

SUMMER CAMPS

PARENT HANDBOOK



PRINCE WILLIAM
— Parks, Recreation & Tourism



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Welcome, we are so glad you chose us!

Dear Parents,

We thank you for choosing the Prince William County Department of Parks, Recreation & Tourism (DPRT), for your child's summer camp experience. Summer camps for 2021 will look different than in previous years.

Camps are much smaller and will have additional protocols in place as a result of the COVID-19 virus. These new protocols are in place to mitigate risk to our campers and staff.

In this handbook you will find the necessary information pertaining to our camp policies and procedures. We believe that everyone contributes to providing a safe and enriching environment for our campers. Therefore, please make sure to review the Code of Conduct found on page 13 with your child.

Please make sure to visit our web site at www.pwcparks.org/summercamp. There you will find information pertaining to our camp programs forms, this parent handbook, an interactive camp guide and much more.



Camp Staff

Kids are keen observers; that's what they do. That is why we hire the best role models for our summer camp programs!

We are committed to providing your camper with a safe environment, caring and experienced camp counselors, and fun-filled days.

We hire those with a passion for play! In addition to the experience they bring, our staff receives in-depth pre-season training. Topics include behavior management, customer service, camp activity programming, risk management, and child development. We provide counselors with an opportunity to participate in hands-on activities in order to prepare them for the dynamic camp environment.

All counselors must be 18 years of age or older, and have at minimum, 6 months of experience working with children.

Staffing Ratios

1:10 counselor-camper ratio is maintained for all activities.

In addition to this training, counselors are also required to be certified in CPR, First Aid and AED. They must pass a criminal and Central Registry background check as well as attend trainings on sexual harassment, bloodborne pathogen, and daily health.

Child Records and Registration

Since March 2019, the Prince William County (DPRT) has utilized an online system to maintain medical, emergency and participant information for all Day Camp programs.

ePACT is a system that is designed to create efficiencies in maintaining confidential information in a secure manner for both customers and staff. ePACT maintains the same levels of security as online banking, and limits access only to the administrators who have been assigned privileges.

Through ePACT, you will be able to create your own account to upload and complete the required forms, providing DPRT the necessary information for your child(ren). You will continue to have easy access to this system to update your account as needed.

For our administrators, this system will allow quick access to pertinent participant information, decrease the need for paper copies, (making our programs more "green") and give administrators a variety of ways to communicate with you regarding program updates, alerts, and requests for information.

During the initial registration process, you will complete a Child Information Form, giving basic contact information along with the program you would like to register for. After registering for your desired program, you will receive an email containing a link to access the ePACT system. Through this link you

will be able to upload and complete forms including necessary medical information, emergency contacts, and any special needs your child may have.

In order for your program registration to be considered complete so your child may participate, you will need to:

- Complete your camper information form at the time of registration
- Make any payments related to the programs you have chosen
- Create an account with ePACT
- Complete and/or upload the necessary forms associated with the program you registered for
- Continue to make changes, as needed, to your family's ePact account.

Participation Skills

Basic participation skills are required of each camper in order to participate in our summer camp program. Campers must be able to meet these standards with minimal assistance:

- Actively participate in planned activities during an 8-hour camp day.
- Be able to function within a 1:10 counselor to camper ratio.
- Does not require one-on-one supervision
- Able to understand, follow, and accept directions.



- Takes turns and shares in a cooperative manner
- Respects others and their property
- Able to stay with his/her assigned group
- Able to maintain self-control
- Must be able to maintain personal care i.e. eat, dress and function independently

Code of Conduct

The Prince William County Department of Parks, Recreation & Tourism has established a code of conduct for campers, staff, and parents. It is based upon the guiding principles of respect, safety, behavior, and personal property. Parents are strongly encouraged to review DPRT's Code of Conduct with their child PRIOR to the start of camp. A signed copy will be required for your child's file. The code of conduct can be found in the attachment section of this handbook. All children are required to abide by these policies.

Food/Snacks

Children who are enrolled in full-day camps must bring a lunch, two snacks, and beverage each day. As part of our commitment to healthy eating, we encourage campers to bring nutritious foods and beverages. We recommend all campers bring a reusable water bottle to camp each day. Children enrolled in extended hours should also bring an additional snack.



Refrigeration is not available for participants' lunch, so please do not include any food that is subject to rapid deterioration or spoilage (such as mayonnaise).

