



Arlington County DPR Summer Camp Parent Handbook



ARLINGTON
VIRGINIA



<https://parks.arlingtonva.us/programs/summer-camps/>

Department of Parks & Recreation
Office of the Director
2100 Clarendon Boulevard,
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Arlington, VA 22201
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Dear Parents and Guardians:

It is our pleasure to welcome your campers this summer! Our Summer Camps offer safe and inviting environments led by highly qualified and caring staff who ensure your camper will have a great experience.

Our commitment to your campers is to encourage their individual growth and learning through fun recreational experiences. We are committed to ensure that all youth, regardless of their abilities, will have an enjoyable, safe, and successful recreational experience. Your campers will explore their creativity, develop new skills, make new friends, and have fun!

Please read over our Parent Handbook for more information. This handbook is to serve as a guide for all aspects of our summer camp programs. Please take the time to read it – it will answer most of your questions before camps begin. We look forward to serving you and your campers and making this an experience to remember!

Sincerely,

A handwritten signature in cursive script that reads "Jane Rudolph". The signature is written in black ink and is positioned above the printed name and title.

Jane Rudolph
Director

Contents

Summer Camp Numbers to Know	5
National Accreditation	6
Arlington County	6
Vision	6
Mission	6
Department of Parks & Recreation	6
Vision	6
Guiding Principles	6
Mission	6
COVID-19 Protocol Amendments.....	7
Δ Cleaning and Sanitization Protocol	7
Δ Proactive Safety Measures	7
Δ COVID-19 Exposure Notification and Decision Process.....	8
Camp Information.....	8
Communications.....	8
Camp Hours	8
Δ Birthdays.....	9
Arriving to Camp.....	9
Δ Arrival	9
Δ Attendance	9
Departing from Camp	9
Δ Departures.....	10
Δ Early Pick Up Policy.....	10
Late Pick Up Policy	10
Food Policy	11
What to Bring to Camp?	12
Δ Your Child’s Personal Items	12
Δ Your Child’s Clothing.....	12
Sunscreen and Bug Spray Application.....	13
Summer Camp Weather Policy	13
Air Quality.....	13

- Heat Index14
- Severe Weather14
- Wet/Field Conditions14
- Access and Inclusion 14
- Code of Conduct16
- Camper’s Health (Non COVID related)17
 - Reporting Communicable Disease17
 - Administration of Medication19
 - Sunscreen and Insect Repellant19
 - Toileting20
- Camp Registration & Fees20
 - Registration20
 - Payment Information20
 - Reduced Fees20
 - Late Enrollments20
 - Δ Refunds/Cancellations21
- General Camp Policies22
 - Δ Camper Travel22
 - Δ Vaccinations22
 - Gift Giving Policy22
 - Social Media23
 - Parent Feedback23
- Emergency Plans23
 - Shelter in Place Procedures23
 - Evacuation Procedures24
 - Reporting Suspected Child Abuse24

Summer Camp Numbers to Know

Camp Registration & Information	(703) 228-4747
Habla Español	(703) 228-4747
TTY Number for All Programs	Relay 711
Summer Camp Hotline	(703) 228-1856
Inclement Weather Hotline	(703) 228-4715
Inclusion Support	(703) 228-4740
Job Opportunities	(703) 228-1856

Camper Forms can be accessed online at:

<https://parks.arlingtonva.us/programs/summer-camps/forms/>

A copy of this handbook and copies of camp forms can be found at:
<http://parks.arlingtonva.us/camps>



National Accreditation

The Arlington County Department of Parks and Recreation is one of 100 agencies nationwide to have received national accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA). National accreditation requires park and recreation agencies to meet 144 standards representing elements of effective and efficient park and recreation operations. The Commission is comprised of representatives from the National Recreation and Park Association, the American Academy for Park and Recreation Administration, and the National Association of County Park and Recreation Officials.

Arlington County

Vision

Arlington will be a diverse and inclusive world-class urban community with secure, attractive residential and commercial neighborhoods where people unite to form a caring, learning, participating, sustainable community in which each person is important.

Mission

The Department of Parks and Recreation promotes wellness and vitality through dynamic programs and attractive public spaces.

Department of Parks & Recreation

Vision

Arlington is a happy and healthy place to live, learn, work and play.

