

Winter Break Camp

Parent & Camper Handbook

Dear Parents,

Welcome! Thank you for choosing Charlottesville Parks and Recreation Camps. We look forward to serving your family and providing your child with a fun camp experience. Our goal is to offer a comprehensive program that focuses on extended learning activities, fun recreational activities, programs, and field trips. Participants will experience traditional camp activities, enrichment clubs, swimming, sports, active play, indoor and outdoor games, arts, crafts, nature, science and much more.

The following is information intended to enhance your family's camp experience. Please take the time to read this manual carefully so that you and your child will be fully prepared and informed about camp. Please read it and keep it throughout camp for reference whenever you have questions. Also, feel free to contact us if you have any additional questions or concerns.

Thank you,

Kate Purnell

Facilities & Outdoors Program Manager
camps@charlottesville.gov
434-970-3572

Markisha Hughes

Winter Break Camp Director
camps@charlottesville.gov
434-981-0213

*WINTER
BREAK CAMP*
7:30 AM - 5:30 PM at
Carver Recreation Center



City of Charlottesville
Parks & Recreation Department
501 East Main Street
Charlottesville, VA 22902
434-970-3260

Mission Statement

To enhance the quality of life for all through the stewardship of public land and parks and to provide quality recreational experiences.

Day Camp Program Goals

1. To offer a unique camp experience by increasing campers' awareness of the City of Charlottesville and the surrounding area and all that it has to offer them.
2. To promote the campers physical, intellectual and social skills by offering a variety of high-quality programs and activities that are inclusive to a wide range of abilities and interests.
3. To provide an inclusive environment by encouraging campers to accept, respect, be responsive and understanding of individuals and groups of diverse ethnic and cultural backgrounds, habits and environments.
4. To encourage curiosity, questioning and develop a desire to explore beyond one's comfort zone.
5. To develop quality friendships and expand the desire for positive social interaction through continued and varied interactions among campers and camp staff.
6. To provide a safe environment, to learn, and to have fun.



Camp Overview

Camp Location

Carver Recreation Center (Jefferson School Complex)
233 4th Street NW, Charlottesville, VA 22903

Camp Contact Information

Camp Director: Markisha Hughes
Camp Phone Line: 434-981-0213
Email: camps@charlottesville.gov

Camp Dates/Times

Week 1: Dec 23, 26, 27 (No camp Dec 24 & 25)
Week 2: Dec 30, Jan 2, 3 (No camp Dec 31 & Jan 1)

Monday – Friday 7:30am-5:30pm

Daily Schedule (Non-Field Trip Days)

7:30 am	Arrival & free play
9:00 am	Morning snack and review the daily schedule and rules & expectations
9:30 am	Morning programs
12:00 pm	Lunch
1:00 pm	Afternoon programs
4:00 pm	Afternoon snack
4:30 pm	Pick up & free play
5:30 pm	Pick up ends & camp closes

For a full activity schedule visit our website.

Field Trips & Pool Visits

Make sure you pack a swimsuit, towel and a change of clothes for pool visits. Campers have the option to stay at Carver and skip swimming if desired.

All campers and staff attend field trips. If your child misses the field trip bus in the morning, they will not be able to attend camp that day.

Campers are STRONGLY DISCOURAGED from bringing money on field trips. No money will be required for admission, food, or otherwise on the field trip. Please consider the risk associated with choosing to send money with your child on a field trip; camp staff and management are not responsible for lost or stolen money or purchases associated with this decision. No time is allotted for shopping while on field trips.

You may accompany your child on a field trip if it is strongly desired. You must provide your own transportation to and from the field trip location and must pay your own admission fee. While with us on a field trip, all camp rules continue to apply to your child unless you sign them out of camp for the day. You may not buy food for other campers while on a field trip. If the bus is running late returning from a field trip, a text alert will be sent via ePACT.

