



PARENT/GUARDIAN SUMMER CAMP HANDBOOK



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SUMMER CAMP POLICIES

CAMP DATES & MONTHLY CALENDARS

Monthly camp calendars are available online 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. 90% of ABC Care summer camp staff work for ABC Care year-round. The remaining staff are college students enrolled in various programs of study who return to ABC care each summer. All staff have had both a state and federal criminal background check. Staff complete between 6 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. 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

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 until fever free without medication for 24 hours.

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. Sodas are not allowed at summer camp.

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. All children must be brought to camp by an adult and signed in with a staff person. 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 automatically be placed on your SmartCare account and due on the next billing date.

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
- Closed toe shoes
- Wear ABC T-Shirt on field-trip day
- Towel on swim days & water play
- Labeled Sunscreen
- 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. A bus company will be used to transport the children. The transportation authorization form included in registration packet will be used for any and all transportation.

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, iPad, and Readers/Tablets, phones, etc.) will be allowed from the times of 7am-8:30am and from 4:30pm-6:00pm. 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/iPhones/Smart Watches 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.





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 balance 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 ACH or credit card through the SmartCare App. Credit card fee of 2.85% will be applied. No cash payments please.

CHANGES

All requests for changes to registrations must be done in writing, on a Summer Camp Schedule Change form.

For Cancellations: Families may cancel weeks until May 31st and receive a refund on all payments except the non-refundable registration fee. After May 31st, if you cancel a week, you forfeit your security deposit, but your balance payments are refundable unless the cancellation is less than 2 weeks prior to the week being cancelled; then there are no refunds.

For Changes: Families may change/add weeks at no fee until May 31st. After May 31st, there is a \$40 change fee (per family) applied to the request, and if you change to a week less than 2 weeks from when you are making the change, it is subject to our walk in fee (\$40 for less than 2 weeks prior to the new week and \$50 for less than 1 week prior to the new week). Security deposit will transfer to the new week.

For Adds: there is no additional fee for just adding; however, it is still subject to the walk in fee. Security deposit is due at time of addition of new week.

If ABC Care is unable to accommodate the change, no refund will be issued or credited to your account for reduction of days, changes of weeks or absenteeism - NO EXCEPTIONS.

REGULAR PRICES

Registration fees are collected at the time of registration. Each family is assessed one registration fee per camp season. 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.) Your registration is not complete and your child's spot is not guaranteed until the security deposit is paid.

Security deposits and registration fees are non-refundable. 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".





BEHAVIORAL MANAGEMENT

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. ABC Care, Inc reserves the right to dismiss any parent, child or family member at any time with or without cause. 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," Think & Reflect Sheet and Incident Reports. Both the Think & Reflect Sheet 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 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 request 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





CAMP CONTACT INFO

MAIN OFFICE ADDRESS:

2815 PATAPSCO ROAD, FINKSBURG, MD 21048

Main Office	410-751-3700
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WESTMINSTER, MD 21157
410-984-3646**



ELDERSBURG ADVENTURE CAMP

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