

# Congressional Camp Family Handbook

A Resource for Campers, their Families and  
the Congressional Community



3229 Sleepy Hollow Road  
Falls Church, VA 22042  
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## Section 1: Mission Statement

The mission of Congressional Camp is to develop and encourage the personal, physical and intellectual growth of each child entrusted to its care. To that end, we seek to:

- ✳ Provide a fun, safe, and stimulating environment in which children can develop physically, creatively, socially and emotionally;
- ✳ Foster a climate which emphasizes the values of citizenship, service, personal responsibility, self-discipline and respect and compassion for others;
- ✳ Challenge campers with interactive and age-appropriate activities;
- ✳ Provide safe, secure facilities and supervise all camp activities with an outstanding and well-trained staff;
- ✳ Maintain a structure and philosophy which assures attention to the unique needs of each child;
- ✳ Take advantage of the many opportunities afforded by the diverse character of the Summer Programs, the outdoor environment and the surrounding metropolitan area;
- ✳ Acknowledge each child's special gifts and contributions.

## Camp Administration Contacts

Dan O'Neil, Camp Director	ext. 401	<a href="mailto:doneil@csov.org">doneil@csov.org</a>
Gene Giammittorio, Registration and Operations	ext. 403	<a href="mailto:gene@csov.org">gene@csov.org</a>
Matt McCoart, Day Camp Program Coordinator	ext. 406	<a href="mailto:mmcoart@csov.org">mmcoart@csov.org</a>
Laura Short, Travel, Specialty and CIT Coordinator	ext. 423	<a href="mailto:lshort@csov.org">lshort@csov.org</a>
Josh Rodgers, Great Adventures Director	ext. 408	<a href="mailto:jroddgers@csov.org">jroddgers@csov.org</a>
Anita May, Camp Nurse	ext. 224/115	<a href="mailto:amay@csov.org">amay@csov.org</a>
Patrice Wade, SHES Site Director		<a href="mailto:pwade@csov.org">pwade@csov.org</a>
Andrea Portillo, Extended Hours Director	ext. 424	<a href="mailto:aportillo@csov.org">aportillo@csov.org</a>
Maddi Mellenkamp, Camp Front Desk	703-533-0931	<a href="mailto:info@conhocamp.org">info@conhocamp.org</a>

## Policies and Required Paperwork

### Attendance

If a child is not going to attend camp on a particular day, please notify the camp in advance or by 9:00 a.m. the morning of the absence. Please call the Camp Office at ext. 402 or the Great Adventures Office at ext. 100. If no notification has been made, the Camp Office will call the camper's home after a second day of no correspondence.

### Camp Fees

The Finance Office will send a statement for the balance due under separate cover. All fees must be paid in full by **May 1, 2017**. Camp attendance and related services are contingent upon all fees being paid by May 1, 2017.

### Suspicion of Child Abuse

Congressional Camp is required by law to report any suspicion of any type of child abuse by any caregiver to Child Protective Services.

### Consent to Release

Consent to release is taken to mean the Camp shall have written acknowledgement of the individual to whom the information pertains in writing prior to release.

1. Written requests or consents, to obtain or disclose information, includes facsimile, email, or written correspondence.
2. Written acknowledgement to release is implied as it pertains to the Camp Application to allow the Camp to collect amounts due on accounts in the normal course of business.

### Registration Information

It is imperative that the camp have on file at all times current information on parents'/guardians' home and work telephone numbers and other changes, such as a new address or a change of the person/people whom you wish to have contacted in the event that you cannot be reached in an emergency (our licensing requires that we have two emergency contacts). **It is the sole responsibility of each camper's parent(s) or guardian(s) to ensure that the administration receives immediate, written notification of all changes of such information.**

To ensure privacy, Congressional Camp does not share addresses and/or phone numbers of camp families.

### Grouping Requests

Our goal at Congressional Camp is for every camper to make new friends as well as strengthen the friendships that are already in place. Requests for campers to be placed in the same group must be made by May 1, 2014 and completed on the Camper Online Medical Form. While grouping campers, every effort is made to maintain a balance of gender and new and returning campers. We cannot group campers together if they are not registered in the same program and/or division. While we will make every effort to honor mutual grouping requests, we cannot guarantee them.

### **Health Forms: Physical Examinations and Immunizations**

Each summer, **Great Adventures** campers require a current, complete Commonwealth of Virginia School Physical Entrance Physical Examination and Immunization Certificate forms, signed by the examining physician, must be submitted. To be valid, the first page of the form must be filled in completely and signed by a parent or guardian. The health exam must be valid throughout the time a child will be attending Camp. Physicals may be updated during Camp sessions. If a new, blank form is needed, it is accessible on the camp website at [www.congocamp.org](http://www.congocamp.org).

All families are required to submit an up-to-date copy of immunization records for each camper.

### **New Camper Proof of Identity**

Virginia law requires that all new campers entering Congressional Camp must present certified proof of identity and age before the opening day of Camp.

### **Non-Custodial Parent Policy**

In absence of a court order to the contrary, all communications generated by the Camp and Great Adventures offices will be distributed to the designated parent/guardian who registered the camper. If there is a court order limiting contact or information, it is the responsibility of the custodial parent/guardian to provide the Camp with an official copy of the court order.

### **Parents/Visitors to Camp**

Before and after the Camp season, all visitors must check in with the receptionist in the Lower/Middle Schools building. During the Camp season, visitors must check in at the Camp and/or Great Adventures offices. Campus tours may be scheduled with the Camp Office prior to the start of the camp season. On occasion, Camp may send an invitation home to parents/guardians to watch a special event or performance that the campers have put together.

### **Photographic Release**

While attending Congressional Camp your child may be photographed or video recorded for use in our publications, websites and/or marketing materials.

### **Paperwork Deadlines**

All paperwork is required to be submitted by May 1, 2017. Families enrolling after May 1<sup>st</sup> must submit all required paperwork within one week of registration or all sessions may be cancelled.

### **Session Changes and Cancellations**

Request for changes to Camp enrollment, transportation, and/or EHP must be submitted in writing to [admin@congocamp.org](mailto:admin@congocamp.org). Requests for changes will be handled on a case-by-case basis.

Changes may be made at no charge if the total number of sessions remains the same or is increased. Administrative charges for dropping sessions (if the total number of sessions is decreased):

- \$100.00 for each session which is dropped prior to May 1, 2017
- Full Balance due May 1, 2017

There are no refunds for dropped or unattended camp sessions after May 1, 2017. Please contact the camp office if you have any further questions.



## Section 2: Campers and Programs

### First Day of a Session

#### Great Adventures Division

On the first day your child attends Camp and the first day of a new session, room assignments are posted in the lobby of the Early Childhood Programs building, located at the rear of campus. Parents/Guardians should escort children to their summer camp room and meet the children's counselors. Counselors will escort bus riders and morning EHP campers to their rooms.

