

Summer Programs

MARY AND FRANCES YOUTH CENTER





Greetings MFYC Families!

This manual serves as a guideline to help parents find information about the Summer Programs at the Mary and Frances Youth Center. Included is information to prepare your child for camp, policies and procedures, health and safety, as well as navigating the university campus. Let us know if you have further questions as we look forward to seeing you at camp!

Physical Address

**Mary and Frances Youth Center
120 S. Linden Street
Richmond, VA 23220**

Mailing Address

**Mary and Frances Youth Center
Box 843062
Richmond, VA 23284**

www.mfyc.vcu.edu

Follow us on media!



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A Strong Foundation

The Mary and Frances Youth Center opened its doors in September 2007 through the generous donation of Michael and Elizabeth Fraizer and was named in honor of their mothers, Mary Fraizer and Frances Royer. Since its opening, the Center has provided the home for several programs focused on improving educational and positive developmental outcomes for Richmond's youth. The Center's flagship program Lobs & Lessons promotes education and life skills through the sport of tennis for elementary and middle school children through afterschool and summer enrichment programs.



Vision

The Mary and Frances Youth Center will be a regional leader in university-community collaboration for positive youth development.

Mission

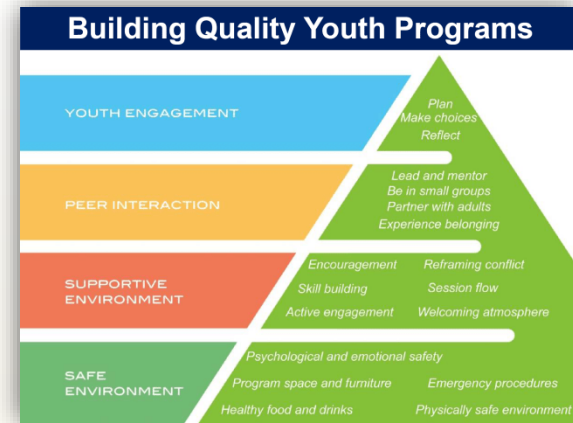
The Mary and Frances Youth Center provides programming and training to enhance the lives of youth in the Richmond metro area.

Values

- Empower youth to broaden their expectations in life
- Inspire youth to identify and engage their talents
- Support youth in strengthening their life skills
- Practicing healthy habits
- Learning the sport of tennis

Youth Program Quality Intervention (YPQI)

In partnership with The United Way of Greater Richmond and Petersburg, the Mary and Frances Youth Center manages the implementation of the Youth Program Quality Intervention (YPQI) quality improvement process for out-of-school-time service providers across the region. MFYC's involvement in the process supports the center becoming a local and regional youth training resource for youth program quality and youth development professionals. The process empowers education and human service leaders to adapt, implement and scale best-in-class, research validated quality improvement systems to advance child and youth development.



Safety & Protection of Minors Policy

VCU has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission of service and access. Activities involving minors are integral to our mission of creating and disseminating knowledge for the betterment of society and outreach through community engagement. Ensuring the safe and appropriate treatment of minors on campus is imperative.

The Division of Community Engagement officially interprets the Safety and Protection of Minors Policy and administers it through the Mary and Frances Youth Center.

Lobs & Lessons

Lobs & Lessons summer camps offer tennis, swimming, outdoor adventure games, and healthy lifestyle activities for rising 1st through 9th graders. Children will meet new friends, learn how to make healthy snacks, and spend time learning about their future. The camp will utilize Net Generation, a curriculum with smaller modified courts, racquets and balls, and is designed for new or beginner tennis players. Multiskillz drills will help develop agility, balance, and coordination important for any sport.

All camp activities, except swimming, will take place at the Mary and Frances Youth Center. Participants will swim every day indoors at the Cary Street gym next to the center. Youth will not only learn tennis, but participate in daily teambuilding games and enrichment activity that explores nutrition and careers! Breakfast and lunch are provided.



