



Therapeutic Summer Camp Parent Handbook

St. Mary's County
Recreation & Parks

Updated 2/2025



**Summer
2025**

Therapeutic Summer Camp Parent Handbook

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Welcome to St. Mary's County Recreation and Parks Therapeutic Summer Camp!

Recreation and Parks has been offering specialized therapeutic summer camps for children for over 30 years. This year, Camp Discovery's combination of dedicated, qualified and professional staff and innovative and specialized programs will provide our campers with a summer filled with fun activities, the development of positive peer friendships and a continuation of therapeutic learning experiences. This specialized camp is provided in partnership with St. Mary's County Public Schools (SMCPS) and is an approved respite care provider through the Department of Social Services. If we are able to secure the appropriate staff, our camp is able to provide personal care, specialized medical care and medication administration. Notification of all needs must be identified on the **participant registration form, which is due no later than June 2, 2025**. All medication needs (over the counter, prescription & emergency) and specialized medical services must be documented on the appropriate state licensing forms. Families may schedule their child's SMCPS approved extended school year services and/or specialized coordinated services to be conducted at camp, although this must be arranged in advance and all necessary parties must go through the proper approval process.

In this handbook you will find lots of important information. 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!

2025 Summer Camp Location

Therapeutic Recreation Camp Esperanza Middle School 22790 Maple Road Lexington Park, Maryland 20653	Main Recreation & Parks Office 23150 Leonard Hall Drive P.O. Box 653 Leonardtown MD 20650
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2025 Camp Discovery Specifics

Dates of Camp July 1 – July 31, 2024
Time of Camp 9:30am – 2:30pm

Week 1 → Tuesday, July 1 – Thursday, July 3
Week 2 → Monday, July 7 – Thursday, July 10
Week 3 → Monday, July 14 – Thursday, July 17
Week 4 → Monday, July 21 – Thursday, July 24
Week 5 → Monday, July 28 – Thursday, July 31

Camp will be held Monday – Thursday.

Families are encouraged to attend our family events at camp!!

Camp Open House on Monday, June 30, 2025, from 9:30am-12:30pm.

End of Camp Celebration on Thursday, July 31, 2025, from 12:30pm-2:30pm.

Contacts

Therapeutic Recreation Coordinator	Crystal Haislip	crystal.haislip@stmaryscountymd.gov 301-475-4200 x 1806
Inclusion Specialist	Vacant	Vacant
Camp Inspire Director	Ernestine Pence	301-643-0562
Camp Inspire Assistant Director	Jason Kramer	240-925-5634
Social Media	Facebook Instagram Twitter	www.facebook.com/stmarysmdrecreation @stmarysrecandparks twitter.com/stmarysrecparks #stmarysrecparks

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Hours of Operation

Administrative Offices	8:00am – 5:00pm	Monday to Friday
Therapeutic Recreation Camp Hours	9:30am – 2:30pm	Monday to Thursday

Recreation & Parks Administrative Staff

Recreation & Parks Director	Ray Bivens	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
TR & 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.

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 requested in order 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 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.
- 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 the 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 may be 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 Coordinator, Crystal Haislip at (301) 475-4200 ext. 1806 or by emailing crystal.haislip@stmaryscountymd.gov.

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.

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. At that time, 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.

Camp Registration, Transfers & Refunds

Campers are not fully enrolled in a camp until fees for the specific 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. **Final payments for the camp are due no later than two weeks prior to the start of the camp.** If you do not make full 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. Your spot will not be saved due to non-payment. Contact Senior 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 a 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 visit 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.

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.

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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

Every employee has had a criminal background check. A significant number of staff at each campsite are certified in First Aid/CPR. Seasonal hires include public school system staff, college students, and high school graduates. All leader and counselor level staff are 18 years of age or older. It is at the discretion of the coordinator that camp aides may be hired at 16 years of age with relevant experience. TR Camps are staffed at a 1:4 ratio minimum, however this does not include camp administrative staff, nursing personnel, peer assistants or volunteers. Enhanced ratios are added, when possible, to provide more individualized attention to campers needs. Students participating in the Camp Buddies program may assist with campers although they are not included in the staffing ratio at camp. They are not paid staff and are not left alone to supervise campers. Lead staff are educated or have extensive experience in working with a variety of special needs and all staff are trained in disability etiquette, crisis intervention and behavior management. Parents are welcome to organize and provide ABA staff, personal nursing staff and personal one on ones when they feel it is needed. All personal staff will be required to sign volunteer waivers.

