



Before & After School Program

ABOUT US

- subsidy approved vendor
- USDA snacks
- professional & trained staff
- indoor & outdoor recreation



SITE LOCATIONS

- ASHBY LEE
- SANDY HOOK
- WW ROBINSON

KidzRec

Voted Best After School Recreation Program

www.SCP.R.info

540.459.6777

Affordable and convenient attendance options

SHENANDOAH COUNTY KIDZ REC

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Hello KidzRec Families,

Thank you for choosing **KidzRec** as your before and after school recreation program. We operate in partnership with our families, schools, and the community to provide safe, enjoyable, quality recreational programs.

Our staff strives to meet the diverse individual needs of children. Your child will have different opportunities to explore hands-on activities. We hope to help your child develop life-long leisure and recreational skills.

The parent handbook will familiarize you with payment options, operating hours, schedules, policies, and procedures. We encourage you to take the time to review our information. All families are welcome to visit our program at any time during program hours.

Sincerely,

Melissa Lindamood-Foltz, Program Administrator

MISSION STATEMENT

KidzRec and Shenandoah County Parks and Recreation provide quality recreational activities for school-age children with a school session and a summer session at our sites located at Sandy Hook, WW Robinson, and Ashby Lee Elementary schools. Our mission is to provide a developmentally appropriate environment in which to nurture children and provide a safe, healthy atmosphere where our children can grow physically, socially, emotionally, and cognitively.

ADMINISTRATION

KidzRec is an approved subsidy vendor monitored by the Virginia Department of Education; we encourage you to visit [VDOE](#) for detailed vendor requirements. Please direct questions to the program administrator. If you feel your concerns have not been adequately resolved, please contact the Director of Parks and Recreation.

Our primary concern is the safety and well-being of each child in the program. Staff members are selected based on their education, experience, and commitment to working with children. In addition, staff members are required to pass background clearances, as well as training in policies and safety procedures, child development, behavior management, and recreation programming.

KidzRec does not discriminate based on race, sex, color, creed, age, disability, sexual orientation, or national origin.

PROGRAM INFORMATION

Tuesday, August 12, 2025 – May 22, 2026
Ages 5-13

Program Administration

Melissa Lindamood-Foltz, Program Administrator

Office: 540.459.6777

mfoltz@shenandoahcountyva.us

Site Contacts

Sandy Hook
Brook Harvey
540.975.0045
162 Stickley Loop
Strasburg, VA 22657

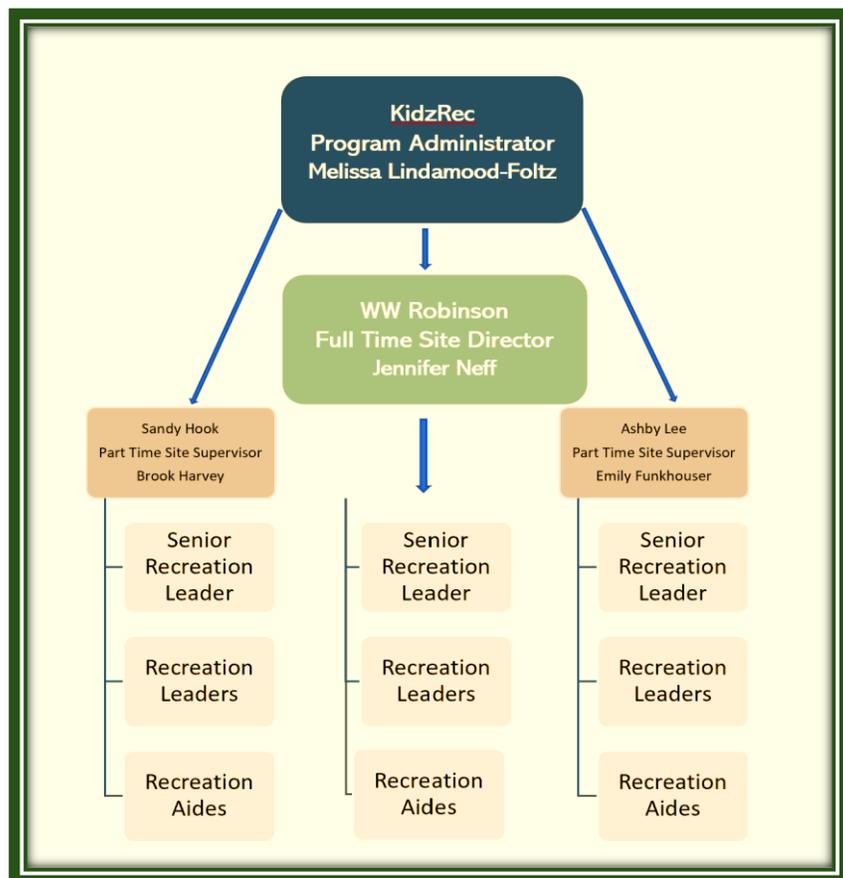
W W Robinson
Jenny Neff
540.975.0046
1231 Susan Avenue
Woodstock, VA 22664