Guiding Principles

- Creativity
- Integrity
- Respect
- Safety
- Learning
- Trust

Mission

The Department of Parks and Recreation promotes wellness and vitality through dynamic programs and attractive public spaces. Our facilities range from parks, sports fields, nature, and community centers to spray grounds, playgrounds, and a skate park. We are stewards to the County's natural resources and provide affordable recreational programs and services for people of all ages, abilities, and interests.

COVID-19 Protocol Amendments

We are dedicated to keeping your child, your family, and our staff safe while continuing to provide engaging experiences through recreational play.

The Department of Parks and Recreation is closely monitoring the COVID-19 pandemic and specific guidance for day camp guidelines at the local, state, and federal levels and will delay the reopening or cancel the program, if guidance changes.

*Please read the entirety of this handbook, as COVID-specific changes have been noted throughout with the Δ symbol.

Δ Cleaning and Sanitization Protocol

- Tables & countertops will be sanitized upon arrival, before and after lunch, snack and end of program day
- Toys and shared materials will be sanitized at the end of each program day (soft, porous or fabric toys and materials will be temporarily unavailable)
- Frequently touched surfaces such as doorknobs, light switches, faucet handles, furniture surfaces will be sanitized daily, or more frequently if needed.
- All indoor spaces used will be sanitized at the end of program day

Δ Proactive Safety Measures

- Decrease in camp hours or elimination of extended hours at some camp locations.
- Lower enrollment in camp programs
- Outdoor drop off & pick up for campers, with contactless sign in & sign out
- Daily health screenings for participants and staff, including a health questionnaire
- Increased handwashing
- Encourage use of personal water bottle to limit use of shared water fountains.
- Reduce shared materials such as art supplies, manipulatives, books etc., and provide individual items for each camper when possible.
- Increased outdoor time for activities, weather permitting.
- Physically distanced environment: we will use various tools such as tape, arrows, cones, simple signage, sit spots, songs, and social stories to reinforce distancing throughout the camp day.
- Limiting outside visitors and guests

Δ COVID-19 Exposure Notification and Decision Process

- Staff and participating families are responsible for reporting potential or known exposure to the supervisor of your camp location at your Summer Camp location as soon as they are aware
- If we are notified of exposure or potential exposure relating to either a staff member or participant, we will consult with Arlington Public Health Officials for guidance which may include quarantining, closing a program or closing a facility.
- These decisions are made on a case-by-case basis in conjunction with Arlington Public Health.

Face Coverings at Camp

- **INDOOR** Activities: Campers and staff must wear a face covering except during mask breaks, meal/snack breaks, when they are actively participating in a sport or when an accommodation has been identified.
- **OUTDOOR** Activities: Campers and staff are not required to wear a face covering when physical distancing is maintained. However, if they are in close quarters with others, they should put on a face covering.
- All campers and staff who wish to wear a face covering will be supported.

Camp Information

Communications

You will receive an email by the Friday before camp starts directing you to your camp calendar. Parents/guardians are responsible for familiarizing themselves with the daily activity calendar, so they are aware of important dates, special events and reminders. Please pay special attention to the information provided in your Welcome Letter regarding camp locations as well as information regarding the camp entrance or parking, as it may be different from the main entrance of the building.

Camp Hours

- At this time, there will be no parent/caregiver entry into buildings. Staff will meet you curbside for pick up/drop off.
- Please call the camp number if you are late or need to pick up early and staff will escort your child outside at the designated pick up/drop off location.
- Parents are requested to respect these hours. Due to the responsibilities of the staff, children may not be dropped off before the opening time or kept later than the scheduled hours. (See Late Policy)

- If you have an emergency, please contact us right away, we will never leave your child alone.

△ Birthdays

We cannot permit food (homemade or store-bought) to celebrate camper birthdays during Summer 2021.

Arriving to Camp

We encourage all campers to arrive on time for the start of the day's activities.

△ Arrival

Please follow the arrival specifics of your camp location.

- For Curb-side arrivals- Please wait in your vehicle in the drop off/pick up queue. The location specifics and routine details will be communicated in your Welcome Letter prior to the first program day.
- For Walk Up arrivals- Please be sure that all Parents/Guardians and campers are wearing a mask. Additionally, please allow for adequate spacing between families. Families are asked to form a line for quick screening at these locations.

