

Charlottesville Parks & Recreation

Adaptive Recreation Summer Camp

Parent/Camper Handbook 2025

Introduction & Welcome

Dear Summer Camper/Parent/Guardian,

Welcome to Adaptive Recreation's Summer Camp!! We are excited to have you as part of our camp this summer. Our goal is to provide recreational activities for children, teens, and young adults with disabilities, and to support each and every camper in expanding their social skills and developing a lifelong interest in healthy leisure activities. Campers will participate in a variety of fun camp activities including outdoor adventures, games, field trips, arts, music, crafts, 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 camper are fully prepared and informed about camp.

Please join us for our camp open house on June 13th from 2:00-4:00 pm. This will give you an opportunity to see the site, meet our staff, and give our staff a chance to meet you and your camper. This can help to alleviate first day jitters and get everyone off to a great start. Thank you for your interest in our camp program. We are looking forward to a summer filled with fun, friendships, and time spent creating memories! Please contact us with questions and we look forward to seeing you soon!

Important Dates:

Open House: June 13th, 2025, from 2:00 - 4:00 PM

Camp Hours 9:00 AM- 4:00 PM Monday through Friday

First day of Camp: Monday June 16, 2025

Last Day of Camp: Friday, July 25, 2025

NO Camp the Following Dates: June 19th, July 4th

See you soon,

Charlottesville Parks & Recreation Adaptive Program Management

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Adaptive Recreation Specialist
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About Adaptive Recreation

The goal of Adaptive Recreation is to provide year-round specialized/adapted instructional, educational and recreational classes, trips, camps and events for individuals ages 6 and up with disabilities. Information about our program can be found at:

<https://www.charlottesville.gov/368/Adaptive>

- Participants will be provided opportunities for socialization with peers
- Participants will increase independence and self-esteem by being introduced to new leisure/recreational activities
- Participants will develop an increased awareness of recreational activities in the community
- Participants will improve health and overall wellbeing while engaged in physical activities
- Participants will have access to all city and county facilities, parks and programs

Camp Program Goals

- To promote enjoyment, satisfaction, and self-expression at the highest level
- To provide equal opportunity for participation of children/teens/young adults with disabilities throughout the summer in recreational activities
- Introduction to and development of recreational skills in sports, art, music, dance, etc.
- Improved self-esteem, self-expression, social skills, safety skills, and overall health
- Teaching respect for differences in others and acceptance of others with a range of abilities
- To encourage development of quality friendships and positive peer interaction

Camp Overview

Camp Setting

Adaptive Recreation Camp is for campers ages 6-26 who need more support than a traditional summer camp can provide. Campers will participate in a variety of activities to include outdoor adventures, games, field trips, arts and crafts and more. Camp is open to city and surrounding county residents. Participants must be independent in personal care, will be expected to manage their own behaviors with minimal staff intervention and must have a desire to participate in programming. Campers requiring 1:1 assistance are welcome with their own aide who serves as a volunteer. Acceptance to Adaptive Recreation Summer Camps is based on a review by the Adaptive Recreation Manager and Camp Director. Decisions are made considering age of camper; social, emotional and physical needs of camper; and staffing ratios. We strive for a 1:4 ratio for staffing.

Communication

Emails will be sent to the address that is listed on the primary member's account in WebTrac with important updates, schedules and additional forms that need to be filled out. If you are not receiving emails, please check your spam folder or verify your account information through Webtrac.

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

Adaptive Recreation Specialist: dewc@charlottesville.gov (434)970-3264

Adaptive Recreation Manager: marcottec@charlottesville.gov (434)970-3269

Masks/Facial Coverings

Masking for campers 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

Please bring a bag lunch, a reusable water bottle and at least one healthy snack every day. We have a refrigerator and microwave on site, but if we are on a field trip, the camper will not be able to heat anything.

Transportation

Transportation from home to camp is not provided. Families are responsible for arranging their own transportation to and from camp.

Once at camp, transportation for camp activities will be provided by Parks & Recreation Camps through Charlottesville Pupil Transportation (on school buses) or by city staff through parks & recreation vehicles (on a minibus and passenger van).

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 at the end of camp via an online survey. The Adaptive Team 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.
- 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

Drop-off is at 9:00 am each day. Staff are busy setting up and preparing for the day before camper arrivals. Doors will be locked, and no one will be allowed to enter until 9:00 am. Pick up will be promptly at 4:00 pm each afternoon. Please review late drop off, arrival, and departure policies below.

Location for camp pick up and drop off will be sent in the welcome e-mail prior to camp depending on what camp your child is enrolled in.

