

WELCOME!

Thank you for choosing our Summer Camp Program. Since 1984, we have provided high quality, affordable camp experiences for children. Our Summer Camp Program is designed to help participants develop socially, emotionally, and cognitively.

Children will participate in a variety of activities which develop physical and social skills at play. Our activities include nature study and hikes, arts and crafts, sports and games, swimming, field trips, and special events.

All children, regardless of race, color, gender, national and ethnic background, religious beliefs, or differing abilities, may participate in our Summer Camp Programs.

In this handbook, you will find necessary information pertaining to our camp policies and procedures. To facilitate a smooth entry into our camp programs, here is a basic checklist of items to complete before your child's arrival to camp:

- Emergency/Medical Information & Parent Agreement
- Medication Authorization Form, if needed
- Asthma and/or Allergy Action Plan discussed with the Community Recreation Office, if needed
- Review the code of conduct with your camper.

We look forward to a summer of fun, where your child will develop friendships, memories, and values that will last a lifetime.

Sincerely,

Summer Camp Team

TABLE OF CONTENTS

What to Wear/Bring	3
Food Policy	3
What Not to Bring.....	4
Arrival/Departure.....	4
Hours of Operation	4
Late Pick Up.....	4-5
Medication	5
Allergies/ Medical Conditions	5
Health.....	6
Accidents.....	6
Minimum Standards of Conduct	7
Discipline.....	7-8
Field Trips/ Field Trip Transportation.....	8
Outdoor Play	9
Hot Weather Policy	9
Sunscreen.....	9
Bus/ Van Service.....	10
Holidays.....	10
Absence/ Vacation	11
Withdrawal	11
Camp Fees.....	11
Swimming.....	11
Proof of Child's Identity	12
Reporting Suspected Child Abuse.....	12
Dismissal.....	12
Camp Locations.....	13

WHAT CAMPERS SHOULD WEAR TO CAMP

Campers should wear cool, comfortable play clothes that can get messy and closed-toe athletic shoes. Flip flops or sandals may only be worn at pools or during water activities and are not acceptable to be worn during the camp day.

WHAT CAMPERS SHOULD BRING TO CAMP

- Reusable filled water bottle
- Snack
- Lunch (full day camps)
- Sunscreen with SPF30 or higher (camps with outdoor activities)
- Hat or jacket, depending on weather
- Swimsuit, towel and water shoes/flip flops for camps with pool/water activities

All personal items should be carried in a backpack to camp on a daily basis. Each item should be clearly marked with the camper's name.

FOOD POLICY

Campers enrolled in half-day camps should bring a snack to camp each day. Campers who are enrolled in full-day camps must bring a lunch, snack and beverage to camp each day. We recommend all campers bring a reusable water bottle to camp each day.

Lunches and snack will not be refrigerated; therefore, be sure to use safety precautions when planning meals. Campers may not share lunches or snacks.

WHAT CAMPERS SHOULD NOT BRING

Storage is at a minimum at all camp locations and secure storage for personal items is not available. We request that campers do not bring toys or electronics to camp. PRCF is not responsible for lost, stolen or broken property. Items that may cause injury to themselves or others are not permitted.

ARRIVING TO CAMP

Parents are required to accompany their campers into camp and sign them in on the daily attendance sheet. We encourage campers to arrive on time for the start of the day's activities.

DEPARTING FROM CAMP

Parents/Guardians or Authorized Persons (established on Emergency/Medical Information & Parent Agreement) are required to sign their camper out at the end of each camp day. Individuals will be asked to show their driver's license to prove their identity and authorization when picking up a child. If you have an emergency, please contact the Community Recreation office regarding the situation. Any changes to Authorized Persons must be made in writing to the Community Recreation office.

HOURS OF OPERATION

The standard hours of operation for our camps are 9 a.m.-4 p.m. Extended hours for Camp Aquia and Camp Accokeek are 7:30 a.m.-5:30 p.m. Extended hours are available for an additional fee and must be reserved in advance. Specialty camp hours vary. Please refer to our Activity Brochure or your registration receipt for specific hours of operation for specialty camps.

LATE PICK UP

We ask that children be picked up promptly at the end of the camp day. If you are running late, please call the camp location and let the staff know what time you will arrive.

A late fee will be charged for children picked up after the camp's closing time. The charge is \$5 per family for the first 10 minutes past closing. Additional charges will continue to accrue at a rate of \$5 for each additional ten minute segment or fraction thereof. Late fees will be billed to the camper's account or may be paid at the time of pick up. If a child not been picked up and the Camp Supervisor/Director has not reached the parents or emergency contacts by 7 p.m., the Department of Social Services will be called for direction in the matter.

MEDICATION

Written authorization is required from parents on the Authorization to Administer Medication Form before staff can administer any medication (over the counter or prescription).

