

New Kent Parks & Recreation



Summer Camp 2022 Parent Handbook

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 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 the 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 participating and enjoy the Summer Camp Program!

Sincerely,

Kimberly Turner

Kimberly Turner, CTRS, CPRP
Director of Parks & Recreation

Contact Information

New Kent Parks & Recreation 966-8502

New Kent Parks & Recreation Fax 966-8537

New Kent Parks & Recreation Website

www.co.new-kent.va.us

NKES Site Phone 804-296-6075

GWES Site Phone 804-296-5331

For after office hour emergencies:

Vacant, Rec. Specialist 804-398-8605

Kim Turner 804-363-9221

Jason Baldwin 804-339-1436

Program Purpose & Philosophy

Our purpose is to provide a safe secure day camp recreational setting. The program is designed to encourage social development and promote participation in positive recreational experiences. The program supports increased self-esteem, provide an outlet for social, emotional, and physical development and to have fun in a structured setting.



Parent Handbook Summer 2022

Summer Camp Hours & Weeks of Operation Summer camp runs from 7:30am-5:30pm. After 5:30pm late charges applied. *Please set your phone/watch to the site phone time. Camp is July 5-August 19, 2022. Camp is open Monday through Friday.

Site Locations Parks and Recreation offers two sites for summer camp George Watkins Elementary School and New Kent Parks & Recreation Office.

Our Staff Camp staff consists of a Recreation Specialist and counselors. Counselors represent new staff to the workforce as well as experienced staff. 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 member 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 2022 Summer Camp is \$110.00 week if paid by the Thursday **before** the week your child will attend. After that there is a \$10.00 late fee. **Payments will not be accepted at the site and should not be sent in with the child or dropped off by a parent.**

There is a \$10 discount for additional children in the same household. Please note that late payments still apply. Families who receive a pre-approved discount also do not receive the additional child discount

Additional fees may apply for field trips based on nation-wide fuel increases.

Camp Commitment Weeks **Parents/or guardians should commit to the weeks your child(ren) will attend camp no later than May 27, 2022. You are responsible for the weekly registration fees committed to regardless of attendance.**

Payment Office- Payment can be made at the Parks and Recreation office, Monday Friday, 8:00am-4:30pm, 11809 New Kent Highway, Suite 4, New Kent VA 23124 (Historic School Annex Building). Cash, money order, major credit cards or checks made payable to: County of New Kent. ***Additional transaction fee in the office**

Mail- Checks can be mailed to: NKPR P.O. Box 150 New Kent VA 23124 (please allow at least 2-3 days for delivery). Please do not send cash through the mail.

Drop Box- Checks placed in an envelope marked "NKPR" can be placed in the metal, Treasurer Drop Box (behind the historic jail) at 12007 Courthouse Circle, New Kent, VA 23124

NEW!! Online CIVIC REC payment at www.co.new-kent.va.us

(See page 4 & 5 for information)

HOW TO CREATE AN ACCOUNT WITH CIVIC REC

The screenshot shows the website's navigation menu on the left, with 'Parks & Facilities' highlighted in yellow. The main content area on the right includes a breadcrumb trail: Home > Your Government > Departments > Parks & Recreation. The main heading is 'Parks & Recreation'. Below it are sections for 'Mission', 'Vision', 'Program Information', and 'Accommodations for Disabilities'. The 'Vision' section contains the text: 'New Kent County Parks and Recreation provides opportunities and recreational programs that are open and accessible to all citizens in the county regardless of sex, religion, socioeconomic, and/or level of physical or mental ability.'



