

Adventures in Camp

**Where every day is a
new adventure!**

Family Welcome Guide
For a Successful Summer of Fun!



Teacher Designed and Managed
Summer Day Camp

A Maryland woman owned small business

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Introduction Letter

Hello,

My name is Jessica, and I am the founder of Adventures in Camp, LLC. I want to personally thank you for looking at our camp, and to tell you a little more about myself and how our camp began.

First, I am a wife and mother of two very active little kids. I have been teaching full time in Maryland for the last fifteen years, and enjoy every moment of it! I love spending time with my family, playing on the beach, and watching my children discover new things in life.

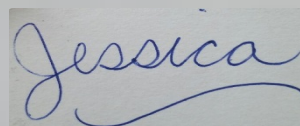
I graduated from the University of Maryland in December of 2004. Instead of going straight to the classroom in January, I spent the next couple of months attending meetings, going to conferences and researching what it would take to create a summer camp in the state of Maryland.

I took that information and decided to develop a summer camp that had a little more to it than your run of the mill camp. I wanted a place that was safe for kids, super fun and had more of a “family feel”, rather than “just a camp”. I wanted parents to feel at ease when they dropped their babies (no matter how old, they are always your baby) off at camp. I wanted a place that the campers never wanted to end, and looked forward to attending the next summer with their newly made friends.

Over the years I have changed camp, and made each year better than the last. We now have teachers, and college students who are interested in becoming professional educators, as our Staff and Director on Duty. Having a staff that has such a special skillset would flourish as counselors, and enjoy camp, just as much as the campers. Our staff has experience working with a variety of children who all have different needs. I feel this would benefit everyone’s camp experience. At Adventures in Camp, we have staff who work with children who have special needs, who speak languages other than English, and who are in the talented and gifted programs at school. Having staff who are educators (or becoming one) will make it easy to have integrated STEM activities and reading each day.

Each year our camp gets better, and we hope your family can join us this summer to experience it for yourself. Our camp only admits 30 campers per week, so email me with any questions, and I will help you. Register@AdventuresinCamp.com

Talk to you soon,



Jessica

Founder of Adventures in Camp, LLC



About the
Adventure

Location, Hours, Contact Information

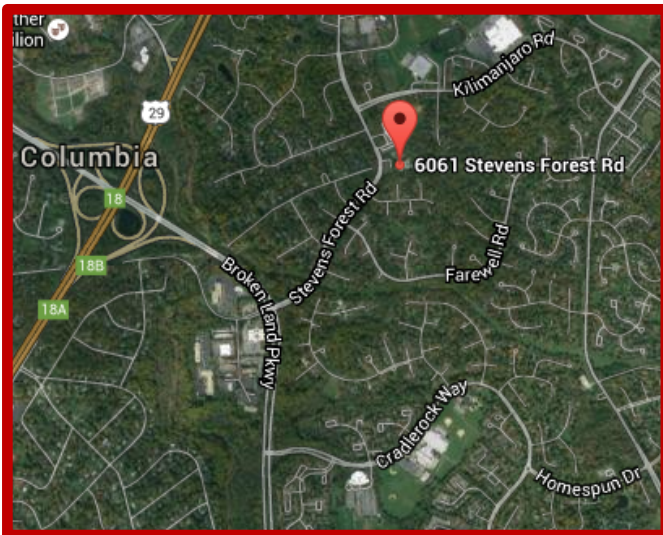
Where is camp located?

Stevens Forest Neighborhood Center

6061 Stevens Forest Rd
Columbia, Maryland 21045

Stevens Forest Neighborhood Center is the perfect location for a fun-filled summer! Our building is connected to the neighborhood pool. We are also steps away from the local elementary school where we would go if there were any emergency weather issues.

Adventures in Camp, LLC is conveniently located between Baltimore and Washington, D.C. off of routes I-95, 29, 100, and 32 in Columbia, Maryland. You can also get to camp from Route 175 and Tamar Road. We are located right off Broken Land Parkway across from the Vehicle Emissions Inspection Station.



What are the Program Hours?



