



Parent Handbook

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Welcome to Discover Fun Camp!

We are thrilled to have your child join us for a season of adventure, learning, and fun. This handbook contains important information about our camp policies, procedures, and what you need to know to ensure a successful camp experience for your child. Please read this handbook carefully and keep it for reference throughout the camp session.

Our Mission

Discover Fun Camp aims to enrich each child's life by offering engaging and diverse activities that promote holistic well-being. We provide opportunities for children to explore sports, horticulture, music, arts, STEM, cooking, and more. Our goal is to foster strong connections, teach the value of collaboration, and instill a deep respect for the community.



Welcome to Discover Fun Camp! We are thrilled to have your child join us for a season of excitement, learning, and growth. Our camp is designed to provide a safe, fun-filled environment where children can explore their interests through a variety of enriching clubs and activities.

At Discover Fun Camp, we are committed to fostering a sense of community and respect while encouraging each child to discover new ways to have fun. Our dedicated staff is here to support your child's development and ensure a memorable experience. Please take a moment to review the enclosed Parent Handbook, which outlines important information about camp policies, procedures, and what to expect. If you have any questions or need further assistance, don't hesitate to reach out. We look forward to a fantastic camp season with your child!

Warm regards,

Discover Fun Camp

1. Camp Policies and Procedures

General Policies

Code of Conduct: All campers are expected to demonstrate respect, cooperation, and good behavior. This includes following camp rules, treating others with kindness, and participating positively in activities.

Safety: Safety is our priority. We have trained staff to manage safety protocols, including emergency procedures and first aid. All safety rules must be followed to ensure a secure environment.

Dress Code: Campers should wear comfortable, weather-appropriate clothing suitable for physical activity. Closed-toe shoes are required. Camp-provided uniforms or identifiable clothing are encouraged for staff.

Daily Operations

Drop-Off /Pick-Up: Please adhere to these times according to the specific program. Late pick-ups will incur a \$10 fee and a \$10 fee per 10 minutes after the original late time.

- After School/Clubs: Afterschool closes-6:30pm | Extended Hours: 6:30-8pm
- Break Camps: 8AM-9AM; 5PM-6PM

Attendance: Notify us if your child will be absent or late. Attendance is recorded daily, and unexplained absences will be followed up.

Activity Schedule: Activities are designed to be engaging and educational. Please ensure your child arrives on time to participate in the full range of activities.



2. Health and Safety

Documentation

Medical Forms: Complete and submit all required medical forms before the start of camp. This includes emergency contact information, health history, allergies, and special needs.

Medication Authorization: Provide written authorization for any medications to be administered during camp. All medications must be in their original containers with clear instructions.

Confidentiality: All medical information is confidential and shared only with necessary staff.

Emergency Procedures

A well-stocked first aid kit is crucial for handling minor injuries and emergencies at Discover Fun Camp. Below is a list of essential items that would be regularly checked to replace:

Basic Supplies

1. **Adhesive Bandages:** Various sizes for minor cuts and abrasions.
2. **Sterile Gauze Pads:** For covering and protecting larger wounds.
3. **Adhesive Tape:** To secure gauze and bandages in place.
4. **Antiseptic Wipes:** For cleaning wounds and hands.
5. **Antibiotic Ointment:** To prevent infection in minor cuts and scrapes.
6. **Hydrocortisone Cream:** For relieving itching and inflammation from insect bites or rashes.
7. **Alcohol Swabs:** For disinfecting surfaces and equipment.
8. **Burn Cream:** For treating minor burns.
9. **Instant Cold Packs:** For reducing swelling and numbing pain from injuries.
10. **Elastic Bandage (e.g., ACE bandage):** For wrapping sprains and strains.
11. **Tweezers:** For removing splinters or foreign objects.
12. **Scissors:** For cutting tape, bandages, or clothing if needed.
13. **First Aid Manual:** Basic instructions for handling common injuries and emergencies.

Medical Supplies

1. **Thermometer:** For checking body temperature.
2. **Disposable Gloves:** To protect the staff and the patient while administering first aid.
3. **CPR Face Shield or Mask:** For performing CPR with protection.
4. **Eye Wash Solution:** For flushing out contaminants from the eyes.
5. **Elastic Bandage Wraps:** For securing gauze and providing support.

