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**2023/2024**

**Registration Packet  
Before & After School  
and Summer Camps**

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**[jamescitycountyva.gov/recreation](http://jamescitycountyva.gov/recreation) under "Recreation & Programs."**



**James City County Parks & Recreation  
2023-24 REC Connect School Age  
Program Annual Application**

**Thank you for choosing the REC Connect Program!**

- **Register for SUMMER CAMP 2023 and/or the BEFORE & AFTER SCHOOL PROGRAM 2023-24 on one application.**
- Complete REC Connect Registration Packet if attending T.O.P Summer Camp 2023 and REC Connect Before & After School Program 2023-24.
- **Application Process:**
  - ✓ Registration packets can be found at any Payment Center or can be printed from our REC Connect website at <https://jamescitycountyva.gov/664/REC-Connect-Teens-on-Point-TOP>
  - ✓ **Complete registration form and agreement form/contract** (*must be signed by an adult who has legal custody of the child*) **on Pages 1-3**. Include copy of all required documents (*see below*) and a non-refundable registration fee, by check or money order, per child must be submitted.
    - \$50 (separate from weekly fee)
    - Checks should be made payable to **Treasurer of James City County**
  - ✓ **Confirmation email** will be sent when **process is complete**
  - ✓ **Space is limited** - applications taken on a first-come, first-served basis
- **Required Documents - All Registrants (new, current or past participants) are required to provide these forms (forms can be located on REC Connect website):**
  - ✓ A copy of the child's birth certificate or 2022-23 Virginia school report card
  - ✓ The child's most recent physical and immunization records (*must be on the COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM: Form MCH213G.*)
  - ✓ Allergy Action Plan signed by a doctor if diagnosed allergy, **MUST** be provided with application packet
  - ✓ A Medication Administration Form signed by a doctor for EACH prescribed medication (**MUST** be on *MAT: Medication Consent Form*, **must be on Parks & Recreations form, WJCC Schools form not accepted**)
  - ✓ Custody Papers for parents/individuals who cannot pick up your child(ren)
- **Several ways to submit applications:**
  - ✓ **Drop off at any Payment Center**
  - ✓ **Parks & Recreation Drop Box locations:** James City County Recreation Center (front entrance beside Library return box) and Abram Frink Jr. Community Center (front entrance on sidewalk near door #7)
  - ✓ **Envelope addressed to (*mail-in only*):** James City County Parks & Recreation, "Attn: REC Connect Program Registration," 5301 Longhill Road, Williamsburg, VA 23188

**Registration deadline** to start first day of SUMMER CAMP is **May 26, 2023.**

**Registration deadline** to start BEFORE & AFTER SCHOOL PROGRAM on the first day of school is **Aug. 4, 2023.**

**Any registration packets that are not complete will be returned and a space in the program will not be guaranteed.**

**Please allow seven business days for processing from the received date.** May take up to three weeks if your child needs modifications/assistance.

**Confirmation will be sent via email** (or mail if email address is not provided or on file address is invalid) – **please provide a current email address.**



**Please save this page for your records.**

## **SUMMER CAMP 2023**

Locations: **Elementary Schools:** Clara Byrd Baker, Matthew Whaley, Matoaka and Stonehouse

- Dates: Tuesday, June 20-Friday, Aug. 18, 2023 (No program June 19 & July 4)
- Hours of Operation: 7 a.m. – 6 p.m.
- 10-year-old participants (by June 30) going into 5th grade may register for Elementary REC Connect or Teen Summer Camp (T.O.P).
- **If participant will be attending summer school, request that site as the first site preference and register early.**
- Weekly Fees (**fees subject to change**):
  - Full-time (four or five days): \$120 – includes field trips
  - Part-time (three days or less): \$100 – includes field trips
  - Sibling Discount of \$10 for Full-time (MUST call James City County Recreation Center to make payment with sibling discount, 757-259-4200 option 0)

## **BEFORE & AFTER SCHOOL 2023-2024**

- Locations: **Elementary Schools:** Clara Byrd Baker, D.J. Montague, J. Blaine Blayton, Laurel Lane, Matoaka, Matthew Whaley, Norge and Stonehouse
- Dates: Monday, Aug. 28, 2023 - end of school year.
- Hours of Operation: Before School Program: 7 a.m. to school start  
After School Programs: school dismissal until 6 p.m.  
Half days and full teacher workdays offered.
- Weekly Fees (**fees subject to change**):
  - Before School only: \$50/child
  - After School only: \$60/child (includes half days and full days)
  - Before & After School: \$75/child (includes half days and full days)
  - **Weekly Payment deadline is Friday by noon for the following week.**

The James River Elementary School program is operated by the Boys & Girls Club of the Virginia Peninsula. If interested in registering at James River, contact Ms. Lauren at 757-505-8825.

