



# 2022

## PARENT AND CAMPER HANDBOOK

A GUIDE TO ALL  
THINGS LANDON  
SUMMER!



Sports camps



Art & music camps



Have FUN!



Academic classes



Day camps



## Welcome!

Dear Landon Summer families,

We are pleased to welcome you to Landon Summer 2022! At Landon Summer, our mission is to inspire boys and girls to build their confidence and explore their passions in a vibrant, nurturing camp environment that emphasizes community, discovery, independence and fun. Every effort is made to offer each camper activities that will enhance his/her self-esteem, provide opportunities for skill development, help develop lifetime interests, and nurture friendships with fellow campers and staff.

At Landon Summer, we encourage parents to communicate openly with us. Feedback from you about your summer camp experience is essential to our ongoing evaluation process. We ask that you please refer to this handbook for any questions with regard to the policies and procedures of camp so that you can feel prepared for the first day of camp. We also ask that you share this information with your child.

Thank you for choosing Landon Summer. We look forward to a fun summer!

**Rachael**

Rachael Feola  
Director

**Mike**

Mike Cooke  
Assistant Director

**Brenda**

Brenda Chambers  
Camp Manager



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## Program Outline

Landon Summer prides itself on having an exciting and age-appropriate program for each child. Furthermore, we are fortunate to have a beautiful campus on which a variety of programs can operate simultaneously.

Our [Academic Classes](#) cover a variety of topics including math, writing, science, foreign language and study skills. Classes are offered to rising 1st–12th graders and are designed for both enrichment and remedial work. Many of these classes are eligible for course credit.

Our [Art & Digital Media Classes](#) are offered to boys and girls in preschool–rising 12th grades. Each class allows children to explore their artistic passions in two-dimensional art, three-dimensional art, digital media and photography. Our talented team of teachers provide individualized instruction enabling each child to work at his or her own pace.

Our [Day Camp](#) is divided into three programs: Preschool Day Camp for boys and girls ages 3½–rising kindergarten, Girls Day Camp for girls in rising 1st–6th grades and Boys Day Camp for boys in rising 1st–6th grades. All day camps operate from 9 a.m.–3:45 p.m. daily (with a half-day preschool option available from 9 a.m.–12:45 p.m.) and include a variety of activities to meet the interests of our campers, as well as challenge them.

Our [Music & Theater Camps](#) have been a staple at Landon Summer for many years and are offered for boys and girls in preschool–rising 12th grades. Our world-class faculty focuses their teaching on musical technique, pitch and rhythm, playing position, improvisation and music theory while our theater teachers are skilled in creating actors that shine on stage.

Our [Specialty Camps](#) are designed to give children an opportunity to explore their interests further through content-specific programs. Offered to boys and girls in preschool–rising 10th grades, camps cover a variety of topics day tripping and dance. These weekly programs enable children to try new things or hone their skills in a relaxed, fun environment.

Our [Sports Camps](#) are well known for their variety and quality of coaching. Offered to boys and girls in preschool–rising 12th grades, children can develop their skills in a favorite sport or learn the basics in a new one that they are trying for the first time. Half-day and full-day camps allow for a customizable summer and plenty of outdoor activity.

Our [Private Swim Lessons](#) will teach your child to love the water! Private swimming lessons are the fastest, most effective way to teach kids water safety, stroke development and more. Whether your child is perfecting their stroke, improving race technique, or just learning to swim, lessons are available for all skill levels. Our private swimming lessons are led by Landon Summer's certified swim instructors and lifeguards.

Finally, we realize that parents have hectic schedules; therefore, we offer [Extended Programs](#) that lengthen the day both in the morning and afternoon. The [Early Morning](#) program is offered from 8–10 a.m., and the [Late Afternoon Program](#) is offered from 3–6 p.m. [Bus transportation](#) is also available in the mornings and afternoons, with routes in Potomac, Northwest D.C., Chevy Chase and Bethesda.

## Camp Administration and Staff

Landon Summer is led by the Camp Director. Each Day Camp program has a dedicated director and a staff of teachers and counselors who are carefully selected based on relevant experience and education. In addition, the Music and Aquatic programs have supervising directors.

Landon Summer also has a highly qualified coaching staff, experienced academic teachers, certified lifeguards at the



pool, trained activity specialists, a camp nurse and an office staff. All Landon Summer staff members participate in a training program prior to the beginning of camp and continue with professional development throughout the summer.

**Rachael Feola** – Camp Director

**Mike Cooke** – Assistant Camp Director

**Brenda Chambers** – Office Manager

**Elizabeth Byrd** – Transportation Director

**Mariana Sucre** – Extended Day Coordinator

**Andy Katz & David Barnhouse** – Boys Day Camp Directors

**Alejandra Farias & Erin Reilly** – Girls Day Camp Directors

**Naveena Mora & Brooke Lundy** – Preschool Day Camp Directors

**Laura Richards** – Aquatics Director

**Samantha Clar** – Camp Nurse

## Important Phone Numbers and Locations

Main Camp Office: 301-320-1044 or [landonsummer@landon.net](mailto:landonsummer@landon.net) located in the Banfield Alumni Room

Preschool Day Camp Office: 301-320-1073 or [PDC@landon.net](mailto:PDC@landon.net) located in the Wilson Building

Boys Day Camp Office: 301-320-1393 or [BDC@landon.net](mailto:BDC@landon.net) located in the Athletic Center (LS Science Classroom)

Girls Day Camp Office: 301-320-1387 or [GDC@landon.net](mailto:GDC@landon.net) located in the Middle School

Nurse: 301-320-1074 or [camp\\_nurse@landon.net](mailto:camp_nurse@landon.net) located in the Wilson Building

Extended Day: 703-899-5190 or [extended\\_day@landon.net](mailto:extended_day@landon.net) located in the Dining Hall

Bus Transportation: 301-320-1044 or [camp\\_manager@landon.net](mailto:camp_manager@landon.net) the Banfield Alumni Room

For help identifying these locations, please see our [Campus Map](#).





