



CAMP STAUNTON 2018



Parent/Guardian Handbook



Free lunch provided at
NO additional cost!

TABLE OF CONTENTS

Welcome to Camp Staunton	2
Camp at a Glance	3
Registration, Fees and Payment Options	5
Example Schedule and Activities	6
Check-in/Out Procedures and Policies	7
Our Beliefs and Philosophy	8
Daily Supplies	9
Lunch/Snacks	10
Field Trips	10
Camp Communication	11
Behavior and Guidance	12
Camp Staff	14
Health, Safety and Medication	15

Staunton Parks and Recreation Mission Statement

To provide a variety of leisure opportunities with the purpose of improving quality of life for all citizens of Staunton.

Welcome to Camp Staunton!

Whether you are new to our program or an all-knowing camp veteran who could recite the policies of this handbook- we are grateful you are here with us. We aim to create fun summer memories for your child while ensuring we provide a safe, nurturing environment along with a well supervised program. Many of our valued staff have been with us for years, though new faces bring new energy and fresh ideas. We look forward to this summer and having your child with us. Here is some information to help you and your child get ready for their first day.

Camp at a Glance

Camp Staunton is sponsored by the Staunton Parks and Recreation Department and has been a staple program offered by the department for over 30 years. The program consists of three camp sites which are located within Staunton City parks. The programs are designed to provide safe and nurturing care in a developmentally appropriate setting with a focus on recreation. An appropriate balance of structured counselor-initiated activities, child-initiated, and self-directed activities emphasizing physical movement and PLAY, as well as organized field trips & to other recreation areas, classes, and special events, are scheduled daily in an attempt to provide a healthy daily balance of activities. Children will benefit from experiences that they may not receive at home, participating in groups with age mates and mixed age grouping, activities such as fishing, as well as learning specific concepts from trained instructors. Careful consideration will be given to activities and choices appropriate for each age group. ABOVE ALL, the Camp Staunton Program will be an environment where care and respect are shown for each child as an individual, and where all children learn to care and respect themselves and each other. Please take the time to review the following information and familiarize yourself with our program. If you have any questions, please feel free to call the Recreation department at 540.332.3945.

We also invite you to *Like* our Facebook page in order to view summer photos from previous years, receive updates regarding camp, and additional information involving our various recreational offerings.

www.facebook.com/StauntonRecreationParks



Our main office is located in Montgomery Hall Park at the Irene Givens Recreation Administration building. The physical address is 1000 Montgomery Ave, Staunton VA 24401

Length

An eight (8) week program operating Monday-Friday from June 4 – July 27. Children may be registered for the full 8 weeks, or on a weekly basis. Parents may choose which week(s) their child attends. *Please note, camp will be closed on July 4.

Hours

8am-6pm (early drop off begins at 7:30am)

2018 Theme: All Together Now!

Eligibility

Open to all youth 5 to 12 years old (City and Non-City Residents). The child's age as of July 1, 2018 will determine which site the child will attend. All participants must be potty trained. The program is non-discriminatory and enrollment is based on a first come first serve basis with specific registration dates set each year.

Age Groupings

- Five and six year olds will be at the Garden Center (Ages 5-6)
- Seven to nine year olds will be at the Gypsy Hill Park Gym (Ages 7-9)
- Ten through twelve years old will be at Montgomery Hall Park (Ages 10-12)

Camp Staunton Program Goals

To Provide:

1. High quality recreation for school-aged children.
2. Supervision by mature, adult staff.
3. Guidance by trained staff who assist children in developing their interests, talents, skills and self-confidence.
4. A consistent group of playmates and staff.
5. Choices from a variety of wholesome activities and fun.
6. An environment in which enthusiasm, imagination and creativity is nurtured, encouraged and sustained, rather than subdued or destroyed.
7. Mixed age-grouping to promote positive behaviors.
8. A balance of quiet and active, large and small group and teacher-initiated and child initiated activities.
9. A safe, healthy, comfortable environment.
10. Emphasis on play in the outdoor natural environment.

