

# Parent/Guardian Handbook

## including 2022 Policies & Procedures

### Welcome to Camp Curiosity!

We are pleased your camper will be joining us this summer!

Harford Community College strives to offer a high-quality Summer Camp each year. We know that your camper's experience will be memorable and tons of fun!

Please read our Parent/Guardian Handbook thoroughly and do not hesitate to contact us with questions!

We look forward to a great summer with you and your camper!

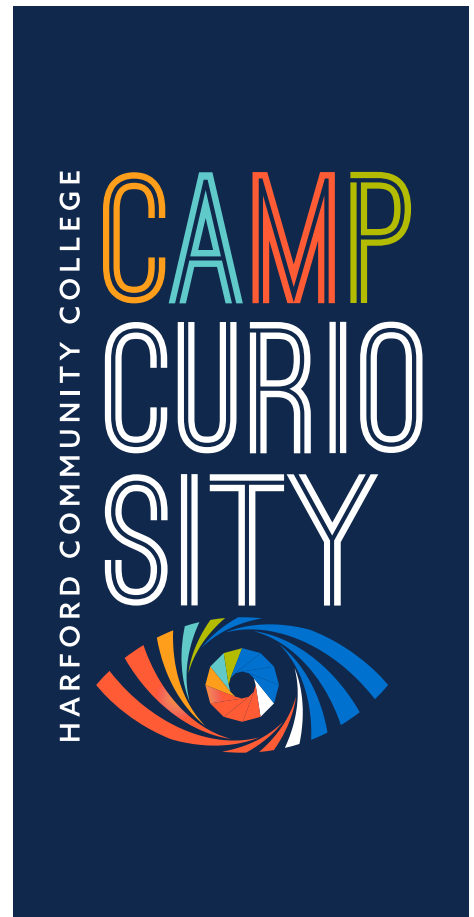
Sincerely,

**Camp Curiosity Team**

[campcuriosity@harford.edu](mailto:campcuriosity@harford.edu)

443.412.2468

\*All policies and procedures in this handbook are subject to change.



## TABLE OF CONTENTS

Accommodations.....	2	Health Action Plan.....	4
Arrival Procedures.....	2	Health Record.....	4
Attendance.....	2	Injury and Illness.....	4
Before & After Care.....	2	Late Pick Up.....	4
Camper Code of Conduct.....	2	Lost and Found.....	5
Camp Staff.....	2	Lunch.....	5
Cancellation & Refund Policy.....	3	Materials.....	5
Communication.....	3	On-Call Nurse.....	5
Confidentiality.....	3	OTC and Prescription Medication.....	5
Contact Information.....	3	Out-Of-County & State Fee.....	5
Covid-19 Response.....	3	Personal Devices.....	5
Dietary Allergies.....	3	Positive Reinforcement.....	5
Dismissal Procedures.....	3	Snack.....	6
Dress Code.....	3	Sunscreen.....	6
Early Dismissal.....	3	Tuition and Fees.....	6
Emergency Drills.....	3	Visitors.....	6
Emergency Medication.....	4	Waitlist.....	6
Enrollment.....	4	What to Bring to Camp.....	6

### IMPORTANT PHONE NUMBERS

**Public Safety**  
443-412-2272

**Camp Staff**  
443-412-2468



**HARFORD**  
COMMUNITY COLLEGE

## ACCOMMODATIONS

Disability and Student Intervention Support (DSIS) is dedicated to helping students with documented disabilities access all of the educational opportunities and services offered by Harford. A parent/guardian of a camper with a documented learning, physical, medical or emotional disability can contact DSIS at 443-412-2402 to discuss their child's needs and the type of accommodations that may be required. The DSIS office must be contacted each time a camper enrolls in a camp program even if he/she had accommodations in past years. Parents/guardians must contact DSIS at least 30 days prior to the start of camp to provide time to assess and implement accommodation requests. Inadequate notice may result in the camper not being able to attend camp. The College does not provide personal medical assistants, care attendants or aides of any type. Parents/guardians are not permitted to attend camp with their camper. Camp staff are not permitted to accept accommodation plans from parents/guardians. All requests for accommodations must go through DSIS.

## ARRIVAL PROCEDURES

Due to the large public open environments of our camp and our concern for camper safety, we require that parents/guardians accompany campers to their designated camp room and personally sign in their camper with a camp staff member for each scheduled day of camp. A camper's arrival location is dependent on the building in which their camp operates. Camp building and room locations will be shared via email the Thursday before camp begins and/or can be found in the camp catalog. Camper arrival time for full-day camps begins at 9:00 AM. Camper arrival time for half-day camps begins at 9:00 AM.

