

# SUMMER CAMPS

2023

## Parent/Guardian Handbook



[www.pwcparks.org](http://www.pwcparks.org)



**PRINCE WILLIAM**  
Parks, Recreation & Tourism

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## Welcome, we are so glad you chose us!

Dear Camp Families,

We thank you for choosing the Prince William County Department of Parks, Recreation & Tourism (DPRT), for your child's summer camp experience. We look forward to a fun, safe, and enjoyable summer full of memories!

In this handbook you will find the necessary information pertaining to our camp policies and procedures. We believe that everyone contributes to providing a safe and enriching environment for our campers. Therefore, please make sure to review the Code of Conduct found on page 12 with your child.

Please make sure to visit our web site at [www.pwcparks.org/summercamp](http://www.pwcparks.org/summercamp). There you will find information pertaining to our camp programs forms, this parent/guardian handbook, an interactive camp guide, and much more.



## Camp Staff

*Kids are keen observers; that's what they do. That is why we hire the best role models for our summer camp programs!*

We are committed to providing your camper with a safe environment, caring and experienced camp counselors, and fun-filled days.

We hire those with a passion for play! In addition to the experience they bring, our staff receives in-depth pre-season training. Topics include behavior management, customer service, camp activity programming, risk management, and child development. We provide counselors with an opportunity to participate in hands-on activities in order to prepare them for the dynamic camp environment.

All counselors must be 18 years of age or older, and have at minimum, 6 months of experience working with children.

### *Staffing Ratios*

*1:10 counselor-camper ratio is maintained for all activities.*

In addition to this training, counselors are also required to be certified in CPR, First Aid, and AED. They must pass a criminal and Central Registry background check as well as attend trainings on sexual harassment, bloodborne pathogen, and daily health.

## Child Records and Registration

Prince William County (DPRT) utilizes an on-line system to maintain medical, emergency, and participant information for all Day Camp programs.

ePACT is a system that is designed to create efficiencies in maintaining confidential information in a secure manner for both customers and staff. ePACT maintains the same levels of security as online banking, and limits access only to the administrators who have been assigned privileges.

Through ePACT, you will be able to create your own account to upload and complete the required forms, providing DPRT the necessary information for your child(ren). You will continue to have easy access to this system to update your account as needed.

For our administrators, this system will allow quick access to pertinent participant information, decrease the need for paper copies (making our programs more "green"), and give administrators a variety of ways to communicate with you regarding program updates, alerts, and requests for information.

After registering for your desired program(s), you will receive an email containing a link to access the ePACT system. Through this link you will be able to upload and complete forms including necessary medical information, emergency contacts, and any special needs your child may have.

In order for your program registration to be considered complete so your child may participate, you will need to:

- Register for the program(s) of your choice via Web Trac or in person.
- Make any payments related to the programs you have chosen
- Create an account with ePACT
- Complete and/or upload the necessary forms associated with the program(s) you registered for
- Continue to make changes, as needed, to your family's ePact account.

## Participation Skills

Basic participation skills are required of each camper in order to participate in our summer camp program. Campers must be able to meet these standards with minimal assistance:

- Actively participate in planned activities during an 8-hour camp day.
- Ability to function within a 1:10 counselor to camper ratio.
- Does not require one-on-one supervision
- Ability to understand, follow, and accept directions.
- Takes turns and shares in a cooperative manner
- Respects others and their property
- Ability to stay with his/her assigned group



- Ability to maintain self-control
- Ability to maintain personal care i.e. eat, dress, and function independently

## Code of Conduct

The Prince William County Department of Parks, Recreation & Tourism has established a code of conduct for campers, staff, and parents. It is based upon the guiding principles of respect, safety, behavior, and personal property. Parents/guardians are strongly encouraged to review DPRT's Code of Conduct with their child PRIOR to the start of camp. A signed copy will be required for your child's file. The code of conduct can be found in the attachment section of this handbook. All children are required to abide by these policies.

## Food/Snacks

Children who are enrolled in full-day camps must bring a lunch, two snacks, and beverage each day. As part of our commitment to healthy eating, we encourage campers to bring nutritious foods, and beverages. We recommend all campers bring a reusable water bottle labeled with their name to camp each day. Children enrolled in extended hours should also bring an additional snack.

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).



