



2008 Parent Handbook

Greetings and welcome to DMB Sports Camp!

We are looking forward to spending the summer with you and know that you will enjoy your summer with a variety of camp programs including Sports Camp, Cheer Camp, Eco Quest Camp, and Art Camp.

This is our sixth year of camp and we have grown by leaps and bounds thanks to great camper families such as yourselves. We pride ourselves on giving our campers a memorable summer experience by means of our quality staff and our commitment and dedication to the needs of our campers.

Within the pages of this handbook, you will find all you need to know about daily procedures and general policies. We encourage you to read through the information very carefully and if you have any questions, we encourage you to contact us.

Thanks and we look forward to seeing you this summer!

Your Camp Directors,
Meg Dudek and Mel Ryburn

DMB Sports Camps are located at:

The National Conference Center (NCC)
18980 Upper Belmont Place • Lansdowne, VA 20176
Camp Room phone: 703-724-6037

Claude Moore Recreation Center (CMRC)
46105 Loudoun Park Lane • Sterling, VA 20164
Camp Room phone: 571-258-3600 x2097

DMB Sports Group offices are located at:
46030 Manekin Plaza, Suite 160 • Dulles, VA 20166
Main office phone: 703-444-8805 • Meg x104 • Mel x102

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Camp Structure

Camp Philosophy

DMB Sports Camp offers young athletes an introduction to sports through positive and nurturing instruction and cooperative play with other campers. We believe that kids should be encouraged to participate in many sports now in order to develop the habit of staying active later in life. Our program gives our campers a wide-range of exposure to various sports for different age groups and focus on fun, cooperation, and building self esteem instead of competition and winning. In addition, our activities aid in physical, social, and moral development; promote a healthy lifestyle; and help create a positive and constructive outlet for stress and anxiety.

Hours of Operation

Regular Camp: 9:00am–4:00pm

Before Care: 7:30am –9:00am

After Care: 4:00pm–6:00pm

Management

All camp operations are managed by the executive officers of DMB Sports Group, Inc, and under daily management of the Camp Director and Assistant Camp Directors.

Lisa Craig, Executive Camp Director/CEO of DMB Sports Group

Meg Dudek, Camp Program Director/Vice President of DMB Sports Group

Mel Ryburn, Camp Director/Assistant Programming Director of DMB Sports Group

Campers

Our camp capacity is limited to 200 campers per camp session at NCC and 100 campers per session at CMRC; our youngest camper is age 6 and a rising first grader. All campers are put in groups w/ their same age or up to 1 year difference.

We encourage “keep with” friends with a counselor as long as there is no more than one year age difference.

Counselors

All Counselors are hired for their interest in working with children and sports. They are a minimum of 16 years of age, and have training in First Aid and CPR, and many are certified life guards. We follow all state hiring guidelines including state police background and Central Registry checks. Counselors also complete 10 hours of training before camp, to include sessions with a registered nurse as well as Social Services.

Junior Counselors

Junior Counselors are children aged 13–15 and are assigned to aid with the youngest camp groups. Counselors are responsible for supervising the Junior Counselor, and helping them feel like a part of the team and work with them to be a positive role model for the kids as well as assist counselors in daily activities, to include setting up, explaining, and demonstrating skill activities, etc.

Daily Routine

General Schedule

During camp, our staff members are not simply functioning as directors and counselors but coaches and teachers as well. The first priority of our camp is having fun. The second priority is learning. Each day has been planned to maximize both of these priorities.

All groups in each program will rotate between a series of activities. Specific schedules will depend on the program’s area of concentration but in general each day is broken into 25-30 minute increments with a combination of both indoor and outdoor activities.

Lunch will be held mid-day in our Camp Room and campers in all programs will have time for free swim every afternoon and will have an afternoon ice cream/popsicle snack.

Inclement Weather

An alternate indoor activities schedule has been created in the case of inclement weather.

Water/Bathroom Breaks

Water and bathroom breaks are taken in between sport rotations at the half-hour increments within the daily schedule, however we encourage your child to go at home before coming to camp.