Week 1

Dec 26 Swim at Smith Aquatic Center
Dec 29 Field trip to the Science Museum of Virginia, Richmond
Departure: 9:30 am
Return: 4:00 pm

Week 2

Jan 2 Swim at Smith Aquatic Center
Jan 4 Field trip Amazement Square, Lynchburg
Departure: 9:00 am
Return: 4:00 pm

Attire & Items for Camp

- Campers should wear clothing suitable for an active day at camp. Appropriate items include pants, t-shirts, a jacket for outdoor play time and athletic shoes.
- A backpack or bag to store personal items.
- Please provide your child with a water bottle or drink, lunch and snacks (am & pm).
- Please pack a swimsuit, towel and change of clothes on swimming days.
- We strongly suggest that your child does not bring valuable items to camp (iPods, Gameboys). These items are NOT allowed at camp. Please do not allow your child to bring items that may cause injury to themselves or another camper.
- Campers may bring a book or journal for daily quiet time.

Meals

Meals and snacks are not provided at Winter Break Camp. You must provide your child with a lunch and a morning and afternoon snack each day.

Transportation

Bus transportation will not be provided to and from camp each day during Winter Break Camp and Sprint Break Camp. You are required to provide transportation to and from camp.

ePACT Network - Emergency Contact Software

Charlottesville Parks & Recreation is proud to announce our adoption of ePACT Network for better safety! ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper

forms, but it will also ensure we have a way to communicate with you in the event of an unexpected situation.

WHY ARE WE USING EPACT?

- To save you time - With ePACT, you only need to complete your child's information once, and can then use that same record for other programs or subsequent years.
- Improved privacy and security – Eliminating paper forms ensures that your key information is safe and secure. ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy.
- Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this anytime and we will automatically receive those new details.

How It Works

- You'll receive an email invite to share information with Charlottesville Parks & Recreation.
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Enter the required information, like medical conditions, and share it with Charlottesville Parks & Recreation so that program staff have access.

Policies & Procedures

Daily Check-In/Check-Out

You are required to escort your child into and out of Carver Recreation Center and sign your child in and out of camp each day. The sign in table is in the Multipurpose Room. Campers may only be picked up by a parent or an authorized person listed in ePACT.

Late Pick Ups

Camp ends promptly at 5:30 pm. You are considered late when you have not picked your child up by 5:30 pm. If one hour or more has passed after the end of camp and you have not picked up your child and you and all emergency contacts are unreachable, police will be contacted. The following procedures are in effect if you do not pick your child up by the end of camp:

- **1st Offense.** If you are late you will receive a verbal warning for your first offense. This will be documented on a *Summer Camp Late-Pick Up Form* and kept on file.
- **2nd Offense.** This will be documented on a *Summer Camp Late Pick-Up Form* and you will be charged a late fee at \$1 per minute past closing. Payment is due at the time of pickup. Only cash or check are accepted forms of payment.
- **3rd Offense.** You will be issued a letter from the Program Management Office discussing the issue of late pickups and your program status will be evaluated.

Sick Campers

We do not have the facilities to care for sick campers. If your child is sent to camp they will be expected to participate in the daily inside/outside activities for that day. If your child exhibits any symptoms of a contagious illness, please keep him/her home. Such symptoms could include fever, diarrhea, unexplainable rash, lice, upset stomach, and vomiting.

The Site Director will notify you whenever your child becomes ill. You must pick your child up as soon as possible.

If your child who has vomited, had a fever or diarrhea must be kept home for a minimum of 24 hours after the symptoms have subsided. Campers with lice must be nit free before returning to camp.

Rules

Camp rules will be established and taught to campers at the beginning of each week and regularly reviewed to ensure the safety of all campers. There are four basic rules which should be followed by campers at all sites. Please review the following list of rules with your child:

- Follow all instructions given.
- Remain in sight and sound of staff.
- Respect others and the property of others.
- Keep hands and feet to themselves.

Additional rules are expected to be followed during pool visits, while riding the bus, and during field trips.

Examples of behavior concerns may include a camper who: disrupts the smooth flow of the program; requires constant one-on-one attention and correcting; inflicts physical or emotional harm on other campers; physically and/or verbally abuses other campers or staff; damages, steals, or destroys property; or is unwilling to conform to the rules and guidelines of the program.

