

2017 Summer Camp Parent Handbook



Welcome!

Baroodly Camps, Inc. is proud to offer a wide range of enrichment opportunities for children in Northern Virginia to participate in fun and educational activities throughout the school year and during summer vacation. We are proud to offer programs that provide enrichment in everything from academics and athletics, to imagination and creativity...and so much more. Our dedicated counselors love their work, and it shows in their smiling faces throughout each session. We truly love spending the summer with our campers — experiencing endless fun and encouraging personal growth. We are excited you have decided to spend your summer with us!

Please read the following pages of the handbook carefully for important information, policies and procedures. Please contact Beth Foreman (Director of Operations) BaroodlyCampsInfo@gmail.com with questions or concerns.

Summer Hours & Locations

- All camps begin at 9:00am and end at 3:00pm, **unless otherwise noted.**
- All camps will be held Monday-Friday, except the week of July 4th (no camps Monday, July 3rd or Tuesday, July 4th).
- Locations include: Grace Episcopal School, St. Mary's Catholic School, and Little Hunting Park (LHP-members only)
- See master schedule on the last page

Extended Day Care

- Hours: 7:30am-9am and 3pm-6pm at Grace Episcopal
- Hours: 8am-9am and 3pm-5pm at St. Mary's
 - There is no Extended Day Care (before and after care) at LHP
- Cost at Grace Episcopal: \$10/hour or \$150 per week (for both before and after care)
- Cost at St. Marys: \$110 per week (for both before and after care) OR \$35 for before care and \$75 for after care.
 - Parents will be billed at the end of your camp session for any drop off before 9am and pick up after 3pm
 - *Please note: Extended day care is included in the Summer Pass*

Paperwork

- Camper General Information
 - Includes waivers for: Photo Release, Transportation, Swimming, Over-the-Counter Non-prescription skin products
- Camper Medical condition, Allergy & Medication Form
- Field Trips Permission Form
- Virginia Health Form (Immunizations, Physical Examination)
- Proof of Identity
 - Types accepted: certified copy of birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, child identification card issued by Virginia DMV, placement or entrustment agreement from an agency, record from a public school in Virginia, certification by a principal (or designee) of a public school in the U.S. that a certified copy of child's birth record was previously present.

Can send via email or bring the first day of camp (does not need to be copied)

Financial Assistance

Baroody Camps is committed to ensuring that all of our summer programs are available to all children. Baroody Camps has agreed to offer financial assistance for programs at a reduced rate to interested and *qualified families*. **If you would like to be considered for financial assistance, please email us to apply.**

Payment

- **Payments must be received before August 14, 2017.**
- Payments may be made online to Baroody Camps or by checks made out to “**Baroody Camps, Inc.**” Please send ALL checks to 343 Gundry Drive, Falls Church, VA 22046.
- *Baroody Camps is willing to discuss payment options for those who qualify for Financial assistance.*

Arrival

- Prior to the start of camp and no later than the first day of camps, it is REQUIRED that all necessary paperwork be completed.
- Please note that you must sign your child in for camps each day. Campers dropped off before 9am will be billed \$10/hr at the end of your camp session.
- Locations for drop off/sign in:
 - Grace – At the end of the parking lot, fence entrance
 - St. Mary’s Catholic – Gym entrance (behind the school)
 - LHP – Baroody Camps tent near beach volleyball

Pick up

- All children must be signed out by an authorized adult after each day of camp
- Locations for drop off/sign in:
 - Grace – At the end of the parking lot, fence entrance
 - St. Mary’s Catholic – Gym entrance (behind the school)
 - LHP – Baroody Camps tent near beach volleyball
- Any changes to authorized pick up adults must be given in writing to the location’s site director or emailed to baroodycampsinfo@gmail.com.
- Please note: campers picked up after 3pm (or 4pm for specific camps) will remain in extended day care and billed \$10/hr (**All locations**)

Attire/Items to Bring

Campers should dress in comfortable attire with closed-toed and closed heel sandals or sneakers each day. It is recommended that campers bring a water bottle and hat or visor.

