



Camp FA Policies and Procedures 2021

Welcome to Camp FA! Our goal is to make your child's Summer, Holiday, Winter, or Spring Break camp experience quite simply, *awesome*. Please review the following policies and procedures that will help guide your camper's experience. Please contact the Camp FA Team with any questions, and we look forward to seeing you at camp!

Registration

To register for one or more camps, each participant must complete the Camp FA online registration form. On the first day of camp, a parent/guardian MUST check-in each camper and verify that all registration information and forms are completed, fees are paid in full, and any medications are dropped off to the camp nurse.

The Camp FA Camper Emergency Form must be completed online prior to the camper's first day of camp.

- **Required Documentation** (*required of every camper before their first day of camp*)
 - Online Registration and Payment
 - [Camp FA Camper Emergency Form](#)
- **Optional Documentation** (*required as needed*)
 - [Asthma Action Plan](#)
 - [Food Allergy & Anaphylaxis Emergency Care Plan](#)
 - [Medication Administration Form](#)
 - [Authorization Form for Sunscreen / Insect Repellent](#)

Campers are enrolled in the order in which their registrations are received. You will be notified if a camp is full and are placed on the Waiting List. All camps are subject to maximum and minimum enrollments. Under-enrolled camps may be cancelled.

Payment, Cancellation, Transfer, and Refund Policies

Payment

- Camp FA fees are due, in full, at the time of registration.
- Campers may not attend programs without full payment before the first day of camp.

Cancellation

- Summer Camp
 - A \$50 administrative fee will be deducted from the refund of camp fees if a cancellation occurs, in writing, before May 14. This fee is per camper per cancelled camp.
 - For example, if a camper is enrolled in the STEAM Academy in the morning and Afternoon Explorers in Week 2, there would be a \$50 administrative cancellation fee for each of those camps
 - All fees are forfeited if a cancellation occurs after May 14.
 - To cancel a session of camp, please email summercamps@fredericksburgacademy.org



- Holiday, Winter, and Spring Break Camps
 - An administrative fee of 10% of camp fees paid will be deducted from the refund of camp fees if a cancellation occurs, in writing, prior to 10 business days before the first day of camp.
 - All fees are forfeited if a cancellation occurs on or after 10 business days prior to the first day of camp.
 - To cancel a session of camp, please email either wintercamps@fredericksburgacademy.org or springcamps@fredericksburgacademy.org

Refunds

- All fees will be refunded if a camp is cancelled by Camp FA.
- Refunds are provided by the same method as payment. Credit card payments are refunded to the card used for payment.
- Camp fees are not refunded or pro-rated for part-time attendance, or missed days of camp, including if a camper is dismissed because of a disciplinary action.
- If a cancellation occurs due to a COVID-19 quarantine or isolation, at the sole discretion of Camp FA, a refund might be made, but the maximum refund would be half of the camp fees paid.
- If a cancellation occurs due to extenuating or unforeseen circumstances, at the sole discretion of Camp FA, a refund might be made, but the maximum refund would be half of the camp fees paid.

Transfer

- Camp FA registration fees are non-transferable to another camper.
- If a camp is cancelled by Camp FA, campers have the option to transfer enrollment into another camp and the difference in fees will be refunded or owed.
- Unless a camp is cancelled by Camp FA, there will be a \$10 Transfer Fee for a camper to switch from one camp to another.
- In order to transfer a camper from their current camp into a new camp, please fill out the [Transfer Request Form](#) online before 11 p.m. on the Thursday prior to the start of the new camp
 - If space is not available in the new camp, the \$10 Transfer Fee will be refunded

Waitlist Policy

If a registration is received after a camp session has reached capacity, campers will be placed on a waitlist in the order in which their registration was received.

Drop Off and Pick Up Procedures

Authorized Pickup:

Only adults authorized on the registration form will be able to pick up campers. Siblings age 16 or over who are listed on the registration form or authorized by a parent or guardian may also be authorized to pick-up a camper. Adults should be prepared to present ID in the event that a staff member does not know them. If special plans or an emergency require that someone else pick up a child, Camp FA must receive instructions, in writing, from the parent or guardian including the name of the adult and relationship to the camper.

Summer Camp

A summer camp map with drop off and pick up instructions will be posted online in May.

Holiday, Winter, and Spring Break Camps

All drop off and pickups will take place in the Breezeway. If a staff member is not outside, please call 540-898-0020 ext. 210.



Late Fees:

If a child is not picked up from morning camps by 12:10 p.m. or afternoon and full-day camps by 3:10 p.m., additional charges will apply. Camp FA late fees begin at \$10 per ten-minute interval for the first three occurrences. After the third late occurrence, fees are doubled. After six late occurrences, camper participation will be reviewed and parents/guardians might be asked to seek other childcare arrangements.

