

2009 Summer Camp Parent Manual

Partial Day Camps

Welcome!

Thank you for choosing Freedom Aquatic and Fitness Center for keeping your camper active this summer! We are committed to providing your child a safe environment, caring and experienced camp counselors, and fun-filled dynamic days. Our site is licensed by the Commonwealth of Virginia as Child Day Center, and we are proud to say that our program exceeds many of their established standards!

Following is information intended to enhance your family's experiences at the Freedom Center Summer Camps. Please take the time to read this manual carefully.
Please feel free to contact us if you have any additional questions or concerns.

How to Reach Us!

- Customer Service Desk 703-993-8444
- Head Counselors 703-993-9667
- Camp Coordinator - Amanda Meiklejohn 703-993-8551
- Camp Director - Olga O'Brien 703-993-8510
- Children's Program Specialist - Phyllis Malkiewicz 703-993-8553
- Camp Administration 703-993-8508
- Freedom Aquatics & Fitness Center Fax 703-993-8478
- Camp Email Address fccamps@gmu.edu

What to Bring for Camp

- Backpack or bag to store personal items
- Sunscreen
- Snacks and water bottle. **NO REFRIGERATION IS AVAILABLE.**
 - Campers are NOT permitted to use vending machines during camp hours. Machines are available for use before and after sign in/out.
- Appropriate summer attire: shorts, light weighted shirts, socks, sneakers, and/or specified clothing appropriate to the camp's activities.
 - Please no halter-tops, open-toed shoes or "Wheelie" shoes.
- **PLEASE do not send camper with valuable items** (i.e. Nintendo D.S., music players, cell phones)

Qualifying Skills

The following skills are necessary for successful program participation. All camp enrollees must meet or exceed these standards with minimal assistance.

Actively participate in half-day program (or length of camp)

Consistently participated in a 1:12 staffing ratio (counselor:camper) or 1:10 staffing ratio for Camp Freedom Preschool

Separate from parent with little or no difficulty

Follow and accept directions and structure as necessary

Take turns and share in cooperative manner

Ability to communicate with staff

Respect others and their property

Be able to toilet independently

Staffing Ratios

For full day camps, a 1:12, counselor:camper, supervision ratio is maintained for all activities. During Preschool Camp a 1:10 staff supervision ratio is maintained.

Daily Check-In/Check Out

Each morning and afternoon, your child(ren) must be signed in and out by the parent/guardian or other adult authorized on the 2009 Emergency Information Form. *No exceptions.* Authorized adult, including parents, will be required to show form of identification at checkout...everyday!

When attending off site camps, you must sign in and out with the instructor. If you arrive at the location before the instructor, please wait and sign your child in once the instructor has arrived.

Please note: Without written notice, we cannot allow any adult not on the list to pick up your child. Nor can we deny an authorized adult from picking up your child. At any time, you may add or delete names by giving changes, in writing, to the Head Counselor or emailing fccamps@gmu.edu. Freedom Aquatic and Fitness Center is not responsible for communicating child pick-up among any authorized adults. The responsibility remains among these individuals

Late Camper Arrivals

If a camper arrives late to camp, child still must be signed in by an adult with the camp's Instructor.

Early Dismissal

When possible, parents are required to inform a Head Counselor or camp's Instructor, in writing, the morning of the day, a camper will be picked up early.

Please note:

Please allocate at least 15-20 minutes for the early pick up process.

Late Pick-up Policy

If you are running late picking up a child from camp, please contact the Customer Service Desk, 703-993-8444. It is important that you speak with a representative and indicate the following – child's name, the specific camp your child attends, location (particularly off-site camps), and how long you will be delayed. ***Please do not leave a voicemail.***

If the adult picking up is late, we will make every attempt to reach all parent/guardians and emergency contacts through the information provided at registration. However, in accordance with licensing regulations, if we are unable to contact someone by 7:30 pm, your child will be considered abandoned and will be turned over to the Prince William County Police Department/Social Services.

Please note:

A set fee of \$30 will be charged when children are picked up later than 15 minutes after camp dismissal time. For repeated offenses, Freedom Center staff reserves the right to dismiss your child from the Extended Care hours of full day camps.

Medication

Counselors can attempt to remind your child to take their medicine, but cannot be responsible for missed doses. We prefer that your child takes only absolutely necessary medications while in our care. If possible, please try to schedule doses while child is home. Medication must be given to the Camp Director, Camp Coordinator, or the Head Counselor – children may not carry their own medicine.

Prescription Medication:

If your child requires prescription medication during the course of camp, you will be required to fill out a medical authorization form. The form will be available during sign in or ask the Head Counselor. Medicine must be sent in original container with the current prescription label attached. **No outdated medicines will be administered.** The label must contain the child's name, medication name, the dosage and time to be given.

Over the Counter Medication:

If your child requires a non-prescription medication during the course of camp, you will be required to fill out a medical authorization form. The form will be available during sign in or ask the Head Counselor. Medicine must be submitted in original container labeled with child's name, medication name, dosage, and time to be given.

****If camper requires medication longer than 10 days throughout the summer, a written letter from a physician is required.****

Illness

The Freedom Center does not have the accommodations necessary to provide care for children who are ill. Please do not send child if they are not well enough to participate in all camp activities. For everyone's safety and well-being, we cannot allow children with contagious or communicable disease to attend camp.