Prompt arrival to camp is expected. The College is happy to accommodate late arrivals to camp with advance notice.

Any camper arriving more than 15 minutes late to camp, without advanced notice should report directly to the Edgewood Hall Registration Desk for assistance.

Campers who have a valid driver's license may receive written notice from their parent/guardian to drive themselves to camp and sign themselves in daily. Written notice identifying a camper's ability to drive themselves to camp and sign themselves in must be emailed to [campcuriosity@harford.edu](mailto:campcuriosity@harford.edu) at the time of registration. Harford does not accept any responsibility for campers with an authorized parent/guardian note prior to the time of camp arrival.

## ATTENDANCE

Parents/guardians are responsible for their child's attendance to camp. No make-up sessions will be offered if a child misses their regularly scheduled time or day.

Campers are expected to arrive on time to their scheduled camp. Campers who are late may miss important content or activities.

## BEFORE & AFTER CARE

Before care can be provided to all campers who are registered for a half-day or full-day camp. After care can be provided to all campers who are registered for a full-day camp only. Before care hours are 7:30–9:00 AM. After care hours are 4:00–5:30 PM. Before Care costs an additional \$25 per week, per camper. After care costs an additional \$25 per week, per camper. Campers must enroll in Before and After Care at the time of registration. Only campers registered for Before and After Care may attend. Campers can only register for a full week of Before and After Care, no partial programs are available. Before and After Care locations are:

Joppa Hall: Room 014  
Edgewood Hall: Room 231  
Susquehanna Center: Room 231

A campers Before and After Care location is dependent on the building their camp operates in. Before and After Care locations will be shared via email the Thursday before camp begins.

## CAMP STAFF

The Coordinator for Youth Programs plans and oversees all camp operations. The Camp Coordinators are present daily to implement and support camp operations. The Camp Coordinators can be identified via an orange camp shirt. Camp Instructors, who are identifiable in navy blue camp shirts, will lead camp programming and activities. Camp Instructors are certified teachers and/or highly qualified individuals with appropriate certifications in their field. Camp Aides, who are identifiable in yellow camp shirts, will assist with the daily operations of camp and will support Camp Instructors with camp programming.

All camp staff will wear a Harford Community College ID Badge daily for easy identification. At least two camp staff members will be First Aid and CPR certified and on campus daily to support with emergencies.

All camp staff undergo and pass a Maryland, FBI and Criminal Justice Information Services (CJIS) background screening. All camp staff participate in a staff training program yearly to review camp safety and operational procedures. Harford Community College adheres to or exceeds the state regulation of 1 adult to every 15 camper's ratio.

## CANCELLATION & REFUND POLICY

If Harford Community College cancels a camp, 100% of the tuition and fees will be automatically refunded to the original form of payment. Please allow approximately four weeks from the date of cancellation to receive the refund. Harford will notify parents/guardians via email or phone of a camp cancellation. Harford reserves the right to cancel a camp up to the week prior to the camp beginning.

Parents/guardians may notify Harford camp staff of a camp cancellation request via email or phone. Parents/guardians can withdraw their camper from camp one week before the start date to receive a 100% refund. No refunds will be provided after this time.

## COMMUNICATION

Harford Community College will communicate with parents/guardians in the following ways:

- face-to-face
- phone call
- email
- text
- flyer/handout
- posted signs

Harford encourages parents/guardians to bring questions or concerns to a camp staff member's attention immediately for assistance. Harford guarantees to return communication within 24 business hours. Harford camp staff are available Monday-Friday from 7:30 AM to 5:30 PM. Any communication received over the weekend will be responded to the following week.

## 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.

## CONTACT INFORMATION

Camp Phone Number: 443-412-2468  
Camp Email: [campcuriosity@harford.edu](mailto:campcuriosity@harford.edu)

## COVID-19 RESPONSE

Camp Curiosity strives to provide campers and staff the safest camp experience possible. The College will adhere to all Maryland Department of Health camp policies and will seek advice and guidance from the CDC and Harford County Health Department. Please find the College's current COVID-19 response plan by clicking here <https://www.harford.edu/about-harford/coming-to-campus/coronavirus/>. This plan is subject to change. Please check the plan prior to your camper's arrival to campus to ensure you are adhering to the policies outlined. The COVID-19 Response could include, but is not limited to, the following:

- face coverings
- physical distancing
- contact tracing

## DIETARY ALLERGIES

Harford Community College cannot provide an environment free of food that may trigger allergies including but not limited to nuts, wheat, dairy, soy or eggs. Campers with severe dietary allergies are recommended not to attend culinary-based camps. Parents/guardians who enroll a camper with a severe dietary allergy in a culinary camp assume all risk and responsibility.

