



# CAMPER HANDBOOK 2024



*Enriching Lives.  
Building Community.®*

Welcome!

RCC staff teams are excited to introduce your child to many enriching and stimulating activities this summer. This Camper Handbook is for young people enrolled in Camp Goodtimes, Road Rulz Camp, Youth and Teen Specialty Camps, LARK and YAT.

Camp forms are due on or before May 15. If you have not yet submitted the required paperwork, please download these directly from the RCC website under [CAMP FORMS](#). Camp forms need to be completed for each participant. Hard copies of the forms will be available at the RCC Lake Anne and RCC Hunters Woods Customer Service Desks. Forms can be mailed to Reston Community Center, 2310 Colts Neck Road, Reston, VA 20191; faxed to 703-476-8617; scanned and emailed to [RCCcontact@fairfaxcounty.gov](mailto:RCCcontact@fairfaxcounty.gov); or delivered in person.

All forms must be completed and returned **no later than May 15. For those who register for camp after May 15, forms must be completed prior to the first day of camp.** If you have any questions after reviewing the camp forms, feel free to contact us. On behalf of the entire summer programming staff, we welcome you and your child and look forward to an exciting, fun-filled summer season!

Sincerely,

**Debbie and Cheri**

Deborah A. Heron, CPRP, CPP  
Director of Youth/Teen Programs and Camp Administrator (Goodtimes, Road Rulz, other specialty camps)

703-390-6163 (office)  
703-476-8617 (fax)  
[Deborah.Heron@fairfaxcounty.gov](mailto:Deborah.Heron@fairfaxcounty.gov)

Cheri Danaher, CPRP, LFI '15  
Arts Education Director and Camp Administrator (LARK and YAT)

703-390-6175 (office)  
[Cheri.Danaher@fairfaxcounty.gov](mailto:Cheri.Danaher@fairfaxcounty.gov)

## PURPOSE STATEMENT

RCC Summer 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 HOURS OF OPERATION

Camp Goodtimes: 9:00 a.m. – 4:00 p.m. Road Rulz: 9:00 a.m. – 4:00 p.m.

Specialty Camps (youth/teens)

- Morning Session: 9:00 a.m. – 12:00 p.m.
- Afternoon Session: 1:00 p.m. – 4:00 p.m.
- All-Day Session: 9:00 a.m. – 4:00 p.m.
- YAT: 9:00 a.m. – 3:00 p.m.
- LARK: 9:00 a.m. – 3:00 p.m. (Location: RCC Lake Anne)

YAT Zen Zone: 3:00 p.m. – 5:30 p.m.

Zen Zone: 4:00 p.m. – 5:30 p.m.

Campers must be registered at least one week in advance for all Zen Zone options desired.

## ARRIVAL

**For Summer 2024, parents will check in their campers at appropriate rooms for specialty camps. Road Rulz campers will sign in at the Pool Overlook. Camp Goodtimes Campers will sign in at the Theatre lobby across from the front desk.**

Road Rulz Camp parents/guardians must sign in campers each morning at **9:00** a.m. Please do not drop off campers prior to that time. **Bus departure is no later than 9:15 a.m.**

Camp Goodtimes and Specialty Camp parents/guardians must sign in campers each morning at 9:00 a.m. Please do not drop off campers prior to that time. **Bus departure from RCC is at 9:15 a.m.**

LARK participants will sign in at the entrance to the RCC Lake Anne Art Studio at 9:00 a.m.

YAT parents/guardians must sign in campers each morning in the RCC Hunters Woods Community Room at 9:00 a.m. Please do not drop off campers prior to that time.

## DEPARTURE

Parents/guardians when you arrive, please park in the main parking lot and pick up your camper in the Main Lobby for Camp Goodtimes, the Pool Overlook for Road Rulz, and Rooms 1-4 for Zen Zone. Please come to the RCC Lobby and 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 those names in writing or by email to the appropriate Camp Director or list those individuals as approved

pick-up persons 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.

LARK parents/guardians are requested to come into the RCC LA facility and sign out their participant at the door to the RCC LA Art Studio.

YAT parents/guardians are requested to check out their participant at the table in front of the RCC Hunters Woods facility. Participants will be waiting in the front theatre lobby and when signed out, the camper will be brought out to you.

