



Fun Camps for Great Kids

at

Montessori Country School-Herndon
Great Kids Village-Columbia
Brambleton Community Center

Summer 2011

Parent Handbook



Dear Parents,

Thank you for choosing Great Kids Camps at your club or school this summer to provide your child with a wonderful and fun experience! We look forward to working with your child and with you.

Our two priorities this summer are FUN and SAFETY. We work hard to find fun, energetic, and talented staff to care for your kids and they go through an intensive amount of screening. We are fully compliant with licensing requirements per the States of Virginia and Maryland, and we have extensive experience entertaining children with themed programs. We appreciate any feedback or questions you may have. We will provide you with an evaluation after the summer and we would like your open and honest opinion about the program, our counselors, and us.

Prior to the beginning of camp, there are certain forms that you must complete, including:

1. Reading this handbook to understand scheduling, procedures, and contact information.
2. Completing the full registration forms and signing the program rules (see website for forms).
3. Completing the full medical forms (see website for forms or provide us a copy of what you gave to your child's school within the past 9 months).
4. Completing the medication administration forms if necessary (see website).

Please feel free to email or call Andrew or Paula, camp owners, or your camp location Director, anytime if you have any questions or comments. We look forward to meeting you all!

Best regards,

Andrew Ross
President
aross@greatkidscamps.net

Paula Ross
Chief Creative Officer & Camp Director
pross@greatkidscamps.net



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Appendix A – Staff Phone List

On our Website:

- Full Registration Forms – must be received within 30 days of reserving your child’s spot in camp, and before camp orientation in June.
- Full Health Forms - must be received within 30 days of reserving your child’s spot in camp, and before camp orientation in June.
- Medical Administration Forms – must be received in order for our staff to dispense ANY medication to your child, including sunscreen.



I. Frequently Asked Questions....

What are Great Kids Camps?

Great Kids Camps is an exciting full-day camp program started by the founders of Andy's Parties and Great Kids Village. Taking the best components of each proven model, Great Kids Camps partners with first class facilities to develop high-caliber full day camps.

Where are Great Kids Camps Programs held?

Great Kids Camps are held at various locations with first class camp facilities – pools and sports fields, for example. The flagship camp was in Summer 2008 at the beautiful Lansdowne Resort near Ashburn, VA.

How many years has Great Kids Camps been in business?

The programming used for Great Kids Camps was initiated in 2006 as part of the Andy's Parties Kaleidoscope Enrichment Programs. Starting in 2006, Andy's Parties used these programs to implement mini-camps at its Centers. Summer 2008 was the first year for the exciting full-day combination of these programs at first-class facilities leading to Great Kids Camps!

Who are the Camp Counselors?

Great Kids Camps Counselors are the same fun, energetic staff members from our non-summer programs! The staff members work our events and at our centers when not at camp and during the school year, and lead the camps during the summer! You will also be assigned a senior staff member – a Camp Director – with additional management responsibilities.

What is the weekly cost for Great Kids Camps?

Each GKC location has a different cost structure based on the length of the camp day, food service, and facility amenities. Please refer to your registration package for specific cost information.

What does the standard registration fee include?

The \$25 one-time registration fee includes your camp tote bag and t-shirt, as well as processing fees.

How do I register for Great Kids Camps programs?

Refer to www.greatkidscamps.net for specific registration information for your camp location. Please call us with any questions!!

Can I register for just one week of camp?

You are able to register for just one week or for several weeks. You do not need to register for the entire summer. Summer-long registration is recommended to take full advantage of our programming.

Great Kids Camps

www.greatkidscamps.net

866-677-8676

What does my child need to bring to camp?

Your child will be given an official Great Kids Camp tote bag that he/she can use to carry items back and forth to camp each day. Please make sure you clearly mark your child's name on every item in your tote bag. In your bag each day, your child will need:

- A healthy lunch – we encourage you to pack a “no-waste” lunch with reusable containers and utensils. Keep in mind that we can't guarantee refrigeration, so please pack an ice pack or make appropriate choices.
- One or two bathing suits (most campers will have two swim or water play sessions each day.)
- One or two swim towels
- Change of clothing including socks (just in case!)
- A reusable water bottle
- Sunscreen
- Any medication (clearly noted with instructions. Please note we also need the medication administration form on file if you send ANY medicine or medicated ointments to camp)
- Any special snacks or alternate lunch that your child needs. (Our lunch menu is posted online)
- Rainy-day gear if there's a chance of inclement weather – long pants, raincoat, closed-toe shoes.