#### Main Campus Programs

Camp activities will begin at 8:45 a.m. On the first day your child attends Camp and the first day of each session, all campers will be guided towards the field. After being welcomed, all campers will be placed in their assigned groups and will meet their counselors.

### Camper Behavior

All campers are expected to stay with their group at all times. If campers need to leave the group, they must notify their counselor or coach who will assign a staff member to be with them. Campers are expected to exhibit socially acceptable behavior at all times. Undesirable behavior, non-compliance, and inappropriate language will be addressed and may result in suspension and/or expulsion from camp.

#### Behavioral Guidance

The goal of behavior management is to help the child learn self-control and build good habits. Camp staff members help children learn self-control by treating them in ways that promote their self-esteem and self-image.

Camp staff members use discipline techniques such as:

- Providing guidelines and limits that are clear, fair, consistently applied, and appropriate to the children to whom they apply.
- Providing positively worded directions.
- Providing children with reasons for the guidelines/limits and patiently enforcing them.
- Accepting age- appropriate behavior and expecting behavior that is on the child's developmental level.
- Redirecting children to acceptable or appropriate activities and behavior.
- Helping children use words to express their feelings and frustration, and to resolve conflicts.
- Rewarding positive rather than negative behavior.
- Arranging equipment in a way that promotes desirable behavior.

If separation from the group is used, it is brief and the child must be within sight and sound of a staff member. The use of unacceptable discipline by Congressional employees is grounds for dismissal and/or reprimand.

### Personal Belongings

#### What to Bring to Camp

For all camp programs, all belongings should be marked clearly in marker with the camper's name. This will eliminate a large lost and found pile at the end of each session.

Official camp attire is the Congressional Camp T-shirt\*, which must be visibly worn each day. T-Shirts will be sold at designated T-Shirt Sale Days, Open Houses, and on the first day of each session.

Campers are advised to wear the following every day:

- Comfortable shorts or pants (Too tight, too short, or too loose shorts or pants are inappropriate for camp activities.)
- Socks
- Close-toed shoes

1<sup>st</sup> Day Items for each session should include sunblock and insect repellent, if needed. These items will be held at camp and returned at the end of each session.

Additional daily items should include:

- Swimsuit
- Towel
- Hat
- Pool shoes
- Bag for belongings
- It is recommended that young campers bring a change of clothes, including socks and underwear.
- **Great Adventures Division campers** may bring a sheet, blanket and small stuffed animal for rest time.

\*Please note that both Basketball Camp and Girl Power Camp have specialized shirts that will be distributed at the beginning of the program.

### What NOT to Bring to Camp

Congressional Camp is not responsible for valuables brought to Camp. We ask that large sums of money and expensive items be left at home. For the integrity of the program, electronic devices are not allowed at Camp or on buses. With regards to Teen Travel and overnight travel camps, the application of this policy will be discussed further at the beginning of each session. Rollerblades and roller sneakers are not permitted for use on campus.

Children in the Great Adventures Programs may bring a small stuffed animal for rest time. All other toys must remain at home.

### Lost & Found

Lost-and-found boxes for clothing and other personal items that have lost their owners are maintained by the pool and in the Great Adventures office. At the beginning of the following session, unclaimed items are disposed of.

### Inappropriate Items

Children may not bring or have toy weapons or look-alike weapons at camp. In the event an inappropriate toy is discovered, it may be taken by appropriate staff and parents/guardians may pick it up in the camp office at the end of the camp day. The determination of inappropriate toys is left to the discretion of the staff.

## Section 3: Main Campus Programs

This section pertains to all of our programs (Great Adventures, Day camp, specialty camps, athletic camps and travel camps) that are held at our Main Campus on Sleepy Hollow Road.

### Arrival and Departure

Program Hours:

7:00 – 8:30 a.m. Morning Extended Hours Program

8:30 – 8:45 a.m. Morning Drop Off / Buses Arrive

**8:45 a.m. – 3:30 p.m. Regular Camp Hours**

3:30 – 3:45 p.m. Afternoon Pick Up / Buses Leave

3:30 – 6:00 p.m. Great Adventures PM Extended Hours Program

3:30 – 6:00 p.m. Main Campus Rising 1<sup>st</sup>-9<sup>th</sup> grade PM Extended Hours Program

### Morning Drop-Off - 8:30 – 8:45 a.m.

All campers **not enrolled** in the morning Extended Hours Program/ Bus Transportation are to be dropped off between 8:30 a.m. and 8:45 a.m.

- Rising 1<sup>st</sup> – 9<sup>th</sup> graders are dropped off in front of the Lower/Middle Schools building. Those campers are:
  - Primary – Senior Division campers
  - Travel, Specialty and Athletic Camps campers
- 3 year olds/Preschoolers - Rising Kindergarteners should be walked into the Early Childhood Programs building. Those campers are:
  - Great Adventurers Division campers
  - Great Adventures Specialty Campers

### Late Arrivals

- The camp day begins at 8:45 a.m. for all programs.
- Parents/Guardians must park and sign in all late campers at the Main Camp Office or Great Adventures Office if they arrive after 8:45 a.m. Under no circumstances is a camper to be dropped off to the playgrounds, fields, at the front gate, or other unsupervised area, at any time.
- Staff will escort late campers to activities. **Late campers will not be able to make up activities at a later time.**

### Departures

The camp day ends at 3:30 p.m. At the end of the camp day, all campers not registered for Afternoon EHP, Supplemental Activities or 4:30 Bus Transportation will go to:

- Parent pick-up at the side of the Early Childhood Programs building for Great Adventures, or on the front steps of the Lower/Middle Schools building for all other programs

- Campers who are **not** participating in an after-camp activity and who are not picked up by 3:45 p.m. are checked into EHP by the supervising staff member and remain in EHP until picked up.
  - This will incur a **drop-in** fee of \$25.00 per camper.

### Placards

Placards must be displayed in the windshield of all vehicles picking up campers.

- Placards indicate that the driver is an authorized person, who is on file in the camp office, to pick up a camper.
- Placards also facilitate the pick-up line process as staff members can easily identify the last name of the camper to be picked up.
- For all programs, staff will ask for a picture ID if a car arrives to pick up a camper without the placard in the windshield.
- Campers are not to get into a car unescorted by a camp staff member.
  - Campers are only permitted to get into the car of a parent, guardian, or other authorized person who is on file in the camp database.

### Early Departure

Please inform the Camp Office or the Great Adventures Office, **in writing**, of the time and date of the planned early departure. You may send in a note with the camper, via email to [info@conhocamp.org](mailto:info@conhocamp.org), or via fax to the Camp Office at (703) 532-7351. The camper will be waiting in the Camp Office or the Great Adventures front lobby for pick up at the designated time.

