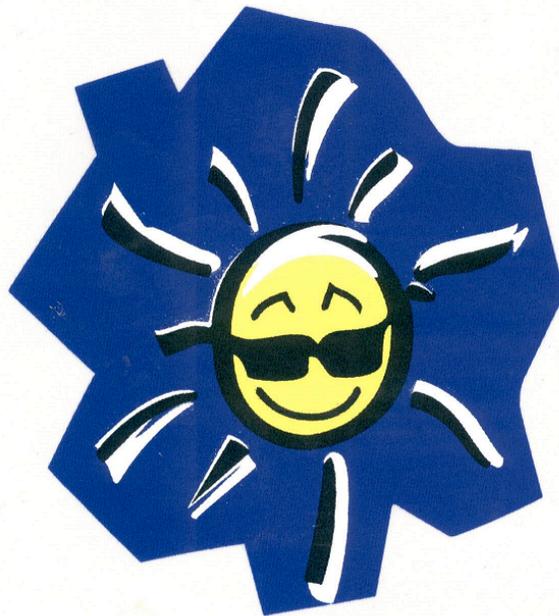


**Columbus Club  
Summer Camp  
2018 Parent Handbook**



## Table of Contents

Columbus Club-Camp Philosophy .....	2
Hours of Operations .....	3
Session Schedule .....	3
General Daily Schedule .....	3
Summer Camp Arrival and Departure Policies .....	4-5
 <b><i>Day Camp Fees</i></b>	
Registration, Deposit, Camp Fees and Forms .....	5-6
Camp Discounts .....	6
Cancelation/ Refund Policy .....	6-7
 <b><i>Policies and Procedures</i></b>	
Medication Procedures .....	7
Illness Policy .....	7
Emergency Communication .....	7
Sunny Day Awareness, Application of Sunscreen and Insect Repellent .....	7-8
Water Bottles and Hydration .....	8
Weapons Policy .....	8
Parents Rights to Program Admission .....	8
 <b>Behavior</b>	
Behavior Guidance Goal .....	8
Behavior Issues .....	9
Discipline Policies .....	9
Policy for Paid Staff to Report Suspected Child Abuses .....	9
 <b>Staff</b>	
Established lines of Authority for Staff .....	10
Termination Policy .....	10
Emergency Preparedness Plans .....	10
Lost and Found .....	10
Camp Lunch .....	10

## **Columbus Club Camp Philosophy**

The Columbus Club Summer Camp staff is looking forward to bringing a well-rounded program to our campers each summer. We will be coaching campers and encouraging them to be the best young people they can possibly be. Whether it is playing fairly during a group game, feeling confident in creating a masterpiece in arts and crafts, taking turns on the diving board, learning to swim independently, or helping a younger camper learn a new skill, we will be accomplishing it together. We believe in team work and in the value of a quality summer program. Along with a caring staff, this combination will create an environment where everyone can thrive.

## **Hours of Operation**

Morning Extended Day: 7:00 am - 8:30 am

Morning Drop-Off: 8:30 am - 9:00 am

**Core Camp Hours: 9:00 am-3:30 pm**

Afternoon Pick-Up: 3:30 pm - 4:00 pm

Afternoon Extended Day: 3:30 pm - 6:00 pm

## **2018 Session Schedule**

Session Day Camp Dates

- \*\*1 June 18-June 22
- 2 June 25-June 29
- 3 July 2-July 6  
(closed Wednesday, July 4)
- 4 July 9-July 13
- 5 July 16-July 20
- 6 July 23-July 27
- 7 July 30-August 3
- 8 August 6-August 10
- 9 August 13-August 17

## **Tennis Camp**

Week 2 (Tennis camp week 1 – rising K – rising 2<sup>nd</sup>) - June 25-29

Week 4 (Tennis camp week 2 – rising 3<sup>rd</sup> – rising 8<sup>th</sup>) - July 9-13

## **General Daily Schedule**

Campers will participate in:

- Group Swim Lessons
- Free Swim
- Arts and Crafts
- Sports
- Music

Lunch, snack and sunscreen application will also be part of each groups' daily schedule. Lunch and snack are not included in camp fees. Both may be purchased for an additional fee (see registration and fee section) or may be sent from home.

