

Parent Handbook

2016



Table of Contents

Welcome Letter	1
Henrico County Vision and Mission	2
Henrico Recreation & Parks Vision and Mission	2
Camp Information	3
What to Bring to Camp	3
What to Wear to Camp	3
Food Policy	3
Arriving to Camp	4
Departing from Camp	4
Early Pick Up Policy	4
Late Pick Up Policy	5
Summer Camp Weather Policy	5
Access and Inclusion	5
Code of Conduct	6
Medication	7
Sunscreen and Insect Repellent	7
Children's Health	7
Emergency Plans	8
About Our Staff	8
Parent Feedback	8
Summer Camp Numbers to Know	9

Division of Recreation and Parks
8600 Dixon Powers Drive
Henrico, VA 23273
(804)501-7275
henrico.us/rec/

Dear Parents and Guardians:

It is our pleasure to welcome your children to our camps this summer! Summer Blast and Teen Scene Camps offer safe and inviting environments led by highly qualified and caring staff who will ensure that your child will have a great experience.

Our commitment to your children is to encourage their individual growth and learning through fun, recreational experiences. We are committed to ensure that all youth, regardless of their abilities, will have an enjoyable, safe and successful recreational experience. Your children will be encouraged to explore their creativity, and be supported in developing new skills, making new friends and having fun!

Please read over our Parent Handbook for more information. This handbook is to serve as a guide for you for all aspects of our summer camp programs. Please take the time to read the entire handbook, it will answer most of your questions before camp begins. We look forward to serving you and your children and making this an experience to remember!

Sincerely,

Heather Grubb & Alicia Engels
Summer Blast Camp Coordinators

Kim Nester & Nil Patel
Teen Scene Camp Coordinators



Henrico County Vision and Mission

In partnership with our citizens, Henrico County Government is dedicated to enhancing the quality of life for all our residents. As a nationally acclaimed local government, the County accepts the challenges of our changing social, physical and economic environments by serving in an efficient manner, with pride and concern for the present and excitement for our future.

We value diversity and strive to meet the needs of our ever-changing community. Our differences enhance our performance; through individual contributions, involvement and creativity, the quality and effectiveness of our government are strengthened. By working together and learning from each other, we reach common goals and fulfill our responsibilities

We are dedicated to providing our citizens responsible government, characterized by integrity and accountability. We will provide service in a professional manner with sensitivity to the needs of all people and our environment.

We are committed to the concept that the public, as our customers, deserves honest consideration, professional conduct and respect regarding all government activities.

We believe that our reputation for integrity, credibility and sensitivity to employee and citizen needs is a key asset.

We recognize that our employees are a valuable resource to be treated with equality, fairness and justice.

We believe that accountability and responsibility in handling the public's property and money are essential.

Henrico Recreation and Parks Vision and Mission

The Division of Recreation and Parks exists to enhance the quality of life and to foster a sense of well-being and community for the citizens of Henrico County. This is accomplished through management of resources and by facilitating leisure services and recreational opportunities in safe and well maintained environments.

Camp Information

Signs will be posted at each camp location indicating which entrance to use and directions to the camp location. Each camp will have a parent information area at the camp entrance. Posted at this site will be notices, reminders and calendars of the camp activities during the day. Parents/guardians are responsible for familiarizing themselves with the daily activity calendar so they are aware of special needs and schedule changes. The phone number for each camp site will also be posted in the parent information area.

What to Bring to Camp

Storage is at a minimum at all camp locations and secure storage for personal items is not available. We request that children do not bring money* or personal belongings to the camp location and bring only those items requested for special activities. Campers should bring their lunch,** a snack, beverage, and a refillable water bottle daily. Camp will have reading time, so campers can bring their own book, if they'd like. All items brought to camp should be labeled.

The ice cream truck visits each site once per week. If you would like your child to have an ice cream treat the day of the visit, money should be stored in the camper's lunch box until the arrival of the ice cream truck. Prices, reminders and schedule will be posted at the parent information area

****Baker ES, Dorey Rec Center, Eastern Henrico Rec Center, Elko Com Center, Hidden Creek Com Center, Highland Springs Com Center, Sandston ES, and Varina ES are all Feeding Sites. Participants will be provided with breakfast and lunch if they arrive before 9:15am** (List updated June 16)**

What to Wear to Camp

Children should wear cool, comfortable play clothes that can get messy and closed-toe athletic shoes (tennis shoes, sneakers, etc). Laces or velcro must be tied snugly on the camper's foot. Socks should also be worn. Flip flops or sandals are not acceptable to be worn during the camp day. Campers wearing inappropriate footwear will be unable to fully participate for their own safety. HCRP Staff will consult with a parent when improper footwear is worn.

