



City of Gaithersburg’s Department of Parks, Recreation, & Culture

Summer FunZone Programs Newsletter

Welcome to the 2020 City of Gaithersburg FunZone! We are happy that your child(ren) will be participating in our programs. This newsletter contains important information that will help you and your child(ren) prepare. We would like to acknowledge that due to the continuing risks of COVID-19, additional precautionary measures will be implemented on-site, including changes to the sites’ procedures, that will affect regular program operations. Below are directives from the Maryland Department of Health that we will be observing this summer:

- Limited number of campers at each site and within each unit.
- Structured games and activities in adherence with physical distancing guidelines.
- Rigorous cleaning and sanitation practices for facilities and equipment.
- Mandatory face coverings for staff and campers when inside and when physical distancing is not possible.
- Routine temperature and health checks.
- Increased hand sanitizer stations and designated hand-washing times.
- Limited or no field trips, including swimming.
- Children must be Maryland residents to attend.



Program Dates, Times, and Sites



<p>July 20 – August 14 M-F 8:30am – 4:00pm (morning check-in from 8:00-8:30am)</p>
Benjamin Gaither Center – ages 6 to 11
Casey Community Center – ages 6 to 11
Robertson Park Youth Center – ages 6 to 11
Olde Towne Youth Center – ages 12 to 14



Details regarding the specific location, address and hours of operation for each FunZone site can be found on page 5.

General Program Information:

PARENT ORIENTATION/PAPERWORK DAY: Parents who have enrolled their child(ren) in the FunZone programs are highly encouraged to attend **Parent Orientation Day, scheduled for Saturday, July 18th from 9 a.m. to noon** at each FunZone location. Parents (and children) may drop by at any point during this time to submit the required program forms, sign-up for a daily arrival timeslot, and ask staff questions about program prior to the first day. Parents who attend the orientation will receive priority in selecting their preferred arrival time. Please be aware that the morning check-in process will be conducted according to these designated timeslots in order to stagger the arrival of campers, prevent crowding, and maintain appropriate physical distancing.

Camp forms are available online at www.gaithersburgmd.gov/recreation/youth-teen-activities/summer-camps under **Documents**. Forms are available in **hard copy** at the **Activity Center** at Bohrer Park and at the Parent Orientation.

CHECK IN/OUT: All participants must check in and out of FunZone each day. We will be conducting health screenings for participants each morning, including a temperature check. We ask that participants be accompanied by a parent/guardian at drop-off so they can be present for the health check. Families are asked to arrive at their scheduled drop-off time to stagger arrivals and help expedite the sign-in process (**sign-up for arrival timeslots will occur at Parent Orientation**). Program staff will greet participants and parents/guardians curbside to complete the sign-in, health screening, as well as collect any required forms and documents that were not previously submitted. Drive-thru instructions will vary at each site (Please see attached Drive-Thru Map for direction of traffic flow). Participants will only be allowed to walk home if it is indicated on the consent form, or if the parent sends a written note giving permission. Participants must stay for the entire program, unless a note from a parent/guardian specifies that they can be excused early. If someone other than those listed on the consent form will be picking up your child, please send a note giving permission. Please be prepared to show ID at the time of pick-up. We ask that parents pick up children **by the specified end time of the program (4:00pm)**. **FunZone will not be open for after-care.** A charge for late pick-ups will be assessed in the amount of \$3 per 10 minutes per child. This late charge is payable to the Team Leader at the time you arrive. We appreciate your promptness, and hope that this charge will not be necessary. Thank you in advance for your cooperation.

FIRST DAY: *We hope your child(ren) are as excited as we are for the first day of program!! As a parent, please help us create a safe and successful summer environment by completing and submitting the required forms listed below with accurate information.*

CAMP CONSENT FORM: This form contains essential information regarding emergency contacts and release authorization. Consent forms **MUST** be completed and turned-in at **Parent Orientation or on the first day** your child attends the program. Hard copy signature is required. Click [here](#) for PDF.



