

Parent Handbook

including 2020 Policies & Procedures

Welcome to Camp Curiosity!

We are so 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 campers experience will be memorable and tons of fun!

This catalog will assist you in understanding the important stuff—policies and procedures of our program. Please read the booklet thoroughly and do not hesitate to contact us with questions!

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

Best,

Kelly Pulaski

Coordinator for Youth Programs
campcuriosity@harford.edu

HARFORD COMMUNITY COLLEGE

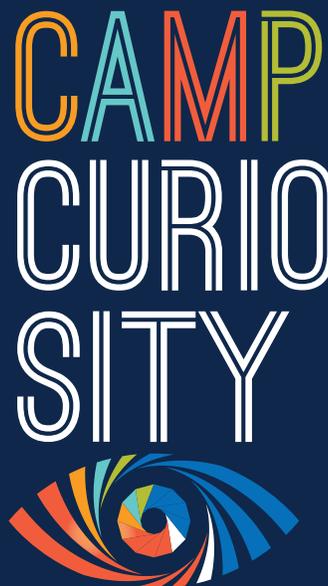


TABLE OF CONTENTS

Accommodations.....	2	Health Record	4
After Care	2	Inclement Weather	4
Arrival Procedures.....	2	Injury or Illness.....	4
Before Care	2	Late Pick Up	4
Camper Code of Conduct.....	2	Lost and Found	4
Camp Staff	2	Lunch	4
Cancellation and Refund Policy	2	On Call Nurse.....	5
Communication	3	OTC and/or Prescription Medication	5
Confidentiality	3	Personal Devices.....	5
Dietary Allergies.....	3	Positive Reinforcement.....	5
Dismissal Procedures.....	3	Snack	5
Dress Code	3	Sunscreen	6
Early Dismissal	3	Transportation	6
Emergency Drills	3	Tuition and Fees.....	6
Emergency Medication.....	3	Visitors.....	6
Enrollment	3	Wait List.....	6
Health Action Plan	4		

IMPORTANT PHONE NUMBERS

Public Safety
443-412-2272

**Coordinator for
Youth Programs**
443-412-2468



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COMMUNITY COLLEGE

ACCOMMODATIONS

Disability Support Services (DSS) is dedicated to helping students with documented disabilities access all of the educational opportunities and services offered by the College. A parent/guardian of a camper with a documented learning, physical, medical or emotional disability should contact DSS at (443) 412-2402 to discuss their child's needs and the type of accommodations that may be required. The DSS 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 DSS 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 faculty and staff are not permitted to accept accommodation plans from parents/guardians. All requests for accommodations must go through DSS.

AFTER CARE

After Care can be provided for all campers ages 5-10 years' old who are enrolled in a full day or afternoon camp for an additional fee.

The After Care fee is \$20 per week, per camper. After Care hours are 4:00 PM – 5:30 PM daily, Monday-Friday. Only campers who enroll in After Care at the time of registration will be permitted to attend. After Care locations are:

- Joppa Hall: Room 014
- Edgewood Hall: Room 232
- Susquehanna Center: Room 216

A campers' After Care location is dependent on the building their camp operates in.

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 arrival location 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 their camp operates in. Camp building and room locations will be shared via email the Thursday before camp begins. Camper arrival times are as follows:

- Before Care: 7:30 AM – 8:45 AM
- Morning/Full Day Camp: 8:45 AM – 9:00 AM
- Afternoon Camp: 12:45 PM – 1:00 PM

Prompt arrival to camp is expected. We are happy to accommodate late arrivals to camp with advanced notice. Any camper arriving after 9:00 AM without advanced notice should report directly to the Edgewood Hall Registration Desk for assistance with signing in.

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 submitted to the Coordinator for Youth Programs the Thursday before camp begins. HCC does not accept any responsibility for campers with an authorized parent/guardian note prior to the time of camp arrival.

BEFORE CARE

Before Care can be provided for all campers ages 5-10 years' old who are enrolled in a full day or morning camp for an additional fee.

The Before Care fee is \$20 per week, per camper. Before Care hours are 7:30 AM-9:00 AM daily, Monday-Friday. Only campers who enroll in Before Care at the time of registration will be permitted to attend. Before Care locations are:

- Joppa Hall: Room 014
- Edgewood Hall: Room 232
- Susquehanna Center: Room 216

A campers' Before Care location is dependent on the building their camp operates in.

CAMPER CODE OF CONDUCT

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 that academic community.

