



Fairfax County's Parks Welcome You to Spring and Summer Camps Green Spring Gardens, Hidden Oaks, Huntley Meadows, Riverbend Park

Welcome to camp! Our goal is to provide children with a safe and enjoyable camp experience where children can develop skills, form friendships and enhance self-esteem. Please make sure your child comes to camp with the proper items and be sure you have read all of the information in this packet.

CAMP FORMS

Please bring your completed camp forms with you to turn in at morning sign-in. Please do not mail the camp forms. Camp forms include the emergency form, pick-up form, rules of conduct agreement, and if needed, the medical authorization form for all medicines, including epi-pens and inhalers. These can be downloaded from www.fairfaxcounty.gov/parks/campforms. Campers will not be admitted to camp without all camp forms completed. Separate camp forms must be turned in for each mini-camp or week long camp.

FOOD FROM HOME

Please send your child to camp with a snack, drink, and lunch (lunch for camps longer than 3 hours). It is recommended that lunches and snacks brought from home be nutritious and nonperishable and packed in a soft cooler/lunch bag with an ice pack. Please label food container with the child's name.

APPROPRIATE CAMP GEAR

Your child should wear closed-toe shoes (no crocs), clothes that are okay to get dirty, and bring rain gear. Most camps spend some part of the day outdoors and unless the weather is very unpleasant, we will go outside.

ADMINISTERING MEDICATION

MEDICATION WILL NOT BE ADMINISTERED UNLESS AUTHORIZATION FORMS ARE COMPLETED, SIGNED BY PROPER AUTHORITIES, AND RETURNED. If your child will need medication administered during program hours, please download authorization forms from our website at www.fairfaxcounty.gov/parks/campforms or call (703)324-8571 to request Authorization Forms. Staff is not permitted to administer medications, whether over-the-counter or prescription, without proper paperwork completed. Medications will be locked up and must be sent in the original container. Please remember to pick up unused medicine containers at the end of camp or it will be discarded within 14 days. Long term medications (over 10 days) require doctor's signature.

SIGNING IN/OUT

Authorized individuals 18 years or older must sign child in and out each day. Staff are required to I.D. all persons picking up children. Children will not be released to anyone not on the Pick Up Authorization Form. Custodial parents/guardians have the right to be admitted into the program, however for custody issues requiring special attention please notify the camp site staff. Parents must sign-in and walk children to the specific meeting area. If arriving late, please check in with the Camp Director.

SICK/ILL CHILDREN AND PREVENTING THE SPREAD OF DISEASE

Please keep your child home if he/she shows signs of a communicable disease or illness including vomiting, diarrhea, or a temperature of over 100 degrees. If a camper becomes ill, parents must pick up the sick child immediately. Sites will notify all parents about disease outbreaks. Parents should notify the site within 24 hrs. if a member of the household develops a communicable disease. In the case of a life threatening disease, parents must notify the site immediately. If a serious injury occurs at camp, parents will be notified immediately.

LATE PARENT POLICY

If a parent or authorized person is late in picking the child up, a late fee of \$5 for every 15 minutes will be applied. Children become upset when parents are not on time, please call the site if you know you will be late. A staff member will remain with the child up to one hour after the program ends. After one hour, Child Protective Services will be called.

SUNSCREEN & INSECT REPELLENT

Staff is not permitted to apply sunscreen, insect repellent or lotion to children. Please apply sunscreen to child before camp either at home or outside the nature center. Insect repellent is not permitted at camp for children of any age. You may, however, apply it to your child beforehand.

CHILDREN'S BELONGINGS

Please label ALL belongings. The FCPA and the site staff are not responsible for lost/stolen items. Personal belongings should be kept in a bag or backpack which will be stored in program area.

BEHAVIOR MANAGEMENT & DISCIPLINARY ACTIONS

If a child brings a weapon to camp, intentionally harms others, vandalizes property, or displays other extreme behavior, he/she will be dismissed from the program and no refund will be given. 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. STAFF WILL NEVER: 1) use physical punishment; 2) be verbally abusive; 3) force, withhold, or substitute food; 4) give any child the authority to punish another child; 5) place a child out of visual/hearing sight, in the dark, or 6) punish a child for a toileting accident.

All participants enrolled in Fairfax County Park Authority programs must meet the code of conduct which states children must be able to demonstrate the following with minimal direction: (1) must be able to maintain personal care without staff support; (2) stay with assigned group; (3) respect others (listen, follow directions, use appropriate language, keep hands to oneself); (4) maintain self control; (5) meet the prerequisite skills for the program.