Regular Full Day Camp Hours

Monday – Friday 9:00AM- 4:00PM

Extended Day Options:

Before Care 7:00AM-4:00PM

Mid-Day Care 8:00AM – 5:00 PM

After Care 9:00AM – 6:00PM

Before and After Care 7:00AM – 6:00PM

Half Day Program Options:

AM Half 9:00AM – 12:00 noon

PM Half 1:00PM- 4:00PM

Extended Day Options can be added to the half-day programs.

PLEASE NOTE: Half -Day Programs are only four (4) days a week and the field trip is not included. If you want your child to partake in the field trip, the hours are from 9:00AM-4:00PM. There is an additional cost for the participation in the trip.

Does camp provide Transportation?

No. The camper's family is responsible for transportation to and from the camp each day. We will provide transportation on field trip days.



How can we contact camp?

Website: www.AdventuresinCamp.com

Facebook: www.facebook.com/AdventuresinCamp

Camp's PHONE – 240-997-1700

Email: Register@AdventuresinCamp.com

Adventure
About the

Camper Ages, Groups, and Staff Ratio

What are the ages of campers?

Youth camps may have campers from the age of 3.5 years (completely potty trained) to the age of 12. Just make sure you are ready for a day FULL of FUN!!



**7 Years Later . . .
Our campers keep coming back!**

How are groups assigned?

Campers will be grouped by ages.

Ideally we plan to have groups based on the ages 3.5-5 years old, 6-7 years old, 8-9 years old, and 10-12 years old.

However, we know all children do not have fun in certain age brackets or with certain campers, so we make groups based upon the child's needs and interests.

We will try our best to separate siblings so that all campers enjoy their stay at Adventures in Camp (unless siblings wish to be together - in that case, then they will be together).

Grouping campers by their ages and/or interests will make sure all children will be able to do different activities to suit their active lives and abilities.

What is the camper to staff ratio?



Camp follows the State Regulated Ratio Guide Lines to ensure the safety and well-being of each camper.

In fact, we usually have smaller groups, typically 6 campers per every adult.

Campers 3 to 5 years old Ratio Chart

# of campers	# of Counselors/ Adults needed	# of Assistant Counselors or Adults
1 to 8	1	0
9 to 16	1	1

Campers 6 to 10 years old Ratio Chart

# of campers	# of Counselors/ Adults needed	# of Assistant Counselors or Adults
1 to 15	1	0
16 to 30	1	2

Campers 11 years or older Ratio Chart

# of campers	# of Counselors/ Adults needed	# of Assistant Counselors or Adults
1 to 15	1	2
16 to 30	2	0



About the Adventure

Lunch Information

Does camp provide lunch?

This is what we need you to bring.

You provide the food,

We provide the fun!



Due to the high-energy of our camp, campers get very hungry! Please provide a large healthy lunch for your child to enjoy. Using a reusable bag saves money, and can store ice packs thus keeping lunches cooler.

What should I pack for lunch?

- Ice packs are not mandatory but do make lunches cooler. ☺
- Freeze a yogurt and then put it in your child's lunch.
- Pack Ziploc baggies full of cut up fruit and veggies that your child loves.
- Pack a juice box or freeze a water bottle and pack it for lunch the next day.
- Pack a sandwich that your child loves to eat, and pack an extra one the first day to gauge how hungry your child will be during the rest of the week. *Counselors make sure the campers save the uneaten food, so that families know how much is really eaten at camp.*
- Pack food that does not need to be microwaved.



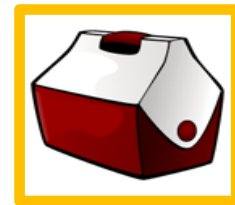
What if my child gets thirsty during the day?

- Camp provides the campers with their own camp cup to use to drink cold water.
- When groups rotate from outdoor to indoor activities (every 30-45 minutes) we have water breaks with ice-cold water.
- We also have a water fountain inside camp.



Where are lunches stored?

- All lunches are stored in a cooler with 6-8 ice packs inside to keep lunches cool at 40°F.
- Coolers are left inside the air-conditioned building, except on field trip days.
- On field trip days, the coolers come with us on the trip.



What about campers with allergies?

- Please keep Adventures in Camp, LLC up to date about any allergy your child has, so that we may ensure their safety.
- Camp has an Allergy Area for campers who have food allergies. We even have a peanut free cooler for lunches.
- We are NOT a nut free facility.

