

# Bayside Summer Adventure

## *i n s i d e*

Absences . . . . .	1.1
Babysitting . . . . .	1.2
Birthdays . . . . .	1.3
Camper Activity Sign-Up Sheets. . . . .	1.4
Camp Ultimate Outdoor Adventure Overnights . . . . .	1.5
Camp White Tail Family Overnight . . . . .	1.6
CCRI Address/Phone#/E-Mail . . . . .	1.7
CCRI's Mission Statement. . . . .	1.8
Child Abuse . . . . .	1.9
Clothing & Personal Belongings . . . . .	2.0
Communication . . . . .	2.1
Disabilities . . . . .	2.2
Discipline . . . . .	2.3
Emergency Procedures . . . . .	2.4
Evaluations . . . . .	2.5
Extended Hours. . . . .	2.6
Illness/Hygiene . . . . .	2.7
Late Pick-Up Policy. . . . .	2.8
Lunches/Snacks . . . . .	2.9
Medical Information . . . . .	3.0
Medications . . . . .	3.1
Money . . . . .	3.2
Orientation. . . . .	3.3
Pick-Up Procedure . . . . .	3.4
Ratios . . . . .	3.6
Red Camper Pick-Up Card. . . . .	3.7
Registration/Deposits/Refunds/Session Change/Cancellation & Refunds. . . . .	3.8
Safety . . . . .	3.9
Schedule . . . . .	4.0
Session Balance Due Dates. . . . .	4.1
Session Dates . . . . .	4.2
Staff . . . . .	4.3
Tax I.D.#. . . . .	4.4
Transportation . . . . .	4.5
Weather . . . . .	4.6
What To Bring . . . . .	4.7
What Not To Bring . . . . .	4.8
Withdrawals . . . . .	4.9

<b>Quick Look</b>	
<b>Transportation</b>	
<b>Locations &amp; Times</b>	<b>4.4</b>
<b>Camper Activity</b>	
<b>Sign-Up Sheets</b>	<b>1.4</b>
<b>Camp Transfers</b>	<b>3.7</b>
<b>Medications</b>	<b>3.1</b>
<b>Pick-Up Procedure</b>	<b>3.4</b>
<b>Red Pick-Up Cards</b>	<b>3.6</b>
<b>Session Balance</b>	
<b>Due Dates</b>	<b>4.1</b>
<b>What To Bring</b>	<b>4.6</b>

### **1.1 ABSENCES**

Please notify the CCRI Camp Office if your child is absent from camp for two successive days. Please identify specific camp information and director's name and reason. If your child is to be dismissed early, the Camp Director must receive a written note beforehand. This is for your child's safety! There will be no credit for absences. The number to call is (410) 266-6132.

### **1.2 BABYSITTING**

Please do not ask any of our employees to babysit for you after hours. Our employees are strongly discouraged from babysitting for families who have children enrolled in a CCRI program.

### **1.3 BIRTHDAYS**

Parents are invited to celebrate their child's birthday at camp. Please notify the Camp Director at least one week prior to the date so that the birthday can be planned into the schedule. Parents may provide a snack for their child's group for the celebration.

### **1.4 CAMPER ACTIVITY SIGN-UP SHEETS**

Activities are assigned based on your child(ren)'s returned activity sign-up sheet(s) before the start of each session. Activity slots are limited & are based on a first come basis. Every effort is made to accommodate childrens' 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice for each applicable activity period (# of activity periods dependent upon camp). One activity is assigned for each activity period (derived from your child(ren)'s 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference). Please remember that children will participate in the same activity Monday PM through Friday AM, at the same time each day. Example: if your child's first choice is (and if your child has been assigned to) Ooey Goey Science for activity period one, your child will do this activity every day at the same time. If the first choice is not available, then every effort will made to accommodate their 2<sup>nd</sup> choice, etc.. Children participate in one activity per each activity period per week. Please see activity sign-up directions for clarification. Individual activities determine the number of children that can be accommodated during each activity period. Some activities are repeated in the AM/PM as well as from one week to the next so that children may experience a variety of interests. CCRI selects activities to be offered each session based on activity sheets that are returned prior to camp session.

Activity sheets will not be accepted at Sandy Point State. No exceptions! Children without returned activity sign-up sheets will be randomly assigned to activities that are still available on the first day of the session that they participate. CCRI's Bayside Summer Adventure Camp is unique because children are empowered to choose their OWN activities as they plan their week. Please understand that these **activity sheets are for children to complete, not their parents**. If your child(ren) select something you do not agree with, remember that this is about their summer, their experience & their memories.

