

# 2025 Teen Excursion Camp Parent Handbook



## Camp Hours of Operation

	<u>Dates</u>	<u>Days</u>	<u>Times</u>
Session 1	6/23-6/27	M-F	8:00am - 4:30pm
Session 2	6/30-7/4	M-Th	*8:00am - 4:30pm
Session 3	7/7-7/11	M-F	8:00am - 4:30pm
Session 4	7/14-7/18	M-F	8:00am - 4:30pm
Session 5	7/21-7/25	M-F	8:00am - 4:30pm
Session 6	7/28-8/1	M-F	8:00am - 4:30pm
Session 7	8/4-8/8	M-F	8:00am - 4:30pm
Session 8	8/11-8/15	M-F	8:00am - 4:30pm
			*No camp 7/4

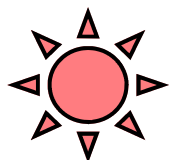
## Town of Vienna Department of Parks & Recreation

120 Cherry Street, SE  
Vienna, VA 22180  
703-255-6360

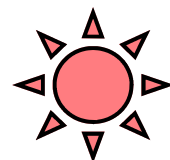
Camp Supervisor  
Ianna Alhambra  
703-255-5736 (office)  
571-251-9731 (Work Cell)  
Ianna.Alhambra@viennava.gov

## OUR PURPOSE

Our purpose is to provide a chance for teens to experience adventures each day. Teens will participate in challenge by choice activities, such as rock climbing, ziplining, swimming, and more.



## Look Inside for Your Guide to Summer Fun!



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[www.viennava.gov](http://www.viennava.gov)

# Camp Information

## Management and Administration

Staff supervision and daily program operation is the responsibility of the Camp Supervisor. Please call with questions or concerns related to the program, fee payments and activities. Staff to Camper ratio is 1:10.

### Teen Excursion Camp Contacts

**Parks and Recreation  
Administration Office**  
703-255-6360

**Ianna Alhambra**  
Camp Supervisor  
703-255-5736 (W)  
571-251-9731 (WC)  
[Ianna.Alhambra@viennava.gov](mailto:Ianna.Alhambra@viennava.gov)

**Derrick Cowles**  
Recreation Program Coordinator II  
–Programs and Camps  
703-255-6352 (W)  
703-862-2409 (WC)  
[Derrick.Cowles@viennava.gov](mailto:Derrick.Cowles@viennava.gov)

**Brandy Wyatt**  
Program Superintendent  
703-255-5721 (W)  
[BWyatt@viennava.gov](mailto:BWyatt@viennava.gov)

### LATE PICK UP

The camp is open from 8:00 a.m. - 4:30 p.m. Monday through Friday. **Do not leave children at the building before 8:30 am. You must pick them up by 4:30 p.m.** We cannot be responsible for your child's safety before or after program hours. If this is an issue, you can enroll in the Club Phoenix Teen Center for a free After Care program.

\*\*\*We realize emergencies do occur, but please phone Camp Supervisor if you will be late. Parents who are late picking up their child will be charged a \$10 fee for any portion of each hour. This fee must be paid before the child can return to the camp. After the **second occurrence** the child will not be permitted to continue in the program and no refunds will be issued.

### REFUNDS AND CREDITS

Please review carefully there will be no full refunds given once you sign up for camp. Camp fees must be paid in full at the time of registration. A refund requested more than 14 days prior to the start of the camp will incur a penalty 50% of total fees (\$100 max) per camp. Patrons also have the option to transfer to another camp 14 days before the beginning of camp.

Any changes in regards to registration must be presented in writing. Camps are canceled if they do not meet the threshold for minimum registration, two weeks prior to the start date of camp. If the Parks and Recreation Department cancels a camp, patrons will receive a full refund.

### EMERGENCY PICK-UP

Two emergency contacts other than the parents or guardians must be listed on each teen's form before a teen will be admitted to the program. Emergency contacts must be within a 15 mile radius of the Vienna Community Center during program hours.

One of these emergency contacts will be called if a parent or guardian cannot be reached to pick up the teen in the event of an emergency. If a teen is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be called to pick up the teen. Off site at daily adventures - parents are required to pick up teen within 1 hour of call.

### WEATHER POLICY

The Excursion Camp is based on outdoor activities. We will take into consideration the weather and heat. Teens are to bring plenty of water to camp. We will monitor the teens during activity to maintain safety. Alternative plans will be made, if necessary.

### MEALS

Teens should bring a lunch each day. Beverages may be brought from home, but please do not send glass bottles. Teens can purchase food from the teen center in the afternoon. The teen center does not accept bills higher than \$10.00. There will be an alternative food stop daily.

