

# FROG HOPPERS SUMMER CAMP



**MONTGOMERY  
COUNTY** VIRGINIA  
EST. 1776



2025 Parent Handbook





# TABLE OF CONTENTS

Welcome to Frog Hoppers!.....	3
A Typical Day at Frog Hoppers.....	4
Check-In & Check-Out Policy.....	4
Wellness Information.....	5
Camp Boundaries.....	6
Personal Hygiene Care.....	6
Rules.....	6
Frog Pond Swimming Rules.....	7
Important Phone Numbers.....	7
Personal Items.....	7
Policy on Discipline.....	8
Behavior Policy.....	8
Policy on Dismissal.....	9
Medications.....	9
Physicals & Immunizations.....	10
Sunscreen & Insect Repellent.....	10
Lunch & Snacks.....	10
Taxes.....	10
Announcements.....	11
Policy on Child Abuse.....	11
Refund Policy.....	11
Forms Checklist.....	12



# WELCOME TO FROG HOPPERS!

Welcome to Montgomery County Parks and Recreation's Frog Hoppers Summer Camp! We are looking forward to exciting new activities and friendly faces!

Frog Hoppers Summer Camp gives each child the opportunity to grow and learn while school is out. Through structured daily schedules, your child will participate in awesome theme activities in nature programs, arts and crafts, games, and sports! We will be taking daily trips to the pool and providing some awesome theme activities.

An emphasis will be placed on presenting a camp atmosphere for the children. Qualified, trained, and experienced counselors will initiate fun, interesting, and challenging activities for all campers.

Frog Hoppers Summer Camp has an open-door policy for parents. Feel free to drop in at any time, or come have lunch with us! We'd love to see you there!

The information in this handbook has been prepared to answer questions you may have concerning Frog Hoppers Summer Camp. 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 give us a call at (540) 382-6975, stop by our office ([755 Roanoke Street, Suite 1E](#)), or email [mcpr@montgomerycountyva.gov](mailto:mcpr@montgomerycountyva.gov).

As Aquatics and Community Programs Supervisor for Montgomery County Parks and Recreation, I hope Frog Hoppers Camp will provide your child a positive, unforgettable, lifetime memory of the best summer camp ever!

**Kelsey Delph**  
Aquatics/Community Programs Supervisor



# A TYPICAL DAY AT FROG HOPPERS



7:30 - 8:30 a.m.	Camper Check-in & Free Play
8:30 - 9:30 a.m.	Activity #1
9:30 - 11:00 a.m.	Frog Pond Pool Time & Snack Break
11:00 a.m. - 1:00 p.m.	Lunch & Free Play at Playground
1:00 - 3:00 p.m.	Activity #2
3:00 - 3:30 p.m.	Snack Break
3:30 - 4:30 p.m.	Activity #3
4:30 - 5:30 p.m.	Camper Check-out & Free Play

## CHECK-IN AND CHECK OUT POLICY

Campers may arrive as early as 7:30 a.m. and depart as late as 5:30 p.m. A late pick-up fee of \$1 per minute will be assessed after 5:30 p.m. The second instance of arriving too early or departing too late will yield a final warning about the dismissal policy.

### Check-In

Upon arrival each morning, campers must be checked in with a staff member who will be available from 7:30 a.m. to 8:30 a.m. at the front door of the Activity Center.

After 8:30 a.m., parents need to check their camper with a staff member, consult the bulletin board and personally escort their child to his/her assigned activity area. DO NOT drop your child off after 8:30 a.m. expecting him/her to get to their activity by themselves. This policy is for your child's safety when arriving after our program day begins.

If by 10 a.m. your child has not been checked into camp, you may receive a phone call to assure camp staff that your child is not attending on that particular day. If you know in advance that your child will not be attending on a particular day, please call the office at (540) 382-6975 to let them know, or send a note to camp the day before your child's absence to let us know.

### Check-Out

Our formal check-out process, supervised by a camp staff member, begins daily at 4:30 p.m. If you should want to pick up your child earlier than 4:30 p.m., please send a note so we can have your child waiting. Any child who is gone at the end of the day, but not checked out, is considered missing. Attempts will be made to contact the parents before authorities are called to institute our search procedure.

If by 5:30 p.m. a child has not yet been picked up, an attempt will be made to reach the parents by phone. After the second incidence of this nature, the child will be dismissed from camp (see Dismissal Policy). Please make sure that your child is picked up on time – it is not only a hardship on the staff, but very uncomfortable for the child.



# WELLNESS INFORMATION

## Daily Wellness Screening

Parents: If your child has any of the following symptoms, they might have an illness they can spread to others.