With an ever-increasing number of peanut allergies among young children, we strongly discourage participants from bringing any “nut products” to camp. We appreciate your consideration to ensure all our children remain safe and healthy while participating in our camps. If your child has a severe food allergy please note this in your registration documents and also contact the camp manager prior to your child attending camp.

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

## Inclusion

Prince William County Department of Parks, Recreation & Tourism programs are inclusion based activities. We make every effort to work with families to mainstream children with special needs into any of our programs.

Based upon the request and/or type of modification being requested, participation in camp will depend on such things as scheduling and/or contracting specialized staff, which could impact days/times of camp. Therefore, in order to create a successful and enjoyable environment for your child, it is preferred that your request be received at least 21 days prior to the start of the program.

If you are requesting any type of modification for your child, you must submit a written Inclusion Request Form (found online at our camp website [www.pwcva.gov/department/childrens-programs/inclusion-request](http://www.pwcva.gov/department/childrens-programs/inclusion-request)).

## Discipline

The Department of Parks, Recreation & Tourism is dedicated to providing an outstanding summer camp program for the youth of Prince William County. To accomplish this goal, campers are expected to behave appropriately, and promote a safe, fun, and healthy environment through productive participation. To ensure this, we have developed a tiered approach to discipline that consists of 3 levels.

**Tier 1** behaviors are mild or one-time offenses. These will be addressed directly by camp counselors, brought to the attention of Camp Managers, and will result in a note home to parents or guardians.

**Tier 2** behaviors are more serious or repetitive Tier 1 behaviors. These will be addressed directly by camp counselors, brought to the attention of Camp Managers, and will result in early dismissal and possible suspension of 1-3 days.

**Tier 3** behaviors are serious offenses that cannot be tolerated to include repeated Tier 2 behaviors. They will be handled directly by the Camp Manager and Children’s Program



Director, will result in immediate dismissal from the program, and a longer suspension period from ALL Parks, Recreation and Tourism programming.

## Discipline Techniques

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 Positive Behavior Interventions to include teaching, modeling, problem solving, redirection, consistency, and setting clear expectations.

Disciplinary action, when required, will be documented. Staff will follow the established tiered approach to behavior management and the following steps may be taken:

- Counselor will talk with child
- Counselor or Head Counselor will speak with parents or guardians
- A Camp Manager will meet with camper and speak with parents or guardians.
- A Camp Manager will meet with parents or guardians. (Dismissal may be considered)

**Please note:** The Camp Manager reserves the right to forgo the Disciplinary Action Process and commence immediate suspension/dismissal of a camper based on the severity of the behavior (Level 3). Children who have been dismissed from a camp for disciplinary reasons will not be permitted to continue in any PWC Department of Parks, Recreation & Tourism Day Camp programs for the rest of the summer. Prorated refunds will be given for unused program times. Deposits will be forfeited.

## Swimming Procedures

Swimming is featured for camp programs either through on-site pools or via field trips. We will conduct swim tests for all children at the beginning of their first camp week. Swim tests will consist of campers showing they can swim 20 yards without taking a break. A wrist band system will be used to easily identify camper's swim ability. **\*\*At any time, parents/guardians have the option to request that their child wear a life jacket.\*\***



## Sunscreen/Insect Repellent

Any use of sunscreen or insect repellent requires written parent/guardian authorization on the Authorization Form found online.

Please provide sunscreen with a minimum of SPF 30.

Sunscreen and bug spray must be labeled with your child's first and last name.

If it is prescription sunscreen, it will be treated as medication.

Please take time to apply sunscreen and teach your child how to apply prior to the camp day. Staff members may apply spray sunscreen only, unless it is a prescription sunscreen.

Children nine years of age and older may administer their own sunscreen as supervised.

## Medication

If your child requires medication during Summer Camp, you must complete the Health/Medical Information on the Camper Registration Form AND a Medication Authorization Form prior to your child attending the program. These forms may be obtained from our website, [pwcva.gov/department/childrens-programs/summer-camps](http://pwcva.gov/department/childrens-programs/summer-camps) under FORMS or from the Camp Manager.

Parents/guardians are responsible for delivering medication to staff at the appropriate location in original containers with the prescription labels attached. We cannot accept any expired medications.

Medications will be administered under the direct supervision of a trained staff member and the administering of medication will be documented.

