

# 2010 Summer Camp Parent Manual Half Day & Full Day Multi-Sport Camp



**Welcome!** Thank you for choosing Sports Network and Fitness (SNF) for a camp experience your child is sure to remember. At SNF, our staff is dedicated and experienced in providing, a fun, safe, and non-competitive environment for your child through our summer camps and activities.

Please take the time to read through the following information to be will informed of our Multi-Sport Camp polices and procedures.

## Camp Counselors & Contact

Caiti Grippa	Camp Coordinator	703-335-1555 ext. 227
Brooke Szklennik	Camp Counselor	
Stephen Zavaleta	Camp Counselor	
Rory Molleda	Camp Counselor	
Alex Callo	Camp Counselor	

- ❖ All counselors have received reference and background checks. Each counselor is experienced and knowledgeable with working with kids in sports.
- ❖ All staff members hold **current** CPR and First Aid license for infant, child, and adult.

## What to Bring

- Backpack(with name) or bag to store personal items
- \$ for Vending machines or Arcade machines
- Flat shoes (no open-toed shoes or sandals)
- Small snack (x2 for Full day)
- Please refrain from bringing valuable items, video games, cell phones, music players, etc.
- Lunch is provided, however if our options do not suit your needs, please pack a lunch for the day.
- Thermos or Bottled water with name labeled
- Smock or large t-shirt to wear during crafts

## Daily Check-In/Check Out

Each morning and afternoon, your child(ren) must be signed in and out by the parent/guardian or other adult authorized on the Parent Camp Guide Form (see the last page). *No exceptions.* Authorized adult, including parents, will be required to show form of identification at checkout...everyday! When attending off site camps, you must sign in and out with the instructor. If you arrive at the location before the instructor, please wait and sign your child in once the instructor has arrived.

**Please note:** We will not release your child(ren) to any unauthorized adult, nor can we deny an authorized adult from picking up your child. At any time, you may add or delete names by giving changes, in writing, to the Camp Coordinator, Caiti Grippa, at [caiti@snflive.com](mailto:caiti@snflive.com).

Sports Network and Fitness is not responsible for communicating child pick-up among any authorized adults. The responsibility remains upon the child's guardians.

### **Late Pick-up Policy**

If you are running late picking up a child from camp, please contact a camp counselor, 703-335-1555. It is important that you speak with a representative and indicate the following – child's name, the specific camp your child attends, and how long you will be delayed.

**\*Please do not leave a voicemail.\***

If the adult picking up is late, we will make every attempt to reach all parent/guardians and emergency contacts through the information provided at registration. However, in accordance with licensing regulations, if we are unable to contact someone by 7:30 pm, we will contact the county's department of child services, as it will be considered neglect.

### **Please note:**

A set fee of \$30 will be charged when children are picked up later than 15 minutes after camp dismissal time. For repeated tardiness, SNF staff reserves the right to dismiss your child from the Extended Care hours of full day camps.

### **Medication**

Counselors can attempt to remind your child to take their medicine, but cannot be responsible for missed doses. We prefer that your child takes only absolutely necessary medications while in our care. If possible, please try to schedule doses while child is home. Medication must be given to the Camp Director, Camp Coordinator, or the Head Counselor – children may not carry their own medicine.

### **Prescription Medication:**

If your child requires prescription medication during the course of camp, you will be required to fill out a medical authorization form. The form will be available during sign in or ask the Head Counselor. Medicine must be sent in original container with the current prescription label attached. **No outdated medicines will be administered.** The label must contain the child's name, medication name, the dosage and time to be given.

### **Over the Counter Medication:**

If your child requires a non-prescription medication during the course of camp, you will be required to fill out a medical authorization form. The form will be available during sign in or ask the Head Counselor. Medicine must be submitted in original container labeled with child's name, medication name, dosage, and time to be given.

**\*\*If camper requires medication longer than 10 days throughout the summer, a written letter from a physician is required.\*\***

## **Illness**

Sports Network and Fitness does not have the accommodations necessary to provide care for children who are ill. Please do not send child if they are not well enough to participate in all camp activities. For everyone's safety and well-being, we cannot allow children with contagious or communicable disease to attend camp.

Please keep your child at home if any of the following symptoms develop. Child must be free of symptoms for 24 hours or physician decides child can return to camp.