Staff will meet you outdoors for sign in and to conduct a daily health screening before escorting your child inside the building. Call your child's camp phone if you are running late so staff can meet you outside. Camp phone numbers can be found in each previously emailed welcome packet.

△ Attendance

It is the parent/guardian's responsibility to inform program staff when your child won't be attending the program, will be late to the program or will be picked up early. Please communicate this information in a timely manner.

Departing from Camp

Parents/Guardians or Authorized Persons (established on the Participant Information Record) are required to sign their camper out at the end of the camp day. All individuals must be prepared to show identification during pick-up.

Please note that the Department of Human Service's guidelines state that youth 8 years and younger should not be left alone. If you wish to have your older campers walk to or from the camp, please inform the staff, accordingly, fill out a permission form, and indicate the exact dates your camper will be

walking. Any camper that will sign themselves out of the camp program requires written permission from a parent/guardian.

△ Departures

Please wait in your vehicle in the drop off/pick up queue. The location specifics and routine details will be communicated prior to the first program day. Staff will meet you outdoors for program sign out. Call your child's location if you are running late.

Staff members will release your camper only to those authorized individuals who are listed on their Participant Information forms. They will not honor verbal instructions given to them by an unauthorized individual who may arrive to pick up your camper. If you have an emergency, please contact the Camp Director regarding the situation and notify them as to who will be picking up the camper. Any changes (additions or removals) of Authorized Persons for pick up must be made in writing to the Camp Director.

Junior Jam campers are encouraged to stay at the camp site, but it is a drop-in camp that allows teens to come and go. Campers in Junior Jam are not required to have a parent sign them in or out. However, any camper that will sign themselves out of the camp program requires written permission from a parent/guardian.

△ Early Pick Up Policy

There may be situations that arise when your child will need to be picked up early. Some situations include but are not limited to the child is sick and displaying Covid-19 symptoms described in the "Children's Health" section, the child is exhibiting aggressive behaviors that are a safety concern to himself/herself or other participants, the child has been injured, etc. If your child must be picked up before the end of the program, staff will contact you directly and request you pick your child up early. It is the responsibility of the parent to be available for these phone calls and to pick up your child promptly. If you cannot be reached, staff will call the child's emergency contact to come pick up the child. The "Late Pick Up Policy" will apply to parents who do not pick up their child as requested.

Late Pick Up Policy

We ask that campers be picked up promptly at the end of the camp day. Camp staff are not paid to remain after the camp is finished for the day and they cannot transport campers in their own vehicles. If you are running late,

please call the camp location and let the staff know what time you will arrive.

Parents will receive a warning letter after the first late arrival. Parents who are late again will receive a second letter which will serve as a final warning. If a parent is late after receiving the second letter, the camper will be suspended from camp for 3 days. If your camper is still at camp after camp hours and and/or there are continued delays in picking up your camper this may result in your camper being removed from the camp and/or a referral to Child Protective Services.

Food Policy

Campers who are enrolled in full-day camps must bring a lunch, snack, and beverage each day. As part of our commitment to health and wellness, we encourage campers to bring nutritious foods and beverages. We recommend all campers bring a reusable water bottle to camp each day.

Refrigeration is not available for participants' lunch, so please do not include any food that is subject to rapid deterioration or spoilage (such as mayonnaise). In addition, microwaves to heat up meals are not available, please do not send in meals that require heating.

With an ever-increasing number of peanut allergies among campers, **we strongly discourage participants from bringing any "nut products" to camp.** We appreciate your consideration to ensure all our campers remain safe and healthy while participating in our camps.

If your camper has a severe food allergy or has a medical need for refrigerated or microwaved meals, please contact the camp they will be attending at least two weeks prior to the start of camp so the camp can provide accommodations if necessary.

Please send food in sealed containers and clearly label your camper's lunch with his/her name and date.

Meal Delivery Services: Camps are unable to accept meals from meal delivery services for campers throughout the camp day. Please make necessary arrangements with the camp if you will need to drop off your campers' meal during the camp day.

What to Bring to Camp?

Storage is at a minimum at all camp locations and secure storage for personal items is not available. We request that campers do not bring money or personal belongings to the camp location and bring only those items requested for special activities.

