



**CAMP GOODTIMES
ON THE ROAD
AND
YOUTH SPECIALTY
CAMPS**

**CAMPER HANDBOOK
2017**

Welcome!

All of this summer's Youth camp sessions will be located, or originate from, Reston Community Center (RCC), Hunters Woods, 2310 Colts Neck Road, Reston, Virginia 20191.

Camp forms are located in the center of the Summer Camp Program Guide, but they may also be accessed and downloaded by visiting the RCC website at: www.restoncommunitycenter.com. Parents of children attending Camp Goodtimes on the Road as well as Specialty Camps need only complete one set of forms per camper. Forms can be printed, completed, and mailed, faxed, scanned, or delivered in person. Hard copies of the forms will be available at the Customer Service Desk at RCC Hunters Woods to patrons who do not have internet access. Also, please take time to **THOROUGHLY** read through this Handbook.

All forms must be completed and returned to the **Reston Community Center as soon as possible, and no later than May 15, 2016. For those who register for Camp after May 15, forms must be completed and returned immediately.** Please review the camp forms carefully, and if you have any questions, feel free to contact me. On behalf of the Camp staff, I welcome you and your child, and look forward to an exciting, fun-filled and safe summer season!

Sincerely,

Debbie

Deborah A. Heron, CPRP
Director of Youth Programs,
and Camp Administrator
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MISSION STATEMENT

Camp Goodtimes on the Road and all RCC Youth Specialty Camps provide a safe, friendly, and fun-filled environment that fosters participation and enhances creativity for each individual camper in a cooperative and respectful manner.

CAMP OVERVIEW

Camp Goodtimes on the Road is a five-week summer day camp based at Reston Community Center, Hunters Woods. Camp Goodtimes on the Road falls under the direction of Reston Community Center Director of Youth Programs (Camp Administrator). Each spring, a Camp Director and Assistant Camp Director are hired who will be directly responsible for the daily facilitation of all aspects of Camp, including programming and supervision of both camp staff and campers. Additional counselors provide supervision and implementation of various activities to campers age 7-11. Daily activities will consist of all-day field trips to various locations around the D.C. and Baltimore Metropolitan areas as well as some longer-distance venues. Campers and staff will be transported to and from RCC Hunters Woods by Fairfax County School bus each day. For much longer trips (e.g., trip to Virginia Science Museum), campers and staff will be transported in a charter bus. The ratio of counselors to campers is generally 1:5.

This year, 66 specialty camp sessions – serving campers age 4-14 years old – will be offered and will take place at RCC, Hunters Woods. Youth Specialty Camps fall under the direction of the Camp Goodtimes Camp Director, the Specialty Camp Director, and the Camp Administrator/Director of Youth Programs. Additional camp counselors will supervise and help to implement the Specialty Camp program with the support of the instructor conducting the camp as well as the Specialty Camp Director.

CAMP DATES

Camp Goodtimes on the Road will occur weekly, Monday through Friday, from July 10, through August 11. Specialty Camps will be offered Monday through Friday, from June 26, through August 18 (with no camp on Tuesday, July 4).

CAMP HOURS OF OPERATION

Hours for Camp Goodtimes on the Road are 9:00 a.m.-4:00 p.m. Specialty Camp hours will run from 9:00 a.m.-12:00 p.m., and again from 1:00 p.m.-4:00 p.m. For a nominal fee, parents may register their children (who are already attending a full day of Camp) for Zen Zone, an aftercare program, from 4:00 p.m.-5:00 p.m. each day.

ARRIVAL

Upon arrival for Camp Goodtimes on the Road, parents/guardians must sign in children each morning at 9:00 a.m. in the Community Room near the Fireplace Lounge. Camp staff arrives at 9:00 a.m., therefore, children will not have supervision prior to that time.

For Specialty Camps, parents/guardians must escort campers to the appropriate room and ensure that the instructor checks off the camper's name on the attendance sheet.

DEPARTURE

Parents/guardians are requested to park in the main parking lot, enter the building, and pick up campers. Please initial the sign-out sheet alongside your camper's name upon departure. Parents/guardians who want their child to be picked up by another adult must submit that desire in writing to the Camp Director, or list that individual as an approved pick-up person on the appropriate camper form. Please pre-arrange a backup person to pick up your child in case

circumstances prevent you from being on time.

