

College for Kids & Discovery Academy

2023 Parent Handbook



hagerstowncc.edu/youth-programming



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Welcome

Welcome, and thank you for choosing Hagerstown Community College (HCC) for your child's summer enrichment camp. This handbook contains important information about our procedures to help ensure an enjoyable and safe experience for everyone.

Overview of College for Kids & Discovery Academy

College for Kids (CFK) and Discovery Academy are enrichment camps at HCC designed for children and young adults entering 2nd – 12th grade. Students enjoy hands-on learning in a variety of academic areas including science and technology, creative arts, literature, math, health, and career exploration.

CFK complies with summer youth camp licensure requirements of the Maryland State Department of Health (MDH), including guidelines related to COVID-19.

COVID-19

College for Kids and Discovery Academy operate based on the most recent guidance from the Centers for Disease Control and Prevention, the Maryland Department of Health, the Washington County Health Department, and Hagerstown Community College. COVID-19 protocols and procedures are subject to change.

Getting Ready for Camp

Choosing Grade Appropriate Courses

Confirm your child meets the grade requirements for the class section. The grade listed refers to the grade your child will enter in the fall. Please, pay special attention to the Discovery Academy guidelines that are set by our participating partners.

Before Care and After Care

HCC provides Before Care starting at 7:30 a.m. and After Care until 6 p.m. Both Before Care and After Care are held in the Career Programs and cost \$30 per week *each*.

Registration

Three easy ways to register for CFK!

- Online at hagerstowncc.edu/kids
- By phone at 240-500-2236, option 1
- By mailing a registration form found in the schedule to
11400 Robinwood Drive
Hagerstown, MD 21742

Please make sure that you provide a valid email address when registering.

Be sure to include your child's personal information when registering, *not yours*.

Confirmation of your child's registration will be sent by mail. Please check the confirmation to ensure your child is enrolled in the proper camp and week. If you register within one week of the camp's start date, the confirmation letter may not reach you before the first day of camp. Call 240-500-2236 to verify your child's enrollment.

Pre-Week Email

One week before camp you will receive an email containing a campus map with the location of Monday morning check-in and the location of your child's class. This email will come from CampDoc, so be sure to check both your in-box and spam folders.

Occasionally, due to scheduling conflicts, classroom locations are changed last minute. Please, be sure to check the lobby directional board for the most up-to-date classroom information. If your child's classroom location changes, check-in staff will direct you to the correct classroom.

Health Forms/Campdocs.com

All health and student forms will be collected by CampDocs, the leading electronic health record system for camps. It is a secure, easy-to-use web-based system.

Immunizations, Medications, Forms & Procedures

Health and student forms are available electronically through CampDocs. After registering your child, you'll receive an email from register@campdoc.com.

All forms must be completed two weeks prior to camp. Required electronic forms include:

1. Student Information
2. School Information
3. Health Information
4. Medications
5. Allergies and Immunizations
6. Mental, Emotional, and Social Health History
7. Authorization and Release

If these forms are not completed by the first day of camp your child will not be allowed to enter the classroom or participate! Students may be dropped without a refund if the documents are not 100% complete.

Immunizations

All campers must have a completed and signed Maryland Department of Health Immunization Certification (MDH 896 - May 2021) on file. The college does not currently require campers, staff, or volunteers to be vaccinated against COVID-19. Please, pay special attention to camp guidelines as Discover Medicine, Med Camp **DOES REQUIRE** a COVID-19 vaccine due to outside medical field trips.

Medications

HCC Staff are only authorized to administer medication, prescription or non-prescription (over-the-counter), to students with a signed Medication Administration form.

If your child will be taking medication during camp hours, a Medication Administration Form must be completed and signed by your physician. We cannot accept any child without the proper forms and without their appropriate medication(s) to be taken during camp. The medication form signed by your child's doctor must be submitted electronically before your child begins class.

If your student regularly administers their own medication (prescription or non-prescription) during camp hours, an Authorization to Self-Medicate form (on the CampDocs website) must be completed and signed by your child's physician and be on file with the CFK office.