Δ Your Child's Personal Items

Please send your child with a backpack or bag each day to hold their personal belongings

- Items you should include in your child's backpack or bag
 - A shelf stable lunch (Full Day campers ONLY)
 - A refillable water bottle(s)
 - 1-2 snacks
 - A beach towel (for lunch time and any water play days)
 - Change of clothes as applicable or for any water days
 - 2 extra masks in resealable bag labeled with your child's name (clean reusable masks or new disposable daily use masks)
 - Sunscreen (if applied by staff members, a Medication Administration form must be on file with the camp)
 - *Optional*, small battery-operated personal fan or mister.
- All personal items should be labeled with your child's name and phone number.
- Backpacks or bags will go home with your child each day.
- Staff will place any artwork or camp communications in the backpack or bag.

Δ Your Child's Clothing

- All campers will be required to wear a mask, while these may be removed for some activities, campers should arrive wearing a mask daily.
- There will be daily outdoor activities, weather permitting.
- Campers should wear comfortable play clothes that can get messy.
- Campers should be prepared for the weather including direct sun or rain. Campers may wish to wear a hat, rain jacket, long pants, or long sleeve shirts when the weather is not optimal.
- All art materials are water-based, but sometimes may stain clothing. We have smocks, but sometimes accidents happen. The County is unable to replace or reimburse for soiled clothing.
- Campers should wear closed-toe athletic shoes (tennis shoes, sneakers, etc.).

- Flip flops or sandals may only be worn at pools and are not acceptable to be worn during the camp day.

Sunscreen and Bug Spray Application

- Please apply sunscreen and/or bug repellent each morning prior to camp.
- Written permission is required from parents on the Authorization for Medication Form, before staff can administer any medication, sunscreen, or insect repellent to children. (See Medications for forms)
- Sunscreen or Insect Repellent sent into camps should be clearly labeled with the camper's full name and date. Campers will not be permitted to share sunscreen with any camper outside of their immediate household.

Summer Camp Weather Policy

For updates on DPR programs and cancellations, please register for Arlington Alert, Summer Camp Notifications. Additionally, you can learn more about camp cancellations by checking the following sites: check the following methods:

- <http://parks.arlingtonva.us>
- <http://emergency.arlingtonva.us/closings-delays-cancellations/>
- By calling DPR Weather Hotline: 703-228-4715.

Please do not call the community center or camps for these updates outside of camp hours .

Incident weather decisions will be relayed by 6am for all AM activities, and by 11am for all activities that begin after noon.

Air Quality

When the Metropolitan Washington Council of Governments has issued a Code Red, Purple, or Maroon advisory.

- Summer Camps will cancel outdoor activities when Code Red/Purple/Maroon is in effect. If the camp does not have an indoor alternative, camp will be cancelled for the day.
- For more information regarding Code Red/Purple/Maroon please visit the Metropolitan Washington Council of Governments webpage at.

<http://www.mwcog.org/environment/air/forecast>

Heat Index

Outdoor camps whom have no access to an indoor location will be cancelled when the overall heat index is greater than 105 degrees. Heat index calculates the humidity as well as the outside temperature.

Severe Weather

Arlington will monitor all Severe weather warnings and watches issued during camp hours. Based on the information available, camps may have a delayed opening, early close, or may be canceled for the day. Severe Weather Warnings (immediate threat) or Watch (projected threat) issued during camp hours (7am-6pm) include:

- High winds warning/watch
- Thunderstorm warning/watch
- Heavy rain is projected
- If county has a flood warning/watch issued
- If county is under a tropical storm or hurricane advisory

Wet/Field Conditions

In the event of rain overnight or continuous days of rain, camps may still not be safe to operate due to standing water or wet surfaces at locations. Camps may also be restricted or need to modify camp activities on fields to prevent damage

Access and Inclusion

Arlington County Department of Parks and Recreation is committed to the American's with Disabilities Act which guarantees non-discrimination and equal access for individuals with disabilities in all programs, services, and activities. The Therapeutic Recreation (TR) office can work with parents and camp staff to help ensure that modifications are in place for your participant to have an enjoyable and successful camp experience. Advanced notice for any modification request is welcome.

What is a Modification?