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 children remain safe and healthy while participating in our camps. If your child has a severe food allergy please note this in your registration documents and also contact the camp manager prior to your child attending camp.

Please send food in sealed containers and clearly label your child's lunch with his/her name and date.

Inclusion

Prince William County Department of Parks, Recreation & Tourism programs are inclusion based activities. We make every effort to work with families to mainstream children with special needs into any of our programs.

Based upon the request and/or type of modification being requested, participation in camp will depend on such things as scheduling and/or contracting specialized staff, which could impact days/times of camp. Therefore, in order to create a successful and enjoyable

environment for your child, it is preferred that your request be received at least 21 days prior to the start of the program.

If you are requesting any type of modification for your child, you must submit a written request form (found online at our camp website www.pwcgov.org/government/dept/park/summercamp under forms tab to the ADA Coordinator.

Discipline

The Department of Parks, Recreation & Tourism is dedicated to providing an outstanding summer camp program for the youth of Prince William County. To accomplish this goal, campers are expected to behave appropriately, and promote a safe, fun, and healthy environment through productive participation. To ensure this, we have developed a tiered approach to discipline that consists of 3 levels.

Tier 1 behaviors are mild or one-time offenses. These will be addressed directly by camp counselors, brought to the attention of Camp Managers, and will result in a note home to parents or guardians.

Tier 2 behaviors are more serious or repetitive Tier 1 behaviors. These will be addressed directly by camp counselors, brought to the attention of Camp Managers,



and will result in early dismissal and possible suspension of 1-3 days.

Tier 3 behaviors are serious offenses that cannot be tolerated to include repeated Tier 2 behaviors. They will be handled directly by the Camp Manager and Children's Program Director, will result in immediate dismissal from the program, and a longer suspension period from ALL Parks, Recreation and Tourism programming.

Discipline Techniques

Our goal is to provide each child with the skills necessary to solve conflicts in a manner that is appropriate and with regard to others' feelings. We seek cooperative and effective solutions by using Positive Behavior Interventions to include teaching, modeling, problem solving, redirection, consistency, and setting clear expectations.

Disciplinary action, when required, will be documented. Staff will follow the established tiered approach to behavior management and the following steps may be taken:

- Counselor will talk with child
- Counselor or Head Counselor will speak with parents
- A Camp Manager will meet with camper and speak with parent.

- A Camp Manager will meet with parents. (Dismissal may be considered)

Please note: The Camp Manager reserves the right to forgo the Disciplinary Action Process and commence immediate suspension/dismissal of a camper based on the severity of the behavior (Level 3). Children who have been dismissed from a camp for disciplinary reasons will not be permitted to continue in any PWC Department of Parks, Recreation & Tourism Day Camp programs for the rest of the summer. Prorated refunds will be given for unused program times. Deposits will be forfeited.

Swimming Procedures

Swimming may be available at camps that have pools on-site this summer. Pool openings and COVID restrictions will dictate the schedule for this activity. If this activity is incorporated into camp we will conduct swim tests for all children at the beginning of their first camp week. Swim tests will consist of campers showing they can swim 10 yards without taking a break. A wrist band system will be used to easily identify camper's swim ability. **At any time, parents have the option to request that their child wear a life jacket.



COVID-19 Related Changes

Other summer camp policies and procedures we're implementing to reduce the risk of coronavirus exposure include, but may not be limited to:

- Children with existing health conditions or compromised immune systems should not attend camps.
- Camp groups will be smaller this season with a lower total number of camp participants and a higher staff-to-camper ratio of 1:8. Drop-off and pick-up procedures will be adjusted.
- Intermingling between camp groups will be minimized and campers will not share communal supplies or toys. We will not be conducting field trips.
- All activities will be structured to minimize contact between campers and social distancing will be continuously encouraged.
- Campers will spend more time engaged in play outside during appropriate weather conditions.
- We will have hand sanitizer stations and strictly enforced designated hand-washing times.
- Staff members will be required to wear face coverings indoors. Campers will also

wear them except during outdoor or physical activities while social distancing.

- Additional cleaning and sanitation practices will be implemented.
- Temperature and verbal health checks with the parent/guardian will be conducted daily before the camper can enter. We will also do an afternoon temperature check that a supervisor will sign off on.
- If a child develops symptoms associated with COVID-19, they will be isolated, and they will have to be picked up within 2 hours. There will be a strict 48-hour sick policy. If a child has a fever, they cannot return until they are 48 hours fever free without the aid of medicine.
- Campers who do not consistently follow safety directives from staff regarding distancing, hand washing, and other suspect behaviors may be disenrolled.

