



2017 Summer Handbook

www.aacounty.org/recparks
1 Harry S Truman Parkway, Annapolis, MD 21401
410-222-7313 410-222-7300
FAX 410-222-4120 Tax ID #52-6000878

Annual tax statements may be printed from your account online.

Mission of Recreation and Parks

- Enrich the lives of our citizens by offering quality active and passive recreation opportunities and accessible youth and adult services while pursuing the preservation and enhancement of our natural, cultural and historic resources
- Develop and operate regional and community parks throughout the County
- Expand the County's network of bike trails and citizen access to our waterways, and
- Manage and expand open spaces pursuant to the County's land-use plan

This online version is made available for all parents. If you would like a hard copy, center staff will provide a copy of the 2017 Summer Handbook.

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WELCOME

The summer programs are designed to provide a wide variety of fun activities for your child's pleasure. The Summer Fun Centers provide a community based program. We also offer day camps to provide diverse opportunity. There are several opportunities for specialty camps and programs to allow your child to experience different enrichment activities in a structured environment. Whatever programs you have chosen for your child, we want to make sure that their experience is fun, safe, and successful.

This handbook is for your convenience and as a general guide for you and your child. It contains important information about our programs, policies, and procedures. Please read carefully as some programs may have slightly different procedures.

HELPFUL GENERAL PROGRAM INFORMATION

MAIN ADMINISTRATIVE OFFICE RECREATION AND PARKS

- REGISTRATION QUESTIONS – 410-222-7313
SUMMER OFFICE HOURS 7:00 AM – 4:30 PM MON – FRI
- FAX NUMBER – 410-222-4120

FREQUENTLY ASKED QUESTIONS FOR ALL PROGRAMS

What is required in order for my child to come the first day?

All participants must be registered, paid in full and on the roster of the program before they will be allowed to attend. We have a maximum number of participants that we are able to have in each program depending on space and number of staff.

For the safety of your child, all parents and guardians are **REQUIRED** to provide their child's mandatory Participant Emergency Information Forms (located at: <http://www.aacounty.org/recparks>) for their child(ren) before they may attend the Recreation Summer Programs.

Maryland camp regulations require us to maintain these required forms for your child while they are in attendance at our program. We do not have the ability to maintain these forms from one summer until the next. Please understand that your child(ren) will **NOT** be permitted to attend without this information on file at the Summer Program..

- **Participant Emergency Information (State Regulations requirement)**

Please make sure that the information on your emergency form is complete, legible and kept current. We need to be able to reach you or another reliable adult in case of emergency.

Information that is requested on the Emergency Form:

- List your cell phone number.
- List at least two adults who will be in close proximity to the program in case of emergency.
- List all persons (over the age of 13) that have permission to pick up your child(ren).
- Any child 8 years of age and older may be given permission to walk/ride a bike home from the program. To give permission for your child to walk/ride a bike home from the program, you must sign in the appropriate area of the Participant Emergency Information Form.

- **Medical or Immunization Forms**

Required for the child that **does not** attend a public or private school within the United States.

- **Medication Administration at the Recreation Summer Program.**

If your child(ren) require medication (prescription or over the counter) during program hours, this form must be completed by the child's physician. The form, a photo of the child and the medication must be submitted to the Program Director prior to any medication being administered at the Recreation Summer Program.

My child needs to take medication daily. What is the procedure at the Summer Fun Center?

- Camp personnel trained by the health consultant perform the supervision of self-administered medication or administration of medication with the completion of the Child Care Medication Administration Training.
- A complete Recreation and Parks Parent's Medication Administration Authorization form, with a current photograph attached, must be submitted to the Center Director prior to any medication, prescription or over-the-counter, being administered at Summer Fun Center programs.
- A first dose must be administered at home prior to Summer Fun Center supervising administration of the medication to ensure no adverse reactions.
 - Medication Administration Authorization Form:
 - Requires parent/guardian signature and approved health professional to complete and sign.
 - A pharmacy label must accompany any prescription medication and match the form exactly.
 - **All prescription medications must be in the original pharmacy labeled container.** Medication shall be administered according to this label or a licensed health care practitioner's written instructions, whichever are more recently dated. Please check the expiration date of medications prior to giving to the staff.
 - **Over-the counter medication** must be in the original labeled container or package. Medication shall be administered according to the label or a licensed health care practitioner's written instructions.
 - Medication must be received from a parent or adult (18 years or older). Children may not carry medication to the Summer Fun Center. Staff will count the medication in the approved manner and maintain the appropriate forms to ensure safe storage.
 - Staff will not accept forms that have been obviously altered (i.e. white out used) or are incomplete.
 - If the center staff has any doubts or the forms are incomplete, medication will not be given and parents will be requested to sign an additional form that acknowledges allergies or medical conditions.
 - All medications must be picked up on the last day of attendance at camp or it will be disposed of in the approved manner.

