

King William County

KWCC

Parks & Recreation

2011-YSP

YOUTH SUMMER PROGRAM



INFORMATION PACKET

This packet contains important forms, information & rules that are critical to the success of the program.

Please read carefully through all enclosed information, as some forms are required to be completed and turned in on your child's first day of camp.

**Youth Summer Program will operate Monday through Thursday
June 27-August 4 (Program Closed on July 4) 7:30AM-4:30 PM***

(Please see inside for Session Dates and Fees)

*Program sites closed during scheduled field trips, please refer to the camp's calendar for field trip dates and times.

Dates of Program:

Camp runs Monday-Thursday, 7:30 AM-4:30 PM

Session 1: June 27-July 7 (No camp on July 4)

Session 2: July 11-July 21

Session 3: July 25-August 4

Fee: Fee per two-week session: \$100 King William County residents, \$150 non-King William County Residents. Each session will include a field trip and a variety of special visitors, in addition to creative and fun daily activities.

Expectations for the Youth Summer Program



1. Participants, parents and staff are to address each other respectfully and cordially at all times.
2. All participants must conduct themselves in a manner which does not endanger their safety or the safety of others.
3. Complete Camper Information Sheet and submit to Site Supervisor on child's first day of camp.
4. Review and abide by the Guidelines for Discipline.
5. Parent/guardian must provide or arrange transportation of their child(ren) to and from the program.
6. Program participants are expected to participate in planned activities and should dress accordingly. Closed toed shoes are required, tennis shoes preferred.
7. Label all personal belongings.
8. Check the "Lost & Found" for lost items.
9. Each child must bring a lunch, drinks and two snacks daily.

The following is not permitted and will not be tolerated:

1. Horseplay, fighting or rough/inappropriate behavior of any kind.
2. Use of profanity, obscene gestures, or other inappropriate language.
3. Undue familiarity between participants.
4. Throwing, kicking, slapping or punching another participant or staff.
5. Hazing, threatening, bullying, or intimidating behaviors or language toward another person.
6. Stealing items from the equipment bins, camp activity rooms, or another participant's personal belongings.
7. Any behavior determined to be inappropriate by the Site Supervisor.

King William County and/or the program staff are not responsible for stolen, damaged or lost items.

Parent/guardians are financially responsible for their child(ren)'s actions when he/she:

- Defaces and/or destroys the building, grounds or equipment.
- Tamper with or pulls the fire alarm without due cause.
- Attempts or commits assault and/or battery of a participant or staff.

Dress:

We do require the children to wear appropriate play clothes during the program. Many days we use paint, glue and other "messy" items. Please dress your child(ren) appropriately, keeping the weather and active activities in mind. Tennis shoes or rubber-soled shoes are required. Black soled shoes are not recommended. During the program, for your child(ren)'s safety, bare feet and sandals are not permitted. Your child(ren) will not be allowed to participate in certain activities if the appropriate footwear is not worn.



The following items are **NOT** permitted:

- Articles of clothing with slogans, logos or pictures about drugs, alcohol or tobacco.
- Pictures or words, which are vulgar or hurtful to other people.
- Midriff shirts or shirts that purposely expose the navel, biker shorts, and flip-flops.
- Bandanas and sunglasses (indoors).
- Heelies (shoes with built-in wheels)

Lunch:

Each site will have a designated time for participants to eat their snacks and lunch.



1. Parents must send at least two snacks, drinks and a lunch daily.
2. Label food containers, items and drinks to avoid confusion.
3. Refrigeration and use of microwave are not available for food and drinks.

Children's lunches should be packed in some type of cooler or insulated lunch bag with an ice pack. Be sure that your child has his or her name on the cooler.

Ice Cream Truck:

The Ice Cream Truck will visit the program sites for children to purchase a snack as shown on the site schedule.

Participants must bring their own money, if they choose to participate.





Drop off and Pick up of Participants

Parents are required to accompany their child(ren) into the building and sign in and sign out their child(ren) each day of the program. This policy is in place to ensure the safety of your child(ren).

Children cannot be signed in prior to 7:30 AM and must be picked up no later than 4:30 PM.

Youth Summer Program staff are not permitted to transport participants to or from the program site.

If a child is late being picked up, the staff will attempt to notify parents first, those authorized to pick up the child, and then local emergency contacts will be called. A late notice will be issued after 4:35 PM. Continual tardiness may result in your child(ren) being removed from the program. No refunds will be issued.



