



At Summer Adventures Camp!



Each week we explore a different theme:

Friendship; Summer Olympics; Dinosaurs; Red, White, and Blue; Under the Sea; Lost in Space; Creepy Crawlies; A Life on the Farm; Wild, Wild, West; Safari Adventures

Revised 4/166/23

**Glenwood Country Day School
14785 Bushy Park Rd.
Woodbine 21797**



Join us for a wonderful adventure! Glenwood Country Day School's Summer Adventures Camp is located on a 40-acre campus and is "The Best Small Camp" in Howard County for children ages 2 - 11. Whatever your interests are... we have a summer for you!

Glenwood's Summer Adventures Camp offers many different opportunities for campers to learn, grow, and have fun all summer long. Our counselors and low camper-to-staff ratio allow the campers to have fun in a safe, supervised environment. Each day, campers will experience fun activities with their counselor. The campers will have ample opportunities to explore on our 40-acre setting. They will love going to our pool frequently. Your child will spend time with old friends and make new ones while exploring lively outdoor adventures. Every Friday, we have a "Special Day." Parents will be emailed a calendar of "Friday's Special Days", such as Hat Day, Superhero Day, Pirate Day, etc.

Summer Adventures Camp employs fun dedicated counselors. We choose individuals who enjoy working with kids in a camp environment. All summer camp counselors are qualified and carefully screened. Mrs. Poland, the camp director, works along with the counselors to plan and carry out a fun-filled day of activities. Counselors are trained in CPR, first aid & use of AEDs. Background checks are completed on all staff by MD State Police and the FBI. In addition, we have two certified lifeguards who are at the pool.

Summer Adventures Camp is regulated and licensed by the Maryland State Department of Health and Mental Hygiene and fully meets all camp certification requirements keeping the safety, security, and fun of our campers as our top priority.

Sincerely,

Mrs. Poland, Camp Director

Glenwood Country Day School

Summer Adventures Camp Handbook

14785 Bushy Park Road, Woodbine, MD 21797 410.489.5203
glenwoodcountrydayschool.com

Welcome to Glenwood Country Day School Summer Adventures Camp! I hope that the enclosed information will answer any questions that you may have about our summer camp program!

Philosophy

G.C.D.S. Summer Adventures Camp does not discriminate based on race, color or national origin in the admission of campers and the employment of faculty and staff. We encourage campers to recognize the importance of making appropriate social choices and demonstrating respect for individuals. Good communication skills are the foundation for solid relationships with peers, counselors and family. The mission of our Summer Adventures Camp is to provide our campers with successful, enjoyable opportunities. These opportunities are designed to enhance each camper's creativity, social and teamwork skills. To achieve this we:

- Encourage group activities
- Provide creative art and craft activities
- Promote daily opportunities to expand camper's horizons through indoor and outdoor activities.
- Establish a safe and supportive camp environment that accepts and respects diversity.

Health Information

When you register your child, the following forms are required by Maryland state law and must be provided when applying:

- Application that includes health history, which will be done online **ONLY**.
- Medical release form
- Sunscreen authorization form
- CURRENT immunization record (ages 2 – 5 **ONLY**).
- Medication Authorization Form, if applicable
- Asthma Action Plan, if applicable
- Epi-pen Order Form, if applicable

Medication

- Medication will only be administered by a counselor that has completed an approved Medication Administration Training (CMT's) course.
- The state of Maryland requires the proper medication forms to be filled out and signed by your child's physician.
- The prescribed medication must be in the original container that matches the doctor's order. Over the counter medication must be in the original manufacturer container. Physician samples must be labeled by the physician.
- Please see the required Maryland forms on our website. Medication and form must be given to the director prior to camper starting.
- ALL medication at camp will be kept in a locked storage compartment and under storage conditions specified by the medicine manufacturer. Medications classified as controlled substances will be double-locked and access limited. Refrigerated medications will be locked and inaccessible as well.
- The medication must be delivered to the camp by the parent, guardian, or adult designated by the parent or guardian.
- The first day's dosage of any new medication must be given at home before it can be administered at camp.
- A parent or guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order at the end of camp.

