

SUMMER PROGRAMS



Handbook for
Parents and Campers
2021

THE POTOMAC SCHOOL

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INTRODUCTION

This Handbook includes information and policies for 2021 Summer@Potomac. Email addresses and frequently called numbers can be found on the back cover page, and additional information including [bus routes](#) and [Medical Authorization forms](#) are available on the [Summer@Potomac website](#).

Due to the COVID-19 pandemic, camp will operate differently this summer. Important additions to the Handbook include the “About This Handbook” section below, and the [2021 Health and Safety Protocols](#). Other changes have been made to sections throughout this publication, so you are encouraged to familiarize yourself with its contents.

About This Handbook

This *Handbook for Parents and Campers* (the “Handbook”) is intended as a general guide to provide parents and campers with important information regarding The Potomac School Summer Programs (Summer@Potomac) policies and procedures. Please take the time to carefully review this Handbook, including reviewing it with your children.

The policies and procedures set forth herein are intended as general guidelines – specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation. This Handbook serves as a series of policy summaries to keep your family better informed.

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

OVERVIEW and PHILOSOPHY

The Potomac School’s beautiful 90+-acre campus is the setting for the diverse array of Summer@Potomac offerings. Programs provide children with the opportunity to explore their individual talents and interests, establish new friendships, and experience fun summer activities while under the guidance of qualified teachers and counselors.

Summer@Potomac offerings begin June 28, and continue through August 6. Our core camps are divided into two, three-week sessions. Weekly Camps are one week long.

Providing campers with hands on learning opportunities is central to our programs. Whether building a terrarium, playing sports, creating works of art, engaging in STEM activities, or acting in a musical, children will find a relaxed, non-competitive environment in which to learn, play, and have fun. Within this environment, we stress community spirit and team-play. Our hope is that every child will make new friends, learn a new skill, further develop abilities, and feel a sense of accomplishment by the end of camp.

ENROLLMENT POLICIES and FINANCIAL OBLIGATIONS

Application - Applications must be submitted electronically through our online registration page. Please see [“How to Register”](#) (under Things to Know) on the [Summer@Potomac website](#) for full details.

Registration Fees, Deposits and Tuition – Registration fees are \$100 per Session Camp, and \$40 per Weekly Camp. Registration fees are non-refundable. A tuition deposit of \$100 per program is charged at registration. There is no charge to change from one program to another. The deposit is non-refundable for withdrawals. The

final tuition payment is due on or before May 17, 2021. Beginning April 30, payment in full is due at the time of registration.

Refunds – Registration Fees and Deposits are non-refundable. If it becomes necessary to withdraw a child from a program or service, parents must notify the Summer Programs office in writing or by email. Refunds for tuition will be given for withdrawal requests made on or before May 17, 2021. There is no refund for withdrawal after May 17, 2021. No refunds are given for absences. [Click here](#) to read the full Refund Policy.

A full refund, including registration fee, will be issued if no opening exists in the requested program(s) or in the event Summer@Potomac must cancel published offerings or services for insufficient enrollment.

If Summer@Potomac or any program associated with The Potomac School summer operations is forced to cancel or close due to any acts of God or any other cause beyond the reasonable control of The Potomac School, refunds will not be given for any days missed.

COVID-19 Refund Policy - In the event that Summer@Potomac is required to cancel any of our 2021 camp programs due to COVID-19 prior to the scheduled start of camp, refunds will be processed in full. You will be notified of any cancellations via email. We will automatically refund deposits/registration fees paid (if applicable) to the credit card used. You will NOT need to email a request to the Summer Programs office. Please allow us up to 3 weeks following notification to process your refund. Once processed, your account may take up to 7 business days to reflect the refund.

CONDUCT, DISCIPLINE and TERMINATION POLICIES

Conduct - We expect appropriate and safe conduct, whether on or off campus, from all children enrolled in Summer@Potomac. Children in Summer@Potomac are accountable to any staff member for their conduct.

