



# 2023

## PARENT AND CAMPER HANDBOOK

A GUIDE TO ALL  
THINGS LANDON  
SUMMER!



Sports camps



Art & music camps



Have FUN!



Academic classes



Day camps



## Welcome to Landon Summer!

Dear Landon Summer families,

We are pleased to welcome you to Landon Summer 2023! 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



## Table of Contents

Camp Administration and Staff.....	4
Important Phone Numbers and Locations.....	4
Dates to Remember .....	5
Camp Preparation List .....	6
Appropriate Camp Attire .....	6
Communication.....	7
Arrival and Dismissal Procedures.....	7
First Day of Camp.....	9
Lunch .....	10
Attendance.....	10
Lost and Found.....	10
Aquatic Program .....	10
Riflery – Boys Day Camp .....	11
Academic Classes.....	11
Bus Transportation.....	11
Extended Day Programs .....	12
Behavior Guidelines .....	12
Injury, Illness and Medication.....	14
Sunscreen and Insect Repellent .....	15
Lice.....	15
COVID-19 .....	15
Security .....	16
Emergency Preparation.....	17
Child Abuse Reporting.....	17
Finances.....	17
Managing your Landon Summer Account.....	19



## 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 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** – Camp Manager

**Elizabeth Byrd** – Transportation & Extended Day Dir.

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

**Alejandra Farias & Kelly Tappis** – Girls Day Camp Directors

**Steven Micciche** – 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

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 Wilson Building

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 Wrestling Room (Athletic Center) and Pool

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 15

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

### Monday, June 12

Week 1 begins

### Friday, June 16

Course credit approval forms due for six-  
week academic classes

### Monday, June 19

LANDON SUMMER CLOSED

### Tuesday, June 20

Week 2 begins

### Monday, June 27

Week 3 begins  
Girls & Boys Day Camps begin  
First day of bus transportation

### Monday, July 3 and Tuesday, July 4

LANDON SUMMER CLOSED

### Wednesday, July 5

Week 4 begins

### Monday, July 10

Week 5 begins

### Monday, July 17

Week 6 begins

### Monday, July 24

Week 7 begins

### Monday, July 31

Week 8 begins

### Friday, August 4

Last day for Girls/Boys Day Camps  
Last day of bus transportation  
Last day of the Late Afternoon Program

### Monday, August 7

Week 9 begins

### Monday, August 14

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.** Landon Summer partners with Mabel's Labels, which offers a variety of labeling options, to help cut down on lost-and-found items. You can find more information by searching for our camp on the [Mabel's Labels website](#).

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 or by clicking on the links below.

- [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.
- **NEW 2023** – Campers who attended school outside of Montgomery County must submit immunization records. You may submit Immunization Records in any format provided by the Physician's office, or you may use the [Maryland Department of Health form](#).

## 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. 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 Girls Day Camp 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:

- 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)

**NEW IN 2023!** Landon Summer will be using myCAMPapp for emergency communications this summer, such as storm dismissal. **ALL FAMILIES MUST DOWNLOAD AND SIGN UP FOR THE APP.** myCAMPapp is free to download and use- just follow these steps:

1. Download the app from App Store or Google Play. Search for “myCAMPapp”
2. Tap “Sign Up”, enter **registration code 6101**, fill-in your email address (**important – please use the same one that you used for camp registration on CampBrain**) & set your password.
3. Go back to the Login screen and Sign-in with your email address and password you just created.
4. Go to “My Camp Settings” on the “More” tab to edit and customize your app content and notifications.

We will also be using myCAMPapp to send out photos of camp each day and weekly blurbs about what is happening at Landon Summer. Be sure to check in daily to see the fun your campers are having!

## 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.*

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 four designated arrival and dismissal zones.** Each zone is represented by a color: red, purple, green, and blue. 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 zone and program list will be emailed along with your dashboard sign. Please see the Zone list on the last page of the Parent Handbook.

## 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.

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.

The arrival time window is **8:45-9:15 a.m.** (7:30-8:00 for Fish and Explore Only). You can drop your child off **no earlier than 10-minutes** before the program's scheduled start time. Never drop off your child in a zone that has no staff supervision. 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.





## 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**.

Dismissal times vary by program, so be sure to check your program's web page for specific end times. **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 a text through myCAMPapp 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 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, please remember to send your child each day with a lunch **that does not require refrigeration or heating**. Snacks should also be brought from home. 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 know 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:

- 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 18), 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.



## 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](http://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, 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 26–August 4 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 Wednesday 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 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.

### Late Afternoon Program (LAP)

The Late Afternoon Program (LAP) is available from 3–5 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, including the pool.

For LAP pick up please come directly to the Pool 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 Preschool LAP pick up, please come to the Wrestling Room in the gym 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 5 p.m. as LAP is closed at this time.** If you are unable to pick up your child by 5 p.m., a \$1 per minute fee will be assessed. While there is a charge for arriving after 5 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.** The cancellation policy will apply.

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.

