

# RED HOT SUMMER CAMPS PARENT HANDBOOK 2019



Roland Park Country School  
5204 Roland Avenue  
Baltimore, MD 21210  
[www.rpcs.org/summer](http://www.rpcs.org/summer)  
410-323-5501

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## GENERAL INFORMATION

### Summer Program Dates:

- June 17 – June 21
- June 24 - June 28
- \*July 1 - July 3 \*Closed on July 4 & 5
- July 8 - July 12
- July 15 - July 19
- July 22 - July 26
- July 29 - August 2
- August 5 - August 9

### Hours

- Summer Camp Hours are 9:00 a.m. – 4:00 p.m. **Doors open at 9:00 a.m.**
- Before Camp Care **requires pre-registration** and will begin at 8:00 a.m.
- After Camp Care **requires pre-registration** and is not available as a drop-in option. Pick-ups must be made by 5:00 p.m.

### Administrative Staff and Phone Numbers:

- Front Desk- Harris Center (410) 323-5500
- Compass Office (410) 323-5501
- In Case of Emergency ONLY (410) 591-9558

Kristin Jarrell	Director of Compass Programs	X3091
Quinlin Porter	Associate Director of Compass Programs	X3045

# ARRIVAL & DISMISSAL PROCEDURES

## Drop-Off Procedures:

### Sign In Procedures- All Camps

- Sign in at the registration table located on the front sidewalk. You will receive a nametag at check in on Monday.
- All AM and Full Day sign in will be open from 8:50 – 9:00 a.m. Please plan to arrive sometime during that window so that our camps can begin on time.
- PM camp sign in will be open from 12:50 – 1:00 p.m. Please plan to arrive sometime during that window so that our camps can begin on time.

### For all Specialty Camps-

- After sign in and drop off by a parent, campers will line up on the grass area behind their camp sign.

### For My First Camp-

- Sign in will occur in the classroom each day. Parents will take campers and follow the sidewalk signs down the steps and through the Lower School Main Entrance.

## Pick-Up Procedures:

### For all Specialty Camps-

- Meet on the front lawn outside the main entrance of the school (Harris Center/flag pole) behind your child's camp sign.
- AM Camp pick up will be at 12:00 p.m.
- PM and Full Day Camp pick up will be at 4:00 p.m.
- All campers must be signed out by an adult unless a parent/guardian has signed the \*Self-Sign Out Form prior to the start of camp. \*Form found on RPCS website (Driver's Education excluded from sign out)

**\*If it is severely raining or there is a threat of lightening, pick up will be moved inside to the Harris Center.**

### For My First Day Camp-

- Pick up and sign out from the classroom each day. Please enter through the Lower School Entrance.
- AM Camp pick up will be at 12:00 p.m.
- Full Day Camp pick up will be at 4:00 p.m.

**Late Pick-Up:**

- Any child remaining at pick-up after 4:10 p.m. will be automatically taken to After Camp Care located in the Lower School Multipurpose Room and they must be signed out from there. Late pick-up fees will be incurred beginning at 4:15 p.m. There will be a flat fee of \$15.00 billed to you.

**Changes to Dismissal:**

- Parents need to contact the Compass Office for any dismissal changes or send a note with your child to let us know when you will be picking your child up. We will bring your child to the Harris Center and you will need to sign them out there. For safety reasons, early pick-ups must happen in the Harris Center.

## BEFORE & AFTER CAMP CARE

### Before Camp Care:

The early morning program is available from 8:00 - 9:00 a.m. Children are engaged in quiet activities including games, stories, and art projects. Parents using this program must drop their campers off at the Lower School entrance to the school. Once inside, they will make their way to the Lower School Multi-Purpose Room, where Before Camp Care is housed. Campers will be escorted to their classrooms at 9:00 a.m.

### After Camp Care:

After Camp Care will be available after camp from 4:00 - 5:00 p.m. During this time, children will enjoy a more relaxed program including outdoor play, indoor arts and crafts, and other games. Time is also devoted to quiet relaxation and group activities.

If you need to reach an Extended Day teacher, please call the front desk at 410-323-5500 and they will relay your message. Please pick up your child by 5:00 p.m.

### \*Late Charges:

We ask that you please respect the 5:00 p.m. pick up time. If you arrive after 5:00 p.m. you will be billed in the amount of \$5.00 per minute. Chronic tardiness will result in the termination of your contract for After Camp Care, which is non-refundable. **Any child not picked up by 5:15 p.m. will need to be picked up from the Harris Center lobby and signed out there.**

# **HEALTH INFORMATION**

## **Medical Records:**

Children's applications containing health and insurance information and the names and phone numbers of emergency contacts must be completed and on file in the office before the child can attend camp. All MD Health forms, Emergency Care forms and Medication Authorization forms must be turned in prior to or on the camper's first day.

