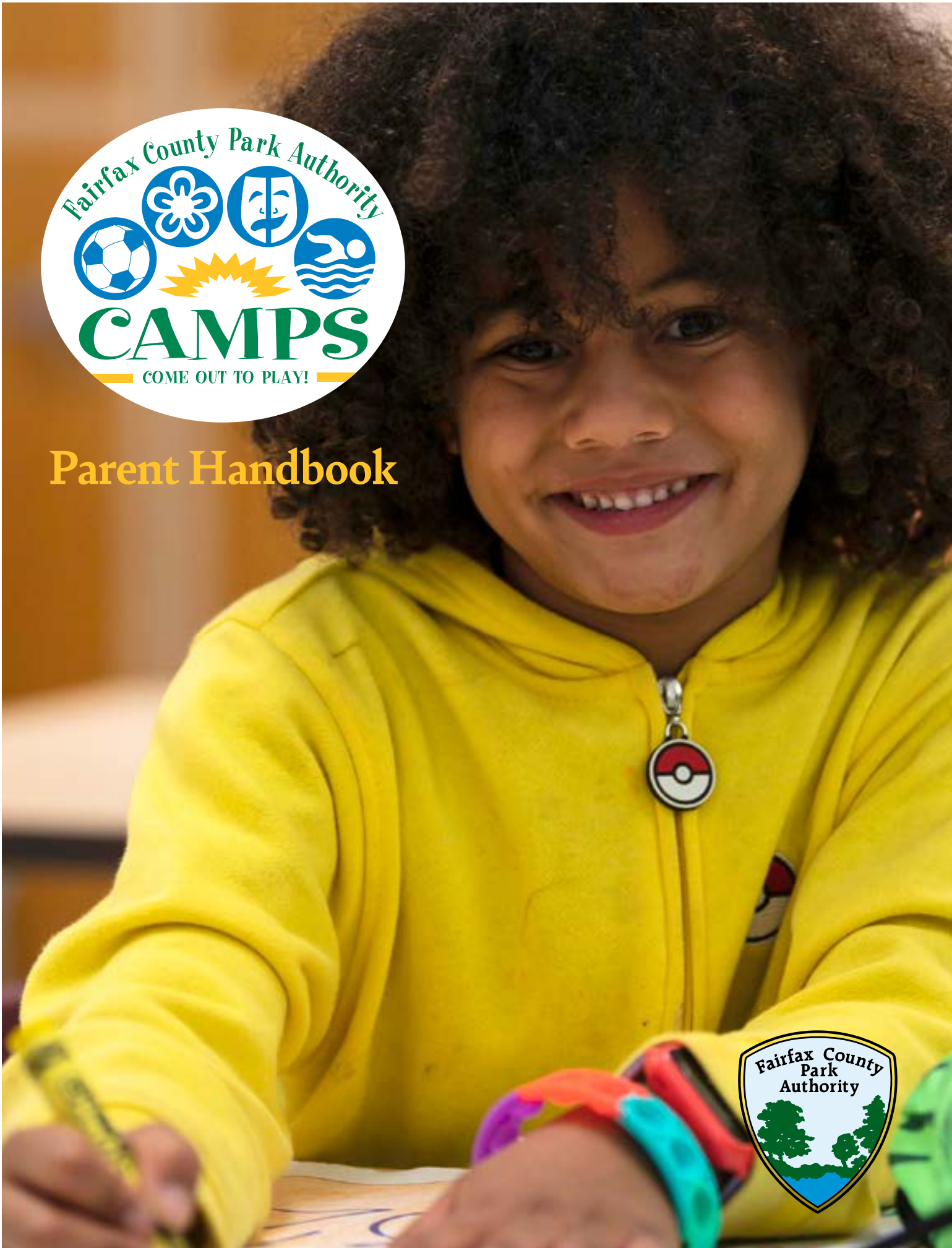




# Parent Handbook



# Welcome to Fairfax County Park Authority (FCPA) camps!

Our goal is to provide children with a safe and enjoyable experience where they can develop new skills, form friendships and enhance self-esteem. Make sure children arrive at camp with completed forms found in this Parent Handbook. It is important we have the most current information on your account (phone number and email). If you have changes, log in to your house account or contact our registration desk at 703-222-4664. Be sure to check your email periodically for camp updates. For your tax records, the tax ID for Fairfax County Park Authority is 54-0787833.

