



FAIRFAX COUNTY PARK AUTHORITY

Parent Information & Camp Policies



Welcome to Fairfax County Park Authority 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. Please make sure your child comes to camp with their completed forms which are attached. It is also important to make sure we have the most current information on your member account (phone number and email). If you have moved or changed your email, update your member account by calling 703-222-4664. For your tax records, the tax ID for Fairfax County Park Authority is 54-0787833. Please check your email periodically for camp updates.

ADMINISTERING MEDICATION

MEDICATION WILL NOT BE ADMINISTERED UNLESS THE MEDICATION AUTHORIZATION FORM IS SUBMITTED. If your child needs medication administered during camp, please download the authorization form from our website at www.fairfaxcounty.gov/parks/camps. Staff is not permitted to administer medications until the proper paperwork is 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. A doctor's signature is required for medications to be taken longer than 10 days.

CAMP FORMS

This packet contains camp forms your child will need to bring on the first day of camp. Make copies for each camp session your child is attending. You may receive additional forms and waivers that are specific to your child's camp through email before the camp begins.

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. If arriving late, please check in with the Camp Director. **Additional details regarding sign-in/sign-out procedures for your camp location will be emailed to you prior to camp.**

LATE PARENT POLICY

If a parent or authorized person is late picking up the child, a late fee of \$1 for every minute will be applied. If a child is consistently picked up late, the child may be dismissed from camp. Children become upset when parents are not on time, please call the site if you know you will be late. A duty manager or designated staff member will supervise the child, not necessarily camp staff. After one hour, Child Protective Services may be called.

EXTENDED CARE

Available at most sites. Please refer to the website to register for Extended Care and for locations offering this service. Space is limited.

PREVENTING THE SPREAD OF ILLNESSES

Please keep children home if they show signs of illness including vomiting, diarrhea, rashes or a temperature of over 100 degrees. If a camper becomes ill, parents must pick up the sick child immediately. Children must be free of illness for 24 hours before returning to camp. Parents should notify the site within 24 hours if any member of the household develops a communicable disease and immediate notification if it is a life threatening disease. Notifications are posted when communicable disease outbreaks occur at camp. **See the Parent Acknowledgement Letter for details in regards to COVID-19.**

SUNSCREEN & INSECT REPELLENT

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

CHILDREN'S BELONGINGS

Please 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 tennis shoes. The FCPA and the site staff are not responsible for lost/stolen items. **A pre-camp email will be sent explaining the need for extra items needed, such as face coverings.**



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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 14 days prior to the camp session for which the refund/transfer is being requested. All approved refunds will incur a \$25 fee per session. Refunds and transfers are not permitted without 14 days' notice. Within 13 days of the start of camp, refunds are only given if the child has a medical emergency and a doctor's written verification is submitted 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.

BEHAVIOR MANAGEMENT

All participants must read and sign the camper 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. 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.

POOL REGULATIONS

Not all programs use the pool. Camps that include swimming require children to pass a proficiency test to go in water above their shoulders. Children with symptoms of skin infections, rashes or open wounds are not permitted in the pool.

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 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.

TRANSPORTATION

Some camps use school buses to transport children on field trips or for use of nearby school gyms/fields. Vehicle safety audio/video systems may record program participants when they are being transported in FCPA vehicles.

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 to our Youth Services Office and the Site Manager (Youth Services Office 703-324-8571).

LICENSING INFORMATION

The VA Department of Social Services (DSS) requires the licensing of certain child day programs. Most of our programs are exempt. However, a list of those which are licensed and the additional paperwork required is enclosed in this packet. For more licensing information, contact the Fairfax Licensing Office at 703-934-1505.

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.

EMERGENCY INFORMATION & WEATHER

Each site has an emergency plan available for review upon request. Camps will operate on code red days with modified activities and plenty of water and shade breaks.

