



CONGRESSIONAL CAMP FAMILY HANDBOOK SUMMER 2026



3229 Sleepy Hollow Road
Falls Church, VA 22042
(703) 533-0931
www.congocamp.org

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Welcome from the Camp Director

Dear Camp Families,

Welcome to Congressional Camp. Whether this is your family's first season or your campers are returning, we are grateful for the trust you place in us and excited to partner with you.

Our mission is simple and steady. We create a safe, inclusive community where children can try new things, build confidence, and have genuine fun. Every program is designed with age-appropriate challenges, clear routines, and careful supervision. Our counselors complete thorough training and are chosen for their character, judgment, and care for children.

This Handbook is your guide to a smooth start. Inside, you will find daily schedules, what to pack, arrival and dismissal procedures, health and medication information, swimming and specialty program details, behavior expectations, and who to contact when you need help. Please keep it handy and reach out with questions at any time.

A few requests that make a big difference:

- **Share early.** If your child has unique needs, goals, or worries, let us know so we can support them from day one.
- **Label everything.** Water bottles, towels, hats, and sunscreen are the most frequent travelers.
- **Plan for heat and sun.** Send a refillable water bottle and apply sunscreen before arrival. We build hydration and shade into every schedule.
- **Encourage effort.** We celebrate trying, learning, and kindness. We do not force participation, and we help each camper find a comfortable next step.

Camp memories come from simple moments done well, a new skill at the pool, a quiet act of kindness, a joke that becomes a group tradition. Thank you for allowing us to be a part of your child's summer. We will work hard each day to earn your confidence.

We look forward to welcoming you at morning arrival and to a season of growth, friendship, and good stories at the dinner table.

Warmly,

Brittneigh McAvey

Director of Co-Curricular, Summer Programs and Student Services

Introduction to Congressional Camp

Congressional Camp is the summer program of Congressional School in Falls Church, Virginia. Our camp community brings together children, families, and staff from both the Congressional School community and the greater community for a summer filled with adventure, creativity, learning, and friendship. We offer a wide variety of programs, from traditional day camps to specialty and travel camps, that encourage children to try new things, develop new skills, and build lasting relationships.

About this Handbook

The Congressional Camp (“Congressional Camp” or the “Camp”) Family Handbook (the “Handbook”) is published and distributed to members of the Congressional Camp community to provide information about programs, policies, and expectations so that campers and families may gain as much as possible from their summer experience. Campers, parents/guardians, faculty, administration, and staff should all read and be familiar with the contents of this Handbook so that each member of the community understands our shared responsibilities.

While the policies and procedures in this Handbook will generally apply, the Camp may take actions it determines to be in the best interests of the Camp, its staff, and its campers. Nothing in this Handbook limits the authority of the Camp to alter, interpret, or implement its rules, policies, and procedures before, during, or after the summer season.

This Handbook is for informational purposes only. It is not intended to create, nor does it create a contract or part of a contract in any way, including, but not limited to, between Congressional Camp and any parent, guardian, or camper affiliated with or attending the Camp. Congressional Camp may, in its sole discretion, add, revise, and/or delete Camp policies before, during, and after the summer season.

As a licensed child day center in the Commonwealth of Virginia, Congressional Camp also meets the minimum standards established by the Virginia Department of Education for Licensed Child Day Centers. These licensing requirements are designed to protect children’s health, safety, and well-being while in care. Compliance with these standards is monitored through regular inspections, and the Camp is committed to maintaining practices that meet or exceed these requirements.

Mission & Philosophy

We provide an inspirational and challenging student-centered educational experience within our diverse and supportive community where children question, collaborate, create, and lead.

Congressional Camp supports the school's vision of igniting the spark in young learners to become great thinkers and leaders who will positively impact our world. We do this by providing enriching opportunities outside of the school year where children can explore new interests, strengthen friendships, and grow in confidence.

Our programs are guided by the school's core values of Integrity, Kindness, Perseverance, Respect, and Responsibility. At camp, these values come to life through everyday experiences such as teamwork on the ropes course, responsibility in caring for equipment and the environment, and kindness in welcoming new friends.

History of the Camp

Congressional Camp shares its history with Congressional School, which was founded in 1939 by Evelyn and Malcolm Devers. The first camp programs were offered on the family's Carlin Springs Road property in Arlington, where children explored the natural acreage, planted gardens, and cared for animals. Horses were introduced to the property in 1953, and riding quickly became a beloved tradition. The colt became such an integral part of the summer experience that it was adopted as the official mascot of Congressional School.

In 1959, the Devers family moved the School and Camp to our current campus on Sleepy Hollow Road in Falls Church. This new setting provided additional space for children to learn, grow, and explore, both in the classroom and outdoors. Over the decades, the School and Camp have continued to expand programs, improve facilities, and uphold high standards in education and youth development.

Today, Congressional Camp remains a cornerstone of summer in Northern Virginia. Campers still ride and care for the herd of horses on campus, a tradition that connects them to generations before. As we approach our 86th summer, we celebrate a legacy of learning, friendship, and fun, and we look forward to building new traditions with your family.

Accreditation

Congressional Camp is accredited by the American Camp Association (ACA). This accreditation reflects our commitment to the highest standards of health, safety, and program quality. In addition, as a licensed child day center in Virginia, we comply with all state regulations set forth by the Virginia Department of Education for child day centers.

Governance

Congressional Camp is a division of Congressional School and is closely integrated into the life of the school. The Director of Summer Programs oversees the day-to-day operations of camp and reports directly to the Head of School.

Congressional School, including Congressional Camp, is governed by a Board of Trustees. The Board provides strategic oversight, ensures that the School and Camp remain true to their mission and vision, and safeguards the long-term health of the institution.

This structure ensures that Congressional Camp benefits from the leadership, accountability, and resources of the wider School community while maintaining a strong focus on providing high-quality summer experiences for children and families.

Key Contacts & Information

Camp Office & Address

Congressional Camp & Office Day Camp & Great Adventures (Year-Round)

3229 Sleepy Hollow Road
Falls Church, VA 22042

Phone: (703) 533-0931
Email: summer@congocamp.org

Sleepy Hollow Elementary School Specialty Camps & Travel Camps (July 1-July 31)

3333 Sleepy Hollow Road
Falls Church, VA 22042

Phone: (703) 533-0931
Email: specialty@congocamp.org

Camp Website

Families are encouraged to use our website, www.congocamp.org, as a resource throughout the year and during the summer. The site provides important information about programs, schedules, policies, and upcoming events. Families can also find links to our registration site, camp contact information, and special announcements on the website.

The website is updated regularly, and we encourage parents/guardians to check it often for the most current information about Congressional Camp.

Regular Camp Hours

7:00 a.m. – 9:00 a.m.	Morning Extended Hours Program
9:00 a.m. – 9:15 a.m.	Morning Drop Off / Buses Arrive
9:00 a.m. – 4:00 p.m.	Regular Camp Hours
3:45 p.m. – 4:15 p.m.	Afternoon Pick Up / Buses Leave
4:00 p.m. – 6:00 p.m.	Afternoon Extended Hours Program

Camp Leadership Team

Congressional Camp is led by a dedicated year-round leadership team that works together to ensure a safe, engaging, and memorable summer for every camper. While each team member has specific areas of oversight, we collaborate closely and are always available to support families. Division Heads for individual programs will be introduced via email prior to the start of each session so that families know exactly who will be caring for their campers.

- **Brittneigh McAvey** – Director of Co-Curricular, Summer Programs, and Student Services
Email: bmcavey@congocamp.org | Phone: (703) 533-9711 ext. [401]
- **Gene Giammittorio** – Assistant Director of Summer Programs and Outdoor Education
Email: gene@congocamp.org | Phone: (703) 533-9711 ext. [403]
- **Auxiliary Program Managers**
 - **Levi Herrera** – Auxiliary & Camp Programs Manager
Email: lherrera@congocamp.org | Phone: (703) 533-9711 ext. [505]
 - **Thomas Howard** – Auxiliary & Camp Operations and Enrollment Manager
Email: thoward@congocamp.org | Phone: (703) 533-9711 ext. [400]
 - **Sergio Jimenez** – Auxiliary & Camp Programs Associate
Email: sjimenez@congocamp.org | Phone: (703) 533-9711 ext. [402]

Health Center

The Camp Health Center is staffed by a full-time registered nurse who manages camper health needs, administers medications, and communicates with families about medical issues.

Camp Nurse Email: campnurse@congocamp.org

Health Center Phone: (703) 533-9711 ext. [224]

Families should submit all required health forms, immunization records, and care plans to the Health Center before the start of camp. If your camper requires medication during the camp day, arrangements must be made directly with the nurse.

Transportation Office

Congressional Camp provides daily transportation services along multiple community bus routes, as well as travel camp trips.

Transportation Inquiries: summer@congocamp.org

Transportation Office Phone: (703) 533-9711 ext. [400]

Transportation Emergency Line: (703) 532-0464

Campus Map



Enrollment Process & Required Paperwork

A smooth enrollment process ensures that campers are ready to fully participate from day one. This section outlines how and when to register, the fees and deadlines set by the Camp and the Congressional School Board of Trustees, and the paperwork required by both state licensing and camp policy. Families are encouraged to read carefully and complete all forms on time so that our team can provide a safe, well-prepared, and positive experience for every camper.

Registration & Deadlines

Registration for Congressional Camp opens in January of each year. Enrollment follows a tiered schedule to ensure that our school community and returning families have the opportunity to register before the general registration period begins:

- Early Registration – open to current Congressional School families, faculty and staff members, and the Board of Trustees.
- Priority Registration – open to returning camp families. Notification of the priority registration period is sent to families in early January.
- General Registration – open to the wider community after the early and priority periods close.

Enrollment is completed through the online camp registration portal (<https://congocamp.campbrainregistration.com/>). A non-refundable, non-transferable Registration Fee of \$100.00 and a non-refundable, non-transferable Deposit of \$100.00 per session are required with submission of the Enrollment Contract. The per-session deposit is applied toward the camp fee.

The camp fee must be paid in full on or before May 15th. Campers may not attend unless the camp fee is paid in full and all required paperwork is completed.

Financial Information & Policies

Camp fees are set annually by the Congressional School Board of Trustees. At the time of registration, families must pay the non-refundable, non-transferable registration fee of \$100.00 and a non-refundable, non-transferable deposit of \$100.00 per session. The deposit is applied toward the camp fee. The remaining camp fee must be paid in full by May 15th. For enrollments after May 15th, payment of the camp fee and the registration fee is required in full at the time of registration. Campers may not attend unless the camp fee is paid in full and all required paperwork is completed.

Installment Plans

Families may elect to pay the camp fee in up to four equal installments. The registration fee and per-session deposits are due at registration and are not included in any installment plan.

Families may then choose from the list below how to pay the remaining balance of camp fees:

- Pay in Full – balance paid in full at the time of registration.
- 4 Pay Plan – balance divided into four equal payments due on the 15th of February, March, April, and May.
- 3 Pay Plan – balance divided into three equal payments due on the 15th of March, April, and May.
- 2 Pay Plan – balance divided into two equal payments due on the 15th of April and May.
- 1 Pay Plan – balance paid in full on the 15th of May.

Delinquent Accounts

All camp accounts must be paid in full by May 15th. Accounts not settled by this date will be considered delinquent. Campers with delinquent accounts will not be permitted to attend unless payment arrangements have been made and approved with the Congressional School Business Office. Unresolved balances at the conclusion of the season or repeated delinquent accounts may affect a family's ability to enroll in future summer camp programs.

Beginning on May 1st, families with outstanding balances will receive written reminders. If full payment is not received by May 15th, and no approved exception has been arranged, the camper's registration may be canceled, and the spot may be offered to a waitlisted family.

Cancellation Policy

Cancellations or session withdrawals must be submitted in writing to summer@congocamp.org by May 15, 2026. The Registration Fee and Deposits are non-refundable. After May 15th, all camp fees are non-refundable and will be treated as liquidated damages. Camp fees are not refunded or prorated for missed days or partial attendance.

Program Changes

Requests for program changes must be made in writing to summer@congocamp.org. While changes cannot be guaranteed, the Camp will accommodate requests when possible. If the number of sessions stays the same or increases, there is no charge. However, if the number of sessions decreases, a \$100 administrative fee will be charged to the account.

