

Camacho

**Summer
Camps**

SUMMER 2025

**PARENT
INFORMATION
PACKET**

Welcome to Camacho Summer Camps!

We're excited to have your child join us for a summer packed with fun, friends, and tons of adventure! This info packet has everything you need to know about our summer camp experience like what to expect, important forms, payment details, drop-off and pick-up instructions, and all those other little things you'll want to be in the loop about.



What to bring to camp?

Camacho supplies all the necessary equipment for our activities. Here are a few things your camper will need to bring each day.

CAMPER CHECKLIST

Daily Essentials

- Nutritious lunch (Camacho does **NOT** provide lunch)
- Multiple healthy snacks
- Water bottle or hydration pack (32oz or more)
- Sunscreen
- Swimsuit and towel
- Closed-toed shoes
- Clothing suitable for outdoor activities

Optional Items

- Swim shirts, swimming goggles,
- Wide-brimmed hat
- Sunglasses
- Swimming goggles
- Cell phone (for emergency use/parent communication only)
- Suitable games/toys
- Funds for field trips or special activities

Items to Avoid

- Non-nutritious & sugar heavy foods or drinks
- Weapons of any kind
- Valuable electronics or devices and expensive items



Required Registration Forms

NO FORM, NO PARTICIPATION

A new Participant Registration Form must be filled out and signed by a parent or guardian before a child can take part in our summer camps.

We require an updated form for each summer camp participant, even if one was submitted in the Spring or for previous programs.

English registration forms are available [here](#). Para español, haga [clic aquí](#).

WHERE TO SUBMIT

[Click here for an editable](#) PDF form that you can complete and email to CamachoActivityCenter@gmail.com. To help us stay organized, please include your child's first and last name in the subject line.

Alternatively, forms are available at the Camacho Activity Center for in-person completion during drop-off or anytime before. Please allow 5-10 minutes.

EMERGENCY CONTACTS

Please list any people who will be picking up your child in the emergency contact list.

Other than a parent/guardian, only persons listed as emergency contacts may pick up and sign out a child.

IMAGE RELEASE

We take lots of photos and videos throughout the summer! These are used exclusively for Camacho Activity Center and Austin Parks and Recreation programming and promotional materials. Please review this section on the registration form and initial ONLY if you wish to OPT OUT of the image release.

MEDICAL

Please also notify us of any medical conditions, allergies, or special needs. If medication is required during camp hours, a "Permission To Give Medicine" form will need to be submitted.

SIGNATURE REQUIRED

A signed, drawn, or verified digital signature is required. These forms must be filled out and signed before your child can access their camp room.

Drop-off and Pick-Up Procedures

For the safety of our participants, parents will be required to sign in and out when dropping off and picking up campers.

DROP-OFF & PICK-UP TIMES:

- **Drop-Off:** 7:30 AM - 9:00 AM. Parents must sign in their child.
- **Pick-Up:** 5:00 PM - 6:00 PM. Only authorized individuals may pick up campers.

WHO CAN PICK-UP YOUR CHILD?

Other than a parent/guardian, only people listed on a Program Registration/Participant Waiver as **emergency contacts** with permission to pick up youth may pick up and sign out a child. Proper ID may be required before staff release a child. Contact the program site for instructions on making changes to the emergency contacts list after the waiver has been submitted.

Teen participants may be allowed to sign themselves out with prior written permission from a parent.

LATE DROP-OFFS & EARLY PICKUPS

We schedule our days from 9 a.m. to 5 p.m. aiming for full-day commitment from all campers. However, we understand that conflicts and prior commitments may require adjustments to accommodate early or late arrangements.

Running late? If possible, give us a call so we can prepare for your child to meet up with us. For early pickups, please notify our front desk or a counselor in advance. Since we often visit trails, parks, or pools, you may need to meet us at the location.

Late Pick-Ups: If participants are not picked up by the pick-up end time, a \$1 per minute late fee may be charged.

Daily Schedule and Activities

Be on the lookout for an email from us one week before the start of your camp with a detailed daily schedule.

Generally, your child will spend most days outdoors exploring off-site destinations like parks, playgrounds, pools, and trails. We use the Lady Bird Hike and Bike Trail to get to these spots on foot, bike, or sometimes by canoe. After our adventures, we return for swim-time at a local pool or splashpad and indoor activities to wrap up the day.