Cost

\$199 per week

Daily Schedule

8:45 - 9:00 a.m. - Drop off

9:00 - 9:30 a.m. - Breakfast

9:30 - 10:30 a.m. - Teambuilding

10:30 - 12:00 p.m. - Tennis Skills Stations

12:00 - 12:30 p.m. - Lunch

12:30 - 1:30 p.m. - Indoor Activity (Art, Nutrition, Career exploration)

1:30 - 2:30 p.m. - Tennis Games

2:30 - 4:00 p.m. - Swimming

4:00 p.m. - Pick up

Mini LOBsters: Rising 1st-2nd graders

This age group will use 36' tennis courts and foam balls to learn tennis. Youth will learn basic stroke mechanics of tennis through fun tennis games and rallies! Movement related activities along with self and partner rallying skills will help your child start learning the fundamentals for future development.

Young Aces: Golf & Tennis: Rising 3rd-5th graders

Lobs & Lessons is teaming up with the *First Tee of Greater Richmond* to bring a combination golf and tennis camp. Youth will start their day at the First Tee of Greater Richmond, where they will learn various golf techniques and participate in interactive games. Youth will be transported to the Youth Center for lunch and round out their day with tennis and swimming. As a reminder, parents will need to drop off and pick up in different locations for this camp.

Lil' LOBsters: Rising 3rd-4th graders

This age group will use 36' tennis courts and red felt balls to learn tennis. Youth will learn the basic stroke mechanics of tennis through fun tennis games and rallies! Youth will learn rallying skills and fundamentals for their future development. The short court activities will help youth learn movement, technique, and control, so they can start to develop consistency on the 36' court.

Jr. LOBsters: Rising 5th-6th graders

This age group will use 36' and 60' tennis courts with orange balls to learn tennis. The short court skills stations will help youth learn technique and control, transitioning to the 60' courts for point play and games. Youth will learn all the basic tennis shots and then put them into practice during point play. Youth will learn to rally with control, with a focus on technical and tactical skills.

TOP LOBsters: Rising 7th-9th graders

This age group will use 60' and 78' tennis courts with orange and green balls to learn tennis. The 60' skills stations will help youth learn technique and control, transitioning to full courts for point play and matches. Youth will learn all the basic shots in tennis, practice playing points and learn singles and doubles strategy. The 60' skills stations will help youth learn technique and control, transitioning to full courts for point play and matches. Youth will focus on fundamentals, work ethic, and overall ball control. This is a great camp for the new and aspiring middle school or high school tennis player!

Discovery

Discovery is a fun, challenging and creative summer program offering a variety of in-depth experiences in science, technology, engineering, arts and health sciences while experiencing a college setting. Each full-day, week-long camp is designed to challenge rising 6th through 8th graders to inquire and create as they investigate the world around them. Classes are taught by VCU faculty members, university students, and local professionals in university classrooms and laboratories on VCU's Monroe Park and Medical Campuses.

- Uses an investigative approach to real-world problems
- Supports in-depth exploration and skill development
- Promotes healthy lifestyles and life-long physical activity opportunities
- Fosters collaborative activities and deeper levels of inquiry – “Beyond the SOLs”



Cost

\$199 per week if child is picked up at 3:30 p.m.

\$249 per week if including Healthy Lifestyles program until 5 p.m.

Daily Schedule

8:30 – 8:45 a.m. - Drop-Off/Breakfast (provided)

8:45 - 9:00 a.m. Camp Team-Building Games

9:00 - 12:00 p.m. - Camp Activities

12:00 - 12:30 p.m. - Lunch (provided for half-day classes)

12:30 - 3:30 p.m. - Camp Activities

3:30 p.m. - Pick-Up/Healthy Lifestyles

5:00 p.m. - Pick-Up

Healthy Lifestyles

At the end of each day, youth will have the option to be picked up at 3:30 p.m. or participate in healthy lifestyle activities and get picked up at 5 p.m. Throughout the week, youth will rotate through a variety of activities that include tennis, swimming, basketball, field sports, and group exercise classes. Youth should bring a bathing suit and towel each day, along with a pair of sneakers.

2019 Class Offerings

July 29 - August 2

Morning: 9:00 a.m. - 12:00 p.m.

Operation Health Care

Afternoon: 12:30 p.m. - 3:30 p.m.

Think Global, Act Local

Full-Day: 9:00 a.m. - 3:30 p.m.

Engineering Your World

Two Words: Video Games

August 5 - 9

Morning: 9:00 a.m. - 12:00 p.m.

The Think Tank

Community Theatre

Swinging Into Primates

Afternoon: 12:30 p.m. - 3:30 p.m.