AFTERCARE

Zen Zone provides an opportunity for campers who are attending camp for a full day of Camp Goodtimes on the Road, or afternoon sessions of Specialty Camps to unwind and relax after a day of exciting adventures and learning new skills. For a nominal fee, Zen Zone is offered to campers from 4:00 p.m.-5:00 p.m. daily, for one-week sessions, from June 27-August 19. Games, arts and crafts, as well as videos, will be available. **Please note that Zen Zone is not a drop-in program. All participants must be registered prior to the week for which they are participating in Camp.**

LATE PICKUP

Campers must be picked up promptly at the end of their registered camp or Zen Zone aftercare program. If a child is not picked up on time, a per-child late fee of \$5.00 for every 15 minutes will be assessed. Payment is due upon pickup and must be paid at the RCC Customer Service Desk before leaving. If a child is not picked up within 15 minutes of the end of the camp program, parents/guardians will be called. If they cannot be contacted, emergency contacts will be called. If contact cannot be made with parents, guardians, or emergency contacts within 30 minutes of the scheduled pick up time, RCC staff will notify the proper authorities.

BEHAVIOR MANAGEMENT AND SUPERVISION OF CAMPERS

In order to allow staff to provide them with their full attention, parents are requested to make appointments with the Camp Administrator or Camp Directors to discuss situations, suggestions, or concerns. The Camp Director and counselors will handle minor disciplinary problems on an individual basis and will notify parents/guardians if an issue arises. It is the responsibility of parents and camp staff to encourage good, positive camper behavior. During each session, camp staff will

review camp rules and procedures with campers. Please take a few minutes to read and discuss the rules with your child prior to his/her start date of Camp. Parents/guardians and children must sign the Code of Conduct. The Code of Conduct will be enforced.

DISCIPLINARY ACTIONS FOR CAMPERS

Naturally, incidents occur during Camp and occasionally a camper may require positive intervention. These may include a “time out” or “cool down” period for the child; a parent/staff conference; behavior contracts; or even temporary suspension or dismissal from Camp. We follow the “three strikes” rule by typically giving campers up to three opportunities to rectify disciplinary issues. At first, a member of the camp staff will meet with a parent at dismissal and discuss what has occurred that day. The parent will be given a hard copy of the Code of Conduct, and asked to discuss it with the camper. If a second offense occurs, the parent will be notified for a conference. At that time, the parent will be informed that the camper will be dismissed if the behavior occurs a third time. Should that be the case, the camper will be dismissed for the duration of the summer. Refunds are not granted. Disciplinary action is progressive and the staff will work closely with the child and parent/guardian to resolve the issue promptly and appropriately. In more serious cases, Camp Directors reserve the right to call parents/guardians to pick up their child immediately if:

- The child consistently refuses to follow camp rules and regulations;
- The child is unwilling to participate in group/team experiences or cooperate with others;
- The child is a threat to the safety of himself/herself or others.

The following behavior is not permitted, will not be tolerated, and will be cause for termination:

- Inappropriate play of any kind, including horseplay, fighting, or rough-housing. This includes profanity, obscene gestures,

- inappropriate language, throwing items, inappropriate touching, hitting, kicking, pushing, spitting, slapping, or punching of any person or animal;
- Hazing, threatening, bullying, or intimidating behavior or language toward another person or animal;
 - Stealing;
 - Defacing, damaging, or destroying property at RCC, field trip venues, that of Camp staff or fellow campers.

Parents/guardians of campers who engage in this type of behavior will be notified and campers will be sent home. Parents/guardians will then be informed as to whether the camper will be suspended or dismissed from the camp program. As always, the Camp Administrator and Camp Directors will make every effort to work with the parents/guardians regarding camper behavior, but ultimately the Directors have the authority to dismiss a camper. We reserve the right to remove any disruptive or potentially dangerous child from the program. In the event that a child must be removed from Camp, we will contact the designated caregiver who will be responsible for picking up the child immediately.

WEAPONS

In accordance with Fairfax County Public School policy, no camper or staff member will supply, handle, use, transmit, or have in his/her possession a dangerous instrument, weapon, or any object that can be reasonably construed to be a weapon on camp property or the property of venues visited.

