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University of Virginia Intramural-Recreational Sports
Cavalier Day Camp

Philosophy

We contend that children have the most fun when they are busy and challenged with worthwhile learning experiences. The Cavalier Day Camp will allow campers to discover new skills, be creative, foster new friendships and have the experience of positive group interaction in a safe environment. Our goal is to stimulate the process of discovery by introducing campers to a variety of activities and learning experiences that are designed for each age group and skill level. We hope to create a special and diversified atmosphere in which friendships can be made and campers can express themselves and grow through the various activities.

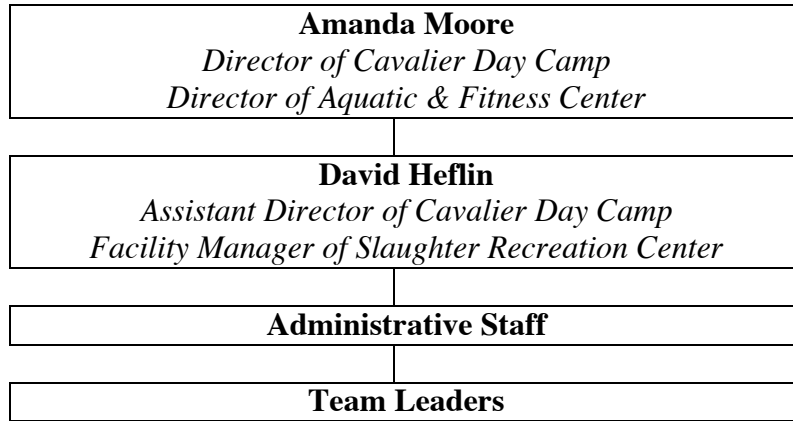
Staff

The Cavalier Day Camp is administered by professional staff members from the University of Virginia's Intramural-Recreational Sports Department. The team leaders and other staff members are highly motivated students who have previous experience working with children. The camp staff are trained in CPR and first aid and attend a week of training which includes information on effective communication tools, age appropriate activities, disciplinary expectations, conflict resolution, motivational techniques, children with special needs, and on-site emergency procedures. Ongoing staff training occurs throughout the summer. To ensure quality programming and increase child safety, we maintain a low staff to child ratio.

Virginia State Licensing

The Cavalier Day Camp is a licensed Child Day Care Center for the Commonwealth of Virginia. For more information on Child Day Care Programs Licensing, please refer to the *Appendix*.

Organizational Chart



General Information

Campers begin and end their day at the University of Virginia's Slaughter Recreation Center. Throughout the day they will be at various University and community facilities or outdoor playing spaces.

Office

The Camp Office is located in the University of Virginia's Slaughter Recreation Center and is open Tuesday, May 31–Friday, August 5.

Phone

May 31 – August 5, call 924-7999

Prior to May 31 or after August 5 call 924-3791

Camp Hours

Pre-camp: 7:30am - 9:00am

Camp: 9:00am - 4:00pm

Post-camp: 4:00pm - 5:30pm

Payment Structure

	<u>Member Rate</u>	<u>Non-Member Rate</u>
1 Camper per 2 week session	\$310	\$380
Pre - camp program	\$50	\$60
Post - camp program	\$50	\$60

Payment Schedule

Enrolled in Session I or II: balance due **Friday, June 3.**

Enrolled in Session III or IV: balance due **Friday, July 1.**

	<u>Dates</u>	<u>Theme</u>	<u>Payment Due</u>
Session I:	June 13 - June 24	Waterfall CDC	June 3
Session II:	June 27 - July 8	CDC: The Movie	
Session III:	July 11- July 22	CDC Sports Illustrated & Color War	July 1
Session IV:	July 25 – August 5	Glee CDC	

Deposits and Reimbursements

A non-refundable, non-transferable deposit of \$50 will be required for each week that you enroll a camper and is *due at the time of registration*. This deposit will be applied to the session rate. Please plan your child's summer schedule carefully in order to avoid forfeiting your deposit. Once your camper is registered, a detailed payment schedule, including the dates and the amount of money due, will be emailed to you.

Once paid in full, a balance will only be refunded if the request is submitted no later than 10 days prior to the session of your camper's enrollment.

Insurance

It is the parent or guardian's responsibility to provide accident and health insurance coverage for their child. The parent or guardian is financially responsible for all charges and fees for emergency medical treatment.