**All program dates and times are subject to change based on WJCC School Calendar.**

For more information, call us at (757) 259-5351 or visit our REC Connect website at [https://www.jamescitycountyva.gov/recreation under](https://www.jamescitycountyva.gov/recreation_under) "Recreation & Programs."



## James City County Parks & Recreation REC Connect School Age Programs 2023-24 Application Packet Checklist

All Physical and Immunization Records must be submitted on the **COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM**: Form MCH213G; may download from our REC Connect website at <https://www.jamescitycountyva.gov/recreation> under "Recreation & Programs."

- \*Application Form (site choices) - **Page 1**
- \*Registration Information Form - **Page 2**
- \*Agreement Form - **Page 3**
- \*Birth Certificate or Report Card
- \*Copy of Physical Records  
(on the VIRGINIA SCHOOL ENTRANCE HEALTH FORM)
- \*Copy of Immunization Records  
(on the VIRGINIA SCHOOL ENTRANCE HEALTH FORM)
- \*Copy of Allergy Action Plan and Medication Administration Form (MAT)- (is required & must be signed by doctor if diagnosed allergy and/or prescribed medication, one MAT Form per medication, must be on Parks & Recreations form, WJCC Schools form not accepted)
- \*Registration Fee (non-refundable) **\$50 per child**
  - Check or Money Order (payable to Treasurer of James City County) for in-person/paper registrations
  - **Provide driver's license number on all checks along with child's name**
  - Can pay for multiple children in one check/payment
  - Separate weekly fees
- All forms are filled out completely with NO blanks  
(N/A is listed on all lines that don't apply to you or SAA to indicate "same as above")
- A completed application packet
- Library Form

All items marked with an \* are required prior to registration being completed.  
If required items are not provided, there will be a delay in the registration process for your participant(s).

Registration deadline is **May 26, 2023** to start first day of **SUMMER CAMP**.

Registration deadline is **Aug. 4, 2023** to start **BEFORE & AFTER SCHOOL PROGRAM** on the first day of school.

### Ways to turn in application packet:

- Payment Center**
- Parks & Recreation Drop Box locations:** James City County Recreation Center (front entrance beside Library return box) and Abram Frink Jr. Community Center (front entrance on sidewalk near door #7)
- Envelope addressed to (mail-in only):** James City County Parks & Recreation, "Attn: REC Connect Program Registration," 5301 Longhill Road, Williamsburg, VA 23188

**2023-24 Parent Handbooks are available on our REC Connect website on May 25:**  
<https://www.jamescitycountyva.gov/recreation> under "Recreation & Programs"  
**or at payment and site locations.**

**James City County Parks & Recreation  
REC Connect School Age Program  
Annual Application Form 2023-24**  
Please fill out one application form per child. Thank you!



Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. What programs are you registering for during 2023-24 (*please check all that apply- Annual Registration fee includes Summer Camp and Before & After School; Break Programs do not require registration fee.*)

- Elementary Summer Camp       Elementary Before & After School

OR

- Teens On Point (T.O.P) Summer Camp 2023 (held at J. Blaine Blayton Elementary School)

Separate Registration Packet  
if only attending T.O.P  
Summer Camp.

2. Will an organization, other than you, be helping to pay for your child's summer camp or before and after school care? (Examples: James City County Social Services, City of Williamsburg Social Services, etc.)

- Yes \_\_\_\_\_  No

Please list organization and case worker's name

3. Will your child attend summer school (*Please check one*)? If yes, which location: \_\_\_\_\_  
 Yes       No       Not sure

**Summer School Sites:** James River (students who attend James River, Matthew Whaley, Laurel Lane and Clara Byrd Baker) and Stonehouse (students who attend Stonehouse, Norge, J. B. Blayton, D. J. Montague and Matoaka)

4. If registering for Summer Camp 2023, please check your top three preferences (*Please check the ones that apply.*)  
Once a site is full, we will move to your second preference. Please do not select the same site for all three preferences.