Wait List

If a program is at capacity, families may choose to join the wait list. If a spot in that program becomes available, the Camp will notify the family by email. Families have one week after the date of notification to accept the offered spot off the waitlist. At the time of acceptance, the payment plan must be updated to reflect the additional session, or the session must be paid in full.

The wait list process considers multiple factors such as group balance, age divisions, and program availability, so spaces may not always be offered in order of entry on the waiting list.

Employee Discounts

Congressional Camp offers discounts on summer camp tuition for eligible employees of Congressional School. This policy applies only to the Congressional Camp programs offered in June through August.

- 12-month employees: 75% remission of camp charges; registration fee may be waived
- 10-month employees: 50% remission of camp charges; registration fee may be waived
- Seasonal camp employees: 75% remission of camp charges only during the weeks they are scheduled to work; applies only to their direct children, including adopted children

Extended relatives, contractors, and vendors providing camp programs are not eligible for discounted camp rates. Discounted camp tuition rates only apply to employees on the School's payroll.

Payroll Deductions

Faculty and staff may elect to pay their camp fees through payroll deduction. Payroll deductions should be arranged with the business office before the May 15th deadline, even if deductions start in the following paycheck. If payroll deductions are not arranged with the business office before May 15th, campers may not attend camp until payment arrangements are made. All payroll-deducted balances must be paid in full by the last day of camp or the last payroll period in August, whichever is earlier. Faculty and staff are otherwise subject to the same payment requirements as all camp families. Unresolved balances may impact a family's eligibility to participate in future camp programs.

Required Paperwork

To comply with Virginia licensing regulations and to ensure the safety of every camper, the following paperwork must be submitted by the 15th of May (unless otherwise noted). Families enrolling after this date must complete all required paperwork prior to the camper's first day attending camp.

Congressional Camp Enrollment Contract

The Enrollment Contract is due at the time of registration. If this step is not completed, the registration process is incomplete, and the Camp cannot hold a space for your family. The contract is completed online through the registration portal at <https://congocamp.campbrainregistration.com/>

Congressional Camp Participant Authorization & Release Form

The Authorization & Release Form is due by May 15th of each year and must be completed online through the registration portal. This form includes permissions for participation, emergency care, sunscreen, and insect repellent.

Emergency Contact Information

Virginia licensing requires every camper to have at least two emergency contacts in addition to parents/guardians on file. These individuals should be adults who can respond quickly if parents/guardians cannot be reached.

Emergency contact information must be entered at the time of registration through the online registration portal. Families are encouraged to keep this information up to date throughout the summer by notifying the Camp Office of any changes.

Proof of Age and Identity

Virginia law requires all new campers to present certified proof of identity and age before the opening day of Camp. This regulation, established by the Commonwealth of Virginia, helps ensure the safety and well-being of children in licensed child day programs.

Families may fulfill this requirement in one of four ways:

- **In Person:** Visit the Camp Office before your camper begins and present the original document.
- **Secure Upload:** Submit a copy of the document through the registration portal. Uploaded documents must clearly display your camper's full name, date of birth, and the document file number. Files are stored securely and deleted from our system after the conclusion of the required retention period.
- **Video Conference:** Schedule a brief, secure video call with a staff member to present the original document.
- **Mail:** Send the original or a certified copy directly to the Camp Office. Mailed originals will be returned once verified.

Acceptable documents include:

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

Families with questions about this process may contact the Camp Office at summer@congocamp.org

Virginia School Entrance Health Form

All campers must have a Virginia School Entrance Health Form on file before attending camp. This form must be completed by a licensed physician, nurse practitioner, or physician assistant and includes both a physical examination and a record of immunizations.

The form is valid for one year from the date of the exam and must cover all camp sessions your child will attend. Families should plan to ensure the exam is scheduled and the form is ready before camp begins.

Completed forms must be uploaded directly to the registration portal. Once submitted, the Camp Health Center reviews each form to confirm compliance with Virginia licensing regulations. A copy of the form is available on the Camp website.

Note for Congressional School Families: During the summer, we bring in additional nursing staff to support our year-round nursing team in caring for campers. These seasonal team members do not have access to any school-year records. Families may use valid forms already approved in Magnus; however, all forms must also be uploaded to the camp registration portal. This ensures your camper's health information is accessible to our full summer nursing team.

Immunization Records

In accordance with Virginia law, Congressional Camp requires all campers to provide proof of up-to-date immunizations or a certificate of exemption before attending camp. Proof of immunization should be submitted as an immunization record or as part of the Virginia School Entrance Health Form and signed by a licensed medical professional.

A camper with a qualified religious exemption must provide the Camp with a Certificate of Religious Exemption, signed by a parent or guardian, attesting that immunization conflicts with the camper's religious tenets or practices. A camper with a qualified medical exemption must provide the Camp with a Medical Immunization Exemption Certification, signed by a licensed medical professional, attesting that one or more required immunizations may be detrimental to the camper's health and specifying the nature and probable duration of the condition or circumstance that contraindicates immunization. Campers who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend Camp or participate in Camp activities.

If there is a risk of a vaccine-preventable disease impacting the Camp or the broader community, the Camp may, in its sole discretion, exclude non-immunized campers, including those with valid religious or medical exemptions, from Camp and all Camp activities. Excluded campers will not be permitted to return until (1) the danger of the outbreak has passed; (2) the

camper becomes ill with the disease and fully recovers; or (3) the camper is immunized. In determining whether there is a risk of a vaccine-preventable disease, the Camp may consult with appropriate medical professionals and/or the Virginia Department of Health.

Immunization records must be uploaded through the registration portal. Once submitted, the Camp Health Center reviews each record to confirm compliance with state standards.

Note for Congressional School Families: Even if immunization records are already on file in Magnus, they must also be uploaded to CampBrain. This ensures that our summer nursing team, including seasonal licensed nurses who do not have access to school-year systems, can quickly access the most accurate information in one secure place.

Authorization to Give Medication

If a camper needs medication during the camp day, parents or guardians must complete an Authorization to Give Medication Form signed by both the camper's physician and parent or guardian. A separate form is required for each medication, and all forms are valid for one camp season only. Families should plan to renew these forms each summer, as they do not carry over from year to year.

The form is available on the Camp website. Completed forms should be emailed directly to the Camp Nurse at campnurse@congocamp.org. In addition, the Licensed Prescriber Authorization found on page three of the form is required for all prescription medications and for any over-the-counter medication that will be stored at camp for more than ten days.

Specialized Care Plans

For campers with specific medical needs, families must provide a completed care plan so that the Camp Nurse and summer health team can ensure safe and consistent support. Specialized plans are required for conditions such as asthma, diabetes, food allergies, or seizures, and they help staff respond quickly and appropriately in case of an emergency. A Self-Carry Authorization form is also required if a camper will carry their own emergency medication, such as an inhaler or EpiPen.

Each plan must be signed by both the camper's physician and parent or guardian, and a separate plan is required for each condition. Forms are available on the Camp website. Completed care plans should be emailed directly to the Camp Nurse at campnurse@congocamp.org before the start of camp. All care plans are valid for one camp season only and must be renewed annually.

Asthma Action Plan

Families of campers with asthma must submit an Asthma Action Plan completed by the camper's physician and parent or guardian. This plan provides detailed instructions for recognizing symptoms and responding appropriately, including the use of inhalers and other prescribed treatments. The form is available on the Camp website.

Diabetes Medical Management Plan

Families of campers with diabetes must provide a Diabetes Medical Management Plan completed by the camper's physician and parent or guardian. This plan outlines the camper's daily management needs, including monitoring, insulin administration, dietary guidelines, and emergency protocols. The form is available on the Camp website.

Food Allergy Management Plan

Families of campers with diagnosed food allergies must provide a Food Allergy Management Plan completed by the camper's physician and parent or guardian. This plan identifies allergens, avoidance strategies, and emergency response procedures in the event of exposure. The form is available on the Camp website.

Seizure Action Plan

Families of campers with a history of seizures must submit a Seizure Action Plan completed by the camper's physician and parent or guardian. This plan guides recognizing seizure activity, administering emergency medication, and ensuring the camper's safety during and after a seizure. The form is available on the Camp website.

Self-Carry Medication Authorization

Congressional Camp does not generally permit campers to self-administer or carry emergency medication. Exceptions may be granted on a case-by-case basis with physician recommendation, evidence of the camper's understanding of their medication, and competency in self-administration. Misuse of this privilege may result in immediate revocation. The Camp does not assume responsibility for campers who are not in compliance with this policy. Families requesting this accommodation must submit a Self-Carry Medication Authorization completed by both the physician and parent or guardian.

Camper Grouping Policy

Congressional Camp groups campers by the grade they are entering at the conclusion of the summer. This approach ensures that campers are placed with peers of similar age and developmental level, creating the best environment for friendship, teamwork, and growth.

Age Group Divisions

Each camper division is designed to reflect the developmental needs of that age group and to guide program eligibility. These divisions are used across all camp programs to structure activities, build community, and ensure that campers are challenged at the right level.

- **Great Adventures:** Rising Junior Kindergarten and Kindergarten
- **Primary:** Rising Grades 1–2
- **Freshmen:** Rising Grades 3–4
- **Sophomores:** Rising Grades 5–6
- **Seniors:** Rising Grades 7–9

Grouping Requests

Families may request that their camper be placed with one or more friends in the same program and division. Requests must be submitted through the registration portal by May 15th and must be mutual. To be considered, requests must include the full name of the other camper. General references to a school, grade, or class are not sufficient.

While families may list multiple friends, the Camp is only able to give priority to one mutual request. Additional requests will be considered as space and group balance allow. Groups are also balanced by age, gender, and a mix of new and returning campers to ensure a positive experience for all. For example, if a camper requests to be with three friends, the Camp will do its best to place them together, but priority will only be given to one of those pairings.

Health, Medications & Allergies

Confidentiality

Congressional Camp is committed to safeguarding the confidentiality of camper and family health information. Personal details are shared only when necessary to support a child's well-being and may be communicated with the Camp Director, Camp Nurse, or members of the year-round camp leadership team. In some cases, limited information may also be provided to staff directly responsible for a camper's care. All records are securely stored, access is restricted to authorized personnel, and privacy practices are reviewed annually with staff.

Members of our community are expected to handle all health information with discretion. On occasion, details may need to be shared with administrators, health professionals, law enforcement, or parents/guardians when there is a clear reason to do so, such as a health or safety emergency or when required by law.

Clinic Locations & Hours

Congressional Camp maintains two clinics on the Congressional School campus and one clinic at our Sleepy Hollow Elementary location. A camp nurse is on duty daily, and qualified staff members have access to the clinic for supplies and medication during all program hours to respond to camper needs.

- **Little School Clinic** – Located near the reception desk in the Little School building. Staffed from 7:30 a.m. to 3:30 p.m., (703) 533-9711 ext. [115]
- **Big School Clinic** – Located on the first floor of the Lower/Middle School building, near the rear entrance. Staffed from 10:00 a.m. to 6:00 p.m., (703) 533-9711 ext. [224]
- **Sleepy Hollow Elementary Clinic** – Located in the camp office. Staffed from 8:00 a.m. to 4:00 p.m., (703) 533-9711 ext. [400]

Families may contact the Camp Nurse directly at campnurse@congocamp.org for health-related questions or concerns.

Health & Illness

The health and safety of our campers is a shared responsibility. Families are expected to monitor their camper's health each morning before arrival and keep them home if they are unwell. Camp staff are trained to recognize signs of illness during the day, and our clinics are available to provide evaluation and care when needed. The following guidelines are in place to protect both the individual camper and the wider camp community.

Illness at Home

For the health of all campers and staff, children who are sick may not attend camp. Campers must remain at home if they have a fever, vomiting, diarrhea, or other symptoms of illness. They may return only after being symptom-free for at least 24 hours without the aid of medication. For example, a camper whose fever is lowered with Tylenol or whose diarrhea is controlled with medication is not considered well enough to attend.

Parents/guardians are required to notify the Camp within 24 hours, or the next business day, if a camper or household member is diagnosed with a reportable communicable disease. This includes immediate family members as well as nannies, au pairs, and other caregivers.

Campers may be required to provide written clearance from a physician or health professional before returning, particularly in the case of a communicable disease or prolonged illness.

Illness at Camp

If a camper becomes ill during the camp day, they will be escorted to the clinic for evaluation and care. Congressional Camp follows the Virginia Department of Education licensing guidelines when determining whether a child should remain at camp.

