

New Kent Parks and Recreation  
Summer Day Camp, Before & After School Program  
Parent Handbook



Summer 2010 - Spring 2011

**Dear Parents:**

Congratulations on selecting New Kent Parks and Recreation for your recreational needs. The summer recreation day camp is a tradition in our community. Every year we extend efforts to review standards of safety, recreational activities, affordability and fun! The 2009-2010 Before and After School Program proved beneficial to the community and we are excited to offer it again in 2010-2011.

The parent handbook highlights information frequently requested by parents/ or guardians. Please note a copy of the entire Program Policies and Procedures Manual is available to review at each site, or at the Parks and Recreation Office.

We are excited about the growth of our programs. We strive to provide safe, secure and enriching environments. We encourage you to express your thoughts and suggestions regarding programming to us. Please find the contact information below.

On behalf of New Kent Parks and Recreation, thank you for your patronage and enjoy "Summer of Celebrations" programs.

Sincerely,

Kimberly Turner, CTRS  
Parks and Recreation Manager

**Contact Information**

**New Kent Parks & Recreation**  
966-8502

**New Kent Parks & Recreation Fax**  
966-8562

**New Kent Parks & Recreation Website**  
[www.co.new-kent.va.us/parks](http://www.co.new-kent.va.us/parks)

**For after office hours emergencies:**

**Jason Baldwin**      339-1436  
**Kim Turner**         363-9221

**For emergencies only:**  
**George Watkins Elementary**  
966-9660

**New Kent Elementary**  
966-5285

**Program Purpose & Philosophy**

**Our purpose is to provide safe and dependable care in a recreation environment. The program is designed to encourage social development and promote positive recreational experiences. In addition, the program is designed to promote self-esteem, provide an outlet for social, emotional, and physical development and to have fun in a structured setting.**



**New Kent Parks & Recreation**  
**Summer Camp 2010, Before/After School 2010-2011**  
**GETTING STARTED!**  
**It's as easy as A, B,C to enroll!**

**Attend Orientation**

- Parent Orientation, Summer Camp 2010  
June 22, 2010, 6:00 pm
- Parent Orientation, Before/After School  
TBA
- Orientation Appointment with NKPR Staff \_\_\_\_\_

**Be familiar with the Policies, Procedures, & Programs**

- Purpose of the Program
- Participants served
- Program Sites
- Hours of Operation / Inclement Weather
- Fees
- Financial Assistance Program
- Drop off / Pick up Location / Sign in / out Procedures
- Late pick up
- Child not on Roster
- Snacks / Meals
- Staffing / Supervision
- Daily Routine
- Behavior / Disciplinary Policy

- Medications/ Special Conditions
- Injured / Ill Child
- Late /Missing Child
- Regulations / Licensure
- Tax ID / Deductions
- Other

### Complete registration

- Participant Information Form (update as needed)
- Signature Sheet indicating you received the parent handbook
- Complete registration form and waiver
- Make check payable to County of New Kent, exact cash, money order or Credit Card with .08 processing fee in the office, Monday – Friday, 8:00 am – 4:30 pm or online at [www.co.new-kent.va.us/parks](http://www.co.new-kent.va.us/parks) (you must get your household id # from the office).
- Pay the Thursday before the week your child will attend (after this a \$5 late fee will apply and on a space available basis)
- Keep a copy of the registration deadline calendar/codes accessible

### Notes

**New Kent Parks & Recreation**  
**P.O. Box 50, New Kent, VA 23124 (804) 966-8502**

# Parent Handbook

## **Summer Camp Hours & Weeks of Operation**

Sign in begins at 8:00 am

Sign out ends at 6:00 pm

Camp starts July 5 – August 27, 2010. Camp is open Monday through Friday.



On field trip days, please do not sign your child in any later than 9:00 am.  
For the safety of our campers and staff doors will not open until 8:00 am.

## **Before and After School Program**

Sign in begins at 7:00 am; students are dismissed at 8:40 am

Students arrive at approximately 3:30 pm and sign out ends at 6:00 pm.



Please notify the school and Parks and Recreation if your child is going to be absent a day he/she is registered for the program.

## **Site Locations**

Parks and Recreation offers two sites for your convenience.

New Kent Elementary School and George Watkins Elementary School.



Participants of the Before and After School Program must attend the site at which they attend school

## **Our Staff**

Camp staff consists of a Youth Coordinator, two site coordinators, and counselors.

The staff to camper ratio will never exceed 1:18. Our goal is to provide quality services and we schedule for a 1:12 ratio.

At least one staff on site has CPR/First Aid/AED Training. However, we encourage all staff to complete CPR/First Aid / AED Training.

## **Payment and Fees**

The weekly fee for the 2009 Summer Camp is **\$85.00** week if paid by the Thursday **before** the week your child will attend. After that there

is a \$5 late fee and as space permits. Some weeks will have additional cost that are required.

The weekly fee for Before School is **\$30.00** week per child if paid by the Thursday before the week your child will attend. After that there is a \$5 late fee and as space permits. This fee is subjected to change.