## **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 45 minutes of the scheduled pick-up time, RCC staff may notify the proper authorities.

## **BEHAVIOR MANAGEMENT AND SUPERVISION OF CAMPERS**

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 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 the start date of Camp. Parents/guardians and children must sign the Code of Conduct, located in the camp forms packet. The Code of Conduct will be enforced.

## **CODE OF CONDUCT**

- At all times, participants in RCC programs must abide by RCC's General Code of Conduct, and must treat staff, participants and others in other program areas with respect.
- Participants will treat others as they would want to be treated.
- Participants will follow instructions given by camp leaders.
- Participants are requested to wear safe and suitable clothing and remain with their program group.
- For safety reasons, participants should wear closed-toe shoes, and refrain from wearing sandals, Keens, Heelys, Crocs (or similar footwear) and jewelry while participating in RCC programs.
- In order to guard against loss, participants must not bring valuables such as cell phones, electronic devices, handheld video games or other expensive items to camp. RCC is not responsible for any personal property of participants.

- Eating and drinking will be permitted only in designated areas.,
- Public health emergencies or situations may require measures to prevent illness. If so, those measures will be implemented to the extent required.
- Due to individual allergy sensitivities, please avoid nut-based products and note that participants are prohibited from sharing food and drink under any circumstances.
- Participants may not borrow money from other participants; should the need arise; staff will make appropriate arrangements.

## **DISCIPLINARY ACTIONS FOR CAMPERS**

A camper's behavior may require intervention. Strategies 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 address disciplinary issues successfully.

For the first infraction, 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, a parent conference will be requested. 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 dismissal:

- Inappropriate physical conduct of any kind, including horseplay, fighting, or rough housing.
- Inappropriate conduct that includes profanity, obscene gestures, hurtful or insulting 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, or that belongs to Camp staff or fellow campers.

Parents/guardians of campers who engage in any of these behaviors 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 RCC has the authority to dismiss a camper. We reserve the right to remove any disruptive or potentially dangerous child from the program. If 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 Government policy, no camper or staff member will supply, handle, use, transmit, or have 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.

## MOVIE/VIDEO VIEWING

Under RCC's 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 shown to campers during Zen Zone offerings and on charter bus trips.

## CAMPER ATTIRE

Campers must be dressed in comfortable clothing and sneakers and socks. RCC Camps follow the Fairfax County Public School dress code. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, obscene, or clothing that promotes illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, drug paraphernalia or clothing that contains threats is prohibited. Clothing should fit, be neat and clean, and conform to these standards. Clothing that exposes cleavage, private parts and midriff, undergarments, or that which is otherwise sexually provocative, is prohibited. Flip-flops may be worn on days when water activities are planned, but no Heelys, sandals, flip-flops, or Crocs. Campers **must** wear closed-toe shoes at **all** camps.

Camp Goodtimes participants are provided with two camp T-shirts that are expected to last for the 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. Wristbands and camp T-shirts **must** be worn each day. Due to the large number of campers, lost T-shirts cannot be replaced. Please help your camper take good care of their T-shirts.

## CAMPER BELONGINGS

Please label all your child's belongings with their full name, and place items, including swim gear and brown bag lunches (lunch boxes are discouraged), in a tote bag or backpack. Please include an extra mask in a plastic bag with your child's name clearly marked. Campers should wear non-restricting, lightweight clothing, a hat and closed-toed shoes (no sandals, Heelys, 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, Road Rulz or the Specialty Camp Director.

## CAMP LOCATION/PHONE

Camp Directors for Camp Goodtimes will have a cell phone at their disposal if there is a need to communicate with parents. The cell phone number is **703-314-2089**. The Road Rulz Camp Director may be reached at **703-390-6163**. Please bear in mind that cell phone signals are not always strong at many of the venues that campers will visit, and it is possible that calls from parents/guardians may not be answered immediately. **Please call these numbers only in an emergency.**

If parents are running late, they may call the camp cell phone number and notify camp staff. 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 Camp Administrator Debbie Heron at 703-390-6163, or the RCC Customer Service Desk at 703-476-4500.

For YAT and LARK questions or concerns please call Camp Administrator Cheri Danaher at 703-390-6175 or the RCC Customer Service Desk at 703-476-4500.

