



Camp Overlook

Dear Parents,

Welcome to Camp Overlook! We have another amazing summer filled with fun and education here at Potomac Overlook Regional Park. Since most of the camp's activities are outdoors, we ask that your child come to camp **every day** with the following items:

- Sunscreen
- Full and durable water bottle
- An extra change of clothes (in case they get dirty or wet)
- Bagged lunch/snacks (healthy and non-perishable)
- A pair of sneakers (NO OPEN TOED SHOES ALLOWED)
- Raincoat if calling for rain
- A mask / face covering (these are optional, and any individual may wear a mask in any setting)

Pick up and drop off will take place at the shelter at the top of the park. Drop off and pick up times will vary by camp, and reminders will be given in email correspondence closer to the dates of camp. Please do your best to be on time. At 15 minutes past drop off we will begin camp activities, which may make it hard for late campers to locate us. **Also, please do not drop off or pick up your child without signing in/out with an ID.** If your child is going to be late, absent or has to leave early, please call the nature center at 703-528-5406, or the number(s) provided to you by your camp counselors.

Please make certain that you have gone over all our rules in this packet with your child and read the information thoroughly. The staff at Potomac Overlook wants every child who participates in our summer camp to have a safe and enjoyable experience.

General communication and / or inquiries about camp should be sent to campoverlook@nvrpa.org. To communicate directly with the Camp Supervisor, please email abarnard@nvrpa.org.

We can't wait to see you, and thank you for choosing Camp Overlook as your destination for summer adventure!

AJ Barnard
Park Naturalist and Camp Supervisor
abarnard@nvrpa.org
Potomac Overlook Regional Park

IMPORTANT: The forms in this packet must be submitted prior to your camper attending camp. Staff will not be allowed to admit any campers who do not have a completed packet. We ask that all parents submit their forms as soon as possible, either by emailing them to campoverlook@nvrpa.org or by mailing them to Potomac Overlook Regional Park at 2845 N. Marcey Road, Arlington, VA 22207.

THIS PAGE IS FOR YOU TO KEEP FOR YOUR RECORDS



Parent's Guide to Camp Policies

Welcome to summer camp at Potomac Overlook! Our goal is to provide children with a safe and enjoyable camp experience where children can develop skills, form friendships and enhance self-esteem.

Administering Medication:

NOVA Parks staff will not administer medication to children while participating in our camp programs.

Sick/Ill Children:

If a child arrives with symptoms of illness or has a temperature over 100 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 I.D. all persons picking up children. Children will not be released to anyone not on the Pick Up Authorization Form. If arriving late, please see a member of our staff.

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.

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 thereafter. 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 brings a weapon to camp, intentionally harms others, vandalizes property, or displays other extreme behavior, he/she will be dismissed from the program and no refund will be given. For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. NOVA Parks reserves the right to immediately dismiss a child from any program.

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, or punish a child for a bathroom accident. All participants enrolled in NOVA Parks programs must meet the code of conduct, which is included in this packet.

Food From Home:

It is required that lunches and snacks are brought from home and are not to be shared with others.

Sunscreen & Lotion Application:

Staff are not permitted to apply sunscreens or lotions to campers.

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 45 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 \$25 will be refunded in the event that we are able to fill your vacancy.

Questions/Concerns:

Concerns should be addressed through the Camp Staff.

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Northern Virginia Regional Park Authority
Pick Up Authorization & Guardian Identity Verification

Child's Name: _____

Camp Session Name: _____

The following people are authorized to pick up my child from the NOVA Parks program. I understand my child will be allowed to leave with these individuals only. (Please include yourself). Photo identification will be asked for during sign out. **Please circle the names of any individuals who are able to pick up the camper within 1 hour should the need arise.**

Authorized Person's Name (Please Print)	Relationship To Child	Phone Number

Name of persons NOT allowed to pick up child (please attach appropriate custody papers if a parent is not allowed to pick up child):

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.

Please state your child's specific needs:

Parent/Guardian Signature _____ Date _____

Camp Program Rules of Conduct

Children and parents should review this together and sign below. **This document is a requirement for camp enrollment.**

Children must:

- Let camp staff know if they are experiencing symptoms during / before camp
- Follow established hygiene and safety procedures such as handwashing, social distancing, etc
- Maintain personal care (bathroom use, changing) without staff support
- Stay with assigned group at all times
- Respect others in what you 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 their counselor

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
- Complete and submit appropriate paperwork from the parent packet
- Sign children in and out of the program and bring proper I.D.
- 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 Immediate Dismissal (no refund given):

- A parent or child who refuses to follow NOVA Parks policies and conduct as stated in this packet
- A child who brings a weapon to camp
- 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
- A child teasing and/or bullying others
- A child who displays inappropriate behaviors repeatedly

We have read and understand the Rules of Conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Child's Name (please print): _____

Signature of Child: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Parent's home number: _____ work phone: _____

Northern Virginia Regional Park Authority

Children's Emergency & Medical Information

Child's Name _____ Sex: Male _____ Female _____
Last First MI Nickname

Address _____
Street City State Zip

Home Phone _____ Child's Date of Birth / _ / _ / _ / _ / _ / _ / _

Parent/Guardian Name _____ E-Mail _____
Last First MI

Address _____
Street (if different from child's) City State Zip

Home Phone _____ Work Phone _____ Cell Phone _____

Parent/Guardian Name _____ E-Mail _____
Last First MI

Address _____
Street (if different from child's) City State Zip

Home Phone _____ Work Phone _____ Cell Phone _____

Parents/Guardians Place of Employment: father _____ Mother _____

**** Mandatory 2 Emergency Contacts other than parents (required by the VA Dept of Social Services)**

Emergency Contact #1 _____ Relationship to Child _____

Address _____
Street City State Zip

Home Phone _____ Work Phone _____ Cell Phone _____

Emergency Contact #2 _____ Relationship to Child _____

Address _____
Street City State Zip

Home Phone _____ Work Phone _____ Cell Phone _____

Child's Physician (name & phone) _____

Insurance Company (name & policy #) _____

____ Yes ____ No Is your child under physician's care or taking medications on a continuing basis? If yes, please explain what for:

____ Yes ____ No Does your child have any allergies? If yes, please specify allergies: _____

What should be done if your child comes into contact with an allergen? _____

____ Yes ____ No Does your child have any chronic problems, special needs, or other conditions we should know about? If yes, please explain and call the nature center staff at 703-528-5406 or email us at campoverlook@nvrpa.org to report condition.

____ Yes ____ No Does your child take medications? If yes, please list _____

If your child needs to take medication during the hours of camp, please contact the camp director at abarnard@nvrpa.org to make arrangements.

I hereby authorize NVRPA and/or designed contractor to seek medical treatment for my child, at the nearest facility, in the event medical care is required. In the event non-emergency medical care is required. I authorize NVRPA to seek medical treatment through my child's physician. I understand that I am responsible for all medical expenses incurred by my child and that NVRPA advises that I carry health insurance for my child. I have read the policies for the program and agree to adhere to them, including the policy if my child becomes ill, I must pick up my child immediately. I certify that the above information is complete and correct. *NOVA Parks Day Camp program is exempt from licensure based on Section 22.1- 289.030 B.6- a program of recreational activities offered by local government. This program is subject to safety and supervisory standards established by the local government offering the program.*

Parent/Guardian's Signature

Date