



## Camp Policies

Welcome to summer camp at NOVA Parks! 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 certain that you have gone over this document with your child and read the information thoroughly. **By registering your child for our camp, you are agreeing to these Camp Policies.**

### Administering Medication:

NOVA Parks staff will not administer oral medication to children while participating in our camp programs. In the event of anaphylactic or asthma related emergencies, NOVA Parks staff will assist children with the administration of epi-pen injectors and asthma inhalers and provide transitional care until emergency medical services (EMS) arrive on scene.

### Sick/Ill Children:

If a child arrives with symptoms of illness or has a temperature over 100.4 degrees, the child will not be permitted to stay. If a camper becomes ill or starts exhibiting symptoms, parents will be required to pick up their child immediately. Sites will notify all parents about disease outbreaks or infections. Camp Management will consult with families on when children may return. In case of serious injury, parents will be notified immediately.

### Signing in/Out:

Authorized individuals 18 years or older must sign child in and out each day. Staff are required to check the ID of all persons picking up children. Children will not be released to anyone not authorized for pick up. Please contact us if you are arriving late.

### Children's Belongings:

Please label ALL belongings. NOVA Parks and the site staff are not responsible for lost/stolen items. Personal belongings should be kept in a bag or backpack, which will be stored in specific area. Electronics and other similar items should not be brought to camp unless specified.

### Late Parent Policy:

If a parent or authorized person is 15 minutes late in picking the child up, a late fee of \$2.00 per each additional minute may be applied. If a child is consistently picked up late, the child may be dismissed from the program. A staff member will remain with the child for up to one hour after the program ends. After one hour, Child Protective Services will be called if parents cannot be reached.

### Behavior Management:

If a child exhibits inappropriate behavior during a camp session, parents may be notified verbally and / or in writing with notification of further action. NOVA Parks also reserves the right to immediately dismiss a child from any program for behavior deemed inappropriate. All participants enrolled in NOVA Parks programs must meet the Rules of Conduct (see next page).

### STAFF WILL NEVER:

Use physical punishment, be verbally abusive, force, withhold, or substitute food, give any child the authority to punish another child, place a child out of visual/hearing sight, in the dark, or in an unvented place.

### Food From Home:

Lunches and snacks are brought from home and are not to be shared with others. This is a NUT- FREE CAMP.

### Sunscreen & Lotion Application:

Staff are not permitted to apply sunscreens or lotions to campers. Please apply these to your campers before attending camp each day.

### Reporting Child Abuse & Neglect:

If it is suspected that a child has been abused, neglected, or exploited in any way, NOVA Parks staff is required to report it to Youth Services and Child Protective Services.

### Refunds:

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Refunds must be requested at least 60 days prior to the camp session. Refunds will only be made if we are able to fill the spot created by your cancellation. All but \$50 will be refunded if we are able to fill your vacancy.

## Rules of Conduct

All NOVA Parks camp participants are expected to adhere to the Rules of Conduct and agree to them through their participation in our program. Refusal to follow these rules may result in dismissal from our program.

### Children Must:

- Let camp staff know if they are experiencing symptoms during / before camp
- Follow established hygiene and safety procedures such as handwashing, etc.
- Maintain personal care (bathroom use, changing) without staff support
- Stay with assigned group at all times
- Respect others in what they say and do
- Listen to program leaders and follow directions
- Use appropriate language
- Keep hands to oneself and maintain self-control
- Take care of their own belongings
- Keep food and snacks to themselves, i.e. no sharing of food or drink
- Use equipment and supplies in a safe and appropriate manner
- Report incidents of teasing and/or bullying immediately to camp staff

### Parents Must:

- Let camp staff know as soon as possible if their camper is experiencing symptoms during / before camp, and wait until given guidance by Camp Management on when they are cleared to rejoin camp
- Communicate any special needs, medication, allergies, etc. for their child to camp staff before the camp week begins
- Sign children in and out of the camp each day and bring proper ID
- Be on time to drop off and pick up campers
- Assist staff in resolving behavior issues
- Contact Camp Management team immediately should issues arise

### Grounds for Dismissal:

Anyone expelled from camp for disciplinary purposes is not entitled to a refund. Individuals expelled from camp are subject to an additional suspension from NOVA Parks camps through at least the following summer, with future participation in camp beyond that at the discretion of Camp Management. Actions or behavior that can result in dismissal include, but are not limited to:

- A parent or child who refuses to follow NOVA Parks policies and conduct as stated in this document
- A child who displays inappropriate behaviors repeatedly
- A child whose behavior negatively affects the experience of other campers
- A child who brings a weapon to camp
- A child teasing and/or bullying others
- A child who intentionally harms them self or causes injury to another child or staff member, or refuses to keep hands to self
- A child who vandalizes the property of the camp facility, staff or other children
- A child who steals items from the camp facility, staff or other children

**NOVA Parks Statement of Inclusivity:** It is the intent of all NOVA Parks camps and programs to include children of varying abilities to the extent that appropriate support and care can be provided. If your child has a disability, whether it be physical or mental, or a condition that requires medication or other special attention, **please inform your NOVA Parks activity of your child's needs at least 2 weeks prior to the start** of that activity. All information is confidential and will only be shared with staff members on a need-to-know basis. Once the parent/guardian informs their respective activity, NOVA Parks will consider all information on a case-by-case basis to provide the best possible experience for all.