### REMINDER

It is necessary to have ALL forms filled out completely, with proper signatures and phone numbers. If any of the information is found to be incorrect, your child will not be allowed to return to camp until the correct information is provided. Most of our forms are online at our website

### WHAT TO BRING TO CAMP

Campers are required to bring a bag lunch, snacks, and drinks (no glass bottles please). Microwaves and refrigeration are **not** available. Extra cash as desired. Appropriate clothing for daily excursions and closed toed shoes are required.

# Teen Camp Calendar/Camp Conduct

**\*This schedule is subject to change without notice.\***

Activity #	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	<b>June 23</b>	<b>June 24</b>	<b>June 25</b>	<b>June 26</b>	<b>June 27</b>
<b>Activity #</b> <b>125400-A1</b>	Bowling <i>Sterling, VA</i>	Splatter Paint <i>Manassas, VA</i>	Water Park <i>Alexandria, VA</i>	<b>Hershey Park</b> <b>Pennsylvania</b> <b>8 a.m.—8:30 p.m.</b>	Roller Skating <i>Manassas, VA</i>
<b>Week 2</b>	<b>June 30</b>	<b>July 1</b>	<b>July 2</b>	<b>July 3</b>	<b>July 4</b>
<b>Activity #</b> <b>125400-B1</b>	Pottery Painting <i>Vienna, VA</i>	Beach Day <i>Sandy Point Beach, MD</i>	Paintball <i>Leesburg, VA</i>	Climbing Gym, <i>Ashburn, VA</i>	<b>NO CAMP</b>
<b>Week 3</b>	<b>July 7</b>	<b>July 8</b>	<b>July 9</b>	<b>July 10</b>	<b>July 11</b>
<b>Activity #</b> <b>125400-C1</b>	Laser Tag <i>Springfield, VA</i>	Mystic's Game <i>Washington D.C.</i>	Water Park <i>Alexandria, VA</i>	<b>Kings Dominion</b> <b>Doswell, VA</b> <b>8 a.m.—8:30 p.m.</b>	Trampoline Park <i>Springfield, VA</i>
<b>Week 4</b>	<b>July 14</b>	<b>July 15</b>	<b>July 16</b>	<b>July 17</b>	<b>July 18</b>
<b>Activity #</b> <b>125400-D1</b>	Gaming Center <i>Ashburn, VA</i>	Recreational Golf <i>Ashburn, VA</i>	Roller Skating <i>Manassas, VA</i>	White Water Rafting <i>Harpers Ferry, WV</i>	Arcade <i>Germantown, MD</i>
<b>Week 5</b>	<b>July 21</b>	<b>July 22</b>	<b>July 23</b>	<b>July 24</b>	<b>July 25</b>
<b>Activity #</b> <b>125400-E1</b>	Mini Golf, <i>Chantilly, VA</i>	D.C. Bike Tour <i>Washington, D.C.</i>	MLB Nats Game <i>Washington, D.C.</i>	Water Park <i>Manassas, VA</i>	Indoor Playground/ Trampoline Park <i>Springfield, VA</i>
<b>Week 6</b>	<b>July 28</b>	<b>July 29</b>	<b>July 30</b>	<b>July 31</b>	<b>August 1</b>
<b>Activity #</b> <b>125400-F1</b>	Trampoline Park <i>Manassas, VA</i>	Safari <i>Reston, VA</i>	Water Park <i>Alexandria, VA</i>	<b>Hershey Park</b> <b>Pennsylvania</b> <b>8 a.m.—8:30 p.m.</b>	Rock Climbing, <i>McLean, VA</i>
<b>Week 7</b>	<b>August 4</b>	<b>August 5</b>	<b>August 6</b>	<b>August 7</b>	<b>August 8</b>
<b>Activity #</b> <b>125400-G1</b>	Laser Tag <i>Springfield, VA</i>	Recreational Golf <i>Ashburn, VA</i>	Water Park <i>Alexandria, VA</i>	Outdoor Ropes Course <i>Sandy Springs, MD</i>	Escape Room <i>Alexandria, VA</i>
<b>Week 8</b>	<b>August 11</b>	<b>August 12</b>	<b>August 13</b>	<b>August 14</b>	<b>August 15</b>
<b>Activity #</b> <b>125400-H1</b>	Bowling <i>Fairfax, VA</i>	Museum Visit, <i>Washington, D.C.</i>	Tubing, <i>Harpers Ferry, WV</i>	<b>Kings Dominion</b> <b>Doswell, VA</b> <b>8 a.m.—8:30 p.m.</b>	Trampoline Park, <i>Woodbridge, VA</i>

## CAMP CONDUCT

- Teens must be respectful to each other, the facility, the staff, and the property of others.
- Teens must exhibit good sportsmanship at all times.
- Teens must use proper language at all times.
- Teens must stay with their designated group and leaders during the camp and adhere to designated camp boundaries.

