

# Metroplex Camp

## Parent Handbook 2025 - 2026

Metroplex Gymnastics & Swim  
205 E. Bethany  
Allen, Texas 75002

972-727-9095

[www.metroplexgymnastics.com](http://www.metroplexgymnastics.com)  
[office@metroplexgym.net](mailto:office@metroplexgym.net)



# Metroplex Camp Programs

We have half day and full day camp options. Half day camp runs from 9:00am to 2:00pm. And full day camp runs from 9:00am to 6:00pm. **7:30am free early drop off** for all camps. Camps are offered during the summer months when Allen ISD is out of school. During the school year we also offer camp on several days when Allen ISD has student holidays.

Our summer camp programs are designed for children 3- 12 years old. All campers must be FULLY potty trained- meaning they need to be able to know when to go to the bathroom and use and redress themselves every time they go to the bathroom.

## Daily Activities

Campers will participate in a variety of activities throughout the day. Below is a brief explanation of each rotation.

### Swim

Younger campers that need to learn to swim will be taken through an organized swim lesson. Older campers that know how to swim will participate in organized pool games or races. If your child needs a swim lesson in these older groups, please let your staff know. Campers whose families choose to for go a swim lesson will partake in creative choice during swim time.

### Creative Choice

Creative Choice is a time where campers can choose their own activity within their classroom. Age-appropriate toys, games, and other manipulatives are available in the room. Craft supplies are also available to the campers.

### Outside Play

While outside campers will be able to partake in games such as gaga ball and basketball. We also have chalk, playhouses, jump ropes, frisbees, and other balls available.

### Teamwork Games

Campers will spend time working together in a range of teamwork games. Teamwork games help to encourage communication and team building skills.

## **Gymnastics and Ninja**

Each day of the week is dedicated to a different part of our facility. Campers will be able to participate in our ninja areas that include ninja walls, cargo nets, slanted steps, and our obstacles courses. Our gymnastics apparatuses such as the beams, tumble track, and trampolines will be utilized.

### **Gym Activity**

We like to alternate throughout the week the different gym activities. Options available are zipline, rope swing, trapeze and trampolines

### **Hand Eye Coordination Game**

Campers will work on their hand eye coordination during a variety of games throughout the summer.

### **"PE" Game**

Our "PE" game is like something your child would play at school. These games are more cardio based.

### **Open Gym**

This is a free choice time in a large open gym space, similar to recess. This is an opportunity for physical exercise, gross motor development, and social interaction. Children have the chance to run, jump, climb, and play on various shapes and sizes of foam mats, on our ninja equipment, in the treehouses, and bounce on the trampolines.

## **What To Bring**

### **Campers will need to bring the following:**

- Campers five and under should bring a full change of clothes in a ziplock bag labeled with their name. While we do expect all our campers to be fully potty-trained accidents can happen.
- Lunch and a drink. We do not have an area to store cold items, nor do we have a way for campers to warm up food.
- Refillable water bottle for extra water consumption.
- A snack to eat during creative choice. Full day campers will need to bring an additional snack for the afternoon.

- Swimmers will need to come in their swimsuit, with a towel, their camp shirt, and a change of clothes. This also applies to ALL campers when we have a water activity.

\*Please label everything with your child's name.\*

Siblings will need to have their items in individual bags as it is not guaranteed your campers will be grouped together.

**We strongly recommend parents do not allow your child to bring toys, electronics, or special items from home. Metroplex Gymnastics is not responsible for lost or stolen items.**

## Snack & Lunch

Metroplex does not provide any meals to campers. Parents must communicate allergies to the office staff both through the parent portal and via email. Children should bring their own snacks and sack lunch each day. Lunches will not be refrigerated and will be served at room temperature (we will not heat foods). Lunches should include eating utensils and a drink, juice, milk or water preferably.

## Dress

Your camper will receive ONE camp shirt on their first day of camp for the summer. This shirt is REQUIRED to be worn everyday they come to camp. Additional shirts can be purchased for \$15/tax. Please send your camper in their swimsuit if they are swimming. Comfortable shorts without buttons and zippers are preferred, as these can damage our gymnastics and ninja equipment.

