

The St. James Camp Policies and Procedures

Philosophy and religious affiliation

- *The St. James maximized human potential by designing, developing, and operating sports, wellness and active entertainment destinations, programs and events that engage, inspire and empower people to pursue their passions and be their best at play, at work and in life.*
- *We are in the human development business. Our ability to deliver a guest experience that will engage, inspire and delight depends on our ability to recruit, retain and develop team members who possess the spirit of hospitality, are committed to personal and organizational excellence, are action oriented and possess a team ethos.*
- The St. James has no religious affiliation and does not discriminate on who uses the facility and services.

Hours of Operation

- Camps at The St. James will operate between the hours of 7:30am and 6:00pm, Monday – Friday. We will be closed on major holidays.
- Contact Information
 - The St. James mainline – (703)239-6970
 - Camp Director – office – (703)239-6982/mobile – (804)398-2340
 - Athletic Director – office – (703)239-6914

Lines of Authority

- Camp Director – Donovan Chew – Donovan.Chew@thestjames.com, (703)239-6982
- Camp Operations Administrator – Terell Williamson – Terell.Williamson@thestjames.com, (703)927-8065
- Assistant General Manager – Matthew Mowery – Matthew.Mowery@thestjames.com, (703)239-4428
- Athletic Director – Melissa Coyne – Melissa.Coyne@thestjames.com, (703)239-6914

Transportation

- Fleet Transportation LLC provides morning pickup and afternoon drop off for the campers who register for weekly transportation. Parental permission is required at the pick-up location in the evenings at each location. The staff of The St. James are not permitted to transport children to and from camp, unless notified by parent/guardian of child (must be approved by Camp Director).
- Fleet will also be the main source of transportation during occasional field trips. In the event where children will be taken off-site, there will be a consent and release form that will need to be signed by a parent/guardian.

Arrival/Departure Policy

- If before and after-care has been purchased, the child can be dropped off as early as 7:30am and picked up as late as 6:00pm
- If the child is not enrolled in before and after-care, drop off begins at 8:30am and will need to be picked up by 4:30pm.
- There will be a \$30 late pick up fee for any camper that is here after 4:30 P.M. that has not signed up for after care PRIOR to the camp start date. Late pick-up fee will increase \$25 for every subsequent thirty (30) minutes.
- Each child must be signed in and out each day by a person listed on the pick-up authorization page in Kinderlime. Campers are not allowed to leave by outside transportation, including Uber, Lyft, taxi, etc.
- If the person picking the child up is not on the pick-up list, The St. James camp staff is not authorized to check out the child.
- The person picking up the child should provide identification of some sort in order to verify that they are authorized.
- In case of an emergency that the child will not be able to be picked up by close of business, The St. James should be contacted immediately.
- Each camp lead will carry a folder with them throughout the day which includes a list of each camper in a group, the daily schedule, etc. This procedure will facilitate our accounting for the number of campers and their whereabouts at any given time. Attendance will be taken several times throughout the day; e.g., prior to moving to and upon arrival activity

locations, at the beginning of each activity, prior to and after lunch, or whenever deemed necessary.

- During field trips, this exact procedure will be used. Before departure, attendance will be taken by a camp lead and coach, in any capacity level of the trip. The same will be done during the time of the field trips and before departure of the location.
- In the case where a parent will pick their child up from the field trip location, notification to camp administration will need to come in advance.

Medical Policy and Procedures

- The Medical Release Form that is provided on The St. James Summer Camp Registration should be filled out in its entirety and turned in before the first date of attendance.
- If any medication needs to be provided, daily or in case of an emergency, a medical consent form should be filled out upon turning in the medication.
- The medical consent form is only valid for 10 days unless signed by a doctor which allows for an extension past 10 days. The Medical Release Form is good for the entirety of the summer.
- All medication will be safely stored and administered only by our medical personnel.
- All medication will be checked by medical staff to make sure it is not expired.

