



*Knights of Columbus Edward Douglas
White Council No. 2473*

Summer Camp Program

Parent Handbook

2012

Updated December 8, 2011

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Knights of Columbus—Camp Philosophy

The Edward Douglas White Council of the Knights of Columbus (K of C) is a Catholic fraternal organization. The 1st organizational meeting for our Council (Edward Douglas White Council No. 2473) was held at St. Charles Church in May 20, 1923 here in Arlington. The council members dedicate their time and talents to helping better our community by reaching out in many different ways, such as charitable contributions and volunteerism. Here at the Knights of Columbus, we proudly offer a family-oriented environment where people congregate around different social events. Our facilities, grounds, and programs provide an opportunity for families and children to interact in a safe and pleasant environment.

As so many of you are aware, the Edward Douglas White Council of the K of C has been a family favorite for over 61 years. So many Arlington community members have fond memories of attending our special functions, swimming in our pools, and enjoying holiday cookouts on the grounds. For many local Catholic families, our facilities are like an extension of their own backyard. The fun and comfort of our club is often referred to as “the best kept secret in Arlington”.

Our Council is thrilled to open our facilities to so many new families this year. We have a lot of exciting things happening this season, the biggest of which is our summer camp program. We are offering a safe and fun camp environment for the children of our members as well as our neighbors and community.

The K of C summer staff is looking forward to bringing a well-rounded program to our campers this year. We will be coaching campers and encouraging them to be the best young people they can possibly be. Whether it is playing fairly during a group game, feeling confident in creating a masterpiece in arts and crafts, taking turns on the diving board, learning to swim independently, or helping a younger camper learn a new skill, we will be accomplishing it together. We believe in teamwork and in the value of a quality summer program. Along with a caring staff, this combination will create an environment where everyone can thrive.

2012 Session Schedule

Session 1: June 18 – June 22

Session 2: June 25 – June 29

Session 3: July 2 – July 6 (closed for Independence Day)

Session 4: July 9 – July 13

Session 5: July 16 – July 20

Session 6: July 23 – July 27

Session 7: July 30 – August 3

Session 8: August 6 – August 10

Session 9: August 13 – August 17

Away Camp

Session 1: August 12 – August 17

Hours of Operation

Morning Extended Day: 7:00 a.m. to 8:30 a.m.

Morning Drop-Off: 8:45 a.m. to 9:00 a.m.

Core Camp Hours: 9:00 a.m. to 3:30 p.m.

Afternoon Pick-Up: 3:30 p.m. to 4:00 p.m.

Afternoon Extended Day: 3:30 p.m. to 6:00 p.m.

Day Camp Fees

- For rising kindergartners through eighth graders (Campers must be 5 years old before their first day of the first session of camp.)
- Available all sessions
- Camp Sessions Fees:
 - Session 1: \$200
 - Session 2 through 9: \$300/per session
- Morning Extended Care \$35 (7:00am-8:30am)
- Afternoon Extended Care \$45 (3:30pm-6:00pm)
- \$25 processing fee per account
- **Cancellation/Refund Policy – See Page 6**

Day Camp provides a fun schedule which allows campers to enjoy the best parts of summer vacation – being outside, spending time with friends, and developing new skills. Campers take advantage of our two 25 meter pools and ample green space. Groupings are based on rising grade level and each group's schedule will include free swim, swimming lessons, outdoor games, arts and crafts projects, and music each day. Campers may bring their own lunch or purchase it through camp. A daily snack time will also occur each day and each group will also have the chance to visit our snack bar. Our campus is the perfect place to spend the summer!

Registration, Deposit, Camp fees and Forms

In order to reserve a slot in camp, please complete the registration form online at our web site http://www.kofcedw2473.org/facilities/camp_2011_1.shtml

There is \$60 non-refundable deposit for each child for each session. You must choose secure registration online on February 1st. Payment may be made by e-check or credit card (Visa, MasterCard, American Express, and Discover). Also a \$25 processing fee will be applied per account.

Camp registration is on a first-come, first-served basis.

