



# Summer Fun Camps Parent Handbook - 2024

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St. Mary's County Recreation & Parks



[www.stmaryscountymd.gov/recreate/camps](http://www.stmaryscountymd.gov/recreate/camps)

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**St. Mary’s County Recreation and Parks**

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

**Mission:** 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.

Welcome to St. Mary’s County Recreation and Parks Summer Camp! The Recreation and Parks staff provide children the experience of a lifetime. Camp activities are designed to help each camper become more independent, enhance self-confidence, develop self-awareness, and develop both mind and body in a fun and safe learning environment. The overall goal of our camps is to provide children with positive recreational experiences while simultaneously allowing both the campers and the staff the opportunity to interact and learn from each other.

In this handbook you will find lots of information on Summer Camps. Please take the time to review this information before coming to camp. Please do not hesitate to call if you have any questions or concerns. Thank you very much for sharing your child with us this summer!

**Summer Camp 2024 Locations**

**Carver Recreation Center**  
 47382 Lincoln Ave.  
 Lexington Park, MD 20653

**Hollywood Recreation Center**  
 24400 Mervell Dean Rd.  
 Hollywood, MD 20636

**Margaret Brent Recreation Center**  
 26979 Point Lookout Rd.  
 Mechanicsville, MD 20659

**Contacts**

<b>Youth &amp; Camp Programs Coordinator</b>	Kelsey Jijon 301-373-4689	<a href="mailto:kelsey.jijon@stmaryscountymd.gov">kelsey.jijon@stmaryscountymd.gov</a>
<b>Recreation Specialist</b>	Theresa Laychak, 301-373-5410	<a href="mailto:theresa.laychak@stmaryscountymd.gov">theresa.laychak@stmaryscountymd.gov</a>
<b>Recreation Specialist</b>	<b>Vacant</b>	
<b>Facebook Page</b>	<a href="http://www.facebook.com/stmarysrecreation">www.facebook.com/stmarysrecreation</a>	

**Hours of Operation**

	Monday – Friday
Administrative Offices	8:00am-5:00pm
Summer Camp Hours	7:00am – 5:30pm

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## Recreation & Parks Administrative Staff

Recreation & Parks Director	Arthur Shepherd	301-475-4200 ext. 1800
Recreation & Parks Deputy Director	Jessica Hale	301-475-4200 ext. 1800
Recreation Division Manager	Cherie Nelson	301-475-4200 ext. 1800
Youth & Camps Program Coordinator	Kelsey Jijon	301-373-4689
Accommodation Requests	Crystal Haislip	301-475-4200 ext. 1806
Registrar & Program Support	Callee Henningfeld	301-475-4200 ext. 1801
Main Office/Front Desk	Gloria Edwards	301-475-4200 ext. 1800
Main Office Location	23150 Leonard Hall Drive, Leonardtown, MD 20650	

## Online Registration Support

For support, please contact Gloria or Callee at 301-475-4200 ext. 1800 or email [webtrac@stmaryscountymd.gov](mailto:webtrac@stmaryscountymd.gov)

## 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 the Department 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 ratios and logistics. If the maximum enrollment for a program has been met, a participant may be unable to enroll or may be placed on a wait list.
- Payment is due upon registration. Payments must be received before admission into any program.
- All participants are required to follow the rules of conduct in the parent handbook. An individual with a disability may be removed from a program if after interventions and accommodations their behavior is a direct threat to others or themselves.
- 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).

Please call the Therapeutic Recreation Coordinator 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 camp activities. Staff at all camps 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 camp 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 camp programs. This meeting will include

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camp 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 camp. 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@stmaryscountymd.gov](mailto:crystal.haislip@stmaryscountymd.gov)

### Program Registration & Payments

Summer Fun Camps operate over a 7-week period from June 24-August 9, 2024. *\*There will be no camp on Thursday, July 4.* To register, you must sign each child up for the Registration Fee (\$25 for St. Mary’s County Residents and \$30 for non-residents) and then you will be able to register for any week available. Each week will require a \$25 deposit, or you may wish to pay in full at the time of registration. Remaining balances are due 2 weeks prior to the start of each week of camp. If you are registering within the 2 weeks prior to camp, payment in full is required at the time of registration. The chart below details the due date for payments each week registered after paying the \$25 non-refundable deposit:

	Dates	Payment Due by 12pm On:
<b>Week 1</b>	6/24-6/28	Monday, June 10, 2024
<b>Week 2</b>	7/1-7/5 Closed 7/4	Monday, June 17, 2024
<b>Week 3</b>	7/8-7/12	Monday, June 24, 2024
<b>Week 4</b>	7/15-7/19	Monday, July 1, 2024
<b>Week 5</b>	7/22-7/26	Monday, July 8, 2024
<b>Week 6</b>	7/29-8/2	Monday, July 15, 2024
<b>Week 7</b>	8/5-8/9	Monday, July 22, 2024

- A one-time, \$25 (resident) or \$30 (non-resident) registration fee is required for each camper registered. Fee is per child for the entire summer.
- All camp prices may vary. Balances are in addition to the \$25 non-refundable deposit per week
- Remaining balance for each week of camp is due by 12pm, 2 weeks prior to the week of camp registered.
- If you do not make your payment on time, your child/ren will be dropped from that week of camp the day the payment is due. The spot will be filled if there is a child/ren on the waitlist. If there is a space available, you may re-register your child but you will lose the \$25.00 deposit and must pay the full amount for the camp at the time you re-register.

