



SPRING BREAK CAMP 2026

PARENT HANDBOOK

PROGRAM DATES
APRIL 6- APRIL 10



TABLE OF CONTENTS

- 1 WELCOME
- 2 PROGRAM OVERVIEW
- 3 LOCATIONS
- 4 REGISTRATION AND WITHDRAWAL
- 4 REFUND POLICY
- 5 SIGN OUT CHILD PROCEDURES
- 5 INCLUSION, ACCOMMODATION AND SPECIAL NEEDS
- 6 FOOD/SNACKS
- 6 FIELD TRIPS
- 7 STRANDED PARTICIPANTS
- 7 ILLNESS AND MEDICATION
- 8 ACCIDENT AND INCIDENT REPORTS
- 9 CODE OF CONDUCT
- 10 BULLYING
- 10 BEHAVIORAL DEVELOPMENT PLAN
- 11 CELL PHONE AND ELECTRONICS
- 11 INCLEMENT WEATHER
- 11 OPERATIONAL GUIDELINES





WELCOME

DEAR PARENTS AND GUARDIANS,

WELCOME TO AN EXCITING NEW SEASON OF DISCOVERY, GROWTH, AND FUN! I AM THRILLED TO SERVE AS ACTING DIRECTOR AND EVEN MORE EXCITED THAT YOU HAVE CHOSEN TO JOIN US FOR THIS YEAR'S AFTER-SCHOOL PROGRAM. OUR TEAM HAS POURED PASSION AND PURPOSE INTO CREATING AN ENVIRONMENT WHERE YOUR CHILD WILL FEEL SAFE, INSPIRED, AND SUPPORTED. WHETHER THEY ARE EXPLORING NEW SKILLS, BUILDING FRIENDSHIPS, OR DISCOVERING NEW INTERESTS, EACH DAY WILL OFFER THEM SOMETHING MEANINGFUL TO TAKE HOME: A SPARK OF KNOWLEDGE, A BURST OF CONFIDENCE, OR A NEW PERSPECTIVE.

THANK YOU FOR TRUSTING US WITH THIS PART OF YOUR CHILD'S JOURNEY. WE ARE HONORED TO WALK ALONGSIDE YOU AND LOOK FORWARD TO SEEING WHAT THIS SCHOOL YEAR BRINGS! LET US MAKE IT A GREAT ONE, WHERE EVERY AFTERNOON BECOMES AN ADVENTURE AS WE BUILD BRIGHT SMILES AND EVEN BRIGHTER FUTURES TOGETHER.

SINCERELY,

EDWARD MATTHEWS
ACTING DIRECTOR
NORFOLK PARKS AND RECREATION

PROGRAM OVERVIEW

THE INFORMATION IN THIS HANDBOOK HAS BEEN PREPARED TO ANSWER QUESTIONS YOU MAY HAVE CONCERNING THE EXPLORERS AND NAVIGATORS SUMMER CAMPS. PLEASE KEEP IT THROUGHOUT THE TIME YOUR CHILD IS REGISTERED SO THAT YOU CAN REFER TO IT AS NEEDED. IF YOU HAVE ANY QUESTIONS CONCERNING CAMP THAT ARE NOT COVERED IN THE HANDBOOK, PLEASE FEEL FREE TO EMAIL US AT PARKSRECEVENTS@NORFOLK.GOV

THE MISSION OF THE SPRING BREAK CAMPS IS TO PROVIDE A SAFE INTERACTIVE RECREATIONAL PROGRAM FOR YOUTH AND TEENS. WE OFFER ACTIVITIES THAT ARE AGE APPROPRIATE, ENGAGING, AND FUN.

NORFOLK SPRING BREAK PROGRAM OPERATES 8:00AM - 6:00PM MONDAY THROUGH FRIDAY FROM APRIL 6 - APRIL 10. THE NEXT PAGE CONTAINS THE CONTACT INFORMATION FOR EACH RECREATION OR COMMUNITY CENTER.



