



# **PARENT HANDBOOK**

**2019**

Brooksfield Summer Camp

McLean, VA

# Welcome to Brookfield Camp!

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## **2019 Camp Program Overview**

Brookfield School is proud to offer an eight-week program of exciting and challenging summer camp activities for children ages 3 to 10 years old (age as of June 10, 2019).

### **Enrollment Dates:**

- Weekly enrollment from June 10- August 2, 2019.
- Discount given for full summer enrollment

### **Choice of Hours:**

- Half-day option for 3 year olds from 8:20 am- 12 noon
- Full day (3-10 year olds) program from 8:20 am- 3:00 pm
- Early morning Extended Day 8:00 a.m.- 8:20 a.m.
- Extended day program 3-5:55 pm for 3-10 year olds

### **Campers:**

Campers are divided into six age groups (age as of June 10, 2019).

Enrollment is limited,

- LAMBS- 3 year olds
- KANGAROOS- 4 year olds
- BEARS- 5 year olds
- EAGLES – Rising 1<sup>st</sup> grader
- LIONS- Rising 2<sup>nd</sup> grader
- TIGERS- Rising 3<sup>rd</sup> & 4<sup>th</sup> grader

### **Activities:**

Brookfield Camp is beautifully situated on five secluded acres, and the program has been developed to encompass a wide variety of activities suited to each group's maturity and interests.

- Instructional swimming and tennis at Chesterbrook Pool and Tennis
- Special performances- puppet shows, magic shows, animals, etc.



## Daily Schedule

### Arrival and Dismissal:

Arrival:

Upon entering the parking lot, please drive around the circular driveway counter-clockwise, so that your child (on the passenger side of the car) is nearest to the sidewalk. This will allow each parent to remain in the car as we help the children out of their car and escort them to their classes, keeping our traffic flowing steadily.

We prefer for all children to be dropped off at the carpool circle instead of being escorted to the classroom by a parent. We have found that this allows for a much easier transition for your child. If your child is upset about separating from you, and this anxiety lasts for 20 minutes, we will notify you immediately. However, usually once your child becomes settled in his/her classroom, it is our experience that they become happy and peaceful. We appreciate your cooperation. If you park your car, please park in the parking lot next to the circle. DO NOT PARK AROUND THE CIRCLE and leave your car unattended. This area is a fire lane and a delivery stop for the camp and church.

If your child is enrolled in Early Morning Extended Day care, they may be dropped off between the times of 8:00 and 8:20 am. Please walk your child down into their classrooms.

If your child is not enrolled in the Early Morning Extended Day program, our full day carpool begins at 8:20 and ends promptly at 8:45. It would be helpful if you waited in the parking lot until the morning greeters arrive at the carpool circle. Furthermore, if you arrive after 8:45 am, please walk your child down to his/her classroom.

Groups leave for swim by 8:50 am. See daily schedule of Club use within the swimming section. If you arrive after this time, please drop your child at Chesterbrook Swimming and Tennis Club; but please be sure to drop your child's belongings off in their classroom.

### **Dismissal:**

- Half-day camper carpool begins at 11:45 am and ends at 12 noon
- Full-day camper carpool begins at 2:40 pm and ends at 3:10 pm
- Extended day will be held daily from 2:40pm-5:55 pm  
Please park and come in to retrieve your child from Extended day
- Dismissal works much like our arrival procedures. **Please stay in your vehicle and pull around the circle, forming a car line.** A staff member will escort the campers to his or her vehicle to maintain a smooth departure. Please wait patiently until the car in front of you has their child safely buckled into their seat. **Do not cut around the car in front of you.** This puts campers at risk and can result in an accident. Thank you in advance for helping keep all of our campers and staff safe. Should carpool lines back up, please pull around into the lower parking lot so as to not block the Kirby Road entrance.
- If you are late, your child can be picked up in the camp office. **There is a late fee of \$15 per five minutes.** The late fee will be billed to you from the office.
- The camp must be given advanced notice **IN WRITING** if someone other than a parent or guardian is picking up your child, and that designee will be asked to present photo ID to staff at the time of pick-up.

### **Clothing and Supplies:**

The following items should be sent to camp with your child

- One set of extra clothes labeled with your child's name, stored in a Ziploc bag also with your child's name
- A backpack or tote bag (labeled) sent everyday to carry items to and from camp.
- A pair of pool appropriate shoes should be worn on swim days. Children should also have a pair of sneakers or other athletic shoes to change into after swimming. Campers are outside playing on the playground, tennis courts, and on the field and need appropriate footwear to participate safely.
- Please apply sunscreen at home before coming to camp. Staff will help apply sunscreen after swimming as needed.

### **Swimming:**

The swimming instruction program will be held at Chesterbrook Swimming and Tennis Club, immediately adjacent to the camp. Swim instructors conduct the lessons and staff members supervise and assist. All children will go to the pool area on swim days. If, for any reason, your child is unable to enter the swimming pool, an area will be set aside for dry play while the other campers swim.

Swimming will be canceled due to inclement weather, especially when thunder and lightning are in the vicinity.

