

**SUMMER 2020
PARENT HANDBOOK**



**MISSION STATEMENT
CAMP WAKE-UP**

TO PROVIDE A SAFE AND STRUCTURED RECREATIONAL PROGRAM FOR CHILDREN AGES 5-12 WHO WILL HAVE THE OPPORTUNITY TO ENGAGE IN ARTS & CRAFTS, ACTIVE & PASSIVE GAMES, EDUCATIONAL ACTIVITIES AND FIELD TRIPS,



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Dear Parents & Guardians,

Thank you for enrolling your child in Camp Wake-Up 2020. Staff have worked hard to make this year's program an enjoyable and rewarding experience for your child. Staff's objective for this year's program is to teach your child something different each day, they will leave the program with something of substance, or a kernel of knowledge that will prepare them for life. Again, thank you for your support of our program. Here's looking forward to a great school year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darrell R. Crittendon". The signature is stylized and written on a white rectangular background.

**Darrell R. Crittendon, Director
Norfolk Dept. of Recreation, Parks & Open Space**

PROGRAM DESIGN, DEVELOPMENT, AND DELIVERY

The City of Norfolk's Department of Recreation Parks & Open Space, is a Nationally Accredited Parks & Recreation Agency (CAPRA). As a CAPRA agency, we continue to meet the ongoing rigorous operational standards in our professional field. CAPRA identifies three standard pillars of Recreation that define healthy living. These pillars are:

Health and Wellness [addressing nutrition and sedentary lifestyles]

Conservation [protecting open space, connecting children to nature]

Social Equity [insuring all people have access to the benefits of Parks & Recreation]

Our Before & After School Program (BSAS) is structured on five core service areas that directly meet the CAPRA standards that define healthy living.

Cultural Enrichment

Health & Physical Activities

Outdoor and Environmental Education

Personal Development

Life Skills Social Enhancement

The foundational core service areas programs are enhanced through our broad network of collaborative community partnerships, that deepen and extend our ability to offer outstanding and meaningful learning opportunities for your children. In addition, our diverse staff, broadly representative of our community, bring a wealth of talents, interests, experience, education, training and skills to programs, providing rich perspective for our participants recreation experience. Parents are valuable RPOS partners in our programming through event attendance, volunteer service, and material contributions.

Our service delivery is predicated on the long-standing standards of youth development, known as ages & stages, so each age & stage group, has its own recreational plan to optimize their interests and learning needs. The age groups also merge for special events and trips providing a full circle of multi-age friendships forged in a social context. Communication is provided in varied ways in order to address differing learning styles.

All of our (6) Camp Wake-Up sites are located on properties with ample outdoor space for recreational activities, doubling our program areas with the addition of fresh air, sunshine and shade, for either organized activities such as team sports or creative activities in free play. The BSAS sites are also either directly connected or in close proximity to the elementary schools they serve and that provides, in itself, opportunities for more shared resources except for Camp Willoughby located on Chesapeake Bay.

OUTDOOR PLAY

We take careful detailed steps in making decisions regarding outdoor activities during extreme temperature, poor air quality or the possibility of thunderstorms. We eliminate strenuous outdoor activities due to extreme heat and/or poor air quality

PARTICIPANTS: POLICIES, STANDARDS, EXPECTATIONS, GUIDELINES

The following policies, standards, expectations and guidelines, have been established for the safety of all participants. Non-compliance will result in suspension and/or expulsion from the program without refund. It is important that you read and discuss the rules with your child, so he/she will understand the expectations for participation in the program. Participants, parents, guardians, individuals, and authorized persons to pick-up a child and staff are to:

BE RESPECTFUL of all people, places of business, equipment, vehicles.

Profanity, tone of voice, gestures, sexually inappropriate behavior, teasing, bullying, fighting, stealing, damaging equipment, throwing of objects, or physical contact will not be tolerated. Parents/guardians are financially responsible for their child's actions if the participant defaces or destroys the building, grounds, equipment, vehicles or others belongings or tampers or pulls the fire alarm without due cause.