FIELD TRIP ITINERARIES

The following itinerary is in place for field trips during the summer of 2016. Occasionally, due to unforeseen circumstances, field trip destinations may be changed.

Camp Goodtimes on the Road

First Week – July 10-July 14

Monday, July 10 – Burke Lake Park (VA)

Tuesday, July 11 – Sandy Springs Ropes Course (MD)

Wednesday, July 12 – Westmoreland Berry Farm (VA) – early (7:00 a.m.) departure

Thursday, July 13 – Mount Vernon Cruise/Scavenger Hunt (VA)

Friday, July 14 – Cascades Water Park (swimming) (VA)

Second Week – July 17-21

Monday, July 17 – Luray Caverns (VA)

Tuesday, July 18 – Bowling/Movies (VA)

Wednesday, July 19 – Turkey Hill Experience (PA) – early (7:00 a.m.) departure

Thursday, July 20 – Shenandoah Museum/Stony Man Mountain Hike (VA)

Friday, July 21 – Atlantis Water Park (swimming) (VA)

Third Week – July 24-28

Monday, July 24 – Maryland Science Center (MD)

Tuesday, July 25 – Pirate Adventures of the Chesapeake (MD)

Wednesday, July 26 – Diggerland (NJ) -- early (6:00 a.m.) departure

Thursday, July 27 – Museum on O Street (DC)

Friday, July 28 – Pirate's Cove Water Park (VA)

Fourth Week – July 31-August 4

Monday, July 31 – Great Falls Hike/Geocaching Adventure (MD)

Tuesday, August 1 – Skyline Paintball (VA)

Wednesday, August 2 – Virginia Safari (VA) -- early (7:00 a.m.) departure

Thursday, August 3 – National Museum of the Marine Corps (VA)

Friday, August 4 – Splashdown Water Park (VA)

Fifth Week – August 7-11

Monday, August 7 – Star Gazing Farm (MD)

Tuesday, August 8– Bowling/Movies (VA)

Wednesday, August 9 – Field Station Dinosaur Park (NJ) – early (6:00 a.m.) departure; late (7:00 p.m.) return

Thursday – August 10 – iFLY World Indoor Skydiving/Udvar-Hazy Museum (VA)

Friday, August 11 – Volcano Island Water Park (VA)

For most field trips, campers will travel on air-conditioned Fairfax County School buses. Charter buses will be contracted for longer-distance field trips.

MOVIE/VIDEO VIEWING

Under the Motion Picture Licensing Corporation's umbrella license, staff may show movies and videos during our programs. Movies are rated "G" or "PG", and are approved by the Camp Director prior to showing. Movies are made available to campers during Zen Zone.

SWIMMING

Friday field trips conducted by Camp Goodtimes on the Road will include trips to a pool, water park, or venue with water activities. On Fridays (and on Wednesday, August 3, when campers are treated to a trip to Chesapeake Beach in Maryland), please provide a swimsuit, goggles, towel, and plastic bag for wet items. Campers may wear flip flops on swim days only.

CAMPER ATTIRE

Campers must be dressed in comfortable clothing and tennis shoes and socks. Flip flops may be worn on days when water activities are planned, but no sandals, "healie-wheelies" or Crocs, please. Camp Goodtimes on the Road participants are provided with two camp t-shirts, that are expected to last for the entire camp season. In addition, they will be issued rubber wristbands displaying the general phone number for Reston Community Center, as well as the Camp cell phone number. Wristbands will be distributed each morning, and collected at the end of each day. Campers may keep their wristbands at the end of the week. New wristbands will be issued on Mondays to every camper, irrespective of the number of sessions for which a camper is registered. Wristbands and t-shirts **must** be worn each day. Due to the large number of campers, lost t-shirts cannot be replaced. Please help your camper to take good care of t-shirts.

CAMPER BELONGINGS

Please label all of your child's belongings with his/her name, and place items, including swimming gear and brown-bag lunches (lunch boxes are discouraged), in a tote bag or backpack. Campers should wear non-restricting, lightweight clothing, a hat, and closed-toed

shoes (no sandals, “heelie-wheelies”, Crocs, or flip flops). Appropriate clothing and footwear will be enforced and campers will not be permitted to participate until parents/guardians bring the necessary items. Money and expensive items such as cell phones, radios, toys, small electronics, and video games should be left at home. Camp staff will not be responsible for lost or stolen items. Camp staff reserves the right to remove these items from campers and hold them until the end of the day when parents/guardians can pick them up from the Director of Camp Goodtimes on the Road or the Specialty Camp Director.

