

# York County Parks & Recreation

## SUMMER FUN CAMP

### 2019 POLICIES AND PROCEDURES

**DATES:** Monday through Thursday, June 24th-July 25th  
 Note: **CLOSED** Thursday, *July 4<sup>th</sup>*

**GRADES:** Elementary: Completed K-5th/Middle: Completed 5<sup>th</sup>-7<sup>th</sup>

**TIME:** 7:30am-5:30pm

**FEE:** \$225 per camp for the summer session (\$400 non-residents)

**REGISTRATION:** Registration is required prior to attending camp-limited space. Registration and payment may be made on our website or at the main Parks & Recreation office at 100 County Drive, Yorktown, VA 23692.  
*NO REGISTRATION will be taken at the site.*

**STAFF:** Adults experienced in childcare and related fields will be assigned to each group as summer fun camp recreation leaders. Staff can be reached ***DURING CAMP HOURS*** by cellular phone numbers indicated **BELOW**. Please limit number of calls to important issues and limit the time. This will allow our staff to be able to focus on the supervision of the children.

**Contact Information: Parks & Recreation Office Monday-Friday 8:15am-5pm 757-89-3500**

Site	Site Supervisor	Cellular Phone Number
Coventry Elementary	TBD-Names issued at orientations	
Grafton Bethel Elementary	The final version of this form will be emailed in May/June	
Magruder Elementary		
Queens Lake Middle		
Seaford Elementary		
Tabb Middle		

**For after camp hour's emergencies,** you can reach the ***Recreation Superintendent:*** Bonnie Fitz, [Bonnie.Fitz@yorkcounty.gov](mailto:Bonnie.Fitz@yorkcounty.gov) or cellular phone at 757-504-7947.

**LUNCH:** Each child should bring an individual bagged lunch that does not require to be refrigerated or a microwaved. If your child will need a spoon or fork, please provide one. **Children may not exchange food during lunch or snack time due to children with food allergies.**

**SNACKS:** Each child should bring a morning & afternoon snack.

**DRINKS:** Each child should bring a refillable water bottle. We do not recommend you send caffeinated drinks; they can cause dehydration in the summer heat.

**ACTIVITIES:** Recreational games, sports, arts & crafts, fitness, contests, special events & movies will be offered during the camp session. See weekly schedule for specific events or trips.

**FIELD TRIPS:** Middle School sites will go on field trips, please see calendar for specific trips. There is no additional fee for field trips except lunch outings. Please do not drop off or pick up your child (ren) at the field trip location. This helps us ensure that all children are properly supervised and our number count remains accurate throughout the field trip. **Please make sure to send sunscreen for outdoor field trips.**

**OPEN DOOR:** Parents/guardians are welcome to come to our sites and observe their child (ren) during program hours. If you are interested in volunteering with us, please complete a volunteer application and background check form. Once the background check has cleared, the site supervisor will notify the applicant and then they will be able to interact or assist our staff at camp or on a field trip. We encourage applicants to complete paperwork a week prior to date desired of volunteering.

**MEDICINE:** Prior to staff being allowed to administer medicine, a parent must fill out the medical release form. All prescription medications will be administered according to those written instructions. Any deviance from that should be in writing from the doctor. Over the counter medications must be provided by the parent with a medical release form as well. Our staff keeps a medical log on all children receiving medication. It includes day, time, dosage, and who administered it. Regardless of whether staff needs to administer medication, we encourage parents/guardians to inform staff of any conditions, so we can better serve or accommodate your child (ren).

**POSSESSIONS:** We do not recommend your child (ren) bringing any items of value to camp programs. We will not be held responsible for damaged, destroyed, or misplaced personal items. We will have site cellular phones at each camp location, so no child should need a cellphone. If you choose to send it with them, we ask that it be kept in their bag throughout the camp unless given permission to take it out or to call a parent. Keep in mind we are not responsible for damaged or misplaced items. If an item is needed for participation of an activity, such as a towel for swimming, it is the responsibility of the parents/guardians to retrieve those items each day. We will not be held accountable for items/materials left behind, labelling all items is recommended. Any items left will be placed in the lost and found box, which the lost and found items will periodically be taken to Goodwill.

**CHILD PICK UP:** A parent/guardian must sign a child in/out on a daily basis. If anyone other than listed on the alternate pick up form is to pick up your child; they will need to state the **code word** you have provided. Child pick up is at 5:30pm, if you do not pick up your child at 5:30 pm, parents will be charged a late pick up fee. The fee is \$3 per minute and payment must be made before your child returns to camp. Payment for this can be made at camp locations by check payable to Treasurer, County of York. This is a new extended hours of operation, please be courteous and arrive on time.

