

Town of Leesburg
Parks and Recreation

Summer 2024

Ida Fun Camp

*Be Kind, Be Brave,
Be Silly, Be you*




Parent Handbook



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Days & times

Camp runs daily Monday - Friday from 9:00am to 4:00pm

Camp hours

	<u>Dates</u>	<u>Days</u>	<u>Time</u>
Session A	6/17-6/21	M-F	9:00am - 4:00pm
Session B	6/24-6/28	M-F	9:00am - 4:00pm
Session C	7/1-7/5	M-F	9:00am - 4:00pm
Session D	7/8-7/12	M-F	9:00am - 4:00pm
Session E	7/15-7/19	M-F	9:00am - 4:00pm
Session F	7/22-7/26	M-F	9:00am - 4:00pm
Session G	7/29-8/2	M-F	9:00am - 4:00pm
Session H	8/5-8/9	M-F	9:00am - 4:00pm

(No camp June 19th & July 4th)

For those parents who are interested in before and/or after care, we provide a program called Kamp Keepers.

AM Kamp Keepers runs from 7:00am - 9:00am

PM Kamp Keepers runs from 4:00pm - 6:00pm

You can register for the limited number of weekly spaces that are available or you can do a daily drop-in. Drop-in passes will be available for purchase at the front desk of Ida Lee the week prior to the session of camp your child will be attending.

Registration

THE SUMMER DAY CAMP HANDBOOK AND FORMS WILL BE
MADE AVAILABLE ON OUR WEBSITE PRIOR TO CAMP:

<http://www.leesburgva.gov/summercamp>

THE FORMS INCLUDE:

- Registration Form
- Camper Information Form
- Pick-up Authorization
- VA School Entrance Health Form
- Medical Administration Form & Medical Waiver

A non-refundable registration fee of \$30 per camper is required in addition to the camp session fees.

The registration fee includes two camp t-shirts. T-shirts will be distributed by counselors on the first day of the child's first camp session. Additional t-shirts may be purchased for \$10 each. The shirt size your child will be given is determined by the size that you selected at the time of registration.

All forms must be completed in full and returned prior to the June 1st, 2024. Any child who does not have forms turned in will not be allowed entry into the summer camp program and will not be issued a refund.

Medical Authorization forms are required if your child needs emergency medication such as an epi-pen left at camp, or over the counter or prescription medication at camp. The forms are available on the website. Please contact the Program and Fitness Manager if more information is needed.

Fees & Refunds

**ALL FEES MUST BE PAID IN FULL PRIOR TO THE
BEGINNING OF THE SESSION**

Registration	Each Child	\$30
Ida Fun Camp K-1	Each Session*	\$200
Ida Fun Camp	Each Session*	\$200

*Session A & C is \$160 - No camp on June 19th July
4th

**

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Procedures

DAYS OF OPERATION

Camp will meet Monday through Friday. Campers must be walked into Ida Lee Park Recreation Center's designated check-in area each morning.

Please park in the recreation center parking lot when bringing and picking up your child. **DO NOT USE THE FIRE LANE IN FRONT OF THE MAIN ENTRANCE AT ANY TIME.**

Sign in & out

- Campers must be signed in/out of each camp day. Only people on the Pick-up Authorization Form will be allowed to pick up a camper. Picture ID's must be made available at the time of pick-up to ensure your child's safety.
- Campers are to be dropped off at 9:00am and picked up at 4:00pm each day. Campers arriving late or being picked up early must sign in/out at the front desk and be escorted to and from their camp group by a parent/guardian.
- There will be a dry erase board containing messages for the day or week at sign in/out. Please make sure you read the board each day.

Procedures

LOST AND FOUND

A lost and found bin will be located at the sign in/out area each day for misplaced items. Found items will be kept until the conclusion of all summer camp sessions. Items labeled with your campers name will be returned to your camper when found.

