

# 2019 Teen Excursion Camp Parent Handbook



## Camp Hours of Operation

	<u>Dates</u>	<u>Days</u>	<u>Times</u>
Session 1	6/17-6/21	M-F	8:30am - 5:00pm
Session 2	6/24-6/28	M-F	8:30am - 5:00pm
Session 3	7/1-7/5	M-W, F	*8:30am - 5:00pm
Session 4	7/8-7/12	M-F	8:30am - 5:00pm
Session 5	7/15-7/19	M-F	8:30am - 5:00pm
Session 6	7/22-7/26	M-F	8:30am - 5:00pm
Session 7	7/29-8/2	M-F	8:30am - 5:00pm
Session 8	8/5-8/9	M-F	8:30am - 5:00pm

\*No camp Thursday 7/04

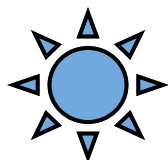
## Town of Vienna Department of Parks & Recreation

120 Cherry Street, SE  
Vienna, VA 22180  
703-255-6360

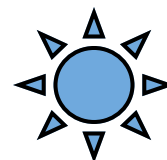
Camp Coordinator  
Natalie Duncan  
703-255-5736  
natalie.duncan@viennava.gov

## OUR PURPOSE

Our purpose is to provide teens a chance to experience adventures each day. Teens will participate in challenge by choice activities such as rock climbing, kayaking and more.



## Look Inside for Your Guide to Summer Fun!



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[www.viennava.gov](http://www.viennava.gov)

# Camp Information

## Management and Administration

Staff supervision and daily program operation is the responsibility of the Camp Coordinator. Please call with questions or concerns related to the program, fee payments and activities. Staff to Camper ratio is 1:10.

### Teen Excursion Camp Contacts

**Parks and Recreation  
Administration Office**  
703-255-6360

**Natalie Duncan**  
Camp Coordinator  
703-255-5736 (W)  
[natalie.duncan@viennava.gov](mailto:natalie.duncan@viennava.gov)

**Javonta Campbell**  
Recreation Program Coordinator I -  
Teens and Camps  
703-255-6352 (W)  
[javonta.campbell@viennava.gov](mailto:javonta.campbell@viennava.gov)

**Brandy Wyatt**  
Recreation Program Coordinator II  
703-255-5721 (W)  
[BWyatt@viennava.gov](mailto:BWyatt@viennava.gov)

### REMINDER

It is necessary to have ALL forms filled out completely, with proper signatures and phone numbers. If any of the information is found to be incorrect, your child will not be allowed to return to camp until the correct information is provided. Most of our forms are online at our website [www.viennava.gov](http://www.viennava.gov), look under Departments > Parks and Recreation > Programs and Classes > Seasonal Programs and Camps > Camp Forms

### WHAT TO BRING TO CAMP

Campers are required to bring a bag lunch, snacks, and drinks (please no glass bottles). Microwaves and refrigeration are **not** available. Appropriate clothing for daily excursions and closed toed shoes are required.

### LATE PICK UP

The camp is open from 8:30am - 5:00pm Monday through Friday. **Do not leave children at the building 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 for a free After Care program.

\*\*\*We realize emergencies do occur, but please phone Camp Coordinator if you will be late. Parents who are late 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 camp. After the **second occurrence** the child will not be permitted to continue in the program and no refunds will

### REFUNDS AND CREDITS

Camp fees must be paid in full at the time of registration. A partial, (50% of the total fees or a maximum of \$100.00) refund is given to patrons that submit a request 14 calendar days prior of the start of the camp.

Patrons also have the option to transfer to another camp 14 calendar days prior to the start of camp without a penalty incurred. All transfers and/or cancellations must be presented in writing.

Camps will be cancelled if they do not meet the minimum threshold two weeks prior to the start date of camp. If the Parks and Recreation Department cancels a camp, patrons will receive a full refund.

### EMERGENCY PICK-UP

Two emergency contacts other than the parents /or guardians must be listed on each teen's form before a teen will be admitted to the program. Emergency contacts must be within a 15 mile radius of the Vienna 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 at daily adventures - parents are required to pick up teen within 1 hour of call.

### WEATHER POLICY


The Excursion Camp is based on outdoor activities. We will take into consideration the weather and heat. 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.

### MEALS

Teens should bring a lunch each day. Beverages may be brought from home, but please do not send glass bottles. Teens can purchase food from the teen center in the afternoon. The teen center does not accept bills higher than \$10.00.

# Teen Camp Calendar/Camp Info

## TEEN EXCURSION CAMP CALENDAR 2019

* All days are subject to change without notice	Monday	Tuesday	Wednesday	Thursday	Friday
June 17—21 Activity # 125400—A1	17 Sandy Point State Park (Beach)	18 Woodlawn Manor (Hike)	19 Skyzone—Sterling (Trampoline Park)	20 Kayak	21 Central Park FunLand
June 24—28 Activity # 125400—B1	24 White Oak Duckpin	25 Skate N Fun Zone	26 Bike N Roll	27 Splashdown	28 Hershey Park
July 1—5 Activity # 125400—C1	1 Bowlero—Leesburg	2 Top Golf—Loudoun	3 Tubing	4  CLOSED	5 Sailing
July 8—12 Activity # 125400—D1	8 North Beach	9 Paddleboard	10 Mystics Game	11 Atomic Trampoline	12 White Water Rafting
July 15—19 Activity # 125400—E1	15 Accotink/Huntley Meadows (Hike)	16 Shadowland	17 Sandy Spring Adventure Park	18 Splashdown	19 Caving
July 22—26 Activity # 125400—F1	22 Dave & Buster's	23 Kickball Vs. Playground Camp	24 Great Waves	25 Paintball	26 GMU—The Edge
July 29—August 2 Activity # 125400—G1	29 Skate N Fun Zone	30 White Water Rafting	31 Nats Game	1 Teddy Roosevelt Island (Hike)	2 King's Dominion
August 5—9 Activity # 125400—H1	5 Great Falls (Hike)	6 Top Golf—Loudoun	7 Vertical Rock	8 Six Flags	9 Zavazone

