

NEWPORT NEWS PARKS, RECREATION & TOURISM



**YOUTH PROGRAMS 2020 SUMMER CAMP
PARENT PACKET**



WELCOME

Youth Programs is the ideal place for your child to develop socially. We offer a caring, compassionate environment that fosters ‘teachable moments’ where your child learns how to interact in a group setting.

Youth Programs’ mission is providing opportunities for building social character, promoting healthy lifestyles, and developing creative thinking through recreation and leisure activities. We are passionately committed to your child’s enjoyment of their Youth Programs experience. We wholeheartedly know that by understanding our policies and procedures, you will be better equipped to enjoy your child’s satisfaction by knowing exactly what it is that we do.

Newport News Parks, Recreation, and Tourism would like to take this opportunity to welcome you and your child to Youth Programs. We understand that choosing a child care provider is a difficult decision to make and we want parents to be involved every step of the way (including joining in the fun any day, any time) as we provide care for your child.

Summer Camp Dates

- June 15, 2020 – August 28, 2020
- Closed July 3, 2020

Closed for Staff Training

- August 31, 2020 – September 4, 2020
- Closed September 7, 2020

AGREEMENTS

By making the choice to be part of Youth Programs, you have agreed to abide by the policies as stated in this packet. If you have any questions regarding the program or policies, ask your Center Supervisor or contact the Administrative Office at the Department of Parks, Recreation, and Tourism, 700 Town Center Drive, Suite 320 (926-1400). Thank you for giving us the opportunity to serve you! As always, suggestions, compliments, and concerns are welcome at all times.

Newport News Parks, Recreation and Tourism

Youth Programs

700 Town Center Drive, Suite 320

Newport News, VA 23606

757-926-1400

www.redefiningplay.com

<http://facebook.com/YPNewportNews>

Program Location(s)

Childcare services will have limited availability at one or more of the following City facilities:

School Age Licensed Programs //Pre-K through 8th Grade

- **Brittingham-Midtown Community Center**
(570 McLawhorne Drive NN, VA 23601)
- **Denbigh Community Center**
(15198 Warwick Blvd. NN, VA 23608)
- *Ages 3 years old – 8th grade*
- *Must be 3 years old and potty trained*

School Age Licensed Programs - K through 5th Grade

- **Greenwood Elementary**
(13460 Woodside Lane NN, VA 23607)
- **Watkins Early Childhood Center**
(21 Burns Drive NN, VA 23607)
- *Ages 5 years old – 5th grade*

Program Days/Times

Program Hours are from **7:30am-5:30pm Monday-Friday**. Parents/Guardians must bring their photo I.D. with them to pick up the child.

Cost

Part-time- \$75/week (3 days or less)

Full-time- \$100/week

Early Childhood part-time- \$85/week (3days or less)

Early Childhood full-time- \$110/week

Payment would be made through our online registration site prior to bringing a child (ren) to the program.

Program Registration

To register for emergency childcare, please visit www.ezchildtrack.com/nnprt/ParentLogin, and select the "Register" button for the "2019-2020 Emergency Calendar". You will be navigated to the online registration form for you to complete. The parent or legal guardian of the child should be the account holder. You will also need to provide two different emergency contacts other than the legal guardians, and they must live within 50 miles of the center that your child will attend.

In addition to completing the online form, you will need to provide (upload in the registration system or fax a copy to our Administrative Office at 757-926-1460):

- A copy of your child's latest physical examination and immunization records
- The original birth certificate (The original birth certificate is the preferred method of verifying the child's identity, however in lieu of the birth certificate; we will also accept your child's passport, a notarized letter from a local school district, a court document that verifies the child's name, sex, date of birth and legal guardian)
- Custodial documentation (if applicable)
- Medication Consent Form (if applicable)
- Allergy Action Plan (if applicable)

Ages Accommodated/Healthcare Check

Program participants must be between 3 years of age through 8th grade. Children must be toilet trained. Children must also not be exhibiting any signs of illness (a health check will be performed each day to include taking temperature of child and confirming that other family in the same household are not ill).