Field Trip Information:

We will be taking field trips during the summer. The transportation and entry to the field trip destination is included in the fee paid for camp (unless otherwise noted). Detailed information is included on camp calendar. All campers in attendance will participate on the field trip.

No campers will be permitted to remain at the camp site during field trips. Parental chaperones are welcome and encouraged. Please notify your Site Supervisor if you are interested in attending the field trip destination or if you have any questions or concerns regarding a field trip.
YSP Guests are not permitted on field trips.

Youth Summer Program

Guests:

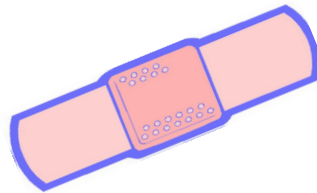
Children may bring a "guest participant" for \$15 per day. Guests are limited to attending the King William Youth Summer Program a **maximum of 4 times**. **Guests are not permitted to attend camp on scheduled field trip days**. All participants, including "guests", must complete a registration form and the guest's parent or guardian must sign the registration form. Guests must meet the same camper eligibility requirements.

Field Trip Transportation Policy:



Participants will travel to field trips in a bus provided by the school system. Participants are asked to board and unload from the bus in an orderly manner. Participants must travel to and from field trip destinations on provided bus. Exceptions permitted in case of an emergency or if participant is signed out of program and transported to and from field trip by parent/guardian. Only Youth Summer Program participants, staff and parent chaperones are permitted on the bus.

Accidents and Illnesses:



The camp keeps a well-stocked first aid kit on hand at all times. All accidents are documented and parents will be notified if their child is injured while at the program. Routine and minor injuries will be handled by camp staff. (i.e. scraped knee or bruised elbow). The Rescue Squad will be called if a serious injury is suspected. The parents and/or emergency contact will be notified immediately.

Parents will be contacted when their child is sick. Once parents or the emergency contact person have been contacted, arrangements must be made for the child to be picked up from the program as soon as possible. This policy is in place to ensure the safety of your child(ren).

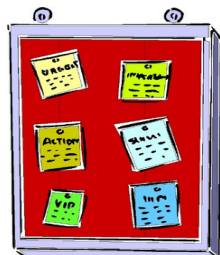
Camp CLOSED during field trips:

Please note that when a program site is on a field trip, no staff member will be at the site and the camp is considered CLOSED. Please make plans to drop off your child at the site either BEFORE the field trip departs or AFTER its return.

Stay Informed:

Look for signs near the check-in area for important announcements regarding upcoming theme days, field trips and other reminders.

Be sure to pick up a camp calendar on the first day of camp.



Eligibility:

Children who will have just completed Kindergarten, 1st, 2nd, 3rd and 4th grades (in June) are eligible to attend at the Cool Spring Primary site. Children who will have just completed 5th, 6th and 7th grades (in June) are eligible to attend the program at the Acquinton Elementary site.

Additionally, unless assistance from staff is pre-arranged, children must be able to do the following independently: follow directions, exhibit age-appropriate social skills and function in a highly stimulating group environment.

Children with disabilities may apply for the help of a Therapeutic Recreation Aide to help them meet eligibility requirements listed above. All children are expected to stay with his/her assigned group, respect others, and maintain self control. To request special assistance, including a Therapeutic Recreation Aide, please contact the Parks and Recreation department as soon as possible as space is limited.



Telephone Policy:

Telephones at sites are for camp business and emergencies ONLY. Phone calls by and to staff decreases the level of supervision provided to participants. The cell phone number of your Site Supervisor will be included on the camp calendar you will receive on the first day of camp. We ask that you call the Site Supervisor only when returning their call or if there is an emergency. Your cooperation in this matter is greatly appreciated.

Open Invitation

We invite parents to visit and observe our programs at any time. Please direct questions to the Site Supervisor regarding activities, policies, or concerns. We believe that our standards will meet or exceed your expectations. Parents are welcome to join us for any field trip or special visitor. Please contact the Site Supervisor if you are interested in joining us!

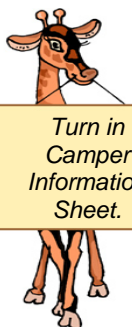
Medication:

All medications (including both over the counter and prescription) at the Youth Summer Program sites must be accompanied by a Physicians Order form and an Authorization and Permission for Administration of Medication form.

