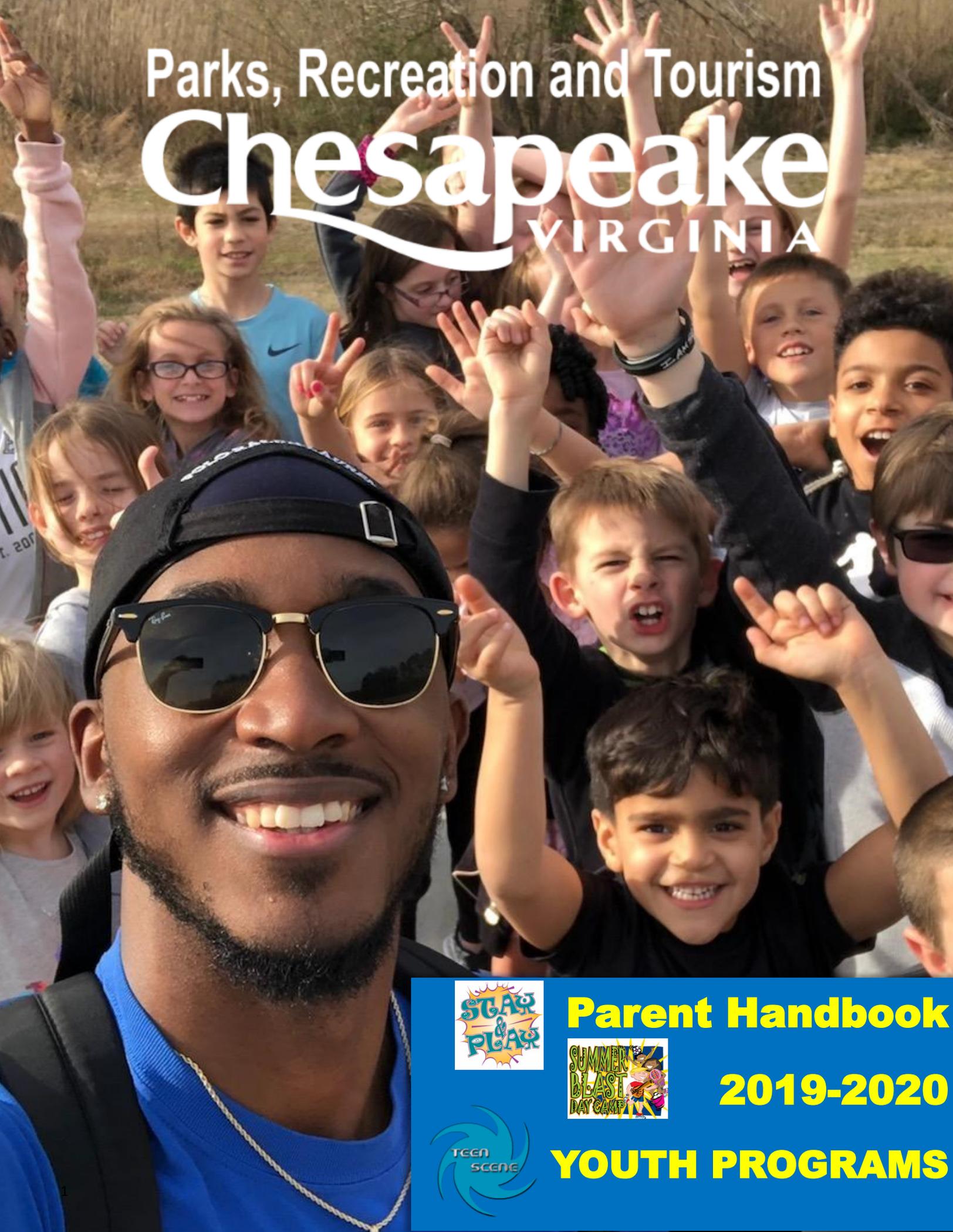


# Parks, Recreation and Tourism Chesapeake VIRGINIA



**Parent Handbook**



**2019-2020**



**YOUTH PROGRAMS**

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## Welcome!

We are indeed excited to have your children enrolled in our programs. Our team has activities planned throughout the year to keep your children active with physically and mentally stimulating activities. Staff is dedicated to keeping your children safe and providing them with experiences they will remember for a lifetime!

Inside this parent handbook are policies and procedures to ensure your child is receiving the best care possible. Please take time to read through it so you are familiar with our activities and programs and review the materials with your child. This way they will be aware of program expectations before the start of this season of fun! Our friendly, professional staff will be more than willing to assist you at any time and answer every question you may have.

It is in everyone's best interest to teach and promote healthy lifestyles and experiences in these programs. We will encourage physical activities, creative/outside-of-the-box activities, healthy snacks and lunches. Staff is also incorporating reading corners at each of our community centers to encourage additional reading and mental stimulation while creating a fun, quiet environment.

As always, you are encouraged to visit all of our parks and recreational facilities. We have many parks and special events available throughout Chesapeake that can provide you with fun, free family outings. Or, you may desire to bring your family to a community center and play a family basketball game. Our community center memberships are very affordable!

We are looking forward to having your child participate in our programs. Thank you for choosing Chesapeake Parks, Recreation and Tourism where it is our goal to enhance both yours and your family's quality of life.

**Michael D. Barber**

**Director of Chesapeake Parks, Recreation and Tourism**

## Keeping Our Participants Active!

Chesapeake Parks, Recreation and Tourism is keeping participants active with organized games, free play, arts & crafts, special guests, field trips, and food projects. We are dedicated to providing convenient, high-quality, and affordable programs to your children. Our programs are supervised with trained staff who will provide a safe, fun, and friendly environment.