My child has severe allergies and may have difficulty with their epi-pen or inhaler. Will someone be able to help them?

The child should be able to administer with staff support.

- If it is a life threatening medical incident, the necessary intervention will be supported by the staff.
- If your child is required to have an epi-pen or inhaler, all medication must be on site with the necessary paperwork completed (Medication Administration Authorization Form, Allergy Action Plan and Asthma Action Plan). In the case of administration of an epi-pen, 911/Emergency Medical Services (EMS) will be called to respond. If your child is having a severe asthma attack, and the staff feels that it is an emergency, 911/EMS will be activated. In either case the parent will be contacted as soon as possible.
- If the proper forms or medication are not provided to the summer program, your child may be removed from the program until the requirements are met. The Acknowledgement of Allergies/Medical Conditions form must be completed.

What about sunscreen?

It is suggested that all children wear sunscreen to programs

- If you would like for your child to reapply throughout the day, then your child must bring their own product with their name printed on the container.
- A Sunscreen Policy Form must be completed and signed.

My child has an IEP and behavior plan. Can they be included with the other kids?

In accordance with Title II of the ADA, Anne Arundel County Department of Recreation and Parks strives to meet the needs of every child enrolled in our programs. If your child has an Educational IEP, 504, or other behavior plan, please contact Inclusion Coordinator at 410-222-7313. We will be able to assist you in choosing the most appropriate program to ensure success for your child. Adaptations and supports will be provided to assure all children are successful.

If there is a custody order in place for my child, what information would I need to provide to the staff?

Parents who have court awarded custody of their child must have the custody papers, along with any updates on file with the department. It is the parents' responsibility to provide this information, if possible when registering, so that we are able to ensure the orders are understood and able to be enforced by our staff. We ask that parents agree on who is allowed to pick up their child. Only one Emergency Information Form will be accepted per child.

- Staff must release a child to his/her natural parent unless custody papers are on file stating otherwise.

- Once the custody papers are on file, staff must follow those orders, until either the order has expired or new papers are on file. Staff cannot accept verbal notification of changes.

What qualifications does the staff who supervises my child have?

- All paid staff age 16 or older, have been fingerprinted and completed a pre-employment drug test, as well as a criminal background check.
- Staff is required to receive training in child development and program management as well as other pertinent training.
- Staff on site at every program is certified in CPR and Basic First Aid.

Who is able to sign my child in and out of the program?

The parent or someone over the age of 13 who is designated by the parent to take the responsibility of the child may sign in or out the registered child. If there are custody papers that designate more specific orders, they must be on file and the agreement approved by the department. Our site staff are not able to make those determinations or change any court ordered custody agreement. All custody issues must be resolved away from the program.

- Please be advised that any person unknown to the staff must be listed on the Emergency Information Form and will be asked to provide a photo ID before your child is released to their care.
- No child will be released to a person other than the authorized individual without prior written permission from the child's parent or guardian. This policy must be strictly adhered to for the protection and safety of your child.
- Any changes in the usual pick-up schedules must be submitted in writing to the staff by the parent/guardian.
- **Please be aware that Maryland Law does not permit children under the age of 8 to be unattended. Therefore, parents may only give permission to a child age 8 or above to walk/ride a bike to/from the program. Children with permission will be released to walk home at the end of the registered program. If the child is to be released at a different time, the parent must bring a written request to the staff. Your child may not bring the request with them to the program.**

What happens if I am late for pick up?