Any strategy or technique that reduces or removes barriers for successful participation, which ensures access to recreational programming is available to everyone.

Modifications are assessed individually to determine which tier of support is needed. The tier of support we provide is based on: participant need, program structure/dynamic, and availability of staff resources.

Tiers of Support

The following are the tiers of support that we can provide:

- **Tier 1** (Done for all campers identified through the TR office) - Develop a modification plan that will be shared with camp staff that outlines your campers support needs. We can work with staff to ensure that these supports are being facilitated effectively.
- **Tier 2** (Lowered Ratio) – Recommend adding a staff* to the current staff structure to lower the overall participant to staff ratio at camp
- **Tier 3** (1:1) - Recommend staff* to work one on one with the participant

*We do our best to ensure an additional staff is available as needed, but we cannot guarantee a staff

Additional supports if needed

- Adapted equipment/techniques
- Sign language interpreters
- Large print and Braille materials

HOW TO REQUEST A MODIFICATION

- **Step 1:** Complete online, phone-in or mail-in registration. When prompted, identify that inclusion support is needed due to a disability.
- **Step 2:** Visit the TR website (<https://parks.arlingtonva.us/therapeutic-recreation/>) to download a Participant Modification Information (PMI) form.
- **Step 3:** Send completed PMI form by email to TR office at trinfo@arlingtonva.us, identifying which programs you are requesting support.
- **Step 4:** An Inclusion Support Coordinator will contact you to develop a Participant Modification Plan (PMP) designed to successfully support your camper's recreational pursuits.
- **Step 5:** You will receive an email about inclusion supports prior to the start of the program.

Please note: We strive to find the best fit for your camper and at times it may be necessary to recommend changing a camper's placement if the support, assistance, and modification necessary for participation can best be provided at an alternate site.

Code of Conduct

We strive to provide a welcoming, safe, supportive, and enjoyable environment for program participants. We believe that all individuals have the right to be treated with dignity and respect. We are committed to promoting positive participation to ensure a successful and fun recreational experience for all.

Expected behaviors for all program participants:

- ☺ Respect staff and campers
- ☺ Respect property
- ☺ Follow directions
- ☺ Try new activities
- ☺ Stay within program boundaries
- ☺ Have Fun!

Unexpected behavior and actions include:

- ☹ Intentional verbal abuse including. teasing/taunting, harassment and/or profane language
- ☹ Hitting a person – fighting
- ☹ Intentional damage to property
- ☹ Possession of instruments either construed as a weapon or known as a weapon (knives, blunt objects, sticks, etc.)
- ☹ Inappropriate sexual touching
- ☹ Creating a risk of contagion or illness
- ☹ Any action which exposes participants or staff to danger
- ☹ Consistent disregard of program procedures (i.e. not following directions, consistently picking up a participant late from a program)

Staff will make every effort to encourage positive participation and utilize strategies and available resources in response to unexpected behavior. If all measures have been exhausted, we reserve the right to implement the consequences listed.

Consequences shall be related to behavior, respectful and reasonable, and administered relative to the degree of unexpected behavior.

WARNING

Camper will receive a warning about inappropriate behavior and parent will be informed

SUSPENSION

Camper may be suspended from program for the remainder of day (parent will be required to pick up the camper immediately) and may include up to three days.

REMOVAL FROM PROGRAM

Camper may be removed from program if behavior results in continuous extreme disruptions, or intentional harm to self, others, or property. (No refunds will be given if camper is removed from program).

For more information, please ask camp staff for a Code of Conduct Brochure. In the event of a suspension, a behavior agreement meeting with parent/guardian will need to take place before camper returns to camp.

Camper's Health (Non COVID related)

We care deeply about the health and welfare of your camper and of all the campers who are in our care each day. It is our responsibility to safeguard them and to do what we can to protect them and prevent the spread of disease.

A camper shall not be allowed to attend a camp for the day if he or she has:

- A temperature over 100.4 degrees
- Recurrent vomiting or diarrhea
- A communicable disease

Your child should be symptom free for 24 hours before returning to camp (does not apply to COVID-related illness. Please refer to COVID Amendments for protocol)

- If your child has any of these symptoms or conditions (temperature, vomiting, or diarrhea) while at camp, the staff will contact you and ask you to take the child home until the child is healthy enough to return to the camp.
- If you cannot be reached, staff will call your emergency contact to come and pick up your child.

