



Loudoun County Department of Parks, Recreation & Community Services

# DAZE & FEST

2020 family handbook



# Welcome!

## Program Mission:

The Daze and Fest mission is to provide a quality Summer Camp program in an inclusive, safe and nurturing environment. We deliver an experience that empowers our campers to explore their interests in a social and recreational setting. We hire and train counselors who are enthusiastic and lead with positivity and integrity.

## Our Values:

- We are a team that strives toward the same end goal
- We are collaborative, utilizing each other's strengths
- Fun and safety are always at the forefront of our minds
- Our interactions with participants, families, and other stakeholders is professional and respectful
- We are engaged with our participants, learning from them, as well as them learning from us
- We create an environment that is warm and welcoming, for staff, participants and families

## General Inquiries

For general inquiries regarding the program, such as fee payments and activities, please email [camp@loudoun.gov](mailto:camp@loudoun.gov)

This email account is actively managed and we answer all emails within 24 hours during the work week.

## Camp Contacts

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**Camp Coordinator**

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**Children's Program Manager**

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Karen Sheets

**PRCS Deputy Director**

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## Camp Calendar:

Our camps run in one-week sessions, with dates as follows:

Week 4 – 7/6 -7/10

Week 5 – 7/13-7/17

Week 6 – 7/20-7/24

Week 7 – 7/27-7/31

Week 8 – 8/3-8/7

*\*Camp opens at 8:30am and closes at 4:30pm.\**



## Camp locations:

**Daze** – Children entering Kindergarten\* - 5th grade in the fall of 2020.

**\*Child must be 5 by their first day of camp**

**Fest** – Children entering 6th grade - 8th grade in the fall of 2020.

Camp locations can be found at [www.Loudoun.gov/camps](http://www.Loudoun.gov/camps)

## Registration procedures:

All items below are required to register and must be submitted by prior to camp:

- **A PRCS Participation Information form** – this form is online at [www.loudoun.gov/3448/PRCS-Licensed-Programs-Registration](http://www.loudoun.gov/3448/PRCS-Licensed-Programs-Registration)
- **Current identity verification for each child.** Acceptable forms include an original or certified copy of the child's birth certificate, birth registration card, passport or report card.
- **A completed copy of the Commonwealth of Virginia school entrance health form.**

It is the responsibility of the parents / guardians to provide us with the proper registration information and current phone numbers for the child's file.

## Registration fees

There is a \$25 registration fee per child for Daze and Fest, due at registration. Parents should make sure all emails and home addresses are current and up to date in webtrac for refunds and emails.

## Weekly deposit and balance

- For 2020, the pro-rated weekly fee for camp is \$139 (\$25 deposit due at time of registration and \$114 balance due prior to the camp week)
- During the Covid19 pandemic, a full refund will be offered if you choose to withdraw your child.

## Balance Due Dates for Summer 2020

Session	Dates	Balance Per Child	Payment Due Date
4	7/06-07/10	\$114	June 22, 2020
5	7/13 – 7/17	\$114	June 29, 2020
6	7/20 – 7/24	\$114	July 6, 2020
7	7/27 – 7/31	\$114	July 13, 2020
8	8/3 – 8/07	\$114	July 20, 2020

In the event that you fail to make the balance payment by the due date your child will be dropped from the program. If you would like to re-register your child, should space allow, then the full weekly payment of \$139 is due at time of re-registration.



## **Payment Options:**

- Payment for the Daze and Fest Camp program can be made online through Webtrac; via check mailed to our administration office; or in person at any manned county facility, including our administration office. If you choose to mail in a check please be sure to leave adequate time for your check to arrive and be processed – your child will be dropped from the program if payment is not made by the due date.

The address for the PRCS administration building is 742 Miller Dr SE, Leesburg, VA 20175

## **Returned Checks:**

- There will be a \$40 charge for any check returned for insufficient funds.

