

Charlottesville Parks & Recreation

# Summer Camp

Parent/Camper Handbook 2026

# Introduction & Welcome

Dear Parents,

Welcome! Thank you for choosing Charlottesville Parks & Recreation Camps. We look forward to serving your family and providing your child with a fun camp experience. Our goal is to offer a comprehensive program that focuses on extended learning activities, fun recreational activities, programs, and enrichment. Participants will experience traditional camp activities, sports, active play, indoor and outdoor games, arts, crafts, nature, science and much more.

The following information is intended to enhance your family's camp experience. Please take the time to read this manual carefully so that you and your child are fully prepared and informed about camp. Also, feel free to contact us if you have any additional questions or concerns.

Thank you!

## **Charlottesville Parks & Recreation Program Management**

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# Mission Statement

To enhance the quality of life for all through the stewardship of public land and parks and to provide quality recreational experiences.

## Day Camp Program Goals

1. To offer a unique camp experience by increasing campers' awareness of the City of Charlottesville and the surrounding area and all that it has to offer them.
2. To promote the campers' physical, intellectual, and social skills by offering a variety of high-quality programs and activities that are inclusive to a wide range of abilities and interests.
3. To provide an inclusive environment by encouraging campers to accept, respect, be responsive to and understanding of individuals and groups of diverse ethnic and cultural backgrounds, habits, and environments.
4. To encourage curiosity, questioning and exploration beyond one's comfort zone.
5. To develop quality friendships and positive social interaction through continued and varied interactions among campers and camp staff.
6. To provide a safe environment, to learn, and to have fun.

## Camp Overview

### Camp Setting

Camp is a full, busy program with a variety of camp activities and enrichment programs. Camp Shenandoah is for rising 1<sup>st</sup> through 4<sup>th</sup> graders and has a capacity of 120 children. Camp Blue Ridge is for rising 5<sup>th</sup> and 6<sup>th</sup> graders and has a capacity of 80 children. At each campsite, Site Directors will assign campers to groups based on the following factors: age, grade, and group sizes.

### Communication

Emails will be sent to the address that is listed on the primary member's account in WebTrac. On the Friday before each new week, you will receive important information regarding schedules, group assignments, special announcements, etc. If you are not receiving emails, please check your spam folder or verify your account information through [webtrac](#).

Most parent questions and concerns are best handled by the Site Director at the location where your child attends camp. You will receive their contact information (email address and phone number) in your welcome email prior to the first day of camp. In the event the Site Director is not available, please contact Program Management. Please use the following directory as a guide for contacting Charlottesville Parks & Recreation staff:

- [Program Management](#) (434) 970-3086
- [Scholarships](#) (434) 970-3267
- [Inclusion](#) (434) 970-3264

## ePACT Network – Emergency Contact Software

ePACT is a secure emergency network that we use to collect medical and emergency contact information electronically. Not only does ePACT replace paper forms, but it also ensures a way to communicate with you in the event of an unexpected situation.

### **Why Are We Using ePACT?**

- To save you time - With ePACT, you only need to complete your child's information once and can then use that same record for other programs or subsequent years. Updates may be needed for Covid-19 protocols.
- Improved privacy and security – Eliminating paper forms ensures that your key information is safe and secure. ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy.
- Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this anytime and we will automatically receive those new details.

### **How It Works**

- You'll receive an email invite to share information with Charlottesville Parks & Recreation.
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Enter the required information, like medical conditions, and share it with Charlottesville Parks & Recreation so that program staff have access.

For ePACT assistance, please view their [informational packet](#).

## Masks/Facial Coverings

Masking for students is recommended when community transmission rates are at medium or high. Campers and parents can choose to wear a mask or not. Charlottesville Parks and Recreation staff, including Summer Camp staff, are not required by city ordinance to wear face mask, but may wear one if they choose.

We will update Summer Camp participants with any policy changes by the City of Charlottesville or Charlottesville City Schools.

## Meals

A nutritious breakfast and lunch will be provided for each camper through the USDA Summer Food Service Program at no additional charge. If for any reason your child is unable to eat the meal provided by the program, it will be necessary for you to provide your child with lunch. You may also choose to pack your own lunch. Campers must arrive by **9:15 am** to be included in the lunch count.

