

2016

City of Westminster

Summer Camp

Parent Manual



City of Westminster Recreation and Parks
11 Longwell Avenue
Westminster, MD 21157
(410)-751-5501
www.westminstermd.gov

Mission Statement

The City of Westminster Summer Camp creates a well-rounded environment for all campers to participate in a variety of activities and develop friendships that will last a lifetime.

Vision Statement

The City of Westminster Summer Camp offers endless opportunities for your child to have a fun and memorable summer camp experience each and every week. Each day at camp is designed to spark your child's imagination, grow new friendships and assist them in discovering new talents. With creatively planned activities, including Wednesday swimming at Westminster Municipal Pool and Friday field trips, campers enjoy summer to the fullest extent and look forward to returning year after year.

Goals

- Provide a safe environment for all campers and staff.
- Plan exciting activities for all campers to participate in.
- Teach sportsmanship, teamwork, and leadership along with other core values.
- Help campers build self-esteem within every activity.
- Have fun!

Age Requirements

Camp is designed for children who are entering first through eighth grade (children must have completed kindergarten.)

Camp Counselors

Each counselor, employed by the City of Westminster, has been successfully screened, selected, and thoroughly trained. Potential counselors are fingerprinted for the purpose of obtaining criminal history records through the Maryland Criminal Justice System and are required to take a pre-employment drug test. Potential counselors also will also be screened by the Department of Social Services to check for child abuse or neglect charges. Once selected, all counselors are required to become CPR/AED and first aid certified through the American Red Cross. The counselor to camper ratio is 1:10 maximum.

Contact Information

If you need to contact your child during camp hours call the City of Westminster Recreation and Parks Department at 410-751-5501 or e-mail WestminsterRec@westgov.com. Please limit contact to urgent communication only. Other problems or issues should be directed to the Program Coordinator, at 410-751-5501.

Time, Place and Before/After Care Options

The City of Westminster Recreation and Parks Camp Program will be offered for 10 consecutive weeks from June 20-August 26. **CAMP WILL NOT MEET ON JULY 4.** Camp hours are 9 AM–4 PM. If needed, before (AM session) and after (PM session) care is offered beginning at 7 AM (AM session) and ending at 6PM (PM session). Each session is \$15 per child. Before and after care must be registered for in advance, no walk in registrations.

Camp will meet at the Longwell Municipal Center (rear of building, Family Center entrance), 11 Longwell Avenue, Westminster, **except on Wednesdays.** Every Wednesday drop off and pick up is located at the Westminster Municipal Pool, 325 Royer Road, Westminster. Camp will not meet on July 4.

Child Drop-off and Pick-up

Child drop-off occurs at the rear of the Longwell Municipal Center. A counselor and a C.I.T (Counselor In Training) will be waiting to greet your child at the door to the rear of the building. You can sign your child in with the counselor and the C.I.T. will then escort your child to the designated area for camp. To pick up your child please park and enter through the rear of the building, where you will be greeted by a counselor with a sign out sheet.

Please notify the camp director or assistant director if your child will not be attending camp on any day during a week that he/she is registered or if he/she will be arriving late or leaving early. Notice should be given in writing preferably the day before the absence or early dismissal occurs. Attendance is taken daily and it is very important for camp staff to know if a child is not attending. If your child is going to leave camp and ride with someone other than a parent or person specifically noted at registration, you will need to provide notice in writing to the on-site staff. The person picking up your child will need to show a photo ID to ensure the safety of your child.

Please be considerate of the camp schedule and drop your child off no later than 9AM. We ask that you adhere to the 9AM drop-off time to avoid schedule delays and disruptions in daily activities.

Camp Payments

Camp tuition may be paid by cash, check or credit card (MasterCard and Visa).

For your convenience Recreation and Parks staff can establish a personal camp account that will charge weekly payments to a specified credit or debit card. Camp payments can also be made by check to the drop box at 11 Longwell Avenue during the camp season.

*The week of July 4 through July 8 will be pro-rated due to camp not occurring on July 4.