A swimsuit, dry towel, change of clothes and a plastic bag to store wet clothing should be packed each Friday for “water fun” or swimming at Chinquapin at the **Grace location only** or every day at the **LHP location only**. All campers will receive a Baroody Camps shirt during the last day of camps!

****Please be sure to label all clothing/items with the camper’s first and last name!***

Items NOT permitted at Camp

We ask that campers refrain from bringing any toys, or other personal items to camp (i.e. special jewelry, etc.). Campers who bring these items to camp will be asked to keep them in their backpack. We do not allow campers to bring electronics (such as iPods, game systems) with the exception of cell phones. We ask these be stored in camper’s backpacks.

Snack/Lunch

Baroody Camps will provide nut free snacks for campers at all locations. Campers are permitted to bring their own snacks and lunches. **All food items MUST BE labeled with the camper’s first and last name.** We

recommend that snacks and lunches be nut free. Lunches can also be purchased through our vendor Smart Lunches (**Grace and St. Mary's locations only**) or through Gator Grill (**LHP location only**). For more information on Smart Lunches, please visit www.smartlunches.com. You can also [click here](#) for the flyer. Every Friday is Pizza Friday for an additional \$5 (**at ALL locations**).

All campers will be monitored during designated food times with special considerations to allergy campers.

Allergies

All campers with allergies, asthma or special food considerations must complete our Medical Conditions Waiver prior to the first day of camps. All counselors are given rosters that indicate campers with allergies at the start of camps.

NUT ALLERGY CAMPERS - During both lunch and snack breaks, to prevent contact with any nut products, we have a designated peanut table. We require our campers who choose to bring peanut or tree nut food to eat their meals in our peanut only area during snack and lunch time. We take special care to ensure all campers are safe and feel included. We require at least one counselor to be seated at the peanut table during all eating times. At the end of each eating period, we require all campers to wash their hands with soap and warm water to ensure they thoroughly clean their hands prior to their next activity.

Injuries/Illness

Baroody Camps is committed to keeping all campers and staff safe. Injury prevention plans have been established. In the event of an injury or illness during camps, parents will be notified immediately. It is required that parents give authorization for emergency medical care should an emergency occur unless an objection is stated in writing. *Please note that Baroody Camps may request parents to arrange their child to be picked up.*

Campers should not attend camp if they exhibit the following symptoms: a temperature over 101F, recurrent vomiting or diarrhea, or a communicable disease.

In the event that a camper or any member of their immediate household has developed any reportable communicable disease, as defined by the State Board of Health (list can be found at www.vdh.virginia.gov), parents must inform Beth, Director of Operations, within 24 hours or the next business. Any life threatening diseases must be reported immediately.

*****All Baroody Camps counselors are required to be CPR and First Aid certified and Lifeguard certified (Site Directors at LHP location only).***

Medications

It is Baroody Camps' policy to allow the administration and storage of prescribed, non-prescribed and over the counter medications. Our medical condition, allergy and medication authorization form must be filled out prior to the start of your child's camp and each week your child attends camp unless a doctors order is received.

It is required that all medications be kept in a locked place. All prescribed medications must be dispensed from a pharmacy and maintained in the original, labeled container. All non-prescribed medications must be in the original container and must be consistent with the manufacturer's instructions for age, duration and dosage. All medication should not be expired and must be labeled with the child's name, name of medication, dosage amount, the time(s) to be given. *Please note that parents will be notified immediately should any adverse reactions to medication occur.*

*****Baroody Camps requires the Site Director and at least one other staff member on site to be Medication Administration Trained.***

Over-the-Counter Skin Products (Non-Prescription)

Baroody Camps requires an authorization form to be completed prior to or no later than the first day of camps.

SUNSCREEN

Campers nine (9) years or older are permitted to apply their own sunscreen. We ask parents to apply sunscreen to children eight (8) years or younger before camp each day. We keep hypo-allergenic sunscreen with a minimum SPF of 15 on site.

INSECT REPELLENT

Campers are not permitted to apply their own insect repellent. We ask parents to apply **non-spray** insect repellent before camp.

