

**2018**  
**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](http://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 camp experience. 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!

## **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](mailto:WestminsterRec@westgov.com).

## **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 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.

## **C.I.T. (Counselor-In-Training)**

Each C.I.T. is carefully selected and trained. The Counselor-In-Training program is designed to offer qualified young people, starting at 13 years old, an opportunity to prepare for positions as camp counselors. C.I.T.'s are responsible for assisting the camp counselors and are expected to abide by the same code of conduct as camp counselors.

## Time and Place

The City of Westminster Recreation and Parks Camp Program will be offered for 11 consecutive weeks from June 18-August 31. Camp hours are from 9am–4pm.

Camp will meet at the City of Westminster Recreation and Parks Department (rear of building, Family Center entrance), 11 Longwell Avenue, Westminster, MD.

DO NOT drop your child off at the City of Westminster Recreation and Parks Department 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 4th.** Week 3 of camp will meet July 2-3 & 5-6. In lieu of a tuition adjustment, camp will embark on two field trips that week plus a visit to the pool.

## Before/After Care Options

If needed, Before Care (morning session) and After Care (afternoon session) is offered for campers. Before Care begins at 7am and ends when camp starts at 9am. After Care begins when camp ends at 4pm and ends at 6pm.

Each session is \$15 per child, per week.

\*Before and After care must be registered for in advance, no walk in registrations.

## Child Drop-off and Pick-up

Child drop-off/pick-up occurs at the rear of the Westminster Recreation and Parks Department. We know mornings can be hectic, for your convenience drive though drop off is offered in the morning. A map illustrating the drop-off procedure can be found in the appendix of this manual. A counselor and a C.I.T. (Counselor-In-Training) will be waiting to greet your child at the door at 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. You will be greeted by a counselor with a sign out sheet.

For campers not registered for before/after care drop-off should be no earlier than 9am and pick-up should be no later than 4pm.

\*If you drop your child off before the designated start time for camp (9am) or pick your child up after the designated end time for camp (4pm) there will be an additional fee charged per child. (For more specific information on this see next section early Drop-Off/Late Pick-Up Fees)

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 on the Authorized Pick Up Form you will need to add that person to the Authorized Pick Up Form or 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. If staff is not notified in advance of a change in authorized pick-up we will not be able to release your child to an unauthorized person. Phone calls and e-mails will not be accepted except in emergency situations.

## Early Drop off/ Late Pick up Fees

Campers are to be dropped off and picked up during regular camp hours; regular camp hours are 9am-4pm. If you drop your child off before 9am then you will be charged a \$15 before care fee on the first offense. If it is repeated you will be charged an additional \$15 for each occurrence during that week. If you pick your child up after 4pm then a \$15 after care fee will be charged on the first offense. If it is repeated, you will be charged an additional \$15 for each occurrence during that week. If your child is left in after care after 6pm a fee of \$1 per minute will be charged for every minute you are late.

To help avoid early/late fees it is suggested you consider enrolling in our Before and After Care program.

## Cost

Weekly tuition is \$125 for a full day camp experience (9am-4pm)

This cost covers: \$45 non-refundable/non-transferable security deposit\*, field trips, snacks, special activities, pool admission, and camp T-shirt.

Before Care is available in the morning (7am-9am) 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.

\*Security Deposit: To ensure your child is placed in the week of camp you desire, a \$45 security deposit for each week of camp will need to be paid at the time of registration. This deposit will be transferable or refundable until April 27th. **After April 27th, the deposit will be non-transferable and non-refundable. NO EXCEPTIONS.** Security deposits cannot be added to a payment plan, deposits must be paid in full upon registration.

## Camp Payments

Camp tuition may be paid by cash, check or credit card (MasterCard and Visa). Payment plans are offered upon registration, after the security deposit is paid. Payment plans can be adapted to suit your individual needs. Please call 410-751-5501 or e-mail [WestminsterRec@westgov.com](mailto:WestminsterRec@westgov.com) to inquire.

Payment in full is encouraged at least 7 days prior to your child's camp start date. **If you have not paid in full by drop off the Monday of your child's first week of camp your child will not be allowed to attend and your security deposit will not be refunded or transferred to a different week. NO EXCEPTIONS!**

## Refund/Cancellation Policy

The City of Westminster Recreation and Parks Department will honor refund requests up to April 27<sup>th</sup>. Both camp fees and security deposits are fully refundable if requested by April 27<sup>th</sup>.