## DISMISSAL PROCEDURES

Due to the large public and open environments of our camp and our concern for camper safety, we require that parents/guardians sign out their camper with a camp staff member for each scheduled day of camp. All individuals signing a camper out must be listed on the camper's authorized to pick up list and must have a valid photo ID (i.e. driver's license). Campers will not be dismissed to an adult without an ID. A camper's dismissal location is dependent on the building their camp operates in. Camp building and room locations will be shared via email the Thursday before camp begins and/or are available in the camp catalog. Camper dismissal time for full-day camps is 4:00 PM. Camper dismissal for half-day camps is 12:00 PM.

Prompt dismissal from camp is required. We are happy to accommodate early dismissal requests with advance notice. Advance notice of early dismissal should be sent to [campcuriosity@harford.edu](mailto:campcuriosity@harford.edu).

Campers who have a valid driver's license may receive written notice from their parent/guardian to dismiss themselves from camp. Written notice identifying a camper's ability to dismiss themselves from camp must be submitted to [campcuriosity@harford.edu](mailto:campcuriosity@harford.edu) at the time of registration. Harford does not accept any responsibility for campers with an authorized parent/guardian note after their scheduled dismissal time.

## DRESS CODE

Campers should wear closed-toed and heelless shoes to camp daily. Campers who arrive in flip flops or sandals may not be permitted to participate in parts of camp programming due to safety concerns. Campers should wear comfortable clothing for the activities they are participating in. Campers are required to wear clothing that is fully covering; no bathing suits, crop tops or leotards are permitted.

## EARLY DISMISSAL

We are happy to accommodate any camper who must leave early with advance notice. A parent/guardian may notify a Harford camp staff member of an early dismissal request by emailing [campcuriosity@harford.edu](mailto:campcuriosity@harford.edu).

Harford 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 Edgewood Hall Registration Desk for assistance.

## EMERGENCY DRILLS

Harford Community College will rehearse emergency drills with campers every Monday morning due to the continuous transition of campers weekly. The following drills will be rehearsed weekly to ensure camper safety:

- Fire Drill
- Lockdown Drill

## EMERGENCY MEDICATION

Harford Community College will administer most emergency medication such as an EpiPen to campers. Parents/guardians are required to notify camp staff at the time of registration of their camper's need for emergency medication and confirm that the type of medication needed can be administered. A Medication Administration Form identifying the need for emergency medication must be completed by a physician and submitted to camp staff prior to the start of camp. Medication Administration Forms will not be accepted on the first day of camp because they must be reviewed by the on-call nurse prior to the camper attending. Camper medication must meet the following requirements:

- Must be in original container/packaging
- Must have camper's 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 a physician has identified on the Medication Administration Form that the camper may self-carry their medication.

Parents/guardians may be referred to DSIS to support with the development and implementation of an emergency medication administration plan.

Campers are not permitted to share medication. Harford does not hold onto medication overnight. All medication must be checked in/out daily by a parent/guardian.

## ENROLLMENT

All campers are required to enroll online via our online Registration Portal, CampMinder, in order to attend camp. Campers may enroll into a camp up to the Tuesday before the camp's scheduled start date, if space is available. Parents/guardians must complete all enrollment paperwork online before camp begins in order for the camper to attend. Enrollment paperwork includes, but is not limited to, the following:

- Parent/Guardian Handbook Acknowledgement
- Camper Personal Information
- Emergency Contacts and Authorized to Pick Up List
- Health Information and Immunization Records
- Medication Authorization Form (if applicable)

Campers are only eligible to register for camps within their correct age range. Age ranges for camps can be found in our camp catalog or via our online Registration Portal. Campers must meet the age requirements at the time camp begins.