### VAN RULES

- Teens must wear seatbelts at all times.
- Teens must follow the directions of the driver.
- Eating and drinking are not permitted in 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, feet, clothing etc. must stay inside the van at all times.
- Teens, age 13 and older may sit in the front passenger seat of the van.

### 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. **Teens must apply their own sunscreen. Staff will not apply sunscreen. Please apply sunscreen before camp and send extra. We will be outside the majority of the day.**

### 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.***

### CAMP CONDUCT

- Teens will be respectful to each other, the facility, the staff, the property of others.
- Teens are expected to exhibit good sportsmanship 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 and safety rules.

# Health & Emergencies

## COMMUNICABLE DISEASES

Please call the Camp Coordinator at (703) 255-5736 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 are vomiting, have 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 Coordinator immediately. The parents of the other teens will be notified in confidence, ensuring the anonymity of the child. 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.

## ILL OR INJURED TEENS

If a teen becomes ill or is injured while at the program a parent will be contacted immediately. If the parent is not available, an emergency contact person will be called. Teens will be cared for at the camp site or off-site office until they are picked up. **In the event of a serious emergency, the teen will be taken by the local rescue squad to the closest emergency facility. A parent and/or guardian will be notified immediately.** Either parent or emergency contact person should be within 15 miles of the Vienna 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. Administer any medications prior to coming to camp. Staff is not responsible for administering medication. If a teen must take medicine during the course of the day a Medical Authorization Form is required, and can be found online at [www.viennava.gov](http://www.viennava.gov), follow links **Departments > Parks and Recreation > Programs and Classes > Seasonal Programs and Camps > Camp Forms**

## HEALTH

If your teen is under the weather and does not feel well, please do not send them to camp. Parents will be called to come and pick up sick teens. This is for the protection of all the teens and staff in the program. Please administer any medications prior to coming to camp. Staff is not responsible for administering medication. A Medication Authorization Form is to be completed and turned into the camp staff for any medications that must accompany a teen to camp (epi-pens or inhalers).

## ALLERGIES/SERIOUS HEALTH CONCERNS

Inform the staff of any serious health concerns or life threatening allergies. We do a lot of outdoor activities, in which we can engage bees or poison ivy, etc. It is imperative that we are aware and vigilant in the event of a medical crisis. Please fill out a Medical Authorization Form for any medication that must accompany the teen to camp.

If your teen has a serious food allergy, please advise the staff at least one week prior to the camp. We will then send a letter to all camp participants informing them of the allergy and recommend that they do not to send any of these food items with their children. We will NOT put in any information about your child in the letter. If you have any questions or concerns, please contact the Camp Coordinator.

# Policies & Discipline

## 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**. Please indicate on the form if your teen walks, bikes, carpools. If your teen is allowed to come and go from the camp at their own discretion, we must have your written permission for them 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 form must be completed for each teen. Return this form 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 at the Vienna Community Center within 15 minutes or off site, within 1 hour.

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

## DISCIPLINE

If a 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 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 and stealing.*

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

No refunds will be given.

## DISCIPLINARY ACTION PROCESS

The formal Disciplinary Action Process, 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 – Suspension and/or dismissal is considered. The counselor and supervisor will notify parents.
- Third offense - Dismissal. Parents will be notified and a meeting scheduled with the Camp Coordinator. 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**

## BULLYING POLICY

We define bullying as: a person or group or people repeatedly using words or actions to cause physical or emotional harm to another person.

When bullying occurs at Teen Excursion Camp, the following might occur:

A detailed investigation will be conducted when an incident of bullying is reported. All teens accused of bullying will receive a verbal warning from staff. The accused will be given the opportunity to mend the relationship with the person and/or persons they have bullied (i.e. writing a letter of apology, etc.). If they refuse to acknowledge the detrimental behavior with staff and/or continue the conduct parents of all parties will be notified. Staff will file an incident report to document the disciplinary action.

# Policies & Procedures

## FAQ's

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

Our staff are college-aged adults, 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 the opportunity to participate in sports, do arts & crafts, dance, sing, do races, create skits, and more. The camp will be at Club Phoenix 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 comfort and protection, all teens 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. Do not provide energy drinks with your camper, like Red Bull or Monster.

### 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.

## 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 rated G or PG may be shown as a special event.

## 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 available at the beginning of each week. Camp begins promptly at 8:30 a.m.

## 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 and 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. Register your teen to Club Phoenix for a free After Care program.

## 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 Director of Public Works 703-255-6380.

## ELECTRONICS AND PHONE USE POLICY

Teens are encouraged to leave all electronics and phones at home. If devices are brought to camp, they may be used only in transit to and from the daily activities and to contact a parent or guardian. The purpose of Teen Camp is to get the teens engaged in the outdoors and other adventures. Electronics and phones are not part of that experience. All electronics should remain secure with the teens belongings during the daily adventure.