Changing activities, after sign-up sheet has been returned to CCRI, is highly discouraged. If your child wishes to make a change, please send in writing at least 5 business days before the start of the session: child's name, camp & session registered for, activity period #, & activity you wish to change to. Unfortunately, changes are not guaranteed & are based on availability. We apologize for any inconvenience this may cause, however CCRI works very hard to provide ALL children with a positive program experience.

### **1.5 CAMP ULTIMATE OUTDOOR ADVENTURE OVERNIGHTS**

During sessions (TBA) Camp Ultimate participants (**8-13 year olds only!**) will be invited to attend a special campout! Cookouts, campfires and many more exciting activities are all part of the fun.

On the Monday or Tuesday of each camp session (see applicable sessions above), children will receive a permission slip for the overnight (an e-mail notice will also be sent). If you would like for your child to participate, simply return the permission form with the registration fee to camp with your child by Wednesday evening. **No** registrations will be taken after Wednesday evening. Please **do not** send money for overnights before the session of camp!

### **Children Should Bring:**

sleeping bag/pillow  
toiletries (toothbrush, toothpaste, brush, etc.)  
flashlight  
bug repellent  
change of clothes (including sweatshirt)

CCRI Will Provide: dinner Thursday, breakfast and lunch Friday, tents.

### **Camp Ultimate Overnight Dates:**

Thursday: TBA

## **1.6 CAMP WHITE TAIL FAMILY OVERNIGHT**

During session (TBA), Camp White Tail Campers & their families will be invited to attend a special campout! At least one adult must accompany beginning at 5:30pm until 7:30 am the following morning. A cookout, beach exploration, canoeing, treasure hunt & campfire are some of the possible activities part of the fun. Any White Tail Camper and their family may participate regardless of their registered session. See Camp Ultimate Outdoor Adventure Overnights 1.5 for What To Bring List and CCRI provided items. An e-mail notice will be sent or call 410-721-9550 or 301-583-1022 for registration form.

## **1.7 CCRI ADDRESS/PHONE NUMBERS/E-MAIL/WEBSITE**

P.O. Box 221 Crownsville, MD. 21032

Phone 410.266.6132

E-Mail: [creativecri@yahoo.com](mailto:creativecri@yahoo.com)

Web Site: [www.creativecri.org](http://www.creativecri.org)

## **1.8 CCRI'S MISSION STATEMENT**

Creative Community Resources, Inc. is a community service organization dedicated to making a positive difference in the lives of children, families and communities. Through a multitude of year 'round programs both recreational and educational, it is our mission to increase personal awareness, instill confidence in self and others, and to work to build strong families and healthier communities.

## **1.9 CHILD ABUSE**

CCRI takes child abuse very seriously and will report any suspected child abuse to the proper authorities.

## **2.0 CLOTHING & PERSONAL BELONGINGS**

Children should wear clothing suitable for an active day at camp. We recommend shorts, t-shirt and tennis shoes (no sandals). Parents are advised to MARK their child's first and last names on all clothing, bags, towels and lunch boxes. Parents are encouraged to make sure their child comes home with his/her proper bag and lunch box at the end of each day. Staff cannot be held responsible for children's personal belongings. We advise parents not to send expensive articles to camp. While every effort will be made to locate lost items, the camp is not responsible for replacing them. Items left at camp will be placed in a lost and found box. All items not claimed by the end of each camp session will be donated to a worthy cause.

## **2.1 COMMUNICATION**

Notices may be sent home with your child to inform you about special events and/or other information that families need to know regarding camp. Please make sure to check with your child about these notices. If indicated on registration form all notices will be sent by e-mail as well.

## **2.2 DISABILITIES**

In order for CCRI to provide the best day/overnight camp experience for your child, we ask that prior to registration, you consult with the Executive Director or Camp Coordinator regarding any special needs required by your child. Children with disabilities will be enrolled on an individual basis. We will make every attempt to serve all children.

### **2.3 DISCIPLINE**

Good behavior will be elicited in a positive and kind way. Children will be given understandable guidelines for their behavior so that they develop internal control of their actions. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide the child towards socially acceptable behavior. Behavior problems that cannot be resolved may result in dismissal of the child. No refund will be given if this occurs.

### **2.4 EMERGENCY PROCEDURES**

All precautions will be taken to prevent serious health risk to all campers. In the event that a minor injury occurs, first aid will be administered at the camp site by the camp staff. The following procedures will be followed:

- First aid will be provided and the incident recorded in the Camp Health Log.
- The child will be observed continuously and made as comfortable as possible during and following the administration of first aid.