QUESTIONS/CONCERNS

Concerns should always be addressed at the site through the lines of authority:
Camp Counselors > Camp Directors > Site Programmer/Contractor > Site Manager

*Policies are subject to change



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



Fairfax County Park Authority
Pick Up Authorization
 (bring this form on the first day of each camp)



Child's Name:

All Camps Child is Enrolled in:

List those individuals authorized to pick-up your child (include yourself). Your child will be permitted to leave with these individuals only and photo identification will be required at sign-out. **BRING CAMP FORMS WITH YOUR CHILD ON THE FIRST DAY. DO NOT MAIL/EMAIL FORMS. TO AVOID CONFUSION, PLEASE MAKE COPIES TO SUBMIT FOR EACH CAMP/EACH WEEK.**

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** _____

Fairfax County Park Authority
Emergency/Medical Information & Parent Agreement



Child's Full Name (last name, first name)	Nickname	Date of Birth	Sex
Allergies or Intolerance to Food, Medications, etc. (please list allergies and actions to take in an emergency situation)			
To ensure the best possible experience, tell us about your child (include any emotional, behavioral, physical or developmental challenges and any special accommodations needed (please explain):			
Have you requested special accommodations through our ADA Accommodations office 703-324-8563? Y or N			
Child's Physician		Phone	

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

Parent's Full Name	Email Address	Cell Phone
Home Address (#, street, apt, city, state, zip)	Place Employed	Home or Work Phone
Parent's Full Name	Email Address	Cell Phone
Home Address (#, street, apt, city, state, zip)	Place Employed	Home or Work Phone

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

Emergency Contact #1	Address (#, street, apt, city, state, zip)	Phone (home, work, cell)
Emergency Contact #2	Address (#, street, apt, city, state, zip)	Phone (home, work, cell)

AGREEMENTS

<p>If swimming/wading activities are included in the program, my child is allowed to participate and his/her swimming ability is CHECK ONE () Non-Swimmer () Beginner Swimmer () Experienced Swimmer* *swim test may be req'd</p> <p>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:</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. 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)</p> <p>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 when they are being transported in Park Authority vehicles for the program.</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>
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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.**



Fairfax County Park Authority Camp Program Code of Conduct



Children and parents should review this required document together and sign below.

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. 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: 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.

Parents 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.

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 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 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 _____

Parent's Cell Phone _____ Home or Work Phone _____

Fairfax County Park Authority
Camp Parent Acknowledgement
Health & Safety Practices in Response to the COVID-19

The Fairfax County Park Authority (FCPA) routinely monitors guidance from the Center for Disease Control (CDC), Virginia Department of Social Services (VDSS) and governing health agencies to ensure enhanced health and safety protocols are in place to maintain a healthy environment for children, families and staff. Please sign at the bottom of this form acknowledging you have read and agree to these safety practices required to attend preschool.

Before Arrival:

Parents must take their child's temperature before coming to camp each day. Symptoms which exclude a child or staff member from the program are: fever of 100.4 degrees or higher, dry cough, shortness of breath, chills, loss of taste or smell, sore throat and/or new muscle aches. These symptoms typically appear 2-7 days after being infected with COVID-19, so must be taken seriously. Children exhibiting symptoms may NOT come back to camp unless they have been seen by a doctor and a negative COVID-19 test result was issued.

Arrival and Departure:

To limit contact, camp areas will be restricted to camp staff, FCPA employees and campers. Drop-off and pick-up *may* occur indoors or outdoors; you will receive instructions via email as to where your child's camp will have drop off and pick up each day. Arrival and pick-up times may be staggered to keep groups separated. Individuals on the Pick-Up Authorization will be required to show photo ID at pick up. Upon arrival, a staff member will conduct a brief health screening which includes temperature check using an infrared/non-contact thermometer. You will be asked a few questions about your child's health:

- Prior to coming to camp, did your child have a temperature of 100.4 degrees or higher?
- Does your child have a new **cough** that cannot be attributed to another health condition?
- Does your child have new **shortness of breath** that cannot be attributed to another health condition?
- Does your child new **chills** that cannot be attributed to another health condition?
- Does your child have a new **sore throat** that cannot be attributed to another health condition?
- Does your child have a new **loss of taste and smell** that cannot be attributed to another health condition?
- Does your child have new **muscle aches** that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- **Has your child had a positive test for the virus that causes COVID-19 disease within the past**
- **10 days?**
- **In the past 14 days, has your child had close contact (within about 6 feet for 15 minutes or**
- **more) with someone with suspected or confirmed COVID-19?**

If a customer answers YES to any of these questions, the child will not be admitted to camp. We understand this protocol is out of the norm and may present challenges for your family. We will do our best to facilitate a smooth transition while making health and safety our number one priority.

