

2026



# **CAMP GUIDE FOR CAMP McLEAN Jr.**



# McLean Community Center

*The Center of It All*

# **Covered in the Handbook.**

(in order)

**Camp Philosophy**

**Required Forms**

**Parent/Staff Communication**

**Camp Hours and Days of Operation**

**Arrival on the First Day**

**Special Arrangements**

**Release of Children to Authorized Persons**

**Absence from Camp**

**Discipline of Campers**

**Policy Regarding Illness**

**Communicable Diseases**

**Child Abuse**

**Camper Accident Medical Coverage**

**Water Days**

**Vehicle Rules**

**Camp Surveys**

**Parental Visits**

**Camp McLean T-Shirts**

**Clothing for Camp and Children's Belongings**

**Electronic Devices**

**Meals/Lunches**

**Medication**

**Summer Heat (Code Red or Higher Alerts)**

**Sunscreen, Lotion, and Insect Repellent**

**Emergency Situation Communication**

**Camp McLean Jr. Management Team**

*Camp McLean Jr. is a program of the McLean Community Center, an agency of Fairfax County Government. [www.mcleancenter.org](http://www.mcleancenter.org)*

## Camp Philosophy

Camp McLean Jr. is designed for your child to experience the fun and excitement of summer camp in an enriching and safe environment. Each day offers structured activities in arts and crafts, nature, sports, games, music and drama, and other special activities. Under the guidance of experienced and energetic counselors, children are encouraged to express their creativity, improve their social and physical skills, develop new interests, gain independence, and develop a positive self-image through hands-on activities. The program recognizes children as unique individuals who deserve the right to be treated equally with fair and consistent limits.

## Required Forms

The following forms are required one month prior to the start of camp. **Note: Without these forms, your child will not be admitted to camp.** Camp McLean Jr. is exempt from Virginia Department of Education, although will mirror the licensing practices of the Virginia Department of Education. Please drop the completed forms off to the Camp Director at the Old Firehouse Center, 1440 Ingleside Ave, McLean, VA 22101. The following documents are required:

- Camper Information Form:** The parent or guardian must sign a completed Camper Information Form including all attachments (e.g., Sunscreen and Insect Repellent Permission form.) All sections must be completed and returned. Forms are available at the Old Firehouse or online at [www.mcleancenter.org](http://www.mcleancenter.org).
- Commonwealth of Virginia School Entrance Health Form:** This is included in the Camper Information Sheet/Welcome to Camp McLean packet. Submit a completed form that is signed and dated by your physician within 12 months prior to the start of camp. A copy of the same form that was submitted to your child's school is acceptable if it was signed within the required date range. Copies of the form are available at the Old Firehouse or online at [www.mcleancenter.org](http://www.mcleancenter.org).
- Verification of Camper Identity:** Old Firehouse staff must verify the camper's identity and age in accordance with the Code of Virginia Laws and Related Statutes on submission of paperwork. One of the following documents may be used:
  - Certified copy of campers' birth certificate
  - A U.S. passport (or US State Department issued documentation)
  - Virginia school report card

Please do not leave originals at the Old Firehouse Center!

- Medication Authorization Form (required if medications need to be administered during camp):** The parent or guardian and a physician must sign a completed form for medication administration; including medical information and a list of allergies. (See special section on "Medication" below if your child needs medication at camp.)

## Parent/Staff Communication

A direct telephone line to the Camp Office will be provided to you on the first day of camp. Please understand that the Camp Office telephone may not always be answered as staff may be involved in a camp activity outside the office. You may leave a message. Please do not call the school, the McLean Community Center, or the Old Firehouse directly. Emails may be directed to Camp Director at [Barry.pinderrobinson@Fairfaxcounty.gov](mailto:Barry.pinderrobinson@Fairfaxcounty.gov)

## Camp Hours and Days of Operation

Camp	Days	Camp Hours	Pick-up Time
<b>Camp McLean Jr. Young Avengers (3-4 years old)</b>	Monday - Friday	9 a.m. - 1:30 p.m.	1:30 p.m. - 1:45 p.m.

## Arrival on the First Day

Please arrive promptly at 9 a.m. Camp staff will be available to direct campers to the appropriate locations in the school. Please exercise great care with your camper in the parking area. **All campers MUST have complete paperwork, medications and documentation if needed, before they are permitted to remain at camp.**

**Drop Off:** Parents or guardians **MUST** escort their child to their respective destination and check them in. Please be aware the drop-off may take longer than expected, as we check lunches every morning.