## **Withdrawal Procedures:**

- If you would like to withdraw your child from one or more weeks of our program, you must make the request in writing – email, fax or hand written cancellations are acceptable. Verbal cancellations including voicemails are not acceptable. Cancellation requests should be emailed to [camp@loudoun.gov](mailto:camp@loudoun.gov)

## **Refund Policy:**

- Refunds made in accordance with the camp refund policy will be refunded in the form of a check from the Loudoun County Treasurer's Office.
- Please see additional information in the Covid-19 Addendum to the parent handbook

## **Childcare Statements:**

- Loudoun County Parks, Recreation and Community Services issues a receipt for all payments paid for camp registrations. If you require a receipt for child care expenses, tax purposes or reimbursement, you may obtain copies of your receipts through your Webtrac account. All receipts are printed with our tax ID number.
- The County's Tax ID number is 54-094-8306

## **Waitlist:**

- Each camp location has a maximum capacity, and openings are available on a first come, first served basis. We are not able to guarantee or predict when space will become available at a particular location. We do however, actively manage our wait lists. Should space become available at a site prior to the balance due date, an administrative assistant will contact you via email to let you know space is available. When you are offered the space you may accept or decline – if you accept, payment must be made within 24 hours or this space will be offered to the next waitlisted individual. If a single spot becomes available but you have more than one child on the waitlist, we are unable to hold that spot until a second spot becomes available.
- If space becomes available at a site after the balance due date then an email will be sent to all families remaining on the waitlist and spots will be available on a first come, first served basis.

## **Late Pick Up Fee:**

- Daze and Fest camps close at 4:30pm. The late pick up fee is \$15, per 15 minutes, per child - late fees will be assessed as of 4:31 pm. If the child is picked up any time between 4:31pm and 4:45pm, the fee will be \$15 per child. If pickup is between 4:46pm and 5:00pm, the fee is \$30 per child. Parents who are habitually late may be asked to seek an alternative program.
- If a child is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be contacted to pick up the child.

## **Staff:**

- The summer camp staff is comprised primarily of our CASA professional child care staff, school teachers, college students and high school graduates. We aim to hire energized, creative individuals who are passionate about working with children. All staff must have completed 11<sup>th</sup> grade, undergo background checks, meet minimum education requirements, and undergo training prior to the start of camp.
- The staff to camper ratio is 1:18 for Daze and Fest camps. For safety considerations during the State of Emergency, the ratio is currently 1:9.

## **Site Activities:**

- Each site is provided with weekly themes, an activity binder, and various supplies. Camp sites will also take ideas and interests of the campers into account and plan games and activities based on campers' suggestions. Staff will deliver a variety of activities throughout the week, including active games, craft time, gym time, science projects, STEM, creative expression, and cooking projects.

## **Weather:**

- Outdoor play is an important part of our daily camp schedule. We ask that you dress your child according to the weather conditions. You may wish to send a light sweater or jacket for cooler early mornings.
- During periods of extreme heat (Code Red) the camp staff will alter outdoor activities. Low-aerobic water activities or alternative indoor activities will replace high energy, active outdoor games. The staff will encourage an increase in water intake on these days, and all precautions will be taken to prevent heat related injuries.

## Climate Policy:

- Length of Time Children to be Outside During Extreme Heat and Cold Weather and Air Quality Guide

### 2-10-16

- PRCS will use the Child Care Weather Watch Chart and guidelines provided by the Iowa Department of Public Health & Healthy Child Care.
- Condition RED - Heat Index 100 degrees or more - will be uncomfortable and may be hazardous to some children.
- The following guidelines should be applied:
  - Children Ages 2 ½ - 5 - should not be outside.
  - Children Ages 5 – 9 May want to play outside, if they are properly dressed, having plenty of fluids, but it is not recommended unless they are at a swimming facility or Water Park. If at a swimming pool or Water Park, children must wear sunscreen labeled SPF 30 or higher and it is recommended to be UVB and UVA ray protection. (Please refer to PRCS Sunscreen Policy.) Length of time to be outdoors would be for no longer than 15-20 minutes and then should seek shade protection for 15-20 minutes.
  - Children ages 10 and up may play outdoors for very short periods of time if they are properly dressed, having plenty of fluids. Length of time no more than 20-25 minutes and then should seek shade protection for 20-25 minutes. Children must wear sunscreen labeled SPF 30 or higher and it is recommended to be UVB and UVA ray protection. (Please refer to PRCS sunscreen policy.)
  - All children playing outdoors in extreme heat should be dressed in light colored clothing made of cotton or cotton like fabrics.
- Air Quality Guide – The Council of Governments (COG) in the Metropolitan Washington, DC area have created an Air Quality Guide. COG provides daily reports and forecasts of regional air quality. COG helps notify area citizens and employers when unhealthy air quality is expected through Air Alerts. The ozone season generally runs between May and September.
- Since the dangerous times for the ozone season lasts all summer long, precautions must be taken with children. The most dangerous time for anyone to be outside is a Code Purple Day, which this area has not had in recent memory but we do get notifications of Code Red days. On those Code Red days, it is unhealthy to be outside. Staff must ensure that any strenuous outdoor activity is prohibited for all age groups. On Code Orange days it is unhealthy for sensitive groups. PRCS recommends that small children limit their time outdoors.