# Health & Emergencies

## VAN RULES

- Teens must follow the directions of the driver.
- Teens must wear seatbelts and face forward at all times.
- Teens must keep all hands, feet, clothing, etc. inside the van at all times.
- Teens must act appropriately and must not be a distraction to the driver.
- Teens must clean up after themselves and throw all trash away, daily.
- Teens must be 13-years old or older to ride in the front passenger seat.

## HEALTH

Please contact the Vienna Community Center 703-255-6360, if your teen will not be attending the program for any reason.

If your teen is under the weather and does not feel well, please do not send them to camp. Please administer any medications prior to coming to camp. Staff is not responsible for administering medication. A Medication Authorization Form is to be completed and turned into the camp staff for any medications that must accompany a teen to camp (epi-pens or inhalers). The medical authorization form can be found on the [www.viennava.gov/camps](http://www.viennava.gov/camps) website. We do a lot of outdoor activities, in which we can engage bees or poison ivy, etc. It is imperative that we are aware and vigilant in the event of a medical crisis.

If your teen has a serious food allergy, please advise the staff at least one week prior to the camp. We will then send a letter to all camp participants informing them of the allergy and recommend that they do not to send any of these food items with their children. We will NOT put in any information about your child in the letter. If you have any questions or concerns, please contact the Camp Supervisor..

## ILL OR INJURED TEENS

If a teen becomes ill or is injured while at the program a parent will be contacted immediately. If the parent is not available, an emergency contact person will be called. Teens will be cared for at the camp site or off-site office until they are picked up. **In the event of a serious emergency, the teen will be taken by the local rescue squad to the closest emergency facility. A parent and/or guardian will be notified immediately.** Either parent or emergency contact person should be within 15 miles of the Vienna Community Center to pick up the teen if they become ill or needs to go home. Off -site, emergency contacts or parents should be within 1 hour's drive.

## SUNSCREEN USE

Parents should indicate on the program registration if their teen is sensitive to sun exposure and if the teen is allergic to any sunscreen products.

**Teens must apply their own sunscreen. Staff will not apply sunscreen. Please apply sunscreen before camp and send extra. We will be outside the majority of the day.**

## TEEN'S BELONGINGS

A designated area will be provided for teen's personal belongings. All teens are encouraged to have a book bag or backpack for their belongings. Campers are strongly **discouraged** from bringing valuable items to camp i.e. iPods, cell phones, and portable game systems. ***The Town is not responsible for lost or stolen items.***

# Policies & Discipline

## POLICIES

This program is for teens ages 11-15. If teens are found to be under the age of 11 or over the age of 15, parents will be notified and the teen will be withdrawn from the camp, **no refund will be given**. Please indicate on the form if your teen walks, bikes, carpools. If your teen is allowed to come and go from the camp at their own discretion, we must have your written permission for them to do so. This includes teens who walk or ride bikes to the camp. Please notify the camp counselors in writing if someone other than individuals listed on the emergency sheet will be picking up your teen. The counselors are not responsible for the teens prior to the start or once they leave the camp.

\*The Recreation Department does not provide accident insurance. Payment for medical services as a result of an accident/injury is the responsibility of the parent.

An emergency information form must be completed for each teen. Return this form to the staff the first day the teen attends the camp. We must be able to reach parents or legal guardians during the day in case of any emergency. If you cannot be reached by phone, we will be unable to accept your teen in the program. If your teen becomes ill or needs to be picked up, you or a designated person needs to be at the Vienna Community Center within 15 minutes or off site, within 1 hour.

**TEENS SHOULD LEAVE ALL PERSONAL ITEMS AT HOME. WE ARE NOT RESPONSIBLE FOR THESE ITEMS IF THEY ARE LOST OR STOLEN.**

## DISCIPLINE

If a teen is dismissed from the camp, no refund will be given. We reserve the right to dismiss a teen if they disobey the established rules of the camp over a period of time or unable to participate in a group or daily adventure. The following are some examples of behaviors/actions that will not be tolerated against other teens or staff members, and will be just cause for disciplinary actions: *Temper tantrums, verbal assault/profanity and stealing.*

Immediate Dismissal: *Hitting, fighting, physical assault, weapons, tobacco, drugs, alcohol, biting, spitting, refusal to cooperate, leaving the park property/group and misconduct.*

No refunds will be given.