## Dates to Remember

### Monday, May 2

Camp payment due in full  
Final day to make session changes  
without penalty

### Monday, June 13

Week 1 begins

### Friday, June 17

Course credit approval forms due for six-  
week academic classes

### Monday, June 20

Week 2 begins  
Preschool/Girls/Boys Day Camps begin  
First day of bus transportation

### Monday, June 27

Week 3 begins

### Monday, July 4

LANDON SUMMER CLOSED

### Monday, July 5

Week 4 begins

### Monday, July 11

Week 5 begins

### Monday, July 18

Week 6 begins

### Monday, July 25

Week 7 begins

### Friday, July 29

Last day for Preschool/Girls/Boys Day Camps  
Last day of bus transportation

### Monday, August 1

Week 8 begins

### Monday, August 8

Week 9 begins

### Monday, August 15

Week 10 begins



## Camp Preparation List

Each Landon Summer program will have a different list of items that your child needs to bring to camp each day. This list is posted on each program's individual web page, which can be found at [landonsummer.com](http://landonsummer.com). Please send all items with your child on his/her first day of camp.

**It is extremely important that all items are labeled with your child's name.**

Please note that the following items are not appropriate for camp, and therefore should remain at home:

- iPods/MP3 Players (unless invited by directors/counselors to bring music)
- Smart Watches
- Electronic games and toys
- Water guns
- Trading cards, comic books and other personal items of value
- Cell phones (exception: if parents send a note that cell phone is for emergency use and will stay in backpack during camp, high school students can keep phones in backpack)
- Any other electronic device
- Shoes with wheels

**All required registration forms must be submitted to the camp office no later than the Friday before your child's first day at camp.** You can find these forms on our website at <https://www.landonsummer.com/resources/importantforms> or by clicking on the links below. These forms include:

- [Prescription Medication Authorization Form](#) – This form is required for the camp nurse to dispense any prescription medications during the camp day. This includes emergency medications such as EpiPen's and inhalers and requires a physician's signature.
- [Course Credit Approval Form](#) – This form must be completed, signed by a school official, and returned to the Landon Summer office prior to the start of the course in order to earn credit. If this form is not submitted, course credit cannot be guaranteed.
- [Immunization Certificate](#) – This form is required for children who reside outside of the United States, a United States territory, or the District of Columbia.

## Appropriate Camp Attire

It is important for each child to wear suitable clothing for their specific program. For most outdoor programs, such as day camps and sports camps, T-shirts, shorts and rubber-soled shoes are suggested. Campers should NOT wear flip-flops, sandals, Crocs or water shoes to camp (except for water play in the Preschool Day Camp). Each child registered for **Day Camp** is given one Landon Summer T-shirt to enjoy and wear.

Our Day Camp programs include daily swimming and/or water play. A bathing suit and towel will be needed for each child on their first day of camp. **The Preschool and Girls Day Camps ask that children arrive to camp wearing their bathing suits.** Goggles are also recommended, but not required. Be sure to label all items with your child's name.



## Communication

It is very important for the Landon Summer staff to communicate with parents throughout the summer. Communication comes in a variety of forms — newsletters, daily notes, emails, social media posts, and campus signage. This is how we will relay important information and upcoming events to our parents. Please update your email address and phone numbers in your account so that you are guaranteed to receive these communications. **PLEASE BE SURE TO CHECK YOUR SPAM FOLDERS FOR LANDON SUMMER NEWSLETTERS AND OTHER IMPORTANT INFORMATION.** If our communications go to your spam folder, you can easily add us to your safe sender list to ensure you receive these important emails. Please direct questions and concerns to the appropriate camp office:

- Preschool Day Camp: 301-320-1073 or [PDC@landon.net](mailto:PDC@landon.net)
- Boys Day Camp: 301-320-1393 or [BDC@landon.net](mailto:BDC@landon.net)
- Girls Day Camp: 301-320-1387 or [GDC@landon.net](mailto:GDC@landon.net)
- Extended Day: 703-899-5190 or [extended\\_day@landon.net](mailto:extended_day@landon.net)
- All other programs: 301-320-1044 or [landonsummer@landon.net](mailto:landonsummer@landon.net)

## Arrival and Dismissal Procedures

Our arrival and dismissal system is designed to enhance our children's security and ensure a safe environment for all. Please read the following procedures carefully as they will be strictly enforced by the staff.

### Safety

The speed limit on campus is 10 mph, which must be observed at all times. Please refrain from using your cell phone while driving through campus. Both of these regulations are for the safety of our children and staff.

### Dashboard Signs

Each family will receive by email a Landon Summer dashboard sign that shows the last name and first name of each child on your account. This should be **printed at home** and placed on the dashboard of your car. This sign serves as an indication to the staff that the driver is an authorized pickup person for those children. You may forward your dashboard sign email to others who may need to pick up your children so that they can print it and place it on the dashboard of their cars. This is especially helpful for carpools and last-minute changes of pickup persons. It would also be helpful for **Day Camp parents** to write the group number on the sign as well, which will help speed up the carpool process.

**New for 2022:** Dashboard signs must be printed and placed in the dashboard so that it is visible by campus security. This will allow you to enter campus. Should there not be a printed sign, you will be stopped by campus staff and will need to go through the process to obtain a visitor's sticker. This is for the safety and security of our campers and greater community.