**Late Arrival: DO NOT SEND YOUR CHILD(REN) INTO THE BUILDING! Parents must call Camp Management (571-363-8290), so that staff can meet you and your camper at the front door.** Camp staff will escort the late camper to his or her group activity area. We request that every effort be made to bring the children to camp on time. When tardiness is expected please notify the camp in advance by providing a written note or email. If your child is late on a Field Trip Day and their group has left, we are unable to care for the child at camp.

**Pick Up: You MUST Park and come to your campers' respective station for pick-up.** People authorized for pick-up must be at least 18 years old and **show their driver's license for positive identification before the child will be released from camp each day.** Pick-up time is any time during the 15 minutes after camp ends.

**Early Pick-up:** Authorized adults picking up campers early **must call Camp Management**, so that they can bring your camper out to you. These procedures are essential for our camp staff to properly supervise the children and reduce the spread of potential illnesses.

**Late Pick-up:** Authorized adults picking up campers late **must call Camp Management.** **A pick-up is considered late if the parent arrives after the end of the normal pick-up time 1:30 - 1:45 pm for the Young Avengers.** A late fee of \$15.00 per child will be assessed for every 15 minutes (1:45 to 2:45), up to 1 hour (beginning at the end of the pick-up window), or part thereof, if late. If a camper is not picked up by 4:30 pm, we will attempt to contact parents first. If we cannot contact parents, we will contact emergency contacts. If no contact can be made within an hour, we will contact Child Protective Services and follow DPS recommendations which may lead to calling the local police department. We will leave a message for you with the location of your child.

In the event of an emergency, the same guidelines will be followed but we will not charge late fees.

Late parents must call Camp Management to pick up their child(ren). We will accept checks made payable to the McLean Community Center. Late fees are due at the time of late pick-up. Late fees must be paid before children can return to camp on the following day or event.

## **Special Arrangements**

To make special arrangements for your child, please contact the Camp Office at least three days prior to the date you are seeking. You may make requests to the Camp Office by delivering a written note with your child. We ask that special arrangements be avoided whenever possible on the first day of each session.

## **Release of Children to Authorized Persons**

Indicated on the Camp McLean Jr. Camper Information Sheet are specific people authorized to pick up your child. Your child will be released only to those individuals listed on the camper information sheet. Any requests to limit authorization to either parent must be substantiated by appropriate court documents.

As required by Article 63.2-1813 of the Code of Virginia, custodial parents have a right to be admitted to the camp facility. Access to the camp facility or release of your child cannot be legally denied to either parent or guardian unless there is an active restraining order or current schedule of court-ordered visitation rights on file.

If an emergency arises and you require someone other than those authorized persons to pick up your child, you must provide a written note authorizing the change. We will accept an email to [Barry.Pinderrobinson@Fairfaxcounty.gov](mailto:Barry.Pinderrobinson@Fairfaxcounty.gov) The person authorized to pick up your child must also provide photo identification. The camp reserves the right to call for verbal verification. **Camp McLean Jr. reserves the right to refuse to release a child without proper identification provided by the person authorized for pick-up.**

## Absence from Camp

When you know in advance that your child will be absent from camp, please notify the camp by providing a written note or email. When the absence is not scheduled, please call the camp at **571-363-8290** before 9 a.m. or email **Barry.pinderrobinson@Fairfaxcounty.gov**

## Discipline of Campers

Camp staff approach discipline in a positive, consistent, and constructive manner. When children have difficulty controlling their behavior, we try to redirect their behavior by providing positive alternatives. The staff involved tries to talk to the child privately to discuss the individual's behavior. As a result, the child may be directed to do another activity individually within the group. If the inappropriate behavior persists, the child may be excluded from an activity for a period.

If a child's misbehavior continually causes disruption to an entire group or individual(s), the director will be asked to resolve the conflict. The parents will be informed of the camper's behavior and every effort will be made to help the camper to adjust and succeed at camp. If working together cannot resolve the problems, the child will be dismissed from camp for uncontrollable and disruptive behavior, endangering him/her and other campers, or inability to abide by camp rules. The amount of notice before removal from camp will be determined on a case-by-case basis by the Camp Director and Old Firehouse Management. ***There are no refunds under these circumstances.***

## Policy Regarding Illness

Campers must remain at home if they are sick, sick within the last 24 hours, experiencing symptoms of illness, or if anyone in their household has any signs or symptoms of COVID-19, have been in close contact with anyone who has COVID-19 or are concerned that they may have been exposed to COVID-19. Campers that are sick and arrive at camp with conditions such as a temperature of over 100.4 degrees, vomiting, diarrhea, Pinkeye (Conjunctivitis), or lice will not be able to stay at camp. The camp agrees to notify the parent/guardian whenever the child becomes ill. The parent/guardian will arrange to have the child picked up as soon as possible but not more than one hour from the time of notification. A sick child will be made as comfortable as possible in the camp office away from the other children until arrangements can be made to have the child taken home. In the event your child becomes ill while participating in a field trip you may be required to travel to the field trip site to pick up your child. Campers may return to camp once a negative test result has been received.