Health Screening and Precautions

Curbside Health Screening prior to Entry

Curbside Health Screening and Temperature Check

Staff will wear eye protection, gowns, gloves and face masks to check symptoms and take temperatures for staff and children curbside each day. Parents/Guardians and children will pull in to the front of the facility and stay in their vehicle. The parents/guardians and children will be greeted by a staff that will complete the health screening and temperature check. Staff will ask parents/guardians if medications were used to lower the child's temperature and if there are any household members with the virus prior to entering the facility.

Staff or children with fever (100.4 F or higher), cough, or shortness of breath will be excluded from child care services and must stay away from others. Children with household members who are known to have the virus will also be excluded from child care services.

- Once the health screening is complete, the parent will sign in their child using a disinfected pen, the child can exit the vehicle and will be shown to their assigned room of one (1) staff to (8) participants.
- Children will wash hands prior to joining their group at the beginning of each day.
- We will enforce increased hand-washing and sanitizing throughout the day.
- Children will be in the same group during the day.
- We will avoid large group gatherings or joined outside play
- Equipment and touch points will be wiped down on a regular basis throughout the day.

Drop-off and pick-up

- Parents will drop off and pick up children curbside only- this will minimize the chance of exposure to the facility
- During drop off- children will have a temperature check and parents will be asked health screening questions
- Children will be escorted by staff to the parent/guardian's vehicle
- Groups will not be combined in the morning or afternoon (ex. no pre or post programming)

Personal Belongings

Personal belongings such as outside toys, stuffed animals, electronic devices and any other personal belongings will not be allowed in the program areas.

Potty Training

Each child must be potty trained and able to use the restroom independently. Staff may not assist a child in the toileting process beyond escorting the child to the restroom.

Dress Code

For safety reasons, children are required to wear skid proof shoes. The toe and back must be enclosed. No flip flops permitted. Comfortable clothing that is appropriate for active games, outside time and that are weather appropriate.

Medication

To make sure we administer medication in a safe and healthy manner and in accordance with licensing standards, written permission from the parent is required. Medication MUST be in the original prescription bottle with written instruction. ALL of the required information needs to appear in writing on the Medication Consent Form for our staff to administer medication to your children.

Meals and Snack Time

Youth Programs will provide a lunch and afternoon snack for our participants. Meals and snacks will be provided in the classroom to avoid congregating in large groups. All eight (8) of the participants will be seated 6 feet apart during meal times. Hands will be washed before and after meal time. All surfaces of tables and chairs will be cleaned and sanitized before and after meal time.

Social Distancing

Youth Programs will reduce group sizes to no larger than ten (10) people total, including children and adults (e.g., one adult and nine children, two adults and eight children, etc.). We will keep groups together throughout the day and will not combine groups (e.g., at opening and closing). To the degree possible, we will maintain the same groups from day to day. This will help reduce potential exposures and may prevent an entire program from shutting down if exposure does occur.

To maximize space between people in a group, we will limit rooms to ten (10) people total in typical child care facilities or elementary schools. Large rooms, like gymnasiums with a full-sized basketball court, will be used as a break out room for activities. When necessary, we will divide a room to create a clear barrier with cones, chairs, tables etc. to ensure a minimum of six (6) feet between the groups.

Youth Programs will incorporate social distancing within groups to the degree possible, aiming for at least six feet between children and minimizing the amount of time children are in close contact with each other.

- Eliminate large group activities.

- Limit the number of children in each program space.
- Increase the distance between children during table activities.
- Plan activities that do not require close physical contact between multiple children.
- Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Limit use of water or sensory tables and wash hands immediately after any use of these tools.
- Minimize time standing in lines.
- Incorporate additional outside time and open windows frequently.
- Adjust the HVAC system to allow for more fresh air to enter the program space.
- Avoid gathering in larger groups for any reason. Outside time and lunch will be taken with group (no large gatherings or combining groups).

Staff and children will be expected to wear face coverings during indoor activities.