REFUNDS/TRANSFERS

Cancellations and transfers may NOT be done through the automated telephone or internet registration systems. For operator assistance, call (703)222-4664. 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 ten business days prior to the camp session for which the refund/transfer is being requested. All but \$25 will be returned for approved refunds per session. Refunds are not permitted for those who register within ten business days prior to the start of a camp session. Transfers cannot be done within the ten business day period before the start of camp. Within the ten business days of the start of camp, refunds will only be given for medical emergencies with doctor's written verification as long as the verification is received BEFORE the camp begins. If a medical emergency occurs during camp, a doctor's written verification will be needed within 24 hours for a pro-rated refund. Requests received after the camp session ends will not be granted.

PROMOTIONAL PHOTOS/VIDEOS

Children enrolled in FCPA Camp programs may be photographed or videotaped during camp by FCPA or public media for FCPA promotional purposes unless a separate written request not to photograph or videotape is submitted to the camp leader or camp director.

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 questions before and during camp please talk with the Camp Director at the Nature Center. Green Spring Gardens Park: 703-642-5173; Hidden Oaks: Suzanne Holland at 703-941-1065, Huntley Meadows: Melissa Gaulding at 703- 768-2525, or Riverbend Park: Karen Sheffield at 703-759-9018.

ACCOMODATIONS

Please request special accommodations upon registering your child to enable the staff to prepare and facilitate your child having a positive experience on the first day of camp. Contacts: Green Spring Gardens, Cindy Gimbel 703-642-5173; Hidden Oaks, Suzanne Holland 703-941-1065; Huntley Meadows, Melissa Gaulding 703-768-2525; Karen Sheffield, Riverbend Park 703-759-9018.



If participation accommodations and/or alternative information formats are needed in accordance with the American Disabilities Act, please call 703-324-8563 at least 10 working days in advance of the date needed. TTY 703-803-3354.

We look forward to a fun camp experience this summer at Fairfax County's Parks.

Cindy Gimbel
Children's Education Coordinator
Green Spring Gardens Park
4603 Green Spring Road
Alexandria, VA 22312
703-642-5173

Suzanne Holland
Asst. Park Manager
Hidden Oaks Nature Center
7701 Royce Street
Annandale, VA 22003
703-941-1065

Melissa Gaulding
Senior Interpreter
Huntley Meadows Park
3701 Lockheed Blvd.
Alexandria, VA 22306
703-768-2525

Karen Sheffield
Senior Interpreter
Riverbend Park
8700 Potomac Hills Street
Great Falls, VA 22066
703-759-9018



Fairfax County Park Authority
Emergency/Medical Information & Parent Agreement



Child's Full Name (last name, first name)	Nickname	Date of Birth	Sex
Address (# street, city, state, zip code)		Home Phone	
Chronic Physical Problems/Pertinent Developmental Info/Communicable Diseases/Special Accommodations Needed (please explain)			
Allergies or Intolerance to Food, Medications, etc. (please list allergies and actions to take in an emergency situation)			
Medications Child Takes (see website for appropriate medical authorization forms)			
What schools/day care programs has your child attended and list any other programs your child currently attends?			Grade

PARENT(S)/GUARDIAN(S)

Father's Full Name	Place Employed	Business or Cell Phone
Home Address	E-Mail Address	Home Phone
Mother's Full Name	Place Employed	Business or Cell Phone
Home Address	E-Mail Address	Home Phone

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

Emergency Contact #1	Address	Phone (home, work, cell)	Relation to Child
Emergency Contact #2	Address	Phone (home, work, cell)	Relation to Child
Child's Physician		Phone	
Insurance Company	Phone	Policy Number	

AGREEMENTS

<p>If swimming/wading activities are included in the program, my child is allowed to participate and his/her swimming ability is <input type="checkbox"/> Non-Swimmer <input type="checkbox"/> Beginner Swimmer <input type="checkbox"/> Experienced Swimmer</p>
<p>I give my child permission to apply sunscreen to him/herself and I will be supplying my child with sunscreen. If my child has an adverse reaction to the sunscreen, take these actions:</p>
<p>I agree to inform the center within 24 hours if my child or any member of the household develops a reportable communicable disease (immediate notification required if the disease is life threatening)</p>
<p>The center shall notify parents/guardians whenever their child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.</p>
<p>I hereby grant approval for my child to be photographed and/or videotaped by Fairfax County Park Authority to be used for the sole purpose of promoting or publicizing FCPA programs.</p>
<p>I hereby authorize the FCPA and/or designated contractor to seek medical treatment for my child, at the nearest facility, in the event medical care is required. In the event 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.</p>

I have read the policies for the program and agree to adhere to them. I certify the information above is complete and correct.

