

2009 Summer Playground Camp Parent Handbook



Camp Hours of Operation

| | <u>Dates</u> | <u>Days</u> | <u>Times</u> |
|-----------|--------------|-------------|---------------|
| Session 1 | 6/22-6/26 | M-F | 9:00am-3:30pm |
| Session 2 | 6/29-7/02 | M-TH | 9:00am-3:30pm |
| Session 3 | 7/06-7/10 | M-F | 9:00am-3:30pm |
| Session 4 | 7/13-7/17 | M-F | 9:00am-3:30pm |
| Session 5 | 7/20-7/24 | M-F | 9:00am-3:30pm |
| Session 6 | 7/27-7/31 | M-F | 9:00am-3:30pm |
| Session 7 | 8/03-8/07 | M-F | 9:00am-3:30pm |
| Session 8 | 8/10-8/14 | M-F | 9:00am-3:30pm |

*No camp 7/03

Town of Vienna Department of Parks & Recreation

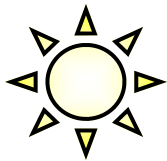
120 Cherry St. SE
Vienna, VA 22180
703-255-6360

[www.viennava.gov/
Town_Departments/pr3.htm](http://www.viennava.gov/Town_Departments/pr3.htm)

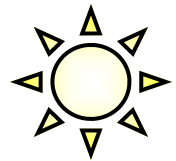
Camp Directors,
Brandy Wyatt & Enrique Guzman

OUR PURPOSE

Our purpose is to provide a fun filled summer for your child in a safe, supervised, wholesome environment. Our staff will lead activities in team and individual sports, games, arts and crafts and special events. Time is also available for unstructured play and quiet activities. We also give attention to the individual needs of each child.



Look Inside for Your Guide to Summer Fun!



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Summer Playground Camp Contacts

Community Center Office (Front Desk)
703-255-6360

Brandy Wyatt
Camp Director
703-255-5721
Bwyatt@viennava.gov

Enrique Guzman
Camp Director
703-255-6352
Eguzman@viennava.gov

Amy-Jo Hendrix
Recreation Program Supervisor
703-255-6357
Ahendrix@viennava.gov

Cathy Salgado
Director of Parks & Recreation
703-255-6356
Csalgado@viennava.gov

**Still Have Questions
Call
703-255-6360**

EMERGENCY Pick - Up

Two emergency contacts other than the parents or guardians must be listed on each child's application before a child will be admitted to the program. Emergency contacts must be within a 15 minute radius of the camp site during program hours. One of these emergency contacts will be called if a parent or guardian cannot be reached to pick up the child in the event of an emergency. If a child is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be called to pick up the child

or children.

Management and Administration

Staff supervision and daily program operation is the responsibility of the Camp Directors. Please call with questions or concerns related to the program, fee payments, and activities.

Late Pick Up Fee

The playground is open from 9:00 a.m. to 3:30 p.m. Monday through Friday. **Do not leave children at the Community Center before 9:00 a.m. You must pick them up by 3:30 p.m.** We cannot be responsible for your child's safety before or after program hours. If this is an issue, you can enroll in our before and after care program. See activity brochure for more details.

***We realize emergencies do occur, but please phone the Community Center office if you will be late. Parents who arrive early or are late in picking up their child will be charged a \$10 fee for any portion of each hour. This fee must be paid before the child can return to the playground. After the second occurrence the child will not be permitted to continue in the playground program and no refunds will be issued.

REFUNDS AND CREDITS

Refunds - To obtain a full refund or credit a request must be submitted 14 calendar days prior to the start of the camp.

A refund requested less than 14 calendar days prior to the start of the camp will incur a 50% penalty (\$50 max) per camp.

Credits - There is no fee for a household credit submitted 14 calendar days prior to the start of the camp. A household credit requested less than 14 calendar days prior to the start of the camp will incur a 10% penalty per camp.

No refunds or credits will be given after the first day without a doctor's note.

No refunds will be given for any materials fees.

What to bring to camp

Campers are required to bring a bag lunch, two snacks, and drinks (please no glass bottles). Please understand that microwaves and refrigeration are not available.



Staff Ratios
Staff to camper
ratio is 1 to 18



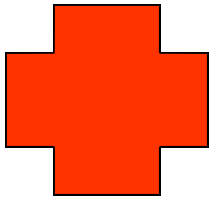
Children's Belongings

A designated area will be provided for children's personal belongings. All campers are encouraged to have a book bag or backpack for their belongings. Campers are strongly discouraged from bringing valuable items to camp i.e.... iPods, cell phones, and portable game systems. The town is not responsible for lost or stolen items.