Does camp provide snack?

- YES, camp provides snack around 3:15PM each day.
- A list of our weekly snacks will be posted by the sign in area at the beginning of each week.

What if my child gets hungry during extended care hours?

- You may bring in food for before, mid-day care or after care. ***In fact, we encourage it!***

When your camper gets hungry, just let a counselor know, and we will get the food ready that they brought from home.

What to wear, bring, and Lost & Found

What should campers bring?

- Lunch
- Backpack that holds all personal items.
- **Things to pack:** Towels, Sunscreen, Bathing Suit, Extra set of clothes.
- All items should be **labeled** with your camper's name.
- Backpacks can be brought to camp on Monday, and stay all week in our secure facility. Backpacks should be brought home on Fridays.



What should campers wear?

- All campers should wear loose fitting, comfortable clothing.
- Closed toed tennis shoes are required. Packing extra socks is a good idea too.
- A hat is recommended for outdoor activities.
- Pack a sweater or light jacket and leave it in your backpack.
- On field trip days, our camp shirt **MUST** be worn by everyone.

Where will my child's items be stored?

- All items are kept at camp, Stevens Forest Neighborhood Center.
- Backpacks may stay at camp Monday – Friday.
- On rare occasions, the camp building may be used for other purposes. In this event, we will lock up everything for safekeeping.
- ALL items **MUST** be taken home on Fridays.
- Lunches go into the coolers.

Is there a Lost and Found area?

YES! There will be a Lost and Found container located near the sign in table. If your child leaves anything behind and it is not labeled it will be in the lost and found area. At 6pm of the last day of camp, any items left in the lost and found will be donated to charity.

Should we pack different items for extended care?

- Campers may bring in **extra snacks** for the morning, mid, and afternoon extended care sessions. Since camp is a high-energy camp, the campers get extra hungry.
- We do provide snacks around 3:15PM, however, staying for the extended hours your child may get a little hungrier than other campers and may require you to pack extra snacks to hold them over until you can pick them up from camp.



What about cell phones, electronics, and toys from home?



- No toys or electronic devices are allowed during camp hours, 9AM-4PM.
- Cell phones may be brought, but they **must remain in camper's backpack and on silent at all times.**
- Cell phones are to be used in case of emergency only. These items may be brought by the owner's risk and only during extended care hours. **Adventures in Camp, LLC is not, and cannot be held responsible for lost, damaged, or stolen personal items that are brought to camp.**

Prepare for
the Adventure

Sign In/Out Policy and Weekly Schedule

What is the sign in / sign out policy?

When you come into camp, just knock, and we will let you into camp. We keep our door locked, for the safety of our campers.

On the front counter we will have a notebook where you will need to sign your camper in and out each day.

Proper ID is required when dropping off and picking up any child at Adventures in Camp, LLC.

Children will NOT be released to an unauthorized individual for any reason.

There must be written consent from a parent or guardian.

Parents/ Guardians may call and speak to the Director on Duty to allow their child to be picked up by someone other than those names listed on the emergency form, provided they show proper identification.

NO EXCEPTIONS! This is for your child's safety.



What happens at camp each week?

This is a sample weekly schedule (from the 2015 season) :

- Monday:** We have a fire drill, go over our rules and expectations.
We follow our typical daily schedule – rotating activities inside and outside every 45 minutes.
- Tuesday:** We follow our typical daily schedule – rotating activities inside and outside every 45 minutes. We may have a water day, depending on weather.
- Wednesday:** We follow our typical daily schedule – rotating activities inside and outside every 45 minutes. We may have a water day, depending on weather.
- Thursday:** FIELD TRIP DAY! **Wear your camp shirt!**
- Friday:** \$5 Fridays!
We have a talent show and other morning activities, then eat pizza, go swimming next door at the pool from 12PM – 3PM, get ice cream, and then pack up to go home.

Prepare for
the Adventure

Daily Routine

What happens at camp each day?

Our day unfolds like this:

Each morning as you (parent / guardian) enter camp, you will sign your camper in the Sign In & Sign Out binder.

Look on this table for any other upcoming news, important information, or letters for you and your family. Typically we post the snacks for the week, if there is a water day, reminders about the field trip & other important information.



