and I am so excited to kick off an incredible summer with your kids! Summer Rec is one of the most fun and memorable times of the year, and we have so many exciting activities, games, and experiences planned.

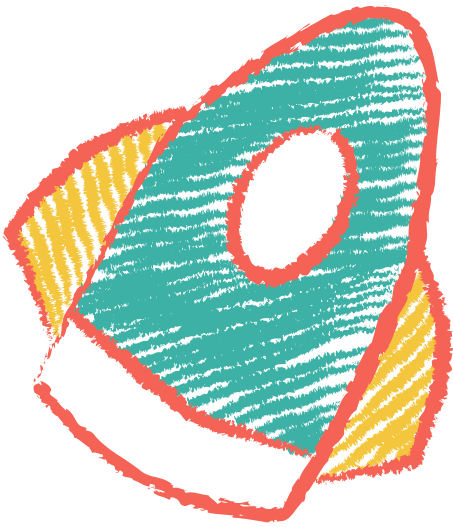
We are committed to creating a safe, structured, and FUN environment where kids can be themselves, build friendships, and make lasting memories.

Please take a few minutes to read through this Parent Handbook. It's packed with important information about our policies, daily routines, and expectations that will help set everyone up for a smooth and successful summer.

Thank you for being part of our Summer Rec family. We're so glad you're here!

**— Ali Helms
Youth Program Director**





MRC Mission

To serve the citizens of the USD 263 by providing quality, affordable recreation programs that invite participation, build relationships and enhance lives.

The Mulvane Recreation Commission supports its Mission by:

Inviting Participation:

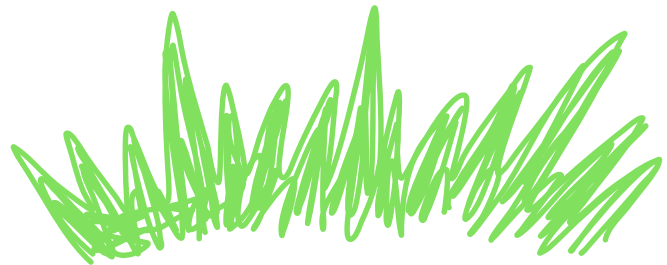
- We will meet the community needs and assure quality through continual evaluation of programs, services, facilities and mission.
- We will offer programs and activities for the entire community by planning and implementing a year-round program of diverse opportunities for all ages.

Building Relationships:

- We will cooperate with school, city and other agencies, both public and private, with regard to planning, programming and facilities.
- We will include all citizens of USD 263 in leisure programming, eliminating any discrimination on the basis of race, sex, religion, ability or economical status.
- Through commission supervision, ensure that programs are conducted in a safe manner and facilities are maintained.

Enhancing Lives:

- Organize opportunities for citizens to strengthen existing relationships while creating new relationships through the implementation of programs for individuals, groups and families thus promoting a stronger community bond.
- Promote productive leisure time activities that spark interests, educate minds, and enrich lives.



Summer Rec Registration

To register for MRC's Summer Rec program, you will need to pay the first week's tuition and fill out all required paperwork for your child to secure a spot in the program. All forms to be filled out will be sent to you via email by our Youth Program Manager. See the list below:

01 Student Info Form

- This form is general information that staff will need to know throughout the summer. Please fill this out completely.

02 Authorization of Emergency Medical Care

- List any known allergies or pertinent medical information
- Please give the name of the insurance company.

03 Other Forms

- KDHE Off Site Trip Permission Form
- Authorization to Pick-Up Child Form (must be 16 yrs. or older to pick up from the program.)

04 KDHE Health History

- All people of interest and places of employment must include street addresses.
- Anyone authorized to pick up your child must be listed.
- If you check a condition, you MUST provide additional information in the box provided.
- If you check "yes" to both questions about immunization, you do NOT need to include a shot record.

05 Authorization for Administration of Medication

- For any prescription medication, OTC medication, or medicated creams or ointments.
- Must see the Program Director to ensure the correct form is filled out.



Tuition & Financial Assistance

Tuition rate per child is \$120/week

- ★ Tuition fees must be paid within the Brightwheel App (more info page 3). Fees are based on enrollment, not attendance.
- ★ Tuition is due the Sunday BEFORE the week of services. Failure to pay tuition on time may result in late fees and or disruption of your child's enrollment.
- ★ If you child attends at least one day during the week, you will be charged the full weekly rate.
- ★ If you know your child will miss an entire week, you must notify the Youth Program Manager at least two weeks in advance to avoid being charged for that week.
- ★ If two weeks' notice is not given, the \$120 weekly fee will still apply, even if your child does not attend that week.

Financial Assistance

Currently, MRC is a provider for DCF and Kaw Nation, please contact the Youth Program Director for more information. Our DCFEDGE Provider ID# is E639317. Call toll free number on back of your EBT card and follow instructions.

