



Forever Dancing Ballroom

# Summer Dance Camp Manual

Information, Policies, and Procedures



## 1-How To Register

- In person.
- By mail, please print forms on the web (Click Here!) and mail the forms with a cashier check or, money order to Forever Dancing Ballroom, 5818- B Seminary Rd. , Falls Church, VA , 22041.

By email, print forms, fill them out, scan them and send to [receptionist@ForeverDancing.com](mailto:receptionist@ForeverDancing.com). You can make payments online here or call the studio at 703-824-3555.

**We believe that the best camp experience is at least a week-long experience.** Summer Day Camp may be **extended** to a week or multiple weeks dance camps. Simply visit the front desk and consult if there is space available.

## 2-Refund & Transfer Policy

All withdrawals, or transfers from a camp session and/or refund requests must be done in writing through the e-mail address: [Receptionist@ForeverDancing.com](mailto:Receptionist@ForeverDancing.com). Refunds/credits will be issued as follows:

- Cancellations more than two weeks in advance will be charged a 10% processing administrative charge.
- Cancellations less than two weeks in advance will be charged a 25% processing administrative charge.
- Withdrawals and or, cancellations for any reasons, including medical emergencies, after the first attendance will be charged 25% processing administrative fee, plus \$100 per attended day.

If you paid by check/cash, it takes 4-6 weeks from the date requested to receive a refund in the mail. If you paid by credit card, it takes 1-2 weeks from the date requested to receive a refund on your credit card statement.

Camper transfers from one session to another or from one program to another will only be made if space is available, at no extra charge. Transfer requests must be made in writing to email address: [receptionist@foreverdancing.com](mailto:receptionist@foreverdancing.com)

In the event that a camp fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available. In the event a camp does not reach the minimum number of campers, you may be offered the options of transferring your child to another date, or a full refund.

## 3-Program Information & Content

Going off to summer camp is a very exciting experience for campers and parents/guardians. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. It is our duty to make the experience a positive one by employing counselors that are committed to excellence and to serving as role models. There are no age exceptions. Camps are designed with curriculum and programming for campers of a certain age.

Hours are from 9:00 AM to 4:00PM. Parents are invited to bring family and friends for the "FOREVER DANCING WITH THE KIDS STARS" Show on Friday at 3:45PM. (15 minutes show). The following is a simplified, tentative daily schedule:

9:00AM to 9:30AM - Social group games. Getting to know each other.

9:30AM to 10:00AM – Skill building exercise.

10:00AM to 10:30AM – Warm up, Stretch, Body wakening.

10:30AM to 11:15AM – Partner Dance Technique Exercise.

11:15AM to Noon - Partner Dance Smooth Dance Activities

Noon -1PM – Lunch Break

1PM to 1:45PM – Latin Dance Exercises

1:45PM to 2:30PM- Social Dance Etiquette

2:30PM to 3:30PM – Formation Choreography.

3:30 to 3:55 – Stretch, wind down.

4:00PM – ready for pick up.

**Private lessons** are available to enrich the student experience. When comes to dance technique, and taking the student to a higher dance level, the best way to learn is by private lesson appointments. The privates are 45minutes long and should be paid and scheduled in advance. Summer dance camp participants are offered a special rate discount for after summer camp hours at \$70 per session of 45minutes. Check mark your interest private appointments on the registration form and our scheduler will contact you.

**Camp Evaluations** - We will be distributing evaluations to parents over the course of the summer. We ask that you please fill out and return these evaluations. Parental assessment of the camp's strengths and weaknesses will aid in the improvement of camp programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the camp program to the site director at any time.

#### **4- Preparing For Dance Camp Information.**

**Absence** - To ensure the safest possible environment, please report any absences by calling 703-824-3555 if your child is not going to attend on any given day.