# Staff Qualifications

Your child's safety is our number one priority. We strive to maintain safe programming while implementing fun, age-appropriate activities. Before we hire individuals to work with our children they must meet the following requirements:

## **Recreation Leaders must:**

- Be at least 18 Years Old
- Possess a High School Diploma or Equivalent
- Have at Least 6 Months Experience in Working with Children Such as a Teacher Substitute, Coach, or Child Care Provider.
- Possess a Valid Virginia Driver's License

## **All staff must have a successful completion of a background check, which includes:**

- FBI Fingerprinting
- State Criminal Record Check
- Central Registry Check (which identifies founded child abuse or neglect charges)

## **Applicants are automatically disqualified for hire, if they have ever been convicted of:**

- Child Abuse/Neglect
- Sexual Offenses
- Violent Felonies (i.e., battery, rape, murder, manslaughter, abduction, robberies, carjacking's involving unlawful force) or any misdemeanor involving violence within the past five (5) years
- Felony Drug Distribution

## **Once hired new seasonal employees must attend a variety of trainings including:**

- CPR/First Aid
- Blood Borne Pathogens
- Child Abuse & Neglect

## **In house policy & procedures to include:**

- Behavior Management
- Positive Role Models
- Supervising a Group
- Field Trip Policy & Procedure
- Preventing Bullying

## **Customer** **Privacy Policy**

We are committed to protecting the privacy and confidentiality of each participants' personal information. We comply with all federal, state and local laws and regulations, as well as City of Chesapeake's policies regarding the collection, maintenance, dissemination and disposal of personal information.

# Program Design

## Universal Programming

Chesapeake Parks, Recreation and Tourism program offerings are Universal Programs which encourage participation by a diverse population and accommodate those with varying abilities and varying learning styles. The keys to a Universal Program are consistency, structure, variety of activities and a shared investment.

## Program Schedule

Each program contains a schedule of events posted daily which is structured to help participants and parents understand what activities will take place and when. Participants will be informed of changes to the schedule as soon as possible. Transition time, prior to changing activities, will be incorporated into the schedule.

## Communication

Instructions will be given prior to each activity in 1 to 2 simple steps and provided in ways that engage a variety of learning styles. Understanding of instructions will be ensured by asking participants if they understand or by having participants repeat instructions.

## Important Parent Information

“Parent” is defined as biological parents, parents in loco parentis, legal wards, foster/adoptive parents. Both parents may designate adult individuals who are permitted to pick up a child from a Parks, Recreation and Tourism program.

Without a court order terminating parental rights or limiting a parent’s access to a child, both parents, regardless of whether the parent has physical custody, will be provided the same rights to obtain records and have access to the child. Additionally, biological parents can only be listed as not authorized to pick-up if their parental rights have been terminated or a court order restricts their ability to be in contact with the child(ren) at issue. Therefore, copies of the most current, updated or revised court orders related to child custody and/or visitation must be submitted at the time of each program registration. Parks, Recreation and Tourism allows parents to visit the program during normal operating hours however, if an individual is disruptive to the program, children or program staff, we reserve the right to ask the individual to leave.

## Things to Know

- We need some personal information for each participant such as their age, emergency contacts and allergy/health information so that we can deliver appropriate programs and services.
- Parents and legal guardians are permitted to access and update their own child’s records. Photo ID and other proof of relationship to the child may be required.
- Requests to change information on the account must be made by the main contact, in person (with a photo ID) or in writing (with a signature).
- If you are not the main contact on the account, you may update your own personal information; however, the main contact will need to request to make other changes to the account.



## Outdoor Time

We take careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality or the possibility of thunderstorms. We reduce or eliminate strenuous outdoor activities due to extreme heat and poor air quality. However, participants may be outdoors for a limited time doing non-strenuous activities. Decisions about postponing field trips are made on a case-by-case basis in conjunction with information from the National Oceanic and Atmospheric Administration's National Weather Service and media weather forecasts. In addition, the length of the van ride and field trip destinations (outdoors or inside) are considered.



# Participation Guidelines

We are committed to ensuring that our participants get the maximum benefit from our programs/activities by offering a wide range of services and programs to meet their needs. The following guidelines have been adopted to assist people interested in participating in our programs and services. Reasonable accommodations that do not fundamentally alter the nature of the program, service or activity will be made based on the individual needs assessment and availability of resources.

**Age:** Age requirements are established to suitably design activities that are appropriate for participants in any given program.

**Skill:** In order to participate in any program, service or activity, individuals must meet the outlined skill level of that program, service or activity.

**Communication:** Individuals must be able to communicate in English their basic needs and receive basic instructions to help maintain a safe environment.

**Dress Code:** Individuals must abide by program dress codes, which are established in consideration of your child's safety. Participants must be able to dress themselves with minimal assistance from staff (i.e., with buttons, zippers, and snaps).

**Eating and Drinking:** Many Parks, Recreation and Tourism programs, services and activities include a snack and/or meal time. Demonstrated ability to feed or drink by themselves with minimal verbal assistance from staff (i.e., verbal cues and reminders) is required.

**Personal Hygiene:** The significant social component of Recreation programs services and activities warrants the necessity of individuals being able to care for their own hygiene needs and conditions in order to participate.

**Toileting:** Individuals must be able to use restroom facilities with minimal assistance from staff (i.e. verbal cues and reminders); independently get on and off the toilet; and dress themselves with minimal assistance from staff (i.e., with buttons, zippers, and snaps).

**Behavior:** To fully enjoy the benefits of any program, service or activity, individuals must follow established rules and expectations.

**Safety:** Individuals cannot present a safety threat to themselves or to others when participating in our programs.

**Goals:** Individuals must be willing to work toward the goals presented for that program, service or activity.

## Community Center Membership Information

Youth must be at least eight (8) years of age in order to enter a community center without a parent/guardian. A Youth Recreation Card is \$10 for Chesapeake residents and \$20 for non-residents per year. Membership cards are valid for one year from the date issued.



## ***Expectations of Participants***

Exercise respect toward all people, places of business, equipment, and vehicles.

Follow the rules associated with activities and program areas and ask a staff member for clarification, if needed.

Communicate and conduct themselves in an appropriate manner. Threatening words, tone of voice, gestures, foul language, sexually inappropriate behavior, teasing, bullying, throwing objects, and physical contact will not be tolerated and are prohibited.