## **Sunscreen Policy:**

- Parents are responsible for providing sunscreen for each child participating in an outdoor program or a program that includes spending time outdoors. Sunscreen should be labeled with the child's name.
- If sunscreen is not provided, staff will apply the camp provided spray lotion sunscreen, with a minimum of 30SPF in accordance with section 4.9 of this policy.
- Sunscreen, with at least 30 SPF rating, is recommended to be purchased annually to avoid sunburn.
- Children should arrive at the program site each day with sunscreen already applied, even on cloudy days.
- Staff will supervise the application of sunscreen as a group activity prior to the first outdoor activity of the day and at each hourly scheduled break throughout the day.
- If a parent has indicated on the registration form that a child "needs assistance" applying sunscreen, staff may assist the camper in applying the spray sunscreen provided by the parent/guardian. Sunscreen will only be applied to areas on the campers' body that would naturally remain uncovered by a swimsuit. In all situations at least 2 staff members will be present when sunscreen is applied.
- If a parent has indicated on the registration form that a child "does not need assistance" applying sunscreen and the staff recognizes the child has difficulty applying sunscreen properly, staff assist in spraying on the sunscreen.
- When a camp group is going outdoors, each camper must have sunscreen applied prior to heading outside, and then reapplied every hour thereafter.
- In the event that a child refuses to apply sunscreen after verbal prompting, or refuses to allow a staff member to apply sunscreen if "needs assistance applying" is checked, then we will contact the parent to notify them. We will also note on the Sunscreen Form that participant refused application and parent/guardian was called.

## **Camper belongings:**

- A designated area will be provided for children's personal belongings. All campers are encouraged to have a book bag or backpack for their belongings. A bin will be designated for storage of each camper's bag. Campers are strongly discouraged from bringing any items to camp, aside from their lunch, snacks, sunscreen and water bottle.
- This summer, campers will be provided with a bag containing their own craft supplies in order to limit sharing.

## **Shoes:**

- Closed toe shoes should be worn every day to camp. Flip flops and crocs are not permitted at site.

## **Money:**

- Campers should not bring money to camp.

## **Lost and Found:**

- Please do not send expensive clothing, toys, money or electronics to camp. While every effort will be made to locate lost items, the camp program is not responsible for lost or damaged items.
- At the end of the summer all lost and found items at site will be taken to the PRCS main office.
- If your camper is missing an item at the end of the summer, please contact

[camp@loudoun.gov](mailto:camp@loudoun.gov)

Items will be kept for one month after camp finishes.

## **Food Information:**

- All campers should bring a non-perishable lunch, two snacks and a water bottle to camp daily. A refrigerator and microwave may be available at site, but cannot be guaranteed.
- Please mark your camper's lunch box and their water bottle with their full name.
- Campers are not permitted to use any soda or vending machines on the school premises.
- Please, no glass bottles or containers.

## **Lunch Date Stickers:**

All camper lunches must be dated, every day. When you drop your child at camp, lunch stickers will be provided at the sign in / out table – a staff will affix a date sticker to your child's lunch upon arrival every day.

## **Children with Individual Needs:**

- The Daze and Fest summer camp program is an inclusive program. We strive to serve all children in his or her least restrictive environment with the appropriate adaptations needed. If you require a reasonable accommodation for your child we ask that you contact the Camp Coordinator at **703-737-8031**, allowing at least 3 days notice.