Special Events

All camp programs will have special events throughout the summer. Parents and campers alike will be notified of the special events. Our Sports Camp will be visited by a professional athlete once a week. Due to the pro athletes’ schedules, all planned appearances are subject to changes in the date/time of the appearance. Campers are allowed to have one item autographed (their camp shirt or something they bring from home)

In addition, our other camp programs will also have special events to include a Cheer Camp final performance, an Art Show hosted by our Art Campers, and special visits by outside groups for our Eco Quest Campers.

Camp Room

Our Camp Room is located at the Sports Center at NCC and in the multi-purpose rooms at CMRC. Our large, air-conditioned camp room is fully stocked with fun games, toys, and other activities. Before and After Care are held here and we will have lunch here every day.

Canteen

Our Canteen, located in the camp room, gives the kids a fun way to shop. All items are under \$1.00, to include sports drinks, treats and sports-related items and toys.

Before and After Care

Before and After Care is located in the Camp Room. Our extended care program is unstructured with free-play encouraged but well-supervised. During After Care only, we will provide an afternoon snack and a movie for our campers.

What to Bring to Camp

There are lots of things you should bring with you each day! Use this check list to make sure that you have everything you will need for a fun and safe day at camp. Please remember to clearly mark your names on your items – this help us return your items promptly. We do have a lost and found box that we will go through every day in case your child leaves something behind accidentally.

- water bottle clearly marked with your child's name
- comfortable clothing
- sneakers
- swim wear—Bring anything that you will need for the pool: swim suit, towel, swim goggles, etc.
- sunscreen/insect repellent (see specific policy on page 3)
- lunch—pack a healthy lunch and cold drink in a marked lunch bag. Refrigeration is not available so please use an ice pack in your lunch box.
- backpack—Bring a bag that can hold all of your belongings. Please mark your name on the bag.

What NOT to Bring to Camp:

- Game Boys
- Trading cards (Yu-Gi-Oh!, etc)
- Cell phones
- iPods
- Heeley shoes (shoes with the wheels built it)

Game Boys are permitted for After Care campers only but should not be taken out during the day. If they are seen during the day, they will be removed and returned to parents upon pick-up.

Camp Policies

State Licensing

The DMB Sports Camp is licensed by the Commonwealth of Virginia (#FX. 05-534-L116) for children ages 5-15. Under Code of Virginia (63.2-1509), as a licensed child day center, the management of the DMB Sports Camp are considered “Mandated Reporters” and are required to report any suspect of child abuse of one of our campers.

Tax ID Number

Our Federal Tax ID # is 54-1971389.

Ratios

Although the state allows up to a 18:1 ratio of campers to adults, we strive to meet a 12:1 ratio at our camp. Our Camp Directors and Assistant Camp Directors supervise the overall camp program and do not have specific campers assigned to them, keeping our camp ratio 12:1 or lower. Our only exception is during our before and after care program, while we are in our camp room, we may exceed our 12:1 ratio during brief periods of time.

Communication and Parent Involvement

We are grateful to be entrusted with our campers, and feel an important component of our parent-camper-staff relationship is in our ability to keep parents up-to-date with camp and our activities. We encourage parents to address concerns as/if they arise directly with the camp management staff so that issues may be addressed immediately.

All parents with custody of their children are allowed access to their children while at camp. For any parents wishing to visit their campers throughout the camp day, we encourage you to let us know when you will be stopping by.

During camp hours, many of our staff are busy working with our campers, however, the following contacts are accessible often throughout the day:

Camp Room at NCC: 703-724-6037

Camp Room at CMRC: 571-258-3600 x2097

Lisa Craig, CEO, DMB Sports: office 703-444-8805, x102

Email is an important method of communication for our camp. You will receive emails out throughout the camp session your child is attending to inform you of alternative camp activities, pro appearance schedules, and items left in lost and found.

Our camp website, www.dmbssportscamp.com, is maintained often to give parents access to our camp program, upcoming events, as well as access to a password protected area of our site for families to view photos from camp.

On our Parent Board in the Camp Room, you will find general information posted in our camp room for: after care snack menu, emergency evacuation and shelter in place plans, fire drill notices and our state license.

Code Red Days

Virginia summers can be brutal. In the case of Code Red days, outdoor activities will be limited with exception to the swimming pool; outdoor activities will be changed to indoor activities as much as possible. While outdoors, extra water breaks will be taken as necessary.