In the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate first aid will be administered at the camp site by a staff person until professional services arrive. All efforts will be made by the staff to keep your child comfortable.
- You will be contacted. If you cannot be reached, your emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on a CCRI Accident Form.
- Members of our camp staff are trained in CPR and first aid. Please note: CCRI does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history form what type of health insurance you carry.

### **2.5 EVALUATIONS**

We will be distributing a program evaluation to parents during the summer sessions. We ask that you return these evaluations. They are very important to us in being able to provide the best program and to correct any deficiencies that you might encounter. We invite you to also speak directly with the Summer Camp Coordinator or Executive Director about your concerns or praise.

### **2.6 EXTENDED HOURS PROGRAM**

Extended Hours are available for children dropped off and picked up directly from Sandy Point State Park for an additional expense. The extended hours are available between 8:00-9am and 4-6:00pm. (Change to 8 AM start due to Sandy Point policies) Children in the Extended Hours program will be given a variety of structured and non-structured activities to choose from each day. Activities may include: science & nature, puzzles and board games, use of playground, arts & crafts, hiking, sports, group games, and special events.

### **2.7 ILLNESS/HYGIENE**

If your child is sick, please keep him/her home. If your child comes to camp ill, we will ask that you return to pick him/her up. We have the health of the rest of the children to consider. When a child is sent home with a communicable disease, he/she cannot return to camp without a note from a doctor indicating the child is well. Children will be sent home for the following reasons: fever, diarrhea, lice, unexplainable rash, upset stomach and/or vomiting. Please make sure that your emergency information is up-to-date.

## **2.8 LATE PICK-UP POLICY**

All programs officially end at 4:00 p.m. daily. Extended hours are available 8:00-9am & 4-6:00pm for children dropped off and picked up directly from Sandy Point State Park. All other children should be picked up from transportation drop off sites at the specified times (see page 7 in the camp brochure). The following policy applies to all camp programs and extended hours. Children are to be picked up no later than 10 minutes after the latest designated time from Sandy Point State Park or from each individual transportation drop off site. Any child left after this time will be cared for by a CCRI staff member until his or her parent arrives & ***a \$5.00 per 5 minute charge*** will be assessed.

In the event that no notification has been made to the CCRI office, these policies will immediately be implemented:

1. CCRI will attempt to contact the parent(s) for instruction.
2. The CCRI staff member will attempt to contact the person listed on the Emergency Card to arrange pick-up. The parent will be charged a late fee.
3. If the 15 minute grace period has passed and no contact has been made with the parent(s) or Emergency contacts, the local police will take the child to the police station until a parent arrives for pick-up.

## **2.9 LUNCHES/SNACKS**

All campers need to bring a lunch and a drink(s) to camp each day unless otherwise notified. An Igloo Cooler type lunch box is recommended and is frequently preferred by parents. Do not send any glass containers. Lunches will not be refrigerated and we ask that you do not send lunches that contain mayonnaise or other items that will spoil if not kept cold. An additional option is to freeze lunches and juice overnight to help keep them fresh throughout the day. Please mark all lunches with first and last names each day.

If your child is registered for Extended Hours, please send a snack. There will be a snack period during late supervision.

## **3.0 MEDICAL INFORMATION**

For your child's safety, it is important to keep the information updated on all of these forms. Emergency phone numbers are particularly necessary.

## **3.1 MEDICATIONS**

Staff will encourage campers to administer their own medication **only** when a written medication form has been filled out by the parent/legal guardian & **only** when medications are accompanied by instructions to camp. Overnights are not exempt. Inhaler, Epi Pens, Ear/Eye Drops, Aspirin & Allergy medicines also require written consent. All medications must be in their original container for both prescription and over the counter medications and must clearly state expiration date. Medications will automatically be thrown out if date has expired with or without parent consent. All medications should be turned into CCRI staff at park or bus stop in the morning. ***Do not put medications in lunch boxes or camp bags.***

## **3.2 MONEY**

Please do not allow your children to bring money to camp unless otherwise requested for special events. Children will not be allowed to purchase anything at the camp site. If extra beverages are desired, please send them from home.

## **3.3 ORIENTATION**

A "Meet The Staff" optional orientation will be held prior to camp (site and date TBA) beginning at 6:15pm. This is an opportunity for new and/or returning parents to meet some of the staff and provides a chance to ask some specific questions regarding camp. Children are always welcome and encouraged to come along. An e-mail will be sent out and/or the date and location will be on the office phone message late May.

