

NEWPORT NEWS PARK, RECREATION & TOURISM



SUMMER YOUTH PROGRAMS

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://www.redefiningplay.com)



# 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 18, 2019 – August 9, 2019
- Closed July 4, 2019

## **End of Summer Consolidation**

- August 12, 2019 – August 23, 2019

## **Closed for Staff Training**

- August 26, 2019 – August 30, 2019
- Closed September 2, 2019

## **AGREEMENTS**

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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.

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## NEW YOUTH PROGRAM PARTICIPANTS

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To register for summer, please visit

[www.ezchildtrack.com/nnprt/ParentLogin](http://www.ezchildtrack.com/nnprt/ParentLogin), and select the “Register” button for the “Fun Factor Summer Camp 2019” of your choice. 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:

- 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)
- All fields with a red indicator are mandatory and must be completed

Once you have submitted your online registration, we will review your application for approval. Once your application is approved, you will receive an email confirmation and information to set up your account online. Due to such high demands at some of our locations, you may be offered an alternate site from your original selection. Once space is available, we will contact you.



# REGISTRATION

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## Returning Participants:

To register for summer, please log in to your parent portal account and choose the “Register” button for the “Fun Factor Summer Camp 2019” (located on the left side of the account home page). Once you click on the “Register” button, you will verify your child’s information (school, grade, emergency contacts, shirt size, etc.). If there is an update, please email the change through the Parent Portal, “Contact Us” button. After verifying your child’s information you will choose the school that your child will attend during the summer. If your child attended the program this school year, you will not need to provide a shot or physical record for your child, unless your child’s records have been updated. At the time of registration, you are responsible for the registration fee. To avoid delays in starting the program, your child must be registered by Friday, June 14<sup>th</sup>. **Registrations are not complete until we have reviewed all required documents.** The required documentation for verification is: original birth certificate, shot records, school entrance physical form, medication form and allergy action plan if necessary.

If you are paying by money order, you must register at our Administration Office at City Center, as you will not be able to make a payment online.

Please note all registration fees are non-refundable.

### **Early Registration**

Early registration is April 15, 2019 –April 28, 2019.

### **Regular Registration**

Regular registration starts April 29, 2019 and continues throughout the summer.

## LICENSING

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Youth Programs' sites are licensed by the State of Virginia. For licensing, the minimum Standard for Licensed Day Care Centers provided by the Department of Social Services requires that each child be up-to-date on immunizations. A copy of your child's immunization records must be provided at the time of enrollment along with an original birth certificate (**Documents must be reviewed before the first day of attendance**). A physical examination by a licensed physician using the School Entrance Physical Examination form must be provided to your child's center within 30 days of enrollment. If you have a diagnosed food allergy or asthma, an Allergy Action Plan Form or an Asthma Action Plan Form must also be submitted by your child's physician. It must be accompanied by a Medication Consent Form if medication has to be administered while in our care. Please note if you haven't provided us with current information, your child may be removed from the program until such information is submitted. As licensed child care providers, all Youth Programs employees are considered mandatory reporters of suspected cases of abuse or neglect.

## EMERGENCY CONTACTS

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It is required by the State of Virginia that two emergency contacts in addition to the parents be listed on every child's registration form. Be sure that up-to-date phone numbers and addresses are listed for your child's emergency contact persons. These people must live or work within 50 miles of the center your child will attend in order to be of assistance in an emergency. Also, be sure your contacts know you have given us their names and are willing to come to the center with a picture ID to pick up your child in the event you cannot be reached. You can update your contacts information by sending an email through your parent portal account, or by contacting our main office at 926-1400. It will be updated within two business days.

## RATIO

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Supervision is provided by trained staff at all times with a ratio of no more than 1 to 18 for School Age and Middle School and 1 to 10 for early Childhood Programs. Staff utilizes sight, sound, and counting of children to ensure that

## LOCATIONS

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### **Early Childhood Licensed Programs - Pre-K**

**\*\* (Must be 3 years old and potty trained) \*\***

Brittingham-Midtown Community Center

Denbigh Community Center

### **School Age Licensed Programs - K through 5th Grade**

Deer Park      Greenwood      BC Charles

Kiln Creek      Richneck

### **Middle School Licensed Programs - 6th through 8th Grade**

Brittingham-Midtown Community Center

Denbigh Community Center

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

**\*\* (Must be 3 years old and potty trained) \*\***

Our Lady Mount Carmel School

### **Community Non-Licensed Program - Ages 6 – 13**

Doris Miller Community Center



### **Hours of Operation**

Licensed: Monday – Friday  
6:00 A.M. – 6:30 P.M.

