



A Summer Camp Experience for Everyone

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We are thrilled that you have chosen Camp Greenway to be a part of your campers' summer story. For decades, we have opened the gates of The Madeira School to our wider community to share in laughter, fun, adventure, and friendship. Whether this is your first summer, or your 9th summer, summer camp in 2021 will look a little different but we know we will bring the camp magic in ways you have never even thought of.

Our team of seasonal staff and year-round administrators have been hard at work developing all-new hands on, immersive programs. Your camper can try our specialized themes or settle in for a classic camp experience where they will try it all. CITs will be invited in to learn and grow through our three-week leadership camp that is brand new for the summer of 2021. Through this all, your child will be supported by a team of caring, inclusive, and creative individuals who have a passion for education and youth development.

Safety is a cornerstone of Summer at Madeira. We are taking precautions to keep our campers and staff healthy, including increased cleaning measures, reduced capacities, adjusted program and operational procedures, and extended training for our seasonal and year-round staff. These updates are included here in the registration platform, as well as throughout our website. We would like all caregivers to carefully review these updates and contact us with any questions. Our year-round team will also be hosting a series of webinars for you to learn more about this summer, and to ask any questions you may have.

Thank you again, and we cannot wait to see you soon!

Sarah Emeterio

Director of Summer Programs

Summer at Madeira Parent Information & Policies

Camper Groups

- We will be implementing “Pod”-style programming. Pod programming is **maintaining small group sizes, limiting mixing of groups, and restricting large gathering at camp**.
- Campers will be interacting with the same campers and staff that are assigned to their “pod”/group and limiting outside interactions to lifeguards and adventure staff where applicable. These “pods” will stay consistent throughout the camp week.
- Pod-style programming allows us to group staff and campers to reduce the spread of infections and allow for more rapid identification of potential outbreaks.
- Camp activities will be structured to allow for as much **social distancing** as possible.

Buddies

- A camper may request **one “buddy” per session**. Both buddies must register for the same camp, program, and session, and must list each other’s name on the registration forms. The camp director has final say on camp placement.
- Due to small group sizes in the summer of 2021, request for **multiple buddies per session cannot be considered**.

Registration/Payments

- All registration is done through CampBrain, the Madeira Schools’ **camp management platform**.
- Caregivers may log in at any time to access their registration information, make payments, change credit card information, add sessions and services, and upload forms.

Camp Program Fees

- A per-camper, per-session deposit is required to secure your spot at camp. **Deposit amounts vary by camp and are applied towards the final camp balance**.
- **Deposits are non-refundable and non-transferable**. For the complete cancellation and refund policy, see below.
- **Full payment is due by June 4, 2021 for all registrations made prior to that date**. For all registrations made after June 4, 2021, payment is due in full at the time of registration.
- The deposit for Camp Greenway programs is \$50 per camper, per session. The deposit fee for Riding Workshop and Girls First is \$100 per camper, per session.

Administrative Fees

- A one-time, \$25, per-camper administrative fee is applied at registration. This fee is non-refundable in the event of cancellation or withdrawal by the caregiver or the Madeira School.

Installment Plans

- We encourage families to utilize the installment payment plan option for the Summer of 2021.
- Caregivers may select a multi-month plan starting on the month they register, or a month in the future.
- Caregivers may also choose to make one lump payment on June 4, 2021. Full payment is not required upon registration but is accepted should families prefer that option.
- We recognize there are still many unknowns for the Summer of 2021; please email summer@maderia.org with any questions about payments or payment scheduling prior to registration.

Cancellation/Refund

Four Weeks before Camp Session Begins

- Deposits are non-refundable and non-transferable. Refunds for camp program fees (not including the deposit) may only be made when written notice of cancellation and a request for refund is received at least 4 weeks prior to the start date of the camp session.
- Refund requests for lunch services must be submitted in writing at least one-week prior to the start of the camp session.
- Administrative fees are non-refundable.

Cancellations Due to Medical or Emergency Circumstances

- In some cases, refunds may be granted after the four-week cancellation and refund period for medical or emergency circumstances only. **A written notice of cancellation with explanation of medical or emergency circumstances must be provided for a refund request to be considered.**
- Additional documentation may be requested by the Madeira School. **Partial refunds will be at the discretion of the Madeira School after reviewing the request.**

Inclement Weather

- High ropes and water activities may be cancelled when weather conditions are unstable. Alternative activities will be provided. Refunds are not given when activities are cancelled due to inclement weather.

