

Parent/Guardian Handbook

including 2021 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!

This year we will be taking extra precautions to ensure the safety of all campers and staff. 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!

Best,
Kelly Pulaski
 Coordinator for Youth Programs
campcuriosity@harford.edu

*All policies and procedures in this handbook are subject to change at any time.

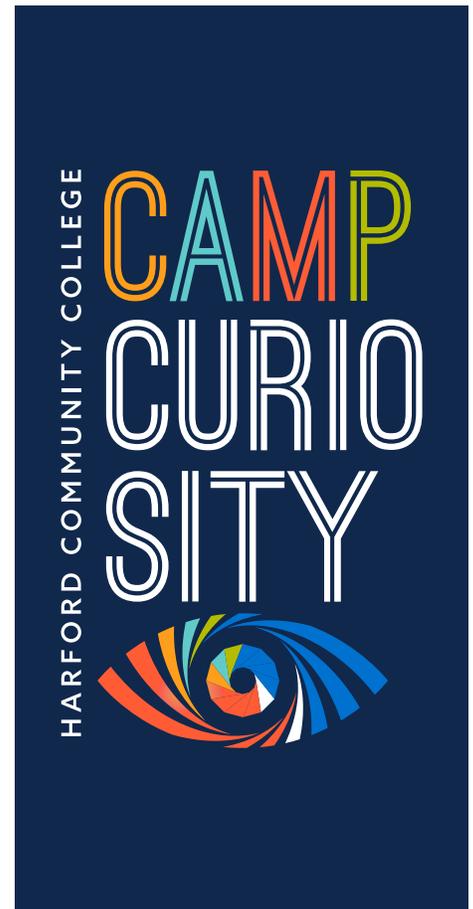


TABLE OF CONTENTS

Accommodations.....	2	Health Record.....	5
Arrival Procedures.....	2	Inclement Weather.....	5
Attendance.....	2	Injury and Illness.....	5
Camper Code of Conduct.....	2	Late Pick Up.....	6
Camp Staff.....	3	Lost and Found.....	6
Cancellation And Refund Policy.....	3	Lunch.....	6
Communication.....	3	Materials.....	6
Confidentiality.....	3	On-Call Nurse.....	6
Contact Information.....	3	OTC and Prescription Medication.....	7
Covid-19 Response.....	3	Out-Of-County Fee.....	7
Dietary Allergies.....	4	Personal Devices.....	7
Dismissal Procedures.....	4	Positive Reinforcement.....	7
Dress Code.....	4	Snack.....	8
Early Dismissal.....	4	Sunscreen.....	8
Emergency Drills.....	5	Tuition and Fees.....	8
Emergency Medication.....	5	Visitors.....	8
Enrollment.....	5	Wait-List.....	8
Health Action Plan.....	5	What to Bring to Camp.....	8

IMPORTANT PHONE NUMBERS

Public Safety
 443-412-2272

Camp Staff
 443-412-2468



ACCOMMODATIONS

Disability Support Services (DSS) 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 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.

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 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 is 8:30–8:45 AM. Camper arrival time for evening camps is 6:00–6:15 PM.

Prompt arrival to camp is expected. We are happy to accommodate late arrivals to camp with advance notice.

Any camper arriving more than 15 minutes late to an in-person 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 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.

At the time of arrival to camp all campers will be required to participate in Harford Community College's COVID-19 screening process. Before arriving on campus parents/guardians will be expected to complete an online screening questionnaire for their child. This questionnaire will be emailed to the parent/guardian and can be accessed at www.harford.edu/coronavirus.

If one of the answers on the questionnaire is yes, then the camper will not be allowed to come to camp and the parent/guardian should contact the camp office for more information.

Once the screening questions are completed online the parent/guardian and camper may arrive to camp and can approach a designated screening table. Screening table locations will be emailed to the parent/guardian the

Thursday before camp begins and will be close to the camper's camp building/space. Parents/guardians will be asked to provide a confirmation number from their online screening questions upon arrival to their screening table. Afterwards the temperature of the child will be taken with a touchless thermometer.