LATE PICK-UP

Campers must be picked up promptly at the end of camp each day. There is a 5 minute grace period. After 5 minutes, you will be charged \$5.00 for every 10 minutes that your child remains in our care until they are picked up. Fees begin when the care you have registered for has ended. Ex: If your child is registered for Camp Session A, which ends at 4:00pm, the late fee charges will begin at 4:05pm. If they are registered for Session A with Camp Keepers, the late fee charges will begin at 6:05pm.

Late pick-up fees are payable at the front desk on the day following the late pick-up. A balance will be placed on your household account for payment.

If a camper is not picked up, every effort will be made to contact the parent/guardian or emergency contacts. Staff will supervise the camper until they have been picked up. If the child has not been picked up one hour after the all camp activities have ended, the Department of Social Services and/or the Leesburg Police Department will be contacted to pick up the child.

No Ida Lee staff member is authorized to pick-up or deliver a camper.

attire

appropriate attire

APPROPRIATE CAMP ATTIRE INCLUDES:

- Camp t-shirt worn every day
- Shorts, capris or long pants
- Socks, and closed toe shoes or sneakers (no sandals or open toed shoes)
- Swim suit and towel
- A bag to carry ALL their belongings:
Sunscreen, water bottle, lunch and (2) snacks.
(Kids Mini only needs 1 snack)

Campers **MUST** wear their camp t-shirt each day. Two summer camp t-shirts are included in the camp registration fee and will be distributed the first day of camp of the first session your camper attends. If you are enrolled in multiple sessions, you will only receive 2 shirts for the entire summer. Additional t-shirts are available for purchase for \$10.00 each.

Campers will carry all of their belongings with them during the day. Please make sure they are able to carry their full bag prior to their first day of camp.

Backpacks are recommended but not required.

Please label ALL articles of clothing, goggles, lunch boxes, etc. and provide a plastic bag for wet swim attire.

attire

Sunscreen should be applied at home. It will be reapplied at camp with counselors help if needed IF it is sent from home in its original container and is labeled with the child's name. Sunscreen sharing between campers is not permitted unless they are siblings. Children ages nine and older may apply their own sunscreen.

Insect repellent may be used IF it is sent from home in the original container and labeled with the child's name. Please dress your child for the weather. Layering clothes is often a good idea, as it is sometimes cool in the morning and heats up during the day.

Swim suits are required in all pools. Please send your child to camp with a swim suit and towel each day. Goggles are optional. No pool toys please. Kids Mini Camp will swim on Monday, Wednesday and Friday. Wednesdays they will swim at AV Symington Aquatic Center with the full day campers.

Each Wednesday of the full summer camp program, campers will go to AV Symington Aquatic Center to swim. On these days, please make sure your campers come dressed in their swim suits under their clothing. When the campers are at AV Symington Aquatic Center, sunscreen will be reapplied at the end of each hour during the swim break.



food

Campers need to provide their own snacks and lunch daily. Kids Mini Camp will have an AM snack break. All other camps will have an AM and PM snack break. If your camper is participating in AM or PM Kamp Keepers, you may want to pack additional snacks. Lunch will be between 11:00am and 1:00pm.

We have had many participants in our camp with nut or other food allergies. In the case of a camper with a severe food allergy, parents may be asked to refrain from packing food items containing those products. If this is the case, notification letters will be handed out at check in/out no later than the second day of camp.

Snacks and lunch are typically eaten outdoors in a shaded area. In the case of inclement weather, food will be eaten indoors. There is no refrigeration available for food or ability to heat up food. Please pack lunch items accordingly.

Water breaks will be encouraged throughout the day to prevent dehydration. Campers should bring sports bottles filled with ice water each day. Water coolers will be available to refill sport bottles.



Weather

INCLEMENT WEATHER:

In the event of thunderstorms or other inclement weather, all camps will be relocated inside Ida Lee Park Recreation Center or other shelter-in-place area if they are off site. If the pool must close due to lightning, the campers will be instructed to leave the pool area immediately and report to an assigned classroom.