*Baroody Camps does not allow its counselors to apply sunscreen or insect repellent **unless spray sunscreen is provided**. All over-the-counter skin products will be used in accordance with the manufacturer's recommendations and will not be kept or used beyond the expiration date. All products must be in its original container and labeled with the child's name.*

Transportation/Swimming

Campers participating in theme camps at the **Grace location only**, will have the option to participate in a swimming excursion at Chinquapin on Fridays. Campers participating in specialty/combo camps will not be permitted to participate in swimming on Fridays.

Campers at the **LHP location only** will swim each day (see camp schedule for more details).

There is no swimming at the St. Mary's location.

Campers under the age of eight (8) years of age must provide a booster or car seat. A permission form (included with Camper Information form) must be completed prior to the off campus camp day.

Newsletter

Our weekly newsletters will be emailed and posted to the website each week. Look for reminders and important updates/information for the upcoming camp week on Wednesdays and highlights from the current camp week on Saturdays.

Cancellations

Severe weather or other emergencies might require the cancellation of a camp day. In the event of such cancellations, an email or phone call will be made to all camper families.

LHP location only – Rain will not prevent us from having fun! Our tent will keep campers completely covered and safe. In the event of severe weather, we will seek shelter in the bathrooms until weather subsides. If severe weather does not subside after an hour, for the safety of all campers and counselors, we will make phone calls parents to pick up campers.

“LHP location only – Please see our LHP Summer Policies document posted on our website for more information on weather, extreme heat and swim/tennis lessons policies.

Emergency Preparedness Plan

Baroody Camps is committed to keeping all campers and staff safe every day and during times of an emergency. Emergency procedures (both emergency and shelter-in-place) have been established and conducted in staff training. These procedures include preparedness on site and off site. Regular fire drills will be conducted.

All parents/guardians will be notified immediately in the event of an emergency.

2017 Summer Quick Reference Schedule

all camps 9:00am-3:00pm unless otherwise noted

GRACE EPISCOPAL

| Week 1: June 19-23 | Week 2: June 26-30 | Week 3: July 5-7 (3 days only) | Week 4: July 10-14 | Week 5: July 17-21 |
|--|--|---|--|---|
| <p>Moana Magic PK-6th</p> <p>CIT 7th-9th</p> <p>*Extended Day Care</p> | <p>Creative Coding & The Tinker Lab PK-6th</p> <p>Sports Camp 1st-4th</p> <p>Lego Jedi-Engineering K-3rd (9:00am-12:00pm)</p> <p>Lego Combo – Lego Jedi & Magic! K-3rd</p> <p>Lego Jedi Master Engineering 4th-6th (1pm-4pm)</p> <p>Lego Combo – Sports & Jedi Master! 4th-6th (9am-4pm)</p> <p>NOVA Fish ‘n Fun 6-9 yrs.</p> <p>CIT 7th-9th</p> <p>*Extended Day Care</p> | <p>Beyond the Board Games PK-6th</p> <p>Chess K-4th (9am-12pm)</p> <p>Chess Combo – Chess & Board Games! 1st-4th</p> <p>CIT 7th-9th</p> <p>*Extended Day Care (3 days only)</p> | <p>Magic Treehouse Adventure Club PK-6th</p> <p>Movie Making: Live Action Flix 2nd-6th</p> <p>Movie Making Combo – Live Action Flix & Magic Treehouse! 2nd-6th</p> <p>NOVA Fish ‘n Fun 6-9 yrs.</p> <p>CIT 7th-9th</p> <p>*Extended Day Care</p> | <p>Guardians of the Superhero World PK-6th</p> <p>Decorating Cake Pops 1st-4th (9am-12pm)</p> <p>American Girl Doll Camp! 1st-4th</p> <p>Decorating Sweets Combo – Decorating Cake Pops & American Girl 1st-4th</p> <p>CIT 7th-9th</p> <p>*Extended Day Care</p> |
| <p>Week 6: July 24-28</p> <p>The Sorcerer’s Stone PK-6th</p> <p>Movie Making – Animation Flix 2nd-6th (9am-12pm)</p> <p>Movie Making Combo – Animation Flix & The Sorcerer’s Stone 2nd-6th</p> <p>NOVA Fishing 8-14 yrs (8:30am-4:30pm)</p> <p>CIT 7th-9th</p> <p>*Extended Day Care</p> | <p>Week 7: July 31-Aug. 4</p> <p>Nature Adventures PK-6th</p> <p>Sports Camp 1st-4th</p> <p>Dance Camp – Jazz, Hip-Hop, Ballet and More! 1st-4th</p> <p>Lego Intro to STEM K-3rd (9am-12pm)</p> <p>Lego Combo – Lego Intro to STEM & Nature Adventures K-3rd</p> <p>Lego STEM Challenge 4th-6th (1pm-4pm)</p> <p>Lego Combo – Sports & Lego STEM Challenge 4th-6th (9am-4pm)</p> <p>NOVA Fish ‘n Fun 6-9 yrs.</p> <p>CIT 7th-9th</p> <p>*Extended Day Care</p> | <p>Week 8: August 7-11</p> <p>SINGapalooza PK-6th</p> <p>Decorating Cupcakes K-4th (9am-12pm)</p> <p>Chess K-4th (1-4pm)</p> <p>Decorating Sweets Combo – Decorating Cupcakes & SINGapalooza K-4th</p> <p>Chess Combo – SINGapalooza & Chess K-4th (9am-4pm)</p> <p>Decorating Sweets & Chess Combo K-4th (9am-4pm)</p> <p>Mountain Biking 8-13 yrs. (8:30am-4pm)</p> <p>CIT 7th-9th</p> <p>*Extended Day Care</p> | <p>Week 9: August 14-18</p> <p>End of Summer Explosion! PK-6th</p> <p>Sports Camp 1st-4th</p> <p>Lego Jedi Craft Adventure Games K-3rd (9am-12pm)</p> <p>Lego Combo – Lego Jedi Craft Adventure & End of Summer! K-3rd</p> <p>Lego Jedi Craft Survival Game 4th-6th (1-4pm)</p> <p>Lego Combo – Sports & Lego Jedi Survival 4th-6th (9am-4pm)</p> <p>CIT 7th-9th</p> <p>*Extended Day Care</p> | |

