



2024 SUMMER CAMP HANDBOOK

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www.fcccva.org

Tax ID #: 54-1590790

501(c)3 Non-Profit Corporation

PROGRAM INFORMATION

PROGRAM OVERVIEW

FCCC is a licensed program committed to providing professional care for school-age children in a safe, caring, and familiar environment. The program, delivered through a non-profit corporation, is governed by a volunteer Board of Directors consisting of agency representatives, community members and parents/guardians. Day-to-day operations are overseen by the Executive Director. Each site is managed by a Site Manager and their staff of Assistant Site Managers and Child Care Assistants sufficient to maintain licensing ratios. FCCC provides children with a wide variety of developmentally appropriate activities, in a positive environment that encourages the development of problem-solving skills through social interaction.

Our Mission Statement: Fauquier Community Child Care (FCCC) seeks to elevate the quality of all child care services available in Fauquier County for children, youth and families. FCCC promotes the growth and development of the whole child in an atmosphere where our core values are preserved. FCCC provides continuous high-quality, affordable, accessible, safe child care to meet the out-of-school needs of children being supported in Fauquier County Public Schools within nurturing environments that encourage children to grow, interact and play. FCCC also supports other providers and services to improve child care for all youth and children within child care programs in Fauquier County.

ADMISSIONS/ENROLLMENT

FCCC programs are open to all school-aged children, without regard to race, sex, religion, national or ethnic origin.

- FCCC's K-4 Summer Camp enrollment is open to rising Kindergarteners (must be age 5 before September 30, 2024) and children that have graduated Kindergarten through 4th grade this current school year, 2023-2024. Teen Camp enrollment is open to children that have graduated 5th grade and up (for the current 2023-2024 school year) through age 14; child cannot turn 15 before 8/2/2024. Admission is on a first-come, first-serve basis.
- All children participating in the program must be able to manage their toileting needs independently.
- All accounts are verified for outstanding balances. Any balance must be paid before enrollment is considered final.
- All enrollment paperwork must be complete in its entirety for a child to participate.
- Program operation at each site is contingent upon adequate enrollment; if operations are cancelled for low enrollment, enrollees will be notified as quickly as possible.

FCCC **does not** provide transportation between schools. For transportation questions or concerns call **Fauquier County Transportation at (540) 422-7240**.

SERVING STUDENTS WITH SPECIAL NEEDS

FCCC is a recreation-based program. Each of our camp sites serve between 20 and 100 children on a daily basis. FCCC serves all eligible children if there is space available, including children with special needs unless accommodating the student would require a fundamental change to the program or there is a concern for the health and safety of self or others.

FCCC will consider each student with special needs individually to determine if FCCC is the best fit for the child. FCCC will consider the following factors in making determinations for the child's enrollment in FCCC:

- The child's ability to function in an environment of 20-100 children.
- The child's ability to function in a large open space such as the gymnasium or outdoor spaces.
- The child's ability to function with a staff to child ratio of 1:18.
- The child's need for individual supervision.

Where appropriate, FCCC will request parent/guardian permission to consult with teachers and school administrators.

MANDATORY RECORDS

A physical (no more than two years old) and immunization records must be provided for all **NEW** enrollees; both documents must be signed and/or stamped by the physician. FCCC is required to verify the identity of all children enrolling in our summer camp program. In order to verify identity, you must show an original certificate of birth at time of enrollment. Parent/guardian signature on policy acknowledgements and field trip waivers, if applicable, must also be completed. All records must be submitted to secure enrollment in the program.

CONFIDENTIALITY

All information obtained will be kept confidential. Additional information is requested solely for the purpose of completing governmental reports, grant applications, and audits. Requests to release information must be made in writing to the Executive Director.

CUSTODY

- A custodial parent has a right to be admitted to the site when their child is in care.
- Appropriate legal documentation shall be on file when a custodial parent or the court system denies the non-custodial parent visitation or permission to pick up a child.

