

## CAMP HAMPTON PROGRAM POLICIES

### Mission

“To create enriching experiences and beautiful environments for everyone to enjoy”

### Vision

“Connecting people, parks, programs and recreation for life”

### Goals and Objectives

Our enthusiastic staff is committed to the mission, vision, and core values of the City of Hampton Parks, Recreation & Leisure Services Department. We strive to make camp fun, active, and safe. After safety, we encourage sportsmanship above all. As required by the Commonwealth of Virginia, a camper to staff ratio of 1 to 15 must be in effect.

### Admission Policy

Admission in the program shall be granted without regard to race, sex, religion, ability or national origin.

### Program Description

The Camp Hampton Day Programs is a year-round camp for children ages 6-15 who are on traditional breaks from school. We also provide a before and after program at various community centers with transportation to a limited number of schools. The Camp Hampton Day Programs provide a variety of experiences in a positive environment in which children can play, learn, and grow. The campers are able to develop skills and self-confidence by promoting sportsmanship, emphasizing teamwork, and simply having fun!

**PERSONNEL CONTACT NUMBERS**

**Main Office**

Nicole Dennis, Recreation Coordinator

Primary Phone Number: 757.727.6648

Emergency Phone Number: 757.727.6348

E-Mail: [ndennis@hampton.gov](mailto:ndennis@hampton.gov)

**Fort Monroe Community Center**

Contact Person: Cathy Morris

Primary Phone Number: 757.727.6831

Emergency Phone Number: 757.727.6833

E-Mail: [cmorris@hampton.gov](mailto:cmorris@hampton.gov)

**Little England Cultural Center**

Contact Person: Randall String

Primary Phone Number: 757.727.0821

Emergency Phone Number: 757.727.2181

E-Mail: [rstring@hampton.gov](mailto:rstring@hampton.gov)

**Northampton Community Center**

Contact Person: Marie St. Clair

Primary Phone Number: 757.825-4805

Emergency Phone Number: 757.825-4661

E-Mail: [blanche.stclair@hampton.gov](mailto:blanche.stclair@hampton.gov)

**PERSONNEL CONTACT NUMBERS**

**North Phoebus Community Center**

Contact Person: Larry Vaughn  
Primary Phone Number: 757.727.1160  
Emergency Phone Number: 757.727.1160  
E-Mail: [lvaughn@hampton.gov](mailto:lvaughn@hampton.gov)

**Therapeutic Recreation Center**

Contact Person: Shaeron King  
Primary Phone Number: 757.728.1710  
Emergency Phone Number: 757.728.1710  
E-Mail: [shaeron.king@hampton.gov](mailto:shaeron.king@hampton.gov)

**West Hampton Community Center**

Contact Person: Petrice Richards-Newman  
Primary Phone Number: 757.896.4687  
Emergency Phone Number: 757.896.4695  
E-Mail: [petrice.newman@hampton.gov](mailto:petrice.newman@hampton.gov)

**YH Thomas Community Center**

Contact Person: Kim Bryant  
Primary Phone Number: 757. 727.1200  
Emergency Phone Number: 757.325.4996  
E-Mail: [knbryant@hampton.gov](mailto:knbryant@hampton.gov)

**PROGRAM OVERVIEW AND INFORMATION**

**Age Groups**

Busy Bees: 5-6 Years old (5 year olds must have completed kindergarten by program start date)

Grasshoppers: 7-8 Years old

Fireflies: 9-12 Years old

TLU (Teen Life Unplugged): 13-14 Years old

**Prior to attending camp, each camper must have provided the following items:**

1. Enrollment Application
2. Medical Information Sheet
3. Immunization Record
4. Child Release Authorization
5. Liability Waiver
6. Climbing Wall Waiver
7. Fieldtrips/Swim/Photo release waiver pages
8. Payment/Policy/Parent Manual Signature Page

\*Please notify the building contact of any changes in residence, telephone numbers, medications, and/or health information.\*

Spring Break Camps will be April 6-10, 2020. \*ONLY full-day locations will conduct Spring Break Camps.\*

Summer Camps will begin on June 15, 2020 and end on August 21, 2020. You can choose 1 week or 10 weeks.