### **3.4 PICK UP PROCEDURE**

Parents or an authorized individual (as documented on CCRI Records including Red Camper Pick-Up Card) will be required to show a "CCRI Camper Pick-Up Card" or a driver's license each time a child is being picked up at the end of camp. Parents are required to check their children in and sign them out each day for each camp. This system is designed to ensure the safety of your child and to make sure that only the proper individuals, designated by you, pick up your child. This is required by State Licensing.

#### **VERY IMPORTANT:**

In the event that you or your designated person(s) are unable to pick up your child at the scheduled time and a different person (not listed on CCRI records) arrives to pick up your child, **CCRI will not release your child unless CCRI has received written notification by Parent/Guardian in advance.** If no written notification has been provided, CCRI will place a phone call to the parent/guardian. In the instance that there is no note and no contact made with parent/guardian, CCRI will contact an authorized individual, as stated on CCRI records, to come and retrieve your child. Your child will not be sent with anyone not authorized in writing by the parent/guardian. CCRI takes this procedure and your child's safety very seriously. Phone calls made to the CCRI Camp office are **not accepted.**

### **3.6 RATIOS**

Generally ratios are 1:10-1:12 but are actually based on individual activities. For example: football may have a 1:14 ratio where cooking may have a 1:8. Depending upon the safety of each activity, the appropriate ratio is applied.

### **3.7 RED CAMPER PICK-UP CARD**

Red Camper Pick-Up Card must accompany parent/guardian or any authorized individual (should correspond as indicated on CCRI Emergency Form) every day when picking child up from bus stops or from Sandy Point State Park. In the event that no "camper pick-up card" accompanies parent/guardian or authorized individual, a driver's license will be required. If your child needs to be picked up during the regular camp day, use this card to be admitted into the park. See Pick-Up Procedure on page 3.4 for more information.

### **3.8 REGISTRATION/DEPOSITS/REFUNDS/SESSION CHANGE/CANCELLATION /REFUND**

**Registration Requirements**– Upon receiving the Registration form, CCRI will mail (or e-mail) directions on how to complete the registration process. If you request that all information be e-mailed and have not heard from us within 10 business days, please call our office to request that it be sent again. As directed, the registration packet is to be completed & returned by a specified date. Camper Activity Sign-Up sheets will be sent via e-mail in a PDF format to be printed & completed by your child. Please mail these immediately (upon receipt) if you wish your child's choices to be considered. Late activity sheets will be discarded and campers will be assigned to activities based on availability. Registration applicants remain eligible for placement when the following completed forms have been received in the mail by individual packet due dates: Emergency Card, signed Policy/Waiver Form, Activity Sign-Up Sheets and a Camper Health History. CCRI also requests (for the safety of your child) a current Camper physical (available on line/www.creativecri.org). However, the physical/immunization is no longer required by the state and is optional. Regretfully, late or incomplete information may result in forfeiture of your child's placement. Every effort is made to mail confirmation within 10 business days.

**Deposits**- a non-refundable \$50 deposit per child, per session, per camp is required at time of application to secure placement. This amount goes towards total balance due. In the event of cancellation, the deposit is forfeited and may not be applied towards a remaining balance. **A deposit is a commitment to attend camp. Failure to notify CCRI of cancellation 10 business days in advance and/or failure to attend without notification will result in you being responsible and billed for the full cost of camp that session.**

**Session Change/Adds/Cancellation/Refunds-** A session balance will only be refunded if the CCRI office receives written notification 10 business days prior to the first day of the session you wish to cancel. The deposit is forfeited. Refunds begin being processed and are mailed the first week in September.

If you wish to add an additional session with less than a 10 business day notice, a \$25 processing fee will be billed per each request. No fee is charged when proper notice is provided & payment is submitted by due date. If you wish to change or 'switch' a session, a \$25 processing fee will be billed per each session change request.

### **3.9 SAFETY**

Safety is paramount to the camp program. All children must be brought to and picked up from Sandy Point State Park or the designated transportation sites by a parent or authorized person.

Camp rules will be established and taught to the children at the beginning of each camp session and regularly reviewed to ensure safety of all campers. Children are instructed as to the areas where they are allowed to play.

