



Sports Camp Parent Handbook 2026

St. Mary's County Recreation & Parks



www.stmaryscountymd.gov/recreate/camps

Updated 2/13/2026

Sports Camp Parent Handbook

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St. Mary's County Recreation and Parks

Vision Statement: A leader in cultivating exceptional leisure experiences in our community.

Mission Statement: To provide an enriched quality of life for the community through the preservation of natural, cultural, and historical resources, enhancement of parks and outdoor spaces and promotion of a variety of leisure experiences.

Goal of Sports Camps and Sport Academy Camps

We are excited that you have chosen St. Mary's County Department of Recreation and Parks Summer Sports Camps and Sport Academy Camps! We have been offering a variety of summer sports camps for children for over 30 years. The combination of our dedicated, qualified and professional staff and innovative and specialized programs gives our campers a summer filled with fun activities, the chance to improve and learn new skills, and make new friends.

Sport Academy Camps

Sport Academy Camps are operated through a partnership between St. Mary's County Public Schools (SMCPS) and St. Mary's County Recreation and Parks (SMCR&P). The sport academy camps are run by SMCPS high school coaches and held at the county high schools. Camps not meeting minimum enrollment may be combined with another location or will be cancelled. Refund policy on pages 7-8 applies. Weather closures for sport academy camps will be based on SMCPS school facility availability.

Contacts

Sports Camp Coordinator	Zachary Zalovick 301-475-4200 ext. 1830	zachary.zalovick@stmaryscountymd.gov
Gymnastics Coordinator	Chris Lengle 301-475-4200 ext. 1750	Chris.Lengle@stmaryscountymd.gov
Aquatics & Wellness Coordinator	Ross Schneider 301-475-4200 ext. 1803	Ross.Schneider@stmaryscountymd.gov
Facebook Page	www.facebook.com/stmarysmdrecreation	
Instagram	www.instagram.com/stmarysrecandparks	

Recreation & Parks Administrative Staff

Director	Raymond Bivens	301-475-4200 ext. 1812
Deputy Director	Jessica Hale	301-475-4200 ext. 1804
Division Manager	Cherie Nelson	301-475-4200 ext. 1807
Sports Coordinator	Zachary Zalovick	301-475-4200 ext. 1830
Gymnastics Coordinator	Chris Lengle	301-475-4200 ext. 1750
Aquatics & Wellness Coordinator	Ross Schneider	301-475-4200 ext. 1803
Therapeutic Recreation Coordinator/Accommodation Registrar & Program Support	Crystal Haislip	301-475-4200 ext. 1806
Main Office/Front Desk	Lindsay Peterman	301-475-4200 ext. 1801
	Lucia Gonzalez	301-475-4200 ext. 1800

Main Office Location

23150 Leonard Hall Drive, Leonardtown, MD 20650

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Online Registration Support

For support please contact our main office at 301-475-4200 ext. 1800 or email RPinfo@stmaryscountymd.gov

Follow Us Online



Inclement Weather Policy

ALL CAMPS WILL OPEN, AND WILL REMAIN OPEN, FOR NORMAL OPERATIONS UNLESS SEVERE CONDITIONS EXIST.

We will use the following temperature readings as guideposts for appropriate selection of camp activities.

“Caution”: 85 to 94 degrees F° physical activity may cause fatigue

“Extreme Caution”: 95 to 105 degrees F° possible heat cramps and/or heat exhaustion with prolonged exposure

“Danger”: Above 105 degrees F° possible heat stroke with prolonged exposure; heat exhaustion and heat cramps likely

Every precaution will be taken to ensure children’s safety. We will have frequent water breaks and children will be monitored closely for overheating. Children will be watched closely for signs of sunburn and dehydration. In the event of severe thunderstorms, children will be brought indoors immediately when indoor space is available. Parents should indicate on the registration form any personal concerns for their child with regards to exposure to heat.