Medication must be in the original container with the prescription label attached. The labels on each type of medicine must have the child's name, name of the medication, dosage, and times to be administered. Expired medication will not be accepted. Medication will be secured in a locked bag, box, or cabinet while at camp.

Please note: A parent's authorization for medication is valid for one week of camp; all medication authorizations will expire on Friday of each session. A physician's signature is required for any medication administration required for longer than 5 days, including over the counter medication.

ALLERGIES/CHRONIC MEDICAL CONDITIONS

All allergies or chronic medical conditions should be listed on the Emergency/Medical Information & Parent Agreement. Please work with the PRCF camp staff to develop an action plan for serious chronic health conditions or life-threatening allergies.

HEALTH

Parents must inform Stafford County Parks, Recreation and Community Facilities within 24 hours if their child, or any member of the household, develops a reportable communicable disease (immediate notification required, if the disease is life-threatening.)

Parents will be contacted when the child has a temperature of 100 degrees or more, experiences vomiting or diarrhea, or exhibits symptoms of a communicable disease. Parents are expected to pick up their sick child as soon as possible. If a child has a fever, the temperature must remain normal for 24 hours before the child may return to camp. Prescription medication must be administered at home for 24 hours before the child may return to camp. This 24-hour healing period ensures that the child is no longer contagious.

Children experiencing vomiting or diarrhea may not return to camp until these conditions have cleared completely. A doctor's written permission to return to camp is required for a child infected by a contagious illness/disease.

In case parents cannot be contacted in a medical emergency situation, the hospital must have parental authorization to perform emergency services. The **Emergency/Medical Information and Parent Agreement** must be completed in full and signed by the parents.

ACCIDENTS

If a child has an accident, which requires first aid, a report will be generated by the camp staff and reviewed by the camp Supervisor or Director. In addition, a copy will be provided to the parent/guardian for their signature.

MINIMUM STANDARDS OF CONDUCT

In our continued effort to provide the best possible program experience for all participants, minimum standards of conduct have been established. These standards are essential guidelines for successful program participation. It is important that every camper meet, with minimal assistance, each of these skills:

- Participate in environment with set ratios
- Follow and accept directions/structure as necessary
- Take turns and share in a cooperative manner
- Respect others and their property
- Independently perform activities of daily living (dressing, eating, & toilet use)
- Behave in a manner which ensures the physical and emotional safety of themselves and others
- Remain independently in designated program areas.

Note: select programs may list additional skills

DISCIPLINE

Discipline will be constructive in nature and includes techniques such as:

- Using limits that are fair, consistently applied, and appropriate and understandable for the child's age level
- Providing children with reasons for limits
- Giving positively-worded directions
- Modeling and redirecting children to acceptable behavior
- Arranging the camp environment in a way that promotes desirable behavior
- Helping children to constructively express their feelings and frustrations to resolve conflict

When time-out is used as a disciplinary action, the child will be placed in an area that is within the sight and sound of the staff. The duration of the time-out will be one minute for each year of the child's age.

In the event these methods do not correct the problem, a meeting will be conducted with the parent/guardian. If the meeting does not correct the situation, a written notice will be sent to the parent stating that the child's behavior must be corrected within a specified period of time or the child will be suspended from the program. If the situation still has not been resolved, a written notice of expulsion will be sent to the parent.

FIELD TRIPS

Our staff plans a variety of summer field trips to enhance campers' learning and expand their camping experience. Field trips are taken both locally and to surrounding areas. With the exception of food items, all field trip fees are included. Children must wear a Stafford County Parks, Recreation and Community Facilities official camp T-shirt on all field trips. Permission for field trips is authorized by the signature of Parent/Guardian on the Emergency/Medical Information and Parent Agreement. If you do not wish for your child to go on a scheduled field trip, please make alternative care for the day.

FIELD TRIP TRANSPORTATION

Campers are transported for field trips using school buses or vans which are regularly inspected and maintained for safety. Our vans and buses are driven by licensed and trained drivers. Participants are supervised at all times while being transported, and safety rules are enforced. Drivers have immediate access to emergency phone numbers and assistance from the Stafford County Parks, Recreation and Community Facilities, if needed.

OUTDOOR PLAY

All camps held at Curtis Park are held in open pavilions, fields, and wooded areas. In the event of heavy rain, thunderstorms, and/or lightning, these camps may be moved to Stafford Gymnastics & Recreation Center or the Courthouse Community Center for the day. Campers will return to their designated sites prior to camp dismissal for the day. Please dress your child appropriately for outdoor play during the summer season.

HOT WEATHER POLICY

In the event of extreme heat, camps will make the following adjustments:

- Outdoor physical activity of the campers will be limited
- Activities may be relocated to shelters or shaded areas
- Water will be readily available; staff will encourage campers to drink throughout the day
- Note: Staff has been trained, through the American Red Cross, to recognize and respond to heat related illnesses.