### Altering Departure Plans

The camp must have written permission from a parent/guardian before it will authorize any changes to a camper's departure plans. Prior arrangements must be made with the Great Adventures Office or the Camp Office via fax, email, or note. Examples of such changes are if a parent/guardian wishes:

- A camper to leave with another person
- A camper to change transportation from bus to car
- A camper, who is not regularly in EHP or another after-camp activity, to remain at camp

### Facilities

The use of Congressional facilities and/or equipment is limited to authorized school personnel, to school-sponsored functions, and to Camp or community functions approved by Executive Director. Please direct specific questions to the camp office.

### Access to Buildings

For the security of campers, parents/guardians and/or visitors have access to school and camp buildings only through the main doors. All other doors are kept closed and locked from the outside at all times, and there is a code or pass-card security system on the doors of each building. Parents/Guardians and other visitors must report to the Camp Office, Great Adventures Office or the receptionist in the Lower and Middle Schools building before going to any area in the camp or on the camp grounds. Anyone other than staff and campers, who wish to go past the reception areas, must receive a visitor's pass and wear it while on campus.

### Pets

Pets are not permitted on campus without prior permission from the Camp Director.

### Non-Smoking Campus

Please remember that smoking is strictly prohibited on the Congressional campus.

### Drugs and Alcohol Free Zone

All members of the Congressional Camp community (staff, campers and guardians) are prohibited from being under the influence of illegal drugs or alcohol while on campus.

### Vehicles

Congressional Camp is not responsible for damage to vehicles or possessions left inside vehicles on campus.

### Off-Limit Areas

For the safety of our campers, we require that children and parents not go on or into the following areas without specific permission and a staff escort:

- horse pasture
- swimming pool
- woods and creek
- ropes course and climbing wall
- parking lots
- buses, tractor, and other mechanical equipment
- kitchens
- roofs
- boiler, maintenance, and mechanical equipment rooms
- storage room

### Precautions against Natural Hazards

Our maintenance staff regularly patrols and inspects our 40 acre campus to ensure that our campers are protected from many common natural hazards: such as bees' nests and poison ivy. Please be conscious of this and notify the camp office as soon as possible, if you notice a hazardous situation.

### Technology

Unless directly involved with a Technology Camp program, campers are prohibited from accessing any on-campus technology. Use of instant Messaging (IM) and social networking sites are prohibited on campus.

CD-ROMs and software for use on computers must be purchased by the Camp and installed by the technology staff. Parents may not donate software, install software, or repair/program Camp computers.

Campers may not bring CD-ROMs or USB devices from home except as authorized by a staff member.

### Traffic Regulations

**The speed limit on campus is 10 mph.** Parents, guardians and camp personnel are expected to honor this limit, as well as all other traffic and parking regulations. All stop signs must be obeyed. Pedestrians have the right of way at all times.

**Parking is permitted only along white curbs.** Handicapped parking is available for all buildings. Yellow curbs denote no parking. During arrival and departure, cars may line up along the yellow curb on the sidewalk side of the road. Drivers must remain in their cars at all times to facilitate smooth pick-up.

**Do not pass stopped school buses when their red lights are flashing.** All vehicles approaching from any direction must not pass a stopped school bus when the bus's red lights are flashing. This is a law of the Commonwealth of Virginia.

**The use of Rutland Place is restricted to emergency access only.**

Please be aware of the following guidelines when dropping off and picking up your campers:

- When dropping off campers, stay to the right so that traffic which is going to another building may pass on your left.
- Please move up as far as the traffic director advises.
- When picking up campers during the regular pick up time (3:30 P.M.) stay in your vehicle; campers will be escorted to you.
- Traffic circles and parking lots are one-way streets only.
- During regular hours, Primary – Senior Divisions campers, Travel Camp, Specialty Camp and Athletic Camp campers are to be dropped off and picked up in front of the Lower/Middle Schools building.
- During the Extended Hours Program (EHP), all campers must be signed in and out with the EHP staff. Typically, pick up and drop off occur either in front of the Lower/Middle School or at the crosswalk by the camp office.
- Parking is available in designated lots or along WHITE curbs. Parking along yellow curbs is prohibited.
- At busy traffic times, Congressional staff will be assisting with traffic flow; please follow all traffic signs and staff directions.

### **Food, Lunch and Snacks**

At the end of May, the monthly lunch and snack menus will be posted in the Camp Office and the Great Adventures Office, and they will also be available on the camp website at [www.congocamp.org](http://www.congocamp.org).

- Campers are welcome to bring additional food to meet their individual dietary needs.
- All children should be cautioned never to share food with a friend as food allergies are common and may be serious.

**Great Adventures to Senior Divisions, Specialty Camps, and Most Athletic Camps:** A nutritious lunch and two snacks are provided for campers and are included in the camp fees.

**Basketball Camp:** Campers must bring their lunches or money to purchase pizza and drinks.

**Travel Camps:** Lunch will be included on the Travel programs.

## Section 4: Satellite Campus (Sleepy Hollow Elementary Campus)

This section pertains to our Camp Programs at our satellite campus at the Sleepy Hollow Elementary School.

### Arrival and Departure

Program Hours:

7:00 – 8:45 a.m. Morning Extended Hours Program

8:45 – 9:00 a.m. Morning Drop Off / Buses Arrive

**9:00 a.m. – 3:00 p.m. Regular Camp Hours**

**9:00 a.m.-11:45 a.m. AM Block**

**11:45 a.m.-12:15 p.m. Lunch**

**12:15 p.m.-3:00p.m. PM Block**

3:00 – 3:15 p.m. Afternoon Pick Up / Buses Leave

3:15 – 6:00 p.m. Afternoon Extended Hours Program

### Morning Drop Off - 8:45 – 9:00 a.m.

All campers **not enrolled** in the morning Extended Hours Program/ Bus Transportation are to be dropped off between 8:45 a.m. and 9:00 a.m.

### Late Arrivals

- The camp day begins at 9:00 a.m. for all programs. Parents/Guardians must park and sign in all late campers at the Camp if they arrive after 9:00 a.m. Under no circumstances is a camper to be dropped off to the playgrounds, fields, at the front gate, or other unsupervised area, at any time.
- Staff will escort late campers to activities. **Late campers will not be able to make up activities at a later time.**

### Departures

The camp day ends at 3:00 p.m. At the end of the camp day, all campers not registered for Afternoon EHP or Bus Transportation will go to:

- Parent pick-up
- Campers who are **not** participating in an after-camp activity and who are not picked up by 3:15 p.m. are checked into EHP by the supervising staff member and remain in EHP until picked up.
  - This will incur a **drop-in** fee of \$25.00 per camper.

### Placard

Placards must be displayed in the windshield of all vehicles picking up campers.