What should my child wear to camp each day?

Each day, your child should wear:

- Comfortable, loose-fitting clothing such as shorts and t-shirts
- Comfortable sneakers with socks
- (optional) brimmed hat to keep sun out of your child's eyes while outside

Do I NEED to meet with you before camp begins?

No, although we will be around the center setting up the few weeks before camp starts. If you would like to get together, we can make an appointment. On the first day, your child will receive your official camp tote bag, t-shirt and any additional information you need specific to your camp.

What do you do at camp when it rains?

Our counselors will have a “bag of tricks” ready for rainy days! We will be able to conduct most of our themed programming indoors; however, for those activities that require outdoor facilities, we will substitute movie screenings, additional craft projects, indoor movement activities, and indoor game time.

What do you do at camp when it's an unhealthy air quality day?

Our counselors will also have a “bag of tricks” ready for when the children need to stay inside for air quality days. “Code orange” days will allow the kids to stay outside, but not be as active as usual, so we will have more crafts and games that they can play in the shade without running as much as usual. “Code red” days will require the kids to stay inside more. We will be able to conduct most of our themed programming indoors; however, for those activities that require outdoor facilities, we will substitute movie screenings, additional craft projects, indoor movement activities, and indoor game time.

What do you do at camp when it's too hot to be outside?

We have no specific policy regarding a temperature at which it's too hot to be outside. We take into account the daily air quality and the ability to be in the pools and shaded areas before deciding to keep the children indoors.

What is the camp registration cancellation policy?

Unfortunately, once you have reserved your child's space in a camp with payment, we cannot approve refunds for any reason. We can, however, with two weeks notice, apply your camp fee to another camp week pending availability.

What if my child is sick? Can my fee be refunded?

Great Kids Camps

www.greatkidscamps.net

866-677-8676

Unfortunately, once you have reserved your child's space in a camp with payment, we cannot approve refunds for any reason.

Can you administer medication to my child?

Great Kids Camps will make every attempt to ensure that your child's medical needs are met during camp hours. Please make sure to fill out the necessary paperwork for any medication your child may need during camp, giving our staff permission to administer the medication. We will also ensure that at least one on-site senior staff person, from GKC or the camp venue, is trained to use an epi-pen and to administer medication. For questions about medical needs, please call us.

Who do I call if I have questions while my child is attending camp?

You can always call GKC headquarters at 866-677-8676 (which forwards to multiple people to best serve you) or call your camp program director (phone number will be provided at location orientation).

How do I find my child at camp if I need to pick him/her up early?

You will have a general itinerary for your child's day. Occasionally, the children will deviate from their daily schedule for special programming or because of weather. You will always be able to contact your on-site camp program director by cell phone to quickly find your child at camp.

Do the camp counselors accept tips at the end of my child's time at camp?

Yes. Our counselors strive to make your child's camp week(s) fun and exciting! If they do a great job for you and your kids, tips are customary.

Is Great Kids Camps licensed to operate camp programs?

Yes. In Virginia and Maryland, each location must be licensed individually and annually. We are licensed and inspected.



II. Overview of Camp - Schedules, Fees, and Important Dates

Camp Philosophy

Great Kids Camps (“GKC”) is focused on FUN and SAFETY. We are fully-inclusive and strive for each child to have a wonderful time while improving upon him or herself. Founded by the owners of Andy’s Parties, a themed-event company, we approach the daily activities from a perspective of *“How can the kids have the most fun, given their particular interests?”* Thus, we offer great themed programs – while we will have educational components incorporated into the camp, we are focused primarily on fun!

At GKC, we choose locations with great facilities, such as swimming pools, fields, playgrounds, and indoor facilities. The facilities at MCS and Brambleton are unmatched by any other camp in the area and we look forward to using those facilities to their fullest with our great campers this summer!