PARENT/GUARDIAN INVOLVEMENT

- Parents/guardians are encouraged to become actively involved with the program by volunteering to assist at the sites, participate in family events and projects, or share skills and interests with the children. You will be kept apprised of program information and community affairs through emails, flyers, newsletters, our web site, Facebook, and Information Boards located at each site.
- If you would like to accompany your child on a field trip, FCCC is required to have criminal background clearances and a completed volunteer application for each chaperone. To ensure that FCCC has ample time to process the necessary documents by the time summer camp begins, we ask that all paperwork be complete by May 17, 2024. Paperwork is available through the main office and can be emailed upon request.

ILLNESS

In order to maintain the health and safety of all children, the State Board of Education Standards for Licensed Child Day Centers requires that all licensed child care sites adhere to the following regulation.

8VAC20-780-490. Preventing the spread of disease.

- A) A child shall not be allowed to attend the site for the day if they have:
 - 1) A temperature over 101°F;
 - 2) Recurrent vomiting or diarrhea; or
 - 3) A communicable disease.
- B) If a child needs to be excluded according to subsection A of this section, the following shall apply:
 - 1) Arrangements shall be made for the child to leave the site as soon as possible after the signs or symptoms are noticed; and
 - 2) The child shall remain in the designated quiet area until leaving the site.
- C) When children at the site have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, the parents/guardians shall be notified within 24 hours or the next business day of the site's having been informed unless forbidden by law, except for life threatening diseases, which must be reported to parents/guardians immediately.
- D) The site shall consult the local department of health if there is a question about the communicability of a disease.
- E) When any surface has been contaminated with body fluids, it shall be cleaned and sanitized.

To remain in compliance with the above regulation, the Site Staff must be notified within 24 hours if a child or a member of the immediate household contracts a contagious illness. Life threatening diseases must be reported immediately to the Executive Director. FCCC is required to post a written notice informing parents/guardians of the presence of the illness in the program. All identities will be kept confidential. Children must be free of fever, without medication, vomiting, and diarrhea for 24 hours before returning to FCCC.

MEDICATIONS

FCCC will only administer medications required for emergencies or by law. Emergency Medications include any medication needed for any severe adverse reactions to foods and/or environmental allergens. Emergency medications are also defined as medications needed for a child with special health care needs. All emergency medications must be in the original container with the prescription label affixed. The dosage amount and time to be administered must match the dosage amount and administration time on the medication container label. The medication label must contain the first and last name of the child to whom the medication is to be administered. An FCCC Emergency Medication Authorization form must be completed and signed by the parent/guardian and the prescribing physician. Authorization to administer the emergency medication is valid for 12 months.

- All enrollees with severe allergies, food or environmental, must have the appropriate paperwork and medication at FCCC.
- Children are not permitted to deliver or self-administer medication to be taken during program hours.
- Due to the possibility of adverse reactions, the program is unable to administer the first dosage of any new medication.

INDEMNIFICATION AGREEMENT

FCCC is requiring parents/guardians to agree to the following terms as part of our enrollment process:

In consideration of participating in FCCC's Summer Camp Program ("the Program"), and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence, FCCC and its directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents/guardians, heirs, assigns, personal representative and estate, and also agree as follows:

1. I expressly accept and assume all of the risks inherent in participation in the Program or that might have been caused by the negligence of the Releasees. My child's participation in the Program is purely voluntary and we elect to participate. If at any time I believe that event conditions are unsafe or that my child is unable to participate due to physical or medical conditions, then I will immediately discontinue participation;
2. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my child's participation in the Program arising from negligence. This release does not apply to claims arising from intentional conduct or conduct that constitutes greater than ordinary negligence. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs;
3. I further represent that my child has no medical or physical conditions which could interfere with the child's safety in the Program;
4. In the event that I file a lawsuit, I agree to do so in the state of Virginia, and I further agree that the substantive law of that state shall apply; and
5. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

DAILY REMINDERS

SIGN-IN & SIGN-OUT PROCEDURES

Each child must be signed in at drop-off and signed out at pick-up; do not leave your child unsupervised by dropping them off early. Please sign full name. Children will be released to an authorized person as directed by their custodial parent(s) or legal guardian(s) (must be 16 or older), photo identification required.

