



Parent Handbook

Summer 2025

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nZone Welcomes You!

Welcome to Little Stars Playschool Summer Camp at The nZone! The nZone is your community hub: Driven by FAITH; connecting people through FITNESS, FAMILY and FUN!

The nZone provides a safe, family-friendly space for developing your mind, body and spirit. Students engage in enriching educational experiences that unlock their full potential, and parents enjoy time to focus on their fitness goals. Here, character-building thrives, fostering a competitive spirit and a strong sense of community.

We anticipate a great summer filled with learning, fun and games, and growth for our campers. We are thrilled to partner with your family to provide a fun-filled summer of growth!

Within this handbook, you will find everything you need to prepare for the upcoming Summer camp, including the necessary forms and documents. Should you have any questions, concerns, or comments, please contact us at YouthPrograms@thenzone.com.

Values

Safety: We guarantee the safety of children by ensuring a safe place for them to play

Fun: We value relationships and the opportunity to make others laugh through sharing our lives with them

Excellence: We strive to provide the best customer service possible



New Life Christian Church

The nZone is a non-profit ministry of New Life Christian Church. Our mission is to help people discover God and experience the love of Christ daily.



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What Does *Little Stars* Look Like?

Program Overview

Every morning, Little Stars are checked in before they head to their classroom to meet their teachers and the other students. As students arrive, they follow a structured morning routine that encourages them to take responsibility for their belongings and develop independence. Once they complete their routine, they can choose between two pre-selected morning activities.



Once all children have arrived, we begin our day with a morning meeting. During this time, we sing a welcome song, review **classroom rules** and **behavior expectations**, and play a game to introduce the day's theme.

Throughout the day, children will participate in a variety of short activities, including art, sloppy science, sensory play, music and movement, scavenger hunts, parachute games, and story time.

Snacks, provided by the program, are often themed or interactive, adding an extra layer of excitement to mealtime. While much of our day is spent indoors, we will head outside at least once a day for recess or planned outdoor activities. **Please ensure that your child has weather-appropriate gear daily.**

Session Dates

Session Dates & Themes

Session 1 -Africa: June 16th - 20th

Session 2 - Africa: June 23-27th

Session 3 - The Americas: June 30-July 3

Closed Friday, July 4th

Session 4 - The Americas: July 7-11

Session 5 - Asia: July 14-18

Session 6- Asia: July 21-25

Session 7 - Europe: July 28- August 1

Session 8- Europe: August 4-8

Session 9- Oceania: August 11-15

Session 10: Oceania- August 18-20



General Day Information:

Hours: 9AM-1PM

Check-In Begins: 8:45AM

Ages: 2-5 yrs

Extended Care: (Additional costs)

Before care is available starting at 8 AM (requires 48 hour advanced registration)

Aftercare is available until 4PM

Food/Snacks:

Morning (9:50AM) & Afternoon (3:00PM) Snack is provided daily by Little Stars

Lunch (12:00pm) is ***Parent Provided*** (either packed or from our in-house cafe)

How many teachers will be in each classroom?

Each classroom will have a minimum of two teachers at all times. The day will be split up between teacher-led and student-led activities. Teachers will move around the room during student-led activities, modeling cooperative play and gently correcting/redirection disruptive behavior. Teachers oversee snacks and lunchtime to ensure students' safety. Our teachers engage students through enthusiasm and direct interaction, and encourage participation in all activities.

Will my child nap during aftercare?

While nap time is optional and up to parents' discretion, all full-day students lie down for a 30-minute quiet time. **Non-nappers** will grab comfy pillows and lie down for an educational PBS show in the Rising Stars room. **Nappers** (recommended for all rising stars) will lay down on nap mats in the Rising Stars room with soothing music and a night sky display. Nappers are allowed to remain asleep for up to 2 hours.