Ages Served

GKC will provide *Fun Camps for Great Kids* 3 to 8 years old. Children will be divided into smaller groups by age and/or gender depending on enrollment and the weekly theme.

Exceptions to the age groups listed above may be made on a case-by-case basis and GKC reserves the right to reject any alternate group assignments that do not follow the designated ages. GKC does not have staff to handle diaper changing, so all enrolled children must be potty trained.

Hours and Days of Operation

Camp will run Monday through Friday, 9:00 to 3:00pm, for 8-10 weeks during the summer. Please check your specific camp location’s information for Week 1 starting dates. Parents may drop their kids off starting at 8:50 (no earlier, please) and should arrive sharply at 3:00pm. An aftercare program will be offered from 8:00 – 9:00 and 3:00 – 5:30 by advance appointment only.

Parent Orientation

You are welcome to join us for your Parent Orientation to meet our team, drop off your final forms, pick up your camp t-shirt and bag, and ask any questions prior to the start of camp. The date of your orientation is available on your camp page at www.greatkidscamps.net Should you be unable to attend this orientation, you may call us at 866-677-8676 or email aross@greatkidscamps.net or your Camp Director to schedule another appointment. You may also make an appointment to meet with camp management or camp counselors by phone – please do not attempt to hold a meeting with our counselors during drop-off and dismissal times, as the children need the full attention of the staff.

Fees

We require our campers to sign up by week in order to build group unity and counselor familiarity with the campers. Camp fees are range from \$200 to \$300 per week. These fees cover the hours of 9:00 – 3:00. The aftercare program is available from 3:00 – 5:30 for an additional \$75 per week or \$20 per day and pre-care is \$10 per hour. To receive the full week aftercare price, you must sign up no later than the Friday before the week you wish to enroll. All precare and aftercare must be reserved in advance.

Camp Schedules

Daily and weekly camp schedules will be posted in the Camp Office located in at the pick-up and drop-off location at your club. Any deviations from the posted schedule (due to rain, heat, activity went overtime, etc) will also be noted by the counselors each day on those schedules for your information.

Camp Behavior Safety Guidelines

GKC staff takes the safety of your children seriously. It is our job to protect your children's physical and emotional safety. Our staff receives extensive training on proactive behavior management techniques, health, safety and security. Staff and campers are expected to treat each other with respect.

Campers will face consequences for behaviors that disrupt activities, harm the safety (physical or emotional) of other campers and/or staff, or violate camp rules. Consequences will be fair and appropriate, based on the intensity, duration and frequency of the behavior. Campers will never be punished physically. However, camp personnel may use reasonable force to break up a fight, prevent violence or restrain an unsafe camper.

GKC uses a multi-step discipline policy to address disruptive and/or unsafe behavior. To begin, all staff are involved in the pre-camp training on proactive and preventive behavior management strategies. If a camper is involved in a behavior that compromises the safety of him/herself or others, and/or breaks one of the camp rules, a parent/guardian will be contacted. Campers will earn reinforcements at camp and/or at home for demonstrating improved behavior.

If the camper continues to display the same unsafe or similar behaviors, a parent/guardian will be contacted to pick the camper up early and the camper may be suspended from camp for the following day. If a suspension occurs, the camper and parent/guardian will meet with camp administrative staff the next morning to help re-enter the camp program successfully. Should another incident occur, the camper will be sent home early and suspended for the next day. A reoccurrence of the same or similar behavior will result in the camper being requested to leave camp. The parent/guardian will be requested to pick up the camper. No refunds will be given.

The camp director reserves the right to make final decisions on any of the above guidelines.



III. Arrival and Dismissal Procedures

Attendance

If you wish to change your child's dismissal, including picking up your child early, please let your Camp Director know by email – no later than 1 p.m. the same day. We will have your child brought to the Camp Office. To ensure the security of your children, ALL EARLY PICK-UPS MUST BE MADE AT THE CAMP OFFICE. We appreciate your cooperation with this matter. Be prepared to show photo ID in the Camp Office. We will call for your children immediately, but be aware they may be at the pool or in the middle of another activity that takes time to be concluded.