After successfully completing the screening process the camper and parent/guardian will walk to the campers designated camp entrance of the building. Each camper will be assigned a separate entrance into the building to avoid gatherings. Building entrance locations will be emailed to parents/guardians the Thursday before camp begins. Camp staff will meet the camper at their assigned building entrance. Parents/guardians will NOT be allowed in the building. Parents/guardians are expected to drop their child off directly to a camp staff member and sign the camper in. Only one adult can accompany a camper to be signed in. No siblings of any age will be permitted. Face coverings that follow CDC guidance must be worn by the parent/guardian and camper at all times during the arrival procedure. A proper face covering must meet the following guidelines:

- face covering must have two or more layers
- face covering should be worn over an individual's nose and mouth and be secured under the chin

Please be aware that due to our COVID-19 screening precautions our arrival procedure for camps may take an extended period of time. Please allow adequate time for dropping off your camper.

ATTENDANCE

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

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

CAMPER CODE OF CONDUCT

Harford Community College is an academic community. 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's Code for Student Rights, Responsibilities and Conduct including exhibiting behavior that allows for an environment free from harassment, discrimination and disruption. Behavior contrary to the Code for Student Rights, Responsibilities and Conduct will not be tolerated and may result in expulsion from camp. There is no refund granted as a result of expulsion. The Code for Student Rights, Responsibilities and Conduct can be located at www.harford.edu/student-services.

CAMP STAFF

The Coordinator for Youth Programs plans and oversees all camp operations. A Camp Coordinator is present daily to implement and support camp operations. The Camp Coordinator 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 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 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. Harford Community College adheres to or exceeds the state regulation of 1 adult to every 15 camper's ratio.

CANCELLATION AND 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.

If a camp is canceled due to COVID-19 related issues, a 100% refund will be provided.

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 not available before 8:30 AM or after 5:30 PM, Monday-Friday. Harford camp staff are not available on Saturday or Sunday and will respond to all communication received over the weekend on Monday morning as soon as possible.

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

Phone: 443-412-2468

Email: campcuriosity@harford.edu

COVID-19 RESPONSE

All staff and campers will be monitored daily for COVID-19 symptoms via screening questions, temperature checks and symptom observations. Before arriving to camp, all staff and campers must complete an online COVID-19 screening questionnaire. If the answer to any of the screening questions is yes, then that individual will not be allowed to attend camp until they have quarantined according to CDC guidelines, received a negative COVID-19 test and/or have been cleared by a health care provider. Upon arrival to camp, all staff and campers will have their temperature checked with a touchless thermometer. A daily temperature check log will be kept for all staff and campers.

All camp staff will observe campers and other staff members for signs and symptoms of COVID-19. Signs and symptoms are identified as fever, runny nose, sore throat, cough, shortness of breath, muscle aches or chills and change in sense of taste or smell. Any staff member or camper who is symptomatic will be isolated from others immediately and required to wear a face covering. A symptomatic individual must leave camp as soon as possible and may not return until they have quarantined according to CDC guidelines, received a negative COVID-19 test and/or are cleared by a health care provider.

Campers and staff members who are exposed to a confirmed COVID-19 diagnosis at camp or outside of camp may not attend camp until they have quarantined according to CDC guidelines, received a negative COVID-19 test and/or are cleared by a health care provider.

In the event that a COVID-19 exposure occurs at camp, the entire group, including campers and staff, will be asked to leave and not return until they have quarantined according to CDC guidelines, received a negative COVID-19 test and/or are cleared by a health care provider. The local health department and parents/guardians will be notified immediately if a camper or staff member is exposed, symptomatic or has a confirmed COVID-19 case.

All staff and campers must practice physical distancing consistent with CDC recommendations at all times while at camp. All indoor and outdoor camp spaces will be altered to accommodate physical distancing including, but not limited to, protective barriers installed, furniture rearranged and physical distancing signage posted.

All staff and campers must wear a face covering at a minimum in accordance with CDC guidelines at all times while at camp. Face coverings must adhere to the following guidelines:

- Face covering must have two or more layers.
- Face covering should be worn over an individual's nose and mouth and be secured under the chin.

Face coverings will be limited outside on Code Red days. All staff will observe campers for signs and symptoms of heat related illnesses and move campers indoors as needed on these days.

Face coverings will be available and provided by Harford to all individuals upon request and/or need (i.e. an individual forgets or breaks their face covering).