Use of St. Mary's County Public Schools

St. Mary's County Recreation & Parks is appreciative of the cooperation from St. Mary's County Public Schools that allow the use of their facilities to accommodate the Therapeutic Recreation Summer Camp program. The following are some expectations pertaining to your use of the school buildings:

- Spaces reserved for Therapeutic Recreation Camps are not available before or after the agreed upon times.
- All children must be supervised by a responsible adult at all times while inside any of the designated camp spaces or outdoor areas.
- All students, parents, and siblings must remain in the agreed upon areas at all times. The hallways, commons, classrooms, and office area outside of the designated areas are off-limits. Use of bathroom facilities nearest the approved spaces are permitted.
- No food or drinks are allowed in the gym at any time.
- No tobacco products are to be used on the school campus both indoor and outside. If you smoke, dip or chew, or vape you must do so off school property. School property includes the parking lot.
- The stage area is off-limits due to periodic storage of furniture, equipment, etc.
- The designated spaces must be vacated by the agreed upon time each afternoon.
- Any damage to equipment or building must be reported to the Camp Director or to the Therapeutic Recreation Coordinator. Damages could cause the department to lose school use privileges.
- Clean up behind yourself. Don't leave your trash for others.

Transportation

For any program that provides transportation, all transportation will occur on state licensed school buses. If your child requires any special accommodations on the bus, please indicate on the registration form to guarantee the availability of the needed items. Transportation services are provided in partnership with SMC Public Schools and follow all the same policies, procedures, and regulations. Bus hubs and transportation to or from camp, will **NOT** be offered this year. We **WILL** provide transportation between camp and field trip locations. Transportation will not occur in a staff member's personal vehicle.

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Camp Arrival & Departure

TR camp will operate from 9:30am to 2:30pm. Campers will not be allowed to be dropped off/checked in prior to 9:30am and must be picked up by 2:30pm. Late pick-up fees (outlined below) will apply beginning at 2:31pm. An adult over the age of 18 must bring the camper inside the school and remain with them until they are handed over to the camp staff. Until our staff are familiar with you and your family, you may be asked to provide identification at pick up.

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. Repeated incidents of late pick-up may result in your child being dismissed from camp. 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 on the emergency form.

Release of Children

At the time of enrollment, parents/guardians will be asked to provide names of designated persons who will be permitted to pick up the child in parent/guardian's absence. If the person is not listed on the child's Emergency Contacts, parent/guardian may inform the staff in writing. The camp staff will verify identification of person before releasing the child. Please instruct said person to bring proper identification with him/her into the center. 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 individuals listed on the child's pick up form or local law enforcement.

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. Tennis shoes or sneakers are the most appropriate footwear for camp. Children often have difficulty playing in sandals 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 a towel. Campers are encouraged to bring an extra set of clothes in case of accidents. These items may be kept at camp, provided they are picked up at the end of camp. Any unclaimed items will be donated to the local shelter at the end of camp.

Sunscreen & Insect Repellent

Children who suffer from sun allergies and severe sun burning should bring protective headgear, sun-shades, and sunscreen each day. Children who also have severe reactions to insect bites should bring insect repellent. The licensing agency prohibits staff from directly applying these items to children. We will assist young children with application, but older children will be given ample time several times during the day to apply on themselves. Sunscreen and insect repellent must be the "spray-type", (not rub on), and be labeled with child's name. The beginning of the summer is always critical for those children who sun burn easily and have not been used to being exposed to the outdoors for long periods of time. Please plan accordingly and prepare your child with proper sunscreen and insect repellent application practices and send them to camp with proper protective clothing. If you have concerns, please address these with the camp staff.

