



FAMILY 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. You can post the calendar at home for quick reference and reminders.

STAFF TRAINING

ABC Care staff are selected for demonstrating leadership, enthusiasm, compassion and a respect for campers/Counselor-in-Training (C.I.T.s) 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 & pedal 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 and required payments must be completed prior to the start of camp.

Online registration is available on our website www.abccareinc.com

MEDICATION ADMINISTRATION AUTHORIZATION

The medication administration authorization form must be completed in full by the family 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.

An Asthma Action Plan is required for students identified as having asthma and requiring rescue inhalers or other medications.

If your camper/C.I.T. 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 or before the first day of camp.

HEALTH

If a camper/C.I.T. 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 ("fever" is over 100.4 degrees) without medication for 24 hours.

SUMMER CAMP SHIRTS

Campers receive a camp t-shirt as a part of the registration fee. 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 camper/C.I.T. attends camp. Additional shirts may be purchased for a fee. Email the main office for more information.

AM/ PM SNACK AND LUNCHES

ABC Care will provide an AM and PM snack. Campers/C.I.T.s 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 an optional Pizza Lunch Bunch which includes a piece of pizza, chips, dessert and a drink for an extra fee. If choosing the pizza Lunch Bunch, payment should be made in cash by Thursday of each week.

SIGN IN/OUT PROCEDURES

All Families are required to sign their camper/C.I.T. "IN" and "OUT" daily. All campers/C.I.T. 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 contacts in SmartCare, you must notify us in writing on or before that day (or by emailing the main office).

Late Fees: Families arriving after closing time will be charged a fee of \$1.00 for every one minute late. On the second occurrence the fee is \$3.00 per minute late. On the third occurrence and any thereafter, the fee is \$5.00 per minute late.

ITEMS REQUIRED DAILY

Each camper/C.I.T. 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.

- Lunch with 2 drinks
- Plastic or Metal refillable water bottle (to be refilled repeatedly at camp with water provided)
- Labeled Sunscreen in a Ziploc bag
- Closed toe shoes
- Backpack or bag to carry off these items
- Wear ABC T-Shirt on field-trip day (non-swim days)
- Swim Suit on swim days & water play days
- Towel on swim days & water play

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

CAMP ACTIVITIES

Camp activities offered include arts & crafts, STEM activities, Minute to Win It Challenges, hikes, fishing, group games and sports. 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 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 (provided by the boat house). ABC Care offers bicycle and scooter 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/C.I.T. will work on basic techniques from their swim level (levels 1-7). Campers/C.I.T. 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 campers/C.I.T.. The transportation authorization form included in online registration forms will be used for any and all transportation. See our Camp Calendar online at www.abccareinc.com for all fun field trip destinations.

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 camper/C.I.T. in lightweight, light colored clothing. As air conditioning is not available, electric fans help evaporate sweat, which cools the body.

HAND HELD ELECTRONIC DEVICES

Hand-held electronic devices (games, mp3 players, iPad, and Readers/Tablets, phones, etc.) will be allowed from the times of 7:00am-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 not assume liability for lost or broken electronic devices or cell phones. Smart Phones/Android/iPhones/Smart Watches may only be used for game play. If a phone is brought to camp, camper/C.I.T. may not use it for texting, phone calls, taking pictures or videos. It is strongly recommended that phones/electronics not be brought to camps.



TUITION & FEES

TUITION RESPONSIBILITIES

Registration fees are collected at the time of registration. Each family is assessed one registration fee per camp season. Registration fees are non-refundable.

Tuition deposits are required at the time of registration. Your registration is not complete, and your campers/C.I.T. spot is not guaranteed until the tuition deposit is paid. Tuition deposits are non-refundable after May 31st.

For all weeks of camp, the payment due date is on Monday, two weeks prior to the start of the camp week. All camp payments must be made by ACH or credit card through the SmartCare App. Payments are subject to a 2.85% convenience fee for credit cards or .5% + 25cents for ACH. The electronic fees are added by our processor and we have no control over them. No cash payments please.

Payments not received by the due date will be charged a walk-in price. 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 camper/C.I.T. after the tuition due date, the registration fee, walk-in fee, and tuition are due at the time of registration. No tuition deposit is required for families registering as "walk-in" since full tuition is paid at time of registration. ABC Care may not have space for "walk-in campers", and we cannot guarantee camp for "walk-in campers".

CHANGES AND CANCELLATIONS

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

For Changing weeks: Families may change a week of camp previously registered for to another week of camp with a minimum of 2 weeks notice to the Monday of the week of camp you are changing from and the deposit from that week will be transferred to the new week requested. The newly requested week is subject to the walk in fee schedule of (\$40 for less than 2 weeks prior to the new week and \$50 for less than 1 week prior to the 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.

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 tuition 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 Adding Weeks: there is no additional fee for just adding; however, it is still subject to the walk-in fee. Tuition deposit is due at time of addition of new week.



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 camper/C.I.T. 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 family member who is required to sign.

PARENT CONFERENCES

Parent Conferences can be requested at any time during the camper attendance. A parent conference may be requested at the time an incident report is shared.

PROCEDURES REGARDING INAPPROPRIATE BEHAVIOR

A camper/C.I.T. 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 camper/C.I.T. attending an ABC Care Summer Camp Program can be suspended or expelled. The Senior Manager has the authority to determine the length of the suspension, which can range from one (1) to five (5) days, or expulsion from camp.

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 consequence (i.e. Success chart, Think & Reflect, Incident report, suspension, expulsion)
3. The 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, camp host 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 Senior Manager of the camp reserves the right to request that a camper's/C.I.T.'s parent accompany him/her while attending a field trip.
6. The Senior Manager reserves the right to request communication with any counselor and/or doctor involved in the child's medical care prior to return to camp activities.



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, sticks, toys, supplies, etc.
- 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 (camper, C.I.T. 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 public , private 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

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| Main Office Fax | 410-751-3702 |
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ELDERSBURG ADVENTURE CAMP

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