

**PARENT INVOLVEMENT BOARD (PIB)
PARENT ORIENTATION JUNE 6TH AT THE STATION THEATER**

11-12 or 12:10-1310

Feel free to ask questions and meet the staff. We will go over most commonly asked questions.

Parent Involvement Board (PIB) = All parents in Child and Youth Programs at the CDC or the Youth Center.

PIB meets during Orientation and have events every Friday for family involvement.

You are welcome to visit the Mattapany Day Camp anytime. We have special events during the summer that you may attend, so keep an eye on the parent board for information regarding special speakers and events. Mattapany Day Camp has an open door policy and encourages parent participation. Parents are asked to introduce themselves to the camp counselors.

If you have any ideas or suggestions, please feel free to contact the Youth Director via e-mail at nicole.e.nicholson@navy.mil or the CYP Director at phyllis.leighton@navy.mil.

PIB EVENT "THE PARENT ORIENTATION"

Parents are invited to be a guest speaker on their family culture, work environment or special interest and hobbies. Parent surveys are distributed to determine the needs of their children. Parents are also invited to attend and become a board member of the Parent Involvement Board.



If you have any ideas or suggestions please feel free to contact the youth Director 301-342-4498 anytime!

CAMP HOURS OF OPERATION

Mon-Friday 6am-6pm

Children not picked up by 6 p.m. will be transported to the Rassieur Youth Center, Bldg. 1597, near the Outdoor Pool. The late fee is \$1 for every minute beyond 6 p.m.



MATTAPANY DAY CAMP

Rassieur Youth Center • NAS Patuxent River, Maryland

SUMMER 2014

10 Week Sessions

June 9th - August 15th



Day Camp Office
Asst. Youth Director
Youth Director
CYP Director

301-342-4800
301-757-3265
301-342-4498
301-342-7637

Mattapany Day Camp
is located on Buse Rd across from the Energy Zone on Keane Rd

WELCOME

Mattapan Day Camp is the School Age Care Summer Program. It offers an entire summer of fun and care for children who have completed kindergarten through age 12. NAS Patuxent River's 2014 camp runs for 10 one week sessions from June 10-August 16. Make your child's summer vacation a memorable experience by enrolling him/her in this planned enrichment program featuring arts and crafts, swimming, canoeing and more. Mattapan Day Camp is a program of Child and Youth Program (CYP), Morale Welfare and Recreation (MWR).

ELIGIBILITY

Eligibility is open to children of active-duty military stationed at Patuxent River or Webster Field Annex, Department of Defense (DoD) personnel or contractors who work aboard Patuxent River or Webster Field Annex, Reservists on active duty orders. Sponsoring unauthorized children is prohibited. According to Navy regulations, children enrolled in the CYP School Age Care program have priority to register. Please Note: Children 5 years old must have completed kindergarten by the start of camp. Youth ages 13 and above are not eligible for camp. If the child's 13th birthday falls in the middle of a week, they may complete the week.

CAMP DATES

Session 1	--	June 9-13 (Parochial Only)
Session 2	--	June 16-20 (currently Public scheduled to get out)
Session 3	--	June 23-27
Session 4	--	June 30-July 4
Session 5	--	July 7-11
Session 6	--	July 14-18
Session 7	--	July 21-25
Session 8	--	July 28- August 1
Session 9	--	August 4-8
Session 10	--	August 11-15

Patrons only need to register for the weeks they want to attend. If you need to cancel a week that you signed up for, please inform us in writing at least 2 weeks prior by sending an e-mail to nicole.e.nicholson@navy.mil.

If you sign up for the entire 10 weeks of summer and pay for the entire summer at registration you will get a 50% discount on the last session.



MISSION STATEMENT

CHILD AND YOUTH PROGRAM
RASSIEUR YOUTH CENTER
MISSION STATEMENT

The mission of the Child and Youth Program (CYP) School Age Care (SAC) Program in affiliation with the Boys and Girls Club of America and 4-H programs; is to provide quality care for school age children in a safe and supportive environment. The program offers educational and recreational activities designed to provide children with opportunities for the growth in mind and body, self-discovery, life skills, character and leadership, community involvement and to celebrate diversity and encourage individuality. We do this while collaborating with the base community and local community resources.