**A child will not be released to anyone who does not have this dashboard sign.** However, there are certain situations that may arise that would require further steps to be taken:

- If you are sending someone to pick up your child who does not have a dashboard sign, we will ask to see the ID of the driver to confirm their identity. If this person is on your authorized pickup persons list, we will release the child.
- If someone arrives to pick up your child, does not have a dashboard sign, and is not on your authorized pickup persons list, we will call you to confirm the arrangement. You can also call us in advance, and we can add names to the authorized pickup persons list.





## Zones

There are only five designated arrival and dismissal zones. Each zone is represented by a color: red, purple, green, blue and yellow. All Landon Summer programs are assigned to a zone for arrival and dismissal, so it is important to know which program your child is in each week. There will be clearly marked signs throughout campus directing you to each zone and zones are marked on our [Campus Map](#). The following zone and program list will be emailed along with your dashboard sign.



## Arrival and Dismissal Zones 2022

### RED ZONE – Miniter Academic Quad, located in front of the Middle School buildings

Ceramics 9 a.m.–12 p.m.	Girls Day Camp 9 a.m.–3:45 p.m.	Grammar 101 10 a.m.–12 p.m.
Painting & Drawing 9:15 a.m.–3:30 p.m., 9:15 a.m.–12:15 p.m.	Study Skills 10 a.m.–12:30 p.m.	Summer Leadership Program 9:15 a.m.–3:30 p.m.
The Thrills and Chills of Creative Writing 9–11:30 a.m., 12:30–3 p.m.	The Writer's Workshop 9:15 a.m.–3:15 p.m.	Vineyard App Camp 9 a.m.–4 p.m., 9 a.m.–12 p.m., 1–4 p.m.
Writer's Workshop: High School Readiness 10 a.m.–12 p.m.		

### GREEN ZONE – Gym Field, located in front of the Barton Alumni Athletic Center

Tennis Central Academy 8:30 a.m.–3 p.m., 8:30–11:30 a.m., 12–3 p.m.	Tennis Central Mini Spartans 8:30 a.m.–3 p.m., 8:30–11:30 a.m., 12–3 p.m.	Tennis Spartans Plus 8:30 a.m.–3 p.m., 8:30–11:30 a.m., 12–3 p.m.
Tennis Titan Training 8:30 a.m.–3 p.m., 8:30–11:30 a.m., 12–3 p.m.		

### PURPLE ZONE – Mondzac Performing Arts Center

AIM Dance Elsa and Anna & Trolls Groovin 9:30 a.m.–4 p.m., 9:30–12:30 p.m., 1 p.m.–4 p.m.	AIM Cheer & Popstar Hip Hop 9:30 a.m.–4 p.m.	AIM Dance Princess & Superhero 9:30 a.m.–4 p.m., 9:30 a.m.–12:30 p.m., 1 p.m.–4 p.m.
AIM Dance Villains and Broadway 9:30 a.m.–4 p.m.	AIM Rapunzel & Trolls 9:30 a.m.–4 p.m.	Band Clinics 9:30 a.m.–3:30 p.m. (M–TH), 9:30 a.m.–12 p.m. (F)
Creative Drama 9:30 a.m.–12:30 p.m.	Jazz Boot Camp 9:15 a.m.–5 p.m. (M–TH), 9:15 a.m.–2 p.m. (F)	Orchestra Clinics 9:30 a.m.–3:30 p.m. (M–TH), 9:30 p.m.–1 p.m. (F)
Early Morning Program 7:45 a.m.–10:00 a.m.	Halftime 11:30 a.m.–1:30 p.m.	Late Afternoon Program 3 p.m.–6 p.m.

### YELLOW ZONE – Lower School, Wilson Building

Brit-Am Soccer W1 9 a.m.–12 p.m.	Preschool Day Camp 9 a.m.–3:45 p.m.	STEM: Girls Rule! 9:30 a.m.–3 p.m.
STEM: Science Explorations 9:30 a.m.–3 p.m.		

### BLUE ZONE – Located in front of the Barton Alumni Athletic Center

Next Level Field Hockey 9 a.m.–3 p.m. (M–TH), 9 a.m.–12 p.m. (F)	Next Level Lacrosse (Boys) 9:30 a.m.–3:30 p.m. (M–TH), 9:30 a.m.–12:30 p.m. (F)	Next Level Lacrosse (Girls) 9:30 a.m.–3:30 p.m. (M–TH), 9:30 a.m.–12:30 p.m. (F)
Boys Day Camp 9 a.m.–3:45 p.m.	Basketball Camp 9 a.m.–3 p.m.	Golf Camp 9:30 a.m.–12:30 p.m.
Landon Soccer 9:15 a.m.–12:15 p.m.	Flag Star Football 9 a.m.–3 p.m.	Brit-Am Soccer W8 & W9 9:30 a.m.–3 p.m., 9 a.m.–12 p.m.
Fish and Explore Big Fish 8:30 a.m.–4 p.m.	Fish and Explore Native Animal Explores 8:30 a.m.–4 p.m.	Fish and Explore Paddle and Explore 8:30 a.m.–4 p.m.
Fish and Explore Young Anglers 8:30 a.m.–4 p.m.		



## Morning Arrival

To ease traffic congestion and make the arrival process as efficient as possible, please ensure your child is ready (sunscreen applied at home and has everything they need) to disembark from the car as soon as you are directed to do so by a Landon Summer staff member. This summer, we are unable to utilize our parking lots and parents are not authorized to walk to drop off their children.

**New for 2022:** Due to construction, traffic patterns through campus have changed significantly. **Most importantly, the Wilson Lane entrance will be the only entrance into campus, and the only exit from campus is through the road leading to Bradley Boulevard.** Traffic through campus will generally flow from south to north.

