

# Before & After Parent/Guardian Handbook 2026-2027





# Welcome

## Before and After Care Families

Welcome to the 2026–2027 Before and After Care Program at the Chinn Center, operated by Prince William County Parks & Recreation!

We're excited to offer a dynamic and engaging program designed to nurture your child's curiosity and interests throughout the year. Our dedicated staff has been working hard to plan activities that will foster learning and fun, including sports, arts and crafts, and various recreational games.

We believe in providing children with enriching experiences that connect them to our community, encourage them to explore new challenges, and help them develop important life values such as cooperation, respect, and self-discipline. All while having a great time!

Please take a moment to review the information in this Parent/Guardian Handbook, which serves as a helpful resource for

understanding the program's structure, policies, and activities. If you have any questions or need clarification, don't hesitate to reach out to me directly. Contact information is included in the document.

We also welcome your feedback throughout the year and strive to make continuous improvements based on your suggestions. My door and phone are always open to hear about your experience, and we are committed to providing a safe, caring, and enjoyable environment for your child.

Thank you for choosing the Before and After Care Program at the Chinn Center. We look forward to partnering with you and your child for a wonderful year ahead!

Sincerely,  
Jamaal Hines  
Recreation Senior Specialist  
PWC Parks & Recreation

## Participation Skills

- Actively participate in planned activities
- Ability to function within a 1:10 counselor to camper ratio
- Does not require one-on-one supervision
- Ability to understand, follow, and accept directions
- Takes turns and shares in a cooperative manner
- Respect others and their property
- Ability to stay with his/her assigned group
- Ability to maintain self-control
- Ability to function independently and maintain personal care (eating, dressing, toileting)

All participants enrolled in Prince William County Parks & Recreation children's programs agree to meet the established basic participation skills. The program manager reserves the right, on behalf of the agency, to terminate participation in the program if the participant cannot follow the basic participation skills. Every effort will be made to provide appropriate modifications.

## Programmatic Fees, Billing And Late Fees

A \$50 non-refundable registration fee for the Before and After care is due at the time of registration.

**Before Care** 6:30am-9:00am \$230

**After Care** 3:00pm - 6:30pm \$320

**Before and After Care**

6:30am-9:00am & 3:00pm-6:30pm \$400

Tuition for the Before & After program is due the first of every month, with the first payment due August 1.

A late fee of \$50 will automatically be added to your account on the 2nd of the month if payment is not received by the due date. Beginning on the 5th of the month, students with an unpaid balance

will not be permitted to attend the program and may forfeit their enrollment to a wait-listed student.

If you leave the program for any reason and then want to re-enroll at a later date the \$50 registration fee will apply along with the full month tuition. Re-enrollment is dependent on available space.

A 10% multiple child discount will be applied to the monthly tuition for each additional child in the same family.

## Returned Check Policy

A \$50 fee applies to each check and EFT returned by the bank for insufficient funds or closed accounts.

## Withdrawal and Refunds

Cancellation requests must be received a minimum of fourteen (14) days prior to the first of the month. A \$50.00 cancellation fee will apply. Registration fees are non-refundable.

**Please note:** Failure to provide notice of cancellation fourteen (14) days prior to the first of the month, will result in a forfeiture of all fees.

Fees will not be adjusted or refunded for absences, early pick-ups, unanticipated calendar changes, closings due to weather conditions, or other emergency situations.

## Important Contacts

Jamaal Hines, Recreation Senior Specialist/Program Director  
JHines1@pwcgov.org

Olivia Sparks, Head Counselor  
cafccamp@pwcgov.org

Michelle Morgal, Customer Service  
mmorgal@pwcgov.org

Kat Fish, Chinn General Manager  
KFish@pwcgov.org



## General Information and Policies

Frequent and open communications between staff and parents is key to a successful program. Please keep staff informed of any changes to personal information or schedule changes. Please provide us with regular feedback on any issues, complaints, or concerns. We will do the same by providing an opportunity for you to speak with staff one-on-one regarding your child's development, behavior, adjustment, and needs.

