



## Fairfax County Park Authority Parent's Guide to Rec-PAC Procedures



Welcome to Rec-PAC! In order to expedite procedures for check-in on the first day, you will need to complete the attached forms and bring them with you to Rec-PAC. Your child is not FULLY registered until we receive all of the required documents.

*If you registered by mail or fax-* in addition to your registration form from the brochure, you must also complete the Emergency Medical Information and Parent Agreement and Code of Conduct forms.

*If you registered by internet-* you may have already downloaded the required forms when you received your online confirmation. Be sure to complete them and bring with you on the first day.

### **Participation**

Rec-PAC hours are 8:30 a.m.- 4 p.m. Children can participate for the entire day or any portion of the day. Parents are responsible for the coming and going of their child. If a child leaves for any reason, he/she will no longer be the responsibility of FCPA. Parents must have alternative transportation arrangements in case of emergency, illness or disciplinary actions.

### **Administering Medication**

MEDICATIONS ARE NOT PERMITTED AT REC-PAC (except inhalers and epi-pens). Prohibited medications include non-prescription drugs such as Tylenol, aspirin, allergy medication and creams. Please administer all medications at home. Epi-Pens and inhalers require a completed Medication Authorization form signed by the parent and physician. The form may be downloaded from the website at [www.fairfaxcounty.gov/parks/recpac](http://www.fairfaxcounty.gov/parks/recpac). FCPA cannot assume responsibility for any unauthorized medications brought to the program by the child. Unauthorized medication will be turned in to the Area Supervisor and the parent will be requested to pick up the medication immediately. Children who need doses of medication during the day will require a parent/guardian to bring and administer the medication. Failure to comply with the FCPA Rec-PAC medication policies may result in a child's dismissal from the program.

### **Sick/III Children**

If a child arrives with symptoms of illness or has a temperature of over 100 degrees, the child will not be permitted to stay. If a participant becomes ill, parents must pick up sick children immediately. Sites will notify parents about communicable disease outbreaks when required by the health department.

### **Children's Belongings**

Please label ALL belongings. The FCPA and the site staff are not responsible for lost/stolen items. Personal belongings should be kept in a bag or backpack which will be stored in program area. Avoid bringing expensive electronics such as cell phones, handheld games, etc., to the program.

### **Late Parents**

If a parent/guardian/emergency contact is late to pick the child up, a late fee of \$10 for every 15 minutes will be applied. If a child is consistently picked up late, the child may be dismissed from the program. School staff leaves and close the building after our program has ended for the day. Children must leave the premises in accordance with the program times. If parent/guardian cannot be reached within one hour of program end time, local authorities will be contacted. Please call site directors pager if you know you are going to be late.

### **Sunscreen & Lotion Application**

Staff is not permitted to apply sunscreen or lotions to children.

### **Reporting Child Abuse and Neglect**

Staff are required by law to report suspected child abuse, neglect and/or exploitation to Fairfax County's Child Protective Services.

### **Refunds**

Refund requests must be received prior to the start of the Rec-PAC session/week for which the refund is being requested. Once a session begins, refunds will only be given for medical emergencies with a doctor's note. There are no credits or refunds for absences and/or scheduling conflicts. There is a \$10 per week per child refund processing fee for all approved refunds.

### **Questions/Concerns**

Concerns should be addressed at the site through the Site Director or Area Supervisor. If unavailable, call Rec-PAC office at 703-324-5514. Your concerns and impute are important to the program. Please feel free to email us at [recpac@fairfaxcounty.gov](mailto:recpac@fairfaxcounty.gov).

### **Behavior Management**

Parents and children must sign the "Code of Conduct" in order to participate in the program. All children must be able to demonstrate the following with minimal redirection:

- Maintain personal care without the support of FCPA staff
- Stay with his/her assigned group
- Respect others
- Maintain self-control at all times (keep hands/feet to self, control anger, follow directions, use appropriate language)

FCPA reserves the right to terminate enrollment of any participant who does not comply with our procedures. If property is destroyed or damaged, parents/guardians may be required to pay for repairs or replacement. From time to time, staff must take actions to resolve a problem that is disruptive to the program and other participants. Behavior guidance requires very specialized skills and although staff are not behavior specialists, staff are trained to provide basic behavior interventions. In situations where inappropriate or disruptive behavior is reoccurring, it is possible for the child's enrollment in the program to be terminated.



If accommodations and/or alternative formats are needed in accordance with the Americans with Disabilities Act (ADA), please call (703) 324-8563, at least 10 working days in advance of the registration deadline or event (whichever is earlier). TTY: VA Relay 711

# Fairfax County Park Authority (FCPA)

## Health & Safety Practices in Response to COVID-19

The Fairfax County Park Authority (FCPA) routinely monitors guidance from the Center for Disease Control (CDC), Virginia Department of Social Services (VDSS) and governing health agencies to ensure enhanced health and safety protocols are in place to maintain a healthy environment for children and staff. Please note, per VDSS guidance, families are encouraged to remain at home to care for their child(ren) when possible.