There will be clearly marked signs throughout campus directing you to each zone. Zones are also marked on our [Campus Map](#).

If you have children that are in different arrival zones, please drop all of your children at the youngest camper's zone. We will have staff to walk older campers to the appropriate camp. Please **do not** get out of your car during the arrival process. We will have staff on hand to open car doors and help your children out. All parking lots will be closed to parents this summer, unless they are waiting for a camper during a private swim lesson. During this time, parents must park behind the Athletics Building and stay in their vehicles at all times.

During drop-off campers will be directed to stand in circles that are 6ft apart, escorted to their tents or activity area. Landon Summer staff will be available to help your children at drop-off.

Arrival times vary by program, but it is important to know that you can drop your child off **no earlier than 10-minutes** before the program's scheduled start time. If you would like to drop off earlier than that, you will need to register for the [Early Morning](#) program. Never drop off your child in a zone that has no staff supervision.

## Afternoon Dismissal

Remember to have your dashboard sign visible. If you have children that are in different dismissal zones, please pick-up all of your children at the youngest camper's zone.

Please **do not** get out of your car during the dismissal process. We will have staff on hand to help your children into the car. It is important to follow the instructions given by the staff and **move your car forward as the line progresses**. All parking lots are closed to families this summer. Parents are not permitted to park their car and walk their children to their camp program unless your camper(s) are late for their program. In this situation, please call the appropriate camp to let them know you'll be arriving late.

Dismissal times vary by program, so be sure to check your program's web page for specific end times. **Preschool Day Camp (half day) will begin dismissal at 12:45 p.m. Preschool (full day), Girls and Boys Day Camp will begin dismissal at 3:45 p.m.** If you are not able to pick up your child by 4 p.m., you will need to register for the [Late Afternoon Program](#).

## Severe Weather

When inclement weather arrives during dismissal times, Landon Summer has procedures in place to keep all children and staff safe. Due to the heavily wooded nature of our campus and the large open spaces between buildings, it is especially important that our staff follow specific instructions during lightning and thunderstorms. For the safety of our children and staff, **we halt dismissal completely when a severe storm hits.**



You will receive an email and voicemail alert that we have commenced a storm dismissal. All children and staff then gather in designated indoor zone locations and await further instructions from the camp office. If you would like to pick up your child during this time, you may do so at your own risk. We will contact you again with an email and voicemail alert once the weather has passed and we have resumed regular dismissal.

## Dismissal Changes

**If there is going to be a change to your child's regular dismissal arrangements, please call the appropriate camp office as soon as possible.** This includes changes to bus transportation or dismissal instructions. Landon Summer will send all children to their regularly scheduled dismissal locations unless a phone call is received in a timely manner. Changes may not be accommodated if a phone call is not received prior to dismissal.

## First Day of Camp

The first day of camp is exciting for both children and parents. Most programs will give children name tags to help assimilate them into the group, while others may play icebreaking or name games to throughout the day. There will be clearly marked signs throughout campus directing you to each zone. Zones are also marked on our [Campus Map](#).

We know how important it is for children to be with their friends during the summer, but keep in mind that camp is also about making new friends. Our Day Camp programs will make every effort to honor your friend requests that were submitted during the registration process. However, due to numbers and staff-to-camper ratios, we cannot guarantee group placement. Each Day Camp program will email you with your child's group number every Friday afternoon. This will give you an opportunity to talk to your child about friends he/she might know and get them excited about making new friends. This will also help your child know where to go when he/she arrives at camp Monday morning.

## Lunch

For all full-day programs, as well as the Preschool Day Camp half-day program, please remember to send your child each day with a lunch **that does not require refrigeration or heating**. Their lunch must also include a drink that is separate from their water bottle. Snacks should also be brought from home, except for the Preschool Day Camp program, where snacks will be provided. These snacks may include veggie straws, pretzels, pita chips, apple sauce, fruit snacks, apple slices, baby carrots, animal crackers, cheese crackers, and goldfish. You can label items in your child's lunchbox to be eaten during snack times. If a child forgets their lunch, a staff member will call you to ask that a lunch be brought to campus.

Landon Summer is a nut-safe campus, not nut-free. Our staff will be informed of all food allergies that were listed on the health forms and are trained on how to minimize risks.

## Attendance

Attendance is taken daily at the start of each camp. If you arrive late, we ask that you escort your child to the appropriate camp office to check in so that the camp directors knows that your child has arrived, and we can update our attendance lists. If your child is going to be absent, please call or email the appropriate camp office:

- Preschool Day Camp: 301-320-1073 or [PDC@landon.net](mailto:PDC@landon.net)



- Boys Day Camp: 301-320-1393 or [BDC@landon.net](mailto:BDC@landon.net)
- Girls Day Camp: 301-320-1387 or [GDC@landon.net](mailto:GDC@landon.net)
- All other programs: 301-320-1044 or [landonsummer@landon.net](mailto:landonsummer@landon.net)

A Landon Summer staff member will call home each day a child is absent from camp. In the event that you need to pick up your child early, we ask that you please come to the appropriate camp office first to let a director know. Moreover, we ask that you notify the appropriate camp office in advance if you plan to pick up your child early so that we may have him/her ready for you when you arrive. Only the parents, an emergency contact person, or individuals who were designated as “Authorized Pickups” on your child’s registration form are authorized to pick up your child without prior notification. **You MUST have a visible dashboard sign in order to enter campus.** Should you need to have someone other than the aforementioned pick up your child, please call or email the appropriate camp office with detailed instructions.

