



Parent Handbook

Summer 2026

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nZone Welcomes You!

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

The nZone is committed to providing safe, engaging environments designed to develop your child's mind, body, and spirit. While campers enjoy enriching educational activities, parents gain valuable time for personal fitness or daily tasks. Our family-friendly environment fosters character traits that benefit our campers and the broader community.

We anticipate a great Camp program 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 for your campers!

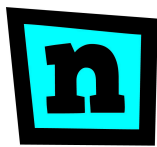
Within this handbook, you will find everything you need to prepare for the upcoming summer including necessary forms and documents. Should you have any questions, concerns or comments, please contact us at YouthPrograms@thenzone.com.

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

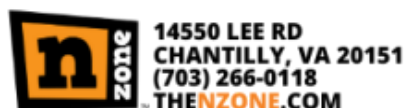
Excellence: We strive to provide the best customer service possible



new life
CHRISTIAN CHURCH

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.



What Does Little Stars Camp Look Like?

Program & Schedule Overview

Once checked in, campers meet their counselors and peers. After the full group arrives, counselors review the daily schedule and behavior expectations. Campers then rotate through engaging activities including art, science, sensory play, music, storytelling, and gross motor games. While our primary program is indoors, we go outside daily for recess and organized games, weather permitting. Please send your child with weather-appropriate clothing every day.



What are counselors?

Each classroom has at least two counselors at all times. Counselors balance structure and child-led activities, model cooperative play, and gently redirect inappropriate behavior. Counselors actively engage campers and safely supervise all meals.

Session Dates & Themes

- Week 1: June 22–26 — Welcome to Summer!
- Week 2: June 29–July 3 — Patriotic Week!
- Week 3: July 6–10 — Camping Adventures
- Week 4: July 13–17 — Little Gardeners (Nature, Bugs & Plants)
- Week 5: July 20–24 — Pirate Week
- Week 6: July 27–31 — Art & Music Festival
- Week 7: August 3–7 — Carnival Week
- Week 8: August 10–14 — Water Wonders (Splash, Sink, Float)
- Week 9: August 17–21 — Animal Antics

General Day Information:

Ages: 2–5 years old Potty training is not required.

Hours: 9AM- 1PM (Half Day), 9AM-4PM (Full Day) Check-In Begins: 8:45 AM

Extended Care: (Additional costs)

Before care is available starting at 8 AM (requires 48-hour advanced registration). By request. Aftercare is available until 4 PM. *There is no additional After Care available past 4 PM.* A late-free is assessed for any child picked up past 1PM for half-day campers and 4PM for full-day campers.

Food/Snacks:

Morning (9:30 AM) & Afternoon (3:00 PM) Snack is provided by program
Lunch (12:00 PM) is ***Parent Provided*** (either packed or pre-order)

Nap and Quiet Time Policy (Full-Day Campers)

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 during quiet time. After 30 minutes of quiet time, non-nappers will participate in a quiet activity.

Nappers (recommended for younger campers) will lay down on nap mats. Nappers are allowed to remain asleep for up to 2 hours.

Both groups may watch a 15-minute PBS show and listen to soothing music during quiet time.

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

Potty Training & Assistance

Little Stars does not require campers to be potty-trained. Please detail your child's specific assistance needs on their student information sheet. Staff schedule regular restroom breaks throughout the day, encourage restroom use after meals, and escort children whenever they show signs of needing to go.

Restroom & Diapering Requirements

Potty-trained students have full access to our child-sized classroom restrooms at any time. For children using diapers or pull-ups, parents must provide a pack of wipes and 3–5 diapers/pull-ups daily, or leave a full supply in the classroom. To support independence and restroom safety, staff will only offer toilet-training opportunities to children wearing pull-ups or training underwear. Children in traditional diapers will not be transitioned to the toilet.

What Should I Expect?

Arrival and Departure Safety 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 counselor 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:

1. **Wristband Match:** Staff will verify that the adult's pick-up tag (or a clear photo of it) matches the child's wristband.
2. **ID Check:** If the tag is unavailable, staff will check the child's account. Adults must present a photo ID matching an **authorized guardian** on file.
3. **Emergency Call:** If the adult is unauthorized, directors must call the primary guardian for immediate approval.

Late Pick-Ups

Half Day Parents: Parents are expected to pick up their children at **1PM**.

Full Day Parents: Parents are expected to pick up their children at **4PM**.
There is no additional After Care available.

Late Fee:

Families arriving after the designated pick-up time will be automatically charged a \$15 late fee, plus \$10 for every additional 30 minutes thereafter. If you anticipate being late, please call the front desk so our staff can prepare your child accordingly.

