



Queen Anne's County Parks and Recreation Summer Camps 2019

QAC Parks and Recreation
1945 4-H Park Road
Centreville, Maryland 21617
www.parksnrec.org
410.758.0835
qacrecreation@qac.org

Introduction to the Program

Camp Policies, General Information & Frequently Asked Questions

The **Discover Summer - Traditional Camp** sites will be open beginning Monday, June 24, 2019 from 9:00 a.m. to 4:00 p.m. daily for all campers. Extended care is also available for campers that have chosen this option in the morning from 7:00 am – 9:00 pm. All camps will be closed on July 4, 2019. There will be a full complement of arts and crafts, sports/active games, enrichment programs and special events and field trips. Any special events and/or reminders will be located by the sign in/out area. Please be aware that the schedule of activities, events and trips (if applicable) is subject to change based on weather and other factors beyond our control. Parents will be notified of any changes to scheduled events by the camp staff.

Specialty, Sports & Nature Camps should refer to each camps advertisement, flyer and/or description for hours of operation and camp activities as each will vary depending on the camp specialty.

What is required in order for my child to come the first day?

All participants must be registered, paid in full and on the roster of the program the start of camp. On-site registration will not be accepted.

For the safety of your child, all parents and guardians are **REQUIRED** to provide their child's mandatory Emergency Information Form before they may attend the Recreation Summer Programs.

- **Emergency Form**

Please make sure that the information on the emergency form is complete, legible and kept current. We need to be able to reach you or another reliable adult in case of emergency.

- List your cell phone number
- List at least two (2) adults who will be close proximity to the program in case of emergency.
- List all person(s) (over the age 13) that have permission to pick up your child(ren).

- **Medical or Immunization form**

Required for the child that DOES NOT attend a Maryland public or private school.



Queen Anne's County Parks and Recreation Summer Camps 2019

Guidelines for Discipline

- Children must listen and follow all instructions by staff at all times.
- Treat other children, all staff, equipment and facilities with respect and care.
- Any participant found to be in possession of any drug, alcohol, tobacco products or weapon will be immediately dismissed from the program. NO refund will be issued.
- Any actions that causes injury to another child, or may have caused injury had the staff not intervened, may result in immediate dismissal from the program. The safety of children is paramount and we want everyone to have an enjoyable experience.
- All acts of bullying, harassment and intimidation will not be tolerated. This will result in immediate dismissal from the program. NO refund will be issued.

Daily Sign In / Sign Out Procedures

A parent or guardian must sign their child in for the morning and out at the time of pick up each afternoon. Children are not permitted to sign themselves in and out of the program. Children will be released only to the individuals 14 years and older that have been authorized to pick up the child. No child will be released to a person other than the authorized individual to pick up the child. No child will be released to a person other than the authorized individual without prior written permission from the child's parent or guardian. This policy must be strictly adhered to for the protection and safety of your child. Please be advised that any person unknown to the staff will be asked to provide ID before your child is released to their care.

What should my child wear and bring to the program?

- Participants should wear appropriate clothing for active camp activities and arts and crafts. Attire that can get dirty and that is appropriate for the weather is recommended.
- Sneakers and socks are required for active play and during field trips (if applicable). Crocs, backless shoes or flips flops are not allowed. Water shoes may be worn during direct water activities.
- A water bottle marked with your child's name is suggested.
- **Please be aware that inappropriate attire may limit participation in certain activities (i.e. gym/outdoor time).**
- Parents/Guardians will be notified in advance when different attire for a special event is needed.
- **Please do not bring any personal items that are not related to the camp unless it is for a special day and requested by Parks & Recreation staff. Such items include, but not limited to, personal video games, tablets, music players or other valuable items.**



Queen Anne's County Parks and Recreation Summer Camps 2019

Do you have a lost and found?

- Recreation is not responsible for lost or stolen personal items. Please mark all lunch boxes, clothing, towels, and swim items with your child's name. All items should be placed in a backpack or beach bag marked with your child's name.
- There will be a space at each site for your child to store their items for the day.
- Please do not send any personal items such as video games, music players, or other valuable items unless it is a special day and requested by Parks & recreation or camp staff.
- All lost and found items must be claimed before the last day of the program.

Are cell phones permitted at camp?

Cell phones are permitted, but not recommended at camp. For the privacy and safety of all campers, Cell phones MAY NOT be used during camp hours. The staff is NOT responsible for any lost or stolen cell phones.

What about lunch?

