

# 2019



## A PARENT'S GUIDE TO CAMP MCLEAN



McLean  
Community  
Center  
*The Center of It All*

# **Covered in the Handbook**

(in order)

**Camp Philosophy**  
**Child Day Center License**  
**Additional Required Forms**  
**Parent/Staff Communication**  
**Camp Hours and Days of Operation**  
**Arrival on the First Day**  
**Drop-off Guidelines**  
**Pick-up Guidelines**  
**Special Arrangements**  
**Release of Children to Authorized Persons**  
**Absence from Camp**  
**Discipline of Campers**  
**Policy Regarding Illness**  
**Communicable Diseases**  
**Child Abuse**  
**Camper Accident Medical Coverage**  
**Swimming**  
**Young Avengers, Iron Patriots, Guardians Field Trips**  
**Vehicle Rules**  
**Camp Surveys**  
**Parental Visits**  
**Camp McLean T-Shirts**  
**Clothing for Camp & Children's Belongings**  
**Electronic Devices**  
**Lunches**  
**Medication**  
**Summer Heat (Code Red or Higher Alerts)**  
**Sunscreen, Lotion & Insect Repellent**  
**Emergency Situation Communication**  
**Camp McLean Management Team**

# Camp McLean

## Camp Philosophy

Camp McLean is designed for your child to experience the fun and excitement of summer day camp in an enriching and safe environment. Each day offers structured activities in arts & crafts, nature, sports, games, music & drama and other special activities. Under the guidance of experienced and energetic counselors, children are encouraged to express their creativity, improve their social and physical skills, develop new interests, gain independence and develop a positive self-image through hands-on activities. The program recognizes children as unique individuals who deserve the right to be treated equally with fair and consistent limits.

## Child Day Center License

Camp McLean is licensed by the Department of Social Services of the Commonwealth of Virginia. The license certification, along with the most recent licensing inspection, is posted in the camp office for parents to review during camp's operational hours. Standards for licensed child day centers address certain health precautions such as: adequate play space, ratio of children per staff member, safety of equipment, programs, record keeping, and building codes. Compliance with standards is confirmed by periodic visits to the site by a licensing agent. In addition, parents have the option to register a complaint for investigation or obtain additional information by contacting Department of Social Services, Fairfax Licensing Office, 11320 Random Hills Drive, Suite 200, Fairfax, Virginia 22030, (703) 934-1505 ([www.fairfaxcounty.gov/dfs](http://www.fairfaxcounty.gov/dfs)).

## Additional Required Forms

These additional forms are required by one month prior to the start of camp. **Note: without these forms, your child will not be admitted to camp.** Please drop the completed forms off to the Camp Director, Andrew Carter, at the Old Firehouse, 1440 Chain Bridge Rd, McLean, VA. The following documents are required:

- Camper Information Form:** The parent or guardian must sign a completed Camper Information Sheet including all attachments (e.g., Sunscreen & Insect Repellent Permission form.) All sections must be completed and returned. Forms will be available at the Old Firehouse or online at [www.mcleancenter.org](http://www.mcleancenter.org).
- Commonwealth of Virginia School Entrance Health Form:** This is included in the Camper Information Sheet/Welcome to Camp McLean packet. Submit a completed form that is signed and dated by your physician within the 12 months prior to the start of camp. A copy of the same form that was submitted to your child's school is acceptable as long as it was signed within the required date range. Copies of the form will be available at the Old Firehouse or online at [www.mcleancenter.org](http://www.mcleancenter.org).
- Verification of Camper Identity:** Old Firehouse staff must verify the camper's identity and age in accordance with the Code of Virginia Laws and Related Statutes. One of the following documents may be used:
  - Certified copy of his or her birth certificate

- A U.S. passport (or US State Department issued documentation)
- Virginia school report card

Please **do not leave originals** at the Old Firehouse!

**☐ Medication Authorization Form (required if medications need to be administered during camp):** The parent or guardian and a physician must sign a completed form for medication administration; including medical information and list of allergies. (See special section on “Medication” below if your child needs medication at camp.)