We understand circumstances can sometimes occur that will cause a parent to be late picking up a child. However, if a parent is frequently late, a meeting will be held with the parents and the Director to determine a plan of action. If there is no resolution, dismissal from school may be necessary. When arriving late, a Late Fee will be billed to your account.

Repeated late pick-ups without prior notification may result in dismissal 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.

Registration & Late Enrollment Policy

To help us prepare for a successful camp experience, registration fees will increase by \$10 per day or \$20 per week during the week leading up to each camp session. This allows us to make final staffing arrangements and purchase the materials needed to provide a fun and engaging experience for all campers.

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 counselors and your classmates
- ★ **Use Listening Ears** - pay attention when your counselors 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**

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.

- **Certified Staff:** All nZone Managers maintain current First Aid and CPR certifications.
- **Identification:** Students are taught to identify uniformed counselors so they always know who to approach for assistance.
- **Constant Supervision:** Campers are never left unattended and must be escorted by staff anytimethey leave their group area.

- **Allergy Vigilance:** Staff maintain a list of student allergies, monitor for reaction signs, and are fully trained on the location and use of emergency Epi-Pens.
- **Special Needs Awareness:** Staff remain highly vigilant to behavioral changes and the unique requirements of students with special needs.
- **Sunscreen & Bug Spray:** Parents must apply sunscreen and bug spray daily prior to arrival. A signed waiver must be on file for team members to reapply these products as needed.
- **Activity Safety:** Staff actively inspect facilities and equipment for hazards before initiating activities. Rules are explained beforehand, and activities will be stopped immediately if students do not comply.
- **Restroom Safety:** Staff do not lock or completely close restroom doors when assisting students. All diaper changes must be performed in plain sight of a second leader.
- **Controlled Access:** Unauthorized individuals—including parents—are strictly barred from student areas during program hours (p. 9). Visitors are not permitted under current safety protocols. Parents wishing to visit must check in with the Director first.

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 students 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.



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.

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.

Promotional Photos/Videos

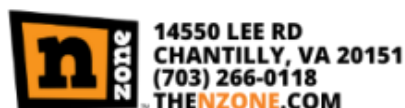
Children enrolled in The nZone’s Youth Programs’ camps or activities may be photographed or videotaped during the activity by nZone staff, contract partners, or the public media for The nZone promotional purposes. No names or personal information will be released.

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)
- Sunscreen and/or bug spray (Little Stars will apply agents based on permissions)
- *Bathing Suit and/or a change of clothes on Water Day (**Wednesdays**)- **place in a gallon size ziploc bag with child's name so wet clothes can be exchanged for dry ones.**
- Socks, if not already worn on Carnival Day (**Fridays**)
- Nap gear (if applicable)
- Diapers and wipes (if not potty trained)
- Full Day (nappers only):** a fitted crib sheet, light blanket, & stuffie or lovey (optional)



Signed Forms:

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

Special Events & Schedules

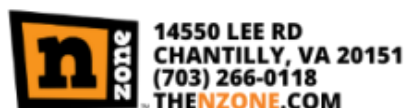
Please refer to the attached Weekly Activity Schedule to view our weekly camp layout for enrichment activities planned for the summer. Wednesdays are **Water Days**, and we encourage campers to arrive in their swim attire, with sunscreen already applied. Those who do not arrive in their bathing suits will have an opportunity to change before participating in our water activities. Fridays are Carnival Days, which may include the Moon Bounce and we encourage all students to wear socks on this day.

What about Lunch?

Campers may bring a packed lunch from home or pre-purchase lunch from Red Robin. A sample menu can be found on the next page. A separate allergy table is available upon request for campers with severe food allergies. **Please do not send food that requires refrigeration, heating, or preparation by staff.**

Red Robin Lunch Orders

All Red Robin lunch orders must be submitted by **8:00 AM on the Friday before the camp week begins**. Lunch orders will be invoiced to the camper's Club Automation account and charged to the card on file by **5:00 PM on the Friday before the camp week begins**. Orders must be submitted through the link listed: <https://bit.ly/nZoneLunchForm>





Main Entree:

- 7" Pepperoni Pizza
- 7" Cheese Pizza
- Cluck – A- Doodles (3 chicken tenders)
- Corn Dogs (9 piece)
- Grilled Chicken Dip'Ns
- Mac it Yours
- Reds Cheese Beef Burger (American cheese, sesame seed bun)
- Reds Grilled Chicken Burger (American cheese, sesame seed buns)

Sides:

- Kid's salad with Ranch Dressing onside
- Kid's salad with Balsamic Dressing onside
- Yukon Chips
- Mandarin Oranges
- Steamed Broccoli

Student Information Sheet

Student Name _____ DOB: _____ / _____

Allergies and Reactions

Special Needs or Accommodations

Current Medications and Instructions



14550 LEE RD
CHANTILLY, VA 20151
(703) 266-0118
THEZONE.COM



Provide 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.

