

hello
SUMMER



MASON REC
SUMMER
CAMP

hello
SUMMER

PARENTS GUIDE 2019

WELCOME!

Hello everyone, we are excited that you chose Mason Recreation for your camper this summer. Our staff is dedicated to providing a memorable camp experience for everyone involved. Experienced counselors are committed to providing your child with a safe and inclusive environment, with days full of fun.

The following information is to help answer any questions you may have about our camp. Please take the time to read through this manual and feel free to send us any additional questions you may have. We look forward to seeing you all soon.

MESSAGE FROM THE STAFF

Mason recreation is more than a seasonal summer crew. Our diverse and dedicated staff is what makes our camp an experience for all

campers throughout the summer. Counselors are strategically hired and scheduled to ensure that their particular strengths are being put to work.

We are committed to providing a safe and inclusive environment for your child. This summer will kick off our 4th summer camp season. Our counselors are well trained, enthusiastic, and motivating individuals over the age of 18, several of whom have been with us for multiple seasons.

Each staff member has been vetted through our interview process, received a back ground check, and had references checked to verify the safety of your camper. Camp counselors are required to attend an orientation and training prior to the first day of camp. Throughout the training, counselors participate in child development workshops, team building activities, earn a certification in First Aid, CPR and Blood Borne Pathogen and several other exciting and beneficial activities to ensure a successful and safe camp season. Training also offers counselors time to plan programs, work to build a positive group atmosphere and requires staff to embark on finding solutions to challenging situations that may occur throughout the summer and preventative tools to work towards an anti-bullying environment.



CAMP STAFF



PAUL J BAZZANO III

Camp Director

Hello! I am Paul Bazzano, your Camp Director for Mason REC Camp 2019! We are excited to be offering this program to the youth of our Mason students, faculty, staff, and the Fairfax community. As a Mason Alum I am ecstatic to work with the campers and provide an enjoyable experience throughout the summer! My goal is to ensure everyone has a memorable experience and look forward to the next day. This summer, campers can be expected to develop friendships, learn to get along with others and develop new skills through various activities each week.

A LITTLE BIT MORE ABOUT PAUL...

I am a Pittsburgh, Pennsylvania native (Go Steelers, Pirates, and Penguins!). My favorite camp related hobbies include spending time outside, playing some type of game or sport, or challenging myself to develop a new skill. Sports are my #1 activity as they help develop valuable life skills focused on teamwork, attitude, integrity, persistence, and the importance of having FUN.



JALEN HOWARD

Camp Asst. Director

Hey everyone! I am Jalen Howard, your Camp Assistant Director for Mason REC Camp 2019! I grew up attending camps every summer for basketball and loved the opportunity to meet people from all around the country. My favorite camp memory was attending a basketball camp in the Netherlands and learning about the different cultures of the people in attendance. I am excited for the opportunity to help create memories for our campers that they cherish for years to come.

A LITTLE BIT MORE ABOUT JALEN...

I attended Florida Southern College for my undergraduate degree, then East Tennessee State for my Masters. I arrived at George Mason in the Winter of 2019 and I am loving my role at the University. I am an avid sports fan and love hiking with my dog Lola.

CAMP WEEKS – THEMES

WEEK 1	June 17 – 21	Beach Week
WEEK 2	June 24 – 28	Disney Week
WEEK 3	July 1 – 5	Protect & Serve Week
WEEK 4	July 8 – 12	Adventure Week
WEEK 5	July 15 – 19	Mad Science Week
WEEK 6	July 22 – 26	Green & Gold Week

AGE GROUPS/STAFFING RATIOS

Campers will be assigned to different groups for the week based upon age. Prior to the start date of camp, please contact the Camp Directors for any special requests regarding age groups.

**GROUP 1:
6-8 YRS**

**STAFFING RATIOS:
GROUP 1: 1:10
COUNSELOR: CAMPER**

**GROUP 2:
9-12 YRS**

**STAFFING RATIOS:
GROUP 1: 1:12
COUNSELOR: CAMPER**

WHAT TO BRING TO CAMP



Backpack to store personal items



Water bottle



Sunscreen (Please note: camp staff are not permitted to apply sunscreen to campers)



Small lunch box with lunch and snacks



Appropriate summer attire: shorts, light weighted shirts, socks, sneakers, and/or specified clothing appropriate to the camp's activities.



