

# 2009 Teen Excursion Camp Parent Handbook



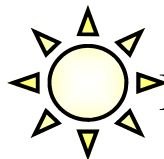
<b>Camp Hours of Operation</b>			
	<u>Dates</u>	<u>Days</u>	<u>Times</u>
Session 1	6/22-6/26	M-F	8:30am - 5:00pm
Session 2	6/29-7/02	M-TH*	8:30am - 5:00pm
Session 3	7/06-7/10	M-F	8:30am - 5:00pm
Session 4	7/13-7/17	M-F	8:30am - 5:00pm
Session 5	7/20-7/24	M-F	8:30am - 5:00pm
Session 6	7/27-7/31	M-F	8:30am - 5:00pm
Session 7	8/03-8/07	M-F	8:30am - 5:00pm
Session 8	8/10-8/14	M-F	8:30am - 5:00pm

\*No camp 7/03

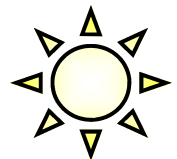
**Town of Vienna  
Department of Parks  
& Recreation**  
120 Cherry St. SE  
Vienna, VA 22180  
703-255-6360  
[www.viennava.gov/  
Town\\_Departments/pr3.htm](http://www.viennava.gov/Town_Departments/pr3.htm)  
Camp Director  
Brandy Wyatt

**OUR PURPOSE**

The purpose for the Teen Excursion Camp is to provide teens a chance to experience adventures each day. The teens will participate in challenge by choice activities such as rock climbing, kayaking, golf and more.



Look Inside for Your Guide to Summer Fun!



Administration	2	Special Events	5
Camp Contacts	2	Policies & Procedures	6&7
Fees & Late Pick Up	2	Camp Conduct	6
Emergency Pick Up	2	Disciplinary Action	6
Refunds & Credits	2	Severe Allergies & Medication	6
Bus Rules	3	FAQ's	7
What to Bring to Camp	3	Reporting Suspected Child Abuse	7
Children's Belongings	3	Special Activities	7
Health & Emergencies	4	Meals	7
Ill or Injured Camper	4	Enrollment	7
Sunscreen & Ozone Action	4		

## Teen Excursion Camp Contacts

**Community Center Office (Front Desk)**  
703-255-6360

**Brandy Wyatt**  
Camp Director  
703-255-5721  
[Bwyatt@viennava.gov](mailto:Bwyatt@viennava.gov)

**Amy-Jo Hendrix**  
Recreation Program Supervisor  
703-255-6357  
[Ahendrix@viennava.gov](mailto:Ahendrix@viennava.gov)

**Cathy Salgado**  
Director of Parks & Recreation  
703-255-6356  
[Csalgado@viennava.gov](mailto:Csalgado@viennava.gov)

**Still Have Questions  
Call  
703-255-6360**

## EMERGENCY Pick - Up

Two emergency contacts other than the parents or guardians must be listed on each teen's application before a teen will be admitted to the program. Emergency contacts must be within a 15 mile radius of the community center during program hours. One of these emergency contacts will be called if a parent or guardian cannot be reached to pick up the teen in the event of an emergency. If a teen is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be called to pick up the teen.

Off site - parents are required to pick up teen with in 1 hour of call

## Management and Administration

Staff supervision and daily program operation is the responsibility of the Camp Director. Please call with questions or concerns related to the program, fee payments, and activities.

## Late Pick Up Fee

The camp is open from 8:30am - 5:00pm Monday through Friday. **Do not leave children at the Community Center before 8:30 am. You must pick them up by 5:00 pm.** We cannot be responsible for your child's safety before or after program hours. If this is an issue, you can enroll in the Club Phoenix teen center program. See activity brochure for more details.

\*\*\*We realize emergencies do occur, but please phone the Community Center office if you will be late. Parents who arrive early or are late in picking up their child will be charged a \$15 fee for any portion of each hour. This fee must be paid before the child can return to the playground. After the second occurrence the child will not be permitted to continue in the program and no refunds will be issued.

## REFUNDS AND CREDITS

**Refunds** - To obtain a full refund or credit a request must be submitted 14 calendar days prior to the start of the camp.

A refund requested less than 14 calendar days prior to the start of the camp will incur a 50% penalty (\$50 max) per camp.

**Credits** - There is no fee for a household credit submitted 14 calendar days prior to the start of the camp. A household credit requested less than 14 calendar days prior to the start of the camp will incur a 10% penalty per camp.