Model and support a safe, fun and healthy environment.

Follow the community center program rules.

Participants, parents/guardians and staff are required to follow our "Participant Expectations." Parents/Guardians are financially responsible for their child's actions when the participants: Defaces and/or destroys the building, grounds, equipment, vehicles or other's belongings Tampers with or pulls the fire alarm without due cause Consequences will be followed through appropriately in a timely manner.

## ***Expectations of Staff***

In order to promote your child's physical, intellectual, emotional, and social well-being and growth, staff will interact with them to provide needed help, comfort, support and:

- Respect personal privacy
- Respect differences in cultural, ethnic and family backgrounds
- Encourage decision-making abilities
- Promote ways of getting along
- Encourage independence and self-direction
- Use consistency in applying expectations
- Behavioral guidance is constructive in nature, age and staff appropriate, and is intended to redirect children toward appropriate behavior and to resolve conflicts.

### **The following actions or threats as punishments are forbidden:**

- Any form of physical punishment such as spanking, hitting or shaking
- Forcing participants to assume an uncomfortable position
- Retraining or restriction of body movement through binding, tying or confinement in a closed or small space
- Verbally abusive remarks such as belittling a participant, threats or remarks about his/her family, cultural background, race or religion
- Use of exercise
- Forcing, withholding or substituting food
- Separation from the group so that the child is away from the hearing and vision of a youth worker
- Punishment by applying unpleasant or harmful substances.
- Forcing participants to write repetitive sentences as a consequence.
- Forcing or withholding quiet time, snacks, water or bathroom privileges.

**WAIVER FOR PARTICIPATION:**

In consideration hereof, I hereby, for myself, my spouse, my children, my heirs, successors, and assigns, now and forever, release, indemnify, save, defend, and hold harmless the City of Chesapeake, its departments, officials, employees, and representatives from and against any and all claims, including, but not limited to claims for personal injuries, death, fees, liabilities, losses, and costs resulting from or arising out of my or my child's participation in any activity sponsored, co-sponsored or run by the City of Chesapeake.

**CONSENT TO USE PHOTOGRAPHS:**

Stating further, I authorize the City of Chesapeake and its departments to take photographs, audio and video recordings of me and/or my child at any City facility, park, or program for publications used in promoting City programs.

- Giving authority/consent to allow a participant or other persons to punish another participant
- Enforcing a punishment at the request of a parent/guardian that resulted from behavior at home

# Behavior Guidelines

## *Behavior and Bullying*

Participants, parents and staff are to address each other with dignity and respect. For a safe and enjoyable experience, all participants must demonstrate appropriate behavior. Participants are expected to exercise respect for themselves and toward all people, places of business, equipment, and vehicles. All participants and parents are expected to communicate and conduct themselves in a manner which does not endanger their safety or the safety of others. Participants should always follow staff's instructions.

Participants and parents should maintain individual space and keep their hands, feet, etc. to themselves. Use of profanity, tone of voice, gestures, foul language, sexually inappropriate behavior, teasing, throwing of objects, and physical contact are prohibited and will not be tolerated; and may result in disciplinary action.

**Bullying – defined as unwanted aggressive or non-aggressive behavior, that involves the real, or perceived to be real, power or control of one participant(s) directed towards other participant(s) – will not be tolerated.** These actions include, but are not limited to threats, spreading rumors, verbal and or physical attacks and the intentional exclusion of individual(s) from a group activity. Participants who display these types of behaviors will be considered for disciplinary action in accordance with our philosophy of progressive discipline.

Any behavior that is deemed aggressive or threatening may require immediate removal from the program/facility with the possibility of further consequences. If the patron is a minor, staff will make every effort to contact the parent or guardian to make them aware of the situation. Any unlawful behavior or activity will be reported to the appropriate legal authorities for further action.

Any inappropriate behavior can result in disciplinary action ranging from a warning, temporary suspension and/or expulsion from the program.

## *Progressive Discipline*

Chesapeake Parks, Recreation and Tourism Youth Program participants are encouraged to engage in a supportive environment. As such, the following behaviors are discouraged and may result in appropriate disciplinary responses: the use of profanity, obscene language; inappropriate gestures; sexually inappropriate behavior; teasing; bullying; throwing objects, and malicious physical contact to name a few. Please refer to the Expectations of Participants for a full listing. Depending on the behaviors indicated, Parks, Recreation and Tourism staff reserve the right to issue the appropriate progressive step indicated below. The following summarizes the progressive steps Parks, Recreation and Tourism will take in response to behavior issues:

### *Progressive Step 1- Verbal Warning*

Parks, Recreation and Tourism staff members will remind participants of our behavior expectations and verbally redirect participants who engage in minor inappropriate behaviors. This will include, but not be limited to reiterating that participants are to maintain individual space and keep their hands, feet, etc. to themselves.

### ***Progressive Step 2 - Intervention***

Parks, Recreation and Tourism staff members may use one or more of the following interventions. Time Out, to allow the participant time to regroup, discuss inappropriate behavior and alternative choices, and prepare to continue recreational programming and fun. Participants will be monitored and reevaluated at five (5) minute intervals to determine their readiness to rejoin the group.

### ***Progressive Step 3 – Early Pick-Up***

Will be required in situations where the participant is unable to manage their behavior despite verbal warning and intervention attempts; the misconduct is egregious; and/or participant requires attention beyond the capacity of our staff to provide.

### ***Progressive Step 4 – Suspension for one or more days\****

Suspensions may be imposed in situations where misconduct continues after lesser progressive steps have been imposed or resulting from an especially egregious act.

### ***Progressive Step 5 – Long Term Suspension\****

In the event that the aforementioned interventions are not successful, a Long Term Suspension (up to or more than 1 year) may be imposed. This level of intervention is usually reserved for the most severe situations.

\*Parks, Recreation and Tourism does not prorate or refund fees in cases involving participant misconduct.

