



PARENT HANDBOOK

2024

Policies, Procedures, and other Helpful Information

325 Cornerstone Lane, Harrisonburg, Virginia 22802, USA

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www.HorizonsEdgeVA.com

2024

Dear Parent,

Thank you for choosing Horizons Edge, we look forward to welcoming you and your camper on Opening Day! We are committed as ever to creating a safe, fun, inclusive, and memorable camp experience for your child and every camper who calls Horizons Edge their home away from home.

This handbook contains useful information we want you and your camper to know so your camper's time with us is as enjoyable as possible. The handbook covers the following areas.

1. Important Reminders and Expectations
2. Our Policies and Procedures
3. Other information to help prepare your camper (and you as the parent) for a fantastic summer at Horizons Edge!

To operate our day camps, we must be licensed by the state and have updated our standards. As you review this information, please contact our office if you have any questions, or concerns. We are so very thankful that you will be entrusting us with your child. We are looking forward to a great experience and another year of adding more faces to our Horizons family!

Please know that we are available for any questions you may have, so please don't hesitate to give us a call or send an email!

See you soon!

Kyra and the Camp Edge Team

Edge.Camps@horizonsedgeva.com | 540.214.2572

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PHILOSOPHY

We are a non-religiously affiliated diverse community of campers and staff members, from many different cultures and backgrounds, working, playing, and learning together. We encourage each other to try new things, enjoy favorite activities, grow in confidence and a sense of accomplishment, and build strong friendships that last a lifetime.

Our goal at Horizons Edge is to provide high quality sport and recreation youth programs that help develop technical skills and personal growth in young people in the local and wider community. Our day camps offer great staff to camper ratios of a 1:10 average, where they become a part of a supportive, encouraging community. We promote understanding individual rights and responsibilities and how to appreciate and respect the rights of others.

1. **Camp Counselors** - Our staff members come from across the nation. They help us to create a safe, caring environment for our campers. They must be at least 18 years of age and have typically completed one year of college in a related program of study. All staff members undergo an intensive screening, interview, and background check process before arriving at camp. Staff must complete an extensive staff training program designed to prepare them for their job at camp – to provide a safe, successful experience for our campers.
2. **Contact Policy** – Parents should not have direct communication with their camper’s counselor. Any concerns regarding injury, behavior, or discipline will be handled by the Camp Director. Other items requiring less discretion may be addressed by Camp Edge staff. Our customer service team may contact you regarding registration information.
3. **Day Camps** – Our day camp runs Monday through Friday from 8:00 am until 4:00 pm. Our multi-activity camp offered to campers ages 6-12 will include time to climb and swim daily (weather permitting) and play games like gaga ball, kickball, dodgeball, soccer, and more.

MEET OUR STAFF

Kyra Winn – Youth Programs & Multi-Activity Camp Director

Kyra Winn is the Youth Programs and Multi-Activity Camp Director. Through organizations like the YMCA, Boys & Girls Club, and On the Road Collaborative she has had the opportunity to work with youth in Harrisonburg and in her hometown of Richmond, Virginia. Since starting at Horizons Edge, Kyra has built relationships with youth and parents through the School's Day Out programs, birthday parties, 2022 and 2023 Multi-Activity Camp. She is passionate about working with youth and helping them discover their goals and explore their passions.

Please direct any questions about Multi-Activity camp to her at 540.214.2572 or winnk@horizonsva.com.

FACILITIES

Horizons Edge Sports Campus is situated on 50 acres in the heart of the Shenandoah Valley, just outside of Harrisonburg, VA and only 2 hours from Washington D.C. and Richmond, VA. Camp is comprised of:

1. Outdoor cabin/classroom areas
2. Campfire Circles
3. Indoor Volleyball Courts
4. Indoor and Outdoor Basketball Courts
5. Indoor and Outdoor Soccer Field
6. Clip 'n Climb Wall
7. Three Multi-Purpose Rooms
8. 4-square and 9-square
9. Grass fields
10. Gaga Pit
11. Swimming Pool
12. Walking Trails

CAMP POLICIES

1. **Camper Possessions** - To protect your child's possessions, we ask you to keep valuables, activity equipment, and expensive clothing at home, rather than allow your child to bring it with them to camp. We cannot be responsible for these items, nor can our staff. Please make sure your camper does not bring any electronics with them. If your camper is found using phones and electronics, camp staff will collect these items and lock them in the camp office until pick-up. Camper belongings may be searched by camp administration if there is a reasonable basis or probable cause that they are in possession of drugs,

alcohol, stolen property, weapons, or any possession feared to be harmful to campers or staff. Campers found possessing or using tobacco, alcoholic beverages, illegal drugs, or weapons will be dismissed immediately with no refund. Furthermore, the proper authorities will be notified as required by law.

