



2020 Summer Camp Policy Manual

available online: www.abccareinc.com

Featuring:

Deer Park Adventure Camp

2205 Sykesville Road Westminster, MD 21157

Eldersburg Adventure Camp at Piney Run Park

30 Martz Road Sykesville, MD 21784

ABC Care

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Finksburg, MD 21048

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SUMMER CAMP POLICIES

CAMP DATES & MONTHLY CALENDARS

Monthly camp calendars are available at the Parent Table and on line at www.abccareinc.com. This will include any day that ABC Care is closed. The monthly calendar will also include theme weeks outlining planned activities. Please post this at home for quick reference and reminders.

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

All registration forms **must** be completed prior to the start of camp.

Online registration is available on our website www.abccareinc.com Families can also download the Mandatory Camp Enrollment Packet on our website 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.

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 **non-swim** 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. Children will need to bring their own lunch in an insulated lunch tote and refillable water bottle each day. No refrigeration is available for lunches and sodas are not allowed.

Each Friday we will offer a Pizza Lunch Bunch which includes a piece of pizza, chips, dessert and a drink. If choosing the pizza Lunch Bunch, payment should be made in cash on Wednesday of each week.

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.

All camp payments must be made by check (payable to ABC Care Inc), money order, credit card or ACH Withdrawal over the phone at **410-751-3700** or through the Smart Care App. Credit card fee of 2.85% 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 memo line of the check.**

Changes: All requests for changes to registrations must be done in writing and on a Summer Change Request Form. Families may change/add weeks with no fee until May 15th. Requests must be submitted 2 weeks prior to start of camp week to the ABC Care main office. After May 15th, a \$30 change fee (per family) will be assessed if ABC Care is able to accommodate the change. Camp changes made during the week of camper attendance will be assessed a \$50 change fee (per family). If ABC Care is unable to accommodate the change, no refund will be issued or credited to your account for deductions, changes of weeks or absenteeism - NO EXCEPTIONS.

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. 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**
- ◆ **Water Bottle (to be refilled repeatedly at Camp with water provided)**

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

CAMP ACTIVITIES

ABC Care offers paddle boats as an activity at select 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 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 (parent provided) 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.

FIELD TRIPS

Each week we will be offering field trips. Depending upon the distance and number of children registered for that week a certified bus company or our 15-passenger van will be used to transport the children. The transportation authorization form included in registration packet will be used for any

and all transportation. Children and staff are required to wear seat belts on all van trips. Parents may be asked to 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 old ride in an appropriate child restraint, unless 4'9" or taller. ABC Care uses federally approved child safety booster seats. If your child falls into the safety seat requirements you may 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, phones, etc.) 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 will store the electronic devices in a safe area (after 8:30 am). ABC Care will not assume liability for lost or broken electronic devices. Smart phones/Android/I-Phones may only be used for game play. If a phone is brought to camp, children may not use it for texting or phone calls and the Director will place it in a safe area (after 8:30 am). ABC Care will not assume liability for lost or broken cell phones. It is strongly recommended that phones not be brought to camps.

BEHAVIORAL MANAGEMENT PLAN

ABC Care, Inc. summer camps have instituted a behavioral management plan (procedures regarding inappropriate behavior) 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 and camp counselors 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 COMMUNICATIONS

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 communications 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.

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.

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 sticks

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