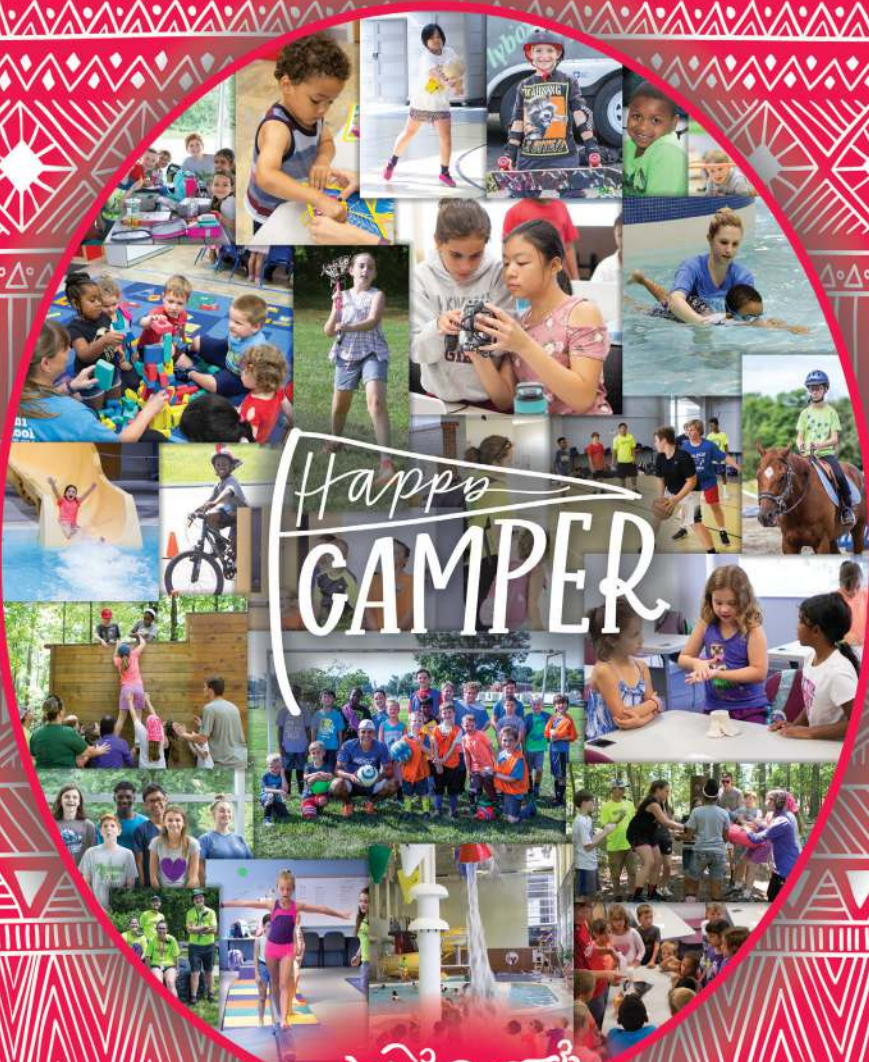


2019 Parent Camp Manual



FREEDOM
Aquatic & Fitness Center

Welcome!

Thank you for choosing The Freedom Aquatic & Fitness Center for keeping your camper active this summer! Our staff is committed to providing your child a safe environment, caring and experienced camp counselors, and fun-filled dynamic days.

Following is information intended to enhance your family's experiences at summer camp.

Please take the time to read this manual carefully and contact us if you have any additional questions or concerns.

How to Reach Us!

Customer Service Desk	703.993.8444
Camp Director - Amanda Barfield	703.993.8551
Head Counselors	703.993.8508
Freedom Aquatic & Fitness Center Fax	703.993.9177
Camp Email Address	fccamps@gmu.edu

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The Freedom Summer Camp Crew

“Unity is strength...When there is team work and collaboration, wonderful things can be achieved,”

Mattie Stepanek

The Freedom Staff Family is more than a seasonal summer crew. The unique aspect of our staff is what makes our camp an experience for all campers throughout the summer. Each counselor is strategically hired then scheduled with the appropriate group to ensure his/her strengths are being put to work. Our staff and our program is one of a kind and will ensure a summer your camper will never forget.

