

# Camp Parent Handbook



[parks.arlingtonva.us/camps](https://parks.arlingtonva.us/camps)



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Department of Parks & Recreation  
Office of the Director  
2100 Clarendon Boulevard, Suite 414  
Arlington, VA 22201  
Phone 703-228-7529 Fax 703-228-3328  
TTY 703-228-4743

Dear Parents and Guardians:

It is our pleasure to welcome your campers this summer! Our Summer Camps offer safe and inviting environments led by highly qualified and caring staff who ensure your camper will have a great experience.

Our commitment to your campers is to encourage their individual growth and learning through fun recreational experiences. We are committed to ensure that all youth, regardless of their abilities, will have an enjoyable, safe and successful recreational experience. Your campers will explore their creativity, develop new skills, make new friends, and have fun!

Please read over our Parent Handbook for more information. This handbook is to serve as a guide for all aspects of our summer camp programs. Please take the time to read it – it will answer most of your questions before camps begin. We look forward to serving you and your campers and making this an experience to remember!

Sincerely,

A handwritten signature in cursive script, appearing to read "Jane Rudolph".

Jane Rudolph  
Director

## **Arlington County Vision**

Arlington will be a diverse and inclusive world-class urban community with secure, attractive residential and commercial neighborhoods where people unite to form a caring, learning, participating, sustainable community in which each person is important.

## **Arlington County Mission**

The Department of Parks and Recreation promotes wellness and vitality through dynamic programs and attractive public spaces.

## **Department of Parks and Recreation Vision**

Arlington is a happy and healthy place to live, learn, work and play.

## **Parks and Recreation Mission**

The Department of Parks and Recreation promotes wellness and vitality through dynamic programs and attractive public spaces. Our facilities range from parks, sports fields, nature and community centers to spraygrounds, playgrounds and a skate park. We are stewards to the County's natural resources and provide affordable recreational programs and services for people of all ages, abilities and interests.

# **Parks and Recreation Values and Guiding Principles**

## **Core Values**

Creativity, Integrity, Respect, Safety, Learning and Trust.

## **Asset Building**

Our approach to positive youth development is based on the Developmental Assets\* framework. The Department of Parks & Recreation — DPR summer programs are designed to build participant’s developmental assets in a safe, fun, challenging, and enriching environment.

Our programs encourage youth to get involved, develop their sense of self and community, show positive sportsmanship, be creative and learn from those who have different life experiences. Our program planning standards compliment these values and guide staff in selecting creative, activities to meet the physical, social, intellectual, and emotional needs of our participants

\* Search Institute has identified 40 developmental assets that are building blocks proven to help young people grow up healthy, caring and responsible. For more information: [www.search-institute.org](http://www.search-institute.org)

## **Camp Information**

Signs will be posted at each camp location indicating which entrance to use and directions to the camp location.

Each camp will have a parent information area at the camp entrance. Posted at this site will be notices, reminders, and locations of the camp activities during the day. Field trip locations will be posted and visible at the camp site.

You will receive an e-mail by the Friday before camp starts directing you to your camp calendar. Parents/guardians are responsible for familiarizing themselves with the daily activity calendar so they are aware of field trip dates, special needs, and schedule changes.

## **Registration**

Keep note that staff members at camp locations are unable to handle any registration issues. Any questions or concerns that are registration related, please contact the registration office at 703-228-4747 or visit our registration website at [www.registration.arlingtonva.us](http://www.registration.arlingtonva.us) for further information.

## **What to Bring to Camp**

Storage is at a minimum at all camp locations and secure storage for personal items is not available. We request that campers do not bring money or personal belongings to the camp location and bring only those items requested for special activities and trips. Campers who attend full-day camps should bring their lunch, a snack, and a beverage in a refillable water bottle.

## What to Wear to Camp

Campers should wear cool, comfortable play clothes that can get messy and closed-toe athletic shoes (tennis shoes, sneakers, etc). Laces or Velcro must be tied snugly on the camper's foot. Socks should also be worn. Flip flops or sandals may only be worn at pools and are not acceptable to be worn during the camp day. Campers wearing inappropriate footwear will be unable to fully participate for their own safety. DPR Staff will consult with a parent when improper footwear is worn. Paint materials are water-based, but sometimes still stain clothing. The County is unable to replace or reimburse for damaged clothing.