The mission of all Program Assistants throughout the CYP is to work together as a team to provide the highest quality care and development opportunities to the children and families involved in our program. To accomplish this mission we provide a safe, creative, nurturing environment that meets the needs of the whole child and enhance our knowledge and training in early child development.

Mattapan Day Camp is affiliated with the Boys and Girls Club and 4-H Club. Youth will be participating in club activities throughout the summer. Some examples of clubs are: construction, fine arts, sports and fitness (canoeing, running, swimming, games), theater and drama, science and nature, Smart Girls and Passport to Manhood (these clubs address current issues concerning our youth), photography, reading, community service and more.

Please remember you are welcome to attend Family Fitness Friday events and all special events throughout the summer such as carnival, the talent show, and more.

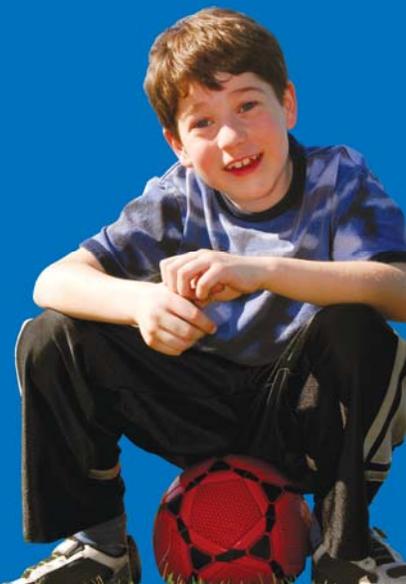
Weekly events will be posted on the parent board, in the newsletters and via email.

WHAT CAMPERS SHOULD WEAR OR BRING TO CAMP

Campers should wear lightweight, comfortable clothing. Sturdy tennis shoes are required; no open-toe shoes, sandals, Crocs, or flip flops will be permitted. Campers must bring their swim suits, towel, sunblock and water bottle every day to camp. Campers should arrive wearing sunblock.

Please supply your child with a water bottle daily and ensure the child's name is on it. The program will have water coolers filled with ice water for refills. **THE WATER BOTTLE IS THE MOST IMPORTANT PIECE OF EQUIPMENT YOUR CHILD NEEDS TO BRING DAILY IN ORDER TO BATTLE DEHYDRATION. YOUR CHILD MAY LOSE THEIR WATER BOTTLES OFTEN, HOWEVER, IT IS TRULY NECESSARY TO HAVE IT ON A DAILY BASIS. MANY PARENTS BUY BULK BOTTLED WATER AND SEND ONE DAILY WITH THE CHILD'S NAME ON IT.**

Campers should avoid sun block and bug spray combinations. Please bring separate products. Bug spray should not be applied as often as sun block.



ENROLLMENT

REGISTRATION TIMES

9 am - 2 pm

Children enrolled in the School Age Care (SAC) program during the current year will be given the first chance to register for camp. Parents of SAC children should plan to register for camp Feb 24-25. Military families who are not enrolled in SAC, but need child care for the summer, may register Mar 3-4. DoD Civilians may register Mar 10-11, and if space is still available, DOD contractors who have access to Patuxent River. Contractors may register Mar 17-18. Only the sponsor may register a child for camp; if the sponsor is deployed, then the spouse may register the sponsor's children. **Picture ID is required to verify eligibility.**

Camp fees are based on total family income. Leave and earning statements (LES) or W2's are required to establish categories.

You will need to provide the name and telephone numbers of three adults who can serve as emergency contacts for your child. All emergency contacts must have base access. Registration time(s) during March from 9 a.m. - 2 p.m.

DAY CAMP REGISTRATION DATES



Summer Registration

Registration for entire summer program (w/1-2 vacation)

<u>Date</u>	<u>Eligibility Priority</u>
Feb 24-28	SAC Patrons
Mar 3-7	Active Duty Military
Mar 10-14	DoD
Mar 17-21	Contractors

IMPORTANT INFORMATION

At registration the minimum you will pay is the fee for the last session you have registered.