## ***Behavior Support Tools***

### ***Parent Conference***

The Parks, Recreation and Tourism may require a meeting with the parent(s)/guardians after two or more Step 3 or 4 interventions are utilized. In the event that a meeting is required, participants will be unable to attend our programs until after the meeting has taken place. This does not prohibit parents and staff from having other general discussions, meetings, or conferences about a participant in the program.

### ***Dress Code***

Participants should be dressed appropriately for current weather conditions. Tennis shoes or rubber, non-marking soled, closed-toed shoes are required for participation. Please do not bring shoes with cleats or black soles, flip flops, sandals, skates or skate shoes, unless authorized. Tube tops are not an appropriate form of clothing for our recreation programs. Participants are discouraged from wearing any jewelry or accessories that may present a hazard to their self or someone else. Any article of clothing or accessory which advertises alcohol, an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang related is forbidden.

## **Parent Handbook**

Parents are responsible for reviewing the pertinent contents of the Parent Handbook with your child and complying with its contents. Parents are required to follow the same expectations as those of participants. Failure to do so could result in a temporary suspension and/or expulsion from being a person authorized to drop off or pick up a child.



# Chill Out Zone

If a participant is displaying inappropriate behavior or is having difficulty in managing their emotions, staff may request that they visit the “Chill Out Zone”. The “Chill Out Zone” is a supervised quiet time/place in which the participant is separated from an activity. It is carried out quietly and privately and should not be viewed as punitive, threatening or degrading. This time is used to allow the participant to reflect and then talk with the program staff about their feelings and needs. In addition, if the participant’s feels over stimulated they can go to the “Chill Out Zone” to regroup.



# Policies and Procedures

- Participants, parents and staff are to address each other with dignity and respect. Use of profanity will not be tolerated and could result in disciplinary action.
- All participants and parents must be able to conduct themselves in a manner which does not endanger their safety or the safety of others.
- Tennis shoes or rubber, non-marking soled, closed toed shoes are required for participation. Participants should be dressed appropriately for current weather conditions. Please do not bring shoes with cleats or black soles, flip flops, sandals, skates, or skate shoes, unless authorized.
- Tube tops are not an appropriate form of clothing for our recreation programs. Participants are discouraged from wearing any jewelry or accessories that may present a hazard to either themselves or someone else. Any articles of clothing or accessories which advertises alcohol, illegal substances, depicts lewd graphics and displays offensive or obscene language is forbidden.
- Participants should always follow staff instructions.
- The City of Chesapeake and/or the program staff are not responsible for stolen, damaged or lost items.
- Participants should maintain individual space and keep their hands, feet, etc. to themselves.
- Label all belongings. Participants will have a designated area for their backpacks. Lunch and snacks provided by parents should be labeled with the child’s name.
- Parents are responsible for reviewing the contents of the Parent Handbook with your child and complying with its contents.

## Homework

A set time has been established for participants to work on their homework.

Homework is encouraged, but self-directed.

A homework area will be established for those participants who would like to do their homework during program time.

We strongly encourage parents to review their child’s work at home.



## Discipline

No refund or credit will be given if a participant receives a disciplinary action for any reason. This is to include if a participant is suspended from another section of Parks, Recreation and Tourism and is no longer eligible to attend the center, camp, class, or athletic event.



# Sign-In/Out and Unattended Child Procedures

- All participants must be fully signed in and/or out daily by a parent or authorized individual.
- A picture ID will be required to verify the authorized person picking up a participant.
- Anyone not on the authorized pick-up list will need prior written permission from a parent or legal guardian to pick up a participant. This change must be received, approved and documented by our administrative office.
- A late fee of \$5 per child will be assessed for every 5 minutes past the pick-up time when a child has not been picked up. See “Stranded Participants” below for additional information.
- Your child(ren) will not be able to return to the program if any late fee is not paid with the next payment.

## Stranded Participants

Participants still at the program site after regular operating hours will be attended by at least 2 staff members. Attempts will be made to contact parents/guardians and emergency contacts when a participant has not been picked up by the close of the program. Thirty minutes after closing, local authorities will be contacted and staff will follow the directions of those authorities.

## Illness/Injury

For the protection of all participants and staff, do not bring your child(ren) if they are sick. A participant who becomes ill or has a temperature of 100 degrees or more while in the program will be separated from program participants but will remain within supervision of the staff. A parent will be notified and required to pick up their child within one hour of notification. If your child is injured, basic first aid will be administered. If deemed necessary, a parent or guardian may be contacted immediately. In case of emergency, 911 will be called, and the parent/guardian will be notified. When children at the activity center/camp have been exposed to a communicable disease listed in the Department of Health’s current communicable disease chart, all parents will be notified in writing within 24 hours or the next business day of the activity center/camp’s being informed, unless forbidden by law, except for life threatening diseases which must be reported to parents immediately. Parents will notify the program staff if your child or someone in the household is diagnosed with a reportable communicable disease. Parents of other program participants may be notified. All names will remain confidential.

# Personal Belongings

Participants are asked to bring personal items that may be needed throughout the day (change of clothes, assistance equipment). Participants should leave personal belongings such as dolls, jewelry, balls, LEGOs, etc. at home. Youth should not wear or bring expensive or breakable items to the program. Staff will not hold or safeguard such items and cannot be responsible for their safekeeping. All personal belongings should be labeled with the participant's name and stored in a bag or backpack which will be kept in the main program area.

# Electronic Devices

Chesapeake Parks, Recreation and Tourism will allow participants to use privately owned electronic devices with the understanding from each participant, and their family, that this represents a privilege and not a right. To maintain this privilege, participants must do the following:

- Participants may use a privately owned electronic device with the Recreation Leader or Recreation Specialist's permission.
- The privately owned electronic device owner is the only person allowed to use the device.
- The device may only be used by the device owner during the time allotted by the Parks, Recreation and Tourism Staff
- Devices are brought to the program at the participant's and parent's own risk. In the event that a privately owned device is lost, stolen, or damaged, the City of Chesapeake is not responsible for any financial or data loss.
- Violation of programs policy, local, state and/or federal laws while using a personal electronic device may result in appropriate disciplinary and/or legal action as specified in the Parks, Recreation and Tourism Parent Handbook, as well as by local, state and/or federal law.
- If the use of the device causes disruption in the specific setting, the participant will be required to put it away.

