

REC Connect Full Day Consolidated Programs and Before & After School Programs



Parent Orientation 2020-2021

Leadership Team

- **Katrina York - Program Coordinator**
- **Zollie Hayes – Temporary Program Coordinator (starting September 2020)**
- **April Melton - Operations Manager**
- **Tracy Newsom - Inclusion Coordinator**

Recreation Supervisors – Full Day Consolidated Programs

- **Laurel Lane: Aldrialia Thomas & Richard Wright**
 - **Matoaka: Kristy Prescott & Gerard Cummings**
 - **Norge: Dana Derr & Brandon Wise**
 - **Floater: Jenny Berkley**
 - **WJCC Schools COVID-19 Childcare Relief Program:
Felicia Graves**
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- A faint, light-colored silhouette of a group of people standing on their shoulders in a pyramid formation, positioned on the right side of the slide. The background is a light blue sky with soft, wispy clouds.

COVID-19 Health & Safety Measures

- **Limited Registration:** Registration is accepted on a first-come, first-served and space available basis: Based on COVID-19 impacts, there will be a limited number of sites and reduced capacity of participants per site. Weekly registration may be limited.
- **Increased Safety Practices:** Handwashing, cleaning and sanitation practices will be increased. All participants will be expected to practice proper hand-washing techniques. Social distancing practices will take place onsite.
 - **Handwashing times include but are not limited to:** entry into the program, before and after activities and before leaving the program.
- **Health Screenings:** Temperature and health check will be performed daily before participants can enter. Participants with fever of 100.4° F or higher, cough, shortness of breath or have a household member who are known to have COVID-19 will be excluded from the program.
 - If a participant develops symptoms, the participant will be separated from others. Parents will be required to pick-up immediately.
- **Cohorts/Groups:** Participants will be placed into groups/cohorts by age each morning and remain with same group throughout the day.

COVID-19 Health & Safety Measures

- **New drop-off and pick-up procedures:** Participants sign-in and check-out will take place **outside** of the program entrance.
 - A staff member will be present at the front entrance from **7-9 a.m.** and **4-6 p.m.** to conduct temperature and health checks. If a staff member is not present at the door, please call the site phone number, which will be posted, and staff will come out to meet you.
 - **Please drop off by 8:30 AM to allow time for your child to get prepared for the day and login for virtual learning.**
 - Please have your ID in hand at pick-up. Staff will radio participants outside when parent/guardian arrives.
 - **Please allow extra time for drop-off and pick-up.** Program hours will remain 7 a.m. – 6 p.m.
- **Face Coverings/Masks:** Participants will need to wear face coverings/masks throughout the day. Exceptions include: when outdoor and proper social distancing can be maintained, during specific activities where wearing a mask prohibits the ability to do the activity (e.g. swimming, eating meals/snacks, exercising) and anyone who has trouble breathing or is unconscious or if there is a medical reason for non-use of the face covering
- **Outside Time:** Increased outside play will occur daily pending appropriate weather conditions.
- **Meals and Snacks:** All participants will be socially distanced from one another during meal and snack times. Increased pre-packaged morning and afternoon snacks will be offered daily.