Community Non-Licensed: Monday – Friday

7:00 A.M. – 6:00 P.M.

## FEES

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### Licensed:

<b>One Time Registration</b>	April 15 –28	April 29 – August 9
Individual	\$25	\$50
Family	\$40	\$80
<b>Weekly fees</b>	Early Childhood	School Age/Middle
Part time (3 days or less)	\$72	\$65
Full time	\$96	\$90

### Community Non-Licensed:

<b>One Time Registration</b>	April 29 – August 9 \$50
<b>Summer Session</b>	April 29 – August 9 \$150

## DISCOUNTS

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**Corporate Discounts:** City of Newport News Employees are 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

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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

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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.

### **Administrative Office at City Center**

700 Town Center Drive, Suite 320

Newport News, VA 23606

Phone: 757-926-1400

Hours: Monday – Friday 8:30 A.M. – 4:30 P.M.

Closed Saturday & Sunday and city observed holidays

### **Brittingham-Midtown Community Center**

570 McLawhorne Drive

Newport News, VA 23601

Phone: 757-591-4853

Hours: Monday – Thursday 6:00 A.M. – 9:00 P.M.

Friday 6:00 A.M. – 8:00 P.M.

Saturday 9:00 A.M. – 6:00 P.M.

Closed Sunday and city observed holidays

### **Denbigh Community Center**

15198 Warwick Boulevard

Newport News, VA 23608

Phone: 757-812-7900

Hours: Monday – Thursday 7:00 A.M. – 9:00 P.M.

Friday 7:00 A.M. – 8:00 P.M.

Saturday 8:00 A.M. – 6:00 P.M.

Closed Sunday and city observed holidays

## **LATE FEES**

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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.

## **ON TIME PICK UP**

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Youth Programs opens at 6:00 A.M. and closes promptly at 6:30 P.M. each day. As much as we love your children, overnight accommodations are not available. If you are unable to pick up your child, please make arrangements to notify the center concerning who will be picking up your child. A penalty fee of \$5.00 for every five minutes after 6:30 P.M. will be charged if the child is left at the center.

If the parent or emergency contact cannot be reached and the center has not heard from you by 6:30 P.M., then Child Protective Services will be called.

Being consistently late is grounds for dismissal.

## ABSENCES

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Payment for the upcoming week is our indication that your child will attend. No credits will be given for children who have paid, but do not attend. If you are planning an absence or vacation, please send an email through your Parent Portal account "Contact Us" button, no later than the Tuesday before that week, so your account will not be billed.

Please make note that refunds will NOT be given for suspensions resulting from misbehavior within Youth Programs.

All requests for refunds must be submitted in writing or by email to the administration in order to be considered.

If your child will not be participating in the program on a certain day, please be sure to notify your Recreation Center Supervisor or the voice mail number for the center. When our staff are off searching for children who were supposed to be in attendance it takes them away from the interaction they should be having with other children.

## FIELD TRIPS

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Our wishes are that all participants are able to attend all of Youth Programs' field trips. For the safety of our kids, we require that all participants attend at least 1 week prior to going on a trip. This allows our staff time to get to know all participants to ensure we are meeting all the needs of our participants.

Parents may not drop children off at a field trip location. All children attending the field trip must be signed in on-site before the group departs from the camp location.

If your child will not be attending the field trip, it is the responsibility of the parent to make arrangements due to the center being closed.

All of our field trips are included in your weekly fee except for the final field trip of the summer. **This additional fee will be due no later than 2 weeks prior to the week of the field trip.**

## COMMUNICATION

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Be sure to check for important information and reminders that will be posted near the sign in and out area at your child's summer site. If posted, you are required to sign the memo distribution forms for all parent memos you receive. **Parent bulletin boards are located in each center to provide parents with current information about the program, safety information and child advocacy issues. Please review the parent board regularly for important and interesting announcements.** Parents will receive an email communication from [nnprt@ezchildtrack.com](mailto:nnprt@ezchildtrack.com) regarding important program information. If you have any questions or concerns, please direct them to the Administrative Office or send a message through your Parent Portal account, "Contact Us" button.