## Clothing and Attire

Youth should be dressed in comfortable play clothes and sneakers. Sandals or flip-flops are only to be worn during outings to the pool or beach. Clothing with obscene, profane, or vulgar words or graphics will not be permitted.

**For your safety, our  
Community Centers  
have video surveillance!**



# Lunch/Snack

- Each program will have a designated time for participants to eat their snacks and/or lunch.
- During the school year, parents are required to send in a snack and drink for their child registered in any of the school age programs at the community centers.
- During the summer program, parents are required to provide their child with a morning and afternoon snack/drink and a lunch. All lunches and snacks are to be labeled with the child's name.
- Refrigeration and heating capabilities are not available. We encourage parents to pack their child's lunch and morning snacks in a small insulated cooler with freezer packs to keep the food cold during the summer program.
- Some field trips will require parents to provide lunch/snack money for their child. You will be notified when these trips are scheduled.
- Vending machines may be available at some locations; however, machines may not always be fully operational. Staff do not have change and are not responsible for lost money.
- Chesapeake Youth Programs are not a peanut free environment. Snacks or refreshments served may contain traces of peanuts, tree nuts or may be processed in an environment where these items may be present. We appreciate your cooperation in sharing your child's food allergies with our program staff.
- Program participants are prohibited from sharing or trading food/drink items with other participants unless they are siblings.

# Field Trips

- Off-site field trips are an important part of our summer program and are usually scheduled on a weekly basis. During the school year, trips may be considered when appropriate.
- During the summer the site will be closed while the staff and participants are on the field trip. In the event that a participant will not attend the field trip, it is the parent's responsibility to make alternate arrangements. Participants must be present prior to field trip departure and ride with the group to and from the field trip. **It is not permissible for parents to drop off or pick up their children at field trip locations.**
- On the day of the field trip, participants are required to wear their camp t-shirt and sneakers, no exceptions. This is a safety standard and ensures that the participants are easily identifiable.
- Transportation is provided by Chesapeake Public Schools or Chesapeake Parks, Recreation and Tourism.
- We reserve the right to deny a participant the opportunity to participate on a field trip or require a parent to accompany their child on the trip in the event of behavioral issues or any safety concerns.
- A field trip may be rescheduled, cancelled or the destination may change in the event of inclement weather or other unforeseen circumstances. Every attempt will be made to communicate this information to the parents.

# Late Pick-Up Fee

A late fee of \$5.00 per child will be assessed for every 5 minutes past the pick-up time when a child has not been picked up. Your child(ren) will not be able to return to the program if the late fee is not paid with the next payment. The program may refuse to provide services to any child who is picked up late more than six times within one school year or summer.

## Medication

If your child is in need of taking any prescription or nonprescription medication while in our programs, please complete the Written Medication Consent Form. Please know that a separate Written Medication Consent Form must be completed for each medication request and submitted to any Chesapeake Parks, Recreation and Tourism Community Center for processing and approval prior to any medication being allowed on site. Any changes in the medication, dosage, time to be administered, etc., will require an updated Written Medication Consent Form with the physician's signature to be submitted for approval before the medication or specialized procedure can be changed.

Please allow two weeks for notification of approval. Staff will contact you via telephone with confirmation and start date when medication can be brought to the program. Approved medications must be provided to the Youth Programs staff within 30 days of being notified of the approval. If requested medication is not provided to the program staff within 30 days of approval, the form will become null and void. The parent will have to resubmit the form for approval, if needed. A parent will be required to drop off and pick up the medication from program staff. Participants are not permitted to transport medication on their own to and from the program. All items (i.e., medicine cup, spoon, spacer, etc.) must be labeled with the child's name.

Please check the expiration date on all medications, including topical creams, sprays, and/or lotions, prior to submitting them to staff. Staff will not accept expired prescription or over the counter medication. All programs are required to have approved medication in appropriate labeled pharmacy/physician containers.

All medication will be kept under lock and key. Program staff trained in Medication Administration will oversee the medication process. A parent will be contacted immediately following the use of "as needed" medications, as well as when any unusual side effects occur. Side effects will also be reported immediately to a program supervisor.

A Release for the Administration of Epinephrine Injections (Epi-Pen) Form must be completed and signed by a physician and parent. Any medication consent forms involving an EpiPen also require the completion of the Parental Consent and Release for the Administration of Epinephrine Injections. It is the parent's responsibility to make alternate arrangements for administration of medication prior to completion and approval of this process.

## Sunscreen

It is very important for children to wear sunscreen when participating in outdoor activities. Please apply sunscreen on your child at home before attending programs. Staff are not permitted to directly apply sunscreen on children. If you send in your own bottle of sunscreen, you must label the bottle with your child's name and check it in with a staff member.



# Program Openings & Closings

Youth Programs will operate concurrently with the Chesapeake City Public School year operating calendar. On select days when schools are closed to the students, we will offer optional All Day “Play Days” at selected community centers (additional daily fees will apply). On days of adjusted dismissal times, our programs begin once the students have been released from school, without any additional cost to you.

## Cancellation of Youth Programs

Chesapeake Parks, Recreation and Tourism does not want to cancel any of our affordable quality programs, but each program must meet its minimum enrollment of 15 participants. Don't be disappointed; register early and encourage others to also register their children for our safe, structured and fun programs. If a program is cancelled, registrants will be contacted.

## Inclement Weather

- Our programs may be forced to close due to severe weather conditions or unforeseen circumstances.
- Stay & Play will be closed when school is closed or released early but consolidated locations will re-open as quickly as safely possible for operations even when school is still closed.
- Parents will be notified to pick up their child(ren) within the hour if the need arises due to inclement weather and/or facility closure.
- After all participants have been picked up, the program will be closed for the remainder of the day.
- Inclement weather closings are usually announced on: department and City website and Facebook pages, radio stations and TV stations.
- Discuss with your child the alternative arrangements you may have chosen for them.
- There will be no credit, transfer, or refund for any day missed because of inclement weather.