**Campers must wear the purple/blue camp shirts daily. One shirt is provided per camp, per summer. Additional shirts are available for purchase on Monday mornings.**

Special events (“Fun Fridays”) will occur every Friday of each session.

### **Summer Arrival and Departure Policies**

#### **Regular drop off/pick up times and locations**

- *Monday* drop-off will occur in the Main Lobby of the K of C facility from 8:30 am-9:00 am.
- *Tuesday-Friday* drop-off will occur in the Main Circle in front of the Council Home from 8:30 am-9:00 am.
- *Monday – Friday* afternoon pick-up will occur between 3:30pm and 4:00pm in the circle in front of the Council Home.
  - Parents driving though the circle **MUST** stay in their cars, if you wish to get out of your car please park in the lot below.
- A director will be waiting with the sign out sheet while the camper’s counselor walks them to their car.
- **ALL parents MUST sign campers in and out each day. Any other person signing a child in or out must be on the child's pick-up authorization form or have written and signed proof that said person is authorized to pick up the camper (this should be given to the Camp Director prior to pick up).**
- Each camper will receive an **ORANGE PLACARD** in their welcome packet. This should be in the windshield of each car during afternoon pickup. This lets the staff know that you are authorized to pick up said camper.

#### **Extended Care Drop-off and Pick-up**

- Morning Extended Care drop-off begins at 7:00am and is located in the camp room (3rd floor of main building)
- Afternoon Extended Care pick-up begins at 3:30pm and is located in the camp room (3rd floor of the main building)
  - ALL campers not picked up after 6:00pm will be charged \$10.00 cash every ten minutes until they have been picked up. This payment is due to our extended care director either that evening or the following morning.
  - \*If your child is in extended care the orange placard (referenced above) must be shown to the afternoon extended care staff before signing out any campers.

### **DAY CAMP FEES**

#### **Camp Session Fees**

- Session 1-2,4-9: \$350.00/per session
- Session 3: \$280 (Closed Wednesday, July 4<sup>th</sup>)
- Tennis camp: Week 2 (rising K –rising 3<sup>rd</sup> grade) - \$425 (Monday – Friday)
- Tennis camp: Week 4 (rising 4<sup>th</sup> – rising 8<sup>th</sup>) - \$425 (Monday – Friday)
- Morning Extended Care: \$60.00/wk (7:00am-8:30am)
  - Single day morning extended care: \$15

- Afternoon Extended Care: \$80.00/wk (3:30pm-6:00pm)
  - Single day afternoon extended care: \$20
- There is a \$35.00 processing fee for each camper (paid ONCE per summer)
- Optional lunch purchase: \$25/week or \$6/day. A camp lunch menu is available on our website.
- Shirts: One per camper, per summer. \$10 for each additional shirt, or 4 shirts for \$30.
- **Cancellation/Refund policy see page 6-7**

**Registration, Deposit, Camp Fees and Forms**

- In order to reserve a spot in camp, please complete the registration\* form at our website: [http://www.kofcedw2473.org/facilities/camp\\_Welcome.shtml](http://www.kofcedw2473.org/facilities/camp_Welcome.shtml)
- Registration begins for camp families from the previous season on **February 5<sup>th</sup>**. Payment must be made by e-check or credit card (Visa, MasterCard, American Express and Discover). A \$60 deposit per child/per week is required at the time of registration. Also a \$35.00 processing fee will be applied per camper.
- ALL camp fees are due by May 1st and campers will not be able to attend camp if there is an outstanding balance.
- Parents of campers whose registrations are received after May 1st will be expected to pay all fees at the time of registration.

\*Camp registration is on a first-come, first-served basis.

**ALL camp forms:** current health form (within 2 years) and copy of proof of identity (passport, birth certificate or most recent report card) are **due at or before the first day of camp**. These forms may either be mailed, e-mailed, or delivered to the camp office:

KofC Summer Camp  
 Attn: Camp Director  
 5115 Little Falls Road  
 Arlington, VA 22207

**Camp Discounts**

Families registering more than one child can receive a sibling discount as follows:

	First Child	Second Child	Third Child
Sibling Discount	N/A	10%	10%
Full Summer Discount	10%	10%	10%

\*Discounts are applied to weekly camp fees only. Extended care and lunch fees are not eligible for discounts.