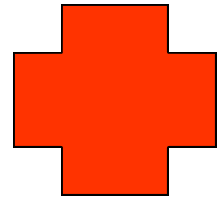
Bus Rules

- Children must stay in seats during general movement of the bus.
- Children must follow directions of the bus driver and camp staff.
- Eating and drinking are not permitted on the bus.
- Children must board and depart bus as a group.
- Children may talk quietly on the bus to neighbors, but may not yell across aisle or to someone several seats away.
- Hands and clothing must stay inside the bus at all times.





Health & Emergencies



Communicable Diseases

Please call the site supervisor if your child will not be attending the program for any reason.

Fever Policy - According to the Health Department, children with fevers are not necessarily contagious. Also fevers may vary and come and go. It is our policy that children do not attend camp if they have a fever. An oral temperature of 101 degrees Fahrenheit is considered high and the child should go home. Children who have been sick and running a fever of 100 degrees should remain home for at least 24 hours after the fever breaks, unless they have a note from a physician authorizing their attendance. Children should not attend the program if they have a runny nose, vomiting, or diarrhea or are not capable of caring for themselves.

If a child enrolled in the program has a communicable disease, the parents are urged to notify the Camp Director immediately. The parents of the other children will be notified.

Children who have had a communicable disease may not return to the program unless they have a doctor's note stating they are no longer contagious.



**Still have questions
call
703-255-6360**

Ozone Action Days

On Code Red days staff may modify their program plans. On these days, staff will limit camper time outdoors. If outside during very hot, humid days, staff will encourage campers to drink plenty of water and will only play passive, low-aerobic -type games.



Sunscreen Use

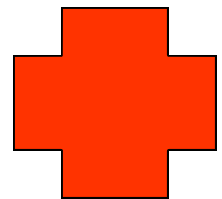
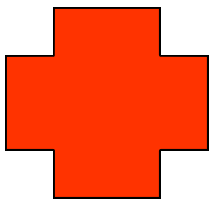
Parents should indicate on the program registration if their child is sensitive to sun exposure and if the child is allergic to any sunscreen products. **Children must apply their own sunscreen. Camp staff may not do so. Please apply sunscreen before camp, and send extra.**

Ill or Injured Children

If a child becomes ill or is injured while at the program the parent will be immediately contacted. If the parent is not available, an emergency contact person will be called. Children will be taken to and cared for at the camp site or office until they are picked up. **In an emergency, and as appropriate, the child will be taken by the local rescue squad to the closest emergency facility. A parent or guardian will be immediately notified.** Either parent or emergency contact person should be available within 15 minutes of community center to be picked up if child becomes ill or needs to go home.

Medical Authorization Form

Please be sure the staff is informed of any allergies or special health problems your child might have. This is for the protection of all the children in the program. Please administer any medications prior to coming to playground. Staff will not be responsible for administering medication. The Medical Authorization form is posted online at www.viennava.gov on the Parks & Recreation webpage.



Special Events



June 26 - "Under the Sea" presentation
Location: Community Center

July 2 - Walk to Park
Location: Meadowlane Park

July 9 - Clay Connection "Mosaics"
Location: Community Center

July 16 - Turley the Magician Show
Location: Community Center

July 23 - Moon Bounce
Location: Community Center

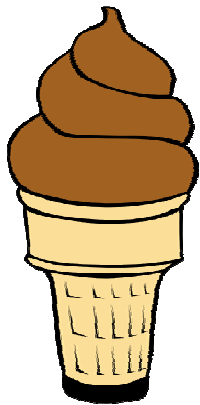
July 30 - Peter McCorry "One Man Band" Show
Location: Community Center

August 6 - Water Mine
Location: Lake Fairfax

August 13 - Jerry's / Dairy Queen
Location: Town of Vienna Stores

August 14 - Family Day
Location: Community Center

***There will be a separate permission slip for off site special events to be completed by parent the Monday of the program and must be returned the Wednesday before event.**



Policies & Procedures

POLICIES

This program is for children ages 6 - 11. If children are found to be under the age of 6 or over the age of 11 parents will be notified and the child will be withdrawn from the playground program, **no refund will be given**. This is not a daycare program. The coming and going of the participant is the responsibility of the parent. Please indicate on the form if your child walks, bikes, carpool. If your child is allowed to come and go from the playground at his/her own discretion, we must have your written permission for him to do so. This includes children who walk or ride bikes to the playground. Please notify the playground leaders in writing if someone other than individuals listed on the emergency sheet will be picking up your child. The counselors are not responsible for the children prior to the start or once they leave the playground.

*The Recreation Department does not provide accident insurance. Payment for medical services as a result of an accident/injury is the responsibility of the parent. An emergency information sheet needs to be completed for each child. You must return this sheet to the staff the first day the child attends the playground. We must be able to reach parents or legal guardians during the day in case of any emergency. If you cannot be reached by phone, we will be unable to accept your child in the program. If your child becomes ill or needs to be picked up, you or a designated person needs to be here within 15 minutes.