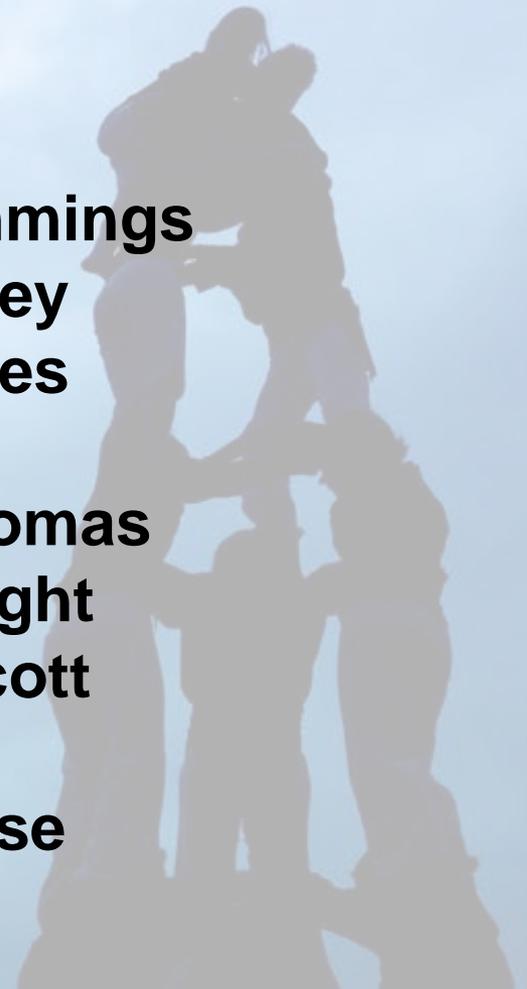
COVID-19 School Year Updates

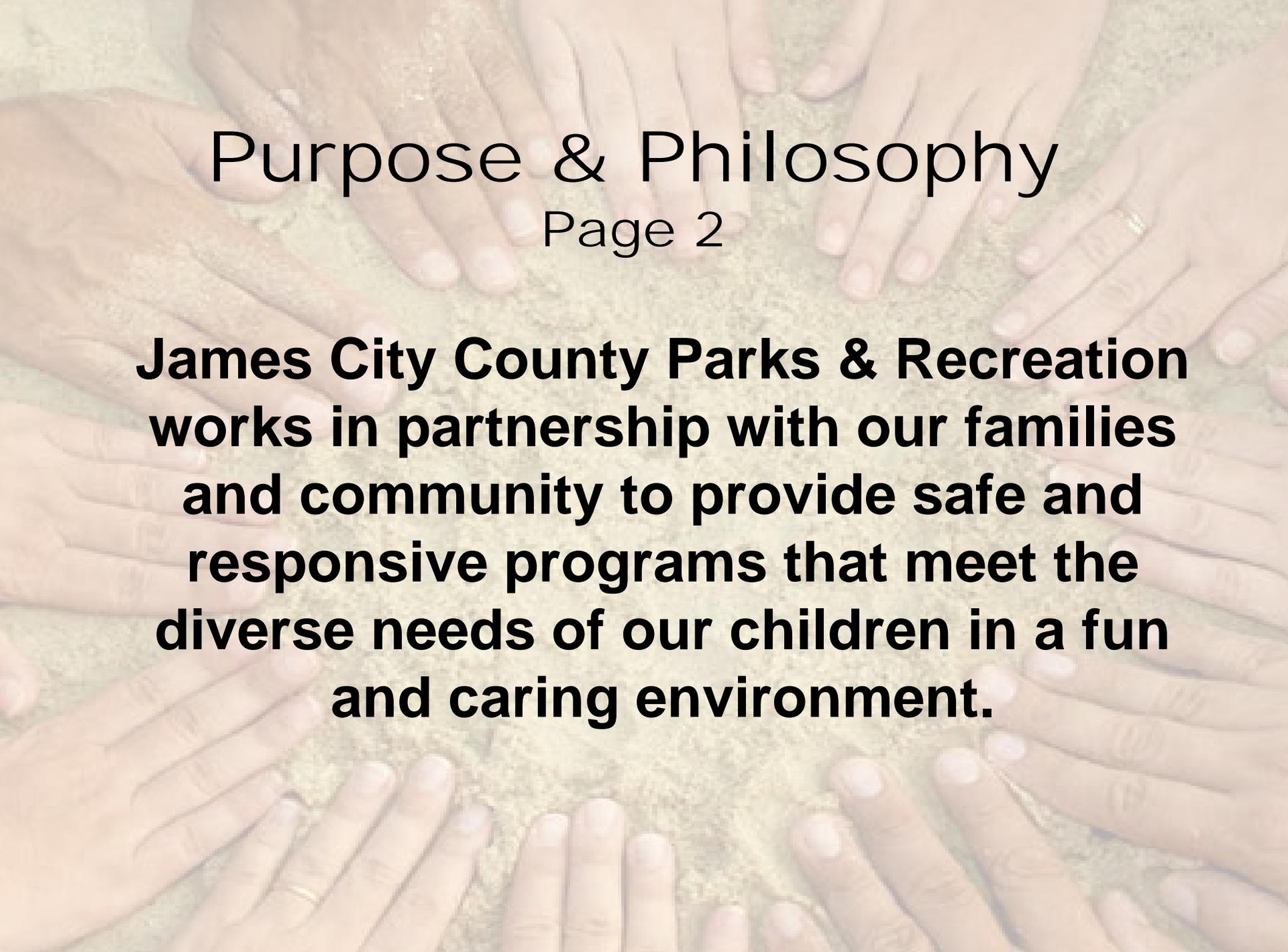
- **Parent Responsibility:** Please provide lunch and water bottle daily (label with child's first and last name). Water stations will be set up for refilling water bottles. Water fountains will not be used.
- **Communication:** Primary form of communication will take place through email. Please let staff know if you are not receiving emails. Feel free to contact staff via the site phone number.
- **Staff:** Staff will follow same safety measures as participants.
- **Virtual Learning:** Participants will be allowed time for virtual learning. Staff will be available to help participants login and help with understanding questions; however, they will not be responsible for teaching materials or making participants complete their work. Participants will be allowed to bring a laptop to the program, labeled with child's full name. Laptops will need to be charged at home and don't forget to bring headphones and school supplies daily. **Parks & Recreation is not responsible for any damaged, lost or stolen items.**