Discipline

We believe in the power of positive reinforcement to encourage appropriate behavior. Campers are successful when limits are explained and staff members model appropriate behaviors.

The following disciplinary steps serve as a guideline. Depending on the severity of the behavior, staff may need to start with step two.

- **Step One - Warning.** If your child exhibits behavior that is in violation of program rules will be spoken to by staff and given a warning. Behavior modification techniques will be used to teach your child appropriate behavior. If your child's behavior does not change with reminders, follow up with time out or loss or privilege. In addition, you will be notified at pick-up time and asked to assist the

staff by discussing and reinforcing the rules with your child. A *Behavior Log* will be established for your child. Examples of behaviors that warrant a warning include:

- Name calling and teasing
- No profanity or inappropriate language
- Arguing or talking while a counselor/adult is speaking
- Not following instructions, using loud voices inside, or disrupting the group
- Play fighting or using physical contact during games
- **Step Two - Time Out or Loss of Privilege.** If behavior concerns continue after a warning has been issued and you have been informed and had the opportunity to discuss it with your child, an *Incident Report* that documents the behavior will be completed. You will be asked to sign the report and speak with your child. A summary of the incident report will be noted on your child's *Behavior Log*. Behaviors that are an **automatic timeout and loss of privilege** include:
 - Leaving sight and sound of staff
 - Pushing, shoving, or wrestling
 - Behavior that causes injury
- **Step Three - Send to the Director.** If behavior does not improve or continues to escalate, your child will be sent to the Site Director. You will have a discussion with Camp Supervisors and Program Management Staff to create an action plan. The discussion and action plan will be documented on the child's *Behavior Log*. Behaviors that result in a visit to the site director are:
 - Repeated time out behaviors
 - Disrespect or deliberate disobedience towards staff
 - Unsafe behaviors on field trips or during fire drills
 - Actions or threats that cause someone to be hurt
 - Continued use of profanity or offensive language
 - Stealing or destruction of other's property
 - Leaving the program without consent
- **Step Four - Dismissal from the Program.** If your child's behavior is not corrected within the specific time outlined in the action plan, the Program Management Office will notify you of further disciplinary action up to and including suspension or expulsion from camp.

Suspension

Your child will be suspended from camp if they do not follow program rules. If your child is having behavior problems, which may lead to suspension, a warning notice will be sent home and you will receive a phone call explaining the problem. If your child is suspended, a notice will be sent home explaining the problem and you will be contacted by phone. After two verbal warnings and a written warning, your child will be suspended for one day or more at the discretion of the Site Director. If the behavior continues, your child will be suspended. Before the end of the suspension period, you must meet with the Site Director and Program Management to discuss concerns and create an action plan. Fighting is an automatic suspension. On the 3rd suspension your child will be expelled from the program. If your child displays inappropriate behavior, is dangerous to himself and others, and/or requires more supervision than the 1 to 12 ratio, your child may be suspended for the remainder of the day. If your child is suspended during the middle of the camp day, you will

be required to pick your child up immediately. You will not receive a refund if your child is suspended.

Inclement Weather

The Parks & Recreation Department reserves the right to cancel programs and close facilities should weather conditions warrant. Please call our inclement weather hotline at 434-970-3593 for program cancellations and facility closures.

Refunds

If an individual chooses to cancel their enrollment in a program, the following shall apply (unless otherwise noted below):

- a) If the cancellation is requested within five (5) calendar days prior to the first-class date, a refund for the full amount will be issued via the customer's choice of refund options.
- b) If the cancellation is requested less than five (5) calendar days prior to the first class but prior to the second-class date, a household credit only will be issued in the amount that the customer paid for the program.
- c) If the customer attends the first class, but decides to cancel after attending, they must do so prior to the beginning of the second class and a refund in the full amount will be issued via the customer's choice of refund options.
- d) If the cancellation is requested after the beginning of the second-class date of the program, no refunds will be issued.

Day Camps – No refunds will be issued if cancellation is less than 144 hours before camp begin date.