



FAMILY

COMMUNITY

SPORTS

PARENT HANDBOOK

CROZET SPORTS

AFTER SCHOOL PROGRAM

HEADQUARTERS LOCATION:

1159 CROZET AVENUE SUITES A & B

CROZET, VA 22932

HOURS OF OPERATION:

AFTER CARE PROGRAM

MONDAY - FRIDAY

2:45PM - 6:00PM

SUMMER PROGRAM

MONDAY - FRIDAY

8:00AM - 5:30PM

CALENDAR OF OPERATION:

CROZET SPORTS CHILD DAY CENTER AFTER CARE PROGRAM FOLLOWS THE ALBEMARLE COUNTY PUBLIC SCHOOLS CALENDAR. THE CHILD DAY CENTER IS OPEN ON SCHOOL DAYS BUT IS CLOSED WHEN ACPS SCHOOLS ARE CLOSED, INCLUDING BUT NOT LIMITED TO NON-STUDENT DAYS, HOLIDAYS AND SNOW/INCLEMENT WEATHER DAYS. CLICK HERE TO ACCESS THE [ACPS 2023-2024 CALENDAR](#).

PLEASE VISIT WWW.CROZETSPORTS.COM FOR KIDS DAY CAMP PROGRAMMING OFFERED ON NON-STUDENT DAYS DURING THE SCHOOL YEAR.

WELCOME & INTRODUCTION!

At Crozet Sports, our goal is to serve our community.

Thank you for your interest in the Crozet Sports childcare programming. For specific information about our programming, please visit www.CrozetSports.com and each program page.

Below is a checklist of forms necessary to complete program registration:

- Print, Review and Sign [Crozet Sports Code of Conduct](#)
- [Registration form](#)
- Commonwealth of va [School Entrance Form](#)
 - Certificate of immunization (section on form)
 - Physical exam form (section on form)
- Parent Handbook Signature Form (last page of this document)
- [Medical Authorization Form](#) (if applicable)
- Allergy Form (email us if applicable)
- Copy of child's birth certificate (or present to staff with reg form)

LOCATION

The Crozet Sports After School Program is located at 1159 Crozet Avenue, Crozet, VA 22932. We operate in suites A and B. The program also has partnerships with local churches and businesses for outdoor recreational space.

TRANSPORTATION

Students will be transported in a vehicle that meets Virginia State Guidelines for transporting children. Albemarle County Public Schools will be providing bus transportation to the Crozet Sports location from both Brownsville and Crozet Elementary Schools.

ARRIVAL AND DEPARTURE PROCEDURES

The Crozet Sports staff will meet the after school buses on Library Avenue and walk each student into the classrooms. Attendance is taken daily. Please inform staff if your camper when your camper will be absent from the After Care program or will be picked up by an adult other than a parent. Please ask authorized adults to be prepared to provide identification to staff at pick up. Please send notifications through email to info@CrozetSports.com.

Your child will only be released to the persons listed on the emergency or authorized pick-up section of the enrollment form. Only individuals designated on the enrollment form will be allowed to modify your information. All changes must be made with the Program Director. In the cases concerning a custody clause or dispute, court documents must be provided.

LATE PICK-UP POLICY

All students must be picked up by 6:00pm or a late fee of \$1.00 per minute will apply. Please notify the Crozet Sports staff as soon as possible if you will be late picking up your student. If the parent/guardian or authorized personnel has not contacted staff within ten minutes after pick up time, staff will attempt to contact the parent/guardian or authorized personnel. If the parent/guardian or authorized personnel are unreachable, the Crozet Sports staff will then begin contacting the emergency contacts provided at registration.

FOOD

All students will be provided an afternoon snack upon arriving at the program each day. All personal items including lunch boxes and containers need to have the child's name on them. Staff are educated and take proper precautions regarding any allergies that a child in their classroom may have as long as it is noted on the child's registration form. Staff are trained regarding common food allergies and common symptoms of food allergies.

CLEANLINESS/HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Each student's hands are washed before and after meals, entering the classroom from outside and after toileting. We use paper towels and air dryers for hand drying. All staff are required to wash their hands frequently. All surfaces and equipment are cleaned on a consistent basis.

HEALTH AND SAFETY

In order to ensure the health and safety of all, staff who work directly with children are required to follow procedures to prevent the spread of exposure to disease to include:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or administering first aid
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children
- Excluding the employee from direct care when the employee has signs of illness

In an effort to maintain a healthy environment, the following guidelines must be strictly followed.

