



Discover Fun Camp
"Where Fun is the beginning of Learning"
202-569-8382
discoverfuncamp@gmail.com
<https://www.discoverfuncamp.com>

PARENT HANDBOOK



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Welcome to Camp

Dear Parents and Campers,

Discover Fun Camp

8008 Eastern Ave NW Washington DC 20012 (202)-569-8382

Thank you for choosing Discover Fun Camp.. We provide an adventurous camp experience that focuses on discovering fun ways to learn new things and recreate past experiences. We want to ensure the best possible break camp experience for your camper, but most importantly, health and safety are our priority. Please make sure to read through this handbook as it contains important information to help you prepare for each camp experience. We have done our best to answer any questions that you might have about camp in our policies and our procedures.

If you still have questions after reading through the handbook, please don't hesitate to reach out via email discoverfuncamp@gmail.com or phone.

We look forward to seeing you at Discover Fun Camp!

Happy Camping,

Discover Fun Camp Team

Fun Camps

(Please note that date will change in accordance with the District of Columbia and Maryland's Public School Calendar and not limited to private and charter schools. If you do not see dates for some breaks, please note that we are always open for camps. Please contact our office for date updates.)

February, Spring, Summer, Winter Break Camp

Cost:

- Application Fee: \$25 per child
- \$280 weekly per child
- \$250 per child (two or more children)

Schedule:

8AM | Arrival/ Free Play

9AM | Morning Conversations/ Workout

10AM | AM Snack/ Discovery

11AM | Outside Discovery

12PM | Lunch

1PM | Quiet Time (students under 5) Mindful Meditation (students over 5)

2PM | PM Snack/ Group Activity

3PM-4:30PM | Clubs Discovery

4:30-5:30PM | Team Building Discovery

5:30-6:00 PM | Dismissal/ Free Play

Drop- In Camp

Cost:

- \$80 daily per child
- \$50 daily per child (two or more children)

Before and After School

Hours:

5AM-9AM

2PM-6:30PM

Cost:

- With Transportation: \$15 a day (We provide transportation for schools surrounding our camp. Please contact us to see if your school is on the list)
- Without Transportation: \$10 a day

Schedule:

3PM or immediately after schools release | Camp Opens

3PM-4:30PM | Homework Assistance/ PM Snack/ Free Discovery

4:30-5:30PM | Clubs Discovery

5:30-6:00 PM | Outside Discovery

6:00-6:30PM | Main Group Discovery

6:30-7PM | Dismissal/ Free Play

Saturday Camp

Hours: 8AM-6PM

Cost:

- \$80 daily per child
- \$50 daily per child (two or more children)

Schedule:

8AM | Arrival/ Free Play

9AM | Morning Conversations/ Workout

10AM | AM Snack/ Discovery

11AM | Outside Discovery

12PM | Lunch

1PM | Quiet Time (students under 5) Mindful Meditation (students over 5)

2PM | PM Snack/ Group Activity

3PM-4:30PM | Clubs Discovery

4:30-5:30PM | Team Building Discovery

5:30-6:00 PM | Dismissal/ Free Play

Important Camp Information

Daily Reminders

Drop Off / Pick Up: All campers must be dropped off and picked up with the director or supervising counselor each morning and evening. Parents are reminded that staff supervision is during camp hours only. Please be sure to drop-off and pick-up your child(ren) at the stated times.

Sign In / Sign Out: When dropping off or picking up your camper, you must digitally sign the attendance sheet in the Parent App. You must also self certify your child's health each day. The camper will not be accepted into the program or released without an authorized adult listed on your child's registration.

All two week + registered campers will receive a camp T-shirt.

Day campers are split up by age groups and will have one or two counselors assigned to them each week. Camp is supervised by our Camp Director and we make sure that our Camp staff are qualified in a variety of different areas.

Tips for a Successful Camp Experience

Each week, there is a fun theme for campers. There will be activities throughout the week that tie in with the theme. They will participate in activities that include Athletics, STEM, Experiments, Creative Arts and Performing Arts.

Swimming trips and on-site water play day will take place every Friday.

Registration Forms: Please complete and upload all required forms into your Active Network account by the Friday before your camper starts camp. These forms insure the health and safety of all campers in our care. We follow OSSE Regulations to adhere to and maintain all state mandated health and safety regulations. **Please be sure to upload your child(ren) photos into your online account.**

Communications: All parent communications will be via email, text notification, and phone. All parents will receive text notifications of departure and arrival to and from all field trips, important daily reminders, emergency closures, and any other

important information. You will also receive emails reminding you of themes, items to bring with your camper, and any other important information.

