



Quiet Waters Summer Camp Handbook 2024



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Hours of Operation

Daily Hours

Camp Begins	8:30 am
Camp Ends	3:45 pm
Drop Off at QWDC	8:15 am – 8:25 am
Bus riders will leave QWDC	3:30 pm
Car rider pick up	3:35-3:45 car riders
AM Extended Care at QWDC	7:30 am – 8:15 am
PM Extended Care at QWDC	3:30 pm – 5:30 pm

Camp Overview

Quiet Waters Day Camp is in the peaceful setting of Quiet Waters Park, located at 600 Quiet Waters Park Road, Annapolis. The camp provides a safe environment to enjoy a variety of fun activities and campers are encouraged to make new friends. The camp is for children ages 4yr, 10 months (entering Kindergarten 9/2023) to 15 years.

Camp hours of operation are from 8:30 am – 3:30 pm. Bus transportation and extended care is available upon request for an additional fee. Please visit www.aacounty.org/recparks to register for the bus and/or extended care if desired.

Bus Options

Camp begins at 8:30 am and ends at 3:30 pm. If you would like transportation to/from Quiet Waters Camp for your child, he/she must be registered for a bus.

You will be asked to select your preferred bus stop location at the time of registration. Morning bus meeting times will be between 7:00 am – 7:50 am, and afternoon bus meeting times will be between 4:00 pm – 4:30 pm. Parents/caregivers must be available for 10 minutes prior to and following bus meeting times, to allow for traffic and other variables. ***Final times and routes will be determined and distributed later based on participation.***

Tentative bus stop options are as follows:

- Annapolis Sam’s Club (by the gas station)
- Arnol Elementary School
- Arundel High School
- Arundel Olympic Swim Center
- Broadneck High School
- Crofton Elementary School
- Davidsonville Elementary School

- Green Valley Marketplace (Bay Dale)
- Severna Park – Kohl’s Parking Lot
- Southern Middle School

For safety and accountability, participants must be committed to one bus stop for the duration of the session. No switching buses or being dropped off at one place in the morning and picked up at another place in the afternoon is permitted. There is no pro-rating of fees if your child only needs bus transportation in the morning or the afternoon or on select days.

Extended Care Options

Camp begins at 8:30 am and ends at 3:30 pm. If you would like extended care for your child, he/she must be registered for extended care. Options are as follows:

AM Extended Care at Quiet Waters Park – begins at 7:30 am. No staff will be available earlier. Parent/guardian must walk participant to the camp site and sign him/her in.

PM Extended Care at Quiet Waters Park – until 5:30 pm. Parent/guardian must sign participant(s) out.

AM/PM Procedures

AM Procedures

Car Riders

- When to arrive:
 - Those participating in AM Extended Care at Quiet Waters Park may arrive anytime between 7:30 am – 8:00 am. Park and walk campers to the designated area and sign him/her in. Do not arrive earlier than 7:30 am, as no staff will be available to supervise campers. Those arriving after 8:00 am will be expected to join the regular “Kiss-and-Ride” line.
 - Campers (those not participating in AM Extended Care) may be dropped off via the “Kiss-and-Ride” line starting at 8:15 am. Please wait until a staff member signals the start of this procedure.
- Vehicles will enter the Sassafras parking lot. Drive around the cones and stop at the head of the line. Please pull up as far to the front of the next car as possible; a staff member will direct you over to the Red Maple parking lot. Parents will be asked to sign their child in before campers are permitted to exit the car. Wait until a staff member directs you to exit.
- **DO NOT AT ANY TIME PASS A VEHICLE STOPPED IN LINE!**
- Please have your child on the passenger’s side of the vehicle, whenever possible. This is the safest place for them. The staff will help your child out of the car and escort them to the path leading to camp. Campers who are taken from the driver’s side will pass in **front of that vehicle**.
- Parents needing to come into camp, please be aware that our staff will not be able to speak with you until the campers’ day has begun, usually around 8:45 am.
- Vehicles with dogs inside will need to pull to designated area and walk their child to the path; no staff will assist.

Bus Riders

- Bus riders will be picked up at their stops according to the scheduled time.
- Parents will need to sign campers in with staff. All riders must be registered.
- Once at camp they will gather at the Red Maple Pavilion to start their day.
- **Parents are expected to be at stops 10 minutes prior to pick up/drop off times.**

PM Procedures

- Any person picking up a camper from camp OR the bus stop must have a photo ID and they must be listed on the Participant Emergency Information Form.
- **All early pickups must be made by 3:00 pm.** Otherwise, you will be expected to join the normal Kiss-N-Ride line.
- Camp staff are NOT PERMITTED to drive campers home.

