



THE POTOMAC SCHOOL

**Handbook for Parents and Campers
2023 Summer@Potomac**

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Welcome to Summer@Potomac! We are excited to share the 2023 summer season with you and your camper(s).

Please carefully read this handbook for a review of camp policies and helpful information. Should you have any questions please feel free to reach out.

This Handbook is intended only to highlight current policies, practices, and procedures. Specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation.

Summer@Potomac reserves the right to modify or change any or all such policies, practices, and procedures in whole or in part, at any time, with or without notice. Summer@Potomac will make every attempt to give timely notice of substantive changes in policy. Possible events which could necessitate closure, delay, or modification as described above include, but are not limited to, acts of nature, fire, pandemic, U.S. Government restrictions, wars, and insurrections.

This Handbook supersedes all prior policies (whether written or oral, expressed or implied) which in any way contradict the policies herein. However, this document is not intended to supersede any individual written agreement between you and Summer@Potomac, or any applicable law. If you find that such a conflict or discrepancy exists, please contact the Director of Auxiliary Programs, [Shveta Khullar](#).

This Handbook is not intended to constitute a legal contract of any kind.

OVERVIEW and PHILOSOPHY

At The Potomac School, we believe that intellectual development, love of learning, and strength of character are complementary and equally essential educational goals. With a firm commitment to our core values and a rigorous academic program, we prepare students to lead lives of purpose, achievement, and generosity of spirit.

Summer@Potomac builds on this mission and embraces The Potomac School core values of courage, integrity, humility, perseverance and respect. Our programs are designed to invigorate and challenge campers, helping them continue to grow into confident, compassionate and curious individuals.

We are committed to respecting and celebrating diversity. The members of our community represent a wide variety of backgrounds, cultures, and perspectives, and we believe that the presence of diverse voices and viewpoints enriches the Summer@Potomac experience for everyone.

CONTACT INFORMATION

Email addresses and frequently called numbers can be found below. Additional information including information on [bus stops](#) and [Medical Authorization form](#) are available on the [Summer@Potomac website](#).

Year-Round Contacts

Summer Programs Office and Weekly Camps	(703)749-6317	summer@potomacschool.org
Transportation Office	(703) 749-6353	transportation@potomacschool.org

Additional Summer Contacts - *These numbers are monitored from June 20 - August 4, 2023*

Panther Day Camp	(703) 873-5564	daycamp@potomacschool.org
Discovery Camp	(703) 873-5565	disco@potomacschool.org
Nature Science Camp	(703) 873-5567	ns@potomacschool.org
Nurse	(703) 873-5568	campnurse@potomacschool.org

IMPORTANT DATES*

April 30, 2023	Last day to withdraw and receive a refund, not including non-refundable registration and camp deposit. All withdrawal and schedule changes must be submitted in writing to summer@potomacschool.org
May 1, 2023	All balances are due; no refunds granted for withdrawals after this date.
June 1, 2023	Any camp changes between programs on or after this date will incur a \$25 administrative fee. This does not apply to transitions off the waitlists.
June 1, 2023	COVID-19 Vaccination cards are due for all age eligible campers; cards should be uploaded to your account .
August 4, 2023	Last day of camp; all medication must be picked up from the camp nurse by this date. Any medication not picked up will be discarded.

**There is no camp on June 19, July 3 and July 4 in observance of the federal holidays.*

ENROLLMENT POLICIES and FINANCIAL OBLIGATIONS

Registration Fees, Deposits and Tuition – Registration fees are \$100 for a session camp and \$40 for a weekly camp. A camp deposit of \$100 per program is charged at the time of registration. Both registration and camp deposit fees are non-refundable.

Final Payments - All balances are due on May 1. The credit card on file used for your initial payment will be charged the remaining balance. If you would like to change the credit card on file or submit an alternate form of payment, please contact the summer office by Friday, April 14, 2023. We can be reached at summer@potomachschoo.org, or by phone at (703)749-6317.

Program Changes - To request a change please email the camp office at summer@potomacschool.org. All changes must be made in writing and cannot be taken over the phone. There is no administrative fee for any requests for camp changes made prior to June 1. A \$25 fee will be assessed for changes made on or after June 1, 2023.