LOCATIONS

FACILITY	PROGRAM OFFERED
Bayview Recreation Center: 8613 Willow Terrace (757) 441-1626	Spring Break Camp
Berkley Community Center: 121 W. Liberty Street (757) 441-1612	No Camp Offered
Crossroads Community Center: 8019 Old Ocean View Road (757) 965-9430	Spring Break Camp
East Ocean View Community Center 9520 20th Bay Street (757) 441-1785	No Camp Offered
Fairlawn Community Center: 1014 Kempsville Road (757) 441-5670	Spring Break Camp
Huntersville Community Center: 830 Goff Street (757) 664-7434	No Camp Offered
Lamberts Point Community Center: 1251 W. 42nd Street (757) 423-1088	No Camp Offered
Norview Community Center : 6380 Sewells Point Road (757) 441-1440	No Camp Offered
Sherwood Forest Community Center : 4537 Little John Drive (757) 441-5824	No Camp Offered
Tarrallton Community Center: 2100 Tarrallton Drive (757) 441-1765	No Camp Offered
Titustown Recreation Center: 7545 Diven Street (757) 441- 1259	No Camp Offered

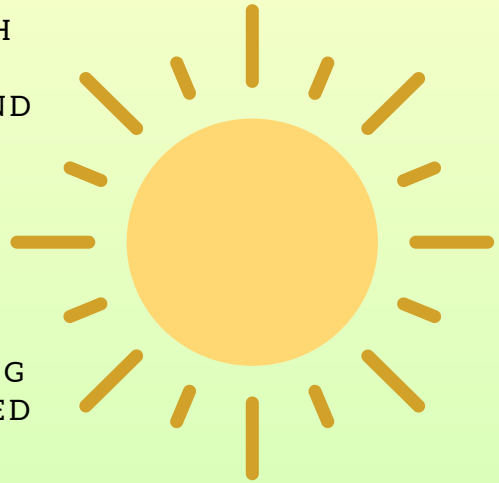
REGISTRATION & WITHDRAWAL

NORFOLK'S SPRING BREAK CAMP IS FOR YOUTH AGES 5 (MUST BE IN KINDERGARTEN) THROUGH AGE 12. PARTICIPANTS MUST MEET THE AGE AND GRADE REQUIREMENT TO ENROLL. FALSIFICATION OF RECORDS WILL RESULT IN AUTOMATIC DISMISSAL FROM PROGRAM.

PAYMENT IS REQUIRED AT THE TIME OF REGISTRATION. ALL PARTICIPANTS WILL BE GIVEN A FACILITY USE CARD UPON REGISTERING FOR THE PROGRAM. PARENTS WILL BE REQUIRED TO COMPLETE ADDITIONAL FORM.

PARENTS ARE REQUIRED TO UPDATE ANY CHANGES TO YOUR HOUSEHOLD AND NOTIFY STAFF OF WITHDRAWAL FROM THE PROGRAM.

NORFOLK PARKS AND RECREATION (NPR) DOES NOT PROVIDE A WRITTEN YEAR-END STATEMENT FOR CUSTOMERS' TAX PREPARATION. THE TAX ID NUMBER IS 54-600-1455. YOU WILL NEED TO SAVE PAYMENT RECEIPTS FOR YOUR RECORDS.



REFUND POLICY

NPR WILL PROVIDE A REFUND FOR THE SPRING BREAK PROGRAM IF IT IS COMPLETELY CANCELLED BY THE DEPARTMENT OR IF THE REQUESTER HAS ONE OF THE FOLLOWING SITUATIONS PRIOR TO THE START OF THE PROGRAM:

- MEDICAL NECESSITY - DOCUMENTATION REQUIRED
- MILITARY DEPLOYMENT - DOCUMENTATION REQUIRED
- DEATH

OTHER CIRCUMSTANCES WILL BE REVIEWED BY PARKS AND RECREATION MANAGEMENT ON A CASE BY CASE BASIS. THE DEPARTMENT WILL NOT PRORATE FEES UNDER ANY CIRCUMSTANCES FOR MISSED DAYS DUE TO VACATION, ILLNESS, OR ANY OTHER REASON. THE CITY OF NORFOLK RESERVES THE RIGHT TO ASSESS ANY FEE ALTERATIONS DUE TO INTERNAL CLOSINGS.