Our staff is committed to providing your camper a safe environment, caring and experienced camp counselors, and fun-filled dynamic days. The summer of 2019 will kick off our 18th summer camp season!

We hire those with a passion to PLAY! Each counselor on FAFC’s summer camp staff is a well-trained, enthusiastic and motivating individual over the age of 18. Several summer counselors have been with us for one or more seasons and may have even been a previous camper!

Each staff member has been screened through an interview process, received back ground checks and references verified to ensure the safety of your camper. Camp counselors are required to attend an orientation and training prior to the first day of camp. Throughout the training, counselors participate in child development workshops, team building activities, earn a certification in First Aid, CPR and Blood Borne Pathogen and several other exciting and beneficial activities to ensure a successful and safe camp season. Training also offers counselors time to plan programs, work to build a positive group atmosphere and requires staff to embark on finding solutions to challenging situations that may occur throughout the summer and preventative tools to work towards an anti-bullying environment.

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.



What to Bring for Camp Camper's Checklist

Please be sure to label EVERYTHING with your camper's name.

- Backpack to store personal items
- Water bottle
- Sunscreen (Please note: Camp staff is not permitted to apply sunscreen to campers)
- Small lunch box with lunch, snacks and water bottle—if attending full day.
NO REFRIGERATION OR MICROWAVE 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, Crocs, open-toed shoes or "Wheelee" shoes.
- Campers attending full day camp programs should bring a swimsuit and towel each day.
- Campers may bring swim goggles (Masks covering the face are not permitted)
- Camp specific equipment (shinguards, mouthguards, etc.)
 - **PLEASE do not send camper with valuable items** (i.e. Nintendo D.S., music players, cell phones)

**We recommend
younger campers packing
a change of clothes!**

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 participate 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
- Respect others and their property
- Take turns and share in cooperative manner
- Ability to communicate with staff
- Be able to toilet independently



On and Off-site Activities/Field Trips

Camp Freedom

Campers will be assigned to different groups for the week based upon age. Prior to the start date of camp, please contact the Camp Directors for any special requests regarding age groups.

Activities, schedules, and field trips vary from week to week. A weekly newsletter will be distributed through email with themed activities and field trip locations. Parents may also ask Head Counselors about the daily schedule of activities planned for the campers.

Field trips are scheduled once a week for Camp Freedom campers, fees included in enrollment price. **Attendance is solely the parent/guardian's decision;** however, please make the Head Counselors aware if you choose not to send your child on the field trip, in writing, at least 2 days prior to the field trip. If the camp is not notified in writing, it will be assumed your child will attend the scheduled field trip. **If camper is not permitted to attend field trip,** other care arrangements must be made for that camp day. Campers are highly recommended to wear FAFC's camp tshirt on field trip days. **Campers are allowed to bring spending money; however, counselors will not be responsible for holding campers' money or monitoring how money is spent.**

Field trip schedules will be posted on our web site. All field trips are subject to change.

Freedom Sports Camps

Specialized sport camps are designed for beginner through advanced participants unless otherwise specified. Instructors will conduct large group activities throughout the camp session, as well as, small group activities based upon age, experience, and ability level. Participants work on developing and sharpening fundamental skills and techniques, understanding rules and positions, and effectively functioning in a team setting through games. Along with technical skills involved with each sport, emphasis will be focused on the importance of physical conditioning and teamwork.

Reminder: Transportation is NOT provided to offsite locations for partial day campers.

Adventure Camps

Campers will be participating in a variety of activities away from the Freedom Center. All admission and transportation fees are included in the camp price. Campers are allowed to bring spending money; however, counselors will not be responsible for holding campers' money or monitoring how money is spent. For more details activity schedules please visit our website.