Water Bottle, Snack, and Lunch

Campers should bring a clearly-labeled water bottle and morning snack with them each day. For those campers staying for an afternoon camp, they should also bring a lunch each day. Refrigerators and microwaves are not available for the storage or preparation of camper lunches. Parents/guardians are encouraged to assist children in packing healthy, energy-sustaining foods. A snack will be provided for those campers who attend any afternoon camp session. During Summer Camps, optional Friday lunch orders from Sam's Pizza & Subs are available. Please register online for these lunch options using the [Camp FA Registration webpage](#).

Dress Code and Weather

Campers should dress appropriately for active play and consider the expected weather forecast. Activities will occur outside daily unless it is actively raining, less than 20°, more than 100°, or a Code Red Air Quality rating as determined by the Department of Environmental Quality. Frequent opportunities for hydration and warming up or cooling down will be provided.

Swimming

For camp sessions that include swimming, campers will need to bring a swimsuit (girls=one piece, boys=trunks), towel, and change of clothes. Campers in grades K-1 MUST bring and use an approved flotation device in the pool unless cleared by a Camp FA lifeguard through a swim test and given written permission by a parent/guardian to swim without a flotation device. These flotation devices will be stored at camp Monday-Thursday and will be returned home on Friday.

Kindergarten Rest Time

Campers in rising grade Kindergarten enrolled in an afternoon session of camp will participate in a time of rest. They are not required to sleep but will have the opportunity for quiet relaxation. On the first day of the camp week, rising Kindergarten campers must bring a rest mat, blanket or towel, top cover, and a small pillow with pillowcase. These items will be stored at camp Monday-Thursday and will be returned home on Friday afternoon.

Health & Safety

The medical information on the online [Camper Emergency Form](#) must be completed to attend Camp FA.

COVID-19 Mitigation Plan

My child(ren) will wear a mask while at Camp FA.

I agree to not send my child(ren) to camp if:

- *they are sick or exhibit any signs or symptoms related to COVID-19
- *someone in the household is sick or experiencing symptoms of COVID
- *anyone in our household has tested positive for COVID, is waiting to take a COVID test, or are awaiting test results.



Masks

We will follow the CDC guidance in regards to wearing masks, or cloth face coverings. Exceptions might be made for portions of our Summer Sports Academy Camps, and portions of other active outdoor camps such as Paddlesports and Mountain Biking.

- [CDC Mask Guidance](#)

Illness

Campers who are ill or who are exhibiting the slightest symptom of COVID-19 may not attend Camp FA. Please notify Camp FA if your child is sick and will not be attending the program on a particular day.

If a camper becomes ill while in the program, the parents/guardians or the emergency contact will be notified to pick up the camper immediately. If parents/guardians are unable to pick up the camper within 45 minutes of contact, a local backup caregiver must be available to pick up and care for the camper.

A parent/guardian or emergency contact will be called to pick up any camper who is ill or displays any of the following symptoms:

- A temperature of 100.4°F or higher
- Unexplained rash or skin disorder
- Heavy nasal discharge
- Conjunctivitis (Pink Eye) - tears, redness of the eyelid lining, followed by swelling and discharge
- Vomiting or diarrhea
- [A communicable disease](#)
- Any symptoms associated with [COVID-19](#)

To attend Camp FA after an illness:

- Campers must wait a full twenty-four hours after the first dose of antibiotics for infections such as strep throat and conjunctivitis. With other contagious diseases, such as chicken pox, children may not return until permission has been given by a doctor.
- Campers must be fever-free, without medication, for at least twenty-four hours.

To attend Camp FA after exhibiting COVID symptoms, or if a close contact has tested positive for COVID, or if a close contact is awaiting a COVID test result:

- We are currently following the RAHD's guidance of a 14 day quarantine period.
- Our Camp Nurse, in consultation with the Camp Directors reserves the right to alter the quarantine period based on individual situations.
- This policy might change based off of revised guidance from the CDC and the RAHD.

Parents/guardians will be called to advise the staff regarding how to treat complaints of malaise, headache, and stomach or sinus pain.

For campers with potentially life-threatening illnesses, such as asthma, we can [administer inhalers or nebulizer treatments with written permission from both the parent and doctor](#). For a camper's shortness of breath and/or anxiety attack, parents/guardians will be called for immediate pick-up. If parents cannot be reached, we will call 911.



Medications

If a camper requires daily or emergency medications, the [appropriate forms](#) MUST be completed and delivered to the Camp FA staff before the first day of camp. All medication will be stored in the nurse's office or in a safe location with the camp group if the camper participates in a trip off campus.