### Parent/Staff Communication

A direct telephone line to the Camp Office will be provided to you on the first day of camp. Please understand that the Camp Office telephone may not always be answered as staff may be involved in a camp activity outside the office. You may leave a message. Please do not call the school, the McLean Community Center or the Old Firehouse directly. Emails may be directed to Camp Director, Andrew Carter, at [andrew.carter@fairfaxcounty.gov](mailto:andrew.carter@fairfaxcounty.gov).

### Camp Hours and Days of Operation

Camp	Days	Camp Hours	Pick-up Time
Nightcrawlers	Monday - Friday	9:00 a.m. -1:30 p.m.	1:30 p.m. – 1:45 p.m.
Young Avengers Iron Patriots Guardians	Monday - Friday	9:00 a.m. -4:00 p.m.	4:00 p.m. – 4:15 p.m.

**Camp McLean will be closed on July 4 & 5, 2019 in celebration of Independence Day.**

### Arrival on the First Day

Please arrive promptly at 9 a.m. Camp staff will be available to direct campers to the appropriate locations in the school. Please exercise great care with your camper in the parking area. **All Campers MUST have complete paperwork before they will be permitted to remain at Camp.**

### Drop-off Guidelines

We ask that parents make a special effort to drop off and pick up their children during the camp’s specified hours. We will not offer Kiss and Ride for the morning and afternoon pick up and drop off. Parents **MUST park and come inside** to drop off and pick up their campers.

**Late Arrival: DO NOT SEND YOUR CHILD(REN) INTO THE BUILDING UNESCORTED! Parents must bring late campers into the building and directly to the Camp Office.** Camp staff will escort the late camper to his or her group activity area. We request that every effort be made to bring children to camp on time. When tardiness is expected please notify the camp in advance by providing a written note or email. If your child is late on a Field Trip Day and their group has left, we are unable to care for the child at camp and

alternate options can be made.

### **Pick-up Guidelines**

**You MUST park and come inside** for pick-up. People authorized for pick-up must be at least 18 years old and **show their driver's license for positive identification before the child will be released from camp each day**. Pick-up time is during the 15 minutes after camp ends.

**Early Pick-up:** Authorized adults picking up campers early must first report to the Camp Office. The camp staff will bring your child(ren) to the office for pick-up. These procedures are essential for our camp staff to properly supervise the children.

**Late Pick-up:** A pick-up is considered late, if the parent arrives at the camp office after the end of the normal pick-up time (1:30 - 1:45 pm for Tots, 4 - 4:15 pm for others). A late fee of \$15.00 per child will be assessed for every 15 minutes up to 1 hour, or part thereof, if late. If a camper is not picked up by 4:30 pm, we will attempt to contact parents first. If we can not contact parents, we will contact emergency contacts. If no contact can be made within an hour, we will contact Child Protective Services and follow DPS recommendations which may lead to calling the local police department. We will leave a message for you with the location of your child.

In the event of an emergency, the same guidelines will be followed but we will not charge late fees.

Late parents must come to the camp office to pick up their child(ren). We will accept checks made payable to the McLean Community Center. Late fees are due at the time of late pick-up. Late fees must be paid before children can return to camp on the following day or event.

### **Special Arrangements**

To make special arrangements for your child please contact the Camp Office at least three days prior. You may make requests to the Camp Office by delivering a written note with your child. We ask that special arrangements be avoided whenever possible on the first day of each session.

### **Release of Children to Authorized Persons**

You will have indicated on the Camp McLean Camper Information Sheet the specific persons authorized to pick up your child. Your child will be released only to those individuals listed on the camper information sheet. Any requests to limit authorization to either parent must be substantiated by appropriate court documents.

As required by Article 63.2-1813 of the Code of Virginia, custodial parents have a right to be admitted to the camp facility. Access to the camp facility or release of your child cannot be legally denied to either parent or guardian unless there is an active restraining order or current schedule of court-ordered visitation rights on file.

If an emergency arises and you require someone other than those authorized persons to

pick up your child, you must provide a written note authorizing the change. We will accept an email to [andrew.carter@fairfaxcounty.gov](mailto:andrew.carter@fairfaxcounty.gov). The person authorized to pick up your child must also provide photo identification. The camp reserves the right to call for verbal verification. **Camp McLean reserves the right to refuse to release a child without proper identification provided by the person authorized for pick-up.**

### **Absence from Camp**

When you know in advance that your child will be absent from camp please notify the camp by providing a written note or email. When the absence is not scheduled please call the camp before 9 a.m. (the number will be provided to you before the start of camp.) or email [andrew.carter@fairfaxcounty.gov](mailto:andrew.carter@fairfaxcounty.gov).

