

CITY OF
Hyattsville

2021

*Summer
Camp*

HANDBOOK

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PARENT & GUARDIAN COMMUNICATION AND ENGAGEMENT

Thank you for choosing Hyattsville Summer Camp for your camper(s) this summer. We value your commitment as parents and guardians to enroll your child into Hyattsville Summer Camp. Our Camp Directors and Youth Coaches will provide you with the highest level of customer service and support. It is our role to keep you informed and we will take various steps to ensure you will receive important information.

On occasion we send home reminders of upcoming events, activities or changes to our schedule. We hope these notifications will help families plan and prepare for the upcoming day. This communication will be provided with flyers and/or emails. We'll text or call families in case of emergency or when information is critical.

In addition, a Camp Director will update you at pick up in regards to your campers day. We hope that communicating achievements, progress, behavior, conflicts and/or issues with you will result in a joyful experience at Hyattsville Summer Camp. We hope that you will be open and active in sharing any information to help us better serve your child during camp hours.

GENERAL CAMP POLICIES

We ask all families to follow the policies outlined in this handbook. The City of Hyattsville is committed to providing the highest quality of service for families and we appreciate your support and cooperation. If you have any questions pertaining to the policies below, please do not hesitate to contact the Supervisor of Youth Programs via the contact information found on the last page of this handbook.

Payment, Deposit and Refunds

All fees will be submitted via the RecDesk registration portal. A \$30 non-refundable deposit for each session registered, per camper, is due at the time of registration to secure your spot. Your final and remaining balance is due 2 weeks prior to the start of each session. An invoice will be sent via email 21 days before the due date.

You have 48 hours from the due date of your remaining balance to cancel for a full refund. After the 48 hours, 3 options will remain:

1. Receive a credit for the full amount to use at different summer camp session of the current year.
2. Receive a credit the full amount towards a winter or spring camp, within one year.
3. Receive a 50% refund.

Drop off

Parents and guardians will not be allowed in the building. A designated Kiss & Go area will be marked in front of the building, where a staff member will be stationed to check in campers digitally. All campers will be required to have their temperature checked before entering the building. Campers may be dropped off as early as 8:30 AM. To ensure an efficient start of camp, please plan to arrive by 9:00 AM.

Pick Up

A parent and/or guardian is required to digitally sign out their camper at departure. Similar to drop off, parents and guardians will not be allowed in the building. A staff member will be located outside at the Kiss & Go area. Another staff member will escort your camper out of the building. If you need to pick up your camper early you may call or text the Camp Director on duty for the week to let them know you are outside.

Regular pick up time is between 2:30 PM and 3:00 PM. Campers will only be released to an authorized adult listed on the Authorized Release Form. In the event an adult not listed will need to pick up a camper, a parent and/or guardian must submit the full name of the adult to the Camp Director via email or phone call prior to pick up. We do reserve the right to ask for proper identification when picking up a camper.

Late Fees

Hyattsville Summer Camp will enforce a fee for campers who are not picked up before 3:00 PM.

A \$1.00 fee per minute will be added to the campers account. Fees should be paid onsite at the Hyattsville Summer Camp. Fees can be paid in cash, check or credit card using the RecDesk system.

If making a payment onsite, please refrain from making transactions with anyone other than a Camp Director.

Attendance and Participation

Attendance and participation at Hyattsville Summer Camp is very important to ensure a productive and inclusive camp environment. The camp staff are trained to provide quality age friendly activities for campers. We plan activities for camp ahead of time and based on enrollment numbers. If your camper will not be at camp, please let us know in advance, if possible. If an early notice of absence is not possible, please contact a Camp Director via phone call or text message as soon as possible. We ask families to avoid making appointments that will require your camper to arrive late or leave early on days when we have assemblies. When making an appointment that requires a camper to be absent for the day, please notify the Camp Director so we can plan accordingly.

Hyattsville Summer Camp offers many structured activities for campers. It our expectation that campers participate in structured and planned activities throughout the day. We ask families to promote and support the involvement of your camper in daily activities. In the event a camper is not participating in activities on a regular basis, staff will work with the camper to help motivate them to participate. If lack of participation becomes persistent for a camper, a Camp Director will communicate this to a parent and/or guardian to help initiate a plan.

