



Frog Hoppers
SUMMER CAMP



Parent Handbook

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welcome to Frog Hoppers!

Welcome to Montgomery County Parks and Recreation's Frog Hoppers Summer Camp! We're looking forward to exciting new activities and friendly faces!



Frog Hoppers Summer Camp gives each child the opportunity to grow and learn while school is out. Through structured daily schedules, your child will participate in nature programs, arts and crafts, games and sports! We'll be taking daily trips to the pool and also providing some awesome theme parties.

An emphasis will be placed on presenting a camp atmosphere for the children. Qualified, trained and experienced counselors will initiate fun, interesting and challenging activities for all campers.

Frog Hoppers Summer Camp has an open-door policy for custodial parents. Feel free to drop in at any time, or come have lunch with us! We'd love to see you there!

The information in this handbook has been prepared to answer questions you may have concerning Frog Hoppers Summer Camp. Please keep it throughout the time your child is registered so that you can refer to it as needed.

If you have any questions concerning camp that are not covered in the handbook, please feel free to give us a call at (540) 382-6975, stop by our office (755 Roanoke St., Suite 1E) or email mcpr@montgomerycountyva.gov.

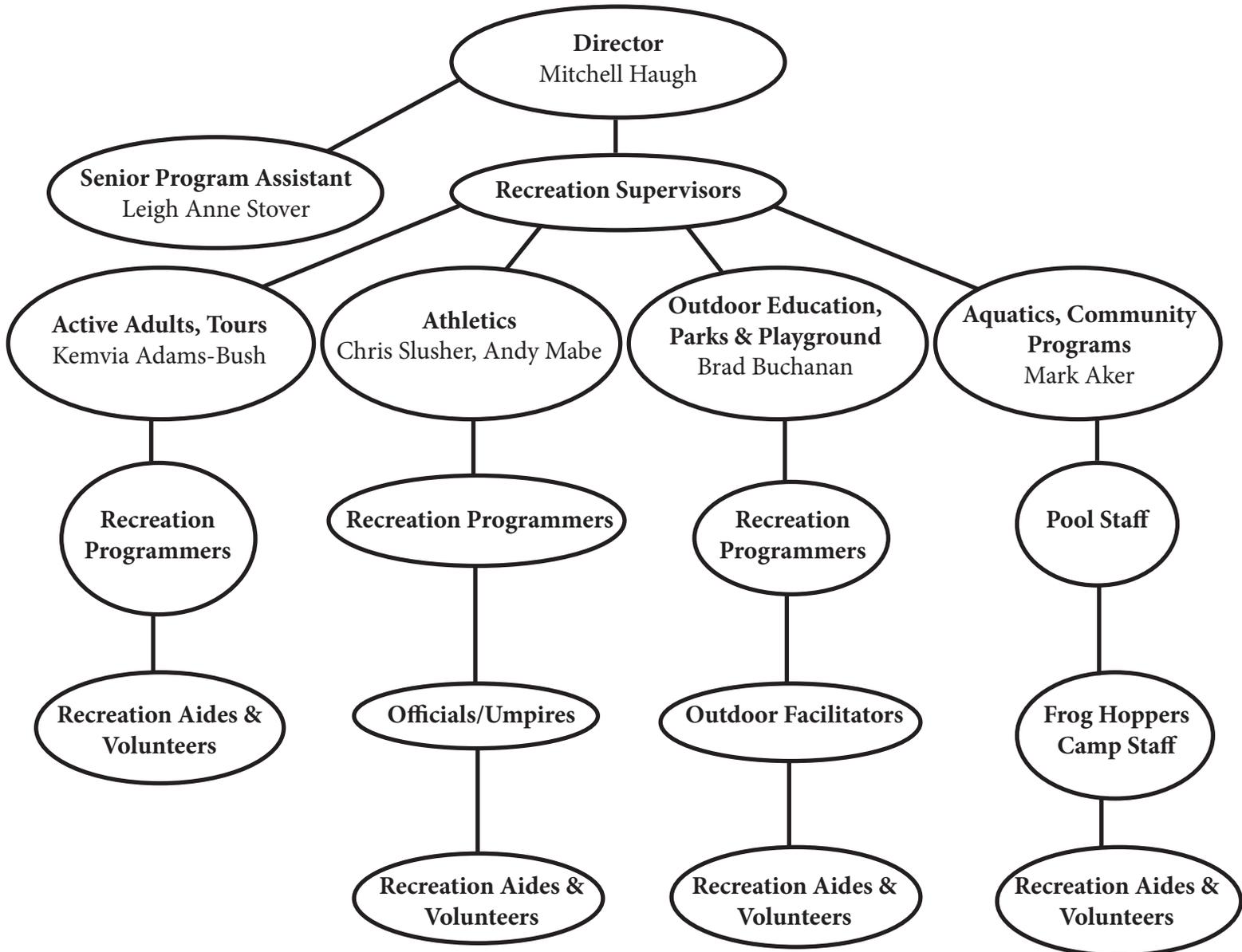
As Aquatics/Community Programs Supervisor for Montgomery County Parks and Recreation, I will make every attempt to provide your child a positive, unforgettable, lifetime memory of the best summer ever!