Tax Information

The Federal ID Number for MRC is 48-6091814. You will need this number if you claim the cost of MRC Childcare Programs on your income tax return.



Hours of Operation

Monday - Friday, 6:30 AM - 6:00 PM

Drop-Off & Pick-Up Policy

KDHE requires that each participant be signed in and out each day. Giving notice of individuals NOT on a student's authorized Pick-Up list coming to pick up a student is required. Individuals will be asked to show a valid photo ID before the student can be released. MRC staff cannot sign a child in or out for a parent. Pick up and drop off will be through the east doors of the MRC at the Youth Program entrance next to our music garden.

Drop off & Pick Up on Field Trip days

Participants should not be dropped off at the MRC if Summer Rec is on a scheduled field trip. If your child needs to arrive late or depart early, you may need to bring your child to and/or pick up your child at the field trip location. Should you need to arrange for a late arrival/early departure, please let Summer Red staff know of your plans. We do our best to schedule off-site activities between 9:00 am and 4:00 pm.

Late Pick Up Policy

MRC staff will give each family one warning without charging for a late pick-up. This warning will be documented and placed in the participant's file. After this initial warning, the following charges will be applied: \$100 per family for every minute after the program end time will be charged to the parent/guardian.

If a parent/guardian has not contacted the Program Director to inform of their situation, and the child has not been picked up within 30 minutes of program end, the police will be notified.

Communication Between MRC & Parents



We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Direct Communication

- **Brightwheel App**

The Brightwheel App is required for all parents of children attending Summer Rec. Brightwheel is an all-in-one app for parents to track their child's daily childcare activities, communicate with staff, and handle tuition payments. It allows secure digital check-in/out for added safety.

This will be the main way the Youth Program Director communicates with you throughout the week about your child.

The app is available for download in your phone's app store.

- **Email & Phone Support**

MRC staff is always available via email and phone. If there is an emergency and you need

- **Monthly Calendars**

Distributed at the start of each month with key dates and activities.

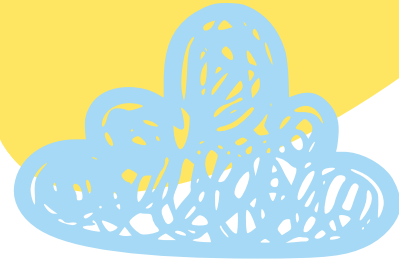
Contact Information

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Andrea Kelly
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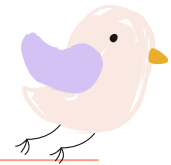
ABOUT SUMMER REC



Staffing

Daily and weekly activities include arts & crafts, team building, gym and outdoor activities, swimming, and field trips. Summer Rec maintains a 1:16 leader-to-child ratio and a 1:8 leader-to-child ratio on field trips.

All MRC staff working with campers have completed a successful background check through KDHE as well as training. Staff working directly with campers are Lead Counselors (18 & Older) and Counselors (16&older.)



Camp Weeks & Themes

June 1 - 5 June 8 - 12	Prehistoric Pals -The Stone Age
June 15 - 19 June 22 - 26	Knights, Castles & Dragons
June 29 - July 2 NO SUMMER REC ON JULY 3rd	America's 250th Birthday
July 6 - 10 July 13 - 17	Pirates & Explorers
July 20 - 24 July 27 - 31	Intro To The Wild West
August 3 - 7	The Future & Beyond

What to Wear/Bring

- Please send your child in comfortable clothing for indoor and outdoor activities.
- Closed-toed shoes for playing.
- A swimming suit, a towel & Sunscreen for swimming days.
- Hats can be worn during outdoor activities.
- Each student will have locker that they will share with one other camper to keep their belongings in.
- Reusable Water Bottle marked with child's name.

Personal Belongings

Participants are not allowed to bring unauthorized personal property to Summer Rec. This includes Cell Phones, iPods, iPads, trading cards, etc. In the event a cell phone is brought to Summer Rec, that phone must be kept in a backpack in a locker. Parents can call the MRC at 777-0858 if they need to talk to their child. MRC and Summer Rec are not responsible for the loss, theft, or damage of technology or personal items brought to the program or onto the property.

Field Trips

Field trips are a fun part of MRC Summer Rec that provide a learning experience. Admission charges are included in tuition and cover transportation and admission costs. PLEASE DO NOT SEND MONEY WITH YOUR CHILD ON FIELD TRIPS. MRC is not responsible for any lost or stolen personal items your child brings, including money. MRC will not allow children to go to gift shops, buy drinks, or snacks while on the field trip. A permission form is required for all children attending field trips. You will be provided the form during enrollment. If you bring your child to, or pick up your child from, the field trip location, you MUST find a staff member and sign your child in or out.