# Camp Tuition

**Campers can sign up for any combination of days during the week. Half day and full day can also differ per day.**

## **Half Day Camp 9:00am-2pm**

1 day \$55  
2 days \$96  
3 days \$135  
4 days \$172  
5 days \$215

## **Full Day Camp 9:15am-6pm**

1 day \$86  
2 days \$172  
3 days \$258  
4 days \$344  
5 days \$387

\*2<sup>nd</sup> child - 5% discount, 3<sup>rd</sup> child 10% discount when enrolled the same week as sibling  
A annual camp registration fee of \$35 will be charged

**For tuition policies and payment information see the section of the handbook which explains our Payment Due dates and Auto Draft.**

# Payment Information

**Auto-Pay Program** - For your convenience we will charge tuition to your credit card, bank debit card on the Monday 3 weeks before the camp you are registered in.

**Paying Tuition** - A credit or debit card on file is required to register for camp. All camp tuition is DUE 3 weeks BEFORE each camp and can be paid by cash, check, debit, or credit card. If tuition is not paid before the Monday 3 weeks prior all unpaid balances will be charged to your card on file. Metroplex will NOT send a tuition due reminder. Once Tuition is charged there are NO REFUNDS OR CREDITS and you are enrolled for that camp. If your payment doesn't go through for any reason you will be charged a \$20.00 fee, your child will be tagged inactive by the computer, will be un-enrolled, and children on the waiting list will be called. All returned checks will carry a fee of \$35.00. Once we

have taken a bad check, all tuition must be paid from then on by cash or debit/credit card.

Example: Monday, May 5th tuition for camp week 1 (May 27th -30th) will be auto charged to the card on file. Monday, May 12th tuition for camp week 2 (June 2nd - 6th) will be auto charged to the card on file

Camp: NO refunds, credits or transfers for camp for any reason.

## Enrollment Requirements

Campers are enrolled on a first come, first-served basis. Metroplex admits campers of any race, color, and national or ethnic origin.

Campers must be the age requirements prior to the first day they attend camp.

Prior to a camper can attend, Metroplex must have the following completed.

1. **Family and camper profile on our camp portal.**
2. **Emergency information filled out on our camp portal.**
3. **Any medical information that is needed for the care of your child needs to be add to their profile on our camp portal and emailed to [office@metroplexgym.net](mailto:office@metroplexgym.net).**
4. **A valid credit card must be on file. Camp tuition is due 2 weeks prior to each week of camp.**
5. **Proof of immunizations. This can be done by adding the name of your child's public-school and grade level in their medical history section of the profile on our camp portal.**

Campers must be fully potty trained- if a child has any accidents during their time at camp, they will be sent home. Metroplex has the right to deny a child whom they deem is not fully potty trained.

Fully potty trained is defined by Metroplex Gymnastics as:

- Being able to know when and be able to ask to go to the bathroom before it is too late.
- Being able to get undressed and redressed if necessary to use the bathroom.
- Being able to wipe themselves completely and independently.

# Hours of Operation

Metroplex Gymnastics cares for children during the hours of 9:00 am and 6:00 pm Monday - Friday. Morning drop-off and carpool are from 7:30 am-9:00 am. Half day carpool runs from 1:45 pm to 2:10 pm. All campers **MUST** be picked up by 6pm.

## Drop Off and Pick Up

Morning drop off will run from 7:30 am to 9:00 am. You will need to park and walk your child in if dropping off after carpool closes at 9:00 am.

You may drop your child off in the carpool lane located in the front of the building. A counselor will get your camper from the car, and you will receive a numbered tab that corresponds with the wristband your child will wear for the day. A new wristband is issued daily. Please have your camper seated on the right side of the car so that he/she can get out of the car and go directly to the door without crossing over. You may also park and walk your camper into the front office to sign him/her in. The registration table out front is only available to our carpool lane families.

Our carpool lane is available for parents to pick up. We will have a carpool lane available from 1:45 pm - 2:10 pm for our half day campers. If you are picking up your child outside that time frame, please text [972-439-4680](tel:972-439-4680) 10 minutes prior to your arrival. Please include your camper's first and last name in the text and we will get them ready for pickup.

