

Summer
2022
Parent
Handbook

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Dear Parents and Guardians,

Thank you for enrolling your child in this year's summer program. Staff have worked extremely hard to make the program an enjoyable and meaningful experience for your family.

Our objective is to teach your child something different each day so they 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 fun filled summer!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Darrell R. Crittendon', with a long horizontal flourish extending to the right.

Darrell R. Crittendon, CPRP
Director
Norfolk Parks and Recreation

PROGRAM OVERVIEW

The mission of both the Norfolk Explorers and Navigators Programs is to provide a safe interactive recreational program for youth and teens. We offer activities that are age appropriate, engaging, and fun.

Norfolk Explorers operates 8:00am – 6:00pm Monday through Friday from June 27 – August 19. The program will be closed July 4th.

The Navigators program operates 8:00am – 6:00pm Monday through Friday from July 5 – August 19. The program will be closed July 4th. Below is the contact information for each Recreation or Community Center and type of summer program offered.

Facility Name	Program Offered
Bayview Recreation Center 8613 Willow Terrace (757) 441-1626	Norfolk Explorers
Berkley Community Center 121 W. Liberty Street (757) 441-1612	Norfolk Explorers
Crossroads Community Center 8019 Old Ocean View Road (757) 965-9430	Norfolk Explorers
East Ocean View Community Center 9520 20 th Bay Street (757) 441-1785	Norfolk Explorers
Fairlawn Community Center 1014 Kempsville Road (757) 441-5670	Norfolk Explorers
Huntersville Community Center 830 Goff Street (757) 664-7434	Norfolk Explorers and Navigators
Lamberts Point Community Center 1251 W. 42 nd Street (757) 423-1088	Norfolk Explorers and Navigators
Norview Community Center 6380 Sewells Point Road (757) 441-1440	Norfolk Explorers and Navigators
Sherwood Forest Community Center 4537 Little John Drive (757) 441-5824	Norfolk Explorers
Tarrallton Community Center 2100 Tarrallton Drive (757) 441-1765	Norfolk Explorers
Titustown Recreation Center 7545 Diven Street (757) 441- 1259	Norfolk Explorers

REGISTRATION AND WITHDRAWAL

Norfolk Explorers is for youth ages 5 (must have completed kindergarten) through age 12. Participants must meet the age and grade requirement to enroll. Falsification of records will result in automatic dismissal from program.

The first payment and a valid Facility Use Card is required at the time of registration. Parents will be required to complete additional forms and make the remaining payments prior to the start of the program.

Parents are required to update any changes to your household and notify staff of withdrawal at least two weeks prior to the last day of the attendance.

Norfolk Parks and Recreation (NPR) does not provide a written year-end statement for customers' tax preparation. The tax ID number is 54-600-1455. You will need to save payment receipts for your records.

SIGN OUT CHILD PROCEDURES

Staff will check in each participant upon arrival. Parents, guardians, or authorized persons must report to the front desk with a valid identification to pick up participants.

Anyone not listed on the registration form requires written permission from a parent or guardian to pick up a participant. This change must be received, approved, and documented by facility staff prior to the day of pick up.

A late fee of \$5.00 per child will be assessed for every 15 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 section for additional details.

FIELD TRIPS

Program participants will have an opportunity to attend various educational and recreational field trips. Each participant must have a signed permission slip to attend all field trips. The costs of the field trips have been included in the payment. The center will be closed on field trip days (Excluding Lambert's Point and Norview Community Centers). If your child does not wish to attend, you must make other arrangements. City of Norfolk vans or Norfolk Public School buses will be used for each field trip. Details for each trip will be communicated at the Parent Meeting and clearly posted in each facility.

Children that will be attending the field must be signed in by 8:30am on their scheduled field trip day, unless otherwise noted. Parents will NOT be allowed to drop participants off at field trip location.

Departure times will depend on the location of the trip. Children are required to wear their program T-shirts on all field trips. Lunch is provided on some of the field trips.

For the safety of your child, each participant is required to wear the program t-shirt during each trip. Additionally, participants must leave and return to the facility with the group.

REFUND POLICY

NPR will provide a refund for the summer program if it is COMPLETELY cancelled by the Department or if the requester has one of the following situations prior to the start of the program:

- Medical necessity – documentation required
- Military deployment – documentation required
- Death

The Department will not prorate fees under any circumstances for missed days or weeks due to vacation, illness, or any other reason. The City of Norfolk reserves the right to assess any fee alterations due to internal closings.

INCLUSION, ACCOMMODATION AND SPECIAL NEEDS

Norfolk Parks and Recreation value inclusivity. Participants must be able to dress and use restroom facilities without staff assistance, function in a group and respond to directions from staff.

If enrolling a participant with special needs, parents must complete and submit an *Inclusion, Accommodation & Special Needs* form to the Therapeutic Recreation Center for processing by Certified Therapeutic Recreation Specialist at least 10 business days prior to start of program.

MEAL PROGRAM

Nutritional meals will be provided through the USDA Food Program. Breakfast will begin the second day of the program and lunch will begin the first day of the program. The menu is available at each facility.