- Get these forms from your Site Supervisor or the Parks and Recreation Office.
- Have your child(ren)'s physician complete the Physician's Order form.
- Complete and sign the Authorization and Permission for Administration of Medication form.
- Submit forms to the Site Supervisor.



Only one day's dosage may be sent to the program site at a time. The staff will secure each dosage of approved medication and make it available to the participant. Medication distribution will be logged daily.



Turn in
Camper
Information
Sheet.

Camper Information Sheet:

For the first day of camp, please bring and turn in completed **Camper Information Sheet** (form enclosed).

Summer School:

Participants who are also attending summer school should pay close attention to field trip dates and times, as the program site is CLOSED during scheduled field trips.



King William County Parks & Recreation

King William Administrative Office
P.O. Box 215
180 Horse Landing Road
King William, VA 23086
(804) 769-4981
(804) 769-4923

King William Recreational Park
330 Recreation Lane
Aylett, VA 23009
(804) 212-6307

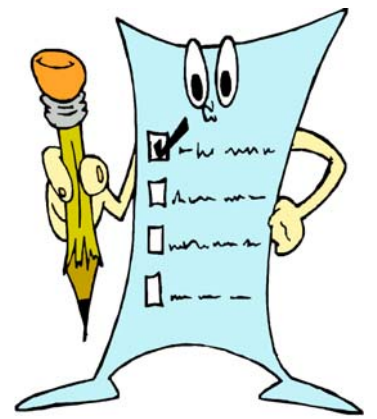
King William County
Parks and Recreation
Administrative Staff

Director
Recreation Supervisor
Park Supervisor

JudiAnn Shaver
Greg Stubblefield
Franky Reed

CHECKLIST FOR CAMP

The King William County Youth Summer Program staff is looking forward to meeting your child(ren) and having a fun-filled summer with them. If you have any questions or concerns, please feel free to contact your Site Supervisor. Our fantastic team of Youth Summer Program staff is looking forward to an **EXCITING & FUN-FILLED SUMMER!**



What to bring to camp.....

Lunch & two snacks

Drinks

Hat/Sun Visor

Sunscreen

Sneakers

Money for the Ice Cream Truck

Energy and Enthusiasm

Completed Camper Information Sheet*

**please bring on first day of camp*

What NOT to bring to camp....

Portable electronics
(Nintendo DS, iPod, etc.)

Personal items of value

Knives, guns, weapons of any type-play or real

Cell phones
(not to be used during program hours)

Any medication without approval (including over-the-counter or prescriptions)



Turn in
Camper
Information
Sheet.

GUIDELINES FOR DISCIPLINE

AFTER SCHOOL REC / YOUTH SUMMER PROGRAM

The goal of the Parks and Recreation Department's Youth Summer Program is to provide meaningful and supervised leisure-time activities to King William County youth.

The purpose of implementing "Guidelines of Discipline" is to ensure the desired recreational activities can exist in a safe and secure environment for all interested participants. Our first initiative will be to guide children towards acceptable social behavior and focus on positive actions. All factors relating to a particular behavior are considered in the evaluation of specific incidents in question. It is also understood that guidelines and limitations must exist and be enforced, as severe behavioral problems will not be tolerated.

These "Guidelines for Discipline" will be reviewed with After School REC and Youth Summer Program participants and all site rules will be clearly posted.

MINOR BEHAVIOR PROBLEMS:

Behavior problems that do not harm or endanger program activities or the safety of program participants or staff, but warrant corrective actions and guidance.

Examples: name-calling, negative attitude, lack of cooperation, refusal to participate (not affecting others), lack of attention to established rules, and such.

Corrective Actions: Documented warning to child, explaining the consequence of further repetitive behavior. If behavior continues, child should be given a "time out" for a given length of time, as deemed appropriate by staff and documented to reflect behavior and consequence. More than five (5) minor behavioral problems in a program week will result in staff completing a Disciplinary Notice.

MAJOR BEHAVIOR PROBLEMS:

Behavior problems that interfere with the safety of program activities, safety of program participants or staff, safety of the individual demonstrating the behavior, or affects the ability of the activity to occur.

Examples: any aggressive physical conduct (shoving, pushing, etc), bullying, disrespect to staff, deliberate destruction of recreational equipment, or continued minor behavior problems after corrective action has been taken.

Corrective Actions: Stop the behavior and remove the child from the activity area. Child should be given a "time out" for a given length of time, as deemed appropriate by staff. Prior to returning to planned activities, if appropriate, staff will address alternative behaviors with child. Staff will complete a Disciplinary Notice and discuss with the parent. A parent must sign the Disciplinary Notice and a copy will be provided to them. Additional occurrences of major behavior problems may result in suspension from the program.

