

Frederick County Parks and Recreation
Department

kinder**REC**

basic**REC**

CAMP
basic**REC**

Parent Information Booklet

Effective October 2011

BASICREC DURING THE SCHOOL YEAR

The basicREC program is available to all elementary school aged children. Our goal is to provide participants with many recreational opportunities before and after school! Children will engage in active games and also have the opportunity to participate in art projects, crafts, sports and fitness programs, along with many other activities. If the weather cooperates, most activities will take place outside. Once all planned recreational activities have taken place children may have the opportunity to do homework.

KINDERREC DURING THE SCHOOL YEAR

kinderREC, a wraparound program for kindergarten students, operates at our Community Centers at Gainesboro, Greenwood Mill and Evendale Elementary Schools. It's all that basicREC is and a little bit more!!

CAMP BASICREC DURING THE SUMMER

This camp is to meet the recreational needs of rising 1st through rising 6th graders. During the summer, children will enjoy outings to the park and swimming pool, along with themed activities and plenty of time to just be a kid!

PUNCH PASS ONLY PARTICIPANTS

The punch pass was designed for those not needing Monday-Friday enrollment during the school year. One punch per child per AM visit (includes delayed openings), one punch per child per PM visit (includes early release days) and/or one punch perchild for kinderREC. Punch passes are not valid towards full day camps such as no-school day camps and winter or spring break camps. However for a fee you may register to attend.

PUNCH PASS PART-TIME PARTICIPANTS

(enrolled in either AM, PM or kinderREC)

Those enrolled in basicREC part-time (either AM or PM or kinderREC) will need to purchase a punch pass to use as outlined above and they may be used toward (PRE-REGISTERED) no-school day camps and winter or spring break camps. Punch passes are not valid on inclement weather days when a full day camp is offered.

Punch passes can be shared among siblings and do not expire as long as the participant is eligible to attend the basicREC program. Punch passes are non-refundable. However, once a participant ages out of the program, if punches remain, simply turn the punch pass back in at the main FCPRD office for a household account credit.

basicREC Location	Phone Number	kinderREC	CAMP
Apple Pie Ridge Cafeteria/Gym	540-550-7681	NO	TBD
Armel Cafeteria/Gym	540-869-3512 / 540-550-7682	NO	NO
Bass-Hoover Cafeteria/Gym	540-550-7683	NO	TBD
Evendale Community Center/Gym	540-662-2842 / 540-303-1761	YES	YES
Gainesboro Community Center/Gym	540-888-9331 / 540-247-5545	YES	TBD
Greenwood Mill Community Center/Gym	540-550-7687 / 540-542-1377	YES	YES
Indian Hollow buses to and from Gainesboro	540-247-5545	NO	NO
Orchard View Community Center/Gym	540-868-0438 / 540-303-1756	NO	NO
Middletown buses to and from Bass Hoover	540-550-7683	NO	NO
Redbud Run Cafeteria/Gym	540-550-7686	NO	NO
Stonewall Cafeteria/Gym	540-550-7688	NO	TBD

All locations listed above are subject to change, based on registration.

basicREC Hours: Before School Program Hours: 6:30 a.m. - start of school. After School Program Hours: Dismissal Bell - 6 p.m.

kinderREC Hours: Morning kinderREC hours: 8:45 a.m.-beginning of afternoon kindergarten. Afternoon kinderREC hours: dismissal from morning kindergarten through 3:45 p.m.

CAMP basicREC Hours: Monday-Friday, 6:30 a.m. - 6 p.m.

PROGRAM OPERATION

The basicREC and kinderREC program begins on the first day of school and ends on the last day of school. An operational program calendar is provided during the registration process to help you plan for early release days, holidays, teacher workshop days, and winter and spring break days; this calendar is subject to change. For information on the CAMP basicREC Program, please refer to the FCPRD summer activities brochure.

EARLY RELEASE DAYS

Unless enrolled in the afterschool program, to attend on an early release day a punch pass is required. kinderREC parents: on early release days, kindergarteners may not be served lunch at school so please check with your child's school or pack a lunch on these days. For those just enrolled in the afternoon session of the kinderREC Program, pick up time is at 1 p.m. unless you purchase a punch pass as noted above.