- All camp fees are due by May 1. Campers will not be allowed to attend camp if there is an outstanding balance. Parents of campers whose registrations are received after May 1 will be expected to pay all fees at the time of registration.

Cancellation/Refund Policy – See Page 6

All camp forms, a completed emergency form, an up-to-date health form, proof of ID are due in the Camp Office by 1st day of camp.

Camp Discounts

Families registering more than one child can receive a sibling discount as follows:

	First Child	Second Child	Third Child
Member Discount if applicable	10%	10%	10%
Sibling Discount		10%	10%
Full Summer Discount Session 2-9 all sessions	10%	10%	10%

Discounts are applied to weekly camp fee only. Extended session fees are not eligible for discounts.

Cancellation / Refund Policy

Cancellation before May 1

- **Cancellation fee of \$25 one time processing fee**
- The Refund is the total amount paid for a camp session, with the exception of the \$25 processing fee. Summer Campers canceling before May 1 will have their deposit transferred to a sibling. If no sibling is registered, the previous applies.

Cancellation after May 1 and before the Close of Business (5:00pm) on June 11

- **The Cancellation fee is the non-refundable deposit of \$60 for each child for each session plus the one time \$25 processing fee.**
- The Refund is the total amount paid for a camp session, with the exception of the **non-refundable deposit of \$60 for each child for each session and the \$25 processing fee.** Summer Campers canceling before May 1st, will have their **non-refundable** deposit transferred to a sibling. If no sibling is registered, the previous applies. For example – if you registered for one camp session, the cancellation fee is \$85. If you registered for three camp sessions, the cancellation fee is \$205 (\$60 per session plus the \$25 one time processing fee).

Cancellation after June 11

- **All deposits, the \$25 processing fee and all payments are non-refundable.**

Medical Reason for Cancellation

We understand that medical issues may arise over the summer or just as your child is set to attend camp. Please call us as soon as possible to inform us of your need to cancel. We will ask that you submit a written excuse from your child's physician. If your child is sick and there is time and room, we will work with you to switch your camper to a later session.

Summer Arrival and Departure Policies

Parents with children being dropped off at 9:00am or picked up at 3:30pm may use the pick-up lane located in the front of our property. Regular drop off begins at 8:30am Monday through Friday. Morning extended care begins no later than 7:00am. Regular afternoon pick up begins no earlier than 3:30pm and runs until 4:00pm at which time campers will be moved into afternoon extended care. Afternoon extended care pick up ends at 6:00pm. All campers left after 6:00pm will be charge \$10 cash to the counselor stay for every 15 minutes. Example: a 6:30pm pick up is \$20 to the afternoon extended care counselor paid by the parent at pick up or the next morning. **Parents using pick-up lane MUST stay in their vehicles. If you wish to get out of your car please park in the parking lot.** All parents must sign campers in and out everyday. Any person signing a child out must be on the child's pick-up authorization form, NO EXCEPTIONS!

Lost and Found

The Knights of Columbus staff will keep a lost and found area in the camp room and down at the pool. After each session this area will be cleaned out due to room and for sanitary reasons, old belongings will be disposed of.

Medication Procedures

- All medication (prescription OR over the counter) must be kept locked in the camp office. Campers will not be permitted to keep medication with their personal belongings (swim bags, lunch boxes, pockets, etc.).
- If over-the-counter medication is needed, parents must fill out the medication form and return it with the necessary medication. This must be done before a staff member administers any medication.
- Staff may only administer prescription medication if it is accompanied by the required medication form that is signed by a parent or legal guardian. A physician's signature is required if the prescription is needed for longer than 10 days.
- Medication must be in the original container with the prescription and direction label attached (including the camper's name, medication name, dosage amounts, and times to be given).
- Staff members will not be permitted to accept medication or administer it without the necessary forms signed by a parent or legal guardian and/or a doctor. A medication form is included in the confirmation packet and more are available in the camp office. If you have any questions, please contact the camp director.

General Daily Schedule

Campers will participate in group swim lessons, free swim, arts and crafts, sports, and music. Lunch, snack, and sunscreen application will also be a part of each group's normal schedule. Special events will occur throughout the summer.