SIGN IN/OUT PROCEDURES

PARENTS WILL CHECK IN EACH PARTICIPANT UPON ARRIVAL BY SIGNING THE LOGBOOK. PARENTS, GUARDIANS, OR AUTHORIZED PERSONS MUST REPORT TO THE FRONT DESK WITH A VALID IDENTIFICATION TO PICK UP PARTICIPANTS AND SIGN THEM OUT IN THE LOGBOOK.



ANYONE NOT LISTED ON THE REGISTRATION FORM REQUIRES WRITTEN PERMISSION FROM A PARENT OR GUARDIAN TO PICK UP A PARTICIPANT. THIS CHANGE MUST BE RECEIVED, APPROVED, AND DOCUMENTED BY FACILITY STAFF PRIOR TO THE DAY OF PICK UP.

A LATE FEE OF \$5.00 PER CHILD WILL BE ASSESSED FOR EVERY 15 MINUTES PAST THE PICK-UP TIME. YOUR CHILD WILL NOT BE ABLE TO RETURN TO THE PROGRAM UNTIL ALL LATE FEES HAVE BEEN PAID. SEE STRANDED PARTICIPANTS SECTION FOR ADDITIONAL DETAILS.



INCLUSION, ACCOMMODATIONS AND SPECIAL NEEDS

NORFOLK PARKS AND RECREATION VALUES INCLUSIVITY. PARTICIPANTS MUST BE ABLE TO DRESS AND USE RESTROOM FACILITIES WITHOUT STAFF ASSISTANCE, FUNCTION IN A GROUP AND RESPOND TO DIRECTIONS FROM STAFF.

IF ENROLLING A PARTICIPANT THAT REQUIRES ACCOMMODATIONS, PARENTS MUST COMPLETE AND SUBMIT AN INCLUSION, ACCOMMODATION & SPECIAL NEEDS FORM IN THE REGISTRATION PACKET.

FOOD & SNACKS

PARTICIPANTS MUST BRING THEIR OWN READY-MADE LUNCH/SNACK DAILY.

REFRIGERATORS AND/OR MICROWAVES ARE NOT AVAILABLE FOR PARTICIPANT USE.

PARENTS MAY PACK A SNACK! PARENTS ARE ENCOURAGED TO PROVIDE A NUTRITIONAL MORNING AND AFTERNOON SNACK OR MONEY TO PURCHASE SNACKS. PARTICIPANTS ARE RESPONSIBLE FOR THEIR MONEY AND PERSONAL ITEMS.

FIELD TRIPS

PROGRAM PARTICIPANTS WILL HAVE AN OPPORTUNITY TO ATTEND EDUCATIONAL AND RECREATIONAL FIELD TRIP(S). EACH PARTICIPANT MUST HAVE A SIGNED PERMISSION SLIP TO ATTEND ALL FIELD TRIPS. THE COSTS OF THE FIELD TRIPS HAVE BEEN INCLUDED IN THE PAYMENT. THE CENTER WILL BE CLOSED ON FIELD TRIP DAYS. IF YOUR CHILD DOES NOT WISH TO ATTEND, YOU MUST MAKE OTHER ARRANGEMENTS. DETAILS FOR EACH TRIP WILL BE COMMUNICATED AND CLEARLY POSTED IN EACH FACILITY. A SIGNED PERMISSION SLIP IS REQUIRED FOR YOUR CHILD TO PARTICIPATE.

UNLESS OTHERWISE NOTED, PARENTS WILL NOT BE ALLOWED TO DROP PARTICIPANTS OFF AT FIELD TRIP LOCATION WITHOUT PRIOR AUTHORIZATION OF STAFF.