## **Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **Fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **Email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Transportation

Transportation will be provided to Parks & Recreation Camps through Charlottesville Pupil Transportation.

## Surveys and Participant Feedback

We encourage you to share your feedback with us. Campers and their parents are the primary sources of feedback for camp. Feedback will be collected each week using camp surveys completed by parents/guardians and feedback activities with campers. The Program Management Office will use the feedback to learn about the camp experience for both campers and parents. Feedback will be used to assess the success

of the program and to offer an opportunity to implement changes if necessary.

## Refunds

If an individual chooses to cancel their enrollment in a camp, the following shall apply (unless otherwise noted below):

- If the cancellation is requested fifteen (15) calendar days or more before the first-class date, a refund for the full amount will be issued via the customer's choice of refund options.
- b) If the cancellation is requested fourteen (14) calendar days or fewer before the first-class date, a 75% refund of the registration fee will be issued via the customer's choice of refund options.
- No refunds will be issued after the camp begins.

## Daily Operations

Camp will run from 8:00am – 5:00pm. The hours between 8:00 - 9:00am and 4:00 - 5:00pm are designated pick up and drop off periods. These times include unstructured playtime. Meals times have not yet been decided.

### **Daily Schedule (Subject to change)**

8:00 am	Drop off starts & free play
TBD	Breakfast and review the daily schedule and rules & expectations
9:30 am	Morning programs
TBD	Lunch
12:30 pm	Afternoon programs
4 pm	Pick up starts & free play
5:00 pm	Pick up ends & camp closes

Weekly Themes are chosen by Site Directors

## Arrival

### **Site Arrival Procedures**

Arrival procedures for each camp will be communicated to participants closer to the camp start date.

### **Parent/Guardian Drop-Off**

If you drive your child to camp, you are required to escort your child into the building and mark your child present by signing your name on the Daily Attendance Sheet located at the welcome table. The welcome table is where you will sign campers in and out each day and receive important information such as the camp schedule, camp letter, and daily reminders.

### **Late Arrivals**

Campers may be dropped off late by a parent/guardian unless the camper's group has left for a field trip and the field trip is located outside of Charlottesville or Albemarle County. The camper will not be allowed to come to camp if their group has already left and the camper will not be allowed to be dropped off at the field trip location, unless the field trip is occurring locally within Charlottesville or Albemarle County limits.

### Departure

#### **Parent/Guardian Pick-Up**

Campers may only be picked up by a parent/guardian or an authorized person listed in ePACT. If a staff member is unsure of who you are, you will be asked to show a photo ID when picking up your child.

#### **Late Pick-Ups**

Camp ends promptly at 5:30 pm. You are considered late when you have not picked your child up by 5:30 pm. If one hour or more has passed after the end of camp and you have not picked up your child and you and all emergency contacts are unreachable, police will be contacted. The following procedures are in effect if you do not pick your child up by the end of camp:

- **1st Offense:** If you are late, you will receive a verbal warning for your first offense. This will be documented on a *Summer Camp Late-Pick Up Form* and kept on file.
- **2nd Offense:** This will be documented on a *Summer Camp Late Pick-Up Form*, and you will be charged a late fee at \$1 per minute past closing. Payment is due at the time of pickup. Only cash or check are accepted forms of payment. The child may not return to camp until the late fee is paid.
- **3rd Offense:** You will be issued a letter from the Program Management Office discussing the issue of late pickups and your program status will be evaluated.

### Items for Camp

#### **Storage**

Each camper is designated a basket or area to store his or her personal belongings. All personal items should be carried in a backpack to camp on a daily basis. Each item should be clearly marked with your child's name. Staff will not be held responsible for your camper's personal belongings.

#### **Attire**

Campers should wear clothing suitable for an active day at camp. Appropriate items include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes (no sandals). On designated pool days, each camper will need a bathing suit, towel, and brush/comb. We also suggest packing snacks and a refillable water bottle.

### **Sunblock**

Please apply sunscreen to your child before coming to camp, and pack sunscreen for your camper to reapply if they go swimming. Unless otherwise requested, staff will apply spray-on sunblock to campers as the need arises. Please call your Site Director for information about the brand of sunscreen that we use.

