



2024 Summer Playground Camp Parent Handbook

**Town of Vienna
Department of Parks
& Recreation**

120 Cherry St. SE

Vienna, VA 22180

703-255-6360

www.viennava.gov/camps

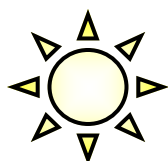
Camp Hours of Operation

	<u>Dates</u>	<u>Days</u>	<u>Times</u>
Session 1	6/17- 6/21	Tu-F	9:00am-3:30pm
Session 2	6/24- 6/28	M-F	9:00am-3:30pm
Session 3	7/1- 7/3	M,W-F	9:00am-3:30pm
Session 4	7/8- 7/12	M-F	9:00am-3:30pm
Session 5	7/15- 7/19	M-F	9:00am-3:30pm
Session 6	7/22- 7/26	M-F	9:00am-3:30pm
Session 7	7/29- 8/2	M-F	9:00am-3:30pm
Session 8	8/5- 8/9	M-F	9:00am-3:30pm

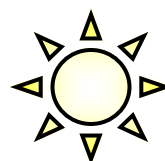
***No camp 6/19, 7/4 or 7/5**

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!



Administration	2	Camp Conduct	5
Camp Contacts	2	Disciplinary Action	5
Fees & Late Pick Up	2	Severe Allergies & Medication	5
Emergency Pick Up	2	Policies & Procedures	5
Refunds & Credits	2	FAQ's	6
Bus Rules	3	Reporting Suspected Child Abuse	6
What to Bring to Camp	3	Meals	6
Children's Belongings	3	Enrollment	6
Health & Emergencies	4	Special Activities	7
Ill or Injured Camper	4		
Sunscreen & Ozone Action	4		

Summer Playground Camp Contacts

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

Carli Elligan
Camp Supervisor
571-244-8305

Derrick Cowles
Recreation Program Coordinator-
Youth and Camps
703-255-6352
Derrick.Cowles@viennava.gov

Brandy Wyatt
Recreation Program Coordinator II
703-255-5721

Management and Administration

Staff supervision and daily program operation is the responsibility of the Camp Supervisor. 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, unless otherwise stated. **Do not drop off 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 Camp Supervisor or the Community Center office, if you will be late. Parents who drop off their camper early or are late in picking up their camper will be charged a \$15 fee for every 15 minutes. This fee must be paid before the child can return to the program. After the second occurrence the child will not be permitted to continue in the playground program and no refunds will be issued.

*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 registration form before a child will be accepted to the program. Emergency contacts must be within a 15 minute drive 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.

Please review the camp guidelines carefully as there will be no full refunds given once you sign up for camp.

Camp fees must be paid in full at the time of registration. To receive a partial refund, you must submit a request 14 days prior to the start of camp. All refunds are subject to a 50% penalty (\$100 max) per camp. Patrons also have the option to transfer to another camp 14 days before the beginning of camp. Any changes in regards to registration must be presented in writing. Camps are canceled if they do not meet the threshold for minimum registration, prior to the start date of camp. If the Parks and Recreation Department cancels a camp, patrons will receive a full refund.

What to Bring to Camp

Campers are required to bring a bag lunch, at least one snack, a drink (please no glass), and a water bottle. Bringing a labeled water bottle is highly encouraged. Water bottles will not be provided. Please understand that microwaves and refrigeration are not available



Staff Ratios

Staff to Camper
Ratio is 1 to 10



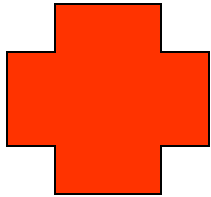
Camper's Belongings

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

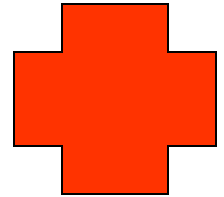
Bus Rules

- 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 Camp Director if your child will not be attending the program for any reason.

Fever Policy - It is our policy that children do not attend camp if they have a fever. An oral temperature of 100 degrees Fahrenheit is considered high and the child should not attend camp. 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/COVID-19, the parents are urged to notify the Camp Director immediately. The parents of the other children will be notified.

Children who test positive for COVID-19 must follow CDC guidelines

Still have questions?
call
703-255-6360

Ozone Action Days

On Code Red days we will utilize indoor facilities as much as possible. If we are 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.

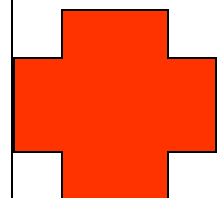
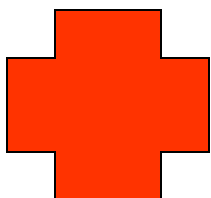
Children must apply their own sunscreen. Please apply sunscreen before camp, and send extra.

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 will be called. Children will be isolated from other children and supervised by staff. **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 a parent/guardian or emergency contact should be available within a 15 minute drive of the Community Center to pick up the camper if he or she becomes ill or if an emergency occurs.

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. If medication must be taken at camp for any reason, a Medical Authorization Form. The Medical Authorization form is posted online at www.viennava.gov/camps on the Parks & Recreation webpage, as well as provided at request at camp.



Policies & Procedures

POLICIES

This program is for rising kindergarteners through age 11. If children are found to be outside the age requirements parents will be notified and the child will be withdrawn from the playground program, and **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, or carpools. If your child is allowed to arrive and dismiss from the playground program at his/her own discretion, we must have your written permission for them to do so. This includes children who walk or ride bikes to the playground program. 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 camp.

*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

We encourage parents to self monitor their children and keep them home if they are sick. For more information please call Derrick Cowles Recreation Program Coordinator 703-255-6352

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 must 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, vandalism. **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- Camp staff will talk to the child and notify parent/guardian.

If the incident requires dismissal from camp for the day and 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. Camp 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.

Policies & Procedures

FAQ's

1. *Who are our counselors?*

Our staff are high school and college aged individuals, 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 play sports, do arts & crafts, dance, sing, do races, create skits, and more. A daily activity schedule is available.

3. *What are your special events?*

We have a large special event every week. Some events in the past have included, laser tag, a trip to the water park, an live animal show, and many others.

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., as per request. 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 to have a packed lunch daily. If your camper requires their lunch to be at a certain temperature, it is suggested that their lunch is packed in a thermal container as there will be no refrigeration or microwave on site. Glass containers are prohibited. Your child will also need at least one snack as well as a water bottle. Please write your campers name on all belongings.

7. *Who do I contact for additional information?*

Please contact Derrick Cowles- Recreation Program Coordinator for Youth and Camps at 703-255-6352.

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, rated G or PG, may be shown as a special event.

DAILY SCHEDULE

The schedule is subject to change depending upon the weather (rain/temperature) and facility availability. Our planned daily schedule includes indoor/outdoor games, arts and crafts, special events and free time. A calendar of activities will be given at the beginning of each week. Feel free to request one if you did not receive it or if you need an extra copy.

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, at least one snack, a drink, and a water bottle.

Caffeinated beverages are discouraged. Beverages may be brought from home, however, do not send glass bottles.

Special Events

Laser Tag

Previous events:

Laser Tag

Science Show

Inflatables

Live Animals

Pizza/ Ice Cream Party

Carnival



family
fun day

*There will be a separate permission slip for off site special events to be completed by a parent/guardian and must be returned the day before the event.

EVENTS SUBJECT TO CHANGE.