Medication, prescription or non-prescription, must be provided by the parents/guardians in their original containers. The containers should be clearly marked with the camper's name, dosage, and the time(s) to be administered. Authorization given by parents/guardians to give medication is valid for ten days. If medication must be administered longer, a doctor's note must be present.

If medication is to be administered as an as-needed basis (such as medication for allergies or Tylenol for headaches), or long-term for a chronic condition, the authorization form must be signed by both the camper's parent/guardian and physician.

Without proper written authorization, we are prevented by the Virginia Department of Social Services from administering any medication, including allergy medication or Tylenol.

Sunscreen & Insect Repellent

Campers should arrive to camp each day with sunscreen and/or insect repellent applied if applicable. If parents require a second application of product for the afternoon, the [Authorization Form for Sunscreen / Insect Repellent](#) and clearly labeled bottles with first and last name must be submitted to the Camp FA staff.

EpiPens

If your camper needs an EpiPen, at least one, clearly labeled, must be provided by the parents/guardians in their original containers to the Camp FA Director or Nurse on the first day of camp. The [Food Allergy & Anaphylaxis Emergency Care Plan](#) must also be completed and submitted.

Food and Other Allergies

Campers with food or other allergies must provide [documentation](#) to Camp FA staff along with appropriate emergency medications and procedures.

Dietary Restrictions

If a camper has dietary restrictions, parents are asked to inform the Camp FA Director and specific accommodations will be made. The afternoon snack program will take into consideration the allergies and intolerances of the camper.

Policy for Reporting Suspected Child Abuse

If child abuse is suspected, staff will report to the Camp FA Director, who will report to Head of School Karen Moschetto. The Department of Social Services (Child Protective Services) or the statewide Child Abuse Hotline (1.800.522.7096) will be notified. Documentation must be kept on file with the child's records after completing the appropriate child abuse/neglect report.



Injured Child

In the event of an injury, a trained staff member will assess the severity of the injury.

- Minor: If the injury is considered minor (bumps, scrapes, etc.), first aid shall be given to the camper and the parent/guardian informed both verbally and with an Accident Report Form.
- Severe: If the injury is considered severe (broken bones, excessive bleeding, unconsciousness, etc.) a parent/guardian will be notified and instructed to report to Camp FA immediately. All medical consent forms, medical information, and accident insurance information will be made accessible for paramedics. If the parents/guardians are not in attendance at the time the camper is transported to the hospital, a staff member will accompany the camper and bring pertinent medical information and release forms. The remaining staff at Camp FA will inform the parents/guardians upon their arrival as to the location of the hospital where the camper was taken. An Accident Form will be completed by the attending staff member and kept on file for at least one year.

Missing Child

If a camper is discovered to be missing, it will be reported to the Camp FA Director, who will immediately begin the Missing Student Procedures as outlined in FA's Crisis Guide.

- Conduct a reasonably thorough but quick search of the immediate area; interview campers for information about the person who is missing.
- Follow all reasonable leads.
- Maintain control of campers in area. Do not involve them in search without direct adult supervision.
- If camper is not located, contact FA Administration.

Available faculty and staff will help in the search for the camper. Another staff member will stay in the program space supervising the other campers in the event the missing camper returns.

If the camper is not found after thoroughly searching the building and grounds, the police will be called and the parents/guardians will be notified. A missing child report shall be completed and kept on file for one year.

Camper Not Picked Up

A camper not picked up by closing time will stay with a designated adult while every effort is made to contact the camper's parent/guardian or emergency contacts. Arrangements will need to be made to pick up the camper immediately.

If no one is available to pick up the camper, responsibility for the camper will lie with, Todd Pristas, Summer Camp Director; Mr. Christopher Stec, Director of Auxiliary Programs; Mrs. Patty Estes, Head of Lower School; Mr. David Fischer, Head of Middle School; Mr. Tony Durso, Head of Upper School; or Ms. Karen Moschetto, Head of Fredericksburg Academy, until the parents or persons designated by the parents can pick up the camper. This may mean that the camper will be transported to a location other than the school.

All reasonable efforts will be made to contact the parents or emergency contact before this takes place. Calls will continue until contact is made. The Department of Social Services will be notified if the parents or designated adults have not been in contact with Camp FA after 24 hours from the time the camper should have been picked up.



Fire

If a fire-related emergency occurs, the campers and staff will evacuate the building in an orderly fashion and reconvene on the Activities Field. All camper belongings will be left in the buildings during the evacuation. Once on the field, attendance will be taken. No person will be allowed re-entry until the 'all clear' has been given from emergency responders. Parents will be contacted through Administrator communications. In the event we are relocated, parents will be contacted as to the new location.

