

Hanover County VA

PARKS & RECREATION

Summer Camp 2021 Handbook



As we balance the need for and benefits of parks and recreation services with necessary precautions through this serious public health situation, please take note of the following plans for this program:

Limiting exposure

- Campers will be placed in “teams” of no more than 10 campers and 1-2 staff at the beginning of the week.
- The “team” will not participate in games or activities with other “teams.”
- Staff and campers will not change “teams” throughout the week.

Physical distancing

- Activities will be planned to maintain a 6-foot distance between participants as much as possible.

Cleaning and disinfection

- Participants and staff must wash or sanitize their hands throughout the day and prior to each activity transition.
- Team shared equipment will be cleaned and sanitized at each activity transition.
- Commonly touched surfaces will be wiped down at each activity transition.
- Campers will be provided individual kits of their own supplies, when possible, for use throughout the week.

Personal Safety – Participants and Staff

- Health checks (temperature and health questionnaire) will be completed of all campers at check in (see below for details).
- Face coverings will be required, when indoors or when campers and staff are unable to maintain physical distancing of 6 feet or more, unless it presents a health risk.

In the event that a staff member or camper tests positive for Coronavirus (COVID-19), please be advised of the following:

- All registered participants at that location will be notified immediately.
- Camp will be cancelled for at least 2 days, so that a deep clean, disinfecting and sanitization can be completed for all supplies, equipment and indoor areas.
- Refunds or account credits will be issues for the portion of camp that was cancelled.
- Guidance will be provided to all staff and families impacted by Virginia Department of Health regarding self-isolation period, based on the current health recommendations.

Dress Code: Please dress your child appropriately, keeping in mind the weather and active nature of our program. This is an outdoor based camp.

Tennis shoes or rubber-soled shoes are required (for your child's safety, bare feet or open-toed shoes are not permitted). Your child may be sent home or not be allowed to participate in certain activities if they do not wear appropriate footwear.

Campers should wear light weight, light colored loose-fitting clothing.

The following items are prohibited:

- Shorts and skirts more than five inches above the knee.
- Jeans falling below the waistline
- Articles of clothing with slogans, logos or pictures about drugs, alcohol or tobacco
- Pictures or words, which are vulgar or hurtful to other people
- Midriff shirts or shirts that purposely expose the navel, biker shorts, and flip-flops
- Bandanas and sunglasses (indoors)

For additional dress code policies, please see Regulation 7-3.1 (B) of the Hanover County Public Schools Parent-Student Handbook.

Lunch and Snacks: Each team will have designated times for water breaks, snacks and lunch.

Please send at least two snacks, a water bottle and a lunch in a cooler or insulated lunch bag, labeled with the camper's name. There will not be an indoor storage or cooler for campers to store their items.

Label food containers, items and drinks to avoid confusion.

Please note that camp is not a peanut-free program. Other children in the program may bring peanut products for their lunch/snack. When registering your child, please provide detailed information when asked about your child's allergies / medical condition and inform your site supervisor. Peanut-free lunch tables or areas may be set-up as needed. If your child needs access to an epi-pen please be sure to contact Hanover County Parks and Recreation prior to the start of the program to discuss prior to registering.

Cell Phone / Electronic Device Policy:

Campers are not permitted to use cell phones, electronics or communication devices during camp hours.

Medication, Accidents and Illnesses:

There is no nurse or doctor on site, however camp keeps a stocked first aid kit on hand at all times.

Children are encouraged to take any medications before or after camp. If your child has a need to take medication during camp, please contact Hanover County Parks and Recreation at (804)365-7150 or via email at parksandrec@hanovercounty.gov to discuss, prior to registering.

Accidents are documented and parents will be notified if their child is injured while at the program. Camp staff will handle routine and minor injuries (i.e. scraped knee or bruised elbow). Staff will call the rescue squad if they suspect a serious injury. The parents and/or emergency contact will be notified immediately.