Recreation Supervisors – Before & After School (Schools reopen)

Elementary:

- **Clara Byrd Baker:** Gerard Cummings
- **James River:** Jenny Berkley
- **J.B. Blayton:** Felicia Graves
- **D.J. Montague:** Vacant
- **Laurel Lane:** Aldrialia Thomas
- **Matthew Whaley:** Richard Wright
- **Matoaka:** Kristy Prescott
- **Norge:** Dana Derr
- **Stonehouse:** Brandon Wise





Purpose & Philosophy

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James City County Parks & Recreation works in partnership with our families and community to provide safe and responsive programs that meet the diverse needs of our children in a fun and caring environment.

Core Values & Program Features

Page 2

Core Values

- Personal and Character Development
- Social Development
- FUN!...through increasing exposure to and knowledge of a variety of recreational and leisure activities

Program Features

- Creative Time
- Play Time
- Project Time
- Nutritional Time

About Our Staff:

Page 2

- **Selected based on their educational background, experience and commitment to working with children**
- **Required to have FBI fingerprint checks, CPS registry checks, OSHA training, a minimum of 24 hours annual training in safety, child development, behavior management and programming**
- **Trained in CPR, 1st Aid, DHO (Daily Health Observation) and MAT (Medicine Administration Training)**
- **Passed drug screening and TB test**
- **Diverse Staff: age, experience, skills & talents**

General Program Information

Page 3

Full Day Consolidated Programs

- **Elementary** : ages 5-10
(must be in kindergarten)
- **Dates**: September 8, 2020 – November 6, 2020/upon return to school
(no program November 3)
- **Program days/hours**:
Mon-Fri., 7 a.m.-6 p.m.

School Year – upon return to school

- **Elementary Before & After School**: ages 5-9 (must be in kindergarten)
- **Dates**: Return to school – end of school year
- **Program days/hours**: Mon-Fri., 7 a.m. - school starts and school dismissal-6 p.m.

A child in a light green shirt is swinging on a swing set in a park. The background shows other children on a playground, trees, and a clear blue sky.