## Food Policy

Campers who are enrolled in full-day camps must bring a lunch, snack, and beverage each day. As part of our commitment to health and wellness, we encourage campers to bring nutritious foods and beverages. We recommend all campers bring a reusable water bottle to camp each day. Campers enrolled in extended hours should also bring an additional snack each day. Campers who are enrolled in Tot Camp must bring a nut free snack to the camp each day.

Refrigeration is not available for participants' lunch, so please do not include any food that is subject to rapid deterioration or spoilage (such as mayonnaise).

With an ever-increasing number of peanut allergies among campers, **we strongly discourage participants from bringing any "nut products" to camp.** We appreciate your consideration to ensure all our campers remain safe and healthy while participating in our camps. If your camper has a severe food allergy, please contact the camp they will be attending at least two weeks prior to

the start of camp so the camp can provide accommodations for the food allergy if necessary.

**Please send food in sealed containers and clearly label your camper's lunch with his/her name and date.**

## **Arriving to Camp**

We encourage all campers to arrive on time for the start of the day's activities. Upon arrival at the camp, the accompanying adult must sign the camper in on the daily attendance sheet. Do not drop-off your camper outside of the building. Campers enrolled in camps after summer school may sign themselves into the camp.

Staff will greet each camper and guardian when he/she arrives. Please do not drop off your camper before the camp start time; staff are busy preparing for the day and are unable to provide supervision.

## **Departing from Camp**

Parents/Guardians or Authorized Persons (established on the Participant Information Record) are required to sign their camper out at the end of the camp day unless the parent completes a walk home permission slip. All individuals must be prepared to show identification during pick-up. Staff will request ID until the identification is established.

Please note that the Department of Human Service's guidelines state that youth 8 years and younger should not be left alone. If you wish to have your older campers walk to or from the camp, please inform the staff accordingly, fill out a permission form, and indicate the exact dates your camper will be walking.

Staff members will release your camper only to those authorized individuals who are listed on their Participant Information forms. They will not honor verbal instructions given to them by an unauthorized individual who may arrive to pick up your camper. If you have an emergency, please contact the Camp Director regarding the situation and notify them as to who will be picking up the camper. Any changes (additions or removals) of Authorized Persons for pick up must be made in writing to the Camp Director.

Junior Jam campers are encouraged to stay at the camp site, but it is a drop in camp that allows teens to come and go. Campers in Junior Jam are not required to have a parent sign them in or out.

## **Early Pick Up Policy**

There may be situations that arise when your camper will need to be picked up early. Some situations include but are not limited to: the camper is sick and displaying symptoms described in the “Campers’ Health” section, the camper is exhibiting aggressive behaviors that are a safety concern to themselves or other participants, the camper has been injured.

In the event that your camper must be picked up before the end of program staff will contact you directly and request you pick your camper up early. It is the responsibility of the parent to be available for these phone calls and to pick up your camper promptly. If you cannot be reached, staff will call the camper’s emergency contact to come pick up the camper. The “Late Pick Up Policy” will apply to parents who do not pick up their camper as requested.

## **Late Pick Up Policy**

We ask that campers be picked up promptly at the end of the camp day. Camp staff is not paid to remain after the camp is finished for the day and they cannot transport campers in their own vehicles. If you are running late please call the camp location and let the staff know what time you will arrive.

Parents will receive a warning letter after the first late arrival. Parents who are late again will receive a second letter which will serve as a final warning. If a parent is late after receiving the second letter, the camper will be suspended from camp for 3 days. Continued delays in picking up your camper may result in your camper being removed from the camp and/or a referral to Child Protective Services.

## **Summer Camp Weather Policy**

When the Metropolitan Washington Council of Governments has issued a Code Red or Code Purple advisory;

- Summer Camps will cancel outdoor activities when Code Red/Purple is in effect. Alternative indoor activities will be offered.
- If a Code Red/Purple is forecasted for the day field trips will be moved to an indoor location.
- For more information regarding Code Red/Purple please visit the Metropolitan Washington Council of Governments webpage at;

<http://www.mwcog.org/environment/air/forecast>

## Access and Inclusion

Arlington County Department of Parks and Recreation is committed to the American's with Disabilities Act which guarantees non-discrimination and equal access for individuals with disabilities in all programs, services, and activities. The Therapeutic Recreation (TR) office can work with parents and camp staff to help ensure that modifications are in place for your participant to have an enjoyable and successful camp experience. Advanced notice for modifications is welcome.