CHILD CARE SITE	PHONE	AGE GROUP	MAX CAPACITY
Garden Center (located in Gypsy Hill Park)	332.3990	5 & 6 year olds	48 Max
Gypsy Hill Park Gym (located near Football Stadium and National Guard Armory in Gypsy Hill Park)	332.3997	7 - 9 year olds	70 Max
Montgomery Hall (located in Montgomery Hall Park at 1000 Montgomery Ave)	332.3945	10-12 year olds	65 Max

Registration, Fees and Payment Options

Per child + \$10 registration

Camp Staunton Price	Payment Amount	Payment Due By	Benefit
Option 1	\$620 for 8 weeks	May 1	\$100 discount
Option 2	\$310 x 2 half Payments	May 1 and June 1	2 half payments \$100 discount
Option 3	\$90 per week	\$40 per week due at time of registration \$50 due Monday of week attending	Spread payments Over entire summer

Payment Options:

Option 1: Cash, Check, or Visa/Mastercard accepted at the Recreation Administration Office located at Montgomery Hall.

Option 2: Cash, Check, or Visa/Mastercard accepted at the Recreation Administration Office located at Montgomery Hall.

Option 3: Cash, Check or Visa/Mastercard for the \$40 prepayment upon registration, for each week.

*However, only cash or check accepted on Mondays of week attending (for weekly payment plan option only).

Refund Policy

Absolutely no refunds will be given for any portion of the payment or reservation fee for any reason. Extreme emergencies will be evaluated on a case by case basis with no possibility of a refund if the space cannot be filled from the waiting list. Your signature on the registration form confirms that you are fully aware of this refund policy.

Registration Requirements

Camp registration forms must be dropped off, or can be completed at our main office located in Montgomery Hall Park (1000 Montgomery Ave). These forms cannot be emailed or mailed due to the sensitivity of the documentation required. The registration process is NOT complete until we have all forms.

****REGISTRATION DEADLINE IS MAY 25. If you have not registered your child by May 25 and made the first part of your payment, the registration fee is an additional \$10. ****

- 1.) COMPLETED Childcare Registration Form (including doctor's phone number, two emergency contacts' addresses and phone numbers AND be sure parent/guardian has signed all three (3) areas on the agreements page.)
- 2.) \$10 registration fee per child (+ \$40/week reservation fee **IF** weekly payment Option 3 is chosen).
- 3.) Physical record (can be obtained from school office or from child's physician).
- 4.) Birth certificate
- 5.) Complete attached Medical Authorization Form - **IF** child is on extended medication for life threatening illnesses.

If a child has participated in our HEART before/afterschool program **this year**, the physical exam will not be required.

Please note: Staunton Parks and Recreation **WILL NOT** send childcare statements for tax purposes. It will be the responsibility of the parent or guardian to save their receipts for tax purposes. The City's federal tax ID number is 54-6001631.