DEPARTURE TIMES WILL DEPEND ON THE LOCATION OF THE TRIP. ADDITIONALLY, PARTICIPANTS MUST LEAVE AND RETURN TO THE FACILITY WITH THE GROUP.

STRANDED PARTICIPANT

PARTICIPANTS PICKED UP AFTER OPERATING HOURS WILL BE ACCOMPANIED BY AT LEAST TWO STAFF. EVERY ATTEMPT WILL BE MADE TO CONTACT PARENTS/GUARDIANS AND EMERGENCY CONTACTS WHEN A PARTICIPANT HAS NOT BEEN PICKED UP BY THE CLOSE OF THE PROGRAM.

LOCAL AUTHORITIES WILL BE CONTACTED THIRTY MINUTES AFTER PROGRAM CLOSURE AND STAFF WILL FOLLOW THE DIRECTIONS OF THE AUTHORITIES.

ILLNESS AND MEDICATION

PARENTS MUST PICK UP PARTICIPANTS WITHIN ONE HOUR OF BEING NOTIFIED OF AN ILLNESS OR TEMPERATURE OF 100.4 DEGREES OR HIGHER. PARTICIPANTS WHO HAVE BEEN SICK WITH A FEVER MUST REMAIN OUT OF THE PROGRAM FOR 24 HOURS AFTER THE FEVER BREAKS. FOR THE SAFETY OF ALL, KEEP YOUR CHILD HOME IF THEY ARE EXHIBITING SIGNS AND SYMPTOMS OF COVID-19. CERTAIN ILLNESSES AND COMMUNICABLE DISEASES SUCH AS, BUT NOT LIMITED TO, COVID-19, RINGWORM, LICE, PINKEYE, AND STREP THROAT REQUIRE PARENTS TO SEEK MEDICAL CARE FOR THE PARTICIPANT. IN THE EVENT OF THIS TYPE OF ILLNESS, A PHYSICIAN'S NOTE IS REQUIRED BEFORE THE PARTICIPANT WILL BE PERMITTED TO RETURN TO THE PROGRAM.

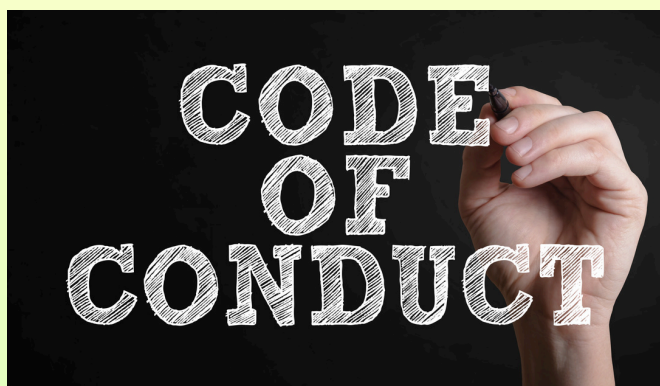
SECTION §54.1-3408 OF THE CODE OF VIRGINIA REQUIRES THAT MEDICATIONS BE ADMINISTERED BY HEALTH CARE PROFESSIONALS AND PROHIBITS UNTRAINED STAFF FROM ADMINISTERING MEDICATION TO PROGRAM PARTICIPANTS. THEREFORE, NO MEDICATION CAN BE ADMINISTERED TO PARTICIPANTS BY STAFF.

ACCIDENT/INCIDENT REPORTING

THERE IS ALWAYS A CPR AND FIRST AIDE TRAINED STAFF ON DUTY. IF YOUR CHILD IS INJURED IN AN ACCIDENT, WE WILL CONTACT YOU FIRST, THEN SOMEONE FROM YOUR EMERGENCY CONTACT LIST IMMEDIATELY. ROUTINE AND MINOR INJURIES (I.E., A SCRAPED KNEE OR BRUISED ELBOW) WILL BE HANDLED AT EACH LOCATION AND YOU WILL BE NOTIFIED OF ANY MINOR INJURIES AT PICK UP.