Camp Fees

1. Return this registration form with a \$50.00 non-refundable application fee per child.
2. For ages 2 and 3, this age group must register for 8 or more weeks in order to attend the camp. For ages 4 – 11, this age group must register for 3 or more weeks in order to attend the camp. You must register and pay in full by March 1, 2023.
3. Weekly camp fee for children ages 2 and 3 is \$325.00 per week for the hours of 9 am to 3 pm and \$375.00 per week for the hours of 6:30 am to 6:30 pm.
4. Weekly camp fee for children ages 4 – 11 is \$290.00 per week for the hours of 9 am to 3 pm and \$335.00 per week for the hours of 6:30 am to 6:30 pm.

Parents and Guardians are responsible for prompt payment of fees. G.C.D.S reserves the right to suspend the child's privilege to attend camp if financial commitments are not met. In case a check is returned to G.C.D.S. by the bank for insufficient funds, a fee of \$35 will be assessed. All fees, except for the Swim Lesson Form, are to be paid online by credit card after filling out the online forms. The swim lesson form are to be mailed to the school / camp with the required check. This is on a first come / first-serve basis. G.C.D.S. will not re-submit the check to the bank. A cashier's check or money order must be submitted to G.C.D.S. to replace the returned check. There is no reduction of fees for absenteeism and vacations.

DROP OFF AND PICK UP TIMES WILL BE PRE-ARRANGED VIA SIGN-UP GENIUS THE TUESDAY BEFORE THE START OF THE NEW SESSION! WHEN YOU DROP OFF, YOU MUST BE ON TIME. YOU WILL HAVE A 30-MINUTE WINDOW.

Drop off Procedure

- Pull your car up to the arrival tent.
- Your child will be escorted by a counselor to their group.

Pick up Procedure

- Pull your car up to the tent.
- A designated counselor will escort your child to your car.

What Should My Camper Wear?

- Ideally, it would be best for the campers to wear their bathing suit and water shoes throughout the day due to all of the water activities. Since they will have a zip lock bag with a change of clothes in it, they can always change out of their bathing suits.
- Campers should wear comfortable, weather-appropriate clothing with closed-toe and heel shoes. Most campers wear sneakers or Keen's type of shoes.

What Should My Camper Bring Inside Their "LARGE BACKPACK" Which Has To Be Labeled?

Campers need to have ALL belongings labeled with their names. The campers need to bring the following:

- lunch (please remember we are nut-free) with a drink and 2 snacks in a lunch box
- A bathing suit and swim towel
- A water bottle clearly labeled with your child's name.
- A complete change of clothes in a gallon zip bag
- Sunscreen (please apply before camp) and bug repellent.

If your child becomes ill while at camp:

- You will be notified immediately for your child's prompt dismissal.
- If your child is sent home with a fever of 100 degrees, diarrhea, vomiting, etc., your child may not return to camp for at least 24 hours after the symptoms have stopped.
- We will notify you promptly in the event of an emergency.
- Unless otherwise instructed, your child will be transported to the nearest hospital.

Emergency Procedures

The operator has a plan to handle health emergencies and accidents from the first camper arrival to the last camper pick up. Counselors will be trained to recognize signs of emergency and take appropriate action.

At the start of the camp season, Mark Ubbens, our health supervisor, will provide training for the recognition of Asthma and allergies, with First aid training for anaphylaxis including administration of emergency epinephrine auto-injector.

A method of communication to access emergency medical services is in place during all camp activities:

- Every counselor has their cardiopulmonary resuscitation certification by a national organization are on duty at camp all times. The certification is appropriate to the age of campers and staff members.
- Every counselor has their first aid certification by a national organization with a training program in first aid are always on duty at camp.
- A health supervisor will be available for consultation at all times when campers are present at camp.
- In case of a medical emergency, the nearest staff needs to dial 911 and the director will be notified immediately. The activities in the immediate area of the emergency will be stopped and the Counselor will take the remaining campers to another area. The nearest trained staff in CPR/ First Aid will start care and stay with the child until the director is present. The staff member will then assist the director if needed.
- All staff will be trained in administration of emergency medicines (epi-pens, inhalers) by the health supervisor.