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

Termination - Program Directors contact a child's custodial parent when that child's conduct is inappropriate or unsafe. A child whose behavior continues to be inappropriate or unsafe is taken to the office and the child's parent will be called; we may ask the parent to pick up the child. We terminate enrollment for behavior that is persistently inappropriate or unsafe.

The possession, use, or distribution of alcohol, tobacco products (including vaping), illegal drugs or firearms by any child or student enrolled in Summer@Potomac is prohibited while that child/student is on School property, in a School vehicle, on a Summer@Potomac field trip or within Summer@Potomac jurisdiction. Violation of this policy results in immediate expulsion from Summer@Potomac. A child or student found in violation of this policy is taken immediately to the office of the Director of Auxiliary Programs. The Director contacts a custodial parent and that parent is required to immediately pick up the child or student. *Summer@Potomac reserves the right to inspect, whether locked or unlocked, any School property and anything brought onto School property.*

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

ARRIVAL and DEPARTURE PROCEDURES

New for 2021: Mandatory Daily Health Screening on School Pass App - Parents will complete a daily health screening on behalf of their camper(s) each day, prior to arriving at camp. The screening will be done via the School Pass app (details will be sent to each family prior to camp). The screening will ask parents to record their camper's temperature and answer several questions relative to COVID-19 symptoms and social behaviors. Once completed, the app will signal a red or green response. A green response indicates that the individual may come to campus, while a red response requires them to stay home. Individuals who do not complete or submit the daily health screening, or who have not passed the screening, must stay home.

At the bus stop: Parents will be required to show the Summer@Potomac employee the green clearance for each child; please do not leave the bus stop until the child has been cleared to board the bus.

Carpool: If driving, while in the carpool line, parents will be required to show the green clearance for each child before the child exits the car.

Bus Policy: Free bus/shuttle service is included, and is timed for 9:00 am start of camp and 3:00 pm dismissal. In order to meet our traffic reduction commitments to our neighbors and Fairfax County, all campers entering grade 2 and above are required to use our free bus/shuttle service. EXCEPTION: Instead of using the bus service, parents of campers in grades K - 1, all weekly campers, (and siblings of both groups) have the option of driving campers to and from camp. Summer@Potomac plans to continue using its school buses for those who wish to use the included service. Due to physical distancing, bus capacity will be limited, and some routes may not be available. Prior to the start of camp, you may request to change from one bus to another, but reduced bus capacity will limit our ability to grant requests. Once camp begins, daily changes from one bus to another will not be accepted due to COVID-19 considerations. Only campers who live in our neighboring communities may walk or bike to camp.

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

Bus and Shuttle Service: Summer@Potomac provides, at no additional charge, convenient bus/shuttle service in Washington, Maryland and Virginia. There are 11 neighborhood bus routes and 8 community shuttle stops. For summer 2021, bus service may be limited due to the reduction in capacity needed to provide increased physical distancing on the buses. COVID-19 mitigation measures are included on the Bus Service page (see link below). During online registration, parents designate their camper's arrival and dismissal method from the list of transportation options. [Click here to view bus schedules and mitigation measures.](#) Click on the bus name to see locations and times. Upon arriving at stops, bus/shuttle drivers or chaperones greet campers, check for green clearance on the School Pass app, and take attendance. At camp, the buses drop-off and pick-up at the bus square. In the morning, we greet campers and take them in groups to their specific program area. At the end of the day, we walk campers to the bus area and help them find their bus/shuttle.

BUS STOP RULES: NEW FOR 2021

Parents may not leave their camper(s) unsupervised in the morning at the bus stop. Campers must:

- wear a face mask at all times prior to entering the bus
- remain physically distanced from other campers while waiting to board the bus
- be prepared to show the School Pass app's green clearance (for each camper) prior to boarding the bus
- campers may not board the bus until a Summer@Potomac employee directs them to board
- parent may leave the bus stop AFTER their child gets approval to enter the bus

Bus Waiver/Authorized Persons - Children will be released only to parents or others authorized during online registration. To change or add names of individuals authorized to meet your child at the bus/shuttle stop, please contact the Summer Programs Office in writing or by email. Parents and authorized individuals should be

prepared to show their driver's license or photo ID when asked. During online registration, parents are given the option to choose "Yes" or "No" to permit a child to be left unattended at the PM bus/shuttle stop. **If "No" is chosen, and no authorized adult is at the stop to meet the child, the child will be returned to Potomac School and must be picked up there.**

Enrollment will be terminated for chronic tardiness.