**No refunds or credits will be given after the first day without a doctor's note.**

**No refunds will be given for any materials fees.**

### What to bring to camp

Campers are required to bring a bag lunch, two snacks, and drinks (please no glass bottles). Please understand that microwaves and refrigeration are not available.



**Staff Ratios**  
Staff to camper  
ratio is 1 to 18



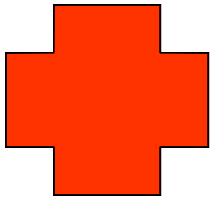
### Teen's Belongings

A designated area will be provided for teen's personal belongings. All teens are encouraged to have a book bag or backpack for their belongings. Campers are strongly **discouraged** from bringing valuable items to camp i.e.... iPods, cell phones, and portable game systems. *The town is not responsible for lost or stolen items.*

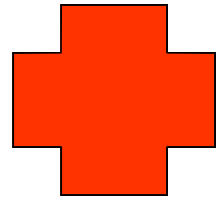
### Van Rules

- Teens must wear seatbelts at all times.
- Teens must follow the directions of the driver.
- Eating and drinking are not permitted on the van.
- Teens must face forward at all times.
- Teens may talk quietly on the van but may not yell or make large movements.
- Hands and clothing must stay inside the van at all times.
- Teens 12 and older may sit in the front passenger seat of the van.





# Health & Emergencies



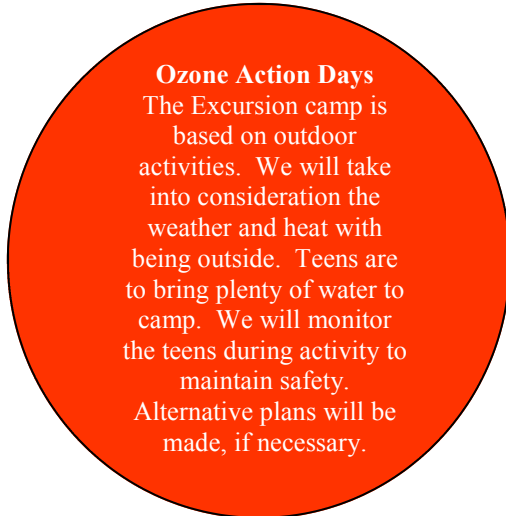
## Communicable Diseases

Please call the site supervisor if your teen will not be attending the program for any reason.

**Fever Policy** - According to the Health Department, teens with fevers are not necessarily contagious. Also fevers may vary and come and go. It is our policy that teens do not attend camp if they have a fever. An oral temperature of 101 degrees Fahrenheit is considered high and the teen should go home. Teens who have been sick and running a fever of 100 degrees should remain home for at least 24 hours after the fever breaks, unless they have a note from a physician authorizing their attendance. Teens should not attend the program if they have a runny nose, vomiting, or diarrhea or are not capable of caring for themselves.

If a teen enrolled in the program has a communicable disease, the parents are to notify the Camp Director immediately. The parents of the other teens will be notified.

Teens who have had a communicable disease may not return to the program unless they have a doctor's note stating they are no longer contagious.



## Ozone Action Days

The Excursion camp is based on outdoor activities. We will take into consideration the weather and heat with being outside. Teens are to bring plenty of water to camp. We will monitor the teens during activity to maintain safety. Alternative plans will be made, if necessary.



## Sunscreen Use

Parents should indicate on the program registration if their teen is sensitive to sun exposure and if the teen is allergic to any sunscreen products. **Children must apply their own sunscreen. Camp staff may not do so. Please apply sunscreen before camp, and send extra. We will be outside the majority of the day.**



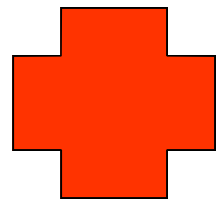
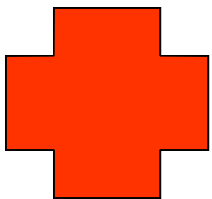
**Still have questions  
call  
703-255-6360**

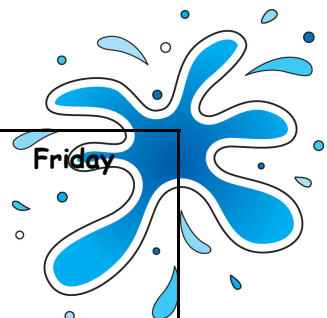
## Ill or Injured Teens

If a teen becomes ill or is injured while at the program the parent will be immediately contacted. If the parent is not available, an emergency contact person will be called. Teens will be taken to and cared for at the camp site or off-site office until they are picked up. **In an emergency, and as appropriate, the teen will be taken by the local rescue squad to the closest emergency facility. A parent or guardian will be immediately notified.** Either parent or emergency contact person should be within 15 miles of the community center to pick up the teen if they become ill or needs to go home. Off-site, emergency contacts or parents should be within 1 hour's drive.