IF A CHILD IS SERIOUSLY INJURED, WE WILL CALL 911 THEN NOTIFY YOU. IF YOU OR YOUR EMERGENCY CONTACT CANNOT BE REACHED, A STAFF MEMBER WILL ACCOMPANY THE CHILD IN THE AMBULANCE. YOUR PERSONAL MEDICAL INSURANCE POLICY BEARS PRIMARY RESPONSIBILITY IN CASE OF ACCIDENTAL INJURY TO YOUR CHILD. NOTIFY STAFF TO UPDATE RECORDS IF CONTACT INFORMATION FOR YOU OR AN EMERGENCY CONTACT HAS CHANGED.





PARTICIPANT, PARENT/GUARDIAN CODE OF CONDUCT

FOR EVERYONE TO HAVE A SAFE AND ENJOYABLE EXPERIENCE, ALL PARTICIPANTS MUST DEMONSTRATE APPROPRIATE BEHAVIOR AND RESPECT FOR THEMSELVES AND OTHERS. MEETING THE FOLLOWING EXPECTATIONS WILL PROVIDE THE GREATEST OPPORTUNITY FOR SUCCESS.

- PARTICIPANTS MUST RESPECT ALL PEOPLE AND PROPERTY.
- PARTICIPANTS MUST FOLLOW THE RULES ASSOCIATED WITH ACTIVITIES AND PROGRAM AREAS AND ASK A STAFF MEMBER FOR CLARIFICATION, IF NEEDED.
- PARTICIPANTS MUST COMMUNICATE AND CONDUCT THEMSELVES IN AN APPROPRIATE MANNER. THREATENING WORDS, TONE OF VOICE, GESTURES, FOUL LANGUAGE, SEXUALLY INAPPROPRIATE BEHAVIOR, TEASING, THROWING OF OBJECTS AND PHYSICAL CONTACT WILL NOT BE TOLERATED.
- PARTICIPANTS MUST PROMOTE AND SUPPORT A SAFE, FUN, AND HEALTHY ENVIRONMENT.
- ANY BEHAVIOR DEEMED AGGRESSIVE OR THREATENING WILL REQUIRE IMMEDIATE REMOVAL FROM THE PROGRAM/FACILITY WITH THE POSSIBILITY OF FURTHER CONSEQUENCES. ANY UNLAWFUL BEHAVIOR OR ACTIVITY WILL BE REPORTED TO THE APPROPRIATE LEGAL AUTHORITIES FOR FURTHER ACTION.
- PARTICIPANTS ARE TO MAINTAIN INDIVIDUAL SPACE AND KEEP THEIR HANDS, FEET, ETC. TO THEMSELVES.
- PARENTS/GUARDIANS ARE FINANCIALLY RESPONSIBLE WHEN THE PARTICIPANT:
 - DEFACES AND/OR DESTROYS THE BUILDING, GROUNDS, EQUIPMENT, VEHICLES, OR OTHERS' BELONGINGS.
 - TAMPERS WITH OR PULLS THE FIRE ALARM WITHOUT DUE CAUSE.

BULLYING

NPR HAS ZERO TOLERANCE FOR BULLYING FROM PARTICIPANTS AND STAFF. BULLYING IS DEFINED AS BEHAVIOR THAT INVOLVES POWER OR CONTROL OF ONE PARTICIPANT DIRECTED TOWARDS ANOTHER. THESE ACTIONS INCLUDE, BUT ARE NOT LIMITED TO:

- THREATS
- SPREADING RUMORS
- VERBAL OR PHYSICAL ATTACKS
- INTENTIONAL REMOVAL OF A PARTICIPANT FROM AN ACTIVITY

ANY INAPPROPRIATE BEHAVIOR CAN RESULT IN DISCIPLINARY ACTION RANGING FROM A WARNING, TEMPORARY SUSPENSION AND/OR EXPULSION FROM THE PROGRAM.



