



Summer Camp

Parent/Guardian Handbook



**Manassas Park Community Center
Department of Parks and Recreation**

99 Adams Street

Manassas Park, VA 20111

Phone: 703.335.8872

Fax: 703.335.9045

www.manassasparkcommunitycenter.com



Dear Camp Family,

Thank you for choosing the Manassas Park Department of Parks and Recreation Summer Camps. We are excited to have your child(ren) with us this summer. This handbook will help parents and guardians understand policies, procedures and expectations of the Manassas Park Parks and Recreation Summer Camps. Please be sure to read it in its entirety.

It is our goal to provide a fun, exciting and safe environment where your child can make new friends, and build life skills while participating in a variety of summer camps. We hope that your child has an amazing summer with us and we cannot wait to meet them.

Thank you again for your support.

Sincerely,

Jacquelyn Tyre-Perry
School-Age Recreation Specialist
(703)335-8872 ext. 1484
j.tyre-perry@manassasparkva.gov

Mike Arrington
Athletics Recreation Specialist
(703)335-8872 ext. 1481
m.arrington@manassasparkva.gov

Arely Angel
Lead Preschool Teacher
(703)335-8872 ext.1477
a.angel@manassasparkva.gov

Tony Thomas
Recreation Services Supervisor
(703)335-8872 ext. 1483
t.thomas@manassasparkva.gov

Sue Jurjevic
Senior Recreation Specialist
(703)335-8872 ext. 1485
s.jurjevic@manassasparkva.gov

Registration

In order to register your child for summer camps, the following steps must be completed:

- Fill out a registration form at www.manassasparkcommunitycenter.com and email it to:

- Arely Angel for Playschool Camps
- Jacquelyn Tyre-Perry for School-Age and Athletic Camps
- Tony Thomas for Teen Camps

You also have the option to turn the completed form into the front desk at the Manassas Park Community Center.

- Place a credit card on file, and set up automatic payment at the front desk at the Manassas Park Community Center.

Forms must be turned in no later than one (1) week prior to the start of the earliest camp chosen. Please ensure that forms are filled out COMPLETELY; and legible.

In order for your child to be eligible to attend Playschool Camps, they must be ages 3-5, **NOT** completed Kindergarten, and potty-trained. You must also turn in a copy of your camper's birth certificate and physical. Without a physical, birth certificate, and completed registration form, your camper will not be able to start.

In order for your child to be eligible to attend School Age and Athletic Camps, they must have completed Kindergarten and be potty-trained.

In order for your child to be eligible to attend Teen Camps, they must have completed 6th grade.

Payment Policy

Payments are due the Friday prior to the start of each camp. **You must have a credit card on file for payment.** If you do not have a card on file, your child will be removed from camps. By signing the payment agreement on the registration form, you accept financial responsibility for all selected weeks. Payments will be auto-drafted on the Friday prior to camp. If payment has not been received or automatically debited by the due date, we reserve the right to withdraw your camper.

Please note that all credit card transactions incur a 3% administrative fee. You are welcome to pay via cash, check, or money order prior to Friday's auto-draft to avoid the 3% administrative fee.

Acceptable forms of payment are:

- Check
- Money Order
- Credit Card (Visa, MasterCard, Discover)
- Electronic Funds Transfer

Manassas Park Community Center hours are as follows:

Monday-Friday (8:00am-9:00pm)

Saturday (7:00am-7:00pm)

Sunday (10:00am-6:00pm)

Please note that payment is based on your child's reserved spot and not on their attendance. We do not pro-rate or refund for partial attendance.