The following pool instructions are to be read to your child and must be followed:

- All campers will walk to the pool on the path. Walking feet must be used at the pool and in the pool parking lot.
- Pool behavior does not include running, splashing, jumping backwards into the pool or any pushing
- No food or beverages are allowed by the pool
- No one may enter the pool with open sores or contagious skin conditions or who is exhibiting symptoms of illness
- You will receive your child's swimming schedule at the start of camp
- On swim days, please send your child to camp with no socks, carrying a towel, with change of clothes in his/her backpack

### **Tennis:**

Tennis lessons are provided to all ages at Brookfield Summer Camp. The Lambs, Kangaroos and Bears will be participating in our Teddy Tennis program, while the Eagles, Lions and Tigers group will have their tennis lessons at Chesterbrook Swim and Tennis Club once a week.

### **Lambs and Kangaroos**

As mandated by the Commonwealth of Virginia, full-day campers under the age of 5 must nap/rest in the afternoon. The Lambs nap 1:00 pm until 2:30 pm. The Kangaroos rest for 30 minutes.

This includes all full-day Lambs and Kangaroos Campers.

- Please send in a blanket or sheet to lay on top of the nap mat and a light blanket labeled with your child's name.
- Nap items should be sent to camp every Monday and will be sent home on Friday for washing.

### **Snack and Lunch:**

\*\*\* All lunches must be labeled daily with child's name and date. \*\*\* A nutritious morning snack will be provided for each camper. Campers with food allergies will be asked to bring in their own. Full-day campers should bring lunch daily. **PLEASE**

**NOTE THAT WE ARE A NUT SAFE CAMP!!** This means no peanut butter sandwiches or nut based snacks. Lunch should be sent in an insulated lunch container with ice packs. Refrigeration and microwaving is not provided.

**Field Trips:**

- Field trips are for Eagles, Lions, Tigers and Bears
- All field trip transportation is on a school bus
- Campers must wear their camp t-shirts on all outings
- Unless informed otherwise, bring a “brown bag” lunch that can be easily discarded.
- You will be able to view the completed 2019 field trip list on our camp calendar, which will come out before camp starts.

**Discipline:**

The staff strives to make the child aware of his/her actions, the consequences of the actions and the effects on others. Discipline is constructive and includes techniques such as:

- Using limits that are fair and age appropriate
- Providing campers with reasons for limits
- Using positive language to redirect campers to acceptable behavior
- Helping campers express their feeling and frustrations to resolve conflict

**Health and Emergencies:**

Each camper is required to have a current health record on file. If the child is under the age of six, the examination must have been preformed within 12 months of attendance. A copy of the school age (6-10) child’s latest FCPS health record must be on file for all Eagles. In accordance with Virginia law, no child will be permitted in camp unless a health form is on file.

A new Emergency Treatment Form is required each year. A copy of this form is taken on all Eagles field trips and to Chesterbrook Pool and Tennis Club. Please notify the camp office of any changes in information.

If your child is injured at camp, in a non-emergency situation we will administer first aid when necessary and appropriate. In the event of an emergency medical situation, camp staff will call 911 and your child will be transported to an area hospital.

Brooksfield Camp is given medical authorization by the parent on the camp application.

If a child becomes ill or injured, we will attempt to call the parents to inform them of the situation and, if unreachable, leave a message. If a parent is unreachable, we will then attempt to reach the emergency contacts listed on the camp application. A child who appears ill will be isolated from the other children in a place that is safe and supervised by an adult, until they are picked up by a parent or guardian. For any child sustaining a head injury the parent will be called and asked to pick up the child. In this event, the parent is advised to seek medical care.

The camper's health is a combined responsibility of the parents and the camp. If a child becomes ill at camp or is exposed to a communicable disease, parents will be notified. Likewise, please notify us if your child has a contagious disease or has been exposed to one as defined on the Virginia Reportable Disease List.

### **COUNSELOUR-IN-TRAINING (CIT) PROGRAM**

Our CIT, Counselor In Training, program is designed to provide your child with valuable work experience which requires our candidates to be responsible and mature. The minimum age requirement is 12 years of age by June 1<sup>st</sup> of the year they are in our program. Moreover, the goal is for our younger campers to see our CIT's as role models. We hope that they in turn desire to emulate the work ethics of our lead counselors and return each summer to work in our camp.

Due to the significant interest in our program we will be limiting our CIT program to 3 CIT's per week and each CIT is limited to a two-week period. We feel this will give all of our applicants an adequate opportunity to learn. The cost of the program will be \$200 per week.

The hours are 8:20am to 3:00pm daily. All CITs should arrive by 8:20 as campers arrive between 8:20 and 8:45, so please be prompt in your arrival time. CITs should bring their own lunches.

Please let us know if you have any questions.

## **\*SUNSCREEN AND INSECT REPELLENT POLICY**

### **Sunscreen**

Sunscreen must be applied at home before coming to camp each day. Brookfield will be providing Babyganic Mineral baby Sunscreen SPF 50 daily after the pool. Campers who do not wish to use our sunscreen must bring an over-the-counter sunscreen to camp, properly marked with his/her name, to use for reapplication later in the day. This sunscreen will be locked up at camp for the duration of the camper's enrollment. Counselors will assist with the application of the sunscreen. Sunscreen cannot under any circumstances be shared with other campers!

### **Insect Repellent**

If your child is aggravated by insect bites, gnats, etc. please apply insect repellent at home before coming to camp each day. If your child needs to be sprayed during the day, please contact the office.