



PARENT'S MANUAL

SUMMER CAMP 2024

This Manual contains important overall policies & procedures as they relate to the following summer camp programs:



SUMMER FUN CENTER CAMPS



SPECIALTY CAMPS



ADAPTIVE DAY CAMP AT MAYO BEACH PARK



QUIET WATERS DAY CAMP



TEEN CAMPS

www.aacounty.org/recparks

1 Harry S. Truman Parkway, Annapolis, MD. 21401

PHONE: 410-222-7313

FAX: 410-222-4120

TAX ID #52-6000878

This online version is made available for all parents/guardians. Paper copies of the Parent's Manual are available upon request, and you will be asked to sign an Acknowledgement of Policies on your child's first day.

Anyone needing special accommodations at any of our camps/events/conferences should contact the Recreation Administrative Office at 410-222-7313 at least 7 days prior to the camp/event/conference. TTY Users, please call Maryland Relay 7-1-1. All materials are available in an alternative format upon request.

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WELCOME TO SUMMER CAMP!

The Anne Arundel County Department of Recreation and Parks is pleased to offer state-licensed summer camp programs located within your community's school, county park, or county recreation center. The summer camp programs are designed to provide a wide variety of fun activities for your child's pleasure.

Our Summer Fun Center (SFC) programs continue to provide community based programs. There are also several opportunities for specialty camps and programs to allow your child to experience different enrichment activities in a structured environment.

It is our desire to provide safe, appropriate, and consistent camp experiences for your child(ren). We are looking forward, with pride and confidence, to continuing success in this endeavor, and welcome any comments or suggestions you may have.

This Parent's Manual has been developed for your convenience and as a general guide for you and your child(ren). It contains important information about our programs, policies, and procedures. Please read this Manual carefully, as some programs may have slightly different procedures. **In addition, please be aware that a site-specific Summer Packet will be provided to you in June for the Summer Fun Centers (SFC).**

RECREATION AND PARKS VISION & MISSION

The Department of Recreation & Parks' **VISION** *To enrich the lives of all residents of Anne Arundel County. We make life better!*

The Department of Recreation & Parks' **MISSION** is to:

We Create Opportunities to Enjoy Life, Explore Nature and Restore Health and Well-being.

Enjoy, Explore, Restore

Core Values

Responsibility (Safe, Professional, Competent, Transparent)

Enjoyment (Fun, Exciting, Positive Attitude, Joy)

Service (Excellence, Courteous, Compassionate, Responsive)

Teamwork (Collaboration, Communication, Unity, Supportive)

BILLING & REGISTRATION INFORMATION

ELIGIBILITY

- Children enrolled in Summer Fun Centers (SFC) must be entering first through sixth grade for the coming 2024-2025 school year. Children enrolled in the Aquatic Center Camp (NAAC) must be between the ages of 6 – 11 years old. You may be required to present proof of age at any time. Please see the Program Guide and/or online parameters for program age eligibility for all other programs.
- Children must be toilet trained. This means that your child must be able to be *self-directed* and *self-sufficient* in the restroom and to be able to care for their own hygiene needs.
- **All participants must be registered, paid in full, on the roster of the Camp program, and have their Required Camp Forms before they will be allowed to attend.**
 - For the safety of your child & in compliance with the Maryland Department of Health (MDH) summer camp regulations for the state of Maryland, all parents and guardians are **REQUIRED** to provide a paper copy of their child's mandatory forms (located at <http://www.aacounty.org/recparks>) while they are in attendance.
 - **Forms will be available on the Recreation and Parks website at least one month prior to the start of Camp.** See the "Required Forms for Admission" section below for a full listing of these forms.
 - We do not have the ability to maintain these forms from one summer to the next, or from one Camp program location to the next. It is highly recommended that parents maintain a copy of their child's forms for themselves. Please understand that your child(ren) will not be permitted to attend without this information on file at the Camp program.
 - *Do NOT send your child's paperwork to the Recreation Administrative Office, or attempt to email or fax your forms. A paper copy submitted by the parent to the Camp Director is required.*
 - Please be aware that paperwork for current school year Child Care (CEC, SACC, MSTG) participants will not be copied/transferred by Recreation and Parks. It is the responsibility of the parent/caregiver to bring completed forms to the site on the first day of Camp.
No one will be permitted to attend without this information on file

REGISTRATION PROCEDURES

- Registration for ALL Camps is on a first-come, first-serve basis.
- Our Spring/Summer Program Guide with detailed program information is available on our website annually in early February.
- **Registration Options:**
 - Online (began Saturday, February 6, 2024- until camps fill): www.aacounty.org/recparks
 - Mail-in registration: You may mail your registration and payment (check) to Attn: Rec Admin to 1 Harry S Truman Parkway, Annapolis, MD 21401
- Please call the *Anne Arundel County Recreation and Parks Registration Office* at 410-222-7313 or email us at recregistration@aacounty.org should you have any additional questions.

REQUIRED FORMS FOR ADMISSION

All Camp Parents & Guardians are REQUIRED to provide their child's Forms for Admission. We are required in compliance with the Maryland Department of Health (MDH) summer camp regulations, as your provider, to maintain these required forms for your child while they are in attendance at our program. Please understand that your child(ren) will **NOT** be permitted to attend without a paper copy of the completed forms on file at the Camp.

Please be advised that all Recreation & Parks Summer Camp programs operate as a separate entity from the school/facility in which they are located. Therefore, it is the parent's responsibility – NOT the school's responsibility - to provide the below-listed forms:

Forms are available on our website at: www.aacounty.org/recparks.