Food Policy

Campers must bring a non-perishable lunch, snack, and beverage each day. We recommend all campers also bring a reusable water bottle to camp. With an ever-increasing number of peanut allergies among young children, **we strongly discourage participants from bringing any "nut products" to camp.** We appreciate your consideration to ensure all our kids remain safe and healthy while participating in our camps. If your child has a severe food allergy that requires medication, please contact our Therapeutic Recreation section at 501-5135 at least ten days prior to the start of the camp session. **Please send food in sealed containers and clearly label your child's lunch with his/her name and date.**

Arriving to Camp

We encourage all children to arrive on time for the start of the day's activities, 8:30 am. Upon arrival at camp, the accompanying adult must sign the child in on the daily attendance sheet. Do not drop off your child outside of the building. Children enrolled in camps after summer school may sign themselves into camp. Staff will greet each child and guardian when he/she arrives. Please do not drop off your child before the camp start time; staff is busy preparing for the day and is unable to provide supervision.

Departing from Camp

Parents/guardians or authorized persons (established on the Participant Information Record) are required to sign their child out at the end of the camp day, 2:30 pm. All individuals must be prepared to show identification during pick-up. Staff may request ID until the identification is established.

Staff members will release your child only to those authorized individuals who are listed on their Participant Information Record. They will not honor verbal instructions given to them by an unauthorized individual who may arrive to pick up your child. If you have an emergency,* please contact the Site Coordinator regarding the situation and notify them as to who will be picking up the child. Any changes (additions or removals) of authorized persons for pick up must be made in writing (email) to the registration section.

Authorized pick-up change: email recandparks@henrico.us

*an emergency is any change that needs to be made to the authorized individual the same camp day

Early Pick Up Policy

There may be situations that arise when your child will need to be picked up early. Some situations include, but are not limited to; the child is sick, the child is exhibiting aggressive behaviors that are a safety concern to themselves or other participants, or the child has been injured. In the event that your child must be picked up before the end of program, staff will contact you directly and request you pick your child up early. It is the responsibility of the parent to be available for these phone calls and to pick up your child promptly. If you cannot be reached, staff will call the child's emergency contact to come pick up the child. The "Late Pick Up Policy" will apply to parents who do not pick up their child as requested.

Late Pick Up Policy

We ask that children be picked up promptly at the end of the camp day, 2:30 pm. We suggest having your camper signed out no later than 2:15 pm.

- Parents will receive a warning letter after the first late pick up.
- Parents who are late again will receive a second letter which will serve as a final warning.
- If a parent is late after receiving the second letter, the child will be suspended from camp for 3 days. Continued delays in picking up your child may result in your child being removed from the camp.

Summer Camp Weather Policy

On days with extreme heat, campers will engage in outdoor activities during the early part of the day while taking in plenty of water and breaks in the shade. In case of inclement weather, activities will be moved indoors.

If a program has to be cancelled due to severe weather or power outage, parents may call the hotline at 501-5132, or check [Facebook](#), [Twitter](#) or our [website](#). Parents may also be notified by email or text.

Access and Inclusion

For assistance in coordinating access to facilities or inclusion in recreation/camp programs, please contact our staff in the Therapeutic Recreation section at 501-5135, or email at god001@henrico.us. Please request accommodations at least two weeks in advance so staff has the opportunity to provide support for your child. Please note: To provide high quality service, it may be necessary to change a participant's placement if support, assistance and accommodation can best be provided at an alternative site.

Code of Conduct

We strive to provide a welcoming, safe, supportive and enjoyable environment for program participants. We believe that all individuals have the right to be treated with dignity and respect. We are committed to promoting positive participation to ensure a successful and fun recreational experience for all. We use the [HCPS Student Code of Conduct](#) as a guide.