Withdrawals/Refunds – To request a withdrawal from camp please email the camp office at summer@potomacschool.org. Refunds for withdrawal are processed as follows:

Before May 1, 2023	All funds, except the non-refundable registration fee and camp deposit are refunded
May 1 and after	No refunds are granted

Fees cannot be transferred between programs, siblings, families or to other programs run by The Potomac School, including future camp seasons. **Fees are not refunded or prorated for camper’s absences of any kind, including absences related to COVID-19.** [Click here](#) to read the full Refund Policy.

A full refund, including registration fee, will be issued if a program is canceled due to low enrollment. If Summer@Potomac or any program associated with The Potomac School summer operations is forced to cancel or close due to any acts of God or any other cause beyond the reasonable control of The Potomac School, refunds will not be given for any days missed..

PROGRAM DATES and HOURS

Camp-specific welcome email will be sent to parents prior to the start of camp.

- Session 1: June 26 – July 14
- Session 2: July 17 – August 4
- Week-long camps: June 20 – August 4

There is no camp on July 3rd and 4th

- Potomac Plus AM 8:00-8:45 am
- Camp Hours 9:00 am-3:00 pm*
- Potomac Plus PM 3:00-5:00 pm

**Potomac Debate ends at 4:00 PM*

Arrival and Departure Procedures

Summer@Potomac offers complimentary busing for all its campers running from 9:00 am-3:00 pm. Carpool is also available for campers entering Kindergarten and their siblings only. Any campers who live in our surrounding Evermay community may walk or bike to camp.

Transportation Changes - Any changes to your camper's transportation, including authorized pick up, needs to be provided in writing to the camp office no later than 12:00 pm (noon) on the day of the change; if the change involves busing, please be sure to copy the transportation office (transportation@potomacschool.org).

Absent Camper - Please email or call the appropriate camp office before 8:30 am to report an absence or late arrival; send an email when changing drop-off or pick-up times or methods.

Busing

We provide over 40 bus stops throughout the DMV area. During online registration, parents designate their camper's arrival and dismissal method from the list of transportation options. [Click here](#) to view the bus stops and access the [interactive map](#) of our stops. As we get closer to the beginning of camp, the pick up and drop off times will be added to our website. Upon arriving at stops, bus drivers or chaperones greet campers and take attendance. At camp, the buses drop-off and pick-up at the bus square. Upon arrival, the camp staff greets campers and takes them in groups to their specific program area. For dismissal, the camp staff walk with the campers to the bus area and ensure they board the correct bus.

Bus Waiver/Authorized Persons - Campers will be released only to parents or others authorized during online registration. To change or add names of individuals authorized to meet your camper at the bus stop, please contact the Summer@Potomac office via email. Parents and authorized individuals should be prepared to show their driver's license or photo ID when asked.

Enrollment will be terminated for chronic tardiness or use of stops other than the one designated for your family.

Bus Stop Timing- Please have your camper waiting at the morning bus stop at least five minutes before the scheduled morning pick up time and plan to arrive for the afternoon pick five minutes before the scheduled bus arrival time. As we get closer to the beginning of camp, the pick up and drop off times will be added to our website. Campers must be accompanied by their adult if needed to cross the street.

Rules on the Bus - To ensure a safe and pleasant bus ride to campus only campers and Summer@Potomac staff are allowed on the bus. *Parents will be financially liable for any student-caused damage to a bus.* We expect campers and families to abide by the busing rules listed below. Campers:

- must remain seated, face forward at all times, and are not permitted to change seats once the bus is in motion. They should only get out of their seats when instructed to do so by a driver or camp staff member.
- belongings must be in a closed bag.
- should not talk loudly or scream.
- are not permitted to eat, drink or apply sunscreen and insect repellent while on the bus
- should not sit in the driver's seat or work the door handle.
- should not put hands, heads, arms, or legs out of the windows or throw things inside a bus or out of the window.

We reserve the right to cancel a scheduled bus route stop due to insufficient ridership. To the best of our ability, we provide timely and safe delivery of campers to and from the campus. The Potomac School and Summer@Potomac

assumes no responsibility for campers before they enter or after they leave the bus except on School property or when on Summer@Potomac field trips.

Carpool

Carpool Arrival and Departure - Parents may drive campers who are entering kindergarten and their siblings riding with them. Campers enrolled in Potomac Plus AM or PM must be driven to and from camp as there is no bus service at those times.

Identification at Pick-up - Campers will be released only to parents or others authorized during online registration. To change or add names of individuals authorized to pick-up your camper, please contact the Summer@Potomac Office in writing by email. Parents and authorized individuals should be prepared to show their driver's license or photo ID when asked.

