

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 are 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 will be taking daily trips to the pool and also providing some awesome theme activities.

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 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 Street, Suite 1E), or email mcpr@montgomerycountyva.gov.

As Aquatics and 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 camp ever!

Allison Zuchowski
Aquatics/Community Programs Supervisor



A Typical Day at Frog Hoppers!

7:30am – 8:30am	Camper Check-in & Free-play
8:30am – 9:30am	Activity #1
9:30am – 10am	Snack Break
10am – 12pm	Frog Pond Swimming Pool Time
12pm – 1pm	Lunch & Free-play Time on the Playground
1pm – 2pm	Activity #2
2pm – 3pm	Activity #3
3pm – 3:30pm	Snack Break
3:30pm – 4pm	Activity #4
4:30pm – 5:30pm	Camper Check-out & Free-play

Check-In & Check-Out Policy

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

Check-In

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

After 8:30am, 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 8:30am 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 10am 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.

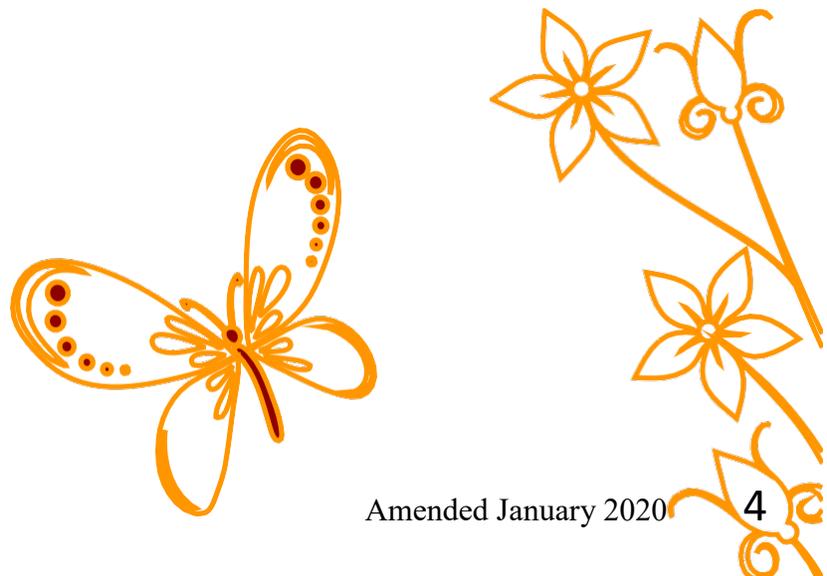
Check-Out

Our formal check-out process, supervised by a camp staff member, begins daily at 4:30pm. If you should want to pick up your child earlier than 4:30pm, 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 5:30pm a child has not yet been picked up, an attempt will be made to reach the parents by phone. 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.



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 trails only with the supervision of staff members
- Not enter the parking lot or roadway
- Enter the storage room only under supervision of camp staff

Personal Hygiene Care

Frog Hopper Staff will not provide personal care for participants. To participate in the program, a child should be able to provide his or her own personal hygiene care, i.e. use the bathroom on their own.

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 physical harm directed towards himself/herself and towards fellow campers, such as – but not limited to – biting, hitting, and kicking (see our Behavior 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 Recreation Main Office – (540) 382-6975

Frog Pond Information Line – (540) 382-6981

Frog Hoppers Summer Camp Phone – (540) 382-6938

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

Personal Items

Personal items your child must bring to camp:

- Spray Sunscreen
- Towel
- Change of Clothing
- Spray DEET-free Insect Repellant
- Lunch
- Two Snacks
- Bathing Suit

Please be sure all items are clearly marked with the child's name. Personal toys, games, etc. should be left at home. Montgomery County Parks and Recreation 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.

Policy on Discipline

If your child's behavior becomes dangerous, destructive, 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

Examples of Discipline by Staff

May include the following:

- 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)
- Call parent/guardian to pick-up child to be removed from Camp

Children may be dismissed from the program due to repeated behavior problems.

Behavior Policy

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, bullying, or physical harm. This means any verbal or physical act by a camper is not proper when it:

- Physically harms another camper or staff member, or damages another camper's or staff member's property; or
- Has the effect of substantially interfering with another camper's education, enjoyment, or staff member's duties; or
- Is severe, persistent, or pervasive, after being advised such behavior is improper, such that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the camp

Harassment, intimidation, bullying, or physical harm and/or verbal abuse can take many forms, including (but not limited to): slurs, rumors, jokes, innuendos, demeaning comments, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

Many behaviors that do not rise to the level of harassment, intimidation, bullying, or physical harm may still be prohibited by other policies, rules, or regulations.

