Student Parent Packet
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Cecil College Summer Camps

Dates:
June 23-27
June 30 –July 3 (no camp 7/4)
July 7-11
July 14-18
July 21-25
July 28-August 1
August 4-8

Time:
Each session will meet Monday – Friday 9:00 AM until 3:30 PM. (unless otherwise noted)
Before and after care: 7:30 – 9:00 AM and 3:30 – 5:00 PM. (no before and after care for Summer Scholars Program or Destination Camps)

Locations:

<table>
<thead>
<tr>
<th>North East Campus</th>
<th>Elkton Station</th>
<th>Plumpton Park Zoo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Seahawk Drive</td>
<td>107 Railroad Ave.</td>
<td>1416 Telegraph Rd.</td>
</tr>
<tr>
<td>North East, MD 21901</td>
<td>Elkton, MD 21921</td>
<td>Rising Sun, MD 21911</td>
</tr>
<tr>
<td>North East River Yacht Club</td>
<td>Upper Bay Museum</td>
<td></td>
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<tr>
<td>80 Bayside Drive</td>
<td>219 Walnut Street</td>
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<tr>
<td>North East MD 21901</td>
<td>North East, MD 21901</td>
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Drop-off Policy:

Parents will be required to physically sign their child in with the counselor no later than 9:00 AM. Late arrivals should check-in at the Camp Office prior to the child going to their class session.

Any parent/guardian picking up or dropping off a child who has difficulty with stairs may call ahead to make arrangements for curb-side drop off and check in.

Before Care: Any child dropped off before 8:45 AM will need to be signed in for before care. These students will be escorted to their first class counselor before 9:00 AM.

North East Campus: All parents and guardians are to bring their child to the Physical Education Building on North East Campus.

Elkton Station: The first day of each camp week a staff member will greet campers and parents in the lobby with room information.

Destination Camps: Go to the address for the desired camp listed above. The first day of camp each week a staff member will greet camper and parents with room information. Before and After Care is not available at Destination Camps.
Pick up Policy:
Should someone other than the parent wish to pick up a child, either that person must be listed on the emergency pick-up list (in your child’s registration packet) or the parent must present to the Camp Coordinator a note no later than drop off that morning stating who will be picking the child up at check-out time. **We reserve the right to ask any individual for identification.**

After Care: If parents are not at checkout by 3:45 PM, children will be placed in the aftercare program. Aftercare closes promptly at 5:00 PM. A fee of $5.00 per 15 minutes will be charged for any late pick-ups.

Early Dismissal (Check-out by Parent):
If parents need to checkout their child early from camp, please send a note with the child stating the time of early checkout. The note should be presented to the Camp Coordinator, at check-in time. Parents should plan on meeting their child in the Camp Office for early checkout.

Dress:
Campers need to dress in appropriate attire for classes in which they are enrolled. Questionable dress that is distracting to instruction will not be permitted. Shorts, tennis shoes, and t-shirts are acceptable. Students enrolled in the sports classes will be given specific details of dress and equipment at orientation.

Lunch:
Children are to pack a brown bag lunch each day (no breakable items). Refrigeration will be available. Due to space limitation, lunch boxes, thermoses, etc. are not permitted. All lunch materials must be disposed of by the end of the lunch period. Water will be provided on-site for any outdoor classes. Please do not send money for the vending machines.

Supplies for Classes:
If supplies are needed, students will be informed at the first class meeting. Use of personal sports equipment is discouraged; we will provide all of the special equipment needed for participation in sports classes. Students are responsible for their supplies and belongings. Please have belongings clearly labeled with child’s name. In the event personal belongings are brought to camp they will be kept in the camp office until needed. **Toys, electronic games, tapes, MP3 players, Beanie Babies, giga toys, etc. are not permitted at camp.**

Medical Treatment Procedures:
The Camp Coordinator will inform parents if a child is injured at the camp. A parent or substitute needs to be available by phone in case of an emergency. Doctors and hospitals will not treat a child (except in life threatening cases) without the parent’s presence or permission. The parent is responsible for picking up the child and determining if further medical attention is necessary. In case of an emergency requiring immediate medical attention, program staff is required to:
• Make the child comfortable
• Notify Camp Coordinator
• Camp Coordinator will notify parent and call for an ambulance (if necessary) and accompany child to hospital

In case of accident not requiring emergency care, program staff will:
• Notify Camp Coordinator who will administer First Aid
• Camp Coordinator will notify parent and request parental direction, if any
• Camp Coordinator will observe and monitor the child’s activity
• Camp Coordinator will wait with child until parent arrives.

