Parent/Student
2020 Handbook
# Table of Contents

Session Dates and Important Dates: ................................................................. 3
Session Times: .................................................................................................. 3
Before and After Care: .................................................................................... 3
Locations:......................................................................................................... 3
Communication: ............................................................................................. 4
Camp Staff & Contact Info: .............................................................................. 4
Confidentiality: ................................................................................................. 4
Dietary Allergies: .............................................................................................. 4
Discipline Policy & Procedures: ................................................................. 4
Dress:............................................................................................................. 4
Drop-off Policy: ............................................................................................... 4
Early Dismissal: ............................................................................................... 5
Evaluation Form: ........................................................................................... 5
Health Record: ................................................................................................. 5
Lost and Found: ............................................................................................... 5
Lunch: ............................................................................................................. 5
Medical Treatment Procedures: ............................................................... 5
Personal Devices: ............................................................................................ 6
Pick-up Policy: ................................................................................................. 7
Positive Reinforcement Policy: ................................................................. 7
Sunscreen: ...................................................................................................... 7
Supervision & Safety: ..................................................................................... 8
Supplies: ......................................................................................................... 8
Camp Philosophy & Goals: ......................................................................... 8
**Session Dates**

June 22-26  
June 29-July 3  
**July 6-10  FAIR HILL ONLY**  
July 13-17  
July 20-24  
July 27-31  
August 3-7  
August 10-14  
August 17-21

**Important Dates**

**Parent Orientation:**  
Tuesday June 9, 2020  
6:30 p.m. – 7:30 p.m.  
Elkton Station, Room 221

**Session Times**

Sessions meet Monday – Friday.  
Session Times unless otherwise noted:

- AM Session 9:00 a.m. – 12:00 p.m.
- PM Session 12:30 p.m. – 3:30 p.m.
- LUNCH 12:00 p.m. – 12:30 p.m.
- FULL Day 9:00 a.m. – 3:30 p.m.

**Before and After Care**

**CECIL COLLEGE – FREE**  
Before and after care: 7:30 – 9:00 a.m. and 3:40 – 5:00 p.m. No child care services are offered during the day. Campers can play games, read books, and work on art and craft projects in before/after care. Children attending a morning camp only should be picked up by 12:15 p.m.  
Children attending an afternoon camp and not picked up within 15 minutes of the ending time of camp will be sent to after care to wait for their parents. **A late fee of $10 per 15 minutes will be charged for campers who are not picked up by 5:00 p.m.** If you are running more than 15 minutes late in picking up your child, please contact us.

**FAIR HILL NATURE CENTER**

Before and after care is offered every day at Fair Hill. There are additional fees for Fair Hill camps. Payments for before and after care will be submitted directly to Fair Hill Nature Center.  
For more information, visit the website at [www.fairhillnature.org](http://www.fairhillnature.org), call 410-398-4909, or email info@fairhillnature.org

*** BAY VENTURE OUTFITTERS, PLUMPTON PARK ZOO and UPPER BAY MUSEUM do not offer before and after care.

**Locations**

Bay Venture Outfitters – Kids on Kayaks  
104 W. Church Point Road  
North East, MD 21901  
877-523-9555

Cecil College Elkton Station (Main Camp Office)  
107 Railroad Avenue  
Elkton, MD 21921  
443-907-1378

Cecil College North East  
1 Seahawk Drive  
North East, MD 21901  
410-287-1049

Chesapeake Wooden Boat Builders School  
219 Walnut Street  
North East, MD 21901  
410-267-0137

Fair Hill Nature Center  
630 Tawes Drive  
Elkton, MD 21921  
410-398-4909

Plumpton Park Zoo  
1416 Telegraph Road  
Rising Sun, MD 21911  
410-658-6850
Communication
Summer Camps @ Cecil will communicate with parents/guardians in the following ways:
- phone call
- email
- text
- flyer/handout
- posted signs

Summer Camps @ Cecil encourages parents/guardians to bring questions or concerns to a Camp Staff member’s attention immediately for assistance. We guarantee to return communication within 24 business hours. Summer Camps @ Cecil Camp Staff are not available before 7:30 AM or after 5:00 PM, Monday-Friday nor on Saturday or Sunday.

Camp Staff and Contact Info

Lifelong Learning & Camp Director:
Shawn Markey 443-907-1451

Camp Coordinator (Elkton):
Tammy Rapposelli 443-907-1378

Camp Coordinators (North East):
Mandy Fager and Cynthia Roberts

Administrative Assistant:
Ruby Carey 443-907-1386

Email: learning4life@cecil.edu

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

Confidentiality
All camper records including but not limited to registration information, billing information, and medical information will be kept confidential and only shared with Camp Staff as needed.