Camp Communication with Children

- Counselors will discuss with their group precautions and how to prevent the spread of the virus.
- How to effectively wash and sanitize hands
- How to practice social distancing in various settings
- When to stay home
- Coughing etiquette
- Additional care guidelines
- Speak with children in age appropriate language on ways to stay healthy, steps to stop germs, ways to prevent the spread of the virus and for older children- provide factual information on the current status of the virus

In Case of a Confirmed or Suspected Case

If a child or staff member develops symptoms of the virus (fever of 100.4 or higher, cough or shortness of breath) while at the facility, Youth Programs will immediately separate the person from the well people in a “quarantine room” until the ill person can leave the facility with their parent/guardian. If symptoms persist or worsen, we will call a health care provider for further guidance. Youth Programs will advise the employee or child’s parent or caregiver to inform the facility immediately if the person is diagnosed with the virus.

If a child or employee tests positive for the virus, Youth Programs will contact the local health department to identify the close contacts that will need to be quarantined. It is likely that all members of the infected child’s or adult’s group will be considered close contacts.

If any of the centers experience a confirmed case of the virus among our population, we will suspend services, at least temporarily for 14 days, or possibly longer if advised by local health officials. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in infected individual. Symptom-free children and staff should not attend or work at another facility, which would potentially expose others. The center will complete a deep clean to disinfect all areas of care.

Discounts

Corporate Discounts: City of Newport News Employees is eligible for a 10% discount off the weekly fee only. Only the primary or secondary account holder can receive the discount and must show acceptable proof of employment to our Administrative Office at City Center in order for the discount to be applied. The discount will only apply to children who reside in the household of the primary or secondary account holder.

Sibling Discount: Accounts with 2 or more children will receive a discount of \$5 off the weekly fee. The discount will be applied to the 2nd, 3rd, 4th or 5th child. The discount will only apply to the primary or secondary account holder. Please note that discounts cannot be combined. You will only receive one discount per account.

RECEIPTS AND TAXES

Tax statements and payment receipts can be obtained through your parent portal account. Our **Federal ID # is 54-6022059**. Receipts are always emailed to the email address provided once payment is received.

PAYMENTS

Youth Programs encourages the use of our online system to pay for program fees. In order to focus center activities on relationship building, children and to ensure safety of staff and participants, payments will not be accepted at Youth Programs' school locations or by Youth Programs' Center Staff. Payments will continue to be accepted by the Youth Programs' Administration at the City Center office. Payments made by check or money order will also be accepted at "Drop Box" locations at Brittingham-Midtown Community Center and Denbigh Community Center. These "Drop Box" locations close at 6 p.m. on Saturdays and are closed all day on Sundays. Payments are due by Sundays at 11:59 P.M. The Administrative Office is open from 8:30 A.M. to 4:30 P.M. Monday through Friday. Payment for the program is due in advance. Make the checks or money orders payable to the City of Newport News. Please be sure to put your driver's license or social security number on your checks and all forms of payment should have your child's name in the memo section.

LATE FEES

Payments for program services are due in advance. Check or money order payments must be received by 6:00 P.M. on Saturdays at the Payment “Drop Box” locations. Credit Card and E-Check payments are due before 11:59 P.M. on Sunday. Any check, money order, credit card or e-check payments received after the deadline will incur an automatic late payment fee of \$25. An additional \$25 penalty fee will be assessed for each week the payment is late. Any outstanding balances (including late payment fees, late pickup fees and weekly tuition charges, etc.) that are two weeks past due will result in the participant being withdrawn from the program for the remainder of the year and the debt is submitted to the City Attorney’s office for collection. To re-enroll, the participant must re-register. The outstanding debt must be paid to include tuition, late fees, and new registration fee.

Checks or E-Checks that are returned for insufficient funds, no account, and unable to locate account will also incur a penalty fee. There is a \$35 returned check fee that is assessed per check. Youth Programs will not accept future payments by check until old debts are cleared, including returned check fees. We also reserve the right to refuse payment by check if more than one check is returned for non-payment.

The City of Newport News assumes no liability for children whose fees have not been paid in full prior to attendance.

STATEMENT ON INCLUSION

The City of Newport News Parks, Recreation, & Tourism encourage everyone to participate and enjoy all programs and facilities. We feel it is imperative to ensure that the City’s organizational values of commitment, caring, and collaboration are evident at all times. This is especially true as we provide inclusive leisure activities to our citizens. We are committed to providing accessible programs and facilities because we care about improving the quality of life of our citizens.

