

Knights of Columbus
Summer Camp Program
Parent Handbook
2010

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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 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 35 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.

Session Schedule

Session 1: June 21–June 25

Session 2: June 28–July 2

Session 3: July 5–July 9

Session 4: July 12–July 16

Session 5: July 19–July 23

Session 6: July 26–July 30

Session 7: August 2–August 6

Session 8: August 9–August 13

Session 9: August 16–August 20

Hours of Operation

Morning Extended Day: 7:00 a.m. to 9:00 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 3:45 p.m.

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

Day Camp

- For rising kindergartners through eighth graders (Campers must be 5 years old before their first day of camp.)
- Available all sessions
- \$265 per session
- \$25 application fee per camper

Day Camp provides a fun schedule that 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 each day will include free swim, swimming lessons, outdoor games, arts and crafts projects, nature time, and music/drama. Campers may bring their own lunch or purchase lunch through the camp. A daily snack will be provided, and each group will also have the chance to visit our snack bar. Our campus is the perfect place to spend the summer!

Cheerleading Camp

- Session 4 – rising first graders through rising third graders
- Session 5 – rising fourth graders through eighth graders
- \$275 per session
- \$25 application fee per camper

Campers will spend a fun-filled week learning the basics of cheerleading. They will concentrate on motions, jumps, and fundamental cheer technique while learning chants,

cheers, and a dance! Each day will also include proper warm-ups, stretching, and conditioning. In addition, campers will enjoy time in the pool and cheerleading-related craft projects. Cheerleading campers may choose to bring a packed lunch or purchase lunch through the camp. A daily snack will be provided, and the cheerleaders will also have a chance to visit our snack bar. This exhilarating week will culminate in a camp-wide pep rally where cheerleading campers will show off all their new skills!

Refund and Deposit Policy:

The K of C summer camp program has an established refund policy. This policy is to refund the total amount paid for a camp session, with the exception of a \$60 nonrefundable deposit, if the cancellation request is submitted 30 days prior to the beginning of the session. This \$60 fee is a deposit submitted at the time of registration. If a cancellation request is received within 29 days or fewer of the first day of the session, no refund will be granted. The Columbus Club Board of Directors established these guidelines in April 2000.

Camp Fees:

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.

Arrival and Departure Policies:

Parents with children being dropped off at 9:00 a.m. or picked up at 3:30 p.m. should use the carpool lane located in front of the red brick building. Adults who are picking up campers MUST have the orange pick-up placard (with the camp director's signature) displayed in the windshield. Anyone without a placard must show identification and appear on the authorized pick-up list before the child gets in the vehicle. Parents using the pick-up lane will stay in their vehicles; a camp staff will escort the child to the car and have the adult sign the child out for the day. If you wish to get out of your car, please park in the parking lot to keep the traffic flowing.

Morning Extended Care: Parents dropping children off in Morning Extended Care must walk the child into the camp room and sign the child in for the day.

Afternoon Extended Care: Parents who are picking up children from Afternoon Extended Care must sign their child out at the back entrance of the building near the pool. A staff member will be there to locate the camper via radio, and the camper will be sent to meet his or her parent. Those who are picking up campers during Afternoon Extended Care should also bring the orange pick-up placard with them.

Please note: Afternoon Extended Care ends at 6:00 p.m. If you are late to pick up your child, you will be charged \$10.00 for every 15-minute increment. Late fees will not be applied to severe inclement weather or natural disasters.

Any person signing a child out must be on the child's pick-up authorization form; there will be no exceptions to this rule!

Lost and Found:

The K of C staff will keep a lost and found area in the camp room. After each session, this area will be cleaned out and old belongings will be disposed of for sanitary reasons.

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, nature, arts and crafts, sports, and music and skit time. Lunch, snack, and sunscreen application will also be a part of each group's normal schedule. Special events will occur throughout the summer.

Application of Sunscreen and Insect Repellent:

Please be aware that we will spend 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; lead counselors will collect it on the first day. Each group will apply sunscreen during the day. 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. If our staff becomes aware of any signs of abuse they will immediately notify the Camp Director, who will then, in turn, contact a member of Social Services. Please be advised that this is our legal and moral obligation and no exceptions will be made.

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 reserves 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.
- **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 \$4.00 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 \$20.00. 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 2010:

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.