Needed Items: Each day your camper will need to bring a refillable drink bottle. Please make sure your camper has had breakfast before arriving at camp. You are permitted to bring your camper with breakfast if necessary. Bags should be clearly marked with your camper's name. Campers will take snack breaks during the day. Discover Fun will provide water, Gatorade, lunch, and a morning/afternoon snack daily. Please label all personal items with your camper's name.

For the health and Safety of all children in our care, please consider the following guidelines when preparing your child's food at home for consumption at camp.

We are a NUT FREE Facility. Foods containing the following ingredients are not served or permitted to be brought to school by any child in our program:

NOT PERMITTED: Peanuts, Peanut Butter, Tree Nuts, All Nuts, Nut Butters, Almond Milk or any Nut Milk.

ALTERNATIVES: Sun Butter, Soy Milk, Coconut Milk, or Hemp Milk.

There are several foods that have been categorized as choking hazards by the USDA Child and Adult Care Food Program. These foods are not served at our facilities and are not permitted to be brought in for consumption by any child:

Whole Grapes; Whole Hot Dogs; Dried Fruits/Veggies; Small Pieces of Hard Fruit Chunks (like apples); Popcorn

Please speak with the camp director if you have any questions regarding foods that are permitted. Pureed and foods steamed to a soft texture are permitted.

Essentials for Camp

Below are a few summer essentials that we recommend your child brings to camp:

1. Sunscreen (SPF 30 or higher) with completed Medication Authorization Form
2. Bug repellent with completed Medication Authorization Form
3. Sun Hat
4. Cool Clothing & Sneakers
5. Sunglasses
6. Water Bottle
7. Bathing Suit, swim trunks, swim shoes, and towel for water play. Water play dates will be published soon.
8. An extra change of clothes

Please apply sunscreen to your child daily. You may send sunscreen to camp with your child; however, staff members are only permitted to apply the sunscreen to your child if the medication form has been completed. We will remind the children to re-apply it to themselves throughout the day.

Backpacks are permitted at camp, but we suggest that anything valuable be left at home. Please make sure all items are clearly labeled with your child's name. Discover Fun Camp, nor its staff are responsible for lost, stolen or damaged property.

The following list of items is prohibited at camp:

- Electronics including CELL PHONES**
- iPods/MP3 players
- Video games (Gameboy/DS/DSi)
- Knives or any type of weapon
- Toy guns

- Cell phones – The camp director has access to a phone if parents need to be contacted. If a parent needs to reach their child or camp staff for any reason, please contact the camp director.

Medication/Illness Policy

Medication

It is extremely important that we have all necessary medical information concerning your child. If it is necessary for your camper to receive medication while attending camp, a Medication Authorization form must be completed by your child's physician and submitted before medication can be administered. Forms are available in your online account.

Illness Policy

Your child is exhibiting the following symptoms of illness checked below. *Please carefully read the guidelines for return to camp.*

SIGNS AND SYMPTOMS

CONJUNCTIVITIS OR PINK EYE: Red eyes with itching, tearing or mucous discharge.

SKIN RASH

DIARRHEA: (Watery or greenish stools or more frequent stools than usual.

VOMITING: (More than usual "spitting up" of infants.)

LICE /HAIR INFESTATION

GUIDELINES FOR RETURNING TO CAMP

May return to camp after tearing and discharge have ceased AND after 24 hours of antibiotic treatment.

May return to camp after any sores are crusted over and dried OR after the child's doctor has provided written clearance for return to camp.

May return to the camp 24 hours after all symptoms are gone OR after the child's doctor has provided written clearance for return to camp.

May return to camp after receiving a specified shampoo treatment AND all signs of infestation and nits are gone.

These guidelines are for infection control purposes and for the health and safety of your child. If you have any questions, please ask your child's doctor.

<p>FEVER: (Auxiliary temperature of 100°F or above)</p> <p>AX. Temp _____</p> <p>Time _____</p>	<p>May return to camp only when the child's temperature has been normal for a full 24 hours without Tylenol and /or similar product.</p>
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<p>RUNNY NOSE: (Green or yellow discharge or associated with fever or cough with mucus secretion.)</p>	<p>May return to camp after symptoms are gone OR after the child's doctor has provided written clearance for return to camp.</p>
<p>CHILD IS BEHAVING ILL AS INDICATED BELOW:</p> <p>_____ Lethargic, sleepiness _____</p> <p>Complaints of headache _____</p> <p>Complaints of stomach ache _____</p>	<p>May return to camp after symptoms are gone OR after the child's doctor has provided written clearance for return to camp.</p>

Emergency Procedures

In the event your camper becomes ill or is injured while attending camp, staff will take the following actions:

1. The parent will be contacted to come and pick up the camper. If the parent(s) cannot be reached, the emergency phone number(s) on the registration form will be called.