The screenshot shows the online registration system interface. At the top, there are navigation tabs for 'Programs', 'Parks and Facilities', 'Forms and Documents', and 'Photos'. Below the navigation is a header with 'Log In/Create Account', 'Catalog', 'Policies', and 'Help'. A shopping cart icon shows 'Cart Empty'. A filter sidebar on the left includes sections for 'Filter', 'Location', 'Category', and 'Age Group'. The main content area displays a 'Welcome!' message with a count of 5 items. Below the welcome message is a section titled 'HOW TO CREATE AN ACCOUNT' with a list of 7 steps:

1. Select Login/Create Account in the upper left corner, then select Create Your New Kent County Parks & Recreation Account.
2. On mobile devices, select Account in the upper right corner and click Sign Up.
3. Fill out the required information
4. To receive text alerts (i.e. class cancellations, facility closings), indicate your mobile carrier next to your cell number.
5. To receive important notifications, opt-in to receive all communication types (courtesy notifications, critical announcements, upcoming events)
6. Additional household members (spouse, children, etc.) may be added at any time in your Account Settings. Keep your entire household on one account!
7. Browse our catalog for our facility rentals for your upcoming events!

HOW TO REGISTER FOR A PROGRAM WITH CIVIC REC

HOW TO REGISTER FOR A PROGRAM

1. Select the catalog tab for the desired ACTIVITIES.
2. Browse for the program/pass/activity you are interested in and select it.
3. Make sure to select the correct account member before adding it to your cart. This can be found on the right-hand side of the screen, where it says, ACCOUNT MEMBERS.
4. Once the program/pass/activity has been added to your cart, click checkout to finish your transaction.
5. A series of prompts/waivers will follow that need to be answered and agreed to.

Please call the office if you have any questions, (804) 966-8502

Site Pickup Policy Summer Day camp closes at 5:30pm. Each child must be picked up at or before 5:30pm.

Late Pick Up Policy If a child is picked up after 5:30pm, the parent will be asked to sign and date a "Late Pick Up" Form. A late fee of \$5 is charged for the first five minutes and a \$1.00 for each additional minute after 5:35pm. This payment must be made with your next payment. Money will not be accepted at site. The site phone is the accurate time.

Late Pick Up Policy

1ST time: Late pick up form signed- it's a freebie

2nd time: Late pick up form signed; verbal warning from site supervisor- fee charged.

3rd time: Late pick up form signed; conference with camp supervisor- fee charged.

4th time: Late pick up form signed; one-week suspension from the program; conference with camp coordinator and program coordinator- fee charged.

5th time: Late pick up form signed; termination from the program- fee charged; termination reviewed by Parks and Recreation Administration

Please sign a copy of the late parent pickup policy before camp starts

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 participant information sheet. Your patience and cooperation with this procedure is greatly appreciated. Please have your ID ready upon pickup. Please walk your child in and make sure eye contact or verbalization is made with a staff member when you sign your child in. Please practice the same for sign-out.

Drop Off and Pick up Location Drop off and pick up location is in your child's designated classroom. Please note locations are subject to change and will be posted.

Transition Time Staff plans 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 Mondays 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.

Lunches and Snacks Summer camp participants need to bring a lunch, a morning and afternoon snack. Please send a lunch and snacks in an insulated totes or small cooler. Please do not send items that need to be microwaved or refrigerated. Please bring a refillable water bottle for hydration breaks.

Clothing Children should wear comfortable clothing to all programs. Participants are permitted to wear flip flops/sandals on water/pool days 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. If your child has a disability, please notify staff so we can complete a therapeutic assessment. Basic eligibility requirements shall be met for participants in the program. Please provide at least three weeks for staff to assess/make accommodations if applicable.

****Please talk to staff and document on the participant information form, any medical conditions or concerns. Any medications given require a medical release form. *****

Field Trips Staff will be attending field trips and will not be on site at the school during field trip times. Parents cannot pick up or drop off children while the camp is on a field trip. Staff will not be available on-site. Parents are welcome to join; however, must transport themselves, and take care of any payments required for entry.

This section is tentative for Summer 2022

Pool Days One-piece swimsuits are required. Pool times estimated departure / return time will be announced weekly. Athletic shoes are required on pool days for time spent at the site. You may pack or wear athletic shoes in addition to flip flops/sandals.

This section is tentative for Summer 2022

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.

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 the Kona Ice/Ice Cream truck, 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 (iPads, iPods, cellphones and 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, wheelies, sports equipment or toys. Toys and electronics 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 area. Please check daily. Items left in the lost and found box on the last Friday of each month will be donated. Parks and Recreation is not responsible for lost items.