- Placards indicate that the driver is an authorized person, who is on file in the camp office, to pick up a camper.
- Placards also facilitate the pick-up line process as staff members can easily identify the last name of the camper to be picked up.

- For all programs, staff will ask for a picture ID if a car arrives to pick up a camper without the placard in the windshield.
- Campers are not to get into a car unescorted by a camp staff member.
  - Campers are only permitted to get into the car of a parent, guardian, or other authorized person who is on file in the camp database.

### Early Departure

Please inform the Sleepy Hollow Elementary School Camp Office, **in writing**, of the time and date of the planned early departure. You may send in a note with the camper or via email to [info@congocamp.org](mailto:info@congocamp.org). The camper will be waiting in the Holy Spirit Camp Office for pick up at the designated time.

### Altering Departure Plans

The camp must have written permission from a parent/guardian before it will authorize any changes to a camper's departure plans. Prior arrangements must be made with the Sleepy Hollow Elementary School Camp Office via email or note. Examples of such changes are if a parent/guardian wishes:

- A camper to leave with another person
- A camper to change transportation from bus to car
- A camper, who is not regularly in EHP, to remain at camp

### Facilities

The use of Sleepy Hollow Elementary School facilities and/or equipment is limited to authorized school personnel, to school-sponsored functions, and to Camp or community functions approved by the Camp Director or Sleepy Hollow Administration. Please direct specific questions to the Camp Director.

### Non-Smoking Campus

Please remember that smoking is strictly prohibited on the Sleepy Hollow Elementary campus.

### Off-Limit Areas

For the safety of our campers, we require that children and parents not go on or into the following areas without specific permission and a staff escort:

- parking lots
- buses, tractor, and other mechanical equipment
- kitchens
- roofs
- boiler, maintenance, and mechanical equipment rooms
- storage room

### Technology

Unless directly involved with a Technology Camp program, campers are prohibited from accessing any on-campus technology. Campers in any of the Technology Camp programs may not be in the technology rooms without a faculty/staff member present. Instant Messaging (IM) is prohibited.

CD-ROMs and software for use on computers must be purchased by the Camp and installed by the technology staff. Parents may not donate software, install software, or repair/program Camp computers.

Campers may not bring floppy disks, CD-ROMs, or USB devices from home except as authorized by a staff member.



## Traffic Regulations

**The speed limit on campus is 10 mph.** Parents, guardians and camp personnel are expected to honor this limit, as well as all other traffic and parking regulations. All stop signs must be obeyed. Pedestrians have the right of way at all times.

**Do not pass stopped school buses when their red lights are flashing.** All vehicles approaching from any direction must not pass a stopped school bus when the bus's red lights are flashing. This is a law of the Commonwealth of Virginia.

Please be aware of the following guidelines when dropping off and picking up your campers:

- Please move up as far as the traffic director advises.
- When picking up campers during the regular pick up time (3:00 P.M.) stay in your vehicle; campers will be escorted to you.
- Parking lots are one-way streets only.

## Section 5: Emergency Procedures

### Camp Closing/Delayed Opening

We understand the inconvenience caused to families when the Camp programs are closed due to natural or man-made interruptions. The safety of our children and staff is paramount, and we would prefer to err on the side of caution rather than endanger any member of our camp community.

#### **PLEASE TAKE NOTE OF OUR SEVERE WEATHER CLOSING POLICY**

- 1) Decisions to close the Camp programs early, to cancel or delay bus transportation and/or not to open Camp will be made by the administration. **Such decisions are not linked to decisions made by Fairfax County Public School authorities.**
- 2) There will be no Extended Hours Program when all divisions of the Camp open late or close early due to severe weather. Children are not permitted to enter the buildings until the declared time of opening.
- 3) For those who use Congressional Camp transportation, your child will board the bus and be taken home unless you notify the Transportation Department in advance that your policy will be to pick up your child in the event of emergency closing.
- 4) Parents/Guardians are encouraged to make contingency plans in advance of emergency closings.
- 5) In the event of a late opening, drivers will notify parents/guardians and supply revised pick up times.
- 6) Information about Congressional Camp can also be obtained on the camp website [www.congocamp.org](http://www.congocamp.org), by listening to radio stations WMAL-630 AM, WTOP-1500 AM, or WTOP-103.5 FM and television Channel 4- WRC-TV, Channel 7- WJLA, or Channel 9- WUSA.

## Emergency Response

In the event of an emergency, parents/guardians should::

- Listen to instructions
- Cooperate with procedures
- Give support to any child that appears to be in distress
- Show respect for the staff managing the crisis

In the event of an emergency where evacuation is necessary, parents/guardians off campus will be notified via phone and/or email as quickly as possible of the assembly site. In the event of an emergency, Camp staff will be with all children until they have been picked up.

## Codes

In addition to regular fire drills, we have a system in place that will provide security in the event of an unusual situation. All Camp staff members are thoroughly trained. The Color Code system is a means to notify school personnel of an emergency. The following Color Codes are used:

**Code RED :** Camp staff needs immediate assistance to provide medical aid to camper or staff.

**Code YELLOW:** An outside threat to the safety of campers and personnel, i.e. a rapidly developing storm or lawbreaker in the vicinity.

**Code BLUE:** A threatening situation taking place on campus.

**Code GREEN:** A situation requiring the intervention of a Duty Administrator.

**Code PURPLE:** A biological, chemical, or nuclear disaster.

## Severe Weather and Environmental Concerns

### *Predicted Code Red Air Quality*

When the Washington Metropolitan Council of Governments, Environmental Quality Authority predicts a “code red” day, the Congressional Camp staff responds. Readings are posted almost hourly, which the camp staff consults throughout the day. Fortunately, we are surrounded by an “Urban Forest.” That means there are many mature trees in established neighborhoods in our location which are helping to clean our air. The large grassy playing fields also contribute substantially to improving the air quality at camp.

If the local air quality becomes unhealthy, rather than risk the health of any child, the administrative personnel consult and may decide to alter or move activities into the air conditioned buildings.

### *Thunderstorms / Lightning*

It is the recommendation of the National Oceanic and Atmospheric Administration that when there is thunder or lightning in any area, specific action must be taken. For the safety of our camp personnel and campers, we move quickly to comply with the recommendations.

All outdoor areas are cleared. All people take shelter until 30 minutes has passed after the last thunder or lightning. Storms during the pick-up/dismissal period will result in delays as our camp personnel must take shelter.

During simple showers or gentle rain, some outdoor activities may continue. If the disturbance on the surface of the pool water is sufficient to block the clear view to the bottom, The American Red Cross requires that the life guards evacuate the pool.

### **Extreme Heat**

Of all weather related illness or injury, heat alone holds the number 1 spot. We are constantly watching for fluid intake, rest periods and sun protection for campers and personnel.