Each week includes one field trip, and for some weeks, older groups may have additional off-site trips that require van transportation. Swimming or visiting the splash pad is part of the daily routine, so don't forget swim gear! Schedules may shift based on needs and weather, but you'll always be kept in the loop.

If you have any questions, comments, or concerns, feel free to speak with a counselor or any Camacho staff member - we're happy to help!

Payments and Cancellations

PAYMENT DUE DATES

Full payments are due 21 days prior to the start of your respective camp week to secure your spot. If payment has not been made 18 days prior to the start of the camp, your spot will automatically be forfeited, and the next person on the waitlist will be contacted.

Deposits are non-refundable.

HOW TO PAY

To make an online payment, start by logging in to your account, then click on your account name and select the "Pay Old Balances" link. Choose the activities you are paying for and add them to your cart. Then, proceed to checkout and follow the instructions to complete your payment. For check or cash payments, please visit the Camacho Activity Center in person.

CANCELATION AND REFUNDS

You cannot cancel a camp through your online account. The best way to cancel is by using the [Camacho Program Cancellation Form](#), which provides a helpful timestamp of your cancellation. This form is also found on our website. Alternatively, you may call the Camacho Activity Center at (512) 978-2420 or email the program instructor.

- Program attendance is the responsibility of the participant.
- Registrations cancelled at least 7 days prior to the first day of class will be issued a refund or credit, minus the **\$40 non-refundable deposit**.
- No refunds are issued for registrations that are cancelled without 7 days advanced notice of the first-class day.
- Refunds are issued to the charging credit card, or by check from the City of Austin (please allow 6-8 weeks for processing). Refunds can also be applied to your account as credit.

- Refunds will be applied to outstanding account balances before funds are released.
- Registration fees will be fully refunded if PARD cancels the class.
- PARD reserves the right to withhold a refund of any fees for participants/users who have been removed from a program or facility for disruptive or unsafe behavior as defined in “Behavior Guidelines” in the [Parks and Recreation’s Youth Programs Parent Handbook](#).

Inclusion Services, Tips, and FAQ

INCLUSION SUPPORT SERVICES

Austin Parks and Recreation warmly welcomes all participants and remains steadfast in its commitment to ADA compliance. Inclusion Support Services is dedicated to offering reasonable modifications to support program participation, ensuring that individuals with disabilities have equal access to the enriching experiences our department provides.

To Request Inclusion Support Services

E-mail Inclusion Support Services directly at inclusion@austintexas.gov, stating the need for an ADA Modification with an attached [Participant Waiver](#) for the registered program with the “Accessibility Accommodation Request” box marked ‘Yes’.

Once a request has been received, Inclusion Support Services will follow up with an e-mail that includes an [Inclusion Support Services Acknowledgement Form](#) and [Family/Child Profile](#) form. For more information, email Elena.Christopher@austintexas.gov and Inclusion@austintexas.gov.

TIPS FOR CAMP

Summer camp is full of fun and new experiences, but it can also be challenging at times. Here are some general tips to help your child make the most of their summer camp experience:

- Discussing the schedule and talking with your child about what to expect can help alleviate any nerves. You can visit our YouTube highlights page to watch summer videos from year’s past.
- Ensure they stay hydrated and well-rested throughout the camp week to keep their energy up.

- Practice biking at home if possible. If you have concerns about biking activities, consider enrolling your child in our after-school programs to prepare them for biking.
- For extra sun protection, we recommend the use of SPF shirts, hats, and other outerwear. On days on the water, a large brimmed hat is ideal.
- For some of the younger campers, water bottles are easier to manage than water packs.
- Label all personal belongings with your child's name, this helps our staff keep track of everything and minimizes the chance of lost items.

FAQs

When will we receive the daily camp schedule?

We aim to send out the camp schedule via email 7 days before your child's session begins. This schedule will include detailed information about daily activities, special events, field trips and other information related to the weekly schedule. Please make sure your email address on file is up-to-date.

How closely does the camp follow the daily schedule?

We aim to follow the daily schedule closely, but adjustments may be needed to prioritize campers' safety, comfort, and enjoyment. Given the active, outdoor nature of our camps and the diverse skill levels of our campers, flexibility is built into our schedule. Any significant changes will be communicated to parents at drop-off or pick-up or via email.

During pick-up, you might find campers relaxing in the classroom—but rest assured, it's been a full and active day!

What field trips do they take at Camacho Summer Camps?