## Camp Forms

Camps require 3 forms that must be submitted on the first day: Pick-Up Authorization, Emergency Information & Agreement, Code of Conduct. These forms can be found in this handbook or at [www.fairfaxcounty.gov/parks/camps](http://www.fairfaxcounty.gov/parks/camps). To expedite check in, make copies for each camp session your child is attending. You may receive additional camp-specific information, forms and waivers through a pre-camp email sent a few days before the program begins.

## Extended Care

Extended care is offered at several locations from 8:00-9:00 a.m. and 4:00-5:00 p.m. This service provides additional morning and afternoon care for campers at their specific camp location who are already enrolled in full-day camps. Camps ending before 4 p.m. are not eligible for extended care. Participants will choose from supervised activities including board games, cards, drawing, coloring and age-appropriate movies. Extended Care is not available at all locations. Extended Care refunds are given in full if requested prior to the camp week; no refunds are given once the week begins. If children are not signed out by 5:00 p.m., a late fee of \$1.00 per minute will be incurred by parents. **For Extended Care locations and to register, visit [Park Authority Camps | Park Authority \(fairfaxcounty.gov\)](http://Park Authority Camps | Park Authority (fairfaxcounty.gov)).** Advance registration is recommended as space is limited.

## Signing Campers In & Out

Authorized individuals must sign campers in and out each day. Staff are required to I.D. all persons picking up children. Campers will only be released to individuals on their Pick-Up Authorization Form. For specific custody issues requiring special attention, notify the Camp Director by responding to the pre-camp email. For late arrivals to camp, check in with the Camp Director.

## Late Pick-Ups

In case of late pick-up, a late fee of \$1 per minute will be applied. If a child is consistently picked up late, the child's enrollment may be terminated. Children become very upset when parents are not on time so please contact the camp location if you know you will be running late. A duty manager or another designated staff member will supervise campers after program hours; not necessarily camp staff. Child Protective Services may be contacted if children are left at the program one hour after the scheduled program end time.

## Medications at Camp

Medication will only be administered if the Medication Authorization Form is completed. If your child needs medication administered during camp, download the authorization form from our website at [www.fairfaxcounty.gov/parks/camps](http://www.fairfaxcounty.gov/parks/camps). Medications must be sent in the original container. Remember to pick up unused medicine at the end of camp. Any medication that is prescribed for longer than 10 days must have physician's signature.



## Refunds/Transfers/Credits

There are no refunds/credits for missed days due to conflicts or sick days. All refunds and transfers **must be requested at least 14 days in advance** of the camp session for which the change is being requested. All approved refunds will incur a \$25 cancellation fee per session.

- There are no refunds/transfers or credits given within 14 days of the start of a session with the only exception being a medical emergency which requires a doctor's written verification if it is received by our office BEFORE the camp ends. (submit to [camps@fairfaxcounty.gov](mailto:camps@fairfaxcounty.gov)).
- If you are cancelling a camp at least 14 days in advance, you can do so online by logging in to your house account or emailing the camp office at [camps@fairfaxcounty.gov](mailto:camps@fairfaxcounty.gov), there will automatically be a \$25 cancellation fee.
- Transferring from one camp to another cannot be done online without incurring a cancellation fee. If you wish to transfer from one camp to another, call our registration office at 703-222-4664. Transfers must be made at least 14 days in advance and are dependent on space availability. There may be additional fees if there is a price difference.

**IMPORTANT:** If you go online to cancel a camp within 14 days of the camp start date, the system will allow you to cancel your child out, however, you will not receive a credit nor a refund.

