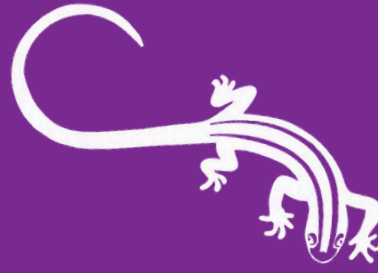


# TRIPLE C CAMP HANDBOOK

**CAMP POLICIES & PROCEDURES**



## GREETINGS FROM TRIPLE C CAMP!

We are excited your camper(s) will be joining us at Triple C Camp this summer. Many fun, creative, and enriching activities are planned.

If you have any questions, please call us at camp: 434.293.2529 or send us an email: [register@tripleccamp.com](mailto:register@tripleccamp.com).

Camp details and photos are on our website: [www.tripleccamp.com](http://www.tripleccamp.com)

Triple C Camp's philosophy is about adventure, friendship, fun, discovery, and challenge. It is a safe place where independence is fostered and trying new things is encouraged.

Lots of important camp information, policies and procedures are contained in this handbook to help campers and parents have a safe, fun summer.

Once your camper is registered you will receive a confirmation letter that will contain additional information specific to your camper(s).

Yours in Camping,  
The Triple C Camp Team



**TRIPLE C CAMP**

## PROACTIVE COMMUNICATION

If you know that your camper(s) will be absent on a specific day, prior to that day please send a note to let us know. If your child wakes up ill, please let us know your child will be staying home as soon as possible.

We will do our best to communicate issues that occur at camp to you in the most timely manner. We would appreciate the same from camp families.

If there is a change in your household situation, family routine etc. please let us know so we can help your camper adjust.



## CONTACT INFORMATION

[REGISTER@TRIPLECCAMP.COM](mailto:REGISTER@TRIPLECCAMP.COM)  
(P) 434.293.2529  
(F) 434.293.2235





## WHAT TO BRING TO CAMP



Each camper should bring a backpack, labeled with first and last name. All items in backpacks should also include first and last names.

Teach your camper to pack their backpack. This will help them identify their belongings and establish a great night before camp routine.

Backpacks contain:

- Lunch (unless ordered thru Marlas Lunch Service), snacks, and water bottle
- Lotion sunscreen and hat
- Change of clothes (send campers in clothes that can get dirty)
- Rain gear (based on weather)
- Swimsuit – we often find it is easier if campers come with their swimsuit already on and a spare set of underwear in their bag for after swimming/water activities
- Towel
- Wear enclosed shoes
  - Shoes like crocs, slides, sandals etc. are not suitable. Activities may be unavailable to a camper if in anything other than enclosed shoes.

Colt Camp participants will need to bring pants to wear while they ride. We will provide a helmet for each camper to wear for the week. Colt campers may bring their swimsuits vs. wearing them in the morning.



### BRIGHT IDEA!

FILL YOUR CAMPERS LABELED WATER BOTTLE JUST SHORT OF FULL (ROOM FOR EXPANSION) AND FREEZE IT OVERNIGHT. THEY WILL HAVE COLD WATER THROUGHOUT THE DAY CAMP DAY AS THEY REFILL IT!





## LUNCHES & SNACKS

- Campers bring a lunch (packed from home or ordered through Marlas Lunch Service) and at least two snacks with them to camp each day.
- Per Virginia Child Care Licensing requirements, every lunch box must be labeled with first and last names and the date the lunch is made on/for. This can be done on a sticker, label, piece of masking tape, index card, etc.
- Lunch items will be “leave no trace” with pack-in and pack-out principles. This means meal or snack trash will be sent home so families can see what has been consumed.
- We suggest adding in a cold pack if there are items that need to stay cool throughout the day.
- In the event a camper does not bring their lunch, camp will provide one, and a \$10 charge will be added to and processed on the family account.
- If your camper has hair longer than their shoulders, please also include hair ties for meal times.

LEARN MORE ABOUT MARLAS  
LUNCH SERVICE HERE

## CAMP TUITION

DUE by noon the  
Friday before each  
week registered!  
Deposits are applied to  
the last week enrolled.







## BUS TRANSPORTATION

Triple C Camp Buses are generally yellow with purple stripes and camp signs. We also utilize community buses, in which case they will have camp signage and camp staff. Each morning campers and one adult must make their way to the camp bus.