Program Cancellation

- If any program is cancelled by the Madeira School, for any reason, a full refund will be issued on all camp program fees including the non-refundable deposit. The camp administrative fee is non-refundable.
- If a program is cancelled due to insufficient enrollment, every effort will be made to place campers in a similar program.

Extended Care and Bus Services

- **We are suspending the extended day program, swim lessons, and camper cookout (Greenway) for the 2021 season.**
- Why? These programs do not allow for campers and staff to maintain the camper pod in which they will spend the week. For scheduling and logistical purposes, we would need to combine groups of staff and groups of campers in a way that would not maintain the camper bubble we are dedicated to.
- Is this temporary? YES! We love these programs as much as your campers do, and we recognize programs like extended day are necessary for parents who need late-afternoon childcare. Parents should visit the appropriate camp page as pick up and drop off times differ by camp and may have changed from seasons' past.
- Should parameters and guidelines regarding pandemic mitigation relax prior to the start of your child's summer camp session, we will consider our ability to add these programs in where they make sense from a health and wellness standpoint.

Lunch Services

- For Camp Greenway and Riding Workshop, lunch services can be added on for an **additional weekly fee of \$40** per week. Lunch services are included in the cost of camp for Girls First.
- We have a **new foodservice provider!** [Merriweather Godsey](#) joined the Madeira team at the end of last year and have been providing food services to the school throughout this school year. We love them!
- For 2021, the balanced, nutritional, kid-friendly hot lunches will be provided in a **boxed-lunch format**. Merriweather Godsey works with many independent schools and many elementary schools. They can accommodate most food allergies, so you can feel safe when your camper dines with us.
- Indoor dining carries a higher risk (masks off, mouths open), **as such we will not be utilizing the dining hall** this summer as a large group. Staff members will pick up camper lunches from the dining hall, and camp pods will eat together picnic-style in an assigned outdoor location. This will allow campers to physically distance while eating, yet still enjoy the benefit of a prepared meal. Menus will be shared on our website in the early spring.
- Camp Families are strongly encouraged to sign up for the lunch plan but can opt out and choose to send campers with a packed lunch. **Packed lunches from home should not require heating or refrigeration, and your camper should plan to carry their lunchbox with them during the day.** We are unable to store backpacks and lunches in the Hurd gymnasium this summer. If your camper might find this challenging, we recommend signing up for Madeira lunch.

Snacks

- One peanut/tree nut free snack is provided for each camper. Snacks are things such as goldfish crackers, pretzels, fruit bars, popcorn, etc.
- Campers with allergies or dietary restrictions may opt to bring their own snack. Please [contact the camp director](#) if bringing your own snack

- We ask caregivers to not send snacks to camp for things like birthdays and/or special events. Should your camper be celebrating with us, Summer at Madeira will provide birthday snacks safe for the whole group.

Special Events (Greenway Only)

- Large group events such as **Lip Sync, Miner 49-er, Gnomes, and Parade Days** will be modified for the summer of 2021 to maintain camp pods. These events will not be able to be done as a large group. Our goal is to adjust these programs so your camper can still enjoy all the things they love about them, yet still maintain the health and wellness standards that have been set by the Madeira School.
- **Inflatable days** and any **off-campus trips** have been suspended for the Summer of 2021. We will work to create special experiences and memories for your camper on our beautiful, expansive campus.

Swimming Pool, High Ropes, and Archery

Swimming Pool

- Summer at Madeira campers will all get to swim in our indoor pool. Due to COVID-19, pod-style programming, and ability to distance, your camper may not swim every day during the Summer of 2021. On non-pool days, alternative water-fun activities will be offered.
- Each camper is swim tested at the beginning of their session and will wear a wristband color-coded according to ability.
- Those that are non-swimmers will be grouped together and remain one-on-one with a swim instructor until they learn to swim.

High Ropes and Archery

- Due to safety considerations, high-rope and archery are offered to those campers in rising 4th grade and up.
- Alternative out-door activities are offered for those campers' grades 3 and under.

Lost & Found

- Lost & Found is located outside of the Camp Office. Counselors and pool staff conduct lost & found sweeps at the end of each day after campers have been picked up.
- Label anything your camper brings to camp with their first AND last name and limit the number of items they bring with them.
- Do not send anything to camp that is valuable or irreplaceable. Summer at Madeira is not responsible for lost, stolen, or damaged items.
- Any unclaimed items will be donated to charity one-week after the conclusion of the summer.