## **Epi-pen Procedures:**

If your child has an Epi-pen, it must be checked in with the camp counselor on the camper's first day of camp. If there are any specific instructions regarding the Epi-pen or any other medications, the Compass Office must be informed during this process and an Epi-pen Action plan needs to be completed.

## **Illness at Camp:**

If a child becomes ill during the day, we will call the parent/guardian and request that they pick him/her up as soon as possible. If they cannot be reached, we will call the emergency contact that has been provided by the parent/guardian. Consequently, it is essential that our procedure be explained to the emergency contact. Please keep the emergency name and telephone number current in case it needs to be used.

## **Prescribed Medications:**

Any medication that needs to be dispensed will be handled by the trained camp staff. The Summer Program can assume the responsibility for administering prescribed medications only if:

- The child's medicine is in a pharmacy container labeled with the child's name, the name of the medication, and the dosage.
- We have a statement from the child's doctor that he/she needs the medication and the full instructions for administering it.
- The child's parents have sent a signed request to us asking to give medication to their child and filled out the Medication Authorization form.

If a serious emergency occurs while at camp, we will:

- **FIRST:** Call the child's parents. If we cannot reach them, we will use the emergency name and number.
- **SECOND:** Call the child's physician.
- **THIRD:** If we are unable to reach any of the above, or if the circumstances warrant, we will send the child by ambulance to the emergency room. In the meantime, camp personnel will continue to try and reach parents, pediatrician and emergency contact.

\*Some emergencies will require that 911 be called first and then the parents of the camper will be contacted.

\*\*Health forms for all campers must be on file before the child can attend Summer Program.

### **Avoid Sunburn:**

To protect children from over-exposure to the sun, the Summer Program recommends your child use sunscreen with sun protection factor (SPF) no less than 15. Sunscreen that is waterproof and long-lasting will provide greater coverage and require fewer applications. Be sure to apply the lotion prior to your child's arrival at camp in the morning. Apply lotion to all exposed skin areas paying attention to the neck and the ears, which are often forgotten.

## SNACKS & LUNCH

### **Snacks:**

All campers should bring a water bottle and snack each day.

### **Lunch Options:**

Weekly menus will be available on our website once finalized.

#### **My First Camp Only:**

- Full Day Campers- Please bring two snacks, a complete lunch, and drink each day. Please label any food containers with the camper's name.  
\*Please note food cannot be heated in the microwave.

Lunch will be held at 12:00 p.m. daily in the camper's classroom.

#### **Specialty Campers Only:**

Those children participating in full day camps, or an a.m. and p.m. Specialty Camp combination, receive lunch at no extra cost. A weekly menu will be emailed prior to the start of each week of camp. If you prefer to pack a lunch for your child, you may do so. Please make sure to label everything with your child's name.

- Full Day Outdoor Adventure Camp and Destination Road Trip will be required to bring a lunch, snack and water bottle each day.
- Pierpoint Cooking Camp- lunch will be provided daily.

Red Hot Lunch time will be held each day between 12:10 – 12:50 p.m. in the Multipurpose Room in the Lower School. Time will also be allotted for outdoor play.

# PREPARING FOR CAMP

## **What to Wear/Bring to Camp:**

Campers will receive a camp shirt during their session. (One shirt per camper for the summer). Since play is a priority, children are encouraged to dress comfortably and informally. Tennis shoes and socks are strongly encouraged and will be required for ALL sports camps. We encourage you to send a water bottle to camp, as we will be hydrating often! Sunscreen should be applied before camp.

**IT IS ESSENTIAL THAT YOUR CHILD'S NAME BE ON EVERYTHING THAT IS BROUGHT TO THE PROGRAM (INCLUDING SOCKS AND SHOES).**

## **My First Campers (ONLY):**

The following items should be brought each day:

- a complete change of clothing in a large Ziploc bag with the child's name on the outside
- bathing suit and towel for sprinkler days (Friday only)
- a water bottle filled with water
- a complete lunch and two snacks daily
- sunscreen
- sunglasses or hat
- a backpack/bag to hold everything
- a blanket & small lovie (Full Day campers only)

## CAMP SAFETY

The safety of your children is of utmost important to us, and we assure you that we have an emergency plan and security measures in place at Roland Park Country School during the summer months. The school has in place a coordinated Crisis Management process which is followed year-round. In the unlikely event that your child must remain at summer camp for an extended period, the School is supplied with food, water, and other necessary provisions. In addition, camp counselors and administrators are well trained in emergency procedures.

### **Fire Drills**

The fire department requires that we have fire drills at regular intervals. All staff is instructed in fire drill procedures during the orientation period prior to the first day of the program.

No matter what the situation, immediate communication is important. In the event of an emergency, the summer program will communicate using e-mail and the website. We will use these methods of communication to inform you about emergency plans and dismissal procedures whenever possible.