Mind Collaging

Discovering Genetics

Experimental Science

Scholarships



2019 Scholarship Application

Two types of scholarships are available:

- Individual Scholarship: Parent pays \$25 for a one-week camp
- Partner Scholarship: Parent pays half of the registration fee for a one-week camp

Scholarship applications will not be considered until online registration is complete and the scholarship application with all appropriate documents have been submitted. Do not wait to submit your scholarship application for camp, as all scholarships are awarded on a first come/first serve basis each year based on financial need.

2019 Scholarship Details

- You do not need to pay the \$25 deposit until you have received notification that you have been awarded a scholarship for camp.
- Only one scholarship will be awarded per child, per camp.
- A child may apply for a scholarship for both Lobs & Lessons and Discovery.
- For Discovery, a child may only receive a scholarship for one of the weeks of camp.
- Once a scholarship application has been received, families will be notified within two weeks as to the status of their application.
- Once a scholarship is awarded, families will have two weeks to submit the full payment.
- Discovery Participants: If you choose Healthy Lifestyles, there will be an additional \$15 fee for the extended day. This fee is considered part of your full payment and is due within two weeks of being awarded. This fee can be mailed or dropped off in person.

Payment Policy

- A \$25 deposit is required when registering to hold your child's spot in camp.
- You will have two weeks from the date you registered to make the remaining payment.
- If payment is not received, you will be notified via e-mail and your child will move to the wait list for the camp they are registered for.
- If you are on the wait list, we will notify you as soon as possible if a spot opens up in camp. If you accept the spot, you have two weeks from date of acceptance to make payment.

Health and Safety

Below are forms that may or may not pertain to and support your child's participation in Summer Programs. Please review and complete those that are applicable.

Accessibility Form - Identifies and/or requests accommodations due to medical, sensory, development, or other health concerns.

Field Trip/Transportation Release Form - Permission to ride in university sponsored vehicles or participant in field trips (i.e. Young Aces Camp, select Discovery camps).

Medical/Dietary Information Form - Identifies medical concerns (allergies, asthma, etc.), dietary concerns (allergies to food), and medication being taken or to be delivered.



Preparing for Summer Programs

Recommended items for your child to bring daily

- Sneakers
- Backpack
- Hat/Visor
- Sunglasses
- Sunscreen
- Towel
- Swimsuit
- Reusable Water Bottle

What to Leave at Home

- Toys
- Personal Listening Devices
- Portable Game Devices
- Money
- Cell Phones

Inclement Weather

During rainy days, all activities will be held indoors within the facility or at the Cary St. Gym. For Discovery, youth will still walk across campus for classes, so please be sure they have a rain coat or umbrella.

Participant Absence/Tardiness

- For Lobs & Lessons, youth may be dropped off late but please notify staff in advance.
- For Discovery, youth who are not in a full-day class, may be dropped off late, ONLY during lunch time, 12-12:30 p.m.

When Should my Child Stay Home

- Fever
- Severe/Prolonged Headache
- Nausea
- Diarrhea
- Pink Eye
- Cold/Flu
- Severe Cough

Participant Injury

Parents or guardians shall be notified immediately of any illness or injury to the participant, especially head injuries. If the parents or persons designated in case of an emergency, serious illness, or injury cannot be reached, DCE youth program employees will contact those individuals designated on the participant's enrollment form. If those designated individuals cannot be reached or do not arrive to the program site by the time a participant must be transported by ambulance to a hospital, a DCE youth program employee must accompany the child to the hospital.

Swimming

Swimming will take place across the street from the Youth Center at the Cary St. Gym. Lifeguards and MFYC camp counselors will be monitoring and swimming with youth. In order to use the slide and climbing wall, youth will be required to take a swim test. If they do not take the test or do not pass, youth can enjoy the shallow features of the pool.

Breakfast and Lunch

The MFYC partners with **FeedMore** to provide a breakfast and lunch for youth participating in the summer program. Currently, FeedMore has a service area that stretches across 34 cities and countries. Meals are ordered in advance for the entire summer, which is why it is important for you to tell us if your child will eat a meal we provide, or bring his or her own. If your child is a selective eater, please consider providing their lunch. Menus will be available in June.