## MEETINGS AND DISCUSSIONS

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Communication is an ongoing process in the care of your child. Constant communication can keep misunderstandings from arising. Feel free to make an appointment with your RCS if you have any concerns. Also, feel free to meet with your RCS for specific behavior issues that may be arising from divorce, death of a loved one, general changes in the household, etc. Due to our requirement to remain in ratio at our centers, an appointment may need to be made so that additional staff can be called upon to ensure we are in accordance with licensure guidelines.

## INCLEMENT WEATHER

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In case of inclement weather, the Program may change its hours. When it is announced that Newport News City Offices will close, the Program will close as well. For more information or clarification of operations during a storm, please call your center's voicemail or 926-7282 as well as check [www.redefiningplay.com](http://www.redefiningplay.com), and our Facebook YP Newport News for general announcements. Please note that if there is a delay, Youth Programs operates on the same delay, i.e. for a one hour delay, Youth Programs will open at 7:00 A.M. If schools close we will operate at BMCC from 8:00 A.M. - 5:30 P.M. unless the City closes in which case we also are closed.

# CONSOLIDATION

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Youth Programs will be consolidated to Brittingham-Midtown Community Center and Denbigh Community Center August 12 -23 during our two last weeks of summer camp. The hours of operation for the consolidation program is 6:00 A.M. to 6:30 P.M. Late pick up fees will apply for participants picked up after 6:30 P.M.

## Summer Consolidation Weeks

Week 1 August 12-16, 2019

Week 2 August 19-23, 2019

In order for your youth to attend, you will need to register and submit the complete payment. There are two options to register.

1. Online through your EZ Child Track Parent Portal Account.
2. Calling in your registration (current participants only) at 926-1400.

## Early Registration

Early registration is July 15, 2019 – July 28, 2019. The discounted fee is \$22 a day/per child.

## Regular Registration

Regular registration is July 29, 2019 – August 23, 2019 with on-site registration throughout the two weeks of consolidation on a first come, first serve basis at both community centers (space permitting) at \$27 a day/per child. Please note that there will be no credits or refunds for absences and days not used.

If your child is attending the program, he/she will need to bring an AM snack. Lunch and afternoon snacks will be provided.

If you have any questions regarding this week, do not hesitate to ask your center's Recreation Center Supervisor or contact the main office at 926-1400.

## PERSONAL ITEMS

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Youth Programs discourages children from bringing their best, most prized toys from home to our centers. Items such as video games, i-pods, cell phones, etc. are highly desirable and sometimes prove too tempting for the other kids. All too often, these pricey toys don't make it back home. Youth Programs is NOT responsible for these items if they get lost, broken, or stolen. If you have a suggestion for a type of toy or activity that you would like to see us offer, we can entertain the idea. Newport News Parks, Recreation and Tourism does not accept responsibility for lost or misplaced items, including but not limited to toys, clothing, tennis shoes, etc.

## LUNCH / SNACK

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Proper nutrition is very important for active and healthy children. Youth Programs works with a partner agency to serve a hot meal for lunch and afternoon snack. These are furnished following USDA requirements by the program. A copy of these standards can be obtained from your Recreation Center Supervisor. In the event that the partner agency is unable to provide this free service, you may be required to bring a lunch or snack for your child. For safety reasons, our staff are not allowed to heat up or refrigerate food for participants. We cannot ensure that meals brought from home are heated thoroughly; and therefore cannot ensure safe food handling protocol. If your child requires food at a certain temperature, you must send them in a thermos or similar container.



## JOIN IN THE FUN

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We love parent involvement! Not only are our parents often asked to donate time and everyday household items which are used for special projects, you are also welcome and encouraged to join in the fun whenever possible. Parents are welcome to attend and visit the program during all operational hours. If you'd like to work or volunteer on a regular basis, please contact our Administration for further guidance.

## GENERAL INFORMATION

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**Belongings:** Each child is assigned a basket for their personal belongings however, please ensure your child's belongings are clearly marked with their name.