LUNCH AND SNACKS

A bag lunch and a refillable water bottle needs to be brought every day, both labeled with your child's name. Children may not attend without a lunch. If your child does not have a lunch the parent/guardian will be called and will be given an opportunity to have a lunch brought to their child prior to the children leaving the site for their daily activities. If FCCC provides your child a lunch you will be charged \$5.00, due upon pick-up.

While children are allowed to bring snacks from home, they must adhere to The National Afterschool Association's Healthy Eating Standards. Children may bring fruits, vegetables, whole grain breads and bagels, protein, and dairy products. Food items that are predominately sugar, juice or flavored milk, candy, and sweet treats are no longer acceptable items to bring for snacks.

FCCC will provide morning and afternoon snacks. Snack calendars will be posted on the Information Board showing what will be served daily.

Reminder: glass bottle beverages, hot drinks, caffeinated drinks, and soda are not permitted at FCCC. Please have children drink or dispose of any of these beverages prior to entering care.

BELONGINGS

Clearly mark your child's belongings with their first and last name to help prevent lost items. Electronic equipment or toys, including cell phones, are not permitted, without authorization from the Executive Director or Assistant Director. We are not responsible for missing or damaged items.

DRESS CODE

FCCC follows the dress code of Fauquier County Public Schools. The following items are considered improper dress and parents/guardians will be notified. Should improper attire persist the child will not be allowed to attend FCCC.

- Sunglasses are not permitted indoors.
 - Sheer garments.
 - Garments that expose the midriff.
 - Short-shorts or skirts. Minimum length is fingertip length.
 - Clothing with offensive language.
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- One-piece bathing suits or a full coverage tankini are required when swimming.
 - FCCC encourages children to play and take part in physical activities. In order to keep the children safe enrollees must wear closed toed shoes that remain securely on their feet. Tennis shoes are preferred.
 - Children must wear their FCCC Camp T-Shirt on field trips: Wednesday - Teen Camp, Thursday - K-4 Summer Camp.
 - Rising kindergarteners, please provide an extra change of clothes.

SUN BLOCK & INSECT REPELLENT

Please apply sun block to your child prior to arriving to camp each day. FCCC will provide sun block for off-site field trips. FCCC's online registration requests parent/guardian authorization noting any known adverse reactions to sun block and insect repellent, and also allows FCCC staff to apply sunblock when necessary. If your child has an allergy or sensitivity to sun block we ask that you provide sun block for them. Sun block and/or insect repellent must be in their original containers labeled with your child's name. An authorization form must be completed in order to apply insect repellent.

BUS SAFETY AND CONDUCT RULES

Any violation of these rules will be reported to Administrative Staff of FCCC and may result in disciplinary action.

- Children are to remain seated at all times while the bus is in motion.
- Any damage to seats or other equipment must be paid for by the child's parent or guardian.
- The bus will be kept clean, sanitary and orderly.
- Profanity, loud conversation, loud noises, and yelling are prohibited.
- Fighting while on the bus will not be tolerated.
- No objects, including body parts, may pass through a window.
- Remain seated until the bus has come to a complete stop.
- When crossing the road, cross ten to fifteen feet in front of the bus after the driver has given the "Go Ahead".
- Items cannot be placed in the aisle, near the front or rear door, or occupy a seat needed by another child.
- The bus driver or staff member may assign a seat to a child.
- While on the bus you must obey the bus driver at all times. The bus driver is an FCCC Staff Member and is entitled to respectful behavior and manners.

CODE OF CONDUCT

Failure to abide by the Code of Conduct can result in discipline action and/or dismissal.

- I will treat other people with respect, the same way I would like them to treat me.
- I will be honest, fair, and responsible.
- I will use my hands responsibly.
- I will only use appropriate language when speaking to others.
- I will follow the FCCC rules.

DISCIPLINE

The goal of discipline is to assist the children in developing the skills to solve problems independently, without physical or verbal aggression. Staff will model appropriate conflict resolution techniques and will be available to assist children in resolving conflicts.