Reporting Communicable Disease

- The parent/guardian must inform the program staff within 24 hours or the next business day after his/her child or any members of the immediate household have developed any reportable communicable disease, as defined by the State Board of Health except for life threatening diseases which must be reported immediately.
- DPR staff will consult the Arlington County Public Health Division if there is a question about the communicability of a disease.

- If a communicable disease is reported and confirmed by a doctor, DPR staff will contact the parents/guardians of all the children in the program within 24 hours or the next business day to make them aware of the presence of the illness in the program.
 - Parents/caregivers will only receive notification after the first case is reported and will not be notified if there are any additional cases.
 - Confidentiality will be maintained; staff will not reveal the name of the child or member of the immediate household.
- The “Virginia Reportable Disease List” describes the communicable diseases that must be reported to camp staff

Selected Infectious Diseases

- Acquired immunodeficiency syndrome (AIDS)
 - Amebiasis Anthrax
 - Arboviral infection (e.g., dengue, EEE, LAC, SLE, WNV)
 - Botulism Brucellosis Campylobacteriosis Chancroid
 - Chickenpox (Varicella) Chlamydia trachomatis infection
 - Cholera
 - Creutzfeldt-Jakob disease if Cryptosporidiosis Cyclosporiasis
 - Diphtheria
 - Diseases caused by an agent that may have been used as a weapon
 - Ehrlichiosis/Anaplasmosis Escherichia coli infection, Shiga toxin-producing
 - Giardiasis Gonorrhea Granuloma inguinale
 - Haemophilus Influenzae Infection, Invasive Hantavirus pulmonary syndrome
 - Hemolytic uremic syndrome (HUS)
 - Hepatitis A
 - Hepatitis B (acute and chronic)
 - Hepatitis C (acute and chronic)
 - Hepatitis, other acute viral Human immunodeficiency virus (HIV) infection
 - Influenza (report INFLUENZA A, NOVEL
 - VIRUS immediately) Influenza – associated deaths in campers <18 years of age Lead, elevated blood levels Legionellosis
 - Leprosy (Hansen disease) listeriosis
 - Lyme disease Lymphogranuloma venereum Malaria
 - Measles (Rubeola) Meningococcal Disease Monkeypox
 - Mumps
 - Mycobacterial Disease (Including AFB), (Identification of Organism) and Drug Susceptibility
 - Ophthalmia neonatorum Outbreaks, all (including but not limited to foodborne, healthcare-associated, occupational, toxic substance- related, and waterborne) Pertussis
 - Plague
 - Poliovirus infection, including Poliomyelitis
 - Psittacosis Q Fever
 - Rabies, Human and Animal Rabies treatment, post- exposure
 - Rubella, including congenital rubella syndrome Salmonellosis
 - Sever Acute Respiratory Syndrome (SARS) Shigellosis
 - Smallpox (Variola)
 - Spotted fever rickettsiosis Staphylococcus aureus infection,
 - invasive methicillin-resistant (MRSA) and vancomycin-intermediate or vancomycin-resistant Streptococcal disease, Group A, invasive or toxic shock Streptococcus pneumoniae infection, invasive, in campers <5 years of age Syphilis Tetanus
 - Toxic substance-related illness
 - Trichinosis (Trichinellids) Tuberculosis (TB), active disease
 - Tuberculosis infection in campers <4 years of age Tularemia Typhoid/Paratyphoid Fever Unusual occurrence of disease of public health concern.
 - Vaccina, Disease or Adverse Event
 - Vibrio Infection
 - Viral Hemorrhagic Fever Yellow Fever
- In addition to the above, please notify us about the following communicable diseases that are particularly common in young children.
- Conjunctivitis (pink eye)
 - Fifth Disease (Erythema Infectiosum)
 - Hand, Foot and Mouth Disease (Coxsackievirus)
 - Pediculosis (Head Lice)