CAMP LOCATION/PHONE

Camp Directors for Camp Goodtimes on the Road will have a cell phone at their disposal in the event that there is a need to communicate with parents. The cell phone number is: 703-314-2089. Please bear in mind that cell phone signals are not always strong in many of the venues that campers will visit, and it is possible that calls from parents/guardians may not be answered immediately. **Please call this number only in an emergency.** If parents are running late, they may call the camp cell phone number in that instance. If campers and staff are running late on the return trip to RCC, every effort will be made by Camp Directors to phone RCC Hunters Woods Customer Service Representatives and parents when the expected time of return exceeds 4:15 p.m. As traffic can be unpredictable, we ask the indulgence of parents/guardians if campers occasionally return later than expected from field trips. All other questions or concerns should be directed to the Camp Administrator at 703-390-6163, or the RCC Information Desk at 703-476-4500.

CAMPER FORMS

Forms are provided on our website and must be completed and signed prior to the start of Camp. Forms must be completed each year and are self-explanatory. For questions, please contact the Youth Director/Camp Administrator. Campers will not be permitted to participate in camp activities without submitting forms.

CAMPER AND STAFF RATIO AND GROUPS

The ratio of camp counselors to campers is generally 1:6 for Camp Goodtimes on the Road, and 1:8 for Specialty Camps. Camp Directors will establish groups of campers and match children by age, physical abilities, and maturity. It is important to have happy campers, and this helps children feel more comfortable in our camp environment. Camp Directors reserve the right to transfer children from one group to another when appropriate due to the child's behavior or needs.

DAILY COMMUNICATION

Please discuss any concerns or suggestions with the Camp Directors or Camp Administrator. Parents/guardians may make an appointment to meet with the Camp Administrator at a mutually agreeable time. Incidents should be addressed directly to the Camp Directors and will then be relayed to the Camp Administrator.

EMERGENCIES

Emergencies will occur and staff are prepared and trained in First-Aid and CPR strategies. Incident reports concerning illness, injury or behavior concerns will be written and filed daily or as needed.

ILLNESS/INJURY

Do not bring your child to Camp if he or she is ill. This protects campers and staff from illness. If a child becomes ill, has a fever of 100 degrees or above, or is injured, the camper will be:

- Removed from the group, provided First Aid (if needed) and supervised by staff until able to resume activity or the parent/guardian has arrived;
- A parent/guardian will be notified and required to pick up the ill child as soon as possible.

CONTAGIOUS DISEASES

A camper with a contagious illness risks passing the illness on to other campers and staff. If your camper has developed an illness such as ringworm, chicken pox, pink eye (conjunctivitis), strep throat, gastrointestinal issues, whooping cough, excessive coughing and sneezing, etc., please keep your child at home until he or she is recovered and/or no longer contagious. This is particularly important for our camps that specialize in food handling, such as Culinary, Junior Chefs, and Little Chefs camps.

MEDICATION

The following applies to all medications and topical ointments, including prescription medications, as well as non-prescription medications:

- Each medication will have a Medication Authorization Form complete and on file;
- All medication security is the responsibility of the Camp Directors;
- Only trained camp staff will administer medication “as directed” by the parent’s written consent;
- It is the parent’s responsibility to pick up the unused medication before the camper leaves his/her session. Any medication left at the conclusion of Camp will be discarded.

INCLEMENT WEATHER

Although campers spend as much time outdoors as possible each day, weather is always a daily factor in any camp setting. RCC adheres to weather notices, and precautions are taken to follow heat and unhealthy air guidelines. Camp staff is trained to handle a variety of emergencies and will be notified immediately of any weather advisories issued by the National Weather Service.