Required Forms for ALL Camp Participants:

- Acknowledgment of Receipt of Parent's Manual (**Additional form must be signed acknowledging receipt of Parent Manual**)
- Participant Emergency Information Form
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 required on your Emergency Form includes: 1) Your cell phone number, 2) At least two adults who will be in close proximity to the program in case of emergency, 3) All persons (over the age of 13) that have permission to pick up your child(ren).
- Medical or Immunization Forms Only required IF your child does NOT attend a public or private school in the United States of America.
- Custody Orders (*as needed*)

The following As Needed Medical Forms are also available for ALL Participants on our website:

If your child requires medication (prescription OR over the counter) during Camp program hours, the following Medical Forms **must** be completed as listed below. The necessary form(s), a photo of your child, and the medication must be submitted to the Camp Director prior to any medication being administered during the Camp program.

- Acknowledgment of Allergies/Medical Conditions
REQUIRED if you/physician list an allergy/medical condition on your child's Emergency Form or Health Inventory but you are not providing us with any medication/treatment for the condition.
- Allergy Action Plan
REQUIRED if your child is to receive an epi-pen or antihistamine during the Camp program, in addition to the Medication Authorization form. Please be aware that this form REQUIRES a physician's signature.
- Asthma Action Plan
REQUIRED if your child is to receive an inhaler or nebulizer during the Camp program, in addition to the Medication Authorization form. Please be aware that this form REQUIRES a physician's signature.
- Medication Authorization Form (MSDE OCC Form 1216)
REQUIRED if your child is taking a prescription OR non-prescription medication during the Camp program. Please be aware that this form REQUIRES a physician's signature.
- Medication Authorization Addendum Form
REQUIRED if your child is taking any medications during the Camp program.
- Permission to Apply Over-the-Counter Creams & Ointments Form
REQUIRED if your child will be applying over the counter creams or ointments, such as sunscreen, insect repellent, or lip moisturizers, during the Camp program. Please be aware that this form requires a parent's signature in addition to the actual name of the topical application.
- Seizure Medication Administration Authorization Form (MSDE OCC Form 1216A)
REQUIRED if your child has a seizure diagnosis and **is or is not** receiving seizure medication during the Camp program. Please be aware that this form REQUIRES a physician's signature.

CUSTODY

- Anne Arundel County Department of Recreation and Park's Camp Programs are responsible for the safety of all the children at the center.
- **Parents who have court awarded custody of their child must have the custody papers, along with any updates, on file at the Camp.** Please be aware that any Camp programs located in schools operate as a *separate entity* within the school building; therefore, the school does **not** share this information with

our staff. 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 followed 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.
- Camp 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 when the updated custody papers are on file. **Staff cannot accept verbal notification of changes.** Any and all changes **MUST** be submitted in writing and signed.
- **All custody issues must be resolved away from the Camp program.** Please contact the Recreation & Parks Administrative Office with any related questions.

WAIT LIST

- Some of our locations may have a wait list prior to and/or during the summer. When an opening occurs the Recreation and Parks Registration Office will contact the next person on the waitlist and determine whether or not that person still needs the program.

WITHDRAWAL FROM SUMMER PROGRAM

- We recognize that a family's needs may change. **We require written notification to the Recreation and Parks Registration Office that you will be withdrawing your child from the program.**
- **Please be aware no refunds are permitted after the start of a program. Any request received after the start date will be considered on a case by case basis and prorated.**
- See Summer Refund Policy below for a full description and our online withdrawal form. If you no longer require our camp services, please complete the electronic form via the link below and click submit:
<https://www.aacounty.org/departments/recreation-parks/recreation/withdrawal/index.html>.

SUMMER REFUND POLICY

- Refund requests **must** be made in writing for all summer camp refunds and transfers required before the start of each program. When you enroll in the program, you are reserving the time, space, staffing, and provisions regardless of whether your child attends, therefore no partial session refunds will be honored.
- If payment was made with a credit/debit card, your refund will be credited to the card used for payment.
- If your payment was made with a check, money order, or cash, your refund will be a check mailed directly to you from the Anne Arundel County Office of Finance please be sure to keep your mailing address updated in your account.

CURRENT DEPT. POLICY ON WEBSITE BY WITHDRAWAL FORM:

- All refund requests must be submitted in writing with the exception of canceled programs.
- **Full** refunds are given only if a program is canceled or there are extenuating circumstances **prior to the start date** of the program.
- Canceled program refunds will be automatically processed for 100% refund.
- Written requests received prior to the start date, will forfeit 20% of the fee for the program or no more than \$25 for each registration as an administrative fee.
- Any request received after the start date will be considered on a case by case basis and prorated.
- Refund requests for medical reasons shall be accompanied by a physician's note.
- Requests for refunds must be submitted no later than 30 days after the end of the program.

RETURNED CHECK FEE

- There is a charge of \$25 for each check or similar written instrument that is not paid in full by the financial institution on which it is drawn for a reason other than the fault or neglect of the County, when on first return "no funds," "payment stopped," or "account closed" is indicated, or when presented a second time for payment it is dishonored regardless of reason.

- The charge shall be imposed against the person presenting the check or instrument to the County.

