

# *middle REC*

FREDERICK COUNTY PARKS AND RECREATION

## Program Information

Revised: July 2022



F R E D E R I C K   C O U N T Y  
**PARKS & RECREATION**  
fcprd.net      540-665-5678

## Welcome to middleREC!

This program seeks to provide enrichment opportunities to middle school students through physical and leisure activities in a fun, exciting, and safe environment. These activities are beneficial towards mental and physical health and create positive, lasting relationships with their peers.

The middleREC program creates a fun, exciting, and positive environment for middle school youth to enjoy their time after school!

### middleREC LOCATION:

Youth Development Center (YDC)

FCPRD Phone # (540) 665-5678 main office  
(540) 247- 5278 on-site cell

3 Battaile Drive, Winchester VA. 22601

YDC Phone # (540) 662-4564

### Hours of Operation


After School Program Hours Monday through Friday 3p.m. – 6p.m.

middleRec Camp Hours: 6:30am – 6pm (full day)

### PLEASE NOTE:

- The middleREC program is designed for sixth, seventh, and eighth grade students
- The middleREC program begins on the first day of school for Frederick County Public Schools and ends on the last day of the school year
- The middleREC program coincides with the Frederick County Public School year calendar. An operational program calendar is provided during the registration process to help you plan for early release days, holidays, teacher workshop days, and winter and spring break days; this calendar is subject to change.
- Registration is valid for one school year only; subsequent years require a new registration

### TRANSPORTATION

Transportation to the Youth Development Center will be provided by Frederick County Public School system on school buses. **Transportation forms will be sent out and will be required to be turned in to the school's main office** before the start of the school year. The two designated spots for pick up will be at **James Wood Middle School and Admiral Byrd Middle School** and will be transported when the school day is over (2:30-3pm). Transportation will **NOT** be provided to take the participants of this program home. A legal Guardian/Parent must provide transportation  home.

### SIGN IN/SIGN OUT PROCEDURES

A Sign In/Sign Out sheet will be placed in a designated location and parents are responsible for signing their child(ren) in and/or out daily. Please let the staff know if your child(ren) will be absent or participating in extracurricular activities during program hours. As a reminder, the site phone number is listed at the beginning of this booklet.

If a child remains after closing, the staff will attempt to reach the parents and the emergency contacts listed on the registration form. All participants must be picked up within 20 minutes of the program closing or the staff may notify the local Sheriff's Department.

## **PHOTO ID**

**Please note that photo identification will be required from persons picking up their child(ren) from the program.** Parents should remember to contact program staff by phone if someone other than those who are authorized will be picking up. If an unauthorized person arrives to pick up, the parent will be called for permission before releasing the child(ren) and an Authorization to Pick up Form must be filled out. No participant will be released without the parent/legal guardians' permission and a form on file.

## **Daily Option**

Don't need middleREC every day? Register only for the afternoons you need - with no minimum number of days required! Register online, while space is available, for one day or multiple days. Price for the Daily option is \$18 per child per day. **PLEASE NOTE: Transportation forms will be sent out and will be required to be turned in to the school's main office THE DAY BEFORE your child(ren) will attend.**

## **LATE PICK UP / NON-PICK-UP OF A PARTICIPANT**

The middleREC program will close at 6p.m. sharp. A \$15 per child late pick up fee will be assessed for the first 15 minutes after the close of our program and \$2 per minute after that. You will be mailed a statement that is payable upon receipt. **Picking up late more than three times in a sixty-day period may result in termination of your child(ren)'s enrollment in the program.**

## **HOLIDAYS & EARLY RELEASE DAYS**

When school and/or Frederick County Government offices are closed the program may be closed—be sure to check with FCPRD staff on site to be sure of upcoming closures. On teacher workshop days and winter & spring break, a full day camp may be offered at the Youth Development Center. This camp is offered at a cost of \$16 per participant. Participants from ALL Frederick County Middle Schools are welcome to register, as transportation is not required. Space is limited at the YDC so **PRE-REGISTRATION IS REQUIRED** by calling our office at 540-665-5678, option 1.

## **INCLEMENT WEATHER DAYS**

If Frederick County Public Schools are closed for inclement weather, FCPRD may be able to offer a snow day camp (opening time TBD - 6 p.m.) at the Youth Development Center. To find out if this camp is available, please call our cancellation line at 540-665-5678, or check our website at [www.fcprd.net](http://www.fcprd.net) (click on CANCELLATIONS) or our Facebook page <https://www.facebook.com/fredcoparksandrec>

## **BEHAVIOR POLICY**

Expectations are included so parents and participants are informed of the behavior's required for the enjoyment and safety of the participants involved with the programs.

1. Participants should expect to have fun! If they are not enjoying the program or are having difficulties, they should talk it over with the FCPRD staff on site.
2. Participants should be treated with respect and, in turn, are expected to be respectful of each other, the property of others, and the program staff.
3. Participants must respond to staff direction when signaled to do so.
4. Participants are expected to stay with their designated group and leaders during the program.
5. Participants must be aware of the specific expectations and follow any safety rules that pertain to their program site.
6. We are not responsible for any personal belongings brought to the program.

7. Use of electronic devices is permitted but not encouraged. Participants should not be using another participant's electronic devices. Participants should not sit together while using electronic devices unless they are working together on an educational activity or playing the same game together on separate devices.

