

# CAMP PARENT HANDBOOK



**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. Make sure your child comes to camp with their completed forms which are attached. It is also important we have the most current information on your household account (phone number and email). If you have moved or changed your email, update your household account by calling (703) 222-4664. 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 these three forms be submitted on the first day: Pick-Up Authorization, Emergency/ Medical Information & Parent Agreement and Code of Conduct. These forms can be found 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 forms and waivers specific to your child's camp through email before the camp begins. While most of our camps are exempt from child care licensing, a few are subject to licensure and therefore require additional forms. See Licensing Information section of this handbook.

### Administering Medication

**Medication will not be administered unless the medication authorization form is submitted.** 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). 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. 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.



### Preventing the Spread of Illnesses

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 Health & Safety Practices sheet for details regarding COVID-19 protocol.

### Signing In/Out

Authorized individuals 18 years or older 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 the Pick-Up Authorization Form. For specific custody issues requiring special attention, notify the Camp Director and Youth Services at 703-324-8571. If arriving late, 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

We are not offering Extended Care at this time due to Health Department guidance.

## 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.

## Childrens 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. A pre-camp email will be sent outlining items that should be brought to camp, such as masks. It is always a good idea to pack extra items in case something is misplaced during the day.

## 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.

## 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: (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 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.



## Transportation

Some camps use school buses or vans 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 (camps@fairfaxcounty.gov).

## 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.

- Kiddie Camp at Lee RECenter
- All About Animals at Frying Pan Park
- Adventures on the Farm at Frying Pan Park



## 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

For a prompt response, all concerns should always be addressed at the site through the lines of authority: Camp Counselors > Camp Directors > Site Programmer/Contractor > Site Manager

\*Procedures and activities are subject to change.



Accommodations: If reasonable accommodations or alternative formats are needed under the Americans with Disabilities Act, contact (703) 324-8727 at least 10 working days in advance of the date needed. TTY: Virginia Relay 711

# FAIRFAX COUNTY PARK AUTHORITY (FCPA) HEALTH & SAFETY PRACTICES IN RESPONSE TO 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 and staff. Please note, per VDSS guidance, families are encouraged to remain at home to care for their child(ren) when possible.

## 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 asking 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 have **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 physical activity?
- **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 above symptoms while at camp, staff will contact you 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 into contact with a person who exhibits symptoms of COVID-19 or a person who has tested positive for COVID-19, let our program staff know as soon as possible.

## During Camp:

Staff will encourage social distancing throughout the day and arrange areas of the room to promote space. 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 in the swimming pool
- during brief mask breaks when campers and staff are able to socially distance
- when outdoors and social distancing requirements are maintained

## Parent Responsibilities

- Limit personal items from home and place your child's items in a sealable bag or backpack. Label ALL of your child's belongings, including food items.
- 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.
- Adhere to the guidelines. Parents play a key role in keeping everyone at camp safe and reducing the risk of exposure.

## FCCA Responsibilities:

- Limit the maximum number of children in rooms to promote six-foot social distancing.
- Staff will wear a mask 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 been reported, FCCA will coordinate with the local health department and notify staff and families. The program area will close temporarily to be cleaned and disinfected and reopening will be at the advice of the health department.
- FCCA will keep parents informed and up-to-date regarding any procedural changes that may be required.





**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**



<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 situation)			
To ensure the best possible experience, <b>tell us about your child</b> (include any emotional, behavioral, physical or developmental challenges and any special accommodations needed (please explain):			
Have you requested <b>special accommodations</b> through our ADA Accommodations office 703-324-8563? <b>Y or N</b>			
<b>Child's Physician</b>		<b>Phone</b>	

**PARENT(S)/GUARDIAN(S) 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 or 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 or 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 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 needed

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 will notify parents if their child becomes ill during the program. If my child becomes ill, I agree to pick up my child as soon as possible. I agree to inform the program within 24 hours if my child or any member of the household develops a reportable illness or communicable disease (immediate notification required if the disease is life threatening). I have read and agree to comply with the **Health & Safety Practices in Response to COVID-19** as outlined by FCPA. I understand that while my child is in camp, he/she will be in contact with other children and staff who are also at risk of community exposure. I understand no restrictions, 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 when they are being transported in Park Authority vehicles for the program.

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.

**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 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 or child who refuses to follow FCPA procedures as stated in the parent packet (including COVID specific procedures).
- 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 \_\_\_\_\_