TEACHER WORKSHOP DAYS/WINTER BREAK/SPRING BREAK

On teacher workshop days and winter & spring breaks a full day camp may be offered at the Community Centers located in Evendale and/or Greenwood Mill Elementary School. These camps are offered at no additional charge to those enrolled in both the before and after school program; for all others please refer to the punch pass information.

DELAYED OPENING

If schools are on a one hour delay basicREC opens at 6:30 a.m. and kinderREC opens at 9:45 a.m. If schools are on a two hour delay, basicREC will open at 8 a.m. If schools dismiss early/close during the school day kinderREC will close and the afternoon session of basicREC will not open. If school closes once we have opened, our program will also close. You will need to contact the school to make arrangements for your children on these days. To find out if our program is closed please call our cancellation line at 540-665-5678 OPTION #3 or check our website at www.fcprd.net (click on CANCELLATIONS).

KINDERREC SNOW DAY CAMP

If Frederick County public schools are on a two hour delay and your kindergartener does not report to school FCPRD will offer a kinderREC SNOW DAY CAMP at our Community Center at EVENDALE Elementary School. When this camp is held, participants need to bring a packed lunch each day. Hours will vary depending on your child's enrollment status as outlined below.

If your kindergartener attends:

The before school and kinderREC program hours are 8 a.m.-3:45 p.m.

The kinderREC program only hours are 11 a.m.-3:45 p.m.

The kinderREC and the after school program hours are 11 a.m.-6 p.m.

The before school, after school and the kinderREC program hours are 8 a.m.-6 p.m.

PUNCH PASS PARTICIPANTS ONLY may attend 8 a.m.-6 p.m. The punch pass is not valid toward this camp. Simply show up and pay \$25 per participant by cash or check on site.

INCLEMENT WEATHER DAYS

If Frederick County public schools are closed for inclement weather, the basicREC Program is closed. However, if the site is accessible, FCPRD may be able to offer a SNOW DAY CAMP (8 a.m. - 6 p.m.) at our Community Center at GREENWOOD MILL Elementary School. To find out if this camp is available, please call our cancellation line at 540-665-5678 (option #3) or check our website at www.fcprd.net (click on CANCELLATIONS).

When this camp is held, participants need to bring drinks, two snacks and a packed lunch each day. There is no charge to attend this camp to those enrolled in both the before and after school program; to attend this camp, you simply show up. For all other participants the fee is \$25 per participant; simply show up and pay by cash or check on site. Punch passes are not valid on inclement weather days when a full day camp is offered.

HOLIDAYS / INCLEMENT WEATHER DAYS

When school and or Frederick County Government offices are closed the program is closed.

LATE PICK UP / NON PICK-UP OF A CHILD

After-school basicREC closes at 6 p.m. / kinderREC closes at 3:45 p.m. A \$15 per child late pick up fee will be assessed for the first 15 minutes after the close of our program and \$2 per minute after that. You will be mailed a statement that is payable upon receipt. Picking up late more than three times in a sixty day period may result in termination of your child's enrollment from the program. This policy also applies to Teacher Workshop Day, Inclement Weather Day, Winter and Spring Break Camps, CAMP basicREC and/or any time you are asked to pick up your child for special circumstances (illness, lice, behavior, etc).

If a child remains after closing, the staff will attempt to reach the parents and the emergency contacts listed on the registration form. If a child/ren are not picked up within 30 minutes of the program closing and we have been unable to contact a parent or emergency contact, the staff may notify the Sheriff's Department.

BEHAVIOR EXPECTATIONS

Expectations are included so parents and children are informed of the behavior required for the enjoyment and safety of the children involved with the programs.

1. Children should expect to have fun! If they are not enjoying the program or are having difficulties, they should talk it over with the Recreation Technician.
2. Children should be treated with respect and, in turn, are expected to be respectful of each other, the property of others, and the program staff.
3. Children must respond to staff direction when signaled to do so.
4. Children are expected to stay with their designated group and leaders during the program.
5. Children must be aware of the specific expectations and follow any safety rules that pertain to their program site.
6. We are not responsible for any personal belongings brought to the program.
7. All participants must be potty trained.