Ashby Lee
Emily Funkhouser
540.975.0047
480 Stonewall Lane
Quicksburg, VA 22847

The staff-to-child ratio is 1:18. We recognize that all children have different needs, so we incorporate a variety of activities. Children are divided by age and grade levels for bathroom breaks, snack/lunch, and afternoon group time.

- ◆ Active games are designed to teach teamwork, sportsmanship, and communication skills.
- ◆ Games that teach sharing and cooperation.
- ◆ Individual space for independent fun.

Staff will take daily attendance and accountability/headcounts during transitions from one activity location to another. All staff will be responsible for conducting monthly practice drills for emergency preparedness.



All staff are required to maintain training in:

- a. First Aid and CPR
- b. Daily Health Observation
- c. Emergency Medication
- d. Playground Safety
- e. Virginia Pre-Service Training
- f. Behavior Management
- g. New Employee Orientation
- h. Yearly Specialized Training

Staff pre-employment requirements include fingerprint background checks, central registry inquiry, and tuberculosis screening.

BEFORE SCHOOL		and/or		AFTER SCHOOL		PART-TIME		
3 days Before school \$100.00	5 days Before school \$120.00	3 days After school \$200.00	5 days After school \$250.00			Before School \$10.00	After School \$20.00	All Day Rec \$30.00

Additional \$10.00

Advance request and approval required

- Delayed openings/additional before school
- Early dismissals/additional after-school
- All Day Rec

No additional fees if registered for 5 before and 5 after

REGISTRATION AND ENROLLMENT

- ◆ Select your choice of site. A non-refundable registration fee of \$50.00 per child is required at the time of registration.
ALE School Year 2025.2026, SHE School Year 2025.2026, WWR School Year 2025.2026
- ◆ Upload enrollment form, immunization record, and documentation to verify parent/child identity and child age (normally a birth certificate).
- ◆ Children enrolled full-time (5 days) are given priority. Space will be limited at each site.
- ◆ All attendance modifications to original enrollment must be submitted on the Change of Information form (located on the website) at least 30 days' notice before the next billing cycle.

FEES AND PAYMENT OPTIONS



Monthly Payments are due on the first day of the month.

Late Payments

- ◆ A 25% late fee will be assessed to your account after the tenth business day of the month, and enrollment is subject to termination if fee is not paid. All payments must be made before services can resume or register for any other SCPR activity.

Methods of Payment

- ◆ Online [SCPR](#), username, and password account information required.
- ◆ Walk in or mail to SCPR KidzRec 1195 Hisey Avenue, Woodstock, VA 22664.

All sites are approved subsidy vendors; contact the Department of Social Services at 540.459.6226 for income verification. [DSS Childcare Subsidy Assistance Program](#).

Cancellation

Payments will not be prorated due to illness, weather, vacation, disciplinary action, or non-use, etc.

Returned Check Policy

A \$35.00 service fee for all checks returned for insufficient funds. The returned check and the service charge must be paid within five (5) days to KidzRec. No personal checks will be accepted after the second returned check.

DROP OFF/PICK UP /LATE PICK-UP POLICY

To ensure the safety of all our children, we require that parents and/or authorized people enter the building so that staff can visually identify those people for sign-in/out each arrival and departure. Staff are also required to conduct daily health visual observation upon drop-off. All parents and authorized pick-up people must be prepared to show picture identification before entry through the designated door equipped with a video remote after they have been properly identified. Parents may not allow entry to other families. Parents must notify the site if their child will be absent on a regularly scheduled day and call the site phone listed on the first page of this handbook.

KidzRec closes promptly at 6:00 pm.