All staff and campers will practice good hand hygiene. Everyone will wash their hands regularly throughout the day according to CDC guidelines. If hand washing is unavailable, hand sanitizer will be provided. Hand washing or sanitizing will be completed at the following times throughout the camp day (additional times may be required or needed depending on camp activity):

- when entering a new room or space
- before eating or handling food
- after completing an activity with potentially shared materials
- when leaving a room or space

All staff and campers will practice good cough and sneeze hygiene according to CDC guidelines.

All staff and campers will refrain from using items that are not easily cleaned or sanitized. Campers will be asked to bring personal supplies from home when applicable to limit the sharing of supplies. When supplies need to be shared (i.e. computer), staff will properly clean the supplies between each use according to CDC guidelines.

Adequate supplies of tissues, hand soap, hand sanitizer and cleaning products will be available for each camp group. Groups will not be required to share supplies.

Disinfection or cleaning of high touch areas (i.e. door handles and railings) will occur routinely in accordance with CDC guidelines.

Wall and floor signage will be posted throughout all camp areas to support with physical distancing, wearing of face coverings, hand and sneeze hygiene and hand washing hygiene.

All camp groups will be limited to 15 individuals including campers and staff. Campers and staff will not mix among groups throughout the week. Groups will be separated at all times during the camp week in different rooms or spaces. Shared spaces will be avoided if possible, but if not possible (i.e. bathroom) they will be cleaned between each groups' use.

Individuals who are at a higher risk of contracting COVID-19 are advised to speak with a health care provider before attending camp.

More information on Harford Community College's COVID-19 response can be found online by visiting: www.harford.edu/coronavirus.

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/space 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 is between 5:15-5:30 PM for Full Day camps. Camper dismissal time for Evening camps is between 7:45-8:00 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.

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 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.

At the time of dismissal, parents/guardians will walk to their child's designated building exit. Each camp will be assigned a separate exit to avoid gatherings. Building exit locations will be emailed to parents/guardians the Thursday before camp begins. Building entrance and exit locations will be the same for each camp. Parents/guardians are expected to pick their child up directly from a camp staff member and sign the camper out. Parents/guardians will NOT be allowed in the building.

Only one adult can accompany a camper to be signed out. No siblings of any age will be permitted. Face coverings that follow CDC guidelines must be worn by the parent/guardian and camper at all times during the dismissal procedure. A proper face covering must meet the following guidelines:

- Face covering must have two or more layers.
- Face covering should be worn over an individual's nose and mouth and be secured under the chin.

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. Campers are required to wear clothing that is fully covering; no bathing suits 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.

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
- Lock Down 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. 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 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. 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 Handbook Acknowledgement
- Camper Information
- Emergency Contacts and Authorized to Pick Up List
- Health Information and Immunization Records
- Medication Authorization Form (if applicable)
- Online Camp Waiver (if applicable)

Campers are only eligible to register for camps within their correct age range.

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. 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.

INCLEMENT WEATHER

Harford Community College reserves the right to cancel or end outdoor-only camps early due to inclement weather. Outdoor-only camps are identifiable in the Camp Catalog and/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 Camp Coordinator. The Camp Coordinator 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 cancellation 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. Harford 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 Harford Community College camp staff will observe campers daily for general health signs and complaints including COVID-19 symptoms, 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, including COVID-19, 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 unless the illness is COVID-19 related.

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 5:15–5:30 PM for full-day camps and 7:45–8:00 PM for evening 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 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 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. We encourage 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 to help prevent the sharing of materials. A materials list will be provided to parents or guardians at the time of registration. Most materials will be basic school supplies such as pencils, scissors, crayons, etc.

ON-CALL NURSE

Harford Community College employs a licensed nurse to be on call from 8:30 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 FEE

All campers who reside outside of Harford County will be charged an Out-Of-County Fee of \$20 per enrollment. Campers who reside out of the state of Maryland will not be allowed to attend camp for the summer 2021 season due to COVID-19 restrictions.

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 an in-person 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. 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 a full-day 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 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 from 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 child 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.

WHAT TO BRING TO CAMP

All campers are required to bring the following items to full-day camps daily:

- lunch
- water bottle
- face covering
- 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
- common school supplies such as crayons, scissors, pencils and glue to avoid sharing with others

All campers are required to bring the following items to evening camps daily:

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

All campers are recommended to bring the following items to evening camps daily:

- common school supplies to avoid sharing with others such as crayons, scissors, pencils and glue

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