The way we operate our camps may continue to change throughout the summer as the Commonwealth and our local public health officials offer additional guidance.

Sunscreen/Insect Repellent

Any use of sunscreen or insect repellent requires written parent authorization on the Authorization Form found online.





Please provide sunscreen with a minimum of SPF 30.

Sunscreen and bug spray must be labeled with your child's first and last name.

If it is prescription sunscreen, it will be treated as medication.

Please take time to apply sunscreen and teach your child how to apply prior to the camp day. Staff members may apply spray sunscreen only, unless it is a prescription sunscreen.

Children nine years of age and older may administer their own sunscreen as supervised.

Medication

If your child requires medication during Summer Camp, you must complete the Health/Medical Information on the Camper Registration Form AND a Medication Authorization Form prior to your child attending the program. These forms may be obtained from our website, www.pwcgov.org/government/dept/park/summercamp under FORMS b or from the Camp Manager. Parents are responsible for delivering medication to staff at the appropriate location in original containers with the prescription labels attached. We cannot accept any expired medications. Medications will be administered under the direct supervision of a trained staff member

and the administering of medication will be documented.

All medication MUST:

- ✓ Be in the original container with the current prescription label or direction label attached, We cannot accept any expired medications.
- ✓ The label MUST list the child's name, the name of the medication, the dosage amount, and the time(s) to be given.
- ✓ Have written permission with the signature of the prescribing physician (valid for the entire day camp season), or a parent's signature (valid for only 2 weeks at a time).
- ✓ Be picked up on the last day of your child's participation in our program OR be picked up when the medication expires. (The Camp Manager will properly dispose of any medication that has not been retrieved.)

See addendum to Medication information on page 13.

Non COVID-19 Related Illness

For the well-being of all campers, any child with an illness that is contagious and can be passed on to others should refrain from attending camp. Also, we request to be notified if your child has been exposed to





any communicable diseases. Child must be symptom free for at least 24 hours. If your child has one or more of the following symptoms, he/she will not be allowed to attend camp that day:

- Temperature over 100 degrees Fahrenheit
- Recurrent vomiting or diarrhea
- Any communicable disease

If we observe any child is not feeling well, we will call the parent, guardian and/or emergency contact listed on the registration form. Arrangements must be made as soon as possible for your child to be picked up from camp. In the event of a serious illness or accident, we will call EMS, contact the parent or guardian immediately, and the child will be transported to the nearest hospital.

Field Trips

Due to the current situation involving the COVID-19 virus, camps will not take field trips this summer.

Absences and Tardiness

Weekly fees ARE NOT prorated for absences/tardiness (i.e. vacations, sick days, schedule changes). If your child will be arriving late

or will be picked up early, please inform the Head Counselor by calling your camp location.

As a reminder, due to the social distancing related to the COVID-19 virus, campers will not be transported anywhere.

Payments, Cancellations & Refunds

Payment can be made online at www.pwcgov.org/government/dept/park/summercamp, or in person. We accept American Express, Visa, MasterCard, Discover, cash, or checks. Please make checks payable to PWC (Prince William County).

FULL DAY CAMP – A non-refundable deposit (In-Person registration = \$40, Online registration = 25% of weekly fee) per child, per week, will reserve a space in a FULL Day Camp program. Your balance is due 7 days prior to the start of your week of camp. If your balance is not paid in full by the due date, your child's space in camp may be forfeited.

If you must cancel your child from any week of camp, notice must be given and confirmed 7 days prior to the start of the camp week you need to cancel. Refund, less the deposit, will be issued. Failure to give proper notice will result in forfeiture of ALL fees and deposits.



Deposits are always NON-REFUNDABLE, but may be transferred to another week of camp.

PARTIAL DAY CAMPS – Payment in-full due at time of registration. If you must cancel your child from any week of camp, notice must be given and confirmed 7 days prior to the start of the camp week you need to cancel. A \$10 cancellation fee will be charged. Failure to give proper notice will result in forfeiture of all fees.

Extended Care

Extended care is an unstructured activity time. Time will be allocated for the children to eat breakfast or a snack, which must be provided by the parent. Camper/Counselor ratios will be maintained during morning and evening care. Extended Care options are available on a weekly basis by preregistration **only**. There is no daily option or prorating of fees. The fees are:

- \$30/week for either am or pm and
- \$60/week for both

Extended care hours may vary by site. Please check with your specific camp site for operating hours.