Administration of Medication

- All medication must be labeled with the child's name, the name of the medication, the dosage amount, and the times to be given. Keep all medication in the original container with the prescription label or direction label attached. All medication will be kept in a locked container and the key will not be accessible to the children.
- If possible, avoid bringing medications to programs by arranging the time of the dosage so the child receives the medication at home. Parents can speak to their child's doctor regarding time release medications or dosages that can minimize the need to give medication during the program.
 - Only staff members with the Medication Administration Training (MAT) may administer prescription, and non-prescription medication.
- Written permission is required from parents on the Authorization for Medication Form, before staff can administer any medication, sunscreen, or insect repellent to children. A parent signature is valid only for short term medications that are taken less than 10 days
- A physician's signature is required on the Authorization for Medication Form for long term medication administration required for longer than 10 days and for any "as needed" emergency medication such as inhalers and Epi Pens.
- No outdated medication will be accepted by the staff.

Sunscreen and Insect Repellent

The Centers for Disease Control and Prevention (CDC) recommends a sunscreen with sun protective factor (SPF) 15 or higher, and both UVA and UVB protection. In addition to the sunscreen, the CDC recommends wearing sun-protective clothing, wide brimmed hats, and sunglasses to protect against UV radiation.

- Use of sunscreen or insect repellent requires written parent authorization on the Authorization for Medication Form noting any known adverse reactions.
- Staff may administer sunscreen and insect repellent to campers under age 9, when accompanied by written authorization from parents.
- Campers ages 9 and older can administer their own sunscreen with staff supervision.
- Sunscreen and insect repellent must be provided and in the original container labeled with the child's name. Sunscreen and insect repellent will not be kept or used beyond the expiration date of the

product. Campers should have sunscreen and/or bug spray applied before arriving at camp.

Toileting

Please let us know if your child requires assistance with toileting or uses any sort of training and or disposable undergarments. To request staff, support for individual toileting needs or for any additional questions, please reach out to your camp staff. Additional paperwork may be requested to best support each campers' individual needs.

Camp Registration & Fees

Registration

Keep note that staff members at camp locations are unable to handle any registration issues. Any questions or concerns that are registration related, please contact the registration office at 703-228-4747 or visit our registration website at www.registration.arlingtonva.us for further information.

Payment Information

To make payments more affordable to parents, a monthly option is available. First payment is due at the time of registration, and the additional payments are due the 1st of every month. Customers are strongly encouraged to enroll in our auto-debit option that will automatically charge the monthly payment to a personal credit card on the due date.

Reduced Fees

Fee reductions are available on a sliding scale and they are not retroactive. Parents must apply and be approved for a fee reduction prior to enrolling in any program. Once enrollment is processed, Registration staff cannot change the fees. For application qualifications and guidelines, please contact the Registration Office.

Late Enrollments

We accept late enrollments based on availability. Participants enrolling later than one week prior to the first day of camp must complete and submit all paperwork to registration office prior to attending the program. The registration office will issue a "Camp Ticket" to participants who complete these forms after the cutoff date. It is responsibility of the parent

or guardian to bring this document the first day of the program; otherwise, the participant will not be allowed in the program. Please note that all late enrollments must be processed only by registration staff, not through camp staff.

Δ Refunds/Cancellations

All summer camp registration changes/cancellations can be processed online, in-person with our registration staff, or over the phone at 703-228-4747. Cancellations will be accepted with no penalty during the first seven days after registration opens. After this date all cancellations will be subject to a \$20 cancellation fee.

No refunds will be issued less than seven calendar days prior to the start of camp. (5PM, Monday before scheduled camp session.)

Camp refund rates are unique/specific to each camp session. Payment is not based on attendance; it is the responsibility of the guardian to cancel by the deadline if the camper will not attend.

All summer camp registration changes (transfers/cancellations/refunds) are processed by the Department of Parks and Recreation, Admin. Services Office ONLY and not camp or community center staff. *Transfers are subject to availability. Once a change is made, please read and note your receipt number, since registrations will be held responsible for payment.

Refunds for medical reasons must be accompanied by a physician's note and shall be considered on a case-by-case basis.

Refunds may be retained as household credits to be used towards registration in future DPR programs. Credit card charges may be refunded directly to the credit card, or by check. Check refund process takes 4-8 weeks. Refunds will be processed within 30 days of the request and need to be used within one year.

Cancellations due to weather related conditions: If a camp day or session is cancelled due to weather, a prorated refund in the form of household credits will be made at the end of the summer camp season. The account guardian may call the Department of Parks and Recreation to obtain a refund via credit card or check.