- Staff will perform daily health checks to ensure children are healthy and to note any illness or injury.
- Children who become ill may not remain at the program, nor will an ill child be admitted.
- If a child becomes ill during the day, a parent will be notified to pick up the child immediately. If we are unable to reach the parents, we will then begin calling the persons listed on your registration form.
- If a child has a temperature of 101 degrees or above, recurring vomiting or diarrhea, or has been diagnosed with a communicable disease, the child may not attend the program.
 - If a child exhibits these conditions once admitted to the program, the parent will be notified to pick up the child immediately. If the parents cannot be reached, the

emergency numbers will be called. The sick child will be assigned to a designated rest area while waiting for his or her parent to arrive.

- For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal.
 - The child may return 24-48 hours (depending upon illness) after they have received the first dose of an antibiotic.
- Allergy related symptoms and non-communicable diseases do not require exclusion if you have a note from your doctor.
- Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program.
- Children with communicable conditions may not return to care without a note from their physician.

For the success of our programs please respect the health of the other children in our care by cooperating with us on these state mandated rules.

SUPERVISION

All students will be supervised while following a minimum staff/student ratio of 18:1. Head counts will be taken by staff at a minimum of every 30 minutes and compared to the attendance sheet. Staff will practice sight and sound monitoring of all students during indoor and outdoor play. Staff will not be on their phones or any other distractions while supervising children. Directors may use phones for parent communications and other operational duties as needed.

When children arrive after the start of the program day, staff shall sign them into the program. Staff will supervise them following proper ratio requirements, and attempt to integrate them into the program. Staff shall employ active supervision to be aware of all children in their assigned groups while regularly counting children and monitoring their actions.

CONDUCT AND GUIDANCE

The program is designed to provide students a break from school while still providing a structured environment that allows them to have new experiences, stay active and to grow mentally, physically and socially! The staff will provide behavioral support and guidance that includes the following.

1. Respect personal privacy
2. Respect differences in cultural, ethnic, and family backgrounds
3. Encourage decision making abilities
4. Promote ways to get along
5. Encourage independence and self-direction
6. Use consistency in applying expectations

This is a team effort and the responsibilities of participants and parents/guardians are outlined below. Each student is responsible for their own individual behavior.

FOR PARTICIPANTS:

1. Listen to all staff and follow directions in a timely manner
2. Stay with my assigned group at all times
3. Participate in activities with a positive attitude
4. Use appropriate language
5. Respect others with both my words and my actions. Teasing and bullying will not be tolerated. students are encouraged to report incidents immediately to the counselor.
6. Keep my hands and feet to myself and exercise self control
7. Be responsible for my own belongings and will leave all of my electronic devices at home
8. Behave in a safe and appropriate manner
9. Use all program and building equipment in a safe and appropriate manner
10. Maintain personal care (toileting, changing) without staff support

FOR PARENTS/GUARDIANS:

1. Review the guidelines listed above with my child prior to attending
2. Be on time and sign my student out
3. Communicate with staff immediately if issues arise
4. Complete and submit appropriate paperwork and payment required for registration
5. Adhere to the program cancellation/transfer policy

DISCIPLINE & DISMISSAL POLICY

Crozet Sports staff are trained and experienced individuals and we do not anticipate a situation that staff cannot resolve with immediate communication and assistance with and from the parent/guardian. However, if your student engages in aggressive or dangerous behavior towards themselves or others, they will be sent home for the remainder of the day. Repeated such behaviors will result in dismissal from the program. If a student is dismissed from the program as a result of behavior and discipline a refund will NOT be provided.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, is abusive of the staff, and/or shows a disregard of the rules. If a child cannot adjust to meet the program expectations, the child may be discharged. If inappropriate behavior occurs, staff will communicate with children about their actions and consequences; divert their behavior; separate children from each other, and/or separate children from specific activities.

Our staff will not use corporal punishment, will not isolate children out of sight or sound of the group; and will not deprive any child of food, water or bathroom privileges as a part of the punishment. Reasonable efforts will be made to assist children in adjusting to our program. At no time during our programs are parents allowed to discipline children other than their own. If a situation arises concerning another child, please speak to a staff person and not the child.

ACTIVE INDOOR/OUTDOOR PLAY

We are very active at Crozet Sports., Therefore, for safety reasons, wearing closed-toe shoes is

required. If a child is not wearing closed-toe shoes, he or she will not be permitted to participate in active play. During playground time, staff will monitor playground equipment and ensure that all grounds are free of debris and mulch is at adequate level per licensing regulations. Materials that will be used include: athletic equipment, balls, board games, school supplies, STEM supplies, arts & crafts materials, and other school related materials and equipment.