Program Consolidation Days

(Full Days ONLY upon return to school)

Page 3

Available on Teacher Work Days

- **Clara Byrd Baker combines with Matthew Whaley at Matthew Whaley**
- **Laurel Lane combines with James River at James River**
- **D.J. Montague and Matoaka combine with J. Blaine Blayton at J. Blaine Blayton**
- **Stonehouse combines with Norge at Norge**

Registration Information

Page 3



- **Requirements for Registration - REC Connect requires that each child be up to date on immunizations and physicals.**
- Registrants not enrolled in the current Before & After School program or the past Summer Camp 2019 are required to provide a copy of his/her child's birth certificate or 2019-20 Virginia school report card, and his/her child's most recent physical and immunization records (must be on *Commonwealth of Virginia School Entrance Health Form: MCH213G*).
- Applications are accepted year-round on a first-come, first-served basis according to postmark date and space availability. Application packets are available at the James City County Recreation Center, the Abram Frink Jr. Community Center, Chickahominy Riverfront Park, Freedom Park, Satellite Services in Toano and online at jamescitycountyva.gov/recreation.
- All applications and forms must be mailed to:
James City County Parks & Recreation REC Connect Program
5301 Longhill Road Williamsburg, VA 23188
or dropped off at any of the payment sites during regular business hours.

Fees and Payment Info.

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Full Day Consolidated Programs

- **Weekly Fees**
 - Part-time (three days or less) – \$90 week
 - Full-time (four or five days) - \$110 week
 - After 12 noon on Friday's, the weekly fee plus a late payment must be made before child can attend the program.

Before & After School – upon return to school

Weekly Fees

- Before School* – \$40
- **Weekly Before School rate does not include half or full days.*
- After School – \$50
- Before/After School – \$65
- 10-Visit Punch Card – \$125 (**non-refundable if lost or stolen**)
- After 12 noon on Friday's, the weekly fee plus a late payment must be made before child can attend the program.

Fees and Payment Info. – Continued

Page 4

Payment Options and Deadlines

- Cash, money order, check or credit card accepted.
- Checks should be made payable to “Treasurer, James City County.”
- Payments are due on Friday by 12 noon for the following week. A non-refundable processing fee of \$25 will be charged on all late payments made after the Friday deadline and must be paid before participant can be accepted into program.
Pay at or call the JCCRC for payment if you have more than one child in Summer Camp.

Note: Service is subject to suspension for non-payment of services. All payments, late charges and a re-enrollment fee of \$25 must be made before services can resume. (MasterCard, Visa, American Express and Discover accepted).

Payment Methods

Online(jamescitycountyva.gov/recreation)

- To make an online payment, have your household number, password, weekly camp numbers, and a MasterCard, Visa, American Express or Discover credit card. Use a laptop or desktop computer for online payments.

Phone-in

- Payments (using a credit card only) should be phoned in on weekdays to the Abram Frink Jr. Community Center at 757-887-5810 between 4-8 p.m. or to the James City County Recreation Center at 757-259-4203 between 8 a.m.-8 p.m. On weekends, please call the JCCRC at 757-259-4200, Ext. 0 between 1-5 p.m.

Walk-in

- Payments can be made at James City County Recreation Center, Abram Frink Jr. Community Center, Chickahominy Riverfront Park, Freedom Park and Satellite Services in Toano.

Mail-in

- Payments can also be mailed to:

**James City County Parks & Recreation REC
Connect Program - 5301 Longhill Road
Williamsburg, VA 23188**

Punch Cards

Pages 4 & 5

Punch Cards – Upon return to school

- Punch cards not valid for use during Winter or Spring Break programs.
- Punch cards must be purchased at payment center location and expire the last day of school for the current year.
- **After School** = one punch (one visit)
- **Half Day program** = one punch (half days as noted on school calendar)
- **Full Day program** = two punches (one before school & one after school visit)

**Punch Cards
can ONLY be
used during the
School Year.
Cannot be used
during Winter
or Spring
Break!**

Program Attendance Policies

Pages 5 & 6

Entrance to Site Locations/School Security

- For the safety of all site participants and to comply with the security measures of the schools, all REC Connect site entrance doors will have an installed keypad.