### What is a Modification?

Any strategy or technique that reduces or removes barriers for successful participation, which ensures access to recreational programming is available to everyone. Modifications are assessed individually to determine which tier of support is needed. The tier of support we provide is based on: participant need, program structure/dynamic, and availability of staff resources.

### Tiers of Support

The following are the tiers of support that we can provide:

- ⇒ **Tier 1** (Done for all campers identified through the TR office) - Develop a modification plan that will be shared with camp staff that outlines your campers support needs. We can work with staff to ensure that these supports are being facilitated effectively.
- ⇒ **Tier 2** (Lowered Ratio) – Recommend adding a staff\* to the current staff structure to lower the overall participant to staff ratio at camp
- ⇒ **Tier 3** (1:1) - Recommend staff\* to work one on one with the participant

*\*We do our best to ensure an additional staff is available as needed, but we cannot guarantee a staff.*

## **Additional Supports Available May include but are not limited to:**

- Adapted equipment and techniques
- Sign language interpreters
- Large print and Braille brochures

## **HOW TO REQUEST A MODIFICATION**

Step 1: Complete online, phone-in or mail-in registration. When prompted, identify that inclusion support is needed due to a disability.

Step 2: Visit the TR website (<https://parks.arlingtonva.us/therapeutic-recreation/>) to download a Participant Modification Information (PMI) form.

Step 3: Send completed forms by email to TR office at [trinfo@arlingtonva.us](mailto:trinfo@arlingtonva.us), identifying which programs you are requesting support.

Step 4: Our Inclusion Support Coordinator will contact you to develop a Participant Modification Plan (PMP) designed to successfully support your camper's recreational pursuits

**Step 5:** You will receive an email about inclusion supports prior to the start of the program

Please note: We strive to find the best fit for your camper and at times it may be necessary to recommend changing a camper's placement if the support, assistance, and modification necessary for participation can best be provided at an alternate site.

## **Code of Conduct**

We strive to provide a welcoming, safe, supportive, and enjoyable environment for program participants. We believe that all individuals have the right to be treated with dignity and respect. We are committed to promoting positive participation to ensure a successful and fun recreational experience for all.

Sample behavioral expectations for all program participants:

- ☺ Respect staff and campers

- ☺ Respect property
- ☺ Follow directions
- ☺ Make new friends and try new activities
- ☺ Stay within program boundaries
- ☺ Have Fun!

Unexpected behavior and actions include:

- ☹ Intentional verbal abuse including; teasing/taunting, harassment and/or profane language
- ☹ Hitting a person - fighting
- ☹ Intentional damage to property
- ☹ Possession of instruments either construed as a weapon or known as a weapon (knives, blunt objects, sticks, etc.)
- ☹ Inappropriate sexual touching
- ☹ Creating a risk of contagion or illness
- ☹ Any action which exposes participants or staff to danger
- ☹ Consistent disregard of program procedures (i.e. not following directions, consistently picking up a participant late from a program)

Staff will make every effort to encourage positive participation and utilize strategies and available resources in response to unexpected behavior. In the event that all measures have been exhausted, we reserve the right to implement the consequences listed.

Consequences shall be related to behavior, respectful and reasonable, and administered relative to the degree of unexpected behavior.

### WARNING

Camper will receive a warning about inappropriate behavior and parent will be informed

### SUSPENSION

Camper may be suspended from program for the remainder of day (parent will be required to pick up the camper immediately) and up to three days.

### REMOVAL FROM PROGRAM

Camper may be removed from program if behavior results in continuous extreme disruptions, or intentional harm to self, others, or property

(No refund will be given if camper is removed from program)

For more information, please ask camp staff for a Code of Conduct Brochure. In the event of a suspension a behavior agreement meeting with parent/guardian will need to take place before camper returns to camp.

## **Field Trips**

At the beginning of each camp session the parent/guardian who registered the camper will receive an e-mail directing them to the camp calendar which will list the specific field trip location along with any additional items your camper should bring with them on that day. In general, most camps will take at least one field trip a week. Little Explorers and Gymnastics Camps do not take field trips.