Staff Selection, Screening, and Training

- Most staff are 18 years of age or high school graduates and are selected based on their ability to work with young children, teach, share skills, and work as a team. Junior Counselors are between the ages of 16-18 and always work in teams with older staff.
- **We conduct background checks on every staff member who accepts a position with Summer at Madeira.** Background checks include a general background check that covers state, local and national criminal and sexual offender databases. We also do a state-specific background check for the Commonwealth of Virginia. Background checks are required annually and include both new and returning staff.
- Once hired, staff attend one to two weeks of training to bond as team and gain skills in facilitation, risk management, safety, positive youth development, and interpersonal communication.

Camp Safety Guidelines

- We follow all safety and risk management guidelines set by the local, state, and federal boards of health, the American Camp Association, and the Madeira School. All staff are trained in First Aid, CPR, and AED; all Lifeguards are American Red Cross Lifeguard certified; all adventure staff are trained and certified by Calleva Outdoors. The Madeira School Health and Wellness center is staffed by a team of registered nurses who are employed by the school year-round.

Camper Health and Wellness

Camper Forms

- **All campers, including returning campers from any year, must complete required health forms to participate in camp.**
- Required health forms are provided in camper confirmation packets and are due by **June 4, 2021.**
- Campers are required to have a physical examination within 12 months prior to their arrival at camp and health forms must be completed and signed by a physician each year.

COVID-19 Health and Wellness Policies

- We are implementing **new policies for the health and wellness** of our campers, staff, Madeira faculty, and campus residents. All members of our community must follow these policies while on our campus. **Continuous violation of these policies may result in a dismissal from camp without refund.**
- Prior to the start of your camp session, we ask that you **contact camp for instruction** if there has been any potential contagious illness or COVID-19 in the household leading up to summer. At this time, a negative COVID-19 test and/or a COVID-19 vaccination is not required to participate in camp programming.

- **Caregivers are responsible for screening themselves and their children at home for symptoms of COVID-19** including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or loss of taste or smell. Anyone with symptoms consistent with COVID-19, including the child, should remain home.
- Upon arriving to campus, all vehicles should enter the drop off line. Caregivers will be asked a series of screening questions and the temperature of every camper will be taken. This process will happen daily. **COVID-19 specific testing is not part of the screening process.**
- **Children will not be allowed to attend camp if they have a fever of 100* or above.** Campers cannot return to camp unless they are 72 hours fever-free (without the use of fever-reducing medication).
- **Face coverings** are required for campers and staff and must be always worn except when actively involved in lunch/snack, water breaks, and swimming. Face coverings should be at least two layers and fit over the nose and mouth. Parents must send their child to camp with a clean mask daily. **Bandanas and neck gaiters are not allowed.** Any caregiver entering campus must also wear an approved face covering.
- **Regular handwashing** and hand sanitization will be enforced for staff and campers.
- Increased cleaning and disinfecting of bathrooms, equipment, and other high-touch surfaces will occur daily.
- Children who become sick during the camp day will be separated from the group and isolated in the Health Concerns Center under the care of the nurse team, until picked up. **Sick campers must be picked up within one-hour of a call home.**
- Caregivers must notify camp staff if their child or any household member tests positive for COVID-19, exhibits signs/symptoms consistent with COVID-19, or is awaiting COVID-19 test results. In such a situation, the camper may not return to camp until they can exit self-isolation or self-quarantine under the health guidelines of 14-days. Campers may return to camp after 14 days and only with a doctor note clearing them for participation in activities.
- **Camp staff will adhere to the same health guidelines** as described for campers, including daily health screenings and a return-to-work policy that includes 14 days of isolation and being fever-free for at least 72 hours. Camp staff are also required to wear face coverings while on Madeira property.
- Caregivers who must access campus during times outside of drop off (varies by camp) or pick up (varies by camp), should contact the camp office in advance. **If a camper will be late to camp or will need to be picked up early, we ask for as much early notice as possible.** In these instances, caregivers should park and remain in their vehicle and a camp staff member will assist.

Care of Mildly Ill Campers

- A team of healthcare professionals staff the camp health center. Staff is responsible for reporting any signs of illness or injury to the health team, who assess each situation, and may administer over the counter medications if authorized by the caregiver.
- A camper requiring any form of antibiotic treatment must refrain from attending camp for the first 24 hours of this treatment. We reserve the right to require a note from your camper's healthcare provider indicating he/she is no longer contagious prior to your camper's return to camp.
- Should it be determined that a mildly ill or injured camper should be picked up, a caregiver must pick up their camper within one-hour of a phone call home.

