



Parent Handbook
and
Program Information

Revised: March 2025



FREDERICK COUNTY
PARKS & RECREATION
fcprd.net 540-665-5678

basicREC is MORE: MORE SPORTS, MORE IMAGINATION, MORE ACTION, MORE FRIENDS, MORE FUN!

basicREC

The basicREC program is available to all Frederick County Elementary School aged children enrolled in Frederick County Public Schools. Our goal is to provide participants with recreational opportunities before and after school! Children will engage in active games and have the opportunity to participate in art projects, crafts, sports, along with many other activities. Weather permitting, most activities will take place outside. Once all planned recreational activities have taken place, children may have the opportunity to do homework.

PROGRAM OPERATION INFORMATION

Hours of Operation

Before School Program Hours: 6:30 a.m. - start of school

After School Program Hours: dismissal bell - 6 p.m.

Camp basicREC hours: 6:30 a.m.-6 p.m. (full day)

The basicREC program begins on the first day of school and ends on the last day of the school year. The basicREC program coincides with the FCPS School year calendar and will begin on the first day of school and conclude on the last day of school. Registration is valid for one school year; you must register for Camp basicREC or subsequent school years. 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. Camp basicREC operates Monday-Friday throughout the course of the summer with possible closures for holidays.

Teacher Workshop Days/Winter Break/Spring Break Camps

On teacher workshop days and winter & spring break, a full day camp may be offered at various elementary locations. These camps are offered at no additional charge to those enrolled in both the before and after school program; Space is limited at each school and **PRE-REGISTRATION IS REQUIRED** by calling our office at 540-665-5678, option 1. For those enrolled in either morning or afternoon, fees apply (per child). All daily participants will be charged the current daily rate, per child.

Delayed Opening

If schools are on a one-hour delay, basicREC opens at 6:30 a.m. If schools are on a two-hour delay, basicREC will open at 8 a.m. If schools dismiss early/close during the school day the afternoon session of basicREC will not open. If school closes once we have opened, our program will also close. You will need to contact the school to make arrangements for your children on these days. To find out if our program is closed, please call our cancellation line at 540-665-5678, option 3, or check our website at www.fcprd.net (click on CANCELLATIONS) or our Facebook page:

<https://www.facebook.com/fredcoparksandrec>

Inclement Weather Days / Snow Day Camp

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 Greenwood Mill and Evendale Elementary Schools. 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 (click on CANCELLATIONS) or our Facebook page <https://www.facebook.com/fredcoparksandrec>

When this camp is held, participants need to bring drinks, two snacks and a packed lunch each day. There is no charge to attend this camp for those currently enrolled in both the before and after school program; to attend this camp you must call and be added to the roster. For others who utilized morning or afternoon a \$16 fee per child applies. All daily participants will be charged the current daily rate (per child). You must call and make sure you have an account set up

with us before your child is eligible to attend the program. You may call 540-665-5678 or go online to register for a camp location.

Holidays

When school and/or Frederick County Government offices are closed the program may be closed—be sure to check with your Recreation Technicians on site to be sure of upcoming closures.

Early Release Days

To attend an early release day, unless enrolled in the afterschool program or AM/PM both, you must enroll in our daily option.

Late Pick Up / Non-Pick-Up of a Child

After-school basicREC/Camp basicREC closes at 6 p.m. 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 hand delivered and/or emailed a statement that is payable upon receipt. Picking up late more than three times in a sixty-day period may result in your child's enrollment being suspended and/or terminated from the program. This policy also applies to Teacher Workshop Camps, Inclement Weather Days, Winter and Spring Break Camps and/or any time you are asked to pick up your child for special circumstances (illness, lice, behavior, etc).

If a child remains after closing, staff will attempt to reach the parents and the emergency contacts listed on the registration form. If a child/ren are not picked up within 30 minutes of the program closing and we have been unable to contact a parent or emergency contact, staff will notify the Frederick County Sheriff's Department.

REGISTRATION AND PAYMENT INFORMATION

Sign In/Sign Out Procedures

A Sign In/Sign Out sheet will be placed in a designated location and participants must be signed in/out on a daily basis. Please let the staff know if your child will be absent or participating in extracurricular school activities during program hours, including tutoring. If we are on the playground, it can take up to ten minutes to drop off/pick up so please allow for this.