The planned daily schedule may have to be modified in accordance with circumstances beyond our control.

Heat also affects our herd of ponies and horses. Equestrian activities are modified to protect the animals' health and well-being when the heat gets to a dangerous point for them.

Safety of all people and animals is always our first concern.

### **Accidental Injury**

It is essential that the Camp Health History Form be completed so that care can be given if a child is accidentally injured while attending any Camp program. Cooperation of parents/guardians in filling in the form accurately, noting medications, allergies, and/or other medical conditions, becomes critical to the responding emergency team, as well as the Nurse and Camp personnel providing assistance. Should the need arise; we will contact you prior to ambulatory departure.

### **Parents/Guardians should keep the Camp up to date on any changes to all contact information.**

State licensing requires that campers have two emergency contacts, in addition to parents/guardians, on file. The Camp staff will make every effort to contact parents/guardians first, but emergency backup is also necessary.

## Section 6: Health Policies

### Confidentiality Policy

1. Disclosure of personal health information of a child or parent/guardian will be held to the minimum necessary to obtain the health and safety of the individual.
2. Personal health information may be disclosed in the course of the application process and may include the Camp Director, Camp Nurse, and Head of School.
3. Specific medical information may be shared with limited camp staff as necessary and will be regarded as confidential.
4. Privacy practices are reviewed annually with all camp staff.
5. Personal health information will be securely stored.
6. Access to the personal health information is restricted to selected staff for the benefit of the minor.
7. When requested in writing by the parent/guardian, the health form for a minor may be shared with another school or camp by the Camp Nurse.
8. Congressional School and Camp respects the fact that medical and personal information is confidential. Under Section 30-204 of the Fairfax County Code, the school is required to report any communicable disease that has been identified by the U.S. Center for Disease Control, the Commonwealth of Virginia, and the Fairfax County Director of Health. This is in the interest of the general public health or obtaining data on the effectiveness of immunizations. Individual privacy will be respectfully maintained to the extent possible.
9. Any information, permission to give medication, or emergency authorizations received by fax communication, will be regarded as confidential.

### General Health Guidelines

All children are expected to participate in all Camp activities on a daily basis. Exemption may include a broken bone, severe allergy or other conditions specified by a physician's note.

The decision of whether or not a child is permitted to stay in Camp or go home may be influenced by extenuating circumstances, input from a pediatrician, or development of additional symptoms.

The Commonwealth of Virginia Department of Health has established regulations regarding certain communicable diseases and it is expected that those policies will be respected and enforced at the local level.

### Return to Camp Program Policy

Any absence from a camp program requires an explanation in writing from the parent/guardian. This requirement includes absences due to family matters; doctor, dentist or orthodontist appointments; minor illness or physical ailment; psychological evaluation; educational testing; or physician/health department imposed quarantine.

The note may be sent in with the returning child or emailed to the camp office at [info@congocamp.org](mailto:info@congocamp.org). For ease in complying with this requirement, the "Return to Camp Program Form" may be downloaded from the Congressional School website, the Congressional Camp website and/or found in the appendix of this handbook.

Parents/guardians should feel free to meet with the nurse, counselor or camp director to discuss any concerns or questions for a full return to activity.

All children are expected to participate in all outdoor activities daily.

## Lice Policy

While the presence of lice or nits is recognized as a non-disease condition, at the same time it is acknowledged as a significant health challenge which can be spread through the entire community. Congressional Camp has a no nit policy, which requires exclusion from school for treatment. Your child needs to be treated by parents and/or lice removal company and cleared through the Camp Health Clinic before returning to camp. For example: if your child leaves camp on Monday with nits or active lice the first day they are eligible to return to camp would be Wednesday. Children must be brought to the Health Clinic by a parent and cleared by our Camp Nurse before returning to camp.

Treatment takes at least one day and may require the help of a professional service. Treatment is defined as treating the infected head including removal of nits, thorough cleaning of the home, car, and personal effects as indicated.

Reentry to camp following discovery of lice requires clearance by the camp nurse of the appropriate building. Recurring noncompliance with the lice policy may result in suspension or denial of re-enrollment.

## Specialized Planning for Return to Camp

During the summer programs, it may become necessary for a Congressional Camper to seek advanced treatment for medical, physical, or psychological conditions.

The mission of the Congressional Camp is to provide a supportive, nurturing environment for all children entrusted to any of the programs. In an effort to attain this mission, the Congressional Camp administration, faculty or camper health services may require that the following steps be taken by families, staff and the child.

1. A meeting with an administrator, Camp Nurse, parents or guardian and, if necessary, an appropriate personal medical professional may be required to assure that there is a smooth transition in supportive care for the camper.
2. The camper will be required to submit a signed release from the attending physician which specifies any required accommodations to the summer program.
3. Parents may be required to give permission for camp personnel to confer with the appropriate medical professional outside of the initial meeting to assure continued, consistent care.
4. Parents/Guardians, medical/ psychological professionals and the child must recognize that in all cases, Congressional Camp administrators will make the final decision as to whether or not the facility and staff can provide the required support for the camper to be on campus.
5. Full co-operation and full disclosure of pertinent information is expected. Updates and any changes, as remediation toward full recovery proceeds, should be forthcoming from any of the parties involved.

All information will be kept confidential and shared only as necessary with school/camp personnel.

## Illness at Home

For the health of all concerned, parents/guardians may not send an ill child to any of the Camp programs. The American Academy of Pediatrics "Report of the Committee on Infectious Diseases", recommends that all children with a fever, persistent crying, diarrhea, vomiting, rash, or any other sign which may indicate the presence of disease, should stay home.

Any child who experiences fever, vomiting, diarrhea, or any other symptom recognized by parents/guardians as a sign of illness, must not attend any Congressional programs until s/he is free of symptoms, without modifying medication, for at least a full day.

For example, a child whose fever is reduced by taking Tylenol may not return to the program on a maintenance dose of the medication. Similarly, a child whose diarrhea is abated by taking medication is not truly disease free and would, therefore, be expected to remain at home.

Exceptions are made for antibiotic therapy or other medication as prescribed by the child's pediatrician.

Parents/Guardians must notify the Camp within 24 hours or the next business day if a child or member of the immediate household, including nannies, au pairs, or extended family members, develops a reportable communicable disease. These diseases include H1N1, shingles, chickenpox, measles, SARS, HIV, hepatitis, and others. If there are any questions or concerns, please consult your physician, the Camp Nurse, or the local public health agency. This information may be shared with the community, while protecting the privacy of the individual.

### Illness at Camp

If a child becomes ill at Camp, he or she may be removed from the program and taken to the clinic for evaluation. One clinic is located on the first floor next to the second entrance in the rear of the Lower/Middle Schools building and the other is in the Early Childhood Programs building near the reception desk.