****If your Little Star will be napping, please send a fitted crib sheet, a light blanket, and a stuffie/lovey (optional).****

Potty Training & Diapers

Little Stars does not require our students to be potty-trained. Please note the level of assistance needed on their information sheet. ***If using pull-ups/diapers, please include 3-5 diapers/pull-ups and a pack of wipes in your child's bag daily or provide a pack to keep in the classroom.*** Child-sized restrooms are always available, but we will encourage the restroom after snack and lunch, or whenever a student is displaying signs of needing to go.

Potty-trained children have access to a child-sized restroom within the classroom, which they may use as needed. We encourage bathroom breaks for everyone after snack and lunch.

Note: We WILL NOT offer the restroom to a child wearing traditional diapers - please send all potty-training Little Stars in a pull-up or training underwear.



What Should I Expect?

Arrival and Departure Security Protocol

nZone Arrival

Parents are expected to sign in and sign out their children at drop-off and pick-up.

Once a child is signed in, they receive a **blue** wristband with their name written on it. Children with allergies will receive a **red** wristband with their name and allergy written on it. Parents are given the bottom tag of the wristband, where one will find corresponding numbers for pick up. ***We suggest taking a photo of your pick-up tag immediately for ease of pick-up.*** Late arrivals must also follow these procedures before joining activities. If you are arriving after 9:10 AM, please stop at the front desk, and they will request that a teacher come pick up your Little Star. DO NOT walk your child directly to the classroom.

Parent Pick Up

Responsible student release to a parent includes:

Confirming the wristband tag of the adult picking up matches the wristband of the child (A photo of the tag qualifies as verification for pick-up purposes). If the adult does NOT have the wristband number, the supervisor or director will pull up the child's account. If the person picking up has an ID that matches the primary parent/guardian on file or is noted as an additional authorized guardian, they are approved for pick-up. If the person picking up is NOT the primary parent/guardian or an authorized guardian, as noted on the account, the Supervisor or Director will call the primary parent/guardian and confirm that the on-site adult has permission to check out their child. You may update your "Authorized Guardian" list at our front desk.

Late Pick-Ups

Parents are expected to pick up their children at 1 pm. Aftercare is available until 4 pm for registration in advance by noon on the registered day. Persons picking up their child after the designated pick-up time will be automatically assessed a \$15 late fee, plus an additional \$10 for every half-hour past the designated pick-up time. If running late, please call the front desk so our staff can prepare your student. Consistent late pick ups without notification will result in removal from the program.

What about Absences?

Please call The nZone (703-266-0118) by 9AM if your child will not attend the program for any reason, especially due to illness. Daily attendance is taken, and we need to know if your child will be absent. ***No refunds are given for absenteeism.***



Separation Anxiety:

...What if my child is having trouble saying goodbye?



It is 100% normal for both students and parents to have some anxiety about parting ways for class, especially for our Little Stars who have never been in school or daycare before.

Here are some tips and tricks to help drop-off go smoothly!

★ PRACTICE

- Practice your morning routine on a non-class day. You can even drive by and wave “Hi” to the nZone!
- Look at pictures on our website or even schedule a tour.

★ PREPARE

- Pick out a favorite outfit the night before
- Have your Little Star help pack their lunch to build excitement

★ BE POSITIVE

- Our little ones feed off of our emotions, so stay calm and take deep breaths
- Be careful not to let them hear you say things like “He’s going to cry all day” or “I know she’s really nervous.” Instead, try, “It’s ok to be nervous when you try something new, but you are going to have so much fun!”
- Remind them that separation is only temporary. “I can’t wait to hear about all the fun things you did when you get home.”

★ SAY GOODBYE CONFIDENTLY

- Make sure to say goodbye. A wave, hug, kiss on the head, etc., to signal it’s time to go, and then “See you soon” or “See you after camp” to remind them you are coming back
- Whatever you do, walk away confidently. Do not turn around or come back to check on them because they will sense your unease and feel uneasy, too. - We will let you know if we need your help.