All accidents will be reported to the Camp Coordinator. An accident report will be on file with the Maryland Department of Health and Mental Hygiene for any injury that requires treatment by a physician. Parents should insure that their child has personal medical coverage and accident insurance. **The camp does not provide accident insurance for students.**

**Medicine** – the staff is not permitted to give medicine (including aspirin). The only exception to this rule is when a doctor prescribes medicine that must be given during the day. If your child is taking a prescription drug, you will need to indicate this on the Medical Release Form. All medications should be in the original container with your child’s name on it and your child must have taken at least one dose before camp. Please bring any prescription medications with you at sign-in time on the first day. The Camp Coordinator will oversee your child taking his/her medication(s). Parents must take home all prescription medicines at checkout time on the last day.

**Note:** Two Camp Staff, certified in CPR and First Aid, are on duty at all times.

**Supervision and Safety:**
Camp staff will supervise children at all times. This includes all camp classes, travel anywhere on the campus, and during lunchtime. Children will not be left alone. A drill in the emergency and evacuation procedures will be conducted early in each session. All camp staff will wear identification badges at all times.

**Note:** The camp staff will provide a fun, relaxed and educational environment for the attendees. Students are expected to demonstrate appropriate behavior and to follow the directions of the camp staff. Behavior such as: aggressiveness and anger, fighting, inappropriate touching, verbal abuse, a negative attitude, and insubordination towards staff will not be tolerated.

**Discipline Policy & Procedures:**
The camp staff is knowledgeable about the traits and needs of school age children and instructed in diminishing disruptive behavior by:
• Using preventive management techniques
• Encouraging self-discipline
• Stressing positive behaviors
• Establishing class rules and guidelines

**Problem Management Procedures:**
• Immediate behavioral problems will be handled by the instructor
- Recurring behavioral problems will be referred to the Camp Coordinator with a written explanation from the instructor. Parents will be notified about the problem.
- The Camp Coordinator will give children one verbal warning. Receiving two verbal warnings will result in dismissal from camp.
- Unacceptable behavior includes the following: biting, hitting, pinching, kicking, pushing, shoving, and verbal abuse. Fighting will result in immediate dismissal of all parties involved.
- Refunds will not be granted if a student is dismissed from Cecil College Summer Camps due to disciplinary action.
- Automatic dismissal from camp may occur at the Director’s discretion depending upon the severity of the problem.

**Evaluation Form:**
An evaluation form of the camp and our classes will be handed out at the end of each week of camp. We ask that all campers and parents complete the form and return it to the camp office by the end of camp or mail it to:
Cecil College
107 Railroad Ave.
Elkton, MD 21921
Attn: Lifelong Learning Team
Please note that we do read each evaluation and make many changes and class additions based on the information given to us on the form. We appreciate any feedback that you can give us.

**Lost and Found:**
Children’s possessions that are lost or found can be picked up at the camp office during camps sessions or at Elkton Station after camp is over. Please put your child’s name on all items.

**Phone Numbers:**
Prior to start of camp call (410) 392-3366, ext. 628 or 443-252-0742.

While camp is in session:
North East Campus: 410-287-6060 ext. 1770
Elkton Station: 410-392-3366 ext. 610
Destination Camps: 410-392-3366 ext. 610

A phone number and contact information sheet will be handed out at the parent’s meeting. Extras will be available for pick-up in Elkton Station after the parent’s meeting or at the camp office while camp is in session.

**Camp Staff:**
- **Camp Director:** Tina Durborow
- **Program & Event Coordinator:** Tammy Rapposelli
- **Administrative Assistant:** Michele Michalski & Ruby Carey

**Note:** Certain duties of the Camp Coordinator may be delegated to or shared with other Camp Staff.