Driving Safety - For the safety of our campers and employees, please observe the on-campus 15 mph speed limit and stop signs when driving on campus. Do not leave your car unattended in our drop-off and pick-up areas. Please remember that Summer@Potomac shares its location with the Evermay community; drive carefully and be mindful to not block side streets of our neighborhood.

The Potomac School and Summer@Potomac assumes no responsibility for campers left on campus more than 15 minutes before the stated start time of programming. A parent who does so absolves The Potomac School and Summer@Potomac of all responsibility and liability for the safety of his/her camper. We reserve the right to terminate enrollment when a parent consistently leaves their camper unattended more than 15 minutes before a published start time. We reserve the right to terminate camper's enrollment when that camper is consistently picked up late without issuing a refund.

PLEASE NOTE Summer@Potomac does not allow campers to arrive or depart by Uber, Lyft or any other car service.

Arrival - Morning carpool begins at 8:45 am. Staff are not available to greet campers before then. Campers are asked to remain in their vehicle until instructed by a Summer@Potomac staff member to unload. Drivers must remain in their car at all times. Please do not arrive before 8:45 am and park. During carpool please display your carpool tag on the passenger side visor of your car and have the name showing when you arrive. After your car has been unloaded please flip the visor up to indicate your car is ready to leave.

Dismissal - Afternoon carpool begins at 2:45 pm. Drivers must remain in their car at all times. Please do not arrive before 2:45 pm and park. During carpool please display your carpool tag on the passenger side visor of your car and have the name showing when you arrive. After your car has been loaded please flip the visor up to indicate your car is ready to leave.

In the event of a severe storm dismissal may be delayed until it is deemed safe for campers to be dismissed. Parents must remain in their vehicles until carpool dismissal begins. *You may not park and walk to get your camper to take him/her back to your car.*

The Potomac School and Summer@Potomac does not permit campers to wait for pick-up in areas other than those designated for dismissal. Summer@Potomac reserves the right to terminate a camper's enrollment without a refund when a parent consistently picks up their camper in areas other than dismissal areas.

Walk or Bike

Campers that live in our local community may select to walk or bike to campus. Walkers and bike riders must reside in the neighborhood. Upon arriving on campus, campers check in with a staff member at the llama statue. Staff will then direct the camper where to meet their group.

For dismissal, all walkers and bikers must check-out with a staff member at the llama statue before leaving campus. If the walk/bike option is chosen during online registration as the departure method, camper will not be permitted to leave campus unaccompanied unless “Yes” is selected for the walk/bike waiver. An adult should meet their camper for dismissal at the llama statue.

Late Arrival/Early Dismissal - Families are asked to refrain from dropping campers late or picking up campers early unless there is an emergency. Please schedule doctor’s appointments, tutoring sessions, or any other appointments outside of camp hours. If a camper needs to be dropped off late or picked up early please contact the appropriate camp office. When arriving on campus please park in front of the Flag Circle Building and call the [appropriate camp](#). A staff member will meet you outside. Once a camper has been picked up from camp they may not return for the rest of the day.

Summer@Potomac reserves the right to terminate a camper’s enrollment with a refund when a camper is consistently picked up late.

Camper Expectations

Cell Phones – Cell phones are permitted for end of day communication only. They may not be used at camp during the camp day and should remain in a camper’s backpack. Campers may not take pictures and/or video with their cell phones, post any photos and/or videos on social media platforms, or record audio on devices. Loss of or damage to any cell phone is not the responsibility of Summer@Potomac.

Equipment – Some activities/programs involve the use of special equipment such as athletic shoes or extra clothing. We will notify you of required equipment before the start of camp. Please mark all equipment with your camper’s name. Campers will not be allowed to share any equipment.

Field Trips – If your camper is enrolled in a program that takes field trips, we will notify you in advance of the date and destination. If a camper does not choose to participate in the field trip, there is no alternate programming and the camper should not attend camp the day of the trip. Please notify the camp director that the camper will be absent.

Lunch – Summer@Potomac is excited to offer campers lunch again this summer. Families may register campers for lunch on a weekly basis. Follow [these instructions](#) to add lunch to an existing registration. Our kitchen is nut free and we can accommodate most food allergies/dietary restrictions including allergies to nuts, dairy, gluten and egg. Vegetarian options are available as well. The cost of the meal plan is \$37.50 per week (5 days) per camper. The cost will be prorated for shortened weeks. Any changes to the enrollment should be made each Tuesday by the end day for the following week.