## Communicable Diseases

In the case that a child or any member of the immediate household has developed any communicable diseases, as defined by the Virginia Department of Health (<http://www.vdh.state.va.us>), they are required to inform the center within 24 hours. Life threatening diseases must be reported immediately to [oldfirehouse@mcleancenter.org](mailto:oldfirehouse@mcleancenter.org) or 202-288-4035.

## **Child Abuse**

Camp McLean Jr is mandated to report any suspected incident of child abuse and/or neglect in accordance with Article 63.1-248.3 of the Code of Virginia.

## **Camper Accident Medical Coverage**

Camp McLean Jr. has accident medical coverage insurance through Cigna Insurance Agency. Campers are provided accident medical coverage while attending camp, including travel while attending camp; while participating in any regularly scheduled and supervised camp activity; and while traveling directly without interruption to or from camp when transported by camp authorized vehicles.

## **Water Days**

Your child will participate in water play once per week. You will be notified of your child's water day prior to the day. Camp McLean Jr. will remain on campus participating in various water play activities.

Your child(ren) will need the following items on water days:

- Swimsuit
- Towel
- Large zip-lock bag (for wet clothes)
- Large carry-all bag
- Sunscreen (Please review the Sunscreen, Lotion and Insect Repellent policies section.)
- Closed-toe water shoes (optional)

Please review the following water day rules carefully with your child.

- Campers that are planning not to participate in water days, counselors will provide alternative activities for the camper to participate in.
- Campers will be led by their counselors to the water play area. Following the directions of the counselors and group lead.
- All pool shoes must be closed toe. No flip-flops.
- Only bathing suits are to be worn in the pool. Alternative swimming attire is acceptable for personal reasons such as modesty, religious or cultural differences. Please inform the Camp Director when this is the case. Bathing suits are not provided by Camp McLean Jr.
- Running, pushing, dunking or horseplay is prohibited.
- Back dives, flips, back jumps, or cartwheels are prohibited.
- The campers are not allowed to climb and hang on to the camp staff.
- Food, candy, gum, drinks, glass containers or breakable objects are prohibited.
- Mask, snorkel, and fins may be used at the Camp Directors discretion.
- Acceptable flotation devices are approved PFD's and inflatable armbands ("wings"). The pool may provide inflatable devices when available.
- Children with skin infections, open wounds, nasal, or ear discharge, vomiting or diarrhea or any other communicable disease unfortunately will not be allowed to participate.

## Camp Survey

The surveys are important to us; we want to know what you think about our camp program. Surveys will be emailed to post camp.

### Parental Visits

Parents are not allowed to stay inside the camp site for more than 15 minutes if there's no designated camp event. Camp events available for parental visits will be made available in advance.

### Camp McLean Jr T-Shirts

Camp T-shirts will be issued to each camper on the first day of each session. For your child's safety, a Camp McLean T-shirt **MUST** be worn on each trip day.

### Clothing for Camp and Children's Belongings

Weather permitting, Camp McLean Jr. will participate in outdoor activities. These activities may involve washable paint and other media. Shorts or long pants are appropriate dress. Campers must wear sneakers or other sturdy shoes. **Sandals, flip-flops, or Heelys are not suitable footwear for camp.** Any camper allergic to poison ivy or sensitive to the sun may wish to adapt his or her clothing on the day's outdoor activities are scheduled (long-sleeved shirt and pants, socks, and hat). We recommend your child bring a refillable water bottle each day with his name clearly marked.

They will also participate in special events that may involve water activities. Advance notice will be given, so the campers can bring the appropriate clothing to camp.

**It is recommended that all clothing and personal items be clearly marked with the camper's name.** Campers are asked not to bring items of value to camp. The camp does not accept responsibility for missing items, although every effort will be made to recover lost items. Your child will have a designated area to store his or her personal belongings.