If someone other than the person who dropped off the camper is picking up please provide them with a picture of the camper's tab. If a tab is not available at pick up a driver's license can be used if it matches one of the parent/guardian/ emergency contact person names on the account. Your child will not be released without the corresponding tab or a driver's license matching a name on your account.

## Late Pick-Up Charge

There will be a 10-minute grace period (2:10 pm) for picking up your child late without being charged a late fee. After the grace period, you will be charged \$10.00 for each 5 minutes you are late, which will be charged to your card on file.

# Allergies

If your child has been diagnosed with a known food allergy, please indicate your physician's food allergy emergency plan in the medical section of your camper's online profile. Please also send a copy via email to [office@metroplexgym.net](mailto:office@metroplexgym.net) so we can note this on their roll sheet comment. Your child will be given a food allergy sticker every morning at check in.

# Medications

Metroplex Gymnastics will not dispense medication to or allow self-medication by a child or other participant until the Permission and Waiver to Dispense/Self-Administer Medication and Medication Information Forms have been fully completed by a parent or guardian. If it is necessary for us to give the child medication while he/she is at camp, the medication must be in the original bottle and labeled with the child's name. If your child requires an EpiPen, please have a prescription from your doctor to go with the EpiPen which will be kept at camp.

# Discipline Policy

Metroplex strives to avoid behavior problems by having well-managed classrooms and engaging activities for the campers to participate in. Our goal is for the child to learn appropriate behavior, how to communicate and express themselves constructively and begin to understand that there are consequences related to the choices they make. Discipline will be individualized and consistent, appropriate to the camper's level of understanding with the main goal being to teach the camper.

Staff members will not use physical punishment or negative discipline methods that hurt, frighten, or humiliate campers.

Metroplex does have a three-strike system. A strike is, but not limited to using inappropriate language, bullying/hitting other campers or staff, not being able to stay with assigned group, or consistent failure to follow directions. Upon receiving a strike parents will be notified, and record will be kept of the infraction.

In the rare instance where it has been found that a camper is uncontrollable and after all attempts to rectify the situation have been exhausted, it may be necessary to dismiss a camper from our camp prior to receiving their third strike. A camper can also be removed



from camper prior to receiving three strikes if the offense is deemed to put the safety and well being of other campers at risk.

## Illness/Injury Policy

If a child gets sick at camp, the parent will be notified immediately. If we are unable to contact one of the parents, attempt will be made to reach an emergency contact person on the camper's enrollment form. The camper will be isolated in the office until a parent picks up the camper.

All of our counselors and staff are trained in CPR and first aid. For minor accidents, appropriate first aid procedures will be administered. In case of a more serious medical emergency, paramedics will be called immediately and then parents called. Emergency numbers are posted by the phones.

## Your Child's Health

A child will not be accepted at Metroplex when any of the following exist:

- the illness prevents the child from participating comfortably in camp activities
- the child has an oral temperature of 100.4 degrees or greater within the last 24 hours
- symptoms and signs of possible illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes
- a health-care professional has diagnosed the child with a communicable disease

After an illness, campers must be free of symptoms for 24 hours or have been on medication for 24 hours before returning to camp. Metroplex may request a doctor's note stating that the child is cleared to return to camp.

## Vaccinations

Proof of immunization can be done by adding the name of your child's public-school and grade level in their medical history section of the profile on our camp portal.

## Parent Participation

Parents are always welcome to come watch camp from our lobby area. We have an open-door policy to parents during our camp hours. You may come to visit without an appointment. We ask that you stop by the office when arriving. Parent's are not allowed on the equipment.

## Parent Notifications

Important information is posted on the bulletin board outside the director's office at the end of our back lobby hallway. We will send notifications by email and text if there are any announcements regarding camp. Parents may review the camps policies and procedures at any time with the director by emailing at [lacey@metroplexgym.net](mailto:lacey@metroplexgym.net) to set up a time that is most convenient for the parent. These policies are also available by signing into your parent portal.

## Transportation

Metroplex Gymnastics does not provide transportation of any kind to campers.

## Water Activities

Periodically we will have water activities as our special event. Each camper will need to come to camp dressed in their swimsuit, with their camp shirt, towel, and a change of clothes.

