



# City of Hyattsville

## *Winter Mini Camps* **2022**

### Parent Handbook





Dear parents and guardians,

Welcome to the Winter Mini Camps Program! The City of Hyattsville is proud to be hosting Winter Mini Camps provided by Children and Youth Programs staff. Winter Mini Camps provide parents with an opportunity for children to stay engaged in recreational activities during school scheduled closures.

Winter Mini Camps will offer K-5<sup>th</sup> grade students enrolled in the program with a variety of active learning and enrichment activities such as arts and crafts, sports, games, STEM projects and other activities depending on the theme for each camp day. In addition to this, campers will be able to participate in quiet time which involves activities such as reading, board games and drawing. Campers will also be able to participate in themed team spirit activities to continue to build on their social skills.

It is our goal to ensure the staff provides you with the highest level of customer service and support. We will keep you informed, and we will take various steps to ensure you will receive important information in the form of emails, messages, phone calls, or flyers. We hope these notifications will help families plan and prepare for the upcoming camp day (s). In addition, our program staff may update you at pick up regarding your camper's day. We hope that communicating achievements, progress, behavior, conflicts and/or issues with you will result in a joyful experience at Hyattsville Winter Mini Camp. We encourage you to be open and active in sharing any information to help us better serve your child during camp hours.

This handbook has been designed to give you in detailed information about our expectations for you and our staff. Please read it carefully and do not hesitate to contact us with any questions. We look forward to working with your children this winter and provide them with a safe and engaging environment!

<b>Staff Name</b>	<b>Phone Number</b>	<b>Email</b>
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Sincerely,

Children & Youth Program Staff



# Winter Camps 2022

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## 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 Children and Youth Programs staff via the contact information found on the second page of this handbook.

### **Payment, Deposit and Refunds**

All fees will be submitted via the RecDesk registration portal. All fees are due at the time of registration.

The Cost for Winter Mini camps are as followed:

- Residents' first participant \$40
- Resident additional participant \$35
- Non-resident first participant \$45
- Non-resident additional participant \$40
- Employee first participant \$35
- Employee additional participant \$25

You can receive a full refund up to 7 days before the start of camp. After the 7 days, 2 options will remain:

- Receive full household credit that can be used towards Winter Camp or Spring Camp.
- Receive a 50% refund.

### **Location**

The Winter Mini Camps will be held at our Recreation Center at David C. Driskell Park (3911 Hamilton St, Hyattsville, MD 20781).

### **Drop off**

Parents and guardians will not be allowed in the building. Parent will be asked to come to the door to drop off their camper where a staff member will be stationed to check in campers and sign them in. Please note that only **One** door will be used to check camper's in, and 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 as staff will need to close the door and begin the activities for the day.

### **After Care Camp**

We provide after camp care for an additional fee for each camp. After care is from 3:30 PM - 5:30 PM. Activities will consist of free play and occasional specialized activities. Space is limited.



## GENERAL CAMP POLICIES

### **Pick Up**

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 via email at least 3 hours prior to pick up to ensure the email is seen by program staff on time. We do reserve the right to ask for proper identification when picking up a camper in the form of State ID.

A parent and/or guardian is required to 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 at the pickup door between 2:30 P.M – 3:00 P.M with a sign out sheet for you to sign. Another staff member will escort your camper to the door. If you need to pick up your camper early, you may call or text the Youth Coordinators to let them know you are outside.

### **Late Fees**

Hyattsville Winter Mini Camp will enforce a fee for campers who are not picked up by 3:00 PM if registered for regular camp or by 5:30 P.M for camper who stay in after care. A \$1 fee per every 5 minutes after the assigned pick-up time will be added to the camper's account. Fees should be paid on RecDesk within 72 hours of late pick up. Fees can be paid in credit card using the RecDesk system.

### **Attendance and Participation**

Attendance and participation at Hyattsville Winter Mini 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 the Youth Coordinator via email, 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 Youth Coordinator so we can plan accordingly.