### Camp Registration, Transfers & Refunds

Children are not enrolled in a camp until fees for specific week(s) of camp have been paid either online or in person at the Recreation and Parks main office in Leonardtown. Payments must be made in advance of the camp start date and are the responsibility of the parent to complete. **Registration closes at 12pm on the Thursday before the start of the camp week.** Wait lists are available. No camp registration will take place at individual camp sites. Contact Senior

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Administrative Coordinator/Registrar, Callee Henningfeld, at (301) 475-4200 ext. 1801 for more information. All requests for transfers must be placed in writing at least one week prior to the camp date in question. No refunds will be given if request to cancel is received once the camp registered for has begun. If your child misses a day or more of the camp you've registered for, partial credit refunds will not be provided. Refunds are also not provided for weather or differences in age disbursement or number of campers at a site. For information on the refund policy, please go to pages 10-12 for our Refund and Cancellation Policies. Camp programs must meet minimum enrollment requirements to run. Families will be notified no later than 1 week prior to the start of camp if it is cancelled due to low enrollment.

### **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. The parent is then 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.

### **Maryland State Certified Camps: Maryland Department of Health (MDH)**

ALL CAMPS LISTED IN THIS HANDBOOK HAVE RECEIVED STATE CERTIFICATION. AS PER THE ANNOTATED CODE OF MARYLAND, TITLE 10, DEPARTMENT OF HEALTH, SUBTITLE 16-HOUSING, CHAPTER 06-CERTIFICATION FOR YOUTH CAMPS. AUTHORITY: Health-General Article, Sec. 2-104(1), 14-403, 18-318, and 18-403; Family Law Article, Sec. 5-560—5-568, 5-704, and 5-705.

Certification means that a detailed plan of our camp operations has been forwarded to the state for review. The state has approved that plan and has granted us certification acknowledging that St. Mary's County Recreation and Parks has taken appropriate actions to ensure the safety and well-being of all children and youth who will participate in our summer camp programs. Campsites may be inspected each summer by a state employee to determine compliance with the written plan. These visits are unannounced.

### **Camp Staff**

Camp staff is comprised of year-round school age care staff and seasonal hires. Every employee has completed a criminal background and child abuse/neglect check. The adult/child ratio, (as required by state regulations), for our camp programs is 1 staff person for every 15 campers (1 staff to every 8 campers in Tadpoles). All our camps either meet or exceed this guideline. All staff at each campsite is certified in First Aid/CPR. Staff has also received training in Blood Borne Pathogens, Child Abuse and Neglect and other programming areas. Seasonal hires include public school system staff, college students, and high school graduates. All paid staff are 18 years of age or older.

### **Camp Arrival & Departure Times**

All camps will operate from 7:00am to 5:30pm. Campers will not be allowed to be dropped off/checked in prior to 7:00am and must be picked up by 5:30pm. Late pick up fees will apply beginning at 5:31pm. Please check the weekly newsletter for field trip departure and return times to ensure your camper arrives prior to the trip departure time and picked up after the return time to the camp site.



### Drop Off and Pick Up (Kiss & Ride) and Daily Health Screenings

Drop off and pick up are done curbside in front of the buildings with our “Kiss & Ride” procedure for Hollywood & Carver Recreation Centers. At these 2 locations, you will receive a “pick up card”. Please display this card in your windshield at pick up to assist with traffic flow. If you need more than two cards, please inform the staff at drop-off. At Hollywood Recreation Center, please enter on Scriber Ln. without blocking access to vehicles entering or exiting Scriber Ln. Due to the volume of traffic entering, we are not able to accommodate parked vehicles. All pick-ups must be done through the Kiss & Ride process. At Carver Recreation Center please pull up alongside the front of the building with the building on your passenger side of your vehicle.

At Margaret Brent Recreation Center, you will park and enter through the side door. Look for our signs at all camp sites.

*At pick-up, please be prepared to show your ID until our staff recognize you. Only people listed on the registration form will be authorized to pick up campers unless we receive written notice from the camper’s parents/legal guardians. If you need to add additional authorized pick-up persons, please notify the camp staff.*

### Late Pick Up Fees

Please be advised that parents will be assessed a late pick-up fee of \$1.00 per minute/per child for each minute beyond the camp’s closing time. The camp clock will be used, and fees will be assessed starting at 5:31pm. Three or more incidents of late pick-up may result in your child being dismissed from camp (refund will not be issued). In emergency situations, parents should contact the camp if they are unable to pick up their child on time. Parents may also opt to contact one of the persons listed as an emergency contact on the registration form.