Rain Policy

Our camp runs rain or shine, and we are prepared with alternative sports and other activities on rainy days. In the event weather is severe at drop-off and pick-up times, we will change that location to the Sports Center at NCC and inside the Rec Center at CMRC. Parents will be notified of any changes to pick up locations.

Drop-off and Pick-up

Regular camp drop-off and pick-up is held at Parking lot B at NCC and behind the Rec Center at CMRC. All parents must sign their children in and out. Please note any special instructions (early pickup, alternative person picking up) on the sign in sheet.

Before and after camp care is located in the designated Camp Room at each location. Parents should sign child/ren in and out inside the Camp Room.

- Before Camp Care: 7:30–8:45
- Normal Drop-Off: 8:45–9:00
- Normal Pick-Up: 3:45–4:00
- After Camp Care: 4:00–6:00

Late Arrival/Pick Ups

If you arrive after the regular drop-off time ends at 9:00am, please drop your child off at the Camp Room. After signing in, your child will be escorted to meet their group.

If you did not register for After Care but are running late to pick up your child(ren), the daily After Care rate of \$7.00 will be charged; children can be picked up at the Camp Room.

After Care ends at 6:00pm. The following late fees are charged for late pick ups:

6:05-6:15pm - \$5.00

6:16-6:30pm - \$10.00

6:30pm or later - \$20.00

Early Pick Ups

In the event that you need to pick up your child early from camp, we encourage you to let us know when signing in in the morning or by calling our Camp Room. This way we will make sure that your child is ready by the time you arrive. Campers should be picked up in the Camp Room at each camp location.

Discipline

Our small camp ratio allows us to work with our campers to correct difficult behavior and conflict. We do our best to encourage overcoming conflict and disputes between campers. Typically, two warnings are issued by the counselor, depending on the severity of the action. After two warnings, a time-out is issued and may include partial or full loss of swim time that day. At this point, the Camp Director is notified, and necessary discussions made with parents to correct issue; an Incident Report will also be sent home.

Termination of Enrollment

For bad behavior that is ongoing, harmful and/or disrupts the activities of the camp in a manner that is not correctable by our discipline policies, parents will be notified of termination of enrollment of the camper.

Sunscreen/Insect repellent Policy

It is highly recommended that parents apply sunscreen and insect repellent before they are dropped off at camp in the morning. All sunscreen and insect repellent should be clearly marked with child's first and last names in their original containers which should include specific usage information. Sunscreen and insect repellent should be kept in your child's backpack in their lockers during the day.

Campers should reapply their own sunscreen. Parents should indicate if their child is sensitive to sun exposure as well as if their child is allergic to any sunscreen products.

Parents will be notified in the event of any adverse reactions to sunscreen or insect repellent.

It is also highly recommended that sunscreen be a minimum SPF of 15 and that insect repellent does not contain DEET.

Safety & Emergencies

First Aid

A first aid kit will be available at all times. They contain band aids, cleaning wipes, alcohol pads, gauze, tape, etc. Weekly rosters include any allergy or medication alerts.

Emergency Drills

So that we are prepared in the event of an emergency, all campers will perform a fire drill and a evacuation/shelter in place emergency drill each week. Records of these drills will be placed on our Parent Board.

Getting Sick at Camp

For any child that becomes ill while at camp, parents will be notified immediately. If any camper has a fever of 101 degrees or higher, vomiting, or diarrhea, parents will make arrangements to pick up their child as soon as possible if requested to do so.

Incident Reports

An Incident Report is filled out upon any accident, illness, minor injury, or damage to property. Forms are completed by the child's assigned group staff member and also signed by the Camp Director. Parents must sign the form upon afternoon pick-up.

Medical Emergencies

Parents will be notified immediately of any major medical emergency. Loudoun Hospital is within 7 miles of our camps, and our primary hospital for medical emergencies.

Dispensing Medication

DMB Sports Camp does not provide medicines of any kind to our campers. All medications, prescribed or over-the-counter, must be provided with specific instructions from parents by means of a Medicine Authorization Form. This form can be downloaded from the forms page of our website at www.dmbssportscamp.com or ask our lead staff for a hardcopy.

If your child is attending camp for more than 10 days, the bottom half of the form needs to be signed by a doctor.

All medications, whether prescribed or over-the-counter, MUST be labeled with the child's first and last names, the name of the medication, the dosage amount, and the time(s) to be given. Medications should be contained in its original packaging with the prescription label or direction label attached. Medications must be current (NOT expired).