Families will be contacted to pick up their camper if any of the following symptoms are present:

- Fever of 100°F or higher
- Vomiting
- Diarrhea
- Certain types of rashes
- Greenish discharge from eyes or nose
- Drainage from the ears
- Persistent crying or distress

When a camper must go home, parents/guardians will be notified promptly. This decision is always made with the child's best interest in mind. If families cannot be reached, the emergency contacts listed on the camper's Health History Form will be called. Because space for isolation is limited, campers must be picked up within one hour of notification, and families are responsible for ensuring that their camper is properly signed out before leaving campus.

After dismissal for medical reasons, campers are expected to remain at home for at least the following day to allow time for rest and monitoring of additional symptoms. For example, if a camper vomits on Monday morning and is sent home, the earliest they may return is Wednesday if no further symptoms develop. In some cases, the Camp may require written clearance from a physician or health professional before a camper may return, particularly in the case of communicable diseases or prolonged illness.

Communicable Disease Policy

Congressional Camp may exclude any camper who has a communicable illness, has been exposed to an infected person, or has traveled to an area impacted by a communicable illness if, in the Camp's judgment, exclusion is necessary to protect the welfare of the camper or the camp community. In making these decisions, Congressional Camp may consult with medical professionals and the Virginia Department of Health.

The Camp may also screen campers or require campers to be screened by medical professionals to determine whether they pose a risk to the community. All decisions are guided by current medical knowledge, including the nature of the illness, the risks of transmission, the symptoms and circumstances of the individual case, and the available alternatives for reducing risk.

When appropriate, Congressional Camp will communicate with families about campus health and safety concerns through regular communication channels. Information may include the nature and spread of a communicable illness, symptoms to watch for, prevention strategies, and steps required in the event of an outbreak. These updates are intended to support families while protecting the privacy of individuals whenever possible.

Parents/guardians are required to notify the Camp within 24 hours if a camper or member of the immediate household, including nannies and other caregivers, is diagnosed with a reportable communicable disease. Examples include:

- Avian flu
- Other strains of flu
- Chickenpox
- H1N1 flu
- Measles
- Pertussis
- SARS
- Shingles
- Tuberculosis
- COVID-19

In certain cases, the Camp Nurse is required to share this information with the local health department.

Campers who are ill cannot remain in program areas and will stay in the clinic until a parent/guardian or authorized adult arrives. Families are expected to pick up within one hour of notification.

To help prevent the spread of infection, Congressional Camp follows the guidance of the Fairfax County Health Department (FCHD), the Virginia Department of Health (VDH), and the Centers for Disease Control and Prevention (CDC), and works to ensure that camp procedures meet or exceed these standards.

Specialized Planning for Return to Camp

At times during the summer, a camper may need advanced treatment or support for medical, physical, or psychological conditions. Congressional Camp is committed to providing a supportive and nurturing environment for every child, and we work closely with families to ensure a safe transition back to camp whenever possible.

To support this process, the following steps may be required:

- A meeting with an administrator, the Camp Nurse, parents/guardians, and, if appropriate, the camper's medical professional to plan for the child's care and reintegration.
- A signed release from the attending physician outlining any required accommodations to the summer program.
- Permission for camp personnel to confer with the camper's medical professional, if necessary, to ensure consistent support.
- Recognition from parents/guardians, medical professionals, and the camper that Congressional Camp administrators will make the final determination as to whether the facility and staff can safely meet the camper's needs.
- Full cooperation and full disclosure of relevant information from all parties, with updates provided as recovery or treatment progresses.

All information related to a camper's return will be kept confidential and shared only as necessary with camp personnel directly responsible for the camper's care.

Medications at Camp

Congressional Camp follows strict procedures for the safe storage and administration of medications in accordance with Virginia licensing standards. Only the Camp Nurse and licensed summer health staff may administer medication, unless a camper has an approved self-carry authorization on file.

Families must submit a current Authorization to Give Medication Form for each medication a camper may need, as well as a specialized care plan if indicated. This form, signed by both the physician and both parents/guardians, is valid for one camp season only. A copy is available on the camp website.

Over the Counter and Prescription Medications

All medications must be provided in the original pharmacy or manufacturer packaging with the camper's name clearly labeled. Prescription medications must include the pharmacy label. A physician's authorization is required to keep any medication at camp for the duration of the

session, including occasional or “as needed” medications such as Benadryl, inhalers, EpiPens, seizure rescue medications, or itch relievers.

With a completed and signed authorization to give medication form, the Camp Nurse or MAT Trained Administrator may administer over-the-counter medication and short-term prescription medication for up to ten days. These time periods are not extended by weekends, holidays, or breaks. Any medication that must be kept at camp beyond 10 days requires the licensed prescriber page of the Authorization to Give Medication Form to also be completed.

All medications must be in their original packaging and delivered directly to the Camp Nurse by an adult. Campers may not transport or store medication in backpacks, lockers, or with personal belongings unless a self-carry authorization has been approved. Congressional Camp maintains a limited supply of over-the-counter medications that can be used by campers when needed in an emergency, with parental permission.

Emergency and Life-Saving Medications

Campers with medical conditions that may require urgent intervention, such as asthma, diabetes, seizures, or severe allergies, must have an appropriate specialized care plan on file before attending camp. Families are responsible for providing at least one dose of any prescribed lifesaving or rescue medication to be stored in the clinic. Examples include inhalers, epinephrine auto-injectors (EpiPens), seizure rescue medication, and diabetic supplies.

These medications must be in their original packaging and delivered directly to the Camp Nurse along with the required specialized care plan, completed by both a physician and parent/guardian. Having these plans and medications in place ensures that staff can respond quickly and appropriately in an emergency.

Sunscreen

Authorization to apply sunscreen is provided through the Participant Authorization & Release Form completed during enrollment. Families should apply sunscreen before arrival each morning and send a non-aerosol container labeled with the camper’s name. Sunscreen is collected at the start of each session and returned home at the end of the session. For health reasons, sunscreen may not be shared between campers, including siblings.

During the day, staff will reapply sunscreen for campers age eight and under and will supervise reapplication for campers age nine and older. Families who do not want sunscreen applied to their child should notify the Camp Office in writing. If a camper forgets sunscreen, the Camp Clinic keeps a supply of general hypoallergenic sunscreen for use as needed.

Insect Repellent

Authorization to apply insect repellent is optionally provided through the Participant Authorization & Release Form completed during enrollment. Families may send repellent in a non-aerosol container clearly labeled with the camper's name. Repellent is collected at the start of each session and returned home at the end of the session. For health reasons, repellent may not be shared between campers, including siblings.

During the day, staff will assist younger campers with the application as needed and will supervise older campers in applying it themselves.

Diaper Ointment

Virginia requires licensed childcare centers to share their policy on diaper ointment with families. At Congressional Camp, staff do not apply diaper ointment during the camp day. This policy applies to all campers, including those in Great Adventures.

Food Allergies

Congressional Camp recognizes that some allergies can be life-threatening. While we cannot remove every risk of accidental or environmental exposure, our goal is to minimize risk, prepare staff to respond quickly, and create a safe and supportive camp community. Families, campers, and staff each play an important role in allergy management.

Family Responsibilities

Families must submit a Food Allergy Management Plan completed by both a physician and parent/guardian before camp begins. Any rescue medication must be supplied to the camp nurse on or before the first day of camp in its original, labeled container and be unexpired. Families are encouraged to provide "safe" snacks and food items, especially during special events, so campers always have options available. Emergency contact information should be kept current, and families should remain in close communication with the Camp Nurse about their camper's needs.

Camper Responsibilities

Campers are expected to take an active role in their safety by never trading food, avoiding items with unknown ingredients, and asking a counselor to check labels when needed. Campers should immediately report any symptoms of a reaction to their counselor, even if mild, so that help can be provided right away.

Camp Responsibilities

Congressional Camp is a peanut and tree nut aware campus. We do not serve foods containing peanuts or tree nuts, and we work with our food service team to provide other allergy-friendly options whenever possible. The Camp Nurse and staff monitor camp menus and store rescue medications, ensuring they are accessible both on campus and during trips. Staff are trained in recognizing and responding to allergic reactions. All staff are in radio contact to ensure a rapid response in case of emergency. Safe eating areas are established for campers as needed.

Head Lice

Head lice are not considered a major health problem, as they do not transmit disease or cause permanent harm. However, they are disruptive, unpleasant, and can spread quickly in a camp setting. For this reason, Congressional Camp maintains a “no-nit” policy.

If a camper is found to have lice or nits, parents/guardians will be contacted, and the camper must be picked up promptly. Treatment must be completed at home, and the camper may not return to camp until the Camp Nurse has confirmed they are free of lice and nits. In most cases, this evaluation can occur the next business day following treatment. All nits must be removed for the camper to return to camp.

The Camp Nurse will determine whether additional checks are needed for other campers who may have had close contact. Confidentiality is always maintained. Families can help by checking their camper’s hair regularly, avoiding the sharing of hats, hair accessories, or brushes, and notifying the Camp Nurse if lice are identified at home, including during weekends or breaks.

Toilet Training

All campers must be fully toilet-trained before attending Congressional Camp. This means children must be able to recognize when they need to use the bathroom, communicate this to a staff member, and manage their own clothing and toileting needs independently. Pull-ups or training pants are not permitted, except in cases of documented medical need. Camp staff do not provide routine diapering or toilet training assistance.

We understand that occasional accidents can happen at any age. If a camper has an accident, staff will respond with compassion and assist the child in changing into dry clothing. Families are encouraged to pack an extra set of labeled clothes, particularly for younger campers in Great Adventures.

If staff have ongoing concerns that a camper may not be fully toilet trained, a meeting may be scheduled with the Division Director, Camp Director, parents/guardians, or other school staff as appropriate. The purpose of this meeting is to determine whether the camper can be safely

supported in the program. In some cases, continued enrollment may need to be reconsidered until the camper is consistently toilet-trained.

Environmental & Weather Safety

Environmental conditions can directly affect camper health. Congressional Camp monitors air quality, heat index/temperature, radar, and local weather alerts throughout the day. The Camp Nurse and program leadership adjust schedules to reduce respiratory strain, heat illness, and weather-related injury as needed. When conditions warrant, we may relocate activities indoors, shorten or reschedule outdoor blocks and trips, delay dismissal, or close specific program areas. We will communicate significant changes to families as promptly as possible when needed.

Air Quality

We track regional forecasts and real-time Air Quality Index updates. When the Washington Metropolitan Council of Governments predicts a Code Red day, or when local readings become unhealthy, camp reduces exertion, moves activities indoors, or suspends outdoor programming. Staff check on sensitive campers (e.g., asthma or other respiratory conditions) and may move them indoors earlier, even when general activities remain outside. Families should ensure that inhalers and action plans are current and on file; the nurse will contact families if added precautions are needed. Our shaded “urban forest” campus and open fields offer flexibility, but they do not replace health-protective adjustments on poor air-quality days.

Extreme Heat

Heat is a leading weather-related health risk. We monitor the temperature and heat index and adjust camp activities accordingly: shifting high-exertion activities to the coolest parts of the day or indoors, building in frequent water and shade breaks, and reducing the intensity and duration of outdoor blocks. Campers are encouraged to wear lightweight clothing and hats and to bring a labeled, refillable water bottle each day. Equestrian programming is also modified to protect the health and well-being of our horses and ponies, shifting to groundwork or barn lessons, or pausing riding, when conditions reach unsafe levels for riders or animals.

Thunderstorms/Lightning

If thunder is heard or lightning is seen in any area, all outdoor spaces are cleared immediately, and campers shelter indoors until 20 minutes after the last thunder or lightning. Storms during dismissal may cause pick-up delays while campers and staff shelter. Dismissal resumes as soon as it is safe. Light rain may allow some outdoor activities to continue, but the pool is closed if rain or surface disturbance prevents a clear view to the bottom, and remains closed until

visibility and conditions are safe. Field trips follow the same shelter-in-place procedures and may pause travel or activities until the weather passes.

Injury & Incident Reporting

The Camp Nurse or a trained staff member will assess all injuries and illnesses that occur during the camp day. Parents/guardians will be notified of any incident that may require follow-up medical care, either by phone, email, or in writing. Minor scrapes and bumps will be treated on site, while more significant injuries or ongoing symptoms will be shared with families and referred for further treatment and evaluation.