- ◆ If your child is not picked up by 6:05 pm, staff will contact the parents. If the parent cannot be contacted, the emergency contact person will be notified. In the event the camper is not picked up by 6:30 pm, the Shenandoah County Sheriff's Department will be contacted.
- ◆ Children not picked up by 6:00 pm will be assessed a late fee of \$15.00 per child every fifteen minutes beyond closing time.

Custody documentation must be on file if a parent is not authorized to pick up.

Joint Legal Custody - both parents have equal rights in making decisions concerning the child, they both authorize emergency contacts and those who can pick children up from the program (with proper ID).

Full Legal Custody - If the parent that registers the child has full custody, that parent has the authority to choose authorized pick-up persons and the right to change authorization at any time. The child will only be released to people identified by the custodial parent on the enrollment form.



INCLEMENT WEATHER

KidzRec strives to remain open during inclement weather, however, if conditions are unsafe, we update delays and closings through a recorded phone message on-site phone, KidzRec Facebook, and/or text messaging if authorized via your household account.

EMERGENCY MEDICATION

KidzRec will only administer medication for emergencies, i.e., epinephrine, diphenhydramine, and rescue inhalers. An Emergency Medication form and a Physician's Allergy Plan must be completed by the parent and physician. Completed allergy action plan and school forms will be accepted provided they are current, see links below. Medication will be kept in a locked location in its original container. If emergency medication is administered, staff will document the date and time with parent notification.

[Virginia Asthma Action Plan](#)

[Food Allergy & Anaphylaxis Plan](#)

[Insect and Environmental Allergy Action Plan](#)

SICK POLICY

Children are not permitted to attend exhibiting the following:

- ◆ fever of 100 degrees or above (fever-free for 24 hours before returning)
- ◆ vomiting, diarrhea

Parents will be immediately required to pick up their camper if any of the above or below symptoms develop while at KidzRec.

The following are exclusion recommendations from the Report of the Committee on the Control of Infectious Diseases by the American Academy of Pediatrics:

- ◆ any symptom of the usual childhood diseases; scarlet fever, German measles, mumps, chicken pox, whooping cough, common cold at the onset
- ◆ sore throat
- ◆ pink eye and other eye infections
- ◆ croup
- ◆ any unexplained rash
- ◆ any skin infection – boils, ringworm, impetigo, scabies



Parents are required to inform KidzRec within 24 hours or the next business day after their camper or any member of the immediate household has developed a reportable illness as specified in the [Communicable Disease Reference Guide for Schools](#) as defined by the State Board of Health, except for life-threatening diseases which must be reported immediately. We require your cooperation to protect your camper and others from illness and disease.

Campers who have bathroom accidents will be required to change clothes and must be able to clean and dress independently. Should a camper not have a change of clothes or not clean and dress independently a parent will be called for immediate pick up for sanitation purposes.

Please **KEEP** your child at **HOME** if...

					
<p>They have a Fever A temperature of over 37.5C (99.5F) is a fever Also check for: Persistent cough, Shortness of breath, Sore throat, swollen glands, earache</p>	<p>They have a Rash Especially with a fever or itching Check for: Chickenpox, Impetigo or Hand, foot and mouth</p>	<p>They have an Upset Stomach If your child has been vomiting or had diarrhoea within the last 48 hours they must STAY AT HOME</p>	<p>They have an Eye Infection Thick mucus or pus draining from the eye or swollen face</p>	<p>They have Headlice or nits Please check your child's hair regularly and treat immediately</p>	<p>They are Feeling Unwell If your child is unusually tired, pale, cranky or lost their appetite, they will be more comfortable at home.</p>
 <p>Remember to keep your provider informed when your child is unwell, even when they are being kept at home.</p>	<div style="border: 1px solid red; padding: 5px; display: inline-block;"><p>If you or your child are displaying symptoms or have a confirmed diagnosis of coronavirus, please STAY AT HOME!</p></div>				 <p>Ensure your provider has up to date emergency contact details, allergen and medical information for your child.</p>
<div style="border: 1px solid green; padding: 5px; display: inline-block;"><p>If your child has a mild cold, infrequent cough or clear, runny nose and is active, playful and rested, They can Stay and Play!</p></div>					

Please help to keep our Setting SAFE for EVERYONE

PERSONAL BELONGINGS AND ATTIRE

Because our children may get messy during our fun, we ask that they dress in comfortable and practical clothes. Tennis shoes or close-toe shoes are **required** for the gym and outdoor sports games; campers may be asked to sit out of an activity because of unsafe/inappropriate footwear or attire.