Inclusion Services

Hyattsville Summer Camp is committed to meeting the needs of all campers. If not indicated on your registration form, please contact a Youth Programs Coordinator at least 4 weeks before your campers first day of camp. While our camp staff are well qualified and professional, to ensure appropriate accommodation can be arranged and/or addressed it is essential that our staff know ahead of time.

Medication

Hyattsville Summer Camp staff or any City of Hyattsville staff member cannot administer medication to anyone. If your child requires medication that must be taken during camp hours, only a parent and/or guardian can administer the medication to their camper. If your camper needs prescribed medications stored at camp, please speak with the Camp Director. We will keep medicine such as albuterol inhaler and EpiPen's stored away safely from campers.

Illness

All illness that occur during camp hours will be appropriately documented through an incident report. If a camper becomes ill while at camp, their parent and/or guardian will be called using the contact information provided. More specifically due to the uncertainty and variety of symptoms shown in the COVID-19 virus, any child that becomes ill during camp must be picked up immediately. As always if your child is infected with a communicable condition or disease, we ask that you please keep your them home until they are completely healthy.

Injuries

Accidents happen, and we will address every injury accordingly. Any injury that requires more than a band aid, will be documented in an incident report. A paren and/or guardian will be notified at the end of the day. If an injury requires attention other than minor first aid, the camper's parent and/or guardian will be notified promptly by telephone. Emergency medical care will be sought if necessary. Parents and/or guardians are responsible for the cost of all emergency medical care.

Allergies

Even if you indicated an allergy on your registration form, please check in with a Camp Director. The camp staff will monitor exposure to allergens, and take necessary steps in the event a camper has an allergic reaction. If your child has an EpiPen for an allergy, we will keep it safely stored. We are required to call 911 if an EpiPen must be used.

Incident Reports

Hyattsville Summer Camp values open communication with all families. Incident reports are written by a staff member for the following but not limited to: injuries more than a small scratch and requiring more than a small band aid, becoming ill or having an allergic reaction, when emergency medical treatment is required, and behavioral issues including – verbal/physical conflict with other campers or staff, intentionally not following staff directions, or causing excessive disruption.

All camp staff members involved and/or witnessed an incident of any kind will complete an incident report. The incident report will state the parties involved, the role of those involved, and any action taken to address and/or resolve the situation. Copies of reports will be available for parents and/or guardians at pick up. An electronic copy can be given upon request. A Camp Director will address the incident with a parent and/or guardian one-on-one at the time of pick up. We ask that parents and/or guardians direct any questions or concerns regarding an incident with no one other than a Camp Director or the Supervisor of Youth Programs.

Suspension and Termination

We have dedicated staff who want to ensure all campers and their families have an enjoyable experience. It is our hope through our engaging activities, campers learn about teamwork and positive interaction with others. However, sometimes issues regarding behavior do arise. Our staff will do their best to address any issues with families to alleviate any potential problems with a camper before it develops into suspension or termination. At Hyattsville Summer Camp we practice redirection; an approach which gives a child the opportunity to be successful rather than disciplining right away. However, if any issue persists the following steps will be taken:

- 1. Incident Report:** A Hyattsville Summer Camp staff member will complete an incident report to document all issues. A Camp Director will discuss any incident with the parents and/or guardian the day of the incident. This will be an opportunity for both staff and families to communicate openly and develop any next steps.
- 2. Behavior Sheet:** If positive results are not shown following constant problematic behavior, a conference will be scheduled. A Camp Director and the family will establish a behavior sheet outlining the steps in which, the camper, staff, and families will take to address problematic behavior. The behavior sheet will be placed in the camper's file. A copy of the behavior sheet can be obtained upon request.
- 3. Suspension:** If a camper continues to exhibit poor behavior, a suspension up to 3 days will be given depending on the severity and frequency of the behavior. Parents and/or guardians will be required to have a conference with a Camp Director, the Supervisor of Youth Programs, and the Manager of Events and Recreation, before the camper can rejoin. A written document of the conference can be provided upon request. If suspended camp fees non-refundable.
- 4. Termination:** After a suspension, and there is no change in behavior, Hyattsville Summer Camp and the City of Hyattsville reserves the right to terminate a camper from the program for the remainder of the current summer camp season. Parents and/or guardians will be notified and asked that their camper not to return. In extreme circumstance a camper maybe terminated and asked not to return in future summer camps, or any City of Hyattsville's out-of-school time programing. In the event a termination has been sanctioned, a letter of termination will be given to parents and/or guardians with the terms, and guidelines of the permanent withdrawal. Families will be notified in advance through a final conference prior to termination. If terminated all camp fees are non-refundable.