If a camper experiences a persistent condition such as ear pain, sore throat, rash, or joint pain, parents/guardians will be advised to contact their health care provider. In the event of a serious emergency, the Camp will call an ambulance, and the camper will be taken to the nearest hospital emergency room, typically Inova Children's Hospital, located a few miles from campus. At least one parent/guardian will be contacted immediately.

If parents/guardians cannot be reached, designated emergency contacts and the camper's physician may be consulted to determine appropriate care. An incident report will be completed for any injury or illness requiring more than basic first aid (such as ice, rest, or a bandage), and all records are kept on file in accordance with licensing standards.

Camper Behavior

Congressional Camp is a partnership between campers, families, and staff. Our behavior expectations protect safety, build belonging, and help every camper thrive. The guidance in this section outlines our camp values, how we support campers, what to do if concerns arise, and the steps we may take when behavior impacts the community.

Expectations & Camp Values

Camp is a group activity. That means individual choices affect the whole group's safety, fun, and ability to participate in camp activities. We expect campers to participate, follow directions, share spaces and materials, include others, and show flexibility when plans change. Words and actions, on campus, on trips, and online, should reflect care for self and others.

Our programs are guided by Congressional School's core values: Integrity, Kindness, Perseverance, Respect, and Responsibility. At camp, these core values can look like:

- **Integrity:** Be honest, own your choices, and make it right when you cause harm.
- **Kindness:** Help others, use friendly language, and welcome new friends.
- **Perseverance:** Try hard things, practice skills, and keep going safely.
- **Respect:** Listen to directions, care for equipment, others, and the environment, and honor others' identities and boundaries.
- **Responsibility:** Be on time, stay with your group, and use materials and technology appropriately.

We are a community that affirms every camper's identity. Harassment, discrimination, or bullying based on any actual or perceived characteristic is not tolerated.

Camper Accommodations

To plan effectively for a group-based camp, parents/guardians must communicate in advance any medical, behavioral, learning, or social-emotional needs. Please share current school supports, such as IEPs, 504 plans, behavior plans, or classroom accommodations, during enrollment and before your camper starts. Information is handled discreetly and shared only with staff who need it to support your child.

We make reasonable accommodations that maintain safety, program integrity, and staffing ratios. These may include previewing routines, visual supports, movement breaks, calm-down tools, adjusted groupings, and a short written support plan with goals and check-ins. We collaborate with families and may request documentation to guide strategies.

If, after implementing reasonable supports, we determine we cannot safely or effectively meet a camper's needs, we will unenroll the camper with a full refund of camp tuition and fees. This decision is made by the Camp Director in consultation with program leadership and communicated to families promptly.

If a camper has known school accommodations or support plans that were not disclosed to the camp in advance, and significant behavioral or safety issues arise as a result, the Camp Director may remove the camper from the program without a refund.

If needs change, families must update the Camp Director, Office, or Nurse. We may try a brief support plan with scheduled check-ins; if concerns persist or escalate, next steps may include modified participation, temporary suspension, or dismissal as outlined in the Discipline Guidelines.

Interpersonal Misconduct

Congressional Camp is a group community where every camper deserves to feel safe, respected, and included. Behaviors that harm, intimidate, exclude, or target others, whether in person or online, are not tolerated. This section explains what conduct is prohibited (including bullying, harassment, hazing, sexual harassment, and sexual activity), how to report concerns, how the camp responds and communicates with families, and when outside authorities may be notified. Our approach is restorative and instructional whenever possible; when safety or the camp environment is impacted, clear and proportional consequences apply. See the Discipline Guidelines for the full ladder of responses.

Prohibited Conduct

Congressional Camp is a group community. Behaviors that harm, intimidate, exclude, or target others, whether in person or online, are not tolerated. The examples below are not exhaustive. They illustrate conduct that violates our standards and may result in consequences up to and including dismissal from all Congressional School and Camp programs.

- **Bullying (including cyberbullying).**

Bullying is defined as aggressive or demeaning behavior intended to harm, intimidate, or humiliate; patterns of teasing, threats, rumor-spreading, targeted exclusion, impersonation online, or posting hostile content.

- **Harassment & Discrimination.**

Harassment & Discrimination are defined as severe or pervasive conduct that creates a hostile environment or unreasonably interferes with participation, e.g., slurs, derogatory

remarks, stereotyping, or exclusion based on protected characteristics (such as sexual orientation, gender identity/expression, race, religion, disability).

- **Sexual harassment.**

Sexual Harassment is defined as unwelcome sexual conduct (comments, jokes, images), pressure for sexual activity, or unwanted touching/"playful" contact with a sexual component.

- **Hazing.**

Hazing is defined as acts that endanger health or safety or cause extreme mental stress as a condition of joining or remaining in a group; consent is not a defense.

- **Retaliation.**

Retaliation is defined as intimidation, threats, or adverse treatment toward anyone who reports a concern, provides information, or participates in a review.

- **Child abuse & neglect.**

Any suspected abuse or neglect will be taken seriously. Staff are mandated reporters; reports to Child Protective Services and/or law enforcement will be made as required by Virginia law. Families should alert the camp if they become aware of safety concerns affecting a camper.

- **Sexual activity.**

Any sexual activity is prohibited at camp and during camp-related activities, on or off campus. Conduct that may violate the law (e.g., assault, exploitation, statutory offenses) will be referred to the authorities.

- **Technology-enabled misconduct & off-camp conduct.**

Using technology to harass, threaten, or demean others (including impersonation, hostile posts, or sharing harmful content) is prohibited. Off-camp or online conduct that creates a hostile environment at camp, infringes on a camper's rights at camp, or substantially disrupts operations may be addressed under this policy.

- **Interference with safety measures or an investigation.**

Ignoring stay-away directives, attempting to influence witnesses, or otherwise obstructing a safety plan or impartial review.

Reporting Concerns

If you see or experience behavior that harms, intimidates, excludes, or targets others, report it promptly. Reports may be made by campers, families, staff, or volunteers. You may speak in person or by phone with camp leadership or provide a written note to the Camp Office.

Anonymous reports may be reviewed, but are discouraged because they limit fact-finding. Any

disciplinary actions will generally not rest solely on an anonymous report. Information is shared discreetly on a need-to-know basis, and retaliation for good-faith reports is prohibited. Knowingly false or malicious reports may result in disciplinary action.

Who to contact:

- Any counselor or staff member (especially for campers)
- A Member of the Camp Leadership Team or the Camp Director

If we reasonably suspect child abuse or neglect or believe a crime may have been committed, Congressional Camp will notify Child Protective Services and/or law enforcement as required by Virginia law. In an immediate emergency, staff will call 911 and contact families as soon as it is safe to do so.

Responding to Reports

Upon receiving a report, the camp may take immediate steps to protect safety, such as increasing supervision, separating campers, issuing stay-away directives, or adjusting groups and schedules, while a review is conducted. The Head of School or designee (Generally the Camp Director) will complete a timely, impartial fact-finding process that may include speaking with involved campers, witnesses, and staff, reviewing relevant communications, and consulting with the Camp Nurse, School Counselor, or other professionals when appropriate.

Parents/guardians of the reported target(s) and alleged aggressor(s) are generally notified after a report is received, again at the conclusion of the review, and when support or consequences are outlined, within privacy limits. Significant incidents and outcomes are documented and maintained per policy and licensing standards.

Consequences are developmentally appropriate and proportionate to the seriousness and pattern of behavior. Responses may include re-teaching and coaching, restorative steps (such as apology or repair), loss or modification of privileges, temporary removal from activities, a brief behavior support plan with a family meeting, same-day pick-up, suspension from activities or days, or dismissal from camp. See the Discipline Guidelines section for the full ladder of responses and examples of serious misconduct. When incidents involve campers from another program or school, the camp may notify that organization so both can take steps to protect safety. The Camp may also put ongoing safety plans and check-ins in place to prevent recurrence, and staff receive annual training in supervision, boundaries, and recognizing/responding to bullying, harassment, and sexual misconduct.

Discipline Guidelines

Congressional Camp's approach to camper discipline is restorative and instructional. We coach first, teaching expectations, practicing skills, and repairing harm, while maintaining clear boundaries to protect safety and the group experience. Consequences are developmentally appropriate, proportional to the behavior, and paired with coaching so campers can successfully rejoin the group. Camp leadership communicates with families about concerns, steps taken, and next actions while respecting privacy.

Camper Discipline

Counselors address most day-to-day issues through reminders, re-teaching, and brief resets. Our goal is for every camper to have a successful experience, but behaviors that conflict with our core values or disrupt safety, belonging, or the program are addressed promptly. When behavior persists after coaching, poses a safety risk, substantially disrupts the group, or interferes with others' ability to participate, camp leadership (Division Head or Camp Director) becomes involved.

Leadership will review what happened, coach the camper, and partner with families as needed. The Camp Director may put a short behavior support plan in place with clear goals and check-ins. If expectations are not met or conduct escalates into serious misconduct, the matter moves to the responses outlined in Disciplinary Actions and, if warranted, Suspension or Dismissal.

Disciplinary Actions

When behavior impacts safety or the camp experience, responses are proportional, age-appropriate, and paired with coaching. Actions below are examples of common disciplinary actions that the camp takes, but are not an exhaustive list. These actions may be used alone or in combination and will be documented as appropriate.

- **Reset Breaks:** A brief, supervised break or relocation to reset, reflect, and review expectations; used to protect safety and help the camper rejoin activities and their group successfully.
- **Apology Notes:** A verbal or written apology and, when appropriate, a short restorative conversation to acknowledge impact and repair relationships.
- **Phone Calls Home:** A collaborative check-in with parents/guardians to share facts, align strategies, and plan next steps; not used to shame or punish.

- **Loss of Camp Privileges:** Temporary, specific, and related to the behavior (e.g., modified activity or seating). Essential needs are never withheld (food, water, rest, bathroom).
- **Clean-Up/Repair (within reason):** Age-appropriate repair of harm (e.g., helping clean a mess) that is safe, limited in scope, and directly connected to the behavior.
- **Conferences:** A meeting with the camper, family, and camp leadership (and counselor when helpful) to set goals, clarify expectations, and, if needed, create a short behavior support plan.
- **Early Departure:** Required when behavior persists after coaching, poses a safety risk, or substantially disrupts the program; families must arrange prompt pick-up.
- **Suspension or Dismissal.** Used for serious or repeated misconduct, or when a support plan is not successful. See Suspension & Dismissal for criteria and procedures.

Forbidden Disciplinary Actions

Consistent with the Virginia Child Day Center Licensing Standards (8VAC20-780-410), the following disciplinary practices are prohibited.

- Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercising as punishment
- Separating a camper from the group so that the camper is away from the hearing and vision of a staff member.
- Enclosing a camper in a small, confined space or any space that the camper cannot freely exit (this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children, preschool age, or younger for their intended purpose).
- Demeaning remarks to a camper.
- Shaming, name-calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a camper; ostracism; or withholding affection.
- Allowing another camper to impose discipline.
- Punishment for Toileting Accidents
- Applying unpleasant or harmful substances.

The general rule when discipline is required is not to “lay hands” upon campers. Brief, protective restraint is permissible only to prevent imminent harm.

Suspension & Dismissal

When behavior is serious or persistent enough to jeopardize safety or the camp experience, the Camp Director (or designee) may require a same-day pick-up, impose a short suspension from activities or days, or dismiss a camper from Congressional Camp. Decisions consider age, intent, impact, and pattern of behavior, and follow the reporting/response process outlined in Interpersonal Misconduct and Discipline Guidelines.

Examples of serious misconduct include (but are not limited to):

- Possession or use of alcohol, tobacco, vaping products, or illegal drugs
- Threats or acts of physical violence
- Possession or use of matches, lighters, fireworks, explosives, weapons, or other dangerous materials
- Willful destruction of property or theft
- Dishonesty in a manner that undermines safety or an investigation
- Bullying, targeted harassment, or malicious gossip
- Excessive biting or repeated unsafe/aggressive conduct
- Ongoing misconduct that does not improve after a behavior support plan
- Repeated behavior that substantially disrupts the group or program
- Improper sexual conduct; sexual or other harassment
- Refusal to cooperate with reasonable directives or with an ongoing camp review

Procedures & Outcomes.