## CAMPER FORMS

Forms are provided on our website at on the [CAMP FORMS](#) page and must be completed and signed by May 15 or at least one week prior to camp if enrolling after May 15. Forms must be completed each year. If you have questions, please contact the Youth Director/Camp Administrator or the Arts Education Director/Camp Administrator. Campers will not be permitted to participate in camp activities without these forms having been submitted.

## CAMPER AND STAFF RATIO AND GROUPS

The ratio of camp counselors to campers is generally 1:6 for Camp Goodtimes, 1:6 for Road Rulz, 1:6 for Specialty Camps, 1:10 for LARK and 1:10 for YAT. These ratios may be adjusted if conditions permit. Typically, two Camp staff members will be with each group. 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 the camp environment. Camp Directors reserve the right to transfer children from one group to another when appropriate.

## DAILY COMMUNICATION

Please discuss any concerns or suggestions with the Camp Directors or Camp Administrators. Parents/guardians may make an appointment to meet with the appropriate 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 may occur and staff are prepared and trained in first aid and CPR. Incident reports concerning illness, injury or behavior concerns will be written and filed. Parents or guardians may be asked to sign these forms to acknowledge the incident.

## ILLNESS/INJURY

**Campers who feel unwell or are ill should not attend camp.** RCC appreciates parents and campers checking their health status each day before attending. 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.
- Supervised in an isolation room until pick-up. 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, or has a fever or other symptoms, 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 include food handling.

## MEDICATION

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

- Each medication a child is permitted by their parent/guardian to take will have a Medication Authorization Form completed 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 Medication Authorization Form.
- It is the parent's responsibility to pick up the unused medication before the camper leaves the session. Any medication left uncollected at the conclusion of camp will be discarded.

## INCLEMENT WEATHER

RCC adheres to weather notices and precautions are taken to follow heat and unhealthy air guidelines. Camp staff are 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 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. Campers will be supervised by camp staff continuously. **No participants will be permitted to go off-site to purchase breakfast, lunch, drinks and/or snacks; this includes participants in all camps.**

**Campers are not permitted to bring food or snacks containing nuts.**

## VISITORS AND SUBSTITUTIONS

For safety and liability reasons, campers are not permitted to bring unauthorized visitors (friends, siblings, etc.) who are not enrolled in Camp. Please note that friends or relatives may not substitute for a camper if he or she is absent from camp.

## NOTIFICATION OF CHILD ABUSE AND NEGLECT

All RCC staff are mandatory reporters and are required to report any suspected child abuse or neglect.

## TAX ID NUMBER AND RECEIPTS

For tax deduction purposes, the RCC Federal Tax ID number 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 fewer 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 four to six weeks.

## FEE WAIVER INFORMATION

Individuals who qualify for the RCC Fee Waiver program must complete and submit the application. For more information, please contact the RCC Customer Relations Director at 703-390-6144. Hard copies of the form are available at the Customer Service Desks at RCC Hunters Woods and RCC Lake Anne.

## COMPLIANCE

RCC 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. For those who register for camp after May 15, forms must be completed prior to the first day of camp.** The forms required are:
  - Emergency Contact Form
  - Medication Authorization Form (prescription, non-prescription drugs, or sunscreen if periodic application is required)
  - Signed Code of Conduct Form
  - Pick-up/Drop-Off Form

**Parents/guardians and campers must have read this Camper Handbook carefully and thoroughly.**

### PARENT/CAMPER DAILY CHECKLIST

- Eat a good breakfast. Check the health status of the camper.
- Dress in comfortable clothes with sneakers and socks. Flip-flops can be worn for water activities only; sandals, Heelys and Crocs are not permitted.
- Participants of Camp Goodtimes must wear the camp T-shirt and wristband each day.
- Always apply sunscreen before coming to camp. Labeled sunscreen, authorized by a completed Medication Authorization Form, will be carried by the Camp Directors.
- Bring lunch, as well as mid-morning and mid-afternoon snacks, and a filled water bottle in a labeled bag or backpack. 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 the camper's name.
- Campers are fully responsible for their own belongings. Campers should not bring cell phones, toys, valuables, video games, money or small electronics. Campers participating in Camp Goodtimes and Road Rulz may bring a book to read on the bus.
- Bring a towel and a plastic bag for wet items on days when water activities are planned.
- Have fun, make new friends and learn new things about yourselves!