## **Drop off procedure:**

- Please see Covid-19 Addendum to the parent handbook

## **Sign In/ Out Policy:**

- Please see Covid-19 Addendum to the parent handbook

**Please know that anyone collecting a child MUST be prepared to show ID every time they arrive at site.**

## **Emergency Pick Ups:**

- Three emergency contacts other than parents or guardians must be listed on each child's registration form before a child will be admitted to the program. Emergency contacts must be at a location during camp hours that is within a 15-mile radius of the day campsite. One of these emergency contacts will be contacted if a parent or guardian cannot be reached to pick up child/ren in the event of an emergency. If a child is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be contacted to pick up child(ren).
- Please see additional information in the Covid-19 Addendum to the parent handbook

## **Behavior Management:**

- Behaviors that may lead to an incident report, possible suspension or termination from the program include but are not limited to:
  - Refusing to follow basic safety and program rules
  - Stealing or defacing Camp equipment, school property or property of others
  - Bullying and / or engaging in fights. PRCS will contact parents to collect any camper who is unable to function cooperatively with others or is a threat to him/herself or others
  - Repeated disrespect towards staff or rude and inappropriate behavior towards others, by children or parents
  - Immediate removal from the program may occur if PRCS administration feels they cannot maintain the safety and welfare of the child or other campers.
- Please see additional information in the Covid-19 Addendum to the parent handbook

## **Discipline and Incident Reporting:**

- Typical steps pertaining to discipline and incident reports:
  - Child does not abide by the camp rule; camp staff discusses behavior and consequences with the child and redirects behavior. An incident report may be written.
  - Child does not abide by the camp rule; camp staff discusses the behavior and consequences with the child and parent and writes a second incident report.
  - Child's next offense: staff writes third incident report and informs parent. Supervisor consults with the Camp Coordinator, and Division Manager reviews with the Director for the appropriate action and parent is informed of decision. If a suspension is appropriate, the parent will be given 24 hour notice, if possible and appropriate, so that alternative arrangements can be made. If the problem persists following return from a suspension, a conference among parents, Camp Specialist, Camp Coordinator and Division Manager will be held to effect dismissal of the child from the program.
  - Incident reports are also written and suspensions may occur for other serious events on site such as fire, medicinal reaction, security or other unusual situations.
- Please see additional information in the Covid-19 Addendum to the parent handbook

## **Causes and Procedures for Dismissal:**

- The Camp program and staff are pledged to make every effort to maintain a child in the program. Only after all procedures by the administration, staff and parents have failed will dismissal be considered. If in the opinion of the Camp Specialist, Camp Coordinator, Division Manager and PRCS Director, a child's behavior presents a physical danger to themselves or others, or if the child fails to follow rules, then an immediate suspension or dismissal from the program may result.
  - Causes:
    - 1. Failure to pay fees as required.
    - 2. Failure to complete all required registration procedures.
    - 3. Failure to comply with program policies, procedures and code of conduct.
  - Procedures:
    - If cause for dismissal is evident, the Camp Coordinator will contact the parents and all efforts will be made to remedy any problems that exist.
    - In most situations the parent will be given at least 24 hour notice before suspension from the program is implemented.
    - After a suspension, a probationary period will be set to allow time for the problem to be resolved.
    - If after the probationary period the problem still exists, the staff and parents will again discuss possible solutions. Suggestions may be made to seek referral of the problem to other County resources or agencies.
    - Only after all resources have been expended will dismissal be considered. Staff will present the situation to the Director and if approved the child will be asked to find an alternative program. Parents will be notified in writing of the dismissal and, if possible and practical, will be given at least 24 hours' notice. No refund will be issued if a child is dismissed from camp.

## **Health and Emergency Forms:**

- All Participation information, Health and emergency forms must be completed for the current program year before a child may attend our program. Please see additional information in the Covid-19 Addendum to the parent handbook

## **Daily Health Check**

- Please see Covid-19 Addendum to the parent handbook

## **Fever Policy and Communicable Diseases:**

- Please call the site if your child will not be attending the program for any reason.
- Please see additional information in Covid-19 Addendum to the parent handbook

## **Immunizations:**

- Each child is required to have the immunizations and vaccinations appropriate for a child their age before acceptance into the program. The child's immunizations must be certified by a doctor on the type of medical form provided by the program.
- A child may be exempted from the immunization if the parents submit to the Camp Coordinator a "Certificate of Religious Exemption."