Lunchboxes must be clearly labeled with the camper's name. KidzRec will not be responsible for damaged or lost items.

No personal belongings including cellular, electronic devices, or smart watches regardless of their capabilities will be permitted. Internet, private messaging, texting, and camera access are strictly prohibited. 

FOOD POLICY

- ◆ Morning snacks are provided on delayed openings and All Day Rec, or families may provide a snack from home for the designated snack time.
- ◆ Lunch - Each camper must bring a healthy and balanced nutritious lunch (no soda). Heating and refrigeration facilities are not available. If children do not bring lunch, KidzRec will supply one, and a \$10.00 lunch fee will be applied to accounts. While the sites are not a peanut-free environment, we make every attempt to monitor all allergies.
- ◆ Afternoon snacks - As a recipient of USDA government reimbursement, no additional afternoon snacks are permitted from home unless authorized due to a medical restriction.
- ◆ Children are prohibited from sharing or trading food/drink.

INCIDENTS AND INJURIES

If an incident or injury occurs during the program, an incident or injury form will be completed by a staff member. The completed form will be available for the parent or guardian to sign upon pickup of the camper. Requests for copies must be made to administrative staff; the original form will be kept in the child's file.

CHILD ABUSE AND NEGLECT

Staff are trained in recognizing and reporting child abuse and neglect. Any suspected cases will be reported to the site director immediately. The site director and/or program administrator will contact the Shenandoah County Department of Social Services. Staff are mandated by the State of Virginia 63.2-1509.

KidzRec reserves the right not to release your child in the following situations:

The authorized person appears to be under the influence of alcohol or drugs.

The authorized person makes verbal threats and/or exhibits violent behavior towards, staff, child, or other persons.

If one of the following should occur, the person in question will no longer be permitted to pick up the child.

BEHAVIOR MANAGEMENT

Our goal is to provide a safe and enjoyable recreational atmosphere for all children. If discipline problems do arise, we ask for your support. Staff will handle these situations in a caring and professional manner. KidzRec reserves the right to call parents/guardians to pick up your child if they are having difficulty functioning cooperatively with others, are unable to participate in group activities, or are a threat to the safety of themselves or others.

Children shall be expected to:

- ◆ Show respect to all participants, staff, and administration.
- ◆ Refrain from causing harm to others (bodily and verbally)
- ◆ Refrain from using foul language.
- ◆ Show respect for all property including equipment, supplies, and facilities.

Discipline shall be constructive in nature and include:

- ◆ Alternative behavior management techniques, positive reinforcement, natural consequences
- ◆ Redirection
- ◆ Time out
- ◆ Activity restriction
- ◆ Written behavior plans
- ◆ Written discipline report

The following is a list of behaviors and incidents that will automatically be subject to immediate written disciplinary action which may include a suspension of up to five days and/or termination.

- ◆ use of profanity
- ◆ disregard for program rules or staff directions
- ◆ disrespect for authority
- ◆ defacing property
- ◆ theft or unauthorized possession of other children, school, or facility property
- ◆ disregard/disrespect for others' boundaries
- ◆ use of social media, texting, cellular usage, or photography
- ◆ acts or threats of violence or bodily/physical harm directed towards staff or other campers
- ◆ displaying obscene gestures
- ◆ inappropriate touching
- ◆ possession of weapons, alcohol, or drugs

Children may be suspended or dismissed at any time at the discretion of the administrator if serious infractions of policy and/or procedures occur.

KidzRec prohibits use of tobacco products, drugs, or fireworks on public school property, verbal threats and weapons.

Theft, violent behavior, or destruction of property will not be tolerated.

Any violation will result in immediate dismissal from the program with no refund.

PARENT OBLIGATIONS

- ◆ Required to provide accurate child's health/behavior information on enrollment form and submit changes as needed.
- ◆ Required to treat all children with kindness and respect; may not reprimand, threaten, or speak harshly to children in our program.
- ◆ Required to treat staff respectfully and courteously.
- ◆ Required to enter the building to drop off and pick up your child.
- ◆ Required to submit all payments on or before due dates.