SUNSCREEN

We highly recommend that sunscreen be applied to your child prior to them arriving at camp. During the day, if campers are outside for an extended period of time or at the pool, times will be scheduled to apply sunscreen. Unless otherwise requested, Summer Camp Staff will apply sunblock to children under age 9. Children ages 9 and older can administer their own sunscreen with staff supervision. Please provide sunscreen with a minimum of SPF 30, in the original container labeled with your child's name.

BUS/VAN SERVICE

Transportation is only available for camps located at Curtis Park: Camp Okeechobee, Camp Winamac and Camp Kenosha. This service may be arranged in advance for an additional fee. Pick-up locations and times are listed below. To avoid missing the bus, campers should be at the designated pick-up point at least 10 minutes before the time listed. ***Please note: children are not supervised by Parks, Recreation and Community Facilities staff at the stops.***

Bus/Van #1

<i>Pickup</i>	<i>Return</i>	<i>Designated Pick-up Location</i>
7:45 a.m.	5:20 p.m.	Courthouse Community Center
8:05 a.m.	5:00 p.m.	Aquia Harbour Info Center
8:20 a.m.	4:35 p.m.	Rockhill Elementary School
8:35 a.m.	4:20 p.m.	Rockhill Baptist Church

Camps utilize Stafford County school buses and County vans. Please wait for the driver to stop before allowing children to move from the designated pick-up point. The driver will turn the vehicle around before picking up the children so children will not have to cross the street/roadway. Please have someone meet your child at the stop in the afternoon. If a child will be walking home from the stop, written permission must be provided to Stafford County Parks, Recreation and Community Facilities staff. In addition, changes in pick-up point or riding schedule must also be submitted to Stafford County Parks, Recreation and Community Facilities staff in writing.

HOLIDAYS

Camps will not be held on the observance of Independence Day.

ABSENCE/VACATION

Our staff is based upon the number of children enrolled; therefore, we cannot give refunds for days your child is absent. An exception is made for an extended absence, such as prolonged illness/injury of one week or longer. The parent agrees to contact the summer camp staff on each occasion the child will not attend.

WITHDRAWAL

We request parents to give a two-week written notice if child is to be withdrawn from camp. Without this notice, the parent will be responsible for payment, in full, of all camp fees.

CAMP FEES

- A \$25 non-refundable deposit is required for each session in which your child is registered.
- The balance of camp fees are to be paid weekly, in advance. Payment is due 14 days prior to the start of camp, or space and deposit will be forfeited.
- A \$20 late fee is due for any registration or payment made less than 14 days prior to camp session.
- A \$10 transfer fee will be charged each time a child is moved to another session or camp location.
- All campers are required to purchase an official summer camp T-shirt, which must be worn on all field trips.

SWIMMING

- *All campers must follow all established rules for Stafford County Pools.*
- *All campers will receive a colored wrist band indicating their approved swimming area.*
- *Children who receive parental permission for total pool access will be required to pass a swimming proficiency test.*

PROOF OF CHILD'S IDENTITY

The identity and age of each child must be presented prior to camp attendance. Proof may include a certified copy of the birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from in the U.S. that a certified copy of the child's birth record was presented. Camp Staff must immediately notify the local law enforcement agency, if this information is not received.

REPORTING SUSPECTED CHILD ABUSE

The Commonwealth of Virginia requires notification of all instances of suspected child abuse or neglect. When a staff member has information or evidence of suspected child abuse/neglect, the Camp Director is informed and the Department of Social Services is contacted. The Department of Social Services will determine the course of action to be taken.

DISMISSAL

Your child's participation in camp may be terminated under the following conditions:

- Camp payments become more than two weeks in arrears.
- Campers who exhibit inappropriate behavior or other serious disciplinary problems.
- Lack of parental support, when a child exhibits a serious behavior problem.
- The parents are no longer supportive of the Stafford County Parks, Recreation and Community Facilities policies and are uncooperative in their actions which may undermine the operations of the camp.
- Bullying
- Possession of weapons or other prohibited items

CAMP LOCATIONS

*Camp Aquia (room C) & Camp Accokeek (room A)**
Courthouse Community Center
29 Stafford Avenue
Stafford, VA 22554

Camp Okeechobee
Camp Winamac
Camp Kenosha
Curtis Memorial Park
Basic Fishing Camp
58 Jesse Curtis Lane
Hartwood, VA 22406

Crafty Kids Camp
Adventure Camp I & II
Sensational Science Camp
Beyond Basics Fishing Camp
Rowser
1739 Jefferson Davis Hwy.
Stafford, VA 22554

Nature Camp
John Lee Pratt Memorial Park
120 River Rd.
Falmouth, VA 22405

Specialty Camps please refer to the Activity Brochure at
www.staffordparks.com *or registration receipt for camp location.*