### Camp Attire

Children will need to dress comfortably for camp. Tight, restrictive clothes are not appropriate. Children should wear light, easy-going fabrics. Shorts are suitable for camp activities. Short sleeves or sleeveless tops/ shirts are acceptable. Some activities may be messy—please keep this in mind when sending your child to camp. Tennis shoes or sneakers are the most appropriate footwear for camp. Children often have difficulty playing in sandals, crocs, and flip-flops. Clothing such as short skirts, daisy dukes, revealing swimwear or t-shirts showing vulgar messages or phrases; or advertisements for alcohol or tobacco products will not be allowed. Should your child wear clothing that is deemed inappropriate, the parent will be contacted to provide appropriate attire. Campers attending pool field trips must have a swimsuit and towel. **For all other field trips, campers are required to wear their orange camp shirt. If a camper arrives at camp without this shirt for a field trip, one will be provided at an additional charge of \$5.**

### Sunscreen

Please complete the sunscreen permission slip found on our website or you may ask the camp site director for a form. Children who suffer from sun allergies and severe sun burning should bring protective headgear, sunglasses, and sunscreen each day. The licensing agency prohibits staff from directly applying sunscreen to children. We will assist young children with application, but older children will be given ample time several times during the day to apply sunscreen on themselves. Sunscreen must be the “spray-type” sunscreen (not rub on) labeled with child’s name. The beginning of the summer is always critical for those children who burn easily and have not been used to being exposed for long periods of time. Please plan accordingly and prepare your child with proper sunscreen application practices and send them to camp with proper protective clothing. If you have concerns, please address these with the camp staff and

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feel free to send an email direct to our camp administrator at [kelsey.jijon@stmaryscountymd.gov](mailto:kelsey.jijon@stmaryscountymd.gov) prior to your child attending camp.

## Water Camps & Water Play Activities

Throughout the summer we may schedule several water play days. Families will be provided with notice of scheduled water play days. On water play days, we request that campers wishing to participate wear their swimsuit to camp or under their camp clothing to facilitate getting ready for water play. Swimsuits should not be revealing. All campers should have water shoes since water play is often done on our blacktop surfaces and may be hot. Flip flops and crocs are not safe for water play activities. Each camper must bring a swimsuit, towel, water shoes, sunscreen, and change of clothes and shoes to participate in water play activities and water camps. **Campers not having the necessary attire will not be allowed to participate.** Ensure all items are labeled with your child's name.

## Lunches & Snacks

All campers should bring a nutritious lunch and two snacks, including beverage, each day. Snack times are 8:00-8:25am and 3:30-4:30pm. If your camper arrives at 8:30am or later, they will not have an opportunity to eat their morning snack at camp. Campers picked up before 3:30pm will not have an opportunity to eat their afternoon snack. A refillable water bottle labeled with your child's name is required to accompany your child each day. Our water coolers accommodate bottles 7 inches in height. Children are given approximately 30 minutes for lunch. Parents will need to pack non-perishable meals that do not require refrigeration as refrigeration is not available. Microwaves are not available, and we are unable to heat up your child's food. We do not have extra food on site—if your child does not bring a lunch, staff will contact you to return to the camp site with a lunch. On some field trip days, we may require that a non-perishable lunch be packed in a disposable bag. Please check the weekly newsletter for details.

## Camp Schedule of Activities

Each camp will post and hand out a daily schedule that will be followed during the week. The weekly activities for each camp will be posted on our website and available to parents on Monday mornings. Camp experiences may include, but not be limited to, activities such as recreational games, hiking, relay races, singing, arts & crafts, picnics, aquatic activities, organized games, and much, much more. Some activities are scheduled daily, while others are scheduled weekly. *A significant number of activities will be held outdoors.*

## Electronic Device Policy

Cell phones, video games, electronic music items, iPads, AirPods, etc. are not permitted at camp. If a child brings an electronic device to camp, it will be held in the camp office until the end of the camp day. Recreation and Parks is not responsible for lost, misplaced or stolen devices. If there is an extenuating circumstance where you require your child to have access to a cell phone, please see the camp director for a cell phone use permission form. Staff are unable to monitor each camper's phone usage. Cell phone usage will be restricted to emergencies throughout the day so that campers may fully participate in activities. Any inappropriate use of the cell phone will result in forfeiture of the privilege or termination from camp with no refund.

## Personal Belongings

Every camper has a designated space available to store their lunch and any required items. 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. Although staff will remind children, camp staff cannot be expected to keep track of individual children's



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personal property. 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. Items that have been left at the campsite will be displayed daily so that the owners may claim their property. Items not picked up by the end of the camp season will be discarded 1 week after camp ends. Children are asked to refrain from bringing toys, candy, chewing gum, live pets, weapons, weapon-like toys, or money to the camps. Weapon-type toys or toys that encourage violent or rough play are prohibited from the program. Due to space limitations, we request that campers only bring necessary items to camp.

### Insurance/Liability

Please be advised that the St. Mary's County Department of Recreation and Parks **does not** provide accident or hospitalization insurance for program participants. Parents are strongly advised to have adequate personal insurance coverage for their children. Participation in the summer camp programs shall be at the parent's and participant's own risk.

Some field trips may require a signed permission slip from the field trip venue. These forms will be provided to parents as needed. Campers may not attend these trips without the necessary completed forms received by the due date.