Sample behavioral expectations for all program participants:

- ☺ Respect staff and campers
- ☺ Respect property
- ☺ Follow directions
- ☺ Make new friends and try new activities
- ☺ Stay within program boundaries

Unacceptable behavior and actions involving:

- ☹ Intentional verbal abuse including; threats, teasing/taunting, harassment and/or profane language
- ☹ Hitting a person - fighting
- ☹ Intentional damage to property
- ☹ Possession of instruments either construed as a weapon or known as a weapon
- ☹ Inappropriate touching
- ☹ Creating a risk of contagion or illness
- ☹ Any action which exposes participants or staff to danger
- ☹ Consistent disregard of program procedures
(i.e. not following directions, consistently picking up a participant late)

Staff will make every effort to encourage positive participation and utilize strategies and available resources in response to unacceptable behavior. In the event that all measures have been exhausted, we reserve the right to implement any of the consequences listed. Consequences shall be related to behavior, respectful and reasonable, and administered relative to the degree of unacceptable behavior.

WARNING

Camper will receive a warning about inappropriate behavior

SUSPENSION

Camper may be suspended from program for the remainder of day, up to three days

REMOVAL OR TERMINATION

Camper may be removed from program if behavior results in extreme disruption, or intentional harm to self, others, or property

Medication

Only emergency/rescue medication(s) as authorized by a physician are allowed at any county program. If it is necessary for a participant to bring emergency/rescue medication(s) with them to the program, the medication policy below must be followed. In addition, the medication consent forms must be completed and signed by you, the parent/guardian, as well as the treating physician. **Medication consent forms must be returned at least ten days prior to the beginning of the program. Medication consent forms are good for one year; if your child already has a current medication form on file with us, please contact the program coordinator to inform them you will be bringing medication.**

If you have any questions, please contact the therapeutic recreation staff at 501-5135.

Sunscreen and Insect Repellant

Use of sunscreen or insect repellent should be administered by the parent or guardian before the start of camp. Staff members cannot apply sunscreen to children. The Centers for Disease Control and Prevention (CDC) recommends a sunscreen with sun protective factor (SPF) 15 or higher, and both UVA and UVB protection. In addition to the sunscreen, the CDC recommends wearing sun-protective clothing, wide brimmed hats and sunglasses to protect against UV radiation.

Children's Health

We care deeply about the health and welfare of your child and of all the children who are in our care each day. It is our responsibility to safeguard all of them and to do what we can to protect them and prevent the spread of disease.

A child shall not be allowed to attend a camp for the day if he or she has:

- A temperature over 100 degrees
- Recurrent vomiting or diarrhea
- A communicable disease

If your child develops any of these symptoms (temperature, vomiting or diarrhea) while at the camp, the staff will contact you and ask you to take the child home until the child is healthy enough to return to the camp. If you cannot be reached, staff will call your emergency contact to come and pick up your child.

Emergency Plans

All camp sites have an emergency preparedness plan for shelter-in-place and emergency evacuation. The plan addresses the most likely to occur emergency scenarios including, but not limited to natural disasters, intruders, or potentially violent situations.

Shelter-in-Place Procedures

In the event of a natural emergency, (i.e. tornado, severe storms or hazardous airborne chemicals outside the camp facility), the children, staff and other occupants of the building will take shelter-in-place in a prearranged designated safe location in the building. The building will be locked and secured. Shelter-in-place may last a matter of hours in order to isolate people while the effects of the incident dissipate.

Evacuation Procedures

In the event of an immediate area threat (i.e. bomb threat, fire, flood, other major building problem, etc.) the children, staff and other occupants will leave the building and gather at a predetermined location within walking distance.

About Our Staff

Get to know the camp staff by reading their biography forms at the parent information area. Each camp site has a designated Recreation Specialist, Site Coordinator, Recreation Instructors, and potentially Recreation Aides/Recreation Helpers. The Site Coordinator acts as the supervisor over all staff and participants on site, and the Recreation Specialist oversees Site Coordinators at several locations. Recreation Instructors, Aides and Helpers are responsible for planning and implementing all activities. All staff (except Recreation Helpers) are CPR/First Aid certified, have successfully completed a background check, and comprehensive training prior to the start of camp.

Parent Feedback

We value your feedback! Henrico County Recreation and Parks appreciates your assistance in evaluating your child's experience in our camps. Your feedback will help us improve our services.

Parents have several options:

- Take the survey that will be sent to you by email on August 11.
- Paper/pencil suggestions can be picked up at camp locations, completed and returned to the camp location.

Summer Camp Numbers to Know

Registration/Camp Information: 501-7275, recandparks@henrico.us

Inclement Weather Hotline: 501-5132

Therapeutic Recreation (Inclusion and Medication): 501-5135