



# 2017 Summer Camp Policy Manual

available online: [www.abccareinc.com](http://www.abccareinc.com)

## *Featuring:*

### **Southern Carroll Adventure Camp at Piney Run Park**

30 Martz Road Sykesville, MD 21784

#### Cascade Water Camp

3000 Snydersburg Road Hampstead, MD 21074

#### Deer Park Adventure Camp

2205 Sykesville Road Westminster, MD 21157

#### Deer Park Sports & Swim Camp

2205 Sykesville Road Westminster, MD 21157

#### Eldersburg Adventure Camp at Piney Run Park

30 Martz Road Sykesville, MD 21784

#### Lake Keowee Camp

671 High Falls Road Seneca, SC 29672

#### Piney Run Park Nature Camp

30 Martz Road Sykesville, MD 21784

### **ABC Care, Inc.**

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**Finksburg, MD 21048**

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## ABC Care Southern Carroll Adventure Camp at Piney Run Park

30 Martz Road Sykesville, MD 21784

June 19 August 18, 2017 // Weekdays 7:00 AM-6:15 PM // Grades K-8

Join us at our Southern Carroll Adventure Camp at Piney Run Park this summer. Campers will spend their days enjoying a large covered pavilion, multiple shaded grove areas, large open areas for team games and sports. Campers will be taking part in 2 field trips per week, including a weekly swim trip to Cascade Lake. Campers will explore the beautiful 550 acres at Piney Run Park including a 300 acre lake, over 5 miles of hiking trails, tennis courts, multiple playgrounds, fishing piers, nature center and amphitheater. Transportation is available Mt. Airy/Watkins Park.

### DISCOUNTS

- Please contact our office for our camp discounts

### FEES

- Please contact our office for our camp fees

### ACTIVITIES

*Our camp days include arts and crafts activities, sign language, fun team building activities, nature exploration and Science, Technology, Engineering and Mathematics (STEM) activities which are all theme based. On **Super Sports Days** (Wednesdays) campers will receive skill instruction and time to practice techniques in a new sport each week. Every Wednesday is **Wacky Wednesday** with special dress up days, fun activities and a visit from the Kona Ice truck! Don't miss **Fun Friday Events** each week like tie dyeing t-shirts, scavenger hunts and more! Check out our Camp Calendars for other daily information!*

*During weekly field trips to Cascade Lake on Tuesdays, campers explore the 70 scenic acres including a Splash N Play Area with water spray guns and showering mushrooms, a spring fed lake with a gently sloping bottom that is guarded by Red Cross certified lifeguards and numerous hiking trails. The zero entry pool and water slide are used exclusively by our campers on field trip days. Other field trip destinations include Sportsman's Hall for roller skating, Thunderhead Bowling, Larry Sheets Players and the Carroll Arts Center for Movie Days.*



### ACTIVITY SCHEDULE

7:00-8:45	Snack bar provided Free choice activities: table games, construction manipulatives, art projects, reading, higher level thinking activities
8:45-9:00	Clean-up and prepare for camp; bathroom breaks
9:00-9:30	Team Time: *Review daily goals /expectations *Introduce new friends & theme *Highlight day's events *Team building activities *Apply sunscreen & water break <b>Field Trip Day – Tuesday &amp; Thursday</b>
9:30-11:30	Rotations 1 & 2 & 3 (may include) *Arts & Crafts *Fishing *Special Projects *Themed Hikes *Sports * Pedal Boats *Time to Sign (Sign language) *Team Games * Sports
11:30-12:30	Lunch; Apply sunscreen & water break
12:30-1:00	Reading Time/Journaling Time
1:00-2:00	Specialty Clubs – projects chosen & designed by campers
2:00-3:30	Rotations 1 & 2 & 3 (may include) *Arts & Crafts *Fishing *Special Projects *Themed Hikes *Sports * Pedal Boats *Time to Sign (Sign language) *Team Games * Sports
3:30-4:00	Apply sunscreen & water break Snack bar provided
4:00-5:45	Free choice activities: table games, construction manipulatives, art projects, higher level thinking activities
6:00-6:15	Clean Up

**FOR MORE INFORMATION AND PICTURES VISIT OUR WEBSITE:**

**[www.abccareinc.com](http://www.abccareinc.com)**

## SUMMER CAMP POLICIES

### CAMP DATES

Camp calendars are available on line at [www.abccareinc.com](http://www.abccareinc.com) and at your camp. This will include any day that ABC Care is closed.

