

TIC SUMMER CAMP DC WEST SITE 2016 PARENTS HANDBOOK

PLEASE READ! Below is super important information that will help you prepare for your camper's time at camp. Please keep this information handy throughout the summer.

CAMP TELEPHONE NUMBERS

Please plug this number (703-343-0899) into your cell phones now, so you don't forget later! The DC West (DCw) Camp Office is where you can leave any messages about absences or early pickups, as well as any day-to-day requests for your camper. In addition, our camp email (ticcamp.dccwest@gmail.com) is a great place to contact us. The DCw camp email is checked around the clock.

Director, Leslie Keller

TIC Camp Office, Health Advisor
and Extended Day: **703-343-0899**
DCw camp email is checked around
the clock. This is a good place to
send us a message after hours or
really anytime:
ticcamp.dccwest@gmail.com

Whenever you call, please identify yourself with your CAMPER's first and last name and leave a detailed message if you get voice mail. The TIC Main Office will still be staffed intermittently during camp season, so it is often best to shoot us an email. Regarding registration or billing matters, contact Tabitha Glading at tabitha@ticcamp.com. For all other concerns, call or email Emily Riedel at emily@ticcamp.com, 703-876-2868, Fax 703-995-4681.

ORIENTATION: THE FIRST DAY OF EACH SESSION, 8:00 to 8:30am

Orientation is a big "Welcome to TIC!" that is held in the Black box theatre on the first floor of the Georgetown Day Lower School. Orientation is especially for first time campers, but all parents are welcome to see the facility, meet their child's counselors, turn in forms, ect.

Please park in the spaces and lot in front of the building. Additional parking is located near the lower entrance next to the field. Starting at 8am, we will have tables setup for parents to visit if needed. If you have attended orientation before or do not have any camp business to attend to (see below), please come closer to the start time of Orientation at 8:30am. (You can also use the "kiss and ride" for drop-off.) Between 8 and 8:30 you can:

- Turn in any outstanding [camper forms](#) – we must have the health history form signed or your child cannot participate.
- Turn in to our **Camp Health Advisor** any medication your child will take during camp. It must be brought in its original prescription container and a medication authorization form needs to be completed. This is also a good time to talk to the Health Advisor about any medical concerns.
- Sign up for Extended Day – after the first day of camp, the drop in charge is \$20 per day (pick up before 4pm) or \$30 per day (pick up by 6pm).
- Get additional carpool cards for other campers in your carpool – you **MUST** have an official card for every rider in your carpool.
- Purchase items from the Camp Store! If your camper is not already carrying a water bottle (this is *required* for athletics) we have them on sale as well as TIC hats and other items. Your camper will love our gear!

Promptly at 8:30 our **Camp Director, Leslie Keller**, will welcome everyone, give a few introductions, and then get the campers into their technology or athletic groups as quickly as possible. After the campers are dismissed, there will be a brief talk on TIC's purpose, method, logistics, and Q and A. We promise to wrap things up by 9am.

DAILY SCHEDULE

Senior campers (rising 6th graders and older) will be in athletics, first thing on Monday morning. The Junior campers (rising 2nd through 5th graders) will meet their technology counselors first. After lunch, Juniors go to sports, Seniors to technology. The schedule flip-flops each day: wherever campers were in the afternoon is where they start the next morning. To reiterate: Junior campers have technology in the morning on Monday, Wednesday and Friday and in the second week on Tuesday and Thursday. Senior campers have technology in the mornings on Tuesday, Thursday and in the second week on Monday, Wednesday and Friday.

WHAT TO BRING TO CAMP

Since all campers are in athletics each day, they must be in shoes with covered toes, preferably sneakers. **Crocs, flip flops, and sandals are NOT safe for the games we play.** Campers not ordering a box lunch (see attached flyer from [Smart Lunches](#)) should bring a non-perishable lunch with a beverage or use an insulated lunch box with an ice pack. Campers **MUST LABEL THEIR LUNCHES EVERY DAY** with their first and last name and date. There are VERY hot days each summer so please make sure to send your camper(s) with a filled bottle of water, which can be replenished throughout the day. Hats are also a great way to combat the heat.

