

# SUMMER DAY CAMP

## Parent Handbook



\*Space will be limited at each camp location.\*



*Rockingham County*  
PARKS & RECREATION

Dear Parent/Guardian,

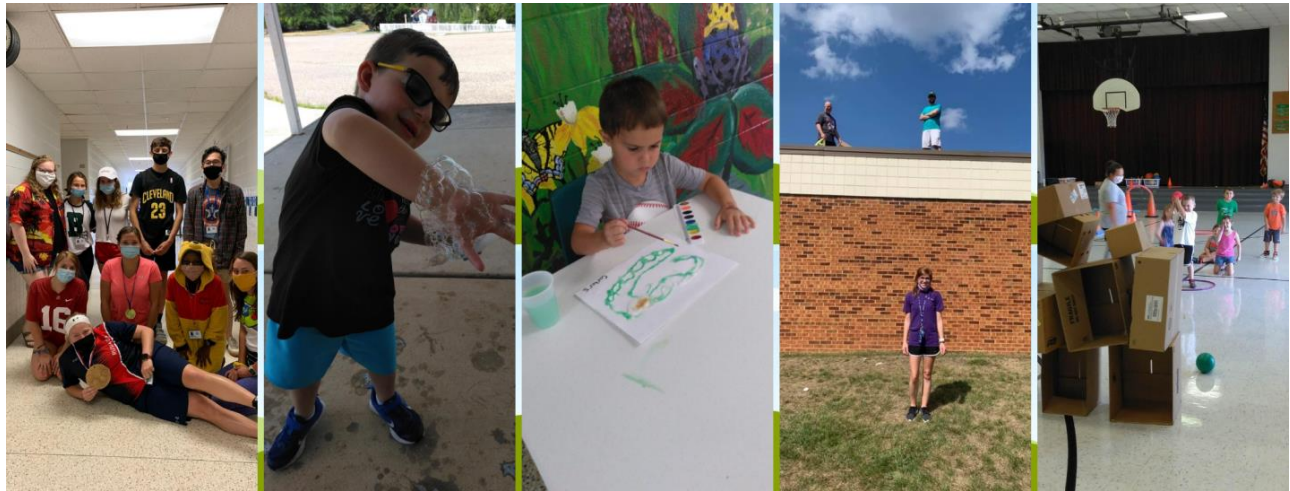
Thank you for choosing Rockingham County Parks & Recreation as your Day Camp provider. For over 20 years, RCPR has provided safe, enjoyable and affordable childcare programs and is excited for another year!

With the ongoing changes COVID-19 brings, we are continuously working to keep up with current guidelines and offer the best possible care for your child during these times. Our staff strives to meet the diverse individual and collective needs of each participant. Your child will have the opportunity for educational time, creative play, projects and nutritional time. One of our key elements is “play”. Although “play” may look different through the activities offered this year, we are hoping to help your child develop life-long leisure and recreation skills.

Our parent handbook will familiarize you with payment schedules, operating hours, daily schedules, policies and procedures. We encourage you to take the time to review and become familiar with this information. If you have any questions or suggestions, please feel free to contact us at 540-564-3160 or [recreation@rockinghamcountyva.gov](mailto:recreation@rockinghamcountyva.gov).

Sincerely Yours,

Rockingham County Parks & Recreation Department



**RECREATION MAIN OFFICE:**

20 East Gay Street  
Harrisonburg, VA 22802  
[recreation@rockinghamcountyva.gov](mailto:recreation@rockinghamcountyva.gov)  
(540) 564-3160  
(540) 574-5179 (fax)

**If you have any questions regarding the program, you must call the Parks & Recreation Department.  
PLEASE DO NOT CALL THE SCHOOL OFFICE.**

## **ADMINISTRATION**

The Summer Day Camp program is administered by Rockingham County Parks and Recreation Department. Concerns or questions about this program should be discussed with the Summer Day Camp Site Director. If you feel your concerns have not been adequately resolved after discussion with the Site Director, please contact Rockingham Recreation Department at 540-564-3160 and speak with Childcare Coordinator or Recreation Programs Supervisor. Please contact the Recreation office for more information about registration.

Our program is approved for exemption from licensure by the state of Virginia under section 63.2-1715 of the Code of Virginia.