### **Not Permitted**

**Cell phones, cameras, and other recording devices are not permitted- if anyone is caught intentionally filming, photographing, audio recording or videotaping others without their consent there will be steps taken.**

- **1<sup>st</sup> Offense: Verbal warning, Parent notification**
- **2<sup>nd</sup> Offense: Parent meeting, Possible suspension**
- **3<sup>rd</sup> Offense: Parent meeting, Possible expulsion from the program**

**Gaming devices**, etc. are NOT allowed at camp. Please do not allow your child to bring valuables, or items that may cause injury to themselves or another camper.

### Field Trips

Please periodically check at your child's welcome table for trip announcements. We may also send your child home on Monday with permission slips requiring a parent/guardian signature for field trips during the week. In case of rain, a field trip may be changed or cancelled. If the bus is running late returning from a field trip, a text alert will be sent via ePACT.

All campers and staff attend field trips. If your child misses the field trip bus in the morning, they may be dropped off to local trips (Charlottesville/Albemarle area) only. If the field trip is outside of the local area, your child will not be able to attend camp that day.

Campers are **STRONGLY DISCOURAGED** from bringing money on field trips. No money will be required for admission, food, or otherwise on the field trip. Please consider the risk associated with choosing to send money with your child on a field trip: camp staff and management are not responsible for lost or stolen money, or purchases associated with this decision. No time is allotted for shopping while on field trips.

### Medications

In addition to submitting medication information through ePACT, you must complete and sign a [Medication Authorization Form](#) before a campsite can accept any medication.

- Authorization is valid for 5 days without a physician's signature.
- Pain relief medication and/or medication needed longer than 5 days will require a physician's signature.
- Any changes to the dosage will require a new [Medication Authorization Form](#).
- Email completed forms to [camps@charlottesville.gov](mailto:camps@charlottesville.gov).

## Weather

Outdoor play is an important part of our daily camp schedule. Please dress your camper appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

During periods of extreme heat (Code Red & Code Orange) staff will scale down the outdoor activities. Indoor facilities and shaded areas will be utilized by programming more crafts and low-level events or activities. Staff will encourage campers to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

## Sick Campers

We do not have the facilities to care for sick campers. Campers are expected to participate in the daily inside/outside activities for that day. If your child exhibits any symptoms of a contagious illness, please keep him/her home. Such symptoms could include fever, diarrhea, unexplainable rash, lice, upset stomach, and vomiting.

The Site Director will notify you whenever your child becomes ill. You must pick your child up as soon as possible (within the hour).

If your child has vomited, had a fever or diarrhea, they must be kept home for a minimum of 24 hours after the symptoms have subsided. Campers with lice must be nit free before returning to camp.

# Rules & Discipline

## Rules

Camp rules will be established and taught to campers at the beginning of each week and regularly reviewed to ensure the safety of all campers. There are four basic rules which should be followed by campers at all sites. Please review the following list of rules with your child:

- Follow all instructions given.
- Remain in sight and sound of staff.
- Respect others and the property of others.
- Keep hands and feet to yourself.

Additional rules are expected to be followed during pool visits, while riding the bus, and during field trips.

## Discipline

We believe in the power of positive reinforcement to encourage appropriate behavior. Campers are successful when limits are explained and staff members model appropriate behaviors.

At times, behavioral concerns warrant disciplinary action. Examples of behavioral concerns may include a camper who: disrupts the smooth flow of the program; requires constant one-on-one attention and correcting; inflicts physical or emotional harm on other campers; physically and/or verbally abuses other campers or staff; uses profanity or inappropriate language; damages, steals, or destroys property; or is unwilling to conform to the rules and guidelines of the program.

The following disciplinary steps serve as a guideline. Depending on the severity of the behavior, staff may need to start with step two.

### **Step One - Warning**

If your child exhibits behavior that is in violation of program rules, then he or she will be spoken to by staff and given a warning. A *Behavior Log* will be established for your child with the first warning and staff will communicate any concerns during pick up or via phone call if your child is a bus rider.

### **Step Two – Incident Report**

If behavior concerns continue after a warning has been issued, an *Incident Report* that documents the behavior will be completed. The Site Director will ask you to sign the report and speak with your child about changing/improving the behavior. A summary of the incident report will be noted on your child's *Behavior Log*.