All campers, regardless of disability/challenge or medical condition, must abide by the rules and regulations of Harford Community College Code of Conduct including exhibiting behavior that allows for an environment free from harassment, discrimination and disruption. Behavior contrary to the College Code of Conduct will not be tolerated and may result in expulsion from camp. There is no refund granted as a result of expulsion.

CAMP STAFF

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

All camp staff will wear an HCC Badge daily for easy identification. At least 2 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 CJIS background screening. All camp staff participate in a staff training program yearly to review camp safety and operational procedures. HCC adheres to or exceeds the state regulation of 1 adult to every 15 camper's ratio.

CANCELATION AND REFUND POLICY

If HCC 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. HCC will notify parents/guardians via email or phone of a camp cancellation. HCC reserves the right to cancel a camp up to the week prior to the camp beginning. Parents/guardians can withdraw their camper from camp before the Monday of the camp start date to receive a 100% refund. Withdrawals between Monday and Tuesday of the camp start date will be refunded 50% of the camp tuition only. No refunds will be provided after Tuesday. Parents/guardians may notify HCC Camp Staff of a camp cancellation request via email or phone.

COMMUNICATION

HCC will communicate with parents/guardians in the following ways:

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

HCC 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.

HCC Camp Staff are not available before 7:30 AM or after 5:30 PM, Monday-Friday. HCC Camp Staff are not available on Saturday or Sunday.

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

HCC cannot provide an environment free of food allergies including but not limited to nuts, wheat, dairy, soy or eggs. Campers with dietary allergies should consider packing their own lunch and snacks daily. 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 campers authorized to pick up list and must have a valid picture 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. Camper Dismissal times are as follows:

- Morning Camp: 12:00 PM-12:15 PM
- Afternoon Camp/Full Day Camp: 4:00 PM-4:15 PM
- After Care: 4:15 PM-5:30 PM

Prompt dismissal from camp is required. We are happy to accommodate early dismissal requests with advanced notice. Advanced notice of early dismissal should be sent to the Coordinator for Youth Programs.

Campers who have a valid driver's license may receive written notice from their parents/guardian to dismiss themselves from camp. Written notice identifying a camper's ability to dismiss themselves from camp must be submitted to the Coordinator for Youth Programs the Thursday before camp begins. HCC 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 heel-less 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 activity they are participating in.

EARLY DISMISSAL

We are happy to accommodate any camper who must leave early with advanced notice. A parent/guardian may notify an HCC Camp Staff member of an early dismissal request at the time of camper arrival or via written/email notification. HCC 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

HCC 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

EMERGENCY MEDICATION

HCC 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. 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. 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 a physician has identified on the Medication Administration Form that they may self-carry their medication.

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

Campers are not permitted to share medication. HCC 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 in order to attend camp. Campers may enroll into a camp up to the Tuesday before the camps 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 Handbook Acknowledgement
- Camper Information
- Emergency Contacts and Authorized to Pick Up List
- Health Information and Immunization Records
- Medication Authorization Form (if applicable)
- Lunch Selection (if applicable)

Campers are only eligible to register for camps within their correct age range. Camp registration is limited by building and campers cannot enroll into camps the same week that operate in different buildings. Camp programming options

and buildings are as follows:

- The Arts: Joppa Hall
- Curiosity on Campus: Edgewood Hall
- Sports and Fitness: Susquehanna Center
- Technology: Joppa Hall
- Culinary: Harford Technical High School

HEALTH ACTION PLAN

Campers who have identified on their electronic health record that they have a medical problem including but not limited to physical, psychological and/or behavioral will be assigned a Health Action Plan. HCC's on call nurse will determine Health Action Plans for campers. Health Action Plans will be shared with all HCC 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 HCC 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 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.

INCLEMENT WEATHER

HCC reserves the right to cancel or end outdoor only camps early due to inclement weather. Outdoor only camps are identifiable in the Camp Catalog or during registration time. Inclement weather includes but is not limited to thunderstorms, extreme heat and excessive rain. The determination to cancel or end camps early will be made by the Coordinator for Youth Programs. The Coordinator for Youth Programs will monitor the weather closely daily through various avenues to ensure prompt communication is provided.