## Transportation

Chesapeake City Public Schools will provide the majority of our transportation.

- In cases of unscheduled early dismissal, transportation will not be provided. Parents should follow individual school's transportation policy regarding unscheduled early dismissal.
- A staff member who has appropriate training, licenses and who is in good standing with DMV may also provide transportation in our city cars, vans or department buses.



# Refund and Transfer Policy

Chesapeake Parks, Recreation and Tourism Youth Program Refund Policy:

**Summer Blast, Teen Scene, Stay & Play, Spring Break, and Play Days:**

**Refund Policy:** Full refunds (not including processing fee) are available if refund requests are received a minimum of 30 days prior to the start date of the program. If a refund request is received at least 10 days prior to the start date of the program, a 50% refund (not including processing fee) will be granted. Refund requests made less than 10 days prior to the start of a program will not be granted. **No credit or refunds for daily absences, holidays, inclement weather, illness, vacation or discipline from any part of Parks, Recreation and Tourism. (Athletics, Community Centers, Parks, Instructional Programs, or Youth Programs)**

**Credit Policy:** A credit for program fees will be granted for the full amount of the program (not including processing fee) but must be used within 6 months from the date the credit is issued. All balances on accounts after 6 months will be moved to the Youth Scholarship Fund.

**Transfer Policy:** Based on space availability in a program, transfers will be approved if received a minimum of 10 days prior to the program start date.

- The \$25 one-time registration fee (per child) is non-refundable.
- The Refund/Credit Request form can be submitted by turning it in at the community center front office.
- Parents will receive status notification from community center staff when the refund/credit has been processed.
- Program fees are not pro-rated under any circumstance. The weekly and monthly fee are set fees regardless of the number of program days in the week.
- No credits, refunds, or transfers for daily absences, holidays or inclement weather.
- There will be no credits or proration for any inclement weather days, vacations or illness. All processing fees still apply.



# Youth Scholarship/Reduced Fee

## PURPOSE

- The Youth Scholarship Program and Reduced Fee Program offer Chesapeake youth ages 17 years and under the possibility of financial assistance to participate in fee-based recreation programs. Both of these programs have very limited availability. Annual funding for the Youth Scholarship fund is not guaranteed and Reduced Fee spots are not subsidized so the number of available program spots are capped at 5 per program site.

## ELIGIBLE PROGRAMS

- Scholarship: Leisure Classes, Athletic Programs, Community Center Activities, Skate Park Membership, Northwest River Park Programs, Therapeutic Recreation camps and classes, and others as determined by the Parks, Recreation and Tourism Department's Youth Scholarship Program committee.
- Reduced Fee: Summer Blast Day Camp and Stay & Play After School Program.

## PROGRAM PARTICIPATION

- Youth Scholarships are limited to \$65 per calendar year, provided there are sufficient scholarship funds available.
- Reduced Fee applicants should contact Recreation Specialist II– Youth Programs at 757-382-6411 for possible discounted price information.

## PARTICIPANT ELIGIBILITY

- Youth ages 17 years and under and family must currently receive public assistance as defined and verified by the Chesapeake Human Services Department. Applicants must be a Chesapeake resident.

## APPLICATION PROCESS

- An application must be completed each calendar year for which a scholarship is requested.
- A parent or legal guardian must complete the Youth Scholarship/Reduced Fee application.
- Application can be faxed to 757-277-9365, or mailed to 1224 Progressive Drive, Chesapeake, VA 23320 Attn: Youth Scholarship, or Application can be dropped off at any Chesapeake Community Center.
- Scholarship/ Reduced Fee application approval will be based on verification of financial needs, funds and slot availability.
- Parent/guardian will be notified by email of approval or denial.

## IMPORTANT INFORMATION

- Completion of this application does not serve as registration in a program.
- Staff will provide approved parent/guardian with program information and registration procedures.
- Registration in requested program depends on space availability and time constraints.
- Parent/guardian is responsible for completing registration in requested program as advised by staff.
- If the cost of the program selected exceeds the \$65 scholarship amount, the parent/guardian must pay the difference at the time of registration. This does not apply to Reduced Fee applicants. There will be no reimbursements or credits for payments made prior to approval for the Youth Scholarship or Reduced Fee programs.
- Stay & Play and Summer Blast will have no more than 5 spaces available per center at the Reduced Fee.
- Teen Scene, Winter Break, and Spring Break camps do NOT have any Reduced Fee participant opportunities.

# School Year Programs

September 2019 - June 2020 Programs



## Administration

1224 Progressive Drive  
 Chesapeake, VA 23320  
 Phone: (757) 382-6411  
 Fax: (757) 277-9365

## Community Center Program Locations

- Camelot
- Deep Creek
- Dr. Clarence V. Cuffee
- Great Bridge
- Indian River
- River Crest
- South Norfolk
- Western Branch

## Stay & Play Programs

Held at Chesapeake Parks, Recreation and Tourism Community Centers.  
 Operational Hours are from School Dismissal Time—6pm.

## Program Fees

<b>Non-Refundable Registration Fee (Per Participant)</b>	<b>Monthly Fee</b> *Not pro-rated for holidays, or school cancelation days (including weather), illness or vacations	<b>Total Due at Registration</b>
\$25	\$175	\$200
<b>Non-Refundable Registration Fee (Per Participant)</b>	<b>Weekly Fee</b> *Not pro-rated for holidays or school cancelation days (including weather), illness or vacations	<b>Total Due at Registration</b>
\$25	\$55	\$80
<b>Non-Refundable Registration Fee (Per Participant)</b>	<b>Daily Fee</b> *Not pro-rated for holidays or school cancelation days (including weather), illness or vacations	<b>Total Due at Registration</b>
\$25	\$22	\$47

## Spring Break Camp

**April 13-April 17, 2020.** Spring is in the air! Sign your child up for a fun and exciting week at one of our Spring Break Camps. There will be arts and crafts, gym time, field trips, and much more! Space is limited, so sign up early!