BEHAVE SAFELY for everyone's safety

Maintain individual space, keep hands, feet, etc. to self. Follow the instructions of the staff rules of activities & programs, ask for clarification as needed; instructions are given in simple steps for a variety of learning styles. Any behavior deemed aggressive or threatening will require immediate removal from the program and facility with the possibility of further consequences. 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.

DRESS APPROPRIATELY for the weather and participation activities.

Insure participants wear tennis shoes or non-marking, rubber-soled shoes excluded: black soles, flip-flops, sandals, skates/skate-shoes, cleats, and so forth.

LEAVE PERSONAL ITEMS AT HOME unless authorized by staff.

Label all belongings with the child's name. Participants cellphones are not allowed.

Operational Guidelines

The Recreation, Parks & Open Space Camp Wake-Up operates under §63.2-1715 of the Code of Virginia, which allows local governments to establish safety and supervisory standards, such as those in this handbook. The Norfolk Department of Recreation, Parks & Open Space is committed to protecting the safety and well-being of all children. Section §63.1-248.3 of the Code of Virginia requires any person providing full or part-time child care for pay on a regular basis to report any suspected child abuse or neglect.

STAFF: POLICIES, STANDARDS, EXPECTATIONS AND GUIDELINES

In order to promote the children's physical, intellectual, emotional, social well-being and growth, staff will interact with the child and one another to provide needed help, comfort, support and guidance. Behavior guidance is constructive in nature, age and stage appropriate, and is intended to redirect children toward appropriate behavior and conflict resolution.

The following is practiced.

RESPECT OF PERSONAL PRIVACY, CULTURAL, ETHNIC AND FAMILY BACKGROUNDS
ENCOURAGEMENT IN DECISION MAKING ABILITIES
ENCOURAGEMENT IN INDEPENDENCE AND SELF-DIRECTION
USE OF CONSISTENCY IN APPLYING EXPECTATIONS

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TIME-IN ZONE Having time to calm down can be helpful for children. In fact, teaching kids how to pause and take some time for inner reflection time, some “time-in”, is essential for building executive functions that reduce impulsivity and harness the power to focus attention. But this isn’t isolated time, as reflection is created through relationships, especially for younger children. Its about offering support, choice and a place that helps the child self-regulate and down-regulate, which involves downshifting out of their reactive emotional overload and *learning* to utilize their receptive thinking skills of logic, reason, adaptability, flexibility, insight, empathy, control over body & emotions, interpersonal relationships

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The following is forbidden.

PUNISHMENT SUCH AS SPANKING, HITTING, SHAKING
FORCING A PARTICIPANT TO ASSUME AN UNCOMFORTABLE POSITION
RESTRAINING/RESTRICTION OF BODY MOVEMENT THROUGH BINDING,
TYING OR CONFINEMENT, IN A CLOSED OR SMALL SPACE
VERBALLY ABUSIVE REMARKS SUCH AS BELITTLEING A PARTICIPANT, THREATS OR REMARKS ABOUT HIS/HER FAMILY, CULTURAL BACKGROUND, RACE OR RELIGION
PUNISHMENT BY APPLYING UNPLEASANT OR HARMFUL SUBSTANCES
FORCING PARTICIPANTS TO WRITE REPETITIVE SENTENCES AS A MEANS OF PUNISHMENT
FORCING OR WITHHOLDING WATER, FOOD OR BATHROOM PRIVILEGES

**THE WORD DISCIPLINE COMES DIRECTLY FROM THE LATIN WORD ‘DISCIPLINA’
MEANING TO TEACH, LEARN, AND GIVE INSTRUCTION**

IMPORTANT PARENT INFORMATION

SIGN-IN/OUT CHILD PROCEDURES

All participants **must** be fully signed in/out daily by a parent or authorized individual. A picture ID is required for signing children out. Participants may not be dropped off!

Anyone not on the authorized list will need prior written permission from a parent or guardian to pick up a participant. This change must be received, approved and documented by our administrative office.