BEHAVIOR DEVELOPMENT PLAN

EACH PARENT WILL BE PROVIDED A COPY OF THE BEHAVIORAL DEVELOPMENT PLAN. BEHAVIORAL EXPECTATIONS AND DISCIPLINARY ACTIONS ARE APPLIED CONSISTENTLY, FAIRLY AND IN A UNIFORM MANNER. THE BEHAVIORAL DEVELOPMENT PLAN WILL BE THE STANDARD WHEN DETERMINING CONSEQUENCES AND IS INTENDED TO BE ILLUSTRATIVE AND DIRECTIONAL RATHER THAN PUNITIVE.

BEHAVIOR GUIDANCE IS CONSTRUCTIVE IN NATURE, AGE/STAGE APPROPRIATE, AND IS INTENDED TO REDIRECT CHILDREN TOWARD APPROPRIATE BEHAVIOR AND CONFLICT RESOLUTION.

CELL PHONES AND ELECTRONICS

CELL PHONES OR OTHER PERSONAL ITEMS SUCH AS ELECTRONIC DEVICES, COLLECTOR GAME CARDS, TOYS, ETC. FROM HOME TO USE DURING PROGRAM TIMES IS PROHIBITED UNLESS AUTHORIZED BY STAFF. THE CITY OF NORFOLK AND PROGRAM STAFF ARE NOT RESPONSIBLE FOR LOST, STOLEN AND/OR DAMAGED ITEMS.

ALL BELONGINGS ARE TO BE LABELED WITH THE PARTICIPANT'S NAME. PARTICIPANTS AND PARENTS/GUARDIANS MUST COMPLY WITH ALL GUIDELINES AND PROCEDURES WRITTEN AND/OR IMPLIED REGARDING PARTICIPATION IN THE SPRING BREAK CAMP.

INCLEMENT WEATHER

THE CITY OF NORFOLK MAY CLOSE OR CANCEL PROGRAMS DUE TO SEVERE WEATHER CONDITIONS OR UNFORESEEN CIRCUMSTANCES. PARENTS/GUARDIANS WILL BE NOTIFIED TO PICK UP THEIR CHILD WITHIN ONE HOUR IF THE NEED ARISES. IF PARENTS/GUARDIANS CANNOT BE REACHED, STAFF WILL UTILIZE THE EMERGENCY CONTACT LIST.

INCLEMENT WEATHER CLOSURES/RE-OPENINGS ARE ANNOUNCED ON DEPARTMENT AND CITY WEBSITES, SOCIAL MEDIA, RADIO, AND TELEVISION STATIONS. NPR WILL NOT ISSUE CREDIT, TRANSFER OR REFUND FOR ANY DAY MISSED BECAUSE OF INCLEMENT WEATHER. WE ENCOURAGE YOU TO SIGN UP FOR NORFOLK ALERTS TO RECEIVE ALERTS ABOUT EMERGENCIES, FACILITY CLOSINGS AND INCLEMENT WEATHER UPDATES. PARENTS ARE ENCOURAGE TO SIGN UP FOR NORFOLK ALERT AT [HTTPS://MEMBER.EVERBRIDGE.NET/453003085612694/LOGIN](https://member.everbridge.net/453003085612694/login)

OPERATIONAL GUIDELINES

NPR SPRING BREAK PROGRAM OPERATES UNDER §63.2-1715 OF THE CODE OF VIRGINIA, WHICH ALLOWS LOCAL GOVERNMENTS TO ESTABLISH SAFETY AND SUPERVISORY STANDARDS, SUCH AS THOSE IN THIS PARENT HANDBOOK.

NPR IS COMMITTED TO PROTECTING THE SAFETY AND WELL-BEING OF ALL PARTICIPANTS. SECTION §63.1-248.3 OF THE CODE OF VIRGINIA REQUIRES ANY PERSON PROVIDING FULL OR PART-TIME CHILDCARE FOR PAY TO REPORT ANY SUSPECTED CHILD ABUSE OR NEGLECT.

NORFOLK
-PARKS AND RECREATION
220 BOUSH ST.
NORFOLK, VA 23510
(757) 823-4921

