

Section 2: Policies and Procedures

Students and parents sign on the signature page to show agreement after reading.

Medical Emergency: Camp employees have permission, in the event I cannot be reached readily in an emergency, at my expense to contact our family physician, and/or utilize the most convenient rescue squad vehicle or ambulance to transport my child to the nearest hospital.

Permission: I hereby grant permission for my child to participate in any or all of the programs, special events, walking and bus trips, including swimming, sponsored by the camp. I understand that participation by my child is completely voluntary, and that some of the planned physical activities may expose my child to some potential injury. I agree that, to my knowledge, my child is physically and medically able to participate in these activities. If any injuries do occur to my child, I also understand that school and County personnel will respond in the same manner that occurs during regular school hours. Field trip forms will be distributed.

Photo/Information Release: By signing this form, I give permission for my child to be photographed and/or videotaped for use in publicizing FCPS/NCS programs and services. Youth registration information provided to the VIP Camp is public record and as such may be released under the Virginia Freedom of Information Act (VFOIA) unless the parent/guardian specifically requests that this information not be released. **Please check here** ___ if you do not grant the camp permission to release your child's registration information.

Information: In accordance with the **Virginia Privacy Protection Act of 1976**, the requested information will be used to coordinate activities of this agency. I understand that some of the information contained in this form may be released to persons who request such information in accordance with the requirements of the **Virginia Freedom of Information Act (VFOIA)**, VA. Code §22-3705. As this statement indicates, not all information the camp collects is subject to availability under the VFOIA.

Behavioral Issues: If the actions of a participant may cause injury to themselves, other participants, or staff, camp staff reserves the right to deny his/her continuation in the program. If property is stolen, destroyed, or damaged, payment may be required to pay for replacement or repairs. Please do not bring any valuables (to include cell phones, iPods, cameras, or other electronic devices) to camp. Loss or damage to these items is not the responsibility of FCPS/NCS.

Participation: The VIP Camp is a structured enrichment, recreation, and academic program. Parents may pick their children up at any portion of the day from the school office. *The coming and going of participants is the responsibility of the parents. Should a child leave the camp for any reason, a parent will be contacted and the child is no longer the responsibility of the camp staff.* **If a child misses more than three consecutive days of camp activities without prior arrangement with camp staff, that slot may be assigned to another student.**

Transportation: Transportation to and from the camp will be provided by FCPS from selected stops within the neighborhood.

Parental Responsibilities: Transportation to and from the bus pick-up/drop-off sites is the responsibility of the parent/guardian. Parents/Guardians may transport their child(ren) to/from the camp. Parents must have alternative transportation arrangements in case of emergency, illness, or disciplinary problems. The middle school VIP Camp site does not open until 8:00 am for parent drop-offs. The program starts at 9:00 am and ends at 4:00 pm. VIP Camp does not provide ANY extended supervision after the 4:00 pm camp end-time. Students may take a bus to the teen center at 4:00 pm and parents can pick-up from there. A separate registration form for the teen center must be on file for a student to attend there.

Late Pick-Ups: The VIP program ends at 4:00 pm. Continued late pick-ups may result in the loss of services. If you are running late, please notify the VIP site by 3:45 pm. If you have not contacted the program and staff cannot reach you, an emergency person will be contacted to pick up your child. If your emergency contact is unavailable to pick up your child, Child Protective Services may be called.

Section 3: Rules of Conduct

Students and parents sign on the signature page to show agreement after reading.

- **Follow the same guidelines provided by the FCPS Student Rights & Responsibilities document.**
- Stay in your assigned group.
- **You must inform staff before leaving the VIP Summer Camp.** Parents will be called when their student signs out to anyone other than a parent.
- Show respect for others in what you do and say.
- Attend regularly.
- Be involved in your activities each day and encourage others to do so as well.
- Listen to the VIP Summer Camp staff and follow directions carefully.
- Maintain your self-control. The VIP Summer Camp staff member will listen.
- Take care of your personal belongings. **All electronic devices should be left at home (i.e. cell phones, iPods, air pods, etc.). VIP staff is not responsible for the loss of any of these items. All electronic devices that are brought to camp are the responsibility of the student and will only be allowed during designated times.**
- Use equipment and supplies appropriately without destruction.
- Have fun!

Parents:

- Must attend the VIP Summer Camp Parent Orientation Session on the specified date on the first page of this packet.
- Support the VIP Camp staff and work with them to resolve disciplinary problems.
- Understand that the coming and going of your student is a parent's responsibility.
- Understand that the VIP Camp does not open until 8:00 am for parent drop-offs.
- Understand that the VIP Camp does not provide ANY extended supervision after the 4:00 pm camp end-time. Students may take a bus to a teen center and parents can pick-up from there. A separate teen center registration form must be completed for your student to attend there.
- Make arrangements for the participant to be picked up in the event of sickness, inappropriate behavior, or other emergency needs.

Termination of Service/Ineligible for Services:

- If the student's actions cause injury to self, peers, and/or staff.
- If the student exhibits inappropriate behavior which may inhibit participation in activities.
- If the student engages in repetitive, aggressive, harmful, and/or disruptive behavior.
- If the student fails to follow the general rules of conduct.
- If the student is involved in theft of any kind.
- If the student engages in any drug related activity (ATOD).
- If the student is involved with the destruction of school property.
- If the student does not meet the eligibility criteria for the program.

Behavior Guidance and Management:

From time to time the VIP Summer Camp staff must take actions to resolve a problem that is disruptive to the program and other participants. Behavior guidance requires very specialized skills. We appreciate your support as staff try to find a solution that promotes non-disruptive behavior and allows your child to participate without incident in the activities. Staff members use a proactive, restorative practices approach to meet the needs of the children by planning age and ability appropriate activities, selecting a variety of play and recreation activities, discussing the needs of the children with their parents, and evaluating the entire environment. The safety of the participants and staff is of paramount concern.