## Lost and Found

Lost-and-found boxes are located in each camp office. Items will remain in the lost-and-found boxes until the last day of camp (August 20), at which time they will be donated to a local charity. All attempts will be made to return items that are clearly marked with a name. We will also send a photo album in the e-newsletter at the end of each week that displays all lost items. If you find an item in this album that belongs to your child, you can claim it by calling the Camp Office. Labeling all of your child’s belongings will help with the process of returning lost items to their owner.

## Aquatics Program

Landon Summer has an onsite outdoor pool where the Girls and Boys Day Camp programs have daily free. We have certified lifeguards, which includes certifications in CPR for the Professional Rescuer and First Aid. Safety is their number one priority, and they receive training prior to the start of camp, as well as throughout the summer, to review policies and procedures regarding the pool.

Every Monday, lifeguards will review the rules of the pool with the children in order to ensure a safe swimming experience. Then each child will be tested by the Aquatics Director and assigned to a swim group based on age, ability and comfort level in the pool. Children in the Preschool Day Camp will have daily water play, which consists of small portable pools, water slides, sprinklers and a Slip n’ Slide.

Our [Private Swim Lessons](#) will teach your child to love the water! Private swimming lessons are the fastest, most effective way to teach kids water safety, stroke development and more. Whether your child is perfecting their stroke, improving race technique, or just learning to swim, lessons are available for all skill levels. Our private swimming lessons are led by Landon Summer’s certified swim instructors and lifeguards.

## Riflery – Boys Day Camp

Riflery has been a tradition at Landon Summer for many years. The children use the Landon School rifle range (used by the JV and Varsity teams) for instruction with BB guns. Landon Summer employs a well-qualified and properly certified riflery instructor to lead this activity, as well as two staff members to assist him. Half of the group will shoot at a time, while the other half enjoys free play outside. Every Monday, children will get a safety review so there will be less shooting time on that day. In addition, younger children often take longer to shoot so there may be less actual shooting time for those groups. For those parents who have chosen not to have their child participate in this activity, he will play outside for both halves of the activity period. For further questions regarding riflery, please contact the Boys Day Camp office at 301-320-1393 or [BDC@landon.net](mailto:BDC@landon.net).





## Academic Classes

Our six-week academic courses are eligible for credit upon receipt of our [Course Credit Approval form](#). This form must be completed, signed by a school official, and returned to the Landon Summer office prior to the start of the course in order to earn credit. It is important that you confirm with your child's home school that credit can be earned for the course. You can also find this form on our website at [landonsummer.com/importantforms](https://landonsummer.com/importantforms).

For children enrolled in a six-week academic course, you will receive midterm and final grades with written comments by email. Children enrolled in a three-week academic course will receive written comments by email. Grades and reports are not sent if tuition is outstanding.

## Bus Transportation

Landon Summer buses travel to neighborhoods in Bethesda, Chevy Chase, Potomac and Northwest D.C. for approximately a 9 a.m. arrival to campus and a 4 p.m. departure from campus. Buses operate from June 20–July 29 and are available for children in rising K–10th grades. You may select morning and/or afternoon bus transportation.

**Reservations must be received by noon on the Friday before your desired week in order to guarantee a spot on the bus.**

**Buses are only allowed to wait 4 minutes at each stop in the morning and the afternoon** because of traffic regulations. If you miss the morning bus, you will need to drive your child to camp. Children must be met at the bus stop in the afternoon by an authorized pickup person or have permission to walk home alone. Your dashboard sign is proof that you are an authorized pickup person and must be shown to the bus counselor in order to retrieve your child. A child will not be left alone at the bus stop unless permission has been given in advance. If a child is not met by an authorized pickup person within the given time period, that child will be driven back to campus on the bus and brought to LAP, where appropriate fees will be assessed.

## Safety Rules

Landon Summer takes the following safety precautions for transportation:

1. There will be an adult driver, certified by the State, and a bus counselor on all vehicles.
2. Registration numbers for bus transportation is determined based on the number of children that each vehicle can safely accommodate.
3. The bus counselor shall have a written account of every camper on the vehicle.
4. All children must remain seated at all times and seat-belted on all activity buses.
5. Noise level should be such as to not distract the driver.
6. All drivers will have a cell phone with them in case of emergencies and will know the Landon Summer Office number.
7. Should there be an emergency, the driver or bus counselor will call the Landon Summer Office who will notify the parents/guardians.
8. Children who do not obey general civility and courtesy rules may lose the privilege of riding on the vehicle in the future.
9. All vehicles have passed Maryland State annual inspection.

## Extended Day Programs

All of the following programs must be registered for in advance. However, if your schedule requires the use of one of these programs on a specific day but your child is not registered, please contact the appropriate camp office to





make the necessary arrangements. This drop-in option is subject to space availability and requests cannot be guaranteed.

## Early Morning

The Early Morning program is available from 7:45–10 a.m. for children in preschool–rising 8th grade. Children will have time to relax and play games before their camp programs begin. A staff member will take the children to their camps and make sure they are checked in with the appropriate director or teacher.

Since there is no supervision before 7:45 a.m., we ask that you **do not drop your child off until the Early Morning staff is on duty**. If you arrive prior to 8:30 a.m., you may drop your child off in the appropriate zones listed below. If there is a day that you need to use Early Morning, but you did not register for the entire week, please call the appropriate camp office by **noon the day before**. The fee for Early Morning drop-in is \$8 per day. For all preschool–rising kindergarten children, please use the **YELLOW** arrival zone. For all other children, please use the **PURPLE** arrival zone. There will be clearly marked signs throughout campus directing you to each zone. Zones are also marked on our [Campus Map](#).