Please no halter-tops, Crocs, open-toed shoes or "Wheelie" shoes.



Swimsuit and towel



Swim goggles (masks covering the full face are not permitted)



PLEASE do not send camper(s) with valuables or items that may cause a distraction (i.e. cell phones, iPads, music players, gaming consoles, etc)



We recommend younger campers pack a change of clothes

QUALIFYING SKILLS

The following skills are necessary for successful program participation. All camp enrollees must meet or exceed these standards with minimal assistance.

• Actively participate in a full-day program

• Consistently participate in a 1:12 staffing ratio (counselor:camper) or 1:10 (ages 6-8)

• Separate from parent with little or no difficulty

• Follow and accept directions and structure as necessary

• Respect others and their property

• Take turns and share in cooperative manner

• Ability to communicate with staff

• Be able to toilet independently

CAMP SCHEDULE

8:00 - 9:00 am

Drop-off and free-play activities

9:00 - 9:30 am

Campers are broken into groups for name games, team building exercises, and activities that support the weekly theme

9:30 - 10:30 am

Outdoor/Indoor recreational activity

10:30 - 11:00 am

Snack

11:00 - 12:00 pm

Indoor/Outdoor recreational activity

12:00 - 1:00pm

Lunch

1:00 - 2:00 pm

Pool time (Group 1) – Arts/Crafts (Group 2) *Group 2 Pool = 2:00 – 3:00pm

2:00 - 2:30 pm

Snack

3:00 - 4:00 pm

Arts/Crafts (Group 1)

4:00 - 5:00 pm

Free-play/ pick-up time

EXTENDED CARE AVAILABLE:

Parents/Guardians that need extra time in the morning or afternoon may register for “extended care.” Extended care allows parents/guardians to drop their camper(s) off early (7:30 am) or pick them up late (6:00pm). The cost of extended care is \$50 per week/per camper.



SWIMMING PROCEDURES

Campers will have the opportunity to swim Monday-Friday each week. Proper swim gear is required each day (swimsuit, goggles, and towel).

SWIM TEST:

Swim testing will be conducted every Monday to ensure counselors are aware of your camper's swimming abilities. The swim test is optional; however, should a camper decide against the test or is unsuccessful in completion he/she must wear armband and an X on his/her hand. This will ensure the child stays in the designated area. Children do have the option to utilize a life jacket provided by Mason Recreation

The supervised swim tests consists of swimming one lap in lane line without any assistance from lifeguard, lane line or wall and tread water for one minute.

SHOWERING

Campers will not be permitted to shower following pool time unless required by parent/physician. A note from the parent/physician is required in order to allow a camper time to shower. Campers that need to utilize the shower must leave the pool 15 minutes early.

SWIMMING ABILITY

Camp registration requires parents/guardians to acknowledge the swimming ability of their camper.

- **Non-swimmer:** unable to swim, needs to be with a counselor at all times
- **Beginner/Intermediate:** able to swim length of the pool, tread water, and be supervised from the side
- **Experienced Swimmer:** able to swim in all areas of the pool, history on swim teams, lessons, etc

SWIM LESSONS

Swim lessons will be conducted throughout the week by our certified swim instructors. Campers will be placed into groups based on their skill level. If you or your camper does not wish to take part in lessons, please be sure to notify the Camp Director or Assistant Director prior to the start of the week.



DAILY CHECK-IN/CHECK OUT

Each morning and afternoon, your camper(s) must be signed in and out by the parent/guardian or other adult authorized. **No exceptions.** In order to ensure camper's safety, authorized adult, including parents, will be required to show form of identification at checkout...**every day!**

PLEASE NOTE:

Without written notice, we cannot allow any adult not on the list to pick up your child. Nor can we deny an authorized adult from picking up your child. At any time, you may add or delete names by giving changes, in writing, to the Head Counselor or emailing reccamps@gmu.edu. Mason Recreation is not responsible for communicating child pick-up among any authorized adults. The responsibility remains among those individuals.

LATE CAMPER ARRIVAL

In the event a camper arrives late to camp, he/she must be signed in by the camp staff. Please do not drop your child off without signing them in with the Lead Counselor or camp staff.