Once you have signed your child in, they will be asked to put their lunch in a cooler and hang their backpacks up. After they hang up their bag, and put their lunch away, they will go outside with the whole camp. We play outside until most of the campers have arrived, then we come inside to break into our groups and follow the daily schedule.

Every Monday we have introductions, our fire drill, go over the rules, and expectations of the campers. After the fire drill & rules, we will put the campers into their groups and then follow our daily schedule, which is posted on a board for everyone to see.

We rotate from an inside activity to an outside activity every 45 minutes.



Groups will get water, and use the restroom between activities (or really anytime they need it as long as they tell their counselor, so we know where everyone is at all times).

Everyone at camp eats together around 11:30AM. We will wash our hands, get our lunch, and watch half a movie while we eat. We do this to settle the campers down so that they can eat their lunch calmly. After we eat, we wash our hands again, and then we will break back into our small groups and continue with our daily schedule.

We will all have snack together around 3:15PM. At this time, we will wash our hands and receive our snack, and then we will finish watching the movie from lunch.

After the campers who have regular camp hours leave, all participants in after care will play together.

Then we start all over the next day :)

Begin the
Adventure

Adventure Activities

What activities happen at camp?

Adventures in Camp, LLC has anywhere from 8 – 12 different activities that are planned each day, for each group of campers. The schedule is posted at camp during morning care.



The schedule may change due to weather or other reasons because safety comes first.

Then there are hundreds of other activities that we can select to partake in each day. We have arts and crafts where we could create art just for fun or make a project that involves our weekly theme.

We have weekly nature walks where we walk around our summer camp location, around the lake, through the woods, and onto the far playground where we look for animals.

One day a week we go swimming! Make sure you have your bathing suit, sunscreen and towel at camp. If it is an extremely hot week, we may have water days. Activities with water relays and chances to cool off under the hot sun.

Playing sports for fun, like soccer, flag football, baseball, badminton, bowling, basketball, kickball, capture the flag are included in our daily plans.

We also have indoor and outdoor activities that could include musical freeze tag, musical chairs, dance-dance, sidewalk chalk, board games, card games, dance contests, swinging, bubbles, and much more!

During the summer we have reading and STEM enrichment. This is when we find fun lessons that incorporate the skills and strategies from the school year into the summer fun. We usually break this into two segments, one part in the morning, and one after lunch. This way the campers who are in the half-day program can benefit from one segment too.

Ultimately, learning is FUN, and we want the campers to think so, too! We also want to make sure the campers do not lose what they have gained during the school year so we will have daily lessons that are fun and of high interest for all. Hopefully, our camper's families will let us know the areas where their children need more practice and we can help out.

On Fridays we have a talent show where our campers can share their unique talents. Then we go swimming and play in the pool with our friends from camp. Don't forget your goggles, sunscreen and towel.

Field Trips, \$5 Fun Fridays

Are there field trips? YES!

Once a week we go on a field trip.

Our listing of field trips is on our website, www.AdventuresinCamp.com, we have handouts listing the trips at camp (for you to take home), and we even post trips on our calendar.



We use a licensed bus service for transportation to and from camp.

Campers will receive their camp shirt on Monday, and they need to wear it on field trip days.

We all wear the same shirt for quick identification on field trips.

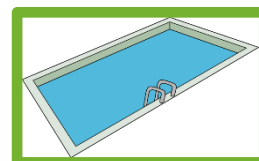


What is \$5 Fun Friday?

- Ten years ago we started \$5 Fridays.
- This is when each camper brings in \$5 on Friday instead of bringing in their lunch. ***(Moms and Dads love this, too--no lunch to pack!!)***
- With that money we order pizza, play at the pool and have ice cream!
- The campers (and counselors) absolutely LOVE Fridays!

Do we have to partake in the \$5 Friday?

- No. This is only an option if you want to participate in pizza and ice cream.
- You could pay \$2 for only ice cream or \$3 for only pizza
- You could bring your own lunch.
- This \$5 is an added part of our fun!



Begin the
Adventure

Swimming Information

What about swimming?

Adventures in Camp, LLC swims at the local neighborhood swimming pool (which is actually connected to our location) once a week.