**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 full day participants. Please provide a bottom sheet and blanket. Pillows and stuffed animals are optional. These items will be sent home at the end of the week to be laundered.



# MEDICATION

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We know that there may be times when your child may need to take medication while at our program. 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 instructions and given to your Recreation Center Supervisor. Please note that over the counter medicine must be in the original container and may not be shared amongst siblings. Long term medication must be updated every six (6) months. Staff must refuse acceptance of medication that do not meet specific criteria. Please make sure that the medication has the child's first and last name, the authorized prescriber's name, the pharmacy name and phone number, the date the prescription was filled, the name of the medication, the route the medication is to be taken, the dosage of the medication, how often to give the medication, and the date to be discontinued. Any supplies needed to administer medication must be provided by parents (i.e. dosage spoon, pill crushers or splitter, syringe). If you have a diagnosed food allergy or asthma, an Allergy Action Plan Form or an Asthma Action Plan Form must also be submitted by your child's physician. It must be accompanied by a Medication Consent Form if medication has to be administered while in our care. **ALL** of this information needs to appear in writing on the Medication Consent Form for our staff to administer medication to your children.

MEDICAL CENTER

NAME \_\_\_\_\_ AGE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

**R**

\_\_\_\_\_  
SIGNATURE

LABEL  
REFILL 0 1 2 3 4 5 PRN NR



## SUNSCREEN

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Youth Programs will administer sunscreen and insect repellent if the following are met:

- Parent/Guardian provides sunscreen and/or repellent labeled with the child's name.
- Parent/Guardian signs "Authorization to Apply Sunscreen & Insect Repellent" on the registration form.
- Parent will notify center if the child has ever had an adverse reaction from either medication.

Parents should note the following:

- Licensing requires that staff members apply sunscreen and insect repellent for children under age nine (above criteria must be met).
- Children over nine may apply their own sunscreen and repellent as long as they are supervised.
- Youth Programs recommends that parents apply sunscreen and repellent prior to bringing children to the program, especially before events or activities that will be held outside.

## ILLNESS

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On days where your child is not feeling well, we ask you to keep your child at home to ensure that the illness does not spread. Please notify your Recreation Center Supervisor when this happens. **If your child becomes ill at the center, we will contact you and you must come pick them up.** If you are unable to pick them up, you must arrange for one of your emergency contacts to pick up your child. In the event of any serious accident or illness, an ambulance may be called. **Your child must be fever free for 24 hours without the aid of medication in order to return to the program.**

We will keep you informed of any instance of disease affecting children at our program and we only ask the same of you in return. If a child is absent because of a contagious disease, they are not allowed to return to the program without a note from a physician stating that the child's condition is no longer contagious.

## STATEMENT ON INCLUSION

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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**

## **RULES OF CONDUCT**

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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 6:30 P.M. daily. There will be a penalty fee of \$5.00 for each five minutes after 6:30 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 6:30 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.

## **AGREEMENTS MADE VIA REGISTRATION**

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 6:30 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.

## SITE CONTACTS

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### **BC Charles**

701 Menchville Rd  
bccharles@nnva.gov  
886-7943/814-4539

### **Brittingham-Midtown Community Center**

**Early Childhood/Teen**  
570 McLawhorne Drive  
mcckids@nnva.gov  
591-4853 / 707-5605  
mccteens@nnva.gov  
591-4853 / 814-3233

### **Deer Park**

11541 Jefferson Avenue  
deerpark@nnva.gov  
591-7420 opt. 8 / 814-4591

### **Denbigh Community Center Early Childhood/Teen**

15198 Warwick Boulevard  
dcckids@nnva.gov  
812-7900 / 814-4473  
dccteens@nnva.gov  
812-7900 / 814-4537

### **Doris Miller Community Center**

2814 Wickham Ave  
Imorrison@nnva.gov  
247-8603

### **Greenwood**

13460 Woodside Lane  
greenwood@nnva.gov  
886-7909 / 814-3503

### **Kiln Creek**

1501 Kiln Creek Parkway  
kilncreek@nnva.gov  
886-7967 / 814-3719

### **OLMC**

52 Harpersville Road  
olmc@nnva.gov  
814-4125

### **Richneck**

205 Tyner Drive  
mcintosh@nnva.gov  
886-7952 / 814-4172

## 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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