REC Connect Camp I (ages 5-9) <i>*must have completed kindergarten</i>	1st	2nd	3rd
Clara Byrd Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew Whaley - ( <i>closest to James River which is a summer school site</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matoaka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stonehouse - <i>Summer School site</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. If registering for the Before & After School Program 2023-24, check your selected site (*Please check one*).

**Elementary Schools**

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> Clara Byrd Baker  | <input type="checkbox"/> D.J. Montague | <input type="checkbox"/> Matoaka    |
| <input type="checkbox"/> J. Blaine Blayton | <input type="checkbox"/> Laurel Lane   | <input type="checkbox"/> Stonehouse |
| <input type="checkbox"/> Matthew Whaley    | <input type="checkbox"/> Norge         |                                     |

The Before & After School program at James River Elementary School is now operated by the Boys & Girls Club of the Virginia Peninsula. For general information on their program, visit [bagclub.com](http://bagclub.com). To register for Before & After School program at James River, call Ms. Lauren at 757-505-8825.

Thank you again for your application and choosing James City County programs!



**James City County Parks & Recreation  
REC Connect School Age Program 2023-24  
Registration Information (please print)**



**\*Forms must be filled out completely. No line may be left blank.**

**Please list N/A for a line that's non-applicable or doesn't apply to you. Or SAA to indicate "same as above."**

Program Start Date: June 20, 2023 Program Ending Date: \_\_\_\_\_

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_ Gender \_\_\_\_\_  
 Birthdate \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Grade level 2023-24 school year \_\_\_\_\_  
 Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email address: \_\_\_\_\_

Father's Name \_\_\_\_\_ Employed at \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Work Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Mother's Name \_\_\_\_\_ Employed at \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Work Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of person(s) or agency having legal custody of child \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Address (if different) \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**(Attach any necessary legal custody papers.)**

**Emergency Contacts:**

Names of two persons to contact if parent(s) cannot be reached: **(not including parents, both must be local and within a 50 mile radius) (must include house #, street name, city, state and zip code)**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: VA Zip: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: VA Zip: \_\_\_\_\_

Persons authorized to pick up child \_\_\_\_\_

Persons NOT authorized to visit or pick up child \_\_\_\_\_

**(Appropriate legal paperwork must be attached if a parent is not allowed to pick up the child.)**

**Medical Information:**

Name of Child's Physician: \_\_\_\_\_ Physician's Phone Number: \_\_\_\_\_

Does your child have any diagnosed allergies? YES  NO  If yes, what? \_\_\_\_\_

Are any of them severe/life threatening? YES  NO  If yes, what actions need to be taken? \_\_\_\_\_

**(If yes, Allergy Action Plan is required along with MAT Form for EACH medication, must be signed by a doctor and included with registration packet before processing.)**

Does your child have an intolerance to medication, foods or any other substances? If yes, please list what and the actions that need to be taken. \_\_\_\_\_

Does your child have a chronic illness? YES  NO  If yes, which type? \_\_\_\_\_

List any medications that your child will need administered during the program: \_\_\_\_\_

**(A Medication Administration Form is required for EACH medication, must be signed by a doctor and included with registration packet before processing, must be on Parks & Recreation form, WJCC Schools form not accepted.)**

Please specify any other medical conditions, medications or disabilities: \_\_\_\_\_

Does your child need any modifications/assistance due to a disability to participate in the program? If so please list: **(Processing may take up to three weeks if your child needs accommodations or assistance.)** \_\_\_\_\_

List any previously attended child-care programs: \_\_\_\_\_

<b>For office use</b> Summer Camp Site _____ Before & After School Site _____ Staff Initials _____
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**James City County Parks & Recreation  
REC Connect School Age Program 2023-24**

Child's Name _____	School Year Site _____
Address _____	Phone _____

**Agreement I:** I (parent or guardian) will read the REC Connect Parent Handbook and agree to enforce the James City County Parks & Recreation School Age Program rules and procedures as to ensure the health and safety of my child and other children participating in the program. **Your Parent Handbook is available on the REC Connect website at <https://www.jamescitycountyva.gov/recreation> under "Recreation & Programs" or at site location.** **initial** \_\_\_\_\_

**Agreement II:** In case of emergency, James City County Parks & Recreation has my (parent or guardian) permission to call my family physician or another physician when family physician or I cannot be reached. The staff is authorized to administer first aid or emergency care or take my child to the emergency room of the nearest hospital and its medical staff has my permission to provide treatment that a physician deems necessary for the well-being of my child. Additionally, I will provide written permission for any medication that must be distributed to my child by the Program Staff. I (parent or guardian) understand medication will only be administered from an official pharmacy container with the child's name, dosage and doctor listed on the container. If my child is on medication for more than a 10-day period, I will provide James City County Parks & Recreation with a letter from the child's physician. **initial** \_\_\_\_\_