## **PURPOSE AND PHILOSOPHY:**

Rockingham County Summer Day Camp program works in partnership with our families, schools and community to provide a fun and nurturing summer camp program that meets the diverse needs of our children in a safe and caring environment.

## **PROGRAM INFORMATION:**

Each participant will have the daily opportunity for:

- *Creative Time:* supervised arts and crafts, drama or music and activities to stimulate creativity
- *Play Time:* active games, sports and fun fitness
- *Nutritional Time:* healthy snacks and nutritional education

## **PROGRAM OBJECTIVES:**

- To promote the development and improvement of personal and character skills such as safety, good health, respect, responsibility, caring, fairness, honesty, trustworthiness and citizenship.
- To promote the development and improvement of social and interpersonal skills such as acceptance of others, cooperation and conflict resolution.
- To increase exposure to and knowledge of a variety of recreational and leisure activities.
- To have fun with peers in a safe, fun and social environment.

## **ABOUT OUR STAFF**

Our primary concern is the safety and well-being of each child in the program. Staff is selected based on their educational background, experience and commitment to working with children. In addition, staff is required to have criminal history and other background checks, as well as training in policies and procedures, health and safety, child development and behavior management.

In keeping with our commitment to the health and safety of our participants and staff members, at least one is certified in First Aid, CPR and AED. At least two staff members must be present at all times during hours of operation. Our staff to participant ratio will be no greater than 1:10 – and our program strives to exceed that standard with a ratio of 1:12.

## GENERAL INFORMATION:

### CAMP LOCATIONS

- Cub Run 540-476-2916
- John C Myers 540-271-1834
- John Wayland 540-476-2918
- Lacey Spring 540-578-1599
- McGaheysville 540-476-1656
- Mountain View 540-578-6016
- Peak View 540-476-2917

### SITE NUMBERS

### DATES, TIMES & AGES

- Monday, June 21- Friday, August 13
- Rising K through Rising 6<sup>th</sup> grade
- Open 7:30am-6:00pm

## REGISTRATION INFO

- Pre-Registration is required for participation
- Registrations are accepted on a first-come, first served basis
- All registration information must be completed and fees must be received at the **RCPR OFFICE** in order for registration to be complete
- If you are submitting your forms via fax or e-mail you will be responsible for contacting our office to make payment. (RCPR staff will not contact for payment.)
- Your space will not be reserved until the payment for the **week of attendance** has been processed.

## PROGRAM SCHEDULE:

The Summer Day Camp program is open to children who are rising Kindergartners thru rising 6<sup>th</sup> graders. Due to the diversity of grade levels, our day camp environment recognizes that all children have different needs; therefore, we incorporate a variety of activities. Participants are divided by age group for appropriate programming. Typically, groups are divided by grade: Pre-K through 2<sup>nd</sup> grade and 3<sup>rd</sup> through 5<sup>th</sup> grade (groups are based upon grade level that has just been completed).

This schedule is to be used as framework for a typical day at Summer Day Camp and is subject to change at any time.

7:30am-8:30am	Sign in, Get settled, Self-Directed activities, Divide into groups
8:30am-9:00am	Welcome, Morning Meeting
9:00am-12:00pm	Rotate groups between morning activities and morning snack
12:00pm-1:30pm	Lunch, Quiet Time
1:30pm-4:30pm	Rotate groups between afternoon activities and afternoon snack
4:30pm-6:00pm	Pick up, Kids' Choice: either creative, play or project time

Morning and Afternoon Theme-based Activities:

Play Time: Active Games, Sports, Fun Fitness

Creative Time: Supervised arts/crafts, drama or music, Task oriented activities for creativity

## RATES & FEES:

### NO ADMINISTRATION FEE

Rate Type	Fee	Notes
Weekly	\$85/week	• Sibling rate: \$80

**\*NO DAILY OPTION\***

## SUMMER PAYMENT STRUCTURE:

- In order to increase the number of openings at each site, provide adequate staffing and ensure sites are properly prepared, the summer will be broken into two (three week) sessions:
  - Session 1: Weeks 1, 2, 3 & 4
  - Session 2: Weeks 5, 6, 7 & 8
- Registration for one **OR** both weeks in the session will be required the Friday of the payment deadline (see below schedule for deadlines)