Evacuation Procedures

- The director, Mrs. Poland will dial 911 using a cell phone.
- Mrs. Poland will contact all counselors by group text and inform the staff of the situation so they can follow emergency procedures.
- The counselors will get all their children in their group to the pavilion (designated meeting area.) Counselors will perform a head count of campers in their group.
- When all the groups are present, Mrs. Poland will take a roll call of all campers and staff.
- All campers will stay with their counselor until directed otherwise by the camp director.
- Once all the groups and staff are accounted for, everyone will head towards the parking lot. At this time, the children will be transported by GCDS vans and staff vehicles to evacuate.
- When children and staff have been loaded up in the GCDS vans and in staff vehicles, the director will take attendance to ensure no child is left behind.
- All campers and staff will be evacuated to the designated evacuation location, which is the Glenwood Library, 2400 Route 97 ,Glenwood, Maryland 21723 (410) 313-2350.

Fire Drills

Every Monday Morning at 10:00 am, we will have a practice fire drill.

Procedures:

- The director will blow the air horn one time. This signals a fire drill.
- Once the air horn blows, the counselors will gather their groups and line them up quietly at whatever station they are at.
- The counselors will take attendance and have the volume of the walkie-talkie up so that they can hear the next set of directions.
- The director will ask each group via walkie talkie how many children they have, and the director will log it in our logbook. Then the director will instruct each group via walkie-talkie to resume activities.

Lock-down

If a lock-down is needed to ensure student safety:

- The director will call for help and move the children to a locked safe room inside or take students outside the building depending on the situation.
- Counselors are advised not to confront intruders
- Remain calm
- During a lockdown, the director will text message and email parents letting them know the status of the lockdown
- After the lockdown, the director will send out a memo to parents and have them talk to their children about their experience during the lockdown and be aware of signs of trauma.

What does our camp do to make sure no campers are ever missing?

Counselors take attendance at each station by counting their campers.

Inclement Weather

Natural Disaster – a natural event as a flood, earthquake, or hurricane that causes great damage or loss of life and severe weather

Procedure:

- Weather is monitored daily by the camp director and the weekly forecast is noted a head of time. An alert is sent to the teacher's phone by the camp director.
- Camp director will blow the air horn twice, which will signal all teachers to gather their groups and head indoors.
- Campers are to go to designated areas and social distance.
- Once the natural disaster and/or severe weather passes, we will resume activities.

DISCIPLINE POLICY

The purpose of this policy is to be able to work as a team to provide the best care for the children and a safe place for everyone. A successful "Discipline Policy" includes being proactive, consistent, and parent involvement. In situations that involve conflict, we model positive resolution skills and encourage students to work out their problems in a thoughtful, respectful way. We also take in consideration the age of the child. What a two year old does is not what an eight year old should do.

If the child displays an inappropriate behavior that is unsafe, counselors at GCDS will take the following steps:

- The child will be separated from the group and the teacher will explain to the child that he or she needs some time to "think about" why he or she had to be removed.
- If the incident occurs again, it will be reported. The counselor will let Mrs. Poland know about what is happening.
- If the incident occurs again the next day, bring it to the attention of Mrs. Poland because a suspension might be needed. The decision to exclude a student temporarily or permanently from school is made by the Head of the School, usually in consultation with one or more staff members who have worked with the student.

The school reserves the unconditional right to suspend or expel at any time any student for behavioral or attitudinal reasons. It is recognized that specific circumstances may warrant some variation from the steps above. Positive reinforcement is always used when the desired behavior is achieved.

We want all our campers to have a safe and happy camp experience!! If you have any questions or concerns at all, please call or email our camp director, Mrs. Poland

410-489-5203

administration@glenwoodcountrydayschool.com