★ SEND A PIECE OF HOME

- A picture of your family or an I love you note that they can keep in their pocket is a great way to bring them comfort and calm their nerves

(NOTE: We DO NOT allow toys from home at school)



What if my Child is Sick?

... becomes sick or needs prescribed medications

- Parents must complete, sign, and submit a current Medication form for the safety and health of their child. Health information is confidential and only for use by nZone staff.
- We inform parents of health-related situations. Incidents, including but not limited to an injury to the head, face, neck, or back (or anything else that is at all serious), require a call to the parent.
- If a child requires hospital transport and the parents have not yet arrived at the facility, the Director will accompany the child.
- Our team does not respond to medical questions from parents or others. Instead, we encourage parents to seek a proper medical examination by a professional.



What about Emergencies?

Our plan for Injury or Acute Illness

In the event of an emergency involving an injury or acute illness, the Director must follow these procedures:

- Call 911.
- Notify the parent(s) or the emergency contact
- Isolate the scene to prevent further injury.
- The Director will accompany the child to the hospital and stay until the parent arrives
- Prepare a written report immediately.



Behavioral Expectations?

Treat others as you would like to be treated. We encourage the golden rule at nZone. Our students are expected to follow our **five** classroom rules to ensure a safe and enjoyable experience for everyone. These rules are reviewed daily during our Morning Meeting. We use the same terminology throughout the day when we correct or redirect inappropriate behavior, making it easy for our Little Stars to connect their actions with the rules. For example, if a child is running, we would say, “Be Safe, use your walking feet”.

Little Stars Playschool Rules

- ★ **Use Kind Words** - speak respectfully to your leaders and your classmates
- ★ **Use Listening Ears** - pay attention when your teachers and classmates are talking to you
- ★ **Use Gentle Hands** -take care of fellow students and our toys. Keep your hands to yourself.
- ★ **Be Safe**- use walking feet indoors, stay together in your group, use toys and furniture appropriately
- ★ **Have Fun**

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How is Behavior Managed?

Behavior that is disruptive, unsafe, or unacceptable to staff will be handled with the following measures:

- Correct or redirect the behavior using keywords from class rules
- If the inappropriate behavior continues, we follow standard behavior management techniques using Conscious Discipline.
- When redirecting behavior, verbal or physical abuse is NEVER tolerated.
- The Director or Supervisor immediately begins written documentation of the behavior and incidents.
- If the Director deems the behavior sufficiently disruptive, she will contact the parent/guardian.

Repeated behavior concerns may result in being sent home from the program.



What about Security and Safety?

The security and safety of your child are our chief concern. The following safety standards and practices are paramount in maintaining a safe environment and program. nZone Managers are First Aid/ CPR Certified.

- We teach students to identify uniformed Team Members so they know who to go to when they need assistance.
- We are aware of students' skills and general physical conditions at all times during their participation in an activity.
- We know which students have allergies and have provided an EPI-Pen. We remain vigilant for changes in behavior and other signs of allergic reactions, and we know where the EPI-PENS are located and how to use them.
- We know which students have special needs and remain vigilant for changes in behavior.
- We are aware of the dangers of over-exposure to the sun. We recommend parents apply sunscreen/bug spray daily prior to arrival and provide a waiver for a Team Member to apply these to their child if needed.
- We use safety consciousness when setting up and conducting activities, constantly staying alert to potential hazards related to the facility and equipment. Before an activity, we explain the rules and proper procedures for using the equipment. We stop the activity if students are not complying with the rules, making the activity unsafe.
- We ensure students use the equipment only as intended.
- Students should never be without a Teacher or Supervisor. Any time a student needs to leave their group's area, they must have supervision.
- Leaders do not lock or completely close the restroom door when assisting students, and always change diapers in plain sight of a second leader.
- Unauthorized person(s) (including parents) are not permitted in areas with students during program hours and will be asked to leave.
- Visitors are not allowed due to our current safety protocols.
- When parents/guardians wish to visit, they must first check in with the Director.