### **Before Arrival:**

Parents must take their child's temperature before coming to Rec-PAC each day. Symptoms which exclude a child or staff member from the program are: fever of 100.4 degrees or higher, dry cough, shortness of breath, chills, loss of taste or smell, sore throat and/or new muscle aches. These symptoms typically appear 2-7 days after being infected with COVID-19, so must be taken seriously. Children exhibiting symptoms may NOT come back to Rec-PAC unless they have been seen by a doctor and a negative COVID-19 test result was issued.

### **Arrival and Departure:**

To limit contact, Rec-PAC areas will be restricted to Rec-PAC staff and participants. Upon arrival, a staff member will conduct a brief health screening which includes a few questions about your child's health:

- Prior to coming to Rec-PAC, did your child have a temperature of 100.4 degrees or higher?
- Does your child have a new **cough** that cannot be attributed to another health condition?
- Does your child have new **shortness of breath** that cannot be attributed to another health condition?
- Does your child have **chills** that cannot be attributed to another health condition?
- Does your child have a new **sore throat** that cannot be attributed to another health condition?
- Does your child have a new **loss of taste and smell** that cannot be attributed to another health condition?
- Does your child have new **muscle aches** that cannot be attributed to another health condition or physical activity?
- **Has your child had a positive test for the virus that causes COVID-19 disease within the past 10 days?**
- **In the past 14 days, has your child had close contact (within about 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19?**

If your child is experiencing any of the above symptoms while at Rec-PAC, staff will contact you to pick up your child. While we understand your child's symptoms may not be caused by COVID-19, we must err on the side of caution. Your child must be symptom free without any medications (including fever reducing medicines) for 48 hours before returning to Rec-PAC. If anyone in your household tests positive for COVID-19 or if you are made aware that someone in your household has come into contact with a person who exhibits symptoms of COVID-19 or a person who has tested positive for COVID-19, let our program staff know as soon as possible

### **During Rec-PAC:**

Staff will always encourage social distancing during the day and arrange areas of the room to promote space. Because Rec-PAC takes place on school property, the Governor's order requires that participants and staff are required to wear face coverings at all times during Rec-PAC *except:*

- when eating snack/lunch and water breaks (must be social distanced)
- during brief mask breaks when participants and staff are able to socially distance.

## **Parent Responsibilities:**

- Limit personal items from home and place your child's items in a sealable bag or backpack. Label ALL of your child's belongings, including food items.
- Every child is required to wear a mask during Rec-PAC; be sure it is labeled. It may be removed when your child is eating or drinking and during brief mask breaks. Staff will be vigilant to ensure children are keeping their mask on throughout the day.
- Follow CDC Travel Guidance: Parents should pay close attention to CDC guidance about travel to specific countries and states. If you or someone in your household travels to these regions, you will need to follow CDC guidance for quarantining before any member of your household returns to the school.
- Adhere to the guidelines. Parents play a key role in keeping everyone at Rec-PAC safe and reducing the risk of exposure.

## **FCPA Responsibilities:**

- Limit the maximum number of children in rooms to promote social distancing.
- Staff will wear a mask when working with children.
- To the best of our ability, classes will not mix or share spaces.
- Assist children to ensure frequent and effective handwashing throughout the day.
- Implement increased cleaning and disinfection of hard surfaces.
- Supplies, equipment and/or toys will be rotated and routinely disinfected.
- Soft toys that require laundering will not be in Rec-PAC.
- Social distancing will be practiced as much as possible throughout the day.
- Routinely remind children to avoid touching their eyes, nose, and mouth.
- If a confirmed case of COVID-19 has been reported, FCPA will coordinate with the local health department and notify staff and families. The program area may close temporarily to be cleaned and disinfected and reopening will be at the advice of the Health Department.
- FCPA will keep parents informed and up-to-date regarding any procedural changes that may be required.

## **Acknowledgement:**

**By attending the Rec-PAC program,** you understand that while your child is in Rec-PAC, your child will be in contact with other children and staff who are also at risk of community exposure. You understand no restrictions, guidelines or practices will remove 100% of the risk of exposure to communicable disease. Procedures are subject to change based on recommendations from CDC and Health Department.