No refunds will be given for missed swimming days.

All off-site field trips are rain or shine. If a field trip must be cancelled, it will not be rescheduled.

AIR QUALITY:

In the event that Leesburg is issued a code red for air quality, the campers will be brought inside. Field trips may or may not be cancelled in this situation.

www.airnow.gov is a helpful link to check the predicted air quality for the day.



Swimming

Ida Fun Camp will swim daily in the Ida Lee Recreation Center Indoor pool as long as the pool is open. K-1 Camp will swim inside on Mondays and Fridays. Pool time is free swim; no lessons will be provided.

Campers will go to AV Symington Aquatic Center on Wednesdays during the course of their session. Sunscreen, swim shirts, and hats are essential on these days.

On the first day of each session, every child will be required to pass the Swimming Proficiency Test in order to be allowed to swim in the deeper end of the pool. Lifeguards give final pass/fail determination.

The Swimming Proficiency Test consists of being able to swim 25 yards in good form, tread water and have the ability to float on their back and turn over to change directions.

Please send your camper to camp with a bathing suit and a towel labeled with their name. Goggles are optional. Label ALL articles of clothing and provide a plastic bag for wet swim attire.

One camp counselor will be in the pool and one will be on the deck at all times to supervise children. Lifeguards are on duty at all times.

Children will bring their belongings with them to the pool area; items will not be left in the locker rooms.

Only authorized staff are permitted in the filter and chemical areas and pool office.

Swim guidelines

- No street shoes are allowed in the enclosed pool area.
- All swimmers should have a shower before using the pool.
- Persons with skin disease, open wounds, nasal or ear discharge, inflamed eyes, or any communicable diseases are not permitted in the pool.
- Proper swim attire must be worn in the pool.
- For safety, no diving into water less than 5 feet in depth. No back dives or flips from the pool deck into any depth of water.
- All swimmers must abide by the standard pool rules and the Lifeguards at all times.

medical

**PLEASE DO NOT SEND YOUR CHILD TO CAMP WITH
ANY OF THE FOLLOWING SYMPTOMS:**

- Fever of 100 degrees or more. Camper must be fever free for 24 hours without the aid of fever reducing medication before returning to camp.
- Nausea or vomiting
- Diarrhea
- Sore throat, loss of voice or trouble swallowing
- Rash, unusual spots or infected patches of skin, open or oozing wounds
- Severe hacking or continuous cough
- Nasal discharge that is NOT clear
- Headache or stiff neck

If your child or any family member becomes ill with a communicable disease (chicken pox, head lice, pink eye, etc.), please call the Program and Fitness Manager at 703-777-1368 or by email at campsmanager@leesburgva.gov so other parents can be notified. You and your child's identity will not be disclosed.

The Program & Fitness Manager or Camp Supervisor will notify parents/guardians immediately if your camper becomes ill or has a major injury at camp. If we are unable to get in touch with the parents/guardians, we will call the emergency contacts listed on the registration form. The child will be taken care of by staff until the parents/guardians arrive.

For a minor scrape or injury, you will receive a Minor Injury Report the day it occurred.

medical

MEDICATION ADMINISTRATION

If your child will need to take any form of medication while at camp (i.e. over the counter medications, inhalers, epi-pens, prescriptions, etc.), please contact the Program and Fitness Manager at 703-777-1368 or by email at campsmanager@leesburgva.gov.

Medical Administration and Waiver forms MUST be completed before your child may be given medication. A physician's signature may be required in some cases.

All medications must be in the original container, and be accompanied by the appropriate release forms before they will be accepted into the camp program. The exact number of medication dosages must be provided. Medications will be kept by the Camp Supervisor in a secure area.

Medications will be administered by the Camp MAT Certified Staff and recorded in a medication log. Parents will be notified of any adverse reactions or missed doses.