- Your child has three meal options: 1) receive both breakfast and lunch at camp, 2) receive either breakfast or lunch at camp, or 3) bring own lunch to camp.
- If you order a meal, it will be provided for the entire week. Children will not have the option to pick and choose which days they will eat the meal we provide.
- Discovery ONLY: Lunch is not available for full-day Discovery classes, but breakfast is available.
- Breakfast consists of white milk, fruit cup and grain (pop-tart, muffin, cereal, etc.)
- Hot lunch consists of chocolate milk, fruit/vegetable and meat (baked chicken, mac & cheese, tuna salad, chef's salad, beef tacos, etc); cold lunch (sandwiches) is provided on Friday.



Policies & Procedures

Waitlist Policy

- Notification is made by e-mail and phone when a spot opens in camp.
- Families have 48-hours from the date and time of notification to accept and secure your spot by paying the \$25 deposit.
- The remaining payment for camp is due within 2 weeks of the date and time of notification.
- If notification is given less than 2 weeks prior to the start of camp, full payment is due within 48 hours.
- You can login to your account to complete the deposit or remaining payment here: <https://www.pubapps.vcu.edu/mfyc/>.

Cancellation Policy

- Cancellation notification must be submitted in writing.
- Cancellation notification received by June 17 will receive a full refund less the \$25 deposit.
- Cancellation notification received after June 17 but two weeks prior to the beginning of camp, will receive a 50% refund, less the \$25 deposit.
- Cancellation notifications received less than two weeks prior to the beginning of camp will not receive a refund.
- Refunds will be issued 30-45 days after the receipt of the cancellation notification.
- Cancellation notification may be faxed, mailed, submitted in person or emailed to discovery@vcu.edu.

Sign-Out Policy

Photo identification must be presented before children can be signed out. Only individuals, 18 and older, listed on your registration may pick up your child. If another individual will pick up your child, you must submit this information in writing, email, or call.

Late Pick-Up Policy

There will be a fee each time your child is picked up late. The fee begins at 10 minutes and is \$10.00 and then increases by \$5.00 for each five minutes thereafter.

Behavior Policy

MFYC strives to assist students in working through challenges that arise during camp, however, depending upon the severity of the situation or recurring challenges, parents will be notified as soon as possible.

MFYC has a 3-step behavior system that includes:

- First, a verbal reminder and/or warning from the program staff or classroom instructor
- Second, a conversation with the MFYC administrative staff or instructor, and possibly losing time in an activity
- Third, a conversation with the parent via phone call or during afternoon pick-up

Electronics Policy

Cell phones, iPods and other electronic devices are not allowed and are not necessary. Please be advised that if your child is using these devices during camp, it will be taken away and returned only to a parent or guardian. If you need to contact your child, please call 804.827.0802 and we will deliver the message.

Parking & Drop-off/Pick-up

1. Parking 2. Mary and Frances Youth Center



PARKING:

There are two tennis courts in front of our Center (#2 on map), and the entrance is on S. Linden Street. Free parking is available on the street, but if that is not available, parking can be found in the Cary St. Parking deck (#1 on map) on N. Harrison Street at the corner of Harrison and Cary Street.

120 South Linden Street • PO Box 843062 • Richmond, VA 23284 • Phone (804) 827-0802

Drop-off/Pick-Up Procedure

Parents do not need to sign in their child for camp, however children must be signed out before they can leave. For drop-off, you have the choice to park and bring your child to the door or let them out at the sidewalk to come into the building. For pick-up, you can utilize our new curbside pick-up service or park and walk up to the building. For sign outs, you will need to have a photo ID and be on the approved pick-up list for that child.

Early Drop-Off

Due to the scheduling of camp activities and staff, we only have a 15 minute window for drop-off and pick-up. Lobs & Lessons camp will not open until 8:45 a.m. and 8:30am for Discovery. We do not recommend dropping children off early, as youth will not be supervised or have access into the building.

Early Pick-Up

For Lobs & Lessons, youth remain at the Youth Center all day, allowing for ongoing pick-up with the exception of swimming from 2:30-4 p.m. For Discovery, youth are in a variety of classes across VCU campuses as well as on off-site field trips; therefore early pick-up is only offered during lunch (12- 12:30 p.m.) or healthy lifestyles (3:30-5 p.m.) for classes within walking distance of the Center. Youth can only be signed out from the Youth Center, not picked up directly from classes. In an emergency, staff will work with you to accommodate these needs.