Weather

Decisions on cancelling camp due to poor weather will be made by 7:00 a.m., the morning of the day in question when possible. Some camps may be canceled for heavy rain. All cancellations will be listed on the cancellation line at 301-475-4200 ext. 1840. Or you can visit our St. Mary’s County Recreation and Parks Facebook page and web site at www.facebook.com/stmarysmdrecreation or at www.stmaryscountymd.gov/recreate. Families may sign up for text alerts at www.stmaryscountymd.gov/Recreate/RPText/. If heavy rain or severe thunderstorms occur during camp hours protective shelter will be available at each of the camp locations. If severe weather continues, parents will be contacted to come and pick up their children.

Make-Ups

Every effort will be made to make up cancelled days of camp due to poor weather. Fridays are reserved as potential make-up days (*except for Sport Academy Camps*).

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How to Request Accommodations

Individuals with disabilities are encouraged to register for general recreation programs. With your registration, please include information regarding your disability and accommodation needed. A two-week notice is required for staff to make reasonable accommodations based on individual needs for successful inclusion.

Minimum Requirements for Successful Inclusion

The basic eligibility requirements for all programs, camps, classes, and events are listed below. These basic requirements apply to all participants, regardless of ability level. There may be additional requirements for each program, camp, or class.

- The capacity for each program is based on ratio and logistics. If the maximum enrollment for a program has been met, a participant may be unable to enroll or placed on a wait list.
- Payment is due upon registration. Payments must be received before admission into any program.
- Must be able to maintain personal care without support of R&P staff or volunteers.
- Participants should meet the prerequisite age/ skills for the class or program (if required for participation).
- Participant should be willing to participate and actively participate in the program the majority of the time.
- Ability to function with or without assistance as a member of a larger group (10 or more people).
- All participants are required to follow the rules of conduct in the parent handbook. An individual with disability may be removed from a program if after interventions and accommodations their behavior is a direct threat to others.

Please call the Therapeutic Recreation Specialist for more information on disability accommodations and inclusion services 301-475-4200 ext. 1806.

ADA Compliance

Recreation and Parks makes every effort to ensure that programs and services are accessible for children who are disabled. Children with disabilities are welcome to register and participate in youth activities. Staff at all sites are trained and experienced in working with children with disabilities. Reasonable accommodations will be made on an individual basis. If needed, additional staff will be assigned to sites to enhance child/staff ratio. As part of our policy of inclusion, parents will be asked to participate in an Individual Service Plan (ISP) meeting for the purpose of sharing information pertinent to the child's successful participation in youth programs. This meeting will include staff and school personnel who may have relevant information pertaining to your child's disability. This meeting is required prior to the child's attendance in any youth program. Parents should provide information about the child during registration. The Therapeutic Recreation Specialist will contact you to set up a time for the ISP meeting. Recreation and Parks' Inclusion Committee, which is comprised of leisure professionals, facility planners, parents and community advocates, has the responsibility to review current departmental policies and programming, as well as monitor the department's compliance with the *Americans with Disabilities Act*.

Issues regarding availability and accessibility of program offerings to disabled youth should be directed to the Therapeutic Recreation Specialist, Crystal Haislip at (301) 475-4200 ext. 1806 or by emailing Crystal Haislip at Crystal.Haislip@stmaryscountymd.gov

Program Registration & Payments

Registration opens March 1st for sports camp. Please complete the registration form in its entirety. The more information you give us about your child, their likes, dislikes and needs the better we can prepare to make your child's summer experience the best possible.

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Payment Methods

- 1) Online: Credit or debit card payments at www.stmaryscountymd.gov/recreate.
- 2) In Person: Payments may be made in person at the Recreation & Parks Main office via cash, check or VISA or MasterCard or debit card. Office hours are Monday-Friday, 8:00am-5:00pm. Please refer to County Holiday schedule as our offices will be closed on those posted holidays.
- 3) Payments are **NOT accepted** at the camp locations.
- 4) Check or Money Orders: Payments may be mailed directly to Recreation & Parks, P.O. Box 653, Leonardtown, MD 20650. If mailing, please allow 7-10 business days for your payment coupon to be received in the Recreation and Parks Administrative Office. Checks must have your name, address, phone number and driver's license number.
- 5) Cash: Accepted in person only at our main office, limited change available.
- 6) If you are paying with a check or money order be sure to add your child's name and camp name to ensure your payment will be posted to your account in a timely manner. Add your driver's license number on checks if it is not already printed on them. All checks or money orders shall be made payable to "St. Mary's County Recreation and Parks". Allow 10 days for your payment to be received by our Administrative Office.