Swimming can be dangerous and that is why we follow the rules provided by Columbia Association as well as our own rules. **We like to have fun but SAFETY is our FIRST priority.** Each session every camper needs to take a swim test given by the lifeguard on duty. The certified lifeguard will determine the camper's swimming ability. Based on the camper's ability level, the area where they can participate is determined.

Adventures in Camp, LLC's camp counselors are responsible for keeping track of their campers. A head count is to be done every 10 minutes. Every 45 minutes at "adult swim" all campers report to the main area for water and a head count.

Do we provide swim lessons?

No, we do not. However, the pool next door **does provide** swimming lessons. If you set up swimming lessons for your child, at the Stevens Forest Pool it can also be arranged that our camp can pick up your child from swim lessons. Ask Mrs. Jessica via email. We can and will do it for you! **Communication is the key to success.**

Is there a policy on sunscreen?

We **HIGHLY** recommend you bring in sunscreen for your child, not just on pool days, but **EVERYDAY**. Apply sunscreen before the camp day and label the bottle with your child's name.



Injury & Illness Policy

What if my child is ill or gets sick during the day?

Children get sick. It happens. But we need to keep every child and adult's safety and well-being into account.

Children will be sent home if any of the following conditions apply and may not return for 24 hours after the symptoms have stopped unless accompanied by a parent's or doctor's note.

This is for the safety of our staff and fellow campers.

- Fever over 100 degrees
- Bout of vomiting or diarrhea
- A rash in a contactable area
- Oozing and redness in the eye
- Signs and symptoms of the flu

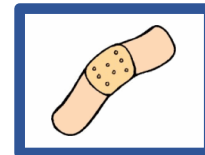


Adventures in Camp, LLC will contact parent or guardian if there are ANY questions or concerns regarding a child's health while in our care.

Adventures in Camp, LLC reserves the right to refuse service to anyone if there is a question or concern regarding the health and well-being of a child to ensure a safe and healthy environment for all the children and staff.

What if my child gets hurt?

For small cuts and "boo boos" we will escort the camper into camp, and wash the area and apply a bandage, if necessary.



For larger bumps and bruises we will notify you and inform you of what we did or would like to do to comfort your child.

In case of an emergency, I understand that the staff will attempt to contact me **immediately**.

I also authorize the Adventures In Camp staff to:

- Administer first aid and/or cardiopulmonary resuscitation.
- Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility.
- Obtain any emergency medical, surgical or dental treatment deemed necessary by medical authorities.
- Transport my child to a local emergency shelter in the event of an emergency evacuation of the center.



Medication & Weather Policy

What is the medication policy?

All medication, prescription and non-prescription needs to fit the following criteria:



- Be in the original container, with original label.
- Medication Authorization Form must be completed (by parent/guardian and physician).
- If child needs an Epi-pen or an inhaler, one **MUST** be kept at camp during camper's stay, and proper forms need to be completed.
- Medication, and medical devices must be given to camp by parent/guardian on the first day and then picked up on the camper's last day of camp by parent/guardian.
- Any medication left at camp after 6PM of the last day of camp will be destroyed and disposed of according to state regulations.
- All medications will be stored in a secure and safe place away from campers.
- Child may self-administer medication, if a doctor and parent/guardian agree to this and provide documentation.
- Only the camp's CMT (Certified Medication Technician) and the designee will administer medication.

Do you check for immunizations?

Yes, all camper forms **must** be completed honestly and completely by the child's parent or guardian.

Children who were not enrolled in public or private schools must provide a copy of their records.



What happens on inclement weather days?

No shocker here, but the weather is unpredictable. Mother Nature does her own thing and we just make schedules around what is going on outside to keep our campers safe.

We do make weekly schedules; however, we may need to switch the plans around to keep out of the scorching heat or to keep dry on the rainy days.



Although it has not happened yet, if we should need to shut down, or not open camp due to inclement weather, we would notify you immediately.

During camp hours, if we would need to relocate to a safer location, we would go to the elementary school next door, Steven's Forest Elementary School.

We would notify our camper's family immediately.

Behavior & Discipline Policy

What is the discipline and behavior policy?

At Adventures in Camp, LLC the philosophy on discipline is one of guidance and redirection. It is not a policy of punishment or physical force. If, at any time, physical force is used by any of our team members this will result in **immediate dismissal**.