SEVERE BEHAVIOR PROBLEMS AND NON-TOLERABLE OFFENSES:

Behavior problems that harm any program participant, staff, or the individual demonstrating the behavior; continued incidents of major behavior problems; any offenses that may carry legal implications

Examples: severe fight, physical attack, possession of firearms, vandalism, evidence of intoxication, possession of any drug substance, selling or evidence of intent to sell any substance for abuse, attempt to influence any other youth to engage in the activity of substance abuse.

Corrective Actions: Stop the behavior immediately and remove the child from the activity area. Notify parents, and Recreation Coordinator immediately. If necessary, notify Director of Parks and Recreation, King William County Schools, and/or Sheriff's Department immediately. Site Supervisor will complete a Disciplinary Notice documenting the incident and discuss completely with parent. A parent must sign the Disciplinary Notice and a copy will be provided to them. Child will be suspended from the program for a length of time to be determined on a case-by-case basis. Parent will be required to discuss the behavior/incident with staff, and if deemed appropriate, Director of Parks and Recreation before child can be re-instated to Recreation Department sponsored program.

YSP 2011 Field Trip Information

All costs associated with the field trips are included in the registration fee unless otherwise noted.

Session 1: June 27-July 7

CSPS

Chuck E. Cheese, 6/30

Includes 16 game tokens, 2 slices of pizza and soft drink.

AMF Hanover Lanes Bowling, 7/7

Includes 2 games, shoe rental and lunch (Either hot dog, fries and a drink or grilled cheese, fries and a drink.)

AES

G-Force Karts 6/30 *(additional money needed for lunch purchase at CiCi's pizza)*

Includes 1 game of Laser Tag and 1 Go-Kart Race

AMF Hanover Lanes Bowling, 7/7

Includes 2 games, shoe rental and lunch (Either hot dog, fries and a drink or grilled cheese, fries and a drink.)

Session 2: July 11-July 21

CSPS

Regal Cinemas, 7/14: Movie-The Zookeeper (PG) *(additional fee of \$4 to cover lunch at Burger King)*

Includes admission and theatre snacks (popcorn, juice box and fruit snacks)

Ashland Skateland, 7/20 *(additional fee of \$4 to cover lunch at McDonald's)*

Includes admission and skate rental *(additional \$1.00 for In-Line skate rental)*

AES

Cobblestone Park, 7/14 (Swimming) *(pack a lunch or concessions are available for purchase)*

Includes admission

Ashland Skateland, 7/20 *(additional money needed for lunch purchase at CiCi's pizza)*

Includes admission and skate rental *(additional \$1.00 for In-Line skate rental)*

Session 3: July 25-August 4

CSPS

Laser Tag, 7/28 *(additional fee of \$4 to cover lunch at CiC's pizza)*

Includes 2 games of Laser tag

AES

Kings Dominion 7/28 *(additional fee of \$15 or Season passes may be used plus additional money needed for lunch purchase inside the park facility.)*

Includes admission

YSP SUMMER 2011 CAMPER INFORMATION FORM



For Office Use Only

Session 1 Session 2 Session 3

This form must be turned in the first day your child attends the program, but can be updated at any time.

Last Name _____ First Name _____

Nickname child prefers to be called (if any) _____

Grade Entering in Fall _____

Is this child attending summer school? Yes No

Allergies (food, medication, etc.) _____

Medical conditions, special needs or medications: _____

PARTICIPANT'S RELEASE FROM THE YOUTH SUMMER PROGRAM

Children will only be allowed to leave the program with someone other than the parent/legal guardian if they are listed on the authorized pick up section of this form. Children are to be signed out by an authorized adult. **Please be prepared to SHOW A PICTURE IDENTIFICATION.**

Persons authorized to pick up camper (including parent/guardians):

Name _____ Phone _____/_____

Name _____ Phone _____/_____

Name _____ Phone _____/_____

Name _____ Phone _____/_____

Name _____ Phone _____/_____

Name _____ Phone _____/_____

Name _____ Phone _____/_____

Local emergency contacts: In the event of an emergency, staff will attempt to contact Parent/Guardian first, however if we are unable to reach a Parent/Guardian, please list the names and phone numbers of the individuals you would like for the staff to contact:

Name _____ Phone _____/_____

Name _____ Phone _____/_____