## **Ill and Injured Children:**

- If a child becomes ill or is injured while at the program, the parent will be immediately contacted. If the parent is not available, an emergency contact person will be called. Children will be taken to and cared for at the campsite or camp office until they are picked up. In an emergency, and as appropriate, the child will be taken by the local rescue squad to the closest emergency facility. A parent or guardian will be immediately notified.
- Please see further information in the Covid-19 Addendum to the parent handbook

## **Medications:**

- If a child must take medication during the program hours, a Medication Authorization form must be completed and given to the Site Supervisor along with the medication. Only medication in its original bottle, with a prescription label, may be given. Please tell the staff if there are any side effects to watch for.
- The medicine will be kept in a locked Medicine Box located in the office space of the Summer Camp site.
- The Medication Authorization Form must include: Child's name, prescription number, exact dosage, the name of the medicine, time to administer and any special instructions. Parents/guardians should take the medication home at the end of each day unless a long-term medication form is completed. The Short-Term Medication Authorization Form is good for a maximum of 10 days. Long term medications require a form that is signed by your child's physician. Documentation of administering medication will be recorded in the medication log.
- Staff will inform parent of any adverse reaction to medication given during program hours or of any medication concerns.

\*The medication form can be found online at [www.Loudoun.gov/prcsforms](http://www.Loudoun.gov/prcsforms)

- Please see additional information in the Covid-19 Addendum to the parent handbook

## **Insect Repellent:**

- Insect repellent may be sent to camp with campers, so long as it is labelled with the camper's name and written permission is provided by the parent. The container will be kept in a locked container, out of the reach of campers, and application will be completed in accordance with the instructions on the label. Application will be noted on a medication log, and parents will be notified in the event of a reaction.

## **Allergies:**

- The parent will supply a complete list of what foods or allergens their child is allergic to and therefore need to be avoided. Copies will be provided to the program staff so they are aware of the type and severity of the allergy. Allergy lists are compiled by site, and must be posted at each site, out of sight of the public and other children.

## **Child Abuse/ Neglect:**

- In accordance with the Code of Virginia, Loudoun County PRCS staff is responsible for reporting all suspected child abuse or neglect to the Department of Family Services Child Protective Services for investigation. Any suspicion of abuse will be reported to the site supervisor immediately. On site staff will then contact their appropriate supervisor and Department policy will be followed.

## **Licensing Information:**

- Please see additional information in the Covid-19 Addendum to the parent handbook

## **Emergency Preparedness and Shelter in Place:**

Dear Participants and/or Parents:

The events of recent years have made us all keenly aware of the need to review and refine the Department of Parks, Recreation and Community Services emergency plan. With that in mind, preparing for emergencies requires considering all likely scenarios. We believe that all County facilities are very safe during emergency situations. The Department has updated our emergency response plan to include the “Shelter in Place” concept. This concept has been added to the Loudoun County Public Schools Emergency Response Plan and is another safeguard to protect our participants and staff.

As you may know, “Shelter in Place” is designed to create a neutral atmosphere within a building by shutting down all ventilation systems and closing all doors and windows. The procedure is intended to seal off a building for a limited time if there is a chemical threat. “Shelter in Place” will help keep chemical agents from leaking into buildings and protect all that remain inside.

In the event that a “Shelter in Place” procedure must occur, all Parks, Recreation and Community Services program participants will be directed by emergency officials to remain inside and follow procedures. During this time, no one will be permitted to enter or leave until emergency officials have given an all-clear status. The Department is prepared to provide water and food for our participants for the limited time that the plan is necessary.

Due to the heightened awareness of emergency preparedness, please, if needed, immediately update your emergency contacts and medical information that we have on file. During emergency situations, we will make every effort to communicate the status of all facilities and programs through local television, radio and the County website. The alert system enables citizens to sign up to receive instant alert notifications from County agencies through mobile devices and email. Citizens may register for this free service at [www.loudoun.gov](http://www.loudoun.gov), on-line services, link to Citizen Alert System and register for PRCS Childcare Emergency Alert Plan.

While working with other County agencies, the Department continues to refine our safety plans. Your patience and understanding, should an emergency arise, is essential in order for the department to safely protect our program participants and calmly reopen our facilities.

Sincerely,

Steve Torpy, Director

**Loudoun County Parks, Recreation and Community Services**