Hyattsville Winter Mini Camp offers many structured activities for campers. It is 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, the Youth Coordinator will communicate this to a parent and/or guardian to help initiate a plan.





## GENERAL CAMP POLICIES

### **Inclusion Services**

Hyattsville Winter Mini Camp staff is committed to meeting the needs of all campers. If not indicated on your registration form, please contact a Children & Youth Programs Coordinator at least 4 weeks prior to your camper's 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 Winter Mini 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 Children & Youth Program staff. We will keep medicine such as albuterol inhaler and EpiPen stored away safely from campers.

### **Illness**

All illness that occurs 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 exposed and/or infected with a communicable condition or disease, we ask that you please keep 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 parent 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 emergencies medical care.

### **Allergies**

Even if you indicated an allergy on your registration form, please check in with a Camp staff. 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.



## GENERAL CAMP POLICIES

### **Incident Reports**

Hyattsville Winter Mini Camp staff 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. The Youth Coordinator 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 staff member.

### **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 Winter Mini 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 Winter Mini Camp staff member will complete an incident report to document all issues. The Youth Coordinator 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. The Youth Coordinator 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 Winter Mini Camp 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 the Youth Coordinator and the Children & Youth Programs Manager, before the camper can rejoin. A written document of the conference can be provided upon request. If suspended, camp fees will be non-refundable.



## GENERAL CAMP POLICIES

4. Termination: After a suspension, and there is no change in behavior, Hyattsville Winter Mini Camp and the City of Hyattsville reserves the right to terminate a camper from the program for the remainder of the current Winter camp season. Parents and/or guardians will be notified and asked that their camper not return. In extreme circumstances a camper may be terminated and asked not to return in future camps, or any City of Hyattsville's out-of-school time programming. 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 campers 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 activewear)

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

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 for all campers, especially on hot days when we haven't planned to use water.

### **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 damaged. Hyattsville Winter Mini Camp hopes to provide a variety of engaging activities, so we ask that you keep the following items at home:

Electronic games or devices (cellphones, Headphone and/or musical player)

Toys, Playing or trading cards

Candy and/or gum

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





## **HEALTHY EATING & FOOD**

Hyattsville Winter Mini 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 during After Care Camp. The snacks will be store bought, prepackaged and individually wrapped. Staff will not prepare any snacks in house this season due to COVID-19. In addition, we will try our best to provide snacks that meet everyone's dietary needs. However, if your child has an extreme food allergy, we ask that you provide them with their own snacks. Snack suggestions from anyone who has a dietary restriction or food allergy are welcomed.

### **Lunch**

Hyattsville Winter Mini Camp does NOT provide lunches for campers. Families are responsible to send campers with 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.



## **CAMP ACTIVITIES**

### **STAYING ACTIVE**

Hyattsville Winter Mini Camp provides a variety of activities to keep campers engaged and moving throughout the day. Campers will stay active through organized sports, and/or playground time, 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.

### **EDUCATIONAL ACTIVITIES**

It is important for us to encourage out-of-school-time learning. We will incorporate “learning corners,” and hands-on activities. These activities will vary from STEAM projects and learning about the environment. In addition, we provide a variety of books. Campers will participate in 30 minutes of reading each day. Our hope is to keep your children’s minds active academically.

## **Schedule for Winter**

### **General Schedule**

8:30 - 9:00: Drop off/Free Play

9:00 - 9:30: Team Spirit

9:45 - 10:30: Indoor/Outdoor (as weather permits) Free play

10:30 - 10:45: Bathroom Break and Snack

11:00 - 11:45 Activity

12:00 - 12:30: Lunch

12:45 - 1:15: Quiet Time (includes activities such as reading, coloring and board games)

1:30 - 2:00: Activity

2:30 - 3:00: Pick up/Free Play

# **Thank You for Reading!**