Daily Activities

On the first Monday afternoon of each week, you will obtain a Camp Newsletter explaining the session's theme, field trips, special activities and any other pertinent information. During the day, campers can be found in a variety of locations. Some of those locations include the Slaughter Recreation Center, The Dell Picnic Area, The UVA Park, the Aquatic & Fitness Center, Memorial Gymnasium, and other outdoor fields across Grounds. Activity schedules vary by day, time, and grade.

Pre & Post-Camp Hours

Due to the varying frequency of children arriving or being picked up, these hours are not programmed. Campers will be able to participate in low-energy individual or group activities at Slaughter Recreation Center. Please note that there will be no post-camp offered on the last day of camp (Friday, August 5).

Morning Check-in

Campers begin their day at Slaughter Recreation Center. Campers are checked into camp by staff which will be located at a table in front of the building between 7:30am - 9:00am. This provides parents with curbside drop off, so you do not have to park your car (unless you choose to come in with your camper on his/her first day at camp). Campers not enrolled in pre-camp are to be dropped off between 8:45am - 9:00am (if a camper is not signed up for pre-camp and is dropped off before 8:45am, parents will be charged \$10/child). Checking your child into camp at any other time must be done in the Cavalier Day Camp Office.

Evening Check-out

A parent/guardian or authorized individuals whose names are written on the *Camper Registration Form* are the only people who will be able to sign-out a camper. Afternoon check-out will take place inside the Slaughter Gymnasium between 4:00pm - 5:30pm. Campers not enrolled in post-camp are to be picked up between 4:00pm - 4:15pm (if a camper is not signed up for post-camp and is picked up after 4:15pm, parents will be charged \$10/child). Signing your child out at any other time must be done in the Cavalier Day Camp Office. The University's Parking and Transportation Division has agreed to let parents use the parking lot during morning and evening check-out only. At any other time, you will be expected to put money in the parking meter. The Cavalier Day Camp is not responsible for parking tickets that you receive while visiting the facility.

Late Camper Pick Up

Please arrive on time to pick up your child! Late pickups are a very serious issue and concern for our staff. If a camper is not picked up by 5:30pm, a late charge of \$10 for the first 15 minutes and \$1 per minute thereafter will be charged per child. The child will be taken into the camp office. If abuse of the late pick-up occurs, parents will lose their child's privilege to attend camp. No refunds will be issued for payments if privileges are revoked.

Transportation

Campers will be transported to their activities via the University and city bus systems or by a state-approved vehicle. When campers walk, they will use sidewalks or well traveled paths. When campers have a need to cross the street, they will do so at designated crossing areas.

Late Arrivals & Early Departures

We expect your child to be at Camp from 9:00am - 4:00pm, Monday-Friday. Camper activities take place at multiple sites and this makes late arrivals and early departures a challenge. However, if your child has an appointment with a doctor or dentist that can not be avoided, follow the procedures listed below:

- 1) Contact the office to help determine a suitable time for your child to miss camp. Please keep in mind that due to transportation logistics, late arrivals or early departures may require that your child be paired with an older or younger age group, remain in the office for a period of time, or miss a field trip or special activity.
- 2) Give advance notice of all special arrangements in writing to the staff who are located at the check-in or check-out stations.

All campers leaving early or arriving late need to be signed-in or signed-out by the parent in the Cavalier Day Camp Office. Team Leaders will not allow campers to be dropped off or picked up from any site except Slaughter Recreation Center.

Necessary Clothing

Campers should come to camp dressed for a full day of fun and games. We recommend play clothes and a pair of athletic shoes (no sandals or dress shoes). **PLEASE PACK A SWIMSUIT AND TOWEL EVERYDAY!** Children are often found cooling off in sprinkler systems during hot days. Also, please write your child's name on all personal belongings. We accumulate a great deal of lost and found each week that usually goes unclaimed - survey what your child brings to camp in the morning and what he/she comes home with at day's end.

What *Not* to Bring

All campers' backpacks and personal belongings are stored in an activity room. We ask that you not allow your child to bring anything of value to Camp. Common items that children like to bring, but we would rather they did not, are hand held video games, trading card collections, water guns, and other toys. Since we have plenty of activities planned throughout the day, campers do not need to bring toys from home.

Themes

Each session of camp is based on a different theme. This summer's themes include Session I: *Waterfall CDC* (water-related activities), Session II: *CDC: The Movie* (in which campers will get the chance to create their own feature film), Session III: *CDC Sports Illustrated & Color War* (emphasizing the ideas of friendly competition, cooperation, spirit, and fair-play), and Session IV: *Glee CDC* (dance and music-related activities). All activities, field trips, and Friday All-Camp Events are planned around the session's theme.