DISCIPLINE POLICY

Our goal is to provide a safe and enjoyable recreational atmosphere for all children in the program. If discipline problems do arise, we may ask your support in dealing with the situation. The program staff will handle these situations in a caring and professional manner. If it becomes necessary for program staff to discipline your child, the following process will take place:

1. A child will be given a verbal warning and re-directed.
2. If the verbal warning is not heeded, "Time Out" will be used. The child will be seated away from the group for a time period of one minute per year of their age.
3. If the child's behavior continues, staff may ask your advice and enlist any other aid you would recommend to resolve the problem in a positive manner.
4. If the child's behavior continues to be disruptive, an incident report will be available. This is a description of the behavior and the actions taken by the staff in dealing with the behavior. Parents will be given a copy of this report and the program staff will explain the situation and answer any questions you or your child may have.
5. If the situation warrants, you may be called and asked to pick up your child immediately. When this occurs, an incident report will be available. Late fees may apply if your child is not picked up as scheduled.
6. A total of three written incident reports may result in a three day suspension from the program and a fourth incident report may result in expulsion from the program and/or all FCPRD programs for a minimum of six months or for a period of up to two years depending on the circumstances.
7. If at any time a child's behavior warrants, immediate suspension or expulsion from the program is possible. This includes but is not limited to the destruction of property, biting, spitting, instigating a fight, and fighting.

Parents should review the Behavior Expectations and Discipline Policy with their child.

Your child may also be removed from the program if for any reason the parent or guardian becomes hostile with FCPRD staff and/or the children in the program. This includes any inappropriate language, threats, or physical harm.

OPEN LINES OF COMMUNICATION

Parents are encouraged to contact their Recreation Technician with concerns, comments, or questions regarding their child's experience.

SIGN IN/SIGN OUT PROCEDURES

A Sign In/Sign Out sheet will be placed in a designated location and participants will need to be signed in/out on a daily basis. Please let the staff know if your child will be absent or participating in extracurricular school activities during program hours, including tutoring. If we are on the playground, it can take up to ten minutes to drop off/pick up so please allow for this.

PHOTO ID

Please note that photo identification may be required from persons picking up children from the program. Parents should remember to contact program staff by phone if someone other than those who are authorized will be picking up their child. If an unauthorized person arrives to pick up a child, the parent will be called for permission before releasing the child.

SICK CHILDREN / HEAD LICE

If children become ill or have head lice during program hours, staff will notify the parent to make arrangements for the child to be picked up as soon as possible. If it is time for school to start, the child may be sent to the school nurse for evaluation. All children sent home ill may not return to the program for at least 24 hours and all children sent home with head lice or nits may not return to the program for at least 48 hours; a late fee may apply if your child is not picked up as scheduled.

MEDICATIONS

October 3, 2011: Please call the main office at 540-665-5678 regarding medications at the basicREC/kinderREC/CAMP basicREC programs.

PROPER ATTIRE

Since we are an active program, children will be running and playing outside. Please dress your child accordingly which includes sneakers. Frederick County Parks and Recreation is not responsible for any lost/damaged personal property.

SUMMER NECESSITIES

CAMP basicREC is based both outside and inside. All campers must have a pair of sneakers available daily. It is the responsibility of the parent/guardian to dress their child appropriately on a daily basis. Your child will need to bring in a basket (large enough to store their personal belongings in). Campers must bring a change of clothes, sun block (spray on sun block is recommended), hat, sunglasses (if needed), water bottle, towel, swim suit, water shoes, and an extra t-shirt each day. We recommend that parents apply sun block liberally to their child before arriving on site. Label your child's name on everything. In the event that your child does not bring the necessities listed, you may be called to bring these items in or be asked to pick up your child. Frederick County Parks and Recreation is not responsible for any lost/damaged personal property.

FOOD POLICY

basicREC Snack: A snack will be served daily during the after school program.

kinderREC Snack: A snack will be served daily

CAMP basicREC Snacks: A morning and afternoon snack will be served daily.

During any full day camp you will need to pack your child 2 snacks, lunch, drinks and a water bottle.

A snack menu will be posted at each site or your child may bring a snack from home. If your child has specific food allergies please provide a snack from home. Special permission needs to be obtained from the Recreation Technician when bringing in food to be shared with the participants. Any food brought from home to be shared with the group must be store bought and not homemade. Any food sent with your child during the before school program, will be consumed during the school's breakfast program. During the summer, any food sent with your child will be consumed during scheduled snack/lunch times.

SUMMER FIELD TRIP TRANSPORTATION

If applicable, a list of summer field trips will be provided. If you do not wish your child to participate, you will be required to make alternative arrangements for the day. Our staff will not be responsible for extra money brought on field trips.