## Cancellation/ Refund Policy

### ***Cancellation AFTER March 31st and before May 1st***

The cancellation fee is the deposit of \$60.00 for each child for each session plus the one-time \$35.00 non-refundable processing fee. The refund is the total amount paid for each session, with the exception of the \$60.00 deposit for each child for each session and the \$35.00 non-refundable processing fee.

For example:

- If you registered for one camp session, the cancellation fee is \$95.00.
- If you registered for three camp sessions, the cancellation fee is \$215.00 (\$60.00 deposit per session plus the \$35.00 one-time processing fee).

### ***Cancellation AFTER May 1st***

- ALL deposits and registration fees including the \$35.00 processing fee are **non-refundable**
  - For example, if you registered for two camp sessions and cancel one after May 1<sup>st</sup>, you will still be charged for both camp sessions.

## **POLICIES AND PROCEEDURES**

### Medication Procedures

- All medication (prescription **or** over the counter) must be kept in the camp office or with the lead counselor. Campers will not be permitted to keep medication with their personal belongings (swim bags, lunch boxes, pockets, etc.)
- If over-the-counter medicine is needed, parents must fill out the medication consent form and return it with the necessary medication. This **must** be done before a MAT certified staff member administers medication.
- Staff may only administer prescription medication if it accompanied by the required medication form that is signed by a parent or legal guardian. **A physician's signature is required.** Medication **must** be in the original container with the prescription and direction label attached (including the campers name, medication name, dosage amount, expiration date and times to be administered).

**\*Medication form will be available at the camp open house in early June. More are available in the camp office and/or via email.**

### Illness Policy

In the event of illness, such as vomiting, diarrhea, fever or any other illness that would prevent a child from participating in group activities, parents will be notified. Once notified, parents must make immediate arrangements to have their child picked-up. In addition to being in the best interest of the camper, these precautions are taken to help prevent the spread of illness to other campers and staff members.

## **Emergency Communication**

In the event of an emergency that involves a camper, the camper's parents or legal guardians will be notified immediately. We will attempt to contact the camper emergency contacts if we are unable to reach a parent or legal guardian. If we are unable to get in touch with those listed the Camp Director will step in and act in the best interest of the child (based on the decisions of the emergency medical staff) and authorized on behalf of the parent any necessary medical treatment for the child.

## **Sunny Day Awareness, Application of Sunscreen and Insect Repellent**

Please be aware that we will be spending the majority of the day outside. **Each camper should bring a bottle of waterproof sunscreen on the first day of each session. This sunscreen should be labeled with the campers name and will be collected by the lead counselors.** Each group is required to put sunscreen on once a day. During this time, campers older than 9 years of age may apply sunscreen themselves. Counselors will apply sunscreen to younger campers (wearing a new pair of gloves for each camper).

\*Please apply sunscreen to your camper in the morning before camp.

If you wish to send insect repellent with your child, it also must be labeled and given to the camper's counselor. A lead counselor will apply insect repellent during sunscreen application time.

## **Water Bottles and Hydration**

Each camper *must* bring a water bottle every day. **Plastic cups will no longer be available from the snack bar.** The campers will have plenty of opportunities to refill their water bottles. Hydration is very important, and counselors will remind campers to drink water throughout the day.

## **Weapons Policy**

ABSOLUTELY NO WEAPONS, **REAL OR FAKE**, will be permitted onsite at anytime. Campers may not bring anything to camp resembling a weapon; this includes guns, knives, swords, sling shots, any weapon-like plastic toys or water pistols. The KofC camp staff reserves the right to confiscate any toy or object deemed dangerous or resembling a weapon at their discretion. Any camper bringing a real weapon to camp of any sort will be excused from the program and the facilities permanently and reported to the police. There will be NO exceptions to this rule.

## **Parents Rights to Program Admission**

We would like to inform custodial parents that they have the right to be admitted to the program anytime during their child's enrollment. On this note, we would like to encourage parents to join us anytime during the camp day. If you have some free time please stop by and have lunch with us. It will make your child's day!