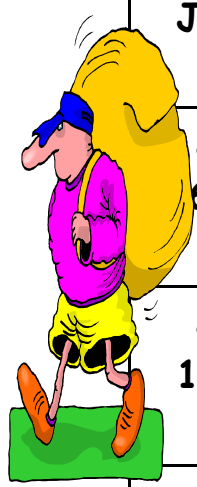
## Medical Authorization Form

Please be sure the staff is informed of any allergies or special health problems your teen might have. This is for the protection of all the teens in the program. Please administer any medications prior to coming to playground. Staff will not be responsible for administering medication. The Medical Authorization form is posted online at [www.viennava.gov](http://www.viennava.gov) on the Parks & Recreation webpage.





All days are subject to change without notice	Monday	Tuesday	Wednesday	Thursday	Friday
	Teen Camp Calendar				
<b>June 22-26</b>	Central Park Funland	Cameron Run Water park	Sailing	Laser Nation	Urban Quest
<b>June 29 - July 2</b>	Day Quest	Splash Down Water Park	Kayaking	Half Moon Beach	Closed No Camp
<b>July 6-10</b>	Hiking	Cameron Run Water Park	Central park Funland	Horseback Riding	White Water Tubing
<b>July 13-17</b>	Rock Climbing	Potomac Nationals	Laser Nation	Kayaking	Bike the Sites DC
<b>July 20-24</b>	Orienteering and outdoor activities	Atlantis Water Park	Down Pour Water Park	Woody's Golf	White Water Rafting
<b>July 27-31</b>	Central Park Funland	Kayaking	Laser Nation	Orioles Game	White Water Tubing
<b>August 3-7</b>	Rock Climbing/ Rappelling	Sailing	Skate Park	Water Mine Water Park	King's Dominion
<b>August 10-14</b>	Pirates Cove	Cameron Run Water Park	Bike the Sites DC	Splash Down Water Park	6 Flags



# Policies & Procedures

## POLICIES

This program is for teens 11-15. If teens are found to be under the age of 11 or over the age of 15 parents will be notified and the teen will be withdrawn from the camp, **no refund will be given**. The coming and going of the teen is the responsibility of the parent. Please indicate on the form if your teen walks, bikes, carpool. If your teen is allowed to come and go from the camp at his/her own discretion, we must have your written permission for him to do so. This includes teens who walk or ride bikes to the camp. Please notify the camp counselors in writing if someone other than individuals listed on the emergency sheet will be picking up your teen. The counselors are not responsible for the teens prior to the start or once they leave the camp.

\*The Recreation Department does not provide accident insurance.

Payment for medical services as a result of an accident/injury is the responsibility of the parent. An emergency information sheet needs to be completed for each teen. You must return this sheet to the staff the first day the teen attends the camp. We must be able to reach parents or legal guardians during the day in case of any emergency. If you cannot be reached by phone, we will be unable to accept your teen in the program. If your teen becomes ill or needs to be picked up, you or a designated person needs to be here within 15 minutes or off site, within 1 hour.

**TEENS SHOULD LEAVE ALL PERSONAL ITEMS AT HOME. WE CAN NOT BE RESPONSIBLE FOR THESE ITEMS IF THEY ARE LOST OR STOLEN.**

## HEALTH

**Please be sure the staff is informed of any allergies or special health problems your teen might have. Do not bring sick teens to the program. Parents will be called to come and pick up sick teens. This is for the protection of all the teens in the program. Please administer any medications prior to coming to camp. Staff will not be responsible for administering medication, unless a medication release forms is completed and turned into the camp staff.**

### **Camp Conduct**

- Teens will be respectful to each other, the facility, the property of others and the staff.
- Teens are expected to exhibit good sportsmanship behavior at all times.
- Teens must use proper language at all times.
- Teens are required to stay with their designated group and leaders during the camp and adhere to designated camp boundaries.
- Teens must follow site, playground, and safety rules.