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.

Parent or guardian must sign the Disciplinary and Behavior Management Policy before his / her child attends camp.

NKPR Staff reserves the right to call parents to pick up their 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, storm damage, school construction, etc. 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 makeup or refund for this day. New Kent Parks and Recreation prorates for 3 or missed days cancelled by New Kent Parks and Recreation (not if the individual is sick or decides not to attend).

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 a recreation program. NKPR cannot 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

Other items may be added or changed to the parent handbook as needed.

What to bring to Summer Camp!

NKPR will provide a personal basket for each child to keep their items in

- ✓ A smile & lots of energy!
- ✓ Tote bag or back pack of items
- ✓ Lunch & 2 Snacks
(No refrigerated items or soda, please)
- ✓ Refillable water bottle
- ✓ Reusable mask (optional, but could change)
- ✓ Younger campers should bring an extra set of clothes/undergarments labeled in a zip-loc bag
- ✓ Blanket or towel
- ✓ Athletic Shoes
- ✓ Sunscreen
- ✓ Rain gear when necessary
- ✓ Hat
- ✓ Watch the calendar for special activity days!
- ✓ Please make sure to label all items

We will have activities on a daily basis but children can bring the following items for designated free time.

Optional Summer Camp Donations

- Hand Sanitizer
- Tissues
- Disinfectant Wipes for cleaning
- “Baby” Wipes for campers
- Art Supplies (i.e., paper, crayons, markers, tape, glue)
- Large-mouth Gatorade type bottles
- Kickballs, gator balls
- Any games or equipment that can be easily cleaned and sanitized i.e., plastic cards, puzzle

Community Service

We plan several community service projects throughout the summer for campers to participate in. These are optional and not required. However, you must notify staff if you do not want your child participating.

Religious Activities

From time to time, religious organizations/churches will ask to visit and provide activities. These are optional for campers. A permission slip would need to be signed by a parent/or guardian before a camper could attend. This permission slip can be revoked at any time by the parent/or guardian.

Non-Profit Organizations

From time to time, non-profit organizations will ask to visit and provide activities. These are optional for campers. A permission slip would need to be signed by a parent/or guardian before a camper could attend. This permission slip can be revoked at any time by the parent/or guardian.

Behavior Management

NK Parks and Recreation reserves the right to call parents/guardians to come and pick up their child if the child is having difficulty functioning cooperatively with others, is unable to participate in group exercises, or is a threat to the safety of themselves or others.

A child's participation in the program depends upon his or her behavior. To ensure each child is able to enjoy the planned activities and to benefit from their experiences in our programs, we require that parents/guardians:

- Ensure that both you and your child are aware of and understand the rules
- Be aware that you may be contacted by phone, in writing, or through parent/staff conferences if your child continues to display poor behavior
- Understand that discipline techniques and consequences may be progressive

Behavior Consequences

VIOLATION	1 st Offense	2 nd Offense	3 rd Offense
Disruptive Behavior -horseplay, profanity, refusal to follow policies and adult authority, attempted abuse of equipment	*Verbal Warning *Parent notification *Behavior modification	*parent meeting *up to 3 days' suspension	Mandatory Expulsion
Verbal Threat	*Parent notification *Behavior modification	*1-week suspension *Parent meeting	Mandatory Expulsion
Harassment, Hate Crimes	*Parent notification *Behavior modification	*1-week suspension *Parent meeting	Mandatory Expulsion
Vandalism of Property	*Parent notification *Behavior modification	*1-week suspension *parent meeting	Mandatory Expulsion
Fighting -physical altercation, throwing a punch, throwing someone to the floor	*3 days' suspension *Parent Notification *Behavior modification	*1-week suspension *Parent meeting	Mandatory Expulsion

Behavior management consequences may be reviewed on a case by case basis as determined by staff. Depending on the violation/behavior the consequences may be immediate suspension/or expulsion.

Please let us know if you have any questions!

804-966-8502

Have a GREAT Summer!!