### **Discipline of Campers**

Camp staff approach discipline in a positive, consistent, and constructive manner. Physical punishment, humiliation, yelling or denial of food is not tolerated nor used at camp. Certain situations may require physical restraint by the staff for the safety of the child, another child, or an adult. For example, a child hitting another individual and refusing to stop must be physically restrained for the protection of other individuals.

When children have difficulty controlling their behavior, we try to redirect their behavior by providing positive alternatives. The staff involved tries to talk to the child privately to discuss the individual's behavior. As a result, the child may be directed to do another activity individually within the group. If the inappropriate behavior persists, the child may be excluded from an activity for a time period.

In the event that a child's misbehavior continually causes disruption to an entire group or individual(s), the director will be asked to resolve the conflict. The parents will be informed of the camper's behavior and every effort will be made to help the camper to adjust and succeed at camp. In the event that working together cannot resolve the problems, the child will be dismissed from camp for uncontrollable and disruptive behavior, endangering him/her and other campers, or inability to abide by camp rules. The amount of notice before removal from camp will be determined on a case-by-case basis by the Camp Director and Old Firehouse Management. ***There are no refunds under these circumstances.***

### **Policy Regarding Illness**

Please do not send a child to camp who has been sick within the last 24 hours. Campers that are sick and arrive at camp with conditions such as a temperature of over 100 degrees, vomiting, diarrhea, Pinkeye (Conjunctivitis), or lice will not be able to stay at camp. The camp agrees to notify the parent/guardian whenever the child becomes ill. The parent/guardian will arrange to have the child picked up as soon as possible but not more than one hour from the time of notification. A sick child will be made as comfortable as possible in the camp office away from the other children until arrangements can be made to have the child taken home. In the event your child becomes ill while participating in a field trip you may be required to travel to the field trip site to pick up your child.

## Communicable Diseases

In the case that a child or any member of the immediate household has developed any communicable diseases, as defined by the Virginia Department of Health (<http://www.vdh.state.va.us>), they are required to inform the center within 24 hours. Life threatening diseases must be reported immediately, to [andrew.carter@fairfaxcounty.gov](mailto:andrew.carter@fairfaxcounty.gov) or 202.288.4035.

## Child Abuse

Camp McLean is mandated to report any suspected incidence of child abuse and/or neglect in accordance with Article 63.1-248.3 of the Code of Virginia.

## Camper Accident Medical Coverage

Camp McLean has accident medical coverage insurance through Cigna Insurance Agency. Campers are provided accident medical coverage while attending camp, including travel while attending camp; while participating in any regularly scheduled and supervised camp activity; and while traveling directly without interruption to or from camp when transported by camp authorized vehicles.

## Swimming

Young Avengers, Iron Patriots and Guardians will be transported by a commercial vehicle to a local pool. Your child will swim once per week. You will be notified of your child's swim day prior to the trip.

Your child(ren) will need the following items on swim days:

- swim suit
- towel
- large zip-lock bag (for wet clothes)
- large carry-all bag
- sunscreen (Please review the Sunscreen, Lotion & Insect Repellent policies section.)
- Closed-toe water shoes (optional)

Please review the following pool rules carefully with your child.

- Campers planning not to swim must go to the pool with their assigned group. Counselors will provide alternative activities for those children who choose not to swim.
- Each camper is assigned a buddy and must stay with the buddy at all times while at the pool.
- A camp staff member must accompany all campers when in the locker room.
- Street shoes may not be worn in the enclosed pool area. All pool shoes must be closed-toe. No flip-flops.
- Only bathing suits are to be worn in the pool. Alternative swimming attire is acceptable for personal reasons such as modesty, religious or cultural differences. Please inform the Camp Director when this is the case. Bathing suits are not provided by Camp McLean.