How do I notify the Youth Center that someone else will be picking up my child from camp

When you complete your online registration, you will be prompted to fill out emergency contact information for your child. These individuals are authorized to pick up your child. If you need to add an additional name to this list, please email their name, phone number, and relationship to you to

Lobs & Lessons camp: cccarter@vcu.edu;

Discovery Camp: discovery@vcu.edu.

Curbside Pick-Up

Curbside pick-up is quick, convenient and hassle free! These options will reduce the challenges of parking on campus and increase the speed of sign-outs.

- Curbside pick-up will be first-come, first-served and only available for cars parked on Linden Street, in the spots marked on the side of the Youth Center.
- Time frame for Lobs & Lessons is 3:45 to 4 p.m. and 3:15 to 3:30 p.m. and 4:45 to 5 p.m. for Discovery; if the time frame has expired, park and come inside.
- Staff will approach the passenger window to check ID and obtain signature, then your child will be released.
- Curbside pickup will not operate if it is raining and you will need to park and enter the building to pick up your child.
- If you are parked across the street, we will not walk to your car.
- During the time frames listed in the Curbside Pickup Policy, the designated curbside spaces are zoned for pick-up only, not parking.
- Staff will not approach cars in the street, only cars in the marked spots.
- If the driver is not on the sign-out list or has no ID, a phone call will need to be made; park and come inside.

Frequently Asked Questions

Can I sign my child up for multiple weeks of camp?

Lobs & Lessons camps are designed for specific age groups each week. These camps all vary in the activities presented based on the age group, therefore, youth may only sign up for one week of camp. The Young Aces golf and tennis camp is an exception. Youth can participate in both Lobs & Lessons and Young Aces camp as the activities and skills presented are different. Young Aces camp is only available for the 3rd-5th grade age group. For Discovery, youth may sign up for as many weeks as they choose as classes vary each week.

Is there a camp discount available for multiple youth, multiple weeks or VCU affiliates?

We do not offer discounts, however we do provide two types of scholarships. Visit <https://mfyc.vcu.edu/summer-programs/> for more information on camp cost and scholarships, or page 6.

Is the Lobs & Lessons tennis camp for advanced youth?

Lobs & Lessons camps are designed for beginner to intermediate players. The program utilizes the QuickStart Tennis method using modified equipment. All tennis skills stations and activities are play based and designed to incorporate as much movement as possible.

Are there academic requirements for Discovery?

Discovery is open to all rising 6th – 8th grade youth regardless of their academic performance. Home schoolers, public and private school students are all welcome, and classes are structured to welcome varying levels of academic attainment.

Are youth required to participate in the sports activities during Discovery's Healthy Lifestyles program?

All youth are expected to fully participate in all Healthy Lifestyles activities. This program compliments the career exploration classes offered throughout the day by incorporating physical activity at the end of the day.

Which camps/classes still have spaces available?

In the online registration system, if a class is already full, you will be given the option to sign up for the waiting list.. If a space becomes available, parents will be notified and offered the space based on their rank on the waiting list at: <https://www.pubapps.vcu.edu/mfyc/>.

Does my child have to eat the breakfast and Lunch?

Breakfast and lunch are a provided option during registration, giving you the choice to select both, one or neither. If your child is a selective eater, we suggest packing their food each day as the menus are scheduled by FeedMore. You can cancel your meals up to two weeks prior to the start of camp.

What supervision will my child have during camp?

Camps operate at a 1:8 ratio of counselors/instructors to youth. Along with the counselors, administrative staff will assist in all aspects of the day. During swimming, counselors are in the water with the youth and there are life guards on duty.

Does my child need a tennis racquet, swimsuit or other equipment/materials?

All necessary equipment and materials for activities will be provided. Your child will need to bring a towel and swimsuit each day for afternoon swimming. If your child would like to bring their own racquet, for example, they are welcome to do so. For Lobs & Lessons, please have your child wear comfortable, athletic clothing and tennis shoes; a hat, sunscreen and water bottle are also suggested. For Discovery, youth are also encouraged to wear comfortable clothing and shoes as they will be walking across campus for classes.