Check your child for these symptoms before they go to camp each day.

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough
- Difficulty breathing
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever



If your child **HAS** any of the symptoms above:

- **Keep them home from camp.**
- **Consider whether your child needs to see a healthcare provider.**
- **Contact your child's camp and report that your child is sick.** The camp may ask some additional questions to help determine when it is safe for your child to return to camp.

If your child does **NOT** have any of the symptoms above:

- Send them to camp as usual.



# CAMP BOUNDARIES

Camp participants must remain within the camp boundaries at all times. Unwillingness or inability to do so may result in dismissal from camp. Camp staff are responsible for reviewing boundaries with campers on the first day of each session and any other time deemed appropriate or necessary. Campers will:

- Stay within the area of the park behind the Activity Center
- Remain on trails only with the supervision of staff members
- Not enter the parking lot or roadway
- Enter the storage room only under supervision of camp staff

# PERSONAL HYGIENE CARE

Frog Hopper Staff will not provide personal care for participants. To participate in the program, a child should be able to provide his or her own personal hygiene care, i.e. use the bathroom on their own.

# RULES

We ask that you review the following camper rules with your child. These rules have been specifically designed for the enjoyment, safety, and well-being of your child while at camp.

Campers will:

- Stay within the boundaries at all times during camp operation
- Refrain from any form of physical harm directed towards himself/herself and towards fellow campers, such as – but not limited to – biting, hitting, and kicking (see our Behavior Policy)
- Stay within his/her group unless otherwise instructed
- Listen to and follow all directions from camp counselors and staff
- Refrain from obscene language
- Engage in proper use of all camp equipment under proper supervision





## FROG POND SWIMMING POOL RULES

- ⊗ No running in pool area
- ⊗ No glass containers in pool area
- ⊗ No horseplay in pool area
- ⊗ Sliding down slides when there are people under them is prohibited
- ⊗ Only one person is allowed on the slide at a time
- ⊗ No diving in the shallow end of the pool
- ⊗ Pushing anyone into the pool is prohibited

## IMPORTANT PHONE NUMBERS

Montgomery County Parks and Recreation Main Office – (540) 382-6975

Frog Hoppers Summer Camp Phone – (540)382-5722

If you need to get in touch with camp staff and no one answers the camp phone, please call the main office at (540) 382-6975.



## PERSONAL ITEMS

Personal items your child must bring to camp:

- Spray Sunscreen
- Towel
- Change of Clothing
- Spray DEET-free Insect Repellent
- Two Snacks
- Lunch
- Bathing Suit
- Refillable Water Bottle

Please be sure all items are clearly marked with the child's name. Personal toys, games, etc. should be left at home. Montgomery County Parks and Recreation will not be responsible for lost or damaged items. No personal belongings can be left overnight due to sanitation each evening.

# POLICY ON DISCIPLINE

If your child's behavior becomes dangerous, destructive, or disruptive to the group it may be necessary for staff to intervene with some form of discipline.

- Discipline shall be timely and appropriate to the action
- Discipline shall be fair and consistently applied
- All rules shall be appropriate and understandable to the children to which they apply
- Expected behavior shall be on a child's level

## Examples of Discipline by Staff

May include the following:

- Separating the child and talking to him/her about acceptable behavior
- Excluding the child from an activity
- Giving the child a cool-down period (time-out)
- Call parent/guardian to pick-up child to be removed from Camp

**Children may be dismissed from the program due to repeated behavior problems.**

# BEHAVIOR POLICY

Montgomery County Parks and Recreation and the Frog Hoppers Summer Camp are committed to providing a safe environment for all campers and staff, free from harassment, intimidation, bullying, or physical harm. This means any verbal or physical act by a camper is not proper when it:

- Physically harms another camper or staff member, or damages another camper's or staff member's property; or
- Has the effect of substantially interfering with another camper's education, enjoyment, or staff member's duties; or
- Is severe, persistent, or pervasive, after being advised such behavior is improper, such that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the camp

Harassment, intimidation, bullying, or physical harm and/or verbal abuse can take many forms, including (but not limited to): slurs, rumors, jokes, innuendos, demeaning comments, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

Many behaviors that do not rise to the level of harassment, intimidation, bullying, or physical harm may still be prohibited by other policies, rules, or regulations.

**Refunds are not given for any camper who is sent home/removed from the program for disciplinary reasons due to violation of the Behavior Policy.**



# POLICY ON DISMISSAL

The program and schedule for the Frog Hoppers Summer Camp is designed to meet the needs of children for the developmental experiences in all areas of growth within a group setting. Parent(s) may be asked to remove their child from camp due to violation of the Behavior Policy, and the child will not be able to return for the rest of the summer.

