

# CHRIST CHURCH CAMPS

## Camp Information and Policies



Welcome to Christ Church Camps! Our goal is to provide our campers with a safe and enjoyable camp experience where children develop skills, form friendships, enhance self-esteem, and build character. Please make sure your camper comes to camp on the first day with all forms completed. It is also important to ensure the camp office/staff have your most current and reliable contact information on file. If you need to update your information, please see a Camp Counselor or Director.

### ADMINISTERING MEDICATION

MEDICATION WILL NOT BE ADMINISTERED UNLESS THE MEDICATION AUTHORIZATION FORM IS SUBMITTED AND ON FILE IN THE CAMP OFFICE. If your child needs medication administered during camp, please download the authorization form from the Christ Church Camps forms page. [www.christchurchva.org/camps](http://www.christchurchva.org/camps). Medication will be locked up in the camp office. Medications must be in the original container. Please pick up medication containers at the end of camp or it will be discarded after 14 days. A doctor's authorization is required for medications to be taken longer than 10 days or for emergency medications (epi-pens, etc).

### BEHAVIOR MANAGEMENT

All Camp Greentree participants, rising 1<sup>st</sup> grade to rising 4<sup>th</sup> grade, must read and sign the camper Rules of Conduct. All younger Camp Greentree participants will be expected to adhere to the age appropriate expectations in the code of conduct. The safety and well-being of our campers is of the utmost importance. The basic expectations of all campers are that participants be able to demonstrate and execute the following with minimal direction; be able stay with assigned group; respect others; listen to directions; use appropriate language; and maintain self-control. For inappropriate behavior, parents will be notified. Christ Church Camps reserves the right to dismiss a camper if the Director feels it is in the best interest of the other campers and/or in violation of the Code of Conduct.

### CAMP FORMS

All applicable forms need to be completed and submitted prior to the start of camp. Please make copies for each camp session your child is attending. You may receive additional forms/waivers that are specific to your child's camp through email before camp begins. Forms may be mailed to the church campus ahead of camp weeks. Forms may be scanned and emailed to [hgreene@christchurchva.org](mailto:hgreene@christchurchva.org) ahead of camp weeks. Forms may be brought to camp the morning of the first day of camp. To speed up the check-in process please consider sending camp forms in ahead of arrival on the first day.

\*\*Medication Authorization and OTC topical application forms **(as needed, by individual campers)**

### CAMPER'S BELONGINGS

Please label ALL belongings. Personal belongings should be kept in a labeled bag or backpack. Cell phones and electronic devices should be kept in a camper's backpack and must be turned off during camp hours. We strongly discourage campers from bringing these items to camp. Campers are encouraged to wear tennis shoes and closed toe shoes. The Christ Church Camps site staff are not responsible for lost or stolen items. A lost and found will be kept in the camp office.

### EMERGENCY INFORMATION & WEATHER

Christ Church has an emergency plan available for review upon request. Drills are held in compliance with our State Licensed status. Camps will operate on code red days with modified activities and plenty of water and shade breaks.

### FOOD FROM HOME

Christ Church Camps runs a nut free program. Due to possible allergies of other campers please be mindful of items sent from home. It is recommended lunches and snacks brought from home be nutritious and not requiring microwaving or refrigeration. It is suggested that lunches be packed in a soft cooler or lunch bag with an ice pack. Please label lunch bags, food packs, containers, etc with the campers name. All Christ Church Camp participants will be given snacks.

### LATE PARENT POLICY

If a parent or authorized person is more than 15 minutes late picking up a camper, a late fee of \$1 for every minute past the initial 15 minutes, will be charged. Some children become upset when parents are not on time. Please call the church campus if you know you will be late.

### LICENSING INFORMATION

Christ Church Camps operate under our Greentree Christian School license and are licensed by the Virginia Department of Social Services.

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### PREVENTING THE SPREAD OF ILLNESSES

Healthy children make for happy campers. 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 will be notified and asked to pick up your camper immediately. Campers must be free of illness and fever (without the aid of medication) for 24 hours before returning to camp. Parents should notify the camp within 24 hours if any member of the campers household develops a communicable disease. Notifications will be posted and sent home should your camper be exposed to a communicable disease.

### PROMOTIONAL PHOTOS/VIDEOS

Campers enrolled in all Christ Church Camp programs may be photographed or videotaped during camp activities by Christ Church and Christ Church Camp staff for promotional purposes unless a separate written request not to photograph or videotape your child is submitted to the Camp Director.

### REFUNDS/TRANSFERS

How do I request a refund for camp? Refunds MUST be requested, in writing and addressed to the camp director, at least 2 weeks prior to the camp session from which you are trying to withdraw or transfer. Email change requests to [campchange@christchurchva.org](mailto:campchange@christchurchva.org). Refunds are not permitted without a 2 week written notification. Refunds are authorized by the Camp Director, on an individual basis. There are no refunds for missed days due to work/vacation schedules, sick days or other non-emergency reasons. Within 14 days of the start of the camp session, refunds are only approved for medical emergencies with a doctor's note if it is received before the camp begins. If a medical emergency occurs during camp, a doctor's note is required within 24 hours for a partial refund. The refund will be pro-rated from missed days for that camp week. Requests received after the camp session ends will not be granted. Considerations for Refunds: Family Emergencies, Death, Illnesses, etc. Camper illness or injury.

### REPORTING CHILD ABUSE/NEGLECT

Under the code of Virginia, the license issued to Greentree Christian School, and the Christ Church Safe Sanctuary policy, staff are required to report any suspected abuse, neglect or exploitation of a child. The Camp Directors will be the ones to notify CPS and Virginia Department of Social Services if abuse or neglect is suspected.

### SIGNING IN/OUT

Authorized individuals 18 years or older must sign campers in and out, each day. Staff are required to ID all persons picking up campers. Children will not be released to anyone not on the pick up authorization list. Custodial parents/guardians have the right to be admitted into the program, however for custody issues requiring special attention please notify the camp staff. If there are specific custodial concerns court documents need to be on file in the camp office, to limit parental access to a child. If arriving late, please check in with the Camp Director.

### SUNSCREEN/INSECT REPELLENT

Be sure to apply sunscreen and insect repellent to your child before camp. If your child requires additional applications, please ensure your camper has an Over The Counter Medication, ointment application form on file. Staff are only permitted to apply sunscreen, insect repellent or lotion to children if they are under 6 and have their own product and completed forms on site. Campers over the age of 6 may bring sunscreen and/or bug repellent to camp to apply themselves with help from staff. All sunscreen, bug repellent, and/or diaper ointment must be in the original container labeled with the camper's name.

### COVID PRECAUTIONS

- Extra cleaning measures are in place
- Temperature checks will be done at arrival for all campers
- one-way flow of traffic will be observed in the hallways and when moving from activity to activity
- campers will be separated by pods and pods will not mingle during camp hours
- all campers will wear masks inside and outside; masks can be removed outside if 6 foot social distancing is attainable for the duration of the activity
- all COVID precautions in place for Greentree Christian School will be in place for Camp Greentree

### QUESTIONS/CONCERNS

Concerns should always be addressed at the Christ Church campus through the lines of authority:  
Camp Counselors/Teachers > Camp Assistant Directors > Camp Directors  
All camp staff will attempt to address any questions or concerns in a quick and responsive manner. Thank you for joining us this summer and we look forward to a great summer of fun.

Christ Church campus: 703.425.3580  
[HGreene@christchurchva.org](mailto:HGreene@christchurchva.org)—Camp Greentree  
[CJudd@christchurchva.org](mailto:CJudd@christchurchva.org) – Camp Greentree