Late fees will be applied for those remaining at the Camp after 5:15 (or 7pm if registered for PM care)



1. First Offense, Verbal Reminder fee, about Policy No Fee Charged
2. Second Offense, \$5 fee.
3. Third Offense, \$10 fee.
4. Fourth Offense, \$15 fee.
5. Fifth Offense, Dismissal from Extended Care Service.

At 5:15pm or 7:00 p.m., the Counselors will attempt to contact a Parent, Guardian or Emergency Contact. If you are unable to by 6:15 (if not enrolled in extended care) or 8:00 pm (if enrolled in extended care), PWC Police will be contacted.

Pick up and Drop Off

For safety, children are not to walk to or from a car unattended. A parent or guardian must walk the child to the Day Camp Staff and must sign in and sign out their camper daily. In order to ensure the safety of your child, please have your ID available when picking up your child.

Campers are not permitted to sign themselves in or out unless they have filled out the Walker/Biker Permission Form that can be obtained from the Camp Manager or on the website at <http://www.pwcgov.org/government/dept/park/summercamp/Pages/Summer-Camps-Forms.aspx>. Parents must

authorize that their child may sign themselves in and out of camp within a designated time frame.

Confidentiality

The Prince William County Department of Parks, Recreation & Tourism respects the rights of each family to privacy and confidentiality regarding health, behavioral, and developmental records, and information concerning your child. The practice of maintaining the confidentiality of verbal and written information is a basic ethical policy at all Prince William County DPRT Camp Programs.

Authorized Adults

Parents/Guardians must designate authorized person(s) to be responsible for their child/ren. Child/ren will not be released to anyone other than those designated by the parent/guardian during the registration process. This information is kept in your child's file and will be referred to when releasing your child from our care.

In an emergency, we will accept a written note, from the legal parent/guardian, giving another adult temporary permission to pick up the child. It must be in writing in order for us to comply.

Please remember, once you have identified an authorized adult for pick up, we presume these are your wishes. If at any time you want to add or delete an authorized adult, you must update this information through your ePACT account. We cannot deny an authorized adult from picking up the child.

If there is a custody dispute or agreement over a child and a parent is denied or has limited access to that child, a court order **MUST** be on file at the camp location. Day Camp staff are not permitted to deny access



of a parent to a child without a legal court order on file.

The Prince William County Department of Parks, Recreation & Tourism has no responsibility to communicate to other listed authorized adults when your child has been picked up. The responsibility of communication among authorized adults remains among those individuals.

Child Abuse and Neglect

The Prince William County Department of Parks, Recreation & Tourism is a mandated reporter; therefore, all DPRT staff are required, by law, to report any suspicion of or any direct reports made to us of unexplained bruising, broken bones, sudden, unexplained behavior problems, neglect, or other bodily injuries on any child to the Prince William County Department of Social Services.

Child Care Verification and Tax Information

The Prince William County Department of Parks, Recreation & Tourism issues a receipt for all deposits or payments paid for Camp Registration.

If you are required to have documentation of payments for child care expenses, for tax purposes or reimbursement, it is your

responsibility to retain all day camp receipts.

Copies of your receipts and a Child Care Statement can be found under MY ACCOUNT once you log into your online registration account at <https://parksandrec.pwcgov.org/wbwsc/webtrac.wsc/SPLASH.html>. All Child Care statements are printed with our Tax ID number.

The County's Tax ID number is 54-6001531.

The Prince William County Department of Parks, Recreation & Tourism is dedicated to providing an outstanding summer camp program for the youth of Prince William County. To accomplish this goal, campers are expected to behave appropriately and promote a safe, fun, and healthy environment through productive participation. We ask that all campers and parents/guardians read this code together before arriving at camp.

All Campers are required to:

- Show respect to camp staff and follow camp rules and directions at all times
- Solve problems positively
- Be respectful of all camp property and equipment
- Use appropriate language
- Wear appropriate clothing for camp activities
- Not engage in any acts of bullying or physical/sexual/verbal abuse
- Stay with assigned group and leave only with the permission of a camp staff member
- Not bring any weapons, firearms or objects to camp that threaten or cause harm to others or self
- Must follow the medication policies and not carry any over the counter or prescription medicines.