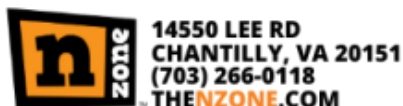
Nap Information (full-day students only): Napper Non-napper

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

SICK POLICY

We encourage 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. **Please check the symptom chart for the exact requirements for return.**

Symptom or Illness	Requirement to Return
Fever of 100 degrees or higher	Students can return once they have been fever-free for 24 hours without fever-reducing medications.



Updated 6/21/2026

<p>any combination (2 or more) of the following symptoms or positive COVID-19 test result:</p> <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 a runny nose • Nausea or Vomiting • Diarrhea • *Positive COVID-19 test 	<p>*Positive COVID-19 Test; 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>
<p>Diarrhea or Vomiting - 2 or more occurrences within 24 hrs</p>	<p>24 hours after the last incident of diarrhea or vomiting</p>
<p>Red, itchy eyes, or puffy eyes with discharge - pink eye</p>	<p>The student may return once discharge has stopped for 24 hours or after treatment with a doctor’s note</p>
<p>Strep Throat</p>	<p>48 hours after the doctor’s visit and antibiotic treatment begins (need note from Dr. to return)</p>
<p>Persistent Cough or Sore Throat</p>	<p>24 hours after symptoms subside</p>
<p>Rash</p>	<p>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)</p>
<p>Nasal discharge that is green or dark yellow in color</p>	<p>Nasal discharge has become clear or with a note from a medical professional stating they may return</p>
<p>Other Contagious Diseases, including: measles, chicken pox, fifth disease, mumps, scabies, impetigo, or head lice</p>	<p>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)</p>
<p>COVID-19 Exposure</p>	<p>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.</p>

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

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, an nZone account and be listed as an “Authorized Guardian” under your**



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: ____ / ____ / ____





SUNSCREEN & INSECT REPELLENT CONSENT

It is recommended that you apply sunscreen and insect repellent before arrival at Little Stars. In the event that we go outside unplanned, or if reapplication is necessary.

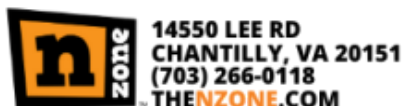
Please select one of the following options below:

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

- 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: _____ / _____ / _____



Updated 6/21/2026

Parent Behavior Agreement (Ages 2–5)

Our goal is to provide a safe, joyful, and developmentally appropriate experience for your child. Children ages 2–5 are still learning how to use their words, manage their bodies, and navigate social situations. Because of this, our team teaches expectations daily and supports children with gentle reminders, modeling, and encouragement.

To partner well with families, we ask that you review these expectations with your child in simple language they can understand. Together, we can help every child have a safe and fun summer.

Program Expectations for Children (Ages 2–5)

Please review these with your child using simple, positive language.

- Listen to counselors — I will listen to my coaches and follow directions so everyone stays safe.
- Use gentle hands — I will keep my hands and body to myself.
- No hitting or hurting — I will not hit, push, kick, or fight.
- Use kind words — I will use friendly words and voices with friends and counselors.
- Respect toys and equipment — I will take care of the things we use and not break or pull on them.
- Stay with my group — I will stay with my coach and not wander away.
- Be Safe- use walking feet indoors, stay together in your group, use toys and furniture appropriately
- Backpack items stay in my backpack — If I bring toys or electronics, they stay in my bag/cubby.
- Have Fun

Our team will review these expectations with children every day using visuals, modeling, and positive reinforcement.

Please read and sign below.

I understand and agree to the expectations and behavior response system outlined above. I will partner with the nZone team to support my child's success.

Parent/Guardian Signature: _____

Date: _____ / _____ / _____



Child's Name: _____

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.*

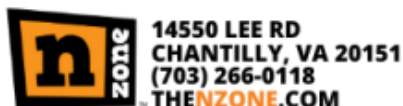
_____ I understand families arriving after the designated pick-up time will be automatically charged a \$15 late fee, plus \$10 for every additional 30 minutes thereafter.

_____ I understand repeated late pick-ups without prior notification may result in dismissal from the program.

_____ 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: _____ / _____ / _____



Updated 6/21/2026