COVID-19 PARTICIPATION RELEASE AND WAIVER: This form is required for your child to attend the program and **MUST** be filled out and turned-in at **Parent Orientation or on the first day** your child attends. Hard copy signature is required. Click [here](#) for PDF.

CHARACTER AGREEMENT: This agreement explains to parents and children the department's guidelines on behavior and responsibility. Please take the time to help your child read and understand the agreement. This form should be signed and submitted at **Parent Orientation or on the first day on the first day** your child attends the program. Click [here](#) for PDF.

MEDICATION FORM: If your child takes medication during the program day, fill out the medication form and return it at **Parent Orientation or on the first day on the first day your child attends**. We **MUST** have this form signed by a doctor before we can hold any medication for your child, including any prescription or over-the-counter medicines. Medications must be in the original container with instructions for use and/or in a container labeled by the prescriber/pharmacist. If you do not need this form at this time, please keep it in the event the need arises during the program session. Click [here](#) for PDF.

ASTHMA MEDICATION FORM: Complete only if needed for use of an inhaler. Click [here](#) for PDF.

SUNSCREEN: It is highly recommended that participants bring their own sunscreen and use it throughout the day as needed. Parents are encouraged to apply sunscreen to their children before arriving. FunZone will have spray sunscreen on site and City staff may assist in spraying sunscreen on participants provided that written parental consent has been received on the consent form. City staff will not apply SPF lotion to participants. Parents may also write a note indicating that they do not want staff to spray sunscreen on their children.

FUNZONE COMMUNICATIONS: Each FunZone site has a specific phone number listed on the last page of this newsletter. The best way to communicate directly with the Team Leaders on site is to call that phone number. If you have trouble reaching the camp, please call the Activity Center at 301-258-6350. If you would like to receive important messages and customized alerts about our summer FunZone programs via email, please ensure you have provided the City with access to your email account during registration. The City does not yet have the ability to send these alerts via text message.

UNITS: Participants are assigned to units based on age, total number of campers, and staff to camper ratios, which are mandated by the state. Unit assignments will be announced the first day of programs. In order to comply state requirements, units will be smaller in size this year and will not exceed 10 individuals per unit. Siblings, or participants who live in the same household, will be assigned to the same unit when possible.

DAILY ATTIRE & PERSONAL ITEMS: Participants are required to bring their own properly fitting face coverings.



Face coverings will be used in settings where participants are able to wear them safely and consistently, and if physical distancing is not possible. All designs and lettering on face coverings must be appropriate. Participants will be involved in activities that will be held both inside and outdoors. We suggest that they dress comfortably - shorts and a T-shirt are

recommended. We also advise that children wear a hat. All participants must wear sneakers or athletic footwear. No sandals or flip-flops will be allowed. Parents are reminded to mark clothing, belongings, etc. with their child(ren)'s name. Participants are strongly discouraged from bringing personal items or electronic devices (phones, games, tablets, etc.). If a participant decides to bring these items, they should keep them stored during FunZone hours. The City of Gaithersburg is not responsible for stolen, lost, or damaged items.

LOST & FOUND: Please check for belongings every day before you leave. We will not be holding any lost items this summer.

LUNCHES & SNACKS: The Montgomery County Food Service Department will provide lunch daily if participants choose to have pre-prepared meals. Breakfast will not be provided. Participants can also choose to bring a lunch and drink daily. FunZone sites will not use microwaves or refrigerators, so please pack lunches and snacks accordingly. Participants are encouraged to bring separate snacks and drinks for the morning and afternoon and must bring a refillable water bottle.



CODE RED: In the event of a code red day, we will reduce the time spent outside and ensure that participants are well-hydrated.

FIELD TRIPS: Field trips are limited. Expenses for all regular field trips have been included in the basic camp fee. No refunds will be given to campers for absence or non-participation. To minimize the risks associated with COVID-19, there will not be any swimming this summer.

TOILETING REGULATIONS: If your child has three (3) toileting accidents during the summer program, he/she may be removed from the program. Please alert the Team Leader if your child has a condition that might hinder him/her from abiding by this guideline.

