

Augusta County Parks & Recreation



K.I.D.S. Camp Program Parent Handbook 2019

www.co.augusta.va.us/government/parks-recreation



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13 pages

We welcome your family to the Augusta County Parks and Recreation Department's K.I.D.S. (Kids Involved During Summer) Camp programs. These programs are operated with the purpose of helping families provide summer recreational activities for their children. We strive to provide quality programs that are well-balanced, convenient and economical.

The K.I.D.S. Camp programs are administered by Augusta County Parks and Recreation. Questions or concerns about the programs should be discussed with the Site Director at each individual camp. After discussion, if you feel your concerns or questions have not been met, please contact Vicki York, Youth Camps Coordinator, at 540-245-5727 or email her at vyork@co.augusta.va.us.

GOALS:

The goals of our K.I.D.S. Camp programs are:

- To provide a safe and healthy environment for children.
- To provide supervision of and interaction with children by a caring and well-trained staff.
- To provide a wide variety of recreational opportunities including games, sports, arts and crafts, music and dance, free choice time, special events and visitors.
- To assist children in developing their interests, talents, skills and self-confidence.

PROGRAM STANDARDS:

Our K.I.D.S. Camp programs operate under the procedures and regulations set forth by the Augusta County Parks and Recreation Department. The enforcement of these policies will guide us in providing environments that will nurture a positive well-being for the children in our programs. Specific standards relating to child safety, programming, and hiring of staff have been established. If you have a concern with any policy, please ask the staff on-site or call the Youth Camps Coordinator to discuss the situation.

Staff will maintain a Parent Information Board/Center at each program site. These boards will be adjacent to the Sign-In/Out Sheets. It is important that parents/guardians check these boards daily for important information. Parents/Guardians will be notified of changes in policies, special events, registrations for other programs, etc. through the Parent Boards/Centers. A generic daily schedule of the program activities will be made available to parents on these boards. Communications from Parks and Recreation will also be dispersed at these table locations.

DAILY SCHEDULE:

The daily schedule will include welcoming and checking in of children, breakfast/snack time, gross motor group activity time (inside and outside depending on weather), followed by free

choice play, lunch, personal quiet time, another gross motor group activity, art or music time, table activity time (board games, puzzles, blocks, cards, puppets, etc.) and overseeing the release of children. The specific time block for these activities will be posted on the Parent Board/Center at each site. However, schedule differences may occur when special activities or visitors are planned. Staff will strive to give parents/guardians notice of schedule changes they know of in advance.

STAFF POSITIONS:

Our programs are operated by a number of different staff positions. The Youth Camps Coordinator oversees the daily supervision of the programs, staffing issues and is charged with the responsibility of ensuring the programs are meeting the goals set by the Parks and Recreation Department. An Assistant K.I.D.S. Camp Coordinator plays a major role in helping the Coordinator with these tasks.

On-site staff may include, in various combinations, Site Director, Recreation Leaders, Recreation Aides, and/or Volunteers. All paid staff must maintain continued training each summer. The roles of these staff members are:

- **Site Director:** individual designated to be responsible for the direct supervision of children and for the implementation of the activities and services for a group of children. The duties of the Director include the supervision of staff, conferring with parents/guardians, recordkeeping, attendance at Directors meetings, liaison with school personnel, payroll, etc.
- **Recreation Leader:** individual designated to be responsible for planning and implementing recreational activities such as arts and crafts, music and dance, games, sports, and special events. Also, is responsible for overseeing daily routines, dealing with children's behaviors, speaking with parents/guardians, etc. All duties are carried out under the supervision of the Director.
- **Recreation Aide:** individual designated to be responsible for helping the Leader in supervising children and implementing activities and overseeing daily routines. Aides under the age of 18 cannot be left alone with children for an ongoing activity.
- **Volunteer:** unpaid individual who works at a site one or more days a week and assists with supervising children, implementing activities and services.

REPORTING CHILD ABUSE AND NEGLECT:

As state mandated reporters of child abuse and neglect, and with the interest of children in mind, staff will report any suspicions of child abuse or neglect to the Youth Camps

Coordinator or directly to the Department of Social Services. Recognition of child abuse will continue to be a part of our ongoing training for staff.