Car Riders

- The “Kiss-and-Ride” procedure will begin at 3:30 pm.
 - Vehicles will enter the Sassafras parking lot for dismissal.
 - The Sassafras parking lot will be closed until 3:20pm. Do not arrive before that time. Buses will be coming back to camp and cars lined up waiting to enter the lot have become a problem with the buses entering safely.
 - The staff will direct traffic into and out of the lot.
 - Drive around the cones and stop at the head of the line. Stay in your vehicle and the staff will bring your child to you. Have your photo ID ready. Staff will ask for your Id and will have you sign your child/children out before you are able to pick them up.
 - After the buses have been dismissed, the “Kiss-and-Ride” line will be directed over to the Red Maple parking lot. Follow all staff directions. During inclement weather the same procedure will be followed; however, campers will be able to stay under the cover of the pavilion. This procedure does take a little longer, so we ask for your patience.
 - **DO NOT AT ANY TIME PASS A VEHICLE STOPPED IN LINE!**
 - If you arrive at the “Kiss-and-Ride” on a field trip day and the ropes are down, please proceed to line up in the normal routine.
- Extended care car riders should park and sign campers out at the office after 4:00pm or when the “Kiss-and-Ride” is completed.

Bus Riders

- Campers will be loaded onto buses and leave camp by 3:30pm.

Bus Rider Policies

- All campers and parents are expected to be at their stops **10 minutes prior to the scheduled time** of both pick up and drop off.
- At each stop, staff will get off the bus to greet campers and their parents/guardians and will check the photo ID.
- The staff will take attendance and will ask for parental signatures as campers board and exit the bus.

- Campers are **not permitted** to board the bus **wearing sandals, flip flops, or Crocs**. All campers must wear athletic shoes with closed toes and heels for safety reasons. **Staff will not allow campers to board the bus who are not wearing permitted shoes.**
- The staff will ensure that campers are seated and facing forward, using a quiet tone while riding the bus so as not to distract the driver.
- Buses will only stop where someone is registered.
- Riding different buses is not permitted. Only campers registered for a specific bus stop may ride that bus.
- At the end of the camp day, all campers who are registered to ride the bus will be put on a bus unless written notice has been received by the Camp Director's Office. All notices will be written and given to the bus counselor in the morning.
- No camper under 8 years of age may be left alone. Campers will be released only to individuals over 13 years of age with photo ID and they must be listed on the Participant Emergency Information form.

Late Pickup Policy

All campers are expected to be picked up at the designated time. The camp clock is considered the official time.

- Car riders are to be picked up between **3:30-3:45pm**.
- Extended Care campers are to be picked up by **5:30pm**.
- Bus riders are to be picked up at the scheduled time. Parents should be at the bus stop **10 minutes prior** to scheduled time. The bus drivers **will not wait** for late parents; they will continue their scheduled route. Late parents will be expected to meet the bus at the **last bus stop** on the route. The late fee will be assessed from the scheduled last bus stop until the time that the child is picked up.
- A late fee will be assessed at the rate of **\$1.00 per minute per individual child for late pickups.**
- Late parents will be asked to sign a Late Pickup Form. Parents will then be billed from the Recreation and Parks Administrative Office.

Important Contact Information

- Quiet Waters Camp Office (only available DURING camp): 410-263-3810
- Camp Nurse's Office (only available DURING camp): 410-295-6555
- Recreation and Parks Main Information: 410-222-7300
- Recreation and Parks Registration Office: 410-222-7313
- Medical Questions PRIOR TO THE START OF CAMP: 410-971-6803
- Quiet Waters Park Main Office: 410-222-1777
- Recreation and Parks Fax: 410-222-4120
- Tax ID #52-6000878
- Recreation and Parks Website www.aacounty.org/recparks

Forms

Recreation and Parks and the State of Maryland REQUIRE forms be submitted from all participants prior to the start of camp. ***Quiet Waters Day Camp requires these forms to be completed and submitted one week***

prior to the start of camp. Required forms can be found on the department's website (www.aacounty.org/recparks.) Some medical forms require completion by a physician. Forms may be submitted as follows:

- **PREFERRED:**
- Prior to the start of camp, forms can be dropped off at the Recreation and Parks Registration Office located at 1 Harry S Truman Parkway, Annapolis 21401
- They must be submitted in person. No emails will be accepted.
- Forms must be turned in at least 1 week prior to the start of the camp session. If they are not turned in by the Monday prior, we cannot guarantee they will be at the camp site in time. Any forms not on site must be turned in on the first day of camp. Children will not be permitted to stay without the proper forms. You will be required to fill them out again.
- Be aware it can take up to 2 days to verify medical forms.