Timing Your Arrival at Bus Stop - Please have your child waiting at the morning bus stop at least five minutes before the scheduled morning bus stop time. Plan to arrive at your child's afternoon bus stop at least five minutes before the scheduled afternoon bus stop time. You may [click here](#) to review the bus schedules stops and times.

Timing Your Arrival at Shuttle Stop - Some shuttles may have a 15-minute pick-up and drop-off window. We recommend arriving on the early side of the time window. You may [click here](#) to review the bus schedule/times.

Bus/Shuttle Rules on the Bus

Campers will not be permitted to board the bus at the AM stop until a Summer@Potomac employee verifies that the School Pass daily health screening was successfully completed. Consistent with public health guidance, Summer@Potomac will adopt these rules for 2021:

- We expect campers to be courteous and to follow instructions given by our drivers and chaperones. Parents are not permitted to board the bus.
- All campers must wear a mask on the bus at all times.
- Campers must comply with the physical distancing requirements on the bus (maximum one rider per seat).
- Campers must remain seated, face forward at all times, and are not permitted to change seats once the bus/shuttle is in motion.
- Campers may not get out of their seats until instructed to do so by a driver or camp staff member.
- Campers are asked to use the hand sanitizer dispenser at the front of the bus when getting on and off.
- All belongings must be in a closed bag.
- Loud talking or shouting is not permitted.
- Eating or drinking is not permitted; sunscreen and insect repellent application is not permitted.
- Campers may not sit in the driver's seat or work the door handle.
- Campers may not put hands, heads, arms, or legs out of the windows.
- Nothing is to be thrown inside a bus/shuttle or out of a window.
- Parents are financially liable for any student-caused damage to a bus.
- Electronic devices or cell phones may not be used on the bus, except in an emergency.

We reserve the right to cancel a scheduled bus route/shuttle stop due to insufficient ridership. To the best of our ability, we provide timely and safe delivery of children to and from the campus. The Potomac School and Summer Programs assumes no responsibility for children before they enter or after they leave the bus except on School property or when on Summer@Potomac field trips.

Car Arrival and Departure: Parents may drive campers who are entering K-1, weekly campers, and their siblings riding with them, or they may utilize the bus/ shuttle service which operates June 28 – August 6.

NEW FOR SUMMER 2021: Parents and campers may not arrive on campus prior to 8:45 am. Campers MAY NOT BE DROPPED OFF and must remain in their vehicle until instructed by a Summer@Potomac staff member to unload. The Parent and/or Driver, must remain in their car at all times. Please do not arrive early and park. *Complete carpool instructions will be sent out prior to the start of camp.*

Health Screening on School Pass App: Parents will complete a daily health screening on behalf of their camper(s) each day, prior to arriving at camp. The screening will be done via the School Pass app (details will be sent to each family prior to camp). The screening will ask parents to record their camper's temperature and answer several questions relative to COVID-19 symptoms and social behaviors. Once completed, the app will

signal a red or green response. A green response indicates that the individual can come to campus, while a red response requires them to stay home. Individuals who do not complete or submit the daily health screening, or who have not passed the screening, must stay home. Parents will be required to show the green clearances for each camper when arriving at AM carpool. The Summer@Potomac staff may periodically check camper's temperatures as well, and any child who presents with a fever will be sent home.