To assist parents/guardians in understanding and assessing the situation with their child(ren), Congressional Camp also uses the guidelines of the Virginia Department of Social Services Division of Childcare Licensing Programs.

Parents/Guardians will be called to pick up a camper if there is one or more of the following symptoms:

- Fever of 100 or more
- Vomiting
- Diarrhea
- Some kinds of rashes
- Greenish discharge from eyes or nose
- Drainage of any kind from ears
- Persistent crying

If a child needs to be sent home, parents/guardians will be notified. This decision is not made lightly and is always made with the welfare of the child in mind. In the event that parents/guardians cannot be reached, those persons listed on the Camp Health History Form as emergency contacts will be called. Because of very limited space to retain children in isolation from others, **parents/guardians must retrieve their children within one hour of notification.** Parents/Guardians are also responsible for making sure that the child is properly signed out before leaving Camp.

Once a child is dismissed for medical reasons from any program, the child is expected to spend at least the following day recovering or waiting for possible development of other symptoms. For instance, if a child vomits at 10:00 a.m. Monday and is sent home, if there are no further episodes of vomiting, the earliest the child could return to Camp is Wednesday morning.

## Medications

In order to be in compliance with from the Commonwealth of Virginia Child Care Licensing Authority, we need to have a physician's permission to keep medication at school and/or camp for the school term and/or duration of camp sessions.

This includes children with occasional needs for medications. We require written permission for such things as allergy medications, inhalers, Epi-pens, tooth pain relievers, febrile seizure relief, itch relievers, etc.

We will continue to serve your child in the usual practice of administering over the counter (OTC) medication for three days, with your written permission, and short term prescription medication for the duration of the prescription, with a pharmacy label and your written permission. Both of these time periods are cancelled by a weekend, holiday, or vacation break.

In order to keep medication at school and/or camp for the purpose of managing intermittent problems or staying ahead of occasional emergencies, **your physician must send a note, on the prescription pad, using wording of personal choice, saying that the school/camp has permission to keep the medication at school/camp. We also need your written permission on our "Authorization to Give Medication" form.**

### Kept At Camp

- Any medication which is to be kept at Camp to manage intermittent conditions will require a note from the physician on a prescription pad. This includes nonprescription, over-the-counter medications such as Benadryl for allergy relief.

### Administration of Medication

- If your child needs to take medication while attending any of the Congressional programs, a parent/guardian must provide the medication and fill out the "Authorization to Give Medication" form. This form should be used only when there is medication to be given.
  - A copy of the "Authorization to Give Medication" form is provided on the camp website as well as in the appendix of this handbook. Additional copies are found at the door of the clinics, in the Camp Office and Great Adventures Office and with Extended Hours personnel. Please provide all information required on the form.
- The Camp does not provide medication of any kind. The camper's own medication, either over-the-counter or prescription medication, can be administered only with the written consent of the parents/guardians.
- Authorizations to give medication have an expiration time and will not convey between programs. The administration of any medication requires close collaboration between home and Nurse.
- If you have any questions, please feel free to contact the Camp Nurse or the Camp Office.

## Sun Block

Permission to apply sun block is required from a parent/guardian. This is a state licensing requirement. Any sun block provided must be a non-aerosol type, in the original container, and clearly labeled with the camper's name. Sun block may not be shared even between family members. The permission to apply both sun block and insect repellent was asked for on the Camp Health History Form.

Sun block is collected at the beginning of each session and is then sent home with campers at the end of each session.

## **Insect Repellant**

Permission to apply insect repellant is required from a parent/guardian. Any insect repellant provided must be a non-aerosol type, in the original container, and clearly labeled with the camper's name. Insect repellant may not be shared, even between family members. The permission to apply both sun block and insect repellant was asked for on the Camp Health History Form.

Insect repellant is collected at the beginning of each session and is then sent home with each camper at the end of each session.

## **Mouth Guards**

Mouth guards worn during sports need to be the type that permits breathing and speaking without having to remove the appliance. Mouth guards are strongly encouraged for campers with orthodontic braces.

## **Section 6: Transportation and Travel Camps**

Children must be 40 lbs. to ride the bus without a car seat. Pick-up and drop-off times specific to your cluster stop will be sent to families from the Transportation Office under a separate mailing. All children using bus transportation are escorted to the buses at 4:15 p.m. and depart at 4:30 p.m. Requests for transportation received after May 1<sup>st</sup> will be considered on an individual basis.

If parents/guardians have any questions or concerns with information provided by the Camp, they should contact the Transportation Manager. The Camp encourages parents/guardians to voice their questions and concerns to promote a better understanding and satisfaction among all who are involved with transportation services – parents, guardians, campers, and drivers.

At the beginning of the Camp season, or whenever a camper begins using bus service, parents/guardians should meet the bus at pickup time to better know the bus driver responsible for their children's safety and to know the bus driver's name. This will also enable the driver and parents/guardians to become familiar with each other and make communication easier.

The transportation procedures that follow are designed for the safety of all campers riding the bus. The Camp wants to ensure that campers are safe and that there is an atmosphere of order and stability as well as a "good community" on the bus, in keeping with the standards of the Camp. If parents/guardians need to make a change in the procedure, they should notify the transportation department in writing. Examples of such changes are noted in the procedures that follow. The Camp will make every effort to accommodate reasonable requests.

## **Schedule – Daily Pickup/Delivery**

### **Pickup – Release of Camper from Parent/Guardian to Bus Driver**

The bus will arrive within a ten-minute time frame. This provides time for delays caused by heavy traffic or construction. If the bus will be delayed more than the five-minute limit, the Camp's transportation department will notify parents/guardians.

Children must be ready to board the bus five minutes before the target time. If a camper is late, the bus driver will wait for ten minutes past the range of the scheduled time for cluster stops. Campers will be picked up at the door or driveway of the designated location or at a specified cluster stop. A



parent/guardian who is known to the bus driver should be visible. If some other arrangement is needed on a daily basis, i.e. no parent/guardian will be visible at pick-up, parents/guardians should provide this information to the transportation department via fax at (703) 533-7988, email at [jmadison@csov.org](mailto:jmadison@csov.org), or phone at (703) 533-9711, ext. 600.

### **Delivery – Release of Camper from Bus Driver to Parent/Guardian**

The bus will drop the campers off at the cluster stop within a range of five minutes before, or five minutes after the target time. Again, this range allows for delays caused by heavy traffic or construction.

**If a parent/guardian is not visible, the driver will not release the child at drop off.** If parents/guardians are not available to accept the camper for release from the bus driver, they should notify the Camp as soon as possible. The bus driver will wait ten minutes for cluster stops past the range of the scheduled time for the parent/guardian to arrive. **If the parent/guardian does not arrive, the bus driver will not release the camper from the bus, but will return the camper back to the Extended Hours Program at the Camp for pickup by 6:00 p.m.**

If parents/guardians know that they will not be available to accept the release of a camper from the bus driver on a certain day, they should notify the transportation department in writing regarding what arrangements have been made, i.e. release to a neighbor or relative known to the bus driver and designated by the parent/guardian.

