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**First Baptist Church of Clarendon – Child Development Center**  
**2016-2017 Camp Programs**

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Dear Family:

Welcome and thank you for your interest in the First Baptist Church of Clarendon Child Development Center (FBCC CDC), 2016-2017 Camp Program!

Please read the enclosed information including the Day Camp schedule and current FBCC CDC policies and procedures. Additionally, a Day Camp application package and registration forms are included.

The Day Camp Program currently accommodates children who are currently in Kindergarten through fifth grade.

We are very excited for the new Camp year and we look forward to getting to know you and your children.

If you have any questions or need additional information, please feel free to call FBCC CDC at 703 - 522 - 6477.

Sincerely,

Tyrone Boardley

Camp Director

1306 N. Highland Street  
Arlington, Virginia 22201  
Phone: 703.522.6477  
Fax: 703.522.7142



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## **2016-2017 Camp Programs**

The FBCC CDC Day Camp participants are generally away from the school facility at lunchtime. Therefore, parents are responsible for providing a lunch for their child, each day. \*\*\* The lunch should be packed in a disposable container (plastic or paper bag) and labeled with the child's first and last name. Perishable and/or frozen foods should not be packed due to lack of refrigeration. If a child should lose his/her lunch, it should be brought to the attention of one of the camp leaders and arrangements will be made for lunch that day. The FBCC CDC Day Camp staff will provide a morning and afternoon snack for the children. Children will be encouraged by staff and parents to eat the lunch prepared for them and not to share. All unused, open food will be discarded after lunch, and unopened foods will be returned at the end of the day.

### **\*\*\* CDC Nut-Free Policy**

FBCC CDC is aware of the tremendous risk children and adults who are allergic to nuts can face from even the smallest taste of peanut butter or a piece of nut, consequences that may be life threatening and require immediate intervention with medication, hospitalization or even life support. In an effort to eliminate the possibility of such an occurrence the FBCC CDC is a **NUT FREE ZONE**.

To this end, the following guidelines are implemented with your assistance and adherence.

1. Please do not allow your child to bring nut related food items into the school.
2. Please keep this policy in mind when on occasion, you are asked to plan, pack and provide your child's food for the day in conjunction with a special event on or off the school campus. *We ask that no foods containing nuts or nut products be brought into the school or to an off campus event of the school under any circumstances.*
3. We ask that when supplying food items for special events that you use the FBCC CDC **no nut policy** as a guide in your selections of contributions.

Your understanding and support in helping us in making the FBCC CDC a “**NUT FREE ZONE**” is greatly appreciated. The FBCC CDC continues to work toward an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that are offered by the school.

## **2016-2017 Camp Policies and Procedures**

ARRIVAL AND DEPARTURE: The Child Development Center opens at 6:45 A.M. and closes at 6:00 P.M. The Camp program is from 7:00 A.M. to 6:00 P.M.; however, children may arrive after 7:00 A.M. and remain until 6:00 P.M. No child is admitted before 7:00 A.M. and a late charge will be assessed for children picked up after 6 P.M., except children on a scheduled field trip.

Children must be signed in upon arrival and out upon departure at the machine by the Front Office door. It is necessary for an adult to accompany the child to the building and to their class. FBCC CDC Camp assumes no responsibility for children dropped off at an outside entrance.

### HEALTH REQUIREMENTS

There shall be a morning inspection each day as the child arrives and before he/she has mingled with the other children. If there are signs of illness, the child will not be admitted to Camp.

### FIELD TRIPS

The Camp staff plan many interesting and fun-filled trips for the children. The permission form filled out at the time of enrollment allows each child to participate. Parents will be notified of all trips.

## **Tuition Policies**

RETURNED CHECK FEE: There is a \$30.00 returned check fee for checks returned by the bank. Any check returned by the bank must be paid in cash, plus the \$30.00 returned check fee.

LATE PICK-UP FEES: \$8.00 per child for the first 8 minutes after 6:00 p.m. and \$2.00 for every minute thereafter.