All programs close promptly at the designated hour. Repeated occurrences of late pick-up may result in dismissal from the program. If your child is not picked up within thirty (30) minutes of the program ending time, the staff will contact the appropriate agency to take the required action.

- Children must be picked up promptly at the designated closing time.
- A late pick-up fee will be assessed at the rate of \$1.00 per minute per individual child.
- The staff person on duty will have the individual picking up the child sign a Late Pick-Up form. The form will be submitted to the Recreation

and Parks Administrative Office and you will receive a bill from the office.

- Staff is not permitted to accept late pick-up fees.
- Please make other emergency arrangements in the event you will be delayed (a phone call to the program is always helpful for both staff and child).
- **Under no circumstances is staff permitted to provide transportation to or from a program for unrelated participants.**

What should my child wear and bring to the program?

- Participants should wear appropriate clothing for active camp activities and arts and crafts. Play clothes that can get dirty and clothes that are appropriate for the weather are recommended.
- We discourage new clothing that cannot get dirty or needs special care.
- Sneakers and socks are required for active play, on the bus, during field trips; no Crocs, backless shoes or flip flops. Water shoes may be worn only during direct water activities.
- A water bottle marked with your child's name is suggested. We encourage the children to hydrate regularly.
- **Please be aware that inappropriate attire may limit their participation in certain activities (i.e. gym / outdoor time).**
- Parents will be notified in advance if special attire for a special event is needed.
- **Staff is not responsible for any loss or damage to any personal property brought to the program.**

Do you have a lost and found?

- Recreation and Parks is not responsible for lost or stolen personal items. Please mark all lunch boxes, removable clothing, towels, and swim items with your child's name. All items should be placed in a backpack or beach bag marked with your child's name.
- There will be a space at each site for your child to store their items for the day.
- Please do not send any personal items such as video games, music players, cell phones, or other valuable items unless it is a special day.
- All lost and found items must be claimed before the last day of the program. We will donate any usable items to a local charity.

Are cell phones permitted at camp?

Cell phones are permitted, but not recommended at camp. Cell phones may not be used during camp hours. The staff is not responsible for any lost or stolen cell phones.

Do the children get to go on any field trips?

Calendars will be given to your child the first week of the program.

- By enrolling your child in the program, you are giving permission for your child to attend any and all field trips associated with that program.

If you do not want your child to attend a particular field trip, you must make other arrangements for your child that day, as the camp will be closed.

- The bus will not wait for late arrivals.
- If the program provides a t-shirt for your child they must be worn to all field trips.
- The Summer Fun 'N Play Centers participate in one (1) field trip.

What about lunch?

- Refrigerators and microwaves are not available for lunches/snacks or drinks.
- Participants are requested to bring a non-perishable lunch, snack, and sufficient liquids for each day.
- Several sites are designated for a free lunch program. You will receive additional information about this at the site.
- If your child is staying for the extended day, they may bring an additional snack.
- Please make sure that your child understands they are not to share or trade their food items due to the possibility of food allergies. If your child has a food allergy, please make sure the staff is aware and it is listed on their emergency cards. We prefer your child have peanut free lunch and snack.

What happens if my child is sick at camp?

While we understand that many of you use the summer programs as care for your children, we ask you to please not send them to the program if they are ill.

- If your child becomes ill during our program, every attempt will be made to contact you or the person listed as the emergency contact. Until picked up, the child will be kept away from the other children.
- If your child is vomiting, has diarrhea, a temperature of 100°F or greater, is in severe pain, is experiencing severe shortness of breath, or generally lethargic they should not be in camp.
- We ask that your child is free of any illness for at least 24 hours from their last symptom before they return.
- If your child has a special medical need, please inform us at the time of registration. We will have our medical consultant contact you to ensure proper care is provided.

What happens if my child gets injured at camp?

Unfortunately, sometimes accidents, bumps and scrapes do occur. If this happens and your child is injured, we will take the following steps:

- In the event of a serious injury, 911 will be called and then the parents or other authorized individuals will be contacted.
- You will be contacted by phone if your child sustains any type of injury requiring possible additional medical attention during our program. You will be contacted if your child suffers a bee sting and all head and eye injuries.