Example Schedule and Activities

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:30am-8:00	Early Drop Off	Early Drop Off	Early Drop Off	Early Drop Off	Early Drop Off	
8-8:30am	Unstructured Play	Unstructured Play	Unstructured Play	Unstructured Play	Unstructured Play	
8:30-8:45am	Group Time/Snack	Group Time/Snack	Group Time/Snack	Group Time/Snack	Prep for Field Trip	
8:45-9am	Prep for Pool	Prep for Pool	Prep for AM Actvy	Prep for Pool	Field Trip	
9-11am	Swim	Swim	AM activity	Swim		
11-11:30am	Lunch prep	Lunch Prep	Lunch Prep	Lunch Prep		
11:30am-12pm	Lunch	Lunch	Lunch	Lunch		
12-12:30pm	Free Play	Free Play	Free Play	Free Play		
12:30-1pm						*5-6yo's Rest
1-1:45pm	ACTIVITY 1	ACTIVITY 1	ACTIVITY 1	ACTIVITY 1		
1:45-2pm	Cleanup/break	Cleanup/break	Cleanup/break	Cleanup/break		
2-2:40pm	Outdoor Free Play	Outdoor Free Play	Outdoor Free Play	Outdoor Free Play		
2:40-3pm	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack		
3-4pm	ACTIVITY 2	ACTIVITY 2	ACTIVITY 2	ACTIVITY 2	Snack	
4-4:20pm	Cleanup/break	Cleanup/break	Cleanup/break	Cleanup/break	Free Play	
4:20-5pm	Theme Time	Theme Time	Theme Time	Theme Time	Theme Time	
5-5:30pm	Kids Choice	Kids Choice	Kids Choice	Kids Choice	Kids Choice	
5:30-6pm	Free Play	Free Play	Free Play	Free Play	Free Play	

A sample of the activities that children will choose from may include: Arts and crafts, flag football, basketball, cooking, dodgeball, hiking, street hockey (MHP), tennis. Activity selections for Activity 1 and 2 are completed on the first day of camp with the children. A mixture of structured activity and self-selective play environments will be utilized in order to provide

The aforementioned components of the Camp Staunton program schedule are specifically set up to offer a balance of active and quiet times, with a greater portion devoted to active, boisterous and energy expending activities such as kickball and outdoor time. Although the scheduled time blocks are fairly structured, there is ample opportunity for child-initiated play.

*The above is subject to change based on a variety of factors including field trips, special events, weather, etc.

Activities

Group games, creative center play (Garden Center), arts and crafts, special events, field trips, basketball, indoor and outdoor unstructured free play, movies, flag football, hiking, volleyball, walking, cooking, and more...

Swimming

Children will go to the Gypsy Hill Park Pool every day (except Wednesdays and field trip days).

As a rule, we do not allow children at the Garden Center, the 5 and 6 year olds, to swim beyond the shallow end of the pool. Parents must give permission for 7-12 year olds to swim in the deep end and children must pass a swimming proficiency test. Ages 7-9 are not permitted to swim past the 5ft area, even if they pass the swim test. Swim tests will be given on the first day and every Monday until the end of camp. There is a

height requirement for the pool slides, and children can take a swim test if they are too short. The swim test involves swimming the width of the pool; this will only be an option for ages 7-12.

Check-in/Out Procedures and Policies

Camp starts at 8am, though early drop off begins at 7:30am. Parents/Guardians must pick up their child by 6pm.

First Week of Camp

Be prepared to **show a picture ID the entire first week of camp during camper pickup**. We request parents do this because the staff will sometimes take turns manning the Check In/Out station. Until we become familiar with you and your child this helps us keep everyone as safe as possible. Anyone other than the primary caretaker who wants to pick up a child must show **picture ID** and be on the **pick-up list**.

Non-Pick up Policy

In the event that a child has not been picked up by the end of the program (6pm) the parents and/or emergency contacts specified on each child's registration form will be contacted.

Late fees are as follows: \$10 per 15 minutes. All late fees must be paid by cash, check, MasterCard, Visa or at the Recreation Administration building located in Montgomery Hall Park. The Recreation office is open Monday through Friday 8am-5pm.

If within one-half hour after the program is scheduled to end (6:30pm) children have not been picked up and staff has not received any information as to the parent's whereabouts, 911 will be called and a plan will be formulated with the Staunton Police Department.

Assuming Responsibility and Release of Children

The Staunton Parks and Recreation department assumes responsibility for children in the Camp Staunton program once each child has been checked-in at roll call at the Camp Staunton site. Our staff will only release children to responsible persons for whom the Recreation department has written authorization. After the first week of camp, staff will be posted in each parking lot as parents drop off their children staff will record their time of arrival. The Staunton Parks and Recreation department relinquishes responsibility when parents sign out their children on the official sign-out sheet at the end of each day. The Staunton Recreation Department will not release any child to ANY person who shows clear signs of being under the influence of drugs or alcohol.