- Returned Check Fee: A **\$50.00** fee will be charged on all returned checks. Payments for this fee and the amount of the returned check must be paid in cash within 24-hours at the City of Manassas Park, Treasurer's Office. Reoccurrence of returned checks will mandate future payments be limited to cash payments, money orders, or credit card payment or be set up for automatic payments.
- Late Pick-Up Fee: A charge of **\$5.00** per child late fee will be added to your account for the first 10 minutes you are late picking up your child. A **\$1.00** per minute late fee will be incurred after the first 10-minute charge has passed. After three (3) consecutive late pick-ups or a consistent pattern of late pick-ups, your child may be removed from camps. Late fees must be satisfied by the Friday of the week that the late fee was incurred. If late fee was incurred on a Friday, it must be paid on the same day.

Summer Camp and Camp Care Withdrawal/Transfer Policy

If you need to withdraw or transfer your child from camps or before and/or after camp care, you will need to fill out a Summer Camp/Camp Care Change Form at least **one (1) week prior** to the start of the camp. You can drop the form off at the front desk or email it directly to Amelia Powell at a.powell@manassasparkva.gov. Refunds will only be issued if the form is received at least **(1) week prior** to the start of the camp.

Exceptions can be made for campers who suffer a physical illness or injury, certified by a physician, if the illness or injury will not allow the camper to safely participate in the camp program. After the withdrawal deadline, change of mind, change of schedule, or a dislike of camp are not grounds for a refund.

Financial Assistance is available through the Catherine's Caring Hands Scholarship.

To be eligible for the Catherine's Caring Hands Scholarship, the applicant must meet the following requirements:

1. Receive assistance through one or more of the following programs:
 - Supplemental Nutrition Assistance Program (SNAP)
 - Temporary Assistance for Needy Families (TANF)
 - Foster Care
 - Free/Reduced School Lunch Program
 - Other*
2. Live in the City of Manassas Park
3. Committed to attend program in its entirety

**Special consideration will be made on a case-by-case basis for individuals who do not meet the requirements above but who can demonstrate a legitimate need for financial assistance.*

Applications will be accepted on an ongoing basis and should be dropped off at the front desk of the Community Center to the attention of Amelia Powell. Documentation verifying the above eligibility criteria must be provided with the application in order to secure a scholarship. A Parks and Recreation Panel will review all applications/supporting documents and subsequently contact applicants of their status within five business days of application receipt. Applicants can apply for multiple programs; however, the number of scholarships an applicant is awarded is based on the discretion of the panel.

If awarded a scholarship, families will be responsible for 10% of the program cost (resident rate) within 10 days of the scholarship offer. Not attending a program in its entirety may prohibit applicants from participating in the department's scholarship program in the future.

For anyone wishing to donate to the Catherine's Caring Hands Scholarship Fund, please submit donations to: the City of Manassas Park Treasurer's Office, Attention: Catherine's Caring Hands, 1 Park Center Ct, Manassas Park, VA 20111.

Camp Schedule and Payment Dates

<u>Week</u>	<u>Playschool</u>	<u>School Age</u>	<u>Athletic</u>	<u>Teen *</u>	<u>Payment Date</u>	<u>Start & End Date</u>
1	Mini H2O & Go	Messy Art	Gym Jam	Adventure	6/21/19	6/24-28
2	Rocking the Red, White, and Blue	Experiments Galore	H2O & Go	Helping Hands	6/28/19	7/1-5 *
3	Roaring Dinosaurs	Clay Creations	Basketball & Samurai Warriors	Cooking	7/5/19	7/8-12
4	Superhero's Unleashed	Forensic Files	Soccer & Martial Arts	Art	7/12/19	7/15-19
5	Art-tastic	All over the World	All Sports & Ninja Warrior	Business/ Entrepreneur	7/19/19	7/22-26
6	Junior Chefs	On Broadway		View From the Top	7/26/19	7/29-8/2
7	Science Galore	Friendly Competition	Flag Football & Ninja Warrior	World Tour	8/2/19	8/5-9
8	It's A Bugs Life	Kids Choice	H2O & Go	Challenge Complete	8/9/19	8/12-16

**No Camps on 7/4
Teen Camps end on Thursdays**

Hours of Operation

Manassas Park Community Center Summer Camps will operate eight (8) weeks for the 2019 summer. School Age/Athletic Camps run from 8:30am-3:30pm Monday-Friday.