All transportation will be provided by Frederick County Parks and Recreation Department and/or Frederick County Public Schools. Participants riding in county vehicles are expected to obey rules of the vehicle and the directions of the driver. Under no circumstances will the staff be permitted to transport participants in their personal vehicle.

BASICREC/KINDERREC PARTICIPANTS / RIDING THE SCHOOL BUS

Several basicREC sites are being combined and this involves transportation of students to and from the basicREC site. If your child attends a basicREC program that is not housed in your child's elementary school Frederick County Public School Transportation is willing to bus your child between his or her school and the basicREC site. Parents must be aware that it takes up to THREE SCHOOL DAYS for arrangements to be made for transportation. Therefore, if transportation is needed, you must register your child at least three school days prior to the date you wish them to start the program.

Also any child that attends our kinderREC program may ride the bus to or from our program. A special FCPRD kinderREC form must be completed and on file in our office. Parents must be aware that it takes up to THREE SCHOOL DAYS for arrangements to be made for transportation. Therefore, if transportation is needed, you must register your child at least three school days prior to the date you wish them to start the program.

PHOTOGRAPHIC RELEASE

The Frederick County Parks and Recreation Department reserves the right to photograph and videotape all activities, events, classes, programs, and facilities for promotional purposes. Parents with concerns regarding this issue should contact us at fcprd@co.frederick.va.us or 540-665-5678.

REGISTRATION PROCEDURES

Registration is ongoing until all spaces have been filled during the first 1-35 weeks of the school year. Parents may register their child online at www.fcprd.net or at the FCPRD office, 107 North Kent Street, Winchester, VA, Monday-Friday, 8 a.m. - 4:30 p.m. by filling out the appropriate forms along with the first payment. Registration forms and the parent information handbook are available on our website at www.fcprd.net by clicking on basicREC and following the links. FCPRD reserves the right to cancel any program that does not meet the minimum number of participants required to operate.

Please note that children being enrolled into this program will be enrolled through the household in which they live.

PAYMENT POLICY AND PROCEDURES FOR KINDERREC / BASICREC

Please be advised that payment for the entire program is due at the time of registration or you may choose from the following payment options:

PAYMENT OPTION 1

Weekly payments will be automatically deducted from your checking or savings account on Mondays.

PAYMENT OPTION 2

Weekly payments will be automatically charged to your Visa, MasterCard or Discover on Mondays. If our department is closed on a Monday, payment will be charged to your Visa or MasterCard or Discover on our next following day of business.

CAMP BASICREC

Summer payment methods will be outlined in the Frederick County Parks and Recreation Department summer activities brochure.

NO PAYMENTS WILL BE ACCEPTED ON SITE.

DELINQUENT PAYMENTS/NON SUFFICIENT FUNDS/CREDIT CARD DECLINES

Please review the following:

1. Any account that experiences an NSF will be assessed a \$35 charge and a credit card decline will be assessed a \$20 charge.
2. If at any time your account is delinquent, you will be assessed a weekly \$20 late fee until the account is paid. This includes accounts that are delinquent due to late payments, returned checks, and declined credit cards.
3. For any outstanding balance that is not paid by the due date, a final notice will be hand delivered, mailed and if applicable e-mailed indicating the date your child's enrollment will be terminated and the termination fee will be applied to your account. The account will then be forwarded to our collections department.
4. In the event that your account experiences three NSF's or credit card declines you may be required to use a different checking account or credit card for remaining payments or pay your account in full with cash, credit card or money order.

TERMINATION PROCEDURES

During the school year if enrollment is terminated prior to its completion you will be responsible to pay the termination fee plus the following week's regularly scheduled payment.

School Year Termination Fee: \$75

During the CAMP basicREC program, enrollment is for all weeks registered; withdrawing prior to the camp beginning will result in your first week's payment being kept. However once camp has begun you will be required to pay the termination fee (below) plus the following week's regularly scheduled payment.

Summer Termination Fee: \$150

Program fees are due whether or not your child attends the program. There will be no credits or refunds given for any days that the program cannot operate due to the weather or unscheduled school closings.

Please know that it will require a minimum of a two-week notice to make financial changes to an Account. Changes can only be completed with an updated automated payment form or if payment is made in full on the account.

If you have any questions or concerns, please contact FCPRD at 540-665-5678.

Effective 10/2011 - Policies are subject to change.

www.fcprd.net



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