- Running, pushing, dunking or horseplay is prohibited.
- Back dives, flips, back jumps, or cartwheels from the side of the pool are prohibited.
- The campers are not allowed to climb and hang on the camp staff.
- Food, candy, gum, drinks, glass containers or breakable objects are prohibited in the pool area and locker rooms.
- Mask, snorkel and fins may be used at the guard's discretion.
- Children under ten may wear flotation devices in the shallow water with direct supervision. Acceptable flotation devices are approved PFD's and inflatable armbands ("wings"). The pool may provide inflatable devices when available.
- Ball playing is prohibited on the pool deck. Inflatable beach balls or sponge balls are allowed in the pool during un-crowded conditions at the guard's discretion.
- Children with skin infections, open wounds, nasal or ear discharge, vomiting or diarrhea or any other communicable disease are not permitted in the pool.
- Campers can only use the sundeck area under the direct supervision of the camp staff.

### **Young Avengers, Iron Patriots, Guardians Field Trips**

**You will receive a field trip itinerary and any relevant information the before a field trip day. All campers must wear their 2019 Camp McLean T-shirt on all field trips.** Your child must bring a bag lunch consisting of non-perishable foods and a drink, if necessary. Campers need not bring money since Camp McLean prepays the trip and there will not be time for shopping on the trip. Each camper is assigned a buddy within their group and will be required to stay with their buddy and with their group for the entire trip. A first aid kit shall be available on each field trip. We plan to return to camp from all field trips no later than 3:30 p.m. However, if we are delayed for a significant amount of time due to traffic or any other unforeseen circumstances you will be notified. In the event your child becomes ill, injured or is unable to meet the camper code of conduct while participating in a field trip you will be required to travel to the field trip site to pick up your child.

### **Vehicle Rules**

- All field trips are conducted on commercial carrier or Fairfax County designated vehicles.
- Campers must abide by all rules of the Fairfax County Public School regarding safe bus behavior. Please review these rules with your child. These rules can be found on the following website <https://www.fcps.edu/resources/safety-and-transportation/transportation-services/school-bus-eligibility-safety-and>
- Campers must listen to camp staff at all times while on the bus.
- All passengers are to be seated while the vehicle is in motion.
- Campers are required to take their trash from the inside of the bus when departing.
- Eating and drinking are not permitted on the bus at any time, unless staff approve.
- Campers are not allowed to ride in camp staff's privately owned cars, or in the back of pickup trucks or wagons.



## Camp Survey

You will receive a hard copy survey during the second week of each session. The surveys are important to us; we want to know what you think about our camp program. Whenever possible we use your suggestions in the surveys to better meet the needs of our patrons.

## Parental Visits

Parents/Guardians are welcome to visit during camp operating hours for up to 30 minutes. Visits lasting longer than half an hour require the visiting parent to undergo child safety procedures such as fingerprinting and a background check as stated in Virginia DSS Camp Licensing Guidelines.

## Camp McLean T-Shirts

Camp T-shirts will be issued to each camper on the first day of each session. For your child's safety, a Camp McLean T-shirt **MUST** be worn on each trip day. Previous summer Camp McLean T-shirts are permitted **EXCEPT** on field trip days.

## Clothing for Camp & Children's Belongings

We plan to play outdoors, weather permitting, and do other activities that may involve washable paint and other media. It is important for campers to wear play clothes that may be worn for these type activities. Shorts or long pants are appropriate dress. Campers must wear sneakers or other sturdy shoes. **Sandals, flip-flops or heelys are not suitable footwear for camp.** Any camper allergic to poison ivy or sensitive to the sun may wish to adapt his or her clothing on the day's outdoor activities are scheduled (long-sleeved shirt and pants, socks and hat). We recommend your child bring a refillable water bottle each day with his name clearly marked.

Tots are scheduled for water play activities on some mornings on the grounds outside the school. On these days please have your child wear their swim suit to camp and have them bring a towel and change of clothes. We now require the First Mates to wear closed-toe water shoes (e.g., Crocs). No flip-flops.

They will also participate in special events that may involve water activities. Advance notice will be given, so the campers can bring the appropriate clothing to camp.

**It is recommended that all clothing and personal items be clearly marked with camper's name.** Campers are asked not to bring items of value to camp. The camp does not accept responsibility for missing items, although every effort will be made to recover lost items. Your child will have a designated area to store his or her personal belongings.