Parents Not Permitted to Pick Up Children

A copy of the Divorce Decree or court approved Settlement Agreement shall be required when a parent requests the center not release the child to the other parent. A custodial parent shall be admitted to any Camp Staunton site. Such right of admission shall apply when the child is in the Camp Staunton program.

Children Attending another Program

If a child is not in attendance at roll call because she/he is in another activity that is not within the Camp Staunton site assigned, an adult must check the child into the Camp Staunton program. For instance, if a child does not come to the Camp Staunton program specified site by the time the group departs for the another site, a parent, coach, etc must bring the child to the appropriate site and check him/her in with the child's child care staff. This is a precautionary measure in that it is not safe to have a child travel from one part of a public park to another unsupervised. If something were to happen in route to joining the group, camp staff would not know the child was missing and could not provide assistance or contact authorities.

Campers will *only* be allowed to walk or ride their bike to camp if a note granting permission from a guardian is submitted with the registration packet. This will be approved on a case-by-case basis. Campers providing their own transportation will be responsible for signing themselves in and out of camp. Guardian must specify the specific time child can sign themselves out each day.

Our Beliefs and Philosophy

Child to Staff Ratios

A 15 to 1 child to staff ratio (or lower) will be maintained at the Gypsy Hill Park Gymnasium and Montgomery Hall Camp Staunton sites. A 1 to 10 ratio will be maintained at the Garden Center. This child-adult ratio is a significant factor in providing quality care, specifically; children receive individualized attention, confirming their unique identity and worth as an individual. The Staunton Parks and Recreation department will hire the most qualified staff according to education and experience requirements.

The Children

Although each child is one of a kind with different inborn temperaments, personality, and family backgrounds, all children share the need for nurturing and trustworthy adults, for stability and security, for increasing autonomy, for a sense of competence and self-worth. Children generally have a fresh approach to new experiences. Most children possess a sense of trust that the world and people in it are friendly and kind, and they tackle the world with enthusiasm and joy. One of the goals of our Camp Staunton program is to provide an environment in which this enthusiasm is nurtured and sustained. With careful and sensitive understanding of stages of development, activities will be planned so children can be successful. Children are forming their self-concept, perceptions and feelings about themselves, which are gathered largely from how important people in their life respond to them. One aspect of self-concept is self-esteem, children's evaluation of their worth in positive or negative terms. Such evaluations can tell children that they are competent and worthwhile, or incapable and powerless. A healthy self-concept is vital to all areas of a child's development. Successful experiences result in self-confidence that in turn, boosts self-esteem. Thus appropriate and challenging activities and experiences will be devised to help the child feel successful, competent and worthy.

Age Appropriate Activities

In planning activities within the Camp Staunton program, developmental appropriateness will be a key consideration. Children develop cognitively, physically, emotionally, and socially at different rates. Even children within the same age group show marked differences in development. Staff will consider attention span, social ability, activity level, muscle control, and cognitive skills of children in each camp when developing activities and experiences. Expectations that are too great or not challenging enough result in frustration and misbehavior.

Play

Play is a very important part of our Camp Staunton program. Play promotes mastery as children practice skills; it develops cognitive abilities as thinking skills are stretched; it involves language, encouraging new uses; it involves physical activity; it helps children work through emotions; its inventive nature makes it creative; it's often a socializing event; beyond all that, play provides a way for children to assimilate and integrate their life experiences. Many studies highlight the significance and benefits of play, as well as its capacity in which children learn and grow. As adults, it is easy to forget how to play. Our hope is to be a catalyst in instilling the 'act of play' in each child, so they carry it with them throughout their lives, and provide the most memorable summers possible.