## Operational Hours

Spring Break Camp will operate Monday– Friday from 7:00am-6:00pm. Registration is limited and due at registration. Must have at least 10 kids per center in order for program to operate. Parents will have the options of switching their child to another center that is operating or receiving a credit/refund if there is not enough participation.

## Program Fees

\$85 per child (plus \$25 non-refundable deposit if not already registered for Stay & Play)



# Summer Blast Day Camp

Summer Blast Day Camp is designed for children ages 6-12 to meet the physical, creative, and social needs of the participants in a fun-filled and safe environment. A variety of activities are offered including sports, games, arts and crafts, field trips, guest speakers and special events. All activities are supervised by qualified Parks, Recreation and Tourism staff. Children must be between the ages of 6-12 by the first day of camp and completed kindergarten to be eligible. Children who turn 13 during the camp may continue attending for the remainder of the summer program.

## **Operational Hours:**

Summer Blast is open from 7:00am-6:00pm Monday-Friday from June 15–August 14, 2020.

## **Program Fees:**

Summer Blast Day Camp is \$85 per week, per child and a one-time \$25 registration fee is due at the time of enrollment. *The only way to reserve your child's space each week is to pay for that week. EACH WEEK IS FIRST-COME, FIRST-SERVED.* A Reduced Fee rate is offered if participants are approved for the Youth Scholarship. Space is limited. Please see the Youth Scholarship section for additional information and how to qualify.

If a program site is at maximum capacity, parents have the option to place their child on the waiting list, or enroll at a different location if there is availability.

Fees are not prorated under any circumstance. The weekly fee is a set fee regardless of the number of program days in the week.

No credit or refunds for daily absences, holidays, inclement weather, illnesses or vacation. There will be no reimbursements, refunds or credits for payments made prior to an official approval for the Youth Scholarship or Reduced Fee programs. Furthermore, an available reduced fee spot in the specific program and center must exist. If a spot is not available, full payment will be required or a request to move to a center where a reduced fee/scholarship spot is available can be made.



## **Swimming**

Summer Blast and Stay & Play programs will not participate in any field trip or activity that requires swimming.

These programs may have water days where the participants will need to bring a bathing suit and towel. Activities will be organized games. Teen Scene will include field trips where water is included. These trips will be marked on the field trip calendar. Trips will only be to locations that have lifeguards on duty. Chesapeake Parks, Recreation and Tourism does not have certified lifeguards on staff.

## **Locations:**

Camelot Community Center	485-7400	River Crest Community Center	436-3100
Deep Creek Community Center	487-8841	South Norfolk Community Center	543-5721
Great Bridge Community Center	382-6292	Western Branch Community Center	465-0211
Indian River Community Center	424-4238		

# Teen Scene Day Camp



Teen Scene is a summer program for teens ages 12-15. The program is designed to keep teens active with outings every Monday, Wednesday, and Friday for six weeks.

## **Operational Hours:**

Teen Scene is open from 8:00am-4:30pm Monday, Wednesday, and Friday from June 22– August 2, 2019.

**Program Fees:** Teen Scene Day Camp is \$85 per week, per child and a one time \$25 registration fee is due at the time of enrollment. *The only way to reserve your child's space each week is to pay for that week. EACH WEEK IS FIRST-COME, FIRST-SERVED.* Space is limited. Please see the Youth Scholarship section for additional information and how to qualify.

-If a program site is at maximum capacity, parents have the option to place their child on the waiting list, or enroll at a different location if there is availability.

Fees are not prorated under any circumstance. The weekly fee is a set fee regardless of the number of program days in the week.

**Refund Policy:** Full refunds (not including processing fee) are available if refund requests are received a minimum of 30 days prior to the start date of the program. If a refund request is received at least 10 days prior to the start date of the program, a 50% refund (not including processing fee) will be granted. Refund requests made less than 10 days prior to the start of a program will not be granted. No credit or refunds for daily absences, holidays, inclement weather, illness or vacation.

## **SIGN IN / OUT PROCEDURES:**

Teens have the option of signing themselves in at 7:00 a.m. and out at 4:30 p.m. of the program with parental approval. Parents must sign the waiver on the registration form and purchase a Youth Membership card in advance. Parks, Recreation and Tourism is then not responsible for your teen before 8:00 a.m. and after 4:30 p.m., as there is no direct supervision during those times. If the waiver is not signed and card is not purchased, the parent/guardian must sign in their teen between 8:00-8:30 a.m. each Monday, Wednesday, and Friday. If your teen arrives after 8:30 a.m., Parks, Recreation and Tourism staff cannot guarantee your teen will go on the trip that day. If there is not prior written parental approval, a parent/guardian must pick the teen up by 4:30 p.m. or applicable late fees will apply. Field trips return times are approximate arrival time. All arrival times are subject to change. Staff and participants will make appropriate effort to contact parent or guardian if necessary.

## **Locations:**

Camelot Community Center	485-7400	River Crest Community Center	436-3100
Great Bridge Community Center	382-6292	Western Branch Community Center	465-0211
Indian River Community Center	424-4238		

# Stay & Play Payment Schedule

## MONTHLY PAYMENTS

(Due the 3rd Friday of every month)

MONTH	PAYMENT DUE DATE
September	Due at registration
October	September 20, 2019
November	October 18, 2019
December *	November 15, 2019
January	December 20, 2019
February	January 17, 2020
March	February 21, 2020
April	March 20, 2020
June	April 17, 2020

\*Payments made for the month of December should be made as weekly payments due to the holiday.