If you do not wish for your camper to go on the scheduled field trip, please make alternative arrangements for the day. Campers may not be left at the camp location, because there will be no staff left on-site to supervise campers not attending the trip or latecomers.

If the camp has departed for a field trip before the camper's arrival, the parent/guardian is responsible for transporting the camper to the field trip location, if desired. Once the parent/guardian has arrived with the camper he/she should locate the camp staff and sign the camper into camp.

Parents are welcome to meet their camper at the field trip location; parents are responsible for their own transportation and admission fees. For a full list of frequented trip locations and other camp specific questions please speak with your Director prior to field trip day.

If DPR staff feels that a camper's behavior poses a safety concern to self or others, a parent/guardian may be required to accompany the camper on the trip. If a parent/guardian is unable to attend the camper may not be allowed to go on the field trip until an appropriate safety plan is in place. These decisions are made on a case by case basis

Trips may be cancelled or relocated due to inclement weather or code red. In some circumstances, camps may go to an alternate location (backup locations vary, check-in with the individual camp).

## **Administration of Medication**

If possible, avoid bringing medications to camps by arranging the time of the dosage so the camper receives the medication at home. Parents can speak to their camper's doctor regarding time release medications or dosages that can minimize the need to give medication during the camp.

Written permission is required from parents on the Authorization for Medication Form before staff can administer any medication, sunscreen or, insect repellent to campers. A parent signature is valid only for short term medications that are taken less than 10 days.

A physician's signature is required on the Authorization for Medication Form for long term medication administration required for longer than 10 days and for any "as needed" emergency medication such as inhalers, and EpiPens, and seizure medication.

All medication must be labeled with the camper's name, the name of the medication, the dosage amount and the times to be given. Keep all medication in the original container with the prescription label or direction label attached. When possible only send in the dose needed for the day. Guardians must supply and label any medication dosing supplies. No expired medication will be accepted by the staff.

## **Sunscreen and Insect Repellent**

Use of sunscreen or insect repellent requires written parent authorization on the Authorization for Medication Form noting any known adverse reactions.

Staff members can apply sunscreen to campers under age 9 accompanied by written authorization from parents. Campers ages 9 and older can administer their own sunscreen with staff supervision.

Sunscreen and insect repellent provided by parent/guardian may be left at the camp site for the camper's use. It must be in the original container labeled with the camper's name. Sunscreen and insect repellent

will not be kept or used beyond the expiration date of the product. Campers should have sunscreen applied before arriving at camp.

The Centers for Disease Control and Prevention (CDC) recommends a sunscreen with sun protective factor (SPF) 15 or higher, and both UVA and UVB protection. In addition to the sunscreen, the CDC recommends wearing sun-protective clothing, wide brimmed hats, and sunglasses to protect against UV radiation.

## **Campers's Health**

We care deeply about the health and welfare of your camper and of all the campers who are in our care each day. It is our responsibility to safeguard them and to do what we can to protect them and prevent the spread of disease.

**A camper shall not be allowed to attend a camp for the day if he or she has:**

- A temperature over 100 degrees
- Recurrent vomiting or diarrhea
- A communicable disease

If your camper develops any of these symptoms (temperature, vomiting, or diarrhea) while at the camp, the staff will contact you and ask you to take the camper home until the camper is healthy enough to return to the camp. If you cannot be reached staff will call your emergency contact to come and pick up your camper.

## **Reporting Communicable Disease**

The parent/guardian must inform the camp staff within 24 hours or the next business day after his/her camper has developed any reportable communicable disease, as

defined by the State Board of Health except for life threatening diseases which must be reported immediately.

Camp staff will consult the Arlington County Public Health Division at (703)-228-5580 if there is a question about the communicability of a disease.

When campers in the camps have been exposed to a communicable disease the DPR staff will contact all parents of participants within 24 hours or the next business day. Confidentiality will be maintained; staff will not reveal the name of the camper or member of the immediate household.

The “Selected Infectious Diseases” list describes the communicable diseases that must be reported to camp staff.