Week #	Dates Attending	Payment Deadline	Weekly Amount
1	June 21-June 25	May 14	\$85/\$80*
2	June 28-July 2	May 14	\$85/\$80*
3	July 5-July 9	May 14	\$85/\$80*
4	July 12-July 16	May 14	\$85/\$80*
5	July 19-July 23	June 11	\$85/\$80*
6	July 26-July 30	June 11	\$85/\$80*
7	August 2-August 6	June 11	\$85/\$80*
8	August 9-August 13	June 11	\$85/\$80*

\*Sibling Discount for 2+ children

## PAYMENT INFO:

- Cash, Money Order, Check or Visa/MasterCard accepted
- **Payments must be received by 5:00pm in office or by 11:59pm online on the deadline for each session attending. (See above for Payment Deadline schedule)**
  - Mail In payments must also be received by the deadline (see page 5)
  - Example: To attend the week of June 21 AND/OR June 28 AND/OR July 5 AND/OR July 12 payment must be made by Friday, May 14, 2021
  - If space allows and a late payment is accepted beyond the deadline a late fee of \$25 is required **per child. NO EXCEPTIONS**
- Payments will **NOT** be accepted on site
- The fee/rate options listed above are the **ONLY** options available.

Space will be limited to 40 registrations per site. Registrations beyond the first 40 per location will be placed on a waiting list. Your space will not be reserved until the payment for the **week of attendance** has been processed.

## PAYMENT METHODS:

- Online: [www.rockinghamcountyva.gov/recreation](http://www.rockinghamcountyva.gov/recreation), Click on Registration and Payments, then Log into Account and add the week(s) you would like to select to your shopping cart and proceed to payment
- Phone In: Main Recreation Office at 540-564-3160 and pay with Visa and MasterCard only from 8am-5pm, Monday-Friday
- Walk In & Mail in: Rockingham County Recreation 20 E. Gay Street Harrisonburg, VA 22802 Monday-Friday 8am-5pm
- After hours drop off located in the gray mailbox between the main entrance and entrance C
- **Registration forms must be received and processed by RCPR office prior to being eligible for online payments.**

## REFUND AND CANCELLATION POLICY:

- Payments will not be prorated due to illness (unless COVID related, in which case we would need documentation), weather, vacation, disciplinary actions or non-use
- Requests for withdrawals must be made by phone or in writing to the Childcare Coordinator and must be received by the Monday **PRIOR** to the next week's attendance
- The full RCPR Refund and Cancellation Policy can be found on the website at [www.rockinghamcountyva.gov/recreation](http://www.rockinghamcountyva.gov/recreation)



## PROGRAM ATTENDANCE POLICY:

Parents must notify the Day Camp if your child will be absent on a regularly scheduled day. You may call the day camp's cell phone, located on page 4 of this handbook.

## SIGN IN/SIGN OUT:

To ensure the safety of all our participants, we will be offering curbside pickup/drop off.

- Parent/Guardian must escort participant to drop off location. Staff will sign in participant and take temperature prior to parent departure.
- A staff member will be stationed at pickup/drop off location at key times (**7:30-8:30AM & 5:00-6:00PM**) If you will be picking up/dropping off not between those times please call the site cell phone upon arrival.
- All persons must be prepared to show picture identification at time of pick up

## **LATE PICK UP POLICY:**

- All Summer Day Camp programs close promptly at 6pm. Each participant must be picked up by 6pm. Please arrive on time or make other arrangements for on-time pick up.
- Participants not picked up by 6pm will be assessed a late fee of \$5 plus \$1 for each additional minute. Fees will be collected by the Rockingham County Parks and Recreation Department (**not on site**). **You will have 3 business days to pay the late pick up fee or your child will not be permitted to attend the program until the balance is paid.** Payments can be made by phone or at the Recreation Department. Unpaid late pick-up fees can result in a monthly late fee if not paid promptly.
  - Example: Pick up at 6:05pm=\$10 late fee; Pick up at 6:20pm=\$25
- If a participant is not picked up by 6:05 p.m., Afterschool staff will call the parent. If the parent cannot be located, the emergency contact persons will be notified. In the event a child has not been picked up by 6:30 p.m. the Rockingham County Sheriff's Department will be contacted.
- **LATE PICK UP PENALTIES:**
- 1<sup>st</sup> time: Late pick up fee assessed, verbal warning
- 2<sup>nd</sup> time: Late pick up fee assessed, written warning
- 3<sup>rd</sup> time: Late pick up fee assessed, 3-day suspension from program
- 4<sup>th</sup> time: Late pick up fee assessed, 1-week suspension from program
- 5<sup>th</sup> time: Termination from program