Withdrawal requires two weeks written notice. It must be submitted in writing via e-mail to keetje.straub@navy.mil or nicole.e.nicholson@navy.mil. No phone calls will be accepted. The patron is committed for the sessions they have selected as per this contract at registration.

If withdrawal notice fails to meet criteria of the two weeks written notice, the patron will forfeit their deposit and need to replace the deposit, prior to returning to the program.

The amount Forfeited will be:
Categories 1-9 your last session fee.



INCLEMENT WEATHER

If it rains or the base is in thunderstorm condition I or IA, camp activities may be carried out in an alternate location. ALL Changes in plans or location for pick-up or drop off will be relayed via e-mail, on the answering machine at camp and a physical sign at the entrance of camp to ensure the most accurate information to our team.

Please provide current e-mail for notifications.

In order to be added to the list for notifications please e-mail request to: Nicole.e.nicholson@navy.mil.

DISCIPLINE

CODES OF CONDUCT

EXPECTED BEHAVIORS:

- Show respect for self, others and property.
- Follow Youth Center/MDC Rules.
- Children may be awarded for their positive behavior and or acts of kindness through various programs (treasure box, camper of the week, on the spot awards and parent communication).

CONSEQUENCES PROCESS (PARENT COMMUNICATION FORM)

If a child chooses to disregard a rule, the process is as follows.

- Team member intervention (a team member talks to the youth)
- Redirection from activity or issue.
- Youth meeting with the team member and / or Military Family Life Consultant. Parent may be called to discuss and address escalating behavior.
- Parent will be provided a copy of any incident /accident report which is a document to communicate the behavior issue to the parent.
- The youth may be placed under the supervision of the camp lead, Asst. Director, Or Youth Director, and the Military Family Life consultant in order to create an action plan or for a conference.
- Removal of the youth from the program for a day.
- Parent conference with the Asst. Director, Youth Director, and Military life consultant to create a formal behavior management plan.
- Recommendation to the MWR and Inclusion Action Team (IAT) board for permanent removal from the program.

If a child receives three incident reports in one day, the child must be removed within one hour of notification from Mattapan Day Camp for that day.

All physical violence and/or obscene or abusive language from one child towards another child and/or staff member is treated seriously. Parents will be called for immediate removal of a camper for any act of physical violence (i.e. hitting, etc.). If a child shows a pattern of such actions there will be a conference with the parents to discuss the child's behavior. Suggestions could lead to professional guidance and/or removal from the program.



LUNCH AND SNACK

The children will be required to participate in our USDA food program, in which we provide breakfast, lunch and PM snack. Food from home will not be allowed at Mattapan Day Camp.



Please ensure you have listed any food allergies under the health section on your registration form and completed an emergency action plan with your physician (the forms are located on the webpage via e-mail, or in person at the youth center).

Please ensure your child brings a water bottle daily for hydration breaks and to be environmentally friendly. Ice water is provided all day during program hours.

WE ARE A NUT FREE ZONE



On occasional field trips, you may be required to send a packed lunch for your child. Please do not pack any nut products or products made in a factory containing nuts. This includes peanut butter, Nutella, almond butter, and some trail mixes and trail bars may also contain nuts. Alternates to peanut butter which may be found in local stores: fluff, apple butter, preserves, soy butter, sun butter (made from sunflower seeds), hummus, beans, salsa, cream cheese, hard cheeses, and meats. Other snack suggestions may be small pita breads, corn chips and dips, or different spreads.

LUNCH TIMES

TBA
**Each group will have 30 minutes to eat lunch & 15 minutes to clean up and transition back to camp

- If parents would like to join us for lunch the fee is \$4 per person to be paid at the youth center.
- The Lunch Location is Building 467, behind the Liberty Center.

You will be paying for each week **ONE WEEK PRIOR** to service being rendered. Payment must be made prior to service being rendered. Your child will not be accepted into the program without payment. The last session will be paid at the time of registration.

MATTAPAN DAY CAMP FEES

(All or part day from 6 a.m.-6 p.m.)