Sign in and out Policy

- Due to our state licensing standards, parents/authorized persons must sign their child in and out each morning and afternoon (with the time in or time out as well).
- Children will only be allowed to leave the program with someone other than the parent/legal guardian if advanced, written notification from the parent/legal guardian is provided.
- All adults should be prepared to show pictured identification. A child will be released only to the persons who are listed on the authorized pick up section of the registration form. In emergency situations only, changes in authorization may be taken over the phone.

Before School, Full Days and Summer Camps

- If a child's name does not appear on the weekly payment roster:
 - Parents/legal guardians will be asked for a receipt or punch card (Before/ After School only) or parents/legal guardians will be asked for a receipt for summer camp.

After School

- If the child's name does not appear on the weekly payment roster or a parent has not contacted the site supervisor to communicate the use of the punch card and attendance of his/her child for that day:
 - The child will not be accepted and will be taken to the school office.
 - Parents/legal guardians will be contacted by Parks & Recreation staff.

Program Pick-up and Cancellation Policies

Page 6

All programs close at 6 p.m.

- Each child must be picked-up at or before that time.
- **Inclement Weather/Undue Circumstances** – immediate pick up of program participant.
 - **School in Session** – if school is delayed, dismissed early or closed for the day, no program will be offered. Parents are responsible for coordinating pick-up arrangements with school staff. When school related after school activities are canceled, REC Connect may still operate on normal schedule. In case of adjusted hours of operation, parents would be notified by phone.
 - **School Not in Session (Summer Camp, Winter Break or Spring Break)** – pick-up child within one hour of notification by staff.

Late Pick-up Policy and Procedures

- If a child is picked up after 6 p.m., the parent/legal guardian will be asked to sign and date the late pick up form.
- Each form will include the Child's Name, Time of Arrival, Date and Parent Signature.
- A late fee of \$5 for the first five minutes and \$2 for each additional minute after 6:05 p.m. will be assessed after the first instance of late pick up. This payment must be made with a parent's next payment. No money will be accepted at the site. Suspension or termination from the program may result, if a parent consistently arrives after 6 p.m.

Consequences for late pick- up are as follows:

1st Time: verbal warning

2nd Time: written warning from site supervisor/staff*

3rd Time: written warning and conference with site supervisor*

4th Time: written warning and three- day suspension from the program*

5th Time: one-week suspension from the program and optional conference with site supervisor and program coordinator or a signed written waiver of agreement*

6th Time: termination from the program*

*Late pick-up fee charged

- Readmission to the program may be reviewed after 30 days.
- All payments and late charges and a re-enrollment fee of \$25 must be made before services can resume.

Inclement Weather

Page 6

(Includes but is not limited to snow, hurricane, tornado, power outage)

- **If school is delayed:** The Before School Program is closed
- **If school is dismissed early:** the After School Program is closed – parents will be responsible for coordinating pick-up arrangements with the WJCC School staff.
- **When school-related after school activities are canceled,** REC Connect and T.O.P programs may still operate on normal schedule. In case of adjusted hours of operation parents would be notified by phone.
- **If school is closed:** the Before & After School Program is closed.
- **If school is out of session (i.e. during Summer Camp, Winter or Spring Break):** Parks & Recreation staff will make a decision on program operation as soon as possible.

Parents should call the REC Connect Information/Inclement Weather Hotline at 757-259-3170 for program operation updates.

If already at program, parents must pick-up child within one hour of notification by Parks & Recreation staff.