**Agreement III:** I (parent or guardian) certify: (1) that I agree to assume all risks in connection with my child's participation in the James City County Parks & Recreation School Age Programs and do hereby release James City County, their employees, representatives and volunteers from all liability and (2) that I (parent or guardian) bear the responsibility for carrying the appropriate medical and hospitalization insurance on the above-named child. **initial** \_\_\_\_\_

**Agreement IV:** James City County Parks & Recreation School Age Programs will notify me (parent or guardian) should my child become ill or uncontrollable and I will be responsible for picking up my child immediately upon notification. **initial** \_\_\_\_\_

**Agreement V:** I (parent or guardian) give permission for my child to attend any field trips while in the James City County Parks & Recreation School Age Program. I (parent or guardian) authorize the use of insect repellent when needed. **initial** \_\_\_\_\_

**Agreement VI:** I (parent or guardian) give my child permission to participate in swimming activities conducted at the James City County Parks & Recreation pools and on field trips. Parents must advise of the child's swimming skills before the child is allowed in water above the child's shoulder height. A swim test is performed on first swim day. If child does not pass the swim test, a life jacket must be worn unless 12 years of age or older. I (parent or guardian) authorize the use of sunscreen when needed. **initial** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Please Check Child's Swim Skill:**  Non-Swimmer  Beginner  Intermediate  Advanced

**Agreement VII:** Before admission to the James City County Parks & Recreation School Age Program, I (parent or guardian) will provide written proof of a physician's examination of my child by a physician licensed to practice medicine, provide a copy of all immunization records and child's birth certificate. **initial** \_\_\_\_\_

**Agreement VIII:** I (parent or guardian) will be responsible for the payment of fees imposed by the James City County Parks & Recreation School Age Program. In the event I fail to make timely payment, I agree that a late fee of \$25 shall be imposed plus interest at the annual rate of 10%. In the event the County pursues collection through a court action, I agree to pay all reasonable costs including but not limited to attorney's fees of 25% of the outstanding balance. **initial** \_\_\_\_\_

**Agreement IX:** I (parent or guardian) agree to allow photographic images or video of myself and or my children to be taken in the James City County Parks & Recreation School Age Program and be used for promotional purposes by James City County. **initial** \_\_\_\_\_

**Agreement X:** I (parent or guardian) agree to inform the James City County Parks & Recreation School Age Programs within 24 hours or the next business day after my child or any member of the immediate household has developed any reportable communicable disease, as defined by the Board of Health, except for life threatening diseases that must be reported immediately. **initial** \_\_\_\_\_

**Agreement XI:** I (parent or guardian) authorize the Williamsburg/James City County School system to release academic, IEP (Individual Education Plans), and discipline records to James City County Parks & Recreation School Age Program. **initial** \_\_\_\_\_

**Agreement XII:** I (parent or guardian) certify that I am the parent or legal guardian of the above-named child and I have all legal rights necessary to submit this application, enroll the above-named child into the REC Connect program, and to enter into all of the Agreements contained herein. **initial** \_\_\_\_\_

Parent Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_



**WILLIAMSBURG REGIONAL LIBRARY**  
**Mobile Library Services**

**Library Registration**

Williamsburg, James City County and York County residents are eligible for library cards.

CHILD'S NAME \_\_\_\_\_

- My child already has a Williamsburg Regional Library Card in his/her name.  
 Please issue my child a free library card. My child has never had a library card issued in his/her name.

I, \_\_\_\_\_, give my child permission to check out books and other materials from the Williamsburg Regional Library buildings and Mobile Library Services Vehicle. I understand that my child must present a library card in order to borrow library materials, and I accept responsibility for all fines incurred and for lost or damaged materials borrowed on my child's card.

\_\_\_\_\_  
**Parent or Guardian Signature**

**CHILD'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Residence:** City of Williamsburg  James City County   
 York County

**Email (optional)** \_\_\_\_\_

**How would you like to be notified about holds, fines, lost items, etc.?**

By phone \_\_\_\_\_ By email \_\_\_\_\_

**Child's Date of Birth** \_\_\_\_\_



<b>Staff Use Only</b>	
<b>Barcode Number</b>	