## Halftime

Halftime is available from 11:30 a.m.–1:30 p.m. for children in preschool–rising 8th grade. This is a supervised lunch and play period for those who have a break between their morning and afternoon programs. The Halftime staff will pick children from their morning programs, bring them to the designated Halftime room, and then bring them to their afternoon programs at the appropriate time. Those with camps that have the same start and end times **WILL NOT** be brought to the Halftime room to eat lunch; they will be brought directly to their afternoon camps and will eat lunch there. **Lunch is not provided and must be brought from home according to the lunch policies listed on page 12.** [Please see addendum.](#)

## Late Afternoon Program (LAP)

The Late Afternoon Program (LAP) is available from 3–6 p.m. for children in preschool–rising 8th grade. Preschool children will have a snack, enjoy free play time, and spend time outdoors. All other children will have a snack, play games, and enjoy free play time.

For those picking up preschool–rising kindergarten children: Please come directly to the Wilson Building (**YELLOW ZONE**) to collect your child. **Remember to bring your dashboard sign with you**, as this serves as indication to the staff that you are authorized to pick up that child.

For those picking up all other children: please come directly to the Dining Hall in the Performing Arts Center (**PURPLE ZONE**) to collect your child. **Remember to bring your dashboard sign with you**, as this serves as indication to the staff that you are authorized to pick up that child.

If there is a day that you need to use LAP, but you did not register for the entire week, please call the appropriate camp office by **noon on the day needed**. The fee for LAP drop-in is \$25 per day. Children remaining on campus after their designated pickup time will be asked to attend LAP, and parents will be charged accordingly.



**Please plan to pick up your child no later than 6 p.m. as LAP is closed at this time.** If you are unable to pick up your child by 6 p.m., a \$1 per minute fee will be assessed. While there is a charge for arriving after 6 p.m., it is fully expected that all children are picked up by this time. Repeat offenders of this policy will be subject to possible withdrawal from LAP.

We also offer a Late Afternoon Program (LAP) sibling rate which is intended to assist parents in coordinating their children's different dismissal times. To receive this discount, children must be siblings, must be listed in the same account, and must have different camp dismissal times. The sibling rate allows children to use LAP until 4 p.m. for \$40/week. If a child stays after 4 p.m., the regular LAP rate will be applied. **There is no carpool line for LAP** – authorized pickup persons must wait in the appropriate zone or the athletics car park. Contact the [camp office](#) to apply for this discount.

## Behavior Guidelines

Landon Summer is a child-centered community. We prefer to guide children using praise rather than punishment and to reward good behavior whenever possible. Children operate in a group setting and must learn to compromise and practice good sportsmanship, as well as respect the feelings of others. Part of what we teach at camp is how to develop and display these positive behaviors on a regular basis.

Our staff continually receives training to assist them in dealing with discipline issues. We strongly believe that the camp directors, staff members and parents must work together in order to resolve discipline problems.

Parents will be notified, and a conference may be necessary, if their child breaks any of the following strictly enforced Landon Summer rules:

- No child may use inappropriate or objectionable language.
- No child may physically or verbally assault another person.
- No child may destroy or deface school/camp property.
- No child may use or possess drugs, alcohol, tobacco or inhalants.
- No child may harass others.
- No child may possess real or toy weapons, including water guns.
- No child may leave the grounds without permission.

A child breaking any of the above rules is subject to expulsion from the program. The camp administration reserves the right to expel a child after the first violation of any of the above rules. **Please note that there will be no refunds in the case of expulsion.** A child may be suspended from camp for a given period of time if, in the sole opinion of the Camp Director, the child's behavior is such that he/she seriously interferes with the enjoyment of camp by other children. If the child continues to ignore the rules and regulations set forth by Landon Summer, then he/she may be permanently withdrawn from camp.

In an effort to protect our children and our community, Landon Summer does not permit dog-walking on campus between 7:30 a.m. and 7:30 p.m. on weekdays, except in the designated area adjacent to Goddard Field. When and where dogs are permitted on campus, they must remain on a leash, and their owners are expected to clean up after them.



We ask that you review the following rules with your child in order to ensure a safe and healthy camp environment:

- Running or wild play inside the classrooms or buildings is not permitted.
- Fighting, name-calling, or derogatory remarks about other children or staff members is not acceptable.
- Children must stay with their class or camp group at all times, unless specific instructions have been given by the staff.
- MP3 players, cell phones, videogames, trading cards and other personal items of value, water guns, and sneakers with wheels are not appropriate items to bring to camp.
- No child may bring personal sports equipment unless specified by a program leader, director, or teacher.
- Landon Summer is not responsible for lost or stolen items.

## Injury, Illness and Medication

Landon Summer has a registered nurse on staff to oversee the health program and supervise all health procedures. You can reach her directly at 301-320-1074 or [camp\\_nurse@landon.net](mailto:camp_nurse@landon.net).

Parents are responsible for bringing their child to camp in good health and capable of participating in the day's activities. Please keep your child at home if he/she has any of the following symptoms:

- A temperature above 100 degrees
- Green nasal discharge
- Vomiting or diarrhea within the prior 24 hours
- Pink eye/conjunctivitis (if child has not been on the medication for at least 24 hours)
- Persistent coughing and/or sneezing
- Any contagious illness or rash
- If your child has strep throat, he/she may only return after a minimum of 48 hours of antibiotics.

**Children must be symptom-free for at least 24 hours, without the help of medication, before returning to camp.**

If a child becomes ill during camp hours and is unable to return to regular camp programming, the nurse will contact the parents and request that the child be picked up. Parents will have a one-hour time frame to do so unless other reasonable arrangements are made with the nurse. If an emergency exists for an ill or injured child, 911 will be called and every effort will be made to contact the parents or guardian. A Landon Summer employee will accompany any child transported to the hospital and will remain with the child until a parent arrives. Parents are responsible for any medical expenses incurred, and we strongly advise that you carry health insurance for your child. Please note that it is imperative that we have all necessary medical forms on file. These forms can be found at [landonsummer.com/importantforms](http://landonsummer.com/importantforms). Without this paperwork, needed treatment could be delayed or denied. **A child may not attend camp without the necessary paperwork on file.** Cancellation policy will apply.