Monthly newsletters are distributed via email to all families. The newsletter will contain information on program activities, reminders, payment due dates, and more. Please ensure your correct email is on file with us. We can update your address at any time.

## Children's Attendance and Parent Participation

If your child will be absent from the program, please call 703.792.8607 or email

[cafccamp@pwcgov.org](mailto:cafccamp@pwcgov.org) and leave a message to notify staff of the absence prior to the beginning of the program.

## Limitations On Attendance

- Failure to pay fees as required
- Failure to complete all required registration procedures
- Failure to comply with program policies, procedures, and the code of conduct
- Child's temperature is 100 degrees or over;
- Communicable disease:
  - You must notify the program within 24 hours if anyone in the household has a communicable disease. Prior to your child returning to the program, parents must provide a physician's certificate that the condition is no longer contagious.
- Early dismissal from school resulting in illness

## Inclusion

Department of Parks & Recreation 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 modification being requested, participation will depend on such things as scheduling and/or contracting specialized staff, which could impact days/times of camp.

In order to create a successful and enjoyable environment for your child, it is preferred that your request must be submitted no later than 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 to the program manager.

You can find more inclusion information and forms online at [www.pwcparks.org](http://www.pwcparks.org).

### Sign In/Out Policy Before and After

The Before and After Care Program can be accessed through the side door of the facility. When looking at the Chinn Center take the paved path on the left side of building

and go through the double doors. It is a requirement that an authorized adult signs each child in/out daily with a program staff member. This is for the safety of your child, to ensure communication between staff and parents, and to record accurate attendance data. A government issued photo ID is required. Prince William County Department of Parks & Recreation is not liable for any child not signed in. If a problem persists, services may be terminated.

The Before care program opens at 6:30am. You must sign your child in on the sign-in sheet. The After care program ends at 6:30pm. You must sign out your child.

### Emergencies

Two emergency contacts, other than parents or guardians, must be listed on each child's registration form before a child will be admitted to the program. These emergency contacts will be contacted if a parent or guardian cannot be notified to pick up children in the event of an emergency.



In an emergency situation, the Before and After program staff will make every effort to speak with parents/guardians directly. The Chinn Center has an Emergency Preparedness Plan that includes procedures for staff to follow in the case of an emergency. Drills and other trainings are part of our staff development process.

### Snack Information

Breakfast is not provided in the Before and After Care Program, but all are welcome to bring their own. A snack is provided for the after care portion of the program. **Please advise us of any food allergies your child has in the appropriate field in ePACT.**

We do not supply food for special diets, religious, or medical reasons. Parents are required to provide such food for their child. Sharing of food between children is prohibited.

### Inclement Weather and Snow Days

The Before and After Care program will not operate on PWCS code green, red, or orange days.

If PWCS is closed for more than 3 consecutive days due to weather, the Before and After program will operate in full-day status

provided the Chinn Center is open on-time for operations."

### Ozone Action Days

Code Red days will be monitored by the program staff. On these days, the Before and After Care Program will limit their time outdoors. If outside during very hot and humid days, staff will encourage children to drink plenty of water and will facilitate only passive, low-aerobic type activities.

### Curriculum

The primary purpose of a day in the Before and After Care Program is to provide safe, accountable, and fun activities to all participants. The program goal is to provide activities that help all children exceed their potential. Program staff create daily schedules that keep all children safe and engaged in the program. All activities offer elements of categories listed below:

**Active Play Time**—age appropriate active games and sports help build confidence of each child.

All children in the program should wear closed-toed athletic shoes (tennis shoes, sneakers, etc.) for the safety of each participant. Flip flops, sandals, Crocs, and water shoes are permitted for swim time ONLY.



**Snack Time**—All children, whether they are having snack or not, must wash their hands before and after snack. Snack times are typically 10-15 minutes long and children may bring their own snack, but not share it.

**Creative Time**—Creative time offers age appropriate activities such as arts and crafts, drama, dance, and time to think outside the box to meet each child’s interest. Activities are often theme based and are offered throughout the program year.