Additional Items

1. **Thermometer:** For checking body temperature.
2. **Alcohol Pads:** For cleaning and disinfecting.
3. **Emergency Contact List:** Important phone numbers and contact information.
4. **Emergency Blanket:** For warm thin case of shock or hypothermia.
5. **Emergency Phone Numbers:** Local emergency services, poison control, and camp contact numbers.

Special Considerations

1. **Medication:** Ensure all staff are aware of any specific medications kept in the kit, including how to use them and any associated risks.
2. **Children's Supplies:** If applicable, include it suitable for treating children, such as child-friendly bandages or smaller gauze pads.

Note: Regularly check the kit to replace expired items and ensure all supplies are stocked and in good condition. Training staff on how to use the first aid kit and perform basic first aid is essential for maintaining a safe environment at Discover Fun Camp.

Emergency Preparedness Protocol

At Discover Fun Camp, we prioritize the safety and well-being of all campers and staff. This Emergency Preparedness Protocol outlines the procedures and guidelines we follow to effectively manage emergencies. Please read this protocol carefully to understand how we handle emergencies and ensure your child's safety.



Emergency Preparedness Protocol

1. Emergency Contact Information

Emergency Contacts: Ensure that we have up-to-date emergency contact information for your child, including phone numbers for parents or guardians and alternative emergency contacts.

Emergency Services: In case of a serious emergency, local emergency services (911) will be contacted immediately.

2. Types of Emergencies

1. Medical Emergencies:

Immediate Response: Administer first aid as needed and assess the severity of the injury or illness.

Emergency Medical Services: Contact emergency medical services if the situation requires professional medical attention.

Parental Notification: Notify parents or guardians as soon as possible about the medical emergency and the actions taken.

2. Fire Emergencies:

Evacuation: Follow the fire evacuation plan. Evacuate all campers and staff to the designated assembly area.

Fire Drills: Regular fire drills will be conducted to ensure everyone is familiar with evacuation procedures.

3. Severe Weather:

Weather Alerts: Monitor weather conditions and alerts. Move indoors or to a designated safe area if severe weather is imminent.

Severe Weather Procedures: Follow the camp's severe weather plan, including sheltering procedures and communication protocols.

4. Natural Disasters (e.g., earthquakes, floods):



Safety Procedures: Follow specific protocols for each type of natural disaster.

For example, in the event of an earthquake, drop to the ground, take cover, and hold on until shaking stops.

Post-Disaster: Assess the situation, ensure everyone is safe, and follow evacuation or safety instructions as necessary.

5. Lockdown Situations:

Immediate Lockdown: If there is a security threat, initiate a lockdown procedure. Secure all doors and windows, keep campers and staff out of sight, and remain silent.

Communication: Await instructions from emergency services and follow the camp's lockdown procedures.

3. Emergency Procedures

1. Notification:

Internal Communication: Use internal communication systems to alert staff of the emergency and provide instructions.

External Communication: Contact emergency services and provide them with relevant information. Notify parents or guardians about the emergency and provide updates as needed.

2. Evacuation Plan:

Evacuation Routes: Familiarize yourself with evacuation routes and assembly points. Ensure all campers and staff know where to go in case of evacuation.

Accountability: Conduct head count at the assembly area to ensure all individuals are accounted for. Report any missing persons to emergency services immediately.

3. First Aid and Medical Care:

First Aid Kit: Use the first aid kit to treat minor injuries and provide initial care until professional help arrives.

Medical Records: Keep a record of any medical treatment administered and share this information with emergency medical personnel.



4. Communication with Parents:

Initial Notification: Inform parents or guardians as soon as possible about the emergency and the steps being taken.

Updates: Provide regular updates on the situation and any changes to pick-up or contact procedures.

5. Post-Emergency Procedures:

Assessment: Evaluate the response to the emergency and identify any areas for improvement.

Support: Provide support and counseling to campers and staff affected by the emergency.

Reporting: Document the incident and review the response to ensure adherence to protocols and make necessary improvements.

4. Staff Training

Training Sessions: All staff will receive training on emergency procedures, including first aid, evacuation plans, and communication protocols.

Drills: Regular drills will be conducted to ensure staff and campers are familiar with emergency procedures.

5. Review and Updates

Protocol Review: This emergency preparedness protocol will be reviewed and updated annually to ensure it remains current and effective.

Feedback: Staff and parents are encouraged to provide feedback on the emergency procedures to improve our response and preparedness.