Medication

- If you plan to have any medicine on-site for your child, a Medication Consent form must be filled out at the time of medication drop-off.
- All medicine must be labeled, including the bag, box, and bottle/item. Labeling includes child name, dosage amount, and time to be given.
- Medication must not be expired, it will not be checked-in if so and the parent will be notified at the time of drop-off
- If medicine will be stored on-site for longer than 10-days, a physician must sign off on the Medication Consent Form.
- If the medicine is on-site for the 10-day period without physician signature, the parent will be notified to pick up or re-new the authorization. Medications not picked up will be disposed of by the center.
- For any participant who can self-administer medicine, there must be documentation from a physician stating so. In this case, the medicine will still be out of reach of all children but accessible to the needed child.

Policy for reporting child abuse

- Section 63.2-100 of the *Code of Virginia* defines an abused or neglected child as any child under 18 years of age whose parent or any person responsible for his or her care* (such as a child care provider, foster parent, or anyone responsible for the welfare of a child receiving residential care at an institution)
- As a counselor/coach/lead at The St. James, we are **MANDATED** by law to report suspected child abuse. If we suspect that a child assigned to you is a victim of child abuse, we will report the case.

Confidential Information

- All confidential paperwork will be handled by persons who have been background checked and fingerprinted only. Paperwork will be stored and locked away when not in use of a camp admin employee.

Custodial Parent's Right to be Admitted to the Center

- Section 63.2-1813 of the *Code of Virginia* - Visitation by parents or guardians in child day programs.
- A custodial parent or guardian shall be admitted to any child day program. For purposes of this section, "child day program" is one in which a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of thirteen for less than a twenty-four-hour period, regardless of whether it is licensed. Such right of admission shall apply only while the child is in the child day program.

Emergency Procedures

The St. James maintains an up to date Emergency Action Plan (EAP) designed to address various emergency events within the building and on the campus. Full-time Safety and Rescue personnel are on staff to assist and lead such emergencies as they arise.

- In the event of an emergency/accident within our Day Camp the following guidelines will be adhered to:
 - 1. Assess the situation: Is it truly an emergency? Is the victim breathing, conscious, bleeding severely, moving, in severe pain, etc.?
 - 2. If any of the above warrants the situation as serious TAKE CONTROL! Provide reassurance to the victim. Demonstrate confidence. Direct other children in the group to sit and wait in a specific location, away from the victim, be visible.
- Stay with the victim. Send another counselor, available adult, or camper, to the nearest phone
- Direct this individual to call 911 when using a cell phone.

- We will put the person through to emergency dispatch. The person making the call should be able to provide the following information: Location from where they are telephoning (Explain you are at The St. James, know the street names) location and condition of victim.

Natural Disaster/Inclement Weather/Active Shooter

- In the event of an emergency, we will contact all camp participants parent/guardian/listed applicant by email. This email will come directly from the Camp Director at The St. James.
- All participants will be held in a safe area until the event has concluded
- In the event of evacuation, parents should report to the First Aid Station (red tent) for reunification with their child.

Application of Sunscreen/Insect Repellent

- Sunscreen will be applied by camp staff to all children under the age of 9. If the child is 9 year of age and older, they can apply it under the supervision of a camp staff. Prescription sunscreen will be stored in our first-aid room.
- Insect repellent should be in the original container and labeled with the child's name. We will keep records of the date of use, frequency of application and any adverse reaction.

Food Policy

- There will be both a general menu as well as a vegetarian option throughout the entire week posted in weekly email and at the camp admin table.
- If the child is a vegetarian/vegan, there will be a sheet to sign them up if they would like the vegetarian/vegan option as an alternative, or this can be emailed ahead of time.
- The Camp Director, Camp Lead, Camp Counselor and Food and Beverage manager will be made aware of any allergies that a child in camp has prior to snack time or lunch.
- Children can bring lunches from home, which must be labeled and dated on packaging. Children will not be allowed to purchase a lunch from Vim & Victor, without parental permission and camp administration approval.