DELINQUENT PAYMENTS

- **All camp payments are due at the time of registration**
- Payments that are not made online or not received in the Recreation and Parks Registration Office by the due date are considered late, and it will be assumed that you want your child withdrawn from the program. Your child will be removed from the attendance roster, and will be unable to attend. Children who are enrolled from a waiting list (in which the final due dates outlined above have already passed), will be given a due date at the time of enrollment (not to surpass the first day of camp) that will also be listed on the confirmation receipt.
- **Children whose Camp payments are not paid in full before the start of the Camp will be unable to attend the Camp.**

FINANCIAL ASSISTANCE

- Any other subsidy programs or third parties that parents wish to pay for their child(ren) account must submit a formal letter of intent for payment by email to recreagistration@aacounty.org.
 - Parents are responsible for ensuring that this letter of intent is received *from the subsidy program or third party* that will be making the payment.
 - Parents are responsible for payment until the payment is received from the other agency or subsidy program.
- The Promissory Note must include the following information:
 - Must be on letterhead and with full contact information of the third party, to include point of contact's name, email address and direct phone number.
 - Name and date of birth of the child.
 - Name, Active Net Program Number(s) and dates(s) of the program(s).
 - Cost that the third party agrees to pay towards the total cost of the program.
 - Anticipated due date that Recreation and Parks will receive the funds.
- Children will not be enrolled unless both the Registration Form and the Promissory Note are received directly from the agency/subsidy program and completed in full.
- If the program is already full at the time in which the Promissory Note is received, the child will be added to the waiting list, and any accompanying payment may be held to determine if and when the child is enrolled. A new check may be requested to account for any difference in funds.
- The parent/guardian listed on the child's account is ultimately responsible for any remaining balance or additional fees, add-on programs not specified in the Promissory Note (such as bus transportation or extended care), spending money, late fees, or late pick-up fees.
- Any refunds that are honored will be issued back to the third party, less any non-refundable deposits or other associated withdrawal fees.
- Unfortunately, the Department of Social Services will **not** provide vouchers to children participating in Camp-licensed programs.

RECEIPTS AND ANNUAL TAX STATEMENTS

- The online Active Net system will send an email to the primary point of contact on the child's account anytime there is a transaction that occurs (such as: a registration, payment, transfer, enrollment from a waiting list, withdrawal, etc.).
- Your receipt of payment on any program can be used as sufficient documentation of monies paid to Anne Arundel County Department of Recreation and Parks. Only the name of the payer(s) will print on the receipt. Names and amounts will not be altered in any way by our office.
- You may pull up additional copies of your receipts as follows:
 - Log into your Active Net account at www.aacounty.org/recparks
 - Click on "My Account" in the upper right-hand corner of the screen
 - Under "Account Payment Details", click on "View Account Payment Details"
 - Be sure to check the box "Registrations" and then enter a date range of the transaction(s) you are seeking

- Annual tax statements are available beginning in January of the following year. You may obtain your annual tax statement as follows:
 - Log into your Active Net account at www.aacounty.org/recparks
 - Click on “My Account” in the upper right-hand corner of the screen
 - Under “Payment and Order Management”, select “Tax Receipts”, select the appropriate tax year and all family members.
- *The Anne Arundel County Federal Tax ID number is 52-6000878.*

BILLING, REGISTRATION, AND/OR RECORDS REQUESTS

- All requests for documents or information must be made in writing to the Recreation and Parks Registration Office. You may fax your written request to 410-222-4120, or email us at recregistration@aacounty.org.
- Please be aware that requests for Camp documentation (such as daily attendance sheets) require a subpoena. Once your written request is received, a member of the Recreation Administrative Office will contact you to discuss.

CAMP PROGRAM INFORMATION

PROGRAM CONTENT

- Although there are separate locations and types of summer camp programs, the staff will have consistent rules, regulations, and policies in place that are in accordance with the Maryland Department of Health (MDH) Summer Camp regulations. The specific content of each program will be based on guidelines established by the Department of Recreation and Parks.
- There will be a minimum and maximum amount of children attending at each site. The maximum is based upon staff availability, the availability of space in the school building/facility, and the availability of restroom facilities.

PROGRAM SCHEDULE & EMERGENCY CLOSINGS

- Each type of Camp has separate hours and days of the week that it meets. Please refer to Active Net, our website at www.aacounty.org/recparks and/or the Program Guide for specifics.
- Anne Arundel County Department of Recreation and Parks Summer Camp 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 or not programs will be open.
- The Recreation and Parks Administrative Office follows the holidays and emergency closings schedule of Anne Arundel County Government.
- Please be aware that **no refunds** will be given for missed days or partial summers.

STAFF

- Each program will have the appropriate number of paid staff over the age of 16 or older for the number of children registered. Each position meets or exceeds the minimum requirements as established by the Maryland Department of Health (MDH) Summer Camp regulations. This includes a criminal background investigation. All Anne Arundel County employees are also required to successfully complete pre-employment drug testing, and are subject to random testing thereafter.
- Staff members are required to be trained in child development and program management as well as other pertinent summer Camp training.
- Staff members trained in CPR, Basic First Aid and Medication Administration will be on duty at all times.
- **Our Summer Camp staff does not handle payments or registrations on site.** All billing & registration concerns should be directed to the *Recreation and Parks Registration Office* at 410-222-7313, recregistration@aacounty.org.
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PARENT COMMUNICATIONS