Sunny Day Awareness, Application of Sunscreen and Insect Repellent

Please be aware that we will be spending the majority of the day outside. Each camper should bring a bottle of waterproof sunscreen on the first day of the session. This sunscreen should be labeled with the camper's name and will be collected by Lead Counselors. Each group will apply sunscreen before and after they swim. During this time, campers older than age 9 may apply sunscreen themselves. Counselors will apply sunscreen to younger campers (wearing a new pair of gloves for each camper). In addition, we strongly urge you to apply sunscreen to your camper in the morning before camp.

If you wish to send insect repellent with your child, it also must be labeled and given to the camper's counselor. Lead counselors will apply insect repellent during sunscreen application time.

Water Bottles and Hydration

Each camper must bring a water bottle each day. The campers will have plenty of opportunities to refill their water bottles. Hydration is very important, and counselors will remind campers to drink water throughout each day.

Weapons Policy

ABSOLUTELY NO WEAPONS, REAL OR FAKE, WILL BE PERMITTED ON SITE AT ANY TIME. Campers may not bring anything to camp resembling a weapon; this includes guns, knives, swords, sling shots, any weapon-like plastic toys, or water pistols. The K of C camp staff reserves the right to confiscate any toy or object deemed dangerous or resembling a weapon at their discretion. Any camper bringing a real weapon to camp of any sort will be excused from the program and facilities permanently and reported to the police. There will be no exceptions to this rule.

Behavioral Issues

If the actions of a participant cause injury to other participants or staff, the Knights of Columbus reserves the right to deny his or her continuation in the program (without refund). If property is damaged or destroyed, parents will be required to pay for repairs.

Policy for Paid Staff to Report Suspected Child Abuse

It is our policy at the Knights of Columbus to report any and all cases of suspected child abuse or neglect to the Virginia Department of Social Services/Child Protective Services (CPS)/and law enforcement. If our staff becomes aware of any signs of abuse they will immediately notify the Camp Director and the General Manager of the Columbus Club of Arlington Inc., who will then, in turn, will immediately contact a member of Social Services/CPS.

Emergency Communication

In the event of an emergency that involves a camper, the camper's parents or legal guardians will be notified immediately. We will attempt to contact the camper's emergency contacts if we are unable to reach a parent or legal guardian. If we are unable to get in touch with those listed, the Camp Director will step in and act in the best interest of the child (based on the decisions of the emergency medical staff) and authorize on behalf of the parent any necessary medical treatment for the child.

Parent's Right to Program Admission

We are obligated to inform custodial parents that they have the right to be admitted to the program anytime during their child's enrollment. On this note, we would like to encourage parents to join us anytime during the camp day. If you have some free time please stop by and have lunch with us. It will make your child's day!

Termination Policy

All staff members of the Knights of Columbus have been made fully aware of their responsibilities prior to working in the program. Any neglect in duties, inappropriate behavior, or lack of good judgment will be addressed with a verbal warning. If it is not remedied immediately, this behavior will result in termination.

Discipline Policies

These are the specific guidelines that we adhere to regarding discipline, behavioral guidance, and forbidden actions. The Virginia Department of Social Services provides these guidelines and we follow them strictly. Any staff member that is discovered not adhering to these standards will be relieved of their position immediately.

The Following Actions Are Forbidden

- Physical punishment, striking, rough handling/shaking, restricting movement through binding/tying, forcing an uncomfortable position, exercise as punishment;
- Enclosure in a small confined space or space the child cannot freely exit;
- Punishment by another child;
- Separation from group so child is away from hearing/vision of staff;
- Withholding or forcing food or rest;
- Demeaning verbal remarks;
- Punishment for toilet accidents;
- Punishment by applying unpleasant/harmful substances;

The Following Are Our Goals For Behavioral Guidance

- To promote physical, intellectual, emotional, and social well being and growth;
- To interact with children in order for the staff to provide needed help, comfort, and support;
- To respect personal privacy;
- To respect differences in cultural, ethnic, and family background;
- To promote ways of getting along with others;
- To encourage self-direction;
- To use consistency in applying expectations;
- To direct children to successfully resolve conflicts.