Our buses run on schedule. When it is time to depart the bus will leave. If you are late in the afternoon, your child will remain with the camp staff while efforts to reach adults have been made. If necessary child(ren) will be brought back to camp where they can be picked up. For late pickups, either at the bus or at camp, there will be an additional charge of \$2.00 per minute for the extended care service. Payment will be auto-processed using the most recent payment method on file.

## BUS LOCATIONS

**The Park at UVA** Look for the buses in the parking lot next to the fields (1015 Massie Rd)

**Morning** 7:50am-8:30am **Afternoon** 5:10pm-5:30pm

**Crozet** Look for the bus at Western Albemarle High School, 1st lot on the right.

**Morning** 8:00am-8:10am **Afternoon** 5:15pm-5:30pm

**Fashion Square Mall** The bus will be in the SOUTH lot, south of the Alb. Co. Public Safety Operations Center.

**Morning** 8:00am-8:15am **Afternoon** 5:15pm-5:30pm

**Pantops** The bus will be located in the lot near the flagpole, behind Jiffy Lube.

**Morning** 8:00am-8:15am **Afternoon** 5:10pm-5:30pm

**5th St. Station** The bus will be located in the lot near Haverty's and Planet Fitness.

**Morning** 8:30am-8:40am **Afternoon** 5:00pm

Changes in the scheduled transportation must be made in advance *and* in writing to the Camp Office. All transportation changes must be approved by Camp Administration and are subject to a registration change fee. If you know that your child(ren) will be absent on a specific day, prior to that day please send a note or [email](#) to let us know. If your child wakes up ill, please let us know your child will be staying home as soon as possible.

# REFUND PROTECTION POLICY

Entitles you to a full refund of all deposits and fees of applicable weeks. Cancellation must be made, in writing, 5 business days prior to the start of the camp week. Once enrolled in refund protection, the fee may not be transferred between weeks. Refunds will only be made to those enrolled in refund protection. Cost is \$75/week and due at the time of registration (non-refundable).



## BUS BEHAVIOR

Keeping the children safe is our number one priority. In order to ensure a safe ride we must be firm about behavior during transportation. If a camper is misbehaving on the bus (i.e. foul language, disturbing fellow campers, disregarding safety rules) the following steps will be taken:

1. A verbal reminder as to appropriate bus behavior
2. A phone call to the parents
3. Suspended from the bus for the following day
4. Expelled from the bus for the remainder of the summer





## VISITORS DURING THE DAY

Triple C Camp facilities will be open to visitors by appointment only. Appointments can be Tuesday-Friday between 10am-3pm. All visitors must check in *and* out at the Camp Office and follow all health and safety protocols put in place.

Custodial parents shall be admitted as a Visitor only while a camper is in attendance. Any other visitor must be listed on the camper's emergency contact list or given written permission to the camp office by the custodial parent(s).



## CAMP STORE

Campers will receive camp store order forms which can be used to purchase items such as water bottles, bandanas, etc.

Most store items range from \$5 to \$15

## ONSITE CAMPER DROP-OFF & PICK-UP

### If You Bring Your Child To Camp

Morning drop-off time is 8:30 am-8:45 am. Staff will greet your camper in the transportation loop to check them in. Unless registered for the Early Drop Program, campers brought before 8:30 am are to stay with their parents in their car until we begin check-in.

Early Drop begins at 7:30 am. Staff will greet your camper in the transportation loop to check them in. Campers are welcome to bring breakfast with them. Campers must be pre-registered for this portion of the camp program.

### Late Arrivals

Please make your way to the Dining Hall/Camp Office to sign in your camper. Camp staff will then get your camper to the appropriate group. All campers are expected to follow the program schedule for which they are enrolled.

### Picking Up Your Child From Camp During the Camp Day

Campers who need to leave early **MUST BE PICKED UP** before 4:00 pm. This is to ensure the safety of every camper. Call 434.293.2529, email [register@tripleccamp.com](mailto:register@tripleccamp.com), or send a note with the Bus Captain to let us know of any early pick-ups. Advance notice allows us to have your camper(s) at the office ready for your arrival.

When you arrive at Camp for early pick-up, please park by the Dining Hall/Camp Office to sign out your camper.

Registered Camp Pick-up in the afternoon is 5:00 pm-5:15 pm. Due to bus traffic, this is a strict time line. Upon arrival at camp, you will be directed by staff to the designated pick-up zone to ensure camper safety.