## **INCLEMENT WEATHER POLICY:**

**(Includes, but is not limited to: flooding, tornado, power outage)**

Updates can be found at:

- Radio station WSVB and other local radio stations
- WHSV.com
- Rockingham County Parks & Recreation Facebook & Twitter pages
- Rockingham County Parks & Recreation Office: 540-564-3160
- Emails may be sent to the ones on file

## **MEDICATION POLICY:**

- Medication Authorization form must be completed and signed by the parent/guardian and child's physician (to be kept with the child's records) for **medically necessary medications** (prescription medications only)
  - Over the counter medications will not be kept on site
- Medications must be in the original container with the original, in date prescription label
- Medications are to be given to the staff by the parent or guardian with dosage instructions clearly indicated on the medication
- All medications will remain in a locked container at the school
- A written log will be kept by Day Camp staff detailing the dates and times medication was dispensed

## **ROUTINE TEMPERATURE CHECKS:**

- Student's temperatures will be checked upon arrival (before parent departure) and again around lunch time. If a child's temperature is 100.4 or higher we will remove them from the group and contact parents for immediate pick up.
- We will notify all parents if a child is sent home with a temperature, without disclosing personal information.
- If you, your child or anyone in your family has been exposed or showing mild symptoms of COVID-19 please contact the Recreation office immediately. If it is after 5pm or on the weekend please email. The Recreation department will notify the Summer camp site about possible exposure but will not release any names.

## **SICK / CONTAGIOUS CHILD & HYGIENE:**

Please do not send an ill child to the Summer Day Camp program. The following are recommendations from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics.

A child will be excluded from Summer Day Camp when any of the following exists:

- Fever of 100.4 or higher (should be free of fever for 24 hours without fever reducing medication)
- Vomiting and/or diarrhea (should be free of diarrhea for 24 hours before returning)
- Any symptom of the usual childhood diseases-scarlet fever, German measles, mumps, chicken pox, whooping cough
- Common cold, Sore Throat
- Lice
- Bed Bugs
- Croup
- Any skin infection –rash, boils, ringworm, impetigo, scabies
- Pink eye and other eye infections
- Other conditions/symptoms deemed necessary

**\*Please notify the staff upon diagnosis of a contagious disease. We ask your cooperation in this matter so your child and others will be protected from illness and disease.\***

## **BATHROOM ACCIDENTS:**

Children must be able to use the restroom on their own and clean and dress themselves independently. Should a child have an accident parents/guardian will be called for **immediate** pick up for sanitation purposes, unless the child already has a change of clothes packed with their stuff. If this is a reoccurring issue the child may be dismissed from the program without a refund.

## **DRESS CODE:**

There is no specific dress requirement for Summer Day Camp, but we do ask that your child be dressed in comfortable and practical attire. Tennis shoes are recommended and encouraged. Although very popular with young children, dress shoes, sandals and cowboy boots are not practical for play and outdoor activities. Children may be asked to sit out an activity because of unsafe/inappropriate footwear. Please continue to follow the RCPS dress code in reference to spaghetti straps, tank tops, etc.



## **PERSONAL BELONGINGS:**

Please mark everything belonging to your child with your child's name. Rockingham County Parks & Recreation will not be responsible for damage or loss of any personal item. If they have personal articles, they must be left in their backpack their arrival. We encourage children to leave sentimental and valuable items at home to avoid the risk of damage or loss.

## **FOOD POLICY:**

- Each child should pack a morning snack, a healthy well balanced lunch, and drinks or water bottle for the day
- Please pack lunches and snack in a lunch box with ice packs and required utensils (utensils will not be provided)
- Please pack siblings lunches separately
- Do not pack glass containers, soda or other caffeinated beverages
- Do not pack gum or candy
- **Do not pack a lunch which requires to be heated**



## **REST TIME:**

Each day at Summer Day Camp there is time allotted for personal quiet time. During this time children are encouraged to read, rest or play quiet games. Children may bring a small pillow and blanket if they would like for this time. Rest time may be shortened on field trip days.