PROGRAM OPERATION HOURS:

The K.I.D.S. Camp programs will begin on June 3, 2019 and run through July 19, 2019. There will be **NO** K.I.D.S. Camp programs on July 4th & 5th this year. We will operate all other dates Monday through Friday from 7:30 a.m. until 6:00 p.m.

REGISTRATION INFORMATION:

Enrollment at each site will be limited to 50 children. Registration will open to participants of the previous summer each February and then to our C.A.R.E. participants before opening to the public in March. It is imperative that all forms be submitted with **complete** and **accurate** information. Before a child may attend, parents/guardians must provide the following information:

- Completed registration form
- Swim and sunscreen permission forms
- Copy of custody papers or signed court document if a birth parent is restricted from picking your child up from the program (if applicable)
- Medication authorization form (if applicable)
- Payment of registration fee and summer fee
- Birth certificate, immunization records, and physical examination certificate (if requested)

Parents/Guardians need to remember to notify on-site staff of all updates and changes to any of the above information.

FEE STRUCTURE:

The fee for the K.I.D.S. Camp program is \$740.00 per child. An \$80.00 non-refundable deposit is due with each registration to secure a spot. This amount will be applied to the summer's total fees if the child attends the program. The balance is due in monthly installments of \$220.00 per child March 15, April 15, and May 15.

A \$25.00 non-refundable registration fee is required for children attending our K.I.D.S. Camp program. This fee is included in the \$220.00 March installment payment.

Due to the fact that the K.I.D.S. Camp programs are self-sustaining and fees are used for field trip deposits and start-up supplies, it is important that fees be paid on time. If an

installment payment is not made, a \$15.00 late fee will be charged 15 days following the installment due date.

If an installment payment and late fee have not been paid in full 30 days following the installment due date, the child's spot will be forfeited, resulting in expulsion of your child from the program.

Prior to April 26, all monies paid with the exception of \$105.00 will be refunded should a child be withdrawn from the program. After April 26, all monies paid with the exception of \$105.00 would be refunded **only if** another family would register and pay in full for the withdrawing child's space.

There will be a \$30.00 charge for returned checks. All returned checks must be replaced with valid payment within **5** days of notification. Receipt of returned checks may result in a "cash only" payment requirement and/or suspension or expulsion of your child from the K.I.D.S. Camp program and other Parks and Recreation programs.

METHODS OF PAYMENT:

- Discover, MasterCard, and Visa credit cards used on our website (www.co.augusta.va.us/government/parks-recreation), over the phone, or in person at the Parks and Recreation office.
- Personal check put in the postage mail or presented in person at the Parks and Recreation office. These payments must be received prior to 5:00pm on the 10th day following the installment due date in order to be processed through our office and to avoid a late fee.
- Payments put in the outside drop box located near the drive-thru at the Government Center for after business hours. These payments must be received prior to 5:00pm on the 10th day following the installment due date in order to be processed through our office and to avoid a late fee.
- If your bank allows, you can set up recurring payments to be made by your bank on your behalf. These payments must be received prior to 5:00pm on the 10th day following the installment due date in order to be processed through our office and to avoid a late fee.

ABSENCES FROM PROGRAM:

Since children are accompanied in to the program daily and signed in, it is not necessary to notify staff of absences other than for reasons of courtesy, which we thank you for.

ARRIVAL PROCEDURES:

Each child **must** be accompanied inside daily and signed in on a designated attendance sheet found at the Parent Information Board/Center. If the group is outside or in the gym, the child **must** be accompanied to that area by the person signing him/her in.

PICK UP PROCEDURE AND POLICIES:

Children will be signed out each day on a designated attendance sheet found at the Parent Board/Center by the person picking up the child. Children are not permitted to sign themselves out of the program. Children may **ONLY** be picked up by the individuals who parents/guardians have specified on the child's registration form. **Please make certain that you have included on the registration form all individuals you feel may possibly pick your child up during the summer camp and with whom you have a trusting relationship. For safety reasons, we will not accept authorization/information for pick up over the phone.** We must have prior written notification or verbal face-to-face notification in which case a staff member would write it down and have parents/guardians initial.

***** All individuals picking up children should be prepared on any given day to show a picture identification*****

Each parent/guardian or individual upon signing out a child is then fully responsible for the safety and behavior of that child while he/she exits the building. Children should be escorted out the door by the pickup person. Please be aware of traffic in the parking lots. After leaving, unattended children may not return to the school or program.