Campers enrolled in tennis bring their own rackets to camp each day. We recommend everything be *labeled with first and last names*. Please keep valuables at home, since there is no way to safeguard personal property except to keep it in sight. We are not responsible for items lost at camp. Campers can have cellphones in their backpacks, but keep them off during the day. Camp policy forbids the possession and use of alcohol, drugs, and weapons by anyone at camp; pets are not allowed.

MORNING KISS AND RIDE: 8:00 to 8:30am

There are two entrances to the Georgetown Day LMS campus: the first at Macarthur Blvd and Q st, the second off Macarthur Blvd right next to Laverock Pl. Either entrance is available for morning drop off, however if you are coming from the Georgetown area turning left into an entrance may be difficult depending on traffic. We recommend going past the Laverock Pl. entrance and instead turning right on Q st, making a U-Turn, and using the light at Q st and Macarthur to go straight into the Q st entrance.

Staff Members will be waiting to greet campers at the entrance to the building starting at 8:00am. If you arrive after 8:30, you will need to park and walk your camper into the TIC Office to check-in, located directly in the main building.

ATTENDANCE

If your child is not attending camp or is coming late, please call the TIC-DCw CAMP OFFICE (703) 343-0899 prior to 8:30am. (Please do not call the TIC Main Office or the message will be delayed.) If we don't hear from you and your child is absent, we will call you by 9:00am to check attendance. **PLEASE DO KEEP YOUR CHILD HOME if he or she shows any signs of the flu or any other infection, which includes 100+ degree fever, vomit, diarrhea, or any other communicable disease.** We will send home any child exhibiting such symptoms.

HOT WEATHER

Campers are **REQUIRED** to bring their own *filled* water bottles (to prevent dehydration). These are refilled throughout the day. We have TIC water bottles for sale if campers forget to bring one. Write your camper's first and last name on the bottle with permanent marker! We provide sunscreen daily for our campers to apply themselves, or they can bring their own, and we recommend hats for sun protection. Our TIC hats are very fashionable and are on sale in our camp store!

BUS TRANSPORTATION TO TENNIS

All campers who are enrolled in tennis are bused 1.2 miles to and from the [Palisades Spray Park](#) in the 12 passenger shuttle van. Our drivers are appropriately licensed, trained, and follow all transportation procedures required by the American Camp Association, including seat belts, accountability, emergency procedures, and seating limits.

PICKING UP CAMPERS EARLY

To pick up a camper before 2:40pm, please call or email the DCw Camp Office (preferably the day before), park and come into the office with your carpool card. We will make every effort to have your camper ready for you in the office. If you have not made prior arrangements or you arrive *after* 2:40, please wait in the carpool line.

PICKING UP CAMPERS IN CARPOOL 3:00 to 3:15pm

Cars can only enter from the lower entrance by Laverock Pl for afternoon Carpool. Cars will be split into two lanes and then directed around the loop to pick up their camper(s). Cars will then exit at the MacArthur & O st exit at the light. (See Map) Our efficient carpool line takes no longer than 15 minutes. Yes, you read that correctly! We have the fastest carpool in the county, no need to wait, come at 3:05 and sail right through. **Parents arriving to carpool after 3:15** please park and come in to Extended Day. After 3:30, you will be charged the \$20 (before 4pm) or \$30 (before 6pm) drop-in fee. We will provide your camper(s) a snack and your camper(s) will be happily engrossed in the best games ever! Please bring your carpool card to pick up from Extended Day or anytime so we know you are "authorized."