**Swim Time**—Mondays and Wednesday 4:30pm-5:30pm supervised recreation swim, all participants will be given a swim test.

## Electronic Devices

Cell phones, tablets, laptops, iPods/headphones, smart watches, and electronic gaming devices are prohibited unless required for medical/sensory purposes. If a student is found with a prohibited device, they will be instructed to secure it in their backpack/storage area until the end of the camp day.

Please remind your children that valuables and electronics should be left at home. The Department of Parks and Recreation is not responsible for loss, damage, or theft of student items.

## Health and Wellness

For the well-being of all participants, any child with an illness that is contagious and can be passed on to others should refrain from attending the program. 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 the program that day:

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

A strict 24-hour policy is in effect. If a child has a fever, they cannot return until they are fever free for 24 hours without the aid of medication.

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 the program.



## Medication

If your child requires prescription and/or nonprescription medication, a medication authorization form must be completed by a parent/guardian and/or physician. The form that is completed by a parent is valid for 10 days. If completed by a physician it is valid for 1 year. **For the safety of your child, Emergency Medications such as Epi-Pens and Inhalers require an Action Plan sheet. This sheet can be obtained from the Head Counselor, or Program Manager.**

Medication will be administered under the direct supervision of a trained staff member and the administering of medication will be documented. Your child's medication must be non-expired, and in the original container with child's name, the name of the medication, the dosage amount, and the time/times to be given clearly labeled. The medication must be picked up on the last day of your child's participation in our program OR be picked up when the medication expires. If not picked up, authorized staff will dispose of any medication in our possession.

Over the Counter (OTC) medications that

will need to be administered for **less than 10 days** only requires parent/guardian authorization. All prescription medications and any OTC medications that will need to be administered for more than 10 days require authorization from both parent/guardian and a physician.

All medication will be kept in a locked medication box located in the program office. Staff will inform parents immediately of any adverse reaction to the medication or of any medication concerns.

## Severe Allergies

The parent/guardian will supply a complete list of specific food or allergens that need to be avoided on the child's registration form. Copies will be provided to the program staff so they are aware of the type and severity of the allergy. Allergy lists are for staff use only, and will be kept out of sight of the public and other children.

## Ill And Injured Children

If a child becomes ill or injured while at the program the parent/guardian will be imme-

diately contacted to make arrangements to have the child picked up as soon as possible. If the parent/guardian is not available, an emergency contact person will be called. In an emergency, children will be cared for on site or in the camp office until they are picked up. If appropriate, the child will be transported to the closest emergency facility.

## Emergency Preparedness and Shelter In Place

The program performs monthly fire drills and/or shelter in place drills. The program has an emergency preparedness plan that will be implemented in case of weather, chemical or other extreme emergencies. The plan is available and can be viewed at your request.

## Child Abuse And Neglect

In accordance with the Code of Virginia and state law, Prince William Parks & Recreation staff are required to report all suspected abuse or neglect to the Department of Social Services. All suspected child abuse will be reported for investigation. Any suspicion of abuse or neglect will be reported to the program manager immediately.

## Behavior Management

The following guidelines have been developed to help make all Parks & Recreation programs and services safe and enjoyable for all participants. Additional rules may be developed for programs as deemed necessary by staff. A positive approach, designed to address issues in a corrective rather than punitive manner, will be used regarding discipline. Staff will periodically review rules with participants during the program session. Prompt resolution will be sought specific to each individual situation. The Prince William County Department of Parks and Recreation reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

The following are guidelines that may be imposed in the disciplinary process. These guidelines in no way guarantee that a participant will remain in a program and levels are not necessarily reached in order.