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

Driving Safety - For the safety of our campers and employees, please observe the on-campus 15 mph speed limit and stop signs. Campers will be chaperoned when crossing campus streets. Please remember that The Potomac School Summer Programs shares its location with the Evermay community; drive carefully and do not block side streets of our neighborhood. *Use patience, courtesy and caution during drop-off and pick-up times. Do not leave your car unattended in our drop-off and pick-up areas.*

The Potomac School and Summer Programs assumes no responsibility for children left on campus more than 15 minutes before the stated start time of programming. A parent who does so absolves The Potomac School and Summer Programs of all responsibility and liability for the safety of his/her child. We reserve the right to terminate enrollment when a parent consistently leaves a child unattended more than 15 minutes before a published start time. We reserve the right to terminate a child's enrollment when that child is consistently picked up late.

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

Arrival: Complete instructions will be sent to those families prior to the beginning of camp.

Dismissal: Complete instructions will be sent to those families prior to the beginning of camp.

In the event of a severe storm at dismissal time, we will notify parents if we delay departure and keep children indoors until we deem it safe for them to be dismissed. Our staff members are prohibited from dismissing children until given permission to do so. Parents must remain in their vehicles until carpool dismissal begins. *You may not park and walk to get your child to take him/her back to your car.*

The Potomac School and Summer Programs do not permit children to wait for pick-up in areas other than those designated for dismissal. Summer Programs reserves the right to terminate a child's enrollment when a parent consistently picks up a child in areas other than dismissal areas.

Early Dismissal: NEW FOR 2021 - Parents are asked to refrain from picking up their child early UNLESS there is an emergency. Please do not schedule doctor's appointments, tutoring sessions, or any other appointments during camp hours. If your child needs to leave early, send an email to your program director by **12:00 noon** with the early dismissal time; also inform the Transportation Office (see contact information at the back of this handbook.) When you arrive on campus, you will need to park and call your child's camp office. Please remain in your vehicle and your child will be delivered to your car as parents/visitors are not allowed to enter the buildings this summer due to COVID-19 restrictions. In addition, a camper who leaves during the day, may not return later to finish the camp day.

Late Pick-up - Children remaining in a pick-up area after the carpool line is complete will remain by the carpool area until picked up. When a child is not picked up within 15 minutes after their dismissal time, we call the parents of that child. If the child's parent(s) cannot be reached, we call the emergency contacts named on the application. Please make sure that those listed as your emergency contacts are able to pick up your child immediately, if called.

Summer Programs reserves the right to terminate a child's enrollment when that child is consistently picked up late.

Walkers and Bike Riders: New for 2021 – Complete your child's School Pass Health Screening App at home before the child goes to camp. Campers with permission to walk or ride a bike to camp may not arrive before 8:45 am, and upon arrival, should go directly to the llama statue by the Flag Circle building. A Summer@Potomac staff member will check them in after the camper shows a "green" School Pass health screening clearance on a cell phone or other device. The camper will then be instructed to proceed to their camp meeting area. Walkers and bike riders must reside in the neighborhood, and are subject to the appropriate policies found in this section under the heading "**Car Arrival and Dismissal.**"

At the end of the day, all walkers and bike riders **MUST** check-out at the llama statue with a staff member before they may leave campus. If the Walk/Bike option is chosen during online registration as the Departure Method, children will not be permitted to leave campus unaccompanied unless "Yes" is selected for the WALK/BIKE WAIVER. Parent/guardian meeting a camper for dismissal must wait at the llama statue and must wear a mask at all times while on campus. Please do not enter any school building.

HEALTH POLICIES

COVID-19 – [Please click here to review the 2021 Health and Safety Policies.](#) They may also be found on the [website](#) under "Why Potomac" or "Things to Know". Campers and their families will be expected to adhere to these safety measures as they attend camp.

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

Health Form - An immunization and physical examination report must be on file before a child may attend camp. Virginia residents may send us the [Virginia School Entrance Health Form](#). Out of state residents may provide a physician's report, attached to page one of the Virginia form and signed by the parent. The Virginia form, as well as the Medication Authorization, may be printed by choosing "[Health Forms](#)" under "Things to Know" on the [website](#).