EXTENDED DAY, 3:15 to 6:00 pm

To use Extended Day, please pay for it in advance (\$225 per 2-week session) by the first day of camp. The charge for drop-in Extended Day is \$20 (pick up before 4pm) or \$30 (pick up before 6pm) per day. There are no refunds for Extended Day after the first day of camp. Extended Day campers are provided a snack, and settle in for fun activities (e.g. board games, arts and crafts, reading, chess, playground games, socializing). Please keep your electronics at home. There is no computer or electronic use. Parents can pick up their children any time before 6:00pm. Park your car and come into the cafeteria with your carpool card to fetch your child. Parents who are late (after 6:00pm) will be charged \$10 for the first 15 minutes, \$1 per minute after that. **Please call the TIC-DCw Camp Office telephone, (703) 343-0899, if you find you will be delayed.**

TIC'S FAMOUSLY EFFICIENT CARPOOL

Two weeks prior to your session, we will email a carpool directory and carpool card with your camper's name for you to print and display in the front window of *anyone authorized to pick up*. Since we are emailing carpool cards, it will also include a watermark to ensure security. If you decide to forward your carpool card to others, you are therefore authorizing them to pick up your camper(s).

Please attach the card to the DRIVER'S SIDE of your windshield so it is easily seen by the carpool monitors. You can get additional cards at Orientation for other children in your carpool. **We cannot release a camper to anyone – even a parent – not displaying the appropriate card.**

Drivers without cards will be directed out of carpool and must show I.D. before we release campers. We know this can be time-consuming for those who forget, but this will ensure the safety of all children. In an *emergency only*, phone the Camp Office to authorize someone without a card to pick up your child. Senior campers who walk, ride bikes, or take public transportation need to send in a note on the first day of camp authorizing and they will be dismissed on their own after checking out with the Office Manager.

DCw SHUTTLE BUS

For campers coming from the Arlington area, we offer a shuttle to/from our TIC-DCw site. The cost is \$75 round trip or \$50 one way for the entire two-week session. The bus stop is located at [13th St. North & Stafford St., Arlington, VA](#) (side of Washington Lee High school near the track). Arrive at the designated meeting spot at 7:45am and pick up at 3:30pm. We must have a signed copy of the [TIC-DCw Shuttle Bus Permission form](#) for your child to ride the bus. If you would like to add the shuttle bus to your child's registration, please contact the TIC Main Office at [703-876-2868](tel:703-876-2868).

COMPUTER COPYRIGHT LAWS AND COMPUTER VIRUSES

We strictly observe copyright laws governing computer software. No "pirating" of any commercial software is allowed. In order to prevent viruses on our computers, campers are **NEVER** allowed to bring their own software to camp or USB drives to save files. All projects will be uploaded to the project website on the last day of camp at www.ticcamp.com/dailyticker/parent-resources. We do not supply CD/DVDs of camper projects but host them on our website for easy enjoyment and downloads!

THE DAILY TICKER, BLOG, GROUP PHOTOS, AND TIC PICS

I know, isn't that name something! We update our Blog (www.ticcamp.com/dailyticker) to provide timely, fun tidbits and videos of the happenings of camp frequently and year round. Don't miss pics and news about camp, staff bios, and especially your invitation to the Parent Open House, the last afternoon of each session. TIC PICS and Group Photos (password: tic4ever) are also located on our [blog](#) so be sure to check it out regularly! Think of the DailyTICKer as a one-stop-shop for all things TIC.

PARENTS OPEN HOUSE

You are invited to visit camp on the afternoon of the last day of the session. Spend part or all afternoon to visit with your camper's counselor and see tech projects between 1:00 and 3:00pm. We realize many parents will be missing work to attend, so a more detailed schedule will be emailed and posted to our [blog](#).

EMERGENCIES + REPORTING

In the case of an emergency, parents will be notified as soon as possible. If it is a life threatening or time sensitive situation, the proper authorities will be called and/or notified. In the case of weather or other natural disaster, TIC Summer Camp will contact parents via email, web, phone, and text with the information provided. Please make sure your information is up to date in our records. TIC Summer Camp is required to report any suspected child abuse as required by the law.