Electronic Device Policy

Cell phones, video games iPods, etc. are typically not permitted at camp, although we will have a space designated for the use of such devices. If a child having these items becomes a problem, they will be confiscated until the end of the camp day. 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 devices.

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Lunches & Snacks

Breakfast and lunch will **NOT** be provided this year. Campers should bring a nutritious bagged lunch and snacks with them to camp daily. Parents will need to pack nonperishable items that do not require refrigeration as refrigeration is not available. Microwaves are not available, and we are unable to heat up camper's food. Snack items are allowed, but they must be clearly marked with the child's name. Please notify us of any food allergies at the beginning of camp. Even with families providing food, it is still very important for us to be aware. 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, it may be preferred to bring your lunch in a disposable bag so your child has less to keep up with. Please check the field trip notes that will be sent home for each trip.

Camp Schedule of Activities

Camp will post a daily schedule that will be followed during the camp season. There may be some change in schedules due to field trips, special events, and extreme weather. Camp staff will notify parents when a major change in schedule occurs. Camp schedules will be available if requested prior to the start of camp to aid parents in preparing their children for the upcoming day. Camp experiences may include, but not be limited to, activities such as recreational games, arts & crafts, picnics, aquatic activities, organized games, field trips and much, much more. Some activities are scheduled daily, while others are scheduled weekly.

Field Trips & Special Events

Costs for field trips have been included in the camp fee. Alternate care will **NOT** be available on field trip days. Camp fees will not be pro-rated if your child does not participate in these special activities. Field trips are scheduled within the normal hours of camp operations and every effort will be made to have children back at the campsite at normal dismissal time. School bus carriers provides transportation for field trips. Children will not be transported in personal staff vehicles. Occasionally a trip will be longer than the normal camp hours and families will be notified well in advance to the changes of the program time. Field trips schedules will be provided in welcome packets, online and from camp if requested. All trips are subject to change; however, we try very hard to keep it consistent for our children and families to plan. (Note the extreme weather policy.) Typical trips consist of swimming, visiting parks, a day on the farm, going to the movies and the library.

Water Play & Pool Days: Throughout the summer we may schedule several water play days and pool field trips. Families will be provided with notice of scheduled water days. On water 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. For water play days, campers should have water shoes since water play is often done on blacktop surfaces and may be hot. Flip flops and crocs are not safe for water play activities as these styles of shoes are slippery when wet. Each camper must bring a swimsuit, towel, water shoes, sunscreen, and change of clothes and shoes to participate in water play activities and pool field trips. Ensure all items are labeled with your child's name. No personal items will be provided by camp; however, parents may send in personal specialty items such as little swimmers, goggles, ears or nose plugs, life jackets, swim caps, etc. **All floatation devices must be Coast Guard approved and identified with such a label to be allowed in our aquatic facilities.**

NOTES: Parents are allowed to attend field trips with their camper with approval of the Therapeutic Recreation Coordinator, although they are not permitted to ride transportation with their camper and must travel separately. A volunteer form must be signed, and the camper is not allowed to leave the group without being signed out by the approved parent/guardian. **Recreation and Parks does NOT provide alternative care for field trips. If your child is unable to attend a field trip staff WILL NOT be available at camp until the campers return for the day. Please make alternative care arrangements on these days.**

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Personal Belongings

Every precaution will be taken to ensure children's clothing and personal items will be stored properly. Every 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. Staff will remind children, also. The camp staff cannot be expected to keep track of individual children's 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 donated to the local shelter. Children are asked to refrain from bringing candy, chewing gum, live pets or money to the camps. Weapon-type toys or toys that encourage violent or rough play are prohibited from the program.

Personal Care Items: Camp does not provide personal equipment or personal care items. It is preferred that parents provide instruction to staff as to the preferred way to provide the necessary care to the child. Parents should send all personal care items or specialized equipment items in with their child the first day of camp or decide for delivery and be willing to train staff on the proper use. Items may include (but are not limited to) **diapers, pull-ups, wipes, drinking cups, spoons, bibs**, or any other items your child may need to get the very most out of the camp experience—Recreation and Parks is not responsible for such items.