Medications will only be administered by the Camp Director or Assistant Camp Director, except in the case of emergencies (ie, epi pens).

Parents will be notified in the event of any adverse reactions to medications administered during camp hours as well as any errors.

Communicable Diseases

In the event a camper or a member of a camper's immediate family is diagnosed with a communicable disease immediately before, during, or after attending camp, parent must notify Camp Director or Assistant Camp Director within a 24 hour period so that we may communicate this appropriately to other camper families.

Pool Area Safety

NCC. The swimming pool at NCC is a 3-12 foot deep pool. In addition to our camp staff, our pool is staffed by at least two life guards hired

by NCC. Pool area safety procedures are reviewed every week and a swim test is given to the campers on Monday of each week. All swimmers who choose not to take the test or cannot complete the test are required to stay in the designated shallow end.

In addition, all campers under the age of 8 are required to stay in the shallow end unless previous permission is given by parents; if parents give permission, those campers must take and pass the swim test successfully. Swimmers designated to stay in the shallow end will be given a wrist band to remind them and other staff and campers that they must stay in the shallow end.

Swim vests, noodles, and kickboards are available for all swimmers.

CMRC. The leisure pool at CMRC is a 1-4 foot deep pool with different activities including a water slide (must be 48" or taller), a lazy river, a vortex, and play structure. In addition to our camp staff, the CMRC leisure pool is staffed by many life guards hired by CMRC. Pool area safety procedures are reviewed every week. Our campers are given wrist bands to identify them as DMB Sports Camp campers.

At both locations, campers are not permitted to:

- run on the pool deck
- throw/strike objects at others
- throw/push others into the pool
- splash water at others
- dunk/hold others under water
- use the indoor or outdoor showers

Natural and Man-Made Disasters

Although unlikely, we must be prepared for natural and man-made disasters.

Natural disasters include extreme weather including tornados, hurricanes, fires, and floods. Each counselor is in charge of their individual group and will make sure that they stay together paying extra attention to those who may have special needs.

Man-made disasters include security risks (bombs, trespassers, etc.), terrorist threats, gas leaks, etc.

Emergency Evacuation Plan and Shelter in Place

NCC. In the event of a natural or man-made disaster requiring campers to move to interior spaces, we have designated the racquetball courts as our Shelter in Place. If campers are on the fields, they will be taken to the West Building at NCC. In the event of fire, chemical or other hazard requiring evacuation, we have implemented the following rules for exiting

the Sports Center/Camp Room. These are discussed and practiced each week with campers and staff.

All campers and staff will walk in an orderly and immediate manner to the designated exits:

- From Camp Room: two exit doors that face loop road and have direct access to outside
- From Gymnasium: two exit doors that face loop road and has direct access to outside
- From Locker Rooms: exit back doors to back of Sports Center

All campers and staff exiting from rear of building will group at lower tennis court. All campers and staff exiting front of building will group at front, near loop road.

The Assistant Director is responsible for medical kit. The Camp Director is responsible for retrieving camper emergency contact information. Parents' emergency contact information is also kept in a secure location in the DMB Sports Group's corporate offices.

In the event of an emergency, all children and staff will be contained in a safe area until all parents are contacted and can pick up their children.

CMRC. In the event of a natural or man-made disaster requiring campers to move to interior spaces, we have designated the gymnasium as our Shelter in Place.

In the event of fire, chemical or other hazard requiring evacuation, we have implemented the following rules for exiting CMRC/Camp Room. These are discussed and practiced each week with campers and staff.

All campers and staff will walk in an orderly and immediate manner to the designated exits:

- From Camp Room: two rear exit doors that have direct access to outside, rear of Rec Center
- From Gymnasium: rear exit door that has direct access to outside, rear of Rec Center
- From Locker Rooms: exit through main doors of Rec Center

All campers and staff exiting from rear of building will group in parking lot behind the Rec Center. All campers and staff exiting front of building will group in the main parking lot. The Assistant Director is responsible for medical kit. The Camp Director is responsible for retrieving camper emergency contact information. Parents' emergency contact information is also kept in a secure location in the DMB Sports Group's corporate offices.

In the event of an emergency, all children and staff will be contained in a safe area until all parents are contacted and can pick up their children.