### General Behavior & Code of Conduct

Campers and parents are expected to conduct themselves in an appropriate manner. Campers and parents should refrain from being verbally and/or physically abusive to others. Campers should have respect for authority figures and should respond positively to guidance and direction. Staff are trained in using re-direction as the first intervention with behavior concerns. Persistent behavior problems may result in dismissal from the summer camps program. Disciplinary procedures within the camp programs 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 such as tearing up or coloring on others papers, etc.

More Serious Offenses: More serious offenses include, but are not limited to, using abusive/profane language, throwing dangerous objects, participating in physical conflict (hitting, kicking, biting, etc.), and inappropriate social behavior. When a camper does not conform to acceptable rules of behavior, the staff will discuss with the camper the specific inappropriate behavior that the camper 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" or a parent will be asked to assist with redirection. This action will be repeated if necessary.
- Being removed from the group if the behavior causes a distraction and barrier to learning or playing for the other participants.
- Exclusion from field trips.
- Informal or formal parent conferences.
- Suspension or dismissal from program (*without refund of fees*).

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

## PARENT & CAMPER CODE OF CONDUCT

Campers and parents are expected to conduct themselves in an appropriate manner. Campers and parents should refrain from being verbally and/or physically abusive to others. Campers should have respect for authority figures and should respond positively to guidance and direction. Staff are trained in using re-direction as the first intervention with behavior concerns. Persistent behavior problems may result in dismissal from the summer camps program. Disciplinary procedures within the camp programs are guided by the type and severity of the behavioral incident as described below:

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- Being assigned to a “Time Out” or a parent will be asked to assist with redirection. This action will be repeated if necessary.
- Being removed from the group if the behavior causes a distraction and barrier to learning or playing for the other participants.
- Exclusion from field trips.
- Informal or formal parent conferences.
- Suspension or dismissal from program (without refund of fees).

Zero Tolerance Policy – There is no tolerance regarding the participant’s conduct involving infractions that concern the immediate safety of the child, the other campers and our staff.

I have read and fully understand the terms and conditions of participating in St. Mary’s County Recreation Parks programs. I understand that if I violate any of the terms of the code of conduct, that I/my child could be removed from camp and not allowed to return.

\_\_\_\_\_  
Camper Name

\_\_\_\_\_  
Camper Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Behavioral Incident Report

These reports are used to document behavioral incidents that occur. These are kept in the camper's file and must be signed by the parent and a copy given upon request. Some behaviors or actions may warrant direct parent contact, parent conference or further disciplinary action such as suspension or expulsion at the discretion of the Program Coordinator. Corporal Punishment is not permitted or condoned at any time. Corporal punishment is defined as any physical abuse, such as hitting, spanking, slapping, forceful pushing, etc. Please do not request that staff use such methods to discipline your child. Parents should also refrain from using these disciplinary methods on center property in view of staff and campers.

## Accident Report

If by chance your camper is injured at camp, an accident report will be filled out by staff. 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 campers have a fun time at camp!

## Inclement Weather Policy

In case of inclement weather Recreation & Parks will announce any closures, delays or changes to the summer camp schedule or operation.

### Weather Announcements:

- Visit [www.stmaryscountymd.gov/recreate](http://www.stmaryscountymd.gov/recreate) and click on **Announcements & Updates**
- Call the Recreation & Parks Cancellation Line at 301-475-4200 ext. 1840
- Visit Facebook at [www.facebook.com/stmarysmdrecreation](http://www.facebook.com/stmarysmdrecreation)
- Sign up to receive summer camp text message alerts [www.stmaryscountymd.gov/recreate/rptext](http://www.stmaryscountymd.gov/recreate/rptext)

Recreation & Parks also sends out email alerts on severe inclement weather days impacting camp operations. All participants should receive this email. If you do not, please contact the office to ensure your email address is added, and/or updated, to the list.

## Extreme Weather Policy

Campers will be exposed to a variety of weather and temperature changes over the summer. 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 campers' safety. We will have frequent water breaks and children will be monitored closely for overheating. All staff receive training on heat-related illnesses. We will schedule activities for shady and covered areas during outside playtime and limit outside time throughout the day. Children will be watched closely for signs of sunburn and dehydration. In the event of thunder, children will be brought indoors immediately. Parents have the option of not bringing children to camp or picking them up early if they believe weather conditions are unsafe. Refunds will not be offered due to weather.

## Field Trips & Special Events

Designated camps will offer field trips. Field trip permission is given at the time of camp registration and is indicated by a release statement initialed by the parent. Admission costs for field trips have been included in the camp fee. **We ask that you do not send money with your camper to make purchases while on field trips.** Alternate care will not be available on field trip days at your child's summer camp location. Camp fees will not be pro-rated if your child does not participate in these special activities. If you wish for your child to not attend field trips, you will need to plan not to attend camp on field trip days. Refunds will not be provided. Field trips are scheduled within the normal hours of camp operations and every effort will be made to have children back at the campsite by 4:00pm. Contracted school bus drivers provide transportation for field trips. Children will never be transported in personal staff vehicles.