**PROGRAM OVERVIEW AND INFORMATION**

**Full Day: 7:00 a.m. – 6:00 p.m.**

Fort Monroe Community Center  
Northampton Community Center  
West Hampton Community Center  
Therapeutic Recreation Center

**Partial Day: 9:00 a.m. – 6:00 p.m.**

Little England Cultural Center  
North Phoebus Community Center  
YH Thomas Community Center

**Holiday Closure Dates and Limited Hours**

Independence Day- July 3, 2020 CLOSED

**Registration and Payment Procedures**

Payment with registration fee must be paid at the time of registration for each child. Payments will be due the Friday before the next week of camp by 6:30 pm. On Monday at 7am, any additional spots that are open for the following week will be opened up for payment on a “first come” basis until capacity is reached.

**Withdrawal Policy**

For monetary refunds, a written notice must be received one week prior to the withdrawal of a camper. If granted, there will be a \$10.00 processing fee deducted from refunded amount.

**Absences**

You will not receive credit for any absence.

**PROGRAM OVERVIEW AND INFORMATION**

**Full Day Spring Break Camp 2020**

- Full Week Fee w/ HPRLS Membership: \$80 (1st. Child); \$75 (each additional)
- Full Week Fee Non-Membership: \$100 (1st Child) \$95 (each additional)
- Must provide own lunch and snack
- Fieldtrips included

**Summer Fun- Full Day Camp & Teen Life Unplugged- Full Day Camp**

\$20/ per child non-refundable registration fee (includes Camp T-shirt) must be paid with 1<sup>st</sup> week of camp.

- Full Week Fee w/ HPRLS Membership: \$80 (1<sup>st</sup>. Child); \$75 (each additional)
- Full Week Fee Non-Membership: \$100 (1st Child) \$95 (each additional)
- Fieldtrips Included except for Busch Gardens and Ocean Breeze
- Additional fees are as followed : Busch Gardens (\$40 admission/ \$20 buffet) Ocean Breeze (\$20 admission/ \$12 buffet)
- Teen Life Unplugged Additional Fieldtrip Fees: Busch Gardens (\$40 admission/ \$20 buffet) Ocean Breeze (\$20 admission/ \$12 buffet) Dave & Buster (\$20)

**Summer Playground Partial Day Camp**

- \$20/ per child non-refundable registration fee (includes Camp T-shirt) must be paid with 1st week of camp.
- Full Week Fee W/HPRLS Membership: \$20 per Child
- Full Week Fee Non- Membership: \$30 per Child
- Fieldtrip Days – \$10 in addition to the cost of the weekly fee (Check Camp Field Trip List)

**PROGRAM OVERVIEW AND INFORMATION**

**Therapeutic Recreation Spring Break Day Camp**

- Full Week Fee w/ HPRLS Membership: \$100 (1st. Child); \$95 (each additional)
- Full Week Fee Non-Membership: \$120 (1st Child) \$115 (each additional)
- Fieldtrips Included

**Therapeutic Recreation Summer Full Day Camp**

- \$20/ per child non-refundable registration fee (includes Camp T-shirt) must be paid with 1st week of camp.
- Full Week Fee w/ HPRLS Membership: \$100 (1st. Child); \$95 (each additional)
- Full Week Fee Non-Membership: \$120 (1st Child) \$115 (each additional)
- Fieldtrips Included except for Busch Gardens and Ocean Breeze
- Fieldtrip Days: Busch Gardens (\$40 admission/ \$20 buffet) Ocean Breeze (\$20 admission/ \$12 buffet)

**Special Accommodations**

HPRLS will provide reasonable accommodations, modifications, and services in accordance with the needs of a camper's disability. Parents must communicate the child's physical, emotional, and/or cognitive needs with the Building Contact Personnel prior to the first day of attendance.

Participant must be:

- Ages 6-22
- Provide current IEP or Section 504
- Assessed by HPRLS Assessment Behavioral Coordinator
- Able to use the restroom with minimal support.
- Able to follow 1-2 step directions, and have a desire to participate.
- Therapeutic Recreation Programs have a 1:4 staff-to-participant ratio.