Mark Aker
Aquatics/Community Programs Supervisor

4 refund policy

1. Refunds are automatic if Frog Hoppers Summer Camp must be cancelled by Montgomery County Parks and Recreation (MCPR).
2. Refunds will be given only if notification is received before the session deadline (Wednesday of the week prior to camp). After that time, no refunds will be offered.
3. Refunds will not be granted for children who are asked to leave camp by camp staff for discipline, check-out or other problems explained in the parent handbook.

organizational chart



checkIN | checkOUT policy

Campers may arrive as early as 7:30 a.m. and depart as late as 5:30 p.m. A late pick-up fee of \$1 per minute will be assessed after 5:30 p.m. The second instance of arriving too early or departing too late will yield a final warning about the dismissal policy.

checkIN

Upon arrival each morning, campers must be checked in with a staff member who will be available from 7:30 to 8:30 a.m. at the front door of the Activity Center.

After 8:30 a.m., parents need to check their camper with a staff member, consult the bulletin board and personally escort their child to his/her assigned activity area. DO NOT drop your child off after 8:30 a.m. expecting him/her to get to their activity by themselves. This policy is for your child's safety when arriving after our program day begins.

If by 10 a.m. your child has not been checked into camp, you may receive a phone call to assure camp staff that your child is not attending on that particular day. If you know in advance that your child will not be attending on a particular day, please call the office at (540) 382-6975 to let them know or send a note to camp the day before your child's absence to let us know.

checkOUT

Our formal check-out process, supervised by a camp staff member, begins daily at 4:30 p.m. If you should want to pick up your child earlier than 4:30 p.m., please send a note so we can have your child waiting.

If you should want your child to go home with someone other than those listed on your child's registration form, you must complete the camper release form (found with the registration packet). Please be advised that identification may be necessary.

Any child who is gone at the end of the day, but not checked out, is considered missing. Attempts will be made to contact the parents before authorities are called to institute our search procedure.

If by 5:30 p.m., a child has not yet been picked up, an attempt will be made to reach the parents by phone. If the parents cannot be reached, the Montgomery County Sheriff's Office will be called to pick up the child. After the second incidence of this nature, the child will be dismissed from camp (see Dismissal Policy). Please make sure that your child is picked up on time - it is not only a hardship on the staff, but very uncomfortable for the child.

6 camp boundaries

Camp participants must remain within the camp boundaries at all times. Unwillingness or inability to do so may result in dismissal from camp. Camp staff are responsible for reviewing boundaries with campers on the first day of each session and any other time deemed appropriate or necessary.

Campers will ...

- stay within the area of the park behind the Activity Center
- remain on tails only with the supervision of staff members
- not enter parkway lot or roadway
- enter storage room only under supervision of camp staff



rules

We ask that you review the following camper rules with your child. These rules have been specifically designed for the enjoyment, safety and well-being of your child while at camp.

Campers will ...

- stay within the boundaries at all times during camp operation
- refrain from any form of violence directed towards himself/herself and towards fellow campers, such as - but not limited to - biting, hitting, kicking. (See our Bullying Policy)
- stay within his/her group unless otherwise instructed
- listen to and follow all directions from camp counselors and staff
- refrain from obscene language
- engage in proper use of all camp equipment under proper supervision

frog pond swimming pool rules

- no running in pool area
- no glass containers in pool area
- no horseplay in pool area
- sliding down slides when there are people under them is prohibited
- only one person is allowed on the slide at a time
 - no diving in the shallow end of the pool
 - pushing anyone into the pool is prohibited

important phone numbers

Montgomery County Parks and Rec Main Office - (540) 382-6975

Frog Pond Information Line - (540) 382-6981

Frog Hoppers Summer Camp Phone - (540) 382-6983

(if you need to get in touch with camp staff and no one answers the camp phone, please call the main office)

Emergency Numbers

Sheriff's Office - (540) 382-6906

Montgomery Regional Hospital - (540) 951-1111

New River Valley Medical Center - (540) 731-2000

personal items

Personal items your child should bring to camp include:

sunscreen towel change of clothing
lunch bathing suit

DEET-free insect repellent will be available to your children while at camp. Please be sure all items are clearly marked with the child's name. Personal toys, games, etc., should be left at home. MCPR will not be responsible for lost or damaged items. All personal items will be stored in the camper's crate, which will be provided in the basement of the Activity Center.