## Access & Inclusion Support

If your child needs accommodations to be successful in camp, complete the ADA Services (Americans with Disabilities Act) or Accommodations Request Form [www.fairfaxcounty.gov/parks/accessible#requestForm](http://www.fairfaxcounty.gov/parks/accessible#requestForm) or call 703-324-8565, TTY VA relay 711. This form is an important first step to help us set your child up for a successful and fun camp experience. Reasonable accommodations for camps include accommodation plans, leisure coaches and interpreters. The FCPA requires advance notice of at least 10 days before the start of camp. For last minute requests, the FCPA will attempt to provide accommodations; however, we cannot guarantee your request for services will be fulfilled.

## Managing Behavior

All participants must read and sign the camper Code of Conduct which states children must be able to demonstrate the following with minimal direction:

- Must be able to maintain personal care without staff support
- Stay with their assigned group
- Respect others (listen, follow directions, use appropriate language, keep hands to oneself)
- Maintain self-control
- Meet the prerequisite skills for the program

For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. FCPA reserves the right to immediately dismiss a child from any program.

## Health & Safety Practices

Parents should monitor their children before heading to camp and keep them home if they show signs of illness including vomiting, diarrhea, rashes, chills, a temperature of over 100 degrees, dry cough, shortness of breath, sore throat or any new muscle aches/pains. If a camper becomes ill at camp, parents will be notified to pick up their child immediately. Children must be free of illness for 24 hours before returning to camp. Please notify the camp location within 24 hours if any member of the household develops a communicable disease and provide immediate notification if it is life-threatening. Notifications are





posted/mailed when there is a communicable disease outbreak within a camp. The FCPA monitors guidance from the County and governing health agencies to ensure best practices are in place to maintain a healthy environment for children and staff.

To maintain a healthy environment, camp staff will encourage frequent handwashing throughout the day, ensure surfaces are cleaned and disinfected, and remind campers to avoid touching their eyes, nose and mouth.

### Bumps & Bruises

For minor injuries, staff will provide first aid to include washing out the wound with water and/or applying ice packs and adhesive bandages as needed. The parent/guardian will be informed of the injury and treatment at pickup. For more serious injuries, the parent/guardian will be contacted immediately.

### Emergency & Weather Plans

Each site has an Emergency Preparedness Plan available for review upon request. Weather-related closures will be communicated through email. Camps operate on code red days with modified activities and frequent water and shade breaks.

### Sunscreen & Insect Repellent

Staff is not permitted to apply sunscreen, insect repellent or lotion directly to children. Campers over the age of five may bring sunscreen and/or insect repellent (in the original container and labeled with their name) to apply themselves with help from staff. Be sure to apply sunscreen and insect repellent to your child before camp.

### Pool & Locker Room Use

Not all programs use pools/locker rooms. Camps that include swimming, require children to pass a proficiency test before entering water above their shoulders. Children with skin infections or open wounds are not permitted in the pool. Per Fairfax County policy, all persons shall have access to facilities corresponding to their gender identity. Camp staff supervise children in the locker rooms at all times. Please clearly label your child's belongings to prevent items from being lost.

### Children's Belongings

Label ALL belongings. Personal belongings should be kept in a bag or backpack. We strongly discourage campers bringing electronics to camp. FCPA follows the public school's policy on cell phones and electronic devices which allows children to keep them in their backpack; turned off during camp hours. For their safety, campers must wear close-toed shoes such as sneakers. The FCPA and the site staff are not responsible for lost/stolen items. It is always a good idea to pack extra items in case something is misplaced during the day.

### Food & Snacks from Home

Lunches and snacks brought from home must be nonperishable and packed in a soft cooler/lunch bag with an ice pack (refrigeration not available). Label with your child's name and date. Check with the program staff regarding the use of snack machines during camp. Parents will be notified to bring in lunch in the event a child does not have one.



## Promotional Photos/Videos

Children enrolled in FCPA camp programs may be photographed or videotaped during camp by FCPA staff, contract partners or the public media for FCPA promotional purposes unless a separate written request not to photograph or videotape is submitted by responding to the Camp Director's pre-camp email.