### **4.0 SCHEDULE**

Children will participate in 1-4 activities each session dependent upon their selected activity choices, the time allotment required for each individual program, and Specialty or Sports Camp participation. Kids will be able to participate in a mixed array of activities, based on their returned activity sign-up sheet(s), that may vary week to week. Some examples may include: Basketball, Soccer, Canoeing, Crabbing, Fishing, Hiking, Beach Exploring, Dance, Football, Hockey, Arts & Crafts, Volleyball, Rollerblading, Science & Magic, Puppetry, and Outdoor Cooking.

### **4.1 SESSION BALANCE DUE DATES**

**Balances must be received through the mail & paid in full** for each registered session (balance to include deposit, camp, extended hour/transportation, Sandy Point State Park, and any processing fees for each applicable session). **Failure to submit balance by due dates** may result in forfeiture of deposit, immediate termination of child's placement and a \$25 processing fee to secure child's placement pending same day drop off of required paperwork and/or payment to CCRI's P.O. Box #221 Crownsville, MD. CCRI does not mail reminder billing statements. Please be advised that this is your responsibility. **Payment will not be accepted at bus stops or at Sandy Point. No exceptions!**

Balance due dates are as follow:

1&2 due June 1<sup>st</sup>      3&4 due June 14<sup>th</sup>      5&6 due June 28<sup>th</sup>      7&8 due July 12<sup>th</sup>  
9&10 due July 28<sup>th</sup>

### **4.2 SESSION DATES**

Pre-- June 9-13	4 <sup>th</sup> -- July 14 - 18	8 <sup>th</sup> -- Aug. 11 - 15
1st--June 16 - 20	5 <sup>th</sup> -- July 21 - 25	9 <sup>th</sup> -- Aug. 18 - 22
2nd--June 23 - 27	6 <sup>th</sup> -- July 28 - Aug.1	
3rd-- July 7 -11	7 <sup>th</sup> --Aug. 4 - 8	

### **4.3 STAFF**

CCRI Bayside Adventure staff are excellent role models who are focused on the needs of campers while maintaining safe camper to staff ratios. Each staff member is individually selected and must possess superb references and skills. Staff training week concentrates on safety issues, effective leadership and includes a heavy emphasis on teaching skills.

### **4.4 TAX I.D. #**

#52-2150520

#### **4.5 TRANSPORTATION**

Transportation is provided from the following locations:

Annapolis Senior High School	8:35am/4:25pm
Benjamin Tasker Middle School	8:10am/5:40pm
Crofton Elementary	7:50am/5:20pm
Shipley's Choice Elementary	7:30am/5:00pm

Bus departs promptly. A carpool list may be started for those areas not served by the above upon request.

**Very Important! Afternoon Transportation Location Change:** If on any day you wish to change your child/ren's afternoon pick-up location (e.g. change from bus site to park), CCRI will only do so if the CCRI office receives an e-mail request 24 hours in advance **in addition** to a written request (attn. Bayside Staff) which should accompany your child on the day of the requested change. If no e-mail is received, CCRI will adhere to your original request.

#### **4.6 WEATHER**

Please dress your child(ren) appropriately for weather conditions of the day. All of our programs strive to provide a true outdoor summer camp experience. In case of rain, warm temperatures, or inclement weather, most activities will proceed as scheduled. In some cases, alternate activities may temporarily take place utilizing primarily the sheltered pavilion. On extremely hot days, children are encouraged to take frequent rest & water breaks. A continuous cool breeze from the bay as well as water pumps, and drinking fountains adjacent to utilized shelters make water easily accessible. A complete change of clothes (including shoes) is recommended.

#### **4.7 WHAT TO BRING**

Please send children to camp each day with the following items:

Sturdy Shoes	Extra Pair of Shoes & Socks
Hat/Sunglasses	Insect Repellent
Bathing Suit	Closed Toed "Water Shoes"
Rain Poncho	Change of Clothes
Water Bottle	Spray Bottle
Non-Perishable Lunch (warming not available)	
Afternoon Snack	
(Optional) Disposable Camera	
(Optional) Wet Suit or Nylons or Long Pants & Long Sleeved Shirt (Windsurfing Camp)	
(Optional) Old Dress Shirt (Creative Arts Camp)	

**(See 3.5 for Overnight Camp list!)**

#### **4.8 WHAT NOT TO BRING**

*Pokeman Cards	*Gum/Candy
*Walkman/Radio	*Knives
*Gameboys	Scooters
*Money (unless requested for activity participation by camp staff)	
* <b><i>Will Be Confiscated</i></b>	

#### **4.9 WITHDRAWALS**

In the event that you withdraw your child(ren), please refer to the refund policy in this handbook. In the event that your child is dismissed from camp due to disciplinary reasons, no refunds will be made.