Parent/Guardian Signature **Date**



**Fairfax County Park Authority
Pick Up Authorization**



Child's Name: _____

The following people are authorized to pick up my child from the FCPA program. I understand my child will be allowed to leave with these individuals only. Photo identification will be asked at sign out. (please include yourself)

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):

Please sign your child in and out daily:

Date	Day	Time In	Initials	Time Out	Initials

Parent/Guardian Signature _____ Date _____



Fairfax County Park Authority Camp Program Rules of Conduct



Children and parents should review this together and sign below. This document is a requirement for camp enrollment.

Children must:

- ☺ Maintain personal care (toileting, changing) without staff support
- ☺ Stay with assigned group at all times
- ☺ Respect others in what you say and do
- ☺ 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
- ☺ Teasing and bullying are not tolerated and are grounds for enrollment termination and children should report these incidents immediately to their counselor
- ☺ Follow the policy for cell phones and other multimedia devices as described on the reverse side of this form
- ☺ Play safe and have fun

Parents must:

- Complete and submit appropriate paperwork from the parent packet
- Sign children in and out of the program and bring proper I.D.
- Be on time to pick up children
- Assist staff in resolving behavior issues
- Contact the Camp Director or Program Manager immediately when issues arise
- Notify the site within 24 hours if a member of the household develops a communicable disease. In the case of a life threatening disease, parents must notify the site immediately

Grounds for Immediate Dismissal (no refund given):

- A parent who refuses to follow FCPA policies as stated in the parent packet
- A child who brings a weapon to camp
- A child who intentionally harms himself or causes injury to another child or staff member
- A child who vandalizes the property of the camp facility, staff or other children
- A child who steals items from the camp facility, staff or other children
- A child who displays inappropriate behaviors repeatedly
- A child who fails to comply with the Rules of Conduct

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Child's Name (please print) _____

Signature of Child _____ Date _____

Signature of Parent/Guardian _____ Date _____

Parent's home phone _____ work phone _____

Cell Phones, Multimedia and Electronic Devices

FCPA follows the schools policy in that campers/CIT's are allowed to 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. Care for these items is solely up to the child.

Management of Behavior

From time to time, staff must take actions to resolve a problem that is disruptive to the program and other participants. Behavior guidance requires very specialized skills and although staff is not behavior specialists, staff are trained to provide basic behavior interventions. In the management of disruptive and inappropriate behaviors, staff will use the following techniques:

- √ Acknowledge the behavior and address it with the child
- √ Assess the reasons for the behavior
- √ Discuss with the child what is appropriate behavior
- √ Redirect or ignore behaviors when appropriate
- √ Model appropriate behaviors
- √ If necessary, remove the child from the activity until the child can exhibit self control
- √ Discuss the behavior problems with the parent(s) and strategize with them possible solutions

In situations where inappropriate or disruptive behavior is reoccurring, it is possible for the child's enrollment in the program to be terminated.

The staff does NOT use physical punishment or restraints, humiliation or shaming, or denial of food as methods to manage behavior.

The FCPA appreciates your support. Staff uses a proactive approach to meet the needs of the children by planning age and ability appropriate activities that provide a fun and safe recreational program.



Fairfax County Park Authority Parent Feedback Form



The Park Authority cares about the quality of our programs; therefore, your feedback is important to us. It is our goal to use this form to receive your comments, suggestions, compliments or concerns during the camp program so issues can be addressed immediately. Please forward this to the Youth Services office below. Thank you for your time.

Camp Name _____ **Location** _____

Comments:

Please forward this to Youth Services:

Fax (703)324-3976

Mail: 12055 Government Center Pkwy, Suite 927

Fairfax, VA 22035-1118

(please do not mail other camp forms to this address)

Thank you to the following PACT (Parks & Community Together) Gold sponsors for 2008: Booz Allen Hamilton, Cox Communications, Good Shepherd Lutheran Church, Mars Inc., ManTech International, USA Mobility and The George Preston Marshall Foundation. For more information on how to become a sponsor helping send homeless children to summer camp, please call (703)324-8566.