2. **Cancellation/Refund Policy** - In the case of a serious accident, illness, or other extenuating circumstances, refunds will be provided at the discretion of the Camp Director. No refunds or reductions are made for late arrival or early departure from camp. Any camper whose behavior disrupts the camp program or is harmful to him or herself will be dismissed with no refund. Campers found possessing or using tobacco, alcoholic beverages, illegal drugs, or weapons will be dismissed from camp with no refund.

Families may request a refund for registration fees if the player is unable to participate in the program. Families must make a written request for the refund to edge.camps@horizonsedgeva.com.

Refund Policy:

- a. Cancellations made on or before May 1 may receive a full refund. Cancellations made on or before June 1 may receive a full refund, less a \$50 cancellation fee. Cancellations made after June 1 are ineligible for refund of fees.
 - b. No refunds or reductions are made for late arrival or early departure from camp. Any camper whose behavior disrupts the camp program or is harmful to themselves or others will be dismissed with no refund. Campers found possessing or using tobacco, alcoholic beverages, illegal drugs, or weapons will be dismissed from camp with no refund.
 - c. Cash payments will be refunded by check.
 - d. Redeemed credits are non-refundable.
3. **Behavior Management Policy** - Our staff are trained in proper behavior management techniques to follow when a camper is not following safety procedures. We train on the policy listed below:

Horizons Edge advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior.

As staff members, we need to show the campers that we see the need to follow the rules ourselves. Please do not contradict the established guidelines! Enforcement of all rules will always be without malice and consistent in application. Corrective discipline must be a caring effort on the part of the counselor. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

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- a. Discuss rules and expectations with campers at the start of camp, the start of all activities, and the beginning of any program activity.
 - b. Discuss the consequences of breaking any rule.
 - i. Restriction from activity
 - ii. Conference with parent/Camp Director
 - iii. Removal from the camp
 - c. **Unacceptable forms of discipline** include withholding food from a camper, restricting restroom privileges, placing a camper alone without supervision (sight and sound), or subjecting a camper to ridicule by other campers, shaming, threatening, or demeaning remarks, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, exposing camper to harmful substances, or using physical exercise or restraint as a punishment.
 - a. Evaluations of the program/staff/camper groups will be done towards the middle of camp to ensure that the camp environment is not contributing to behavior problems.
 - b. If a counselor needs to apply consequences to a camper because of behavior, they will inform the Camp Director.
 - c. All behavioral incidents should be written in an incident report for the Camp Director's review.
 - i. Any camper behavior or actions deemed unsafe to themselves or others may result in termination
 - ii. The first incident will result in a write-up in an incident report and conversation with a staff member
 - iii. The second incident will result in a write-up and parent conference with the Camp Director
 - iv. Any incidents occurring after may result in suspension or termination from the program at the discretion of the Camp Director
 - d. Directors will follow up with all serious or consistent behavior issues of campers.
 - e. Directors will call parents to seek input to address behavior issues if behavior continues.
 - f. Any camper found fighting will be subject to termination without receiving a refund, based on the discretion of the Camp Director.
 4. **Gratuities** - It is our goal that our counselors will exceed your expectations and will provide a fantastic experience for your child. We ask that you do not offer gratuities/tips to any of our staff, as they will not accept any. However, if you would like to recognize a counselor, we would appreciate you sending us an email or letter about your child's experience at camp and how the staff member made a difference for your child. We will share this with them and recognize them for the outstanding feedback.
 5. **Technology Free Camp** - Horizons Edge is a technology-free camp. We have found that phones, smart watches, tablets, and computers only disconnect children further and prevent them from getting a true camp experience. To protect your child's possessions, we ask that you keep valuable possessions, activity equipment, and expensive clothing

at home rather than allow your child to bring it with them to camp. Any technology your child does bring will be kept in the camp office until pick-up.