Other acceptable methods of discipline employed by FCCC include positive reinforcement, time out, redirection, and discussion intended to solve a dispute, and combinations of each of these strategies as appropriate to the child and the circumstances. Unacceptable measures of discipline such as physical punishment or withholding food will not be used.

Upon recommendation from an FCCC staff person, the Executive Director reserves the right to restrict a child from a field trip or special activity as a consequence of unacceptable behavior. If a child is denied the privilege of attending a field trip, it will be the responsibility of the parents/guardians to provide alternate care for that day. FCCC reserves the right to remove a child

from the program when parents/guardians fail to support the program. Failure to follow the FCCC policies, engaging in inappropriate behavior or language will result in dismissal from the program.

- **First Infraction:** Policy Reminder and written Incident Report given to parent/guardian. Parent/guardian signature required.
- **Second Infraction:** Policy Reminder, written Incident Report and a meeting with Administrative Staff, Site Staff and parent/guardian. Parent/guardian signature required.
- **Third Infraction:** Removal from the program for 5 calendar days, or appropriate time as determined by the Executive Director. Written Incident Report and a meeting with the Executive Director and appropriate staff. Parent/guardian signature required. Fees are not refunded.

BULLYING POLICY

FCCC will not tolerate physical aggression or stealing. Children engaging in such activity are subject to expulsion at the discretion of FCCC. Bullying among children is understood as a negative act or acts committed by one or more students against another, having an intimidating, detrimental, or hurtful effect. Bullying is defined as direct behaviors, such as teasing, taunting, or threatening which are initiated by one or more children against another child. In addition to direct acts, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Such prohibited conduct includes (in addition to those bullying behaviors described above), but is not limited to, any verbal, written, electronic, physical or mental teasing, or threat of bodily harm directed toward another child.

If a child at FCCC is bullying or is involved in bullying another child the following actions will be taken.

- **First infraction:** A verbal warning will be issued to the child along with a written warning to be given to the parent/guardian. The written warning will require signatures from both the parent/guardian and the child.
- **Second infraction:** Child may be suspended from program for up to 5 days.
- **Third infraction:** Child will be removed from program until such time as the child's parent/guardian has met with the Executive Director who will determine the child's eligibility to re-enter the program.

In following these procedures, we aim to encourage improvement in your child's conduct. The procedure is not necessarily a progressive one and we reserve the right to initiate the process at any stage, including termination from the program, or to jump stages if your child's conduct warrants such a decision.

THREATS

All potential threats whether verbal or physical are taken seriously at FCCC. If a child threatens another child or a staff member the following protocol will be followed. The child will receive an incident report. The child may be suspended from FCCC for up to 30 days depending on the incident. Tuition is not prorated or refunded for suspensions.

FCCC will inform the Principal of the school who may choose to have a threat assessment conducted.

PAYMENT INFORMATION

CARE OPTIONS: Determine your household size in the left column and your yearly household income in that corresponding row. Once determined, follow that column down to identify the **WEEKLY FEE** for your chosen care option.

Household Size	Full Fee Income	Step 1	Step 2	Step 3
2	above \$41,809	\$41,808 - \$33,386	\$33,385 - \$24,961	below \$24,960
3	above \$51,318	\$51,317 - \$42,895	\$42,894 - \$34,470	below \$34,469
4	above \$60,827	\$60,826 - \$52,404	\$52,403 - \$43,979	below \$43,978
5	above \$70,336	\$70,335 - \$61,913	\$61,912 - \$53,488	below \$53,487
6+	above \$79,845	\$79,844 - \$71,422	\$71,421 - \$62,997	below \$62,996
Combined (6:30AM-6:30PM)	\$190.00	\$162.00	\$138.00	\$113.00
K-4 Camp Only (8:30AM-3:30PM)	\$167.00	\$143.00	\$121.00	\$98.00

FEES

- Fee amounts and enrollment are valid for Summer Camp 2024.
- Each enrollee is charged a **WEEKLY FEE**. When a family enrolls more than one child a 10% discount is applied to the fee that is of equal or lesser value for that week.
- After your initial payment, future weekly payments are due on the **WEDNESDAY BEFORE** the week of camp your child is to attend. **Fees not paid on this day are assessed a late fee of \$5.00 per child, per day.** Failure to keep your account current may result in dismissal from the program.
- There is a \$30.00 fee for returned checks.