Medication: If your child requires prescription or non-prescription medication during camp, you must complete and return the [Medication Authorization](#) form (available on the summer website). Your child is not permitted to be in possession of medication during the camp day. We provide locked storage in the nurse's office; the nurse dispenses medication during the camp day, and properly trained staff dispense medication on field trips. For the safety of all campers, medication cannot be sent to or from camp in a child's backpack. All medications must be delivered to the Nurse by a parent or authorized adult.

New for 2021 – Due to COVID-19 policies, visitors are not allowed in school buildings. Parents may bring medication, along with the completed authorization form, to the Nurse during the week of June 21 for camps offered June 28–July 16, and the week of July 12 for camps offered July 19–August 6. **Please call the Nurse's Office at 703-749-6319 to coordinate medication drop-off.** Upon arrival, park in the Lower School parking lot and call the nurse who will come to your car to receive the medication.

Medication must be labeled with your child's name and be in the original packaging with the prescription label or directions label attached. Identify the name of the medication and indicate the dates/times/dosage for the

medication to be given. Medication forms may be printed from the website at "[Things to Know](#)," then "[Health Forms](#)."

Medications must to be picked up by a parent or authorized adult within 14 days after an authorization expires, or a child's attendance ends; the nurse will dispose of unclaimed medication. Please email campnurse@potomacschool.org to arrange a time to pick-up medication after camp hours. We do not send medication home on the bus with campers but it can be handed to an authorized adult in the carpool line.

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

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

Illness: During camp, we have a licensed health care professional on duty from 8:30 am until 3:30 pm each day. Should your child become ill, you will be notified and asked to pick up your child within **one hour**. Your emergency contact should be notified of this policy in the event you are unable to meet the one hour policy. (We do not allow campers to be delivered or picked up by any car service, including taxi, Uber, Lyft, etc.) For the well-being of all campers and staff, we ask you to keep your child at home if he/she has a temperature over 100 degrees F, has gastric symptoms, a sore throat, severe cold, cough, is excessively fatigued or has a communicable disease. If your child arrives at camp with above symptoms, the child will be excluded from participation, and we will ask you or your emergency contact person to pick up your child within one hour. Children should not return to camp for 24 hours after a fever. Please refer to the [2021 Health and Safety Protocols](#) ("Camper Illness" tab).

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

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

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

EMERGENCY POLICIES

Emergency Preparedness Plan – Our detailed Emergency Preparedness Plan is available by request. This includes procedures for shelter-in-place, active threat, evacuation, and weather/chemical/or fire-related emergencies. In case of an emergency situation, Summer Programs will send information and instructions using our emergency broadcast system. You will receive voice, text and email messages on all devices for which you

provided contacts during registration. Important messages and updates will be posted on <https://summeratpotomac.org/>.

Training - We train staff members and campers in fire and weather emergency procedures, active threat, shelter-in-place and lock down procedures. Summer Programs will hold fire drills during the camp season. Weather emergencies include excessive heat and severe storms. We maintain contact with those who are on field trips and advise them, according to the circumstances, whether to take shelter-in-place measures where they are or to return to campus. In addition, our summer staff will be trained on all of our [2021 Health and Safety Protocols](#).

GENERAL INFORMATION

Cell Phones - Cell phones are permitted for end of day communication only. They may not be used at camp during the camp day and should remain in a camper's backpack. Campers may not take pictures with their cell phones or post any photos on social media platforms. Loss of or damage to any cell phone is not the responsibility of Summer@Potomac. EXCEPTION: Campers who walk or bike to school may use their cellphone to display their School Pass App Health Screening clearance at check-in.

Clothing - We promote relaxed environments in our programs. Your camper's clothing should be comfortable and casual, and clearly marked with their name. We strongly recommend socks and closed-toe shoes. If your child's program includes swimming, please send a freshly laundered, dry towel and clean bathing suit to camp **each day**. We recommend rash guard shirts for all those participating in our swimming program. Programs with specific clothing requirements will notify you before the start of a session.