6. **Transportation** – We do not transport campers to the facility or from the facility under any circumstances. We do not go on field trips, but we invite planned guests to campus.
7. **Child abuse reporting policy** – As childcare providers, under Virginia law we are considered mandated reporters. If our camp staff suspect a case of child abuse, we are required by the Code of Virginia 63.2-1509 to report within 72 hours. If a report is filed, the custodial parent listed under the child’s DaySmart account will be notified.

PRE-CAMP INFORMATION

1. **Accounts and Paperwork** - all paperwork and payments for camp are due the first of the month. June camp paperwork is due by **May 1st**, July camp paperwork is due by **June 1st**, August camp paperwork is due by **July 1st**. Forms are available and can be submitted via your registration forms and documents submitted to edge.camps@horizonsedgeva.com. Accounts not paid in full prior to **ten days ahead of the start date** will result in the loss of a camper’s spot at camp. If you have any questions or concerns about the paperwork or payment, please let us know.
 - a. **Paperwork required for each camper:**
 - i. Proof of birth (copy of birth certificate to be submitted via online form)
 - ii. Copy of a physical examination form
 - iii. A completed supplemental form that includes a swim and sunscreen authorization form
 - iv. An updated facility waiver
 - v. If your camper will need medicine while at camp, we will need a completed medical authorization form with a parent signature (lasts for a week) and physician signature (lasts for the duration of camp if camper is attending multiple weeks)
2. **Lunch** – Lunch is not included but can be added for **\$30/week (\$6/day) ten days prior to the first day of camp**. The menu will be posted on our website. If you will be packing your camper’s lunch, please be mindful that we are a “nut aware” facility and have campers with nut and tree nut allergies. If your camper brings peanuts or products containing tree nuts, they may be asked to sit at a separate table. **Please label your camper’s lunch with their name and date each day you send them to camp with lunch**. Snacks will be provided in the morning and the afternoon. If your camper wants to purchase additional snacks from our on-site café, they can purchase them during lunch only. If your camper has allergies, you will need to complete an Allergy Care Plan form and give it to the Camp Director.
3. **Clothing and Dress Code** – Camp is in the beautiful Shenandoah Valley of Virginia, surrounded by mountains. We find that our weather patterns include days in the 80-85-degree Fahrenheit range. Campers need to have **sunscreen and bug spray applied prior to arrival**. We do not have a camp “uniform” and most campers wear t-shirts and

shorts while at camp. It is important for campers to bring clothes that are clean, comfortable, and can get dirty.

We understand that clothes are an important statement for young people about who they are and how they want to be seen. Our reality, though, is that we operate a camp in a sport setting with children of many different ages, backgrounds, and lifestyles. Clothing can be lost, torn, stained, or undergo other mishaps. Please make sure that whatever you send errs on the side of modesty, including swimsuits. Clothes should be appropriate (styling, messages, etc.) for a co-ed camp with children from 6 to 12 years of age. Crop-tops, speedos, and other short or revealing clothing are prohibited. We will ask campers to change clothes if we feel the items worn are inappropriate for the camp setting. We cannot be responsible for damaged or missing item

4. **What to Bring for Day Campers**

a. **Clothing:**

- i. Change of shorts or comfortable pants
- ii. Change t-shirt that your child can play in and get dirty
- iii. A pair of closed-toed shoes
- iv. Rain jacket or poncho
- v. Sweater
- vi. Spare socks
- vii. Swimsuit

b. **Personal Care Items:**

- i. Refillable Water Bottle
- ii. Small Backpack (plus a bag to put wet clothes in)
- iii. Scrunchie or hair tie for long hair
- iv. Towel

c. **Other Items:**

- i. Any items relevant to the camp sport, e.g. knee pads, shooting sleeve etc.
- ii. Sunglasses
- iii. Sunscreen and bug spray*

5. **What Not to Bring**

Please help us ensure these items are not brought to camp by reviewing what your child has packed before departing for camp. Please understand that if any of these items are found at camp they will be held in the office and returned during pick-up.

a. Any electronic devices

- i. Mobile Phones/Phone Watches/Google Glass/etc.
- ii. iPod, MP3 players, etc.
- iii. iPad, tablet, kindle, or laptop computer
- iv. Gaming devices
- v. Video/DVD players

b. Any item that may be considered a weapon

- i. Knives, utility tools/multi-tools, swords, etc.