EARLY DISMISSAL

When possible, parents are required to inform the Lead Counselor, in writing, the morning of the day, a camper will be picked up early. If picking up child before 3:00 pm, please report to the front lobby of the RAC. A staff member will notify the Lead Counselor and find the location of your child. Please allocate at least 15-20 minutes for the early pick up process.

LATE PICK-UP POLICY

If you are running late picking up a child from camp, please contact the Customer Service Desk, 703-993-5323. It is important that you speak with a camp representative and indicate the following – child's name, the specific camp your child attends (Mason Rec Camp), and how long you will be delayed.

Please do not leave a voicemail.

If the adult picking up is late, we will make every attempt to reach all parent/guardians and emergency contacts through the information provided at registration. However, in accordance with licensing regulations, if we are unable to contact someone by 7:30 pm, your child will be considered abandoned and will be turned over to the Prince William County Police Department/ Social Services.

PLEASE NOTE:

A set fee of \$30 per camper (per occurrence) will be charged when children are picked up later than camp dismissal time. For repeated offenses, Mason Recreation staff reserves the right to dismiss your child from the Extended Care hours of full day camps.

MEALS/SNACKS

LUNCH

Lunch will occur between 12:00 – 1:00 pm. Campers should bring a nutritious lunch every day. Campers and Counselors will eat lunch together as units. Lunches will be distributed and collected so that campers do not leave their lunch box or bag (if they bring a reusable box or bag) and provided to the camper to take home at the end of the day. Please note: All lunch boxes/bags and water bottles should be labeled with your camper's name.

If a camper does not bring a lunch the parent/guardian will be contacted to bring one. If a lunch is not provided in time for lunch a prepackaged factory sealed lunch (ex. Lunchable) will be provided for the camper and billed to the parent/guardian.

Please do not pack meals/snack/drinks in glass containers.

SNACK

Campers will receive a mid-morning snack and a mid-afternoon snack. Snacks will be factory sealed and determined by the Camp staff upon review of camper allergies.

DRINKS/HYDRATION

We strongly encourage proper hydration throughout the day. During restroom breaks, before traveling outdoors, or engaging in outdoor activity we will ensure campers fill their water bottles for hydration. We will remind campers to drink water regularly to remain hydrated. It is preferred campers lunches do not include carbonated beverages. Should a camper not bring a water bottle to camp one will be provided at cost to the parent/guardian



MEDICATION

Medication must be given to the Camp Directors or the Lead Counselor – children may not carry their own medicine. We prefer that your child only takes medications that are necessary while in our care. If possible, please try to schedule doses while child is home.

If your child requires prescription or non-prescription medication during the course of camp, you will be required to fill out a **medical authorization form**.

Should your child require use of an Epi-pen or Asthma inhaler, these items will need to be kept in possession of Mason Rec camp through the final day of camp for your camper.

THE FORM WILL BE AVAILABLE:

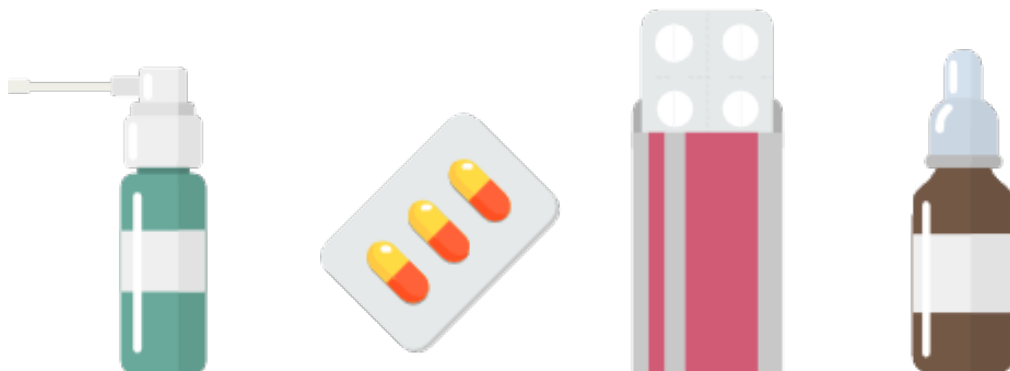
- **Included in the camper registration packet (last page)**
- **via the camp website**
- **ask the Lead Counselor**

Medicine must be sent in original container with the current prescription label attached. No outdated medicines will be accepted. The label must contain:

1. **the child's name**
2. **medication name**
3. **the dosage**
4. **method of administration**
5. **time to be administered**

All remaining medication will be returned to parents/guardians at the conclusion of camp at the request of the parent/guardian.