### STAFF TRAINING

ABC Care staff are selected for demonstrating leadership, enthusiasm, compassion and a respect for children and their families. 98% of ABC Care summer camp staff work for ABC Care year round. The remaining staff are public and private school teachers who return to ABC care each summer. All staff have had both a state and federal criminal background check. Staff complete between 10 and 24 hours of Core of Knowledge training throughout the school year. ABC Care staff receive training specific to summer camp prior to the start of camp. This includes First Aid/CPR, water safety (for swimming & all types of boating) and health & wellness training from our Health Supervisor. In addition, ABC Care staff complete 6-10 hours of training on supervision of children, field trip safety, emergency preparedness and developing a safe and FUN atmosphere for each camp day.

### REGISTRATION REQUIREMENTS

**We cannot stress the importance of completing all forms required.**

The Mandatory Camp Enrollment Packet can be found on our website [www.abccareinc.com](http://www.abccareinc.com)

**If the forms are not completed and returned within two weeks prior to your first day of camp, your child may not attend our camp until the forms are completed and returned. We are required by the Maryland Department of Health and Mental Hygiene to have the Mandatory Camp Enrollment Packet for all children in our camps on file.**

**It is imperative that all forms must be completed and mailed to ABC Care at 2815 Patapsco Road, Finksburg, MD, 21048 two weeks prior to your first day of camp. NO EXCEPTIONS!**

### MEDICATION AUTHORIZATION FORM

The medication authorization form must be completed in full by the parent and doctor if medication is needed during summer camp hours. **This form must be completed and returned to ABC Care within two weeks prior to your first day of camp.**

- ♦ If your child has any medical conditions (i.e. allergies) that would inhibit him/her in participating in our outdoor activities, please contact the Camp Director at your camp on the first day of camp.

### HEALTH

If a child becomes ill at the camp, and we must contact you, your child must be picked up in one hour's time. Your child can not return with a fever over 99.5.

### **SUMMER CAMP SHIRTS**

ABC Summer Camps require that all campers wear an ABC Care Summer Camp T-shirt on field trip days. Shirts will be distributed the first week your child attends camp. Additional shirts may be purchased for a fee. Call the main office for more information.

### **AM/ PM SNACK AND LUNCHESES**

ABC Care will provide an AM and PM snack. (Cascade Water Camp only – no pm snack, children may bring a snack or purchase snack at the snack bar. Hot lunch can be purchased on Wednesday, Thursday or Friday only). Children will need to bring their own lunch, insulated lunch tote and two disposable drinks each day. On all-day field trips, children must bring a **plastic bag lunch and two disposable drinks**. (No refrigeration is available for lunches and sodas are not available for purchase on field trip days).

At certain camps we will have Lunch Bunch. Lunch Bunch offers children a specially prepared lunch for a nominal fee that usually corresponds with the weekly theme of the camp. Details and dates will be listed on your camp calendar.

### **SIGN IN/OUT PROCEDURES**

All parents/guardians are required to sign their child “IN” and “OUT” daily at the Parent Table. All children must be walked into the camp by an adult and signed in. At pick-up time, no child can enter a vehicle without being signed out and accompanied by an authorized adult. If you wish to have your child picked-up by someone other than those listed on your Emergency Form, you must notify us in writing on or before that day.

Late fees: Parents/guardians arriving after closing time will be charged a fee of \$1.00 for every one minute late. This fee will be paid immediately to the staff member who remained with the child. This fee compensates the individual personally for his/her personal time. Please do not pay this fee to ABC Care.

### **TUITION FEES**

**Tuition Responsibilities:** Security deposits are required with all types of registration (unless registering less than 2 weeks prior to start of camp week; then registration, tuition and walk-in fee are due at time of registration.) Tuition is due on Monday, two weeks prior to the start of the camp week for regular prices – NO EXCEPTIONS.

No refund will be issued or credited to your account after the first week of May for deductions, changes of weeks or absenteeism - NO EXCEPTIONS. No weeks may be changed or deleted after the first week of May.