- ii. Firearms
- iii. Matches, lighters, fireworks
- iv. Food (snacks, candy, gum, drinks)
- v. Tobacco, alcoholic beverages, illegal drugs
- vi. Pets or other animals

*Sunscreen and bug spray should be applied prior to arrival. However, if you send your camper with sunscreen and bug spray it needs to be given to the camp director and labeled with your camper's name per the Virginia Department of Education Standards. Campers under 9 years old are required to have a staff member apply sunscreen and a staff member must always apply bug spray.

6. **Photographs of Campers** - We understand that photos are a big concern for many parents and that parents want to see photos of their camper enjoying camp. Photos will be uploaded throughout the week and are available for viewing through our Facebook and Instagram. If you are uncomfortable with your camper being photographed, please email us at edge.camps@horizonsedgeva.com

7. **Driving Directions to Horizons Edge Sports Campus:**

325 Cornerstone Lane
Harrisonburg, VA 22802

Coming from James Madison University Port Republic Road:

- I-81 North 5.2 miles
- Take exit 251 for US-11 toward Harrisonburg
- Go South on US 11 (Left Turn)
- Turn left at Cornerstone Lane 0.3 miles

Coming from Downtown Harrisonburg, Court Square:

- Head North on US 11
- Continue to follow US-11 3.5 miles
- Turn right at Cornerstone Lane 0.3 miles



8. **Sign-In/Sign-Out Procedures for Day Campers**

Please do not leave your child on site before or after they are checked into the care of the summer camp staff unless they are under the care and supervision of a responsible adult.

- a. **Dropping Off** - Supervision begins at 8:00am. Participants may not be dropped off prior to the start time for which they are registered. Please remain in your vehicle and a Horizons Edge staff will greet you for check-in. You do not need to present a photo ID when dropping off. If your child will be picked up by someone not already listed on the authorized pick-up list, please tell the Camp Director their full name and phone number.

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- b. **Picking Up** – Check-out will begin at 3:45pm. If you plan to pick up your camper(s) prior to 3:45pm you must park, at the top level of the parking lot. You must present a photo ID **every time** you pick up your child. No exceptions; please inform every person you list as an approved pick-up person of this policy.

In fairness to our staff please pick your child up by 4:00pm. A late fee will be charged for late pick up after 4:00pm*. Should an authorized person arrive to pick up a child and there is any reason to suspect that the person is under the influence of drugs/alcohol or appears to be of a mindset that presents a danger to the child, we reserve the right to withhold the child from being released and may have no recourse but that of contacting the police.

*The late fee applies to those who do not inform us of a late pick up. If you are running late to pick up your camper and you call (540-214-2572) prior to 4pm no late fee will be charged to your account. If you have not picked up your child by 4:30pm we will call the people listed on the authorized pick-up list until we can reach someone who can pick them up. If we have made reasonable efforts to contact you and everyone listed on the authorized pick-up list, and no one has responded, we reserve the right to contact the local authorities.

9. **Custody/Persons Listed on Sign in Form**

In the best interest of the child, we ask for your cooperation in clearly defining custody terms in advance of registration so that there is no confusion on the part of the staff members or the child. The individual who registers the child is responsible for identifying the people approved to pick up; if an individual not listed on the registration form claims to have custodial rights, that person will have to show court documentation that proves those rights and under what conditions those rights exist. Staff members will consult with management and the authorities before making any changes. Parents or guardians with custody of the child are permitted to enter the facility to visit or pick-up their child.

If you cannot reach someone on the main line number, please call us on our camp cell phone number at 540-742-4164.

10. **Parent Notification of Emergency**

In the event of a weather emergency, we will shelter in place and contact you if we still have phone reception. Pick-up will proceed once the applicable weather warning has ended (example: if there is a tornado watch warning sent out for Harrisonburg and Rockingham County from 1pm-4:30pm, we will begin check-out procedures after 4:30pm)

Our staff has an emergency preparedness plan put in place for weather and facility emergencies that can be provided by the Camp Director upon request.