All medication MUST:

- ✓ Be in the original container with the current prescription label or direction label attached, We cannot accept any expired medications.
- ✓ The label MUST list the child's name, the name of the medication, the dosage amount, and the time(s) to be given.
- ✓ Have written permission with the signature of the prescribing physician (valid for the entire day camp season), or a parent's guardian's signature (valid for only 2 weeks at a time).
- ✓ Be picked up on the last day of your child's participation in our program OR be picked up when the medication expires. (The Camp Manager will properly dispose of any medication that has not been retrieved.)

See addendum to medication information on page 13.





## Health & Illness

For the well-being of all campers, any child with an illness that is contagious and can be passed on to others should refrain from attending camp. Also, we request to be notified if your child has been exposed to any communicable diseases. Child must be symptom free for at least 24 hours. If your child has one or more of the following symptoms, he/she will not be allowed to attend camp that day:

- Temperature over 100 degrees Fahrenheit
- Recurrent vomiting or diarrhea
- Any communicable disease

A strict 48-hour policy is in effect. If a child has a fever, they cannot return until they are fever free for 48 hours without the aid of medication.

If we observe any child is not feeling well, we will call the parent, guardian and/or emergency contact listed on the registration form. Arrangements must be made as soon as possible for your child to be picked up from camp. In the event of a serious illness or accident, we will call EMS, contact the parent or guardian immediately, and the child will be transported to the nearest hospital.

Camps continue to follow current CDC guidance on positive Covid cases and exposure.

## Field Trips

Most full day camp programs offer field trips. The Head Counselor will keep you advised of locations, times and special items needed for field trips. Field trip fees are included in the camp registration fee. Please provide a lunch/snack and drink for your child on field trip days and label them with your child's name. Camp shirts are provided and campers should wear their camp shirt on field trip days.





Field trips are planned weekly and are subject to change. Please Note: On “CODE RED” days or inclement weather days, field trips and activities may be changed or re-scheduled. Depending on the type of camp your child is attending this may vary, so please check with your specific camp staff for more information.

Children will not be allowed to stay at the Park/Center on scheduled field trip days. All Counselors participate on field trip days and there would be no supervision for your child at the Park/Center. Depending on field trip destination, arrangements to drop off a child at a field trip site and/or arrangements to pick up a child early may be made. Please communicate any special requests for this type of arrangement to the Head Counselor.

## Absences and Tardiness

Weekly fees ARE NOT prorated for absences/tardiness (i.e. vacations, sick days, schedule changes). If your child will be arriving late or will be picked up early, please inform the Head Counselor by calling your camp location.

## Payments, Cancellations & Refunds

Payment can be made online at [www.pwcgov.org/government/dept/park/](http://www.pwcgov.org/government/dept/park/)

summercamp, or in person. We accept American Express, Visa, MasterCard, Discover, cash, or checks. Please make checks payable to PWC (Prince William County).

**FULL DAY CAMP** – A non-refundable deposit of \$40 per child, per week, will reserve a space in a FULL Day Camp program. Your balance is due 7 days prior to the start of your week of camp. If your balance is not paid in full by the due date, your child’s space in camp may be forfeited.

If you must cancel your child from any week of camp, notice must be given and confirmed 7 days prior to the start of the camp week you need to cancel. A refund, less the deposit will be issued. Failure to give proper notice will result in forfeiture of ALL fees and deposits.

Deposits are always NON-REFUNDABLE, but may be transferred to another week of camp.

**PARTIAL DAY CAMPS** – Payment in-full due at time of registration. If you must cancel your child from any week of camp, notice must be given and confirmed 7 days prior to the start of the camp week you need to cancel. A \$10 cancellation fee will be charged. Failure to give proper notice will result in forfeiture of all fees.



## Extended Care

Extended care is an unstructured activity time. Time will be allocated for the children to eat breakfast or a snack, which must be provided by the parent. Camper/Counselor ratios will be maintained during morning and evening care. Extended Care options are available on a weekly basis by preregistration **only**. There is no daily option or prorating of fees. The fees are:

- \$30/week for either am or pm and
- \$60/week for both

Extended care hours: Before care 7am-9am  
After care 5pm-6pm.

Late fees will be applied for those remaining at the Camp after 5:15 (or 6pm if registered for PM care)

1. First Offense, Verbal reminder regarding policy, no fee charged.
2. Second Offense, \$5 fee.
3. Third Offense, \$10 fee.
4. Fourth Offense, \$15 fee.
5. Fifth Offense, Dismissal from Extended Care Service.