Parents/guardians will be notified via email, text and/or phone call of the cancelation as soon as possible. In the event that inclement weather arises while campers are outdoors, all campers will be escorted to the nearest building to seek shelter. HCC will wait approximately 30 minutes to see if the inclement weather passes before making the determination to end outdoor only camps early. When outdoor only camps are dismissed early parents/guardians are expected to pick their camper up as soon as possible. Partial or full refunds will not be provided in the event that a camp day is canceled or a camp is dismissed early due to inclement weather.

INJURY AND ILLNESS

All HCC 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 a fever of 101 degrees or higher will be sent home from camp. Campers must be symptom and medication free for 24 hours in order to return to camp. A note from a physician may be required for a camper to return to camp. HCC does not provide partial or full refunds for campers who are dismissed early due to injury or illness.

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 times are as follows:

- Morning Camp: 12:00 PM-12:15 PM
- Afternoon/Full Day Camp: 4:00 PM-4:15 PM
- After Care: 4:15 PM-5:30 PM

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 up's 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.

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

LOST AND FOUND

All camper personal belonging 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. Campers 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. HCC 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 of.

LUNCH

Campers are encouraged to bring their own lunch to camp daily. We recommend that campers bring a healthy lunch packed in a lunch box with a freezer pack to keep lunches fresh. HCC does not refrigerate camper lunches and will not re-heat camper lunches. We encourage parents/guardians to be mindful of packing lunches and try to avoid any peanut products due to allergy concerns.

Campers may purchase a boxed lunch daily from HCC for \$6.00 per day at the time of registration. A boxed lunch will include a sandwich, fruit, snack and water.

Campers who are enrolled in a full day camp will receive an hour lunch break daily. Lunch care and supervision is included in the tuition and fees of full day camps.

Campers who are enrolled in a morning and afternoon camp will receive an hour lunch break daily. Parents/guardians are required to pay the additional \$15 per week, per camper for lunch care and supervision at the time of registration.

Campers who are not enrolled in a full day camp or a morning and afternoon camp will not be permitted to stay for lunch. Lunch will take place in the following locations:

- Joppa Hall: Room 014
- Edgewood Hall: Room 232
- Susquehanna Center: Room 216

A camper's lunch location is dependent on the building their camp operates in.

In the event that a camper does not bring their own lunch or register for an HCC boxed lunch at the time of registration and a parent/guardian is unable to bring the camper a lunch before 12:00 PM the camper will be served an HCC boxed lunch and the parent/guardian will be charged \$6.00.

ON CALL NURSE

HCC 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/OR PRESCRIPTION MEDICATION

HCC 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 prescribed medications 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 prior to the start of camp. 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 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 OTC and/or prescription medication for a camper unless a physician has identified on the Medication Administration Form that they may self-carry their medication.

OUT OF COUNTY FEE

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

PERSONAL DEVICES

HCC 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. HCC reserves the right to ask campers to put their personal devices away if they are causing a disruption to programming. HCC does not permit campers to share personal devices. HCC does not take any responsibility for lost or damaged personal devices.

POSITIVE REINFORCEMENT

HCC 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 HCC's 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 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.

HCC 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. Keep your dear teachers happy.

SNACK

HCC provides a mid-morning and mid-afternoon snack to campers daily. Campers are not permitted to purchase snacks or beverages from the vending machines. Campers may bring their own snacks from home.

HCC cannot guarantee that the snacks provided are free of all dietary allergies including but not limited to peanuts, eggs and wheat. Campers may only eat their snack during designated snack times unless medical exemptions are identified.

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 on themselves during the lunch hour of camp each day at the time of registration. HCC 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.

TRANSPORTATION

Campers will be transported on an HCC bus to and from field trips only. The HCC bus driver will have a valid Commercial Driver's License and will pass a Maryland, FBI, and CJIS background screening. No more than 30 campers will be on the bus at a time and a minimum of 3 camp staff members will be present at all times. Campers are expected to follow all camp regulations and procedures on the bus. Campers who demonstrate unsafe behavior on the bus may not be permitted to ride the bus again.

TUITION AND FEES

Camp tuition and fees are identifiable in the Camp Catalog or during online registration. Camp tuition and fees are due at the time of registration. HCC 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 Resource department or Coordinator for Youth Programs with questions regarding the tuition waiver.

VISITORS

HCC does not permit parents/guardians or other individuals not enrolled in camp to visit a camper during camp hours. Only those employed by HCC 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 wait list 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 off of a wait list 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 camper will not be promoted from the wait list. A parent/guardian may contact Camp Staff via phone or email for a status report on their camper's placement on the wait list at any time.