LATE PICKUP POLICY:

All K.I.D.S. Camp programs close at 6:00 p.m., Monday through Friday. The program site cell phone clock will be the official clock. After 6:00 p.m., the staff shall call the parent/guardian at home and/or work to inquire about the child remaining. When a late parent cannot be reached by telephone, the staff shall begin calling the "emergency" individuals listed on the child's registration form to have the child picked up immediately. In the event that the "emergency" individuals cannot be reached, the Sheriff's Department will be contacted at 6:30 p.m. to pick up a child at the site.

- There is a late charge for persons arriving after 6:00 p.m. closing time no matter the reason---weather, traffic, etc.
- A \$5.00 fee will be effective at 6:01 p.m. and an additional \$1.00 charge for each minute after 6:01 p.m. Late fees are payable to the site staff at the time of late pick up. If the pick-up person does not have the late pick up fee payment at that time, the child may return to the program the next day allowing the parent/guardian to pay that

evening or the fee can be added to their online account and paid online. If the late pick-up fees are not paid at that time, the child may not return to the K.I.D.S. Camp program until they are paid in full.

- Repeated late pick-ups may result in the following:
 - ❖ 1st Late Pick-up: Verbal Notification
 - ❖ 2nd Late Pick-up: Written Notification
 - ❖ 3rd Late Pick-up: 1 day suspension from program without refund
 - ❖ 4th Late Pick-up: 3 day suspension from program without refund
 - ❖ 5th Late Pick-up: 5 day suspension from program without refund
 - ❖ 6th Late Pick-up: Expulsion from the program without refund

CHILDREN'S PERSONAL BELONGINGS:

Upon arrival to the program, each child is required to put his/her own belongings, such as coats, book bags, snack and lunch boxes, in the area designated by staff. The staff will not be responsible for holding or keeping children's valuables during the program. Each child is to bring a large, plastic container/tote for keeping personal belongings in. Please send an extra change of clothes in a plastic bag to the program in case of sickness, bathroom accidents, arts and crafts accidents, or playground accidents. Please do this even for older children as they get a bit embarrassed if their under clothing are showing. Rules for items brought from home (toys, electronic devices, etc.) will be established by the individual K.I.D.S. Camp staffs.

PERSONAL CELL PHONE POLICY:

For safety and security reasons, children are **not allowed** to bring personal cell phones with service to the K.I.D.S. Camp programs. Staff cannot 100% monitor who children are in contact with rather it be through texting, SnapChat, email, Facebook, etc. As well as, staff are not aware if children are allowed or not allowed to be in contact with these individuals. Children are allowed to bring personal cell phones to the K.I.D.S. Camp programs that have no service and are only used for music and games. Parents/Guardians will be required to complete a form stating that the phone has no service if their child wants to bring it to the program.

PERSONAL HYGIENE:

Any child having a bathroom accident will be required to clean and change clothes immediately and independently. Should a child not have a change of clothes or cannot clean and dress themselves independently, a parent will be called for immediate pick-up for sanitation purposes. Should a child not be able to perform these tasks independently, the parents/guardians will be required to have a meeting with the Youth Camps Coordinator to discuss situation.

DRESS CODE AND RECREATION POLICY:

Children are required to be prepared and dressed in practical attire for a recreational program. While sandals, flip flops, and sling shoes are very popular, **sneakers/tennis shoes** are **required daily** for the program for safety purposes. We will call you to bring proper shoes or to pick up your child from the program if your child comes without the required shoes and is wearing the above shoe styles that are not permitted. Please dress your child for a safe and fun day---each day!

FOOD---BREAKFAST/LUNCH/SNACK:

A breakfast snack of cereal and milk or breakfast bar and milk will be available for children until 8:30 a.m. Parents/Guardians need to provide lunch and an afternoon snack for their child in a container with "blue" ice. Siblings must have lunches and snacks packed in separate lunch boxes. We encourage parents/guardians to provide healthy, low sugar, low fat lunches and snacks. **We do not allow candy or gum and discourage sodas.**

Parents/Guardians may also send a water bottle for their child to use throughout the day. Any special treat served by Parks and Recreation will be posted on the Parent Board/Center 3 days before serving.

REST/CHILL TIME:

There will be a personal quiet time each day. Each child should bring a mat or sleeping bag for rest/chill time. A light cover and pillow are also advisable, as it gets cool in the cafeterias during down time.