- Diarrhea
- Fever of 100 degrees or above
- Severe coughing
- Unusual spots or rashes
- Difficult or rapid breathing
- Sore throat/trouble swallowing
- Yellowish skin or eyes (may be signs of Hepatitis)
- Infected skin patches
- Tears, redness of eyelids with discharge (pink eye)
- Headache and/or stiff neck
- Mouth sores
- Vomiting
- Severe itching of body or scalp

Should your child become ill while in our care, we will contact you as soon as possible. Please pick up your child promptly. If we cannot reach you, we will contact the person(s) listed on your child's Emergency Form. In the event of a serious illness or accident, we will call EMS and your child will be transported to the nearest hospital.

If your child is diagnosed with allergies, please make Sports Network and Fitness staff aware in order to avoid any irritants. Sports Network is a smoke free facility and will make every effort to accommodate your child.

## **Discipline**

The following are examples of unacceptable behavior that will not be tolerated and will cause disciplinary action to be taken:

Hitting/fighting/causing physical harm	Verbal Assault	Violation of rules and policies
Profanity/disrespect to staff or other campers	Refusal to cooperate	Biting/spitting
Possessing weapons/drugs/tobacco	Stealing	Bullying
Temper tantrums	Leaving facility grounds	
	Sexual misconduct	

Our goal is to provide each child with the skills necessary to solve conflicts in a manner that is appropriate and with regard to others' feelings. We seek cooperative and effective solutions by using techniques listed below:

- ❖ Teaching ground rules
- ❖ Offering realistic choices
- ❖ Offering a positive role model
- ❖ Setting proper expectations

- ❖ Leading by example

## **Administration**

### *Balance Payment:*

Registrants must be paid in full by the first day of camp. A \$25 nonrefundable deposit must be submitted along with child's application. Payments can be received by the phone, in person, or through online transactions. All refunds are issued through check only. No credit card refunds will be processed.

### *Refund/Transfer Policies:*

Participant-initiated refunds must be requested at least 7 days prior to the camp session for which the transfer/refund is being requested.

**NOTE: The charge to the customer for ALL approved customer-initiated refunds is \$25. This charge is an administrative fee, charged to all customers regardless of reason for refund to help cover the costs of transaction processing and lost revenues due to camp spaces available.**

If a medical emergency occurs during camp, or within 5 business days before the start of camp, a doctor's written verification will be needed to be eligible to receive a prorated refund. We must receive this request within 24 hours of camp absence if the camp has already started. Requests received after the camp session ends will not be granted. Submit your refund or credit request in writing to the Camp Coordinators at the front desk or email at [caiti@snflive.com](mailto:caiti@snflive.com).

## **General Policies**

### *Confidentiality:*

SNF Multi-Sport Camps respect the rights of each family to privacy and confidentiality regarding health, behavioral, and developmental records and information concerning their child. The practice of maintaining the confidentiality of verbal information and written records is a basic ethical policy for all Sports Network and Fitness activities and programs.

### *Reporting Suspected Abuse or Neglect:*

SNF Employees who suspect a child is a victim of child abuse/neglect are required to report the matter immediately to the Camp Coordinator. The Coordinator shall document, in writing, all facts of the situation. The Coordinator will report any suspicions to the Department of Social Services and when appropriate, inform the parents.

Print Name: \_\_\_\_\_

Child's Name (Printed): \_\_\_\_\_



The undersigned parent/guardian agrees that their minor child(ren) shall be subject to the policies and procedures outlined in the Parent Camp Manual with Sports Network and Fitness Multi-Sport Camp.

NOTE ALL OR ANY ALLERGIES/SPECIAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardians Pick-up/Drop-off List (Please Print Legibly)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

(Please complete, sign and return to front desk staff)

**Example Camp Week 1**

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Lunch	Pizza	Hotdogs & Chips	Chicken bites & F. Fries	Sandwich & Mac & Cheese	Pizza
Field Trip	Local Park		Local Park		Bowl America

**1. Splash Down Water park**

7500 Ben Lomond Park Drive

Manassas, VA 20109

703-361-4451

**2. Manassas Cinemas**

8890 Mathis Ave

Manassas, VA 20110

703-368-9292

**3. Bowl America**

106221 Ford Road

Manassas, VA 20110

703-368-6256

**4. Skate-N-Fun Zone**

7878 Sudley Road

Manassas, VA 20109-2804

703-361-7465

**5. Laser Tag (Skate-N-Fun Zone)**

7878 Sudley Road

Manassas, VA 20109-2804

703-361-7465

**6. Pump It Up**

10110 Battleview Parkway

Manassas, VA 20109-2380

703-749-8006

**7. The Magic Putting Place**

8902 Mathis Avenue

Manassas, VA 20110

703-257-7888

**8. Local Parks and Events**

a. Signal Hill Park

1. Signal Hill Road

b. Apple Corn Forest

1. Split Rail Road  
(off PWPKY)