CAMPER ILLNESS, INJURY & MEDICATIONS

Our Camp Health Advisor will call you as soon as possible if your camper experiences an illness or injury at camp. Any over the counter medication administered will only be done with the consent of the parent or guardian. Campers who require medications must complete a [Medication Authorization Form](#) prior to camp, meet with the Camp Health Advisor, and provide medication in its original container.

Campers are also required to wash and sanitize their hands **before and after** lunch to help prevent allergic reactions and the spread of disease.

BEHAVIOR

Acceptable forms of behavior are well-known for school aged children. We want to make sure everyone is treated with kindness and respect, along with having a great time at camp! Every effort is made to identify and pro-actively redirect the campers' attention when a potential problem is brewing. However, things do happen and parents will be notified when persistent behavioral problems are identified. There are no refunds if a camper is dismissed due to persistent, documented behavioral issues.

LOST AND FOUND

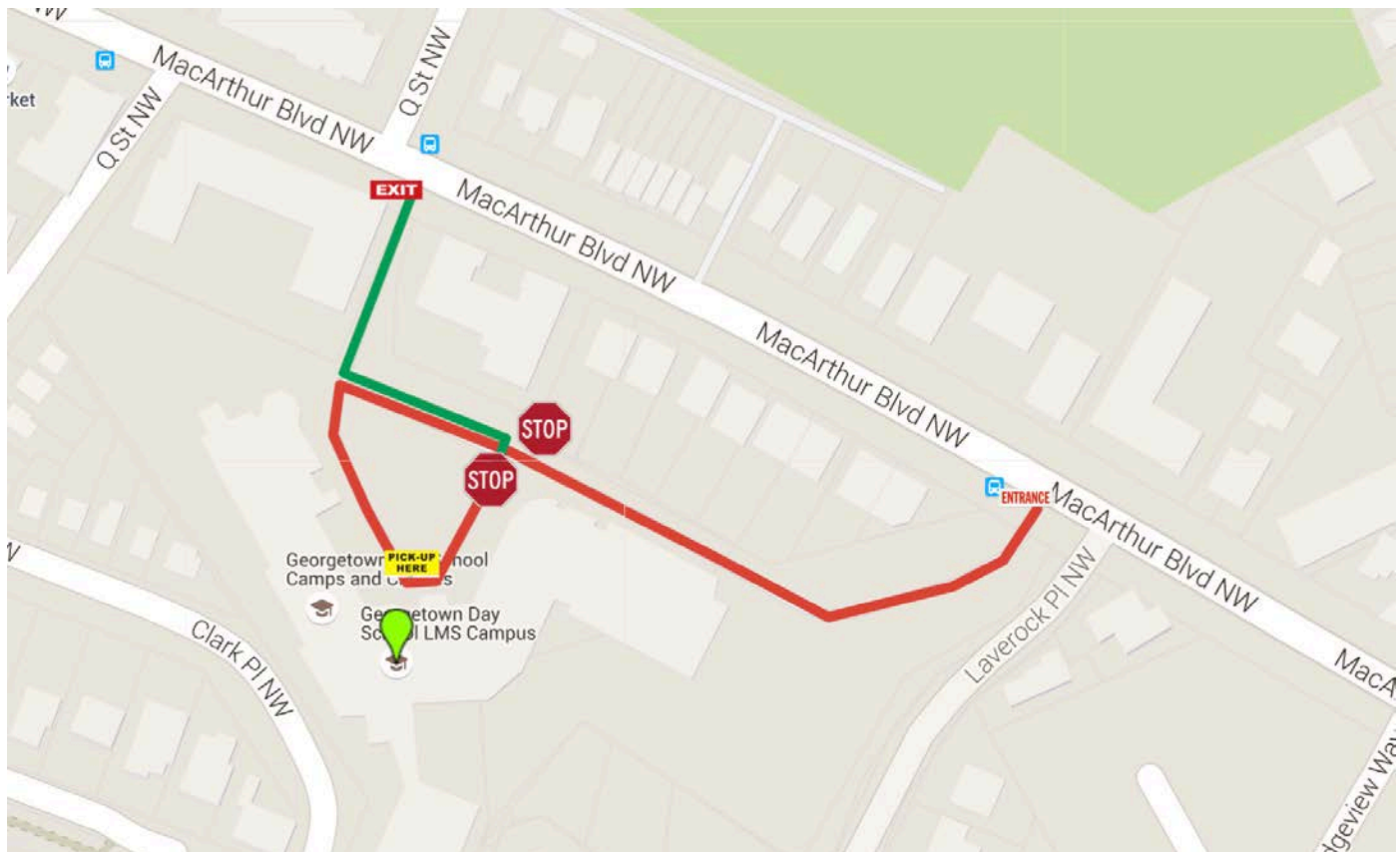
Check out the Lost and Found at any time in the Camp Office. We collect a lot of stuff! *Be sure to mark all personal items with first and last names.* We try to return marked items to campers during camp, and we always display lost and found items during the Parent Open House at the end of each session. We are not able to store or keep these items past the summer. Anything left will be donated on the last day of the summer, August 12 to a nearby shelter.