Medical Policies and Procedures

- All medications at camp must have the proper form filled out, dated, and signed by the child's physician. Medication forms must have a recent photograph of the camper attached. These forms can take two to three days to process.
- A pharmacy label must accompany any prescription medication and match the form exactly.
- All prescription medication must be in the original pharmacy labeled container. Any forms that have been altered cannot be accepted.
- All medications will be kept with the nurse unless otherwise instructed by the physician.
- For parents requesting campers self-administer medications such as inhalers and EpiPens: it is especially important that we have a plan in place for how the medications are picked up each day by campers or staff. It is a good idea if these medications remain at camp during the duration of the camper's stay.
- All medications must be picked up by an adult on the last day of camp. Persons picking up the medication will be asked to sign a receipt of the medication. Medications that have not been picked up by the last day of camp on August 2, 2024, will be destroyed.
- Campers who have attended a public school in the U.S. are not required to submit immunization records.
- If your child has a special need or diagnosis of diabetes or seizures, please inform the Health Supervisor, Auriel Mayberry R.N. (410-971-6803) as soon as possible. A plan will be implemented either by a meeting or by telephone for your child. This plan will help your child to be properly cared for during camp.
- Medication forms should be submitted in person at the Recreation and Parks Registration Office Headquarters 1 Harry S Truman Parkway Annapolis, MD 21401 at least one week prior to the start of the camp session. If forms are dropped off later than that, we cannot guarantee they will be at the camp site in time. Any forms not on site must be turned in on the first day of camp. Children will not be permitted to stay without the proper forms. You will be required to fill out the forms again. Parents who wait until the morning of the first day of camp will find form and medication drop off very frustrating, as we are not able to give our full attention during drop off for campers.
- Forms must be submitted in person. No email submissions will be accepted.

- **Spray sunscreen is not accepted at camp.**
- Sunscreen and bug creams require that the appropriate forms be filled out.
- Younger campers (Little Wonders K-1) whose parents feel the only way to keep their child covered is with sprays must contact the camp nurse.

Camp Nurse

Wanda Byrne is our on-site nurse. Any questions regarding medications or the camp medical policy should be directed to her once camp has begun at 410-295-6555. Prior to this time, questions may be directed to Auriel Mayberry, R.N., Health Supervisor.

Children Who Are Sick

- Children who are sick with fever or vomiting will be sent home. Parents are expected to pick up sick children within 30 minutes of being notified. If you are unable to reach camp during the day, please have a plan with someone who could, should the need arise.
- Children who have fevers or vomiting will not be able to return to camp for 24 hours.
- Likewise, if your child has been ill with fever or vomiting the night prior to camp, please keep them at home. This is for the protection of all.

Injuries at Camp

- For simple injuries such scrapes and minor cuts, basic first aid will be provided. All injuries should be looked at again at home.
- All head, eye, tooth, and bee sting injuries will be followed with a call to parents. Most times there is not a problem; however, these injuries can change with time, and we want all parents to be aware of the incident.
- For serious injuries, we will follow this procedure:
 - 911 will be called, and then we will call the parents. If camper needs to be transported and the parent is unavailable, a member of the staff will accompany your child.
 - Please note that when such calls are made and we cannot contact you, we will leave a message that there has been an emergency at the camp.
 - Please make sure that you call the nurse as soon as possible so you can be informed of the situation involving your child and if your child has been transported to another location.

Emergency Closings and Inclement Weather

Emergency Closings

- All scheduled closings for holidays are posted on the website.
- Emergency closings for all other reasons, including weather, will also be on the website.
- The Department of Recreation and Parks will follow emergency closings of county government.
- We do continue activities at to camp even though it may rain; however, in extreme weather (when it is decided it is unsafe for campers) like tornadoes, hurricanes, or gale force winds, we may be forced to close camp. Recreation and Parks will send an email to the primary email

address on file at the time of registration if camp is closing camp early for any reason. Please be sure that you are regularly checking your email while camp is in session.

- No refunds will be given for missed days due to emergency closings.

Inclement Weather

- In the case of inclement weather, campers will be taken to the nearest pavilion.
- During mild showers, we will stay under the pavilions and continue activities.
- During thunderstorms, campers will be moved as soon as possible to the Blue Heron or Visitor Center Room located in the park or taken to a local county school when the room is not available.

Special Needs

In accordance with Title 11 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 behavioral plan, please contact the Inclusion Coordinator at 410 222-7304. The coordinator will be able to help assist you in choosing the best and most appropriate program to ensure success for your child.

Custody Concerns

Parents who have court-awarded custody of their child must provide us with court orders along with any updates from the court. It is the parents' responsibility to provide this information.