The following standards of conduct must be strictly followed by both students and parents when on property. Failure to do so will result in appropriate consequences, potentially release from our program.

- All program standards and practices are to be followed every day of attendance.
- Jeopardizing the safety of fellow campers and staff will not be tolerated.
- The use of obscene language is strictly prohibited.
- The nZone is a drug-free/alcohol-free facility.
- Smoking and vaping is prohibited while at The nZone.
- Unethical conduct (which includes but is not limited to: sexual harassment, misconduct, insubordination, inappropriate behavior) is grounds for removal.



What's the Cancellation Policy?

- nZone refunds 80% on all unused weeks with a minimum of 1 week's notice when a family's enrollment plan changes, independent of nZone program operations.
- nZone refunds 90% on all unused weeks should county or state mandates require business closures. This does not pertain to inclement weather closures.
- nZone refunds 100% should we close or cancel the program. *This does not include a family's choice to discontinue enrollment.*
- No refunds within 7 days of the registration date.

What if my Schedule Changes?

With one week's notice, nZone will transfer your child's registration to another session of your choosing for a \$25 transfer fee.

REFUNDS/TRANSFERS

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Refunds and transfers must be requested at least seven (7) days prior to the registration date for which the refund/transfer is being requested, and therefore, are subject to our cancellation/transfer policy (Please review "Cancellation Policy"). A doctor's written verification will be needed within 24 hours for a prorated refund if a medical emergency occurs during the summer.

Promotional Photos/Videos

Children enrolled in The nZone's Youth Programs' camps or activities may be photographed or videotaped during the activity by nZone staff, contract partners, or the public media for The nZone promotional purposes. No names or personal information will be released.

Reporting Child Abuse & Neglect

Under the Code of Virginia ([§ 63.2-1509](#)), staff is required to report any suspected abuse, neglect, or exploitation of a child immediately to New Life Ministry, the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the Department's toll-free child abuse and neglect hotline.

Valid Credit Card

A valid credit card must be kept on file under your nZone account for the duration of the summer.



CHECKLISTS

What Should My Child Wear/ Bring?

Students should arrive in comfortable shoes and appropriate clothing for physical activity as part of their daily routine. As a safety measure, dangling jewelry that could catch on something should not be worn during nZone programming, as it could cause injury.

Students are not allowed to bring toys from home, as they can be distracting and may get lost or broken. Our students have access to a wide variety of toys throughout the day. Please help your Little Stars prepare to leave their toys in the car or at home each day.

Send Your Child With:

**** ALL ITEMS SHOULD BE CLEARLY LABELED WITH YOUR CHILD'S NAME****

- ☐ Backpack - all items should fit securely in a backpack
- ☐ Lunch
- ☐ Refillable, spill-resistant water bottle
- ☐ Comfortable shoes
- ☐ A change of clothes (shirt, pants, socks, underwear) - regardless of potty training status
- ☐ 3-5 diapers/pull-ups & a pack of wipes in a Gallon-sized Ziplock bag - clearly labeled (if needed)
- ☐ **Full Day (nappers only):** a fitted crib sheet, light blanket, & stuffie or lovey (optional)
- ☐ Socks, if not already worn on Moonbounce Day (**Alternating Thursdays & Fridays**)

Signed Forms:

- ☐ Student Information Form
- ☐ Sick Policy
- ☐ Emergency Contact & Authorized Pick Up Form
- ☐ Sunscreen & Insect Repellent Consent
- ☐ Signed Participation waiver (online account creation)
- ☐ Signed Parent Contract



What about Lunch?

You can send your child a packed lunch or pre-purchase lunch ahead of time from our in-house cafe, Liaby Cafe (sample menu on the next page). Please do not send food that needs to be prepared, refrigerated, or heated.