## Criteria for dismissal:

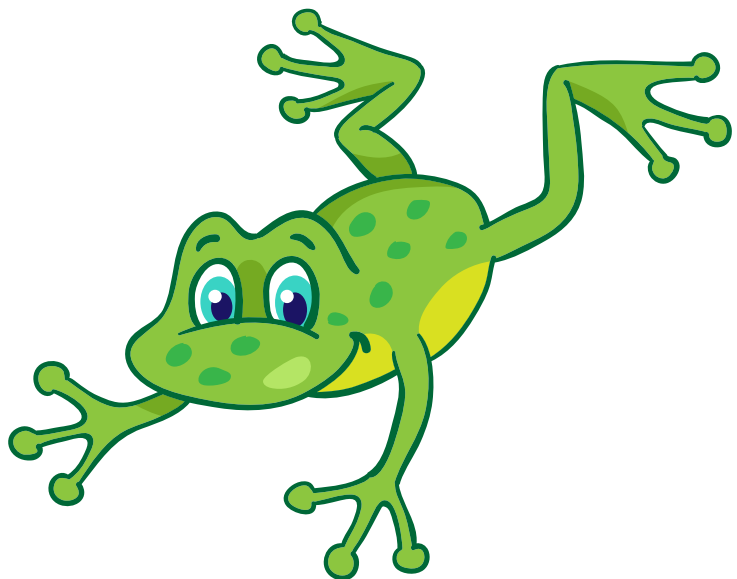
- The second instance of a camper departing later than 5:30 p.m.
- Violation of the Behavior Policy
- Refusal to remain within the camp boundaries at all times
- The Aquatics and Community Programs Supervisor and/or Parks and Recreation Director reserve the right to dismiss a child without providing prior warnings for significant violations of the Behavior Policy

**Refunds will not be given when dismissal is issued for these reasons.**

# MEDICATIONS

Frog Hoppers Staff are not trained to administer medications to participants. Camp Staff can carry medications and give prompts when it is time for medications to be taken. **Medications must be in the original container or prescription bottle with the participant's name and dose of medication on it.** Participants must be able to take their medication independently if needed during the program.

**Only provide enough medication to camp for your child for one week. Prescription medications must be in their original container with the prescription label attached.**

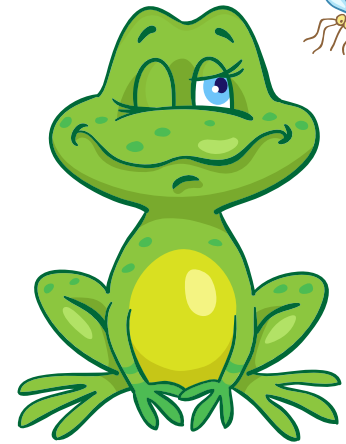


# PHYSICALS & IMMUNIZATIONS



Each child enrolled in camp **MUST** have the following turned in to Montgomery County Parks and Recreation no later than the Monday two weeks prior to your child's first camp session (no exceptions):

- Completed Forms Packet
- Immunization Record
- Summer Camp Health Form
- Copy of Camper's Birth Certificate



The Summer Camp Health Form and Immunization Record can be filled out by your child's physician and faxed directly to Montgomery County Parks and Recreation at (540) 382-4596. **Any child who does not have these forms on file by 9:00 a.m. on Monday, two weeks prior to their first session of camp, will have their spot released to the waiting list, NO EXCEPTIONS.**

There is a \$50.00 deposit per session that is **NON-REFUNDABLE** if you withdraw from camp. All refunds will be processed by check and make take 14 days to process.

Forms are available on the Montgomery County Parks and Recreation website ([www.montva.com/parks](http://www.montva.com/parks)) and in our office located at [755 Roanoke Street in Christiansburg](#).

# SPRAY-APPLIED SUNSCREEN & INSECT REPELLANT

Over-the-counter skin products shall be used in accordance with manufacturer's recommendations. Please provide sunscreen in the original container labeled with the child's name. **Frog Hopper Staff will only help apply spray sunscreen and spray DEET-free insect repellent that is clearly marked with the camper's name and still in the original container.**

# LUNCH & SNACKS

**Campers must provide a lunch and two snacks daily.**

When packing your child's lunch, make sure that the food you pack is not subject to rapid deterioration (spoilage). If this is the case, your child will need to bring a small cooler for storage. The container in which they bring their food needs to be clearly marked in a way that identifies the owner.