Games & Sports

A variety of activities are played each day at camp, Monday - Friday. These daily activities range from soccer, basketball, flag football, and kickball to water fun and competitive challenges.

Swimming

Each age group will swim at least three times a week in either the Aquatic & Fitness Center indoor pool. We will also make arrangements for sprinklers, slip n' slide, and other outside water games to keep the campers cool during long hot spells. With this in mind, again, **PLEASE PACK A SWIMSUIT AND TOWEL EVERYDAY!**

Field Trips

Each week campers will go on at least one special excursion. Past trips include, but are not limited to, visits to the Discovery Museum, Chris Greene Lake, Beaver Creek, Walnut Creek, Mint Springs, the Staunton Roller Skating Rink, the Charlottesville Ice Park, the Rotunda, the Lawn, and the Charlottesville Fire Station. Campers only go on age appropriate field trips.

Nature Activities, Arts & Crafts, Dance, Drama & Singing

Campers will participate in hands-on activities that revolve around nature at least once a week. The activities will be interactive and fun. Campers will also participate in arts & crafts at least twice a week. The camp welcomes donations of common household items such as toilet paper & paper towel rolls, scrap pieces of fabric & yarn, and buttons to be used in arts and craft projects. At least once a week, campers will also participate in activities that will include dance, drama, or singing. The camp also welcomes donations of clothing, accessories, and materials that can be used for costumes or props.

T-shirts

All campers will receive one camp t-shirt which will be distributed on the first Monday of their first session at camp. Additional camp t-shirts can be purchased. We ask that campers wear their camp t-shirt each week on the day their field trip is scheduled.

Food

Lunch

Lunch is an important occasion at Cavalier Day Camp and can occur anywhere between 11:30am and 12:30pm. Campers are to bring their lunch every day. Pack your child's lunch in a **bag (no lunch boxes or coolers)** labeled with his/her name and group name (your camper will learn their group name on their first day at camp). Lunches are refrigerated until consumed each day. If you wish for your child to drink something other than water, please pack it with his/her lunch each day.

Snacks

Snacks such as fresh fruit, fruit snacks, crackers, and granola bars are provided at mid-morning and mid-afternoon. These morning and afternoon snacks are meant to be a supplement, and not a substitute to a nutritious breakfast and lunch. Please help us ensure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have a substantial lunch packed.

Vending Machines & Poolside Café

Your child will be participating in activities at several locations each day. The majority of these locations are equipped with vending machines and cafes. Since campers receive ample snacks and drinks throughout the day, we prefer that you not send money to camp with your child. Vending machines and cafes will not be an option for campers during camp hours.

Behavior Management

Discipline will be constructive in nature and include techniques such as:

- Using limits that are fair, consistently applied, appropriate and understandable for your child's level.
- Providing your child with reasons for limits.
- Giving positively worded directions.
- Modeling and redirecting your child to acceptable behavior.
- Helping your child to constructively express his/her feelings and frustrations to resolve conflict.
- Arranging equipment, materials, activities and schedules in a way that promotes desirable behavior.

The camp staff will not use any type of physical or verbal abuse as a disciplinary measure. The following steps will be taken for any camper who is using abusive or profane language or endangering the safety of other children, team leaders, or themselves:

- Team leaders will attend to the camper within the age group setting, using the established discipline guidelines.
- Following a second incident, team leaders will notify and confer with camp Administration. The camper will remain with the age group. An incident report will be completed and presented to the child's parents stating the problem and the disciplinary action taken.
- If discipline within the group is unsuccessful, the child will be taken to the camp office. The camp Administration will discipline the child. Parents will be notified and an incident report will be completed. The child will then return to their age group.
- Next incident, the camper will be immediately separated from the group and kept in the camp office. The camper will be suspended from camp until there is a parent conference. The conference will focus on the development of a behavioral intervention plan.
- The camper must adhere to the behavioral plan. If there is no change in behavior, then the child will be dismissed from camp for the summer. If privileges are revoked, no refunds will be issued for the session the child is currently enrolled.

Camper Safety

Inclement Weather

On days of inclement weather, all activities will be moved indoors. Team Leaders are trained on where to take the campers in case of inclement weather and are responsible for indoor activities.