Cafe Lunch Policy: Little Star families can order lunches from the Liaby cafe, which will be delivered to the Little Stars room at lunchtime. Order forms are available at check-in. Pre-ordered lunches cannot be paid for using your card on file, as The nZone and Liaby Cafe are separate entities and utilize different systems. Payment options include prepaying with cash (change provided at pick-up) or handwritten credit card information (shredded after payment completion). Parents may also pay in person when picking up their Little Stars.

Students Without Lunches: At lunchtime, if a student is without lunch, staff will first verify the student does not have an order placed with the cafe, then call the parent on file to see if a lunch is being brought in. If a parent wishes, they can ask for lunch provided by the staff at that time. If our staff cannot contact a parent within 15 minutes of the start of lunch, we will provide the student lunch from the Cafe, and payment will be required upon pick-up.



Liaby Cafe at Nzone

Camper Name:_____ Date:_____ Program:_____

Preorder lunch form - must fill out - tax not included

Meals come with 1 side of vegetables, 1 side of fruit, and one juice box

Choose Meal(s)	Choose Vegetables	Choose Fruits
<input type="checkbox"/> Chicken and cheese quesadilla \$8.00	<input type="checkbox"/> Baked fries	<input type="checkbox"/> Grapes
<input type="checkbox"/> Chicken fingers \$8.00	<input type="checkbox"/> Baby carrots	<input type="checkbox"/> Watermelon
<input type="checkbox"/> Pepperoni or <input type="checkbox"/> cheese pizza \$8.00	<input type="checkbox"/> Small salad (lettuce, cucumber, tomato)	
<input type="checkbox"/> Turkey or <input type="checkbox"/> ham and cheese \$8.00		

Additional Charges

<input type="checkbox"/> Gatorade \$2.99 Qty:_____	<input type="checkbox"/> Water \$1.00 Qty:_____	<input type="checkbox"/> Chocolate milk \$1.99 Qty:_____
	<input type="checkbox"/> Chips \$1.00 Qty:_____	

Credit card number: Security code: Zip code: Expiration date:

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Last name: First name:

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Phone number:

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Student Information Sheet

Student Name _____ DOB: ____ / ____ / ____

Allergies and Reactions

Special Needs or Accommodations

Current Medications and Instructions

Any Other Pertinent Medical Information

Insurance Information

Insurance Company _____

Address _____

Policy Number _____

Policy Holder's Name _____

Bathroom Information:

☐ Diapers ☐ Pull-ups (needs assistance) ☐ Potty Trained (Circle One: needs assistance / no assistance required)

Notes: _____

_____ (initial here) I authorize the nZone childcare staff to change or assist my child in changing (if needed) while I am away from my child at the nZone Facility. I release nZone Care4Kids from any and all responsibility concerning this matter.

Nap Information (full-day students only):

☐ Napper ☐ Non-napper

Parent/Guardian Signature: _____ Date: ____ / ____ / ____



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SICK POLICY

We encourage our parents to exercise caution when sending their student(s) to The nZone to ensure a safe and healthy environment for all of our participants.

Your child will be sent home if they are experiencing any of the following symptoms or illnesses or 2 or more symptoms related to COVID-19