Clothing

Campers should be dressed in clothing that is comfortable and can get dirty. We prefer camper to wear active wear. Parents and/or guardians should dress their campers in weather appropriate clothing. Just like shoes and shirts, a mask must be worn during camp at all times.

Acceptable clothing includes the following:

- Shirts (preferably active wear)
- Pants, jeans, shorts, skirt with shorts underneath (preferably active wear)
- Closed toed shoes (sneakers, running shoes, sandals with covered)
- Raincoat, sweatshirt, or jacket (inside the building sometimes get cool)

Swimwear

Hyattsville Summer Camp may go to the Hamilton Splash Park once a week. Please send a swim suit and towel to camp on pool days. Hyattsville Summer Camp and the Hamilton Splash Park suggest swimmers wear rash guard shirts if they wish to limit sun exposure for their camper since wearing a t-shirt in the water is not permitted.

Acceptable clothing includes the following:

- Swimwear: board shorts, trunks, one-piece bathing suits (pool days or water days)
 - Campers may bring flip flop to wear to the pool only. Please make sure that your child has extra closed toed shoes.

*Due to Covid 19 the pool may or may not be used during the summer camp season.

Extra Clothes

We ask in advance for families with campers who are inclined to having bathroom related accidents, provide their camper with an extra pair of clothing.. An extra change of clothes is also, not a bad idea of all campers, especially on hot days when we haven't planned to use water.

Camp Shirt

Campers will receive a Hyattsville Summer Camp T-Shirt that should be worn on assembly and/or virtual experience days. Parents and/or guardians should ensure their camper is dressed appropriately for these events. Camp staff will send reminders to parents the day before a camp T-Shirt day.

Personal Belongings

Families are encouraged to send reusable water bottles, clearly marked with their camper's name. This is in effort to support the City of Hyattsville suitability goals. We ask families to keep all other personal items home to reduce the risk of things getting lost or damage. Camp Hyattsville Summer Camp hopes to provide a variety of engaging activities, so we ask that you keep the following items at home:

- Electronic games or devices
- Headphone and/or musical player
- Toys
- Playing or trading cards
- Cell phones
- Candy and/or gum

*Personal items brought to camp will be confiscated and locked up until pick up time.

HEALTHY EATING & FOOD

Hyattsville Summer Camp and the City of Hyattsville are committed to promoting and supporting a healthy and active community. We ask families to refrain from packing unhealthy lunches for their camper including sugary beverages. We are committed to providing a healthy environment.

Snacks

Campers will be provided with two small snacks per day, one in the morning and one in the afternoon. The snacks will be store bought, prepackaged and individually wrapped. Staff will not prepare anything snacks in house this season due to COVID-19. In addition we will try our best to provided snacks that meet everyones dietary needs. However, if your child has an extreme food allergy we ask that you provide them with their own snacks. Snack suggestion from anyone who has a dietary restriction or food allergy are welcomed.

Lunch

Hyattsville Summer Camp does NOT provide lunches for campers. Families are responsible to send campers with a lunch every day. There is no refrigerator or microwave for campers, please pack lunches accordingly.

Refillable Water Bottle

All campers must bring a refillable water bottle to minimize waste. We have a water bottle filling machine inside the building for campers to refill their bottles. There will be no standard water fountain available.

POOL DAYS

It is our intension to attend the pool once each camp session this summer. However due to COVID-19 restriction the pool maybe closed to camps and groups. We will inform families with updates.