A camper may be removed from an activity or sent home the same day while the matter is reviewed. If suspended, the camper may be temporarily prohibited from some or all camp activities or days. If dismissed, the camper is prohibited from camp programs and activities, including buses, trips, and returning to campus for the remainder of the session (and, when applicable, future sessions). Incidents that may violate the law (e.g., weapons, drugs, assault, abuse/neglect) will be reported to the appropriate authorities.

Refunds

Tuition and fees are not refunded for suspensions or dismissals resulting from misconduct. (See Camper Accommodations for the separate policy on full refunds when camp cannot safely or effectively meet a camper's needs after reasonable supports, and removal without refund when known school accommodations were not disclosed.)

Behavior Expectation While Away from Camp

Campers represent Congressional Camp on buses, field trips, overnights, and at any off-site venue. Our standards for safety, respect, and appropriate conduct apply wherever the program goes.

While we do not monitor campers after camp ends each day, conduct that occurs after camp ends, either online or in-person, that creates a hostile environment at camp, infringes on another camper's rights, or substantially disrupts camp operations may result in disciplinary action, up to and including suspension or dismissal.

Parent/Guardian Involvement

Disciplinary matters and camper issues are handled by counselors, division leadership, and the Camp Director. If a concern involves another camper, parents/guardians should not contact the other camper or their family directly (including by phone, text, email, or social media). Doing so can place a child in an intimidating situation. Please reach out to camp leadership for guidance and follow-up. We value partnership and will communicate about concerns, support, and next steps while respecting privacy and the integrity of any review.

Family Conduct

Congressional Camp expects all interactions with staff and community members to be respectful and safe. Threatening, harassing, abusive, or otherwise unsafe conduct by a parent/guardian may result in limits on campus access, requirements that communication occur only through designated administrators, or other conditions. If such conduct persists or is severe, the camper's enrollment may be suspended or dismissed. Our priority is always the safety and well-being of campers and staff.

Facilities

Congressional Camp operates on two sites, Congressional School (main campus) and Sleepy Hollow Elementary School (host site). Use of facilities and equipment is limited to authorized school and camp personnel, school/camp-sponsored functions, and camp or community events approved by the Camp Director. For questions, please contact the Camp Office at (703) 533-9711.

Congressional School

Building Access & Visitor Check-In

For camper safety, all visitors start at the Security booth at the campus entrance and then enter buildings only through the main entrances of the Little School (ECP) or Big School (Main Building). Visitors must check in at the front desk/Camp Office, present a government-issued photo ID, and wear a printed visitor badge at all times while on campus. Please return the badge when you leave.

Congressional uses Raptor Technologies to verify identity and screen against the national sex-offender database. Typical flow:

- Present a valid photo ID for scan or manual entry. Once approved, a dated visitor badge is issued.
- After the first scan, the front desk can verify you by the stored photo, but check-in is still required on each visit.
- During designated drop-off/pick-up, families may not need a badge if they remain at the front desk or in the carline.

Access is limited to approved areas, and escorts may be required beyond the reception area. Do not enter buildings via side/locked doors, and do not ask others to let you in. Any breach of access procedures may be treated as inconsistent with a positive family partnership. The School/Camp may limit or deny entry to any individual at any time.

Traffic, Parking, & Speed Limits

For the safety of campers and staff, all drivers must follow on-site traffic controls and the direction of camp staff. The campus speed limit is 10 mph. Come to a complete stop at every stop sign. Pedestrians have the right of way at all times. Do not use a handheld cell phone while driving on campus.

Park only in marked spaces along white curbs. Blue curbs and spaces are reserved for handicapped parking. Yellow curbs denote no parking zones. During arrival and dismissal, vehicles may line up along the yellow curb for active carline only; drivers should remain in their cars and follow staff instructions. Spaces marked as reserved for staff, visitors, service vehicles, or deliveries must remain open for those uses. Do not park in fire lanes, crosswalks, bus zones, or any space that is coned or signed as reserved.

Do not pass a stopped school bus when its red lights are flashing, consistent with Virginia law. Rutland Place is designated for emergency access only and may not be used for drop-off, pick-up, or parking. Failure to follow campus traffic and parking rules may result in reminders, contact from campus leadership, or limits on campus access. Our goal is a calm, predictable flow that protects campers, staff, and families at every point in the day.

Off-Limits Areas & Hazard Precautions

For safety, certain locations on the Congressional School campus are restricted. Campers and families may not enter these areas without explicit permission and a staff escort. Access during camp is limited to scheduled programs with trained staff. Please follow posted signs, keep gates and doors closed, and remain in approved program spaces.

Off-limits areas include:

- Horse pasture and any horse stalls or paddocks
- Swimming pool and pool deck except during scheduled swim times with lifeguards
- Woods and creek, except during a supervised program
- Ropes course and climbing wall, except during supervised program use
- Parking lots and campus roadways, except for drop-off and pick-up
- Buses, tractors, golf carts, and other vehicles or mechanical equipment
- Kitchens and food service areas
- Roofs
- Boiler, maintenance, and mechanical equipment rooms
- Storage rooms and closets

Our maintenance team patrols the grounds to identify and address natural and environmental hazards such as bee or wasp nests, poison ivy, fallen branches, slick surfaces, or damaged equipment. If you notice a hazardous condition, notify the Camp Office right away. Do not attempt to remove or treat hazards on your own.

During outdoor programs, campers follow staff directions for trail use, water access, and activity boundaries. Closed-toe shoes are recommended for most activities. The pool may only be used when lifeguards are on duty, and the creek is not a swimming area. Campers and families should never feed or approach horses or reach through fencing. Areas may be closed temporarily if conditions are unsafe. Safety takes priority over program schedules.

Surveillance Cameras on Campus

To support safety and security, Congressional School uses video cameras in certain open and public areas, such as official entrances, hallways, and other key campus areas. Cameras are positioned only in locations where there is no reasonable expectation of privacy and are not used in restrooms, locker rooms, or similar spaces. Recordings capture visual footage only and do not record sound. Access to recordings is limited to authorized school administrators and security personnel. Footage may be reviewed when a safety, security, or policy concern arises. Cameras are one component of our broader safety program and are used in a manner consistent with applicable laws and our community standards for privacy and respect.

Sleepy Hollow Elementary School

Building Access & Visitor Check-In

At the Sleepy Hollow Elementary School site, all camp visitors must enter through the designated camp entrance, check in with the camp desk, present a government-issued photo ID, and wear a visitor badge while in the building. Families should proceed only to approved areas and must be escorted beyond reception. For arrival/dismissal, please follow posted carline directions and staff instructions; do not enter side doors or classrooms without prior approval.

Check-in with the camp front desk at Sleepy Hollow Elementary is required on each visit. The program may limit or deny access to any individual at any time. For assistance at the Sleepy Hollow site, speak with the site administrator or call the Camp Office at (703) 533-9711.

Traffic, Parking, & Speed Limits

For the safety of campers and staff, all drivers must follow on-site traffic controls and the direction of camp staff. The campus speed limit is 10 mph. Come to a complete stop at every stop sign. Pedestrians have the right of way at all times. Do not use a handheld cell phone while driving on campus.

Park only in marked spaces along white curbs. Blue curbs and spaces are reserved for handicapped parking. Yellow curbs denote no parking zones. During arrival and dismissal, vehicles may line up along the yellow curb for active carline only. Drivers should remain in their cars and follow staff instructions. Spaces marked as reserved for staff, visitors, service vehicles, or deliveries must remain open for those uses. Do not park in fire lanes, crosswalks, bus zones, or any space that is coned or signed as reserved.

Do not pass a stopped school bus when its red lights are flashing, consistent with Virginia law. Failure to follow campus traffic and parking rules may result in reminders, contact from campus leadership, or limits on campus access. Our goal is a calm, predictable flow that protects campers, staff, and families at every point in the day.

Off-Limits Areas & Hazard Precautions

Congressional Camp operates at Sleepy Hollow ES under a facilities use agreement. While parts of the campus (including the playground and athletic fields) are public spaces, designated camp zones are reserved for camp use during program hours. Community members may be present elsewhere on school grounds, but campers remain with staff, within marked areas, and do not engage with the public. Families are asked not to use the playground or fields during the camp day. After camp hours, the playground reverts to public use and is not supervised by the camp.

Off-limits areas include:

- Parking lots, bus loop, and loading docks except during drop-off and pick-up
- Any door marked staff only
- Classrooms, offices, and storage rooms not assigned to the camp
- Kitchens, food service areas, and staff lounges
- Mechanical, electrical, boiler, and custodial rooms
- Roofs, ladders, sheds, and fenced utility areas
- Playgrounds, courts, and athletic fields when not in a scheduled, supervised camp activity
- Wooded edges, drainage ditches, stormwater features, and any construction or maintenance zones
- School or contractor vehicles, carts, and equipment

Hazard precautions: Campers and families must stay within designated camp zones and use marked walkways and crosswalks. Wait for staff directions before crossing the bus loop or service drives. Wear activity-appropriate footwear, with closed-toe shoes recommended. Do not

climb fences, gates, retaining walls, or equipment. Report bee or wasp activity, damaged surfaces, standing water, slick floors, or other hazards to the on-site camp administrator or the Camp Office at (703) 533-9711. Areas may be closed temporarily if conditions are unsafe.

Surveillance Cameras on Campus

Sleepy Hollow Elementary School is a Fairfax County Public School. Video cameras at this site are operated and governed by Fairfax County Public Schools under policies and regulations set by the Fairfax County School Board. Cameras are typically located in public areas and are not used where there is a reasonable expectation of privacy. FCPS manages camera placement, operation, access, and retention of footage. Congressional Camp follows FCPS rules while on site and may request FCPS review relevant footage in connection with safety or policy concerns. Any external requests related to Sleepy Hollow Elementary School camera footage must be directed to Fairfax County Public Schools.

Arrival, Dismissal & Daily Logistics

Congressional Camp designs arrival and dismissal to be safe, efficient, and predictable for families. Procedures may vary by program, division, or campus. Any special instructions for your camper's session will be sent by email before the first day. If you need help, contact the Camp Office at (703) 533-9711.

Arrival & Dismissal Methods

To support different family schedules, Congressional Camp offers three ways for campers to arrive and depart each day: Parent Drop-Off & Pick-Up, Extended Hours Program, and Transportation Services,.

Parent Drop-off & Pick-Up

Parent Drop-off is 9:00–9:15 AM and Parent Pick-up is 3:45–4:15 PM. Please remain in your vehicle at all times. Staff are positioned along the drop-off and pick-up line to assist campers safely in and out of cars.

When you arrive on campus, display a current-year placard on the passenger-side dashboard. As you enter campus, staff will call the camper's name that appears on your placard, and a counselor will escort and load your camper into your car. If you do not have a placard, a manual ID check at the front desk is required before a campers can be released.

If you need extra time to buckle or settle your camper, pull forward into the designated parking spaces outside the travel lane so the carline can continue moving. Traffic patterns may vary slightly by campus and program, but the overall process is consistent. Follow posted signs and staff directions, and do not exit your vehicle while in the carline.

If a camper is not picked up by the end of the Parent Pick-Up window or dropped off prior to the start of Parent Drop-Off, the camper will be placed in our Extended Hours Program and the family charged the appropriate drop-in fee.

Extended Hours Program

The Extended Hours Program provides supervised care outside regular camp hours at both campuses. Morning EHP runs 7:00–9:00 AM and PM EHP runs 3:45–6:00 PM. Campers not picked up by the end of regular dismissal will be checked into PM EHP.

Drop-off and pick-up operate like our regular carline at a designated EHP pick-up/drop-off location on each campus. Remain in your vehicle, display a current-year placard, and follow staff directions. Staff may request a photo ID at any time.

Great Adventures Only: For safety and licensing, families must park, enter the Early Childhood Programs building, and sign children in and out with EHP staff. A carline is not used for the Great Adventures Extended Hours Program.

Advance registration for EHP is recommended, as space is limited. Drop-in use (space permitting) is available at \$30 per camper per morning and \$40 per camper per afternoon and will be billed to the family account.

Late pick-up fees (after 6:00 PM). Late fees are assessed per day in 15-minute increments and charged in addition to the regular EHP fee, based on the Camp Office clock:

- 6:01 to 6:15 PM — **\$25.00**
- 6:16 to 6:30 PM — **\$50.00**
- 6:31 to 6:45 PM — **\$100.00**
- 6:46 to 7:00 PM — **\$150.00**
- 7:01 to 7:15 PM — **\$200.00**
- 7:16 to 7:30 PM — **\$250.00**

Repeated late pick-ups may affect a family's eligibility to use the Extended Hours Program.