**All campers must ALWAYS have an extra change of clothes packed and brought to camp.**

**Campers are not permitted to wear Heelys (roller-skate shoes) at any time during camp or on any field trip. These shoes can create a safety hazard and are not appropriate camp attire.**

## Electronic Devices

Campers are not permitted to carry any electronic devices during the camp day. Cell phones, IPOD's, earphones, MP3 players, Nintendo DS's or any other electronic device will be confiscated. These items will be returned to the parent or guardian at the end of the camp day. If you need to be in contact with your children in case of an emergency, please contact the Camp Office.

Cameras will be permitted during field trips and on the last day of each session only. However, Camp McLean does not accept responsibility for them. If you must send a camera to camp, please send an inexpensive disposable camera.

## Meals/Lunches

**Please remember that Camp McLean Jr. is NUT FREE! We must protect the health and safety of all campers and staff!** Please check labels and do not send anything that includes these items in the ingredient list even if it is labeled as "may contain traces of..."

All campers are required to bring lunch and drink every day and it must be labeled with the camper's name. This includes all items that are packaged with/by companies that produce peanut products. It is important that you check packaging labels before sending food items with your camper's lunch. The camp staff inspect all lunches daily and will remove any items that contain nuts. Should camp staff have to remove an item(s), they will replace it with as comparable an item as possible.

Refrigeration is not provided, so lunches must be packed properly. We recommend that lunches brought from home be nutritious and non-perishable. On some field trip days, lunch may be provided. If you have any concerns on these days, please feel free to send your participant with lunch.

The camp provides occasional snacks and drinks. Please inform the Camp Director if your child has any food allergies not previously noted on the camp application. We will try to make special arrangements the best we can for children with severe allergies.

## Medication

If your child is on any medication, you must complete a Medication Authorization Form. The form can be obtained online from the Camp Office. Please bring the completed form to the Camp Office on the first day of camp. **The form must include the physician's signature.** Only the Camp Director, Assistant Camp Director, Nurse or Old Firehouse Management will accept medications. All medication must be in the **original container with the prescription label or direction label attached.** The form must include the child's name, the medication's name, the dosage amount, and the number of times per day to administer the medication. All medications must be current; we will not administer outdated medication. All medications that require refrigeration will be refrigerated. All medications are kept in a locked container at camp.

## **Summer Heat (Code Red or Higher Alerts)**

Although most camp sites are air-conditioned, when code red alerts and high-temperature warnings are issued, program activities may be modified. Scheduled events may be substituted with alternative activities such as fewer active games, water play, and indoor activities. Camp on field trip days may be moved temporarily to an indoor site at the discretion of the Camp Director.

### **Sunscreen, Lotion, and Insect Repellent**

Camp McLean Jr. will only provide sunscreens, lotions and/or insect repellent with the written consent of parents in the form of our Camp McLean Jr. Sunscreen and Insect Repellant Permission form (in the Camp McLean Jr. Information Packet). Camp staff will not apply these products to campers without permission. You may wish to apply sunscreen, lotion, or insect repellent on your child before their arrival at camp and, with permission, our staff will reapply. At Camp McLean Jr. we use Waterbabies SPF 50 and Off Family Brand, Unscented Insect Repellant. If your child has an allergy to a product or you wish us to use a special brand, please indicate that on the child's Sunscreen and/or Insect Repellant Permission Form. Please mark the sunscreen or insect repellent bottles you send to camp with your child's name. We want to ensure that only your child uses his bottle. The American Academy of Dermatology recommends using a sun protection factor (SPF) of at least 15. The camp staff will ensure that children play in the shade whenever possible, avoid long periods of sun exposure and are provided plenty of water. The Camp Director will determine the amount of time the children spend outside depending on the weather conditions.

### **Emergency Communication Policy**

In the rare case of an emergency, for example, fire, severe weather, or a lockdown situation, Camp McLean will contact parents/guardians by phone or by email. Please do not call the Fairfax County Elementary School. Camp McLean Jr. will follow the Fairfax County Public Schools Emergency Response Plan.

## **Camp McLean Jr. Team**

### **Management:**

**Camp Director:** Barry Pinder-Robinson

**Assistant Camp Director:** Ricardo Nunez

### **Other important McLean Community Center names to know:**

**MCC Executive Director:** Betsy May-Salazar

**MCC Deputy Director:** Jonathan Melendez

**MCC Programs Director:** Michael Fisher

**Old Firehouse General Manager:** Andrew Carter

**Registrar Team:** Katie McGovern; Katie Park