NOTES: Parents are welcome to organize with public schools the use of prone standers, gait trainers etc. used at school. It is however required that the parent or school staff provide direct training to camp staff on the proper use prior to any use of the equipment during camp.

General Behavior & Code of Conduct

Campers are expected to always 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. 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 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" 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 for the other participants.
- Exclusion from field trips.
- Informal or formal parent conferences.
- Suspension or dismissal from program (*without refund of fees*).

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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.

Camp staff recognize that children with certain diagnoses may exhibit inappropriate or aggressive behaviors such as kicking, spitting, biting, excessive name-calling, pushing, being 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.**

Accident Report

If by chance your child is injured at camp, an accident report will be filled out by staff. This report is documentation of what occurred at camp. If the accident 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!

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.

Health & Safety Issues

Parents are required to complete a registration form which contains Emergency Information & Camper’s Health History. All forms must be filled out in their 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 two (2) emergency contacts be given 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. **Any sort of injury to the head or face will be reported to the parents/guardians immediately after any necessary emergency calls are made.**

Emotional/Behavioral Disorders: Parents will be contacted and asked to take a camper home, if a camper 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 camper, then it will be at the discretion of the staff, with approval of the Program Coordinator, to have the camper transported to an appropriate health care facility.

Camper Health History: 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.

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Nursing Services & Personal Care: Specialized nursing services may be available at camp with the properly trained professionals. If we are unable to provide the appropriate staff and your child needs specialized care, an approved family member is welcome to visit camp to perform those necessary duties. Specific non-delegated nursing duties cannot be performed by staff. Staff may be able to assist with personal care, given they have been properly instructed and directed by the family, and this information has been shared prior to the start of camp. If your child's needs require such additional support, please let us know and it will be handled on a case-by-case basis.

Medication Administration: Specific staff at camp are trained in medication administration and able to administer medications during camp hours. In accordance with regulations, a camper is permitted to self-administer medication upon the following conditions:

- There must be written authorization form signed by a doctor for a camper to self-administer.
- The medication must bear a label showing the physician's name, camper'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.
- Medication will be brought on field trips under the supervision of the camp site director.

Specialized Coordinated Services: Families are welcome to have personal specialized services conducted at camp with prior notification. Recreation and Parks will not coordinate outside services for families. Such services must be organized by the families and information provided to camp staff. This includes Extended School Year Services to be provided by St. Mary's County Public Schools. All Specialized services to be conducted at camp must be indicated on the registration form to have guaranteed space available. Services requested after registration will be handled on a case by case situation. Only approved visitors will be allowed in camp: failure to indicate this information will result in the denial of entrance to outside personnel to camp. All providers are required to complete volunteer applications and sign in and out with the camp director.

Illness: Parents should not bring a child to camp when the child: 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; 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 child shows symptoms of any of the above, the parent will be contacted to take the child home. 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.

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. If a member of the camper's household has any COVID-19 symptoms (see above), has been tested for COVID-19 or waiting for test results, or has been a close contact of someone diagnosed with COVID-19 or suspected COVID-19, the camper may not attend camp. Any siblings will also be excluded from camp. Families are required to disclose this information to camp staff immediately. **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

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further guidance in the event of any potential exposure or positive cases. Refunds will not be issued for campers quarantining due to outside exposure.

Medical Emergencies: 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. 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.

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

Fire Drills/Emergency Evacuations: Each week that there is a new camper or a new staff onsite, procedures are practiced regarding what to do in the event of a fire or other emergency requiring evacuation from the camp site. This is practiced a minimum of twice per summer.

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.