Creativity

The Camp Staunton program provides an environment that encourages creativity. One way this is accomplished is through the employment of many different contracted instructors who focus on fine and performing arts, sports, archery, fishing and other specialties that will guide children with their artistic expressions through planned projects. Also, during free play, the children engage in self-selected indoor activities such as art projects, board games, manipulatives, books, building toys and other forms of play and socialization. There are a wide variety of art materials at each site and this is just as important as the opportunity for spontaneous and/or guided play.

Mixed Age Grouping

Mixed age grouping benefits both older and younger children. Positive behaviors such as sharing, taking turns, and helpfulness are promoted in mixed age grouping. Older children have more opportunities to practice leadership skills and young children become involved in more complex forms of pretend play. On occasion, we may bring all three camp sites together.

Daily Supplies for your Camper

Campers should bring a backpack that includes:

- 2 Snacks
- Reusable water bottle
- Swimsuit
- Towel
- Sunblock
- Water shoes (suggestion only)

Garden Center Campers

- Change of clothes
- Child-size blanket or extra towel for use during rest time

Please be sure the backpack and ALL BELONGINGS are CLEARLY MARKED IN PERMANENT MARKER with your child's FULL name.

Camp Attire

We are a very active camp. Campers should wear comfortable clothes that will allow them free range of motion to participate in recreational and athletic activities. Clothes may get dirty. Tennis shoes are the preferred shoe for safety. On pool days (every day except Wednesdays and field trip days), campers should wear their swimsuit to camp and can bring flip flops, sandals or water shoes to the pool.

Storing Personal Items

Book bags and other personal items will be stored in the main activity area at each site. Staunton Parks & Recreation will not be responsible for damage or loss of any person items.

Please do not allow children to bring toys or electronics from home unless requested by camp staff to do so.

Lunch/Snacks

We are excited to continue our partnership with the Staunton City Schools Nutrition Program this summer. Lunches will be provided by Staunton City Schools- free of charge- for all students. Should your child have any special dietary needs or concerns, our meal provider will be happy to work with you to accommodate their needs, or you are welcome to pack a meal from home. Fortunately, children **can choose** what days they plan to eat the school lunch. Either lunch comes packed from home, or children participate in the free lunch program- which is encouraged, and available to ALL campers. The 2 week-rotating lunch menu can be requested upon registration or by email. Two daily snacks should also be brought from home.

Field Trips

Permission will be granted for children to participate in local field trips when each parent signs that specified section of the registration form. Parents will be asked to sign a separate permission slip for any field trips outside Staunton City limits. Site supervisors will be responsible for informing parents in writing of planned field trips. Transportation to field trips within the city limits will be provided via Staunton Parks and Recreation or Staunton City school bus. On occasion, a Quicks bus is utilized on longer field trips (such as a trip to Richmond).

****If a child does not arrive to his/her Camp site by the time the group departs for a field trip, the guardian must bring the child to the field trip site and check him/her in with the child's child care staff.****

Field trips are usually scheduled on either Wednesdays or Fridays. These are planned based on the availability of the locations we visit. Field trip locations will vary, though in the past we have visited: Boxerwood Gardens, JMU Planetarium, Mint Springs, JMU Climbing Wall, Harrisonburg Pool, Splashpads in Charlottesville, Harrisonburg Movie Theater, local farms, Richmond Science Museum (Gym), Explore More Science Museum (Garden Center), Kings Dominion (MHP).

For their safety, campers should wear their camp T-shirt on all field trips.

The majority of all field trip costs are included in the Camp Staunton program fee, though there will be times when we ask parents/guardians to send money for their child to purchase food, play arcade games or for tickets to Kings Dominion for Montgomery Hall Park's big summer field trip (we cover Quicks bus expenses).