If there are dietary restrictions or specific dietary needs, please prepare ready to eat meals for your child. Refrigerators and/or microwaves are not available for participant use.

Pack a snack! Parents are encouraged to provide a nutritional morning and afternoon snack or money to purchase snacks. Participants are responsible for their money and personal items.

STRANDED PARTICIPANTS

Participants picked up after operating hours will be accompanied by at least two staff. Every attempt will be made to contact parents/guardians and emergency contacts when a participant has not been picked up by the close of the program. Local authorities will be contacted thirty minutes after program closure and staff will follow the directions of the authorities.

INCLEMENT WEATHER

The City of Norfolk may close or cancel programs due to severe weather conditions or unforeseen circumstances. Parents/guardians will be notified to pick up their child within one hour if the need arises. If parents/guardians cannot be reached, staff will utilize the emergency contact list.

Inclement weather closures/re-openings are announced on Department and City websites, social media, radio, and television stations. NPR will not issue credit, transfer or refund for any day missed because of inclement weather. We encourage you to sign up for Norfolk Alerts to receive alerts about emergencies, facility closings and inclement weather updates. Parents are encourage to sign up for Norfolk Alert at <https://member.everbridge.net/453003085612694/login>

ILLNESS AND MEDICATION

Parents must pick up participants within one hour of being notified of an illness or temperature of 100.4 degrees or higher. Participants who have been sick with a fever must remain out of the program for 24 hours after the fever breaks.

For the safety of all, keep your child home if they are exhibiting signs and symptoms of COVID-19.

Certain illnesses and communicable diseases such as, but not limited to, COVID-19, ringworm, lice, pinkeye, and strep throat require parents to seek medical care for the participant. In the event of this type of illness, a physician's note is required before the participant will be permitted to return to the program.

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 program participants. Therefore, no medication can be administered to participants by staff.

PARTICIPANT, PARENTS, AND GUARDIAN BEHAVIOR

For everyone to have a safe and enjoyable experience, all participants must demonstrate appropriate behavior and respect for themselves and others. Meeting the following expectations will provide the greatest opportunity for success.

- Participants must respect all people and property.
- Participants must follow the rules associated with activities and program areas and ask a staff member for clarification, if needed.
- Participants must communicate and conduct themselves in an appropriate manner. Threatening words, tone of voice, gestures, foul language, sexually inappropriate behavior, teasing, throwing of objects and physical contact will not be tolerated.
- Participants must promote and support a safe, fun, and healthy environment.
- Any behavior deemed aggressive or threatening will require immediate removal from the program/facility with the possibility of further consequences. Any unlawful behavior or activity will be reported to the appropriate legal authorities for further action.
- Participants must always follow the instructions of the staff.
- Participants are to maintain individual space and keep their hands, feet, etc. to themselves.

- Parents/guardians are financially responsible when the participant:
 - Defaces and/or destroys the building, grounds, equipment, vehicles, or others' belongings.
 - Tampers with or pulls the fire alarm without due cause.
- NPR has zero tolerance for bullying from participants and staff. Bullying is defined as behavior that involves power or control of one participant directed towards another. These actions include, but are not limited to:
 - Threats
 - Spreading rumors
 - verbal or physical attacks
 - Intentional expulsion of an individual from a group activity
- Any inappropriate behavior can result in disciplinary action ranging from a warning, temporary suspension and/or expulsion from the program.

BEHAVIORAL DEVELOPMENT PLAN

Each parent will be provided a copy of the Behavioral Development Plan. Behavioral expectations and disciplinary actions are applied consistently, fairly and in a uniform manner. The Behavioral Development Plan will be the standard when determining consequences and is intended to be illustrative and directional rather than punitive.

Behavior guidance is constructive in nature, age/stage appropriate, and is intended to redirect children toward appropriate behavior and conflict resolution.

CELL PHONE AND ELECTRONICS

Cell phones or other personal items such as electronic devices, collector game cards, toys, etc. from home to use during program times is prohibited unless authorized by staff. The City of Norfolk and program staff are not responsible for lost, stolen and/or damaged items.

All belongings are to be labeled with the participant's name. Participants and parents/guardians must comply with all guidelines and procedures written and/or implied regarding participation in the summer program.

OPERATIONAL GUIDELINES

NPR summer program 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 parent handbook.

NPR is committed to protecting the safety and well-being of all participants. Section §63.1-248.3 of the Code of Virginia requires any person providing full or part-time childcare for pay to report any suspected child abuse or neglect.

ACCIDENT AND INCIDENT REPORTS

There is always a CPR and First Aide trained staff on duty. If your child is injured in an accident, we will contact you first, then someone from your emergency contact list immediately. Routine and minor injuries (i.e., a scraped knee or bruised elbow) will be handled at each location and you will be notified of any minor injuries at pick up.

If a child is seriously injured, we will call 911 then notify you. If you or your emergency contact cannot be reached, a staff member will accompany the child in the ambulance. Your personal medical insurance policy bears primary responsibility in case of accidental injury to your child. Notify staff to update records if contact information for you or an emergency contact has changed.

IMPORTANT DATES

Program Closure

- July 4th, 2022

Changes to the calendar may occur due to unforeseen events. Be sure to check with NPR staff for updates.