FIELD TRIPS:

Staff will post a sign telling where the group is, when they left, and when they will return from a field trip. Augusta County school buses will be used as transportation for field trips. All children will be required to sit in an assigned seat while on the bus. All children should be sitting and keeping hands and feet inside the bus. There should be no loud voices on the bus while the bus is moving. There will be no eating or drinking while on the bus. Children will board the bus only if a staff member has boarded and will unload only if a staff member is off to guide them to safety.

SWIMMING:

Each child is to bring a swimsuit, towel, and plastic or waterproof bag each day they are scheduled to swim. Flip flops may be brought with your child to use at the pool, but may not be worn to site. If you have authorized your child to go in water above shoulder height, your child will be wearing a green band. If you have not authorized your child to go in water above shoulder height, your child will be wearing a red band. We are strict in adhering to

the limits of green and red bands and may suggest to parents/guardians that their child be moved from green to red once we have seen their abilities.

SUNSCREEN:

Staff will oversee that children are using sunscreen and will help with the application of such before departing on outdoor field trips, when on the playground, swimming days and on-site water days. On swim days in which the children will play in the park before swimming, sunscreen will be applied two times only; once before going to the park and once before getting in the pool. Children using sunscreen provided by parents/guardians must use a sunscreen that does not state “**keep out of reach of children**”. All sunscreen will be carried by staff.

MOVIES:

A time may be set aside for children to watch a movie at site. Should this occur, the movies will be rated either “G or PG” and will be posted on the Parent Board/Center 3 days before showing. Should any parent/guardian have a concern with any movie that is listed on the Parent Board/Center, please discuss this immediately with one of the on-site staff.

FIRST AID AND INJURIES:

Members of each staff are trained in first aid procedures and CPR/AED procedures. Routine or minor injuries, such as scrapes, minor cuts, scratches, or bruises, will be handled by staff at the sites. In the case of a more serious injury, emergency services will be called and parents/guardians will be contacted. An accident report will be completed by staff whenever a child is injured and placed near the Parent Board/Center for a parent’s signature. The report will then be filed in the child’s on-site file.

ILLNESS POLICIES AND PROCEDURES:

Children in the K.I.D.S. Camp programs will be excluded immediately if they are showing signs of the following:

- ❖ Fever—temperature of 100 degrees or above (should be free of fever for 24 hours without fever reducing medication before returning to program)
- ❖ Vomiting or diarrhea (should be free of both for 24 hours before returning to program)
- ❖ Any symptom of childhood diseases---scarlet fever, German measles, mumps, chicken pox, whooping cough
- ❖ Croup
- ❖ Lice (must notify staff immediately so that proper steps can be taken)
- ❖ Bed bugs (must notify staff immediately so that proper steps can be taken)
- ❖ Unexplained rash

- ❖ Skin infection---boils, ringworm, impetigo, scabies
- ❖ Pink Eye/other eye infections

This is for the benefit of the sick child, as well as, for the other children and staff. When a child is exhibiting one of the before mentioned conditions, the parent/guardian or emergency contact persons will be called. Arrangements must be made to have the child picked up within 30 minutes. Failure to do so may result in the permanent dismissal of your child from the program.

Parents/Guardians are asked to notify Parks and Recreation within 24 hours after a child or any member of the immediate household has developed any reportable contagious disease, except for life-threatening diseases which must be reported immediately.

MEDICATION POLICY:

Should your child have a life threatening medical condition that requires medication, you may submit the medication to the on-site staff using the following guidelines:

- Complete and sign an Emergency Medication Authorization Form
- Submit medication in the original packaging with the original, in date prescription label

All medications will be stored in a locked container and kept on-site or in the travel locked container for field trips. Should symptoms or an event occur that is related to your child's condition, the staff will give the medication to your child to self-administer and staff will call 911 and/or the parents/guardians. The K.I.D.S. Camp staff has not received training in emergency medical treatment and will not be liable for any repercussions resulting from your child being given any medication you provide or from your child self-administering improperly or failing to self-administer.