- Communication between parents and the Camp staff is a key ingredient to the success of our programs! We are so pleased to serve you and your family, and look forward to working together this summer. Please feel free to contact the Camp Director on site or the Recreation & Parks Administrative Office if you need to share additional information concerning your child.
- We plan to meet the following goals at all of our Camp locations:
 - *Quality, safe care of the children*
 - *Service of value and consistency*
 - *Courteous and professional treatment at all times*
 - *Honest information for parents pertaining to their child*
 - *Fostering positive peer and child/staff relationships to create an atmosphere that children enjoy*
- **PARENT COMMUNICATION OPPORTUNITIES:**
 - Parent Conferences – If your child(ren) has a special medical or behavioral need, parents are encouraged to contact the Recreation Administrative Office at 410-222-7313 prior to the start of Camp. Please be aware that our Inclusion Coordinator, Health Supervisor and/or Behavior Specialist may assist to implement a plan in order to help your child find success in our Camp programs. This contact may occur via telephone or in person. In addition, Camp Directors (and/or the Recreation Administrative Office) may also contact you if they feel there is an immediate need for a parent conference.
 - Summer Parent Survey – We highly encourage parents to complete our Summer Survey at the end of the summer. These are carefully reviewed each and every year, and utilized to make program improvements!
 - Visiting or Volunteering –
 - If you wish to volunteer at the Camp, 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 speak to the Camp Director to set up a visit.
 - You are welcome to visit the Camp at any time. If you wish to interact with your child, please make sure that you have checked with the Camp staff to set up an appropriate time to visit that will not disrupt the flow of the program.
 - Parents are *always* welcome to share their comments, concerns, send congratulations, by speaking with your Center Director, emailing recregistration@aacounty.org, or by contacting Recreation & Parks.
- **PARENTS MAY:**
 - Receive a copy of all documents signed and completed by the camper(s) legal guardian(s).
 - Request accommodations on behalf of their child(ren) and work with staff to obtain the best results in meeting their child(ren)'s needs.
- **PARENTS ARE ENCOURAGED TO:**
 - Reinforce the rules of Camp at home
 - Communicate concerns or problems to staff as early as possible
 - Inform staff of any changes that might affect their child(ren)'s participation at Camp
 - Not contact their child(ren) by telephone at the Camp unless it is an emergency situation.
- **PARENTS MUST:**
 - Be courteous and respectful to Camp & Administrative Office staff, children, and other parents.
 - Make their own arrangements for the pick-up and drop-off of their child(ren). Under no circumstances is staff permitted to provide transportation to or from a program for unrelated participants.
 - Keep current all phone numbers, e-mail addresses, and health information.
 - Please be aware that the following concerns may result in your family being dismissed from our Recreation & Parks programs:
 - Parent(s)/guardian(s) unreasonable treatment of the staff/children/parents, including inappropriate airing of complaints, use of language that is inappropriate

for Camp, and/or intimidation (physical or verbal) of the center or office staff, other parents or children.

- Parent(s)/guardian(s) may not correct any child other than their own during the program. Any concerns witnessed with another child(ren) must be immediately reported to a staff member for their handling of the situation.
- Parent(s)/guardian(s) refuses to pick up (or send someone to pick up) their child in cases of illness, injury, or behavioral emergency.
- Parent(s)/guardian(s) does not provide accurate contact information in order to contact them in an emergency situation.

SIGN IN/SIGN OUT

- **Parents must go into the building to sign their child in for the Camp program and out at the time of pick up each afternoon.**
 - For your child(ren)'s safety, children are NOT permitted to sign themselves in and out of the program for any reason.
- Children will be released only to the individuals (13 years and older) authorized to pick up the child(ren).
 - No child(ren) will be released to a person other than the authorized individual without prior written permission from the child(ren)'s parent or guardian. This policy must be strictly adhered to for the protection and safety of your child(ren).
 - Please be advised that any person unknown to the staff will be asked to provide a photo ID before your child(ren) is released to their care.
- Camp staff will be unable to accept children into the morning 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.
- **Please make sure that the information on your *Emergency Form* is kept current. This is the contact information we will be using to report a concern or emergency to you, so it is crucial that the phone numbers are up-to-date.**

LATE PICK-UP OF CHILDREN

- **All Camp locations close promptly at the end of the program you have signed your child up for.**
- **The Camp/school clock is the official time.**
 - A late pick up fee will be assessed at the rate of \$1.00 per child, **for every minute after program end time.**
 - The staff person on duty will have the individual picking up the child(ren) sign a *Late Pick Up* form.
 - That form will be submitted to the Recreation Registration Office and you will be billed from the office.
 - Camp staff is not permitted to accept late pick up fees.
- **Recurring lateness offenses in one summer may result in suspension/dismissal from the program. You will be notified by the center staff/supervisor if your next late pick up will result in the suspension of your child. If your child(ren) is suspended, the suspension will take place the next day that Camp is in session for students.** Therefore, please make other emergency arrangements in the event you will be delayed.
- Please make other emergency arrangements in the event you will be delayed (a phone call to the program is always helpful to both the Camp staff and your child(ren)). Please be aware that you are still responsible for the late pick up charges even though you called the Camp to inform them that you would be late.
- If your child(ren) is not picked up within thirty (30) minutes of the program ending time, the staff will contact the appropriate agency that will then take the required action.

BASIC PROGRAM COMPONENTS

- The program welcomes children of all abilities, and strives to reflect the interests, primary language and cultural backgrounds of the children in our care.