Lice

- If head-lice is detected while at camp, the caregiver will be called to **immediately** pick their camper up at the Health Center within one-hour of a phone call home.
- **A child may not return to camp until treated and all nits are removed.** Upon returning to camp, the camp nurse must verify that there are no nits for the camper to remain at camp. Refunds are not issued for days missed due to head lice.

Medications

- **If your child has been prescribed medication, they will need to bring onto the Madeira campus,** you must complete the appropriate **Care and Consent form**, located under the [Parent Information](#) tab. This includes life-saving medication such as inhalers and epi-pens.
- All prescription medications must come to camp in the **original pharmacy container**, with the **prescribing label attached**. Expired medication will not be accepted.
- The Madeira Health Center is stocked with over-the-counter medications; therefore, campers should NOT bring medications such as Acetaminophen (e.g., Tylenol), Ibuprofen (e.g., Advil), Diphenhydramine (e.g., Benadryl), Antibiotic Ointment (e.g., Neosporin), and TUMS to camp. The Health Center will contact the parents/guardian directly to obtain permission to dispense over-the-counter medications to the camper if necessary.
- No camper may carry, keep, or dispense for herself/himself or any other camper any prescription or over-the-counter medications.

Campers with Special Needs

- We make every attempt to offer summer camp opportunities to all campers. We can accommodate most special needs and dietary restrictions. Email summer@madeira.org and a Summer Programs staff member will schedule a call to discuss how we can make your camper's experience exciting, appropriate, and fulfilling.
- The information you share with us will be held confidential, shared on as HIPPA allows, and in accordance with your wishes.

Camper Behavior Agreement

Summer at Madeira is an inclusive community where individual differences are valued, where people are supported in reaching their goals and accomplishing challenges, and where everyone can have fun. Creating such a community requires the commitment of all participants including staff, caregivers, and campers. We ask everyone to agree to the behavior expectations listed below. Campers and parents/guardians should review and discuss these guidelines together.

I Will Show Respect for Others

- I will respect other people's ideas and values, even if they are different from my own.
- All my actions and language will have a positive impact on others in the Summer at Madeira community.
- I understand that any behavior that could harm (physically or emotionally) a camper or staff member, or which is disrespectful, is unacceptable in the Summer at Madeira community.

I Will Show Respect for Myself

- I will take care of myself by drinking lots of water, washing my hands often, using sunscreen and insect repellent when needed, telling an adult if I am hurt or unwell, and sharing with an adult if I am having problems at camp.
- I will make the most of my opportunities at Summer at Madeira by participating fully in camp activities. I will try new things and have a positive attitude.
- I will not allow exclusive relationships (like those with friends from home or school) to prevent me from getting to know other people at camp, or from including others in activities.
- I will stay with a buddy when moving around camp and always ask a counselor before leaving the group.

I Will Show Respect for Everyone's Health and Safety

- I understand that the possession and use of **recreational drugs, alcohol, tobacco products, or weapons of any kind at camp** is prohibited. I will not have and/or use these at camp.
- I understand that weapons of any kind including fireworks, firearms, and pocketknives are not allowed. I will not bring these to camp.
- I will abide by all safety standards explained by the staff.
- I understand that physical and emotional bullying or violence may result in my immediate dismissal from camp. If I am dismissed from camp, my tuition is forfeited, and my caregiver is responsible for picking me up immediately. My behavior at camp will not include violence or bullying.

I Will Show Respect for Camp

- I understand that all community members are expected to share responsibility for keeping personal and community areas neat and clean, and I will help with these tasks.
- I will take care of Summer at Madeira's facilities, program supplies, and equipment. I will put equipment away when I finish using it and will leave any area that I use better than I found it.
- I will not bring my cellular phone, music player, video games, radio, or other electronics to camp, because they detract from enjoyment of and interaction with others and with the natural world.

If a camper has difficulty following Summer at Madeira's behavior expectations, Summer at Madeira staff will:

- remind the camper of expected behavior.
- review the Behavior Agreement above
- discuss ways staff members can support the camper in making necessary behavior improvements.

If a pattern of inappropriate behavior continues, Summer at Madeira staff will work with the camper to set specific, appropriate behavior goals and outline consequences for continued inappropriate behavior. Summer at Madeira staff may ask caregivers for suggestions to help improve behavior or create a written behavior contract.

Continued inappropriate behavior or severely inappropriate behavior (such as physical or emotional violence, bullying, or possession of prohibited items) will result in immediate dismissal from camp and forfeiture of camp fees.

In the camp forms section of registration, we ask caregivers to sign and acknowledge that they have discussed the Behavior Agreement with their camper and acknowledge and accept the responsibility to meet these behavior expectations outlined above.