Illness

Please do not bring your child to camp if he/she has a temperature over 100° or a communicable disease, as delineated in the current *Communicable Disease Chart Recommendations for the Exclusion of Sick Children* (refer to camp staff for more information). If your child develops the above symptoms while at camp, we will notify you or your emergency contact immediately. Your child will remain in a designated quiet area until he/she is picked up.

Communicable Disease

As a reminder, please make sure that if your child or any member of the immediate household develops any reportable communicable disease, as defined by the State Board of Health, parents are to notify camp within 24 hours or the next business day; except for life threatening disease which must be reported within 24 hours or immediately.

Medications

All prescription and nonprescription medication shall be administered to your child by the camp staff. Campers are not allowed to keep medication in their personal packs/bags or lunch bags. All medication is to be checked in with the staff each morning and checked out each evening, unless you want to leave it at camp. Listed below are the medication guidelines:

- All medication shall be in the original container with the prescription label or direction label attached.
- All medication shall be labeled with your child's name, the name of the medication, the dosage amount, and the time or times to be given.
- A *Medication Authorization* form (see Appendix) shall be completed for each medication that is to be administered. *Medication Authorization* forms expire after 10 camp days and need to be renewed if medication is to continue. Long term prescription drug use is the only exception to the 10-day expiration.

Emergencies

In the case of an emergency or accident involving your child, you will be notified immediately by a camp administrator. All members of the camp staff are certified in CPR and First Aid. On the back of your camp registration form, we asked for medical conditions that the camp or emergency services personnel may need to know. Please notify us if there are any changes or additions to this information.

Suspected Child Abuse

The Cavalier Day Camp is required by law to report incidence of suspected child abuse to the Department of Child Protective Services.

Emergency Preparations

In the case of disaster, Team Leaders will take campers inside the closest building and keep children together, calm and quiet. One Team Leader from each group will contact the Camp Director to check in and confirm that everyone in the group is accounted for and all are safe. When it is safe for the Administrative staff to pick up the group, arrangements will be made to evacuate them to Slaughter Recreation Center for parent pick up. Camp will communicate with parents through our website and an updated message on the camp phone. CDC's emergency officer is Amanda Moore at 434-531-7535 and our back up officer is Ed Rivers 434-760-3299. Emergency officers are to be contacted using these numbers only in the event of a disaster.

Appendix

Child Day Care Program Licensing Information

The Commonwealth of Virginia helps assure parents that child day care programs that assume responsibility for the supervision, protection and well being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licenser, licensed programs include child day care centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes that are not required to be licensed.

Standards for licensed child day care centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program that will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licenser. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with standards. Operating without a license when required constitutes a misdemeanor that, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day care programs or would like to register a complaint, please contact the Region Office of Social Services closest to you.

Fairfax Licensing Office
Pender Drive, Suite 320
Fairfax, Virginia 22030
(804) 934-1505

Verona Licensing Office
Post Office Box 350
Verona, Virginia 24482-0350
(703) 248-9345

Northern Virginia Regional Office
Hospital Drive, Suite #23
Warrenton, Virginia 22186
(804) 347-6347

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Suite 100
Roanoke, Virginia 24011-1779
(804) 857-7971

Central Regional Office
Santa Rosa Road, Suite 130
Richmond, Virginia 23229-5008
(804) 662-9743

Abingdon Licensing Office
190 Patton Street
Abingdon, Virginia 24210
(703) 628-5171

Long Term Medication Authorization

(longer than 10 days)

Camper Name _____ Age _____ Sex _____

Grade going into Fall 2010 _____

I certify that, in my opinion, it is medically necessary that the medication described below be administered to _____ during camp hours and that this medication may be administered by the Cavalier Day Camp staff.

Prescription:

Medication: _____

Dosage and time: _____

Duration: _____

Date of Prescription: _____

Signature of Physician

Date

_____, the parent or guardian of _____, request that the Cavalier Day Camp staff administer the medication prescribed above to my child during camp hours. I understand that the person who will administer the medication may be inexperienced. I also agree to furnish said medication in the container supplied by the drug store with the label intact.

Signature of Parent or Guardian

Date

Short Term Medication Authorization

(10 days or less)

Camper Name _____ Age _____ Sex _____

Grade going into Fall 2009 _____

Prescription:

Medication: _____

Dosage and time: _____

Duration: _____

Date of Prescription: _____

_____, the parent or guardian of _____, request that the Cavalier Day Camp staff administer the medication prescribed above to my child during camp hours. I understand that the person who will administer the medication may be inexperienced. I also agree to furnish said medication in the container supplied by the drug store with the label intact.

Signature of Parent or Guardian

Date