## **BEHAVIOR MANAGEMENT POLICIES AND REGULATIONS:**

Rockingham County Parks & Recreation is committed to providing a safe, positive and respectful environment to all our patrons. Participants and parents are expected to follow the [CODE OF CONDUCT & RULES TO PLAY BY](#), as well as all applicable Summer Day Camp Rules and Regulations, to ensure a positive experience for all. We take a constructive approach to discipline and our staff regularly reviews the rules with participants. Please, immediately report to staff any uncomfortable or threatening situations you or your child may experience in our programs. The department makes every effort to promptly resolve any inappropriate behavior.

## **CODE OF CONDUCT:**

Participants, parents, staff and volunteers are expected to:

- Be respectful, courteous, and considerate of others at all times.
- Communicate in an appropriate manner. Refrain from using abusive or foul language/gestures, harsh words, yelling or harassing others.
- Be responsible for their actions and understand that irresponsible behavior will result in disciplinary action.
- Refrain from deliberately causing harm to oneself or others.
- Never jeopardize the health and safety of others.
- Be respectful of the property of others & the site.

## Rules To Play By:

- Be a good listener
- Leave valuables at home
- Be a good sport
- Be attentive
- Be friendly and respectful
- Make new friends
- Respect the property of others
- Have FUN!!

## As a participant, I will:

- Follow the program's CODE OF CONDUCT & RULES TO PLAY BY
- Follow directions and cooperate with staff
- Be nice and not bully, tease, pick on, kick, bite, hit or fight with others. I will show respect to all people
- Use program equipment, supplies and facilities in a safe and respectful manner

## As a parent, I will:

- Serve as a good role model and example for my child
- Teach my child the CODE OF CONDUCT & RULES TO PLAY BY
- Provide staff with all requested information in a timely manner
- Assure my child arrives and departs the program site on time
- Show respect for staff and participants and not interfere with staff or volunteer duties



## DISCIPLINARY ACTIONS FOR PARTICIPANTS MAY INCLUDE:

(depending on the severity of the incident):

- Alternate Behavior Management Techniques: Positive Reinforcement/Natural Consequences, etc.
- Redirection
- Time Out
- Written Discipline Reports
- Written Behavior Plans
- Phone call to parent
- Parent conference
- Suspension and/or dismissal from the program

## DISCIPLINARY ACTIONS FOR PARENTS FOR INAPPROPRIATE BEHAVIOR MAY INCLUDE:

- Warning-either verbal or written
- Suspension and/or dismissal of your child from the program
- Suspension of parent

Rockingham County Parks & Recreation reserves the right to call parents/guardians to 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. If the techniques listed in our Behavior Management Policy do not correct a child's behavior, then the child could be either suspended or permanently removed from our program with less than 24 hours' notice.

## **DISCIPLINE POLICY:**

1<sup>st</sup> & 2<sup>nd</sup> Disciplinary Report=Warning

3<sup>rd</sup> Disciplinary Report=Parent Conference

4<sup>th</sup> Disciplinary Report=Suspension or Dismissal from the Program

\*Your child may be suspended or dismissed from the program at any time if serious infractions of policy and procedures occur.

The following is a list of behaviors and incidents that will automatically be subject to immediate disciplinary action.

- Use of profanity
- Inappropriate touching
- Disregard for program rules or staff directions
- Disrespect for authority and other participants
- Displaying obscene gestures or inappropriate attire
- Possession of alcohol, drugs, drug paraphernalia or weapons
- Defacing property
- Theft or unauthorized possession of other participants, school or facility property
- Acts or threats of violence or bodily/physical harm directed towards staff or other participants

## **Procedures for Injured Children**

All staff are first aid and CPR trained. Staff will use gloves when cleaning up body fluids. Plastic bags with ice (or other forms of “ice packs” will be kept available for use on bumps and bruises while at site.

**Minor injury:** small scratch, cut, scrape, skinned knees, minor bruise or skin discoloration.

- Staff will assess injuries and treat according to the limits of his/her First Aid training.
- Document the accident/injury in a written report using RCPR forms
  - Minor Accident Report: ½ page form, top and bottom

**Serious or major injury:** unconsciousness, broken bones, deep cut, concussion or head injury, and foreign object lodged in eye, ear, nose, or other body orifices, profuse bleeding, convulsing and any symptoms for which emergency medication was administered

- Staff should immediately assess injury and stabilize the child using techniques learned in CPR and First Aid training.
- Notify the parent/guardian of child’s injury and 911 transport. When a child is transported by ambulance, one staff should take the child’s files and accompany the child. Local authorities will notify the parent of any child sustaining fatal injury.
- Document the accident/injury in a written report using RCPR forms
  - **Major Accident Report:** full page form with a copy for the parent

## **HEAD INJURY POLICY:**

Due to the nature of severity at times with head injuries, if your child experiences a head injury of any kind you will be notified by phone immediately.