Weather-related Emergency

If a weather-related emergency occurs (tornado, flood, severe storms, etc.), the campers and staff will assemble in a hallway or centrally located room, away from windows and/or the presence of dripping or standing water. They will re-enter the program space when the weather conditions stabilize and conditions appear safe. The Camp FA Director will authorize when these conditions exist. Parents should listen to the local radio/emergency stations for notifications.

Shelter-In Place/Lock-Down

If a shelter-in place- or lock-down-related emergency occurs, the campers will be secured in a location by staff and not permitted to leave until the 'all clear' is given by the emergency responders. Parents will not be authorized to enter the building during this time. Parents will be contacted through Administrator communications. In the event we are relocated, parents will be contacted as to the new location.

Camper Code of Conduct

Camp FA is committed to providing campers with opportunities to learn, to promote self-confidence, to develop decision-making and social skills, to learn new or improve current skills, and to be environmentally aware. Our philosophy focuses on the need and growth of both the individual camper and the overall group. In order to maintain a positive and safe environment, our campers and parents/guardians are expected to sign and follow Camp FA's [Camper Code of Conduct](#).

Guidance, Discipline, and Termination

The positive psychology model adopted by Camp FA includes guidelines for positive reinforcement, positive redirection and practices which help build an uplifting environment and positive outcomes. Policies exist to address guidance and discipline for a camper with behaviors which are consistently disruptive to camp activities or dangerous for the camper or the camper's peers. The guidance and discipline used within Camp FA is preventative and includes shadowing, redirection, and positive reinforcement. Campers may be removed from the group for serious disciplinary infractions, but they will never be shamed or isolated from the group.

A parent/guardian will be notified, if necessary, if a shared action plan needs to be put in place to oversee such camper behaviors and employ additional redirection measures. Specific policies exist for biting and physically aggressive behaviors, which will be discussed with parents as necessary. If a camper cannot meet expectations set forth by the plan, Camp FA reserves the right to have the parent/guardian withdraw the camper from the program.

Biting: Each incident will be documented and reviewed with the parents/guardians and Camp FA Director. After a fourth incident, the camper may be asked to leave the program entirely.

- First Incident: The camper will be spoken to and placed in a time out for the appropriate length of time (one minute for each year of age). Parents/guardians will be notified by phone by the staff member and again at pick up with an Incident/Accident Reporting Form.



- Second Incident: The camper will be removed from the rest of the group while a parent/guardian is called and asked to pick the camper up at that time. An Incident/Accident form will be completed.
- Third Incident: The camper will be removed from the rest of the group while a parent/guardian is called and asked to pick up the camper at that time. The camper will not be allowed to attend the program for one week. Upon the camper's return, one parent/guardian must be available for two weeks to take the camper home if a fourth incident occurs.
- Fourth Incident: As above, the camper will be removed from the rest of the group and a parent/guardian will pick up the child from camp. The child will not be allowed to attend Camp FA until a conference between parents/guardians, the Camp FA Director, and FA Administration has taken place, discussing relevant individual circumstances and determining whether the camper will remain in the program or be asked to leave.

Three Strikes Program: The three strikes program will be instituted for campers who are repeatedly unresponsive to the guidance and discipline methods used.

Campers earning 'three strikes' may not attend Camp FA programs for a period of one week. Parents/guardians will be notified each time a strike is earned and must sign documentation to indicate they have received notification. After careful review, a camper receiving a second set of three strikes will not be able to attend Camp FA for a period of time determined by the Camp FA Director and FA Administration.

Strikes are earned in three ways:

- Physical altercations (harming self or another child by pushing, hitting, kicking or biting)
- Blatant disrespect (disrespect in tone, gesture or actions of another person)
- Other serious events (as determined by Camp FA Directors)

Transportation

Off campus field trips are part of certain programs at Camp FA. All vehicles used are of FA property (i.e. activity buses, Traverse, charter buses, etc.) and are in good working order. Drivers are at least 21 years old, carry a valid Driver's License, are clear of any DUI violations, and have a clean driving record. Drivers will follow speed limits and additional road signs at all times. FA vehicles follow the state maintained rules from VDOT. Campers will be seated at all times the vehicles are in motion, secured with seatbelts and carseats as required.

Photographs, Video, and Quotations

Camp FA and Fredericksburg Academy reserves the right to publish photographs, videos, and quotations of Camp FA participants in print and online advertisements and other promotional media unless informed in writing not to do so by the parent/guardian.



Contact Camp FA

For more information please contact:

Summer Camps Director Todd Pristas

summercamps@fredericksburgacademy.org

540-898-0020 x211

Holiday, Winter, & Spring Break Camps

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