Photo ID

Please note that photo identification may be required from persons picking up children from the program. Parents should remember to contact program staff by phone if someone other than those who are authorized will be picking up their child. If an unauthorized person arrives to pick up a child, the parent will be called for permission before releasing the child. **If changes need to be made to the list of those authorized to pick up, parents must complete an Authorized Pickup Form** and contact our office to make changes: 540-665-5678, option 1.

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 fcprd@fcva.us or 540-665-5678.

Registration Procedures

Registration is ongoing until all spaces have been filled during the school year. Parents may register their child online at www.fcprd.net or at the FCPRD office, 107 North Kent Street, Winchester, VA, Monday-Friday, 8 a.m. - 4:30 p.m. by filling out the appropriate forms along with the first payment. Registration forms and the parent information handbook are available on our website at www.fcprd.net by clicking on basicREC 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 children being enrolled into this program will be enrolled through the household in which they live.

Payment Policy and Procedures for basicREC

Please be advised that payment for the entire program is due at the time of registration or you may choose from the following payment options. Payment amounts are based on the entire year and the number of weeks the program runs whether the week contains a holiday/snow day or not. **No refunds will be issued for days missed, vacations, etc.** If a refund needs to be issued to your account (ex: a Daily enrollment that was not used) you must call us so we can confirm attendance and then issue a refund OR move to a different day to utilize the Daily.

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 CAMP DAYS.

Daily Option (not offered for Summer Camp basicREC)

Don't need basicREC every day? Register only for the times you need - with no minimum number of days required! You pick it: morning, afternoon, morning and afternoon, teacher workshop days, - the possibilities are endless! Register online, while space is available, for one day or multiple days.

basicREC Financial Commitment

To participate in this program, you must agree to the following Financial Commitment and Authorization for Automated Bank Withdrawal/Credit Card Payment:

Financial Commitment: You are committing to pay for all weeks of enrollment for the child(ren) listed in this program.

Authorization for Automated Payments: By agreeing to this, you authorize the Frederick County Parks and Recreation Department to charge your credit card/debit the program fees.

- Automated payments will be processed every Monday at 12:01am
- If a payment fails due to insufficient funds, you (the Primary Guardian) will be notified.
- **If a payment is not received on the scheduled billing date, the system will attempt to charge the card daily for up to 30 days.**
- For any upcoming installment payments, the system will attempt to collect any outstanding balance in addition to the current installment amount.

Account Management:

- The Primary Guardian will be the sole recipient of payment records.
- If your account remains unpaid, it may be forwarded to the Frederick County Treasurer's Office for collections.

Withdrawal 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 or not your child attends the program. 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 account.

Parent/Guardian Contact Information

When you register for our program, you will be required to give us the following information: Primary Guardian's contact information: this is the name of the person with whom the child primarily lives.

Secondary Guardians' contact information: this may or may not be the name of the person with whom the child lives.

First Emergency Contacts contact information: this cannot be the Primary or Secondary Guardian's information; this person will be contacted if the Primary or Secondary Guardian cannot be reached. Second Emergency Contacts contact information: this cannot be the Primary or Secondary Guardian's information; this person will be contacted if the Primary or Secondary Guardian cannot be reached.

Provide a list of those authorized to pick up the participant; anyone on this list will always have authorization to pick up at anytime.

PROGRAM EXPECTATIONS AND DISCIPLINE POLICY INFORMATION

Proper Attire

Since we are an active program, children will be running and playing outside. Please dress your child accordingly which includes sneakers, jackets, etc. **Make sure your child brings sneakers with them if they are not wearing them to school, otherwise they may not be allowed to play in the gym or on the playground.** Frederick County Parks and Recreation is not responsible for any lost/stolen or damaged personal property.

Behavior Expectations

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

1. Children should expect to have fun! If they are not enjoying the program or are having difficulties, they should talk it over with the Recreation Technician.
2. Children 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. Children must respond to staff direction when told to do so.
4. Children are expected to stay with their designated group and leaders during the program.
5. Children 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. **All participants must be potty trained.** Any child that experiences three bathroom accidents within a thirty day period may be suspended from the program for the remainder of the school year or from CAMP basicREC. If a participant soils themselves the parent/guardian will be required to pick up your child or bring a change of clothes. **FCPRD staff is not permitted to change or clean up any child who has soiled themselves.**
8. 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

Our goal is to provide a safe and enjoyable recreational atmosphere for all children 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, the following process will take place:

1. A child will be given a verbal warning and re-directed.
2. If the verbal warning is not heeded, "Time Out" will be used. The child will be seated away from the group for a time period of one minute per year of their age.
3. If the child's behavior continues to be disruptive, an incident report will be written. This is a description of the behavior and the actions taken by 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 questions you or your child may have.
4. If the situation warrants, you may be called and asked to pick up your child immediately. When this occurs, an incident report will be available. As a reminder, late fees may apply if your child is not picked up as scheduled.
5. Written incident reports may result in a one-to-three-day suspension from the program and multiple 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.
6. If at any time a child's behavior warrants, immediate suspension or expulsion from the program is possible. This includes but is not limited to the destruction of property, biting, spitting, instigating a fight, and fighting. Parents should review the Behavior Expectations and Discipline Policy with their child.

THREE STRIKE POLICY for Physically Aggressive/Violent Incidents:

- **First offense:** the child will be given a one-day suspension from the program
- **Second offense:** the child will be given a two-day suspension from the program
- **Third offense:** the child will be suspended from the program for a three-day period. During this time, the parent, child, Recreation Technician, basicREC Manager, and Superintendent of Recreation will meet and discuss the parameters for returning to the program. A Behavior Review Form will be completed and attached to the third offense Discipline Form.
 - If a **4th offense** occurs after this meeting, the result will be dismissal (expulsion) from the program

The above order of discipline is a guide; however staff may skip steps depending on the severity of the behavior up to and including immediate withdrawal from the program. Your child may also be removed from the program if for any reason the parent or guardian becomes hostile with FCPRD staff and/or other children in the program. This includes any inappropriate language, threats, or physical harm.

Open Lines of Communication

Parents are encouraged to contact their Recreation Technician with concerns, comments, or questions regarding their child's experience. Further discussion can be had by contacting the basicREC Manager Sarah Young at 540-665-5678.

MEDICATION AND FOOD INFORMATION

Sick Children/Head Lice

If children become ill or have head lice during program hours, staff will notify the parent to make arrangements for the child to be picked up as soon as possible. If it is time for school to start, the child may be sent to the school nurse for evaluation. All children sent home ill may not return to the program for at least 24 hours and all children sent home with head lice or nits may not return to the program for at least 48 hours; a late fee may apply if your child is not picked up as scheduled.

Medications

basicREC staff will assist and/or administer the following emergency medications; physician prescribed asthma inhaler, glucagon (orally or rescue injections only) and EpiPen. Your child'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) 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's daily plan of action regarding their diabetes care must take place between the parent, Recreation Technician (on-site supervisor), and the basicREC Manager prior to attending the basicREC program.

Snacks and Food Policy

basicREC Snack: A snack will be served daily during the after-school program.

Camp basicREC snack: 2 snacks will be provided during the day (morning and afternoon).

During any full day camp, you will need to pack your child's lunch, drinks and a water bottle.

A snack menu will be posted at each site, or your child 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 Recreation Technician when bringing in food to be shared with the participants. Any food brought from home to be shared with the group must be store bought and not homemade. Any food sent with your child during the before school program, will be consumed during the school's breakfast program.

Field Trip Transportation

If applicable, all transportation will be provided by Frederick County Parks and Recreation Department and/or Frederick County Public Schools. Participants riding in county vehicles are expected to obey rules of the vehicle and the directions of the driver. Under no circumstances will staff be permitted to transport participants in their personal vehicle. Our staff will not be responsible for extra money brought on field trips.

If you have any questions or concerns, please contact FCPRD at 540-665-5678.

PLEASE NOTE: Policies subject to change

basicREC Location	Cell Number
Apple Pie Ridge Cafeteria/Gym -	540-550-7681
Armel Cafeteria/Gym -	540-247-3247
Bass-Hoover Cafeteria/Gym -	540-550-7683
Evendale Community Center/Gym	540-303-1761
Gainesboro Community Center/Gym	540-247-5545
Greenwood Mill Community Center/Gym	540-550-7687
Indian Hollow Cafeteria/Gym	540-533-6409
Jordan Springs Cafeteria/Gym-	540-550-5278
Middletown Cafeteria/Gym -	540-247-3237
Orchard View Community Center/Gym -	540-247-5278
Redbud Run Cafeteria/Gym -	540-550-7686
Stonewall Cafeteria/Gym -	540-550-7688

This means this is also a Summer 2025 Camp basicREC site/phone number

All locations are subject to change, based on registration



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