- The program will include opportunities for individual and group participation while providing a balance between self-selected and staff-directed activities.
- **Themes & Curriculum**
 - The overall theme for our Summer Fun Centers (SFC) programs is **“Making Maryland Memories”**.
 - Each Camp Director will be asked to plan a variety of fun activities, including arts and crafts, that center around this theme. The planned activities and schedule will be made available in the sign-in/out area at each Camp location.
- **Children’s Attire**
 - 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, and during field trips. **Bare feet, “Crocodile” shoes, backless shoes, and flip flops are not permitted for your child’s safety.** Water shoes may only be worn during direct water activities.
 - A water bottle marked with your child’s name is suggested. We encourage the children to hydrate regularly throughout the day.
 - Parents will be notified in advance if special attire for a special event is needed.
 - **Please be aware that inappropriate attire may limit your child’s participation in certain activities (i.e. gym/outdoor time).**
- **Physical Fitness & Outdoor Play** *(this section applies only to Camps with an indoor space)*
 - The program will include opportunities for your child to play indoor organized group games.
 - Children will also play outdoors each day except during inclement weather. On extremely hot days, campers will participate in outdoor activities during the morning and/or late evening hours to avoid the heat. Indoor activities will be the focus during the hottest times of the day.
 - As noted above in the “Attire” section, **children’s participation in certain physical activities may be limited based upon their attire/shoes for their safety.**
 - Parental requests for outdoor restrictions must be submitted to the Recreation & Parks Administrative Office for review. Additional documentation may be requested, based on the restriction request.
- **Lunch & Snacks**
 - In general, our Camp locations do **not** provide lunches or snacks. Therefore, participants are requested to bring a non-perishable lunch, snack, and sufficient liquids for each day. If your child(ren) is also signed up for the Extended Care program, they may bring an additional snack.
 - Refrigerators and microwaves are **not** available for lunches, snacks or drinks.
 - A water source is made available at all of our Camp locations. It is highly recommended that your child(ren) bring a water bottle, labeled with their name, to Camp.
 - Please make sure that your child(ren) understands that they are **not** to share or trade their food items due to the possibility of food allergies. If your child(ren) has a food allergy, please make sure the Camp staff is aware and the allergy is listed on your child(ren)’s Emergency Information Form.
 - We encourage participants to bring peanut-free lunches and snacks.
 - Several Camp program sites may be designated for a free lunch program in partnership with the Food & Nutrition Services Program. If that is the case at your child(ren)’s Camp, additional information will be provided.
- **Additional Opportunities**
 - *Field Trips*
 - Some Summer Camps will also provide field trips. More information regarding dates and locations will be provided to parents at the specific camp site.
 - By enrolling your child(ren) in our program, you are giving permission for them to attend any and all field trips associated with the program.
 - Please be aware that the field trip bus will not wait for late arrivals.
 - If the Camp program your child(ren) is participating in provides a Field Trip T-Shirt, the shirt must be worn on all field trips.
 - *Special Events/Speakers*

- In addition, the Recreation & Parks Administrative Office works with our partners in Anne Arundel County (such as the Health Department, Anne Arundel County Public Libraries, Healthy Anne Arundel, etc.) to provide additional enrichments, speakers and special events to give the children even more fun and enriching opportunities! More information will be provided by your Camp Director if this is the case at your location.
- **Child Personal Property & Cell Phone Policy**
 - Children **are not permitted** to bring/utilize toys, games, collectible cards, electronics, phones, watches, Tablets, Nintendo Switches , etc. from home to the camp.
 - Children may **not use**, activate, or display their cell phone, smart watch/device, or similar electronic devices during Camp hours.
 - The Camp programs are **not** responsible for money, cell phones, or other personal items your child may bring to the program.
- **Pet Policy**
 - You may not bring your family pet to visit the center.
 - Some Camps *may* have a special enrichment visitor (such as ZooMobile) come to the Camp during the summer. If your child(ren) has pet allergies, please alert the Camp staff so we may take the appropriate precautions.
- **Facility Policy**
 - Many Camp locations utilize school buildings. Therefore, we must abide by Anne Arundel County Public Schools' policies.
 - Please be aware there is no smoking allowed on school grounds or in/around the Camps.
 - Please also be aware that many AACPS buildings have recording devices in/around school grounds for safety monitoring purposes. This means that you/your children may be monitored when picking up/dropping off at Camp locations.

EMERGENCY DRILLS

- Each Camp has a designated nearby location in the event they are required to be evacuated.
- The Camps will practice fire drills.
- Please be aware that the following drills may also be practiced over the summer:
 - Emergency Evacuation Drill – Staff will practice evacuating the children to their meeting location(s) outside the building on school/facility grounds.
 - Shelter-in-Place Drill – Staff will evacuate children to their designated shelter-in-place location within the building.
- If you should arrive to pick-up your child(ren) in the midst of a drill, please allow the staff time to account for all of the children prior to signing your child(ren) out for the day.
- If there is an actual emergency occurring in the area, the school and/or Camp may be required to go into “Shelter in Place” or “Lockdown” mode. If this is the case, staff will attempt to communicate this to parents by placing a sign on the parent door (if the emergency situation allows staff the ability to do so). Please be aware that you may not be able to gain entry to the building during these types of situations as staff may be unable to answer the door. For your own safety, please seek shelter. Staff will communicate the “All Clear” and release your child(ren) to you as soon as it is safe to do so.

ILLNESS

- While we understand that many of you use the summer Camp programs as care for your children, we ask that you please not send them to Camp if they are ill. 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 is generally lethargic, they should not be at Camp.
- In the event your child(ren) becomes ill during our program, every attempt will be made to contact you or the person listed as the emergency contact.
 - If a staff member contacts you to inform you that your child(ren) is ill and that your child(ren) must be picked up, you must make arrangements for your child(ren) to be picked up from the Camp in a timely manner. Until picked up, your child(ren) will be kept away from the other children.

- Refusal to pick up your child(ren) when they are ill or injured, or not providing accurate contact information to be used in an emergency, may result in your child(ren) being dismissed from our program. Please assist us in keeping your child(ren) safe.
- Please be aware that in the event of a serious illness (such as extremely high fever), 911 may be called if parents or other authorized individuals cannot be reached.
- If your child(ren) repeatedly displays symptoms that prevent him/her from participating in program activities or if, in the opinion of the Center Director, your child(ren) may be contagious to others, your child(ren) may be excluded from the program and a doctor's note may be requested before he/she may return to the program.
- The Health Department requires that you notify the staff in the event your child(ren) contracts a communicable disease. Please refer to www.aahealth.org/physicianslink/communicablereportable.asp for details. Some examples for notification are conjunctivitis, impetigo, or ringworm. The Camp staff is likewise responsible to report certain outbreaks to the Health Department. Some examples of reportable outbreaks include encephalitis, rabies, or West Nile virus.
- If your child(ren) has a special medical need, please inform us at the time of registration. We will have our Health Consultant contact you to ensure proper care is provided.