Before and After Camp Care for School Age/Athletic Camps runs from 7:00am-8:30am and 3:30pm-6:30pm for an additional fee.

Playschool Camps run from 8:30am-12:00pm Monday-Friday. **Playschool After Camp Care runs from 12pm-3:30pm for an additional fee.**

Teen Camps run from 11:15am-3:30pm Monday-Thursday.

We are closed July 4th. Tuition for this week is pro-rated.

Drop-Off/Pick-Up Procedures

Parents are responsible for signing their children in and out when dropping off and picking up. This procedure is not only important for safety, but ensures that we have accurate attendance records. A sign in/out sheet is located in each classroom.

You must bring your camper inside the building and sign them into in their respective classroom. Your child cannot be dropped off at the front desk or the main entrance of the Community Center.

Camp staff will open the classroom doors promptly at 8:30am and welcome you to sign in. Please be sure that you write the time you are signing in along with your initials. For campers in school age or sports camps that are utilizing before camp care, drop off begins at 7:00am. There will be camp staff at the main entrance to let you in, as the doors remain locked until the building opens at 8:00am. You will need to walk your child to the classroom to sign them in.

The location of each camp will be written on a white board located near the front desk. There will also be camp staff near the main entrance every Monday with each camper's classroom assignments.

At the designated pick up time for your camper's camp or after camp care, please sign them out in the same fashion they were signed in with the time and your initials.

***Exception-** Campers enrolled in Teen Camps can sign themselves in and out as long as a parent has signed the waiver on the Teen Camp registration form.

When dropping off and picking up, please do not park in the fire lane, or leave small children or pets in your vehicle.

Authorized Pick-Up Persons

All persons authorized to pick up must be 16 or older. If they are not listed on your child's registration form, they will not be authorized to pick up unless we have written notice from the parent/guardian. Staff may ask for ID upon picking up so please ensure that anyone picking up is prepared with a photo ID to present if requested.

Parent/Staff Communication

When a parent has a concern about any aspect of our programs, we will take every step necessary to help resolve the issue as promptly as possible. Keeping the safety and well-being of the campers and staff will always be our main priority. We are always open to feedback and suggestions on how we can improve the way we serve you and your family. Below you will find the appropriate point of contact for camps and before/after camp care programs.

Playschool Summer Camps, After Camp Care

Arely Angel
Lead Preschool Teacher
(703)335-8872 ext.1477
a.angel@manassasparkva.gov

School Age Summer Camps, Before and After Camp Care

Jacquelyn Tyre-Perry
School-Age Recreation Specialist
(703)335-8872 ext. 1484
j.tyre-perry@manassasparkva.gov

Athletic Summer Camps

Mike Arrington
Athletics Recreation Specialist
(703)335-8872 ext.1481
m.arrington@manassasparkva.gov

Teen Camps

Tony Thomas
Recreation Services Supervisor
(703)335-8872 ext. 1483
t.thomas@manassasparkva.gov

What to Expect

Camp is different every day. We try to keep each experience new and exciting while also providing a certain amount of predictability and consistency. Every day, campers follow a new schedule of activities and events. You can find generic sample schedules for each camp below.

Playschool Camp Sample Schedule

Time	Activity
8:30 AM-9:20 AM	Wash hands/Free play
9:20 AM- 9:30 AM	Clean up/wash hands
9:30 AM-9:50 AM	Breakfast
9:50 AM-10:00 AM	Clean up/ Wash hands
10:00 AM-10:20 AM	Circle time
10:20 AM-11:10 AM	Lesson/ Project
11:10 AM-11:45 AM	Gym/ Outside
11:45 AM-12:00 PM	Closing Circle

Playschool camps do not swim on a regular weekly basis.