### **Step Three – Temporary Suspension/Suspension from Field Trips**

If behavior does not improve or continues to escalate, your child will be suspended from the program. If your child is suspended, you will be notified by phone about the length of the suspension, and a notice will be sent home explaining the problem.

Aggressive, destructive or threatening/abusive behavior (fighting, destroying property or stealing, bullying, profanity toward others), or behavior that endangers others will result in an automatic suspension and possible expulsion. The length of suspension will be determined by the Site Director and Program Management. If your child is suspended during the middle of the day, you will be required to pick him/her up immediately.

Parents must meet with the Site Director and the Program Manager following a suspension before the child returns to camp. The Site Director and parent/guardian will agree on an action plan for changing and improving behavior.

If your child receives a suspension during the week, they are not allowed to attend the field trip.

#### **Step Four - Dismissal from the Program**

If your child's behavior is not corrected within the specific time outlined in the action plan, the Program Management Office will notify you of further disciplinary action up to and including expulsion from camp.

On the 3<sup>rd</sup> temporary suspension, your child will be expelled from the program.

You will not receive a refund if your child is suspended or expelled from camp.

#### **Bullying**

Bullying is unacceptable behavior and will not be tolerated. Whether it is on the bus or on-site, please encourage your child to inform staff members of any instance of bullying as soon as possible. If your child is reported to be bullying another child, we will investigate the incident. If it is found that your child is bullying another child, they will be dismissed from the program.

#### **Bus Safety**

The following bus safety rules are intended to keep campers safe as they ride an authorized camp vehicle/bus and will be enforced at all times:

- Staff and campers will respect and listen to the bus driver at all times.
- Staff is responsible for their own conduct and that of the campers while on the bus.
- Campers are to keep their hands and feet to themselves for the entire duration of the bus ride
- Campers will enter and exit the bus in an orderly fashion.
- Staff and campers must remain seated facing forward for the entire duration of the bus ride, and hands and feet must remain inside the bus.
- Staff and campers may not, lie down; put their feet on the seats or on the seats in front of them.
- Campers are not allowed to sit on laps, and no more than two children are to be seated in one seat.
- Staff will seat themselves on the bus, so that they are spaced throughout the bus to effectively monitor campers.
- Staff will maintain a reasonable noise level so the driver does not become distracted (i.e., no yelling or screaming).
- Music, videos, games, etc. from personal electronic devices must be played through headphones/earbuds or be on silent
- The aisle and rear emergency exit window must remain clear at all times.
- Eating or drinking on the bus is not permitted, with the exception of drinking water.
- Campers and staff are not to leave trash on the bus.
- Objects may not be thrown out of the windows or inside the bus.
- The last Staff member on the bus will complete a walk through and check under and on each seat to ensure that campers, and or belongings are not left behind before the bus departs at the end of the trip.

## Bus Discipline Referrals

Bus transportation is a privilege and safety are a top priority.

Bus discipline referrals may be issued at the discretion of the Bus Driver. Bus Drivers will communicate issues and give all referrals to the Site Director.

Due to the short duration of camp and the high usage of bus transportation during the week, campers that receive bus referrals that result in a loss of their bus riding privilege, will also be suspended from camp for the same amount of time.

### **1st Discipline Referral**

Your child will be issued a warning for the first referral. The Site Director will call their parent/guardian to inform you of the incident.

### **2nd Discipline Referral**

Your child will receive a temporary suspension from riding the bus and attending camp for 1-3 days depending on the severity of the incident.

### **3rd Discipline Referral**

Your child will receive a temporary suspension from riding the bus and attending camp for 1-2 weeks depending on the severity of the incident.

### **4th Discipline Referral**

Your child will lose all transportation privileges and will be suspended from camp

## Water Safety

### **General Pool Rules**

- No Running, No Horseplay, No Pushing
- Rest breaks are called for all youth, 17 and under, 15 minutes before the hour
- Children 8 and under must be accompanied by an adult [18 & over] at all times, applicable rates will be charged
- Children 5-8 may use the zero depth area unaccompanied by an adult in the water but under close supervision on deck by said adult
- You must be 48 inches tall to ride the slide
- No diving from sides of pool in less than 9 feet of water
- During thunderstorms patrons are not permitted in the pool or shower areas until 30 minutes after the last thunder or lightning has been observed
- Patrons with open wounds, sores, or contagious diseases may not be admitted into the pool
- Street shoes are not permitted past the blue and white safety rope at all entrances to pool deck
- Infants/Children who are not toilet trained and adults who are incontinent, must wear disposable swim diapers

- Abusive or profane language or other conduct deemed improper by the staff shall be grounds for expulsion
- Food is permitted in the wet classroom, observation deck, and upstairs lobby only. Non-glass beverage containers are permitted on pool deck.
- All rules are not inclusive; additional rules may be added at the discretion of Management.