The weekly fee for After School is **\$40.00** week per child if paid by the Thursday before the week your child will attend. After that there is a \$5 late fee and as space permits. This fee is subjected to change.

The weekly fee for Before and After School is **\$60.00** week per child if paid by the Thursday before the week your child will attend. After that there is a \$5 late fee and as space permits. This fee is subjected to change.



There is a \$5 discount to each fee for additional children. Please note that late payments still apply.

### **Coupon Books**

For the Before/After School Program only, coupon books are available for purchase for those parents who do not wish to use the program everyday. Coupons may not be purchased individually. Coupon books are available for \$100 and include ten coupons. Each visit to the Before school program is worth one coupon and each visit to the After school program is worth one coupon. Participants using coupons must have completed paperwork on file (i.e. participant information sheet, registration form).

### **Payment**

Payment can be made at the Parks and Recreation Office, Monday through Friday, 8:00 am – 4:30 pm, 12007 Courthouse Circle, Lower level of the Administrative Building. Cash or checks made payable to: County of New Kent. Major Credit Cards accepted with a \$0.08 processing fee in the office only at this time.

Payment can be mailed to: P.O. Box 50, New Kent, VA 23124 (please allow at least 2-3 days for delivery). Please do not send cash through the mail.

Online payment at [www.co.new-kent.va.us/parks](http://www.co.new-kent.va.us/parks) (you must get your household id # from the office).

Payments can be dropped in the Treasurer's drop box located in the Administrative Complex parking lot. Please label the envelope: NKPR



**Staff can not accept payments on site – please use one of the above methods of payment.**

### **Site Pickup Policy**

All After school and summer day camps close at 6:00 pm. Each child must be picked up at or before 6:00 pm.

### **Late Pickup Policy**

If a child is picked up after 6:00 pm, the parent will be asked to sign and date a "Late Pick Up" Form. A late fee of \$5.00 is charged for the first five minutes and \$2.00 for each additional minute after 6:05 pm. This payment must be made with your next payment. Money will not be accepted on site.

### **Late pick up penalty:**

1<sup>st</sup> time: Late pick up form signed – it's a freebie

2<sup>nd</sup> time: Late pick up form signed; Verbal warning from site supervisor – fee charged

3<sup>rd</sup> time: Late pick up form signed; conference with camp supervisor – fee charged

4<sup>th</sup> time: Late pick up form signed; one week suspension from the program; conference with camp coordinator and Program Coordinator – fee charged

5<sup>th</sup> time: Late pick up form signed; termination from the program – fee charged; termination reviewed by Parks and Recreation Administration

### **Daily Operations**

#### **► Sign in and Sign Out Procedures**

All participants must be signed in and out each day by a parent or responsible party listed on the participant information sheet. Your patience and cooperation with this procedure is greatly appreciated.

#### **► Drop Off and Pick up Location**

Drop Off and Pick up location is the cafeteria for both sites. At NKES, please use the side door by the gym closest to the playground. Please note locations are subject to change and will be posted.

### ► **Transition Times**

Staff plan to run sign in and sign out times as efficient as possible. We understand parents may be pressed for time and every minute is valuable. For safety and logistical reasons, please be patient with us during this time. Please allow yourself a few extra minutes, especially on Monday's and field trip days.

### ► **Daily Schedule**

A daily schedule will be followed and posted at each site during the summer. Detailed schedules will be posted on a weekly basis. Please note schedules are subject to change.

### ► **Homework**

At the After School Program, participants will be encouraged to work on his/her homework. If he/she does not have homework he/she will be encouraged to engage in a quiet activity such as reading, puzzles, or drawing. If you do not want your child to work on homework at the program, please notify staff and indicate on the participant information sheet.

### ► **What to Bring**

Please see the "What to Bring" list in the appendix.

### ► **Lunches and Snacks**

Summer camp participants need to bring a lunch, a morning and afternoon snack. Please send lunch and snacks in insulated totes or small coolers. Parks and Recreation has limited refrigeration. Please do not send items that need to be microwaved. Please see creative lunches and snacks in the appendix for ideas.

Please inform staff and indicate on the participant information form any allergies, dietary restrictions or needs.

The Before School Program does not provide breakfast. Breakfast is available through the school cafeteria (cost to be announced at the beginning of the school year as determined by the school).

The After School Program provides an afternoon snack. The snack schedule is posted monthly. Please note that you may want to send an additional snack if your child tends to need a larger snack or does not like the snack to be served.

**► Clothing**

Children should wear comfortable clothing to all programs. Participants are permitted to wear flip flops / sandals on swim trips only. Please note due to the nature of activities, such as sports, games, etc., participants need to wear athletic shoes. Participants not wearing athletic shoes are subject to sit out of the activities.

**► Medical Information**

Please provide all medical information regarding your child on the participant information form. This includes, but is not limited to, allergies, medical conditions, medications/dosages, emergency procedures, and physician. This information should be updated as needed. Please provide at least three weeks for staff to make accommodations for medical needs and assessment.