**Starting April 28<sup>th</sup> The City of Westminster Recreation and Parks Department will not issue refunds of security deposits** 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 advance if the schedule changes. 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. Spending money for snacks, souvenirs, etc., should be the only money campers bring on field trips. Please be aware of the following important field trip information:

1. 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 and the amount of money contained in the bag.
2. 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 accordingly.
3. It is MANDATORY that all campers wear their camp tee shirt on field trip day. NO EXCEPTIONS!
4. 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.
5. 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.
6. THE FIELD TRIP SCHEDULE IS SUBJECT TO CHANGE. You will be notified in advance of any changes to the schedule.
7. 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.
8. Please be aware there will be days we will need to leave early for a field trip, in this case, we will notify all parents of the adjusted arrival time.
9. It is very important you are on time to ensure your child does not miss field trip departure.
10. Campers will be sent home with field trip information on Tuesday.

<b>Week 1: Roll with it</b>	<b>June 22<sup>nd</sup></b>	<b>Thunderhead Bowling Alley</b>
<b>Week 2: Where the Wild Things Are</b>	<b>June 29<sup>th</sup></b>	<b>Baltimore Zoo</b>
<b>Week 3: Earth Week</b>	<b>July 5<sup>th</sup>, 6<sup>th</sup></b>	<b>Bear Branch Nature Center &amp; Baltimore Aquarium</b>
<b>Week 4: In it to Win it</b>	<b>July 13<sup>th</sup></b>	<b>Player's</b>
<b>Week 5: Land of Imagination</b>	<b>July 20<sup>st</sup></b>	<b>Port Discovery</b>
<b>Week 6: Get Creative</b>	<b>July 27<sup>th</sup></b>	<b>Turkey Hill Experience</b>
<b>Week 7: Medieval Madness</b>	<b>Aug 3<sup>rd</sup></b>	<b>Medieval Times</b>
<b>Week 8: Moovin' and Groovin'</b>	<b>Aug 10<sup>th</sup></b>	<b>Magic Elm</b>
<b>Week 9: Splish Splash</b>	<b>Aug 17<sup>th</sup></b>	<b>Adventure Park</b>
<b>Week 10: Explorer</b>	<b>Aug 24<sup>th</sup></b>	<b>Baltimore Science Center</b>
<b>Week 11: Sports Extravaganza</b>	<b>Aug 31<sup>st</sup></b>	<b>Stratosphere</b>

## **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 plastic shopping bag for we clothes and other belongings, as well as a bagged lunch. If you wish to send your child to the pool with spending money for the concession stand please note that it is the child's responsibility to manage their money. Counselors will NOT be responsible for campers' money, nor will counselors be responsible for how much a camper spends. Each camper, regardless of their age, will need to assume FULL responsibility for any money they bring with them. 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 and the amount of money contained in the bag.

Please send your child to camp with sunscreen already applied and make sure swimwear is appropriate and fits properly. 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. Watchers will also be assigned to walk 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. The swim test consists of your child swimming the width of the pool and treading water for 30 seconds. 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.

**\*\*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 except on pool days. 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. For a detailed checklist of what to bring to camp please click [here](#).

## **Water Bottles**

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 MUST bring a reusable water bottle with their name on it every day to camp.

## **Sunscreen**

We ask that campers arrive at camp with sunscreen applied, campers should bring a bottle of sunscreen with them to reapply throughout the day. Sunscreen should be clearly labeled with your child's name. Please make sure your child understands how to properly reapply 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 Camp Director. If necessary, you may send a snack for your child labeled with his/her name. Please notify camp staff of any allergies.

## **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, stolen, or damaged electronic items. If your child would like to bring a game to share with the group, please contact your child's counselor.

## **Camper Health/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 doctor. Once the form is filled out, your child may either carry the medication if your child's doctor deems it necessary (such as inhalers), or the medicine will be held with the Camp Director 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.

The Camper Health History Form must be filled out and submitted prior to the Monday camp starts.

## **Lice**

If we believe there is a possibility of head lice, our camp nurse or camp directors will inspect the heads of all campers.