Discipline/Termination Policy

- 1st Strike: Parent Contact: If a series of discipline situations occur, the child's parent or guardian will be contacted. This is to be done in conjunction with the camp director.
- 2nd Strike: Suspension: a student who continually disregards instructions will be suspended for 1 day. The parent / guardian will be advised.
- 3rd Strike: Termination: If the child's behavior remains unacceptable then the parent or guardian will be informed, and the child will be dropped from the program.
- Discipline related absences are not eligible for refunds. Major first-time incidents may progress the student directly to step 2 or 3. Examples of such incidents include bullying, fighting, vandalism, and insubordination. All discipline responses shall involve the camp director(s).

Injury Prevention Plan

- Courthouse
 - Kids may not climb on bleachers if they are pushed in.
 - No hanging on side railings of bleachers.
 - No hanging on nets or rims
 - No hanging or grabbing on curtain nets
 - No hanging on volleyball nets
- Fieldhouse
 - Remain within the parameters of every net on the fields
 - No hanging or grabbing on curtain nets
 - No hanging from goal posts of any sort (soccer/football/lacrosse)
 - Keep a 5-foot distance from garage doors
- Pool House
 - No running throughout the entire Pool House
 - Anyone using the pool must be able to demonstrate the ability to swim, or be accompanied in the water, within arm's reach by an adult.
 - Swimmers must refrain from prolonged breath holding or prolonged underwater swimming
 - Diving from the side, and the use of starting blocks, is restricted to approved swim practices and instruction
 - Appropriate swimwear must be worn while using the Pool House and Water Park. Street and/or fitness clothing is not permitted.
- Water Park
 - Cell phones, and other electronic devices are not permitted
 - Balls, noodles, and other recreational toys are not permitted
 - Riders must enter the slide in a sitting position and wait for instructions from Slide Attendants
 - No running, standing, kneeling, rotating, tumbling, or stopping in flumes or tunnels
 - Only one slider/rider at a time
 - Slide feet first, on your back, or in sitting position
 - 42" inch or taller and 300lb maximum weight

- No foreign objects are allowed in pockets and no jewelry can be worn while riding slides. Clothing with exposed zippers, buckles, or rivets are not permitted.
- Hitting House
 - Maximum of 2 persons in cage at once (1 hitting/1 feeder)
 - Spectators must keep a 5-foot distance behind cages when in use
 - Only kids using the hitting machines can have a bat in-hand
 - No kids can operate any of the pitching/hitting machines
 - No hanging on cage nets
- Squash
 - Protective eye wear must always be worn during squash play
 - Maximum of 3 players in a court at once
 - Racquets are to be used for squash play only
- Golf
 - Keep 6-foot distance behind person who is currently swinging
 - Only the person swinging in the bay should have a club in hand
- Ice House
 - No running with skates off-ice (on feet or in hand)
 - All children will go through a demo lesson with ice skating staff
 - Skates must be worn on the ice at all times.
- Gymnastics Center
 - No use of trampoline
 - Beams/bars/rings may only be used by approval of gymnastics instructor, practices and competition
 - Maximum of 3 children may jump into the foam pit from mat
 - Obstacle courses may be completed by one person at a time
- Rockwall
 - During use of bouldering wall, children must fall feet first on to mat
 - Children not using wall must be off the mat while others are climbing
 - Climbing wall can only be accessed when a trained Rockwall employee is available (manual or auto belays)
- Dance Studio
 - No shoes are allowed
 - Improper use of ballet bars is prohibited

Daily Schedule Outline

Sport Specific Camps

8:30 am - 9:00 am – Check-in
9:00 am - 10:15 am – Sport Specific Activity
10:30 am - 11:15 am – Swimming/Fun activity
11:30 am - 12:30 pm – Lunch
12:30 pm - 2:00 pm – Sport Specific Activity
2:00 pm - 3:15 pm – Competition/Games
3:30 pm - 4:00 pm – Cool Down
4:00 pm - 4:30 pm – Check-out