<u>Symptom or Illness</u>	<u>Requirement to Return</u>
Fever of 100 degrees or higher	student can return once they have been fever free for 24 hours without fever reducing medications
Any combination (2 or more) of the following symptoms or positive COVID-19 test result : <ul style="list-style-type: none"> Fever (100.3 or higher) or Chills Cough, shortness of breath, or difficulty breathing Fatigue or muscle & body aches New loss of taste or smell Sore throat Congestion or runny nose Nausea or Vomiting Diarrhea *Positive COVID-19 test 	<p>*Positive COVID-19 Test; Need: Complete a minimum 5 day quarantine, Completed “Return Attestation Form” , AND proof of negative test result to return</p> <p>*Negative COVID-19 Test; May return once they have been fever free and without vomiting or diarrhea for a minimum of 24 hours.</p>
Diarrhea or Vomiting - 2 or more occurrences within 24 hours	24 hours after last incident of diarrhea or vomiting
Red, itchy eyes, or puffy eyes with discharge - pink eye	student may return once discharge has stopped for 24 hours or after treatment with a doctor's note
Strep Throat	48 hours after doctor's visit and antibiotic treatment begins (need note from Dr. to return)
Persistent Cough or Sore Throat	24 hours after symptoms subside
Rash	Rash has been identified by a doctor and determined not to be contagious, or is under treatment and no longer contagious (need note from Dr. to return)
Nasal discharge which is green or dark yellow in color	Nasal discharge has become clear or with a note from a medical professional stating they may return
Other Contagious Diseases including: measles, chicken pox, fifth's disease, mumps, scabies, impetigo or head lice	Child has completed the contagious stage of the illness and has been fever free for 24 hours without fever reducing medication (need note from Dr. to return)
COVID-19 Exposure	People exposed to COVID-19 may continue to attend if no symptoms are present, but must wear a mask for a 5-day precautionary period. If symptoms develop, a negative COVID test will be required to return.

Parent/Guardian Signature: _____ Date: _____ / _____ / _____



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EMERGENCY CONTACT & AUTHORIZED PICK UP FORM

Please list **AT LEAST 2** local emergency contacts (this may include yourself)** The nZone is not liable or responsible for damage or injury in the event we are unable to reach any of these additional emergency contacts.

****All emergency contacts and persons authorized to pick up your child must be at least 16, have a valid ID, and have an nZone account and be listed as an "Authorized Guardian" under your child's profile. This can be updated by visiting our Front Desk.**

Primary Contact: _____

Relationship (to student): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Circle the best number to reach you: Home / Work / Cell

Email address (mandatory for ALL authorized Guardians): _____

This person is considered an Authorized Guardian for pick-up purposes ☐ YES ☐ NO

Secondary Contact: _____

Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Circle the best number to reach you: Home / Work / Cell

Email address (mandatory for ALL authorized Guardians): _____

This person is considered an Authorized Guardian for pick-up purposes ☐ YES ☐ NO

Additional Contact: _____

Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Circle the best number to reach you: Home / Work / Cell

Email address (mandatory for ALL authorized Guardians): _____

This person is considered an Authorized Guardian for pick-up purposes ☐ YES ☐ NO

Parent/Guardian Signature: _____ Date: ____ / ____ / ____



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SUNSCREEN & INSECT REPELLENT CONSENT

It is recommended that you apply sunscreen and insect repellent before arrival at Little Stars. If we go outside unplanned or reapplication is necessary.

Please select one of the following options below:

- ☐ Please **DO NOT** apply **sunscreen**.
- ☐ Please apply the generic **sunscreen** that Little Stars has provided

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- ☐ Please **DO NOT** apply **insect repellent**.
 - ☐ Please apply the **insect repellent** that Little Stars has provided.

I hereby give permission for the nZone staff to apply sunscreen/insect repellent to my child, _____, on exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms, and legs before participating in outdoor activities. I understand that by doing so I release the nZone of the responsibility for any inherent risks associated with the application of, or reaction to, the products.

Parent/Guardian Signature: _____ Date: _____ / _____ / _____



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PARENT CONTRACT

_____ I verify that I have received the Parent Handbook and understand the terms and conditions associated with behavioral expectations, transfer policy, and cancellation policy. *Please initial.*

_____ I am responsible for the \$25 transfer fee for all registrations moved to another date and/or program with one week's notice. *Please initial.*

_____ I am responsible for all registration and program fees within 7 days of the activity. *Please initial.*

Parent/Guardian Signature: _____ Date: _____ / _____ / _____



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