## DISCIPLINE

If teen is dismissed from the camp, no refund will be given. We reserve the right to dismiss a teen if they disobey the established rules of the camp over a period of time, or is unable to participate in a group or daily adventure. The following are some examples of behaviors/actions that will not be tolerated against other teens or staff members, and will be just cause for disciplinary actions:

*temper tantrums, verbal assault/profanity, stealing.*

*Immediate Dismissal: Hitting, Fighting, physical assault, weapons, tobacco, drugs, alcohol, sexual misconduct, biting, spitting, refusal to cooperate, leaving the park property/group, misconduct, and bullying.*

**No refunds will be given.**

## DISCIPLINARY ACTION PROCESS

The formal Disciplinary Action Process, is documented and is as follows:

First offense-Counselor will talk to the teen and notify parent. If the incident occurs prior to noon and the parent arrives prior to noon the teen will be suspended from the camp for the afternoon. If the incident occurs in the afternoon the teen will be suspended the following day.

Second offense – Dismissal is considered. The Counselor and supervisor will notify parents.

Teens that have been dismissed from the program for disciplinary reasons will not be permitted to continue in any community center or teen center program for the remainder of the summer.

**NO REFUND WILL BE GIVEN FOR DISMISSAL**

# Policies & Procedures

## FAQ's

### 1. *Who are our counselors?*

Our staff are college aged men and women, trained in First Aid, CPR & AED, and Safety. They are energetic, creative, and lots of fun!

### 2. *What do you do?*

A pre-scheduled excursion will happen daily. Some excursions do not take the whole day. Campers will have to opportunity to participate in sports, do arts & crafts, dance, sing, do races, create skits, and more.

The camp will be at the teen center when not on excursions.

### 3. *What are your special events?*

See our calendar for more information. The calendar is subject to change.

### 4. *What should my teen wear to camp?*

Your teen should wear cool clothing, such as shorts and t-shirts. For the teens; comfort and protection, all children must wear closed toed shoes. Open toed sandals, flip flops, shoes with heels or swim shoes are not appropriate for camp. In addition, your teen will be involved in messy activities at times, so please do not send your child in clothing that cannot get soiled. Appropriate dress is required for each excursion.

### 6. *What does my teen need to bring each day?*

All campers need a packed lunch daily. All food from home must be dated daily and labeled with camper's name. It is preferable that lunches are packed in thermal containers; there is no refrigeration on site. Glass containers are prohibited. Your teen also needs two separate snacks and ample water throughout the day. Please write your campers name on all belongings.

### 7. *Should my child bring a Water Bottle?*

To help prevent heat related illnesses campers should bring a water bottle and plenty of anti-dehydration beverages such as Gatorade or PowerAde. Please write your campers name on all belongings.

### 8. *What are all these forms for?*

It is very important that all forms that are sent home prior to the start of camp be returned on the first day of camp. They must be filled out completely and signed. Each of our excursion vendors requires their own release and waiver form. Your teen will not be able to attend the daily excursion without a signed form.

## SUSPECTED CHILD ABUSE

Any suspected cases of child abuse shall be reported to the child abuse hotline at 1-800-552-7096.

## SPECIAL ACTIVITIES

Some of our special activities require that a teen bring materials such as for a craft project, bathing suit or extra clothing for water activities. Please be sure your teen brings the required items so he/she can participate in the activity. Movies may be shown as a special event rated G or PG.

## DAILY SCHEDULE

Weather permitting, activities will be held outside. Schedule is subject to change depending upon the weather and facility availability. Our planned daily schedule includes an excursion and plans for activities to fill the day. A calendar will be given at the beginning of each week.

## ENROLLMENT

There will be no registrations accepted on Monday morning. If space is available all registrations must be completed by Friday 3:30 p.m. of the preceding week. Weekly fees will **not** be prorated for absenteeism/tardiness.

## Reminder:

We are not responsible for campers prior to & after camp hours. Please ensure campers participating in the program will be dropped-off/picked-up in a timely manner adhering to our policies and procedures.

## REQUESTS FOR ACCOMMODATIONS

The Town of Vienna does not discriminate on the basis of disability in the administration or access to or treatment or employment in its programs or activities. The ADA coordinator for the camps is the Recreation Program Coordinator/teens 703-255-5721.

## MEALS

Teens should bring a lunch each day. Beverage machines are available in the Community Center. Sodas and fruit juices are \$1.00. If your teen will use the vending machine, please send him/her with the correct change. Beverages may be brought from home, however, do not send glass bottles. Teens can purchase food from the teen center in the afternoon.