

CHRIST CHURCH CAMPS

Camp Information and Policies



Welcome to Christ Church Camps! Our goal is to provide our campers with a safe and enjoyable camp experience where children develop skills, form friendships, enhance self-esteem, and build character. Please make sure your camper comes to camp on the first day with all forms completed. It is also important to ensure the camp office/staff have your most current and reliable contact information on file. If you need to update your information, please see a Camp Counselor or Director.

ADMINISTERING MEDICATION

MEDICATION WILL NOT BE ADMINISTERED UNLESS THE MEDICATION AUTHORIZATION FORM IS SUBMITTED AND ON FILE IN THE CAMP OFFICE. If your child needs medication administered during camp, please download the authorization form from the Christ Church Camps homepage. www.christchurchva.org/camps. Medication will be locked up in the camp office. Medications must be in the original container. Please pick up medication containers at the end of camp or it will be discarded after 14 days. A doctor's authorization is required for medications to be taken longer than 10 days or for emergency medications (epi-pens, etc).

BEHAVIOR MANAGEMENT

All Spirit Camps participants must read and sign the camper Rules of Conduct. All Camp Greentree participants will be expected to adhere to the age appropriate expectations in the code of conduct. The safety and well-being of our campers is of the utmost importance. The basic expectations of all campers are that participants be able to demonstrate and execute the following with minimal direction; be able stay with assigned group; respect others; listen to directions; use appropriate language; and maintain self-control. For inappropriate behavior, parents will be notified. Christ Church Camps reserves the right to dismiss a camper if the Director feels it is in the best interest of the other campers and/or in violation of the Code of Conduct.

CAMP FORMS

All applicable forms need to be completed and submitted prior to the start of camp. Please make copies for each camp session your child is attending. You may receive additional forms/waivers that are specific to your child's camp through email before camp begins. Spirit Camps—application (paper or online), Emergency Medical Care Form, Code of Conduct form
Camp Greentree—application (paper or online), Emergency Medical Care Form
**Medication Authorization and OTC topical application forms (as needed, by individual campers)

CAMPER'S BELONGINGS

Please label ALL belongings. Personal belongings should be kept in a labeled bag or backpack. Cell phones and electronic devices should be kept in a camper's backpack and must be turned off during camp hours. We strongly discourage campers from bringing these items to camp. Campers are encouraged to wear tennis shoes and closed toe shoes. The Christ Church Camps site staff are not responsible for lost or stolen items. A lost and found will be kept in the camp office.

EMERGENCY INFORMATION & WEATHER

Christ Church has an emergency plan available for review upon request. Drills are held in compliance with our State Licensed status. Camps will operate on code red days with modified activities and plenty of water and shade breaks. All outdoor camps will have an indoor base location in the event shelter is needed.

EXTENDED CARE

Extended Care is offered for Spirit Camps from 7-9AM and from 4-6PM. Extended Care is offered for Camp Greentree participants from 1-4PM. Registration is available online for these options. An additional fee applies.

FOOD FROM HOME

Christ Church Camps runs a nut free program. Due to possible allergies of other campers please be mindful of items sent from home. It is recommended lunches and snacks brought from home be nutritious and not requiring microwaving or refrigeration. It is suggested that lunches for Camp Greentree participants be packed in a soft cooler or lunch bag with an ice pack. Please label lunch bags, food packs, containers, etc with the campers name. Spirit Camp participants will be provided lunch on a daily basis. All Christ Church Camp participants will be given snacks.

LATE PARENT POLICY

If a parent or authorized person is more than 15 minutes late picking up a camper, a late fee of \$1 for every minute past the initial 15 minutes. Some children become upset when parents are not on time. Please call the church campus if you know you will be late.

LICENSING INFORMATION

Christ Church Camps operate under our Greentree Christian School license and are licensed by the Virginia Department of Social Services.

PREVENTING THE SPREAD OF ILLNESSES

Healthy children make for happy campers. 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 will be notified and asked to pick up your camper immediately. Campers must be free of illness and fever (without the aid of medication) for 24 hours before returning to camp. Parents should notify the camp within 24 hours if any member of the campers household develops a communicable disease. Notifications will be posted and sent home should your camper be exposed to a communicable disease.