Drop-off of Prescription or Non-prescription Medications

If your child has routine or emergency medication, you must come check-in with the camp nurse on the first day of camp **BEFORE** you go to your child's classroom. Our staff will

check that all the necessary paperwork has been submitted via CampDocs, direct you to check-in your medication with our camp nurse, and then direct you to check-in with our staff that will direct you to your child's classroom.

Your child's medication will be placed in a locked bag and secured with authorized personnel to be administered at the appropriate time.

Allergies

If you indicate on the health form that your child has allergies and there is an Anaphylaxis risk, you must complete the medication administration form and follow the medication procedures as noted above in the Medications section.

Special Accommodations

If your child has a documented disability (learning, physical, psychiatric, medical, or behavioral) this must be disclosed on the health form. Jaime Bachtell from HCC's Disabilities Support Services (DSS) office will contact you prior to the start of class to discuss your child's needs and potential accommodations that may be necessary. If you have questions or need to contact the DSS Office, call 240-500-2273.

Coming to Camp

First Day of Camp

All parents/guardians are to bring their child to the Career Programs Building lobby to check-in prior to going to their child's classroom. Classrooms will open at 8:45 a.m.

Drop Off and Pick Up Procedures

All parents/guardians are to bring their child to the classroom between 8:45 – 9:00 a.m. The child must be signed in AND out by a parent/guardian.

Parents/Guardians are required to pick up between 4:00 – 4:15 p.m. If a parent/guardian cannot pick up their child due to an emergency, they should contact the Continuing Education Office at 301-491-4352. The college reserves the right to charge a late fee for students picked up after 4:30 p.m., or 6 p.m. if registered for After Care.

Discovery Academy participants must have a signed release on file to depart campus on their own.

What to Expect

Camp Size

Most camps have 15 or fewer campers and have an instructor and a volunteer to assist with activities.

Face Masks

Face masks are optional for all campers, instructors, volunteers, and staff.

Instructors

Instructors for HCC's CFK and Discovery Academy programs are hired based upon skills, abilities, and appropriate background checks. Many of the instructors are teachers for various school districts within the Tri-state area or are trained professionals in the areas in which they are teaching. In compliance with MDH regulations, a background check is conducted for all instructors.

Staff

In addition to instructors, College for Kids and Discovery Academy is supported by the following positions:

- Camp Director
- Team Lead
- Program Assistant
- Office Associate
- Student Workers
- Nursing Interns
- Camp Nurse (on call)

Volunteers

CFK collaborates with the HCC Foundation to identify and train CFK volunteers. All volunteers must attend a camp orientation.

Supervision & Safety

Staff will always take all reasonable measures to ensure the safety of the children in the CFK program and provide appropriate supervision. All staff always wear identification badges to assist with the recognition of appropriate staff. Campers are always accompanied by staff and/or volunteers as they move around the campus.

Lunch and Recess

Campers will eat lunch within our Student Center. Food, drinks, and utensils cannot be shared or exchanged between campers. Campers can pack a lunch that does not need refrigeration or purchase a student-friendly lunch at the Hilltop Grill. Lunches from the Hilltop Grill must be [ordered online through BiteHeist](#) by 10 AM to ensure camp staff are and our cafeteria is able to provide campers lunch in a reasonable time frame. At the time of your order, please list the child and camp name along with their lunch time, if known.

Campers will have an outdoor recess (weather permitting) once or twice a day, depending on their grade level. Indoor recess and 'brain breaks' will be offered as necessary.

Nut Allergies

The College cannot guarantee a nut-free environment. If your child has a severe nut allergy that requires an entirely nut-free environment, please contact our Camp Nurse at cfknurse@hagerstowncc.edu.

General Cleaning and Sanitation

Custodial staff clean all high touch areas throughout the building's multiple times during camp hours. All the bathrooms get a heavy, thorough cleaning every night, Monday through Friday.

Hand sanitizer will be available at every building entrance and in every classroom.