- Please make sure the staff is aware of any allergies or illness that could need emergency attention at the program.

What is your policy on correcting children’s behavior?

We will offer your child positive reinforcement of their behavior. We require that participants must be able to control themselves and maintain safe behaviors, participate in activities, respect each other and staff, and stay with the group. Not all programs are appropriate for all children. If your child demonstrates behavior that becomes a safety concern for them or the other children or staff, you will be contacted. We will work with you and your child to find an appropriate behavior plan or alternative program. It is possible that we may need to remove your child from the program to ensure the safety of all children and staff. Each child and situation will be handled on a case by case basis but general standards are policy.

Under no circumstances should a non-staff or parent attempt to discipline any child other than their own. The staff needs to be informed immediately of any concerns that you might have. As adults, we must work together to ensure that all the children are safe and respectful of not only the staff but also each other.

Can I volunteer or visit the program?

- If you wish to volunteer at the center, you must have the proper Recreation and Parks background check and there must be a need for volunteers at the camp.
- If you have a special talent that you would like to share, please check with staff to set up your visit.
- You are welcome to visit the center at any time. If you wish to interact with your child, please make sure that you have checked with the staff to set up an appropriate time to visit that will not disrupt the flow of the program.

What will you do if the weather is extremely hot?

Most programs will not close on extremely hot days.

- Campers will be participating in outside activities during the morning hours and inside activities in the afternoon during the hottest time of the day.

Do you ever close for weather or holidays?

Anne Arundel County Department of Recreation and Parks Summer programs may have to close its programs due to inclement weather.

- Parents should check our website at www.aacounty.org/recparks if there is any question whether programs will be open.
- No refunds will be given for missed days or partial summers.
- Please be aware that the Recreation and Parks Administrative Office follows the holidays and emergency closings schedule of Anne Arundel County Government.
- All summer programs will be closed Tuesday, July 4th.

THE PROGRAMS

Anne Arundel County Department of Recreation and Parks is pleased to be able to offer programs for every interest and need. Additional information below is for the specific programs:

- **Summer Fun Centers**
- **Ulmstead Beach Summer Fun Center**
- **Aquatics Camps**
- **Cedar Morris Fun 'N Play**
- **Summer Fun 'N Play Centers**
- **Specialty Camps**
- **Quiet Waters Day Camps**
- **Teens on the Go! Camps**
- **Adaptive Inclusive Day Camps**

Summer Fun Centers

These school age programs are available in our community schools or other community designated locations. Parents drop off their children in the morning and pick up in the afternoon. Activities are planned to provide a fun, safe, and successful atmosphere for your child.

Hours of Operation are Monday-Friday from 7:30am – 3:00pm

Extended Care is available from 3:00pm until 5:30pm for an additional fee. Contact the Recreation and Parks Administrative Office at 410-222-7313 for more information. All Summer Fun Centers will be closed on Monday, July 3rd and Tuesday, July 4th.

What if my watch is different from the center clock?

The center / school clock is the official time. Make sure that you reset your clock to the one that is in the center. If you think it is incorrect, please ask the staff to check it.

Why do I have to sign my child in and out of the programs?

Our goal is that all children are safe in our care. We are not responsible for children who are not properly signed in or out of the program. We request that an adult enter the building to sign the child into the program and out of the program to ensure transfer of care and custody. There are also times when important program information is available at the sign in/out table.

In case of emergency, the Summer Fun Center staff will not be able to accept children into the program if the building is inaccessible, utilities not available, etc. Parents may be requested to stay with their child(ren) until building access status is determined.

What happens if I am running late?

- If your child is not enrolled in Extended Care you must pick up your child promptly at 3:00pm. If you find that you are not able to pick up by the 3:00 pm closing time you can call the registration office to add the extended day.
- **All SFC programs close promptly at 5:30pm.**
- **Please be aware that Maryland Law does not permit children under the age of 8 to be unattended. Therefore, parents may only give permission to a child age 8 or above to walk to the program or home. If your child is 8 years of age or older and you would like for the child to be able to walk home from the program, please complete the grayed area of the Emergency Contact Information.**

Ulmstead Beach SFC

*In addition to the Summer Fun Center policies, the following policies relate to Ulmstead Beach Summer Fun Center.