Children may be dismissed at any time if a parent refuses to abide by the above obligations.



We look forward to a positive partnership with our families.

KidzRec EMERGENCY PREPAREDNESS AND RESPONSE PLAN

The purpose of this plan is to provide procedures to be followed by KidzRec staff members to ensure the safety of children and staff in the event of an emergency. It is the responsibility of KidzRec to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in the event of an emergency. Causes of evacuation could be fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, intruder, earthquake, hurricane, tornado, toxic fumes, or electrical or structural failure. In an emergency, evacuation from KidzRec should proceed as rapidly and safely as possible. The plans shall be developed considering scenarios of evacuation:

Immediate off-site evacuation: Movement of all children and staff members off campus to another designated area in natural or manmade emergencies that render the building uninhabitable or make it temporarily impossible for the program to operate at its usual location. In the event of an Emergency Evacuation from KidzRec, staff must evacuate per the direction of local authorities, or at their discretion when a situation arises that threatens the children in the program. Staff will maintain headcounts before, during, and after any required evacuation.

Shelter in Place and Intruder/Lockdown: The safety of children and staff members of KidzRec is the highest priority while keeping children and staff members in place but securing the location for the emergency at hand. In the event of an emergency, the program administrator will be notified as soon as possible regarding the situation and the response. The administrator may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

Relocation: If there is an unexpected weather emergency or an intruder in another part of the building, staff may be required to provide for the needs of children over a long period at an alternate location. Staff will do everything in their power to protect the children, provide for their physical and emotional needs during the time spent in the shelter, and keep them as calm as possible. An emergency bag containing water, snacks, and games will be available. Staff will maintain headcounts before, during, and after relocation and continue to provide direct supervision.

All KidzRec staff members shall have current CPR and First Aid certifications and be trained in his/her emergency response responsibilities within the plan annually. New employees shall receive training during their orientation period.

The most likely emergency scenarios in Shenandoah County include but are not limited to:

- Fire
- Bomb Threats
- Natural Disaster – includes weather-related emergencies like tornadoes, blizzards, etc.
- Chemical Spills – janitorial supply areas, traffic accident on the roadway outside the building
- Intruder – angry parent, disgruntled employee, domestic situations, or another unknown person(s) in the program without just cause.

Routes/Maps - Emergency evacuation maps/floor plans including shelter-in-place locations are posted in each room utilized by KidzRec in addition to all Rec Leader bags. Each location/procedure includes primary and secondary evacuation and designated assembly points for building evacuation and inside assembly points for shelter-in-place evacuation.

Emergency Supplies – Rec Leaders carry a book bag that contains a first aid kit, flashlight, and cleansing wipes. Each site maintains an emergency bag that contains a battery-operated radio, small toys, snacks, and water. An emergency bookbag that contains emergency contact information for children and staff is carried for drills and actual emergencies are always accessible to staff on the locked sign-in/out cart.

Practice Drills – Each site maintains a record of the practice drills for one year. (In an emergency, staff may need to lead children out of the building via a different route.) Primary and secondary means of egress must be used and practiced during drills. It is crucial to evacuate with, and subsequently secure, essential documents (Sign In/Out records, parent contact information, etc.,) along with special health supplies in the emergency bag, which needs to be carried to the designated assembly points. Parents arriving during the drill may not enter the building, and children may be signed out after evacuation.

Warning System - The site Director or designated staff will announce “EMERGENCY EVERYONE LINE UP IMMEDIATELY!” KidzRec participants will stop what they are doing and respond to the warning call. KidzRec staff will accommodate any child or staff with a hearing impairment with a prearranged visual sign, such as wildly waving arms to alert them of the emergency.

Availability and primary use of communication tools - The primary communication tools are the site's cellular phone and the building alarm system. If the alarm system is not activated and the phone does not work, a staff member must be dispatched to find help from others in the building such as the custodial staff or the school administrative staff, or seek help from the closest bystander, home, or business. Emergency personnel assume the leadership role through the incident command system when they arrive on the scene.

Parent Notification and Reunification - The parent will pick up at the pre-designated location, and staff shall hold a large colored sign to signify the area. Children will be released only to parents and authorized pick-up people upon verification from the child's enrollment file.

To ensure the safety of your children and our staff, we require understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please contact the Program Administrator.