



Parent Information & Camp Policies

Welcome to Arlington Public Schools **AQUATICS CAMP!** Our goal is to provide children with a safe and enjoyable camp experience where children can develop skills, form friendships and enhance self-esteem. Please make sure your child comes to camp with their completed forms which are attached. Please check your email periodically for Camp updates.

CAMP FORMS

This packet contains camp forms your child will need to bring on the first day of camp. Please make copies for each camp session your child is attending.

ADMINISTERING MEDICATION

MEDICATION WILL NOT BE ADMINISTERED UNLESS THE MEDICATION AUTHORIZATION FORM IS SUBMITTED. If your child needs medication administered during camp, please complete the ADMINISTERING MEDICATION AUTHORIZATION FORM, attached below. Staff is not permitted to administer medications until the proper paperwork is completed. Medications will be locked up and must be sent in the original container. Please remember to pick up unused medicine containers at the end of camp or it will be discarded within 14 days. A doctor's signature is required for medications to be taken longer than 10 **days**.

SIGNING IN/OUT

Authorized individuals 18 years or older must sign child in and out each day. Staff are required to I.D. all persons picking up children. Children will not be released to anyone not on the PICK-UP AUTHORIZATION FORM. Custodial parents/guardians have the right to be admitted into the program, however for custody issues requiring special attention please notify the camp site staff. Parents must sign-in and walk children to the specific meeting area. If arriving late, please check in with the Camp Director.

LATE PARENT POLICY

Children become upset when parents are not on time, please call the site if you know you will be late. If a parent or authorized person is late

picking up the child, a late fee of \$10 will be applied. If a child is consistently picked up late, the child may be dismissed from camp. A staff member will remain with children and after one hour, Child Protective Services may be called.

PRE AND AFTER CARE

If you have registered our child for pre and/or after care, please drop off and pick up your child at the pool classroom. You will be asked to sing-in and out as well.

PREVENTING THE SPREAD OF ILLNESSES

Please keep children home if they show signs of illness including vomiting, diarrhea, rashes or a temperature of over 100 degrees. If a camper becomes ill, parents must pick up the sick child immediately. Children must be free of illness for 24 hours before returning to camp. Parents should notify the site within 24 hours if any member of the household develops a communicable disease and immediate notification if it is a life threatening disease. Notifications are posted when communicable disease outbreaks occur at camp.

SUNSCREEN & INSECT REPELLENT

Staff is not permitted to apply sunscreen, insect repellent or lotion to children. Campers may bring sunscreen and/or insect repellent to camp to apply themselves with help from staff. All sunscreen must be in the original container labeled with the child's name. Be sure to apply sunscreen and insect repellent to your child before camp.



AQUATICS MANAGEMENT

CHILDREN'S BELONGINGS

Please label **ALL** belongings. Personal belongings should be kept in a bag or backpack. APS's policy on cell phones and electronic devices is followed by the Camp. These are allowed to be carried in the child's backpack, but must be turned off during camp hours. We strongly discourage campers bringing these items to camp. For their safety, campers must wear tennis shoes to be worn during activities conducted outside of the pool area. APS Aquatics and the site staff are not responsible for lost/stolen items.

APPROPRIATE CAMP ATTIRE

All children should wear a swim suit (no zipper or grommets), and also bring shorts, a top and tennis shoes that can be worn during non-pool activities. In addition, we recommend each child bring a towel. Swim goggles may be used during some activities but are not required.

REFUNDS/TRANSFERS

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Refunds and transfers must be requested at least fourteen days prior to the camp session. All but \$25 will be returned for approved refunds per session. Refunds are not permitted for those who register within fourteen days prior to the start of a camp session. Within fourteen days of the start of camp, refunds will only be given for medical emergencies with doctor's written verification as long as the verification is received **BEFORE** the camp ends. If a medical emergency occurs during camp, a doctor's written verification will be needed within 24 hours for a pro-rated refund. Requests received after the camp session ends will not be granted.

QUESTIONS/CONCERNS

Concerns should always be addressed at the site through the lines of authority: Camp Counselors > Camp Directors > Site Manager > Aquatics Director

BEHAVIOR MANAGEMENT

All participants must read and sign the camper Rules of Conduct which states children must be able to demonstrate the following with minimal direction: (1) must be able to maintain personal care without staff support; (2) stay with assigned group; (3) respect others (listen, follow directions, use appropriate language, keep hands to oneself); (4) maintain self-control; (5) meet the prerequisite skills for the program. Parents will be notified verbally and/or in writing of inappropriate behavior. APS reserves the right to dismiss a child from any program.

POOL REGULATIONS

All children will be required to take a swimming skills test consisting of swimming 25 yards without stopping using a prone stroke and tread water for 1 minute. Children are expected to follow all pool safety, health rules set by the Camp or Pool staff. Children with symptoms of skin infections, rashes or open wounds are not permitted in the pool.

FOOD FROM HOME

It is recommended lunches and snacks brought from home be nutritious, nonperishable and packed in a soft cooler/lunch bag with an ice pack (refrigeration not available). Please label campers' food packs with child's name and date. Parents will be notified to bring in lunch in the event a child does not have one. We recommend two snacks and water in a refillable bottle marked with the child's name.

REPORTING CHILD ABUSE & NEGLECT

Under Code of Virginia (63.2-1509), staff is required to report any suspected abuse, neglect, or exploitation of a child to FCPA Youth Services and Fairfax County Child Protective Services.