**What to Wear** - Ballroom practice dance shoes and comfortable clothing that does not prevent any body motion. Alternative for shoes are jazz shoes, dance sneakers, social dress shoes with leather bottoms. Socks and ballet shoes are ok if the shoe does not conform. Leggings are recommended for under skirts. **No** Baggy pants, short shorts, short skirts, halter, spaghetti strap tops are not permitted. Shirts should be tucked, No saggin' pants.

**Sign-In** - Forever Dancing Ballroom requires all parents sign their child in when they arrive. This helps ensure their safety. Parents can authorize their children to sign themselves in. Forever Dancing Ballroom will not assume responsibility over participants that are not sign in. Ballroom Doors open at 8:45 AM

**Screen-Free Camp** - Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod, DSi, etc., comes to camp, it will be collected and placed at the front desk until pick up. Please contact Forever Dancing Ballroom reception if there is an emergency in which you need to contact your child.

**Early Pick-Up** - If your child will be leaving early, please notify the school, on the morning of the designated day with a written note. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

**Pick-Up** - Sign your child out when you pick them up from camp. It is our responsibility to see that your child leaves with the appropriate person each day. Forever Dancing staff will ask for identification of the person doing the pick up daily, so parents, or the authorized pick-up person shall present a photo ID everyday. Children will be released only to those authorized by the parent on the child's Registration Form. It is the parent's responsibility to notify the camp of any changes in authorization. If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to Forever Dancing Ballroom staff member upon request. No child will be released to anyone who is not authorized to pick up that child.

**\*\*Note:** Appropriate legal paperwork is required to be on file with Forever Dancing Ballroom when the custodial parent requests Forever Dancing Staff not to release the child to the other parent.

**Late Pick-Up** - We close promptly at 10:00PM. For all participant children not picked up by 4:15PM (with the exception of the ones with private appointments scheduled after summer camp hours), the following late policy will be in effect:

First 15 minutes: Grace Period. Each 5 minutes thereafter: **\$5.00 per child.**

After your third late fee please note that you may be asked to withdraw your child from camp. Payment should be made at our reception on the pick-up, our receptionist will take debit/credit card. If you are running late, please notify the camp and attempt to make alternate pick-up arrangements.

NOTE: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pick-up" policy starting 45 minutes from when the parent has been informed of the need for campers to be picked-up.

**Pick-up is incapacitated.** If the pick-up person is incapacitated to accomplish the child pick-up due to alcohol or drugs usage, and present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are: call the other parent, call another person on the child's emergency contact list, call a taxi, call a nearby neighbor / friend. If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

**Parking** - Please remember to drive slowly and carefully. Park in the spaces around both buildings of Seminary Plaza, note there is plenty of parking spaces on the back of the buildings.

**Parent Shows / Events** - We invite you to see your child's new skills and to meet the staff and the new friends your child has been talking about all week! Parent shows will take place Friday at 3:45 PM sharp, parents and family are always encouraged to attend.

**Screen-Free Camp** -Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod, DSi, etc., comes to camp, it will be collected and placed at the front desk until pick up. Please contact Forever Dancing Ballroom at 703-824-3555 if there is an emergency in which you need to contact your child.

**Special Events & Birthdays** - Special food treats may be brought in special events or birthdays. Arrangements should be made ahead of time with the camp director. All food must be brought in covered containers with written directions if necessary. If sending in store brought items, please send unopened packages.

**Lunches & Snacks** - All campers should bring a non-perishable lunch, 2 snacks, beverage and water bottle to camp daily unless otherwise notified. Please pack a healthy, low sugar and balanced meal, no soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain food items that will spoil if not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name and the date. A marker and masking tape for labeling lunches will be available at the sign-in desk and in the camp location.

Please do not provide your camper with food that will need heating or to be microwaved. Camp staff are not responsible for food preparation or pre-heating meals. We will have 2 snack periods daily. Please send extra food for these times as well as a water bottle.

**NUT FREE ZONE.** We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products. Your understanding and support in helping us to provide a NUT FREE ZONE is greatly appreciated.