Please Note: A physician's signature is required for ALL prescribed medications.



SUNSCREEN

Any use of sunscreen requires written parent authorization on the Authorization for Sunscreen Form.

Please take the time to apply sunscreen and teach camper how to apply prior to the camp day. Staff will not administer sun screen; however, encourage campers throughout the day to reapply and supervise the process.

Sunscreen must be in the original container labeled with the child's name

ILLNESS

Mason Recreation does not have the accommodations necessary to provide care for children who are ill. Please do not send child if they are not well enough to participate in all camp activities. For everyone's safety and well-being, we cannot allow children with contagious or communicable disease to attend camp.

Please keep your child at home if any of the following symptoms develop. Child must be free of symptoms for 24 hours or physician decides child can return to camp.

- **Diarrhea**
- **Severe coughing**
- **Difficult or rapid breathing**
- **Yellowish skin or eyes (may be signs of Hepatitis)**
- **Tears, redness of eyelids with discharge (pink eye)**
- **Mouth sores**
- **Fever of 100 degrees or above**
- **Unusual spots or rashes**
- **Sore throat/trouble swallowing**
- **Infected skin patches**
- **Headache and/or stiff neck**
- **Vomiting**
- **Severe itching of body or scalp**

Should your child become ill while in our care, we will contact you as soon as possible. Please pick up your child promptly. If we cannot reach you, we will contact the person(s) listed on your child's Emergency Form. In the event of a serious illness or accident, we will call EMS and

your child will be transported to the nearest hospital.

If your child is diagnosed with allergies, please specify on camp registration in order to avoid any irritants. The Freedom Center will make every effort to accommodate your child.

If contacted, camper must be picked-up within one hour.

INJURIES

In the event a camper is injured during his/her time at camp, all staff have been trained/certified in First Aid, CPR, AED, Mason Recreation's Emergency Action, Plan, and proper documentation.

Minor injuries – staff will provide care as needed and document the injury. A copy of the report will be provided to the parent/guardian at pick-up

Severe injuries – the camp staff will provide care as needed and the parent/guardian will be notified.

Life-Threatening injury – staff will implement our Emergency Action Plan (EAP) and notify the parent/guardian

EMERGENCY CONTACT

#: (571) 555-5555

The emergency cell phone number is for emergency situations only. Questions, concerns, additional information should be requested through office phone numbers or emails.

DISCIPLINE

Please encourage your camper to discuss any negative behavior, received from another camper, with a counselor or other staff member. The following are examples of unacceptable behavior that will not be tolerated and will cause disciplinary action to be taken:

- **Hitting/fighting/causing physical harm**
- **Profanity/disrespect to staff or other campers**
- **Possessing weapons/drugs/tobacco**
- **Temper tantrums**
- **Verbal assault**
- **Refusal to cooperate**
- **Stealing**
- **Leaving facility grounds**
- **Sexual misconduct**
- **Violation of rules and policies**
- **Biting/spitting**
- **Bullying**

Our goal is to provide each child with the skills necessary to solve conflicts in a manner that is appropriate and with regard to others' feelings. We seek cooperative and effective solutions by using techniques listed below. Physical force or abusive language is never used.

- **Teach ground rules**
- **Offer realistic choices**
- **Clarify expectations**
- **Offer a positive role model**
- **Encourage problem solving**
- **Be willing to start over**
- **Negotiate**
- **Use time out effectively**
- **Redirect child's attention**
- **Be consistent**
- **Rearrange environment**
- **Offer assistance**
- **Establish eye contact**
- **Avoid threats**
- **Establish mutual respect**
- **Provide encouragement**

BEHAVIORAL MANAGEMENT POLICY

Disciplinary action, when required, will be documented

STOP LIGHT

All campers begin their days with a "Green" Light. Green light means campers are being respectful of their fellow campers and counselors. Campers are following the rules they have established at the beginning of camp as well as safety perimeters in place by the camp administration.

A "Yellow" light is the result of a secondary warning. A camper may move to a yellow light if they show repeated disrespect to fellow campers, counselors, and/or property following an initial verbal warning by counselor or camp staff.