### Late Pickups

For parents who are late picking up their children, either at the bus or at camp, there will be an additional charge of \$2.00 per minute for the extended care service. Payment will be auto-processed using the most recent payment method on file.

If campers are not picked up within the normal pick-up window, and camp is unaware of a late pick-up, campers will remain at camp while the administration works to contact parents and emergency contacts listed on the campers' registration form. The camper will remain at camp while contact is made and pick-up happens.

***In the case of an emergency such as inclement weather or natural disasters parents will be notified as soon as possible, via email or phone, on when/how pick-up procedures will take place.***





## TRIPLE C SWIMMING IS FUN!

Our two pools and multiple depths offer flexibility for both teaching and recreational swim. Younger campers, Pioneers & Trailblazers (K-3rd grades), improve their swimming abilities while participating in the American Red Cross Learn To Swim Program when they go to the pool during a camp week.

Explorers (4th-6th grades), Teen Scene (7th-9th grades), and The Edge (10th-11th grades) campers will have the opportunity to play group games in the water and enjoy recreational swim time. Campers swim under the direct supervision of Red Cross Certified Lifeguards.

**Triple C Swim Policy:** Campers must be able to swim the length of the pool and tread water for one minute before swimming in the deep end or using the diving board. Any camper with hair to their shoulders or longer will be required to have their hair pulled back for safety.

### ADDITIONAL END-OF-DAY SWIM LESSONS

Campers K-3rd grade have lessons in their day camp program. **ADDITIONAL LESSONS** are offered in one-week sessions, **MON-THURS** from 4:00 pm to 4:30 pm. PM transportation continues as registered. Camper groups may mix during this activity. Campers enrolled in End-Of-Day lessons will go home in their bathing suits. These are semi-private lessons and are \$110/week.

For additional information contact the Camp Office 434.293.2529 or [register@tripleccamp.com](mailto:register@tripleccamp.com).

## TRIPLE C CAMP OVERNIGHTS

The Thursday overnights are a great opportunity to extend the camp day and develop independence and grow confidence.

2nd graders and above are welcome to register.

Overnights include dinner, evening activities such as swimming, night hikes, field games, skits, campfire songs, and, of course...S'MORES.

Campers and counselors sleep in our dorm style cabins which have indoor plumbing.

There is a great camp breakfast on Friday morning before getting right back into day camp activities. Friday lunch, and snacks will also be provided to campers who participate in the overnights.

Overnight reminders and packing lists are sent home on the Tuesday prior.

Forgot to select the overnight option at the time of registration? No problem! Adding an overnight is easy... Use the portal or send us an email and we will add your camper, if the space is available.





## THINGS FROM HOME

All campers are to be individually responsible for their personal items.

Please make sure all items brought to camp are labeled with the campers first and last name.

ALL weapons or gun style items must remain at home.

To help your camper be successful, we request all technology stay at home. This is for both day and overnight and includes cell phones, tablets, e readers, smart watches, and fit bits. The temptation to check these when they are in backpacks or on bodies can be overwhelming and distracting for the camper. If you need to communicate with your camper throughout the camp day, please give our office a call at 434.293.2529.

Teen Scene campers may use personal items when deemed appropriate by camp staff (normally on the bus). It is understood these items may be confiscated if this Teen Scene privilege is misused. The responsibility for personal items brought to camp is fully on each camper.

## HEALTH SERVICES

Triple C Camp has staff who are trained in First Aid/CPR/AED, Wilderness First Aid, Wilderness First Responder, Lifeguards, MAT, and we strive to have a Registered Nurse on-site for medical support. Health Care Specialists manage minor injuries like cuts and bruises. If further care is needed, campers are taken to UVA Health System Hospital. If a camper is feeling unwell, we will make them comfortable and contact you for conversation/pick up. In the registration process, over-the-counter medication authorization may be selected. Families will be notified any time a pre-authorized OTC medication is given.

### YOUR CAMPERS HEALTH

General childhood communicable diseases have always been a focus to camping professionals. Illnesses such as chickenpox, conjunctivitis, strep throat, and others occur. We must follow the Virginia Department of Health's Communicable Disease Reference Chart, in determining communicable exclusion. If your camper, or ANY member of your household, is exposed to or contracts any communicable disease during the season you are required to notify us IMMEDIATELY. This communication will allow us to let the families that may also be affected know. Your family will have anonymity.

