



## Camp FA Policies and Procedures 2024

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 meet Camp FA's [Essential Eligibility Criteria](#) and 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 Medical Form(s) must also 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 Medical Form](#)
- **Optional Documentation** (*required as needed*)
  - [Virginia Asthma Action Plan and Medication Authorization Form](#)
  - [Food Allergy & Anaphylaxis Emergency Action Plan and Medication Authorization Form](#)
  - [Diabetes Management Plan and Medication Authorization Form](#)
  - [Seizure Action Plan and Medication Authorization Form](#)

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

### Camper Ages

- Summer Camp
  - Kindergarten through Grade 12
  - Grade levels are 'rising', aka the grade your child will be in this fall
  - Kindergarten campers must turn age 5 by September 30, 2024
- Holiday, Winter, and Spring Break Camps
  - Pre-Kindergarten through Grade 8
  - Grade levels are 'current' grade

### Waitlist Policy

If a registration is submitted after a camp has reached capacity, your camper is placed on a waitlist in the order in which their registration was received and you will receive a waitlist email confirmation. You will then be notified via email if space becomes available in that camp.



## 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, prior to 15 business days before the first day of the cancelled camp.
    - For example, if a camper is enrolled in both STEAM Academy in the morning and Afternoon Explorers in Week 2, there would be a \$50 administrative cancellation fee for each of those camps.
  - A \$25 administrative fee will be deducted from the refund of camp fees if a cancellation occurs for an Extended Morning or an Extended Afternoon Camp, in writing, prior to 15 business days before the first day of the cancelled Extended Morning/Afternoon camp. This fee is per camper per cancelled camp.
    - For example, if a camper is enrolled in both Extended Morning and Extended Afternoon during Week 4, there would be a \$25 administrative cancellation fee for each of those camps.
  - All fees are forfeited if a cancellation occurs on or after 15 business days prior to the first day of the cancelled camp.
  - If a cancellation occurs due to a communicable disease quarantine or isolation (such as from COVID-19), 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.
  - To cancel a session of camp, please email [summercamps@fredericksburgacademy.org](mailto: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](mailto:wintercamps@fredericksburgacademy.org) or [springcamps@fredericksburgacademy.org](mailto: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 missed days due to weather, illness, part-time attendance, or other missed days of camp, including if a camper is dismissed because of a disciplinary action.

### Transfer

- If an enrollment must be cancelled, and there is no waitlist for the camp, that enrollment may be transferred to another camper at the discretion of the Camp Director.
- 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 Wednesday prior to the start of the new camp
  - If space is not available in the new camp, the \$10 Transfer Fee will be refunded

## **Drop Off and Pick Up Procedures**

### Authorized Pickup:

Only authorized adults listed on the camper's online registration form will be able to pick up campers. Siblings age 16 or over who are listed on the online registration form and authorized by a parent or guardian may also 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 is available online, or call 540-898-0020 x1237

### 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 text: 540-300-5165 or call 540-898-0020 x1210

### 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. No refunds will be given under these circumstances.

## **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 Pizza lunch orders 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 or water activities, campers will need to bring a swimsuit (girls=one piece or modest two piece, boys=trunks), towel, and change of clothes.

## 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 Camp FA [Medical Information Form](#) must be completed online prior to attending Camp FA.

## COVID-19 Mitigation Plan

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

Camp FA's mask policy is optional with two exceptions. We will review this policy each month and reserve the right to change it based off of the following guidance:

- American Camp Association best practices
- Rappahannock Area Health District guidance
- Centers for Disease Control & Prevention guidance for camps and schools
- Virginia Law

Campers and Staff must wear a mask:

- If an immediate family member has COVID-19, and the camper/staff is asymptomatic, the camper must wear a mask at Camp FA until their family is clear of COVID-19
- If a camper/staff has COVID-19, and after five days they are asymptomatic and are cleared to return to Camp FA by the Camp Nurse, they must wear a mask for the next five days at Camp FA

## Illness

Campers who are ill or who are exhibiting the slightest symptom of COVID-19 or any other communicable disease 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 listed on their online registration form 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 CDC and RAHD's guidance for vaccinated and unvaccinated individuals.
- 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.

Medications, prescription or non-prescription, inhalers, and epi-pens, must be provided by the parents/guardians in their original containers and in a labeled zip lock bag and be clearly marked with the camper's name, dosage, and the time(s) to be administered. All medications, will need to be given to the Camp Nurse on the first day of your child's camp session.

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 on 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, which can be found on the online Camper Medical Information Form, we are prevented 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, please check the appropriate boxes on the Camper [Medical Information Form](#) found online in your camper's profile. Please bring a clearly labeled bottle with first and last name and submit 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 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 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, Ms. Kylie McKeen, Summer Camp Program Director; Mrs. Melissa Schwartz, Falcon Club 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 12 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.

### Emergency Relocation Plan

If Camp FA has to leave the Fredericksburg Academy campus, our emergency relocation area is:

- Spotswood Elementary School, 400 Lorraine Ave. Fredericksburg, VA 22408

### **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 [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.

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, etc.) and are in good working order. Drivers carry a valid Driver's License, are clear of any DUI violations, have a clean driving record, and have undergone FA's Activity Bus Driver training. 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 as required.

## Photographs, Video, and Quotation Release

As a parent/guardian, I grant permission to Camp FA and Fredericksburg Academy for my child's photograph, video image, and/or voice recording to be used in school print and online publications and communications. I understand and agree that camper names will not be associated with published images without my expressed permission. I understand and acknowledge further that Camp FA and Fredericksburg Academy has no control over and is not responsible for how others use images they obtain from camp/school publications or the school's website. I understand that I may revoke this permission covered by this Photo, Video, Quotation Release at any time by writing to the Camp FA Director. Any revocation shall not apply to publications produced prior to the date of revocation.

## Contact Camp FA

For more information please contact:

### Summer Camp

Program Director: Kylie McKeen

[summercamps@fredericksburgacademy.org](mailto:summercamps@fredericksburgacademy.org)

540-898-0020 x1256 or x1237

### Holiday, Winter, & Spring Break Camps

Falcon Club Director: Melissa Schwartz

[wintercamps@fredericksburgacademy.org](mailto:wintercamps@fredericksburgacademy.org)

[springcamps@fredericksburgacademy.org](mailto:springcamps@fredericksburgacademy.org)

540-898-0020 x1211

### Director of Auxiliary Programs: Christopher Stec

[cstec@fredericksburgacademy.org](mailto:cstec@fredericksburgacademy.org)

540-898-0020 x1234