Please talk to staff, and document on the Participant Information Form, any medical conditions or concerns.

Any medications given require a medical release form.

**► Health and Communicable Diseases**

Hand washing, and the use of antibacterial gel will be encouraged at all programs. Please enforce hand washing procedures before/after eating and after toileting with your child.

Please do not send your child to the program if the child's temperature is over 100 degrees or a contagious illness.

Parents will be called to pick up a child if the temperature is over 100 degrees, displays signs and symptoms of a contagious illness, displays uncontrollable behavior, or as determined by staff that he/she should not be at camp.

**► Sun and Hydration Safety**

Staff will encourage frequent water breaks. Staff will limit outdoor activity on days with high temperatures or heat index. Participants are encouraged to wear sunscreen during all outdoor activities. Staff will remind participants to apply sunscreen but participants are responsible for his/her own application.

**►Valuables & What Not to Bring**

Please do not send money to camp with your child unless indicated by staff. If your child has money for a field trip, please put in an envelope, put your child’s name, and the amount. Staff is not responsible for money.

Please do not send personal electronics (i.e. MP3 players, ipods, gameboys, cameras). Parks and Recreation is not responsible for these items.

Please do not allow children to bring in or wear expensive jewelry or clothing.

No pocket knives, trading cards, cell phones, pagers, skateboards, roller blades, heelies, sports equipment or toys.

Toys may be permitted on show and tell or other designated times – please watch the information board.

**►Lost and Found**

Each site will have a lost and found box. Please check daily.

**►Standards of Behavior and Behavior Management**

We want each child to enjoy the planned activities and benefit from his/her experience. Staff will review basic rules of safety and conduct at the program. Please emphasize to your child that failure to abide by these rules may limit his/her participation in activities. General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. Minor disciplinary problems will be dealt with on a one to one basis with the child and parents. Discipline will be progressive in nature.

For detailed Disciplinary and Behavior Management Policy please ask to see the Policies and Procedures Manual.



NKPR Staff reserves the privilege of calling parents to pick up your child if he/she is having difficulty functioning in the program environment.

NKPR Staff wants to work with your child to participate – please let staff know any reinforcement / or rewards that work with your child.

### ► **Inclement Weather and Closures**

NKPR will cancel or delay programming when weather or unforeseen circumstances deem it unsafe. During the summer this includes, but not limited to power/or water outages due to storm damage, school construction, etc. For the Before/After School program this includes, but limited to power/or water outages due to storm damage, school construction, sleet, freezing rain, snow. The Before and After school program will follow the school late openings and early closings.

If the school is opening late the Before School Program will not meet. If school closes early, the After School Program will run for one hour from the school closing.

NKPR encourages parents to sign up for the New Kent School alert system. Parents are also encouraged to use the NKPR Hotline, 966-8502.

NKPR reserves the right to cancel programming for inclement weather and there will be no make up or refund for this day.

### ► **Supply Donations**

A list of program supplies is available in the appendix if you are interested in making a donation to the program.

### ► **Parent Access and Participation**

Sign in and sign out areas include an area for program information and education for parents. Please review notes and literature on a daily basis.

NKPR encourages parent involvement. Please feel free to make suggestions, donate supplies or time. Please check the program information and education board. NKPR encourages you to visit our program.

### ► **Tax Receipts**

Parks and Recreation is **not** a day care program. The program is classified as a recreation program. NKPR can not issue day care exemption notices. Receipts for the program fees are available upon request.

Due to legislation, SB257-2006, Parks and Recreation is exempt from Child Day Care Licensure. Please inquire if you have additional questions at 966-8502



## WHAT TO BRING TO SUMMER CAMP:

- ☀ **A smile & lots of energy!**
- ☀ **Tote Bag or back pack for items**
- ☀ **Morning & Afternoon Snack**
- ☀ **Lunch in insulated tote or small cooler**
- ☀ **Refillable water bottle**
- ☀ **Swim suit and towel on Wednesday**
- ☀ **Athletic Shoes**
- ☀ **Sunscreen**
- ☀ **Rain gear when necessary**
- ☀ **Hat**
- ☀ **Camp t-shirt for Field Trip Days**
- ☀ **Watch the calendar for special activity days!**
- ☀ **Please make sure to label all items**



### **Snack Ideas:**

Apple, Banana, Grapes, Strawberries, Graham Crackers & PB, Pretzels, Raisins, Granola Bar, Dry Cereal, Snack Mix, Whole Wheat Poptarts, Flavored Water

### **Lunch Ideas:**

Cold cut slices, PB&J, Veggie sticks, Whole grain crackers or chips, mini snack packs, pepperoni & cheese crackers, wraps

Please put items in insulated tote or cooler. Do not use items with mayo or that need refrigeration.

**Please exclude or limit sodas – these actually accelerate dehydration. Please limit candy and high sugar snacks.**