Returned Check Policy

The St. Mary's County Finance Department will submit all checks returned for insufficient funds to the State's Attorney's Office within 30 days of being submitted. A \$25 fee will be added to the cost of the returned checks. If Recreation and Parks is notified by the Finance Department that your payment is returned, your space will be terminated immediately. Currently the parent is responsible to contact the Registrar for possible reinstatement into the program. If a check is returned for insufficient funds, future payments will only be accepted in the form of credit card, cash or money order.

Refund Policy

- Inclement weather refunds will only be given when two or more full days are cancelled. If this occurs your price will be prorated per day and refunds will be returned to your credit card or mailed to your home address within two weeks.
- A full refund may be obtained if the Department of Recreation & Parks changes the location, time or date of the program, which prohibits attendance or if the Department cancels the program due to insufficient registration.
- A full refund may be obtained due to a medical problem verified by a doctor's certificate, if a request is issued in writing the Friday prior to the camp start date.
- A full or partial refund may be obtained for sessions missed due to a medical problem verified by a doctor's note by submitting the doctor's note with your cancellation request prior to the end of the camp.
- Refunds are also not provided for weather or differences in age disbursement or number of campers at a site.
- There is a \$15 cancellation fee for all sport camps with a required one week's written notice to cancel.
- All cancellation requests must be submitted in writing by completing the form found here: www.stmaryscountymd.gov/docs/refundpolicies.pdf

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Late Pick Up

Parents are expected to pick up their child at the end of the camp session. Parents should make every effort to contact Zachary Zalovick or the Recreation & Parks main office if they are going to be late picking up their child. A \$1.00 per child fee will be charged to your account for each minute after closing. A grace period of 15 minutes will be given before emergency contacts are called. After sixty minutes have passed and attempts to reach the parents/guardians and emergency contacts are unsuccessful, or fail to arrive, staff will report the incident to St. Mary's County Department of Social Services for further direction. After 2 incidents of late pickups, Recreation and Parks reserves the right to terminate your child's participation in the remainder of camp season with no refund.

Sign in and Out Policy for Parents that self-transport

Parents are required to physically walk their children into the building or to the field and to sign their child in and out at the time of drop off/pick up each day. **For participants in camp programs held at the Wellness & Aquatic Center, a parent or guardian is required to remain on the premises in case of incident or emergency.**

Release of Children

Parents will be asked to provide names of designated persons who will be permitted to pick up the child in the parent's absence. If the person is not listed on the child's emergency information, the parent must notify the staff in writing. Camp staff will verify identification of person before releasing child. Please make sure that the person has a picture I.D. Children will be released only to the individuals authorized to pick up the child, as indicated on the registration form. If another authorized pick-up person is needed, please complete the Parental Consent for Camper Pick Up Form which is available at the camp site or on our website. This policy must be strictly adhered to for the protection and safety of your child.

Code of Conduct

Children are always expected to conduct themselves in an appropriate manner. Children should refrain from being verbally and/or physically abusive to others. Children should have respect for authority figures and should respond positively to guidance and direction. Persistent behavior problems may result in dismissal from the Summer Camp program.

Disciplinary procedures within the Summer Camp are guided by the type and severity of the behavioral incident as described below:

Minor Incidents

Minor incidents include, but are not limited to, name calling, horseplay, refusing to cooperate (not listening, not following rules, or not following directions), being disruptive, being rude/discourteous to adults, throwing soft objects, minor destruction of property.

More Serious Offenses

More serious offenses include, but are not limited to, using abusive/profane language, throwing dangerous or potentially dangerous objects, participating in physical conflict (hitting, kicking, biting, etc.), and inappropriate social behavior. When a child does not conform to acceptable rules of behavior, the staff will discuss with the child the specific inappropriate behavior that the child has demonstrated, more appropriate behavior, and the consequences for demonstrating further inappropriate behavior. Consequences may include, but are not limited to:

- Being assigned to a "Time Out" area for one minute for each year of age when behavior is inappropriate. this action will be repeated if necessary.