LUNCH AND SNACKS

Campers should pack a non-perishable, brown bag lunch, snacks, and filled water bottle each day. No refrigeration is available at the camp site. It is recommended that frozen drinks or an ice pack be included in lunch bags to keep food and drinks cold. If a camper forgets lunch, parents/guardians will be contacted to bring a lunch for the child. Campers should not carry money. Campers are asked to bring their own snacks and drinks, which are typically consumed mid-morning and mid-afternoon. For those attending Specialty Camps in the morning **and** afternoon, lunches will be consumed at the pool overlook at RCC from 12:00 p.m.-1:00 p.m. Campers will be supervised by camp staff at all times. **Participants of Camp Goodtimes on the Road or Specialty Camps will not be permitted to go off-site to purchase breakfast, lunch, drinks, and/or snacks.**

OPEN INVITATION

We invite parents to visit and observe our specialty camp programs at any time. Please direct questions to our Specialty Camp Director regarding activities, policies, or concerns. In order to maintain a smooth transition for the camper to the camp program, it is requested that parents limit their observation time.

VISITORS

For safety and liability reasons, campers are not permitted to bring unauthorized visitors (friends, siblings, etc.) who are not enrolled in Camp.

PARENT/GUARDIAN NOTIFICATION OF CHILD ABUSE AND NEGLECT

All RCC Camps require any person providing full or part-time supervision of children on a regular basis to report any suspected child abuse or neglect.

PAYMENT INFORMATION

Payment is required at the time of registration. Patrons may pay by cash, check, money order, Visa or MasterCard. Reston Community Center reserves the right to cancel enrollment due to non-payment or delinquent balances. For those needing financial assistance, please contact the Customer Service Manager at 703-476-4500.

TAX ID NUMBER AND RECEIPTS

For tax deduction purposes, the Federal Tax ID # is: 54-0787833. This is also listed on the original receipt confirming camp registration.

CANCELLATION/REFUNDS

Written refund requests received 14 days or more prior to the start of Camp will receive a refund, less a 20% processing fee. Refund requests received less than 14 days prior to the start of a camp will be granted (less a 20% processing fee) only if another registration is received in its place. No refunds are given for any camp or program with a fee of \$10.00 or less. Refund checks will be mailed by Fairfax County Government in 4-6 weeks.

SCHOLARSHIP INFORMATION

Eligible candidates may pick up a camp scholarship application from either RCC Central Information Desk (Hunters Woods or Lake Anne).

REGISTRATION PROCEDURES

Review the Summer Camp Program Guide, register and pay all applicable fees. Forms must be received by Reston Community Center no later than May 15. If registering after that date, forms must be submitted **immediately** upon registration. Parents of children attending more than one RCC camp need only complete one set of forms per camper. It is requested that multiple siblings' names not be placed on one set of camp forms. Some siblings have allergies, and others do not, and it can be confusing for camp staff. Forms may be downloaded from www.restoncommunitycenter.com. Hard copies may be picked up at the Central Information Desk at RCC Hunters Woods.

COMPLIANCE

Camp Goodtimes on the Road and all RCC Specialty Camps seek to enhance the safety and enjoyment of every participant. Failure to comply with the information outlined in this handbook or falsification of forms will result in loss of program privileges.

PRIOR TO THE START OF CAMP

- All Camp forms must be completed and returned on or before **May 15**
 - ❖ Emergency Contact Form;
 - ❖ Medication Authorization Form (prescription, non-prescription drugs), if applicable;
 - ❖ Signed copy of Code of Conduct
 - ❖ Pick-up/drop-off Form
- **Parent/guardian and child must have read this Camper Handbook carefully and thoroughly.**

PARENT/CAMPER DAILY CHECKLIST

- Eat a good breakfast;

- Dress in comfortable clothes with tennis shoes and socks. Flip flops can be worn for water activities only; sandals, “heelie-wheelies” and Crocs are not permitted;
- Participants of Camp Goodtimes on the Road must wear the camp t-shirt and wristband each day;
- Always apply sunscreen before coming to Camp. Labeled sunscreen may also be left with the Camp Directors;
- Bring lunch as well as a mid-morning and mid-afternoon snack, and a filled water bottle in a labeled bag. Please note that there is no refrigeration at Camp. Campers will not be permitted to leave the building in order to purchase food, snacks, or drinks;
- Label all belongings with camper’s name;
- NO cell phones, toys, valuables, money, or small electronics are permitted at Camp. Campers participating in Camp Goodtimes on the Road may bring a book to read on the bus;
- Bring a plastic bag for wet items on days when water activities are planned;
- Have fun!