

Talbot County Department of Parks and Recreation

Summer Camp 2024 Policy Packet





Parent Policy – TCPR Summer Camp

Registration

To attend the Talbot County Parks & Recreation Summer Day Camp the registration packet must be filled out completely and returned with payment. You may pick and choose the weeks your camper wishes to attend. Please see the Payment portion of this packet to determine your method of payment. The Acknowledgement page at the end of the packet must be signed prior to camp registration.

Forms

The confidential information provided must be mailed, emailed, faxed, or brought into the Parks and Recreation Department prior to your child attending camp. The confidential forms are to aid the counselor in understanding your child and in providing him/her with an enjoyable experience; these forms also provide us with important information in case of an accident. These forms will be kept on file at the Talbot County Parks and Recreation Department. Information is released to staff and medical and/or emergency personnel only on a “need-to-know” basis.

Parent Cooperation

Parents will be provided with weekly activity emails and handouts. Please cooperate with staff by adhering to all policies and procedures. Communication is very important, so talk to the staff and to your child about the program. Your feedback is very important to us.

Pick-Up and Drop-Off

Day Camp activity hours are from 9AM to 4PM. Drop off time is as early as 7:30AM and the pick-up time as late as 5:30PM. Doors will not be unlocked until 7:30AM and there is no supervision until this time. If you are late picking up your child or children after 5:30pm, a late fee will be charged. That late charge is \$15/child for every 15 minutes beginning with the first late charge beginning at 5:31pm.

Daily Sign-In/Sign-Out Procedures

Campers must be signed-in/out each day by a parent or a designated adult specified on the “Pick-up/Drop-off Form”. If your child is not signed in, we cannot be responsible.

Parents/guardians must come into the building to sign your camper in and out of camp. Please be advised that any person unknown to the staff will be asked to provide a photo ID before your child is released to their care. No child will be received or released without official authorization from a person designated on the information form. If a change in pick-up procedure is necessary, email parks@talbotcountymd.gov or call 410-770-8050 and provide the person’s name and phone number or fill out a written request.

Camp Attire

All campers MUST wear closed-toe shoes (i.e. tennis shoes). Crocs and hats are only allowed on swim days. Children are encouraged to wear their bathing suits under their

clothing on swim days. Restrooms will be available if the child wishes to change clothing. Campers will participate in a number of activities that may be “messy.” We will be doing some arts & crafts as well as outdoor play. Attire that can get dirty and messy is recommended.

[What to Bring to Camp](#)

Campers may bring a small backpack with their belongings. Campers should bring a reusable water bottle, lunch, snacks/drinks, and sunscreen to camp every day. A change of clothes is recommended to be brought as well just in case!

[What NOT to Bring to Camp](#)

Electronics, cell phones, toys, money, etc. are prohibited at camp. If a child brings a cell phone or electronic device, it must be turned off and stored with their belongings. Items that become a disruption at camp will be turned into the TCPR Main Office and returned to the parent/guardian at pick-up. If a phone call needs to be made to the camper, please call our main office at 410-770-8050 and we can direct you to your camper. **Money is NOT** to be brought to camp or on any field trips.

Talbot County Department of Parks and Recreation is not responsible for personal items that are misplaced, stolen, or broken at camp. Campers are responsible for all of their personal items, including on field trip and pool days. Parents should encourage children to keep track of their belongings and to remember to bring them home.

[Lost and Found](#)

Campers are responsible for their own belongings (clothes, lunchboxes, bags, etc.). Please put your child’s name on everything he/she brings to camp. Lost & Found items will be displayed at the end of each day and will be disposed of at the end of each session. The Parks and Recreation Department assumes no responsibility for your child’s personal belongings. We strongly discourage campers to bring anything of value to camp.

[Lunches](#)

The campers must bring their own lunch and drink each day. We **do not** have a refrigerator to store lunches. Make sure lunches DO NOT contain food that may spoil without refrigeration. Please write your child’s name on his/her lunch box. An afternoon snack will be provided.

[Weekly Groups](#)

Each week, campers will be assigned to groups based on age and assigned to a counselor. Groups may be doing separate activities throughout the day for indoor recreation, arena time, outside play, lunch, arts & crafts, and snack time.

[Field Trips & Special Events](#)

A Field Trip Permission Form and information sheet must be completed by parents/guardians at the time of registration. There is no additional costs for field trips.

Alternate care will not be available on field trip days at the community center. Camp fees will not be pro-rated if your child does not participate in these special activities. If you wish for your child to not attend field trips, you will need to plan not to attend camp on field trip days. If you will not be attending a trip, please notify the TCPR staff. Field trips are scheduled within the normal hours of camp operations and every effort will be made to have children back at the campsite by 4:00pm.