**\*IMPORTANT NOTE:** It is vital that you have your child at camp prior to the departure time for field trip days. We will not delay a field trip if you are late. If you arrive after the field trip has departed, there will not be an alternative for your child at our camps that day. Please confirm all times that you must have your child at camp on field trip days. Field trip times will be included in the weekly newsletters and will be posted at the camp site each week.

## Tadpoles (Junior Camps)

Our Tadpoles program is for our youngest campers entering Pre-kindergarten and Kindergarten. The Tadpoles program is held at the Hollywood Recreation Center only. Campers must be 4 years old prior to the first day of their camp experience. Campers must also be fully potty training (no pull-ups). Our license does not allow for any pull-ups or diapers. The Tadpoles program will operate from 7:00am – 5:30pm in 2023. Please pack a non-perishable lunch, two snacks, and beverages. There will be quiet time from 12-1pm daily. Drop off and pick up is done through the Kiss & Ride process. Tadpoles should bring a change of clothing to leave in the classroom for the week. Tadpoles will not leave the camp site to attend field trips, but will have special visitors, waterplay, and events each week.

## Teens on the Go (TOG)

The TOG program is based out of the Hollywood Recreation Center. This program is for teens entering grades 8-10. There will be 4-weeks of TOG trips in July. Check our website for additional details <https://www.stmaryscountymd.gov/recreate/camps/>  
Any program questions should be directed to [kelsey.jijon@stmaryscountymd.gov](mailto:kelsey.jijon@stmaryscountymd.gov).

## Cancellation and Refund Policy

See page 13 for our summer camp cancellation policy.

Please visit <https://www.stmaryscountymd.gov/docs/refundpolicies.pdf> for our refund policy.

### Cancellation Policy

Camp Weeks	<b>Balance Due</b> Payment is due by 12pm 2 weeks prior to the start of camp session	<i>"I paid camp in full prior to due date"</i>	<i>"I have only paid the \$25 deposit"</i>	<i>"I paid all fees &amp; camp starts in less than 2 weeks"</i>	<i>"I forgot to make the payment by the due date &amp; I was dropped. I want to re-enroll"</i>
<b>Week #1</b> 6/24-6/28	Weekly fee minus \$25 deposit <b>Due: 6/10/24</b>	Full Refund minus \$25 deposit	NO REFUNDS	50% Refund	Full Fee Due
<b>Week #2</b> 7/1-7/5 No camp 7/4	Weekly fee minus \$25 deposit <b>Due: 6/17/24</b>	Full Refund minus \$25 deposit	NO REFUNDS	50% Refund	Full Fee Due
<b>Week #3</b> 7/8-7/12	Weekly fee minus \$25 deposit <b>Due: 6/24/24</b>	Full Refund minus \$25 deposit	NO REFUNDS	50% Refund	Full Fee Due
<b>Week #4</b> 7/15-7/19	Weekly fee minus \$25 deposit <b>Due: 7/1/24</b>	Full Refund minus \$25 deposit	NO REFUNDS	50% Refund	Full Fee Due
<b>Week #5</b> 7/22-7/26	Weekly fee minus \$25 deposit <b>Due: 7/8/24</b>	Full Refund minus \$25 deposit	NO REFUNDS	50% Refund	Full Fee Due
<b>Week #6</b> 7/29-8/2	Weekly fee minus \$25 deposit <b>Due: 7/15/24</b>	Full Refund minus \$25 deposit	NO REFUNDS	50% Refund	Full Fee Due
<b>Week #7</b> 8/5-8/9	Weekly fee minus \$25 deposit <b>Due: 7/22/24</b>	Full Refund minus \$25 deposit	NO REFUNDS	50% Refund	Full Fee Due

All cancellation requests must be submitted in writing by completing the form found here:

<http://www.stmaryscountymd.gov/Recreate/Recreation/Cancelation/>

If you do not make full payment by above due dates for each week, your child will be dropped from camp and will lose your \$25 non-refundable deposit. To re-enroll you will have to pay the full amount. \*No Camp 7/4/24.

# Summer Fun Camps Parent Handbook - 2024

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## Parents' Rights

Parents have the right to:

- Know their children are in a safe environment where they are free to select from a variety of activities.
- Know what types of programs and activities are being planned and to offer feedback on the kinds of activities the children enjoy.
- Share concerns with the staff at any time about anything they do not feel is in the best interest of their children.
- Know if their child is misbehaving, and to spend time talking with the staff concerning the matter.
- Know if their child does not report to the program as intended.
- Know when the children will be going any place other than where the program is usually held.
- Be notified when their child has been injured however minor or severe the injury.