- Participants attending an all day camp are required to bring a lunch, snacks and sufficient liquids for each day.
- Please make sure that your child understands they are not to share or trade their food items due to the possibility of food allergies. If you child has a food allergy, please make sure the staff is aware and it is listed on their emergency cards.

What happens if my child is sick at camp?

While we understand that many of you use the summer programs as care for your children while you work, we ask you to please do not send them to the programs if they are ill.

- If your child becomes ill during our program, every attempt will be made to contact you or the person listed as the emergency contact. The child will be kept away from the other children until they are picked up.
- If your child is vomiting, has diarrhea, a temperature of 100 degrees or greater, is in severe pain, is experiencing severe shortness of breath, or is generally lethargic they should not be at camp.
- If your child has special medical needs, please inform us at the time of registration. We will provide the required medical forms to be filled out.

What happens if my child gets injured at camp?

Unfortunately, sometimes accidents and scrapes do occur. If this happens, and your child is injured, we will take the following steps:

- In the event of a serious injury, 911 will be called and the parents or other authorized individuals will be contacted.
- You will be contacted by phone if your child sustains any type of injury requiring possible additional medical attention during the program/camp. You will be contacted if your child suffers a bee sting, and for all head and eye injuries.
- Please make sure the staff is aware of any allergies or illness that could need emergency attention at the program.



Queen Anne's County Parks and Recreation Summer Camps 2019

What about sunscreen?

It is suggested that all children wear sun block.

- If you would like for your child to reapply throughout the day, then your child must bring their own product in the original container with their name printed on the container.
- A Sunscreen Policy form must be completed and signed.
- Sunscreen spray is NOT accepted at camp.

What qualifications does the supervisory staff have?

- All staff are ages 16 or older, have been fingerprinted, and have completed a pre-employment drug test, as well as a criminal background check.
- All Camp Leaders are 18 years or older.
- Staff on site at every program is certified in CPR and Basic First Aid.

What happens if I am late for pick up?

All programs close promptly at the designated hour. Please make other emergency arrangements in the event you will be delayed (a phone call to the program is always helpful for both staff and child). Repeated occurrences of late pick may result in dismissal from the program. **Under no circumstances is a staff permitted to provide transportation to or from a program for unrelated participants.**

If your child is not picked up by 6:00 p.m. you will be required to pay a late pick-up fee of \$25.00 for every (15) minutes. This will be billed to your account and a receipt will be sent to you within 24 hours of the lateness from the Recreation Manager.

Do the children get to go on field trips?

Calendars will be given to on the first day of the program.

- By enrolling your child in the program, you are giving permission for your child to attend any and all field trips associated with the program. If you do not want your child to attend a particular field trip, you must make other arrangements for your child that day, as the camp will be closed.
- The Specialty Camps will not participate in field trips.

Can I volunteer or visit the program?

- If you wish to volunteer at the site, you must have the proper Recreation background check and drug screening, and there must be a need for volunteers at the camp.
- If you have a special talent that you would like to share, please check with staff to set up a visit.
- You are welcome to visit the sites at any time. If you wish to interact with your child, please make sure that you have checked with the staff to set up an appropriate time to visit that will not disrupt the flow of the program.



Queen Anne's County Parks and Recreation Summer Camps 2019

What will you do if the weather is extremely hot?

Most programs/camps will not close on extremely hot days.

- Campers will be participating in outside activities during the morning hours and inside activities in the afternoon during the hottest time of the day.
- The outdoor camps do not have shelter, we will make alternative shelter arrangements for your child(ren). Staff will call parents to let them know the camp has moved to an inside shelter.

Do you ever close for weather and holidays?

QAC Parks and Recreation Summer Programs may close its programs due to inclement weather.

- Parents should pay close attention to email, our website www.parksnrec.org or check Rainout Line (<https://rainoutline.com/search/dnis/4102020705>) for announcements about program closures.
- No refunds will be given for missed days or partial summers.
- Please be aware that Parks & Recreation follows the holidays and emergency closing of Queen Anne's County Government.
- All summer programs will be closed July 4th .

If there is a custody order in place for my child(ren), what information would I need to provide to staff?