***IMPORTANT NOTE:** It is vital that you have your child at camp prior to the departure time for field trip days. We will not delay a field trip if you are late. If you arrive after the field trip has departed, there will not be an alternative for your child at our camps that day. Please confirm all departure times for field trip days. Additional Field Trip information/times will be included in the weekly emails, information sheets, and on the Field Trip Flyer.

Swimming

Supervised swimming will be held at one of the community pools. Pool days are supervised by the camp staff and pool lifeguards. You will be responsible for sending your child's swim attire, towel, and sunscreen on the designated days. Be sure to put your child's name on everything that they bring to camp, towels, sunscreen, swimsuits, etc. Campers must be able to pass a swim test in order to swim in the deep end of the pools. Campers who need assistance or cannot swim can bring a floatation devices to camp on pool days.

- Bay Hundred Community Pool - 911 S. Talbot Street, St. Michaels, MD 21663 - 410-745-6592
- George Murphy Community Pool - 501 Port Street, Easton, MD 21601 - 410-820-7306

Sunscreen

The parent should apply sunscreen prior to child's arrival at camp. Campers are encouraged to bring sunscreen to camp. Talbot County Parks & Recreation Summer Camp will not provide sunscreen. TCPR staff members are not authorized to apply sunscreen to any camper, therefore, it is encouraged to teach your child how to apply sunscreen properly throughout the day and to arrive to camp with sunscreen already applied. Staff will supervise and provide breaks for campers to apply sunscreen before/during outside activities. Parents must monitor for empty sunscreen containers and a replacement should be sent back with the child on the next day of camp. Children who suffer from sun allergies and severe sun burning should bring protective headgear, sunshades, and sunscreen each day. Please plan accordingly and prepare your child with proper sunscreen application practices and send them to camp with proper protective clothing.

Injuries

Camp programs include indoor and outdoor activities and games. The staff will do their best to provide each camper with a safe experience. Parents can help by sending their children with appropriate attire, including closed-toe shoes.

If your child is seriously injured, the camp directors will take whatever steps are necessary to obtain emergency care. These steps may include but are not limited to:

1. Attempt to contact the child's parent/guardian.
2. Contact your physician or medical center for assistance.

3. Call an ambulance or paramedic.
4. Have the child taken to the nearest hospital in the company of a staff member.

Illness/Medication

Please see the camp director if medication for your child is needed or if your child has any allergies to sunscreen or any outdoor allergies. If a contagious disease is suspected (COVID-19, measles, mumps, chicken pox, pink eye, poison ivy, lice, etc.) the parents will be notified immediately to pick up the camper. Please let us know if your child develops a contagious disease, so we may notify other parents to take necessary precautions. Campers must be self-reliant and self-sufficient. Medications must be self-administered by the camper if the following procedures are followed. TCPR staff will supervise the self-administration but are not authorized to administer medication.

1. Authorization Forms: A parent and physician signature is required for prescription and over the counter medications
2. Receiving Medication and Form:
 - Completed medication form
 - All medication (prescription and non-prescription) must be in original container
 - Brought in to the main office and picked up by parent (NOT camper)
 - The medication must have original label showing the physician's name, child's name, reason and directions for administering the medicine. This includes asthmatic inhalers. Over the counter medicines must be accompanied by a doctor's written note.

Discipline

The Talbot County Parks and Recreation bases discipline on respect for the child's self-esteem and respect for others. If the child is having problems in the program, a conference will be arranged between the director and parents. A parent may request a conference anytime they feel one is needed. Any child who is consistently disruptive, refuses to participate, or is a general discipline problem may ultimately be dismissed from the program. The Parks and Recreation Department reserves the right to remove any child from the program if he/she does not follow the rules and regulations.

Behavior that affects other children, counselors or supervisors, such as, but not limited to, swearing, verbally or physically fighting, leaving the group, name-calling, refusal to listen and act upon directives of counselors, intimidation and refusal to participate will usually be handled in the following manner:

- **FIRST OCCURRENCE:** Child will be counseled on what is appropriate behavior and will receive a verbal warning.
- **SECOND OCCURRENCE:** Child will be placed in time out based on the child's age.
- **THIRD OCCURRENCE:** Child will have a Behavioral Incident Form completed and signed by the parent (a copy can be provided for the parent at their request). The

parent will be advised that the next occurrence will result in a one-day suspension from camp.

- **FOURTH OCCURRENCE:** Child will be suspended from camp the following day of camp.
- **FIFTH OCCURRENCE:** Child will be removed from camp the remainder of the summer.

