

York County Parks and Recreation

SUMMER FUN CAMP

2021 POLICIES AND PROCEDURES

SUBJECT TO CHANGE

DATES: Monday through Thursday, June 28th-July 29th
GRADES: Elementary: Completed K-5th/Middle: Completed 5th-7th
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 must be made on our website or at the main PR office at 5338-G George Washington Memorial Highway, Yorktown, VA 23692. *NO REGISTRATION* will be *taken at the site*. A **health information and alternate pick up permission form** must be completed as well. If this has not been completed prior to camp, please make sure to complete on the first day of camp.

STAFF: Adults experienced in childcare and related fields will be assigned to each group as Summer Camp counselors. We are exempt from licensure. All staff have annual background checks. Staff ratio is 1:15 during onsite camp. At least one site supervisor is CPR/First Aid certified and Medical Administration Trained. Staff can be reached ***DURING CAMP HOURS*** by the cellular phone numbers indicated **BELOW**. Please limit number of calls to important issues and limit the length of phone call. We want the staff to be able to focus on the supervision of the kids.

Contact information:
PR Office Monday-Friday 8:15am-5pm 757.890.3500

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

For after camp hour's emergencies, you can reach the ***Recreation Supervisor II:***
 Lisa Hanks, HanksL@yorkcounty.gov or on her cellular phone at 757.264.2389.

LUNCH: Each child should bring an individual bag lunch that does not need refrigeration or a microwave. If your child will need one, please send a spoon or fork. **Children may not trade during lunch or snack time as some children have allergies.**

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

DRINKS: Each child should bring a refillable water bottle. We do not recommend send caffeinated drinks. Caffeinated drink 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. See calendar for specific trips. There is no additional fee for fieldtrips except lunch outings. Please do not drop off or pick up your child at field trip location. This helps ensure that all children are properly supervised and our number count remains correct 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 be notified to notify the applicant. Once an applicant has been cleared, they can interact or assist our staff at camp or on a field trip. We encourage completing paperwork a week prior to desired date of volunteering.

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

POSSESSIONS: We do not recommend your child (ren) bring any items of value to camp programs. We will not be held responsible for any personal items in the case they are damaged, destroyed, or misplaced. We will have site cellular phones at each site so no child should need a cellular 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 parent/guardians to retrieve those items each day. We will not be held accountable for items/materials left. We recommend labeling all items. Any items left will be placed in the lost and found box. Lost and found box 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 5:30 pm. ***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. Payment must be made before your child returns to camp. Payment for this can be made at the camp location by check. The check should be made 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, this 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 or health-related problems.** **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**
1st write up: This is a written warning
2nd write up: Accompanied by a one day suspension
3rd write up: Accompanied by a two-day suspension, a conference is required with team leader, and the child is put on probation.
4th write up: Accompanied by suspension until conference date and time is set with Recreation Supervisor I.
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 beg 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, & consequences for the Summer Fun Camp. Policies and procedures subject to change. Please review it with your child (ren) at home.

Parent/Guardian's Name: _____ Signature: _____ Date _____