A "Red" light is when a camper needs to be removed from their group due to continued poor behavior; risk to self, other campers, or staff; or inability to function positively with their group. Examples may include fighting, breaking/defacing property, behavior that may result in harm to self or others.

When a camp counselor believes a campers actions require the "Red Light" they will request assistance from the Lead Counselors, Camp Coordinators, and/or Camp Director. The camper will be removed from the group to discuss behaviors and create a solution so they may rejoin their group.

If after a "Red Light" conversation the camper does not follow the solution they helped to create or engage in additional concerning behavior the camper will be removed from the group, parent/guardian will be contacted to pick up the camper, and the camper will not be allowed to return to camp until the following day.

If a pattern of red light emerge during the camper's time a Mason REC Camp the Camp Coordinators/Director may request a meeting with the parent/guardian of the camper to discuss future attendance.

AUTOMATIC RED LIGHT

- Bullying
- Threats
- Fighting
- Stealing
- Use of foul language
- Intentional damage of property
- Engaging in unsafe behaviors
- Discrimination

AUTOMATIC REMOVAL FROM CAMP

- Causing intentional harm to fellow campers or staff
- Bringing a weapon
- Drugs
- Alcohol
- Engaging in sexual acts

OPEN HOUSE DATES/TIMES

Mason Recreation will be hosting several open house dates for parents/guardians and campers throughout the spring. This will be the perfect opportunity to:

- Tour the facilities
- Meet the staff
- Make payments
- Submit paperwork & documents
- Ask questions

DATES/TIMES:

- Saturday, May 11 4-6 pm
- Sunday, May 19 4-6 pm
- Sunday, June 2 4-6 pm
- Thursday, June 13 5-7 pm

LOCATION: RAC

4350 Banister Creek Ct
Fairfax, VA 22030

If you are unable to make one of our open house dates and would like a tour of the facility, meet the staff or have any immediate needs, please email reccamp@gmu.edu to schedule a time to meet with a camp administrator.



REGISTRATION/DEPOSIT/ REFUND/TRANSFER POLICIES

PAYMENT FOR CAMP

The registration for camp is a weekly registration. Mason Recreation does not offer discounts or prorated costs for a camper not attending the entire week of camp for which they are registered.

- **Online Registration/Deposits:** Parents/Guardians may register their camper(s) online via: <https://connect.recreation.gmu.edu/>
- **In-person Registration/Deposits:** Parents/Guardians may elect to register and pay their deposit(s) in-person at the RAC.

Address: 4350 Banister Creek Ct
Fairfax, VA, 22030

Phone: 703-993-5323

DEPOSITS

Deposits are \$50 per week and are due at the time of registration. Deposits are non-refundable and non-transferrable.



GENERAL POLICIES

CONFIDENTIALITY

Mason Recreation respects the rights of each family to privacy and confidentiality regarding health, behavioral, and developmental records and information concerning their child. The practice of maintaining the confidentiality of verbal information and written records is a basic ethical policy Mason Recreation Camps.

INCLEMENT WEATHER POLICY

Our staff will monitor weather conditions throughout the day. Weather patterns can change fairly quickly and will make alterations to our schedule due to severe heat, rain, thunderstorms, and other inclement weather. Programs may be altered due to impending weather.

REPORTING SUSPECTED ABUSE OR NEGLECT

Employees who suspect a child is a victim of child abuse/neglect are required to report the matter immediately to the Camp Director. The Director shall document, in writing, all facts of the situation. The Director will report any suspicions to the Department of Social Services and when appropriate, inform the parents.

CHILD CARE VERIFICATION/TAX INFORMATION

Mason Recreation issues receipts for all deposits and payments for camps upon request. If documentation of payments for childcare expenses, tax purposes, or reimbursements is required, please contact the Camp Staff. Mason Recreation does not routinely issue a year-end statement of child care expenses. George Mason University's Tax ID number is: 54-0836354.



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FACILITY ADDRESS:

RAC
4350 Banister Creek Ct
Fairfax, VA 22030

MAILING ADDRESS:

Attn: Mason Rec Camp
4400 University Dr, MS 1G6
Fairfax, VA 22030
Contact #: 703-993-5323
Fax: 703-993-2510
Camp Email: reccamp@gmu.edu