****Waivers required for several trips. Please check site and ensure waivers are completed prior to the first day of camp.****

Camp Schedule

Sample Schedule for Camp Freedom

9:00 – 10:00 am	Campers break into groups for name games and team building activities
10:00 – 11:00 am	Outdoor recreational activity
11:00 – 11:30 am	Snack
11:30 am – 12:30 pm	Outdoor recreational activity
12:30 – 1:00 pm	Lunch
1:00 – 2:00 pm	Indoor arts and crafts activity
2:00 – 3:00 pm	Free Swim
3:00 – 3:45 pm	Snack
3:45 – 4:00 pm	Recreational activity
4:00 – 4:30 pm	Free recreational time in gymnasium & sign out

Sample Schedule for a Sports Full Day Camp

8:00 – 9:00 am	Campers break into groups and are transported to camp location
9:00 – 9:30 am	Team building activities and warm ups
9:30 – 11:00 am	Skills practice and games
11:00 – 11:30 am	Snack and shade break
11:30 am – 12:00 pm	Tournament and game play
12:00 – 12:30 pm	Transported back to Freedom Center
12:30 – 1:00 pm	Lunch
1:00 – 2:00 pm	Indoor recreational activity
2:00 – 3:00 pm	Free Swim
3:00 – 4:00 pm	Indoor recreational activity
4:00 – 4:30 pm	Snack & sign out

Swimming Procedures

Most of our full day camps will have the opportunity to go swimming throughout the camp week. Proper swimming gear is required each day. Swim testing is done every Monday to ensure counselors are aware of your camper's swimming abilities. The swim test will be optional; however, if camper decides against the test or is not successful in completion he/she will receive an armband and an X on his/her hand. This will ensure child stays in leisure pool and not go down slide. Campers are recommended to keep the armband on throughout the week, if possible.

The supervised swim tests consists of swimming one lap in lane line without any assistance from lifeguard, lane line or wall and tread water for one minute.

Campers will not be permitted to shower after pool time unless required by parent/physician. A note on file will be required in order to allow camper to shower. Campers will leave pool 15 minutes early if shower is required.

Camp registration requires parents/guardian to acknowledge swimming ability for camper. Descriptions are as follows:

- **Non-Swimmer:** unable to swim, needs to be with counselor at all times.
- **Beginner/Intermediate:** able to swim length of pool, tread water and be supervised from the side.
- **Experienced Swimmer:** able to swim in all areas of the pool, history in swim teams, lessons etc.

Swim tests must be completed each week.

Campers must pass swim test and be at least 48" in height to utilize the slide.

Every Friday our campers who are 9 years old and older can experience the Wibit! (Must pass swim test.)



Daily Check-In/Check Out

Each morning and afternoon, your camper(s) must be signed in and out by the parent/guardian or other adult authorized on the 2019 Emergency Information Form. **No exceptions.** In order to ensure camper's safety, authorized adult, including parents, will be required to show form of identification at checkout...**every day!**

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 remember partial day offsite camps, require transportation from parent/guardian.

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 & Fitness Center is not responsible for communicating child pick-up among any authorized adults. The responsibility remains among those individuals.

Late Camper Arrivals

If a child arrives late on a field trip day OR for off-site Sports, Adventure or Recreation Camp, and camp busses have already departed, your child will be unable to attend the field trip/off-site camp. However, parents may transport children to the appropriate location. Upon late arrival, child must be signed in by an adult with the Head Counselor/Instructor.

Early Dismissal

When possible, parents are required to inform a Head Counselor, in writing, the morning of the day, a camper will be picked up early. If picking up child before 3:00 pm, please report to the front lobby. A staff member will notify the Head Counselor and find the location of your child. Please allocate at least 15-20 minutes for the early pick up process.

**Specific sign-in/sign-out locations
will be posted weekly.**

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 per camper will be charged for ALL camps, when children are picked up later than 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.



Full day campers may be signed in/out at the Freedom Center or off site location.

Partial day campers must be signed in/out from the off site location.

FAFC DOES NOT provide transportation to partial day campers.

Extended Camp Hours

All full day camps include supervised unstructured camp hours. Morning extended camp hours are from **6:30-8:30 am** and afternoon extended camp hours are from **4:00-6:30 pm**. During extended hours, campers are exposed to a variety of activities - including board games, arts and crafts, movies, snack time etc.

**Please remember hours may vary based on early start times for specific camp.*

Medication

Medication must be given to the Camp Directors or the Head Counselor – **children may not carry their own medicine**. We prefer that your child only takes medications that are necessary while in our care. If possible, please try to schedule doses while child is home.