## Selected Infectious Diseases

Acquired immunodeficiency syndrome (AIDS)  
Amebiasis  
Anthrax  
Arboviral infection (e.g., dengue, EEE, LAC, SLE, WNV)  
Botulism  
Brucellosis  
Campylobacteriosis  
Chancroid  
Chickenpox (Varicella)  
Chlamydia trachomatis infection  
Cholera  
Creutzfeldt-Jakob disease if  
Cryptosporidiosis  
Cyclosporiasis  
Diphtheria  
Diseases caused by an agent that may have been used as a weapon  
Ehrlichiosis/Anaplasmosis  
Escherichia coli infection, Shiga toxin-producing  
Giardiasis  
Gonorrhea  
Granuloma inguinale  
Haemophilus Influenzae Infection, Invasive  
Hantavirus pulmonary syndrome  
Hemolytic uremic syndrome (HUS)  
Hepatitis A  
Hepatitis B (acute and chronic)  
Hepatitis C (acute and chronic)  
Hepatitis, other acute viral  
Human immunodeficiency virus (HIV) infection  
Influenza (report INFLUENZA A, NOVEL VIRUS immediately)  
Influenza – associated deaths in campers <18 years of age  
Lead, elevated blood levels  
Legionellosis  
Leprosy (Hansen disease)  
Listeriosis  
Lyme disease  
Lymphogranuloma venereum  
Malaria  
Measles (Rubeola)  
Meningococcal Disease  
Monkeypox  
Mumps  
Mycobacterial Disease (Including AFB), (Identification of Organism) and Drug Susceptibility  
Ophthalmia neonatorum  
Outbreaks, all (including but not limited to foodborne, healthcare-associated, occupational, toxic substance-related, and waterborne)  
Pertussis  
Plague  
Poliovirus Infection, including Poliomyelitis  
Psittacosis  
Q Fever  
Rabies, Human and Animal  
Rabies treatment, post-exposure  
Rubella, including congenital rubella syndrome  
Salmonellosis  
Sever Acute Respiratory Syndrome (SARS)  
Shigellosis  
Smallpox (Variola)

Spotted fever rickettsiosis  
Staphylococcus aureus  
infection,  
invasive methicillin-resistant  
(MRSA) and  
vancomycin-intermediate or  
vancomycin-resistant  
Streptococcal disease, Group  
A, invasive or toxic shock  
Streptococcus pneumoniae  
infection, invasive, in campers  
<5 years of age  
Syphilis  
Tetanus  
Toxic substance-related illness

Trichinosis (Trichinellosis)  
Tuberculosis (TB), active  
disease  
Tuberculosis infection in  
campers <4 years of age  
Tularemia  
Typhoid/Paratyphoid Fever  
Unusual occurrence of disease  
of public health concern.  
Vaccina, Disease or Adverse  
Event  
Vibrio Infection  
Viral Hemorrhagic Fever  
Yellow Fever

## **Emergency Plans**

All camps have an emergency preparedness plan for shelter-in-place and emergency evacuation. The plan addresses the most likely to occur emergency scenarios including but not limited to natural disasters, chemical spills, intruder, or potentially violent situations.

## **Shelter in Place Procedures**

In the event of a natural emergency, i.e. tornado, severe storms, or hazardous airborne chemicals outside the camp facility, the campers, staff and other occupants of the building will shelter in place in a prearranged designated safe location in the building. The building will be locked and secured. Water and food supplies will be available. Shelter in Place may last a matter of hours in order to isolate people while the effects of the incident dissipate.

## **Evacuation Procedures**

In the event of an immediate area threat (i.e. bomb threat, fire, flood, other major building problem, etc.) the campers, staff, and other occupants will leave the building and gather at a predetermined location within walking distance. If there is a more widespread threat such as a chemical spill, or widespread fire, it may be necessary to transport campers by County vehicle further away from the building or to a mass shelter determined by the Arlington County Government.

## **Reporting Suspected Child Abuse**

Employees of the Department of Parks and Recreation are mandated to report both via telephone and written documentation, any suspected abuse or neglect to campers enrolled in summer camps, preschool programs and after-school programs to the Arlington County Division of Social Services, Child Protective Services and to the Virginia State Department of Social Services 703-228-1500. Professionals in those offices will determine the validity of the complaint and whether or not further legal action is necessary.