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- Loss of privileges
- Being removed from the group
- Informal or formal parent conferences
- Suspension
- Dismissal from program

Camp staff recognize that children with certain diagnoses may exhibit inappropriate or aggressive behaviors such as kicking, spitting, biting, excessive name-calling, pushing, abusive to others, etc. These behaviors may require modifications to the program including, but not limited to, special equipment, changes to routines, behavior plans, enhanced supervision, or a combination of these. However, when a child with special accommodations still infringes on the rights of others or poses a threat of imminent physical harm to children, staff, or the general public, the child may be sent home for the day or even dismissed from the camp.

Discipline Policy

Children are always expected to conduct themselves in an appropriate manner. Children should refrain from being verbally and/or physically abusive to others. Children should have respect for authority figures and should respond positively to guidance and direction. Disciplinary actions implemented and enforced by camp staff for inappropriate behavior are guided by the type and severity of the behavioral incident. Persistent behavior problems may either result in suspension and/or withdrawal from the camp program. The camp fee will not be refunded and/or pro-rated for suspensions.

Incident/Accident Reports

If by chance your child is injured at camp, an accident report will be filled out by the Camp director. This report is documentation of what occurred at camp. If the incident warrants a parent phone call, a parent or emergency contact will be contacted to discuss the incident. Parents may request a copy of the report after signing it. We as staff strive to keep a safe and enjoyable environment. We hope that all kids have a fun time at camp!

Zero Tolerance Policy

There is no tolerance regarding the participant's conduct involving infractions that concern the immediate safety of the child, the other participants and our staff.

Child Abuse Prevention and Reporting

Individuals who are paid to supervise children in their work (such as coaches, camp counselors, teachers) are required to report all suspected child abuse or neglect. Staff and volunteers are trained on the signs and symptoms of abuse and neglect and the reporting policies and procedures. These policies are always available at the camp location. All suspicions are kept strictly confidential, and staff may report confidentially to the Department of Social Services.

Water Breaks

Campers must bring their own bottle of water. Please ensure campers bring sufficient water for the duration of their daily camp. During code orange or red days staff will take all necessary precautions to ensure proper hydration for the children.

Electronic Devices

Cell phones, video games iPods, etc. are typically not permitted at camp. If a child brings an electronic device to camp, it will be confiscated until the end of the camp day. Under certain circumstances **with the permission of the Camp Director in agreement with the parent;** some children may be allowed electronic devices to be used for communication or behavioral rewards. Recreation and Parks is not responsible for lost, misplaced, stolen or broken

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devices.

Personal Equipment & Camp Attire –

ALL CAMPER'S NEED TO BRING THEIR OWN WATER BOTTLE WITH SUFFICIENT WATER FOR THE CAMP DAY, AND SUNSCREEN

HELPFUL TO BRING: COOLING TOWEL, HEALTHY SNACK, AND REVERSIBLE PINNIE

Parents/ Guardians will receive an email 5 days prior to the start of camp of reminders on what to bring to camp.

- Please check your emails before the start of camp to have your child prepared for the first day.

Lost and Found – Please label your camper's belongings.

Every precaution will be taken to ensure children's clothing and personal items will be stored properly. Camp has designated space available where children can store their belongings. It is the child's responsibility to place items in the appropriate place. Parents should remind children to store clothing and other items in backpacks, duffel bags, etc. Recreation and Parks assumes no responsibility for lost or misplaced items. It would be most helpful if clothing and personal items were labeled with the child's name. Parents should encourage children to keep track of their belongings and to take them home each day.

Health and Safety Issues

Insurance/Liability: Please be advised that St. Mary's County Recreation and Parks does not provide accident or hospitalization insurance for camp participants. Parents are strongly urged to have adequate personal insurance coverage for their children. Participation in the summer camps shall be at the participant's own risk.