If your child requires prescription or 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,
- on the website, or
- ask the Head Counselor.

Medicine must be sent in original container with the current prescription label attached. No outdated medicines will be accepted. The label must contain the child's name, medication name, the dosage and time to be given.

Please Note:

A physician's signature is required for ALL prescribed medications.

Sunscreen Policy

Any use of sunscreen requires written parent authorization on the Authorization for Sunscreen Form.

Please take the time to apply sunscreen and teach camper how to apply prior to the camp day. Staff will not administer sun screen; however, encourage campers throughout the day to reapply and supervise the process.

Sunscreen must be in the original container labeled with the child's name.

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
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes (may be signs of Hepatitis)
- Tears, redness of eyelids with discharge (pink eye)
- Mouth sores
- Fever of 100 degrees or above
- Unusual spots or rashes
- Sore throat/trouble swallowing
- Infected skin patches
- Headache and/or stiff neck
- 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 specify on camp registration in order to avoid any irritants. The Freedom Center will make every effort to accommodate your child.

If contacted, camper must be picked-up within one hour.

Discipline

Please encourage your camper to discuss any negative behavior, received from another camper, with a counselor or other staff member. The following are examples of unacceptable behavior that will not be tolerated and will cause disciplinary action to be taken:

- Hitting/fighting/causing physical harm
- Profanity/disrespect to staff or other campers
- Possessing weapons/drugs/tobacco
- Temper tantrums
- Verbal assault
- Refusal to cooperate
- Stealing
- Leaving facility grounds
- Sexual misconduct
- Violation of rules and policies
- Biting/spitting
- Bullying

Our goal is to provide each child with the skills necessary to solve conflicts in a 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 and immediately dismiss the camper from the program if deemed necessary. If not, staff and parents will discuss disciplinary action required.
3. A Camp Director will meet with camper and speak with parent.
4. A Camp Director will meet with parents. Dismissal may be considered.

Administration

A registration fee of \$25 will be applied to any camp registration within 2 weeks of the camp start date.

Balance Payments

Registrants for Full Day Camps (8 hours/day) may elect to pay in full or submit a \$40 non-refundable and non-transferable deposit per week for each camp **ONLY** if a current credit card number is registered in our secured database for balance payments. Balance payments must be received no later than 9:00 pm on the **Monday prior to camp start date**. To make a payment, please stop by the customer service desk or email us!

Please note: We will not make reminder calls prior to camp start date. **Tuesday prior to camp start date**, balance payments will **automatically** be drawn from credit card on file.

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 \$40 for EACH full day camp session, \$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, email or drop off.

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 2019 Emergency Information form. Submission of these accurate and up to date forms ensures that in the event of an emergency, staff has all the necessary numbers to notify the proper individual. If any emergency contact/health information changes throughout camp, please update all records as necessary. Submit any changes in writing to Camp Staff by fax, email or drop off.

Please note:

Due to our required state license, prior to the first day of camp, ALL CAMPERS MUST SUBMIT the following:

- Proof of Birth Certificate/Passport/Official Birth Record
- Immunization Record
- Health/Physical Form within One Year

Even if child has attended preschool, KidKare, or previous summer programs new documents must be submitted for 2019.

All campers must have an Emergency Information Form on file!

Child Care Verification/Tax Information

The Freedom Aquatic & Fitness Center issues receipts for all deposits and payments for camps upon request. If documentation of payments for childcare expenses, tax purposes, or reimbursements is required, please contact the Camp Staff. **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 Aquatic & 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 Aquatic & 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 and full day camps will be held “rain or shine.” If off-site fields/courts are unfit for play, off-site camps 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. There will be no refunds or credits issued for camps that lose field time to inclement weather. Program activities will be altered and continued inside.

Please pack sneakers on rain days! No cleats are allowed indoors. Outdoor activities may continue as scheduled if there is light rain and no thunder/lightning.

Extreme heat or poor air quality is monitored throughout the day.





On the Science & Technology Campus of
George Mason University

Any questions?!

Email us!

fccamps@gmu.edu



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