## Parents' Responsibilities

Parents have the responsibility to:

- Observe the rules of the program as set forth by Recreation and Parks.
- Pay fees on time and ensure campers are registered for the correct week you desire. Check your receipts, log into your account to confirm information and call us if you have any questions.
- If child is dropped from a week of camp due to no payment, the parent must make appropriate arrangements to re-enroll and will not be able to bring a child to camp until all payments have been made.
- Inform staff of all relevant issues pertaining to their child's physical, mental, and emotional health; behavior; and/or special needs, so that staff can plan appropriately.
- To keep the camper's records up to date with changes in phone numbers, emails, and addresses.
- Pick up children on time; contact the camp site director if they are to be late.
- Let the staff know if their child will not be attending the program for the day.
- Be available to be reached by telephone in case of an emergency; be able to pick the child up or have someone pick the child up within 30 minutes of the call.
- To notify a staff member in writing when another authorized person is picking up a child.
- Inform staff if their child has been exposed to a contagious illness or is experiencing any symptoms
- Notify staff of planned vacation and other absences in advance.
- Notify the Registrar in writing of withdrawal from the program at least two weeks in advance.
- To share their concerns with staff members if the program is not meeting their child's needs.
- Be available for parent-staff conferences in a reasonable amount of time, especially regarding behavioral problems.
- Listen to concerns that staff members have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
- Know about any change in program policy or procedure.
- Know the discipline procedure of the program.
- Replace any equipment that their child is responsible for misusing or damaging.

## Summer Camp Staff Will Help...

- To create memories
- To create confidence
- To be positive role models
- To encourage teamwork
- To encourage appreciation of nature
- To promote independence
- To help kids unplug from technology
- To promote responsibility



### Health & 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 required to provide emergency information to the camp. It is important that at least two (2) local emergency contacts be provided on the registration form and their information is complete on the camp registration forms. If you need to add or update, please see a camp staff and ensure they have that information on file. Emergency persons should be available during the hours the camp is in session and should be within 30 minutes driving 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.

Camper Health History: If your child is enrolled in a Maryland school, public or private, you are only required to complete and sign this form. However, if your child is NOT currently enrolled in a Maryland school, please secure a copy of your child's Immunization Record, and submit with the Camper Health History Form. Children will not be admitted to camp without these forms.

Medication: Due to MDH Regulations, staff are not permitted to administer any medication(s), prescription or non-prescription, to child(ren). In accordance with regulations, a child is permitted to self-administer medication upon the following conditions:

- There must be written authorization form signed by a doctor for a child to self-administer.
- 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 medication authorization form completed and signed by a doctor.
- Adult staff will supervise self-administration.
- All medication (prescription and non-prescription) must be in original container.
- It is the parent's responsibility to turn in the medication to the camp site director and pick it up from the camp site director at the conclusion of camp. **Camp staff are not allowed to transport medication from one camp site to another.**
- Medication will be brought on field trips under the supervision of the camp site director.

COVID-19: Campers are not to attend if they are experiencing any symptoms of COVID-19 including: fever of 100 degrees or higher, chills, shaking chills, fatigue, shortness of breath, difficulty breathing, cough, muscle aches, sore throat, unusual headache, diarrhea, new loss of sense of taste or smell, nausea, vomiting, congestion or runny nose. If a camper shows symptoms of any of the above, the parent will be contacted to take the camper home. A 24-hour notification form will be given to the parent/guardian at pick-up with possible recommendations for COVID-19 testing. Campers may not return to camp until they are symptom-free for at least 24 hours without medication.

Parents/guardians must notify [kelsey.jijon@stmaryscountymd.gov](mailto:kelsey.jijon@stmaryscountymd.gov) if a camper tests positive for COVID-19. **COVID-19 restrictions are subject to change per guidance from the state, county, or Maryland Department of Health.** The camp administrator will notify the health department and the state licensing agency for further guidance in the event of any potential exposure or positive cases. Refunds will not be issued for campers quarantining due to illness.

## Summer Fun Camps Parent Handbook - 2024

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Emotional/Behavioral Disorders: Parents will be contacted and asked to take a child home, if a child diagnosed with an emotional and/or behavior disorder causes a major disruption in camp operations; and/or, in the opinion of staff may be harmful to him/herself or others. If the parent fails/refuses to pick up the child, then it will be at the discretion of the staff, with approval of the Program Coordinator, to have the child transported to an appropriate health care facility.

Illnesses: Parents should not bring a camper to camp when the camper has: strep throat, “pink-eye” or any other communicable disease that has not been treated with an antibiotic for 24 hours; has an oral temperature of 100 degrees or higher in the previous 24 hours; has had persistent vomiting and/or diarrhea in the previous 24 hours; or has impetigo and has not received an antibiotic treatment; lethargic or unable to participate fully in all camp activities. If a camper shows symptoms of any of the above, the parent will be contacted to take the camper home.

Medical Emergencies: Staff have been trained to call 911 in all serious medical situations. All staff have CPR and First Aid certifications. Parents will be called after 911. A staff member will ride in the ambulance with any camper transported for care if a family member has not arrived on site.

Contagious/Communicable Diseases: Parents will be notified of the presence of outbreaks of streptococcal pharyngitis, impetigo, measles, mumps, chicken pox, rubella, pinworm, lice, ringworm, and other contagious and communicable diseases.

Ticks: Our policy is to not remove any attached ticks. Staff will contact parents to come to site to remove the tick.

Fire Drills/Emergency Evacuations: Each week children and staff practice procedures to be used in the event of a fire or other emergency requiring evacuation from the camp site.