Camp Communication

Communication with Parents

Staff will verbally communicate with parents on a daily basis as well as inform parents of major happenings via the “folder system”. Each child will have a folder with his/her name on it at the sign out table. **Parents need to check their child’s folder on a daily basis.** Information such as injuries, discipline, and field trip information will be placed in your child’s folder. Each site will prepare a short newsletter to be distributed monthly to parents. The purpose of the newsletter will be to inform parents of happenings in the Camp Staunton program. **Should a parent have a concern about their child or the Camp Staunton program, they are encouraged to first discuss their concern with the Site Supervisor or Assistant Site Supervisor. If a parent feels their concerns have not been adequately resolved after discussion with the Site Supervisor, please contact the Staunton Parks & Recreation Department and speak with the Recreation Manager at 332-3706 ext. 4186.** Additionally, if you have a specific interest in a child-related issue, the Recreation Department has many resources available. We would be happy to copy articles on topics such as Discipline, ADHD, Divorce, Stress Nightmares, and Playground Safety. Just place a request with your site supervisor.

Established Lines of Authority for Staunton Recreation Child Care Programs

City Council
City Manager
Director of Parks and Recreation
Recreation Manager
Camp Staunton Playground Coordinator
Site Supervisors
Assistant Site Supervisors

Camp Staunton
MHP (10-12) GHP Gym (7-9) GHP Garden Center (5-6)

Procedure for Medical Emergencies

In preparation for the event of an actual emergency, at least two staff at every site will be trained in First Aid, CPR, and Rescue Breathing. All first aid kits will be stocked according to Childcare Standards. All Camp Staunton sites will post emergency 9-911 or 911 and Blue Ridge Poison Control 9-1-800-451-1428, phone numbers near the telephone. The first staff on the scene of an accident will check the scene for safety and check the injured child. The appropriately trained staff members will provide needed care. Other staff will control and clear the area of the other children and bystanders. When appropriate, staff will call 911.

Medical Emergency/Injury Communication

Parents will be immediately notified of “serious” injuries to their child (i.e. unconsciousness; broken bones; deep cuts requiring stitches; concussion; facial and head injuries, etc.) “Significant” injuries such as sprains, trips or falls require staff to inform parents at the end of the day and document the injury- this is at the staff’s discretion and they will call a parent or guardian if they feel it is warranted. “Minor” injuries such as a small scratch, cut, or scrape will not require parental notification or documentation.

Follow-up:

Staff will complete appropriate documentation (injury report) for “significant” and “serious” injuries and include when parents were notified. Attending staff will replace all used medical supplies and equipment. All injury reports will be reviewed to prevent future recurrences of such injuries.

Natural Disaster

In the case of a natural disaster (i.e. flood, tornado, swift moving or rising water, etc.), which requires the evacuation of the premises, children in the Camp Staunton program will be transported via Recreation van and bus to another unaffected Camp Staunton park site. For instance, in the case of high waters, children at the Garden Center will be transported to Montgomery Hall Park. In the event that children cannot be evacuated from the park site, such as cases involving flash flooding, tornadoes, etc., staff would contact parents and police to inform them that children were trapped on site, to whatever portion of the site that children were evacuated, staff will ensure that the flashlight, radio, batteries, roll book or card box, snack items, as well as the first aid kit are taken.

Procedure for Man-Made Disasters

In the case of a man-made disaster such as fires, explosions, downed electrical wires, presence of poisonous gas or vehicle collisions, 911 will be called immediately. If required, children will be transported to another safe Camp Staunton site. If telephone contact is possible and appropriate, parents will be immediately contacted. If telephones are not accessible, the Staunton Recreation Department will communicate with parents via 106.3 WQSV and other local radio stations, as well as *all social media outlets*:

Facebook: www.facebook.com/StauntonRecreationParks

Twitter: www.twitter.com/StauntonRecreation

Behavior and Guidance

Guidance Tools We Utilize

Encouraging leadership	Listening to children
Setting logical consequences for actions	Respecting the needs, desires and feelings of campers
Offering praise and rewards	Using short supervised periods of “cool down”
Discussing behavior	Contacting parents for input on discipline
Setting limits	Taking away activity privileges
Modeling appropriate behavior	Camp suspension
Modifying the environment	
Paying attention to prevent problems before they occur	

Behavior Management Policy

The guidance techniques listed above will be exhausted before employing the following techniques. Discipline of children during Camp Staunton includes redirection, cool downs, explanations, oral reprimands, written reprimands, suspension and termination.