Cost and Payment

The fee is \$115.00 for a full day camp experience (9AM–4PM). \$92.00 for the week of July 4.

Before care is available in the morning (7AM-9PM) for an additional charge of \$15 per child per week and after care is available in the evening (4PM-6PM) for an additional charge of \$15 per child per week.

***Payments are due Monday each week your child is registered for camp.**

Refund Policy

The City of Westminster Recreation and Parks Department does not issue refunds except under extreme circumstances. Refunds will not be given for any day a child is absent from the program. If your child becomes unable to attend a week that he/she is registered for, you must notify the Recreation and Parks Department one week prior. If you fail to notify the Recreation and Parks Department, you will be charged for that week and no refunds will be issued.

Field Trips

Field trip days are predominantly scheduled on Fridays; however, on rare occasions, field trip days may be changed. Parents will be notified well in advanced of the schedule change. Field trip fees are included in camp tuition. You may provide spending money (at your discretion) for your child if they would like additional snacks or souvenirs.

Please be aware of the following important field trip information.

1. Spending money for snacks, souvenirs, etc., should be the only money campers bring on field trips.
2. Counselors will NOT be responsible for campers' money, nor will counselors be responsible for how much a camper spends on field trips. Each camper, regardless of their age, will need to assume FULL responsibility for any money they bring on the field trip. If you plan to send money with your camper, please place spending money in a zip lock style bag with your child's name written on it.
3. On field trip days, campers are asked to bring lunch in a disposable bag as opposed to a reusable lunch cooler/box. No refrigeration is provided so please plan your child's lunch carefully.
4. It is MANDATORY that all campers wear their camp tee shirt on field trip day. NO EXCEPTIONS!
5. Please send your child to camp with sunscreen already applied. Campers may bring more sunscreen with them but please make sure sunscreen bottles are clearly labeled with your child's name.
6. If you have an emergency and need to reach your child or camp staff, please call the Recreation and Parks Department at 410-751-5501. We will get in touch with your child or camp staff immediately.
7. THE FIELD TRIP SCHEDULE IS SUBJECT TO CHANGE. You will be notified in advance of any changes to the schedule.

8. Transportation is provided by Johnson Bus Service. Depending on the number of campers, one to two regular-size school busses are used to reach the field trip destination.

Swimming

Camp will have one swimming day per week. On Wednesday(s) camp will be held at the Westminster Municipal Pool, 325 Royer Road, Westminster. **PICK-UP AND DROP-OFF WILL BE AT THE WESTMINSTER MUNICIPAL POOL ON WEDNESDAY(S).** Drop off will be in front of the Community Room Building at the Westminster Municipal Pool. A counselor and a C.I.T. will be there to greet you at your car to sign your child in. Pick-up will be inside the pool grounds immediately to the right as you walk past the office. Campers should bring a bathing suit, towel, sunscreen and a bag for clothes and other belongings, as well as a bagged lunch. Please send your child to camp with sunscreen already applied. Certified lifeguards and camp staff will be supervising during swim time. Campers will be divided into groups with individual counselors and C.I.T.'s based on their swimming abilities. We will also have "Watchers" walking around the pool to provide extra supervision for all campers in the pool. Campers wishing to enter the deep end of the pool will be required to take and pass a swim test, administered by the lifeguarding staff. Campers that successfully pass the swim test will be identified by a wristband and will be permitted to swim in the deep end of the pool. Campers who do not know how to swim or those with limited skills will be restricted to the shallow end of the pool. Please make sure swimwear is appropriate and fits properly.

****IF YOU PREFER YOUR CHILD(REN) NOT TO BE ALLOWED IN THE POOL, PLEASE INFORM THE PROGRAM DIRECTOR, IN WRITING.**

Clothing/Attire

Please dress your child in comfortable play clothes with closed-toe tennis shoes/sneakers. No flip flops or sandals. On field trip days it is **MANDATORY** that campers wear their camp tee shirt. On Wednesday(s), please remember to send your child with his/her bathing suit and towel. Please make sure that swimwear is appropriate and fits properly.