## Licensing Information

The VA Department of Social Services (VDSS) requires the licensing of certain child day programs. Most of our programs are exempt. However, the camps listed below are licensed programs and will require a copy of your child's immunization record and proof of child's identity upon arrival the first day. This can be an original birth certificate or passport. For more licensing information, contact the Fairfax Licensing Office at 703-934-1505 or view the [additional licensed camp requirements](#) at [www.fairfaxcounty.gov/parks/camps](http://www.fairfaxcounty.gov/parks/camps)

- Kiddie Camp at Franconia Rec Center and Stone Mansion
- All About Animals and Adventures on the Farm at Frying Pan Park
- Camp Bloom & Grow at Spring Hill Rec Center

## Reporting Child Abuse & Neglect

Under Code of Virginia (63.2-1509), staff is required to report any suspected abuse, neglect, or exploitation of a child to FCPA Youth Services and Fairfax County Child Protective Services.

## Questions/Concerns?

For prompt response, email our main camp office at [camps@fairfaxcounty.gov](mailto:camps@fairfaxcounty.gov) or contact the camp staff through the email address provided in your pre-camp email. Camp operation lines of authority: Camp Counselors > Camp Directors > Site Programmer > Site Manger > Youth Services Office

\*Procedures and activities are subject to change.



Accommodations: If reasonable accommodations or alternative formats are needed under the Americans with Disabilities Act, contact 703-324-8565 at least 10 working days in advance of the date needed. TTY: Virginia Relay 711



# FCPA Camps Code of Conduct

Children and guardians must review this required document together and sign below.

**Children must:**

- Maintain personal care (toileting, changing) without staff support.
- Always stay with assigned group.
- Respect others in what you say and do. Teasing and bullying are not permitted, and children should report all incidents immediately to their counselor.
- Listen to program leaders and follow directions.
- Use appropriate language.
- Keep hands to oneself and maintain self-control.
- Take care of their own belongings.
- Use equipment and supplies in a safe and appropriate manner.
- Follow the policy for cell phones and other multimedia devices: Campers/CIT's may have cell phones and other multimedia devices, but they must be turned off and kept in the child's backpack during camp hours. We strongly suggest these items be left at home. FCPA will not be held responsible for lost or stolen items.

**Parents/Guardians must:**

- Complete and submit appropriate paperwork from the parent packet.
- Sign children in and out of the program, bring photo I.D. and be on time.
- Contact the Camp Director or Program Manager immediately when issues arise.
- Adhere to the camp refund and transfer policy as outlined in the parent packet.
- Make arrangements for your child to be picked up in the event of sickness, uncontrolled behavior, or other emergency needs.

**Possible Grounds for Immediate Dismissal (no refund given):**

Depending on the severity and other assessed factors, FCPA reserves the right to terminate part or all of a child's enrollment in FCPA camps if:

- A child intentionally harms or threatens to harm himself or others.
- A child who causes injury to another child or staff member.
- A child who displays repeated inappropriate behaviors.
- A child who fails to comply with the Code of Conduct.

**Grounds for Immediate Dismissal (no refund given):**

- A parent or child who refuses to follow FCPA policies as stated in the parent packet.
- A child who brings a weapon to camp.
- A child who vandalizes or steals the property of the camp facility, staff or other children.

**Management of Behavior**

Staff will manage disruptive and inappropriate behaviors by addressing it with the child and discussing what is appropriate behavior as well as redirecting behaviors when appropriate. If necessary, staff may remove a child from an activity until the child exhibits proper self-control. Staff will address problem behaviors with parents to strategize possible solutions. In situations where inappropriate or disruptive behavior persists, the child's enrollment in FCPA programs may be terminated. Staff strive to meet the needs of the children by using proactive approaches and planning age/ability appropriate activities.

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone (**please bring this form with you on the first day of camp**).