**All campers must have an extra change of clothes packed and brought to camp AT ALL TIMES.**

**Campers are not permitted to wear Heelys (roller-skate shoes) at any time during camp or on any field trip. These shoes can create a safety hazard and are not appropriate camp attire.**

## Electronic Devices

Campers are not permitted to carry any electronic devices during the camp day. Cell phones, IPOD's, earphones, MP3 players, Nintendo DS's or any other electronic device will be confiscated. These items will be returned to the parent or guardian at the end of the camp day. If you need to be in contact with your children in the case of an emergency, please contact the Camp Office.

Cameras will be permitted during field trips and on the last day of each session only. However, Camp McLean does not accept responsibility for them. If you must send a camera to camp, please send an inexpensive disposable camera.

## Lunches

***Do not send any peanut or tree nut products to camp. We must protect the health and safety of all campers and staff!*** Please check labels and do not send anything that includes these items in the ingredient list even if it is labeled as "may contain traces of..."

All camp participants must come to camp with a lunch and drink every day. Refrigeration is not provided, so lunches must be packed properly. We recommend that lunches brought from home be nutritious and non-perishable. On some field trip days, lunch may be provided. If you have any concerns on these days, please feel free to send your participant with lunch.

The camp provides occasional snacks and drinks. Please inform the Camp Director if your child has any food allergies not previously noted on the camp application. We will try to make special arrangements the best we can for children with severe allergies.

## Medication

If your child is on any medication, you must complete a Medication Authorization form. The form can be obtained online at [https://www.dss.virginia.gov/files/division/licensing/vrfdh/intro\\_page/current\\_providers/forms/032-05-0098-00-eng.pdf](https://www.dss.virginia.gov/files/division/licensing/vrfdh/intro_page/current_providers/forms/032-05-0098-00-eng.pdf) or from the Camp Office. Please bring the completed form to the Camp Office on the first day of camp. **The form must include the physician's signature.** Only the Camp Director, Assistant Camp Director, Nurse or Old Firehouse Management will accept medications. All medication must be in the **original container with the prescription label or direction label attached.** It shall include the child's name, the medication's name, the dosage amount, and the number of times per day to administer the medication. All medications must be current; we will not administer outdated medication. All medications that require refrigeration will be refrigerated. All medications are kept in a locked container at camp.

## Summer Heat (Code Red or Higher Alerts)

Although most camp sites are air-conditioned, when code red alerts and high temperature warnings are issued, program activities may be modified. Scheduled events may be substituted with alternative activities such as less active games, water play, and indoor

activities. Camps on field trips may be moved temporarily to an indoor site at the discretion of the Camp Director.

### **Sunscreen, Lotion & Insect Repellent**

Camp McLean will only provide sunscreens, lotions and/or insect repellent with the written consent of parents in the form of our Camp McLean Sunscreen and Insect Repellent Permission form (in the Camp McLean Information Packet). Camp staff will not apply these products on campers without permission. You may wish to apply sunscreen, lotion or insect repellent on your child before their arrival at camp and, with permission, our staff will reapply. At Camp McLean we use Waterbabies SPF 50. If your child has an allergy to a product or you wish us to use a special brand, please indicate that on the child Sunscreen and/or Insect Repellent Permission form. Please mark the sunscreen or insect repellent bottles you send to camp with your child's name. We want to ensure that only your child uses his bottle. The American Academy of Dermatology recommends using a sun protection factor (SPF) of at least 15. The camp staff will ensure that children play in the shade whenever possible, avoid long periods of sun exposure and are provided plenty of water. The Camp Director will determine the amount of time the children spend outside depending on the weather conditions.

### **Emergency Situation Communication Policy**

In the rare case of an emergency, for example fire, severe weather, or a lock down situation please contact the McLean Community Center at 703-790-0123. Please do not call the Fairfax County Elementary School. Camp McLean will follow the Fairfax County Public Schools guidelines for Emergency Response Plan.

# Camp McLean Team

## **Management:**

Andrew Carter - **Camp Director**

Lorean Bradley - **Assistant Camp Director**

## **Other important McLean Community Center names to know:**

**MCC Executive Director:** George Sachs

**MCC Programs Director:** Maggie Shea

**Old Firehouse General Manager:** Michael Fisher

**Old Firehouse Manager:** Ashlyn Thompson

**Registrar Team:** Katie Fedora, Sheleta Anderson