



Adventures on The Hill PARENT HANDBOOK



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**Adventures on The Hill
Capitol Hill**
820 6th St. NE
Washington, D.C. 20002
(202) 688 - 1580

**Adventures on The Hill
Takoma**
7005 Piney Branch Rd NW
Washington, D.C. 20012
(202) 688 - 1580

WELCOME TO CAMP!

Dear Parents and Campers,

Thank you for choosing Adventures on The Hill. We provide a REAL camp experience that focuses on achievement, belonging and relationships, and hands-on learning experiences. While we understand that camp may look different this year in response to COVID-19, we know that you will enjoy your time at Adventures on The Hill.

We want to ensure the best possible summer experience for your camper, but most importantly, health and safety is our priority. Please make sure to read through this handbook as it contains important information to help you prepare for the summer. We have done our best to answer any questions that you might have about camp, our policies and our procedures.

If you still have questions after reading through the handbook, please don't hesitate to reach out via email info@adventuressummercamp.com or phone at (202) 688 – 1580.

We look forward to seeing you at Adventures on The Hill!

Happy Camping,

The Adventures on The Hill Team

2021 Important Camp Information

Camp Dates: June 28th – August 27th
Camp Hours: Full Day 8:00am – 6:00pm
Half Day 8:00am – 2:30pm

Capitol Hill

Capitol Hill Camp Location: 820 6th St. NE Washington, DC 20002
Camp Director: Mrs. Wanda Stewart
Phone: (202) 688 – 1580
Email: wstewart@adventuressummercamp.com

Takoma

Takoma Camp Location: Weeks 1 -7: Whittier Education Campus; Weeks 8-9: 7005 Piney Branch Rd. Takoma, MD 20017
Camp Director: Ms. Sarah Berardo
Phone: (202) 688 – 1580
Email: sberardo@adventuressummercamp.com

Daily Reminders

Drop Off / Pick Up: All campers must be dropped off and picked up with the director or supervising counselor each morning. 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. Please wear masks during drop off and pick up.

Sign In / Sign Out: When dropping off or picking up your camper, you must sign the attendance sheet, and fill in in the time of day. 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 in 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 fieldtrips, 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 lunch and 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. There is limited refrigeration available to keep food and drink items cold while at camp. It is recommended that lunch be packed in an insulated lunch bag. Bags should be clearly marked with your camper's name. Campers will take snack breaks during the day. Adventures on The Hill will provide water, Gatorade, and an 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; 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.

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 completely. 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. Adventures on The Hill, 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 at 202-688-1580.

Daily Schedule

8-9: Check-in. Campers play on the playground after being checked in.

9-10:30: First rotation—outdoor sports/games.

10:30-10:45: Snack and bathroom break.

10:45-12:15: Second rotation—STEM lesson and project.

12:15-1:15: Lunch and playground.

1:15-2:45: Third rotation—arts & crafts (Nap time for younger campers)

2:45-4: Specialty Instructor (Ex. Yoga, Soccer, Chef, Juicing, library)

4-5: All camp outdoor game.

5-6: Check-out and indoor playtime in the game room with toys, puzzles, cards, etc.

*Rotation order may vary. Campers are put into groups of eight campers and one counselor. Two groups (sixteen campers and two counselors) rotate together rather than having all campers and counselors at each activity at once. This gives campers more space to play and create!

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	GUIDELINES FOR RETURNING TO CAMP
FEVER: (Auxiliary temperature of 100°F or above) AX. Temp _____ Time _____	May return to camp only when child's temperature has been normal for a full 24 hours without Tylenol and /or similar product.
CONJUNCTIVITIS OR PINK EYE: Red eyes with itching, tearing or mucous discharge.	May return to camp after tearing and discharge have ceased AND after 24 hours of antibiotic treatment.
SKIN RASH	May return to camp after any sores are crusted over and dried OR after child's doctor has provided written clearance for return to camp.
DIARRHEA: (Watery or greenish stools or more frequent stools than usual.)	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.
VOMITING: (More than usual "spitting up" of infants.)	
LICE /HAIR INFESTATION	May return to camp after receiving a specified shampoo treatment AND all signs of infestation and nits are gone.
RUNNY NOSE: (Green or yellow discharge or associated with fever or cough with mucous secretion.)	May return to camp after symptoms are gone OR after child's doctor has provided written clearance for return to camp.
CHILD IS BEHAVING ILL AS INDICATED BELOW: ____ Lethargic, sleepiness ____ Complaints of headache ____ Complaints of stomach ache	May return to camp after symptoms are gone OR after child's doctor has provided written clearance for return to camp.
COVID-19 SYMPTOMS (fever in combination with cough, runny nose, trouble breathing)	Must provide a written negative COVID-19 test before any child's can return.

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.

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 fieldtrip 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 camp site at various times. The earliest will be 9:00am. 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.

Campers should bring a brown bagged lunch with non-perishable food, if lunch is not included in the trip. Please, no insulated bags on field trip days.

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 William H. Rumsey Aquatics Center Located in the Eastern Market. This is an indoor 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, Adventures on The Hill 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

Lost and Found

There will be a lost and found kept on site for all items that go unclaimed each day. Please contact the camp director to check if your child's lost item is within the lost and found.

Camp Shirts

Extra shirts will be available for purchase at the camp site. Each child will be given a camp T-shirt on the day of their first field trip that must be worn on all camp trips. A child without a camp T-shirt will receive a new one and parents will automatically be billed \$10 for a new one. Field trip dates are designated on the camp calendar.

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.

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 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.

Absences

Please notify the camp if your child will be absent by calling 202-688-1580 or email info@adventuressummercamp.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.

Refund Policy

No refunds will be issued for camp cancellations unless requests are made in writing prior to June 1st. Registration fees are not refundable. All refunds are subject to a 15% processing fee. Reductions to the camp fee will not be granted due to absence from a field trip.

Getting a Message to Your Camper

If a situation arises and you need to get a message to your camper, please call the director at (202) 688 - 1580 and the director will get a message to the camp counselor and your child.