At 5:15pm or 6:00pm, the Counselors will attempt to contact a Parent, Guardian or Emergency Contact. If staff is unable to make contact by 6:00pm (if not enrolled in extend-

ed care) or 7:00 pm (if enrolled in extended care), PWC Police will be contacted.

## Pick up and Drop Off

For safety, children are not to walk to or from a car unattended. A parent or guardian must walk the child to the Day Camp Staff and must sign in and sign out their camper daily. In order to ensure the safety of your child, please have your ID available when picking up your child.

Campers are not permitted to sign themselves in or out unless they have filled out the Walker/Biker Permission Form that can be obtained from the Camp Manager or on the website at [pwcva.gov/department/childrens-programs/summer-camps](http://pwcva.gov/department/childrens-programs/summer-camps). Parents/guardians must authorize that their child may sign themselves in and out of camp within a designated time frame.

## Confidentiality

The Prince William County Department of Parks, Recreation & Tourism respects the rights of each family to privacy and confidentiality regarding health, behavioral and developmental records, and information concerning your child. The practice of maintaining the confidentiality of verbal and



written information is a basic ethical policy at all Prince William County DPRT Camp Programs.

## Authorized Adults

Parents/Guardians must designate authorized person(s) to be responsible for their child(ren). Child(ren) will not be released to anyone other than those designated by the parent/guardian during the registration process. This information is kept in your child's file and will be referred to when releasing your child from our care.

In an emergency, we will accept a written note, from the legal parent/guardian, giving another adult temporary permission to pick up the child. It must be in writing in order for us to comply.

Please remember, once you have identified an authorized adult for pick up, we presume these are your wishes. If at any time you want to add or delete an authorized adult, you must update this information through your ePACT account. We cannot deny an authorized adult from picking up the child.

If there is a custody dispute or agreement over a child and a parent/guardian is denied or has limited access to that child, a court order MUST be on file at the camp location. Day Camp staff are not permitted to deny access of a parent/guardian to a child without a legal court order on file.

The Prince William County Department of Parks, Recreation & Tourism has no responsibility to communicate to other listed authorized adults when your child has been picked up. The responsibility of communication among authorized adults remains among those individuals.

## Child Abuse and Neglect

The Prince William County Department of Parks, Recreation & Tourism is a mandated reporter; therefore, all DPRT staff are required, by law, to report any suspicion of or any direct reports made to us of unexplained bruising, broken bones, sudden, unexplained behavior problems, neglect, or other bodily injuries on any child to the Prince William County Department of Social Services.



## Child Care Verification and Tax Information

The Prince William County Department of Parks, Recreation & Tourism issues receipts for all deposits and payments paid for Camp registration.

If documentation of payment for child care expenses is required for tax purposes or reimbursement, it is your responsibility to retain all day camp receipts.

Copies of your receipts and a Child Care Statement can be found under MY ACCOUNT once you log into your online registration account at [parksandrec.pwccgov.org/wbWSC/webtrac.wsc/login.html](https://parksandrec.pwccgov.org/wbWSC/webtrac.wsc/login.html). All Child Care statements are printed with our Tax ID number.

The County's Tax ID number is 54-6001531.



The Prince William County Department of Parks, Recreation & Tourism is dedicated to providing an outstanding summer camp program for the youth of Prince William County. To accomplish this goal, campers are expected to behave appropriately and promote a safe, fun, and healthy environment through productive participation. We ask that all campers and parents/guardians read this code together before arriving at camp.

**All Campers are required to:**

- Show respect to camp staff and follow camp rules and directions at all times
- Solve problems positively
- Be respectful of all camp property and equipment
- Use appropriate language
- Wear appropriate clothing for camp activities
- Not engage in any acts of bullying or physical/sexual/verbal abuse
- Stay with assigned group and leave only with the permission of a camp staff member
- Refrain from bringing any weapons, firearms or objects to camp that threaten or may cause harm to others or self
- Must follow the medication policies and not carry any over the counter or prescription medicines.

**NOTE:** It is not possible to anticipate every possible situation that may arise. In the absence of a particular situation or activity not listed above, COMMON SENSE AND COURTESY SHALL PREVAIL.

**CONSEQUENCES:**

Our staff will immediately investigate all incidents. Should a child's behavior be deemed inappropriate, the camp staff will handle the situation with appropriate discipline practices. This includes "timeouts" from the group and notifying the parent(s).