**Special Needs** - We strive to provide the best day camp experience for your child, and ask that prior to registration, you consult with the camp director regarding any special needs of your child. We will work to provide reasonable accommodations upon request. We will make every attempt to serve all.

**Contacting your Child at Camp** -Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the site director at any time. Campers are not allowed to have cell phones or any other electronic devices at any of our camp sites.

**Communicating with Forever Dancing Summer Camp Staff** - Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

**Special Notes to Parents** - As a provider of children's programs, Forever Dancing Ballroom effectively screen and train all staff and volunteers. Our quality programs enrich the lives of thousands of children each year and the safety of every child is a top priority for us.

#### **Quick Reference Checklist**

- Labeled Backpack
- A healthy, nut-free lunch and snack that is labeled and dated (no glass containers)
- Labeled Water Bottle
- Dance Shoes or equivalent
- Drop-Off & Pick Up.
- Notebook & Pen

If you have questions or concerns, please feel free to address them with the Program Director at 703-798-1071

#### **Parents FAQ**

What should my camper bring to camp?

All campers must bring a healthy, peanut-free lunch, plenty to drink and two snacks to camp daily. Please send only non-perishable foods because refrigeration is not possible. Campers should also bring their own labeled water bottle to stay hydrated during the day. A notebook and pen.

What shouldn't my campers bring to camp?

Cell phones, Weapons, Video games, Alcohol and drugs. Personal CD players / stereos / iPods, expensive jewelry / watches specified, expensive clothes, money, animals, toys and card games.

Forever Dancing Ballroom is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse or lost, stolen or broken items.

What should my campers wear to camp?

Ballroom practice dance shoes and comfortable clothing that does not prevent any body motion. Alternative for shoes are jazz shoes, dance sneakers, social dress shoes with leather bottoms. Socks and ballet shoes are ok if the shoe does not conform. Leggings are recommended for under skirts. No Baggy pants, short shorts, short skirts, halter, spaghetti strap tops are not permitted. Shirts should be tucked, No saggin' pants.

Can my camper buy lunch?

No. Campers are not to bring any money to camp.

What if my camper forgets his/her lunch?

Every so often, a lunch doesn't make it from the car to camp. The camp staff will contact you to let you know that they don't have a lunch. We will make sure that your child gets something to eat or a lunch will be purchased and parents will need to reimburse camp at pick-up. Next door to Forever Dancing Ballroom is the Twist Café that deliver lunch at our school. Simply call them at (703) 998-2542.

Does the camp program provide a snack?

No. All meals and snacks need to be brought from home daily.

What if my camper loses something at camp?

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found box at the lounge reception area. Lost and found items are kept there for 2 full weeks and then donated to charity. Forever Dancing Ballroom is not responsible for camper possessions that are lost or stolen.

## 5 – Expectations At Dance Camp

**Campers Expectation** - We know that everyone is not always going to get along or agree on things, especially when playing games, and experiencing teamwork. However, we expect that these disagreements will be handled in a non-violent and non-threatening manner. We want everyone at camp to feel that they are in a safe environment where they are valued. All campers should use their number one resource when an unexpected altercation happens, that is to self-report to the counselor in charge right away.

Forever Dancing Ballroom reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program. On the first day of each session, all camp expectations and guidelines will be covered and explained by camp administrators and staff.

Please review with your child daily the types of **behaviors that we expect** (outlined below) and perhaps even spend some time discussing their importance in order for your camper to have a successful time at camp.

•**Friends Helping Friends!** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply **WILL NOT BE TOLERATED**.

• **Social Inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs, who needs them? Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.

• **Building a community:** You are here to make new friends, play with old friends, learn new games, try something new, build on an dancing skill and just have fun. Respect all staff, members, counselors and other campers. The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our camp environment by putting litter in its place, by not destroying property furniture and equipment that belongs to camp or to others and putting equipment up in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

**No Bullying Policy** - Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Forever Dancing Ballroom bullying is inexcusable, and we have a firm policy against all types of bullying. Our camp philosophy is based on our mission statement which ensures that every camper is accepted. We are open to all to develop the spirit, mind and body. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer together.