## Field Trips

Metroplex Gymnastics does not travel for field trips, instead we have special activities, performances, and attractions in house on certain days of the week.

## Animals

Periodically there will be animals on site during our special activities. All special activity events are posted on our website [www.metroplexgymnastics.com](http://www.metroplexgymnastics.com) prior to the event. Please let our office know prior to the event if your child can not participate due to allergies.

## Sunscreen and Insect Repellant

Metroplex Gymnastics will not provide sunscreen or insect repellant to campers while in our care. Our counselors will also not administer these items if they are sent with a camper. Please send your camper already wearing these items if you would like them to be used. Campers are allowed to administer sunscreen or insect repellant to themselves.

## Employee Vaccinations

Metroplex Gymnastics does not require its employees to have any vaccinations that are not required by the CDC.

# Emergency Procedures & Preparedness Plan

In an emergency, the first responsibility of staff is the safety of all children in our care. Each counselor has a clipboard containing their attendance list for the day, so we can account for all children. Office personnel will be responsible for bringing their cell phone/iPad/laptop outside upon evacuation so that we can contact parents in the event of an emergency.

Sick child - If a child gets sick at camp, the parent will be notified immediately. If we are unable to contact one of the parents, attempt will be made to reach an emergency contact person on the child's enrollment form. The child will be isolated in the office until a parent picks up the child.

Accident - All of our teachers and staff are trained in CPR and first aid. For minor accidents, appropriate first aid procedures will be administered. In case of a more serious medical emergency, paramedics will be called immediately and then parents called. Emergency numbers are posted by the phones.

Loss of Electricity - The classrooms have windows and remains reasonably light even when the lights are off. Therefore, it is very unlikely that camp would need to be closed early. If, however the decision is made to close early, parents would be called to pick up their child.

Fire - The classroom is equipped with a smoke alarm and fire extinguisher. We practice and document monthly fire drills and an evacuation plan is posted in the classroom. Should evacuation be necessary, counselors will take their clipboard to make certain all children are accounted for. Office personnel will be responsible for bringing cell phones/iPads/laptops so that emergency contact numbers are available.

Tornado - In the event of severe weather or tornado warnings, the counselor will take their class and clipboard to identified safe areas in

Procedure for evacuation of children with limited mobility or need assistance in case of emergency: In case of emergency the counselor, assistant or the director will assist or carry the child to the evacuation location.

DFPS: (469) 229-6910

Fire/Police: 911

Metroplex Gymnastics  
205 E. Bethany, Allen, TX 75002  
(972) 727-9095

## Licensing

Metroplex Gymnastics is a licensed childcare center with the Texas Department of Family and Protective Services. If you would like to review a copy of the minimum standards and the most recent licensing inspection report please ask in the office or visit the TDFPS website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org). You may contact the local TDFPS office by calling 1-800-582-6036. The Texas Department of Family and Protective Services child abuse hotline may be reached by calling 1-800-252-5400. Our current licensing report is always displayed on our bulletin board at the end of our preschool hallway just outside the director's office.

### **Preventing and responding to abuse and neglect of children**

- a.) All Metroplex Gymnastics personnel are required to complete 1 hour of child abuse awareness training on a yearly basis.
- b.) Warning signs for parents and employees that a child may be a victim of abuse and/or neglect include the following:

**Physical Abuse-** Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain

- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

**Neglect -Suspect Neglect When You See:**

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

**Sexual Abuse-Suspect Sexual Abuse When You See:**

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

**Emotional Abuse-Suspect Emotional Abuse When You See:**

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

- c.) Employees of Metroplex Gymnastics will gain increasing awareness of prevention techniques for child abuse and neglect by attending abuse and neglect training annually.
- d.) Collin County Children's Advocacy Center is a community organization to assist in the prevention of child abuse and neglect as well as treatment of victims of child abuse and neglect. Contact information: 2205 Los Rios Blvd, Plano, TX, US, 75074 · (972) 633-6600
- e.) If a parent needs assistance and/or intervention for a victim of abuse or neglect, please contact one of the following resources:

- Collin County Children's Advocacy Center. 972-633-6600
- Texas Department of Family and Protective Services. 1-800-252-5400
- 911