All prescription medications must be brought to camp by an adult and be in the original pharmacy container labeled with the child's name, dosage amount, and the time or times to be given. In the case that there is a change in your child's medical condition or the medical condition of any member of the immediate household, including the onset of any contagious diseases, please contact the Camp Nurse within 24 hours.

# Sunscreen and Insect Repellent



Parents are responsible for providing sunscreen and/or sun protection for their child. Sunscreen should be sent with your child to camp daily, labeled with their name. Landon Summer staff will be responsible for reminding children to use sunscreen at appropriate times during the day. However, **sunscreen should also be applied at home in the morning before arriving at camp.**

## Lice

If a child is suspected of having lice, both a Landon Summer director and the nurse will look closely through the hair. If live lice or nits are observed, you will be contacted and asked to pick up your child from camp in order to provide the necessary treatment at home. The nurse will need to recheck the head to assure that all live lice and nits are gone before permission will be granted for the child to return to camp. A letter will be sent home to all parents in a specific class or camp group when a case of lice has been identified; however, the affected child's name will not be mentioned. This is a precautionary measure in order to prevent the spread of the condition.

## COVID-19

*Please see our full COVID-19 policies on our [website](#).*

Landon School and Landon Summer have relied on the advice of public health experts and guidance issued by the Centers for Disease Control and Prevention, as well as Local and State guidance, in developing these protocols. Landon Summer may revise or update this Policy from time to time, as necessary or appropriate, or as public health guidance evolves.

## Vaccination

All staff and age-eligible participants are required to be fully vaccinated against COVID-19 in order to work and enroll in programming.

A person ages 5 to 17 is considered fully vaccinated 2 weeks (14 days) after completion of a two-dose mRNA series or one dose of the Johnson & Johnson/Janssen vaccine. Teens ages 12-17 are highly encouraged to get a booster dose 5 months after their primary series.

A person 18 and older is considered fully vaccinated and up-to-date if they have completed their primary series (a single dose of a Johnson & Johnson vaccine or two doses of the Pfizer or Moderna vaccine) and have received a booster or it has been less than 5 months since last dose of a two-dose mRNA series or less than 2 months since receiving the Johnson & Johnson vaccine.

## Mask Policy

At this time, programs for **rising first graders and older** are planning to operate as mask-optional indoors and outdoors. Please talk with your child about what your family's expectations are for mask wearing. We ask that all members of Landon Summer be respectful of each individual's choice in this matter. We will do our best to support all our campers and help them feel comfortable in their choices.

For our **PreK/K programs**, including Preschool Day Camp, Art in Motion Dance, Tennis Central Mini Spartans, and Brit-Am Soccer, we are planning to operate as mask optional for **outdoor time only**. When campers and staff in these programs are indoors, they will be expected to wear masks, regardless of vaccination status. Exceptions include eating, drinking, and medical emergencies. Mask breaks will be given through the camp day. During this time, campers and staff members will ensure they are safely distanced from one another.



*The mask policy is subject to change according to CDC and State and local health department guidelines.*

The mask must meet the following standards: multi-ply fabric, fits snugly over the nose and mouth area, is not loose or open, and is worn with straps over the ears or tied around the back of the head. Wearing scarves or bandanas as masks will not be allowed.

## Symptom Management

Landon Summer will follow a strict symptom management plan at camp. The following CDC recommended precautions will be taken:

- The camper/staff member will be removed from their group immediately.
- Trained medical staff will assess anyone with possible COVID-19 symptoms.
- If a camper or staff member shows symptoms, they will be sent home.

To return to camp, the camper or staff member must be symptom free for 24 hours (without medication) and provide a negative PCR COVID-19 test. All documentation must be sent to the camp nurse who will clear the camper or staff member to return to camp.

## Voluntary Participation

Parents understand that the camper's participation in Landon Summer is voluntary, and that camp has not made available alternative virtual learning plans for those campers who are unable to attend in person due to the COVID-19 pandemic, any other medical issue or for any other reason. By permitting their child to come to campus, parents acknowledge that the child(ren) is/are in good health and able and willing to attend Landon Summer camp for the camp dates in the summer of 2022.

## Assumption of Risk

COVID-19 is extremely contagious and is believed to be spread by person-to-person contact; as a result, federal and state health agencies recommend masking, physical distancing, and various other measures to mitigate the risk of contracting the virus. Landon School and Landon Summer have implemented reasonable preventative protocols, policies, and procedures designed to reduce the spread of COVID-19. Campers, counselors, and their families are expected to adhere to these protocols in order to reduce the risks of contracting or spreading the virus at camp.

Despite the protocols and procedures in place to mitigate the risk of transmission of COVID-19 on campus, there are inherent risks that campers, counselors and/or their families may become infected with COVID-19 due to the camper's participation in in-person activities as part of the summer camp at Landon School. Parents understand, acknowledge, and voluntarily assume these risks on behalf of themselves and the campers. These risks include, but are not limited to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the virus.

It is possible that a camper is already an asymptomatic carrier of the virus before attending camp and may infect other campers, counselors, employees, or other individuals at Landon Summer as a result of his/her presence on campus. Any person who receives a positive diagnosis of COVID-19, including a camper, counselor, or their family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. By allowing their child to participate in Landon Summer on campus, parents understand, acknowledge, and voluntarily assume these risks.





