

TRIPLE C CAMP PARENT HANDBOOK

CAMP POLICIES & PROCEDURES

Greetings from Triple C Camp!

We are so excited that 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. You can also check out camp details and photos by going to our website: 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 newsletter that will 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



PROACTIVE COMMUNICATION

If you know that your child(ren) will not be attending camp 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 is not attending 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.

Dress for Camp...A Few Tips & Expectations

- Dress your child(ren) in comfortable clothing that can get dirty! **TRIPLE C CAMPERS HAVE FUN WHILE GETTING DIRTY.**
- **LABEL EVERYTHING WITH FIRST AND LAST NAME!**
- Campers should wear their bathing suit to camp daily. This helps us spend more time swimming and enjoying water activities!
- **We require all campers to wear enclosed shoes everyday.** They are safe for running and the variety of camp activities we enjoy.
- Please send a bag/backpack daily, **clearly marked with first and last name.**
- **Campers will need to bring a lunch and a minimum of two snacks with them each day. Every lunchbox must be labeled with first and last name as well as date to be eaten. This can be done one a sticker, label, piece of masking tape, index card, etc.**
- The bag should contain underwear and clothing to change into after swimming/being wet, a water bottle, a towel, a hat, and sunscreen. The sunscreen must be **labeled with camper name**, and we suggest it be in a Ziploc type bag. Please apply sunscreen to your camper in the morning and we will oversee the reapplication throughout the day. Sunscreen will be collected weekly on the campers first day and will be returned on Friday at the end of the camp day.
- Dress appropriate for weather (i.e. windbreaker, sweaters, sweatshirts for cold windy days-packed if not worn; and a raincoat for rainy days-we have indoor facilities, but we move about camp).
- We will align with local health department authorities in regards to masks.
- PLEASE REMEMBER YOUR WATER BOTTLE—labeled with the campers first and last name!
- If you choose to send insect repellent we ask that it be in lotion form and **labeled with camper's first & last name.**
- **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 session. Colt campers may bring their swim suits vs. wearing them in the morning.



Bus Mail & Email

What's That? Bus Mail is a note addressed to the appropriate person and given to the Bus Captain, it is then delivered to the Office and on to the addressee. In areas that require "follow-up" the staff member associated with the request, will follow-up and respond to you as soon as possible.



Email works too:
register@tripleccamp.com

Use Bus Mail when: you wish to note a special arrangement about pick up or drop off, there will be a prolonged absence from camp, you require an answer to a specific question, or you are sending in a payment.

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



"Tushy on the Cushy"

Questions??
434.293.2529

BUS TRANSPORTATION

Triple C Camp Buses are generally yellow with purple stripes and camp signs. We may also utilize additional 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 until efforts to reach parents have been made. If necessary child(ren) will be brought back to camp where they can be picked up. **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 due the following day.**

BUS LOCATIONS

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

The Park at UVA I: morning 7:50am-8:00am afternoon 5:10pm-5:30pm

The Park at UVA II: morning 8:20am-8:30am afternoon 5:10pm-5:30pm

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

Crozet: morning 8:00am-8:10am afternoon 5:15pm-5:30pm

Fashion Square Mall, the bus will be in the SOUTH lot, south of the former JCPenney.

Fashion Square Mall: 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.

Pantops: 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.

5th St. Station: 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 \$50 fee.** If you know that your child(ren) will not be attending camp on a specific day, prior to that day please send a note or [email](mailto:register@tripleccamp.com) to let us know. If your child wakes up ill, please let us know your child is not attending as soon as possible.

TRANSPORTATION



If You Bring Your Child To Camp

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

Early Drop begins at 7:30am. 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 4:00pm. This is to ensure the safety of every camper. Call 434.293.2529, email 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 5:00pm-5:15pm. Due to bus traffic this is a strict time line. Upon arrival to 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 due the following day.**

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 administration works to contact parents and emergency contacts listed on the campers registration form. The camper will remain at camp until 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.

Things from home

Parents are asked to **KEEP AT HOME** personal items such as books, toys, trading cards, electronics such as cell phones & smart watches, or money unless specifically requested to do so for a special event. Families are responsible for any items their campers bring to camp. **Super soakers or weapons of any kind are to be KEPT at home.**

Teen Scene & Edge campers may use personal items when deemed appropriate by camp staff. However, it is understood these items may be confiscated if this Teen Scene privilege is misused. Families are responsible for any items their campers bring to camp.



