



At Summer Adventures Camp!



Each week we explore a different country:

**Canada, Ireland, USA, Denmark, The Netherlands,
Venezuela, Chile, Costa Rica, Jamaica, India**

Revised 6/6/20

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



Join us, this summer, 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. Glenwood's Summer Adventures Camp offers many different opportunities for campers to learn, grow, and have fun all summer long. Our professional staff and low camper to staff ratio allows each child to have the most fun in a safe, supervised environment. Each day, campers will experience fun activities with their one teacher all day. The teacher will be rotating throughout the 40-acre campus to our different stations. The stations include STEM, sports and games, art, science and nature, music and drama, and multiple field games in our huge field. In addition to going to the stations, they will also get cooled off frequently in our pool and water sprinklers and water pads.

We still have openings in all age groups for our Summer Adventures Camp! Sign up today for exciting summer fun and to make friendships and memories to last a lifetime!

I am happy to answer any questions that you may have about our camp program!

Sincerely,

Marisa 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 play
- 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 which includes health history
- NEW Pre-camp Health Screening
- NEW medical release form
- NEW sunscreen authorization form
- CURRENT immunization record
- Medication Authorization Form, if applicable
- Asthma Action Plan, if applicable
- Epi-pen Order Form, if applicable
- Maryland Tick-Bite Notification form that will be sent home with any tick bites.

Medication

- Medication will only be administered by staff 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

- A non-refundable \$50.00 application fee is required per child to start the application process.
- Fill out the registration form and return it with the non-refundable tuition payment for camp week one through five. These weeks are paid in full by April 1, 2020.
- Camp weeks six through 10 must be paid in full by June 1, 2020 and tuition is non-refundable.
- Enroll and pay now for 8 or more weeks and get a 10% discount. To get this discount, sign up and pay by May 1, 2020.
- 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 of a check returned to G.C.D.S. by the bank for insufficient funds, a fee of \$35 will be assessed. 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 WEDNESDAY BEFORE THE START OF THE NEW SESSION! WHEN YOU DROP OFF, YOU MUST BE ON-TIME. AT PICK UP TIME, YOU WILL HAVE A 10-MINUTE WINDOW.

Drop off Procedure

- Pull your car up to the arrival tent.
- A teacher will come to your car to watch you take your child's temperature with your **OWN** thermometer and it will be recorded into our log.
- Your child will be escorted by a teacher to wash their hands.

Pick up Procedure

- Pull your car up to the tent.
- A designated teacher 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.

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:

- Swim towel
- Water Bottle
- A complete change of clothes in a gallon zip bag
- Sunscreen and bug repellent (please apply before camp- staff will reapply after lunch)
- Children older than the age of 9 need a mask in a Ziploc bag
- Paper bag lunch and drinks for the entire day

Illness Due to COVID-19

Any staff member or child exposed to a person diagnosed with a confirmed or probable case of COVID-19:

- may not work or attend camp until they have completed self-quarantine following the CDC (Center for Disease Control) guidelines.
- Persons, who have recovered from COVID-19, must be cleared for release from isolation according to CDC guidelines.

If a group has a staff member or child that is found to have a confirmed or probable case of COVID-19 at the facility:

- The group shall quarantine following the CDC guidelines.
- Individuals may not work at or attend until completing self-quarantine and obtaining clearance from the individual's primary care physician.
- Follow exposure plan in the camp's health program.
- Communicate with the local health department.
- Based on consultation with the local health department, the entire facility may be closed based on level of contact and potential exposure.
- Wait 24 hours, then complete extra cleaning / disinfection of the facility, all areas not just high touch surfaces, and wait at least 5 days to bring in the next group.

If a staff member or a child develops symptoms of COVID-19 (fever, cough, shortness of breath) during camp:

- The camper or staff member will be safely isolated with a mask or face covering on in our Isolation Room.
- Contact the youth camp's health supervisor and the parent / guardian immediately of any case of COVID-19 while maintaining confidentiality in accordance with the American with Disabilities Act (ADA) and arrange for safe transportation to a healthcare facility or home.
- Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

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. Staff will be trained to recognize signs of emergency and take appropriate action.

At the start of the camp season, Health Link, 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:

- A minimum of two adults with 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.
- A minimum of two adults with first aid certification by a national organization with a training program in first aid are on duty at camp at all times.
- 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, we will have a fire drill.

Procedures:

- The director will blow the air horn one time. This signals a fire drill.
- Once the air horn blows, the teacher will gather their group and bring them under the pavilion where they line up.
- The teacher will take attendance.
- The director will ask each group how many children they have and log it in our log book.

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.
- Staff 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 and also count her 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 come indoors and we will be social distancing.
- 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, teachers 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.
- The unsafe behavior will be documented on an incident report and a copy is given to the parent that day.
- If the incident occurs again, it will again be reported and a conference will be held with the child's parents. This time, the Head of School will prepare a written warning to the child and parents.

- If the incident occurs again, a suspension is needed. The decision to exclude a student temporarily or permanently from school is made by the Head of 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, Marisa Poland

410-489-5203

administration@glenwoodcountrydayschool.com

SUMMER ADVENTURES CAMP MEDICAL RELEASE

The Parent hereby authorizes the School to supply medical care as needed for Student (including administration of allergy medications, Epi-Pens, etc. according to the Student's prescription from a licensed practitioner) or other minor medical care of emergency as determined to be appropriate by the School Staff. Parent hereby releases and holds the School harmless from any liability which might arise from the provision of such medical care.

If, in the opinion of a properly licensed and practicing physician, Student needs medical or surgical services which require Parent's pre-authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent's behalf. Parent confirms that it is Parent's desire that Student be furnished with such medical or surgical services as soon as reasonably possible after the need arises. Parent hereby releases and holds the School harmless from any liability which might arise from the giving of such consent. Parent agrees to reimburse the School for any medical expenditures made on Student's behalf.

Parent's Signature _____ Date _____