### Program Due Dates & Late Fees

Monthly payment is due on or prior to the assigned date on the payment schedule. Please review the payment schedule provided for exact due dates. Weekly payments are due the week prior. Please review the calendar provided for exact due dates (see above calendar). If payments are not made by these dates, a \$25 late fee will be applied to your account. If the monthly/weekly fee and the \$25 late fee are not paid, the child will not be able to continue to attend the program beginning the 1st of the month or the Monday of the new week. If the child comes to the program and the fees have not been paid, staff will call the parent/guardian for immediate pick up. There will be no credits or refunds because of inclement weather, holidays or school cancelation days, vacations or illness.

# Stay & Play Payment Schedule

## WEEKLY PAYMENTS

(Due every Friday)

WEEK	PAYMENT DUE DATE	WEEK	PAYMENT DUE DATE
September 3-6, 2019	Due at registration	January 27-31, 2020	January 24, 2020
September 9-13, 2019	September 6, 2019	February 3-7, 2020	January 31, 2020
September 16-20, 2019	September 13, 2019	February 10-14, 2020	February 7, 2020
September 23-27, 2019	September 20, 2019	February 17-21, 2020	February 14, 2020
September 30-October 4, 2019	September 27, 2019	February 24-28, 2020	February 21, 2020
October 7-11, 2019	October 4, 2019	March 2-6, 2020	February 28, 2020
October 14-18, 2019	October 11, 2019	March 9-13, 2020	March 6, 2020
October 21-25, 2019	October 18, 2019	March 16-20, 2020	March 13, 2020
October 28-November 1, 2019	October 25, 2019	March 23-27, 2020	March 20, 2020
November 4-8, 2019	November 1, 2019	March 30-April 3, 2020	March 27, 2020
November 11-15, 2019	November 8, 2019	April 6-10, 2020	April 3, 2020
November 18-22, 2019	November 15, 2019	April 20-24, 2020	April 17, 2020
November 25-29, 2019	November 22, 2019	April 27-May 1, 2020	April 24, 2020
December 2-6, 2019	November 29, 2019	May 4-8, 2020	May 1, 2020
December 9-13, 2019	December 6, 2019	May 11-15, 2020	May 8, 2020
December 16-20, 2019	December 13, 2019	May 18-22, 2020	May 15, 2020
January 2-3, 2020 (daily payment advised)	December 27, 2019	May 25-29, 2020	May 22, 2020
January 6-10, 2020	January 3, 2020	June 1-5, 2020	May 29, 2020
January 13-17, 2020	January 10, 2020	June 8-11, 2020	June 5, 2020
January 20-24, 2020	January 17, 2020		

### Program Due Dates & Late Fees

Monthly payment is due on or prior to the assigned date on the payment schedule. Please review the payment schedule provided for exact due dates. Weekly payments are due the week prior. Please review the calendar provided for exact due dates (see above calendar). If payments are not made by these dates, a \$25 late fee will be applied to your account. If the monthly/weekly fee and the \$25 late fee are not paid, the child will not be able to continue to attend the program beginning the 1st of the month or the Monday of the new week. If the child comes to the program and the fees have not been paid, staff will call the parent/guardian for immediate pick up. There will be no credits or refunds because of inclement weather, holidays or school cancellation days, vacations or illness.

## 2019-20 Youth Program Registration Form

**PARTICIPANT INFORMATION:** Must be 6 years of age and completed kindergarten at the time of application.

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ Grade: \_\_\_\_ Gender:  Male  Female

**Parent/Guardian Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**EMERGENCY CONTACT:** List two people who **DO NOT** live at the same address or have the same phone number as a parent/guardian above. Individuals indicated as an emergency contact are also denoted as an authorized pick-up of the above child.

	Name	Relation	Contact Numbers
1.			
2.			
3.			

**AUTHORIZED PICK-UP:** List all individual **NOT** listed as an parent/guardian who are authorized to pick up the child listed.

	Name	Relation	Contact Number
1.			
2.			
3.			
4.			
5.			

**UNAUTHORIZED PICK-UP INFORMATION:** Legal documentation must be attached if a parent is listed.

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

**ADDITIONAL INFORMATION:** List any allergies and/or medical conditions known to be had by the child listed.

Known allergy: \_\_\_\_\_ Reaction Exhibited: \_\_\_\_\_

Known allergy: \_\_\_\_\_ Reaction Exhibited: \_\_\_\_\_

Medical Condition (s): \_\_\_\_\_ Medications: \_\_\_\_\_

Other critical and pertinent information which will help staff better accommodate and understand the child listed:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFUND POLICY**

Full refunds (not including processing fee) are available if refund request are received a minimum of 30 days prior to the start date of the program. If a refund request is received at least 10 days prior to the start date of the program, a 50% refund (not including processing fee) will be granted. Refund requests made less than 10 days prior to the start of a program will not be granted. No credit or refunds for daily absences, holidays or inclement weather, illness or vacation.

Signature of Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**RISK ACKNOWLEDGEMENT / HOLD HARMLESS CLAUSE**

I acknowledge I have received the Stay & Play parent information and understand that I am responsible for the information it contains. I understand that only full payment of Stay & Play monthly/weekly/daily fees ensures my child's placement in the program. I understand that all individuals listed as an authorized pick-up or emergency contact must have photo identification at pick up.

Signature acknowledges understanding and acceptance of the following: **WAIVER FOR PARTICIPATION:** in consideration hereof, I hereby, for myself, my spouse, my children, my heirs, successors, and assigns, now and forever, release, indemnify, save, defend, and hold harmless the City of Chesapeake, its departments, official, employees, and representatives from and against all claims including, but not limited to claims for personal injuries, death, fees, losses and costs resulting from or arising out of my or my child's participation in any activity sponsored, co-sponsored or un by the City of Chesapeake. **CONSENT TO USE PHOTOGRAPHS:** Stating further, I authorize the City of Chesapeake and its departments to take photographs, audio and video recordings of me and/or my child at any City facility, park or program for publications used in promoting City programs.

Signature of Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**ALL PARTICIPANTS MUST BE 6 YEARS OLD AND COMPLETED KINDERGARTEN**

# Parks, Recreation and Tourism Chesapeake VIRGINIA