General Program Policies

Pages 7 & 8

Credit Policy Due to Weather and School Emergency Closings

- If there is no program due to inclement weather/emergencies (snow, ice, tornado, hurricane, power outages, etc.) then a credit, not a refund, will be issued for missed days that the participant was scheduled to attend for the week.
- A credit will be applied to household accounts within two weeks of the missed time.
- Parents are still responsible for weekly payments during this time, regardless of the expected household credit.
- Completion of a credit request form for inclement weather/emergencies is not required.

Weather/Emergency Updates

School/program closings or delays will be announced on:

Radio station: WTAR (AM/790)

Television stations:

WTKR (3)

WAVY (10)

WVEC (13)

Local school channel (47).

You can also call the School Closing Hotline at 757-603-6483 or the REC Connect Information/ Inclement Weather Hotline at 757-259-3170.

Refund Policy Due to Injury, Illness or Family Emergency (for Before & After School, Winter and Spring Break, and Summer Camp Programs)

- A refund, not a credit, will be issued if there is a change of payment status or no services were rendered due to injury, illness or family emergency.
- The Before & After School is a flat fee rate program – a credit will only be issued if a child misses the full week.
- Refunds will not be given for missed days due to suspension or temporary removal from the program.
- A Refund Request form must be filled out within seven days of missed time (hand-stamped or postmarked).
- Refund forms are available at payment locations and online at jamescitycountyva.gov/recreation.
- Completed forms can be turned in at any of the payment locations, faxed to 757-259-5420 or mailed to: James City County Parks & Recreation
 - Attention: Refund Office, 5320 Palmer Lane, Suite 2A Williamsburg, VA 23188
- Refunds will be assessed a 10% processing fee. A refund will be given for relocation over 35 miles from JCCRC.

General Program Policies

Pages 7 & 8

Medication Policy – An “authorization to give medication” form must be completed by the parent/legal guardian of a child who requires medication while in the program.

- The parent/legal guardian must state the type of medicine, the amount and the specified times it is to be given.
- **Medicines must be in their original containers and give specific instructions.** If medication is to continue for more than 10 days, a letter from the physician is required.
- **Medication Authorization Forms are only valid for one year from the date they were authorized and are available online at jamescitycountyva.gov/recreation.**
- When an authorization for medication form is due for renewal or the medication will soon be expiring, the parent shall be notified that the authorization form must be renewed or the medication needs to be picked up 14 days before expiration of the form/medication. If not picked up before expiration, the parent must renew the authorization and update the medications. Medications not picked up by the parent within the 14 days will be returned to the parent or disposed of by the site.
- In cases of severe and life threatening illness, where medications could be required, failure to provide them may result in refusal of child acceptance into the program.

Services for Special Needs – Participants with special needs will be referred to our Inclusion Coordinator to ensure successful participation in the program. **Parents should allow staff at least three weeks before the program start date to make reasonable accommodations.**

Contact Information Changes – It is the responsibility of the parent/legal guardian to keep proper registration information and current phone numbers in their child’s permanent records. Services may be withheld if this information is not provided or updated when changes occur.

Schedule Changes – If a parent wishes to change the days their child attends a program from what they originally registered, they should notify the site supervisor. If that child is registered for a particular day, does not show and staff have not been notified of the absence, it is the responsibility of site staff to call the parents/guardians to inform them of the situation.

General Program Policies

Pages 7 & 8

Snack/M Meal Policy – Snack menus are posted at each site for the week/month. One snack is provided at each site during the after school and half-day programs. Two snacks are provided during full day and summer camp programs. No snacks are provided for before school programs.