### **Pool Policies**

- Proper bathing attire is required; no cotton t-shirts, jeans or cutoffs allowed
- Children 17 and under must pass the safety swim test in order to swim laps, go off the diving board and swim into the deep end of the pool. This card is valid for one year and must be retaken each year
- Children 4 years old and over are not allowed in the locker room and showers of the opposite sex. Please utilize our family changing rooms
- No water guns, soaker cannons or water toys that shoot water

### **Waterslide Rules**

- All riders must be 48" tall to ride the slides, the plunge pool water depth at the end of the slides are 3 feet 6 inches
- Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stationed at the slide starter tub
- Maximum rider weight is 300 pounds
- Do not pull or propel yourself into the ride
- No goggles, combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. No cutoff jeans or swim wear with exposed zippers, buckles, rivets or metal ornamentation; only approved swimsuits are allowed
- All riders must ride feet first while lying on their back with arms crossed across their chest. Do not go down the slide head first
- No running, standing, kneeling, rotating, tumbling or stopping in the flume. Arms and hands must remain inside the flume at all times. At no time should the rider attempt to stand up while on the slide or prior to coming to a complete stop in the splash out area
- Only one rider at a time per slide. Absolutely no trains or chains of riders are permitted.
- No tubes, mats or lifejackets are permitted on the waterslide
- Riders must be in good health. Elderly persons, those suffering from heart disease, high blood pressure, epilepsy or persons using prescription medication should consult their physician before using this slide. Individuals with medical conditions including, but not limited to pregnancy, heart or back problems should not ride the slides
- Do not use this slide while under the influence of alcohol or drugs
- No diving from the slide
- Leave the plunge pool promptly after entering
- Rider assumes all risk of injury due to misuse of this slide or failure to follow these rules

### **Diving Board Rules**

- Any person under the age of 17 must pass the swim test in order to use diving board  
Only one person is allowed on the diving board at a time
- One bounce on the board at a time
- Diver must dive straight from the front end of the board
- Upon surfacing, immediately swim to the nearest ladder. Do not swim under the boards at ANY time
- A diver must wait until the preceding diver has surfaced and reached the ladder
- No backward take offs from diving board or pool edge
- No diving from side of pool in less than 9 feet of water

### **Current Channel Rules**

- No climbing on island
- No jumping into current channel
- You must use the stairwells or zero depth entrance for entry and exit
- Lifejackets must remain in the current channel
- You must swim with the current, no stopping or reversing
- Only Coast Guard approved floatation devices permitted in the current channel
- No noodles in the current channel

### **Zero Depth Rules**

- No Running, No Horseplay, No Pushing
- Please use entrance stairs/treads to gain access to play structure
- All riders must ride feet first; no trains or chains allowed
- Children may jump into the zero depth pool from the wall dividing the slide pool and zero depth under direct parental supervision
- Use of the following toys, floatation devices and swim aids is permitted in zero depth pool; swim rings, arm floats, inflatable toys, noodles, and small plastic toys that don't project water. The Manager on Duty has the authority to restrict the use of permissible toys during crowded conditions
- Rest breaks are called for all youth 17 and under, 15 minutes before the hour

### **Swim Bands**

- All campers will receive a green swim band.
- Children over 48 inches will also receive a blue band.
- Children under 48 inches will also receive a yellow band.

### **Swim Test Requirements**

This test allows Youth, & 17 & under, to use the diving board and deep end of the pool [5ft or deeper]

- Front stroke: 10 – 15 yd either freestyle
- Forward motion, arms extended, rotary breathing, head in water
- Body position should be less than a 45 degree angle in water
- Backstroke: 10 - 15m backstroke
- Backward motion, arms extended over-head, chin up, head out of water

- Body position should be less than a 45 degree angle in water
- Treading water: 30 seconds
- Arm and leg motion, chin out of water the whole time
- Stay in deep end without touching the sides

Stopping while performing the swim test is not passing the test. Touching the wall during the test will be up to the discretion of the lifeguard. It is recommended to take the swim test only once a day. Practice on the skills the lifeguard pointed out and try again another day.