2. Basic first aid will be applied to minor injuries, an incident report will be completed, and the parent will be contacted.

3. For more serious injuries, the staff will call the local paramedics. A staff member will remain with the camper at all times. Parents will be contacted immediately.

Field Trip Information

All campers are invited to participate in field trips, but participation is not mandatory. If your family chooses not to participate in a field trip, it is the responsibility of the parent to make alternate arrangements during the field trip hours. Reductions to the camp fee will not be granted due to absence from a field trip.

Field trips are scheduled to leave from the campsite at various times. The earliest will be 9:00 am. Please be sure that your camper is on time for camp. This is very important on a scheduled field trip. We cannot delay departure to accommodate latecomers. Refer to the camp calendar for trip departure and return times.

For safety reasons, parents are not permitted to drop-off or pick-up their child from a field trip site.

Campers should wear the camp T-shirt on all field trips, and no spending money is needed.

Swimming

Swimming will take place every Friday before the last week of camp. The children will swim at the Long Branch Swimming Pool. This is an outdoor aquatics center that offers a pool, kiddie wading pool, and community room.

Proper swimming attire is required for swimming. Please send your child to camp wearing their bathing suit on swim days, and pack a towel and change of clothes. Flip-flops or sandals may be worn for water activities ONLY. Refer to the camp activity calendar for the water activities as scheduled.

Behavior Policy

Appropriate behavior is expected of all participants during the summer camp programs. Respectful interactions between program participants and staff are essential to having a successful program experience. Bullying, fighting, inappropriate behavior/language and continual disregard for camp policies and procedures cannot be tolerated. Camp staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. If positive outcomes cannot be

achieved, or if a camper exhibits continuous disruptive behavior, Discover Fun Camp reserves the right to suspend or dismiss the camper from the program without refund.

The following guidelines have been established to ensure the day camp program is safe and enjoyable for all participants.

1. Show respect to all day camp participants and staff.
2. Treat others as you would like to be treated.
3. Refrain from using profanities and/or derogatory language/ nonverbal expressions.
4. Physical aggression toward all participants and/or staff is prohibited.
5. Do not destroy or damage equipment and supplies.
6. Participants are expected to do as they are asked, upon the 1st request.
7. Play Hard. Play fair. Have Fun.
8. CHARACTER COUNTS

Absences & Refunds

Please notify the camp if your child will be absent by calling (202)-569-8382 or email discoverfuncamp@gmail.com. If your child is absent due to a contagious condition, please notify us immediately, so that other parents can be notified that their child may have been exposed.

There are no refunds for absences within the week that your camper is registered.

Late Pick Up

Campers who are not picked up by 2:30 p.m. for the half day program will remain in our care and be charged the additional aftercare fee of \$25/day, plus an additional \$5 per day fee until paid.

If any camper is not picked up by 6:00 p.m., a late fee of \$15 is charged for the first 5 minutes you are late. After 6:05 p.m., there is an additional \$1 charge per minute for each minute you are late.

Refund Policy

No refunds will be issued for camp cancellations unless requests are made in writing prior to June 1st and are not apart of the early enrollment discount. All refunds are subject to a 20% processing fee. Reductions to the camp fee will not be granted due to absence from a field trip. Application/Registration fees are non-refundable.

Payment Plans & Discounts

Payment plans must be agreed upon 3 weeks prior to the camp start date. This can only be created by the director. All Payment plans include a down payment of 25% of the total amount due and the remaining is designed based on the family's needs.

Payments plans must be signed/dated by all parties and a card must be on file in order to process payments. **One missed payment will result in termination of the plan and the remainder will be due immediately.**

Discounts

Discounts only stand for one year. If you receive a discount for the summer of 2022, your account discount will **not** rollover to 2023. Please note that if you are on our email list, you will receive updates and discounts for all programs as they become available.

Parent Code of Conduct

Any parent/guardian who displays any of the following behaviors, including, but not limited to: physical abuse, shaking, grabbing, hitting, pushing, verbal abuse including inappropriate language or threats to a child, family, or staff; or is in possession or under the influence of alcohol or illegal substance will be asked to leave the premises and may no longer be allowed on site.

If staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified.

The staff's first responsibility is the safety of the children.