8 policy on discipline

If your child's behavior becomes dangerous, destructive, embarrassing or disruptive to the group it may be necessary for staff to intervene with some form of discipline.

- discipline shall be timely and appropriate to the action
- discipline shall be fair and consistently applied
- all rules shall be appropriate and understandable to the children to which they apply
- expected behavior shall be on a child's level

Prohibited Behaviors by Staff

List of behaviors by staff members that will not be tolerated:

- a staff member shall not shake a child at any time
- a staff member shall neither force nor withhold food from a child
- verbal abuse of a child or their family shall not be tolerated
- physical punishment or disciplinary action to the child's body including, but not limited to the following action, is prohibited
 - spanking
 - forcing a child to assume an uncomfortable position
 - standing on one foot
 - keeping arms raised
 - restraining
 - enclosing in a confined space
 - using exercise as punishment

Acceptable Discipline Behaviors by Staff

List of disciplines that may be used:

- separating the child and talking to him/her about acceptable behavior
- excluding the child from an activity
- giving the child a cool-down period (time-out)

Children may be dismissed due to repeated behavior problems.

policy on bullying

Montgomery County Parks and Recreation and the Frog Hoppers Summer Camp are committed to providing a safe environment for all campers and staff, free from harassment, intimidation or bullying. This means any intentional written, verbal or physical act when it:

- physically harms a camper/staff member or damages the camper's/staff member's property; or
- has the effect of substantially interfering with a camper's education or staff member's duties; or
- is severe, persistent or pervasive that it creates an intimidation or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the camp.

Harassment, intimidation or bullying can take many forms, including (but not limited to): slurs, rumors, jokes, innuendo's, demeaning comments, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies, rules or regulations.

Montgomery County Parks and Recreation and the Frog Hoppers Summer Camp operate on a three-strike policy. The first infraction of behavior management will result in a verbal warning between staff and camper(s). The second infraction will result in a time-out/loss of activity participation privilege and a notification of the parent(s). A third infraction will result in a conference between the camper(s), parent(s), Camp Supervisor, Aquatics Supervisor and Parks and Recreation Director (if needed). This third infraction can result in removal from the camp program.

Refunds are not given for any camper who is sent home/removed from the program for disciplinary reasons.

10 policy on dismissal

The program and schedule for Frog Hoppers Summer Camp is designed to meet the needs of children for the developmental experiences in all areas of growth within a group setting. Under certain circumstances, the parent(s) may be asked to withdraw their child from camp. That child will not be able to return for the rest of the summer.

Criteria for dismissal:

- second instance of a camper arriving prior to 7:30 a.m. or departing later than 5:30 p.m.
- third notice to parent about behavioral problems; this will warrant being asked to leave for the summer
- a final warning will be issued to parents before dismissal
- refunds will not be given when dismissal is issued for these reasons
- the Aquatics/Community Programs Supervisor and/or Parks and Recreation Director reserves the right to dismiss child after less notice due to significance of

Medications

Oral medications may be administered at camp. Injectables cannot be administered. Please label medication containers properly to include the following very clearly:

- name of child to receive medication
- name of the medication
- dosage amount and time(s) to be given

Only provide enough medication to camp for your child for one week. Prescription medications must be in their original container with the prescription label attached.

physicals & immunizations

Each child enrolled in camp **MUST** have completed the registration packet and submitted a copy of the camper's birth certificate, immunization record and last physical exam. Immunization records and last physical exams can be obtained at your family doctor's office. Any child who does not have these forms on file by the first day of their session of camp will not be able to participate until these forms are submitted.