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

Code of Conduct

Participants, parents and staff are expected to address each other respectfully and cordially at all times. All participants must conduct themselves in a manner which does not endanger their safety or the safety of others.

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

Camper Behavior: The following behaviors are prohibited and will not be tolerated:

- Horseplay, fighting or rough/inappropriate behavior of any kind
- Use of profanity, obscene gestures, or other inappropriate language
- Undue familiarity between participants
- Throwing, kicking, slapping or punching another participant or staff
- Harassment, hazing, threatening, bullying, or intimidating behavior or language toward another person
- Theft of items from the equipment bins, camp activity rooms, or another participant or staff's personal belongings
- Any behavior determined to be inappropriate by the Site Supervisor

Parents/guardians are financially responsible for their child's actions when he/she defaces and/or destroys the building, grounds or equipment, tampers with or pulls the fire alarm without due cause, or attempts or commits assault and/or battery of a participant or staff.

Prohibited Items: Please do not allow your camper to bring the following items to camp:

- Portable electronics (unless requested by the Site Supervisor)
- Personal items of value
- Knives, guns or weaponry of any type - real or play
- Cell phones (see Cell Phone Policy above)
- Flip flops, sandals or open-toed shoes
- Medication of any kind (unless discussed with and approved by Hanover County Parks and Recreation prior to registering)
- Collectibles that could become lost, broken or stolen
- Spending money

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

- **Minor Behavior Problems:**
 - Behavior problems that do not harm or endanger program activities or the safety of program participants or staff, but warrant corrective actions and guidance.
 - Examples: name-calling, negative attitude, lack of cooperation, refusal to participate (not affecting others), lack of attention to established rules, and such.
 - Corrective Actions: Documented warning to child, explaining the consequence of further repetitive behavior. If behavior continues, child should be given a "time out" for a given length of time, as deemed appropriate by staff and documented to reflect behavior and consequence. More than five (5) minor behavioral problems in a program week will result in staff completing a Disciplinary Notice.
- **Major Behavior Problems:**
 - Behavior problems that interfere with the safety of program activities, safety of program participants or staff, safety of the individual demonstrating the behavior, or affects the ability of the activity to occur.

- Examples: any aggressive physical conduct (shoving, pushing, etc), disrespect to staff & others, deliberate destruction of recreational equipment, or continued minor behavior problems after corrective action has been taken.
- Corrective Actions: Stop the behavior and remove the child from the activity area. Child should be given a "time out" for a given length of time, as deemed appropriate by staff. Prior to returning to planned activities, if appropriate, staff will address alternative behaviors with child. Staff will complete a Disciplinary Notice and discuss with the parent. A parent must sign the Disciplinary Notice and a copy will be provided to them. Additional occurrences of major behavior problems may result in suspension from the program
- Severe Behavior Problems and Non-Tolerable Offenses:
 - Behavior problems that harm any program participant, staff, or the individual demonstrating the behavior; continued incidents of major behavior problems; any offenses that may carry legal implications.
 - Examples: severe fight, physical attack, possession of firearms, vandalism, evidence of intoxication, possession of any drug substance, selling or evidence of intent to sell any substance for abuse, attempt to influence any other youth to engage in the activity of substance abuse.
 - Corrective Actions: Stop the behavior immediately and remove the child from the activity area. Notify parents, Recreation Coordinator, and Recreation Program Director immediately. If necessary, notify Director of Parks and Recreation, Hanover County Schools, and/or Sheriff's Department immediately. Site Supervisor will complete a Disciplinary Notice documenting the incident and discuss completely with parent. A parent must sign the Disciplinary Notice and a copy will be provided to them. Child will be suspended from the program for a length of time to be determined on a case-by-case basis. Parent will be required to discuss the behavior/incident with staff, and if deemed appropriate, Recreation Program Director and/or Director of Parks and Recreation before child can be re-instated to Recreation Department sponsored program.