SUNSCREEN (IF APPLICABLE)

Please apply sunscreen at home and send it with your child if reapplication is needed. Staff will not provide or apply sunscreen to students. Any sunscreen brought must be in its original container with your child's name on it.

MEDICATION POLICY

Crozet Sports staff will administer emergency medication only (for example epi-pens and inhalers). A medical authorization form must be provided if your student may require emergency medication during camp hours. If medicine is required longer than ten days, the medical authorization form must be signed by a licensed prescriber/physician. All medicine must be in the original container with the prescription label and will not be administered without a medical authorization form. If your child requires multiple medications, a medical authorization form is required for each medication. All new medication must be administered at home first. Authorization for short-term medication administration must be renewed every ten (10) working days or will expire. Program staff will dispose of medication that is not picked up by the parent within 14 days after authorization expires. Long-term medication administration is allowed only with written authorization from the child's physician and parent.

The medication must be in the original container, and be labeled with the child's name, name of the medication, dosage amount, and the times to be given. All medication shall be kept in a locked container, out of the reach of children, unless we receive specific written instructions from a physician to do otherwise. To avoid giving children outdated medication, the staff will document expiration dates and contact parents when a prescription is expired and dispose of medication not picked up by parents.

EMERGENCIES

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and safety monitoring. Minor injuries will receive appropriate first aid. In the event of an emergency injury or illness that requires immediate medical attention, we will call 911, provide first aid and/or CPR, and then contact parents or guardians. Responding emergency medical personnel will make determinations as to whether the child should be transported to the nearest hospital.

PARENTAL NOTIFICATIONS

Parent notifications may be made in writing via emails, fliers and/ or signage at the Crozet Sports Child Care Day Center location. Notifications may also be made by phone calls or in person by site staff. Open communication is very important to the success of your child’s experience. Activity schedules and other pertinent information will be available for your review. Any policy changes will be provided to the parent or guardian in writing.

PROGRAM DOCUMENTATION

An enrollment packet must be completed and in our possession before we can assume the responsibility of caring for your child in our program. This is to ensure that your child will get the very best care possible and satisfies our record keeping requirements set forth by state licensing guidelines. All forms will be reviewed periodically for accuracy and completion. A new enrollment packet must be completed prior to each program year. If you need to make any updates or changes to any of the forms, please notify us to update your records.

PAYMENT

Fees are not reduced for days of illness, early pick up, suspension, or absences due to participation in other activities. A reduction in fees will also not be given if school is closed and the program is not operating. Parents are responsible for program fees whether a child attends the program or not. Payment reminders and balances due are the sole responsibility of the parent.

Payment Information

Registration Fee	\$50 per student
PROGRAM FeeS	<i>FULL TIME (4-5 Days weekly)</i> \$3,100 (10 installments of \$310) <i>Part time (1-3 days weekly)</i> \$2,350 (10 installment of \$235)

REFUNDS/CANCELLATION POLICY

1. All cancellations received in writing with at least 4 weeks notice will be honored. This will allow us to fill your child's spot in the program from our wait list.
2. Cancellations that occur without written communication and/or not within the four weeks required notice will not be honored and full program payment will be required.
3. Failure to maintain a paid in full account will result in forfeiture of registration.

SCHOLARSHIPS

Crozet Sports will be offering financial assistance to eligible families through the Crozet Sports Community Foundation. A partial reduction in fees will be offered to eligible families on a first come, first serve basis. Our goal is to work with families to ensure that our programming is

accessible to the entire community. Please contact us at info@CrozetSports.com to further discuss this program.

FIRE DRILLS

We are required by state law to do one fire drill per month. This is to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills or have outside time when the temperature is below 32 degrees or above 90 degrees. At least one teacher from each group must take their cell phone, first aid kit, student emergency, and contact binder. This binder will have parent names and contacts so that all parents can be reached in the case of an emergency). The director will remain in the building to do a sweep of the program areas and bathrooms.

The purpose of doing fire drills is to make sure that the children are educated on knowing what to do in case there is a fire in school or in their home. Once we have exited the building, children or staff will not re-enter the building until each staff has read off the names of their children on the classroom roster and all children have been accounted for. Children will be expected to re-enter the building the same way they exited the building quickly, safely, and quietly. Once children are back in the program areas, the counselor will call roll again to make sure that all children are accounted for. At all times, our emphasis will be on keeping children safe.