Inclement Weather Policy

Every effort will be made to notify participants during inclement weather days as soon as possible. Many factors must be considered before a final decision on program operation is made, so please be patient and look for accurate, timely updates through the following methods:

Weather Hotline	301-475-4200 ext. 71840
Website Updates	www.stmaryscountymd.gov/recreate/rpannounce.asp
Facebook	www.facebook.com/stmarysmdrecreation
Instagram	@stmarysrecandparks
Twitter	twitter.com/stmarysrecparks #stmarysrecparks



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 children's safety. In camps where there is no air conditioning, fans may be utilized. The daily schedule may reflect a variety of water-related activities for "cooling off". We will have frequent

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water breaks and children will be monitored closely for overheating. We will schedule activities for shady and covered areas during outside playtime. Children will be watched closely for signs of sunburn and dehydration. In the event of severe thunderstorms, children will be brought indoors immediately. Children at any outside camp will be directed to seek cover 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 because camp programs will remain open.

Rights & Responsibilities

Parent's 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 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.

Parent's 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 you are registered for the correct program you desire. Check your receipts, log into your account to confirm the information and call us if you have any questions.
- If a child is dropped from 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 any and 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 child's records up to date with changes in phone numbers, emails and addresses.
- Pick up children on time; contact the center 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 when another authorized person is picking up a child.
- Inform staff if their child has been exposed to a contagious illness.
- 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 in regard to 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.

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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

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 is 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 playing 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.

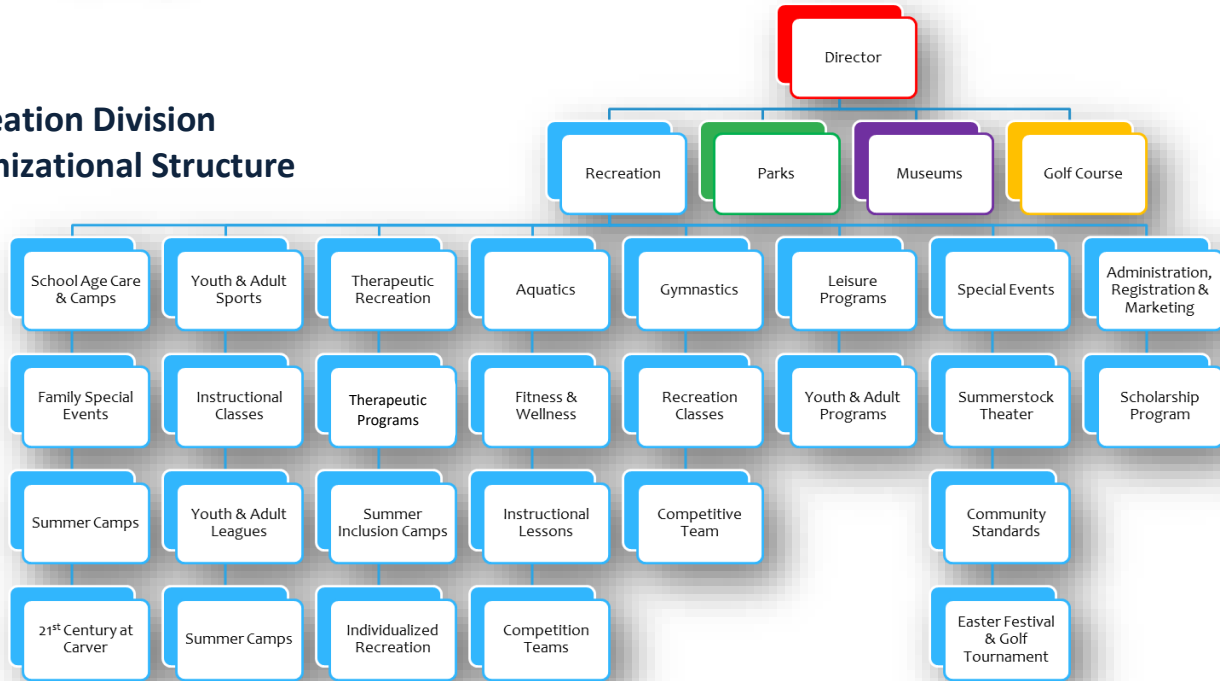
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ST. MARY'S COUNTY



ST. MARY'S COUNTY RECREATION & PARKS

Recreation Division Organizational Structure



www.stmarysmd.com/recreate/TR

www.facebook.com/stmarysmdrecreation

Therapeutic Recreation Coordinator – Crystal Haislip

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