



FAMILY

COMMUNITY

SPORTS

PARENT HANDBOOK  
CROZET SPORTS  
SUMMER CAMP

HEADQUARTERS LOCATION:  
1159 CROZET AVENUE SUITES A & B  
CROZET, VA 22932

## **WELCOME!**

### **INTRODUCTION**

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

Thank you for your interest in the Crozet Sports summer programming. For specific information about our programming this summer, please visit [www.crozetsports.com](http://www.crozetsports.com) and each program page.

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

- Print, Review and Sign [Crozet Sports Summer Camp Code of Conduct](#)
- [Medical Authorization Form](#) (if applicable)
- Field trip permission form (available at check-in desk each week)

\*Please note: Forms do not need to be returned prior to the start of camp. Please bring the completed Camper Code of Conduct and Medical Authorization forms with you on the first day of camp.

The Crozet Sports Summer Camp program is currently exempt from child care licensing per the VDOE. All camp staff are highly trained and experienced individuals and a staff member with First Aid and CPR certification is present during operating hours and when campers are present. Our program maintains daily attendance records that document the arrival and departure of all children and complies with all applicable laws and regulations governing transportation of children. An emergency preparedness plan is in place and we comply with all safe sleep guidelines recommended by the American Academy of Pediatrics.

### **LOCATION**

The Crozet Sports headquarters is located at 1159 Crozet Avenue, Crozet, VA 22932. The 2024 Summer camp program will be using this location as it's base for the Middle School Adventure Camp and will be using ACPS schools for the K-5 Summer Camp. The middle school campers will be participating in off-site field trips daily while the K-5 campers will be participating in off-site field trips to swim twice weekly. We can be reached via telephone at (571) 329-1399. K-5 summer camp programs are held from 7:30am to 5:30pm. Middle School adventure camp programs are held 8:00am to 5:30pm.

### **ARRIVAL AND DEPARTURE PROCEDURES**

The Crozet Sports staff will meet the families in the foyer of the camp location every morning for camp check-in. All campers must be signed in and out at the registration table by an authorized Crozet Sports team member. For the safety of your child, only individuals listed on a camper's registration form will be permitted to sign out and pick up your camper. Please inform

staff if your camper will be picked up by an adult other than a parent and please ask authorized adults to be prepared to provide identification to camp staff at pick up.

For field trips, attendance will be taken as the children enter the bus and again when students exit the bus. You must notify Crozet sports staff if a child will not be attending the program on a given day. Please send notifications through email to [info@crozetsports.com](mailto:info@crozetsports.com)  
All changes must be made with the program director. In the cases concerning a custody clause or dispute, court documents must be provided.

We do accept drop-in registrations during all camp weeks. Campers are also free to come and go during the camp day as needed based on the needs of each family.

## **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.

### **MEDICATION POLICY**

Crozet Sports Summer Camp staff will administer emergency medication only (for example epi-pens and inhalers). A medical authorization form must be provided if your camper may require emergency medication during summer camp hours. If medicine is required longer than ten days, the medical authorization form must be signed by a licensed prescribe/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 camp 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.

## PAYMENT

Fees are not reduced for days of illness, early pick up, suspension, or absences due to participation in other activities. 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.

Registration Fee	\$50 per family
Weekly Camp Fees	\$330 (full day for K-5 camp weeks) *\$305 for each additional sibling \$185 (half day for K-5 camp weeks) *no sibling discount \$375 (for middle school adventure camp weeks) *\$350 for each additional sibling

Payment Information Note: The camp fee cost is higher for the middle school camp due to higher activity and transportation costs. The weekly camp fee includes all off-site activities, transportation, and a camp t-shirt. ***Sibling discount codes may be found in the description of each purchase option on the camp scheduling page***

## CAMP REFUNDS/CANCELLATION POLICY

1. Camp registration may be transferred to a different week without a fee prior to June 1st if space is available.
2. On June 1st and after, you may transfer camp registration to a different week with a fee of \$25, if space is available.
3. All cancellations received in writing at least 2 weeks prior to the first day of the registered camp week will be refunded 50% of that week’s registration cost.