### Prescription Medication

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. A [prescription medication authorization](#) form, signed by the parent and the physician, must accompany each medication.

Prescription medications must be dropped at the Nurse's office prior to or on the first day of camp. Medications must be handed directly from the parent or guardian to the Camp Nurse. Counselors and Program Leaders are NOT permitted to accept medications.

To pick up medication on the last day of camp, please go to the Nurse's office to sign out the medication. Per the State of Maryland, an adult must pick up and sign for the medication directly from the nurse. We will be happy to escort your child to the Nurse's office for an expedited pick up. All medications must be picked up on August 18, 2023 or they will be discarded.

If your camper has a prescription and rides the bus, please contact the Camp Office to arrange for drop off and pick up.



## 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.** Landon Summer staff will help your child with sunscreen application when needed. The same policy applies to insect repellent. Sunscreen will be provided by [Rocky Mountain Sunscreen](#) for Girls Day Camp, Boys Day Camp and Extended Day only. Rocky Mountain Sunscreen is hypoallergenic, non-comedogenic, and free of fragrance, gluten, nut oil, PABA, carbohydrates, casein, corn products, sugars, and soy. If you prefer to use your own sunscreen, please let the Camp Office know and then send your camper with sunscreen labeled with their name.

## 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.

If your camper tests positive for COVID 19, they must remain home for at least 5 days. If symptoms have improved and your camper has been fever-free for 24 hours without the use of medication, campers may rejoin camp after 5 days. Your camper will need to wear a mask through Day 10 or test negative on a rapid antigen test.

## 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.



## 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 2023.

## 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 15, 2023 and all deposits are non-refundable. If registering for a program after May 15, 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 15 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 15, 2023, the primary contact shall be obligated to pay the total due for all registered sessions. No refunds will be given for any reason after May 15. 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 12, 2023 regardless of whether funds are owed or lost. There is no charge to add programs. After May 15, 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 adds 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 [landonsummer.com](http://landonsummer.com).
- 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 pages 17-18.

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 “Manage People and Household Information” at the bottom of the page. Then click on the account member’s name or household details and then edit the information.
- To print a Landon Summer statement, click “View Details” under “View or Add Registrations”. Click “Download Printable Season Account Statement” under “Financial”
- To add an alternate pickup person, please contact the office



## Arrival and Dismissal Zones 2023

### RED ZONE – Behind the Wilson Building (Lower School)

ACT vs. SAT 9 a.m.–2 p.m.	Girls Day Camp 9 a.m.–3:45 p.m.	Landon Summer Explorers 9 a.m.–3 p.m.
Painting & Drawing 9:15 a.m.–3:30 p.m., 9:15 a.m.– 12:15 p.m.	Study Skills 9 a.m.–11:30 a.m.	Summer Leadership Program 9:15 a.m.–3:30 p.m.
The Writer's Workshop (6/20-6/23) 9 a.m.–3 p.m.	Writing Workshop: High School Readiness 9 a.m.–11 a.m.	

### GREEN ZONE – Tennis Courts, located in front of the Barton Alumni Athletic Center

Brit-Am Soccer 9 a.m.–12 p.m., 9 a.m.–3 p.m.	Next Level Lacrosse (Girls) 9 a.m.–3 p.m.	
Tennis Central Academy 9 a.m.–3 p.m., 9 a.m.–12:00 p.m.	Tennis Spartans Plus 9 a.m.–3 p.m., 9 a.m.–11:30 a.m.	Tennis Central Mini Spartans 9 a.m.–3 p.m., 9 a.m.–11:30 a.m.

### PURPLE ZONE – Mondzac Performing Arts Center

Abrakadoodle 9 a.m.–4 p.m., 9 a.m.–12 p.m.	Art in Motion 9 a.m.–3:30 p.m., 9 a.m.–12 p.m.	Band Clinics 9 a.m.–3 p.m. (M–TH), 9 a.m.–11:30 a.m. (F)
Community Service 9 a.m.–3 p.m.	Geometry 9 a.m.–12 p.m.	Grammar 101 9 a.m.–11 a.m.
Jazz Boot Camp 9:15 a.m.–5 p.m. (M–TH), 9:15 a.m.–2 p.m. (F)	Orchestra Clinics 9 a.m.–3 p.m. (M–TH), 9 a.m.–1 p.m. (F)	Summer Leadership 9 a.m.–3 p.m.
The Writer's Workshop (8/7-8/11) 9 a.m.–3 p.m.	VineyardAppCamp 9 a.m.–4 p.m.	

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

Bear Down Lacrosse 9 a.m.–3 p.m.	Boys Basketball Camp 9 a.m.–3 p.m.	Boys Day Camp 9 a.m.–3:45 p.m.
Fish and Explore 8:30 a.m.–4 p.m.	Flag Star Football 9 a.m.–3 p.m.	Next Level Lacrosse (Boys) 9 a.m.–3 p.m. (M–TH), 9 a.m.–12 p.m. (F)
Water Polo 9 a.m.–3 p.m.		