Dietary Allergies
Summer Camps @ Cecil will accommodate all campers with food allergies to the best of our ability, however, we cannot guarantee with absolute certainty an environment free of food allergies including but not limited to nuts, wheat, dairy, soy or eggs. Please note all allergies in the application, and contact camps staff at learning4life@cecil.edu to detail severe food allergies.

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.

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.

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

Cecil College:
Any parent/guardian picking up or dropping off a child who has difficulty with stairs may call 443-907-1378 or email learning4life@cecil.edu to make arrangements for curb-side drop off and/or pick-up.

- Before Care: Any child dropped off before 8:45 a.m. will need to be signed in for before care. These students will be escorted to their first camp by a counselor before 9:00 a.m.
- North East: All parents and guardians are to bring their child to the Physical Education Building (E) 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.

**Note:** Please remember before and after care is not available at all other camps except Fair Hill Nature Center.

**Early Dismissal**
We are happy to accommodate any camper who must leave early with advanced notice. A parent/guardian may notify a Camp Staff member of an early dismissal request at the time of camper arrival or via written/email notification. Camp Staff will coordinate with parents/guardians an early dismissal time and location on an as needed basis. Parents/guardians who arrive early to dismiss their camper without prior notice should report directly to the Camp Office for assistance.

**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 Avenue**
**Elkton, MD 21921**

Attn: Lifelong Learning Team
Please note that we do read each evaluation and make any changes and class additions based on the information given to us on the form. We appreciate any feedback that you can give us.

**Emergency Drills**
Summer Camps @ Cecil will rehearse emergency drills with campers every Monday morning and afternoon due to the continuous transition of campers weekly. The following drills will be rehearsed weekly to ensure camper safety:

• Fire Drill
• Lock Down Drill

**Health Record**
An electronic health record for each camper will be completed by a parent/guardian at the time of enrollment. Each camper record will include the following:

• Primary care physician information
• Pertinent information regarding any significant medical problems including any physical, psychological and/or behavior conditions
• Name and phone number of parents/guardians
• Name and phone number of emergency contacts
• Immunization records
• Any medical or religious exceptions.
• Subject to religious exemptions, a camper may not be admitted to camp without a complete health record.

**Lost and Found**
Lost and found items can be picked up at the camp office during camp sessions. Once camps have ended, lost and found items can be located in the Public Safety office at Elkton Station. Items will only be held for a limited time. Please put your child’s name on all items.

**Lunch**
Children are to pack a bag lunch each day (no breakable items). Refrigeration will be available. 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.

**Medical Treatment Procedures**
The Camp Coordinator/Director will inform parents if a child is injured at the camp. A parent or emergency contact 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 Director/Coordinator;
- Camp Director/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 Director/Coordinator who will administer First Aid;
- Camp Director/Coordinator will notify parent and request parental direction, if any;
- Camp Director/Coordinator will observe and monitor the child’s activity;
- Camp Director/Coordinator will wait with child until parent arrives.

All accidents will be reported to the Camp Director/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:**
Camp Staff is not permitted to give medicine (including aspirin, Tylenol or NSAIDs). Campers may administer their own medication themselves if 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 the start of camp. Please bring any prescription medications with you at sign-in time on the first day. All medications will remain in the camp office unless it is emergency medication. The Camp Coordinator/Director will oversee your child taking his/her medication(s). Parents must take home all prescription medicines at checkout time on the last day.

Camp Staff is not permitted to administer any medication, however, with prescription medication, campers are allowed to administer the medication themselves as directed by the doctor, and as provided on the medical form. Parents/guardians may also coordinate with the Camp Coordinator/Director times to administer medication directly on site.

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

**Emergency Medication:**
Camp Staff will administer most emergency medication such as an EpiPen to campers. Parents/guardians are required to notify Camp Staff prior to the start of camp of their campers need for emergency medication and confirm that the type of medication needed can be administered. Camper medication must meet the following requirements:

- Must be in original container/packaging
- Must have campers name, DOB, prescription name, frequency of administration, route of administration and dosage on container/package
- May not be expired
- Must be placed in a sealed, clear, zip top bag with camper’s name and camp written on it.

Camp Staff may and will hold onto all emergency medication for a camper unless written instructions by a physician notifies that the camper may self-carry their medication. Campers are not permitted to share medication.

**Personal Devices**
Summer Camps @ Cecil is committed to a camp environment that fosters creativity, critical thinking, equity and citizenship. Given their
ability to cause disengagement and disruption, we highly encourage that campers leave all personal devices at home. This includes smartwatches, cell phones, gaming devices, laptops, tablets and cameras.

Summer Camps @ Cecil reserves the right to ask campers to put their personal devices away if they are causing a disruption to programing.

Summer Camps @ Cecil does not permit campers to share personal devices.

Summer Camps @ Cecil does not take any responsibility for lost or damaged personal devices.