PAYMENT METHODS

FCCC accepts cash, check, and money order payments. Checks and money orders should be made payable to **FCCC or Fauquier Community Child Care**. **Checks must be written in black or blue ink.** **FCCC does not hold payments or accept post-dated checks.**

ANNUAL STATEMENTS

To access your payment history, visit www.myprocare.com (online, not the Procare app). Once your account is set up you can view your account balance and payment history, in addition to viewing and printing statements and summary reports for your taxes, flex spending accounts, etc.

REGISTRATION FEE

A \$55.00 registration fee will be charged for all enrollees. Registration fees are non-refundable.

TUITION ASSISTANCE

- Qualifying for a sliding scale tuition rate (**Step 1, Step 2 or Step 3 Fees**) requires proof of your annual **household** income. Your annual income includes all wages, child support, social security, etc. Two most recent pay stubs and Income Verification Form are required for proof of income. **You will be charged full fee tuition until required documentation is received and verified.**
- To contact the Department of Social Services for assistance call (540) 422-8450.

LATE PICK-UP FEES

When children are picked up after scheduled closing time, a late fee is assessed. The fee is \$5.00 per child for each 5 minutes, or portion thereof, after Camp Only or Combined care hours, depending on your care package. Payment is due from the parent/guardian at the time of pick-up. Chronic late pick-ups will result in dismissal from the program:

- **First Infraction:** Policy Reminder with late fees designated.
- **Second Infraction:** Policy Reminder with late fees designated.
- **Third Infraction:** Immediate removal from the program for 5 enrolled business days with late fees designated. **Fees are not refunded.**

PUNCH CARD

Punch Cards are designed for families who need occasional or short-term before or after camp only care. Occasional use is defined as no more than once a week. Short-term care is to be no longer than two days per week. Pre-approval from the Administrative Program Specialist must be obtained before being used for a longer period of time. A Punch Card entitles you to 10 hours of care. Any portion of an hour used will constitute the use of an entire hour. Punch Cards are not always the most cost-effective way to manage your child care needs. Upon request, FCCC will advise you as to the cost-effectiveness of using a Punch Card for your particular needs.

Punch Cards expire 12 months from the issue date. Accounts are charged for a new Punch Card when the current one expires unless written notice is provided in accordance with FCCC's withdrawal policy to terminate Punch Card enrollment.

- Punch Cards can be used if your child is currently enrolled in Camp Only Care and you need occasional care beyond the Camp Only hours.
- Punch Cards cannot be used for Camp Only Care.
- Punch Card families must call the site 24-hours before care is needed to ensure that we are able to accommodate the child. If a site is full the Site Manager may not be able to care for the child on that day, in accordance with licensing standards.

In order to purchase and use a Punch Card a family must:

- Complete the online registration for the child.
- Enroll as Camp Only Care.
- Pay a \$55.00 non-refundable registration fee.
- Follow the Punch Card Policies as stated: I understand that a Punch Card has 10 hours of care and any portion of an hour used will be counted as 1 hour of care per child. I understand that Punch Cards are non-refundable and can only be transferred between siblings. I also understand that I must provide FCCC 24-hour notice prior to using our Punch Card and that all other FCCC policies apply.

CHANGES OR CANCELLATIONS - TERMINATION OF SERVICE

- Changes or cancellations from the FCCC Summer Camp program must be made, in writing, before 6:30PM, Friday, May 24, 2024. After the cancellation deadline, accounts will be charged and fees will be due for the number of weeks signed up to attend.
- For your convenience, cancellation forms are available on our website. Email cancellations will also be accepted.
- Final fees are determined by the finance department; contact them for your balance.
- Parents/guardians will receive written confirmation of a withdrawal or cancellation.
- Children may be removed from the program for the following reasons:

- Use of inappropriate language, acting out physically, or disrupting activities.
- Willful destruction of FCCC or FCPS property.
- Children can be removed from the program when:
 - The account is delinquent.
 - Children are picked up after 3:30PM or 6:30PM, depending on your care package.
 - There is inappropriate behavior towards FCCC staff or children by a parent, guardian, or authorized pick-up.