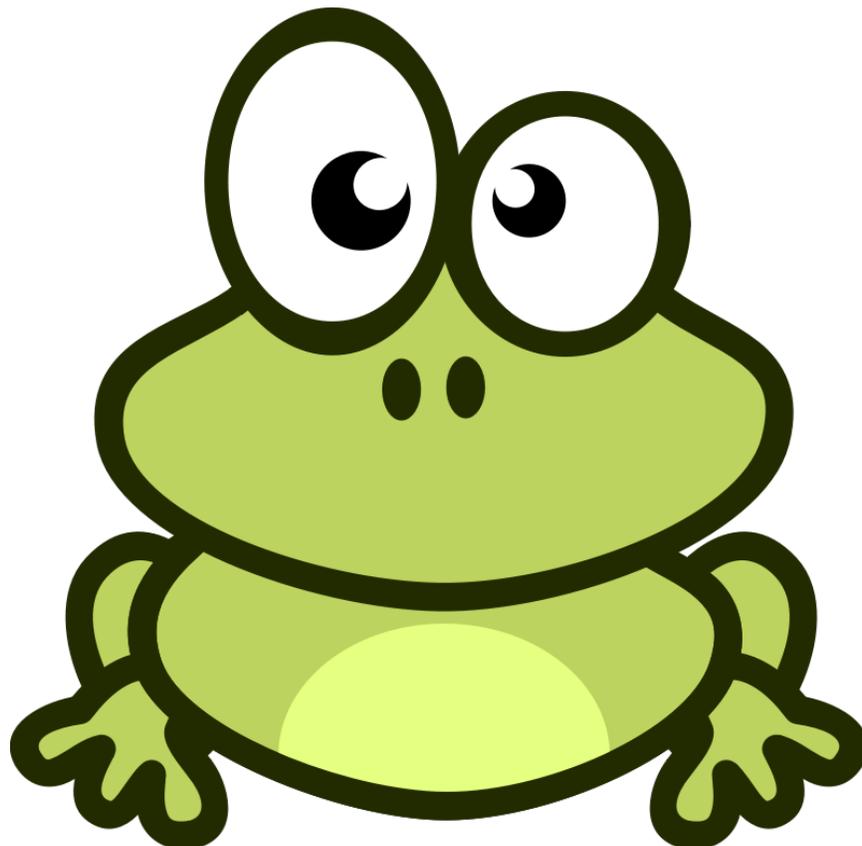
sunscreen & insect repellent

Written parent authorization noting any known adverse reactions to sunscreen or insect repellent shall be obtained. Over-the-counter skin products shall be used in accordance with manufacturer's recommendations. Sunscreen and repellent require parents' written consent to administer. Please provide sunscreen in the original container labeled with child's name. DEET-free insect repellent will be supplied by camp and a record kept that includes child's name, date of use, frequency of application and any adverse reactions.

lunch & snacks

Campers must provide a lunch and two snacks daily.

When packing your child's lunch, make sure that the food you pack is not subject to rapid deterioration (spoilage). If this is the case, your child will need to bring a small cooler for storage. The container in which they bring their foods needs to be clearly marked in a way that identifies the owner.



a typical day at Frog Hoppers!

7:30-8:30 a.m.	Camper checkIN
8:30-9:30 a.m.	First activity
9:45-10:15 a.m.	Pool time!
10:15-10:45 a.m.	Snack time at the pool
11 a.m.-12 p.m.	Pool time!
12-1 p.m.	Lunchtime & free-play time on the playground
1-2 p.m.	Activity #2
2-3 p.m.	Activity #3
3-3:30 p.m.	Snack break
3:30-4 p.m.	Activity #4
4:30-5:30	Camper checkOUT

announcements

There is a bulletin board next to the Activity Center door. This board will contain postings for the daily and seasonal schedule, group assignments and general information. Any correspondence your child needs to bring home will also be posted on this bulletin board. Please consult it daily upon check-out so that you can be aware of the activities your child is participating in and information that needs to come home.

taxes

You can claim Frog Hoppers Summer Camp on your taxes at the end of the year. Please keep your receipts from all Summer Camp payments. Our tax ID number is 54-6001430.

have a great summer!

policy on child abuse

All staff members are required by law to report any suspicion of child abuse or neglect to the Protective Services Unit of the Department of Social Services. All such suspicions will be brought to the attention of the Aquatics/Community Programs Supervisor and the Parks and Recreation Director.

This policy is for your child's protection and well-being. If you have any questions or concerns, feel free to contact the Aquatics/Community Programs Supervisor or Parks and Recreation Director.

forms checklist

This is a checklist of forms you will find in your Frog Hoppers Form Packet. These forms need to be filled out before your child will be able to participate in camp. The forms must be returned by the Wednesday prior to your child's session. Failure to do so will result in dismissal from camp with no refund.

The information we request is for us to give protection, care and guidance in a way most appropriate for your child. Information will be treated as confidential.

- Frog Hoppers Registration Form (please note, registration and payment can be done online, but child will not be fully registered until form packet is returned, along with required documents)
- Agreements Form
- Consent to Administer Medication
- Child's Emergency Medical Authorization
- Frog Pond Permission Form
- Field Trip Permission Form
- Frog Hoppers Camp Release Form
- Policies on Dismissal Form
- Behavior Agreement Form
- Frog Hoppers Emergency Handbook Form
- Copy of child's birth certificate
- Copy of immunization record
- Copy of last physical exam