Transportation Services

Congressional Camp offers limited bus transportation on designated routes. Registration is required in advance, and there is no drop-in option. Routes, stops, and times are set each year based on the prior year's enrollment and are posted on the camp website before registration opens. Summer Transportation services use community stops rather than door-to-door pick up, and stops may be adjusted at any time for safety and efficiency. Families will be notified of any updates as soon as possible.

At afternoon stops, a parent or guardian with a current-year placard must meet the bus unless the camper has an Independent Release Form on file. Staff may request a photo ID at any time. If no authorized adult is present at a stop and the rider does not have Independent Release Form, the camper will remain on the bus and return to campus for parent pick up. Independent Release eligibility is generally for riders in grades 6–9 with a signed form on file and Camp Director approval. Approved riders may accompany younger siblings home from the stop.

Independent Release may be limited by location and paused for safety, weather, or operational reasons. Please contact the transportation director for the Independent Release form or with any questions.

See Supplemental Services for the full description of transportation services.

Authorized Pick-Ups

The Authorized Pick-Up Form is completed in CampBrain during registration and must be kept current. Parents and legal guardians listed on the camper's account are automatically authorized to pick up. Any other adult must be listed by name on the form before the camp will release a camper to that person.

Emergency contacts are not authorized for routine pick-up. They may be used only in an emergency as determined by the Camp Director or the Director's designee.

To add or remove an authorized pick-up, submit the change in writing through the CampBrain Household Form or email the Camp Office. Same-day updates should be sent as early as possible and may require verification. Camp will not release a camper to a minor.

At dismissal, staff verify authorization using the current-year family placard and may request a government-issued photo ID at any time. If a placard is not presented, a manual ID check at the front desk is required before release. If someone not on the Authorized Pick-Up list attempts to pick up, the camper will remain supervised while the Camp Office contacts the family for written approval.

Absences, Late Arrivals & Early Departures

Absences

If your camper will be absent, notify the Camp Office via email as early as possible that morning. For multi-day absences, please include the expected return date. If the absence is due to illness, please see the Health Center Section of this handbook for return-to-camp guidance.

Late Arrivals

If you arrive after the carline has closed, park in a designated space and check in at the front desk. A staff member will escort your camper to their group. For safety, do not drop off at a side door or program area. If your camper is a bus rider who missed the morning bus, a parent/guardian will need to bring them to campus and check them in at the Camp Office.

Early Departures

If you need to pick up a camper early, email the Camp Office in advance (preferably at least 2 hours in advance) so we can have your camper ready. Check out through the Camp Office with a government-issued photo ID or placard. Campers are released only to individuals listed on the Authorized Pick-Up Form.

Personal Belongings

Campers are encouraged to bring only what they need for a safe and fun camp day. All items should be clearly labeled with the camper's name. Congressional Camp cannot be responsible for lost or damaged belongings, and families are strongly encouraged to leave valuables at home

Daily Packing List

For all camp programs, belongings should be clearly labeled with the camper's name to minimize loss. Campers are expected to bring the following items each day:

- Official Congressional Camp T-shirt (required daily; available in the Camp Store beginning in June)
- Comfortable shorts or pants (not too tight, too short, or too loose)
- Socks and close-toed shoes that are suitable for active play
- Swimsuit and towel
- Hat for sun protection
- Bag for belongings
- Sunscreen (non-aerosol, labeled)
- Water bottle (no glass containers)
- Spare change of clothes
- Optional: pool shoes, goggles, bug spray (non-aerosol, applied by staff)
- Campers in our Great Adventures Program should bring a sheet, blanket, and small comfort item for rest time.

Forbidden Items

Congressional Camp is not responsible for any items brought to camp. To protect the integrity of the program and camper safety, the following items are not permitted:

- Money or expensive personal items
- Electronic devices (including cell phones, handheld gaming systems, tablets, smart watches, etc.)
- Weapons, imitation weapons, or unsafe objects of any kind
- Aerosol products (including sunscreen and bug spray)
- Toys and Trading Cards

If an inappropriate or forbidden item is discovered, staff may collect it and return it to parents/guardians at dismissal. Repeated violations may result in further action, including loss of privileges.

Lost and Found

Lost-and-found bins for clothing and personal items are maintained at each campus. Families are encouraged to check these bins regularly. Unlabeled and unclaimed items are donated the week after camp ends.

Technology & Personal Devices

Camp is a time to disconnect from screens and engage with friends, activities, and the outdoors. For this reason, campers may not use cell phones, smart watches, or other personal electronic devices during the camp day. Devices must remain at home. If a camper needs to contact their family, they may request to use the Camp Office phone.

Families are asked not to call or text campers directly during the day. If you need to reach your child, please contact the Camp Office, and staff will assist in relaying a message. Any devices brought to camp in violation of this policy will be collected and returned at dismissal. Repeated misuse may result in further restrictions.

Emergency Procedures

Camp Closing and Delayed Opening

We understand the inconvenience caused to families when Camp programs are closed due to natural or man-made interruptions. The safety of our campers and staff is paramount, and we will always err on the side of caution to protect our community.

As a licensed child day center, Congressional is required to meet a set of minimum criteria determined by the State of Virginia to operate safely each day, including adequate staffing, utilities, access to safe facilities, and appropriate supervision ratios. If these standards cannot be met due to weather, power outages, or other emergencies, Camp will close or delay opening until conditions are once again safe to open.

Please take note of our severe weather closing policy:

1. Decisions to close Camp programs early, to cancel or delay bus transportation, or not to open Camp will be made by the school and camp leadership teams. These decisions are independent of Fairfax County Public Schools.
2. There may be no Extended Hours Program (EHP) when Camp opens late or closes early due to severe weather. In the event of a delayed opening, campers will not be permitted to be dropped off until the official opening time.
3. Should the camp have to close early, campers enrolled in transportation will board the bus and be taken home unless families notify the Transportation Office in advance that their child will be picked up in the event of an emergency closing.
4. Parents/guardians are encouraged to have contingency plans in place in advance of emergency closings.
5. In the event of a late opening, the camp will notify families directly with revised pick-up times.
6. Information about closings and delays will be communicated to families through email, text alerts, and updates posted on our website (www.congocamp.org).

Emergency Communication with Families

During an emergency, Congressional Camp will communicate with families through multiple channels, including email, text alerts, and phone calls. Please ensure that all contact information in your CampBrain registration portal is accurate and up to date. Families may also check the camp website for announcements.

Emergency Response and Drills

All staff are trained in the Camp's emergency response protocols, and drills are conducted regularly throughout the summer in compliance with licensing standards. While families will not receive details of internal emergency response plans, you may be assured that staff are well-prepared to guide campers through these procedures calmly and safely.

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

- Listen carefully to all instructions.
- Cooperate fully with procedures.
- Provide comfort and support to children in distress.
- Show respect for staff members managing the crisis.

If an evacuation to an off-site location is necessary, families will be notified as quickly as possible with instructions for pick-up. Camp staff will remain with children until all are safely reunited with a parent or guardian.

Health Emergencies

If a camper experiences a serious medical emergency, staff will immediately call 911 for ambulance assistance. The camp nurse and camp leadership will provide first aid and/or CPR until emergency personnel arrive. Families will be contacted as soon as the child is stable and under care. A staff member will accompany the camper to the hospital if parents/guardians are not immediately available to meet the ambulance.

For less urgent medical needs, campers will be treated in the Health Center by the camp nurse, and families will be notified if further care is required.

Camp Programs & Activities

Program Eligibility Overview

Congressional Camp programs are designed for campers from rising Junior Kindergarten through rising 9th grade. Placement is based on the grade a camper will enter after the summer, which ensures they are grouped with peers of similar age and experience.

- **Great Adventures:** Rising Junior Kindergarten & Kindergarten
- **Primary:** Rising Grades 1–2
- **Freshmen:** Rising Grades 3–4
- **Sophomores:** Rising Grades 5–6
- **Seniors:** Rising Grades 7–9

Program Descriptions

Congressional Camp offers a wide range of programs designed to meet the needs and interests of children from rising Junior Kindergarten through rising 9th grade. The brief descriptions that follow highlight the focus and unique features of each program type. These overviews are meant to help families understand the variety of opportunities available and how programs differ by age and structure.

Detailed daily routines and activity blocks vary by division, and sample schedules for each program can be found in the Appendix.

Great Adventures

Our youngest division introduces campers to the rhythms of camp in a nurturing, age-appropriate environment. Great Adventures emphasizes building independence, practicing routines, and making friends, while offering activities such as daily swimming, crafts, sports, pony rides, and outdoor play. Rest time is built into the day to support young campers' needs. *Sample schedules are available in the Appendix.*

Day Camp

Day Camp offers a traditional camp experience for rising 1st–9th graders, with a wide range of activities including swimming, arts and crafts, athletics, horseback riding, outdoor adventure, and weekly special events. Campers are grouped by division (Primary, Freshmen, Sophomores,

Seniors) to ensure programming is developmentally appropriate and engaging.

Sample schedules are available in the Appendix.

Travel Camp

Travel Camp gives rising 3rd–9th graders the chance to explore the greater Washington, D.C. area and beyond through daily field trips. Campers visit museums, amusement parks, recreation sites, and cultural venues, building independence and friendships while discovering new experiences each day.

Sample schedules are available in the Appendix.

Specialty Camps at Sleepy Hollow Elementary School

Sleepy Hollow Specialty Camps offer focused, week-long programs for campers in rising Junior Kindergarten through rising 9th grade. With smaller group sizes and specialized instruction, campers explore interests such as STEM, visual arts, cooking, and the performing arts while still enjoying the benefits of the broader camp community. Campers take a shuttle to the main Congressional School to spend time at the aquatic center twice a week.

Sample schedules are available in the Appendix.

Specialty Camps at Congressional School

Specialty Camps on the main campus are primarily offered in partnership with outside vendors and are scheduled only during Pre-Season and Encore Weeks. These programs give campers in rising 1st–9th grades the opportunity to explore unique interests outside the regular camp programs.

Sample schedules are available in the Appendix.

Congressional School Summer Academy

Summer Academy provides academic enrichment in small-group sessions taught by Congressional School faculty. Families may choose an 8:00–9:00 a.m. session or a 9:00–10:00 a.m. session to supplement their camper's summer program. The 9:00–10:00 a.m. session overlaps with the first camp activity block each day. Summer Academy is available only to campers enrolled in Great Adventures or Day Camp.

Sample schedules are available in the Appendix.

Camp Activity Guidelines

Congressional Camp designs every activity with the developmental stage of each camper in mind. In accordance with Virginia Child Day Center Licensing Standards, activities are expected to be age-appropriate, safe, and engaging, and must promote growth without exposing campers to unreasonable risk. Staff are trained to adapt activities for the maturity and readiness of each group and to provide close supervision at all times. Some areas have specific safety guidelines and are listed below:

General Camp Activities

Congressional Camp offers a wide variety of activities, including archery, sports, cooking, arts and crafts, playground time, outdoor education, and more. Each program area has its own safety rules and supervision requirements, which are introduced to campers before participation and reinforced throughout the session. While these activities do not require full program sections, staff are trained to adapt instruction to the age, skill level, and readiness of each group in accordance with Virginia licensing standards.

Specialty Camps, whether on the main campus or at Sleepy Hollow Elementary, also follow the same safety expectations and age-appropriate guidelines as our core camp programs. Specialty instructors partner with Congressional Camp staff to ensure that all activities are supervised, developmentally appropriate, and consistent with camp policies.

Aquatics Activities

The Rameika Family Aquatic Center is a central part of the Congressional Camp experience and is designed to provide a safe, fun, and developmentally appropriate environment for swimmers of all levels. Our facilities include two pools and a splash pad:

- **Splash Pad & Wading Pool:** 0–3 feet with gradual entry, designed for younger swimmers.
- **Main Pool:** 4–11 feet deep, with designated shallow and deep-water zones, a slide, and a dive well.

The pool complex is fully gated, and no camper may enter without the express permission of a lifeguard. Certified lifeguards are on duty at all times, and counselors are stationed around the pool to supervise. For hygiene and safety, campers are expected to shower before entering the water and to keep track of their personal belongings while at the pool.