## **6 – Discipline Guidelines.**

Campers are entitled to a pleasant and safe environment while participating in this program. We will make every effort to help your child adjust to our camp. Forever Dancing Ballroom reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the Summer Camp Program. Certain abusive behaviors will result in immediate dismissal.

If your child needs to be disciplined acceptable measures may include; stern verbal warnings, time-out from activity, removal from activity and placed with staff away from group, suspension from camp, removal from camp. Forbidden discipline actions (as stated by the Code of Virginia) include:

Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment; enclosure in a small confined space; punishment by another child; separation from the group so that the child is away from the hearing and vision of a staff member; withholding or forcing of food or rest; verbal remarks which are demeaning to the child; punishment for toileting accidents; and punishment by applying unpleasant or harmful substances.

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child.

**The following disciplinary policy will be followed for general misbehavior:**

1st offense: Camper will be redirected and given a verbal warning

2nd offense: Camper will be asked to take a personal time-out

3rd offense: Camper will lose some or all of the privilege of participating in a special activity (They may be assigned to a silent lunch table, etc.)

4th offense: Camper will talk with Camp Leadership and parent will be called to discuss a positive plan for change.

5th offense: Parent will be called to pick-up child early or risk the child being suspended for additional days of camp or removed from camp completely.

6th offense: Camper will be suspended based on severity of the offense from a day to a week of summer camp.

7th offense: Camper's enrollment will be terminated for the remainder of the summer.

**Zero Tolerance Policy** - Forever Dancing Ballroom Camp has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe and fun environment for every camper. The behaviors below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by camp staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at camp. The Camp Director will meet with the camper's parent(s) to determine a course of action and the length of the suspension.

Serious behaviors that may result in immediate camp suspension. If a child is removed from camp no refunds will be given.

1. Any behavior that endangers the health and safety of children, staff or members
2. Leaving the classroom without permission, or refusing to remain with assigned group
3. Inappropriate touching of other campers or sexual misconduct
4. Theft, defacing or destruction of property belonging to Forever Dancing Ballroom or others
5. Any kind of physical assault such as hitting, kicking, biting
6. Gang-related activity
7. Possession of weapons, tobacco, alcohol or illegal drugs

## **7 - -Medical & Emergency Information**

**Essential Forms** - These forms must be provided at the time of registration or your child will NOT be able to attend camp!! Please be sure that the information on the forms is accurate and complete. Please do not leave any of the fields blank on any of the forms.

•Camp Registration Form

•Medication Authorization forms as needed



**Address & Telephone Numbers** - Please inform Forever Dancing Ballroom in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify our staff if you are going out of town; this allows us to quickly contact others on your emergency contact list if necessary.

**Illness Policy** -All children must have a current physical on file. Physical examinations must be complete and signed by a child's physician. All immunizations must be current. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 9:30am and let the staff know of your child's absence. When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at the center, you will be asked to pick up your child as soon as possible.

The following are defined as illness or communicable health problems: Conjunctivitis (pink eye), chronic runny nose with colored discharge, chronic cough, fever, vomiting or upset stomach, signs of general fatigue or discomfort, open rash(es), head lice, knowledge that the child has had a fever within the past 24 hours.

Please notify Forever Dancing Staff, if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify within 24 hours or the next business day. In the case of a life-threatening illness, please notify immediately. It is important for us to post a notice to other parents as soon as possible.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

**Accidents/Emergencies**- All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.

- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing by Forever Dancing staff and log in with student paperwork.

Emergency information is very important for us to provide the safest possible environment for your children. \*\*\* Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

Forever Dancing Ballroom does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form, what type of health insurance you carry.

