



# Summer Camp Handbook

## Friends School Summer Camps Helps Children...

- Develop an appreciation and respect for our natural environment
- Express themselves through hands-on arts and crafts, science, music and performance
- Learn to be contributing members in both small and large groups
- Practice cooperation and team-building skills
- Learn positive and peaceful methods to resolve differences
- Practice the Quaker values of simplicity, peace, integrity, community, equality and stewardship

## About Us

Friends School continues a 350 year tradition of Quaker education for students in an environment that recognizes the individual worth of each student. At Friends School, we strive to unify social, emotional, physical and spiritual development with academic excellence and creative expression. Our school provides an atmosphere that encourages the fulfillment of each student's potential, based on the Quaker belief that there is that of God in every person.

## Enrollment Policies

Camp enrollment opens in the spring of each year and is filled on a first-come, first-served basis. Enrollment is considered complete upon receipt of a camp registration form, physical and immunization record and a \$100 non-refundable deposit. Balance is due prior to the start of the session. Friends School accepts cash, checks, and credit cards. Please direct all financial questions to our Business Manager.

Friends School camps are non-sectarian and non-discriminatory. Camps lacking sufficient enrollment will be cancelled one week prior to the intended start date. A refund will be given. Should you need to cancel your child's registration, please do so *in writing* one week prior to the camp start date.

***Please note: FRIENDS SCHOOL reserves the right to dismiss a camper due to behavioral problems. In the event of withdrawal or dismissal, no portion of the Camp tuition will be refunded.***

## Arrival and Dismissal Procedures

Friends Summer Camps hours are from 9:00 a.m. to 3:00 p.m. Office hours are from 9:00 a.m. until 3:00 p.m. Every morning, please escort your child to the designated camp meeting area. Cars should not stand idle in the pick-up line in front of the breezeway. If you arrive before your child is dismissed, please park in a designated area or drive around the circle until your child is ready. Parents are asked to observe the following guidelines:

- Please do not block the area near faculty parking lot
- Please park in designated areas (not inside the circle or yellow lines)

**As a courtesy, students may arrive on campus starting at 8:45 a.m. at no charge. THERE IS NO EXTENDED CARE OPTION FOR VBFS SUMMER CAMP.**

## Playground Rules

The following rules apply to proper usage of the playground equipment:

- Playground boundaries are the front and side fences. Children play where they can be seen at all times.
- If a ball or toy goes over the fence, the counselor will retrieve it.
- Children come down the slide feet first and bottom down.
- One child at a time on climbing apparatus.
- All campers should wear tie shoes or sneakers to allow for safe play on the playgrounds and participation in sports activities.
- Children wearing backless sandals or flip flops are not permitted on climbing or swinging apparatus.

## Camper Conduct

The main objective of the camp's discipline policy is to assist children in making positive behavioral choices. Discipline issues will be managed by the counselors on a case-by-case basis. The Friends School administrative team will intervene in cases of repeated problems. Because we wish our camps to be positive experiences for all campers, we reserve the right to withdraw any child who exhibits behavior inconsistent with the philosophy of Friends School, including, but not limited to: physical aggression, disrespect, or disobedience.

## Clothing

All students' clothing should be clearly marked with the child's name. The camp is not responsible for lost articles of clothing. A lost and found area will be available in the office. Campers should dress appropriately for the weather. All campers should wear tie shoes or sneakers to allow for safe play on

the playgrounds and participation in sports activities. Children wearing backless sandals or flip flops are not permitted on climbing or swinging apparatus.

Inappropriate or Unsafe Clothing: Short-shorts, t-shirts with derogatory sayings, midriff or halter tops. Children wearing clothes deemed unsafe or inappropriate will be sent home to change.

## **Nutrition**

Campers provide their own snacks and lunches. Campers should also bring a water bottle. Nutritious foods are encouraged for everyone. Please do not pack sodas, gum or candy for snacks or lunches.

## **Sunscreen/Bug Spray**

We ask that parents apply these products to children prior to coming to camp.

## **Toys**

Each camp room has a variety of age-appropriate games and activities for campers. Please do not allow your child to bring toys from home to camp. Toy guns or other weapon-like toys are strictly prohibited at all times.

## **Health Policies**

Your child's physical and mental health plays an important part in the ability to gain full benefit from the summer camp program. We will be outside on all but very rainy days. If your child is ill, please keep them home. The following is a list of symptoms necessitating that a child be sent home from camp:

- Fever over 99 degrees
- Unidentified skin rashes or bumps
- Diarrhea
- Vomiting
- Lice
- Suspected symptoms of other contagious illness

A child running a fever is not permitted to return to camp until the temperature has been normal for 24 hours unless written permission is obtained from a doctor. If your child becomes ill while at camp, we will first try to contact the parents/guardians, then we will try the emergency numbers. If we are unable to contact you, we will let the camper rest in a quiet area until someone can be reached. Please advise if phone numbers and/or emergency contact information changes.

## **Dispensing Medication**

A parental consent form must be filled out for any camper requiring medication during camp hours. Please bring your child's medication to the office or to the Early Arrivals Counselor and fill out the appropriate forms. All medication should be labeled with the child's name, dosage, and time to be given. Please do not leave any medication in your child's possession.

### **Accidents and Emergencies**

First Aid supplies for minor injuries are available. In the event of a serious injury to a child the parent/guardian will be notified immediately and 911 may be called. Families are reminded of the importance of carrying adequate medical coverage. The School does not carry health or accident coverage for campers. All families are required to file a registration form listing parents' telephone numbers, emergency contacts, and providing authorization for emergency treatment.

### **Camper Safety and Security**

In response to recent national events, our staff has been instructed by local police and security personnel regarding best responses to ensure the security and safety of our campers. We ask all visitors to respect our policies. Campus visitors must register at the main office upon arrival.

Please notify the office or counselor *in writing* regarding any changes in who is authorized to pick up your child. If a note is not received, we will not release the camper to the adult until the parent or guardian is contacted. **Under no circumstances will a child be released to an unauthorized person without parental permission.** Picture IDs will be checked. Children may not leave the campus without an adult.

### **Severe Weather**

Virginia Beach Friends Camp will be closed if severe weather conditions exist. Check the website and stay tuned to local news stations for additional information.