INJURY

- Unfortunately, sometimes accidents, bumps and scrapes do occur at Camp. If this happens and your child is injured, we will take the following steps:
 - You will be contacted by phone if your child sustains any type of injury requiring possible additional **medical** attention during our program.
 - You will also be contacted if your child suffers a bee sting, or any head/eye injuries.
 - In the event of a serious injury or illness, 911 will be called and then parents or other authorized individuals will be contacted.
 - A parent must be available in case of emergency. Please provide us with an accurate local contact that is able to pick up in a reasonable amount of time.
 - Refusal to pick up your child when they are ill or injured, or not providing accurate contact information to be used in an emergency, may result in your child being dismissed from our program. Please assist us in keeping your child safe.
- Please ensure Camp staff is aware of any allergies or illness that could need emergency or medical attention during the program.

SUNSCREEN, INSECT REPELLENT, & TOPICAL OINTMENTS

- It is suggested that all children apply sunscreen at home and wear it to the Camp programs each day.
- If you would like your child to reapply throughout the day, then your child must bring their own product with their name printed on the container.
- A Permission to Apply Over-the-Counter Creams & Ointments Form is required if your child will be applying over the counter creams or ointments, such as sunscreen, insect repellent, or lip moisturizers, during the Camp program. Please be aware that **this form requires a parent's signature in addition to the actual name of the topical application.**

Photo Policy

ALL participants in Anne Arundel County Recreation and Parks Programs may at some time be photographed for publicity. The publicity format would be through, Anne Arundel County Recreation and Parks website, social media platforms, and program guides.

CONCUSSION AWARENESS

The Department of Recreation & Parks is committed to your child(ren)'s safety. Since your child(ren) will be involved in active play & health, fitness, sports & game activities as a part of any of our Camp programs, we want you to be informed of the signs & symptoms of a concussion. The Department of Recreation and Parks follows the Maryland Department of Health (MDH) summer camp regulations for all protocol pertaining to concussions and other injuries within department programs and camps.

- **What is a concussion?** A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild blow to the head can be serious.
- **What are some warning signs of a concussion?** – For Immediate Action, call 911.

Signs Observed by a Parent/Guardian	Signs Reported by the Participant/Child
Appears dazed or stunned Is confused about assignment or position Forgets sports plays/activities Moves clumsily Answers questions slowly Loses consciousness (even briefly) Shows behavior or personality changes Can't recall events prior to hit or fall Can't recall events after hit or fall	Headache or "pressure" in the head Nausea or vomiting Balance problems or dizziness Double or blurry vision Sensitivity to light Sensitivity to noise Feeling sluggish, hazy, or groggy Concentration or memory problems Confusion Does not "feel right"

- **What should you do if you think a concussion has occurred?**
 1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe to return to play.
 2. **Keep your child out of play/activity until medically cleared.** Concussions take time to heal. Don't let your child return to play/activity until a health care professional says it's okay. Children, who return to play/activity too soon, while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
 3. **Inform all coaches/instructors/staff members about any recent concussions.** Coaches/Instructors/Staff should know if your child has a recent concussion. Your child's coach/instructor/staff member may not know about a concussion your child received in another sport or activity unless you tell them.
 4. **Helping your child return to sports/activities safely after a concussion.** As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to activities after a concussion may need to: 1) Take rest breaks as needed, 2) Spend fewer hours at activities, and 3) If in doubt, sit it out!

MEDICATION

- With the exception of Mayo Beach Adaptive Camp & Quiet Waters Day Camp, our camp locations do not have a Nurse on site. Camp personnel trained by the Certified Child Care Health Consultant perform the supervision of self-administered medication or the administration of medication with the completion of the Child Care Medication Administration training.
- A complete *Medication Authorization Form (OCC 1216)* must be submitted to the Camp Director prior to any medication (prescription OR over-the-counter) being administered in Camp programs.
- A first dose must be administered at home prior to the Camp staff administering the medication to ensure no adverse reactions.