Please notify the Camp Director by email or phone of absences or schedule changes as soon as possible. You also may call the Camp Office 24 hours a day at 866-677-8676. To avoid disruption of group activities and to ensure the safety of all our campers and staff, we ask that you come to the Camp Office with any messages, lunches or forgotten items for your camper. We will have the items or messages delivered directly to your camper as soon as it is practical. Don't forget — photo ID is required to pick up your child.

Drop Off and Pick Up

Kids may be dropped off as early as 8:50 in the morning and must be picked up promptly at 3:00, unless you have pre-registered for aftercare from 3:00 – 5:30. Camp staff members are not authorized to transport campers in privately-owned vehicles during or after camp hours, for any reason. If the need arises, either a cab, with prior parent authorization, or ambulance will be used, depending on the circumstances. Should a parent not pick up a child and be unresponsive to attempts by staff to reach the parent, camp staff reserves the right to call Child Protective Services for their assistance.



IV. Health and Emergency Information

General Health Guidelines

We require that you complete the full School Entrance Health Forms provided with your registration documents (you may submit a copy of the forms you will submit to your child's school). We will check each camper's file for these records before camp starts. No child will be allowed to attend camp until the forms have been received and processed. Contact the camp director or president if you have specific questions or need additional information. If you have not yet submitted the required information, it must be sent directly to our office IMMEDIATELY! No child will be allowed to attend camp until all medical forms and insurance information have been processed by the camp director and staff.

Please do not send your child to camp if he or she has a cold or does not feel well in the morning. An ill or injured child will be escorted to the directors' office. When the health professionals determine that a child's illness or injury warrants it, parents will be called and they are expected to respond promptly. You must also not send your child to camp if someone in your household has or may have been exposed to a communicable disease – you must also contact our office if you believe someone in your household has or may have been exposed to a communicable disease, so that we can notify your camper's classmates.

It is critical that you check your children BEFORE sending them to camp. Children who have rashes, fever, diarrhea, or vomiting should not be sent to camp. Your child should be free of these symptoms for at least 24 hours before returning to camp. Children with lice must be nit free before returning to camp. Children with strep throat should be treated with medication for at least 24 hours before returning to camp and must be feeling well. You must report all strep throat or any communicable diseases to the camp director and we will report this issue to the rest of the campers, maintaining proper confidentiality.

If a child has a communicable disease, you are required to pick him/her up immediately in order to protect the health and well-being of the other campers. When a child is sent home with a communicable disease, he/she cannot return to camp without a note from a doctor. Remember, we have the health of all campers and staff to consider.

To reduce the possibility of both bug bites and stings, a few simple precautions can be taken. Bugs and bees are attracted to patterns on clothing that resemble foliage in the outdoors. To reduce this attraction, wear solid, light colored shirts, shorts, or trousers.

Another major attraction occurs from "smell". Sweet smelling soaps and shampoos will attract both bees and bugs so try to use unscented products when showering and bathing and avoid the use of perfumes. Please also use a sun block of at least SPF 15 that is unscented.

Should Your Child Need Medications (this includes sunscreen and insect repellent!)

HELP KEEP OUR CAMP SAFE: Please do not send any medication in a camper's lunch or backpack. (This includes over-the-counter medications.) Please give medication directly to the Director. Prescription medicine must be in the original pharmacy container with a pharmacy label with the child's name on it. Over-the-counter medication, including sunscreen and insect repellent, should be in a new unopened container.

If you administer medication to your child in the morning before camp, please contact the Directors' office at 866-677-8676 or by e-mail. Please clearly indicate the camper's full name, age and group name. This way, there will be no chance of overmedication if a standing order already exists. The camp carries no stock medications. Medications sent from home, including over-the-counter, prescription or homeopathic medications, will be administered by camp staff only with written authorization by a doctor. "Permission to Medicate" forms, if needed, can be found on the website at www.greatkidscamps.net.