A late fee of \$5.00 per child will be assessed for every 5 minutes past the pick-up time. Your child will not be able to return to the program until all late fees have been paid.

SEE STRANDED PARTICIPANTS BELOW

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 the authorities.

ILLNESS/INJURY

Parents must pick up their child within one hour once notified by staff that their child is sick and/or has a temperature of 101 degrees or higher. Children who have been sick with a fever must remain out of the program for 24 hours after the fever breaks. Certain illnesses and communicable diseases such as but not limited to, ringworm, lice, pinkeye and strep throat require parents to seek medical attention for their child. In the event of this type of illness, a physician's note is required for the child to return to the program.



Medication

Section §54.1-3408 of The Code of Virginia requires that medications be administered by health care professionals and prohibits untrained staff from administering medication to children enrolled in the program. Therefore, no medication can be administered to children by staff. With the exception of asthma inhalers, no other medication can be brought to the facility and/or left in the child's possession while attending the program.

IMPORTANT PARENT INFORMATION

INCLEMENT WEATHER

The Camp Wake-Up Programs **will be closed during** severe weather conditions or unforeseen circumstances. Parents will be notified to pick up their child within the hour if the need arises due to inclement weather and/or facility closure. If parents cannot be reached, staff will utilize the emergency contact list. Inclement weather closings/re-openings are usually announced on Department and City Websites, Facebook, radio and television stations. *There will be no credit, transfer or refund for any day missed because of inclement weather.

IF THE CITY OF NORFOLK IS CLOSED FOR INCLEMENT WEATHER, ALL DEPARTMENTS OF RECREATION, PARKS & OPEN SPACE FACILITIES AND PROGRAMS WILL BE CLOSED AND PROGRAMS CANCELLED.



EMERGENCY CLOSURES

Each center has an emergency preparedness plan that includes emergency evacuation and shelter-in-place procedures that are site specific. Plans are available for review in the office area of the center. In the event of an emergency, parents/guardians are notified by phone immediately. If parents or guardians cannot be reached, the emergency contacts will be notified. It is important that you keep all contact information current on your child's records at the Camp Wake-Up site. Provide staff with a written note of changes.

IMPORTANT PARENT INFORMATION

USDA SNACK/DINNER

During the summer, Camp Wake-Up programs, except for Camp Willoughby, offer a breakfast and lunch through the Norfolk Public Schools/USDA Program. All other facilities will require parents to provide breakfast, send lunch, drink and snack for their child to eat at a designated time.

- * **Refrigerated and heating** capacities are not available.
- * **Pack a snack** in small insulated lunch packs to keep food cold during the day.
- * **Vending machines** may be available at some locations; however machines may not always be fully operational.
- * **Staff does not have change** and is not responsible for lost money.
- * **Sharing/trading** of food/drink items with other participants is prohibited unless they are siblings.
- * We are **not a peanut free environment**; we appreciate you sharing your child's food allergies with us.

PACK A SNACK

It can be a long time between lunch and afternoon activities, so some children may be experiencing being hangry. Hangry is defined by the Oxford English Dictionary as being a cross between hungry and angry/irritated. So please pack a snack for the afternoon, it can boost mood and energy for fun, a perfect way to end a play day!

PARENT/GUARDIAN INVOLVEMENT

Parents/guardians who have their children enrolled in Camp Wake-Up are permitted and encouraged to assist with special events and may visit the facility at any

IMPORTANT PARENT INFORMATION

CAMP OPENINGS & CLOSINGS					
DATE	DAY	HOLIDAY	HOURS	STATUS	CAMP
6/22-26/2020	M-F	NA	6:30a-6:00p	open	First Week
7/1-2/2020	W-TH	NA	6:30a-6:00p	open	Second Week
7/3/2020	F	Independence Day	NA	closed	Second Week
7/6-10/2020	M-F	NA	6:30a-6:00p	open	Third Week
7/13-17/2020	M-F	NA	6:30a-6:00p	open	Fourth Week
7/20-24/2020	M-F	NA	6:30a-6:00p	open	Fifth Week
7/27-31/2020	M-F	NA	6:30a-6:00p	open	Sixth Week
8/3-7/2020	M-F	NA	6:30a-6:00p	open	Seventh Week
8/10-14/2020	M-F	NA	6:30a-6:00p	open	Eighth Week
8/17-21/2020	M-F	NA	6:30a-6:00p	open	Ninth Week