NOTE: It is not possible to anticipate every possible situation that may arise. In the absence of a particular situation or activity not listed above, COMMON SENSE AND COURTESY SHALL PREVAIL.

CONSEQUENCES:

Our staff will immediately investigate all incidents. Should a child's behavior be deemed inappropriate, the camp staff will handle the situation with appropriate discipline practices. This includes "timeouts" from the group and notifying the parent(s).

If a child does not or cannot respect his or her fellow campers, our staff, the environment, and/or the entire camp community and does not respond to our intervention, further disciplinary action will be taken up to and including dismissal from our camp program.

For the purposes of this information the use of the term “medication” refers to medications, inhalers and epi-pens.

- Medications should be administered at home whenever possible. All medications to be administered during program hours must have parent/guardian authorization. Some medications also require authorization by a physician (this includes over-the-counter, antibiotic, or antiviral medications that will be taken longer than 10 days or other medications not previously listed). The parent/guardian must transport the medication to the park site and give to designated staff.
- The first dose of any new medication must be given at home.
- All medications must be properly labeled with the child’s name, name of medication, exact dosage to be taken, expiration date and exact time or frequency dose is to be taken. The medication must be in the original container with the prescription label or direction label attached. The form and container must match. Make sure medication has not expired and will not expire during camp.
- Personnel may not accept medications unless the Medical Authorization Form is completed and signed.
- A physician may use office stationery or prescription pad in lieu of completing Part II. Required information includes: child’s name, date of birth, duration, diagnosis, medication name, dosage, time to take medication, and sequence if more than one is to be taken, side effects, and physician’s signature and date.
- The parent/guardian is responsible for submitting a new form each time there is a change in dosage or a change in time which medication is to be administered.
- All medication is kept in a locked area only accessible to authorized staff.
- When an authorization for medication expires, the parent/guardian shall be notified that the medication needs to be picked up within 14 days. Any medications that are not picked up by the parent within 14 days will be destroyed.
- The Prince William County Park Parks, Recreation & Tourism Department does not assume responsibility for unauthorized medication taken independently by the child.
- Under no circumstances may any staff member facilitate the taking of any medications outside the procedures outlined here.
- Depending on physician’s order, medications will be carried by the child or camp staff.
- Epinephrine may only be administered with parent/guardian and physician authorizations. The parent/guardian must transport the Epi-Pen(s) to the park site and give it to designated staff.
- Prince William County Park Parks, Recreation & Tourism Department personnel may give only pre-measured doses of epinephrine.
- If repeat doses of Epi-pen injections are in the physician’s order, the parent/guardian must supply two Epi-pen kits.

Recreation Program Manager, Hashim Taylor, 703-792-8656, htaylor@pwcgov.org

Camp Name	Manager Name	Manager's Phone	Manager's E-Mail
Adaptive/Inclusive Programs	Veronica Laughman	703-792-8066	VLaughman@pwcgov.org
Pat White Center at Ben Lomond	Jane England	703-792-5180	JEngland@pwcgov.org
Chinn Aquatics and Fitness Center – Full Day Camps	Adam Desoto	703-792-8605	adesoto@pwcgov.org
Chinn Aquatics and Fitness Center – Partial Day, Preschool and Sports	Roberta Collier	703-792-8609	Rcollier@pwcgov.org
The First Tee	Alan Smith	703-792-8064	ASmith3@pwcgov.org
Historic Programs	Rob Orrison	703-792-5255	ROrrison@pwcgov.org
Dance Camps	Cynthia Kiehnau	703-792-8673	ckiehnau@pwcgov.org
Lake Ridge Park	Mike Tiller	703-792-8992	MTiller@pwcgov.org
Locust Shade Park	Chris Kelly	703-792-8780	Chkelly@pwcgov.org
Camp Wingapo	Bonnie Gray	703-792-8065	BGray@pwcgov.org
Sharron Baucom Dale City Recreation – Full Day Camps	Mary Bockes	703-792-8677	MBockes@pwcgov.org
Sharron Baucom Dale City Recreation – Sports Camps	Andy Moore	703-792-8674	Amoore2@pwcgov.org
Sharron Baucom Dale City Recreation – Partial Day Camps	Mary Bockes	703-792-8677	MBockes@pwcgov.org
Silver Lake Regional Park	Jane England	703-792-5180	JEngland@pwcgov.org
Veterans Memorial Park	Chad Tyrrell	703-792-8794	Ctyrrell2@pwcgov.org

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