- Parents are encouraged to notify the site supervisor of any known food allergies of their child. All snacks meet the nutritional needs of children as established by the U.S. Department of Agriculture and snack portions are appropriate for the age of the child
- Children are responsible for bringing their own lunch on full days and during summer camps. Microwaveable and/or refrigerated meals are not permitted. Parents are encouraged to provide a healthy lunch.
- Because Parks & Recreation does not supply food for special diets for religious or medical reasons, parents are required to provide such food for their child and documentation identifying the reason for the special diet. Food must be brought in airtight containers or the original containers. Leftovers will be discarded.
- Staff members are not responsible for feeding children that are able to do so themselves. Children in the elementary programs are not permitted to use vending machines during program hours. Children are encouraged to choose healthy options when purchasing food on trips.

Limitations on Attendance – Limitations may be placed on a child's attendance and/or immediate (within one hour) pick-up may be required if the following condition exist:

- Child's temperature is 100.4 degrees or more.
- Child has a contagious or serious illness (examples include, but are not limited to Chickenpox, E Coli, Streptococcal Disease, Hepatitis, Influenza, Lyme Disease, Measles, Meningitis, MRSA, Mumps, Salmonella, Tuberculosis, etc.).
- Child has uncontrollable, aggressive or unresponsive behavior(s).

Mandated Reporting – James City County Parks & Recreation staff is responsible for reporting all suspected abuse or neglect to Social Services.

General Program Policies

Pages 7 & 8

Clothing Policy – Children should dress appropriately for the weather and scheduled activities of the day. Shorts must reach mid-thigh; shirts must cover midriff; no spaghetti straps or halter-tops allowed. Staff members possess the authority to call parents to request a change of clothes if deemed inappropriate.

Athletic shoes are required daily for participation.

All Summer Camp participants must wear the provided camp T-shirt on all field trips; certain other field trips may also require a bathing suit and towel or other special requirements. The weekly camp schedule will reflect any special information about field trips.

Swim Policy – All REC Connect elementary and T.O.P middle school participants wishing to swim in the deep end of the pool must take the swim test. The swim test consists of swimming from one side of the pool to the other and back. The result of the swim test is determined by JCC pool lifeguards. Elementary school participants who do not pass or choose not to take the test must remain in the shallow end of the pool and wear a life vest at all times while in the water. Middle school participants do not have to wear a life vest but must remain in the shallow end of the pool at all times.

Weather/Heat Advisory – When temperatures approach 100 degrees, or there is an existing heat advisory, parents are encouraged to send water with their children and dress them in lightweight/light colored clothing and/ or hats.

- Staff will monitor weather reports and make adjustments to outdoor site activities/trips, as appropriate. Staff may increase breaks, adjust outdoor play time, rotate in/out of shaded areas, move activities inside, and/or reschedule activities to another day.
- Parents will be given as much notice as possible if any changes to scheduled trips are made. If trips cannot be rescheduled, staff may adjust the scheduled time of the trip to minimize exposure to heat, implement steps listed above as well as carry water coolers and/or spray misters to cool children off.

Personal Phone Calls – Children may not receive calls, call out, or text message on personal phones during program hours. In emergency situations the site phone will be used to contact parents. We encourage parents to use the site telephone to contact children or staff.

General Program Policies

Pages 7 & 8

“Free Play” Toy Policy – Toys brought from home are considered “free play” toys. Free play toys will only be permitted one day a week during camper’s choice time and specified field trips. Please see the site supervisor and “parent wall” at each site for more details.

Personal Belongings – Participants’ personal belongings will be stored in individual storage baskets at the site. Parks & Recreation is not responsible for any damaged, lost or stolen items. Participants are strongly encouraged to leave items of value at home.

Movie/Video Policy – The program will occasionally show movies or videos at their sites. Each site location is currently licensed through Swank Movie Licensing to show videos in our program. Schedules of upcoming movies will be posted at each site. Parents/guardians may opt their child out of a particular movie showing by notifying the site supervisor in advance.

Parent Involvement – Parent sign in and out areas are located at each site and provide program information. Signs and literature include important announcements and should be reviewed regularly. Parents have the right to request and view our latest reviews. Parents may occasionally be asked to donate time or items for projects, parties or special events.