If you have any questions concerning the Summer Camp Program, please contact a member of the Summer Camp Team at the Activity Center at Bohrer Park; (301) 258-6350 or summercamps@gaithersburgmd.gov.

You may also speak with the Team Leaders directly at FunZone.

FunZone COVID-19 FAQs

Safety is our top priority. We appreciate your support and patience as we navigate this “new normal” together. With that in mind, we have included this FAQ to answer some of your 2020 FunZone questions.



CAMPER HEALTH: Campers should be in good health when attending the camps. If there are indications of illness, your child will not be admitted or allowed to stay on site for the health and safety of other participants.

Do not bring your child to camp if they are unwell.

A child will NOT be permitted to attend camps with the following conditions:

- Fever of 100 degrees or above.
- Vomiting.
- Yellow or green nasal discharge.
- Any contagious disease (such as chickenpox, ringworm, scabies/lice, conjunctivitis, impetigo). We follow the state and county guidelines for exclusion for all communicable diseases, including COVID-19.
- COVID-19 SYMPTOMS (including fever, cough, shortness of breath, chills or repeated shaking, muscle pain, sore throat, new loss of taste or smell, fatigue, unusual headache, nausea, vomiting, or diarrhea)
- Unexplained rash.
- Any symptoms requiring one-on-one care or causing severe discomfort without the use of medications.

Will you be screening my child and staff at the beginning of the day? If so, what is the process?

In an effort to protect the health of our employees, children and their families, everyone will undergo mandatory daily health checks. Children and staff will not be permitted in the program if they are sick. Staff will conduct health screenings for COVID-19 each day. This screening includes a temperature check using a touchless thermometer, symptom questionnaire, and questionnaire about possible COVID-19 exposure. If your child is experiencing any of the symptoms outlined above, do not bring them to the program.

Will staff be trained on health and safety precautions related to COVID-19?

Yes, we have added additional staff development components to ensure everyone is properly trained on cleaning, sanitizing, proper hand washing, understanding COVID-19 symptoms, revised program guidelines, and updated CPR and First Aid practices as it relates to preventing disease transmission. During FunZone operations, all surfaces and equipment will be cleaned throughout the day and disinfected daily. Everyone will frequently wash hands with soap and water for at least 20 seconds, and it will be required of all staff and children to wash hands upon arriving at the program, when entering the activity areas, before and after meals or snacks, after outside time, after going to the bathroom and prior to leaving for home. Program planning and activities will account for 6 feet of physical distancing between individuals whenever possible.

How will you distribute arts & crafts supplies, sports equipment, and games? Don't kids share these supplies?

Your child(ren) will get his/her own kit with a variety of supplies that will be exclusively used by them (pencils, markers, scissors, hula hoop, etc.) to help reduce the spread of germs. We will use soccer balls, kick balls, and similar equipment outside. These items will be wiped down before and after use. Children will be required to wash their hands/use hand sanitizer before and after use.

Are you going to let children drink out of water fountains this summer?

No. Water fountains inside the facilities will only be used to refill water bottles. Participants should bring their own refillable water bottle each day. We will have limited bottled water available for circumstances in which a water bottle is forgotten or lost. Funzone staff will refill water bottles for your child(ren) as needed.

2020 FunZone Site Locations

PROGRAM DATES: Mon., July 20 – Fri., August 14

Ages: 6-11

Hours: 8:30am - 4pm

Location:	Benjamin Gaither Center 80-A Bureau Dr.	Phone Number:	301-258-6380	Supervisor:	Jake Hersom
Location:	Casey Community Center 810 S. Frederick Ave.	Phone Number:	301-258-6366	Supervisor:	Julius Arnold
Location:	Robertson Park Youth Center 801 Rabbitt Rd.	Phone Number:	301-258-6166	Supervisor:	Keegan Aragon

Ages: 12-14

Hours: 8:30am – 4pm

Location:	Olde Towne Youth Center 301 Teachers Way	Phone Number:	301-258-6440	Supervisor:	Juan Toscano-Madrid
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