School Age and Athletics Camp Sample Schedule

Time	Location	Activity
8:30 AM – 9:00 AM	Classroom	Sign-In/ Centers
9:00 AM – 9:10 AM	Restroom	Bathroom Break
9:10 AM – 9:45 AM	Cafeteria/Classroom	Breakfast
9:45 AM- 9:50 AM	Classroom	Clean-up
9:50 AM – 10:00 AM	Classroom	Circle Time
10:00 AM – 10: 30 AM	Playground	Free play outside
10:30 AM – 10:45 AM	Restroom	Bathroom Break
10:45 AM – 11:45 AM	Gym	Group Games
11:45 AM – 12:00 PM	Classroom	Themed Activity
12:00 PM – 12:30 PM	Cafeteria/Classroom	Lunch
12:30 PM – 1:30 PM	Classroom	Themed Activity
1:30 PM – 1:45 PM	Restroom	Bathroom Break
1:45 PM – 2:00 PM	Classroom	Snack time
2:00 PM – 2:30 PM	Gym	Group games
2:30 PM – 3:00 PM	Classroom	Themed Activity
3:00 PM- 3:30 PM	Classroom	Centers/Sign-out

School Age and Athletic Camps will swim on a regularly scheduled day of the week.

Teen Camp Sample Schedule

Time	Activity
11:15 AM-11:30 AM	Sign-In and prepare for day's activity
11:30 AM	Start the day's activity/depart for field trip
2:30 PM	If on a field trip – campers will prepare to return back to the center
3:15 PM-3:30 PM	Sign-Out in the Teen Center

Planning For Camp

- Attire- Please be sure to send your child in close-toed shoes and clothes appropriate for outdoor and recreational play. Campers without proper footwear and/or attire may be asked to sit out of activities for their safety.
- Water Bottle- Feel free to send your child with a water bottle that they can fill up throughout the day and take outside to stay hydrated. If you send a non-disposable bottle, please be sure to clearly label it with your camper's name.
- Swimming- School Age and Athletic Camps have designated swim days. On these days, please be sure to send your child with a swimsuit or trunks, flip-flops, and a plastic bag for their wet suit.
- Breakfast and Lunch- Sending your child with breakfast and lunch is optional as we have a FREE breakfast and lunch program on site.
- Classroom Assignments: Campers will be assigned to their camp groups by grade. This ensures that they participate in age appropriate activities and with campers their age. We do not accommodate moving campers.
- Sunscreen: Camp staff is not permitted to apply sunscreen or bug repellent to campers. Please apply these items to your camper prior to camp or your camper can self-apply while at camp. Be sure these items are labeled with their names.

Items to Leave At Home

- Cell Phones, Tablets, Smart Watches, Electronic Games and Devices
- Gum and Candy
- Clothing with explicit language or inappropriate content
- Toys or games that cannot be shared with the entire camp

Camp is an opportunity to disconnect from technology and enjoy various recreational activities. Please note that we are not liable for any loss or damage to personal items.

***Exception-** Campers enrolled in Teen Camps are entitled to bring electronics at their own risk and liability.

Before and After Camp Care

School Age/Athletic Camps offer the add-on option of before and/or after camp care. Playschool Camps offer the add-on option of after camp care. All of the same policies, procedures, and expectations for summer camps apply to these programs. We can transport kids to activities that they are registered for at the Manassas Park Community Center (i.e. swim lessons, karate, break dance, etc.). Parent/Guardian(s) must provide notification of program date and time to Camp Supervisor, if you want staff to escort your camper to a Parks and Recreation program.

If you would like your child to participate in snack time for both School Age/Athletic Camps After Camp Care and Playschool After Camp Care, you will need to send them with one.