LUNCHES

Our online box lunch provider is [Smart Lunches](http://www.smartlunches.com) (flyer attached), delivering a meat or a vegetarian option daily. Ordering is simple on www.smartlunches.com. Make an account, choose your TIC site, and start ordering! You'll be able to choose from a variety of lunches, which are made fresh and delivered to your camper right before lunch. A sample menu is available for download [here](#). Get a lunch delivered every day your child attends camp, or just one time—there's no minimum order! If you prefer to send a homemade lunch, please make it non-perishable since we have no refrigeration available. Or, if packing perishables, use an ice-pack in an insulated container. We are a NUT friendly camp, however we also provide a NUT FREE area for campers to eat lunch.

WE WANT FEEDBACK!

We are flexible and responsive, and it is tragic to us if we hear too late about something we could have fixed that has spoiled a camper's TIC experience. Let us hear from you! (We take compliments too!) If there is anything we can do to make your camper(s) time at TIC more enjoyable, please do not hesitate to mention it. From all of us at TIC, we are excited to see you this summer!



The red line represents your route as you arrive to pick up your camper(s) while the green line shows how you will exit after pick-up. Carpool monitors will be stationed to direct traffic at several points along the route.



Smart Lunches is Delivering to Your Camp This Summer!

We're partnering with your child's camp to deliver fresh, tasty lunches this summer! Our online ordering platform makes it easy for parents to feed their kids a healthy, delicious lunch that actually gets eaten.

HOW DOES IT WORK?

Go to www.smartlunches.com and find your child's camp.

Create a luncher profile for your child with dietary preferences and delivery information.

Select lunches, snacks and drinks from a variety of kid-friendly menu options for each day you'd like a delivery.

Submit your order and leave the rest to us! Your child's meal will be prepared fresh every morning and delivered directly to camp, right before lunch time!

WHAT DO WE DELIVER WITH OUR SERVICE?

VARIETY - Our rotating menu features 5-7 hot and cold options every day.

NUTRITION - Taste-tested, nutrient-dense meals that kids love.

CONVENIENCE - Online ordering and guaranteed satisfaction gives you parenting peace of mind.

HAPPY KIDS - We've got a smarter take on kid favorites: chicken fingers, hot dogs, mac & cheese, and more!

Order lunches now at www.smartlunches.com.



ORDER LUNCHES NOW!

Visit www.smartlunches.com to check out our lunch options for your camp. Orders must be placed at least two business days in advance of delivery.

www.smartlunches.com
1-888-25-SMART

 SMART LUNCHES.