



## 2025 Summer Camp FAQ

1. When does camp registration begin?

**Summer camp registration will begin on March 10<sup>th</sup> for Town of Vienna residents, and March 17<sup>th</sup> for non-residents. You can register in person at Vienna Community Center, or online at <https://www.viennava.gov/registration>**

2. I received an email from ePACT, what is that?

**We are proud to announce the adoption of ePACT Network to collect medical and emergency contact information electronically. The system offers a secure network to collect critical emergency data from families attending our programs and is a Health Insurance Portability and Accountability Act (HIPAA) compliant online system.**

**The ePact system replaces the need to complete multiple forms, waivers, and consent documents from parents and guardians, improving our ability to collect, manage, and access critical information needed to help support our families.**

3. What should participants bring to camp each day?

**Full day campers are required to bring a bag lunch, at least one snack, a drink (please no glass), and a refillable water bottle. Half day campers should bring at least one snack, a drink (please no glass), and a refillable water bottle. Please understand that microwaves and refrigeration are not available. Closed toe shoes are required. Each camper should bring their own sunscreen if participating in an outdoor camp.**

4. What happens if my child is feeling ill?

**If a camper is identified as feeling ill, we will isolate the individual in a designated area. Parents will have 15 minutes to arrange pick up of their child after notification by the Camp Director. If arrangements cannot be made, emergency contacts will be called to pick up the child.**

5. What is the tax ID number for tax purposes/flexible spending reimbursements?

**The tax ID number is 54-6001654, and may be required for tax purposes and/or employer flexible spending reimbursements. Please check with your employer or tax advisor for qualifying programs.**

6. Who should I call if I have questions?

**If you have any questions pertaining to camp please contact the Recreation Program Coordinator – Programs and Camps, Derrick Cowles at (703)255-6352 or [Derrick.Cowles@viennava.gov](mailto:Derrick.Cowles@viennava.gov)**

7. Do you provide Before and After care?

**Before Care is from 7:30am to 9:00am and After Care is from 3:30pm to 5:30pm and is available for a variety of our camps. To check out the eligible camps please check out our brochure. YOUR CHILD MUST MEET THE AGE REQUIREMENTS TO BE ELIGIBLE (6-11).**

**Club Phoenix is available and FREE for kids ages 11-17 (including rising 6<sup>th</sup> graders). It is open 2:30p-6:30p Monday-Thursday, and 2:30p-9:00p on Fridays. Registration is required and more information can be found at [viennava.gov/teencenter](http://viennava.gov/teencenter)**

8. What is your late pick-up policy?

**Parents who drop off their camper early or are late in picking up their camper will be charged a \$15 fee for every 15 minutes. This fee must be paid before the child can return to the program. After the second occurrence the child may be excused from camp for the remainder of the week with no refund.**

9. What is the refund policy?

**There will be no full refunds given once you sign up for camp. Camp fees must be paid in full at the time of registration. To receive a partial refund, you must submit a request 14 days prior to the start of camp. All refunds are subject to a 50% penalty (\$50 max) per camp. Patrons also have the option to transfer to another camp 14 days before the beginning of camp. Any changes regarding registration must be presented in writing. Camps are canceled if they do not meet the threshold for minimum registration, two weeks prior to the start date of camp. If the Parks and Recreation Department cancels a camp, patrons will receive a full refund.**

10. What is the background check and CPR/First Aid policy?

**All Camp Staff go through a national criminal history and sex offender search. Every Town of Vienna camp staff member is CPR/First Aid certified.**

11. Where is my child's camp located?

**Camps will be held at Vienna Community Center unless otherwise listed in the brochure. For all other locations please see the Camp Location Key below:**

**Glyndon Park**

300 Glyndon Street NE

**Meadow Lane Park  
(tennis courts)**

400 Courthouse Rd SW

**Caffi Fields**

120 Cherry Street SE

**Waters Field**

300 Center St S

**Vienna Community Center**

120 Cherry Street SE

**Southside Park**

1315 Ross Dr SW

12. Where can I go to find more information?

Please visit [www.viennva.gov/camps](http://www.viennva.gov/camps) for more information.

**UPDATED: 6 /10/2025**