- Please be aware that the County assumes no liability and the parent(s), on behalf of themselves and their minor child, hereby holds the County harmless and waives any and all claims for personal injury to the minor child as the result of the application/administration or failure to apply/administer any ointment/medication for the minor child by any County employee or volunteer.
 - *Medication Authorization Form (MSDE OCC Form 1216)* – Prescription or Non-Prescription Medication:
 - Both prescription & non-prescription medications require parent/guardian signature and a health practitioner's signature
 - 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 healthcare practitioner's written instructions, whichever are more recently dated.
 - **Over-the-counter medication** must be in the original pharmacy labeled container or package. Medication will be administered according to the label or a licensed health practitioner's written instructions.
 - Medication must be received from a parent or adult (18 years or older). Children may not carry medication to the Camp program. Staff and parent(s) must count any controlled dangerous substance medication (such as Ritalin-type) in the approved manner, and maintain the appropriate forms to ensure safe administration and storage.
 - Please check the expiration date of medications prior to giving to the staff.
 - Staff will not accept forms that are expired, have been obviously altered (i.e. White Out used) or are incomplete.
 - If the center staff has any doubts or the forms are incomplete the medication will not be given. If a child has a known diagnosis and the parent is not supplying the medication, an *Acknowledgment of Allergies/Medications* form must be completed by the parent (see below).
- There are several additional as needed medical forms available at our website (see "Required Forms for Admission" on page 5 for a full listing):
 - *Permission to Apply Over-the-Counter Creams and Ointments*
 - If the child will be applying over-the-counter creams and ointments, i.e. sunscreen, lip balm, insect repellent, and other external preventive applications.
 - Siblings may not share sunscreen, chapstick, and other external applications.
 - Requires parent/guardian signature only.
 - Requires parent/guardian signature.
 - *Asthma Action Plan (DHMH Form 4643)*
 - Completed by the parent /guardian if the child requires an as needed inhaler or nebulizer.
 - If a child is to receive an Epi-pen or antihistamine.
 - Form must be signed by the parent or guardian.
 - *Acknowledgment of Allergies/Medications* form
 - If your child has a life threatening medical condition, and the necessary intervention and/or medication is not provided to the Camp program, your child may be removed from the program until the requirements are met. If you do not intend to supply an epi-pen or inhaler for the Camp program, **you must sign** the *Acknowledgment of Allergies/Medications* form.
 - We cannot share medications with the school or accept expired medication.
- Camp staff may not be involved in the use of g-tubes, catheterizations, or the administration of medications that require mixing/measuring/drawing up by Camp staff in any way. This may not be delegated by the Child Care Health Consultant and cannot be administered by the Camp staff. If a child cannot administer this type of medication for themselves, then a parent or their designee must administer similar-type medication in Camp as required on a daily or as needed basis. *Please be aware that our Mayo Beach Adaptive Camp and Quiet Waters Day Camp employ nurses that are on the premises during regular camping hours. Our Health Consultant may be able to assist you in selecting the most appropriate Camp for your child's special medical needs.*
- **The parent must pick up medications that have been discontinued immediately. When your child has been withdrawn from the program, and/or the Camp has ended, all medications must be picked**

up on/by the last day of Camp. Following their MSDE-OCC Medication Administration training, the staff is required to properly dispose of any medications not picked up.

CHILDREN WITH SPECIAL NEEDS

- 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 Camp programs. If your child has an Educational IEP, 504, or other medical or behavioral plan, please contact the Inclusion Coordinator at 410-222-7304. We will be able to assist you in choosing the most appropriate program to ensure success for your child.
- Please be aware that our Inclusion Coordinator, Health Supervisor and/or Behavior Specialist may assist to implement a plan in order to help your child find success in our Camp programs. This contact may occur via telephone or in person. In addition, Camp Directors (and/or the Recreation Administrative Office) may also contact you if they feel there is an immediate need for a parent conference.
- In order to assist us in meeting your child's needs, it is vitally important that you complete the registration form in as much detail as possible. The responses that you provide will assist us in meeting your child's needs.
 - An American with Disabilities Act (ADA) accommodation request requires a two-week prior to the first day of program notification.
 - The parent/guardian may be asked to participate in a conference with the Recreation & Parks Administrative Offices before your child can attend the program. Please utilize this conference as an opportunity to share with us your child's IEP, 504 Plan, or any other specialized education plan they may have on file with their school. With your written permission, we are also able to speak with early intervention, special education, or other outside agencies in order to meet your child's needs in our program.
- Please be aware that if the Recreation & Parks Administrative Office is not notified in advance, your child's start date may be delayed until a conference can be held.

BEHAVIOR MANAGEMENT PROGRAM

- The goal of our Behavior Management Program has always been to help each child grow in the direction of self-reliance, self-control and self-worth, so that each child is confident that he/she is in control of their own behavior and feels that they are an important member of his/her community.
- Children are taught to use reflection and problem solving. Staff reminds children to make good choices and discusses these choices with the child. Each Camp also incorporates a positive behavior management program into their daily routine.
- Under no circumstances should a parent attempt to discipline a child other than their own during the Camp program. The camp staff will carry out all discipline according to the behavior management program, and all concerns should be brought to the attention of the Camp Director.
- Parents are not permitted to have physical contact with children other than their own.
- While parents come into the center to pick up or drop off their children, and on occasion observe the activities in the camp program, it is the role of our staff (rather than parents) to direct the activities of the center and to address the needs of children attending the program.
- **Expectations of Children Enrolled at Camp**

Every child has the opportunity to be successful in our Camp programs with the safety of all of the children and staff being our primary concern. However, we also recognize that the Camp program may not always be the appropriate environment for your child. It is important for parents to recognize that the size or type of the individual Camp program may not always be the appropriate environment for your child's needs. The following list of expectations is not an all-inclusive listing. There may be some additional site-specific expectations:

 - **Engage in appropriate group interaction**
 - **Respect self, others, body, space and personal belongings**
 - **No biting, hitting, pushing, kicking, or other rough contact**
 - **No bullying (including cyber bullying)**
 - **No spitting**
 - **Share**