All camp payments must be made by check (payable to ABC Care Inc), money order, credit card or ACH Withdrawal at **410-751-3700**. Credit card fee of 2.0% will be applied. No cash payments please. **Please print the child/ren’s first and last name and the name of the camp on the lower left-hand side of the check.**

### **Early Bird Tuition Responsibilities:**

All Early Bird payments are due on or before payment due dates in April, May, June and July as stated in registration contract. Early Bird discounted tuition not paid by the due dates forfeit all

weekly discounts and discounted registration fee. Families utilizing Early Bird registration may change/add weeks until the end of the first week of May with no penalty. Security deposits are required with all types of registration (unless registering less than 2 weeks prior to start of camp week; then registration, tuition and walk-in fee are due at time of registration.)

**Regular Prices:** Security deposits are required with all types of registration (unless registering less than 2 weeks prior to start of camp week; then registration, tuition and walk-in fee are due at time of registration.) For all weeks of camp, the payment **due date is on Monday, two weeks prior to the start of the camp week.** Payments must be received by ABC Care by the due date or a walk-in price will be charged. (The walk in price is **an additional fee of \$40 per week when registering less than two (2) weeks prior to start of camp; an additional \$50 per week when registering less than one (1) week prior to start of camp.**)

*If you register your child after the tuition due date, the registration fee, walk-in fee and tuition are due at the time of registration. No security deposit is required for families registering as “walk-in” since full tuition is paid at time of registration.*

**Walk-In Prices:** Camp registration or payment not received by two weeks prior to the start of the camp week will be charged an additional \$40.00 per registered camp week. Camp registration or payment not received by one week prior to the start of the camp week will be charged an additional \$50.00 per registered camp week. **ABC Care may not have space for “walk-in children” and we cannot guarantee camp for “walk-in children”.**

### **ITEMS REQUIRED DAILY**

Each child should bring the following with **his/her name written somewhere on the item.** Staff will allow opportunities throughout the day for application of sunscreen lotion.

- ◆ Swim Suit on swim days
- ◆ Towel on swim days & water play
- ◆ Closed toe shoes
- ◆ Labeled Sunscreen
- ◆ Wear ABC T-Shirt on field-trip day

ABC Care, Inc. is not responsible for lost or stolen items.

### **CAMP ACTIVITIES**

ABC Care offers pedal boats as an activity at all camps. All necessary precautions will be taken including, but not limited to: supervised in 1:3 ratio, lifeguard (s) on duty, life vests. ABC Care offers swimming at a pool and natural swim area as an activity at all camps. All necessary precautions will be taken including, but not limited to: supervised in 1:10 ratio, lifeguard (s) on duty, life vests (parent provided). ABC Care offers bicycle riding as an activity at select camps. All necessary precautions will be taken including, but not limited to: supervised in 1:10 ratio, bike helmets required to be worn at all times and remain in a designated area.

### **SWIM LESSONS**

Initial swim level is determined the first week of camp by ABC Care lifeguards/swim instructors. Swim lessons are given in a 30 minute group lesson (max 10 children per group). Each week campers will work on basic techniques from their swim level (levels 1-7). Campers will take a weekly swim test to determine if they have mastered the necessary skills to move to the next level. Families will receive a weekly report from the swim instructor detailing their progress.

### **MONTHLY CALENDARS**

A monthly calendar will be available at the Parent Table and on-line at [www.abccareinc.com](http://www.abccareinc.com). The monthly calendar will include theme weeks outlining planned activities. Please post this at home for quick reference and reminders.

### **FIELD TRIPS**

Each week we will be offering field trips. Depending upon the distance and number of children registered for that week our 15-passenger van or a certified bus company will be used to transport the children. The transportation authorization form included in this manual will be used for any and all transportation. Children and staff are required to wear seat belts on all van trips. Parents must supply booster seats for those children who require them.

### **SAFETY SEAT LAW (Booster Seats) for ABC Care Van use**

Maryland law requires that all children younger than eight years, regardless of weight, or who weigh 65 pounds or less, regardless of age, must be secured in a federally approved child safety seat according to the safety seat and vehicle manufacturers instructions. If your child falls into the safety seat age or weight category you will be required to leave their safety seat for field trip transport use or emergency transport use daily.