## Fairfax County Park Authority Rec-PAC Emergency/Medical Information & Parent Agreement



<b>Child's Full Name (last name, first name)</b>	<b>Nickname</b>	<b>Date of Birth</b>	<b>Sex</b>
<b>Allergies or Medications</b> (please list allergies and actions to take in an emergency situation and any medications your child takes)			
<b>Rec-PAC Location:</b>			

**PARENT(S)/GUARDIAN(S) INFORMATION (write N/A when not applicable)**

<b>Parent's Full Name</b>	<b>Email Address</b>	<b>Cell Phone</b>
<b>Home Address (#, street, apt, city, state, zip)</b>	<b>Place Employed</b>	<b>Home or Work Phone</b>
<b>Parent's Full Name</b>	<b>Email Address</b>	<b>Cell Phone</b>
<b>Home Address (#, street, apt, city, state, zip)</b>	<b>Place Employed</b>	<b>Home or Work Phone</b>

**EMERGENCY INFORMATION (the state mandates 2 emergency contacts other than the parents)**

<b>Emergency Contact #1</b>	<b>Address (#, street, apt, city, state, zip)</b>	<b>Phone (home, work, cell)</b>
<b>Emergency Contact #2</b>	<b>Address (#, street, apt, city, state, zip)</b>	<b>Phone (home, work, cell)</b>

**AGREEMENTS**

The center will notify parents if their child becomes ill during the program. If my child becomes ill, I agree to pick up my child as soon as possible. I agree to inform the program within 24 hours if my child or any member of the household develops a reportable illness or communicable disease (immediate notification required if the disease is life threatening). I have read and agree to comply with the **Health & Safety Practices in Response to COVID-19** as outlined by FCPA. I understand that while my child is in this program, he/she will be in contact with other children and staff who are also at risk of community exposure. I understand no restrictions, guidelines or practices will remove 100% of the risk of exposure to communicable disease.

I hereby grant approval for my child to be photographed and/or videotaped by FCPA, its partner contractors or the media to be used for the sole purpose of promoting or publicizing FCPA programs.

I hereby authorize the FCPA and/or designated contractor to seek medical treatment for my child, at the nearest facility, in the event medical care is required. In the event non-emergency medical care is required, I authorize FCPA to seek medical treatment through my child's physician. I understand that I am responsible for medical expenses incurred by my child and that FCPA advises I carry health insurance for my child.

**I have read the policies for the program and agree to adhere to them. I certify the information above is complete and correct. I have made a copy of this for my own records.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**BRING FORMS ON THE FIRST DAY. DO NOT MAIL / EMAIL FORMS.**



# Fairfax County Park Authority Rec-PAC Program Code of Conduct



Children and parents/guardians should review this required document together and sign below.

**Children must:**

- Maintain personal care (toileting, changing) without staff support.
- Must sign in and out daily and inform staff before leaving the Rec-PAC program.
- Stay with assigned group at all times.
- Respect others in what you say and do. Teasing and bullying are not permitted and children should report all incidents immediately to their counselor.
- Listen to program leaders and follow directions.
- Use appropriate language.
- Maintain self-control including keeping hands to oneself.
- Take care of their own belongings.
- Use equipment and supplies in a safe and appropriate manner.
- Follow the procedure for cell phones and other devices (like FCPS policy) in that participants/CITs are allowed to bring cell phones and other devices, but they must be kept in the child’s backpack and on silent during Rec-PAC hours. We strongly suggest these and other expensive items be left at home. FCPA is not responsible for lost or stolen items. Care for these items is solely up to the child.

**Parents/Guardians must:**

- Complete and submit appropriate forms.
- Be on time to pick-up your child.
- Contact the Site Director or Program Manager immediately when issues arise and assist staff in resolving behavior issues.
- Adhere to the refund and transfer procedures as outlined in the Rec-PAC brochure.
- Understand Rec-PAC is a drop-in program where the coming and going of children is the parent’s responsibility.

**Possible Grounds for Immediate Dismissal (no refund given):**

Depending on the severity, FCPA reserves the right to terminate part or all of a child’s enrollment in Rec-PAC if:

- A child intentionally harms or threatens to harm himself or others.
- A child who causes injury to another child or staff member.
- A child who displays repeated inappropriate behaviors.
- A child who fails to comply with the Code of Conduct (including COVID specific procedures).

**Grounds for Immediate Dismissal (no refund given):**

- A parent who refuses to follow FCPA procedures as stated in the parent packet.
- A child who brings a weapon to Rec-PAC.
- A child who vandalizes or steals property of the Rec-PAC facility, staff or other children.

**Management of Behavior**

Staff will manage disruptive and inappropriate behaviors by addressing it with the child and discussing what is appropriate behavior as well as redirecting behaviors when appropriate. If necessary, staff may remove a child from an activity until the child exhibits proper self-control. Staff will address problem behaviors with parents to strategize possible solutions. In situations where inappropriate or disruptive behavior persists, the child’s enrollment in FCPA programs may be terminated. Staff strive to meet the needs of the children by using proactive approaches and planning age/ability appropriate activities.

We have read and understand the Code of Conduct and agree to uphold them to maintain a safe and enjoyable Rec-PAC experience for everyone (**please bring this form with you on the first day of Rec-PAC**).

Child’s Name (please print) \_\_\_\_\_

Signature of Child \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent’s Cell Phone \_\_\_\_\_ Home or Work Phone \_\_\_\_\_