CHRIST CHURCH CAMPS

Camp Information and Policies—page 2



PROMOTIONAL PHOTOS/VIDEOS

Campers enrolled in all Christ Church Camp programs may be photographed or videotaped during camp activities by Christ Church and Christ Church Camp staff for promotional purposes unless a separate written request not to photograph or videotape your child is submitted to the Camp Director.

REFUNDS/TRANSFERS

How do I request a refund for camp or transfer from one camp to another? Refunds and transfers MUST be requested, in writing and addressed to the camp director, at least 2 weeks prior to the camp session from which you are trying to withdraw or transfer. Email change requests to campchange@christchurchva.org. Refunds and transfers are not permitted without a 2 week written notification. Refunds are authorized by the Camp Director, on an individual basis. There are no refunds for missed days due to work/vacation schedules, sick days or other non-emergency reasons. Within 14 days of the start of the camp session, refunds are only approved for medical emergencies with a doctor's note if it is received before the camp begins. If a medical emergency occurs during camp, a doctor's note is required within 24 hours for a partial refund. The refund will be pro-rated from missed days for that camp week. Requests received after the camp session ends will not be granted. Considerations for Refunds: Family Emergencies, Death, Illnesses, etc. Camper illness or injury. As part of our Worry Free, Fun Guarantee, campers attending Sprit Camps can consider transfers to another camp after one full day of participation in a camp. There will be no administrative charge for the first change. After a change/transfer is made, the camper may not return to the previous camp. If for any reason an additional change is requested there will be a \$25 administrative fee for each additional change.

REPORTING CHILD ABUSE/NEGLECT

Under the code of Virginia and the license issued to Greentree Christian School staff are required to report any suspected abuse, neglect or exploitation of a child. The Camp Directors will be the ones to notify CPS and Virginia Department of Social Services if abuse or neglect is suspected.

SIGNING IN/OUT

Authorized individuals 18 years or older must sign campers in and out, each day. Christ Church Camps will be offering multiple options for arrival and dismissal. We will be offering curbside drop off and pick up as well as walk in drop off and pick up. Key tags will be issued for each camper. You can use your child's key tag for curbside or walk in pick ups. It is

very important that you carefully guard your child's key tag and only share your key tag with individuals you determine you trust to pick up your children. Staff are required to ID all persons picking up campers. Children will not be released to anyone not on the pick up authorization list, or anyone not in position of your child's key tag. Custodial parents/guardians have the right to be admitted into the program, however for custody issues requiring special attention please notify the camp staff. If there are specific custodial concerns court documents need to be on file in the camp office, to limit parental access to a child. If arriving late, please check in with the Camp Director.

SUNSCREEN/INSECT REPELLENT

Be sure to apply sunscreen and insect repellent to your child before camp. If your child requires additional applications, please ensure your camper has an Over The Counter Medication, ointment application form on file. Staff are only permitted to apply sunscreen, insect repellent or lotion to children if they are under 6 and have their own product and completed forms on site. Campers over the age of 6 may bring sunscreen and/or bug repellent to camp to apply themselves with help from staff. All sunscreen, bug repellent, and/or diaper ointment must be in the original container labeled with the camper's name.

TRANSPORTATION

If transportation is needed for your child's camp; additional permission forms will be required. You can expect those via email, prior to the start of the camp session.

WATER PARK REGULATIONS

All camps and campers participating in Christ Church Camps will have access to water games, water areas, and the water park. Special attention will be paid to children in and around water games, and activities. Young children should wear a swim diaper if necessary. Children with symptoms of skin infections, rashes, or open wounds are not permitted in the water area.

QUESTIONS/CONCERS

Concerns should always be addressed at the Christ Church campus through the lines of authority:

Camp Counselors/Teachers > Camp Assistant Directors > Camp Directors

All camp staff will attempt to address any questions or concerns in a quick and responsive manner. Thank you for joining us this summer and we look forward to a great summer of fun.

Christ Church campus: 703.425.3580

VTaguding@christchurchva.org

HGreene@christchurchva.org