General Camp Policies

Δ Camper Travel

The Department of Parks and Recreation recognizes that campers and their families may have travel plans for vacation, family business, etc. Campers and their families engaging in Personal Travel (travel outside of Virginia, the District of Columbia, Maryland, if other than one of these jurisdictions) should follow the CDC's guidance on domestic travel and international travel in effect at the time of travel found [here](#). Travel increases your chance of spreading and getting COVID-19. If possible, delay travel and stay home to protect yourself and others from COVID-19, even if you are vaccinated. Whether traveling or not, all campers and their families are always encouraged to wear a face covering, physically distance to the extent possible, avoid crowds, and take other preventative measures like washing their hands often and avoiding touching their face.

Campers and their families will follow state, territorial, tribal and local recommendations or requirements after personal travel, based on CDC's latest travel guidance and should self-monitor for symptoms of COVID-19 for the 14 days after they return.

Δ Vaccinations

All of our employees have the opportunity to schedule vaccine appointments in Arlington County and the jurisdiction that they live in. We are not tracking this information as the vaccine is completely voluntary and would be up to each individual employee as to whether they choose to get a vaccine. Since this is private information, we ask that parent/guardians do not ask the status of vaccinations from the employee.

Gift Giving Policy

The Arlington Code of Ethics applies to all employees. We must ensure that no favors, gifts, gratuities, or benefits are received for actions taken by any DPR employee. A letter of recognition for an employee is an acceptable gesture of recognition.

We recognize that parents may want to express their appreciation for our staff through gifts; however, Arlington County employees may not accept favors, gifts, gratuities, or benefits received for actions taken as an Arlington County employee. If you would like to thank specific employees, please

consider sending an e-mail to their supervisor recognizing them for their outstanding work.

Social Media

- Our staff adhere to a strict no-posting policy pertaining to all personal social media
- If you signed the photo release document upon registration, you authorize DPR's potential use of your child's image for marketing, professional development & internal reporting. You may change your photo release preference by notifying staff and filling out a new form.
- Occasionally, staff may email the camp list serve photos or videos of program daily happenings. Only images of participants who have signed the release form will be included. Please protect the privacy and safety of all our participants by refraining from redistributing or posting any media staff may email.

Parent Feedback

We value your feedback! The Arlington County Department of Parks and Recreation appreciates your assistance in evaluating your camper's experience in our camps. Your feedback will help us improve our services. Parents have several options:

- ✓ Take an online survey automatically sent through direct email if you registered online.
- ✓ Provide feedback to the camp director or program supervisor

Emergency Plans

All camps have an emergency preparedness plan for shelter-in-place and emergency evacuation. The plan addresses the most likely to occur emergency scenarios including but not limited to natural disasters, chemical spills, intruder, or potentially violent situations.

Shelter in Place Procedures

In the event of a natural emergency, i.e. tornado, severe storms, or hazardous airborne chemicals outside the camp facility, the campers, staff, and other occupants of the building will shelter in place in a pre-arranged designated safe location in the building. The building will be locked and secured. Water and food supplies will be available.

Shelter in Place may last a matter of hours to isolate people while the effects of the incident dissipate.

Evacuation Procedures

In the event of an immediate area threat (i.e. bomb threat, fire, flood, other major building problem, etc.) the campers, staff, and other occupants will leave the building and gather at a predetermined location within walking distance. If there is a more widespread threat such as a chemical spill, or widespread fire, it may be necessary to transport campers by County vehicle further away from the building or to a mass shelter determined by the Arlington County Government.

Reporting Suspected Child Abuse

Employees of the Department of Parks and Recreation are mandated to report both via telephone and written documentation, any suspected abuse or neglect to campers enrolled in summer camps, preschool programs and after-school programs to the Arlington County Division of Social Services, Child Protective Services and to the Virginia State Department of Social Services 703- 228-1500. Professionals in those offices will determine the validity of the complaint and whether further legal action is necessary. For more information or to request a questionnaire, contact the Program Supervisor or Program Coordinator. Phone numbers for supervisors are found on the camp calendars. We welcome feedback about our programs, staff, facilities, and anything else regarding our services.