Food Allergies

GKC runs peanut-free camps and our host locations are committed to accommodating children with food allergies whenever possible. Please note any allergies on your registration forms and please also remind our counselors on the first day of camp. Should a child have an allergic reaction, the majority of GKC staff are first-aid and CPR trained, some are epi-pen trained, and we will have a certified Medical Administration trained person on staff in order to administer medications per licensing requirements. Parents will be contacted whenever a child has an allergic reaction and staff will call for medical assistance either with permission from parents or as necessary, depending on the level of the emergency.

Inclement Weather Procedures

Because of the beautiful outdoor facilities at our host facilities, GKC desires to keep kids outside for the majority of activities. That being said, we will alter the schedule for three types of inclement weather:

1. Rain

Should it rain, camp will be brought indoors. We will be various indoor spaces at our host facilities including:

- 1) Brambleton Community Center – the ballroom and side rooms in the community center
- 2) Montessori Country School – classrooms or main hallway
- 3) GKV Columbia – indoor playspace

Many of the camp activities can take place indoors and outdoors and our staff will have a "bag of tricks" available should there be a large amount of rain. We will screen movies as a last resort should there be excessive rain.

2. Air Quality

GKC will monitor the EPA Air Quality Index to determine whether the air quality is unsafe for children to be outside for a large amount of time. See the chart below for the general procedures, based on air quality levels:

Air Quality Index Levels of Health Concern	Numerical Value	Meaning	Great Kids Camps Protocol
Good	0-50	Air quality is considered satisfactory, and air pollution poses little or no risk.	Children can play outside as usual.
Moderate	51-100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.	Children can play outside as usual.
Unhealthy for Sensitive Groups	101-150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.	Children can play outside, but may not be able to be as active as usual. GKC will have more crafts and games that can be played in the shade or while sitting down.
Unhealthy	151-200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.	Large majority to all of the activities will be conducted indoors. Pool time may still be held outdoors.
Very Unhealthy	201-300	Health alert: everyone may experience more serious health effects.	Children will play only inside.
Hazardous	> 300	Health warnings of emergency conditions. The entire population is more likely to be affected.	Children will play only inside.

3. Heat

We will modify our schedule to a lesser extent when the temperature is very hot. Many of the camp activities can easily be brought inside and we may elect to add an additional swimming session to keep the kids cool.

Emergency Procedures

All precautions will be taken to prevent serious health risk to all our campers. In the event that a minor injury occurs, a certified staff person will administer first aid at the campsite and a GKC Incident Report Form will be filled out.

Fire alarms are located throughout our camp facilities and emergency diagrams showing evacuation procedures, alarms, and “shelter in place” are visible in each room of the camp. In case of emergency, we will use cell phones to contact all counselors and subsequently parents. Our staff will have access to your emergency contact information and also numbers for:

- 1) Emergency Police / 911
- 2) Poison Control / 800-222-1222
- 3) Health Department
- 4) Local Media

At our camps, the following is the “shelter in place:” in case of a tornado or other hazard:

- 1) Great Kids Village Columbia: Café Kitchen and hallway behind café by restrooms
- 2) Brambleton Community Center: Lower level conference room
- 3) Montessori Country School: Hallway between main classrooms

At our camps, the following is the “outdoor meeting place:” in case of a fire or other evacuation:

- 1) Great Kids Village Columbia: Cornerstone Church signage in front lawn
- 2) Brambleton Community Center: Parking lot by the dumpster fence
- 3) Montessori Country School: Sign on front lawn for MCS

Staff responsibilities for campers, files, and medical supplies in the event of an emergency:

Should we need to evacuate the camp space or vacate to a shelter-in-place, senior counselors will be responsible for ensuring that all of their campers are safely walked to the meeting place, and should take their counselor med kits with them. Camp Directors will retrieve the camper files and emergency contact information, and any camper medications not being carried at all times by a senior counselor.

All precautions will be taken to prevent serious health risk to all our campers. In the event that a minor injury occurs, a certified staff person will administer first aid at the campsite and a GKC Incident Report Form will be filled out.