BEHAVIORAL ISSUES

BEHAVIOR MANAGEMENT

- Discipline will be constructive in nature. Limits will be set that are fair, consistently applied, appropriate and understandable for the camper and given in a positive manner. Campers will be provided with reasons for these limits.
- Conflict will be resolved through expression of feelings and frustrations in a constructive manner.

PERSONAL BELONGINGS

- No knives, fireworks or weapons of any kind (real or toy), are permitted at camp.
- We **STRONGLY** discourage campers from bringing any electronic devices to camp. Electronic devices such as game systems, tablets, and cell phones with photo taking capabilities may not be used during the camp day. The TOL Staff is not responsible for broken or damaged electronics.
- All belongings must be clearly labeled and taken home at the end of each day. The Town of Leesburg Parks and Recreation Department is not responsible for personal belongings left over night or stolen during camp. Please refrain from bringing valuables to camp.
- Lost and Found will be located near the sign in/out table each day for misplaced items.

PARENTAL INVOLVEMENT & SUSPECTED CHILD ABUSE AND NEGLECT

Custodial parents may be admitted to the camp program unannounced. Right of admission shall apply only while the child is enrolled and in attendance at the camp program. If child abuse and/or neglect are suspected, it will be reported to the Department of Social Services for further investigation.

BEHAVIORAL ISSUES

DISMISSAL

Dismissal may be considered for your child according to the following criteria after the staff and parents have made every effort with just cause to rectify problems:

- Failure to follow the rules and regulations
- Failure to complete registration procedures

IF A BEHAVIOR SITUATION ARISES, IT WILL BE HANDLED IN THE FOLLOWING WAYS:

- The staff will speak with the camper and issue a behavior sheet.
- The staff will contact the parents regarding the behavior problem.
- After two behavior reports are issued, a conference with the parents and appropriate staff personnel will be scheduled.
- If a third behavior report is issued, your child may be asked to leave camp immediately.

Ida Lee does not permit the use of tobacco products, alcohol, drugs or fireworks during our summer camp programs.

Theft, shoplifting, bullying (physical or emotional), violent behavior or destruction of property will not be tolerated.

Any weapon (real or toy), fireworks, or other inappropriate items that are found on a child in their belongings will be confiscated. The child will be sent home with no refunds of camp fees.

**AT NO TIME WILL THE FOLLOWING FORMS OF
DISCIPLINE BE ACCEPTED:**

- **There will be no physical punishment or disciplinary action administered to your child's body.**
 - **Your child will not be shaken at any time.**
- **The staff will not use verbal threats or belittling remarks to any child.**
- **Snack or lunch will not be withheld as a form of punishment.**
 - **Exercise will not be used as a form of punishment.**

Parents will be expected to provide transportation home immediately in the event of dismissal from camp.

camp staff

The camp staff will consist of camp counselors, camp substitutes, the Camp Supervisor, Recreation Classes Supervisor, and Programs and Fitness Manager.

The Summer Day Camp follows certain guidelines established by the state of Virginia Department of Social Services. We meet or exceed the minimum standards in accordance with the licensing criteria for staff requirements.

The counselor to camper ratio will not exceed 1:18. Camp staff must maintain current CPR/AED and First Aid Certifications.

Criminal History Background and Child Protective Services checks have been performed on all camp staff.

The Summer Day Camp Counselors will attend a minimum of 15 hours of training and will be responsible for planning, organizing, and implementing all activities.

Camp Counselors must prepare plans that will be submitted one week in advance to the Camp Supervisor for review.

All camp staff will take needed safety precautions and enforce safety rules.





**TOWN OF LEESBURG PARKS & RECREATION
IDA LEE PARK RECREATION CENTER**

PARKS & RECREATION STAFF

Rich Williams	Director, Parks & Recreation
Katey Jackson	Recreation Superintendent
Beth Knight	Programs & Fitness Manager

**For questions or concerns, please contact
Christian Strahin or Beth Knight
Sports and Recreation Program
Supervisor/Programs and Fitness Manager
703.777.1368
cstrahin@leesburgva.gov**

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