3. Financial Policies

Fee Structure

Club Fees: Fees for clubs (sports, arts, STEM ,etc.) are outlined in our camp brochure/website and are based on resources and activities. Ensure fees are paid before the start of each club session.

Fee: \$35 per session-per child

After-School Camp Fees: Fees for after-school programs are billed separately and must be paid prior to the start of the program.

- W/o Transportation:\$20
- WithTransportation:\$25

OST & Drop-in Dates: Whenever the schools are closed (including some holidays) we are open.

- \$100 per day per child

Break Camp Fees: Fees for spring, summer, and winter break camps are detailed in our camp brochure. Payments must be completed before the start of each break camp session.

- Full-time:8AM-6PM-\$400
- Part-time:8AM-3:15PM-\$330

Payment and Refunds

Payments: Payments can be made online or by check.Cash payments are not accepted.

- 2%Surcharge for all payment plans
- 5%discount for siblings applies to all children except one child

Discover Fun Camp Cancellation Policy

Effective Date: 2024

Policy Overview: At Discover Fun Camp, we are committed to providing a high-quality and enriching experience for all participants. To ensure smooth operation and fairness to all families, we have established the following cancellation policy. Please read this policy carefully as it outlines our procedures for cancellations and refunds.



Cancellation Policy

1. Cancellation by Parent/Guardian

Cancellation Notice: Cancellations must be submitted in writing to xplore@discoverfuncamp.com at least 5 days before the start date of the camp session. All program fees, including deposits, are non-refundable. In the event of cancellation by a parent/guardian at least 5 days before the start of the camp session, a non-refundable credit will be issued for future Discover Fun Camp programs. The credit must be used within 11 months of issuance.

2. No-Show Policy

No Credit for No-Shows: If a participant does not attend a scheduled camp session without prior written cancellation, no credit will be issued.

3. Cancellation by Discover Fun Camp

Camp Cancellation: In the event that Discover Fun Camp need stop cancel a camp session or program, participants will receive a full refund or credit for the amount paid, which can be used for future programs or sessions.

Transferring Credits

Credit Transfer: Credits issued under this policy are non-transferable to other individuals. They are only valid for the account of the participant who initially enrolled.

4. Special Circumstances

Emergency Situations: In cases of extenuating circumstances or exceptional circumstances, such as family emergencies or medical issues, please contact us directly. While we cannot guarantee any changes, we will review each situation on a case-by-case basis and may offer a non-refundable credit at our discretion.

5 Policy Updates

Policy Changes: Discover Fun Camp reserves the right to update or modify this cancellation policy at any time. Changes will be communicated to all registered participants and will apply to future cancellations.

4. Deadlines

Important Dates

Break Camp Discounts are created based on a timetable. In order to understand the timetable, be sure to look for emails with the discounted rate.

Summer Camp: All Summer camp fees at the discounted rate, are due by February of the summer camp year. After the month of February, parents will be responsible of paying the full amount. If you have not paid your full balance or started an installment plan by May, the price is reverted to the original cost.

5. Camper's Important Details

Daily Essentials: Waterbottle, sunscreen, hat, change of clothes, and any necessary medications.

Activity Gear: Depending on activities, your child may need specific gear such as athletic wear, swimwear, or art supplies.

Napping: Please bring a napping matt for the floor and a blanket

Potty Training Policy

- Children who are participating in any DPR camp, including Little Explorers, must be FULLY potty-trained.
- No child will be able to attend camp if still wearing diapers or pull-ups.



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 campsite 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.

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 Aquatics Center or have water day play onsite. This is an outdoor aquatics center that offers a pool, kiddie wading pool, and community changing 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.



Food

- Breakfast and lunch will be provided at all camps via the Free Summer Meals Program. If your child does not want to eat the meals that are provided, please send the camper's lunch in a marked container. Because of the length of the day, snacks are encouraged (see guidelines below).
- Please note: We will not be able to refrigerate or microwave camper's lunches.
- Because we encourage healthy eating habits, we do not allow the following food and drinks at camp:
 - red juices of any sort soda
 - chips, cookies, candy, sunflower seeds, or any kind of sugary snacks
- **ABSOLUTELY NO PEANUT PRODUCTS** (due to the number of campers with nut allergies)

Behavior Policy

Appropriate behavior is expected of all participants during the 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 a refund, which may result in dismissal from all programs. In such cases, no refund of fees, or tuition will be issued.