During the first week of camp, staff and children develop a list of rules. The staff and children review the rules, the reasons for each rule, as well as the consequences of breaking the rules.

1st offense – verbal warning; talking with child and redirecting behavior

2nd offense – cool down and redirecting behavior

3rd offense – cool down and written warning

Parents will be informed anytime a child gets a written warning. Multiple written warnings in one day may result in a one-day suspension. Parents and children will be asked to sign the written warning form(s) as confirmation that staff communicated the problem.

Staunton Parks and Recreation reserves the right to call parents/ guardians to pick up their child if their child is having trouble cooperating with others, is unable to participate in group exercises, or is threatening their own safety or the safety of others. If the misbehavior is continuous, parents may be asked to attend an upcoming field trip if staff feel their presence will ensure group and individual safety.

The department reserves the right to suspend or terminate any child's participation in the Camp Staunton program based on continued misbehavior or singular serious offenses. Parents will be informed if their child is to be suspended or terminated. Recreation Administration (Coordinator and Recreation Manager) will make final decisions on camper suspensions. In the case of suspension or termination, parents will be given a one-week grace period in order to find alternate care. Parents are not permitted to address or reprimand another child on our premises or while in our care. Please address staff with any concerns.

Major discipline problems such as fighting, extreme physical aggressiveness, disrespect to staff in the form of vulgarities or continual disregard for rules and authority will result in:

- a. First time – one day of suspension
- b. Second time – three day suspension
- c. Third time – termination from program

A discipline problem is defined as any child who is hampering the smooth flow of the program by either requiring constant one-on-one attention; is inflicting physical or emotional harm on other children; is physically and/or verbally abusing staff; or is otherwise unable to conform to the expectations outlined in this handbook.

Campers will NEVER be deprived of food, never placed alone without supervision, interaction or observation; campers will not be subjected to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint.

Meeting Special Needs

It is the goal of Staunton Parks and Recreation to create an inclusive and welcoming environment for all individuals of all abilities who wish to participate in recreational activities and programs. We will accommodate any reasonable request to assist people with disabilities and special needs and support various learning styles.

Youth who exhibit behaviors associated with a disability or disorder are not excluded from participation. We only ask for parental involvement and support to help us create a positive recreation experience. Without parental support and communication, our ability to make accommodations is limited, as we do not have the resources to provide one-on-one care. In the case of youth with very challenging or aggressive behaviors, hours of participation may be modified. Please feel free to contact the Recreation Manager to discuss any concerns you may have: 540.332.3706 ext 4186.

Staunton Parks and Recreation values inclusion and strictly prohibits discrimination. Read our Inclusion Statement and Notice and Prohibition Against Discrimination at www.staunton.va.us/Inclusion

Bullying

Although we actively strive to create a socially safe and comfortable environment for your child this does not mean that behind the scenes bullying doesn't happen. Therefore, we are continuing the implementation of our zero tolerance policy for bullying. In this situation, one warning will be given, a consultation between the staff, child and parent will be conducted and upon the second offense the child will be expelled from camp. Even though bullying can happen within any age group, it can be more common with older campers. Each of our staff members will be equipped with the necessary knowledge to effectively notice and address any bullying.

Camp Staff

Staff Training

Our staff meets and usually far exceeds all social service requirements for Supervisors and Aides in Child Care employment. Staff development is crucial in order to accomplish our goal of providing a high quality recreation program for school-aged children. Development and training have been proven to increase child adult interactions, as well as increasing positive and less punitive guidance and employing a less authoritarian style of interaction with the children. After all, it is counselors who determine the tone and the character-in effect, the quality of the program. We devote much of the week prior to camp to staff training and camp orientation. The staff orientation consists of policy and handbook overview and training on topics such as- ages and stages, tools to navigate difficult behavior, information on child abuse and neglect, as well as other relevant topics.