**The following procedures will be implemented in the event of a major injury or health problem:*

- 911 will be called
- If there are concerns that a child may have ingested poison, Poison Control will be called at 800-222-1222.
- A First Aid certified staff person will administer immediate first aid at the campsite until professional services arrive. All efforts will be made by the staff to make your child comfortable.
- The parent will be contacted. If the parent(s) cannot be reached, the emergency contact person will be notified.
- A staff person will accompany the child to the hospital and will remain with the child until the parent or emergency contact person arrives.
- The incident will be recorded on a GKC Incident Report Form listing all medical care and first aid procedures administered. If necessary, police and/or poison control may be contacted, as per licensing requirements.
- Should parents wish to contact GKC staff in case of an emergency, please call your camp director or you may also call the camp office phone at 866-677-8676 24 hours a day, 7 days a week. This number does roll to a manager's cell phone during off-hours. Email may be used by contacting your director or your camp email: greatkidsvillage@greatkidscamps.net, brambleton@greatkidscamps.net, mcsherndon@greatkidscamps.net, or

**The emergency procedures for minor injuries are as follows:*

- First aid will be provided and the incident will be recorded in the camp health log.
- The child will be observed continuously and made as comfortable as possible during and following the treatment period. Parents will be notified.

Special Note:

- The majority of our staff members are trained in First Aid/CPR.
- Great Kids Camps and Events, LLC does not pay for treatment due to injury at camp. Health cost/treatment is the sole responsibility of the parent.
- It is imperative that parents indicate their health insurance information on their Registration Form prior to the start of camp. Additionally, when assigning an emergency contact, please list someone who can be easily reached if need be.

Great Kids Camps

www.greatkidscamps.net

866-677-8676



Playground Safety Procedures

Two of our facilities this year – Brambleton & MCS Herndon – have great playgrounds that will be accessible to our campers. Great Kids Camps and Events, LLC strives for the highest levels of safety for play at the playground. There may be occasional injuries, but our staff will take the following precautions to minimize injuries, including:

1. Active Supervision by Staff: Our staff will continuously and rigorously supervise play by children on and around the playgrounds.
2. Staff on Alternate Sides of the Playground: Staff is required to not congregate together while on the playground. Each staff member will stay on opposite sides of the playspace to be able to most quickly respond to any injuries.
3. Staff Will Circulate Among Children: The staff is encouraged to play with the kids and circulate among different groups of kids. This is intended not only to prevent injuries but determine if any non-physical injuries may occur.
4. Staff Will Scan Play Activities: The staff must be vigilant in watching the children to prevent and treat any physical or non-physical injuries.

The host Centers and our staff will maintain a resilient surface by keeping the areas free of debris and properly landscaping and maintaining the grounds.

Anti-Bullying Policy (developed from www.bullypolice.org)

Prohibition of Harassment, Intimidation, and Bullying

Great Kids Camps is committed to a safe and civil environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the program.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to the Director who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform the Director or Owner when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from the Director or Owner reviewing GKC's harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because GKC believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the

person making the complaint. GKC will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any GKC initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that GKC needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The Director may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the Director needs to draft a formal complaint based on the information in his/her possession.
- C. The Director shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the Director believes requires further investigation.
- D. When the investigation is completed the Director shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the Owner shall take further action on the report.
- E. The Owner shall respond in writing to the complainant and the accused within thirty days, stating:
 - 1. That GKC intends to take corrective action; or
 - 2. That the investigation is incomplete to date and will be continuing; or
 - 3. That GKC does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the Owner's written response, unless the accused is appealing the imposition of discipline and GKC is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other GKC policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.



Great Kids Camps Management Contact Lists:

For general information, to email us regarding late drop-off or early pick-up of your child, or to reach the first available member of management in an emergency:

1-866-677-8676

Greatkidsvillage@greatkidscamps.net

MCSHerndon@greatkidscamps.net

Brambleton@greatkidscamps.net

Andrew Ross

President & Owner, Brambleton Camp Director

aross@greatkidscamps.net

cell phone: 301-529-2056

Paula Ross

Chief Creative Officer & Owner, Brambleton and Herndon Camp Director

pross@greatkidscamps.net

cell phone: 240-601-8969

Marissa Brady

MCS Herndon Assistant Director, Senior Counselor, Back-up at Brambleton

mbrady@greatkidsvillage.com

cell phone: 703-964-7791

Great Kids Camps

www.greatkidscamps.net

866-677-8676