Recreation Centers

Address

Phone

Bayview Recreation Ctr.	8613 Willow Terrace 23503	441-1626
Captains Quarters Recreation Ctr.	800 Little Bay Avenue 23505	441-1715
Crossroads Community Ctr.	8019 Old Ocean View Rd. 23505	965-9430
Fairlawn Recreation Ctr.	1014 Kempsville Rd. 23502	441-5670
Sherwood Forest Community Ctr.	4537 Little John Drive 23513	441-5824
Tarrallton Community Ctr.	2100 Tarrallton Drive 23518	441-1765

1. Payment Due Dates:

Camp Wake-Up: Age 5 and completed kindergarten through age 12.

A one-time payment due at registration payment of \$444 per child. Camp Fees of \$444 per child (covers field trip fees and t-shirt). Payment may be made in three payments of \$148 each, due on the 6th April, the 5th of May, and 5th of June 2020; the first payment \$148 due at registration. All fees must be paid in full no later than June 5th.

Camp Willoughby: Age 6 and completed 1st grade through age 12.

A one-time payment due at registration of \$534 per child (covers field trips and t-shirts). Payment may be made in three payments of \$178 due April 6th, May 5th and June 5th. The first payment due at registration. All fees must be paid in full no later than June 5th.

2. Late Fees will be assessed (\$10) on any payment made after June 5th.

3. Registration will only be accepted with full payment. The only methods of payment accepted are:

Credit or debit card with MasterCard or Visa logo .

Money orders or checks made payable to "City of Norfolk Treasurer.

Cash will **not** be accepted.

4. The Department of Recreation, Parks & Open Space does not provide a written year-end statement for customers' tax preparation. You will need to save payment receipts for your records. The tax ID number is 54-600-1455.

5. Refund Policy

The Department of Recreation, Parks & Open Space will provide a full credit or refund for an activity if it is cancelled by the Department or if the requester has one of the following situations:

Medical necessity, military deployment or death; appropriate documentation is required.

The Department will not prorate fees under any circumstances for missed days or weeks due to vacation, illness or any other reason.

Human Brain Development and Behavior

The upper human brain is not fully developed until an individual reaches their mid-twenties.

Our lower brain is, at birth, fully developed. This part of the brain is our survival, instinctual brain that reacts to a real or perceived threat with one of the following strategies: fight, flight, freeze or faint.

The upper brain is the part of the brain that develops over time until our mid-twenties. It is responsible for thinking, emotional, and relational skills that allows us to live balanced lives and have positive relationships. The upper-brain skills are : reason, logic, flexibility, adaptability, empathy, morality, regulation of emotions and the body.

What does this mean for children in terms of their skills in behavior? Since the upper brain is not fully developed, children's reactions mostly come from the lower brain, which is highly emotional and reactive; they need guidance and collaboration in learning how to move from reactivity (lower brain skills) to receptivity (upper brains skills). It means that *most of the time*, behavior falls into the CAN'T versus WON'T category. Because the brain is changeable, we can help and teach children how to move from reactivity to receptivity.

One of the first steps in moving from reactivity to receptivity is to connect /empathize/ recognize the emotion being expressed/name it. Listen to what is upsetting. These actions, activate the upper brain to engage and quiet the lower brain. The key here is that the brain cannot be both reactive and receptive at the same time.

After connecting, redirecting can be achieved through mutual reflective thinking and collaborative problem-solving. The developing brain needs to have clear external boundaries and expectations. The brain is changing, changeable, and complex, it is being molded through experiences and guidance, that can strengthen the neural connections; over time the upper brain can override the lower brains impulsivities.