CHILDREN SHOULD LEAVE ALL PERSONAL ITEMS AT HOME. WE CAN NOT BE RESPONSIBLE FOR THESE ITEMS IF THEY ARE LOST OR STOLEN.

HEALTH

Please be sure the staff is informed of any allergies or special health problems your child might have. Do not bring sick children to the program. Parents will be called to come and pick up sick children. This is for the protection of all the children in the program. Please administer any medications prior to coming to playground. Staff will not be responsible for administering medication.

Camp Conduct

- Children will be respectful to each other, the facility, the property of others and the staff.
- Campers are expected to exhibit good sportsmanship behavior at all times.
- Campers must use proper language at all times.
- Campers are required to stay with their designated group and leaders during the program and adhere to designated camp boundaries.
- Campers just follow site, playground, and safety rules.

DISCIPLINE

If your child is dismissed from the Playground Program, no refund will be given. We reserve the right to dismiss a child if the child disobeys the established rules of the program over a period of time, or is unable to participate in a group. The following are some examples of behaviors/actions that will not be tolerated against other children or staff members, and will be just cause for disciplinary actions: *temper tantrums, verbal assault/profanity, stealing. Immediate Dismissal: Hitting, Fighting, physical assault, weapons, tobacco, drugs, alcohol, sexual misconduct, biting, spitting, refusal to cooperate, leaving the park property/group, misconduct, and bullying.* **No refunds will be given.**

DISCIPLINARY ACTION PROCESS

The formal Disciplinary Action Process, is documented and is as follows:

First offense-Counselor will talk to the child and notify parent. If the incident occurs prior to noon and the parent arrives prior to noon the child will be suspended from the program for the afternoon. If the incident occurs in the afternoon the child will be suspended the following day.

Second offense – Dismissal is considered. The Counselor and supervisor will notify parents.

Children that have been dismissed from the program for disciplinary reasons will not be permitted to continue in any community center program for the remainder of the summer.

NO REFUND WILL BE GIVEN FOR DISMISSAL

Policies & Procedures

FAQ's

1. *Who are our counselors?*

Our staff are high school and college aged men and women, trained in First Aid, CPR & AED, and Safety. They are energetic, creative, and lots of fun!

2. *What do you do?*

Camp is full of fun activities. We go outside, play sports, do arts & crafts, dance, sing, do races, create skits, and more. We do not stay at a playground all day, but we might visit a few! A daily activity schedule is available.

3. *What are your special events?*

We have a large special event every Thursday. Please see the weekly calendar for details.

4. *What should my child wear to camp?*

Your child should wear cool clothing, such as shorts and t-shirts. For the children's comfort and protection, all children must wear closed toed shoes. Open toed sandals, flip flops, shoes with heels or swim shoes are not appropriate for camp. In addition, your child will be involved in messy activities at times, so please do not send your child in clothing that cannot get soiled.

5. *Can I observe the camp?*

The first day of each weekly session has a parent meeting held @ 9:30 a.m. Please stay and see how our morning goes & get all your questions answered.

6. *What does my child need to bring each day?*

All campers need a packed lunch daily. All food from home must be dated daily and labeled with camper's name. It is preferable that lunches are packed in thermal containers; there is no refrigeration on site. Glass containers are prohibited. Your child also needs two separate snacks and ample water throughout the day. Please write your campers name on all belongings.

7. *Should my child bring a Water Bottle?*

To help prevent heat related illnesses campers should bring a water bottle and plenty of anti-dehydration beverages such as Gatorade or PowerAde. Please write your campers name on all belongings.

SUSPECTED CHILD ABUSE

Any suspected cases of child abuse shall be reported to the child abuse hotline at 1-800-552-7096.

SPECIAL ACTIVITIES

Some of our special activities require that a child bring materials such as for a craft project, bathing suit or extra clothing for water activities. Please be sure your child brings the required items so he/she can participate in the activity. Movies may be shown as a special event rated G or PG.

DAILY SCHEDULE

Weather permitting, activities will be held outside. Schedule is subject to change depending upon the weather (rain/temperature) and facility availability. Our planned daily schedule includes games indoor/outdoor, arts and crafts, special events and free time. A calendar will be given at the beginning of each week.

ENROLLMENT

There will be no registrations accepted on Monday morning. If space is available all registrations must be completed by Friday 3:30 p.m. of the preceding week. Weekly fees will not be prorated for absenteeism/tardiness.

Reminder:

We are not responsible for campers prior to & after camp hours. Please ensure campers participating in the program will be dropped-off/picked-up in a timely manner adhering to our policies and procedures.

MEALS

Children should bring a lunch if they are staying at the playground all day. Beverage machines are available in the Community Center. Sodas and fruit juices are \$1.00. If your child will use the vending machine, please send him/her with the correct change. Beverages may be brought from home, however, do not send glass bottles