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 may notify the staff in writing. Please see the camp site director for a form to complete or provide a written note. Camp staff will verify identification of person before releasing child. Please instruct said person to bring proper identification with him/her at pick up and provide instructions regarding the Kiss and Ride procedures. Staff will make every effort to ensure the safety of a child. If concerns arise, (i.e. alcohol smell, slurred speech, incoherency) staff may contact other parent listed on emergency card or local law enforcement. In extreme cases the staff may be obligated to contact local police to inform them of the matter.

Reporting of Suspected Child Abuse and/or Neglect: Parents should be aware that camp staff is required under penalty of law to report all suspected cases of child abuse and/or neglect. Such cases will be referred to the Protective Services Division of the St. Mary’s County Department of Social Services.

## 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](http://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.*

### IMPORTANT ITEMS TO REMEMBER

1. Review the Parent Handbook and gain an understanding of procedures and requirements.
2. Disclose your child's medical needs. Our staff needs this information no matter how little or big so we can provide the best services for your child.
3. Make camp payments by the due date:

\*If you do not make a Camp payment before or on the due date, your child will be dropped from the camp, and you will forfeit the \$25 deposit. There are no exceptions. If you wish to re-enroll your child, you will need to pay the full camp fee. However, be prepared that the camp could be full and limit your chances of getting back into camp during the same week. Your spot will not be saved due to non-payment.

\*For example: Let's assume that your child is registered for Week 4 of Camp (July 15-19). You must pay the remaining balance before 12pm, Monday, July 1. If you do not submit payment in time and attempt to make payment on Wednesday, July 3, you will notice that your child has been dropped from the camp program. You will then need to contact the Recreation & Parks main office in Leonardtown at 301-475-4200 x1800 to re-enroll your child into camp, subject to available space in the camp.

*\*\*Remember to provide all required documents at registration: the primary physician's name and phone numbers, the name of the school camper is enrolled in; if not enrolled in a MD school, then a copy of current immunization record is required.*

## Summer Fun Camps Parent Handbook - 2024

### Summer Camp 2024 (June 24 – August 9)

**Registration Fee: \$25 per child (St. Mary’s County Residents); \$30 per child (non-residents)**

**CRC** – Carver Recreation Center, 47382 Lincoln Ave, Lexington Park

**HRC** – Hollywood Recreation Center, 24400 Mervell Dean Rd, Hollywood

**BRENT** – Margaret Brent Recreation Center, 26979 Point Lookout Rd, Mechanicsville

Age Groups	Grade for Fall 2024
Tadpoles (T)	Entering Pre-Kindergarten & Kindergarten (must be at least 4 years old by first day of camp)
Guppies (G)	Entering Grades 1 & 2
Piranhas (P)	Entering Grades 3 & 4
Sharks (S)	Entering Grades 5, 6, & 7
Teens (TOG)	Entering Grades 8, 9, & 10

Week	Camp Name	Location	Fee (Res/Non-Res.)	Registration Closes	Payment Due Date
Week 1 June 24– 28	Camp Chaos (G, P, S)	CRC HRC BRENT	\$200/\$205	12pm, 6/20/24	12 pm, 6/10/24
Week 1 June 24– 28	Camp Chaos Jr. (T)	HRC	\$225/\$230	12pm, 6/20/24	12 pm, 6/10/24
Week 2 July 1 -- 5 <b>*no camp 7/4</b>	Holiday Week (G, P, S)	CRC HRC BRENT	\$160/\$164	12pm, 6/27/24	12pm, 6/17/24
Week 2 July 1 -- 5 <b>*no camp 7/4</b>	Holiday Week Jr. (T)	HRC	\$180/\$184	12pm, 6/27/24	12pm, 6/17/24
Week 3 July 8 -- 12	Survivor (G, P, S)	CRC HRC BRENT	\$200/\$205	12pm, 7/3/24	12pm, 6/24/24
Week 3 July 8 -- 12	Survivor Jr. (T)	HRC	\$225/\$230	12pm, 7/3/24	12pm, 6/24/24
Week 1 July 8 -- 12	Teens on the Go! Week 1 (TOG)	HRC	\$300/\$305	12pm, 7/3/24	12pm, 6/24/24
Week 4 July 15 -- 19	Coast to Coast(G, P, S)	CRC HRC BRENT	\$200/\$205	12pm, 7/11/24	12pm, 7/1/24