Ultimate Sports Camps

8:30 am - 9:00 am – Check-in
9:00 am - 10:15 am – Sport Activity 1
10:15 am - 11:15 am – Fun Activity
11:15 am - 12:00 pm – Sport Activity 2
12:00 pm - 1:00 pm – Lunch
1:00 pm - 1:45 pm – Sport Activity 3
2:00 pm - 3:15 pm – Swimming
3:30 pm - 4:00 pm – Cool Down
4:00 pm - 4:30 pm – Check-out

Adventure/Gaming Camps

8:30 am - 9:00 am – Check-in
9:15 am - 11:00 am – SAA
11:15 am - 12:15 pm – Swimming
12:30 pm - 1:15 pm – Lunch
1:30 pm - 3:15 pm – E-Gaming
3:30 pm - 4:00 pm – Cool Down
4:00 pm - 4:30 pm – Check-out

Half-Day Ultimate Sports Camps

8:30 am - 9:00 am – Check-in
9:15 am - 10:15 am – Sports Activity 1
10:30 am - 11:00 am – Snack
11:15 am - 11:45 am – Fun Activity/Water Park
12:00 pm - 12:30 pm – Check-out

LOST PERSON PROCEDURE

In the event the you are approached by an adult missing their child, or discover a child that has been separated from their parent/guardian, TSJ Team Members should follow the steps below:

1. Stay calm.
2. Escort the parent/guardian/child to the First Aid Room, located across from the Market Cafe
3. Gather a detailed description and/or photo of the missing person:
 - Name, relation
 - Last time/location seen
 - Physical description
 - o Age
 - o Height
 - o Hair Color
 - o Clothing
 - o Identifying features
4. General Manager/Manager on Duty/Lifeguard Technician – Using the Public Address System, announce “(lost person’s name) please come to the First Aid Room, located across from the ice rinks and Market Café.” Repeat three times
5. Notify the Safety & Rescue, Crowd Manager and Security Teams via radio Channel 12. Provide detailed description of person and last place seen
6. Remain with the parent/guardian/child until the lost person is found

LOST PERSON PROCEDURE

In the event of a medical emergency, STJ Team Members should follow the steps below:

1. Stay calm
2. Perform quick scene size up and determine cause of the illness and/or injury
3. Call for the Safety & Rescue Team, via radio, using "CODE BLUE, LOCATION." Repeat three (3) times
4. Call 9-1-1 if injury/illness is life-threatening (Always err on the side of caution!)
5. Life-threatening –
 - Begin care to manage life-threatening symptoms.
 - Send someone to get AED and First Aid Kit
6. Non-life-threatening –
 - Contact parent for consent prior to providing care
 - Begin care, only if trained to do so
 - Assist S&RT with care and incident reporting process
7. Contact parent, if not done so already

EVACUATION PROCEDURE

In the event the Fire Alarm System is activated, and/or a facility evacuation is initiated via the public address system, STJ Team Members should follow the steps below:

1. Stay calm.
2. Direct all members, program participants and guests to the nearest exit
3. Once most persons are clear of your section, evacuate yourself
4. When outside, direct all persons to the perimeter of the campus and then around to the front of the building. Discourage anyone from remaining behind and/or on the sides of the building
5. At the front of the building, move to the employee rally point (The St. James sign, Industrial Rd entrance)
6. Crowd Managers/Safety & Rescue Team/Security Personnel – Complete a sweep of your immediate area, including restrooms, locker rooms, team rooms, stairwells and other areas concealed from plain view before evacuating
7. General Manager/Manager on Duty/Senior Lifeguard Technician – Establish command post at the bike racks and coordinate with public safety officials until the incident has concluded