## Inclusion Program

### What is the Summer Inclusion Program?

The Summer Inclusion Program provides Inclusion Counselors, adaptive materials and on-going support to assist with the inclusion of children with special needs in CPRD summer camps. The Summer Inclusion Program's mission is to help create a supportive environment for children who could use just a little extra assistance in camp, due to special needs. We may provide a trained Inclusion Counselor at each participating site. We provide simple adaptive materials. We provide training on inclusion to all summer camp personnel and are available for additional trainings and support throughout the summer.

### What do Inclusion Counselors do?

Our Inclusion Counselors have two primary roles:

1. They provide support and encouragement for children in order to help them become more comfortable and successful with activities that might otherwise prove challenging.
2. They share strategies with other staff members so that all the staff can better understand and accommodate children with special needs. The Inclusion Leader is not a medical, behavioral, or educational specialist. They are not there to provide therapeutic interventions, but to lessen the likelihood that a child's disabilities will disrupt their camp experience. The Inclusion Counselor provides simple support and suggestions, while at the same time encouraging children to function as independently as possible.

In practice this work plays out in a variety of ways, even in the same setting. Here are some of the things Inclusion Counselors have done to help children be successful in CPRD Programs:

- Step in to help calm an agitated child.
- Offer suggestions on how to adapt a craft activity for a child with fine motor coordination issues.
- Help modify instructions for a child with intellectual disabilities.
- Take over a group so that another camp counselor can focus on assisting a struggling child.

- Recommend solutions to reduce problem behaviors (one Inclusion counselor created a safe place for a child who tended to run from the room when overwhelmed).
- Provide materials and activities that are well suited to a child's needs and interests.

These are only a few of the ways the Inclusion Counselors have provided support to participating programs. The needs of each child and program will vary. Does the Inclusion Counselor provide one-to-one support to children with special needs?

We do not have enough staff to provide one-to-one support for a child who needs it all the time. On average, we find that there are seven children enrolled in a program who need support from time to time. Our Inclusion Counselors support these children as needed. Some require help more often than others and Inclusion Counselors need to be accessible to more than one child.

### Who are the children we serve?

We are open to serving any child with special needs who can be expected to be successful in this setting with the level of support described above. Thus far, we have served children with autism spectrum disorders, cognitive challenges, mood disorders, ADHD, and learning disabilities.

Children need to be able to function with a one-to-ten adult child ratio with occasional support. They need to be able to respond to cues and supports. As an example: a child who ran out when overwhelmed was successful because she responded well to reminders to go to her safe spot. If a child is unable to resist dangerous or disruptive behaviors even with cues, camp staff will need to evaluate the appropriateness and safety of the setting for the child at that time.

### Will there be an Inclusion Counselor at every camp?

Generally, there has been an Inclusion Counselor assigned to every elementary and pre-teen site, a total of 2 camps. It is possible that original assignments will be changed, based on emerging needs of the camps. In other words, if one site does not need an Inclusion Counselor's support, s/he could be re-assigned to a site that could benefit from an additional Inclusion Counselor on site.

### I think this might be a good match for my child. What do I do now?

You will need to enroll your child in Charlottesville Parks and Recreation's summer camp program, indicating that you would like to have your child participate in the Summer Inclusion Program during enrollment. Once enrolled, you will be contacted by someone from CPRD. We will have a candid discussion about what we can and cannot offer in the way of support, to allow you to determine if this program is a good choice for your child.

Conversations with school staff and service providers will help us understand your child's needs, so we would appreciate your permission to exchange information with them. To register go to the Charlottesville Parks and Recreation website. We will all do our best to help your child have a positive experience, but please remember this is not a therapeutic or special education program, and do not enroll your child if you do not believe s/he can function in the conditions described.

I don't think my child can be successful with the level of support you are able to offer. What other options are available?

Charlottesville Parks and Recreation offers an Adaptive Recreation Camp Program for children and youth with disabilities, ages 8-25. For more information on these programs contact Caitlin Marcotte (434-970-3269).