2017 Summer Quick Reference Schedule

all camps 9:00am-3:00pm unless otherwise noted

| ST. MARY'S | | |
|--|---|---|
| <p style="text-align: center;">Week 1: June 26 -30 Basketball Camp 2nd-6th CIT 8th-9th *Before & After Care</p> | <p style="text-align: center;">Week 2: July 5-7 Basketball Camp 1st-6th CIT 8th-9th *Before & After Care</p> | <p style="text-align: center;">Week 3: July 17-21 Basketball Camp 2nd-6th CIT 8th-9th *Before & After Care</p> |

all camps 9:00am-3:00pm OR 10:00am-3:00pm (option for swim team/tennis members)

| LHP | | | |
|--|--|---|--|
| <p style="text-align: center;">Week 1: June 19-23 Moana Magic K-4th CIT 6th-9th</p> | <p style="text-align: center;">Week 2: June 26-30 Creative Coding & The Tinker Lab K-4th CIT 6th-9th</p> | <p style="text-align: center;">Week 3: July 5-7 (3 days only) Beyond the Board Games K-4th CIT 6th-9th</p> | <p style="text-align: center;">Week 4: July 10-14 Magic Treehouse Adventure Club K-4th CIT 6th-9th</p> |
| <p style="text-align: center;">Week 5: July 17-21 Guardians of the Superhero World K-4th CIT 6th-9th</p> | <p style="text-align: center;">Week 6: July 24-28 The Sorcerer's Stone K-4th CIT 6th-9th</p> | <p style="text-align: center;">Week 7: July 31-August 4 Nature Adventures K-4th CIT 6th-9th</p> | <p style="text-align: center;">Week 8: August 7-11 SINGapalooza K-4th CIT 6th-9th</p> |
| <p style="text-align: center;">Week 9: August 14-18 Out of this World! K-4th CIT 6th-9th</p> | <p style="text-align: center;">Week 10: August 21-25 Animal-Mania! K-4th CIT 6th-9th</p> | <p style="text-align: center;">Week 11: August 28- September 1 End of Summer Explosion! K-4th CIT 6th-9th</p> | |