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

BRIGHT IDEA! Fill your campers labeled water bottle just short of full (room for expansion) and freeze it overnight. They will have cold water thru the day camp day as it melts!!



Visitors during the camp 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).

Triple C Swimming is FUN!

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

Explorers (4th-6th grades), Teen Scene (7th-9th grades), and 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 and/or slide of that pool. 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 4:00pm to 4:30pm. PM transportation continues as registered. Camper groups may mix during this activity. These are semi-private lessons and are \$95/week (Payment due with lesson registration). For additional information contacting the Camp Office 434.293.2529 or email register@tripleccamp.com.

Additional End of Day Swim Lessons occur:

Week 3 (June 19-23)	Week 4 (June 26-30)
Week 5 (July 3-7)	Week 6 (July 10-14)
Week 7 (July 17-21)	Week 8 (July 24-28)
Week 9 (July 31-Aug 4)	Week 10 (August 7-11)



Triple C Camp OVERNIGHTS

The Thursday overnights are a great opportunity to extend the camp day. 2nd graders and above are welcome to experience evening swims, great camp dinner, night hikes, field games, 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. Adding an overnight is easy...send us an email and we will add your camper, if the space is available.

REFUND PROTECTION POLICY

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



Health Services



All Triple C Camp staff members are put through First Aid Orientation. Our Health Care Specialists will attend to minor scratches, cuts, and bruises. There is also a Registered Nurse on site. If additional care is needed, campers will be taken to UVA Health System Hospital unless the injured campers group is away from camp. In the case of minor illness, we will make your child comfortable and call you to arrange a pick up at camp. If parents intend for someone other than persons indicated in the Registration process to pick up their child at any time, they must submit the names, addresses, and phone numbers of these individuals to the camp office in writing, via bus mail, email, or fax.

Your Campers Health

General childhood communicable diseases have always been a concern to us in camping. Illnesses such as chicken-pox, conjunctivitis, strep throat, and others occur. We must follow the Virginia Department of Health's *Communicable Disease Reference Chart For School Personnel*, 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 notify the applicable families that may also be affected. Your family will have anonymity.

Staying Home When Appropriate

Campers need to stay home when:

- They are showing ANY symptoms such as: fever 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

Except under unusual circumstances medication should be kept at home. 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 written authorization form (see link below) and appropriate signatures. All medications must be in their ORIGINAL CONTAINER with the current prescription label or direction label attached. Medication must be labeled with the child's name and be current. Loose or unpackaged meds are unacceptable. Physician signature may be required based on the duration of the medication distribution.



[Medical Authorization Form](#)

The Sun—It Can Be a Hot Item!

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. Sunscreen will be collected on campers first day of the week and will be returned on Friday at the end of the camp day.

As directed by Virginia Child Care Licensing, an [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 and/or insect repellent to be reapplied throughout the camp day.

Insect Repellent

Families are welcome to send insect repellent with their campers. Written parent authorization, noting any adverse reactions, must be submitted before the campers first day by completing the Non-prescription Over-the-Counter skin product authorization form. Insect repellent must be in its original container and labeled with the campers first and last name. A record will be kept every time insect repellent is used, with the camper's name and any adverse reactions. Repellent will be collected on campers first day each week and will be returned on Friday at the end of the camp day.

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.

Lunches & Snacks

- Campers bring a lunch and at least two snacks with them to camp each day.
- Every lunchbox must be labeled with first and last name as well as date to be eaten. This can be done on a sticker, label, piece of masking tape, index card, etc.
- Food will be eaten with camp program groups. Food may be eaten indoors or out.
- 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.



Fun Summer Tutoring Available!

Enjoy onsite tutoring during your camper(s) weeks. Triple C Camp will offer private at-camp tutoring at competitive rates. 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 or call



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 something more positive.
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 short, in-sight break from the activity and a Camp Director is notified of the situation.
5. The camper will meet with a Director and create a plan for positive changes in behavior.
6. The child's parents will be contacted by the Director. Behavior Plans will be put into place working with the camper and the family. We strive to be proactive and solution oriented. If repetition through the steps is necessary and undesired behavior continues and/or children or staff are at 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 each building space around camp. Every staff member is fully trained on what action steps to take in the 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.

TRIPLE C CAMP

434.293.2529

register@tripleccamp.com

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.