## HEALTH ACTION PLAN

Campers who have identified on their electronic health record that they have a medical need including, but not limited to, physical, psychological and/or behavioral will be assigned a Health Action Plan. Harford Community College's on-call nurse will determine Health Action Plans for campers. Health Action Plans will be shared with all Harford camp staff that will interact with the camper on a regular basis. Health Action Plans are to ensure all medical needs of a camper are addressed correctly. Parents/guardians are encouraged to share all medical concerns with Harford camp staff so camper needs can be met accordingly.

## HEALTH RECORD

An electronic health record for each camper will be completed by a parent/guardian at the time of registration. 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.

## INJURY AND ILLNESS

All Harford Community College camp staff will observe campers daily for general health signs and complaints including cold symptoms, depression, cuts, bites, stings, burns and other injuries or any evidence of anything unusual.

Campers will be treated with first aid as needed and an injury or illness form will be completed detailing the care provided.

Parents/guardians will be notified of a camper's injury or illness after initial care has been provided to the camper. Emergency medical personnel will be contacted on an as-needed basis and/or in the event a parent/guardian or emergency contact person cannot be reached. All expenses for emergency medical care are the responsibility of the parent/guardian.

Campers who experience vomiting, diarrhea, skin rash, evidence of lice or any contagious/communicable disease, or have a fever of 100.4 degrees or higher will be sent home from camp. Harford does not provide partial or full refunds for campers who are dismissed early due to injury or illness. Campers may not return to camp unless they are fever or symptom free for 24 hours without medication.

## LATE PICK UP

If a parent/guardian arrives outside of the allotted dismissal time to pick up their camper, they must report directly to the Edgewood Hall Registration Desk for assistance. Dismissal time is 4:00 PM for full-day camps and 12:00 PM for half-day camps.

Parents/guardians who arrive late will be charged \$1 per minute for each minute the camper is not picked up. Parents/guardians are expected to pay the late pick up fee via the online Registration Portal before the camper can return to camp the next day. Repeated late pick ups may jeopardize the camper's enrollment in camp.

In the event that the camper does not return to camp after a late pick up fee has been charged, the parent/guardian will be billed for any late fees not paid.

Camp staff members will make every attempt to contact parents/guardians or emergency contacts who do not arrive on time for dismissal.

Harford will contact Child Protective Services after one hour has passed and either the parent/guardian or emergency contact has not been reached or the camper has not been picked up.

## LOST AND FOUND

All camper personal belongings left at camp at the end of the day will be placed in the Camp Office in Edgewood Hall with the exception of labeled personal belongings (i.e. camper's name). Labeled personal belongings will be returned to the camper the next camp day. Parents/guardians are encouraged to label all camper belongings and are encouraged to report lost items to camp staff. Campers should not bring valuable items to camp. Harford Community College is not responsible for lost or damaged personal belongings. All Lost and Found items left at the conclusion of the camp season will be discarded.

## LUNCH

Campers are required to bring their own lunch to full-day camps daily. Harford Community College recommends that campers bring a healthy lunch packed in a lunch box with a freezer pack to keep lunches fresh. Harford does not refrigerate camper lunches and will not re-heat camper lunches. Harford encourages parents/guardians to be mindful of packing lunches and try to avoid any peanut products due to allergy concerns.

Campers will receive an hour lunch break daily. Lunch care and supervision is included in the tuition and fees of camps.

## MATERIALS

Campers may be required to bring some materials to attend camp such as their own personal music instrument. A materials list will be provided to parents/guardians at the time of registration. Most materials will be provided by the camp.

## ON-CALL NURSE

Harford Community College employs a licensed nurse to be on call from 7:30 AM–5:30 PM daily during camp operating days. The nurse may be called to support with the care of an injured or ill camper. The nurse will advise camp staff of best practices for handling all injuries or illnesses. The nurse will arrive on campus to provide care to campers as needed.

The nurse is not a substitute for emergency medical personnel. In the event of an emergency, camp staff will call 911.

The nurse will review and approve the camp Health Program prior to the start of the summer to ensure all procedures put in place are appropriate and safe for campers. The nurse will also review all camper medical information on a weekly basis and develop camper Health Action Plans as needed.

## OTC AND PRESCRIPTION MEDICATION

Harford Community College does not administer non-emergency medications to campers. Non-emergency medications include but are not limited to cough drops, over the counter allergy medication, eye drops, nasal spray and medications prescribed by a physician. If medication must be taken while the camper is on campus, the camper must receive authorization from a physician to self-administer the medication or a parent/guardian must come onto campus to administer the medication.