4. Cancellations that occur without written communication and/or not within 2 weeks of the start of the registered camp week will require payment in full.
5. Camp registrations with unpaid balances after June 1st will result in a forfeiture of registration for those unpaid camp weeks.

Families need to submit the \$50 family registration fee at the time of registration. You will see this as an option on the Crozet Sports scheduling page. **Families have the option of registering for individual weeks or a Payment Plan Membership.** All payment must be made online in order to complete the registration process.

### **Payment Plan Memberships**

On the new CS scheduling page, you will see an option to register for individual camp weeks. You will also see an option to purchase a Payment Plan Membership. The Payment Plan Membership options are available as a convenience to families purchasing a high number of camp weeks. You must purchase additional payment plans if needed for additional children.

When you sign up for a Program Payment Plan, you will receive purchase credits. You must then visit the camps/clinics section of the scheduling page and use those credits to register for the camp weeks of your choice. The first of 5 installments is charged to the payment card you provide when you purchase a 5 month payment plan option. The system will then automatically charge you for the remaining 4 installments on this same day each month until your account is paid in full.

Payment Plan Memberships are only available for purchase until April 1, 2024. There are sibling discount codes available to use during the registration process. You will find the discount code listed in the description section of each purchase option.

### **CAMP SCHOLARSHIPS**

The Crozet Sports Summer Camp will be offering financial assistance to eligible camp families through the Crozet Sports Community Foundation. A partial reduction in camp 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 Summer Camp is accessible to the entire community. Please contact us at [info@crozetsports.com](mailto:info@crozetsports.com) to further discuss this program.

***Do not register online for summer camp if you are applying for a camp scholarship. You will be unable to register for camp online without submitting payment. We will hold camp spots for you while we are processing your scholarship application. If approved for the scholarship, we will then provide a scholarship discount code to use during the online registration process.***

## **LATE PICK-UP POLICY**

All campers must be picked up by 5:30pm or a late fee of \$1.00 per minute will apply. Please notify the Crozet Sports Summer Camp staff as soon as possible if you will be late picking up your camper. If the parent/guardian or authorized personnel has not contacted camp 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 Summer Camp staff will then begin contacting the emergency contacts provided at registration.

## **TRANSPORTATION**

Campers will be transported in a vehicle that meets Virginia State Guidelines for transporting children for all off-site field trips. Attendance will be taken before leaving the Crozet Sports Summer Camp site, upon arrival at the field trip site, before leaving the field trip site and upon return to the Crozet Sports Summer Camp location. Field trip destination and details will be communicated to all families in advance.

## **FOOD**

All campers are required to bring a morning and afternoon snack, as well as a lunch. 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 camper'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 employees are required to wash their hands frequently. All surfaces and equipment are cleaned on a consistent basis.

## **CONDUCT AND GUIDANCE**

Our summer camp is designed to provide campers 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 camper is responsible for their own individual behavior.

**FOR PARTICIPANTS:**

1. Listen to all camp staff and follow directions in a timely manner
2. Stay with my assigned group at all times
3. Participate in camp activities and field trips 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. Campers 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 camp and building equipment in a safe and appropriate manner
10. Maintain personal care (toileting, changing) without staff support

**FOR PARENTS/GUARDIANS:**

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

**DISCIPLINE & DISMISSAL POLICY**

Crozet Sports Summer Camp staff are highly 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 camper engages in aggressive or dangerous behavior towards themselves or others, campers will be sent home for the remainder of the day. Repeated such behaviors will result in dismissal from the program. If a camper 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 Summer Camp, 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.

### **SUPERVISION**

All campers will be supervised while following a minimum staff/camper 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 campers 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 camp day, including during field trips, 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.

## **SUNSCREEN**

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

## **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.

## **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 camp director and forwarded to Social Services according to state policy.