**Due to health and safety concerns, we ask that you encourage your child not to share food with other campers. Additionally, snacks and food such as cookies, gummies, and candies must be sent in original sealed packaging so that we are able to see listed ingredients.**

# TAXES

You may be able to claim Frog Hoppers Summer Camp on your taxes at the end of the year. Please keep your receipts from all Summer Camp payments. Our tax ID number is 54-6001430.



## ANNOUNCEMENTS

There is a bulletin board next to the Activity Center door. This board will contain postings for the daily and seasonal schedule, group assignments, and general information. Any correspondence your child needs to bring home will also be posted on this bulletin board. Please consult it daily upon check-out so that you can be aware of the activities your child is participating in and information that needs to come home.

## POLICY ON CHILD ABUSE

All staff members are required by law to report any suspicion of child abuse or neglect to the Protective Services Unit of the Department of Social Services. All such suspicions will be brought to the attention of the Aquatics and Community Programs Supervisor and the Parks and Recreation Director.

This policy is for your child's protection and well-being. If you have any questions or concerns, feel free to contact the Aquatics and Community Programs Supervisor or the Parks and Recreation Director.

## REFUND POLICY

- Refunds are automatic if Frog Hoppers Summer Camp must be canceled by Montgomery County Parks and Recreation.
- Refunds will be given only if notification is received by the registration deadline of the session (the Monday two weeks prior to the session start date). After that time, no refunds will be offered unless a wait list participant can fill the spot.
- Refunds will not be granted for children who are asked to leave camp by camp staff for violating the Behavior Policy, violating the Check-Out Policy, or other problems explained in the Parent Handbook.
- There is a \$50.00 deposit per session that is **NON-REFUNDABLE** if you withdraw from camp. All refunds will be processed by check and may take 14 days to process.



# FORMS CHECKLIST

This is a checklist of forms you will find in your Frog Hoppers Form Packet. These forms need to be filled out before your child will be able to participate in camp. **The forms must be returned by the Monday two weeks prior to your child's session. If all items are not received by this deadline, your spot will be released to the waiting, NO EXCEPTIONS.** There is a \$50.00 deposit per session that is **NON-REFUNDABLE** if you should withdraw from camp. All refunds will be processed by check and may take 14 days to process.

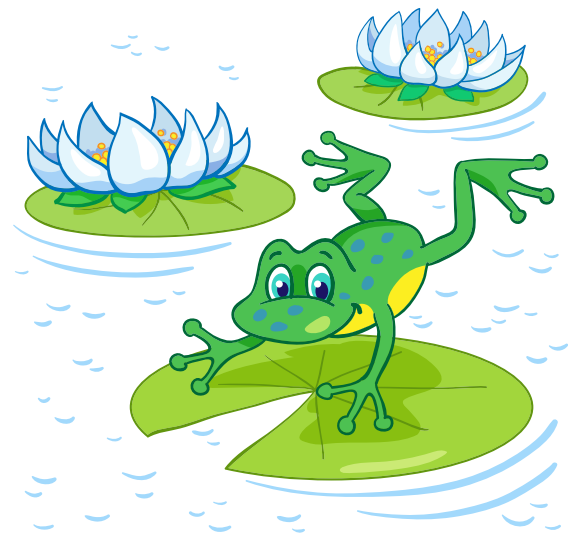
You may register and pay online (<https://apm.activecommunities.com/mcpr/Home>), however your child will not be fully registered until we have received the Forms Packet, Summer Camp Health Form, and Immunization Record, and a copy of the camper's birth certificate. All forms are available on the Montgomery County Parks and Recreation website ([www.montva.com/parks](http://www.montva.com/parks)), and in our office.

Forms can be emailed to [mcpr@montgomerycountyva.gov](mailto:mcpr@montgomerycountyva.gov), dropped off or mailed to the Parks and Recreation Office at 755 Roanoke Street, Suite 1E in Christiansburg, or faxed to (540) 382-4596.

The Summer Camp Health Form and Immunization Record can be faxed directly to the Montgomery County Parks and Recreation office by the doctor's office.

The information we request is for us to give protection, care, and guidance in a way most appropriate for your child. Information will be treated as confidential.

- Frog Hoppers Registration Form
- Agreements Form
- Health and Medical Information Form
- Frog Pond Permission Form
- Field Trip Permission Form
- Behavior Policy Agreement Form
- Policy on Dismissal Form
- Wellness Information Form
- Frog Hoppers Handbook Form
- Summer Camp Health Form
- Immunization Record
- Copy of Camper's Birth Certificate



## HAVE A GREAT SUMMER!