If your child is experiencing any of the aforementioned symptoms while at camp, staff will contact you immediately to pick up your child. While we understand your child's symptoms may not be caused by COVID-19, we must err on the side of caution. Your child must be symptom free without any medications (including fever reducing medicines) for 48 hours before returning to camp. If anyone in your household tests positive for COVID-19 or if you are made aware that someone in your household has come in contact with a person who exhibits symptoms of COVID-19, a person who is advised to self-quarantine or a person who has tested positive for COVID-19, let our program director or center manager know as soon as possible. Face coverings for staff and children are mandatory. Staff will always encourage six feet of social distancing during the day and arrange areas of the room to promote space.

During Camp:

Campers and staff are required to wear face coverings at all times during camp **except:**

- when eating snack/lunch and water breaks (must be social distanced)

- when engaged in organized scrimmages and games that are physically demanding, face coverings will be optional
- for physical activities other than scrimmages and games (ie. drills), face coverings will be required, however campers will be given frequent breaks during which face coverings can be removed for brief periods as long as social distancing can be maintained.

Parent Responsibilities

- Limit personal items from home and place all of your child’s items in a sealable bag or backpack. Label ALL of your child’s belongings, including food items.
- Every child is required to wear a face covering during camp; be sure it is labeled. It will be removed when your child is eating or drinking and during certain physical activity. Staff will be vigilant to ensure children are keeping their face covering on throughout the day when necessary.
- Follow CDC Travel Guidance: Parents should pay close attention to CDC guidance about travel to specific countries and states. If you or someone in your household travels to these regions, you will need to follow CDC guidance for quarantining before any member of your household returns to the school.

FCPA Responsibilities:

- Limit the maximum number of children in rooms to promote six-foot social distancing.
- Every employee will wear a face covering when working with children.
- To the best of our ability, classes will not mix or share spaces.
- Assist children to ensure frequent and effective handwashing throughout the day.
- Implement increased cleaning and disinfection of hard surfaces.
- Supplies, equipment and/or toys will be rotated and routinely disinfected.
- Soft toys that require laundering will not be in camp.
- Social distancing will be practiced as much as possible throughout the day.
- Routinely remind children to avoid touching their eyes, nose, and mouth.
- If a confirmed case of COVID-19 has entered the school, we will coordinate with the local health department and notify staff and families. The camp will close temporarily to be cleaned and disinfected and reopening will be at the advice of the health department.
- We will keep you informed and up-to-date regarding any additional policy changes that may be necessary.

I attest that I have read, understand, and agree to comply with the guidelines listed above. I also understand that while at camp each day, my child will be in contact with other children and employees who are also at risk of community exposure. I understand no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to communicable disease. Per current VDSS guidance, families are encouraged to remain at home to care for their child, if at all possible. I understand I play a role in keeping everyone at camp safe and reducing the risk of exposure by adhering to the guidelines listed above.

Parent’s Printed Name

Parent’s Signature

Date



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 program staff at your camp location or our Youth Services office at the address below. Thank you for your time.

Camp Name _____ Location _____

Comments:

Please forward this to Youth Services:
Email: Camps@fairfaxcounty.gov
Mail: 12055 Government Center Pkwy, Suite 927
Fairfax, VA 22035-1118
Phone: 703-324-8571
(do not mail other camp forms to this address)

Thank you to the following PACT (Parks & Community Together) sponsors for 2019: Claude Moore Charitable Foundation, The Community Foundation of Northern VA, Commonwealth Consultants, George Preston Marshall Foundation, GFWC Western Fairfax County Woman's Club, Volkswagen Group of America and many individual supporters. For more information on how to become a sponsor helping send homeless children to summer camp, please contact the Fairfax County Park Foundation at 703-324-8532.