All campers, except those in rising Junior Kindergarten and Kindergarten, complete a swim test on their first day of camp to ensure appropriate pool access.

The swimming test consists of:

1. Swimming the length of the pool (25 meters).
2. Treading water for 45 seconds.
3. Jump into deep water (> 5ft), resurface and exit the pool unassisted.

Campers are then classified into one of three swimming levels, each of which corresponds to specific pool areas:

- **Non-Swimmer (Green)** – Did not complete either part of the test. Camper may use the splash pad and the wading pool.
- **Beginner (Blue)** – Completed Parts 1 and 2 of the swim test only. Camper may use the splash pad, 3-foot area, and the 4–5-foot section of the main pool.
- **Swimmer (Orange)** – Completed all three parts of the swim test. Camper may use all areas of the pool, including the slide and dive well.

Campers in rising Junior Kindergarten and Kindergarten are limited to the Splash Pad & Wading Pool and are required to wear a camp-provided life jacket while in the pool. Campers are always encouraged, but never forced, to enter the water.

Campers typically change for the pool in the Aquatics Center locker rooms. If a camper is not comfortable changing in the locker rooms, they may use a single-occupancy restroom at the Aquatics Center. Great Adventures campers generally change in their classroom, separated by gender. On occasion, they may also change in the restrooms or single-occupancy restrooms as needed.

This system ensures that every camper can enjoy the Aquatic Center safely and confidently, while receiving the supervision and support appropriate to their swimming ability.

Equestrian Program

Congressional Camp's equestrian program is one of our longest traditions and takes place at the on-campus riding facility. Campers learn horse care, barn safety, and mounted riding skills under the guidance of experienced instructors.

All activities begin with an emphasis on safety and respect for the animals. Campers receive instruction in grooming, tacking, and stable management before mounting. Riding helmets

(provided by camp) are required at all times, and tack is checked by instructors before each ride. Riders are grouped according to age and ability:

- Younger campers begin with lead-line or walking lessons and hands-on barn activities.
- Older or more experienced riders may progress to trotting, advanced control, and independent exercises.

Weather conditions are closely monitored. In cases of extreme heat or poor air quality, mounted activities may be replaced with groundwork lessons or barn-based instruction to protect both horses and riders.

The equestrian area is a restricted area. Campers may not enter pastures, stalls, or paddocks without a counselor or instructor present. Campers are expected to follow directions, wait for staff to open gates, and never feed or approach horses without permission.

This program blends skill development with the joy of connecting to animals, giving campers confidence both on and off the horse.

Challenge Course

The challenge course, including the ropes elements and climbing wall, is designed to promote teamwork, confidence, and problem-solving in a supportive setting. All activities are facilitated by trained staff who provide progressive instruction and ensure that activities are developmentally appropriate.

Safety protocols are central to the program:

- Harnesses and helmets are required and checked before each climb.
- Belay systems and spotting techniques are used at all times.
- Group supervision ratios are strictly maintained.

The course includes both low elements and high elements:

- Low elements focus on balance, cooperation, and group problem solving, accessible to younger campers.
- High elements and the climbing wall are available to older campers who demonstrate readiness and maturity.

Participation follows the principle of “challenge by choice”. Campers are encouraged to try each element, but no one is ever forced to climb higher or attempt an activity they are not ready for. Counselors support campers in setting personal goals, celebrating effort as much as achievement.

The challenge course area is restricted when not in supervised use. Campers must remain with their group and follow the facilitator's instructions at all times.

Field Trips

Field trips are an important part of the Congressional Camp experience and give campers the chance to extend their learning and fun beyond campus. Trips may include visits to museums, parks, theaters, sports venues, or recreational sites. Travel Camp attends off-site trips daily, while other divisions may participate in occasional excursions or special events.

All field trips are supervised by trained camp staff, and safety remains our top priority. Campers are transported on buses operated by professional drivers, and staff-to-camper ratios are maintained in accordance with Virginia licensing standards. Before each trip, counselors review expectations with campers, including staying with their group, listening to staff directions, and following site-specific rules.

Campers are required to wear their official camp T-shirt on all field trips for easy identification. Families will be notified in advance of trip destinations, schedules, and any special instructions. Camp provides lunches on all field trips.

Campers who do not follow field trip rules may lose the privilege of attending future off-site activities. Through field trips, campers gain confidence in new settings, strengthen friendships, and experience the broader community in a safe and supportive way.

Lunches & Snacks

Congressional Camp provides nutritious lunches and snacks each day through our food service partner, Fairfax Foods. Menus are designed to meet the nutritional standards set by the Virginia Department of Education's Child Day Center Licensing Regulations.

- **Lunch:** A hot entrée, fruit or vegetables, salad bar, and milk or water are provided daily. Menus are posted in advance and include vegetarian options.
- **Snacks:** Campers receive a morning snack and an afternoon snack during the regular camp day. An additional snack is provided for campers enrolled in the PM Extended Hours Program (EHP).
- **Allergies & Dietary Needs:** Families with campers who have dietary restrictions should submit a Food Allergy Management Plan and communicate directly with the Camp Nurse. While we strive to provide allergy-friendly choices, families are welcome to send supplemental items to ensure safe options are always available.

Campers are reminded never to share food, as allergies can be serious and sometimes life-threatening.

Supplemental Services

Extended Hours Program

The Extended Hours Program (EHP) provides supervised care before and after the regular camp day. EHP is designed to give campers flexibility, opportunities to build friendships, and a choice of relaxed or active play. Activities may include playground games, sports in the gym, creative arts, board games, or quiet reading time. Campers are grouped by activity interest rather than age, and staff are assigned to maintain the ratios required by Virginia licensing standards.

EHP operates daily from 7:00–9:00 a.m. before camp and from 4:00–6:00 p.m. after camp. Families must register in advance to reserve a space, but limited drop-in use is available if space permits.

Morning Extended Hours Program (7:00-9:00 a.m)

Morning EHP provides a calm and welcoming start to the day. Campers may choose from quiet games, drawing, or supervised play before transitioning to their program group.

- Drop-in use is available for \$30 per camper, space permitting.
- Families should park, display their placard, and follow staff instructions at check-in.
- Great Adventures campers must be signed in directly by an adult inside the Early Childhood Programs building, as required by licensing.

Afternoon Extended Hours Program (4:00-6:00 p.m.)

Afternoon EHP offers campers time to unwind after the camp day, with a wide range of structured and unstructured activities. Campers may socialize, participate in active play, or work on creative projects at their own pace.

- Drop-in use is available for \$40 per camper, space permitting.
- Campers receive an additional snack during EHP, included in the fee.
- Families should remain in their vehicles, display their family placard, and follow staff directions at pick-up. Staff may request a photo ID at any time.
- Pick-up procedures follow the guidelines outlined in the Arrival & Dismissal section of this handbook.

Late Pick-Up Fees

Campers not picked up by 6:00 p.m. will incur late fees, assessed in 15-minute increments per camper:

- 6:01–6:15 p.m. — **\$25**
- 6:16–6:30 p.m. — **\$50**
- 6:31–6:45 p.m. — **\$100**
- 6:46–7:00 p.m. — **\$150**
- 7:01–7:15 p.m. — **\$200**
- 7:16–7:30 p.m. — **\$250**

Repeated late pick-ups may affect a family's eligibility to use the Extended Hours Program.

Camper Behavior

EHP is considered an extension of the camp day, and all camp rules and values apply at all times. Participation in EHP is a privilege, and campers are expected to follow the same standards of safety, respect, and responsibility outlined in the Camper Behavior section of this handbook. Disruptive or unsafe behavior may result in loss of EHP privileges, either temporarily or for the remainder of the season.

Transportation Services

Congressional Camp offers bus transportation along designated community stops throughout Northern Virginia. This service is available by advance registration only, as there is no drop-in option. Campers must weigh at least 40 pounds in order to ride the bus, and space on buses is limited and assigned on a first-come, first-served basis during registration. R

BusWhere Tracking

To support communication and peace of mind, all families enrolled in bus service will receive access to the BusWhere tracking system. This system allows parents to:

- Monitor the bus's location in real time.
- Receive alerts when the bus is approaching.
- Stay informed of delays caused by traffic, weather, or other factors.

Even with this system in place, families should plan to be at their stop at least five minutes before the scheduled pick-up or drop-off time.

Release of Campers

In the mornings, campers must check in directly with the bus driver or counselor before boarding. On the first day of each session, parents or guardians are required to be present with their camper and show the official camp placard so the driver can verify the child and establish they are on the bus roster for that session.

- Families must remain visible at the stop each morning.
- Campers will only be released to the driver if a parent/guardian is present with the placard.
- If a camper is not ready on time, the bus may wait briefly but must depart to remain on schedule.

In the afternoons, buses depart the camp at 3:50 p.m. each afternoon. At drop-off:

- A parent or guardian with the current-year placard must be visible at the stop.
- Drivers may request a photo ID at any time to confirm authorization.
- If no authorized adult is present, the camper will not be released. Instead, the child will remain on the bus, return to campus, and must be picked up at camp by 6:00 p.m.

Independent Release Form

Congressional Camp provides options for older campers to travel home more independently. Campers in rising grades 6–9 may be authorized to walk home from their community bus stop with written parent permission and approval by the Camp Director. Approved Independent Release riders may also accompany younger siblings home. This privilege may be paused or revoked at any time for safety reasons. Please contact the camp office for the independent release form or more information.

Bus Behavior and Safety Rules

Camp rules apply at all times while riding the bus. Campers are expected to behave according to the standards outlined in the Camper Expectations section of this handbook. Because safety is critical, unsafe or disruptive behavior will be reported by the driver to the Summer Transportation Director, who will notify the Camp Administration and School Director of Transportation.

- **First report:** warning to the camper and family.
- **Second report:** loss of riding privileges for one week.
- **Third report:** loss of riding privileges for the remainder of the camp season.

To keep all riders safe, campers must:

- Sit in assigned seats if directed by the driver.
- Keep seat belts buckled tightly at all times until dismissed.
- Use inside voices and avoid distracting the driver.
- Keep hands, feet, and belongings to themselves and out of the aisle.
- Remain seated until the bus comes to a complete stop.
- Treat the driver and peers with kindness and respect.
- Refrain from eating, drinking, or bringing breakable containers.
- Dispose of trash properly and keep the bus clean.
- Leave toys, electronic devices, and animals at home.

The bus will not move until all campers are seated and secured. Standing in the aisle while the bus is in motion is never permitted.

Parent Responsibilities

The transportation program depends on strong family cooperation. Parents and guardians are responsible for:

- Ensuring campers are at the stop on time each morning.
- Displaying the official camp placard during both pick-up and drop-off.
- Notify the Transportation Office no later than 6:00 a.m. if a camper will not ride in the morning.
- Notifying the Camp Office by 2:00 p.m. if a camper will not ride in the afternoon.
- Submitting written requests for any changes to authorized pick-ups.
- Being on time at afternoon stops or arranging prompt pick-up from campus if a child returns on the bus.

Transportation is a privilege, not a guarantee. Continued access depends on families following these guidelines and supporting the safety of all campers.

Supplemental Activities

In addition to the core camp program, Congressional Camp occasionally offers supplemental activities during the summer. These activities are designed as extensions of the camp day and provide campers with opportunities to explore special interests, strengthen skills, or enjoy unique experiences beyond their regular schedule.

Registration and Notification

Registration for supplemental activities is completed online through the camp registration portal. Families will be notified when registration opens for each specific offering, along with details about schedules, fees, and any special requirements. Because space is often limited, early registration is recommended.

Behavior & Expectations

Supplemental activities are considered a continuation of the camp day. All camp rules and behavioral expectations apply, including those outlined in the Camper Expectations section of this handbook. Participation is a privilege, and unsafe or disruptive behavior may result in the loss of access to these activities.

Pick-Up & Dismissal

At the conclusion of a supplemental activity, campers enrolled in the Extended Hours Program (EHP) will be escorted back to EHP for pick-up. Campers not enrolled in EHP must be picked up immediately at the designated location when the activity ends. If a camper is not picked up on time, they will be checked into EHP, and a drop-in fee will be charged to the family account.

Camp Policies

Custodial Parent Right of Admission

In accordance with Virginia Child Day Center Licensing Standards, custodial parents have the right to be admitted to the camp program at any time while their child is in care. This right cannot be waived by the camp and applies regardless of whether a parent has given advance notice.