Summer School

If your child is in School Age or Athletic Summer Camps and needs to attend Summer School at Manassas Park City Schools, it is the responsibility of the parent to contact the appropriate administrative staff member. (See “Parent/Staff Communication” section for contact info) You will need to put in writing, no later than **two (2) weeks PRIOR** to the start of summer school, the start and end date that your child will be attending Summer School, the camps they will be registered for during Summer School, and if we will be responsible for getting them on and/or off the bus. You will also need to ensure that the school knows to pick up and/or drop off your camper at the Manassas Park Community Center so they can ride a bus here. Please note we do not pro-rate for missed camp time. It is your responsibility to pack your child a lunch if they attend summer school. There is no guarantee that the summer food program will be available at the times that the campers arrive from school.

Food

Campers are welcome to take part in the FREE breakfast and lunch program provided by the City of Manassas Park City Schools here at the Community Center. Campers are also welcome to bring a packed lunch. Please keep in mind that we cannot provide refrigeration or heating options for packed lunches. Parents wishing to bring in food for a party or other celebrations, we ask that they be nut free. Staff is not permitted to share food with the children, and children are not permitted to share food with each other. A sample breakfast and lunch schedule with meal hours can be found below:

Program Dates: June 24-August 9 (Closed July 4 and possibly July 5)

Breakfast – 8:30am – 9:30am

Lunch – 11:00am – 12:30pm

Breakfast: Assorted Cereal with crackers, juice, milk

A turkey sandwich is offered daily for lunch with an additional option of one of the following each day:

Lunch: Chicken Sandwich, Pretzel Dog, Quesadilla, Chicken Nuggets, Grilled Cheeseburger, with Fresh Fruit, Juice and Milk

Swimming

School Age and Athletic Camps will have allotted days and times to swim throughout the week. Proper swimming attire is required. Swim testing will be done to ensure camp staff is aware of your campers swim abilities. The swim test will be optional, however if a camper does not take the test, or does not successfully complete the test, they must stay in the shallow end of the pool. Campers will receive colored wristbands based on their swim abilities. Red (limited to no swim skills.) Yellow (moderate swim skills.) Green (proficient swim skills.) The swim test will be conducted by trained lifeguards and consists of the following:

- Swim 25 yards (one length of the pool). May stop no more than two (2) times. (NOT TIMED)
- Tread water for one minute
- Demonstrate the ability to float on their back for 10 seconds.

If the camper can perform all three tasks, they will receive a green wristband, and will not have to participate in the test again.

If the camper can float on their back and either tread water for a minute, **or** swim the 25 yards, they will receive a yellow wristband.

If you have indicated your child cannot swim, they do not take the test or do not successfully complete the test; they will receive a red wristband.

If the camper fails the test, they have the option to take the test during another week.

Child Abuse Policy

All camp staff are mandated reporters and are required by law to report all situations of neglect or injury to children caused by questionable or other than accidental means. Any abuse or maltreatment of a child, as an incident of discipline or otherwise will be reported.

Toileting Policy

Campers enrolled in Manassas Park Community Center Summer Camps are expected to be potty-trained. Campers must be able to do the following and be out of diapers and pull-ups to be considered potty-trained:

- Verbally communicate to camp staff that they need to use the restroom in a timely manner.

- Be able to pull down their underwear and pants and get them back up without assistance.
 - Wipe themselves after using the toilet without assistance.
 - Get off the toilet without assistance.
 - Wash and dry hands.
 - Postpone going if they must wait for someone who is in the bathroom or if we are outside.
-
- First incident- reminder of policy, written notice given
 - Second incident- reminder of policy, written notice given of one more incident, your child will be temporarily suspended from the program
 - Third incident- two weeks suspension given

Your child will be allowed to return after their two-week suspension. They shall remain in the program barring no further incidents.

Illness Policy

The health policy of Manassas Park Community Center Summer Camps is designed to best meet the needs of children, parents and staff. No policy will eliminate the problem of illness endemic to group care – especially of young children. No policy will satisfy all the populations the center serves, and no policy can eliminate the element of subjective judgment inherent to individual situations.