## Subject to Revision as Guidance Evolves

Landon School and Landon Summer have relied on the advice of public health experts and guidance issued by the Centers for Disease Control and Prevention, as well as Local and State guidance, in developing these protocols. Landon Summer may revise or update this Policy from time to time, as necessary or appropriate, or as public health guidance evolves.

## Security

If at any time during the summer you plan to visit or pick up your child early, please contact the appropriate camp office in order to secure a visitor's pass and/or sign your child out. Staff members have been instructed to remind parents that they are not permitted to be on campus this summer.

Only authorized persons are able to pick up a child from camp. Parents and alternate contacts are considered authorized pickup persons, as is anyone else you have chosen to list in your online account. Please review your authorized pickup person list to be sure it includes all of the necessary names.

## Emergency Preparation

A crisis management plan that addresses emergencies, from weather to national, and the school's response to said emergency, has been written and is posted in buildings throughout the Landon Summer campus. All camp employees are familiar with the plan, and a drill is practiced with children to familiarize them with our procedures. The goal of this plan is to maximize our ability to keep children and staff safe and secure in the event of an emergency. If Landon Summer closes because of safety concerns, inclement weather, power loss or other emergencies, notification will be made on the camp website, via social media and through email. Fees are not refundable in such circumstances.

## Child Abuse Reporting

Child abuse can take many forms. These may include:

- Physical abuse
- Sexual abuse
- Negligent treatment, including failure to provide warmth, affection, supervision, food, shelter and attention

In some cases, a child will disclose abuse to a trusted staff member. This may result from a situation at home or at some other place or program. If a child discloses an abusive situation to a staff member, the staff member will attempt to have a conversation that enables the child to feel they are talking in "private" and without other children being able to hear but will remain within view of another adult. The state of Maryland requires caregivers to report even suspicion of child abuse to Child Protective Services.

Staff members will:

- Be calm and show concern.
- Believe the child.
- Gather information without making judgments.
- Report to the Camp Director, who will report it to the proper authorities.

- Leave the investigation to the authorities.
- Reassure the child it is not his/her fault.
- Maintain confidentiality in the handling of information and discuss matters pertaining to abuse only with the Camp Director or investigating body.
- Complete an incident report on the same day the incident is reported.



## Finances

### Payment and deposit

Payment is due in full by May 2, 2022 and all deposits are non-refundable. If registering for a program after May 2, full payment is required at the time of registration, and all payments made at that time are non-refundable. Accounts will be automatically charged on May 2 to the credit card on file for the remaining balance, unless prior arrangements are made with the camp administration.

### Cancellation policy

In the event of a cancellation or withdrawal of the child for any reason after May 2, 2022, the primary contact shall be obligated to pay the total due for all registered sessions. No refunds will be given after May 2. Payments lost due to withdrawal from a program cannot be applied to the next year's programs or to a sibling's account.

### Changing your reservation

All requests for changes in schedules or services must be made in writing and are subject to space availability. There is a \$15 charge for all changes made to camp enrollment after June 8, 2022 regardless of whether funds are owed or lost. There is no charge to add programs. After May 2, all payments are non-refundable even if a camper switches to a program with a lower fee.

### Refund Policy

Camp fees shall not be refunded by the camp because of the absence of the child from camp, regardless of cause, or if camp is closed due to safety concerns, inclement weather, power loss or other emergencies. Landon Summer reserves the right to cancel under-enrolled programs, in which case the deposit and tuition will be refunded.

### School Calendar Exception

If your school has to add additional days to the end of the school year due to weather closures and this conflicts with your camp registration, Landon Summer will prorate the week of camp. Deposit and full payment will still be required, and the prorated amount will be refunded to you, based on your actual attendance, at the end of the week. To make this arrangement, please contact the Camp Director. You may also choose to switch to a different week of camp. If you choose to cancel your session completely, cancellation policy will apply.

### Returned Checks

A fee of \$35 will be charged for all returned checks.

### Expulsion

A child breaking any of the behavior guidelines is subject to possible expulsion from the program. The camp administration reserves the right to expel a child after the first violation of any of the behavior guidelines. **Please note that there will be no refunds in the case of expulsion.** A child may be suspended from camp for a given period of time if, in the sole opinion of the Camp Director, the child's behavior is such that he/she seriously interferes with the enjoyment of camp by other children. If the child continues to ignore the rules and regulations set forth by Landon Summer, then he/she may be permanently withdrawn from camp.

## Managing your Landon Summer account



To access your Landon Summer online account:

- Go to .
- Click on the “Registration” tab at the top of the page.
- Click the “Log In” link.
- Enter your username and password to log in

To review your current reservations:

- Log in to your account using the instructions above.
- Look under “Current Reservations” on the right side of the page.

If you wish to make changes to your registration, email [landonsummer@landon.net](mailto:landonsummer@landon.net). Changes are subject to availability and will incur applicable fees as listed on page 22.

To change account information:

- Log in to your account using the instructions above.
- All account members (parents and children) are listed. If you need to make a change to any biographical information, such as address, phone number, email address, etc., click on the account member’s name, then click “Edit My Bio Information.”
- To change your login information, click on the + sign next to “Login Information” on the bottom right of your main account page. Then click “Edit Login Information.”
- To print a Landon Summer statement, click “View My Finances” on the left of the page, then click “Print a Statement”.
- To add an alternate contact, click the + sign next to “Alternate Contacts” on the bottom right of the page, then click “Add/Edit Alternate Contacts.”
- To add an alternate pickup person, click the + sign next to “Pickup Authorization” on the bottom right of the page, then click “Add/Edit Pickup Authorization.”