**PROGRAM OVERVIEW AND INFORMATION**

**Program Dismissal**

Camp staff will make every effort to provide a positive experience for each camper. However, if she /he cannot abide by the rules of camp she /he will be dismissed. Behaviors which may result in dismissal include but are not limited to:

- Repeated profanity
- Disrespect
- Cyber Unsafe and/ Inappropriate behavior
- Unsafe and/or Inappropriate behavior

We reserve the right to refuse service to or dismiss any child from the Camp Hampton Day Programs.

**Weather Closures**

In the event of inclement weather, cancellation of the Camp Hampton Day Programs will be determined by the City Manager and/or the Parks, Recreation & Leisure Services Director. We will make this information available as soon as a decision has been reached. Please call the building contact personnel after 7:00 A.M. or 311, Hampton's information call center at 757-727-8311. Credits for future camp dates will only be issued for full closure dates. Credit will not be issued for partial camp days canceled due to weather. If camp is closed early due to weather the camp staff will notify parents as early in the day as possible. Parents will be responsible for picking up their campers or arranging a ride home with an authorized adult.



**Filing a Complaint**

Our camp Administration has an open door policy. We encourage parents/guardians to discuss any problems or concerns with the Building Supervisor in a timely manner. If parents wish to report any incidents, beyond the Building Supervisor they may contact:

Nicole Dennis  
Recreation Coordinator  
City of Hampton  
Parks, Recreation & Leisure Services Department  
22 Lincoln Street, 5<sup>th</sup> floor  
Hampton, VA 23669  
[ndennis@hampton.gov](mailto:ndennis@hampton.gov)  
(757) 727-6648

## DAILY PROCEDURES

### Arrival/Departure

Upon arrival to camp each morning parents are asked to utilize the main entrance to all facilities. Check in/out will be located at designated areas on site. Campers enrolled in the Full Day Camp must arrive *no* earlier than 7:00 a.m. and be picked up *no* later than 6:00 p.m. or their account will be charged a late fee of \$5 per every 5 minutes after the designated pickup time. Campers enrolled in the Partial Day Camp must arrive *no* earlier than 9:00 a.m. and be picked up *no* later than 6:00 p.m. or their account will be charged a late fee of \$5 per every 5 minutes after the designated pickup time.

### Sign In/Out

An authorized adult identified on the camper's registration form will be asked to check the camper(s) in/out each day by signing their name and time of arrival/departure beside the child's name. If anyone other than an adult authorized by the camper(s)' parent/guardian plans to pick up a camper, the camper's authorized adult must provide a signed note permitting the individual to pick up the camper(s). Staff reserves the right to ask any individuals picking up campers to show a photo ID in order for the camper(s) to be released. Our sign in/out procedures are intended for the safety of the campers and others.

### Late Drop Off

In the event of a late arrival, it is the parent's responsibility to locate their camper's counselor and sign the daily attendance sheet. If campers are off site or on an excursion, parents are still responsible to locate the campers. Please see Fieldtrip information for more detail.

### Late Pick Up

If a child is still present after the designated pick up time, the staff will attempt to contact parents and/or other authorized adults listed to pick up the camper for thirty minutes after the scheduled pickup time. Once 30 minutes has passed, if an authorized adult has not been located, the staff will call Social Services and the Police.

## DAILY PROCEDURES

### Closing Procedures

Camp administration will conduct a thorough walk through of all venues utilized by campers including restrooms. They will review daily attendance logs to ensure that all camp participants have left for the day. Counselors and supervisors will only leave after the last camper has been picked up by an authorized adult.

### Unauthorized Adults

Campers will only be released to the adults listed on the authorized pick up list. If an unauthorized adult attempts to pick up a child from camp, the parents and police will be contacted. The unauthorized visitor will be asked to leave the premises.

### Visitors

All visitors must check in with the front desk and sign in/out on our visitors log sheet. They will also be required to show identification. Visitors will be accompanied by a staff member for the duration of their visit.

### Camper Location

Campers will be organized into groups based upon age with specific staff assigned to each group. Roll call will be conducted by the counselors at regular intervals throughout the day. Campers are not permitted to leave the camp property at any time unless accompanied by a counselor and cleared with the Building Supervisor.