BEHAVIOR MANAGEMENT POLICIES:

The expectations of the children's conduct are as follows:

- Display proper actions to keep yourself and others safe
- Be respectful to yourself, your peers, guests, hosts, and to all staff
- Be responsible for your actions, with your belongings, and with K.I.D.S. Camp equipment, supplies, and transportation vehicles
- Be responsible and respectful of the off-site environments that are visited
- Follow directions the first time they are given
- Be a good friend by saying kind things to each other and work out problems without aggression
- Be a good sport by always trying your best, remember not to brag or cheat
- Keep hands, feet, and other objects to yourself

- If you make a mess or get items out, be sure to clean up and put away
- Display a positive attitude
- Have Fun!

Should a child have difficulties following the above expectations, is being uncooperative with peers, hosts, and staff, or is a safety threat to himself/herself or others, staff will contact parents/guardians to pick up their child immediately and this will result in a Behavior/Discipline Report.

The Youth Camps Coordinator or Parents/Guardians may arrange for a conference at any time to discuss a child's behavior, however, continued inappropriate behavior may result in disciplinary action of suspension (one, three, or five days) or expulsion from the program without refund. If suspended for five days, parents/guardians must meet with the Site Director and the Youth Camps Coordinator before the child can return to the program. Parks and Recreation reserves the right to expel (indefinitely) a child for consistent inappropriate behavior or for any action deemed serious to warrant such. The Department and/or staff will take appropriate action if circumstances demand immediate actions for the safety of others.

The following behaviors will result in immediate disciplinary action:

- Cursing or profanity
- Disrespect of authority/staff
- Disregard of staff direction
- Disregard of program rules or conduct expectations
- Failure to stay with group; wandering off or leaving the room
- Bullying other participants or staff
- Fighting or hitting other participants or staff
- Disrespect of or defacing property
- Threat of any kind towards other participants or staff
- Theft or unauthorized possession of property belonging to other participants, staff, hosts, or school

PARENT VISITATION TO PROGRAM:

All parents/guardians are welcomed to visit the K.I.D.S. Camp programs at any time. While visiting, bringing children in or picking them up, all parents/guardians are expected to behave in an appropriate manner. Parents/Guardians will be expected to behave in a manner that does not create chaos or fear in the environment, or show disrespect for any child, other parent/guardian, or staff. If your child has had an incident with another child, you are to discuss the matter with staff, not with the other child or parent/guardian. You will not be allowed to speak in a harsh voice, reprimand, or threaten any child in our program.

You will also be expected to respect the staff and any demeaning or threatening actions towards them will be reported and dealt with. We want a safe and nurturing environment maintained at all times. Deviations from the expected behaviors of parents/guardians may lead to the prohibiting of certain individuals from picking up children from the program or the expulsion of the child from the program.

We have expectations of the behavior/conduct of parents/guardians when entering the program, which are, but not limited to, the following:

- Address the staff and participants respectfully and courteously
- No use of profanity or obscene gestures
- No bullying of other participants or staff
- Parents are not permitted to address or reprimand another participant while in our program
- Parents are not permitted to address adversely another parent while in our program
- Smoking and use of alcoholic beverages are not permitted on school grounds
- Dangerous weapons, such as guns and knives, are not permitted on school grounds

WEATHER OR EMERGENCY POLICY:

All individual site programs can be closed at the discretion of Parks and Recreation and/or the program Site Director before or after the children have arrived at the program if weather becomes inclement or any other emergency arises. Should the need arise to cancel the K.I.D.S. Camp program, you may receive an email and/or text message or phone call.

When in doubt if the programs are meeting or letting out early, call Parks and Recreation or the Camp site. The Weather Hotline phone number is 294-4219. We encourage families to have an alternative plan of action should an emergency result in cancellation.

WITHDRAW FROM PROGRAM:

Parents/Guardians wishing to withdraw a child from any program are requested to complete a Withdraw Authorization form, which will provide Parks and Recreation with formal documentation that a child will no longer be in the program. **A copy of this form can be found with this handbook.** When withdrawing is necessary, you need to complete the form and turn it in to your on-site staff or submit it to Parks and Recreation. Once the \$80.00 deposit is made to secure a spot and the \$25.00 registration fee is paid, those monies will not be refundable. If withdrawing prior to April 26, all **other** monies paid toward the account will be refunded. If withdrawing after April 26, all monies paid **beyond** the \$105.00 would be refunded only if another family secures and pays for the spot in full.

***We hope your children have an exciting,
fun-filled summer at K.I.D.S. Camp!!***