If lice, eggs/nits are found on a child, the following procedures will be followed:

1. Children with live lice or untreated eggs/nits will be sent home and not permitted back to camp until 24 hours after treatment with an insecticide. Herbal or botanical treatments are not sufficient. Notification will go out to all parents at pick up if a camper was sent home with lice.
2. After treatment, a no-nit policy will be enforced. Since properly treated nits/eggs are dead and will not spread lice, campers with treated nits/eggs may be admitted with a note from a doctor confirming that the nits are indeed dead.
3. The camp nurse or camp directors will inspect children's heads every few weeks. In the event of continued findings of lice, children will be checked every morning for at least two weeks after all known lice have been treated.

Prevention and treatment of lice is best accomplished when both home and camp are working together. Parents can help limit the problem by checking their child's head regularly, treating the lice if found, and notifying the camp. Be aware of itching heads and head irritation. Keep long hair in a ponytail. Educate your children about the importance of not sharing combs, brushes, hair ties, barrettes, hats, towels and sunglasses. Keep us informed. Head Lice is not a threat to health but can be a nuisance. Control of head lice is a shared responsibility of both parents and the camp.

Thank you for your cooperation.

## **Sexual Abuse/Inappropriate Touching**

The City of Westminster Recreation and Parks Summer Camp Program is committed to providing a positive camp experience in a safe and secure atmosphere. To ensure the safety and security of all campers the following guidelines have been developed. This document is designed to aid staff members in identifying, preventing and reacting to suspected sexual abuse, physical abuse and neglect.



## **Overview of Staff and Volunteer Screening Process**

Because we care for and desire to protect campers, the City of Westminster requires all staff members to complete **3 SAFETY STEPS**:

### **STEP ONE: Sexual Abuse Awareness Training**

The City of Westminster Recreation and Parks Summer Camp policies and procedures require that staff members avoid abusive or neglectful behavior of any kind. Staff members and volunteers are required to report any policy violations to a Director/Assistant Camp Director or a member of the Recreation and Parks full time staff. Staff members should have a basic understanding of the characteristics of sexual abusers. Sexual abuse shall be considered any tricked, forced, manipulated, or coerced sexual activity for the pleasure of the abuser. This can include but is not limited to: texting, social media, face time, physical, verbal or visual abuse.

To equip City of Westminster Recreation and Parks staff members with information necessary to recognize abuser characteristics, The City of Westminster requires all staff members to attend at least two hours of training before interacting with children. This training includes instruction and how to recognize signs of physical, sexual and emotional abuse. Sexual abuse training will be conducted at the beginning of each camp season and is required for new and returning employees.

### **STEP TWO: Screening Process**

Potential staff members are required to complete the City of Westminster's screening process, which requires all applying for employment to:

- Complete an employment application.
- Complete a face-to-face or telephone interview.
- Provide references to be checked.
- Complete a criminal background check and fingerprinting through CJIS (Criminal Justice Information System). Background checks and fingerprinting are conducted each season for new and returning employees.
- Take a pre-employment drug test.
- Submit an application for screening by the Department of Social Services to check for prior child abuse/neglect allegations or charges.

### **STEP THREE: Review Policies & Procedures**

Staff members and volunteers are required to review this policy and sign the last page, indicating that he or she has read and understands the material and agrees to comply with the policy requirements.

## **Camper Safety Policy**

### **DEFINITIONS:**

**CHILD ABUSE:** Child abuse is doing something or failing to do something that results in harm to a child or puts a child at risk of harm. Child abuse can be physical, sexual or emotional. Neglect, or not providing for a child's needs, is also a form of abuse.

**CHILD SEXUAL ABUSE:** Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling; penetration of the oral, genital, and anal areas; intercourse; and forcible rape. Other forms of child sexual abuse can include verbal comments, any exposure to pornographic materials, inappropriate internet activity, obscene phone calls, exhibitionism, or allowing children to witness sexual activity. The abuser may be an adult, an adolescent, or another child.

**CHILD NEGLECT:** Child neglect is a form of child maltreatment, a deficit in meeting a child's basic needs including the failure to provide basic physical, health care, supervision, nutrition, emotional, education and/or safe housing needs. Society generally believes there are necessary behaviors a caregiver must provide a child in order for the child to develop physically, socially, and emotionally.