### Meals & Snacks

Campers aren't required to bring a **snack or lunch**; the USDA nutritional program is available. A food menu will be provided weekly. Campers can bring their own lunch and snack daily; however, due to the size of our camp, campers will not have access to a refrigerator or microwave to store food items. We also recommend a water bottle labeled with the camper's name, but water will be available at all times. Campers will be allowed to use the vending machines during assigned times.

## DAILY PROCEDURES

\*Camp locations are allergy-aware facilities. Any food allergies or special accommodations that need to be made should be clearly specified on the medical release form and discussed with the Building Supervisor.\*

### Required Dress

**Campers should be dressed in appropriate athletic clothing and shoes.** We recommend participants bring sunscreen, hat, and sunglasses.

#### Male Dress Standards:

Shirts: loose-fitting, sleeved. Shirt artwork and/or words must be respectful.

Shorts: worn at or above the hip, please no “sagging”.

Jeans: worn at or above the hip, please no “sagging”.

Shoes: athletic type with socks. Shower shoes or flip-flops may be worn in the pool area only.

Bathing Suit: swim trunks or boxer type.

#### Female Dress Standards:

Shirts: loose fitting, sleeved, modest neckline, and showing no midriff. Shirt artwork and/or words must be respectful.

Shorts: must be fingertip length or longer, not tight fitting, worn at normal waist level. (Athletic shorts should not be rolled at the waist).

Jeans/Capris: worn at a normal waist level and not tight fitting.

Shoes: athletic type with socks. Shower shoes or flip-flops may be worn in the pool area only.

Bathing Suit: modest one-piece.

## DAILY PROCEDURES

### Personal Belongings

Each camper will be provided with a place to keep belongings. Please label all personal belongings to help us make sure to return items from our lost and found to their rightful owners. **We will clear the lost and found on the first day of the month and donate all items. Campers may not access any electronic devices, games and phones during camp hours including scheduled breaks and lunch.** If a camper is found violating these policies the device will be taken away and held in the camp office awaiting parent pick up. If the camper chooses to bring personal items or money, it will be at their own risk. Staff is not responsible for any damaged, misplaced, or stolen items. Campers' personal belongings may be subject to search.

### Medicine Administration

Please complete the Medicine Administration form provided in the registration packet and notify the Building Supervisor if your camper will need medication administration during the day. Parents **must** meet with the Building Supervisor in advance to set up a plan specific to the camper. Confidentiality of the camper will be maintained at all times. All medications will be kept in a locked box away from campers. Parents/guardians will be responsible for providing their child's medication on a daily basis. Camp staff will not be responsible for storing medication overnight. Campers must be capable of administering their own medication. Camp staff will not administer over-the-counter medications.

### Movies/Television/Videos

Movies may be shown or included as part of a local fieldtrip or special occasion. Campers will view only G rated or parent approved PG movies. Movie titles will be posted prior to showing. Video games may be provided on occasion for special events.

## DAILY PROCEDURES

### Fieldtrips

Weekly agendas detailing our scheduled activities and fieldtrips will be posted on our camp website. We reserve the right to modify scheduled trips when deemed necessary for reasons such as availability, inclement weather, or hazardous travel conditions. In order to participate, campers must have a completed and signed permission slip (included in the registration packet). Camp T-shirt must be worn in order for campers to be allowed to participate in fieldtrips and swim days. No exceptions!

### Fieldtrip Supervision

The staff will conduct roll call and periodic head counts throughout the day. A cell phone will be with the Camp Supervisor and counselors during all fieldtrips. In case of an emergency requiring contact with the camp staff, parents/guardians should contact the Building Supervisor or front desk staff at site location and a staff member who has accompanied your camper on the trip will return your call. A detailed itinerary and a list of all children and staff on a fieldtrip will be kept at the camp facility.

### Late Arrivals during Fieldtrips

If a camper arrives after the group has left the facility, it is the parent's responsibility to transport their child to the designated fieldtrip location. Upon arrival, the parent must locate the camp staff and sign the attendance log. If we are offering a stay back option on that day you will be able to have your camper join that group and not participate in the fieldtrip, however there will not be any refunds given for missed fieldtrips.