- Parents with shared custody must agree on information on the emergency form. We can only accept one form per camper.
- Our staff MUST release a child to his/her parent unless we have custody papers on file stating otherwise.
- Once the custody papers are on file, the staff must follow those orders until they have expired, or new court papers are filed and received. The staff CANNOT accept verbal notification of changes.
- Anyone other than natural parents (with custody) wanting to pick up campers must have written permission or be on camper's emergency form. All individuals will be asked for a picture ID.

Electronic Devices

- Campers in grades K-6 are not permitted to have any electronic games, cameras, iPods, iPads, or any other musical devices at camp. They will be taken away from the camper and the camp will not be responsible for any item in any way.
- Staff will be taking photos for Anne Arundel County Recreation & Parks publicity/marketing efforts.
- All staff are required to sign an "Agreement Not to Disclose Information or Records" upon being hired. All staff have the responsibility to keep all information and records of participants confidential.

Lost and Found

Anne Arundel County Recreation and Parks is not responsible for lost or stolen personal items. The camp lost and found basket is in front of the director's office. All lunch boxes will be emptied of contents every night. All items must be claimed by Friday when the basket will be emptied of all items.

Camp Activities

Calendars

There are a variety of activities at camp, including swim lessons at the Arundel Olympic Swim Center, movies, and rotations of dance, art, crafts, games, and sports. Not all activities are scheduled every day, so check schedules for more information. We will also have field trips which you can also find on the camp schedules.

Camp calendars are available on the Recreation and Parks website (www.aacounty.org/recparks). Please make sure that you are viewing the correct one for your child and the week for which you enrolled them. These calendars are an overview of the weekly program, with the highlights for each day. The calendars will be labeled as follows:

1. Little Wonders K and 1st Grade Camp (entering kindergarten & 1st grade)
2. Day Camp (entering grades 2-4)
3. Pre-Teen Camp (entering grades 5-6)

Field Trips

- On field trip days, the entire staff will go. If your child does not want to go, you will need to make other arrangements for him/her for the day.
- The camp cannot wait for late arrivals. Doing so interrupts our schedule and could take away from planned activities.
- It is camp policy that campers will not be accepted offsite (at site of trip), nor may campers be picked up offsite. The only exception will be for sick or injured campers.
- PLEASE, if your child's health is in question, keep them at home. No matter how much children want to go on a trip, when they feel questionable it rarely turns out positive.

Dress Code

We do have a dress code here at camp. This dress code is to keep campers safe. We will adhere strictly to the dress code.

- Campers should pack their swimsuits and a towel in their backpack daily. There is time built into our schedule to allow them time to change in and out of swimsuits at the swim center. You child/children should be able to change themselves and will be responsible for their possessions.
- Female Little Wonder campers (those campers entering kindergarten or 1st grade) are permitted to wear two-piece bathing suits.
- Female campers entering 2nd grade and older are not permitted to wear two-piece bathing suits.
- Campers must always wear sneakers and socks. No Crocs, backless shoes, open-toed shoes, flip flops, or sandals are acceptable. Closed-toe water shoes are acceptable at the

pool and should be packed in your child's backpack.

- Please refrain from wearing long pants as this can cause overheating issues.

Breakfast and Lunch

- Campers should eat a nutritious breakfast before arriving at camp.
- Campers should bring their own lunch in a small cooler or lunch box. There is no refrigeration for lunches, and the squirrels know that brown paper bags have food in them!!
- Please label all items with a child's name.

Behavior Expectations at Camp

Here at camp our goal is to keep all campers safe, engaged, and successful. We do this by following a set of rules which we believe serve the best interests of the group. Most rules are the standard rules that pertain to most groups of children, for example: no fighting, no foul language, campers following directions of leaders, etc. We let our campers know what is expected of them and use many different strategies to help campers follow the rules.

The camper will first be taken aside to speak with their counselor about unacceptable behavior. If the unacceptable behavior does not improve, the camper will be brought to the camp director. If the unacceptable behavior continues, a parent will be called. In case of extreme unacceptable behavior, a parent will be called, and a suspension may occur. This is at the discretion of the camp director. Campers who cannot behave or follow directions may lose the opportunity to go on field trips. Violations such as weapons, drugs, or excessive physical contact, may result in immediate suspension or termination from camp. Refusing to stay with the group will result in termination from the program due to safety concerns.

Additional Policies and Procedures

This handbook is specific to Quiet Waters Day Camp. However, the Anne Arundel County Department of Recreation and Parks has additional policies and procedures that are required of all campers. Please visit our website (www.aacounty.org/recparks) to review the department-wide Parent's Manual.