Regardless of enrollment in lunch all campers should bring a morning snack and a refillable water bottle. Lunches brought from home are kept inside of air conditioned rooms during the camp day, but refrigeration is not available. Sharing food is not permitted. Please be aware that we are not a nut-free campus.

Lost and Found – We encourage you to remind your camper to check the lost and found in their specific camp. All items not claimed by the end of camp will be donated to a local non-profit after camp is over. We recommend not sending precious or expensive items to camp.

Summer@Potomac is not responsible for the theft or other loss of or damage to any personal belongings while the camper is on The School's property or on Summer@Potomac field trip.

Pictures and Videos – During the course of camp, Summer@Potomac will take photographs, and video/audio recordings of activities for use in Potomac print and digital publications, social media platforms, communications, and advertising, and in external print, digital, and broadcast media if the occasion should arise. If you do not want your camper photographed during camp, please submit a written request that no photos are to be taken.

Personal Items – All camper belongings should be clearly marked with their name. If your campers' program includes swimming, please send a towel and bathing suit to camp each day. Programs with specific clothing requirements will notify you before the start of a session.

Pre-Camp Emails – Before the start of camp, we will email you information about your camper's selected programs as well as drop-off and pick-up information and locations.

Storage – We provide easily accessible, non-locking storage for camper's personal belongings. We make every reasonable attempt to safeguard belongings.

Summer@Potomac is not responsible for the theft or other loss of or damage to any personal belongings while the camper is on The School's property or on Summer@Potomac field trip.

Swimming Program – Parents give permission when completing the online registration for their camper's to participate in swimming and wading activities. Programs that include swimming as an activity involve both instruction and free swim periods. We use the Red Cross Swimming Program as a guide for helping our campers develop their swimming abilities. We do not issue Red Cross cards or certification; our own certificates of the swimmers' progress are awarded at the end of each session. The safety of our campers is our primary concern in all activities in or near the pools; we require Summer@Potomac employees to dismiss any camper from the pool area for disregard of pool rules and for unsafe or inappropriate conduct. We encourage campers to wear rash guard shirts if they are participating in the pool program to protect them from the sun.

Camper Conduct

We expect appropriate and safe conduct, both on and off campus, including our buses from all campers enrolled in Summer@Potomac. Campers in Summer@Potomac are accountable to any staff member for their conduct.

Discipline Procedures - Staff members make every effort to help campers develop good judgment about appropriate and safe conduct by clearly defining program rules, by fairly reinforcing those rules, and by verbal communication that is constructive and positive. If necessary, you may be asked to keep your camper(s) home for 24 hours after inappropriate behavior (see Termination policies below). Summer@Potomac staff works with all campers to reinforce strategies that promote positive behavior.

Termination - The program directors will contact a camper's custodial parent when that camper's conduct is inappropriate or unsafe. A camper whose behavior continues to be inappropriate or unsafe will be taken to the Auxiliary Programs Office and camper's parents will be contacted. We may ask the parents to pick up their camper and terminate enrollment for behavior that is persistently inappropriate or unsafe.

The possession, use, or distribution of alcohol, tobacco products (including vaping), illegal drugs or firearms by any camper enrolled in Summer@Potomac is prohibited while that camper is on the School's property, in a School vehicle, on a Summer@Potomac field trip or within Summer@Potomac jurisdiction. Violation of this policy results in immediate expulsion from Summer@Potomac. A camper found in violation of this policy is taken immediately to the office of the Director of Auxiliary Programs. The Director will contact the custodial parent and that parent is required to immediately pick up the camper.

Summer@Potomac reserves the right to inspect, whether locked or unlocked, any School property and anything brought onto School property. We reserve the right to terminate immediately an enrollment contract without prior notification or consultation with parents. Summer@Potomac is the sole party responsible for determining injurious or dangerous acts, or inappropriate and unsafe conduct. The parent(s) named on the enrollment contract will be notified no later than the day on which the enrollment is terminated. Enrollment terminated by Summer@Potomac does not relieve the parent(s) who signed the enrollment contract of any financial obligations to Summer@Potomac incurred in the application and enrollment process nor will any refund be made available.

Health and Wellness Policies

Parental Agreements - During the registration process parents provide information and permissions. Please refer to your Enrollment Summary to review swimming and wading, field trip, sunscreen and insect repellent permissions, as well as the Health Agreements section. Objections to emergency medical care on religious grounds must be submitted to the Summer@Potomac office in writing prior to the camper's first day of camp. By law, in accordance with the Code of Virginia, Summer@Potomac is required to report to the Department of Social Services or its representative any actual or suspected incidences of child abuse.