# HOW CAN I PAY FOR SUMMER DAY CAMP ONLINE?

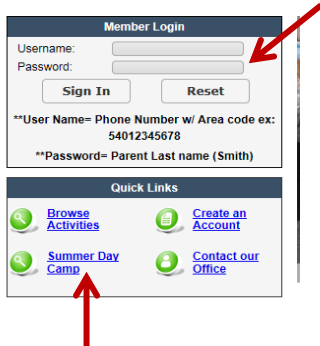
1. Don't create an online account, you already have one!
2. Go to [www.rockinghamcountyva.gov/recreation](http://www.rockinghamcountyva.gov/recreation)



4. Login In to your account (unless you have changed your login information)

Username is your phone number ex: 5403331234

Password is parent last name ex: Smith



Member Login

Username:

Password:

\*\*User Name= Phone Number w/ Area code ex:  
54012345678

\*\*Password= Parent Last name (Smith)

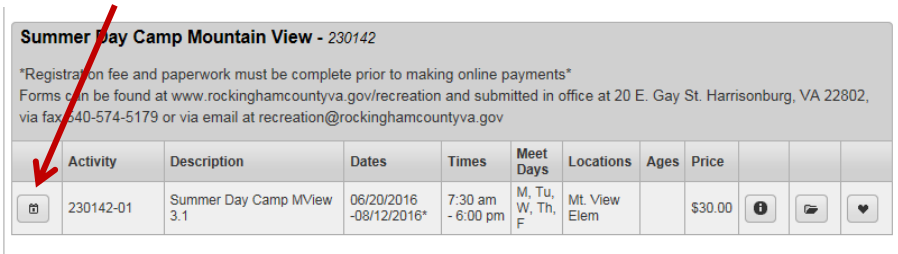
Quick Links

- [Browse Activities](#)
- [Create an Account](#)
- [Summer Day Camp](#)
- [Contact our Office](#)

5. Click on **Summer Day Camp**

(a list of school sites should pop up-choose your school location)





6. Click on **Go To Calendar**



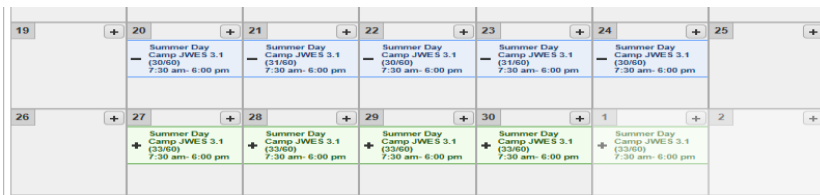
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











\*Registration fee and paperwork must be complete prior to making online payments\*

Forms can be found at [www.rockinghamcountyva.gov/recreation](http://www.rockinghamcountyva.gov/recreation) and submitted in office at 20 E. Gay St. Harrisonburg, VA 22802, via fax 540-574-5179 or via email at [recreation@rockinghamcountyva.gov](mailto:recreation@rockinghamcountyva.gov)

Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price				
	230142-01	Summer Day Camp MView 3.1	06/20/2016 -08/12/2016*	7:30 am - 6:00 pm	M, Tu, W, Th, F	Mt. View Elem		\$30.00			

7. Click on **each day** of the week you're attending



19	+	20	+	21	+	22	+	23	+	24	+	25	+
													
		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm	
26	+	27	+	28	+	29	+	30	+	1	+	2	+
													
		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm		Summer Day Camp JWES 3.1 (33469) 7:30 am- 6:00 pm	

8. Add to Cart (bottom left of screen)



Summer Day Camp JWES 3.1 (230112-01): 06/20/2016 @ 7:30 am, 06/21/2016 @ 7:30 am, 06/22/2016 @ 7:30 am, 06/23/2016 @ 7:30 am

9. Proceed to Check Out & Pay and you're finished!