## GENERAL CAMP POLICIES

1. Please make every effort to pick up your child by 5:30 p.m. If you are unable to pick your child up by 5:30 pm, please make alternate plans for your child's pick-up.
2. If someone other than the parents or person listed on the registration form will be picking up your child, please notify us in advance, (in writing or a phone call). If a phone call is made, please be prepared to give a code word. The code word is designed to protect your child (ren). The code word should be indicated on the registration form. **Please be prepared to show identification to pick up the camper(s).** In case you cannot reach us, the code word can be used by people to pick up our child. If they state your code word, your child will be released to them. They will still need to provide identification. (Names on the form must match the name of their identification).
3. If your child walks or rides a bicycle to/from camp, a note will need to be provided from the parent. If you send this letter, please indicate time in which participant is allowed to ride bike/walk home. Once the child leaves our camp, we are not responsible for the child on the route home or other premises.
4. If your child needs to take any medication while at summer camp, you must fill out a release form giving instructions and your permission for administering medicine. **The Camp staff does not provide over the counter medications without a medical release form.**
5. We reserve the right to change, add, or delete any field trips. **We reserve the right not to take any child on a field trip due to discipline.** It will be the parent's responsibility to find alternative day care for the child in these isolated cases.
6. If your camp location has a field trip, the field trip is not optional. Due to a limited number of staff, all children must participate in the trip. Please have your child here at the designated time for leaving. If a child is not at camp before departure, it is the parent/guardian's responsibility to make other arrangements.
7. **All children are expected to participate in all group activities.**
8. A parent/designated adult must **sign each camper in and out daily.**
9. **Campers are required to wear sneakers.** *Please do not send your child in shoes such as flip-flops or sandals.* On water activities/field trips children can bring flip flops/sandals. However, they should still wear tennis shoes for the other activities.
10. The following procedure will be generally\* used for discipline:
  - First incident:** Verbal warning
  - Second incident:** Time out\*\*
  - Third incident:** Removal of privilege\*\*
  - 1<sup>st</sup> write up:** This is a written warning
  - 2<sup>nd</sup> write up:** Accompanied by a one day suspension
  - 3<sup>rd</sup> write up:** Accompanied by a two-day suspension, a conference is required with site supervisor, and the child is put on probation.
  - 4<sup>th</sup> write up:** Accompanied by suspension until conference date and time is set with camp coordinator. The child may be dismissed from the program.

*\*If the problem continues, we will ask you to make other arrangements for your child (temporary or permanent).*

*\*\*A write-up is given and must be signed by a parent/guardian.*

**NOTE:** Depending on the violation that occurs, more severe discipline may result such as expulsion. *If a conference is needed for any reason, this may result in the camper being dismissed from the program.*

## SPECIFIC CAMP RULES

1. Upon arrival, camper(s) must report directly to a SFC counselor.
2. Campers are expected to keep *all body parts* to themselves. (ex. no hitting, pushing, etc.).
3. Children will not threaten to do physical harm (ex. raise a fist, swing an object, etc.) to another child or employee. **Any child that threatens another child is subject to be expelled from the program on the first offense.**
4. Children will not bring any real or toy weapons to camp.
5. Children will not use obscene language (or gestures).
6. Children will not use sexually inappropriate behavior.
7. Children will not be excessively loud or verbally harass each other or employees (ex. name calling, making fun of the way someone looks, etc.).
8. Children will be respectful to all employees (ex. no arguing with staff).
9. Children will not misuse or intentionally destroy York County equipment. Any equipment (tables, chairs, games, etc.) damaged or destroyed will be replaced at the expense of the child/guardian.
10. Children will not take anything that does not belong to them. **Any child that takes anything that does not belong to them is subject to be expelled from the program on the first offense.**
11. Children will not leave their group for any reason without permission. Counselors are responsible for the children's safety & must know where each one is at all times.
12. During snack time, each child will be responsible for cleaning up their trash, staying seated until dismissed, and maintaining inside voices. At no time are children to ask for food or snack money from others.
13. Children will **participate in all activities** unless there is a medical reason they may not.
14. Children are not allowed on bleachers unless instructed otherwise. No running or playing on bleachers.
15. If a child is hit or intimidated or harassed for any reason, he/she is to **report the incident to staff so proper disciplinary action can be taken.** *Campers should not take upon themselves to correct the situation.* Allow the staff to properly take care of it. If the counselor does not, the child has the right to notify the Site Supervisor immediately.
16. All campers **must** wear sneakers to camp every day. This is to ensure safety.
17. All campers/staff are not allowed to say, "shut up." It shows better manners to use the terminology "be quiet or hush."
18. See General Camp Policies #9 for **DISCIPLINE**. Write ups are colored coordinated: *GREEN*-first write up, *YELLOW*-second write up, *RED*-third write up.

**Please read and understand all pages of the policies, procedures, rules, and consequences for the Summer Fun Camp. Policies and procedures are subject to change.**

**Please review it with your child (ren) at home.**

Parent/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_