Swimming

- Summer Rec will go to the Mulvane Public Pool three days a week. Typically from 1:00 pm - 3:30 pm.
- Parents are asked to talk with the staff regarding their child's swimming ability/comfort level. Please let us know if you do not want your child swimming in water deeper than their shoulder height, despite their ability. These campers will be assigned to the shallow end of the pool.
- Camp staff will be positioned throughout the pool facility; in the water interacting with campers, circling the pool, etc.
- The air temperature must be above 72 degrees in order for camp to go swimming. When the heat index is over 100, camp may opt to change or reduce the duration of pool or field trips.



Meals & Snacks

- The USD 263 provides a summer lunch program for children ages 1-18. All meals prepared follow USDA child nutrition guidelines. This program is run throughout the summer and will be available to all Summer Rec participants.
- Children can also bring a sack lunch if they do not want to eat the school lunch.
- A weekly menu is shared with parents in advance.

Sample Snack & Meal Schedule

Time	Meal
8:15 AM	Breakfast
10:00 AM	Morning Snack
11:30 PM	Lunch
2:30 PM	Afternoon Snack

Allergy & Food Safety Policy

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed.

Medication Policy

Prescription medications require a Medication Authorization Form from a doctor.

All medication must be in its original packaging and handed directly to a staff member.

No medication should be left in a child's backpack

Accidents & Injuries

All accident and/or incident reports will be documented at MRC and kept on file. Parent's are notified of any accident and/or incident involving their child and may request a copy of the report.

In Case of Injury

When you registered your child, you provided MRC with a medical release form giving MRC staff permission to seek emergency care for your child. Our procedures are as follows:

1. A staff member will provide immediate First Aid.
2. A staff member will notify a parent/guardian
3. If a parent/guardian cannot be contacted, or if immediate action is required, MRC staff will contact local EMS and remain with the child until the parent/guardian arrives.
4. A staff member who accompanies a child to the hospital will take along the Emergency Medical release form and the child's medical record given at registration.

In Case of Illness

If your child has a contagious illness or a temperature above normal 99.6, please do not allow him/her to attend the day's activities. Children in attendance who exhibit any signs or symptoms will be isolated and monitored until a parent/guardian can arrive to take the child home.

If your child wakes up not feeling well and will not be attending Summer Rec that day, please contact MRC staff if as soon as possible to let them know your child will not be attending

Expected Positive Behavior

To maintain a safe, educational, and fun atmosphere for all MRC participants, staff are responsible for consistently enforcing the established rules and regulations of the program.

Please read over the following MRC Childcare Program rules with your child and be sure that he/she has a clear understanding of the positive behavior expectations while participating in the program.

1. Always use good manners and respectful language. No profanity.
2. Always be courteous and respectful of the rights of others and their property.
3. When in classrooms & hallways use inside voices.
4. Be honest and fair when playing games or participating in an activity.
Booing, bullying, or other rude behaviors will not be tolerated.
5. Keep your hands, feet, and mouth to yourself.
6. Listen and follow directions given by the staff at all times.
7. Running in any facility area other than the gym is not allowed.
8. Never leave an activity area without permission from a counselor. Always ask permission to use the restroom and get a hall pass.
9. Everyone Helps clean up after classroom time, gym time, or during snack/lunch.
10. Shoes & clothing must be worn at all times.
11. Participants' cell phones may not be out during any of MRC's childcare programs. Please advise your child to keep his/her phone in their locker during the day. If your child needs to call you, he/she may use the MRC's phones.
12. Students are responsible for any belongings he/she brings to MRC. MRC strongly advises students to leave expensive electronics, toys, etc. at home. MRC is not liable for any lost or stolen items.



Discipline Policy & Procedures

Procedures following behavior problems will include the following:

- 01** The Leader & Child speak one on one about the behavior to ensure the child understands what went wrong.
- 02** If unacceptable behavior continues, the child will be placed in time out. This is a quiet time free from interruptions and distractions. The child or youth shall remain in time out only long enough to regain self control. Each child in time out shall remain under staff supervision
- 03** Continued behavior problems can result in a loss of activities (recess time, field trips, swimming.)
- 04** If behavior problems continue the child will be sent to the office for further assistance. At this point the Youth Program Director may phone the parent/guardian. Visits to the office will be documented and noted in the child's file.
- 05** Persistent behavior problems may require a conference between child, parent, and staff.
- 06** When all efforts fail, and the child's behavior continues to disrupt the program or threatens to harm another child physically/emotionally, he/she may be dismissed from the program. Every effort will be made to solve the problem and enlist the child's cooperation to ensure continued attendance.
- 07** Fighting, violent physical contact, theft, and vandalism may result in suspension for a specified period as decided by the executive staff.