- **Be cooperative**
 - **Take turns**
 - **Use language that is appropriate for a child care center**
 - **Stay within the designated area or where directed by staff. For example in the multi-purpose room, media center, outdoor play area, etc.**
 - **Follow the schedule and participate in daily activities**
 - **Function without disruptive behavior in a supervised environment of 1 staff to 15 children**
 - **Comply with staff requests and instructions**
- ***Accommodations for Children***
Accommodations can be made to meet the needs of an individual child in many cases, however, all children will be required to meet these standards and refrain from behaviors that threaten the safety of themselves, other children or staff members.
- ***Inappropriate Behavior***
It is hoped that the positive behavior program will eliminate or prevent inappropriate behavior, but some inappropriate behavior may still be displayed. As stated before, staff remind children to make good choices, and may use one or more of the following consequences for inappropriate behavior: Take 5 (time-out), loss of activity, redirection, Take 5 plus (longer time-out), peace table, problem solving session, reflection and/or “think” sheets, etc.
The steps in the procedures below may not occur in the sequence listed depending on the nature of the behavior. When inappropriate behavior occurs, the following procedures will be implemented:
 - The staff will attempt to redirect the child. Additionally, the behavior will be documented and the parents or legal guardian will be notified of the issue. If the behavior involves intentionally harming another child, staff member, or threatens the safety of the child/staff, the parent/guardian will be verbally notified on the day of the issue. The written documentation will follow no later than 2 Camp days after the verbal notification. **If in the opinion of the Camp Director, a child’s behavior compromises the safety/well-being of themselves or others** (this may include failure to comply with staff requests and instructions or leaving the designated area without permission), **immediate suspension or dismissal from the program may result.**
 - If the problem persists a parent conference will be scheduled between the parents/guardian and Camp Director. Depending on the circumstances the child may be suspended until the conference is held and a plan is in place.
 - If the behavioral concerns persist following a suspension, dismissal from the program may result.
 - **If the child is dismissed from one Camp, they may not attend any Recreation and Parks Summer Camps for the remainder of the summer.**
 - Since many of our Camp programs are located in Anne Arundel County Public Schools facilities, the Camp program must also heed the offenses and violations listed in the Student Code of Conduct found in the current Anne Arundel County Public Schools Student handbook. Please be aware that some of these offenses and violations require Summer Camp staff to notify the school principal and in some cases the police are notified as well. Other examples of infractions that *may* require immediate and/or extended suspension/expulsion from the program are: possession or use of a real or “fake” weapon or firearm; sale, distribution, or attempts to sell drugs or alcohol; verbal or physical threats; profanity or abusive language (including ethnic or racial slurs); maliciously cutting, defacing, or otherwise damaging property; open and/or persistent defiance of a staff member; and sexual harassment. The policy is based on the seriousness of the offense, the attitude and age of the student, the pattern of misconduct, and the degree of cooperation.

TYPE-SPECIFIC CAMP INFORMATION



AQUATIC CENTER CAMP (NAAC)

- Located at the North Arundel Aquatic Center.
- Hours of operation are, M-F 7:45 am - 5:00 pm. One week sessions June 24th-August 16th, 2024. Children will have access to the splash park on site each day at the Aquatic Center. Please send a bathing suit and towel each day.
- Pick up and Drop off; Children must be walked into the facility and signed in and out of their designated area.
- All Summer Fun Center locations will be **closed** on Thursday, July 4th and Friday July 5th, 2024 in observance of the Independence Day holiday.



SUMMER FUN CENTERS (SFC)

- These school age programs for children entering Grades 1-6 are available in our community schools or other designated community 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.
- This program consists of three two-week sessions running July 1st- August 9th, 2024 with one, one-week session running June 24th-28th, 2024.
- Hours of operation are, M-F 7:30 am - 3:00 pm. Extended Care is also available from 3:00pm-6:00pm for an additional fee. Contact the *Recreation and Parks Registration Office* at 410-222-7313 for more information.
- Pick up and Drop off; Children must be walked into the facility and signed in and out of their designated area.
- All Summer Fun Center locations will be **closed** on Thursday, July 4th and Friday July 5th, 2024 in observance of the Independence Day holiday.



MAYO BEACH ADAPTIVE DAY CAMP

- Please visit our website at www.aacounty.org/recparks for more information regarding Mayo Beach Adaptive Day Camp.
- 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 campers in learning and growing in a fun and safe environment. We have activities adapted for all abilities.
- All Summer Fun Center locations will be **closed** on Thursday, July 4th and Friday July 5th, 2024 in observance of the Independence Day holiday.
- Hours of Operation are M-F 9:00 am - 3:00 pm starting June 24th - August 9th,2024. Extended Care is also available 3:00 pm - 5:30 pm for an additional fee.

- Pick up and Drop off; Children must be walked into the facility and signed in and out of their designated area.
- Bus transportation is available for an additional fee.



QUIET WATERS DAY CAMP

- Please visit our website at www.aacounty.org/recparks for the specific Quiet Waters Camp Parent Manual.
- Quiet Waters Day Camp is a full-day camp for children entering grades K-6. Activities may include arts and crafts, nature, sports, music and drama, active games, swimming, field trips, special theme days and more. Pre-Teens at this location offer more challenging and age appropriate activities and additional field trips each session.
- Six one week sessions June 24th - August 2nd, 2024.
- Hours of operation are M-F 8:30 am - 3:45 pm with am and pm extended care from 7:30am-5:30pm for an additional fee.
- Pick up and Drop off; Children must be walked into the facility and signed in and out of their designated area.
- Camp will be **closed** Thursday July 4th and Friday July 5th, 2024 in observance of Independence Day.
- Bus transportation is available for an additional fee.



SPECIALTY CAMPS

- Please visit the [Program Guide](#) for specific dates and times of Specialty Camps.
- Recreation and Parks offers one week Camps in Art, Biking, Chess, Drama, Magic, and Marine Science
- The Specialty Camps must follow the same procedures/requirements as indicated in this manual.



TEENS on the Go CAMPS

- Teen programs are located at Crofton Middle School, Kinder Farm Park, Annapolis Teen Camp and North Arundel Aquatic Center.
- Programs are for students entering grades 7-10.
- The hours of operation are M-F 8:30 am - 4:30 pm
- The program consists of 1-week sessions from June 24th-August 2th,2024
- Pick up and Drop off; Children must be walked into the facility and signed in and out of their designated area.
- Please visit www.aacounty.org/recparks for more information and tentative teen camp field trip calendars.
- Camp will be **closed** Thursday July 4th and Friday July 5th, 2024 in observance of Independence Day.