“Taking 5”

If one of our campers is having difficulty following the rules or interacting appropriately with others, it is our policy for the camper to “Take Five”. Through interactive discussion a counselor will help the camper determine what actions they can take together to help the camper participate more successfully.

If a camper has several “Take Fives” and their counselor feels that there is a constant disruption within the group, the camper will meet with the Camp Director. They will spend time discussing what positive actions can be taken in order for the camper to rejoin their group. Parents will be notified and asked to join the discussion to help make any necessary changes.

If a camper jeopardizes the safety of him/herself or anyone else, the Knights of Columbus reserve the right to immediately terminate the enrollment of that camper.

Illness Notification Policy

In the event of illness, such as vomiting, diarrhea, fever or any other illness that would prevent a child from participating in group activities, parents will be notified. Upon notification, parents must make immediate arrangements to have their child picked-up. In addition to being in the best interest of the camper, these precautions are taken to help prevent the spread of illness to other campers and staff members.

Established Lines of Authority for Staff

- **Camp Director** – The Camp Director is responsible for supervising every aspect of the camp program. The Director is on-call to communicate with parents and Virginia Licensing Officials. The Camp Director will be on site at least 75% of the time during the hours of operation, assist the entire camp staff as needed, coordinate the program, and ensure the safety of the children and staff. The Camp Director reports directly to the Columbus Club Manager.
- **Assistant Camp Director** – When the camp director is not on campus or unavailable the assistant camp director is responsible for the camp and all the director's responsibilities. The assistant director also has the ability to call parents, deal with counselors, or any problems that may occur.
- **Specialists** – Specialists will be responsible for providing age appropriate daily activities in their respected areas. All lesson plans and activities will be discussed with the Director on a weekly basis.
- **Lead Counselors** – Lead Counselors are high school graduates (at least 18 years of age) or older. They are directly responsible for their group of campers and also help in the planning and implementation of the daily program.
- **Junior Counselors** – Junior Counselors are high school students (at least 16 years of age) who will assist the Lead Counselors in successful group management.
- **Counselors In Training** – CITs are learning how to be successful and positive counselors from the Lead Counselor and Junior Counselor in their assigned group.

Emergency Preparedness Plans

A copy of our Emergency Preparedness Plan is available for your review upon request. Please contact the Camp Director if you would like to review these emergency procedures.

Food Policies

Campers may either bring a packed lunch or purchase a lunch at our snack bar. Lunch boxes or bags must be clearly labeled with the camper's name. Packed lunches will be kept inside in a cool area. Please include an ice pack in your child's lunch container. The campers will have a designated lunchtime and snack break everyday. If you wish to send your child with additional snacks or drinks you are more than welcome to do so.

Campers are welcome to purchase their lunch or snack from our snack bar. A Camp Lunch is \$5.00 and at least two choices will be available everyday. Camp Lunches will include an entrée, drink, and dessert.

The weekly lunch program may be purchased on the first day of a session for \$25.00. We strongly recommend doing this instead of sending money with your child each day. A master lunch program list is generated and children do not run the risk of losing their lunch money.

If a child has forgotten their packed lunch or lunch money, they will be provided a Camp Lunch. Parents will be responsible for the charge when this happens. If your child has specific nutritional needs and is unable to eat something on the Camp Lunch menu, please make sure the Camp Director is aware of this ahead of time.

Camp Lunch Menu 2012

The cost of lunch is \$4.00 per day per camper.

Monday – Macaroni and Cheese OR Chicken Nuggets

Tuesday – Pizza Lunchables OR Hot Dog

Wednesday – Hamburger/Cheeseburger OR Fish Filet

Thursday – Chicken Fingers OR Grilled Cheese

Friday – Hamburger/Cheeseburger OR Chefboyardee Meal

All meals come with milk (choice of white or chocolate) or a bottle of water, a fruit or veggie side, and dessert. Examples of the fruit or veggie offerings are carrot sticks, fruit cocktail, sliced fresh apples, celery sticks, and applesauce.

As some children have food allergies or specific nutritional needs, campers are not permitted to share food.