

C/A Summer Camp Policies for Parents Information

ADMINISTERING MEDICATION

MEDICATION WILL NOT BE ADMINISTERED UNLESS THE MEDICATION AUTHORIZATION FORM IS SUBMITTED.

If your child needs medication administered during camp, please download the authorization form from our website. Staff is not permitted to administer medications until the proper paperwork is completed. Medications will be locked up and must be sent in the original container. Please remember to pick up unused medicine containers at the end of camp or they will be discarded within 14 days.

CAMP FORMS

Please complete any necessary supplemental forms prior to the first day of camp. All supplemental forms can be accessed on the website (ca-camps.org/forms) or through Active Network's registration system.

PICK UP & LATE PARENT POLICY

Please pick your child up at the arrival location at the time their program ends. If you are going to be more than 15 minutes late to pick up your child, please call the site and let us know. If a parent is repeatedly late to pick up their child a fee may be added. This will be on a case by case basis.

PREVENTING THE SPREAD OF ILLNESSES

Camp data from 2020 suggests that camps that successfully prevented and mitigated COVID-19 among campers and staff used multiple strategies (masks, cohorts, distancing, frequent handwashing, and enhanced sanitation, for example).

Please keep children home if they show signs of illness including vomiting, diarrhea, rashes, or a temperature of over 100 degrees. If a camper

becomes ill, parents must pick up the sick child immediately. Children must be free of illness for 24 hours before returning to camp. Parents should notify the site within 24 hours if any member of the household develops a communicable disease and immediate notification if it is a life-threatening disease.

COVID 19 Considerations

Campers and staff will be required to bring and wear a [CDC-approved mask](#). While potentially not necessary to be wearing them at all times (when outdoors and socially distanced, for example), everyone is required to have them for those times that they are necessary. All Commonwealth Academy staff will also be in masks and campers and staff will be washing their hands frequently.

C/A's program is designed to remain small in size to comply with six-foot distancing as well as cohorting groups as needed.

Notifications will be sent out if there is a positive case of COVID 19 at camp, along with our working with the local health department for contact tracing.

SUNSCREEN & INSECT REPELLENT

All sunscreen must be in the original container labeled with the child's name. Be sure to apply sunscreen and insect repellent to your child before camp.

CHILDREN'S BELONGINGS

Please label ALL belongings. Personal belongings should be kept in a bag or backpack. For their safety, campers must wear closed toed shoes. Commonwealth Academy and the site staff are not responsible for lost/stolen items.

REFUNDS/TRANSFERS

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons.

BEHAVIOR MANAGEMENT

All participants must follow the guidelines of *C/A's Parent-Student Handbook* which states that children are expected to: follow faculty directions, be respectful, and be honorable. To ensure these guidelines, the camp will have a "**3 strikes**" policy for unsafe or inappropriate behavior. It will be the instructor's judgment as to what warrants a strike but it must be something that is relatively severe:

1. The first strike will be accompanied by an email or conversation to explain to the parent/s what happened.
2. The second strike will come with a call to the parent and the child may possibly have to be picked up from camp or miss the next camp day depending on the severity of the incident.
3. The third strike will represent an immediate removal from the camp and the child will not be permitted back that year.

In addition to the "3 strikes" policy, C/A reserves the right to immediately dismiss a child from any program.

FOOD/SNACKS FROM HOME

It is recommended lunches and snacks brought from home be nutritious, nonperishable, and packed in a soft cooler/lunch bag with an ice pack (refrigeration not available). Please label campers' food packs with the child's name and date. Parents will be notified to bring in lunch in the event a child does not have one.

LICENSING INFORMATION

The VA Department of Social Services (DSS) requires the licensing of certain programs. A list of our licensed camps and the additional paperwork required is enclosed in this packet. Compliance with standards is determined by inspection visits by DSS. For more licensing

information please contact the Fairfax Licensing Office at 703-934-1505.

REPORTING CHILD ABUSE & NEGLECT

Under Code of Virginia (63.2-1509), staff is required to report any suspected abuse, neglect, or exploitation of a child to County Child Protective Services.

EMERGENCY INFORMATION & WEATHER

Each site has an emergency plan available for review upon request. C/A Camps will operate on code red days with modified activities and plenty of water and shade breaks.

QUESTIONS/CONCERNS

Concerns should always be addressed at the site through the lines of authority, starting with Camp Director, Paul Harrington (pharrington@ca-empowers.org).