Emergency / Medical Information & Parent Agreement

Please note, register is not complete unless this form is submitted to the Aquatics Office

Camper's Name	Nickname:	Date of Birth	Gender
Allergies or intolerance to Food, Medication, etc. (please list allergies and actions to in an emergency situation)			
To ensure the best possible experience, tell us about your child (include any emotional, behavioral, physical or developmental challenges and any special accommodations needed (please explain)			
Child's Physician:		Phone	

PARENT(S)/GUARDIAN(S) INFORMATION (Write N/A when not applicable)

Parent's Full Name	Email:	Cell Phone
Home Address (No., Street, City, State, Zip)	Place Employed	Home/ Work Phone
Parent's Full Name	Email:	Cell Phone
Home Address (No., Street, City, State, Zip)	Place Employed	Home/ Work Phone

EMERGENCY INFORMATION (the state mandates 2 emergency contacts other than the parents)

Emergency Contact #1	Address (No., Street, City, State, Zip)	Phone (home, work, cell)
Emergency Contact #2	Address (No., Street, City, State, Zip)	Phone (home, work, cell)

AGREEMENTS

I give my child permission to apply sunscreen and/or insect repellent to him/herself and I will be supplying my child with the product. If my child has an adverse reaction to the product, take this actions:
APS Aquatics shall notify parent/guardian whenever their child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible. Parents agree to inform the Aquatics Office within 24 hours, if their child or any member of the household develops a reportable communicable disease (immediate notification required if the disease is life threatening)
I hereby authorize APS Aquatics staff to seek medical treatment for my child, and the nearest facility, in the event medical care is required. In the event of non-emergency medical care is required, I authorize APS Aquatics staff to seek medical treatment through my child's physician. I understand that I am responsible for medical expenses incurred by my child and that APS advises I carry insurance for my child

I have read the information above and agree to adhere to it. I certify the information above is complete and correct. I have made a copy of this for my records.

Parent/Guardian Signature

Date



AQUATICS MANAGEMENT

Pick Up Authorization

Camper's Name					
Check Camp Session(s): <input type="checkbox"/> Session 1 (Aug 13-17) <input type="checkbox"/> Session 2 (Aug 20-24) <input type="checkbox"/> Session 3 (Aug 27-31)					
List those individuals authorized to pick up your child (include yourself). Your child will be permitted to leave with these individuals only and phone identification will be required at sign-out.					
Authorized person's name (Please print)	Relationship to Child	Phone Number			
Name of person(s) NOT authorized to pick up a child (appropriate custody papers shall be attached if parent is not allowed to pick up the child):					
Authorized individuals must sign children in and out each day					
Date	Day	Time In	Initials	Time Out	Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<i>If registered for multiple sessions</i>					
Date	Day	Time In	Initials	Time Out	Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Date	Day	Time In	Initials	Time Out	Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

Parent/Guardian Signature: _____ Date _____

BRING CAMP FORMS WITH YOUR CHILD ON THE FIRST DAY. DO NOT MAIL/EMAIL FORMS. IF YOUR CHILD IS REGISTERED FOR MORE THAN ONE SESSION, MAKE COPIES TO SUBMIT FOR EACH CAMP SESSION



Code of Conduct

Children and parents should review this required document together and sign below.

Children must:

- Maintain personal care (toileting, changing) without staff support
- Stay with assigned group at all times
- Respect others in what you say and do. Teasing and bullying are not tolerated and children should report any incidents immediately to their counselor
- Listen to program leaders and follow directions
- Use appropriate language
- Keep hands to oneself and maintain self-control
- Take care of their own belongings
- Use equipment and supplies in a safe and appropriate manner
- Follow the policy for cell phones and other multimedia devices: campers and staff are allowed to have cell phones and other multimedia devices, but they must be turned off and kept in the child's backpack during camp hours. **We strongly suggest these items be left at home.** APS Aquatics will not be held responsible for lost or stolen items. Care for these items is solely up to the child.

Parents must:

- Complete and submit appropriate paperwork from the parent packet
- Sign children in and out of the program, bring proper I.D. and be on time
- Contact the Camp Director or Program Manager immediately when issues arise
- Adhere to the camp refund and transfer policy as outlined in the parent packet

Grounds for Immediate Dismissal (no refund given):

- A parent who refuses to follow APS Aquatics/Camp policies as stated in the parent packet
- A child who brings a weapon to camp
- A child who intentionally harms himself or causes injury to another child or staff member
- A child who vandalizes or steals property of the camp facility, staff or other children
- A child who displays inappropriate behaviors repeatedly
- A child who fails to comply with the Rules of Conduct

Management of Behavior

From time to time, staff must take actions to resolve problems disruptive to the program/other participants. Behavior guidance requires specialized skills; although staff is not behavior specialists, staff are trained to provide basic behavior interventions. To manage disruptive and inappropriate behaviors, staff will acknowledge the behavior, address it with the child, assess the reasons for the behavior, discuss with the child what is appropriate behavior, redirect behaviors when appropriate, if necessary, remove the child from the activity until the child can exhibit self-control and discuss the behavior problems with the parents to strategize possible solutions. In situations where inappropriate or disruptive behavior is reoccurring, the child's enrollment in the program may be terminated. The staff does NOT use physical punishment, humiliation, shaming or denial of food as methods to manage behavior. Staff uses a proactive approach to meet the needs of the children by planning age/ability appropriate activities in a fun and safe environment.

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone (please bring this form with you on the first day of camp).

Child's Name (please print) _____

Signature of Child _____ Date _____

Signature of Parent/Guardian _____ Date _____

Parent's Cell Phone _____ Home or Work Phone _____