### **ZERO TOLERANCE**

The City of Westminster Recreation and Parks Summer Camp Program has a **zero tolerance policy for abuse**. It is the responsibility of all staff members to act in the best interest of the campers.

In the event any staff member observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is the personal responsibility of each person to immediately report their observations to a Director/Assistant Camp Director or a member of the City of Westminster Recreation and Parks Department full time staff.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

In order to maintain a safe environment for campers, The City of Westminster Recreation and Parks Summer Camp staff members and full time staff members must be aware of each individual's responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of this policy. All questions or concerns related to inappropriate, suspicious, or suspected criminal or harmful behavior should be directed to a Camp Director/Assistant Camp Director. It is then the responsibility of the Camp Director or Assistant Camp Director to document the incident, obtain signed written accounts from those involved/accused and submit to the Director or Assistant Director of the Recreation and Parks Department immediately. This only applies to minor incidents. If the allegation is of a serious

nature (i.e. rape or serious assault), staff should not interview or take written statements from the victim or the suspect. In this instance staff would only need to gather enough information to substantiate that a crime may have occurred, then contact the Westminster Police Department to handle any further investigation.

Once the report is received by the Director/Assistant Director of Recreation and Parks he or she will call the parents of the accused and the victim to explain the incident and request a time to meet. During the meeting the incident will be discussed as well as next steps and/or consequences.

### **ENFORCEMENT OF POLICIES**

The City of Westminster Recreation and Parks Summer Camp Program staff members (Recreation and Parks full-time staff and Camp Directors and Assistant Camp Directors) who supervise other employees are charged with the diligent enforcement of all policies. Violations of these policies are grounds for disciplinary action or immediate dismissal depending upon the severity of the situation.

### **CONSEQUENCES OF PROHIBITED OR HARMFUL ACT**

Any person accused of committing a prohibited act, or any act considered to be harmful to a child, may be immediately sent home and suspended from participation. This suspension will continue during any investigation by law enforcement or child protective agencies.

Any person found to have committed a prohibited act will be removed from future participation. If the person is a staff member, such conduct may also result in termination of employment from the City of Westminster.

Failure to report a prohibited act to one of the individuals identified above is a violation of this policy and grounds for termination.

### **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

The City of Westminster Recreation and Parks Summer Camp staff members are required to report suspicions of child abuse or neglect, or any inappropriate behavior to the Camp Director/Assistant Director or a member of the City of Westminster's Recreation and Parks full time staff.

Reports claiming that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect will be forwarded to an appropriate law enforcement agency within 24 hours by the Director or Assistant Director of the Recreation and Parks Department.

After receiving a report (if not already provided when the incident was reported), the Director or Assistant Director of the Recreation and Parks Department will speak with the person to whom the camper spoke to in order to get detailed information about the entire

conversation/incident. A written account of this meeting must be kept and if necessary signed written statements from all parties involved must be obtained. An incident report will then be completed and all supporting documentation shall be attached. Together with the Director or Assistant Director of Recreation and Parks, the staff member will make a report to the appropriate authorities. In no way does any provision in this policy discourage any staff member from reporting a suspicion of abuse or neglect to the appropriate authorities.

## **Summer Camp Rules**

- Follow directions from ALL camp staff.
- 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.
- Keep hands, feet and mouth to yourself.
- 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. We rely on our 3 Strike System, in which we document each incident, depending on severity. If an infraction occurs a Behavioral Form will be filled out and signed by staff, parent, and child. Once a camper has accumulated 3 recordable offenses the child will not be allowed to return to camp.

If a participant chooses not to follow the camp rules, parents will be asked to work together with the Camp Director 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 Camp Director at 410-751-5501 or email [WestminsterRec@westgov.com](mailto:WestminsterRec@westgov.com) so a collaborative solution can be reached.

## **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 information with your child. Rules are enforced for your child's safety as well as for the safety of others.

I have read and understand the 2018 City of Westminster Recreation and Parks Summer Camp Parent Manual. I understand it is my responsibility to abide by these policies and will do so.

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(Parent/Guardian Signature)

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(Date)

# City of Westminster Recreation and Parks Summer Camp Drop Off Map