DISASTER PROCEDURES

The following are procedures we follow in the case of a disaster (natural or man-made). In the event of a fire, thunderstorm, severe winter weather, tornado, earthquake, flood, bomb threat, terrorist attack, or any other natural or man-made disaster, the staff and the Director will maintain a close line of communication. The program staff will contact each camper's parent/guardian and inform them of any location changes or changes in pick-up instructions.

The Site Supervisor and staff will evaluate the environment for safety, and determine if the children need to move to a safer location. The staff will gather the attendance records, emergency and health supplies and each child's registration file to be taken with them. The staff will complete the evacuation checklist prior to leaving the site. The site has an emergency evacuation plan. If a disaster or emergency occurs, our Site Supervisor will contact parents and/or emergency personnel as needed. If a disaster or emergency occurs before the program begins or after the program ends, you may check the program status on the Crozet Sports social media platforms and website. The program director will also email all participating families to notify them of any changes in program operating status.

SAMPLE SCHEDULE

AFTER-SCHOOL

- 2:45-3:00 Bus Arrival
- 3:00-3:25 Free Play until all buses arrive
- 3:25-3:30 Huddle for instructions/rules review
- 3:30-4:00 Wash hands/SnackTime/Homework Time
- 4:00-4:20 Clean up and Bathroom breaks
- 4:20-5:15 Exercises/Outdoor Time/Free Play
- 5:15-6:00 Indoor play time and Pick-ups

Note: Bathroom and water breaks are available as needed

FULL DAY

- 8:00 am Check in begins
- 8:00-9:00 Free Play / Student Arrival
- 9:00 Morning Meeting/Review of rules and expectations
- 9:20-10:15 Morning Activities/Games- Indoor/Outdoor rotations
- 10:15 Morning Snack
- 10:45-12:15 Morning Activities / Various Games
- 12:15 LUNCH- Lunch
- 12:45-1:30 Chill out time (quiet activities), mindfulness
- 1:30-1:50 Bathroom Break
- 1:50-3:00 Afternoon Activities including Indoor/Outdoor rotations
- 3:00-3:25 Afternoon Snack
- 3:25-4:10 Art Project
- 4:10-4:30 Clean up and Bathroom break
- 4:30-5:30 Free Play Various Games and Activities Indoors.

PARENT PICK-UP

Note: Bathroom and water breaks are available all day as needed

PARENTS VISITING THE PROGRAM

Custodial parents are allowed to visit the program space by appointment. Upon arrival, parents must check in with the program director. Children that are not enrolled in the program may not participate in program activities.

REPORTING OF CHILD ABUSE AND NEGLECT

Crozet Sports is responsible for reporting any and all signs of child abuse or neglect immediately. This report will be filed by the director and forwarded to Social Services according to state policy.

LICENSING INFORMATION

The Crozet Sports Program is licensed through the Commonwealth of Virginia Standards for licensed child care centers . This license addresses certain health precautions, adequate play space, ratio of children to staff, equipment, program and record keeping. Criminal record checks and specific qualifications for staff are required. Standards require the facility to meet applicable

fire, health and building codes. If you would like additional information about licensing, contact the Department of Education at (540) 332-2330.

CROZET SPORTS ORGANIZATIONAL LEADERSHIP

Owners, Justin Byrd & Jessica Byrd
Jessica Byrd- Program Director
Justin Byrd- Administrator and Director
Andy Huffmyer- Administrator and Childcare Staff
Kristen Townsend- Director of Sports Programs, Childcare Staff
Princess Guerrero- Childcare Staff and Sports instructor
Trevor Johnson- Childcare Staff
Jenna Huffmyer- Childcare Staff
Junior Counselors (High School student age 16)

AFTER READING THIS HANDBOOK, PLEASE PRINT AND SIGN THIS PAGE AND RETURN IT WITH YOUR ENROLLMENT PAPERWORK TO THE CHILD DAY CENTER STAFF BY YOUR CHILD’S FIRST DAY.

PARENT STATEMENT OF UNDERSTANDING

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must either be listed on the registration form or other arrangements must be made by notifying the program director that there is a change. I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child’s safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call. I understand that Crozet Sports is mandated, by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have received a copy of the 2023 Crozet Sports Program Parent Handbook and have read and understand the information above.

Child’s Name: _____

Parent/Guardian (Please Print Name): _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian 2 (Please Print Name): _____

Parent/Guardian 2 Signature: _____

Date: _____