



Camp GROW

Dear Parents,

Welcome to Camp Grow 2021! We have planned another amazing summer filled with fun and discovery here, at Meadowlark Botanical Gardens. Since most of the camp's activities are outdoor, we ask that your camper come every day with the following items (labelled with your child's name).

- Backpack
- Sun screen with bug repellent (Please apply each morning before camp.)
- Full and durable water bottle
- A lunch and a snack in a lunch bag/box. (Campers work up a big appetite.)
- Campers should wear sneakers. No open-toe or Croc style shoes allowed.
- An extra change of clothes – in case campers get wet
- Raincoat if calling for rain
- A mask / face covering
- Other helpful items are a towel, hat, cooling towel (usually sold at Walmart, Target, Amazon), and a small, inexpensive, fold-up rain poncho to keep in the backpack. Some campers like to bring their own gardening gloves.

Details on daily pick up and drop off of campers will be provided in a separate communication closer to camp time. 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 703-255-3631 x103, or the number(s) provided to you by your camp counselors.

NOVA Parks has developed protocols and standards related to the COVID-19 pandemic that all participants are expected to follow. This includes but is not limited to frequent cleaning/sanitizing, social distancing and mask wearing, and temperature checks. **Please note that to ensure proper social distancing, there will be no camp field trips at any Camp Grow 2021 camp session.**

Please make certain that you go over of camp rules in this packet with your child and read the information thoroughly. All camp forms should be submitted at least two weeks before the first day of camp. The staff at Meadowlark Botanical Gardens wants every child who participates in our Summer Camp to have a safe and enjoyable experience.

We can't wait to see you, and thank you for choosing Camp Grow at Meadowlark Botanical Gardens as your destination for summer adventure!

Jules Maloney
Program Manager
jmaloney@nvrpa.org
703-255-3631 x103

Jeff Hill
Park Specialist
jhill@nvrpa.org
703-255-3631 x100

Camp Policies

Welcome to summer camp at Meadowlark Botanical Gardens' Camp Grow. Our goal is to provide campers with a safe and enjoyable camp experience where they can develop skills, form friendships, and enhance self-esteem.

REQUIRED CAMP FORMS

All forms in the Camp Grow packet must be submitted prior to the start of camp. Submitting forms at least two weeks in advance is requested.

ADMINISTERING MEDICATION

NOVA Parks staff is not permitted to administer medication to children while participating in our camp program with the exception of auto-injectors if a child is not able to administer it himself/herself.

SYMPTOMS OF ILLNESS

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 starts exhibiting symptoms of illness at camp, 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 parents on when children may return.

DAILY SIGNING IN/OUT

Morning drop off/sign in is between 8:45 and 9:00 a.m. Pick up/sign out is from 4:00 to 4:15 p.m. for full-day camps and 1:00 to 1:15 p.m. for half-day camps. Authorized individuals 18 years or older must sign campers in and out each day. Staff is required to I.D. all persons picking up campers. Children will not be released to anyone not on the Pick-Up Authorization Form. Be sure to include parents on the Pick-Up Authorization Form. If your child will be late, absent or leave early, please call 703-255-3631 x0 or email jmaloney@nvrpa.org.

LATE PARENT POLICY

If a parent or authorized person is late picking the camper, a late fee of \$2 for each minute beyond 15 minutes late will be assessed. A staff member will remain with children and, after one hour, Child Protective Services may be called.

PLEASE LABEL ALL BELONGINGS. Camper should not bring electronics and toys to camp. NOVA Parks and camp staff are not responsible for campers' belongings.

BEHAVIOR MANAGEMENT

If a camper brings a weapon to camp, intentionally harms others, vandalizes property, or displays other such behavior, he/she will be dismissed from camp and no refund will be given. 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. **CANCELLATIONS &**

REFUNDS

There are no refunds for missed days due to changed work/vacation schedules or sick days. Refunds minus a \$25 administrative fee (when cancelling an entire camp registration only) will be provided for cancellations made at least 45 days prior to the first day of the camp session.

FOOD FROM HOME Each camper must bring his/her own lunch from home every day and may not share food with others.

SUNSCREEN & LOTION APPLICATION

Staff is not permitted to apply sunscreen or lotion on campers, although staff can guide campers in these applications.

WEATHER

Park facilities allow NOVA Parks Day Camps to operate rain or shine. Camp activities are scheduled and modified with weather and summer heat in mind and include regular water and cool down breaks. Water is available for campers to refill their water bottles. On code red days, camp activities are modified accordingly – safety is the priority.

REPORTING CHILD ABUSE & NEGLECT

Under Code of Virginia (63.2-1509), staff is required to report any suspected abuse, neglect, or exploitation of a child to NOVA Parks management and Child Protective Services.