No discipline will be given at any time to humiliate, shame, or frighten a child.

Adventures in Camp, LLC believes that discipline is a process that is learned over time through reminders of the appropriate behaviors that are expected of the child. We explain to the child what behavior was not appropriate and discuss alternate ways that the child should have handled the situation.

If necessary, to avoid further conflict, the child will be sent inside to sit and “cool off” with the director. Following this discussion, we will inform the parents of the situation and how it was handled.

There will be a form filled out when a child was placed in Time-Out so that you may discuss the behavior with your child at home.

Expulsion will happen if there is an on-going behavioral issue with the child, and the director feels this would be in the best interest of the entire camp, and all of its campers at Adventures in Camp, LLC.

Adventures in Camp, LLC reserves the right to dismiss any child without prior notice. If additional money is owed to Adventures in Camp, LLC, it must be paid.

No child shall at any time use inappropriate language, or verbal abuse towards anyone at camp.



What is special about our camp?

At Adventures in Camp, LLC we are a teacher made and teacher run summer camp. Our staff are current professional educators, or in college to be future educators. Being current educators or in school to become educators, means we can use our skills, strategies, training and past experiences to help provide the best environment for our campers.

Staffing at Adventures in Camp

Staff at Adventures in Camp

How are the staff members screened?

- All staff members have been through interviews and multiple background searches, including references from personal and professional individuals.
- All staff are fingerprinted by Maryland and the FBI and have received a clean background check from these organizations.
- Staff have been investigated by the Child Protection Agency and have received a clean background check from this agency as well.

What is the Counselor In Training (CIT) Program?

We have a program at camp for teenagers who have been with our camp for several years, and who are too old to be campers, but still want to come to camp. These CITs gain valuable knowledge and are an extra set of eyes and hands when assisting our counselors with our daily schedule.

How are the staff members trained?

All staff have been trained in our camp's

- Emergency Plan
- Exposure Plan
- Medical Program
- Child Abuse Policy
- Field Trip Plan
- Transportation Policy
- Swimming Rules and Plan

All staff members are:

- CPR trained
- CPS approved
- First Aid certified
- Trained in Concussion awareness
- Trained in Asthma alertness
- Maryland & FBI background checked



All of our Policy, Program, Plan and Procedures are kept on file at camp, and can be viewed upon asking a Director or staff member. These documents must be left at our building.

Policy of Staff working outside of camp:

Our staff members may do as they wish outside of camp hours.

Once they leave camp for the day, they are no longer employed by Adventures in Camp and their private life is private. If they wish to babysit, or help your family, that is solely their personal decision.

We do hold high standards for our staff and hope they make positive choices that reflect on what we hold and expect from our staff during their workday.

Registration Information

How do we register our child for Adventures in Camp, LLC?

We need all forms to be completed honestly and completely by the camper's parent or legal guardian. Register online at www.AdventuresinCamp.com.

When you have registered your child you can email Jessica at Register@AdventuresinCamp.com if you have any further questions.

What is the tuition for camp? (Updated 2019)

	Full Day (9AM-4PM)	Half Day* (9AM-12PM or 1PM-4PM)
Length of Adventure	Cost of Adventure	Cost of Adventure
Registration	\$20 per child	\$20 per child
Any week **	\$300 per week per child	\$150 per week per child

* Half Day adventure is 4 days a week and does not include the Field Trip

** Weeks do NOT have to be consecutive

Extended Care Hours & Prices

Adventures in Camp, LLC offers the luxury of extended hours.

We have the convenience of extended care for families who are unable to drop off or pick up during normal camp hours of 9AM – 4PM.

Extended Adventure Time	Cost of Extended Adventure
Before Care (7AM-9AM)	\$60 per week per child
After Care (4PM-6PM)	\$60 per week per child
Before & After Care (7AM-6PM)	\$100 per week per child
Mid-day Care (8AM-5PM)	\$60 per week per child



Are there any discounts? YES!

- Early Bird Registration - Register and pay full tuition by check or cash by April 1st
- Sibling Discount - There is a 10% discount for additional children
- Refer a Friend - Just that easy! Have them attend camp
- Military - Thank you! Just show ID
- Professional Educator - Thank you! Just show ID



What are the payment options?

We accept cash, money orders and credit cards.