## **BEHAVIOR**

### **Behavior Guidance Goals**

- Promote physical, intellectual, emotional, and social well being and growth
- Respect personal privacy
- Respect differences in cultural, ethnic, and family background
- Promote ways of getting along with others
- Encourage self direction
- Use consistency in applying expectations
- Direct children to successfully resolve conflicts

### **Behavior Issues**

If the actions of a participant causes injury to other participants or staff, the Knights of Columbus reserves the right to deny his or her continuation in the program (without refund). If property is damaged or destroyed, parents will be required to be paid in full for the repairs.

### **Discipline Policies**

Below are the specific guidelines that adhere to regarding discipline, behavioral guidance, and forbidden actions. The Virginia Department of Social Services provides these guidelines and we follow them strictly. Any staff member that is discovered not adhering to these standards will be relieved of their position immediately.

22 VAC 40-185-400. Behavioral guidance.

A. In order to promote the child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child and one another to provide needed help, comfort, support and:

1. Respect personal privacy;
2. Respect differences in cultural, ethnic, and family backgrounds;
3. Encourage decision-making abilities;
4. Promote ways of getting along;
5. Encourage independence and self-direction; and
6. Use consistency in applying expectations.

B. Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

22 VAC 40-185-410. Forbidden actions.

The following actions or threats thereof are forbidden:

1. Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment;

2. Enclosure in a small confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children preschool age or younger for their intended purpose;
3. Punishment by another child;
4. Separation from the group so that the child is away from the hearing and vision of a staff member;
5. Withholding or forcing of food or rest;
6. Verbal remarks which are demeaning to the child;
7. Punishment for toileting accidents; and
8. Punishment by applying unpleasant or harmful substances.

### **Policy for Staff to Report Suspected Child Abuses**

It is our policy at the Knights of Columbus to report any and all cases of suspected child abuse or neglect to the Virginia Department of Social Services/ Child Protective Services (CPS) and Law Enforcement. If our staff becomes aware of any signs of abuse they will immediately notify the Camp Director and the General Manager of the Columbus Club of Arlington Inc. Immediate action will take place by contacting Social Services/CPS.

### **STAFF**

#### **Establish Lines of Authority for Staff**

- Camp Director- The Camp Director is responsible for supervising every aspect of the camp program. The Director is on-call to communicate with parents and Virginia Licensing Officials. The Camp Director will be on site at least 75% of the time during the hours of operation, assist the entire camp staff as needed, coordinate the program, and ensure the safety of the children and staff. The Camp Director reports directly to the Columbus Club manager.
- Assistant Camp Director- When the Camp Director is not on campus or unavailable, the Assistant Camp Director is responsible for the camp and all of the Director's responsibilities. The Assistant Director also has the ability to call parents, deal with counselors, or any problems that may occur.
- Specialists- Are responsible for providing age appropriate daily activities in their respected areas. All lesson plans will be discussed with the director on a weekly basis.
- Lead Counselor- Are high school graduates (at least 18 years of age or older) and they are directly responsible for their group of campers and also help in the planning and implementation of the daily program.
- Junior Counselors- High school students (at least 16 years of age) who assist Lead Counselors in successful group management.
- Counselors in Training (CITs)- Are learning how to be successful and positive counselors from the lead counselor and junior counselor in their assigned group.

### **Termination Policy**

All staff members of the Knights of Columbus have been made fully aware of their responsibilities prior to working in the program. Any neglect in duties, inappropriate behavior, or lack of good judgment will be addressed with a verbal warning. If it is not remediated immediately, this behavior will result in termination.

### **Emergency Preparedness Plans**

A copy of our Emergency Preparedness is available for your review upon request. Please contact the Director if you would like to review these Emergency Procedures.

### **Lost and Found**

The Knights of Columbus staff will keep a lost and found area in the camp room and down at the pool. After each session this area will be cleaned out due to room and for sanitary reasons. All old belongings will be disposed of.

### **Lunch**

Please see our website for the 2018 lunch menu. **Please note, as some children have food allergies or specific nutritional needs, campers are not permitted to share food with other children.**