We encourage participants with disabilities to register for any recreation program currently offered. We will make reasonable accommodations, in accordance with the Americans with Disabilities Act, to enable participants with disabilities to participate in and enjoy recreation programs. Failure to provide information prior to registration may result in an interruption in services if accommodations are needed.

For more information or to answer any questions that you may have, please feel free to call us anytime.

OUR PROGRAM: Inclusion offers the opportunity to participate in our programs and facilities in an inclusive environment. This means, there will be no separation of services, as we will strive to make accommodations that allow for optimum success in our programs and facilities. We will make every reasonable effort to assist individuals who have barriers (i.e. physical disabilities, behavioral/mental health issues, and cognitive deficits) to empower and foster optimum participation.

While we offer reasonable accommodations to support an individual's success, we may not be an appropriate program for all. There are a few things that must be noted. Upon registration, or through a prescreening process, it will be asked that an individual has the ability to do the following:

- Ambulate independently (without the need of another individual)
- Independent toileting
- Possess communication skills
- Independent feeding

If you are interested in these services:

- A prescreening will take place via the phone or in person
- If the child qualifies for care based upon the prescreening, the parent and child will be asked to attend an assessment to define the child's needs or level of functioning.

For any questions pertaining to the information provided, please contact (757)926-1400.

RULES OF CONDUCT

In light of our goal of having a safe out-of-school time community, Youth Programs does not permit offensive conduct, threatening behavior, fighting, the possession of weapons, (including toy items), or any other actions deemed inappropriate by administration. On the first incident the child will be suspended for a minimum of one day. On the second incident the child will be suspended for a minimum of one week while on the third offense, the child may be dismissed from the program. Depending on the severity of the offense, the administration reserves the right to suspend or dismiss the child immediately. Each disciplinary action will be determined on a case by case basis based on the severity of the offense. Our program supports the Code of Conduct Rights and Responsibilities Handbook for Newport News Public Schools. As such, if your child has been suspended from Newport News Public Schools, they will not be allowed to attend Youth Programs until such suspension is lifted.

Our program uses a "fighting-fair" approach, teaching children problem-solving techniques and emphasizing "community building".

Youth Programs uses a positive approach to discipline in an attempt to redirect negative behavior. However, flagrant disobedience and destruction of property are not permitted. Children are given warnings, time-outs, and privilege suspensions when warranted.

Incidents of misbehavior are documented, the parents are informed, and the documentation is placed in the child's folder. Continuation of bad behavior may result in a conference with parents and staff, suspensions or dismissal from the program.

If your child's behavior is influenced by a disability, we make all attempts to work within those parameters and do take this into account when structuring our discipline policy in correcting minor behavioral challenges. In the event a participant becomes physically aggressive towards himself or others, staff may physically restrain them for safety reasons. If this happens, parents will be notified.

Our discipline guidelines are two-fold. We strive to help children learn to make appropriate choices for their overall social and emotional well-being as well as to maintain a safe environment.

AGREEMENTS MADE VIA REGISTRATION

1. My child must be signed in and out daily by authorized guardians.
2. Children will not be released to anyone except parents or guardians without specific written permission. A picture ID is required. Please make sure to have it when signing out your child. We will try to enforce the 'unauthorized persons' list. However, to call the authorities we will need the court order on file.
3. Payment is due in advance for each week. If paying by check or money order at a drop box location, the payment deadline is Saturday by 6 P.M. If paying online using your checking account, Visa or MasterCard, the payment deadline is Sunday by 11:59 P.M. Any payments received on Monday will be considered late, and your account will be assessed a late payment fee of \$25 for each week your payment is late. There are no credits or refunds for absences, or days not used. If your child is going to miss a week, please notify the Youth Program Administrative Office no later than Tuesday of the current week, either by telephone or email so that your account can be adjusted.
4. Medication will only be administered with written permission. Medication must be kept in the original prescription bottle and a medication form must be filled out and given to staff. If your child has a food allergy an Allergy Action Plan must also be filled out by a doctor and given to staff.
5. All locations for Youth Programs close promptly at 5:30 P.M. daily. There will be a penalty fee of \$5.00 for each five minutes after 5:30 P.M. that pick up is late. If the parent or emergency contacts cannot be reached and the center has not heard from you by 5:30 P.M. then Child Protective Services will be called.
6. Any child who is unable to respond positively to the program will be dismissed. You will be called to pick up a child who is uncontrollable or uncooperative.
8. The center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if requested by the center.
9. I will inform the Center within 24 hours or the next business day after my child or a member of my immediate household develops a communicable disease as defined by the State Board of Health.