Example of Daily Schedule (subject to change)

9:00 am	Campers arrive, - sign in, unpack, free choice
9:15 am	Daily group Meeting - Overview of the day, expectations, rules, goals
9:30 am	Transition to morning activities/bathroom break
12:00 pm	Lunch (may change due to daily activities)/bathroom break
12:45 pm	Transition to afternoon programs
3:30 pm	Closing circle
3:45 pm	Free play until pick up

Detailed weekly schedules will be sent in the welcome e-mail prior to camp.

Late drop off, Arrival, and Departure Policies

Site Arrival Procedures

Drop-off is at 9:00 am each day. Staff are busy setting up and preparing for the day before camper arrivals. Doors will be locked, and no one will be allowed to enter until 9:00 am. If you are late on a day where there is a field trip and we have a scheduled departure time, you will need to meet the group at the field trip location.

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 and daily reminders.

Late Pick-Ups

Camp ends promptly at 4:00 pm. You are considered late when you have not picked up your camper by 4:00 pm. If one hour or more has passed after the end of camp and you have not picked up your camper, and you and all emergency contacts are unreachable, police will be contacted. The following procedures are in place if you do not pick up your child 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

Campers will have designated spaces for personal belongings, which should be marked with the campers' name. Campers are responsible for keeping up with their belongings. Every camper should arrive with a water bottle, packed lunch and a snack each day. A refrigerator will be available for lunches and water should be readily available at all times. Snacks will be provided to children, if lunch is forgotten.

It is recommended that campers also pack a towel and change of clothes each day in case of water activities or accidents.

Please do not bring extra money or valuables like electronics to camp unless asked to. Cell phones/electronics will be collected in the morning and returned in the afternoon (unless used as an augmentative communication device).

Attire

Please dress appropriately for an active day of camp. No flip flops or short shorts should be worn. We will provide you with a camp shirt that should be worn by the camper on field trips.

Swimwear

Please bring a modest bathing suit, towel, and change of clothes each day in a backpack. We plan to be outside as much as possible and will incorporate many water activities.

Sunblock

Please apply sunscreen to your child before coming to camp. We will have spray sunscreen and bug spray at camp. If your camper needs a specific brand, please label and send to camp on the first day.

Not Permitted

Cell phones and electronics will be collected in the morning and returned in the afternoon (unless used as an alternative augmentative communication device).

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.

Daily Camp Operations**Field Trips**

We participate in many exciting field trips each week at camp.

A detailed schedule of camp field trips and any additional waivers that need to be completed will be sent in the welcome e-mail.

Medications

If a participant needs to take medication at camp, a medication form must be completed and signed by the parent/guardian and doctor each week. Medication must be in original containers with directions and labeled for staff to administer (will receive in welcome e-mail).

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 the week and regularly reviewed to ensure the safety of all campers. There are seven rules which should be followed by campers. Please review the following list of rules with your child:

- Be respectful
 - To staff, volunteers, each other, space and equipment
 - Use kind words
- Listen when others are speaking
- Follow directions first time asked
- Stay in supervision
 - Ask to use the restroom or if you need to step away
- Keep hands & feet to self
- Be flexible
- Have FUN!

Additionally, we are asking parents/guardians to go over camp rules each day with campers. We expect campers to be polite and respect their peers and camp leaders. We also expect appropriate behavior. The goal of our camp is to expand social skills and develop a lifelong interest in healthy leisure activities.

Additional rules are expected to be followed during pool visits, while riding the bus, and during field trips. These will be reviewed prior to each activity.

Discipline

We strive for a staff ratio of 1:4. If a camper needs additional assistance, they must come with an aide. Safety is the responsibility of participants, staff and parents. If issues occur with individual campers that compromise the safety of campers or staff, the camp director will take the following steps:

- First Occurrence: Parent/guardian will receive a written notice and/or phone call
- Second Occurrence: Parent/guardian will be contacted. The camper will receive a 1–3-day suspension.
- Third Occurrence: Parent/guardian will be contacted. The camper may be suspended 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).
- 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.

Water Safety

General Pool Rules

- No Running, No Horseplay, No Pushing
- Rest breaks are called for all campers, 15 minutes before the hour
- You must be 48 inches tall to ride the slide.
- Patrons with open wounds, sores, or contagious diseases may not be admitted into the pool
- Abusive or profane language or other conduct deemed improper by the staff shall be grounds for expulsion

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, utilize the outdoor slides, go off the diving board and swim into the deep end of the pool. This swim test must be retaken each year.
- 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
- No tubes, mats or lifejackets are permitted on the waterslide

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 are 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 campers, 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 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.

THANK YOU!

Thank you for your interest in our Adaptive Recreation Summer Camp Program! We look forward to a fun filled summer with your camper, new experiences and creating memories that will last a lifetime!

Be on the lookout for detailed schedules and information, and please reach out with any questions you may have about this handbook or our camp program!

Gratefully,

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