The Ulmstead Beach Summer Fun Center is a half-day camp that is held outdoors. The camp will operate out of two locations, The Beach and The Barn, both located in the Ulmstead Community in Arnold. The Beach is located at the end of White Swan Drive, The Barn is located at 911 Lynch Drive (please see schedule below). This is a neighborhood camp where campers will participate in daily rotations consisting of arts and crafts, sports, music, games and fitness. Special activities include field trips and themed days.

Hours of Operation are Monday – Friday from 8:00am – 12:00pm

Ulmstead Beach will be closed Monday, July 3rd and Tuesday, July 4th.

Location Schedule - the camp will operate out of two alternating locations, campers should report to the designated location on the designated dates:

- **The Beach: June 19-June 30**
- **The Barn: July 5 – July 14**
- **The Beach: July 17-July 28**
- **The Barn: July 31-August 11**

NO swimming on site at Ulmstead Beach Summer Fun Center.

Pick Up and Drop Off Procedures:

At the Beach location - if driving to pick up your camper(s), do not drive past the circle and into the parking lot. For safety reasons, we will have the gate closed at the parking lot entrance. At the Barn location- please park in the parking lot and walk to the field past the tennis courts to pick up your camper. Campers are not to be picked up along the roadside. Please remember, many children who attend this camp ride their bicycles or walk. Leave plenty of time to drop off and pick up your child, do not exceed the speed limit in the neighborhood and please be cognizant of the children walking and biking. The community has requested police presence to monitor the speed in the community.

Inclement Weather:

This outdoor camp does not have shelter. Please check the weather and make alternative arrangements for child care should the camp close due to inclement weather. In the case of camp cancellation due to inclement weather, camp staff will call parents to let them know of the cancellation. Staff will remain at Ulmstead Beach Park for one hour to ensure there are no campers left at the camp on the day of the inclement weather.

Other Pertinent Information:

- Due to allergies, Ulmstead Beach Camp is a NUT FREE camp. Please do not send your child to camp with any nut products!
- Campers must stay on the inner side of the tree line at the Beach and the Barn properties for safety.
- Closed-toed shoes must be worn at all times, including water day. (No Crocs or flip flops)
- Don't forget to wear and bring your own sunscreen (and bug repellent if desired).
- Bring lots of water!

Aquatic Center Camps**Arundel Olympic Swim Center – 2690 Riva Road, Annapolis**

- 1 – 1 week session from 6/12-6/16, 7:30am-5:30pm
- 1 – 2 week session from 8/14-8/25, 7:45am-5:00pm

North Arundel Aquatic Center – 7888 Crain Highway S, Glen Burnie

- Monday-Friday, 1 week sessions June 19 - August 25, 7:45am-5:00pm. This location participates in the Summer Food Program. All campers will be provided with a free snack and lunch Monday through Thursday. If your child does not wish to participate in the Summer Food Program, they may bring a non-perishable lunch, snack and sufficient liquids for each day.

Children will swim on site each day, please bring a bathing suit and towel every day.

Pick Up and Drop Off Procedures:

- Children should be walked into the facility and signed in and out in the classroom.

Cedar Morris Fun 'N Play

***In addition to the Summer Fun Center camp policies, the following policies relate to Cedar Morris Fun 'N Play.**

The Cedar Morris Summer Fun Center is located at 351 Arundel Corporation Road, Glen Burnie MD, in the Cedar Morris-Hill Community. This is a neighborhood camp where campers will participate in daily rotations consisting of

arts and crafts, sports, music, games and fitness. Special activities include field trips and themed days.

Operation Dates: July 10 – August 4, 2017

Hours of operation are Tuesday-Friday from 8:30am – 3:00pm. The camp will not operate on Mondays.

Contact the Recreation and Parks Administrative Office at 410-222-7313 for more information.

Breakfast & Lunch

Cedar Morris Fun 'N Play is designated as a site that will participate in the Summer Food Program Tuesday through Thursday. All campers will be provided with a free breakfast and lunch at the camp.