### **Bus Behavior**

Camp rules apply on the Camp's buses. Campers are expected to behave according to the standards outlined in the Camper Expectations section of this handbook. Because safety is such an important consideration, the Camp's drivers will report all episodes of unsafe, irresponsible, or disruptive student behavior to the Facility/Transportation Manager, who, in turn, will convey that information to the Camp Administration. One warning is given to the camper and parent/guardian; a second report will result in the loss of riding privileges for one week; a third report will result in the loss of riding privileges for the duration of the Camp season.

Campers may be assigned seats by the bus driver and are expected to sit in them with their seat belts fastened. The bus driver will not move the bus until boarding campers are seated and seat belts fastened.

Bus rules for campers are:

- Use your inside voices quietly when speaking
- Do not distract the driver
- Keep your hands and feet in front of you at all times
- Keep the bus aisle clear and passable
- Sit in your seat and keep your seat belt buckled tightly at all times until dismissed from the bus
- Wait in your seat until the bus comes to a complete stop at your destination
- Do not stand in the aisle while the bus is in motion
- Be kind and considerate and respect the driver and other campers
- There is no eating or drinking on the bus at any time
- No breakable containers are allowed
- Dispose of trash properly and keep the bus clean
- Do not bring toys on the bus

- Do not employ electronic devices on the bus
- Do not bring animals on the bus

### **Substitute Driver**

If a bus driver is ill and a substitute bus driver is assigned to the route, parents/guardians will be notified of the change.

### **Parent/Guardian Responsibilities**

If a camper is sick in the morning or will not require transportation service for a day or for several days, parents/guardians should notify the transportation department as soon as possible and state exactly when bus transportation will not be needed for their child. If a child will not be riding the bus at the end of the Camp day the parent/guardian will provide a written note to the transportation department noting the date(s) that bus service will not be needed. If bus service is not needed on a particular morning, the letter should be sent in with the child at least the day before the service is not needed. If service is not needed in the afternoon of a particular day, the note should be sent in with the camper at least by the morning of the day that the afternoon transportation service is not needed.

### **Complaint Procedures**

If parents/guardians have a concern about transportation service, they should first contact the Transportation Manager. If the concern continues, parents/guardians should contact the Business Manager. Every effort will be made to resolve concerns within 48 hours and appropriate feedback will be provided to parents/guardians.

### **General Driver Procedures**

The bus driver will maintain a log of campers riding the bus and will daily note who is riding the bus. A designated staff member will greet the bus in the morning to check campers in.

Buses are equipped with a two-way radio. The bus driver will remain in contact with the Camp by radio. If a child is not available for pickup, and there has been no notification as such, the bus driver will contact the transportation office. The dispatcher will then call the parent/guardian. If the bus is very delayed due to unusual traffic problems, the bus driver will call the Camp, and the transportation department will notify parents/guardians. If any problem should arise, the driver will immediately survey the situation and contact the Camp.

### **Illness on the Bus**

If a camper becomes ill during bus transportation, s/he will report to the infirmary upon arrival to the Camp for the nurse to determine the extent of the camper's illness. If the camper is too ill to remain in Camp, the parents/guardians will be called by the nurse.

If it is thought that a camper is experiencing "motion sickness" to the extent that vomiting occurs on the bus, the bus driver will try to accommodate the camper's seating arrangement by moving him or her to the front of the bus with plenty of fresh air. If "motion sickness" continues, parents/guardians should consult a physician for suggestions and will be asked to find an alternative form of transportation for their campers to and from Camp and on Camp trips. Bus transportation requires that the driver be able to fully concentrate on multiple traffic issues. The addition of managing an ill child on the bus puts all at risk.

## Field Trips

All off-campus trips are required to adhere to Congressional Camp policies, procedures, and camper expectations. Campers are required to remain with their group and counselors. In the unlikely event of separation, our onsite staff will contact local authorities and the camp office. Camp administration will notify parent(s).

## Section 7: Extended Hours Program (EHP) and Supplemental Activities

### Extended Hours Program

The Extended Hours Program (EHP) provides care and activities for children before and after the scheduled camp day.

EHP is designed to provide the following opportunities to campers:

- camper choice
- the strengthening of friendships and bonds during structured down-time
- groups by interests or desired activities, not specific age ranges
- a schedule campers have control over by choosing when to move from activity station to activity station

After the stimulating and structured camp day, children ages 6 – 14, take advantage of all our beautiful campus has to offer. Children ages 3-5 take advantage of all their age-appropriate facilities have to offer. EHP provides a wide variety of choices for campers during their afternoon time. Socializing on the playground, participating in sports activities in the gym, or getting creative in arts and crafts are some of the many things campers choose to participate in.

EHP operates daily from 7:00 a.m. – 8:30 a.m. and 3:30 p.m. – 6:00 p.m. for the Great Adventures programs. This program ends at 6:30 for Rising 1st through 9th grade campers enrolled Extended Hours. Prior notification of drop-ins is requested due to the fact that Extended Hours personnel are hired based on enrollment to meet established ratios.

### Great Adventures Division

Parents/Guardians must sign children in each **morning** in the cafeteria or playground of the Early Childhood Programs building. In the **afternoon**, children will be dismissed from their respective classrooms or the Early Childhood Cafeteria.

### All Other Programs

In the **morning**, campers must be dropped off in front of the Lower/Middle Schools building where they will be signed in by an Extended Hours Program staff member, who will be out front to greet them. In the **afternoon**, parents/guardians may drive to the crosswalk area on the side of the Lower/Middle Schools building, where an EHP staff member will call campers to meet them and be signed out.

### ALL Programs:

EHP campers will be provided with an afternoon snack, which is included in the EHP fees. **Drop in charges for each camper not enrolled in EHP are \$20.00 for arriving before 8:30 a.m. and \$25.00 for staying after 3:45 p.m..** There will be a late pick-up penalty of \$25.00 per child for each 15-minute period, or any part thereof, for Great Adventures campers picked up after 6:00 p.m. At 6:30 p.m., the late penalty increases to \$50.00 per child for each 15-minute period, or any part thereof for all campers enrolled in an Extended Hours Program.

The emergency contact person may be contacted for a camper who is left at Camp past 6:45 p.m. and the primary parent/guardian cannot be reached at that time. If a parent/guardian repeatedly fails to pick up their child by the end of the program, the camper may be asked to leave the Extended Hours Program.