Child's Name (please print) \_\_\_\_\_

Signature of Child \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home or Work Phone \_\_\_\_\_



## Fairfax County Park Authority Camps Emergency Information & Agreement

<b>Child's Full Name (last name, first name)</b>	<b>Nickname</b>	<b>Date of Birth</b>	<b>Sex</b>
<b>Allergies</b> or Intolerance to Food, Medications, etc. (please list allergies and actions to take in an emergency)			
To ensure the best possible experience, <b>tell us about your child</b> . Include any emotional, behavioral, physical or developmental challenges, whether they have an IEP with the school system and/or any special accommodation needed. Additional space on the back of this page.			
Have you requested <b>accommodations</b> through our ADA Accommodations office <a href="mailto:fcpaaccess@fairfaxcounty.gov">fcpaaccess@fairfaxcounty.gov</a> ? <b>Y / N</b>			
<b>Child's Physician:</b>		<b>Phone:</b>	

### PARENT/GUARDIAN INFORMATION (write N/A when not applicable)

<b>Parent's Full Name:</b>	<b>Email Address:</b>	<b>Cell Phone:</b>
<b>Home Address (#, street, apt, city, state, zip):</b>	<b>Place Employed:</b>	<b>Home/Work Phone:</b>
<b>Parent's Full Name:</b>	<b>Email Address:</b>	<b>Cell Phone:</b>
<b>Home Address (#, street, apt, city, state, zip):</b>	<b>Place Employed:</b>	<b>Home/Work Phone:</b>

### EMERGENCY INFORMATION (the state mandates 2 emergency contacts other than the parents)

<b>Emergency Contact #1:</b>	<b>Address (#, street, apt, city, state, zip):</b>	<b>Phone (home/work/cell):</b>
<b>Emergency Contact #2:</b>	<b>Address (#, street, apt, city, state, zip):</b>	<b>Phone (home/work/cell):</b>

### AGREEMENTS

If swimming/wading activities are included, my child is allowed to participate, and their swimming ability is: <b>CHECK ONE</b> ( ) Non-Swimmer   ( ) Beginner Swimmer   ( ) Experienced Swimmer   *all swimmers will swim test
I give my child permission to apply sunscreen and/or insect repellent to him/herself and I will be supplying my child with the product. If my child has an adverse reaction to the product, take these actions:
The center shall notify parents/guardians if their child becomes ill, and the parent/guardian will arrange to have the child picked up as soon as possible. Parents agree to inform the center within 24 hours if their child or any member of the household develops a reportable communicable disease (immediate notification required if the disease is life threatening). I understand no guidelines or practices will remove 100% of the risk of exposure to communicable disease.
I hereby grant approval for my child to be photographed and/or videotaped by FCPA, its partner contractors or the media to be used for the sole purpose of promoting or publicizing FCPA programs. Vehicle safety audio/video systems may record camp participants if they are being transported in FCPA vehicles for the program.
I hereby grant permission to FCPA, in the event of an emergency, at my expense to: (1) utilize the most convenient rescue squad vehicle or ambulance to transport my child to the nearest hospital; and (2) contact the individuals listed as emergency contact(s). If non-emergency medical care is required, I authorize FCPA to seek medical treatment through my child's physician. I understand that I am responsible for medical expenses incurred by my child and that FCPA advises I carry health insurance for my child.

**I have read the policies for the program and agree to adhere to them. I certify the information above is complete and correct. I have made a copy of this for my own records.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**BRING CAMP FORMS ON THE FIRST DAY. DO NOT MAIL/EMAIL FORMS.  
TO AVOID CONFUSION, PLEASE MAKE COPIES TO SUBMIT FOR EACH CAMP/EACH WEEK.**





# FCPA Camp Pick Up Authorization

(bring this form on the first day of each camp)

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

Camp Child is Enrolled in: \_\_\_\_\_

List those individuals authorized to pick-up your child (including yourself); they must be an adult over the age of 18. **Your child will be permitted to leave with these individuals only and photo identification will be required at sign-out.** Bring camp forms for your child on the first day of camp. **Do not mail/email forms.** To avoid confusion, please make copies and submit forms each week if attending multiple camps.

Authorized Person's Name (please print)	Relationship to Child	Phone Number

Name of persons NOT allowed to pick up child (appropriate custody papers shall be attached if a parent is not allowed to pick up the child):  
 \_\_\_\_\_

Authorized individuals must sign children in and out each day.

Date	Day	Time In	Initials	Time Out	Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<i>for additional weeks of camp:</i>					
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_