10. I understand that this registration form and all provisions contained herein also serves to cover my child in the event they participate in consolidated or specialty programs held at Brittingham-Midtown Community Center or Denbigh Community Center. These specialty programs close promptly at 5:30 P.M.

11. I give Youth Programs permission to apply sunscreen and/or insect repellent when necessary as deemed by staff members who supply care to my child.

12. I agree on behalf of myself, my child, or our heirs, successors and assigns, to hold harmless and defend Youth Programs, its officers, directors and agents, and the City of Newport News, or representatives associated with Youth Programs from any and all actions, claims, demands, damages, costs, expenses, and all consequential damage arising from or in connection with any illness or injury occurring on a field trip given by Youth Programs or the cost of medical treatment in connection therewith, and I agree to compensate Youth Programs and the City of Newport News or representatives associated with Youth Programs for reasonable attorney's fees and expenses arising therewith. I give my child permission to attend any and all field trips that occur off site that are given by Youth Programs.

13. In case of an emergency, Youth Programs' staff has my permission to call my family physician or another physician when the family physician or I cannot be reached. The staff is authorized to do first aid or emergency care or take my child to the emergency room of the nearest hospital and its staff has my permission to provide treatment which a physician deems necessary for the well-being of my child.

14. I have reviewed the 'Youth Programs' Parent Packet and will adhere to all procedures.

15. Throughout the program, there may be activities, events, or media releases that could result in your child being photographed. The Program may use these photographs in promotions for the program, publish them with local articles, or use them to produce center yearbooks or videos. If you would NOT like your child to participate in activities such as these, you must notify your RCS in writing, and they will ensure that your child is not photographed in the program.

GENERAL MISCELLANEOUS INFORMATION

Potty Training: Each child must be potty trained and able to use the restroom independently. Staff may not assist a child in the toileting process beyond escorting the child to the restroom.

Dress Code: For safety reasons, children are required to wear skid proof shoes. The toe and back must be enclosed. No flip flops permitted.

Pick-up: Children will be released to the responsible parents or those persons listed on the child's form. If children are supposed to be picked up by someone other than the parent, staff must have written notification with explicit instructions. Picture ID is required for persons that Youth Programs' staff are unfamiliar with. Children will not be released to a parent/guardian without a proper ID. We will enforce the 'unauthorized persons' list on a non-custodial parent however, in order to call authorities, a copy of the court order must be kept on file. Parents may provide us with a copy of their picture ID if they would like that information on site.

Nap Time: Both early childhood locations offer an afternoon nap time to participants. Naptime supplies will be provided for Early Childhood participants. The supplies will be sanitized and laundered daily.

Summer Site Locations/Contact Information:

Brittingham-Midtown Community Center	Denbigh Community Center	Greenwood Elementary	Watkins Early Childhood Center
<p>Early Childhood-School Age-Teen Programs 570 McLawhorne Drive mcckids@nnva.gov 591-4853 / 707-5605 mccteens@nnva.gov 591-4853 / 814-3233</p>	<p>Early Childhood-School Age-Teen Programs 15198 Warwick Boulevard dcckids@nnva.gov 812-7900 / 814-4473 dccteens@nnva.gov 812-7900 / 814-4537</p>	<p>School Age Program 13460 Woodside Lane 886-7909 / 814-3503 greenwood@nnva.gov</p>	<p>School Age Program 21 Burns Drive 814-3719 tlouke@nnva.gov</p>

OUR MISSION

PROVIDING OPPORTUNITIES FOR BUILDING SOCIAL CHARACTER, PROMOTING HEALTHY LIFESTYLES, AND DEVELOPING CREATIVE THINKING THROUGH RECREATION AND LEISURE ACTIVITIES.

OUR VISION

TO BECOME THE PREMIER DESTINATION FOR
OUT OF SCHOOL TIME ACTIVITIES.



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