## DISCIPLINARY ACTION PROCESS

The formal Disciplinary Action Process, as follows:

- First offense-Counselor will talk to the teen and notify parent. If the incident occurs prior to noon and the parent arrives prior to noon the teen will be suspended from the camp for the afternoon. If the incident occurs in the afternoon the teen will be suspended the following day.
- Second offense – Suspension and/or dismissal is considered. The counselor and supervisor will notify parents.
- Third offense - Dismissal. Parents will be notified and a meeting scheduled with the Camp Coordinator. Teens that have been dismissed from the program for disciplinary reasons will not be permitted to continue in any Community Center or Teen Center program for the remainder of the summer.

**NO REFUND WILL BE GIVEN FOR DISMISSAL**

## BULLYING POLICY

We define bullying as: a person or group or people repeatedly using words or actions to cause physical, mental, or emotional harm to another person.

When bullying occurs at Teen Excursion Camp, the following might occur:

A detailed investigation will be conducted when an incident of bullying is reported. All teens accused of bullying will receive a verbal warning from staff. The accused will be given the opportunity to mend the relationship with the person and/or persons they have bullied (i.e. writing a letter of apology, etc.). If they refuse to acknowledge the detrimental behavior with staff and/or continue the conduct parents of all parties will be notified. Staff will file an incident report to document the disciplinary action.

# Policies & Procedures

## FAQ's

### 1. *Who are our counselors?*

Our staff are college-aged adults, trained in First Aid, CPR & AED, and safety. They are energetic, creative, and lots of fun!

### 2. *What do you do?*

A pre-scheduled excursion will happen daily. Some excursions do not take the whole day. Campers will have the opportunity to participate in sports, do arts & crafts, dance, sing, do races, create skits, and more. The camp will be at Club Phoenix Teen Center when not on excursions.

### 3. *What are your special events?*

See our calendar for more information. The calendar is subject to change.

### 4. *What should my teen wear to camp?*

Your teen should wear cool clothing, such as shorts and t-shirts. For comfort and protection, all teens must wear closed toed shoes. Open toed sandals, flip flops, shoes with heels or swim shoes are not appropriate for camp. Parents will be notified in advance of specific activities that will need a sandal with a heel strap or croc like shoe due to the nature of the activity. In addition, your teen will be involved in messy activities at times, so please do not send your child in clothing that cannot get soiled. Appropriate dress is required for each excursion.

### 6. *What does my teen need to bring each day?*

All campers need a packed lunch daily. It is preferable that lunches are packed in thermal containers; there is no refrigeration on site. Glass containers are prohibited. Your teen also needs two separate snacks and ample water throughout the day. Please write your campers name on all belongings.

### 7. *Should my child bring a water bottle?*

To help prevent heat related illnesses campers should bring a water bottle and plenty of anti-dehydration beverages such as Gatorade or PowerAde. Do not provide energy drinks with your camper, like Red Bull or Monster.

### 8. *What are all these forms for?*

It is very important that all forms that are sent home prior to the start of camp be returned on the first day of camp. They must be filled out completely and signed. Each of our excursion vendors requires their own release and waiver form. Your teen will not be able to attend the daily excursion without a signed form. All forms are found online at [viennava.gov/camps](http://viennava.gov/camps).

## SPECIAL ACTIVITIES

Some of our special activities require that a teen bring materials such as for a craft project, bathing suit or extra clothing for water activities. Please be sure your teen brings the required items so he/she can participate in the activity. Movies rated G, PG, or PG-13 may be shown as a special event.

## DAILY SCHEDULE

Weather permitting, activities will be held outside. Schedule is subject to change depending upon the weather and facility availability. Our planned daily schedule includes an excursion and plans for activities to fill the day a calendar will be available at the beginning of each week. Camp begins promptly at 8:00 a.m.

## ENROLLMENT

There will be no registrations accepted on Monday morning. If space is available all registrations must be completed by Friday 3:30 p.m. of the preceding week. Weekly fees will **not** be prorated for absenteeism/tardiness.

## Reminder:

We are not responsible for campers prior to and after camp hours. Please ensure campers participating in the program will be dropped-off and picked-up in a timely manner adhering to our policies and procedures. Register your teen to Club Phoenix for a free After Care program.

## REQUESTS FOR ACCOMMODATIONS

The Town of Vienna does not discriminate on the basis of disability in the administration or access to or treatment or employment in its programs or activities. The ADA coordinator for the camps is the Director of Public Works 703-255-6380.

## ELECTRONICS AND PHONE USE POLICY

Teens are encouraged to leave all electronics and phones at home. If devices are brought to camp, they may be used only in transit to and from the daily activities and to contact a parent or guardian. The purpose of Teen Camp is to get the teens engaged in the outdoors and other adventures. Electronics and phones are not part of that experience. All electronics should remain secure with the teens belongings during the daily adventure.