COVID-19: Summer@Potomac continues to require all campers to be fully vaccinated per CDC guidelines. Per CDC, individuals are considered "fully vaccinated" (1) two weeks after receiving the second dose in a two dose COVID-19 vaccine series or (2) two weeks after receiving a single dose COVID-19 vaccine. **Camper COVID-19 vaccination cards need to be uploaded to their [account](#) by June 1, 2023.**

Medication - If your camper requires prescription or non-prescription medication during camp, you must complete and return the [Medication Authorization](#) form (available on the website). A completed form and medication must be given to the nurse's office in the original packaging with the camper's name and the physician's instructions. Completed forms may be emailed to the [nurse's office](#) at any time after April. We begin accepting medication the week prior to the start of camp. For the safety of all campers, medication cannot be sent to or from camp in a camper's backpack. All medications must be delivered to the nurse by a parent or an authorized adult. Medications must be picked up by a parent or an authorized adult by August 4, 2023; the nurse will dispose of unclaimed medication. Please email the nurse's office to arrange a time to pick-up medication after camp hours.

In an emergency, it is the policy of Summer@Potomac to follow Virginia's guidelines and provide a stock auto-injectable epinephrine for our nurse or another authorized and trained staff member to administer to any camper believed to be having an anaphylactic reaction. **This policy is not intended to replace camper specific orders or parent provided individual medications.** This policy **does not** extend to activities off school grounds (including transportation to and from camp, field trips, etc.).

Sunscreen/Insect Repellent - Sunscreen or repellent must be in the original container and labeled with your camper's name. Permission for staff to apply the *no-contact spray product* is requested at online registration. Without permission, our staff will not apply products to campers, and campers should know how to apply these products themselves.

Sick Policy - During camp, we have a licensed health care professional on duty from 8:30 am- 3:30 pm each day. Should your camper become ill, you will be notified and asked to pick up your camper within **one hour**. Your emergency contact should be notified of this policy in the event you are unable to meet the one hour policy. (We do not allow campers to be delivered or picked up by any car service, including taxi, Uber, Lyft, etc.)

For the 2023 camp season, campers with any illness need to be kept at home. A camper with a fever must be kept at home for a minimum of 24 hours and up to 72 hours after their temperature has returned to normal; each situation will be reviewed case-by-case by the Health Services Office. Campers may not attend if they have a temperature over 100 degrees F, are vomiting, have gastric symptoms, a sore throat, severe cold, cough or are excessively fatigued.

If your camper arrives at camp with the above symptoms, the camper will be excluded from participation, and we will ask you or your emergency contact person to pick up your camper **within one hour**. Campers should not return to camp for 24 hours after a fever.

Communicable Disease – You must notify Summer@Potomac within 24 hours, or on the next business day, if your camper or anyone in your household has developed a reportable communicable disease. The Reportable Disease list may be found on the Virginia Department of Health website or [click here](#).

Absence – If your camper will be absent from or arriving late to camp, please email or call your camper camp office **before 8:30 am**. Program directors may contact you at home or at work to confirm your camper absence or late arrival.

Accidents and Emergencies: Our health care professional and staff members care for minor injuries and will notify you if your camper has a minor accident or injury. In an emergency, when a parent cannot be located immediately, Summer@Potomac is permitted to provide emergency medical attention, and if necessary, transport the camper to the nearest hospital for treatment deemed necessary for the well-being of the camper. (The Health Permissions and Agreements are completed during online registration). Objections to emergency medical care on religious grounds must be submitted in writing before the first day of camp.

Emergency Policies

Emergency Preparedness Plan – Summer@Potomac has a detailed Emergency Preparedness Plan that includes procedures for shelter-in-place, active threat, evacuation, and weather/chemical/or fire-related emergencies. In case of an emergency situation, Summer@Potomac will send information and instructions using SendWordNow-our emergency broadcast system. You will receive voice, text and email messages on all devices for which you provided contacts during registration. Important messages and updates will be posted on <https://summeratpotomac.org/>.

Training - We train staff members and campers in fire and weather emergency procedures, active threat, shelter-in-place and lock down procedures. Summer@Potomac will hold fire drills during the camp season. Weather emergencies include excessive heat and severe storms. We maintain contact with those who are on field trips and advise them, according to the circumstances, whether to take shelter-in-place measures where they are or to return to campus.