If a child does not or cannot respect his or her fellow campers, our staff, the environment, and/or the entire camp community and does not respond to our intervention, further disciplinary action will be taken up to, and including dismissal from our camp program.

For the purposes of this information the use of the term “medication” refers to medications, inhalers and epi-pens.

- Medication should be administered at home whenever possible. All medications to be administered during program hours must have parent/guardian authorization. Some medications also require authorization by a physician (this includes over-the-counter, antibiotic, or antiviral medications that will be taken longer than 10 days or other medications not previously listed). The parent/guardian must transport the medication to the park site and give to designated staff.
- The first dose of any new medication must be given at home.
- All medications must be properly labeled with the child’s name, name of medication, exact dosage to be taken, expiration date, and exact time or frequency the dose is to be taken. The medication must be in the original container with the prescription label or direction label attached. The form and container must match. Make sure medication has not expired and will not expire during camp.
- Personnel may not accept medications unless the Medical Authorization Form is completed and signed.
- A physician may use office stationery or prescription pad in lieu of completing Part II. Required information includes: child’s name, date of birth, duration, diagnosis, medication name, dosage, time to take medication, and sequence if more than one is to be taken, side effects, and physician’s signature and date.
- The parent/guardian is responsible for submitting a new form each time there is a change in dosage or a change in time which medication is to be administered.
- All medication is kept in a locked area only accessible to authorized staff.
- When an authorization for medication expires, the parent/guardian shall be notified that the medication needs to be picked up within 14 days. Any medications that are not picked up by the parent within 14 days will be destroyed.
- The Prince William County Park Parks, Recreation & Tourism Department does not assume responsibility for unauthorized medication taken independently by the child.
- Under no circumstances may any staff member facilitate the taking of any medications outside the procedures outlined here.
- Depending on physician’s order, medications will be carried by the child or camp staff.
- Epinephrine may only be administered with parent/guardian and physician authorizations. The parent/guardian must transport the Epi-Pen(s) to the park site and give it to designated staff.
- Prince William County Park Parks, Recreation & Tourism Department personnel may give only pre-measured doses of epinephrine.
- If repeat doses of Epi-pen injections are in the physician’s order, the parent/guardian must supply two Epi-pen kits.

Children’s Program Manager, Ryan Amato, 703-792-4016, ramato@pwcgov.org

<b>Camp Name</b>	<b>Manager Name</b>	<b>Manager’s Phone</b>	<b>Manager’s E-Mail</b>
<b>Adaptive/Inclusive Programs</b>	Veronica Laughman	703-792-8066	vlaughman@pwcgov.org
<b>Pat White Center at Ben Lomond</b>	Jane England	703-792-8320	jengland@pwcgov.org
<b>Chinn Aquatics and Fitness Center – Full Day Camps</b>	Jamaal Hines	703-792-8605	jhines1@pwcgov.org
<b>Chinn Aquatics and Fitness Center – Partial Day, Preschool and Sports</b>	Roberta Collier	703-792-8609	rcollier@pwcgov.org
<b>The First Tee</b>	Alan Smith	703-792-8064	asmith3@pwcgov.org
<b>Historic Programs</b>	Rob Orrison	703-792-5255	rorrison@pwcgov.org
<b>Dance Camps</b>	Michelle Geoghegan	703-792-8673	mgeoghegan@pwcgov.org
<b>Gro Nature at James Long Park</b>	Jane England	703-792-8320	jengland@pwcgov.org
<b>Lake Ridge Park</b>	Mike Tiller	703-792-8992	mtiller@pwcgov.org
<b>Locust Shade Park</b>	Chris Kelly	703-792-8780	chkelly@pwcgov.org
<b>Camp Wingapo</b>	Christy Mory	703-792-8065	cmory@pwcgov.org
<b>Sharron Baucom Dale City Recreation – Full Day Camps</b>	Mary Bockes	703-792-8677	mbockes@pwcgov.org
<b>Sharron Baucom Dale City Recreation – Sports Camps</b>	Andy Moore	703-792-8674	amoore2@pwcgov.org
<b>Sharron Baucom Dale City Recreation – Partial Day Camps</b>	Hillary Taylor	703-792-8663	htaylor@pwcgov.org
<b>Silver Lake Regional Park</b>	Jane England	703-792-8320	jengland@pwcgov.org
<b>Veterans Memorial Park</b>	Chad Tyrrell	703-792-8794	ctyrrell2@pwcgov.org



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