## DAILY PROCEDURES

### Transportation

All bus drivers hold a current Commercial Driver's License and are trained in bus safety and emergency procedures. Campers are expected to adhere to bus rules:

1. Campers should always conduct themselves in an orderly manner and obey all bus safety rules.
2. All campers are under the jurisdiction of the driver while aboard each bus.
3. The driver is responsible for seating arrangements on each bus.
4. Campers will remain seated while the bus is in motion.
5. Campers must refrain from loud talking, horseplay, and throwing objects on or from the bus or doing anything that will detract from the driver's attention.
6. Anyone damaging a bus will be responsible for payment for repairs.
7. All parts of the body must be kept inside the bus at all times.
8. Chewing gum, eating or drinking on the bus is not permitted.
9. It is the responsibility of the driver and each rider to help keep the bus clean.
10. The use of profanity on the bus will not be allowed.
11. Campers will be picked up and delivered at their regular designated site each day.
12. Staff is responsible for the supervision of campers while on the bus.

### Weather Closures

In the event of inclement weather, cancellation of the Camp Hampton Day Programs will be determined by the City Manager and/or the Parks, Recreation & Leisure Services Director. We will make this information available as soon as a decision has been reached. Please call the building contact personnel after 7:00 A.M. or 311, Hampton's information call center at 757-727-8311. Credits for future camp dates will only be issued for full closure dates. Credit will not be issued for partial camp days canceled due to weather. If camp is closed early due to weather the camp staff will notify parents as early in the day as possible. Parents will be responsible for picking up their campers or arranging a ride home with an authorized adult.

**CAMP RULES**

Parents, please review the following rules with your camper(s):

1. Always listen to camp leaders and adults.
2. Always respect others and maintain individual boundaries.
3. When you get to camp put all your belongings in your marked area.
4. Clean up after playing games and/or eating.
5. You must have permission from camp staff before getting a drink or going to the bathroom.
6. You must have a buddy at all times.
7. Be patient and encouraging toward others.
8. No running in the hallways.
9. No walking into the workout areas at the facility.
10. Speak with kind words. No swearing, no verbal abuse.
11. No hitting, pushing or kicking will be tolerated.
12. Adhere to all designated facility rules.



## CODE OF CONDUCT

### Guiding Principles

- To ensure that the rights of all individuals are protected while attending camp
- To establish the safest and best possible learning environment for all camp participants
- To ensure that breaches of the rules and code of conduct are treated in a fair and consistent manner

### Expectations

- All parents and campers have the responsibility to treat one another, staff and property with respect
- All parents and campers have the responsibility to act and behave in a way which does not endanger, intimidate or interfere with the participation of others
- Campers have the responsibility to follow the instructions given by camp staff
- All parents and campers have the responsibility to behave according to this code of conduct

Rule Violations – the following forms of behavior are considered a violation of this document and are unacceptable and could result in the immediate dismissal of camper(s):

- Using language which is offensive
- Fighting, bullying or any other forms of aggressive behavior
- Leaving camp boundaries without permission
- Behaving in a manner which is potentially dangerous to self and others
- Behaving in a manner which damages or vandalizes the property of others or the City of Hampton Parks, Recreation & Leisure Services facilities

Consequences- Failure to follow the rules or listen to leaders may result in:

Any breach of the Rules or the Code of Conduct will initiate a disciplinary action. Hampton Parks, Recreation & Leisure Services reserves the right to suspend or dismiss a camper's participation in camp activities, without refund of camp tuition, if such disciplinary action is required. Before such a decision is fully made, the camper and parent/guardian will meet with camp coordinator to determine the best course of action. The following actions may be taken to address violation of the rules or code of conduct:

1. Verbal Warning
2. Time out including sitting out from activities for a specific amount of time.
3. Call to camper's parents to pick up for the remainder of the day. A behavioral written notice will be issued in this instance. In the event of a third written warning, the camper will not be allowed back for the remainder of the week and no refund will be given.
4. Notice of disciplinary action form will be given for severe behavior and will need to be signed by parent picking up.