Equipment - Some activities/programs involve the use of special equipment such as athletic shoes or extra clothing. We will notify you of required equipment before the start of camp. Please mark all equipment with your child's name. Campers will not be allowed to share any equipment. Please provide disinfectant wipes to clean equipment, if applicable.

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

Food - Summer@Potomac is not nut-free. Children must bring their own lunch as there is no food service. Please send your child to camp with a wholesome, nutritious lunch, a snack, and a water bottle each day. We do not provide utensils or refrigeration for food; lunches should not contain items that are subject to rapid deterioration or spoilage. Your child's lunch should be in a sturdy, secure container and labeled with his/her name. Do not send glass bottles or containers. We do not allow campers to share food.

Guests - Due to COVID-19 health and safety protocols, parents or guests may not enter buildings this summer. Please contact the Summer Programs office if you have any questions.

Lines of Authority - The Director of Auxiliary Programs oversees Summer@Potomac, the Assistant Director of Summer & Auxiliary Programs, and our Camp Coordinators. These individuals support our Program Directors, Head Counselors and Assistant Counselors.

Lost and Found - We encourage you to remind your camper to check the lost and found container in their specific camp. If there is a particular item you would like found, you may email your camp's director who might be able to locate the lost item. All items not claimed by the end of camp will be donated to a local charity after camp is over.

Pictures and Videos - During the course of camp, Summer@Potomac will take photographs, and video/audio recordings of activities for use in Potomac print and digital publications, social media platforms, communications,

and advertising, and in external print, digital, and broadcast media if the occasion should arise. If you do not want your child photographed during camp, please submit a written request that no photos are to be taken.

Pre-Camp Emails – Before the start of camp, we will email you information about your child’s selected programs as well as drop-off and pick-up information and locations. We ask that you read the information carefully, and where appropriate, review the information with your child.

Storage – We provide easily accessible, non-locking storage for your child’s personal belongings. We make every reasonable attempt to safeguard belongings. *Summer Programs assumes no responsibility for the theft or other loss of or damage to any personal belongings of a child while he/she is on The School’s property or on a Summer Programs field trip.*

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

Toileting – All campers must be fully toilet trained. Pull-ups are not allowed.

PROGRAM HOURS

Detailed letters with camp-specific information will be emailed to parents prior to the start of camp. The Potomac School Summer Programs offers a wide variety of programming designed to match the needs and interests of parents and children. Session 1 dates are June 28 – July 16 and Session 2 dates are July 19 – Aug. 6. Week--long camps occur June 28 – August 6. *There is no camp on July 5th.* Refer to your Enrollment Summary for your child’s session(s) and or week(s).

3-Week Session Camps, 9:00 AM – 3:00 PM

Day Camp

Explorers Camp

Musical Theater Camp

Nature Science Adventure/Expedition

Panther Sports Camp

Weekly Camps, 9:00 AM- 3:00PM

Handwork Studio Camps

OFF We Go

PlayWell TEKnologies LEGO Camps

SPARK Financial Literacy Camps

*Potomac Debate Camp or Speech Camp

*(Hours: 9:00 AM-4:00 PM)

THE POTOMAC SCHOOL SUMMER PROGRAMS

Office Hours: 8:00 am to 4:00 pm, Monday through Friday

There is no camp on July 5th.

Summer Programs Office	703-749-6317	summer@potomacschool.org
Transportation Office	703-749-6353	transportation@potomacschool.org

THE FOLLOWING NUMBERS BECOME AVAILABLE THE FRIDAY BEFORE CAMP BEGINS:

Day Camp	703-873-5564	daycamp@potomacschool.org
Explorers Camp (<i>also Musical Theater Camp</i>)	703-873-5565	disco@potomacschool.org
Nature Science Camp	703-873-5567	ns@potomacschool.org
Nurse	703-749-6319	campnurse@potomacschool.org
Panther Sports Camps	TBD	<u>sportscamp@potomacschool.org</u>
Weekly Camps	703-873-6145	weeklycamps@potomacschool.org

Absence Reporting

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

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