### Tier 1

These behaviors are mild or one-time offenses. These will be addressed directly by counselors, brought to the attention of the Program Manager, and will result in a note home to parents or guardians. Behaviors include, but are not limited to the following:

- Bullying
- Disrespect to others
- Refusal to Cooperate
- Non-participation
- Temper Tantrums
- Inappropriate Physical Contact
- Pushing
- Shoving
- Throwing Objects
- Profanity
- Failure to abide by safety requests
- Inappropriate Dress or Inappropriate remarks
- Non-compliance with counselor requests

### Tier 2

These behaviors are more serious or repetitive Tier 1 behaviors. These will be addressed directly by counselors, brought to the attention of the program manager, and may result in early dismissal and possible suspension of 1-3 days. Behaviors include, but are not limited to the following:

- Persistent Tier 1 Behaviors
- Biting
- Causing Physical Harm
- Spitting
- Fighting
- Verbal Assault
- Disregard for Others Safety
- Damage to Property



- Intimidations/threats
- Theft
- Leaving grounds without permission
- Discriminatory Conduct
- Public Indecency

### **Interventions:**

The following interventions may be used to address Tier 2 behaviors:

#### **First Occurrence**

- Face to face conference with Parent/ Guardian with Program Manager
- Use of verbal de-escalation methods
- Early dismissal from program and possible suspension (1-3 days)
- Restitution for damage

#### **Second and Subsequent Occurrence**

- Face to face conference between Parent/ Guardian and Program Manager and Administrative Staff
- Suspension (3-5 days)

- Possible decrease in program hours
- Restitution for damages
- Reevaluate individual goals, interventions, and program match
- Possible dismissal

### **Tier 3**

These behaviors are serious offenses that cannot be tolerated. They will be handled directly by the Program Manager and Children's Program Manager, and may result in immediate dismissal from the program, and a potentially longer suspension from ALL Parks & Recreation programming. Behaviors include, but are not limited to the following:

- Persistent Level 2 behaviors
- Possession of a weapon
- Possession of Drugs or Alcohol
- Sexual Misconduct
- Incorrect use of Fire Alarm
- Abuse and/or harassment: verbal, physical, sexual, and emotional
- Severe or repeated physical aggression

## Interventions:

The following interventions may be used to address Level 3 behaviors:

- Mandatory dismissal from program
- Possible dismissal from department programming for up to 12 months
- Police may be called

## Child Care Verification and Tax Information.

The Prince William County Department of Parks & Recreation issues receipts for

all deposits and payments paid for Camp registration.

If documentation of payment for child care expenses is required 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 [pwcparcs.info/login](http://pwcparcs.info/login). All Child Care statements are printed with our Tax ID number.

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

Before and After Care Program Calendar 2026-2027	
August 24	<b>Before &amp; After Begins</b> <i>First Day of School</i>
September 4 - 7	<b>Before &amp; After Closed</b> <i>Holiday</i>
September 21	<b>Before &amp; After Closed</b> <i>Holiday</i>
October 12	<b>Before &amp; After - Full Day</b> <i>Teacher Workday, PWCS Closed</i>
November 2 - 3	<b>Before &amp; After - Full Day</b> <i>Teacher Workdays, PWCS Closed</i>
November 11	<b>Holiday</b> <i>Before &amp; After Closed</i>
November 25 - 27	<b>Holiday</b> <i>Before &amp; After Closed</i>
December 21 - January 1	<b>Winter Break</b> <i>Winter Break Camp, Separate Fee</i>
January 4	<b>Before &amp; After Resumes</b> <i>School Reopens</i>
January 18	<b>Before &amp; After Closed</b> <i>Holiday</i>
January 28 - 29	<b>Before &amp; After - Full Day</b> <i>Teacher Workdays, PWCS Closed</i>
February 15	<b>Before &amp; After Closed</b> <i>Holiday</i>
March 10	<b>Before &amp; After Closed</b> <i>Holiday</i>
March 22 - 26	<b>Spring Break</b> <i>Spring Break Camp, Separate Fee</i>
March 29	<b>Before &amp; After - Full Day</b> <i>Teacher Workday, PWCS Closed</i>
April 16	<b>Before &amp; After - Full Day</b> <i>Teacher Workday, PWCS Closed</i>
May 17	<b>Before &amp; After Closed</b> <i>Holiday</i>
May 31	<b>Before &amp; After Closed</b> <i>Holiday</i>
June 17	<b>Before &amp; After Ends</b> <i>Last Day of School</i>



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[www.pwcparks.org](http://www.pwcparks.org)