QUESTIONS/CONCERNS/ADDITIONAL CAMPER INFORMATION

Please communicate any questions or concerns with the lead camp counselor at check in or check out, or contact Program Manager Jules Maloney at jmaloney@nvrpa.org or 703-255-3631 extension 103. **Parents are encouraged to provide the Program Manager with information about their campers that could assist camp staff in working effectively with their child (for example: developmental challenges, services that are provided at school, significant shyness, or if the camper will be accompanied by an aide).**

Camp Grow Rules of Conduct

This document is a requirement for camp enrollment.

Children must:

- Wear masks and observe social distance guidelines at all times
- Maintain personal care (portable restroom use, changing) without staff support
- Stay with assigned group at all times
- Listen to program leaders and follow directions
- Keep hands to oneself and maintain self-control
- Use appropriate language and respect others in what you say and do
- Take care of their own belongings
- Use equipment and supplies in a safe and appropriate manner
- Respect others in what you say and do
- Remain seated during lunch and snack and keep their food to themselves (no sharing of food or drink)
- Teasing and bullying are not tolerated and are grounds for enrollment termination. Children should report these incidents immediately to their counselor.
- Play safely and have fun

Parents must:

- Wear masks and observe social distancing guidelines at all times
- Complete and submit appropriate paperwork from the parent packet
- Sign children in and out of the program and bring proper photo I.D. each day
- Be on time to drop off and pick up children
- Assist staff in resolving behavior issues
- Contact the Camp Management immediately should issues arise.

Grounds for Immediate Dismissal (no refund given):

- A parent or child who refuses to follow mask wearing and social distancing guidelines
- A parent who refuses to follow NOVA Parks policies as stated in this packet
- A child who brings a weapon to camp
- A child who intentionally harms himself/herself or causes injury to another child or staff member
- 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 positive camp experience for everyone.

Child's Name (please print): _____

Signature of Child: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Parent's home number: _____ cell phone: _____



NOVA PARKS Camp Grow Pick Up Authorization

Child's Name:

Camp Session: DATES of CAMP:

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. Photo identification will be required when signing out a camper. (Please include parents and emergency contacts in the table below.) PLEASE PRINT.

Table with 3 columns: Authorized Person's Name, Relationship To Child, Phone Number

Name of persons NOT allowed to pick up child. (Appropriate custody papers shall be attached 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 individuals 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 Park 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 in order to provide the best possible experience for all.

Please state your child's specific needs:

Four horizontal lines for writing specific needs.

Parent/Guardian Signature _____ Date _____

Immunization Record

This form is required each year. Forms are not saved from previous years.

Camper Name _____

Immunization record (This form must be completed or a copy signed by a physician must be attached to this form)

IMMUNIZATIONS	RECORD COMPLETE DATES (month, day, year) OF VACCINE DOSES ADMINISTERED				
Diphtheria/Tetanus/Pertussis (DTP)	/ / / /	/ / / /	/ / / /	/ / / /	/ / / /
Diphtheria/Tetanus (DT or Adult Td)	/ / / /	/ / / /	/ / / /	/ / / /	/ / / /
Poliomyelitis (OPV or IPV)	/ / / /	/ / / /	/ / / /	/ / / /	/ / / /
Measles (Rubeola)	/ / / /	/ / / /	/ / / /		
Rubella	/ / / /	/ / / /	/ / / /		
Mumps	/ / / /	/ / / /	/ / / /		
Measles, Mumps, Rubella (MMR)	/ / / /	/ / / /			
Hepatitis B Vaccine	/ / / /	/ / / /	/ / / /	Other:	/ / / /

Haemophilus influenza Type b (Hib Conjugate): PLEASE COMPLETE THE APPROPRIATE SECTION BELOW.

Has received complete series of Hib vaccine in accordance with current recommendations of the AMERICAN ACADEMY OF PEDIATRICS OR THE U.S. PUBLIC HEALTH SERVICE.

Has received the AGE APPROPRIATE doses of Hib vaccine as recommended by the AMERICAN ACADEMY OF PEDIATRICS OR THE U.S. PUBLIC HEALTH SERVICE, this series will be complete
 RECORD COMPLETE DATE (month, day, year) Series Completion Date: / / / /

Hib vaccine is not indicated because the child has had Hib disease at 24 months of age or older

Being over 30 months of age, this child is not required by law to have proof of immunization against Hib.

I certify that this student is adequately IMMUNIZED in accordance with the MINIMUM requirements for attending programs licensed by the VA Dept. of Social Services.

Name of Physician/Health Dept. _____

Address of Physician/Health Dept. _____

I hereby authorize NOVA Parks and/or designated contractor to seek medical treatment for my child, at the nearest facility, in the event medical care is required. In the event of non-emergency medical care is required, I authorize NOVA Parks 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 NOVA Parks advises that I carry health insure 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.

Parent/Guardian's Signature _____

Date _____

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 complete packet. We ask that all parents submit their forms as soon as possible, either to jhill@nvrpa.org or by dropping off or mailing to Meadowlark Botanical Gardens, 9750 Meadowlark Gardens Court, Vienna, VA 22182.