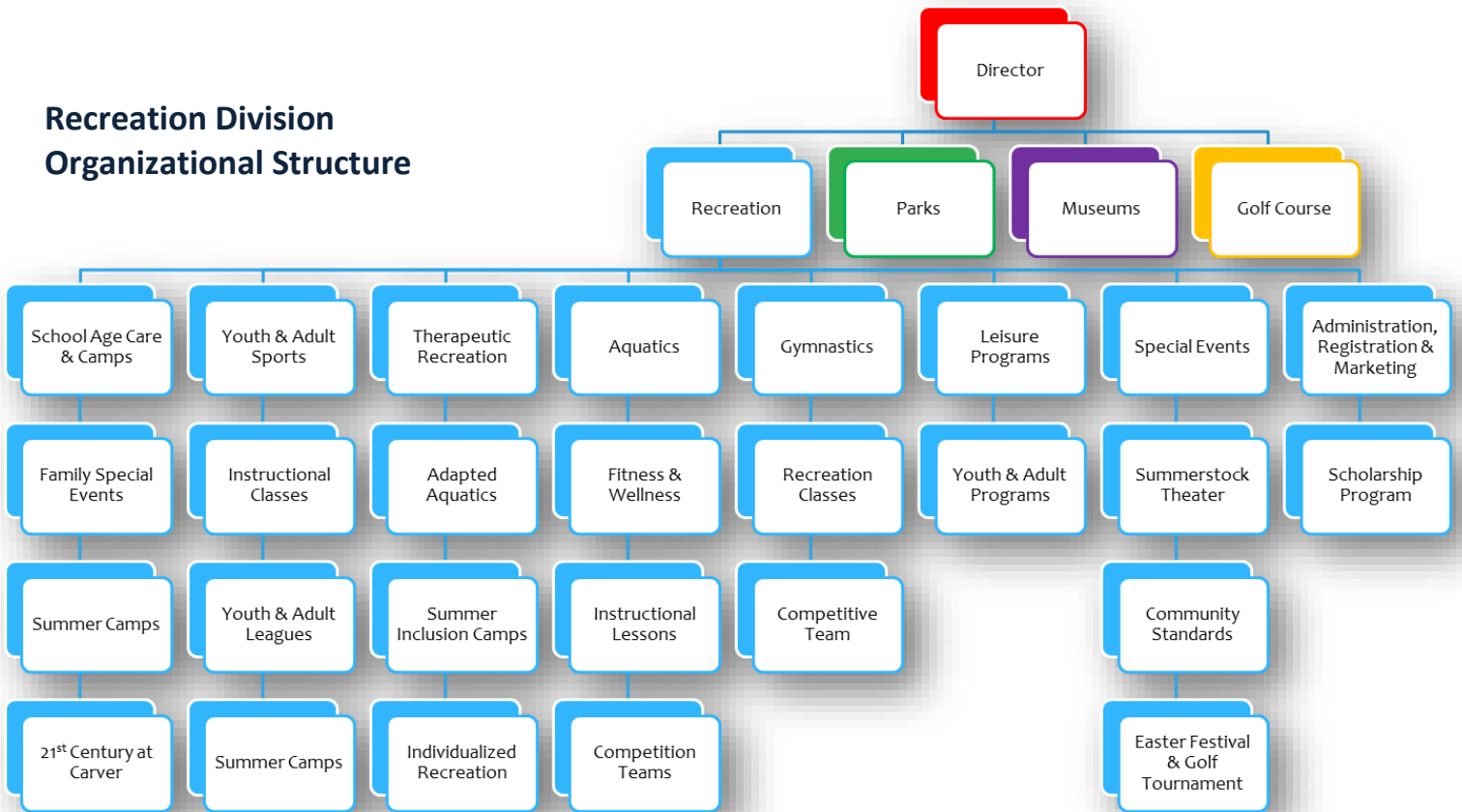
## Summer Fun Camps Parent Handbook - 2024

Week	Camp Name	Location	Fee (Res/Non-Res.)	Registration Closes	Payment Due Date
Week 4 July 15 -- 19	Coast to Coast Jr. (T)	HRC	\$225/\$230	12pm, 7/11/24	12pm, 7/1/24
Week 2 July 15 – 19	Teens on the Go! Week 2 (TOG)	HRC	\$300/\$305	12pm, 7/11/24	12pm, 7/1/24
Week 5 July 22 – 26	Let the Games Begin (G, P, S)	CRC HRC BRENT	\$200/\$205	12pm, 7/18/24	12pm, 7/8/24
Week 5 July 22 – 26	Let the Games Begin Jr. (T)	HRC	\$225/\$230	12pm, 7/18/24	12pm, 7/8/24
Week 3 July 22 – 26	Teens on the Go! Week 3 (TOG)	HRC	\$300/\$305	12pm, 7/18/24	12pm, 7/8/24
Week 6 July 29 – Aug. 2	Pirates (G, P, S)	CRC HRC BRENT	\$225/\$230	12pm, 7/25/24	12pm, 7/15/24
Week 6 July 29 – Aug. 2	Pirates Jr. (T)	HRC	\$225/\$230	12pm, 7/25/24	12pm, 7/15/24
Week 4 July 29 – Aug. 2	Teens on the Go! Week 4 (TOG)	HRC	\$300/\$305	12pm, 7/25/24	12pm, 7/15/24
Week 7 Aug. 5 – 9	Career Exploration (G, P, S)	CRC HRC BRENT	\$200/\$205	12pm, 8/1/24	12pm, 7/22/24
Week 7 Aug. 7 -- 11	Career Exploration Jr. (T)	HRC	\$225/\$230	12pm, 8/1/24	12pm, 7/22/24





**Recreation Division  
Organizational Structure**



[www.stmaryscountymd.gov/recreate/camps](http://www.stmaryscountymd.gov/recreate/camps)

[www.facebook.com/stmarysmdrecreation](https://www.facebook.com/stmarysmdrecreation)