- Breakfast may include milk, juice, fruit, pancakes, breakfast bars, a Danish, or waffles. Campers are required to take one entrée, a drink, and a fruit. Campers must make a selection from each category.
- Lunch varies from day to day but may include hamburgers, pizza, sandwiches, fruit, veggies, dessert, milk, and juice.
- If your child does not wish to participate in the Summer Food Program, they may bring a non-perishable lunch, snack and sufficient liquids for each day.

Please make sure that your child understands they are not to share or trade their food items due to the possibility of food allergies. If your child has a food allergy, please make sure the staff is aware and it is listed on their emergency form.

Summer Fun 'N Play Centers

***In addition to the Summer Fun Center camp policies, the following policies relate to the Summer Fun 'N Play Centers.**

The Summer Fun 'N Play Centers are neighborhood camps where campers will participate in daily rotations consisting of arts and crafts, sports, music, games and fitness. These camps will attend 1 field trip.

Operation Dates: July 10 – August 4, 2017

Hours of operation are Monday – Thursday from 9:30am – 3:30pm. The camp will not operate on Fridays.

Locations:

- **Hilltop Elementary – 415 Melrose Avenue, Glen Burnie**
- **Southgate Elementary – 290 Shetlands Lane, Glen Burnie**
- **George Cromwell Elementary – 525 Wellham Avenue, Glen Burnie**
- **Freetown Elementary – 7904 Freetown Road, Glen Burnie**

Breakfast & Lunch

The Summer Fun 'N Play Centers are designated as a site that will participate in the Summer Food Program. All campers will be provided with a free breakfast and lunch at the camp.

- Breakfast may include milk, juice, fruit, pancakes, breakfast bars, a Danish, or waffles. Campers are required to take one entrée, a drink, and a fruit. Campers must make a selection from each category.
- Lunch varies from day to day but may include hamburgers, pizza, sandwiches, fruit, veggies, dessert, milk, and juice.
- If your child does not wish to participate in the Summer Food Program, they may bring a non-perishable lunch, snack and sufficient liquids for each day.

Please make sure that your child understands they are not to share or trade their food items due to the possibility of food allergies. If your child has a food allergy, please make sure the staff is aware and it is listed on their emergency form.

Specialty Camps

Please visit the Program Guide Information for specific dates and times of Specialty Camps

Recreation & Parks offers one week camps in Art, Science, Drama, Dance, Education, Tennis, Engineering, Magic, Babysitting, Biking, and Skateboarding.

What procedures or requirements apply to the Specialty Camps?

The Specialty Camps must follow the same procedure/requirements as the Summer Fun Centers for Sign In/Sign Out of your child and the Late Pick Up Policies. For Medication Administration, the same procedures must be followed as listed in the Frequently Asked Questions, but your child must be able to self-administer the medication.

What options are available for extended care at the Specialty Camp?

Extended care is available for Specialty Camps, for an additional cost if that Specialty Camp is located at a site where there is a Summer Fun Center. The Summer Fun Centers are only in operation from June 19-August 11. Please contact the Recreation and Parks Administrative Office 410-222-7313 for additional information.

Quiet Waters Day Camp

Please visit the website for the Quiet Waters Camp Parent Manual.

Quiet Waters Day Camp is a full-day camp for children entering grades K – 10. Activities may include arts and crafts, nature, sports, music and drama, active games, swimming, field trips, special theme days and more. Pre-Teen Camps offer more challenging and age appropriate activities and an additional field trip each session.

Teen Camps

Please visit the website for specific information.

Teens on the Go! Camps are action-packed with most days on the go. Teens enjoy activities such as skating, golfing, swimming, bowling and more.

Mayo Beach Adaptive Day Camp

Please visit the Program Guide Information for more specific information.

Mayo Beach Adaptive Day Camp is located on the South River where it meets the bay. This outdoor day camp offers youth of all abilities the opportunity for fun and recreational activities in a diverse setting. Staff has specialized training in behavior management and personal care for those youth with disabilities and delays. Youth in our Friends and Family group are able to experience all the activities while learning compassion and empathy for others. We also have our Volunteer Summer Serve Program on site to assist all the campers in learning and growing in a fun and safe environment. We have activities adapted for all abilities.