**NOTE: Suspensions and expulsions from camp will not warrant any form of refund. Depending on the situation, certain incidents may receive discipline beginning at a level determined appropriate by the Camp Director.*

The following actions may result in immediate removal from camp: damaging property, sexual harassment, false fire or 911 alarm, fighting/hitting/physically harming or attempting to harm another child or staff member, threatening another child or staff member. There will be a zero tolerance stance taken on the actions resulting in immediate dismissal without refund. We appreciate your support and cooperation in enforcing these practices.

[Payment and Cancellation Policy](#)

Select the Camp Weeks your child will be attending and pay weekly with cash, personal check or credit card. **A \$25 deposit is due each week for each camper you register.** Deposits are transferrable to a different week if cancellation notice is received at least 10 business days in advance. The remaining payment for each week is due 3 weeks in advance (i.e. Week 4 payment is due by the end of Week 1 of camp, please see payment chart on next page). If remaining payment is not received by Friday at 4:30pm, 3-weeks prior, your camper's registration for that week will be surrendered.

Cancellation policy: Registration fees offset the cost of planning and scheduling programs and trips. Please see the cancellation policy below to receive a refund for a week that you have previously registered for.

- **FULL REFUND:** To receive a full refund or to transfer your payment to a different week, cancellation must be done at least 10 business days in advance.
- **50% REFUND:** To receive a 50% refund for cancellation, it must be done 5 business days in advance.
- **NO REFUND:** If you cancel participation with less than 5 business days' notice (after Monday 4:30pm). Deposit will not be refunded or transferred.

*All cancellations must be made in writing or email to the Talbot County Community Center front desk, **NOT** to a Day Camp staff member. Verbal cancellations will not be approved. Please plan ahead, we depend on your participation for a successful program.*

Camp Week	Total for Week	Deposit Due at Registration	Remaining Amount Due	Remaining Payment Due
Week 1 (June 17th-21st)	\$180	\$25	\$155	Friday, May 31 st
Week 2 (June 24th-28th)	\$225	\$25	\$200	Friday, June 7 th
Week 3 (July 1st-5th)	\$180	\$25	\$155	Friday, June 14 th
Week 4 (July 8th-12th)	\$225	\$25	\$200	Friday, June 21 st
Week 5 (July 15th-19th)	\$225	\$25	\$200	Friday, June 28 th
Week 6 (July 22nd-26th)	\$225	\$25	\$200	Friday, July 5 th
Week 7 (July 29th-August 2nd)	\$225	\$25	\$200	Friday, July 12 th
Week 8 (August 5th-9th)	\$225	\$25	\$200	Friday, July 19 th
Week 9 (August 12th-16th)	\$225	\$25	\$200	Friday, July 26 th

Child Abuse Reporting

Parents should be aware that Talbot County Department of Parks and Recreation staff is required under penalty of law to report all suspected cases of child abuse and/or neglect. Such cases will be referred to the Child Protective Services Division of the Talbot County Department of Social Services.

Informational Forms

Please complete the registration and camper informational forms contained in this handbook. **A separate form should be completed for each child attending the program, unless otherwise noted.** The information will assist us in providing the safest most effective camp possible for your child. Campers will not be allowed to attend camp if all of the forms have not been completed, signed, and returned.

Required Forms to be completed for each camper:

- Acknowledgment Form
- Camper Emergency Form
- Pick-up/Drop-off Authorization Form
- Field Trip Permission Form
- Medication Administration Form (if medicine is required during camp hours)

Please deliver informational forms to:

Talbot County Community Center

10028 Ocean Gateway, Easton, MD 21601

Phone: (410)770-8050

Fax: (410)822-7107

Email: parks@talbotcountymd.gov



FIELD TRIPS 2024

Every Wednesday will be a POOL DAY at one of the community pools. (Week 1 & 3—Pool Day is Friday) The bus will leave at 11:30am and we will return to the community center at 3:45pm.

	FIELD TRIP 1 (Tuesday)	FIELD TRIP 2 (Thursday)
Week 1 June 17th-21st (No Camp on June 19th)	6/18  Shore Party Rentals	6/20 
Week 2 June 24th-28th	6/25 	6/27 
Week 3 July 1st-5th (No Camp on July 4th)	7/2 	7/3 (Wed.) 
Week 4 July 8th-12th	7/9  Newark, Delaware	7/11  OBSTACLE COURSE RACING AND FITNESS FACILITY
Week 5 July 15th-19th	7/16  Killers Pond Water Park	7/18  Laurel, Delaware
Week 6 July 22nd-26th	7/23 	7/25 
Week 7 July 29th-August 2nd	7/30  The ultimate indoor playground	8/1 
Week 8 August 5th-9th	8/6  Newark, Delaware	8/8 
Week 9 August 12th-16th	8/13 	8/15  Laurel, Delaware

All Trips are Weather Permitting & Dates/Times are Subject to Change