Medical and Emergency Procedures

The Horizons Edge Summer Camp staff are certified in CPR/First Aid/AED and our Camp Directors are Medication Administration Trained and CPR/First Aid/AED certified.

Our staff will provide treatment for injuries requiring minimal care and distribute medications as prescribed. Campers needing care beyond what we can provide can be taken to the walk-in clinic at MedExpress Urgent Care in Harrisonburg, located approximately eleven (11) minutes from Horizons Edge. Emergency medical services (via 911) are available and ready to assist if needed, and are ten (10) minutes away, with Sentara Rockingham Memorial Hospital 10 minutes away.

1. **You will be notified immediately if:**

- a. It is determined that your camper needs additional medical care away from camp. You will be provided with updates as we are able to do so.
- b. Your camper suffers severe head trauma or spinal injury.
- c. Your camper's illness, injury, or emotional health presents concerns for their ability to have a positive experience at camp.
- d. We feel there is a concern for your camper's mental health state.
- e. If your child becomes ill and a parent must have the child picked up as soon as possible (as requested by the Director)
- f. Your camper has a temperature above 101 degrees, have recurrent vomiting, diarrhea or a communicable disease
- g. Your camper has an allergic reaction

2. **Safety** - Significant measures of prevention and a well-trained staff are key to a safe summer. All program-related activities contain an element of risk, including the unpredictable forces of nature; however, we try our best to adhere to all Virginia Department of Education standards to help minimize these risks and ensure the safest programs possible. A signed waiver denotes that the parent/guardian and participant acknowledge this inherent risk. Additional forms are required for medical authorization and swim authorization.

3. **You must notify camp staff at Horizons Edge, if:**

- a. Your camper has been exposed to someone in the immediate household that has developed a communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
- b. Your camper has tested positive for COVID-19 (Coronavirus)

4. **Health History and Insurance** - Each camper must be covered by their family health insurance policy. Parents are responsible for payment of all medical charges of physicians, dentists, and hospitals. All campers must have a credit card on file on DaySmart to cover any medical expenses incurred by camp.

5. **Medications - All medication** must be turned in during check-in and kept in our First Aid and Medicine cabinet during camp. The **only** exceptions to this are physician-

prescribed inhalers and Epi-Pens; however, they must still be presented to staff during check-in along with the prescription for review and discussion about use during camp.

6. **Prescription Medication-** We understand the proper administration of medications plays a vital role in the health and safety of our campers. Our staff handles the administration of all medication with professionalism and confidentiality. To ensure that your child's medication is correct and that we have all the medications your child needs for their duration of stay we require all parents to **pre-package your camper's medication in the original container**. Certified staff will dispense medications as needed or at the time designated by the parent or physician. Our staff will ensure that campers take all medications as prescribed.

To best serve our campers and their needs concerning medication, please follow these steps in preparing medication for camp.

- a. Enter all your camper's medication on the medical authorization forms (if there are multiple prescriptions you will need to complete one form per prescription).
- b. Please make sure to put the needed dose in the original container and that the bottle is labeled with the camper's name.

Important information to know:

- a. It is the decision of the parent or guardian to send their camper with enough medication for one day or for the entirety of the week.
 - b. Please update all changes to medications, dosage, and instructions.
 - c. If your child takes medication for the treatment of hyperactivity, impulsivity, ADHD, etc. **please do not discontinue** their medication while at camp.
7. **Head Lice** - If any cases of lice are found, you will be responsible for taking your camper home and treating the lice. We are not a lice treatment facility and cannot treat your camper if it is found at camp. If your camper is found with lice, we will work with you to find an alternative session for your camper once the lice is treated. It's important to remember that head lice do not carry or spread disease.

Please check your child for head lice before camp begins. If any sign of head lice is found, please arrange for appropriate and immediate treatment and let us know that such treatment has taken place. If your child had head lice or was exposed to head lice within two weeks of their arrival to camp, please notify us.

The Parent Handbook is a reference for you to ensure your camper's success at Horizons Edge Multi-Activity Camp.

****Please complete all applicable forms including acknowledgment that you have read this handbook****