Refunds are not given for any camper who is sent home/removed from the program for disciplinary reasons due to violation of the Behavior Policy.

Policy on Dismissal

The program and schedule for the 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. Parent(s) may be asked to remove their child from camp due to violation of the Behavior Policy, and the child will not be able to return for the rest of the summer.

Criteria for dismissal:

- The second instance of a camper departing later than 5:30 p.m.
- Violation of the Behavior Policy
- Refusal to remain within the camp boundaries at all times
- The Aquatics and Community Programs Supervisor and/or Parks and Recreation Director reserve the right to dismiss a child without providing prior warnings for significant violations of the Behavior Policy

Refunds will not be given when dismissal is issued for these reasons.

Medications

Frog Hoppers Staff are not trained to administer medications to participants. Camp Staff can carry medications and give prompts when it is time for medications to be taken. Medications must be in the original container or prescription bottle with the participant's name and dose of medication on it. Participants must be able to take their medication independently if needed during the program. **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.** Please label medication containers properly to include the following very clearly:

- Name of the child to receive medication
- Name of the medication
- Dosage amount and time(s) to be given

Physicals & Immunizations

Each child enrolled in camp **MUST** have the following turned in to Montgomery County Parks and Recreation at least one week prior to camp beginning (no exceptions):

- Completed registration packet
- Copy of camper's birth certificate
- Immunization record
- Camp health form

Immunization records can be obtained and the Camp Health Form filled out at your doctor's office. **Any child who does not have these forms on file by 5:00 p.m. on Wednesday, the week prior to their session of camp, will not be able to participate until these forms are submitted.**

Spray-Applied Sunscreen & Insect Repellent

Over-the-counter skin products shall be used in accordance with manufacturer's recommendations. Please provide sunscreen in the original container labeled with the child's name. **Frog Hopper Staff will only help apply spray sunscreen and spray DEET-free insect repellent that is clearly marked with the camper's name and in still in the original container.**

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 food needs to be clearly marked in a way that identifies the owner.

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 may be able to 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.

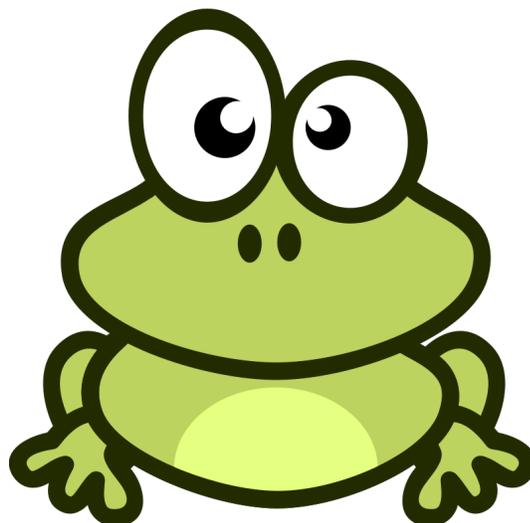
Policy on Child Abuse

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 and 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 and Community Programs Supervisor or the Parks and Recreation Director.

Refund Policy

- Refunds are automatic if Frog Hoppers Summer Camp must be cancelled by Montgomery County Parks and Recreation.
- 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.
- Refunds will not be granted for children who are asked to leave camp by camp staff for violating the Behavior Policy, violating the Check-Out Policy, or other problems explained in the Parent Handbook.



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.

You may register and pay online, however your child will not be fully registered until we have received the Forms Packet, birth certificate, summer camp health form, and immunization record.

Forms can be emailed to mcpr@montgomerycountyva.gov, dropped off or mailed to the Parks and Recreation Office at 755 Roanoke Street, Suite 1E in Christiansburg, or faxed to (540) 382-4596.

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
- Agreements Form
- Health and Medical Information Form
- Frog Pond Permission Form
- Field Trip Permission Form
- Camper Release Form
- Behavior Policy Agreement Form
- Policy on Dismissal Form
- Frog Hoppers Handbook Form
- Summer Camp Health Form
- Copy of your child's birth certificate
- Copy of your child's immunization record

Have a great summer!