## **DISCIPLINE POLICY**

Our goal is to provide a safe, inclusive, and enjoyable recreational atmosphere for all participants in the program. If discipline problems do arise, we may ask your support in dealing with the situation. The program staff will handle these situations in a caring and professional manner. If it becomes necessary for program staff to discipline your child(ren), the following process will take place:

1. A participant will be given a verbal warning and re-directed.
2. If the verbal warning is not heeded, then he/or she will be removed from the group and assigned an alternate activity.
3. If the participant's behavior continues, staff may ask your advice and enlist any other aid you would recommend resolving the problem in a positive and effective manner.
4. If the participant's behavior continues to be disruptive, an incident report will be filled out and delivered to the parent/legal guardian. This is a description of the behavior and the actions taken by the staff in dealing with the behavior. Parents will be given a copy of this report and the program staff will explain the situation and answer any question you or your child may have.
5. If the situation warrants, you may be called and asked to pick up your child(ren) immediately. When this occurs, an incident report will be filled out and available. Late fees may apply if participants are not picked up as scheduled.
6. A total of three written incident reports may result in a three-day suspension from the program. A fourth incident report may result in expulsion from the program and/or all FCPRD programs for a minimum of six months, or for a period of up to two years depending on the circumstances.
7. If at any time a participant's behavior warrants, immediate suspension or expulsion from the program is possible. This includes but is not limited to the destruction of the property, bullying, instigating a fight, fighting, violence, and inappropriate language/gestures. If a serious physical assault occurs, then the FCPRD staff has the right to call 911.

## **SICK CHILD(REN)/COVID-19 POLICIES**

The middleREC program will follow the same COVID-19 protocols adopted by the Frederick County School System. If your child(ren) tests positive for COVID-19, please call the middleREC staff to let them know. Your child(ren) will be able to return to the program after five (5) days as long as they have been symptom-free for at least 24 hours. Your child(ren) will be required to wear a mask for days 6-10 upon returning to the program. If your child is experiencing symptoms of COVID-19, please let the middleREC staff know. Participants with symptoms may not be allowed to enter the YDC. If a child is not permitted to be at school for illness or signs of illness, they are not permitted to attend the middleREC program. If a participant becomes ill or have head lice during program hours, staff will notify the parent to decide for the child to be picked up as soon as possible. All children sent home ill may not return to the program for at least 24 hours. All children sent home with head lice or nits may not return to the program for at least 48 hours.

## **MEDICATIONS**

middleREC staff will assist and/or administer the following emergency medications: physician prescribed asthma inhaler, glucagon (orally or rescue injections only) and EpiPen. Your child(ren)'s physician must complete an FCPRD Written Medication Consent Form before any of the above emergency medications can be brought to site. A form can be obtained from our website ([fcprd.net](http://fcprd.net)) or from our main FCPRD office. Participants with diabetes may self-test and use an injection pen or pump to administer their insulin. FCPRD

staff will not test or determine when a test is needed. If applicable, parents will need to supply a sharps container to dispose of used injection pens. A meeting to review your child(ren)'s daily plan of action regarding their diabetes care must take place between the parent, middleREC staff, and the basicREC Manager prior to attending the program.

### **PROPER ATTIRE**

Since we are an active program, participants will be running, playing outside, and playing on the courts. Please have your child(ren) dress accordingly—this includes sneakers! There are restrooms for those that need to change into appropriate clothing. **Frederick County Parks and Recreation is not responsible for any lost/damaged personal property.**

### **SNACK**

A snack will be served daily during the middleREC program.

A snack menu will be posted at each site, or your child(ren) may bring a snack from home. If your child has specific food allergies, please provide a snack from home. Special permission needs to be obtained from the middleREC staff when bringing in food to be shared with the participants.

### **PHOTOGRAPHIC RELEASE**

The Frederick County Parks and Recreation Department reserves the right to photograph and videotape all activities, events, classes, programs, and facilities for promotional purposes. Parents with concerns regarding this issue should contact us at [fcpr@va.us](mailto:fcpr@va.us) or 540-665-5678.

### **REGISTRATION PROCUDURES**

Registration is ongoing until all spaces have been filled. Parents may register their child(ren) online at [www.fcprd.net](http://www.fcprd.net) or at the FCPRD office, 107 North Kent Street, Winchester, VA, Monday-Friday, 8 a.m. - 4:30 p.m. **The first week's payment is due at time of registration.** Registration forms and the parent information handbook are available on our website at [www.fcprd.net](http://www.fcprd.net) by clicking middleREC and following the links. FCPRD reserves the right to cancel any program that does not meet the minimum number of participants required to operate.

**\*Please note that child being enrolled in this program will be enrolled through the household in which they live.**

### **PAYMENT OPTION**

Weekly payments will be automatically charged to your Visa, MasterCard or Discover Card on Monday mornings.

***\*NO PAYMENTS WILL BE ACCEPTED ON SITE, INCLUDING FOR CAMPS\****

### **DELIQUENT PAYMENTS/CREDIT CARD DECLINES**

Please review the following:

1. For any outstanding balance that is not paid by the due date, a final notice will be hand delivered, mailed and/or e-mailed indicating the date your child's enrollment will be terminated. The account will then be forwarded to our collections department.

2. In the event that your account experiences three credit card declines you may be required to use a different credit card for remaining payments or pay your account in full with cash, credit card or money order. If for any reason a second payment method declines, you may be terminated from the program.

#### **WITHDRAW PROCEDURE**

If withdrawal from full-time enrollment in the program becomes necessary, you will be responsible to pay the following week's regularly scheduled payment.

**Program fees are due whether your child(ren) attends the program or not.** There will be no credits or refunds given for any days that the program cannot operate due to the weather or unscheduled school closings. Please note a minimum of a two-week notice is required to make financial changes to an account. Changes can only be completed with an updated automated payment form or if payment is made in full on the account.

**Policies are subject to change**



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