Hamilton Splash Pool

Hamilton Splash Pool is located at 3901 Hamilton Street, Hyattsville, MD 20781. It is just across the way from the Recreational Building. The camp will walk together to the pool. The following amenities are available at this pool: three 25-meter lap lanes, zero-depth entry to 9 feet in depth, crossing feature, tipping buckets, waterfall, water slides, aqua climbing wall, and a tot/children pool. Lifeguards are always present along with Hyattsville Summer Camp staff. Campers will remain under the supervision of Hyattsville Summer Camp staff and must follow all Hyattsville Summer Camp rules and regulations while following the rules and regulations of the Hamilton Splash Park. Swim test will be administered upon availability of life guards. Campers will not be allowed in the deep end, unless they have passed the swim test and/or is open for swimmers. Campers that pass the swim test will not be allowed in the deep in without a Hyattsville Summer Camp staff member, regardless if the section is open to public.

Time and Dates

We typically attend the pool once a week as a group from 12:30 PM to 3:30 PM. Our camp pool days have traditionally been on Fridays. However, due to COVID-19 the pool may or may not be opened to camps and groups during summer season. We will inform families in advance with updates regarding Hyattsville Summer Camp's pool visitation availability at Hamilton Splash Park.

Swimwear

Parents and/or guardians must remember to send appropriate swimwear and a towel on pool days. Hamilton Splash Pool permits all non-swimwear in the pool (i.e. t-shirts or gym shorts). Hyattsville Summer Camp and Hamilton Splash Pool suggest that parents/guardians send a rash guard shirt to limit sun exposure since wearing a shirt is not permitted in the water. Please clearly mark all swimwear/gear with your camper's name. Campers will have time to change in and out of their swimwear in a Hyattsville Summer Camp restrooms. However, to limit the amount of time campers spend getting dressed for the pool, we recommend campers come dressed in swimwear, underneath their regular clothing. Campers should not arrive in flip flops on pool days. Campers should wear their closed toed shoes or strapped sandals to camp. They may change into flip flops or swim shoes before we leave.

Sunscreen

Campers are expected to use sunscreen on pool days as they are during any outdoor activity at Hyattsville Summer Camp. Camp staff will remind campers to apply and reapply sunscreen regularly to decrease sunburns and over exposure to the sun. Campers should take a break from sun exposure if they have spent too much time in the sun. We ask that campers bring their own sunscreen each day to camp.

STAYING ACTIVE

Hyattsville Summer Camp provides a variety of activities to keep campers engaged and moving throughout the day. Campers will stay active through organized sports, yoga, playground time, swimming, and water games just to name a few. We are flexible in our physical activities and encourage families to provide suggestions.

Campers should expect to participate in physical activity throughout the day. When activities are taking place outside, campers must use and reapply sunscreen. Hyattsville Summer Camp staff will remind campers to apply and reapply sunscreen when taking part in outdoor activities.

EDUCATIONAL ACTIVITIES

It is important for us to encourage out-of-school-time learning. We will incorporate “learning corners”, hands on educational activities. These activities will vary from STEAM projects, to learning about the environment, to developing creative thinking by designing the stage set for a puppet show, and much more. In addition, provided a variety of books. Campers will participate in 30 minutes of reading each day. For those campers who do not read yet, a staff member will read to them. Our hope is to keep your children’s minds active academically throughout the summer.

ASSEMBLIES & VIRTUAL EXPERIENCE

Campers will attend one assembly or virtual experience based upon the camp sessions theme. Campers should wear their camp T-shirt on these days. Dates and times of each assemblies or virtual experience will be communicated to parents prior to the start of the camp session.

CAMP SESSIONS DATES & THEMES

Theme: Under the Water

- Session I: June 21 - June 25, 2021
- Session VI: July 26 - July 30, 2021

Theme: All things Sports

- Session II: June 28 - July 2, 2021
- Session VII: August 2 - August 6, 2021

Theme: Animals

- Session III: July 6 - July 9, 2021

No camp on July 5 in observance of Fourth of July Holiday

Theme: Horticulture

- Session IV: July 12 - July 16, 2021
- Session VIII: August 9 - August 13, 2021

Theme: The Universe

- Session V: July 19 - July 23, 2021
- Session IX: August 16 - August 20, 2021

CONTACTS

Camp Address

Recreation Building
3911 Hamilton Street
Hyattsville, MD 20781

Hyattsville Municipal Building

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