### Supplemental Activities

Campers who are participating in an after-camp supplemental activity will be taken to that activity by a staff member. Campers will then remain with the staff members leading the activity. When the activity is over:

- EHP campers are returned to EHP.
- Non-EHP campers must be picked up at the end of the activity at the crosswalk. If they are not picked up on time, they will be escorted and checked into EHP, which will incur a drop-in fee of \$25.00 per camper.
- Campers who are not participating in an after-camp activity and who are not picked up by 3:45 p.m. are checked into EHP by the supervising staff member and remain in EHP until picked up.
  - This will incur a drop-in fee of \$25.00 per camper.

## Absence from Congressional Camp Program Form

Any absence from a camp program requires an explanation in writing from the parent/guardian. This requirement includes absences due to family matters; doctor, dentist or orthodontist appointments; minor illness or physical ailment; psychological evaluation; educational testing; or physician/health department imposed quarantine.

The note may be sent in with the returning child or emailed to the camp office at [info@congocamp.org](mailto:info@congocamp.org). For ease in complying with this requirement, the "Return to Camp Program Form" may be downloaded from the Congressional School website, the Congressional Camp website and/or found in the appendix of this handbook.

Parents/guardians should feel free to meet with the nurse, counselor or camp director to discuss any concerns or questions for a full return to activity.

### Absence from Camp Program

Name of Camper \_\_\_\_\_ Age \_\_\_\_\_

Return to Camp Date \_\_\_\_\_

Counselor \_\_\_\_\_

Child was absent on (Date) \_\_\_\_\_ to (Date) \_\_\_\_\_

Reason for absence \_\_\_\_\_

Any requirement from camp staff to support child during return.

Signature of  
Parent/Guardian \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## The Congressional Camp Authorization to Give Medication Form

The Commonwealth of Virginia requires Licensed Day Care Centers, Accredited Schools and Camps to maintain control over all medications entering the campus. Regulations concerning the administration of medication to children are specific.

- All persons under the age of 18 are regarded as minors and require parent/guardian permission to receive or carry medication.
- This form must accompany the medication to be given.
- Parent/Guardian must provide all over the counter medications as well as prescription medications to be given at school, camp, or day care.
- Minors are not permitted to self-medicate. (Some exceptions may be made with the mutual, written understanding of the Parent, Child, Physician, and Nurse.)
- All medication should be surrendered to the clinic. Failure to do so could result in disciplinary action.

### **NON-PRESCRIPTION MEDICATIONS:(Includes all “Over The Counter” type of medication)**

1. Must be in an original pharmacy container.
2. Must be labeled with the child’s name.
3. May be administered by authorized personnel ONLY with the written consent of the Parent/Guardian.
4. Are permitted for a period of three days. (Weekends or holidays terminate the permission period.)

### **PRESCRIPTION CONTROLLED MEDICATIONS:**

1. Must have an authentic pharmacy label correctly listing the child’s name, medication, valid date, and instruction for administration.
2. May be administered ONLY with the written consent of the Parent/Guardian.
3. Standing Orders are terminated at the completion of the school year, end of camp session (s) attended, or at the request of parent or physician. **A physician’s written instruction is required to keep medication on campus for occasional or emergency use.**

.....  
Child’s Name: \_\_\_\_\_ Teacher/Counselor: \_\_\_\_\_

The School/Camp Nurse or other authorized personnel has my permission to administer the following medication to the above named child.

Drug Name/Prescription Number: \_\_\_\_\_

Reason for taking medication: \_\_\_\_\_

Dosage to be given: \_\_\_\_\_ Time to be Given: \_\_\_\_\_

Allergies or special instruction (e.g. give with food): \_\_\_\_\_

Term of therapy: \_\_\_\_\_

The School Nurse may contact my child’s physician for clarification, if necessary.

Physician’s Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

This confidential information may be shared with professional staff of The Congressional Schooland Camp or emergency personnel if necessary.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE LEAVE THIS FORM AND THE MEDICATION WITH THE NURSE**

**Administration of Medication Record**

**Work down column**

<b>DATE</b>	<b>TIME</b>	<b>DOSE</b>	<b>INITIAL</b>		<b>NOTE</b>	<b>Missed</b>	<b>Reason</b>	<b>Initial</b>

**Administration of Medication Record**

**Work down column**

<b>DATE</b>	<b>TIME</b>	<b>DOSE</b>	<b>INITIAL</b>		<b>NOTE</b>	<b>Missed</b>	<b>Reason</b>	<b>Initial</b>

## Guidelines for Managing Allergies at Congressional Camps

Congressional Camps recognizes that some allergies can be life threatening. There is an ever present risk of accidental or environmental exposure to allergens both on and off campus. All camp staff, campers, camp nurse and parents must work together to minimize the risk and to be ready if an emergency occurs.

### Family Responsibility

- Be certain that camp personnel have up to date phone contacts with responsible family members.
- Be sure that the Allergy Action Plan form is properly filled out and signed by the parents for any and all known allergies, including seasonal and medication-induced allergies. A physician's signature will be required only to keep medication at camp.
- Know that the medication you drop off at camp must have an intact pharmacy label and have not expired.
- Provide "safe" foods or snacks so that the camper has plenty to eat during active days at camp and won't feel left out if there is a food event.
- Provide a snap shot of the well child and, if possible, a snap shot of what the allergic response looks like.

### Camper responsibility

Campers should:

- Never trade food with others
- Never eat foods with unknown, unlabeled ingredients
- Read every label or ask a counselor to read the label searching for the allergen.
- Help counselors by reporting an allergic reaction that is starting, even if it is only a suspicion and not yet visible.
- NOT withdraw and not tell anyone that a reaction is starting.

**The Camp** will work toward establishing plans that can safely include all campers. The kitchen staff will ensure there is a clean safe place to eat. Travel camps will also work to be certain there is a clean place for the food allergic to eat in safety.

The camp staff will shelter the rescue medication to be certain that it is not diminished in potency by storage in the health office or protected while on travel.

The camp staff will be in constant radio contact with the office and the nurse, on campus and off.



# Commonwealth of Virginia School Entrance Health Form

Available online at:

[http://www.doe.virginia.gov/support/health\\_medical/school\\_entrance\\_form/school\\_entrance\\_form.pdf](http://www.doe.virginia.gov/support/health_medical/school_entrance_form/school_entrance_form.pdf)

## Proof of Identification

For **Proof of Identification**, one of the following documents needs to be presented in our office or a notarized copy must be mailed to us. Please contact the Camp Office with any questions.

- Certified Copy of child's birth certificate
- Birth Registration Card
- Notification of birth (hospital, physician or midwife record)
- Passport
- Copy of placement agreement or other proof of identification from placing agency
- Record from a public school in Virginia (original or carbon copy)
- Certification by principal of his designee of U.S. public school that certified copy of birth record was previously presented
- Copy of entrustment agreement conferring temporary legal custody of the child to an independent foster parent

## Campus Map