## **Parent Feedback**

We value your feedback! The Arlington County Department of Parks and Recreation appreciates your assistance in evaluating your camper's experience in our camps. Your feedback will help us improve our services. Parents have several options:

- ✓ Take an online survey automatically sent through direct email, if you registered online.
- ✓ Take an online survey at [www.arlingdpr](http://www.arlingdpr) go to "GET IT DONE ONLINE."

For more information or to request a questionnaire, contact the Program Supervisor or Program Coordinator. Phone numbers for supervisors are found on the camp calendars. We welcome feedback about our programs, staff, facilities, and anything else regarding our services.

We recognize that parents may want to express their appreciation for our staff through gifts; however, Arlington County employees may not accept favors, gifts, gratuities, or benefits received for actions taken as an Arlington County employee. If you would like to thank specific employees, please consider sending an e-mail to their supervisor recognizing them for their outstanding work.

## **Secondary Accident Insurance**

Arlington County provides coverage for the following: Creative Preschool Programs, Little Explorer Camps, General Recreation Camps, Specialty Recreation Camps, Teen Summer Camps, Gymnastic Camps, Therapeutic Recreation Camps, Community Center Based Camps, Evening Park Programs, County Nature Camps. This insurance is secondary over any other collectable insurance.

## **COVERAGE PROVIDED**

This is a broad overview of the general coverage terms and conditions; the insurance company will determine specific claim issues.

Coverage is provided while a currently enrolled participant is taking part in sponsored camp activities.

### **MAXIMUM AMOUNT OF BENEFITS BY CLASS**

- Loss of Life, Limbs or Sight (Principal Sum): \$2,500
  - Medical/Dental Expense: \$10,000 subject to A. & B. below
  - Deductible Amount: None
- A. Medical/Dental expense Benefits payable under this policy shall be reduced by any amount(s) paid or payable to or on behalf of a participant under any: group, franchise, Blue Cross, Blue Shield; or other insurance or prepayment plan or policy arranged through an employer, union, trustee or association; or by a plan or policy under any federal, state or provincial law.
- B. The term paid or payable shall mean amount of benefits that have been paid or would have been paid by a participant's primary insurance carrier(s) as described in (a) above had participant utilized such insurance to its fullest extent. Failure by a participant to follow the terms and conditions of his/her primary insurance and to utilize it properly will not in any way, increase the County's liability under this policy.

### **EXCLUSIONS**

This policy does not provide benefits for:

1. Suicide, while sane or insane; or intentional self-inflicted injury;
2. Sickness, disease or infections of any kind, except: bacterial infections due to an accidental cut or wound, botulism or ptomaine poisoning;
3. The insured's commission of or attempt to commit a felony;
4. Declared or undeclared War, or any act of declared or undeclared War;
5. Participation in any team sport or any other athletic activity, except participation in a Covered Activity.
6. Serving in the armed forces of any country or international authority;
7. Riding as a passenger or otherwise in any flying device;
8. Any condition for which the insured is entitled to benefits under any Worker's Compensation Act or similar law.
9. The insured being under the influence of drugs or intoxicants, unless taken under the advice of a physician.

Please call the Risk Management office at (703) 228-4444 if you have any questions concerning Arlington County's Accident Insurance.

## **Summer Camp Numbers to Know**

Camp Registration & Information .....	(703) 228-4747
Habla Español.....	(703) 228-4747
Job Opportunities.....	(703) 228-1856
TTY Number for All Programs.....	Relay 711
Inclement Weather Hotline.....	(703) 228-4715
Inclusion Support.....	(703) 228-4740
Volunteer!.....	(703) 228-4724
<b>Summer Camp Hotline .....</b>	<b>(703) 228-1856</b>

### **For Specific Camp Questions Contact:**

Contracted Camps .....	(703) 228-1856
AC Early Childhood Programs.....	(703) 228-4742
AC Elementary Programs.....	(703) 228-4773
AC Arts Programs .....	(703) 228-6492
AC Teen Programs .....	(703) 228-4729
AC Therapeutic Recreation.....	(703) 228-4740
AC Gymnastics Program .....	(703) 228-0706

**AC – Arlington County administered camp**

Or find us online at:

<http://parks.arlingtonva.us/>

A copy of this handbook can be found at:

<http://parks.arlingtonva.us/camps>