For the safety of all campers, parents must follow proper check-in and escort procedures when visiting campus. All visitors must enter through designated camp entrances, present identification as requested, and remain in approved areas only. Parents or guardians who wish to see their child during the camp day will be escorted by staff to and from the program area.

Failure to comply with these procedures, or any conduct that undermines the safety and well-being of the camp community, may result in termination of enrollment.

Non-Custodial Parent Policy

In the absence of a court order to the contrary, all communications generated by the Camp office will be distributed to the designated parent/guardians in the camp registration system. 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.

Camper Dress Code

Congressional Camp is an active outdoor program, and campers are expected to dress in a way that promotes comfort, safety, and participation in all activities.

- **Camp T-Shirt:** Campers must wear their official Congressional Camp T-shirt every day. This requirement supports group identity, safety, and easy identification on campus and field trips.
- **Footwear:** Closed-toe shoes are required at all times. Sandals, flip-flops, and Crocs are not permitted except as pool shoes.
- **Clothing:** Shorts and shirts should allow for free movement and be appropriate for outdoor play.
- **Swimwear:** Swimsuits should be functional and modest. Two-piece swimsuits must provide full coverage and remain secure during active play.

- **Sun Protection:** Hats are encouraged, and sunscreen should be applied before arrival each day.

Campers who are not dressed according to these guidelines may be asked to change before participating in activities. Repeated failures to comply with the dress code may result in limited participation in certain activities or, if ongoing, further administrative action.

Mandatory Reporting

Congressional Camp is committed to the highest standards of care for every camper. Children deserve to be protected from any inappropriate or harmful actions by adults responsible for their care. To support this, Virginia law requires all professionals who work with children to report any reasonable suspicion of child abuse or neglect involving a child under the age of eighteen. Reports must be made to the Virginia Department of Social Services, Child Protective Services Division (CPS), within 24 hours of the first suspicion. The duty to report rests both on the Camp as an institution and on each individual professional.

Procedure

If a staff member learns of a possible situation of abuse or neglect, they must immediately consult with their supervisor or with camp leadership so that appropriate action can be taken to protect the child and ensure a timely report. If the Head of School or Camp Director (or their designee) determines that a report should be made, they will notify CPS through the local department of social services or by calling the CPS Hotline.

Recognizing child abuse or neglect can be difficult. If there is any uncertainty or disagreement about whether conduct meets the threshold for reporting, staff are reminded that the responsibility to report rests on both the Camp and the individual. If an employee believes a report should be made, they are required to make it, even if others disagree. Under Virginia law, any person required to report who fails to do so within 24 hours of suspicion may be fined up to \$500 for the first failure and up to \$1,000 for subsequent failures.

Definitions

Virginia law defines an “abused or neglected child” as any child under the age of eighteen who meets one or more of the following criteria:

- Has suffered or is at risk of physical or mental injury (other than by accidental means) caused or allowed by parents or caregivers.

- Is not provided with necessary care for health and well-being, except in cases where treatment is declined in good faith for religious reasons.
- Has been abandoned by parents or caregivers.
- Has been subjected to, or allowed to be subjected to, unlawful sexual acts.
- Lacks parental care or guardianship due to absence, incapacity, or refusal of responsibility.
- Has been knowingly left alone with a person convicted of certain violent offenses against minors.
- Has been identified as a victim of sex trafficking or severe forms of trafficking.

Reports may be made without prior notice to families and without their consent. Retaliation for making a good-faith report is prohibited. Congressional Camp is committed to protecting children and supporting a culture where concerns are addressed promptly and responsibly.

Pets, Non-Smoking, & Drug/Alcohol-Free

To protect health and safety, Congressional Camp maintains a strict no-pets policy. Only service animals as defined by applicable Virginia and federal law are permitted on campus and at camp-sponsored activities. Service animals must remain under the handler's control at all times. Individuals accompanied by a non-service animal will be asked to leave campus.

Congressional Camp is a smoke-free and vape-free environment. The use of tobacco or nicotine products (including e-cigarettes and vaping devices), marijuana/cannabis in any form, and smokeless products is prohibited everywhere on campus, including buildings, fields, sidewalks, parking lots, and vehicles, and at all camp-sponsored trips and events.

The campus is also drug- and alcohol-free. Buying, selling, possessing, or using alcohol, illegal drugs/substances, drug paraphernalia, or intentionally misusing inhalants is prohibited for all community members while on campus or at camp activities. Campers may not use prescription or over-the-counter medications except as prescribed/intended and approved by the Camp Nurse; medications must be stored and administered according to camp policy. Violations may result in removal from campus or an event, camper discipline up to and including dismissal, and/or referral to law enforcement when warranted.

Termination of Enrollment

Enrollment at Congressional Camp may be terminated at any time for any reason by the Head of School, Camp Director, or their designee. While the Camp strives to work in partnership with

families, termination may occur when it is determined to be in the best interest of the camp, school, camper, other children, or the camp community as a whole.

Photo/Media Release Policy

Congressional Camp often captures photos and videos of campers participating in activities to share the spirit of camp with families and the broader community. These images may be used in camp communications, promotional materials, or on the camp website and social media channels.

Families who do not consent to their child being photographed or recorded for these purposes must notify the Camp Office in writing no later than May 1. In addition, all families are required to provide the Camp Office with a recent photo of their child (taken within the last six months) that clearly shows the camper's face. This photo is used internally for identification and safety purposes and must be submitted by email to the Camp Office by May 1.

Campers will not be identified by name in public-facing media without prior permission from a parent or guardian.

Personal Property

Congressional Camp is not responsible for the loss, theft, or damage of personal property brought to camp. Families should carefully consider what items are appropriate for camp and understand that campers assume the risk of bringing personal belongings.

- **Technology:** Personal electronic devices—including cell phones, tablets, smart watches, gaming systems, and similar items—are not permitted during the camp day. If such items are brought, they may be collected by staff and returned at dismissal.
- **Vehicles:** Campers are not permitted to drive vehicles to or from camp. Bicycles, scooters, and skateboards may only be used with written parental permission and Camp Director approval under the Independent Travel policy. These items must be stored in designated areas and are not to be used during the camp day.
- **Other Valuables:** Jewelry, trading cards, toys, and similar items that can be lost, stolen, or distract from the camp program should remain at home.

Congressional Camp also assumes no responsibility for damage to parent or guardian vehicles while on campus property. This includes damage that may occur in parking areas, during drop-off or pick-up, or as a result of other vehicles entering or leaving the campus. Families are

expected to exercise caution, follow traffic patterns, and obey staff directions to help ensure the safety of all.

The Camp reserves the right to confiscate any unauthorized items and return them to parents/guardians at dismissal. In all cases, the Camp assumes no liability for personal property or vehicles brought to campus or on field trips.

Asbestos Hazard Emergency Response Act

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the Congressional School. These plans are available and accessible to the public at the Maintenance Office. Please contact maintenance@congressionalschool.org.

This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our buildings.

Non-Discrimination Policy

Congressional Camp enrolls qualified students of any race, color, national and ethnic origin, ancestry, gender, religion, gender identity or expression, sexual orientation, mental or physical disability, or any other status protected by applicable law, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate based on race, color, national and ethnic origin, ancestry, religion, gender identity or expression, sexual orientation, mental or physical disability, or any other status protected by applicable law in the administration of its admissions, financial aid, and loans, and its educational, athletic, and other programs.

Diversity & Inclusion Statement

Guided by our commitment to creating a diverse, multicultural, and inclusive community, Congressional Camp is strongly committed to enrolling and supporting a diverse student body and staff. We engage in dialogue around issues of difference, identity, and ideology in the classroom and believe this enhances the quality of our campers' experience, fostering global awareness through mutual respect and understanding.

Privacy Policy

Congressional Camp values the privacy of our community members and has developed a Privacy Policy that addresses the privacy practices of the Camp and our website, <https://www.congocamp.org>. We seek to promote transparency with our community by outlining the information we collect, how and why we collect it, and how we protect privacy in doing so. You can [review the policy on our website](#).

Appendix

Sample Schedules

The following schedules are provided as examples to illustrate a typical camp day. They are intended to give families a sense of the balance between activities, rest, and transitions at Congressional Camp. Please note that these are representative samples only; your camper's actual schedule may vary depending on their program, age group, and division needs.

Day Camp Program

The Day Camp Program operates on a three-day rotation model. In a typical session, each group will rotate through a variety of activities approximately two to three times over the course of the rotation. Please note that special events and themed days are scattered throughout each session, which may alter the regular rotation.

	Green Day	Orange Day	Blue Day
8:45	Arrival		
9:15	Morning Meeting		
9:30	Outdoor Education	Pool	Sports
10:05	Ropes		Music
10:40	Snack		
10:55	Horses	Gaga Ball	Art
11:30	Pool	Lunch	Game Room
12:10		Puzzles & Logic	Cracker Barrel
12:50	Lunch	Yoga	Lunch
1:25	Playground	Archery	Taekwondo
2:00	Snack		
2:20	Science	Ropes	Pool
2:55	Art	Sports	
3:30	Afternoon Meeting		
3:45	Dismissal		

Specialty Camps

Specialty Camps operate on a Monday/Wednesday/Friday and Tuesday/Thursday schedule. Campers spend a significant portion of their time focused on their chosen theme, such as art, science, or sports, while also participating in swimming time and other recreational opportunities. Schedules may vary based on the specialty theme, instructor plans, and group needs.

	Monday, Wednesday, Friday	Tuesday, Thursday
8:45	Arrival	
9:15	Morning Meeting	
9:45	Activity Time	
10:40	Snack	
10:55	Activity Time	Pool
11:30		
12:10	Lunch	
12:50	Playground	Activity Time
1:25	Activity Time	
2:00	Snack	
2:20	Activity Time	Activity Time
2:55		Playground
3:30	Afternoon Meeting	
3:45	Dismissal	

Travel Camps

Travel Camps follow the same schedule across all five days of the week. These programs feature extended off-campus trips. Campers spend the majority of their time exploring destinations throughout the region while building friendships and developing independence. Actual destinations and timing may vary by session.

	Monday, Tuesday, Wednesday, Thursday, Friday
8:45	Arrival
9:30	Depart Campus
1:25	Off-Campus Trip & Lunch
3:30	Return on Campus
3:45	Dismissal

Great Adventures Program

Great Adventures also operates on a Monday/Wednesday/Friday and Tuesday/Thursday schedule. Each day features a different off-campus destination or activity, giving campers opportunities to explore exciting experiences in the wider community. While the schedule below illustrates a representative week, actual activities and times may vary depending on availability, weather, and program design.

	Monday, Wednesday, Friday	Tuesday, Thursday
8:45	Arrival	
9:30	Morning Snack	
10:00	Ponies	STEM Challenge
10:30	Exploration Station	
11:00	Fit Kids	Jr. Explorers
11:30	Lunch	
12:00	Pool	
12:45	Playground	Art Activity
1:30	Rest/Reading	
2:00		
2:30	Afternoon Snack	
3:00	Group Time	Playground
3:30	Pack-Up	
3:45	Dismissal	



Handbook Acknowledgment & Agreement Form

Parents/Guardians: Please read the following statements carefully and sign below to indicate your agreement.

I acknowledge that I have received and read the Congressional Camp Family Handbook (the "Handbook"). I understand that the Handbook describes important policies, procedures, and community expectations, and I agree to support my camper(s) in complying with them. I have discussed the contents of the Handbook with my camper(s), as appropriate for their age and maturity.

I understand that participation in Congressional School and Congressional Camp programs is voluntary and is conditioned on compliance with School and Camp policies. I understand that the School/Camp may, consistent with its policies and applicable law, limit, suspend, or discontinue a camper's participation for safety concerns or for significant or repeated violations of policies or behavioral expectations. I understand that I may withdraw my camper at any time. Any financial obligations, including refund policies, are governed by the applicable enrollment agreement and published refund schedule.

I understand that the Handbook is intended to provide guidance and may be updated from time to time in the best interest of the community. When practicable, the School/Camp will provide notice of material updates. The most current version of the Handbook will be made available to families, and continued participation after notice of updates constitutes acceptance of the revised policies.

Camper Name(s): _____

Parent/Guardian 1:

Parent/Guardian 2

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