Communication – Ongoing communication between parents, staff and children is key for providing quality care to program participants.

We ask that parents make themselves available to site staff on a regular basis to address any concerns or for updates on their child’s progress. We encourage parents to provide regular feedback to site staff as well.

Program Evaluation – To enable continuous improvement, parents are strongly encouraged to complete program evaluations offered at the end of each of the Before & After School and Summer Camp program. Comment cards are also available year-round at payment locations and online.

Withdrawal Policy – If a parent/ guardian decides to remove their child from our program, they must immediately notify the administrative office at 757-259-5351 (at least two weeks in advance of removal).

Behavior Management & Behavior Consequences

Pages 9-14

Behavior Management Policy for Participants

- Parks & Recreation reserves the right to call parents/guardians to pick up their child if their child is having trouble cooperating with others, is unable to participate in group exercises, or is threatening their own safety or the safety of others.
- If selected techniques of our Behavior Management Policy do not correct the child's behavior, then the child may be temporarily or permanently removed from the program with less than 24 hours' notice.
- Each child's participation in the program depends upon his or her behavior. To ensure all children have the ability to enjoy and benefit from our programs, we require parents/ guardian to:
 - Be aware that parents may be contacted by phone, in writing or through parent/staff conferences if a child continues to display poor behavior.
- Understand that behavior management techniques and consequences may be progressive.
- The Department uses a tiered system of consequences for inappropriate behavior based on the severity of the violation and the age of the participant.
- **A detailed list of violations and associated consequences is on pages 10-16.**
- Participants who are suspended for ten days or more will be "suspended" from all Department programs and facilities during the suspension.

Behavior Management & Behavior Consequences

Pages 9-14

Participants with Special Needs

- Behaviors associated with a disability do not exclude youth with special needs from the behavior management process.
- We will do our best to work closely with parents of youth with challenging behaviors to be proactive and preventative; however, we expect parents' full cooperation when incidents do occur to ensure the safety of all youth in the program.
- Without cooperation, our ability to make accommodations is limited.
- In the case of youth with very challenging and/or aggressive behaviors, hours of participation
- may be modified for full day, half day and summer programs.

Behavior Guidelines for Parents

- Participants and parents are requested to address staff respectfully and courteously at all times.
- Horseplay, fighting, bullying or rough behavior of any kind is not allowed.
- Use of profanity or obscene gestures is not tolerated.
- Parents are not permitted to address or reprimand another child on our premises or while in our care. Please address staff with any concerns.
- Smoking and possession of alcoholic beverages or illegal drugs are not permitted on the premises.
- Dangerous toys or weapons such as knives, firearms, bows and arrows, slingshots, sharp objects, etc. are not permitted.

Behavior Management & Behavior Consequences

Pages 9-14

Forms of Behavior Management Used

- **Redirection:** Providing an alternative activity
- **Time-out:** Temporarily separating a child from an environment where inappropriate behavior occurred. (If a child does not respond positively to separation, they may be restricted from participation in specific activities.)
- **Alternative Behavior Management Techniques:** Such as restricted privileges, writing or drawing assignments, leadership opportunities, etc.
- **Written Discipline Reports and/ or Suspension:** Reports will be completed for severe or repeated infractions of program rules and consequences given based on the behavior management grid. Immediate termination may occur if staff feels that they cannot maintain the safety and welfare of the child and/or other children in the program.

Rules Translated in Kids' Terms (posted at each site)

Safety first. Ask permission before leaving any area.

Keep all body parts (hands, feet and teeth) to yourself.

Respect others and their property. Friendly words only.

1-2-3: Stop, sit and listen. Follow instructions.

Eat only at snack and lunch times.

Walk always.

Use your inside voices.

Counselors are **not** to be climbed upon.

You mess it up, **you clean it up.**

Have fun! Participation is the key.

Thank you!



**We look forward to making
this a memorable and
exciting school year for you
and your family!**