Discipline

Campers are encouraged to be respectful and practice behavior that is kind, fair, safe and responsible. The children are taught to accept responsibility for their own actions, develop self-discipline and expand problem solving skills.

**EMERGENCY PROCEDURES**

**Lost Children**

In the event a child is determined lost or missing, the staff will conduct an extensive search of the facility, surrounding areas and fieldtrip locations. The supervisor will immediately notify the police, parents/guardian of child, and the Department of Human Services.

**Suspicious Persons**

If a staff member notices a person acting in a suspicious manner, they will introduce themselves as a Hampton Parks, Recreation & Leisure Service employee and ask if they may be of assistance. If uncomfortable with the response, the staff member will notify the Facility Supervisor and call 911.

**Reporting Child Abuse**

Staff who have reasonable cause to know or suspect that a camper has been subjected to abuse or neglect or who has observed the camper being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to:

Hampton Human Services  
1320 LaSalle Ave. Suite 216  
Hampton, VA 23669  
[\(757\) 727-1800](tel:(757)727-1800)

If you as a parent have any reasonable cause or suspect that your child has been subjected to abuse or neglect during child care, please contact the Hampton Human Services at the address above.

## EMERGENCY PROCEDURES

### Inhalers and Epi-Pens

Campers requiring accessibility to inhalers and Epi-Pens will be allowed to have these items close at hand. Parents/guardians must provide inhalers and Epi-Pens to the Building Supervisor before the start of camp. Medications must be received with the original manufacturer label still intact on the box and also on the individual inhalers. In addition, the camper's name must be listed on the outside of the carton, the expiration date listed, and the required dose highlighted clearly.

### Illnesses, Accidents, and Injuries

Our staff is CPR/First, Aid/AED & MAT certified. Parents/Guardians will be notified immediately when a camper becomes ill. The sick camper will be provided a quiet comfortable area to rest until an authorized adult arrives. If a camper sustains a minor injury (scraped knee, cut, bruise), the staff will administer first aid. In the event of major emergencies, 911 will be called immediately and the parents will be notified. All injuries are documented and will be reported to parents at the end of the day.

Please contact the Building Supervisor immediately if your child has been diagnosed with a communicable disease. The Camp must notify parents and the health department of any contagious diseases.

### Emergency Drills and Evacuations

Our staff members are thoroughly trained in the established safety procedures. We will periodically practice and document fire drills.

### Bomb Threat

After being notified by the facility that there is a threat, staff will immediately take roll call to verify everyone is accounted for. Campers will wait for instructions from staff.

## EMERGENCY PROCEDURES

### Hazardous Materials and Suspicious Odors

If someone suspects that a harmful substance has been released or spilled, staff must first secure the space surrounded the substance and evacuate the campers from the area. MSDS books are located at the front desk. Staff will call 911 and campers will be evacuated from the facility.

### Fire/Gas

Building alarms indicating fire and evacuation will sound. Additionally, a front desk employee will indicate that campers need to evacuate the building by announcing: “May I have your attention, this is an emergency, please remain calm and walk to the nearest exit and leave the building immediately.” Campers will be evacuated from the building and led by a staff member to the designated safe area.

The Building Supervisor will verify that all campers and staff are out of the building by conducting a search of the facility and roll call. The facility will not be re-entered until the appropriate authorities give clearance.

If the facility is deemed unsafe, the Building Supervisor will coordinate transportation to a safe shelter. Parents will be notified for arrangements for pickup. Campers must still check out with a counselor before leaving.

### Gunfire / Robbery / Theft

Campers should follow direction of the staff to the nearest and safest location either inside or outside the building.

We will notify parents/guardians in writing of any changes to our program, policies and procedures.

**AGREEMENT**

I have read and agree to adhere to the above Policy Manual, including the Rules and Code of Conduct, for Hampton Parks, Recreation & Leisure Services CampHampton Programs. My Camper and I fully understand the procedures outlined above and the Rules and Code of Conduct as detailed above. I agree to all procedures outlined above and agree to my camper receiving appropriate disciplinary action should my camper breach the Rules or Code of Conduct. I understand that failure to follow the procedures outlined about could result in my camper's dismissal from the program.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Camper Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_