Parents are required to complete a registration form which contains Emergency Information & Camper's Health History. All forms must be filled out in its entirety prior to registration being accepted.

Emergency Information: Parents are asked to provide emergency information to the camp. It is vitally important that at least three (3) emergency contacts be given. Make sure that you have given their names and numbers to the camp director. Emergency persons should be available during the hours the camp is in session and should be within 30 minutes' drive time to the camp. Phone numbers should be accurate. Parents should inform those persons whose names have been given to the camp as "emergency contacts" and discuss responsibilities they might have. **The camp staff must be informed of any changes in the emergency information.**

Medication:

- All medications, both prescription and over the counter, must have a medication order form completed by the parent and physician. Forms can be found on our website <https://www.stmaryscountymd.gov/recreate/camps/>
- There must be written authorization for a child to self-administer or self-carry emergency medication.
- The medication must bear a label showing the physician's name, child's name, reason and directions for administering the medicine. This includes asthmatic inhalers. Over the counter medicines will not be administered unless accompanied by a doctor's written note.
- All medication (prescription and non-prescription) must be in the original container and turned into the coach upon arrival at camp unless authorized to self-carry.

Accidents: Parents will be asked to complete emergency information at the time of enrollment. If an accident should occur, prompt medical attention will be sought, and parents will be notified immediately. Parents will receive an Accident Report Form.

Note: Camp staff have a responsibility to ensure the safety of each child. This is especially true for adults who are

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under the influence of alcohol when they come to camp to pick up a child. Staff will make every effort to contact “other” parent and/or emergency contact person. In extreme cases the staff may be obligated to contact local police to inform them of the matter.

Concussion Awareness

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Concussions can occur in any sport or recreation activity. A concussion can have long term impacts on young athletes such as their health, memory, learning and even their survival. This has led to a new effort to improve prevention, recognition and response to sports-related concussion.

To help ensure the health and safety of young athletes, Recreation & Parks created an awareness campaign to offer information about concussions to coaches, parents, and athletes involved in youth sports.

The following are a list of symptoms that may suggest a concussion has occurred.

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or “down”
 - Nausea or vomiting
 - Bothered by light or noise
 - Double or blurry vision
 - Slowed reaction time
 - Sleep problems
 - Loss of consciousness

What To 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. Do not return to play until medically cleared

Concussions take time to heal. Don't return to play until a health care professional says it's OK. Return to practice is permitted only once staff receive a written release from a health care professional.

Children who return to play too soon while their 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 the injured student-athlete for a lifetime.

3. Inform all coaches about any recent concussions

Coaches should know if an athlete has had a recent concussion. The coach may not know about a concussion in another sport or activity if he or she is not informed by the parent, guardian or athlete

Maryland Youth Sports Concussion Law

Md. HEALTH-GENERAL Code Ann. € 14-501 (2012)

Annotated Code of Maryland

Online Resource: www.myheadfirst.com/the-law-coaches

(c) Removal from play; written clearance required for return to play. –

(1) A youth athlete who is suspected of sustaining a concussion or other head injury in a practice or game shall be removed from play at that time.

(2) A youth athlete who has been removed from play may not return to play until the youth athlete has obtained written clearance from a licensed health care provider trained in the evaluation and management of concussions.

Physical & Verbal Abuse Policy

The St. Mary's County Recreation & Parks Department strives to promote the ideals of teamwork, physical conditioning, sportsmanship and acceptable social behavior at all sporting related events. It is imperative that participants and spectators alike ensure an environment that will provide these ideals. Therefore, any unsportsmanlike conduct, including, but not limited to, fighting, verbal abuse or racial and gender epithets involving fans, coaches, players will not be tolerated.

Please visit <https://www.stmaryscountymd.gov/docs/physicalverbalabusepolicy.pdf> for Physical & Verbal Abuse Policy details.

R&P Camp Staff

Every employee has had a criminal background check. A significant number of staff at each campsite is certified in First Aid/CPR. Seasonal hires include public school system staff, college students, and high school graduates. Staff will also be current or former head coaches at either the collegiate or high school level. Sports Camps are staffed at a 1:10 ratio minimum.