A Medication Administration Form identifying that a camper can self-administer their medication must be completed by a physician and submitted to camp staff at the time of registration. Medication Administration Forms are available online via the Registration Portal. Self-administered medication must be checked in daily by a camp staff member. Camper medication must meet the following requirements:

- Must be in original container/packaging
- Prescription medications must have camper's 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 OTC and/or prescription medication for a camper unless a physician has identified on the Medication Administration Form that the camper may self-carry their medication.

If parents/guardians choose to administer their camper's medication on campus, they must provide camp staff advance notice so time and location can be coordinated.

A Medication Administration Form is not required for campers whose parent/guardian will be administering the medication. Campers are not permitted to share medication. Harford does not hold onto medication overnight. All medication must be checked in and out daily by a parent/guardian.

## OUT-OF-COUNTY & STATE FEE

All campers who reside outside of Harford County will be charged an Out-Of-County Fee of \$20 per enrollment. All campers who reside outside of Maryland will be charged an Out-Of-State Fee of \$25 per enrollment.

## PERSONAL DEVICES

Harford Community College is committed to a camp environment that fosters creativity, critical thinking, equity and citizenship. Given their ability to cause disengagement and disruption, Harford highly encourages that campers leave all personal devices at home when attending camp. This includes smartwatches, cell phones, gaming devices, laptops, tablets and cameras. Harford reserves the right to ask campers to put their personal devices away if they are causing a disruption to programming. Harford does not permit campers to share personal devices. Harford does not take any responsibility for lost or damaged personal devices.

## POSITIVE REINFORCEMENT

Harford Community College 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 Harford's Code for Student Rights, Responsibilities and 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.

In the event that a camper does not demonstrate ideal behavior, the following procedures 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 expelled 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.

Harford practices the following rules daily during camp hours to ensure a positive and safe camp environment for all campers and staff:

1. Make smart choices.
2. Follow directions quickly.
3. Be respectful & responsible.

## **SNACK**

Harford Community College schedules a mid-morning and mid-afternoon snack and break for campers daily for full-day camps and a mid-morning snack and break for campers for half-day camps. Campers are not permitted to purchase snacks or beverages from the vending machines. Campers must bring their own snacks from home. Harford does not provide snacks.

Campers may only eat their snack during designated snack times unless medical exemptions are identified. Campers are not permitted to share snacks.

## **SUNSCREEN**

Parents/guardians are encouraged to apply sunscreen on their camper before they attend camp each day. Parents/guardians may sign an electronic consent form for a camper to self-apply sunscreen during the lunch hour of camp each day at the time of registration. Camp staff will not apply sunscreen on campers. Any sunscreen brought to camp must be placed in a sealed, clear and zip top bag with the camper's name and camp on it. Campers are not permitted to share sunscreen with other campers or staff.

## **TUITION AND FEES**

Camp tuition and fees are listed in the Camp Catalog and during online registration. Camp tuition and fees are due at the time of registration. Harford accepts credit cards and e-check forms of payment.

Full-time employees of Harford Community College may apply for a tuition waiver. Employees may contact the Human Resources department or Coordinator for Youth Programs with questions regarding the tuition waiver.

## **VISITORS**

Harford Community College does not permit parents/guardians or other individuals not enrolled in camp to visit a camper during camp hours. Only those employed by Harford or enrolled in camp may attend a camp program.

## **WAIT LIST**

All camp programs have an assigned capacity. The capacity for each camp is available online via the Registration Portal. Campers may be placed on a waitlist in the event that a camp has reached its capacity. As space opens, campers will be accepted into camps on a first-come first-serve basis and parents/guardians will be notified.

At the time a camper is accepted from a waitlist, the parent/guardian must submit full payment of tuition and fees. Failure to do so may result in the camper's space in the camp being jeopardized.

Parents/guardians will be notified the Tuesday before the camp start date if their child will not be promoted from the waitlist. A parent/guardian may contact camp staff via phone or email for a status report on their camper's placement on the waitlist at any time.

## **WHAT TO BRING TO CAMP**

All campers are required to bring the following items to camp daily:

- lunch (for full-day camps)
- water bottle
- any supplies required for the camper to attend a specific camp that are identified at the time of registration (i.e. a camera for photography camp)
- approved medication (accompanied by the correct authorization form)

It is recommended for all campers to bring the following items to full-day camps daily:

- morning and afternoon snack

Parents/guardians are encouraged to label all camper personal belongings.