RE-ENROLLMENT

- A \$55.00 fee will be charged for each re-enrollment.

REFUNDS

- It is the policy of FCCC to refund for overpayments on accounts in good standing. All requests for refunds must be made in writing.
- In order to be eligible to request a refund all fees must be paid on time.
- Fees are not reduced or refunded for non-camp days or extended absences due to any circumstances, including holidays or weather-related events.

EMERGENCY PROCEDURES

EMERGENCY INFORMATION

Parents/guardians must furnish and keep up-to-date all information in their child’s file. It is the parent’s/guardian’s responsibility to provide new phone numbers, employers, medications, allergies, etc. Information can be given in writing to Site Staff, faxed, or e-mailed.

EMERGENCY PREPAREDNESS PLAN

- Evacuation plans are posted at each site.
- The sites will practice fire, evacuation, and shelter-in-place drills monthly.
- If it becomes necessary to evacuate the building, your child will be moved by bus to another school building as follows:

		FCCC Cell	School Office
Bradley	C. Hunter Ritchie	(540) 272-1275	(540) 422-7650
C. Hunter Ritchie	Bradley	(540) 272-1251	(540) 422-7510
H.M. Pearson	C. Hunter Ritchie	(540) 272-1275	(540) 422-7650
Teen Camp	Bradley	(540) 272-1251	(540) 422-7510

The phone number for Fauquier Emergency Services is (540) 422-8800.
 The phone number for the Fauquier Public Information Line is (540) 422-8810.
 The phone number for Fauquier Hospital is (540) 316-5000.
 Call 911 for Emergencies.

First Aid supplies, medication, and emergency information for all children will be taken by staff to the evacuation site. Staff will contact Emergency Services, parents/guardians and support staff as needed. When possible, local media will be contacted regarding changes to the FCCC schedule.

Lock-down (shelter-in-place) procedures are short-term measures designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment or a

threatening situation (such as tornadoes, floods, suspicious persons or terrorist threat). Children will be gathered at pre-determined points and moved to a designated safe area in the building.

EMERGENCY CLOSINGS

If an emergency arises and forces the closing of the program during operation hours, parents/guardians will be notified to pick up their children as soon as it is safely possible.

Electrical power failure, lack of water or air conditioning, hazardous road conditions, or other situations that may endanger the safety or health of children and employees, may result in FCCC facilities being closed at the discretion of the Executive Director.

WEEKLY SCHEDULES

A camp calendar listing trips and activities for the entire summer will be emailed to parents/guardians and posted to our website once arrangements have been finalized. Calendars will be updated if activities are added, changed, or cancelled. Weekly e-mails will be sent every Friday for the upcoming week confirming field trips, departure and arrival times, and any reminders or items of importance.

FCCC CONTACT INFORMATION

	FCCC PHONES	FCCC E-MAILS	SCHOOL PHONES
Bradley	(540) 349-1837 (540) 272-1251 (cell)	bradley@fcccvva.org	(540) 422-7510
C. Hunter Ritchie	(540) 341-7684 (540) 547-1849 (cell)	chunterritchie@fcccvva.org	(540) 422-7650
H.M. Pearson	(540) 788-1548 (540) 270-0800 (cell)	hmpearson@fcccvva.org	(540) 422-7610
Teen Camp	(540) 272-7756 (cell)	teencamp@fcccvva.org	

FCCC COLLABORATIVE PARTNERS



Fauquier 4-H Club



Fauquier Alliance for Youth

Fauquier County Department of Social Services

www.fauquiercounty.gov/government/departments/socialservices



Fauquier County Public Schools

www.fcps1.org



Fauquier Fresh

www.fauquierfresh.org



PATH FOUNDATION

www.pathforyou.org

Farrar Timberlake Foundation



Northern Piedmont Community Foundation

FCCC is licensed through the Virginia Department of Education, Office of Child Care Health and Safety. The Office of Child Care Health and Safety can be reached at their regional office at (540) 347-6345.