Each group will get to take one field trip per week. Generally, most of our field trips are to outdoor spaces like city, county, or state parks but we'll occasionally visit some exhibits, museums, movie theatres, and other indoor spaces as well. Older age groups may take more than one off-site trip per week.

How do you travel for field trips?

Vans are utilized for transporting participants to off-site activities, driven by staff who are licensed and trained in COA regulations. All participants who are under 8 years old and are under 4 feet 8 inches will be required to use a booster seat. Booster seat requirements for

kids over 8 years old will be at the discretion of the driver or upon parent request. Seatbelts must be properly worn at all times. Prior notification will be given if your child will be partaking in an activity that involves van transportation.

Do I ever have to send my kid to camp with money?

Generally, there is no need to send money with your camper. If there are any special events or field trips that involve expenses, we will notify you ahead of time. The entry fees for field trips will typically be less than \$10. Campers may also have the chance to visit a food spot or convenience store where they can bring money for optional treats.

What if my kid doesn't know how to do an activity like kayaking, biking, or rock climbing?

We understand that not every child comes with prior experience in our outdoor activities, and that's perfectly okay! Our approach is rooted in inclusivity and personal growth, ensuring that every participant, regardless of their skill level, feels welcomed and valued.

Activities and goals can be adapted to meet each participant right where they are.

Whether your child is holding a paddle for the first time or gearing up for a bike ride without prior experience, we're here to guide them and provide them with appropriate resources and support. Above all, our top priority is the safety and well-being of our participants.

How do you handle the extreme weather?

We spend a lot of time outside, so it's important to get ahead of the summer temps we experience here in Austin. Be sure to bring all the camp essentials and help your camper stay hydrated and well-rested at home.

Safety is our top priority, and our staff is trained to provide a safe experience for all campers. Here are ways we manage the heat when we're out on the trails:

- Every camper is checked to ensure they have enough hydration, nutrition, and sunscreen before heading out.
- Frequent water breaks and extended stops in the shade to stay cool.
- We take indoor breaks at other rec centers, libraries, or public buildings on our routes.
- Regular checks in with campers to ensure their comfort and well-being throughout the day.
- We carry extra water and ice packs in our first aid kits for emergencies.

- Swim or splash pad time is provided at the end of each camp day.

Campers are reminded to reapply sunscreen during lunch and at least 30 minutes before pool time. Staff can assist with spraying or stick sunscreen but generally do not help with lotion application.

What does pool time look like?

Campers will visit a pool or splash pad toward the end of each camp day, depending on access and availability. For our 5–8-year-old groups, we aim to get them into the pool or splash pad by 2:00 PM. For our older groups, pool time starts around 3:00 PM.

Please check the registration form for the required section to indicate whether your child is swim-ready. Campers age 7 and under are restricted to the shallow end, regardless of swimming experience. All other campers must pass a swim test with a certified lifeguard before they are allowed into the deep end or to use diving boards, water slides, or other pool features. For more details, please refer to the [Youth Programs Parent Handbook](#).

Other Weather Considerations:

When rain or storms are present, we may continue our planned activities if rain is light. However, we follow pool rules for lightning/thunder and will keep the kids inside during any moderate to heavy rain.

Does Camacho supply the equipment?

Camacho supplies all of the necessary equipment to participate in our activities. You are welcome to bring your own bike, helmet, or other recreational supplies but please ensure they are in proper working condition. Camacho staff will ultimately decide if the equipment brought from home can be used during our programs.

What if I need to miss a day or days from camp?

If your camper needs to miss a day or more, please let us know ahead of time if possible. While we can't refund individual days missed, we'll ensure your camper can jump back into the fun seamlessly when they return.

For any questions or further assistance, feel free to contact us. We're here to ensure a fantastic camp experience for your camper!



Camacho Activity Center Staff Contact Information:

- **Site Supervisor:** Ryan Eaker - Ryan.Eaker@austintexas.gov
- **Program Coordinator:** Athan Bernal - Athan.Bernal@austintexas.gov
- **Program Specialist:** Theron Sweet - Theron.Sweet@austintexas.gov
- **Program Specialist:** Elena Christopher - Elena.Christopher@austintexas.gov
- **Building and Grounds Assistant:** Art Torres - Art.Torres@austintexas.gov

Camacho Activity Center
35 Robert T. Martinez Jr. Street
Austin, TX 78702
(512) 978-2420