If your child shows any of the following symptoms, we ask that they be kept home for **at least** 24 hours. If they show signs of these symptoms while in our care, we ask that you pick up within one hour of notification.

- A temperature of 100 degrees F or more
- Diarrhea or Vomiting
- Discharge of the eyes (pink eye) or ears
- Undiagnosed Rash
- Any communicable disease
- Head Lice (Camper may return the next day, however, parent/guardian(s) must show proof of treatment with the purchase receipt AND product used.)

If your child displays any of the following symptoms, it may be at the discretion of a supervisor to request a doctor's note before your child can return.

In Case Of Injury

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency registration form will be called. Staff will call EMS and the camper will be transported to a local hospital. Staff will accompany the camper. Follow up calls will be made within 24 hours of the incident.

Medication

The Manassas Park Community Center has staff on-site that are trained to administer medication. If you would like to keep medication on-file for your child, you will need to do the following:

- A medical authorization form must be filled out completely. For medications needing to be administered for 10 days or less do not require a doctor's signature. A form for long-term medications (more than 10 days) will need a doctor's signature.
- The medication will need to be in its original container with the child's name, dose, the name of the medication, and times to be administered.

Camper Expectations

Basic participation skills are required of each camper in order to participate in our Summer Camps. Campers must be able to meet the standards below with minimal assistance.

- Actively participate in planned activities during an 8-hour camp day
- Be able to function within the 1:18 staff to camper ratio
- Does NOT require one-on-one supervision
- Able to understand, follow, and accept directions
- Takes turns and shares in a cooperative manner
- Respects others and their property
- Able to maintain self-control
- Must be able to maintain personal care (i.e. Able to feed, toilet, and clothe themselves independently.)

Inclusion

Manassas Park Parks and Recreation Summer Camps are inclusive of all students with special needs. We will make every effort to work with families to create a successful and enjoyable environment for your camper. If accommodations cannot be met or integration is unsuccessful, we will discuss a plan of action with the parent or guardian regarding the best way to move forward.

Manassas Park Community Center Summer Camps are not therapeutic programs; therefore, we do not have the resources to successfully handle extreme cases of behavioral issues. Refunds will not be issued.

Discipline

Discipline at summer camps is intended to provide positive guidance through the use of redirection of behavior and setting clear behavior limits. We encourage your camper in the development of self-control, self-respect, self-regulation and consideration for the rights and property of others. We expect our campers to make choices that promote safety, kindness and fun for themselves and others. We celebrate diversity and community and take any form of discrimination, disrespect, harassment, and violence very seriously.

Manassas Park Parks and Recreation Summer Camps will not tolerate:

- Bullying or illegal activities
- Profanity or hurtful inappropriate language; verbal assault
- Hitting, biting, kicking, spitting or any other physical action that may cause harm to themselves or staff and students
- Disrespect
- Refusal to cooperate
- Non-participation
- Temper tantrums
- Theft or destruction of property
- Repeated refusal to comply with the camp's rules and/or continual failure to listen to directions
- Sexual misconduct
- Possessing drugs, alcohol, or weapons
- Leaving the facility grounds or assigned group

Depending on the offence and the severity, staff may take any of the following steps in the Disciplinary Action Process.

- A camp staff will speak to the camper regarding displayed behavior
- A "Dear Parent" letter will be filled out outlining the behavior for a parent to sign at pick up.
- Camp staff will speak to the parents.
- Administrative staff will speak to the camp and a parent.
- Administrative will meet with the parents.
- Suspension (1-3 days) or dismissal may be considered.

Please Note: We reserve the right to forgo the disciplinary action process and commence immediate suspension or dismissal of a camper based on the severity of the behavior. Children who have been dismissed from camp for disciplinary reasons will not be permitted to return to any Manassas Park Summer Camps for a minimum of a week or up to and including the entire duration of summer camps.