<u>Category</u>	<u>Total Family Income (TFI)</u>	<u>Weekly Rate</u>	<u>Multi-Child Discount</u>
Cat I	\$ 0 - \$ 30,164	\$ 54	\$ 43
Cat II	\$ 30,165 - \$ 36,627	\$ 69	\$ 55
Cat III	\$ 36,628 - \$ 47,399	\$ 86	\$ 69
Cat IV	\$ 47,400 - \$ 59,249	\$100	\$ 80
Cat V	\$ 59,250 - \$ 75,408	\$115	\$ 92
Cat VI	\$ 75,409 - \$ 87,207	\$128	\$102
Cat VII	\$ 87,208 - \$102,596	\$134	\$107
Cat VIII	\$102,597 - \$128,245	\$137	\$110
Cat X	\$128,246 +	\$141	\$113

Last session will be paid at time of registration 1st session will be due two weeks prior to camp beginning.

PAYMENTS

Registration Guidelines:

- Upon registration you are making a contractual agreement listing the sessions you agree to pay for.
- You will be committed to pay for the last session at time of registration to reserve the space.
- No Refunds
- Families enrolling in a single session will pay entire amount due at time of registration.
- Discounts for multiple children are offered. 20% is offered to each additional child.

Payments due prior to the dates below:

Session 1 due on 02 June	Session 6 due on 07 July
Session 2 due on 09 June	Session 7 due on 14 July
Session 3 due on 16 June	Session 8 due on 21 July
Session 4 due on 23 June	Session 9 due on 28 July
Session 5 due on 30 June	Session 10 due on 04 August



CAMP HOURS OF OPERATION

Camp sessions for 2014 are one week long.

Hours of operation are Monday – Friday, 6 a.m. - 6 p.m.

Children not picked up by 6 p.m. will be transported to the Rassieur Youth Center, Bldg. 1597, near the Outdoor Pool. The late fee is \$1 for every minute beyond 6 p.m.

RATIO

Mattapanay Day Camp staff to child ratio is 1:15.

LOST AND FOUND

A lost and found area is at camp. Mattapanay Day Camp is not responsible for lost or stolen items. Due to sanitation, items not picked up will be disposed of at the end of each week.

ILLNESS

Parents will be notified of child's suspected illness and must arrange for pick-up within one hour of notification. Any child with a diagnosed illness will require a doctor's note, that must be delivered to the camp office, before the child can return to MDC.

Children sent home with a fever, vomiting, diarrhea or any diagnosed illness will not be readmitted until at least 24 hours from departure and initiation of treatment where applicable. Parents are obligated to inform the camp of their child's exposure to a contagious illness.

A physician's note may be required to readmit the child, stating the child is not contagious, and is able to return to group care. Your child will be readmitted when the note is provided and when fully able to participate in activities.

MEDICATIONS

Children requiring any medications to be administered by camp personnel at the Mattapanay Day Camp require the proper documentation. All documentation must be completed prior to their child attending/entering camp. The Medication itself must be in original box with prescription on it including over the counter medications such as Benadryl.

All action plans require a medical professional to sign the documentation please allow yourself time to complete this process before attending camp.

No child will be accepted without the proper documentation for medications or without the proper medication needed for emergency situations for the safety of that child.

PROGRAMS AND ACTIVITIES

Include: nature hikes, swim activities, arts & crafts, science studies, canoeing, special events, paddle boating, field sports, local field trips, quiet games, reading, bowling/movies.

TRAVEL TUESDAYS

Every Travel Tuesday the campers will participate in travel related games and activities. Examples include exercises, obstacle courses and games from around the world.

WILD WEDNESDAYS

Wild Wednesdays will include water games, messy activities or other fun events.

FAMILY FITNESS FRIDAYS

Families may participate in games, walks, canoeing, skits, and more.



FIELD TRIPS

No out of county field trips will be offered this summer due to budget constraints

SNACK

Appropriate snacks will be served at 7:30 a.m. and 3:30 p.m.

SWIM ACTIVITIES

Swim activities are provided and participation by every child attending camp is required, unless a physician's note is provided stating the child may not participate in the swim. Children depart from camp 30 minutes prior to swimming. Parents arriving late may drop off/sign-in their child with a camp counselor at the Outdoor Pool.