Staff characteristics that we look for are: leadership, good role models, outgoing personalities and patience. Staff is also chosen for their creativity, enthusiasm, energy, and experience working with children. We check references and previous experience closely and all staff must also pass a criminal background check before being hired.

Evaluation

Recreation Administration evaluates the program regularly. Camp Staunton Site Supervisors and counselors are evaluated on a bimonthly basis. While evaluations involve every component of the childcare service provided, staff evaluations conducted by Supervisors and Administration concentrate on the program rather than the paperwork. Specific areas of evaluation are: age-appropriateness of activities, involvement of children, communication and attitude toward the children, choices provided to the children, playground supervision and spacing, availability of materials and equipment for children, staff interaction, respect, sight and sound supervision, and guidance and discipline.

Health, Safety, and Medication

At least two staff (and usually more) at every site will be trained in First Aid, CPR, and Rescue Breathing. Staff will also always be in possession of a first aid kit. In case of emergency all emergency responders will be called.

At the Gypsy Hill Park Pool, all pool lifeguards are Red Cross Lifeguarding Certified as well as certified in First Aid and CPR (professional rescuer).

The medical forms you fill out at registration are kept onsite throughout the camp day and taken on field trips.

Playground Safety Policy

Staunton Parks and Recreation has a very extensive Playground Safety Policy, which includes staff training, playground audits and weekly inspections. Appropriate height of resilient surface, elimination of head entrapments and protrusions, and other violations will be the focus of the inspections. The Consumer Product Safety Commission developed the standard of care. There is a copy of our Playground Safety Policy at every site.

Child Abuse and Neglect

Law mandates the Camp Staunton staff to report any form of suspected child abuse or neglect to the proper authorities-Child Protective Services.

Medication

If your child requires medication during camp hours (temporary or long-term), a Medication Authorization Form **MUST** be completed and signed by the parent/guardian before the medication can be dispensed to the camper. Any medication sent to Camp Staunton must be in the original container and properly labeled with the child's name, physician's name, instructions and name and strength of the medication. Medication must not be expired. If needed, please request a duplicate bottle from your pharmacy. All medications will remain in a locked container at the camper's site. A written log will be kept by authorized camp staff detailing the dates and times medication was dispensed at camp. Medication will only be given to camper by a MAT certified staff member. A Medication Authorization Form can be found at the end of this document and at the Recreation Administration office.

Lice and Other Contagious Conditions

For the safety of our campers and staff, we ask that campers with contagious conditions (chicken pox, strep throat, pink eye etc.) do not attend camp until the condition has been adequately treated. Campers who have had lice may return to or attend camp when no live lice have been observed for at least 24 hours. If you find that your child comes down with a contagious condition during their week at camp, please notify the Camp and Camp Coordinator immediately by calling 540.332.3945.

Sunblock and Insect Repellent

Please apply any insect repellent or sunblock to your camper prior to dropping them off at camp. The labeled bottle parents/guardians provide, along with the signed permission slip, will ensure that it is reapplied throughout the day. The general recommendation of the American Academy of Pediatrics is to limit the use of DEET-containing products on kids to those that contain 10% or less DEET). We recommend a DEET-free brand with 30 percent oil of lemon eucalyptus. Camp Staunton cannot be responsible for the quality of application, though we will make every effort to ensure proper coverage. Authorization for Sunblock and Insect Repellent can be found on the Medical Authorization Form at this end of this document and at the Recreation Administration office.

Allergies

All allergies must be listed on the Camp Registration form. In cases of severe allergies, please contact our Camp Coordinator or Recreation Manager.

Thank you for choosing Camp Staunton for your summer childcare needs



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