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

Positive Framing

- Focus on Shared Goals:
 - "We believe that clear expectations and consistent enforcement of our policies create a positive and enriching experience for all campers. We appreciate your cooperation in helping us maintain a safe and fun environment at Discover Fun Camp."

Parent Code of Conduct

Any parent/guardian who displays any of the following behaviors, including, but not limited to:

1. Physical abuse, shaking, grabbing, hitting, pushing
2. Verbal abuse including inappropriate language or threats to a child, family, or staff
3. Parents in possession or under the influence of alcohol or illegal substances will be asked to leave the premises and may no longer be allowed on site.
4. If staff suspects a person of substance abuse or views any act of child abuse or its effects, the police will be notified.

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

6. Homesickness

Handling Homesickness

Support: Offer comfort and support to children experiencing homesickness.

Encourage them to stay engaged in activities and express their feelings.


Parent Communication: If homesickness persists, we will contact you to discuss ways to help your child adjust.

Program Adjustments: We **may** adjust activities or schedules to support children having difficulty settling in.

Tips for Managing Homesickness

Homesickness is a common experience for children away from home, but with support and preparation, it can be managed effectively. Here are some tips to help your child cope with homesickness while at Discover Fun Camp:

1. **Prepare in Advance:** Before camp begins, talk with your child about the camp experience. Discuss the exciting activities they will participate in and reassure them that they will have a great time.
2. **Encourage Positivity:** Focus on the positive aspects of camp, such as new friends, fun activities, and opportunities to learn new skills. Help your child set goals or look forward to specific activities.
3. **Stay Positive:** When speaking with your child, maintain a positive and upbeat tone. Avoid expressing your own concerns or sadness about their homesickness.
4. **Comfort Items:** Allow your child to bring a small, comforting item from home, such as a favorite stuffed animal, blanket, or photo. This can provide a sense of security and familiarity.
5. **Regular Communication:** Establish a routine for communication, such as a daily phone call or letter. Consistent check-ins can help your child feel connected while they adjust.
6. **Encourage Engagement:** Encourage your child to participate in camp activities and make new friends. Staying engaged can help distract them from their homesickness and help them feel more connected to the camp community.
7. **Be Patient:** Understand that it may take time for your child to adjust. Be patient and supportive, and avoid pulling your child out of camp early unless absolutely necessary.
8. **Staff Support:** Inform camp staff about your child's homesickness so they can provide additional support and encouragement. Our team is trained to help children adapt and feel comfortable.

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9. **Reassure Them:** Remind your child that it's normal to miss home and that many other children feel the same way. Reassure them that homesickness usually fades as they become more involved in camp activities.
 10. **Stay Calm:** If your child expresses homesickness, stay calm and supportive. Encourage them to talk about their feelings and offer reassurance that they will adjust and start enjoying their time at camp.

By preparing your child and providing them with consistent support, you can help ease their transition and make their camp experience enjoyable and fulfilling.

7. Additional Information

Communication

Updates: We provide regular updates through [method, e.g., email, newsletters].

Ensure your contact information is up-to-date.

Concerns: For any concerns or issues, please contact us directly at

explore@discoverfuncamp.com

Emergency Contact Information

Emergency Procedures: Familiarize yourself with our emergency contact procedures and ensure we have accurate contact information for emergencies.

Volunteering and Participation

Opportunities: We welcome parent volunteers to assist with various activities. If interested, please contact us at raven.grandberry@discoverfuncamp.com.

Lost and Found

Items: Label all personal items with your child's name. Lost and found items will be collected and displayed at the camp office. We keep items until the end of the semester or camp session.

Signing Page for Parent

Please sign and return this acknowledgment form to confirm that you have read and understood the contents of this handbook.

Discover Fun Camp - Parent Acknowledgment

I have received and reviewed the Discover Fun Camp Parent Handbook. I understand the policies and procedures outlined and agree to abide by them.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Child's Name: _____

Camp Session: _____

Contact Information For any questions or concerns, please contact us at:

Email: explore@discoverfuncamp.com

Phone: 202-569-8382

Address: 8008 Eastern Ave NW Washington DC 20012

Website: discoverfuncamp.com Thank you for choosing Discover Fun Camp.

We look forward to providing a memorable and enriching experience for your child!