### **CODE RED DAYS**

On code red days, strenuous activity will be reduced, activities will be rotated to indoor/outdoor/shade, and we will increase water breaks. Please remember to dress children in lightweight, light colored clothing.

### **HAND HELD ELECTRONIC DEVICES**

Hand held electronic devices (games, mp3 players, I-pods, and Readers/Tablets) will be allowed from the times of 6:45am-8:30am and from 4:30pm-6:15pm. Games are to be rated E10 or lower. Readers or tablets may only be used for reading and may not access the internet at any time during its use. ABC Care, Inc will store the electronic devices in a safe area designated by the Director. ABC Care will not assume liability for lost or broken electronic devices. Smart phones/I-Phones may not be used for game play. Cell phone use is strongly discouraged at our summer camps. If a cell phone is brought to camp, children may not use it and the Director will place it in a safe area designated by the Director. ABC Care will not assume liability for lost or broken cell phones.

### **BEHAVIORAL MANAGEMENT PLAN**

ABC Care, Inc. summer camps have instituted a behavioral management plan in an effort to inform families and their children of behaviors which are not permissible at our summer camps. A copy of our behavioral management plan is included in this manual for your review.

Behavioral problems will be handled by the camp's Director through verbal warnings, "cool down time", Problem Solving Sheets and Incident Reports. Both the Problem Solving Sheets and Incident Reports must be reviewed with the parent and the parent is required to sign.

### **PARENT CONFERENCES**

Two (2) Incident Reports within a one (1) week period constitutes a parent conference to be held within one (1) week of the last Incident Report. These parent conferences will be held at the convenience of the director at the child's ABC Summer Camp or at the main office located at 2815 Patapsco Road, Finksburg, MD 21048.

**BEHAVIORAL MANAGEMENT PLAN**  
**PROCEDURES REGARDING INAPPROPRIATE BEHAVIOR**

A child who is involved in any type of behavior that is determined by the Camp Director and Manager of ABC Care, Inc. to be conduct unacceptable for a child attending an ABC Care Summer Camp Program can be suspended or expelled. The Senior Manager or Executive Director has the authority to determine the length of the suspension or expulsion, which can range from one (1) to five (5) days.

ABC Care Inc. reserves the right to employ the following procedures in dealing with instances of inappropriate behavior:

1. The Camp Director of the camp may confiscate inappropriate and/or objectionable materials and/or objects that may be used for inappropriate behavior.
2. The Camp Director of the camp, with the Senior Manager’s guidance, reserves the right to determine the degree of punishment (i.e. Incident Reports, suspension, expulsion)
3. The Executive Director or Senior Manager has the right to request full payment for total replacement and/or monetary reimbursement for repairs and/or replacement of broken/destroyed objects resulting from a deliberate or accidental breakage. This includes and is not limited to center equipment, school items, and children/staff personal belongings.
4. Field trips are a privilege. The Camp Director of the camp reserves the right to withhold a child from attending a field trip.
5. The Camp Director of the camp reserves the right to request that a child’s parent accompany him/her while attending a field trip.
6. The Executive Director or Senior Manager reserves the right to require counseling and/or psychological testing.

**OFFENSES**

The following lists are examples of *SOME* of the offenses for which a child may receive an Incident Report, suspension, or expulsion, depending on the circumstances and severity surrounding the offense.

**INCIDENT REPORTS**

Leaving the designated area that ABC Care is utilizing at that time.

Throwing rocks or snowballs

Failure to refrain from hurting another (pinching, pushing, punching, biting, kicking, etc...)

Using vulgar language, verbally or in written form

Showing disrespect to another person (child or staff member)

Improper use of equipment, materials, or furniture

**SUSPENSIONS WHICH MAY RESULT IN EXPULSION**

Failure of parent(s) to attend a parent conference or adhere to its recommendations

Theft/Robbery

Use or possession of tobacco or firearms

Arson/lighting matches

Assault and battery of a staff member

Violent behavior which creates a substantial danger to persons or property

Possession of a real or look-a-like weapon

Destruction and vandalism of school or personal property

Fire alarm misuse

Harassment

Insubordination (disobeying a directive from a Camp Director or camp counselor)

Gambling for money

Lack of required immunizations or health inventories

Sexual activity or indecent exposure