Please keep your child at home if any of the following symptoms develop. Child must be free of symptoms for 24 hours or physician decides child can return to camp.

Diarrhea	Fever of 100 degrees or above
Severe coughing	Unusual spots or rashes
Difficult or rapid breathing	Sore throat/trouble swallowing
Yellowish skin or eyes (may be signs of Hepatitis)	Infected skin patches
Tears, redness of eyelids with discharge (pink eye)	Headache and/or stiff neck
Mouth sores	Vomiting
	Severe itching of body or scalp

Should your child become ill while in our care, we will contact you as soon as possible. Please pick up your child promptly. If we cannot reach you, we will contact the person(s) listed on your child's Emergency Form. In the event of a serious illness or accident, we will call EMS and your child will be transported to the nearest hospital.

If your child is diagnosed with allergies, please let Freedom Center aware in order to avoid any irritants. Freedom Center is a smoke free facility and will make every effort to accommodate your child.

Discipline

The following are examples of unacceptable behavior that will not be tolerated and will cause for disciplinary action to be taken:

Hitting/fighting/causing physical harm
Profanity/disrespect to staff or other campers
Bullying
Temper tantrums
Biting/spitting
Sexual misconduct

Verbal assault
Refusal to cooperate
Stealing
Leaving facility grounds
Possessing weapons/drugs/tobacco
Violation of center rules and policies

Our goal is to provide each child with the skills necessary to solve conflicts in manner that is appropriate and with regard to others' feelings. We seek cooperative and effective solutions by using techniques listed below. Physical force or abusive language is never used.

Teach ground rules
Offer realistic choices
Clarify expectations
Offer a positive role model
Encourage problem solving
Be willing to start over
Negotiate

Use time out effectively
Redirect child's attention
Be consistent
Rearrange environment
Offer assistance
Establish eye contact
Avoid threats

Establish mutual respect
Provide encouragement

Disciplinary action, when required, will be documented. Depending on the severity of the offense, staff will take the following steps:

1. Counselor will talk with child
2. Counselor or Head Counselor will speak with parents
3. A Camp Director will meet with parents. Dismissal may be considered.

Campers dismissed from camp for disciplinary reasons, will not be allowed to return for the remainder of the summer.

Administration

Refund/Transfer Policies

Participant-initiated transfers and refunds must be requested at least 7 days prior to the camp session for which the transfer/refund is being requested.

The charge to the customer for ALL approved customer-initiated transfer/refunds is \$25 for EACH Half and Partial Day camp session and \$10 for EACH camp session less than one hour/day in duration.

Please note:

This is an administrative fee, charged to all customers regardless of reason for transfer/refund to help cover the costs of transaction processing and lost revenues due to camp spaces left unfilled.

If a medical emergency occurs during camp, or within 5 business days before the start of camp, a doctor's written verification will be needed to be eligible to receive a prorated refund. We must receive this request within 24 hours of camp absence if the camp has already started. Requests received after the camp session ends will not be granted. Submit your refund or transfer request in writing to the Camp Director by fax or email.

Check refunds require 4-6 weeks for processing. The Commonwealth of Virginia requires submission of the payee's Social Security number to issue a check refund. Payments originally paid by check or cash may be refunded on a credit card or posted to the customer's Freedom

Center account. Original check payments require a 30-day waiting period (to allow the check to clear the bank) prior to posting a refund on a credit card or to the customer's Freedom Center account.

Please note:

Freedom Center will not process a check amount refund less than \$20.00.

Records

For your child's safety, parents are required to submit a 2009 Emergency Information form, unless the camp is one hour or less in duration. If any emergency contact/health information changes throughout camp, please update all records as necessary. Submit any changes in writing to Camp Director by fax, 703-993-8478, or email, fccamps@gmu.edu.

Please note:

Prior to the first day of camp, campers attending **Camp Freedom for Preschoolers** must submit the following.

Copy of Birth Certificate
Immunization Record
Health/Physical Form

Even if child has attended preschool, KidKare, or previous summer programs new documents must be submitted for 2009.

Child Care Verification/Tax Information

The Freedom Aquatics & Fitness Center issues a receipt for all deposits and payments for camps. If documentation of payments for childcare expenses, tax purposes, or reimbursements is required, please retain the receipts given/sent when registering or making payment. **The Freedom Center does not routinely issue a year-end statement of child care expenses.** The Freedom Center's Tax ID number is: 54-0836354.

General Policies

Confidentiality

The Freedom Aquatics and Fitness Center Camps respect the rights of each family to privacy and confidentiality regarding health, behavioral, and developmental records and information concerning their child. The practice of maintaining the confidentiality of verbal information and written records is a basic ethical policy at all Freedom Aquatics and Fitness Center Camps.

Reporting Suspected Abuse or Neglect

Employees who suspect a child is a victim of child abuse/neglect are required to report the matter immediately to the Camp Director. The Director shall document, in writing, all facts of the situation. The Director will report any suspicions to the Department of Social Services and when appropriate, inform the parents.

Inclement Weather Policy

All part day camps will be held "rain or shine." If off-site fields/courts are unfit for play, off-site camps (Softball, Tennis, Lacrosse, Baseball, Soccer) may be rescheduled to take place at the Freedom Center. On inclement weather days, please call the customer service desk **AFTER 8:00 am** for confirmation on the camp's location.

Please note:

There will be no refunds or credits issued for camps that lose field time to do inclement weather.