**Note:** Cell phone use should be limited to emergency use only. Cell phones will be collected from campers if determined to be a distraction during camp hours and kept in camp office until the end of the day, unless needed for medical purposes.

**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/Director 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 p.m., children will be placed in the aftercare program. After care closes promptly at 5:00 p.m. A fee of $10 per 15 minutes will be charged for any late pick-ups.

**Positive Reinforcement Policy**
Summer Camps @ Cecil is an academic community and all members and visitors share the duty and responsibility of securing and maintaining the freedom to learn within the community. All students, regardless of disability/challenge (i.e. physical, learning, psychological, emotional, behavioral, etc.) or medical condition, must abide by the rules and regulations of Cecil College’s Policies and Procedures and the Student Code of Conduct including exhibiting behavior that allows for a camper environment free from harassment, discrimination and disruption. All Camp Staff are expected to interact with campers in a positive way. Staff are required to use positive reinforcement, redirection techniques and/or should act proactively instead of reactively within the classroom.

In the event that a camper does not demonstrate ideal behavior the following procedure will take place:

- Verbal warning
- Removal from peers/activity to discuss concerning behavior
- Removal from room/group
- Completion of self-reflection form
- Parent/guardian contacted

Campers can return to their group after their behavior has de-escalated and if they no longer pose a risk of danger to themselves, their peers or staff. Campers can be temporarily suspended or un-enrolled, without refund, from camp if their behavior is continuous or serious in nature (i.e. physical violence). All behavior incidents will be documented and kept securely in the Camp Office. Parents/guardians will be notified via phone, email or at the time of camper dismissal of all behavior incidents.

**Sunscreen**
Parents/guardians are encouraged to apply sunscreen on their camper before they attend camp each day. Campers may self-apply sunscreen during designated times if needed. Camp Staff will not apply sunscreen on campers. Any sunscreen brought to camp must
be placed in a sealed, clear and zip-lock bag with the camper’s name on it. Campers are not permitted to share sunscreen with other campers or staff.

**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.

No alcohol or drugs are permitted on campus. No weapons are permitted on campus. All camps sites and locations are smoke (and tobacco) free.

**Supplies**
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.

**Camp Philosophy and Goals**

**Philosophy**
Summer Camps @ Cecil strive to bring a large variety of camp experiences to children across Cecil County and beyond. Our goal is to offer camp programs that will peak the interest of every child, to foster stimulating summer learning environments, and to expand the scope of learning through environmental and technological practices.

**Camp Goals and Outcomes**
Cecil College Summer Camps provide enrichment activities for children in the Tri-State area. Our goal is to provide learning opportunities in a safe, fun, and welcoming environment. The camps are located on our main campus and Elkton Station location to give the campers the best learning environment possible. We also partner with local businesses to provide camp experiences that can only be accomplished offsite at their facilities. The campers will have creative hands-on experiences while building lasting friendships and developing positive relationships with the staff that serve them.

- Campers will develop socialization skills through group and partner activities
- Campers will practice decision-making skills through hands-on activities
- Campers will use the scientific method to determine best solutions during our STEM camps
- Campers will create and complete their own projects through art and nature projects
- Campers will develop positive relationships with the staff of the summer camp.

**Enhancing the Experience**
Staff is provided with course curricula materials and training materials to help them maintain quality outcomes for each camp program. All staff must submit curricula and supply lists in advance of camp to ensure proper outcomes will be achieved.

**Camp Experience Evaluation**
Camp evaluations are sent home by Thursday of each camp week along with a return envelope with every camper. The Director of Lifelong Learning, camp director, and camp coordinator
are available in person or via phone for any parent that wishes to provide verbal feedback. The camp staff is encouraged to provide feedback throughout the camp season and to suggest improvements for the following season. The camp director has an open door policy for anyone to come discuss issues or compliments regarding summer camp. The camp office will annually place feedback posters up to provide space for staff, campers, or parents to leave comments.

Program Progression
The summer camp program is built upon providing a good variety of activities to meet the developmental requirements for the ages and genders of the children that we serve. Each year the schedule is re-evaluated and changed based on feedback received throughout the camp season. Parents, campers and staff are all given opportunities to suggest new classes or comment on favorites. Age brackets are used to divide the campers into appropriate activities. The youngest bracket is 6-8 and the oldest is 13-17. The scope and nature of the activities within each bracket are constructed to be achievable challenges for the appropriate age group.

Program Eligibility
The schedule and design of the summer camp program is based on providing safe and appropriate activities for the age/size of the campers we serve. The course schedule and descriptions of activities show this progression.

Social Development
Social development through summer camp activities is integral to camper satisfaction. Opportunities are created in each classroom for cooperative work, friendship building, and conflict resolution. Lunch is also designed to encourage campers to socialize with other campers as well as with the summer camp staff.