Quiet Time

There will be quiet time for campers at a designated point during the day. Campers will rest by participating in a quiet activity (i.e. books, cards, board games, coloring, crafts, etc). Please note that this time is set aside for a brief rest and is not for sleeping.

Water Bottles and Sunscreen

At camp, a good portion of the day will be spent outside. Frequent water breaks are incorporated into the day to make sure all campers are properly hydrated. All campers should bring a reusable water bottle with their name on it every day to camp. In addition, we ask that campers arrive to camp with sunscreen applied and also bring a bottle of sunscreen with them to reapply throughout the day. Please make sure your child understands how to properly re apply sunscreen.

You must fill out the “Permission to Apply Over the Counter Creams, Ointments and Sunscreen Waiver” for the staff to be able to assist your child with the application of sunscreen.

Lunches

Campers will need to bring a lunch every day. Please pack lunch in a small lunch cooler/box labeled with your child’s name. Lunches will not be refrigerated so pack appropriately. On field trip days pack your child’s lunch in a disposable bag and make sure the contents are non-perishable.

Snacks

An afternoon snack will be provided. If you do not want your child to have an afternoon snack, please notify the Program Coordinator. If necessary, you may send in a snack for your child labeled with his/her name.

Lost and Found Items

A lost and found box will be located at Recreation and Parks. Any items remaining in the lost and found box after the conclusion of camp will be donated to charity.

Toys and Electronics

Electronic toys, games, computers and cell phones (Gameboys, ipads, ipods, laptops, etc) will not be permitted during camp. We are not responsible for lost or stolen electronic items. If your child would like to bring a game to share with the group, please contact your child’s counselor.

Participant Conduct

It is very important that you and your child are aware of and fully understand both the rules and consequences of rule infractions. Please read and discuss this page with your child. Rules are enforced for your child’s safety as well as for the safety of others.

Things to Bring to Camp

1. Backpack
2. Lunchbox (lunches will not be refrigerated) *except on field trip days please make sure lunch is packed in a disposable bag and is non-perishable
3. Sunscreen
4. Closed toe shoes
5. Water bottle

Summer Camp Rules

1. Follow directions from ALL camp staff.
2. Be considerate and respectful of EVERYONE. Fighting, kicking, stealing, teasing, destruction of equipment or property, use of profanity and name-calling will NOT BE TOLERATED and could result in immediate suspension.

3. Keep hands, feet and mouth to yourself.
4. Be respectful of your surroundings.

Depending on the severity of the offense; consequences range from a verbal warning, to a 15 minute time-out, a parent/counselor conference, or if warranted, suspension or expulsion.

Problems

If a participant chooses not to follow the camp rules, parents will be asked to work together with the Program Coordinator and the child to solve the problem. Parents will be notified of any problems that their child may have caused during camp. If your child is having a problem at camp and the counselors are not aware, please contact the Program Coordinator at 410-751-5501 or email WestminsterRec@westgov.com so a collaborative solution can be reached.

Medication/Illness

Medications will not be administered to campers by any of the summer camp staff. If there is a situation where your child needs to take medications at camp, you will need to have the “Medication Administration Authorization Form” filled out by your child’s Pediatrician. Once the form is filled out, your child may either carry the medication if your child’s Pediatrician deems it necessary (such as inhalers), or the medicine will be held with the Program Coordinator and administered when necessary. Each time the medication is administered, it will be logged on the “Medication Administration Form.” At the end of the camp season or week, you will need to pick up your child’s medication and fill out the “Medication Final Disposition Form.” Recreation and Parks staff will never attempt to diagnose a child who feels ill; instead, a parent or guardian will be contacted as well as the camp nurse. The camp nurse is on call every day that camp is operating and is notified of any illnesses or injuries that occur. Please keep emergency contacts and daytime phone numbers up-to-date. If your child has an infectious illness, such as fever, pink eye, ringworm, diarrhea, vomiting, etc. they may not attend camp and should remain fever free for 24 hours before returning.