Parents who have court awarded custody of their child must have the custody papers, along with the updates on file with the Recreation Manager (ONLY). It is the parent's responsibility to provide this information when registering so that we are able to ensure the orders are understood and able to be enforced by our staff. We ask the parents agree on who is allowed to pick up their child(ren). **Only one Emergency Information Form will be accepted per child. (FOR THE SUMMER)**

- Staff must release a child to his/her natural parent unless custody papers are file stating otherwise.
- Once the custody papers are on file, staff must follow those orders, until either the order has expired or new papers are on file. Staff cannot accept verbal notification of changes.
- **All custody papers are filed confidentially with the Recreation Manager at the Administrative Offices Parks and Recreation.**

My children need to take medication daily. What is the procedure at the sites?

- Our staff is not allowed to administer medication at the camp sites.
- Children are NOT allowed to self-administer any medication (includes over the counter) without the required Medication Administration Authorization Form completed with parent/guardian signature and approved health professional.



Queen Anne's County Parks and Recreation
Summer Camps 2019

I agree that I have read over the "Introduction to the Program - Camp Policies, General Information & Frequently Asked Questions."

PLEASE PRINT CLEARLY - ALL INFORMATION IS REQUESTED

Child/Participant Name: _____

Program Name & Location _____

Sibling's Also Enrolled: _____

Parent/Guardian Name(s): _____

Home Phone: _____ Cell Phone: _____

Work/Other Phone: _____ Email: _____

Parent/Guardian Signature: _____ Date: _____

Parents/Guardian Comments: _____

My child will also be attending the following camps this summer:

Camp Name	Site	Date

PLEASE RETURN THIS FORM ON FIRST DAY OF CAMP!!!
Only one form is required if you attend multiple weeks.



Queen Anne's County Parks and Recreation
Summer Camps 2019

Camp Emergency Form
PLEASE PRINT ALL INFORMATION REQUIRED

Child's Name _____ AGE _____ DOB _____

Address _____ City _____ State _____ Zip Code _____

Parent/Guardian Name(s) _____ Home Phone _____

Cell Phone _____ Work Phone _____

Insurance Company/Policy Number _____

Health Information (allergies, physical, psychiatric or behavioral concerns: _____

Physician Name _____ Telephone _____

Is your child enrolled in a Maryland school? Yes, my child is enrolled at _____ school.

No, my child is not enrolled in Maryland school. I am aware that I must provide age appropriated immunization information for my child to participate in the program.

My child has religious or medical exemption to any immunization.

Does your child have a current Tetanus vaccination? Yes No If yes, Date: _____

EMERGENCY CONTACTS: *List persons other than the above who will be able to pick up your child in the event of illness or injury*

Name _____ Name _____

Telephone _____ Telephone _____

Relationship to child _____ Relationship to child _____

Photograph Release Information: I understand that participants in activities may be photographed during the course of the programs. These images may be reproduced for publicity purposes in our seasonal Program Guides, on the Queen Anne's County website or in approved contractors or sponsors publicity materials. No materials will be used for personal or professional gain by staff or contractors without further permission of Parent/Guardian.

Opt Out: I _____ do not want photos taken of my child.

APPLY OVER THE COUNTER CREAMS, OINTMENTS AND SUNSCREEN

Any creams, lotions, ointments, etc. will not be applied by staff. Products must be provided by the parent in the original container and labeled in permanent marker with child's name. It should also have been applied at home prior to attending our camps/programs to ensure no adverse effect to the child (i.e. rash, irritation or other reactions). Please list all topical products separately.

My child has permission to apply and has previously used _____ with no adverse reaction(s).

Parent or Guardian Signature _____

Date _____

**PLEASE RETURN THIS FORM ON FIRST DAY OF CAMP!!!
Only one form is required if you attend multiple weeks.**



Queen Anne's County Parks and Recreation Summer Camps 2019

AUTHORIZATION TO PICK UP

****Please list ALL persons you authorize to pick-up your child from camp. Those not on this list will not be permitted to remove the child from camp. Photo ID may be requested at the time of pick-up. ****

I _____ authorize the following individual(s) to pick- up / drop- off my Child:
Parent/Guardian Name (Please Print)

Name _____ Name _____

Telephone _____ Telephone _____

Relationship to child _____ Relationship to child _____

Name _____ Name _____

Telephone _____ Telephone _____

Relationship to child _____ Relationship to child _____

Name _____ Name _____

Telephone _____ Telephone _____

Relationship to child _____ Relationship to child _____

Name _____ Name _____

Telephone _____ Telephone _____

Relationship to child _____ Relationship to child _____

Name _____ Name _____

Telephone _____ Telephone _____

Relationship to child _____ Relationship to child _____

**PLEASE RETURN THIS FORM ON FIRST DAY OF CAMP!!!
Only one form is required if you attend multiple weeks.**