### STAYING HOME WHEN APPROPRIATE

Campers need to stay home when:

- They are showing ANY symptoms such as fever (100.0°f or greater) or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Have contact with a person with any communicable disease.

### MEDICATIONS

If medication is to be administered at camp or held at camp for emergency purposes (ie. Epi Pens, inhalers, Benadryl), please follow these guidelines:

- Prescription and nonprescription medication shall be given only with a completed Medication Authorization Form. Duration of time at camp will indicate if a physician's signature is needed. (See form)
- All medications must be in their ORIGINAL CONTAINER with the current prescription label.
- Medication must be labeled with the child's full name.
- Medication must be unexpired.
- Medication sent for a food allergy must have **BOTH** a Medication Authorization Form and FARE form.

[MEDICAL AUTHORIZATION FORM](#)

[FARE FORM](#)







## HEALTH SERVICES CONT...

Triple C Camp has established specific policies that protect our campers from the exposure to the sun's rays and still allows them to enjoy the outdoors. Our staff is vigilant and wants to help our campers protect themselves by doing the following:

- Wear a hat!
- Wear protective clothing—light colored and loose.
- Wear waterproof sunscreen—minimum SPF 15 and apply 30-60 minutes before exposure.
- Remember ears, tops of feet, and the neck. Use sunscreen in hazy, cloudy, and foggy weather. Re-apply sunscreen regularly.

Our staff will monitor and support with reapplication of sunscreen for all campers throughout the day.

As directed by Virginia Child Care Licensing, the authorization form for Non-prescription Over-the-Counter skin products will need to be filled out and signed for each camper in order for sunscreen to be reapplied throughout the camp day. (Link below)

[NON-PRESCRIPTION OTC SKIN PRODUCTS FORM](#)

### INSECT REPELLENT

Triple C Camp requests that insect repellent stay home. This is based on Virginia Child Care Licensing Standards requiring repellent be inaccessible to children (Standard 8VAC20-780-520). If you require your camper to put on insect repellent during the camp day, please email and we will create a plan to support your camper.

### MANDATED REPORTER

Following subsection 63.2-1509 of the Code of Virginia, as mandated reporters, any Triple C Camp staff member who suspects abuse or neglect of a child will report it immediately to the local department.

## FUN SUMMER TUTORING AVAILABLE

Triple C Camp supports private summer learning by coordinating with a private tutor.

Tutoring is available during the camp day with minimal camp schedule interruption, and is done by certified teaching professionals.

If you are interested in discussing tutoring opportunities for your camper(s), please email [register@tripleccamp.com](mailto:register@tripleccamp.com) or call 434.293.2529.







## DIRECTIONS TO CAMP

Five miles south of Interstate 64, off route 20 South in beautiful southern Albemarle County. (A good landmark is the Valero Gas Station.) Triple C Camp entrance is 1/3 mile south of the Gas Station on the east side of Route 20 South.



## POSITIVE DISCIPLINE

It is our goal to use positive discipline to assist each camper in learning to understand what behavior or actions are acceptable at camp, learn to take responsibility for their actions, and make socially acceptable behavior part of their regular routine.

If behavior needs improvement, these are the steps our counselors are trained to follow:

1. Redirect the child's focus onto more positive actions.
2. Inform the child of the behavior that needs improvement and let them know what is expected and why.
3. If the behavior continues, let the child know they have a choice of appropriate behavior, or to take a break.
4. A required, in-sight break from the activity, and a Camp Director will notify parents of the situation.
5. The camper will meet with a Director and create a plan for positive changes in behavior.
6. Behavior plans will be put into place after working with the camper and the family. We strive to be proactive and solution-oriented. If repetition through these steps is necessary *and* undesired behavior continues *and/or* children or staff are at physical or emotional risk due to behaviors then we will move to step 7.
7. The child will be removed from camp by the Director.

### EMERGENCY PREPAREDNESS

Triple C Camp has a thorough Emergency Preparedness plan located in the Camp Office and in building spaces around camp. Every staff member is fully trained on action steps to take in case of an emergency. These plans are reviewed annually by the camp director team. If you are interested in seeing these plans, please contact the office.

### TRIPLE C CAMP ESTABLISHED LINES OF AUTHORITY

If you have any questions about camp, the daily schedule, transportation, medication, what to pack, or any of our policies and procedures, you are welcome to contact the camp office and speak to any one of our Director team.