**Medication Policy** - Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form included in your camp registration packet.
- Campers will need parent permission to self carry medication

**Emergency Plan** - Forever Dancing Ballroom have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers and first aid kits, etc. Staff have been trained and are expected to be well-versed in emergency procedures

Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the building through the nearest exit, and meet at pre-determined assembly areas. Camp staff will take roll of campers in their groups, site directors will take a total count to assure that all children have left the building safely, assistant site directors are responsible for medication, first aid kits and evacuation kits.

Severe Inclement Weather: In the case of severe inclement. All campers will remain in their groups until the weather passes or the parents pick the camper up. No refunds will be given for inclement weather closures or modifications. Parents: Please create an emergency plan to have your child picked up during emergency situations. Be aware of local weather conditions that you feel may warrant your child being picked up from camp. Forever Dancing Ballroom will not call you to pick up your child unless the camp is canceled.

## **8-Other Safety Related Issues**

**Camper Supervision** - We feel confident that we have the best staff around! Our staff is as diverse as our campers. We strive to hire a highly qualified, well-trained staff to conduct all childcare programs.

Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. At the end of our training, they are ready to use their new skills and knowledge with campers.

**Rules & Safety.** Safety is paramount to the dance camp program. All children MUST be picked up from camp by a parent or authorized person. All parents will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

### **General Summer Camp Rules**

- Listen to the staff and follow their directions
- During camp time, camper should remain in their camps unless given permission to leave.
- Campers should not be alone with no supervision while in camp.
- No cell phone or electronics are allowed. If you have one, please give it to a counselor.
- No fighting. If you have a problem, walk away from the situation and tell a counselor.
- Appropriate footwear must be worn at all times.
- Campers should always strive to be caring, honest, respect and responsible.

### **Code of Conduct**

Our Code of Conduct states that Forever Dancing Ballroom is committed to providing a safe and welcoming environment for all of our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in Forever Dancing program. This applies to staff, campers AND their parents. We expect persons using Forever Dancing Ballroom facility to behave in a mature and responsible way and to respect the rights and dignity of others. Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in the theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Please be responsible for your own personal comfort and safety. If someone's behavior threatens your personal comfort or safety, please ask that person to refrain. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help!

**Child Abuse Policy.** Forever Dancing Ballroom believes that the safety, support and care of our children is the most important goal of the child care program. The law also has provisions safeguarding the well-being of our children. Therefore, we must comply with the law as outlined in the following:

Child care and camp personnel having reasonable cause to believe that a child under the age of 18 years of age whose parent or any person responsible for his or her care\* (such as a child care provider, foster parent, or anyone responsible for the welfare of a child receiving residential care at an institution): Causes or threatens to cause a non-accidental physical or mental injury; Has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation; neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care; abandons the child; neglects or refuses to provide adequate supervision in relation to a child's age and level of development; knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any

sexually explicit visual material are required by law to immediately report their concerns to the local department of social services or to the Child Abuse and Neglect Hotline.

**Child Abuse** - In compliance with the laws, Forever Dancing Ballroom has adopted a policy, a summary of which is as follows:

a. Sexual misconduct and / or child abuse on the part of employees is prohibited by Forever Dancing Ballroom. Any employee that admits to or is found guilty of an incident of illegal sexual misconduct shall be immediately terminated from employment and any position of responsibility with Forever Dancing Ballroom.

b. Any employee of the Forever Dancing Ballroom who has reason to suspect that a child is abused or neglected should report that matter immediately to his/her supervisor who shall make a report forthwith to the local department of the county or city where the child resides or where the abuse or neglect is believed to have occurred. If neither locality is known, then such report shall be made to the local department where the abuse or neglect was discovered.

c. Any employee making a report of child abuse or neglect pursuant to the appropriate sections of the Virginia statutes or who participates in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such employee acted in bad faith or with malicious intent.

***Forever Dancing Ballroom challenge children to grow in imagination, creativity, confidence, self-directed initiative, and leadership. We are dedicated to changing the lives of our campers in the positive way possible, and thank you for giving us the opportunity to do so. Happy Camping!***