Sick/Quarantine Room

One classroom in the Career Programs Building will serve as both the sick and quarantine room for campers who have fallen ill, had a personal emergency, or require privacy for a medical, social, or mental health issue throughout the day. The back half of the room will be designated as a quarantine space for any camper exhibiting symptoms of COVID-19.

Tables and chairs in the sick/quarantine room will be wiped down with disinfectant cleaner after each use.

In the event more than one camper requires the sick/quarantine room at a time, the campers will be spaced as far apart as physically possible, maintaining a minimum distance of six feet.

Positive or Suspected COVID-19 Case at Camp

In the event of a positive or suspected case of COVID-19 at College for Kids, the college will follow procedures as required or recommended by State and local health departments:

- Campers, staff, and volunteers in the same individual camp as the case
 - Will be notified of the case by email and phone as soon as possible
 - Must leave camp and quarantine following CDC guidelines
 - May not return to camp until completing self-quarantine and obtaining clearance from the individual's primary carephysician
- All campers, staff, and volunteers on campus that day, but not in the same camp
 - Will be notified of the case by email
 - May be required to move to a new classroom for the duration of the camp

Camper Exposure or Suspected COVID-19 Case

If a camper develops signs or symptoms of COVID-19 during camp, he or she will be safely isolated in the quarantine room until a nurse can determine whether the camper may return to the classroom or must be picked up by a parent/guardian.

In determining if/when a camp may return to the classroom, staff will follow the guidelines of the Maryland Department of Health and State Department of Education's joint "[P-12 School and Child Care COVID-19 Guidance](#)," most recently updated July 22, 2022.

Cell Phones & Electronic Games

A student's use of a personally-owned, electronic devices during the CFK day is designed to help him/her become a responsible digital citizen, to enhance classroom activities, and to provide authentic experiences to build skills such as collaboration, creativity, communication, and critical thinking. Devices may not be used to disrupt the educational environment, violate the rights of others, commit illegal acts, or engage in academic dishonesty. Instructors reserve the right to limit access to electronic devices during instructional time. Cell phone possession and use maybe limited during the Discovery Academy camps due to the nature of the material.

Dress

Students need to dress in appropriate casual attire for classes in which they are enrolled. CKF follows the guidelines of Washington County Public Schools' dress code. Children should wear sneakers or enclosed shoes. Flip flops are prohibited.

Behavior

Students are expected to demonstrate appropriate behavior and to follow the direction of staff. Behaviors such as aggressiveness and anger, fighting, inappropriate touching, verbal abuse, a negative attitude, and insubordination towards staff will not be tolerated and may be cause for dismissal. It is expected that students behave respectfully and do not engage in activities which are disruptive or may cause harm to themselves or others. The CFK Staff will follow the Behavior and Discipline policy as outlined below.

Behavior and Discipline Policy

The instructor will address immediate behavioral problems.

Recurring behavioral problems will be referred to the camp director and additional staff as necessary with a written explanation from the instructor. Parents will be notified.

Should the behavior continue or be severe enough, dismissal from camp may occur.

Automatic dismissal may occur at the staff's discretion.

Refunds will not be granted if a student is dismissed from camp due to disciplinary action.

Medical Treatment

Staff will always take all reasonable measures to ensure the safety of the children in the CFK program and provide appropriate supervision.

Scraped knees, nose bleeds, bee stings, and other injuries are part of camp and CFK staff will follow the State regulations for minor injuries. The regulations state that staff can treat injuries with soap, water, ice and bandages. If a child is injured or feeling ill, CFK staff will bring the individual to the CPB, Room 221 for treatment and/or a short observation. All incidents are logged in the CFK health log and parents will receive an email describing the minor injury and treatment.

If a child feels ill, staff will assess the situation and determine if the child can return to class or should leave camp. If the child needs to leave camp because of illness or more serious injury, the parent will be notified and will be expected to pick up their child immediately.

If HCC or CFK staff deem a situation an emergency, staff will immediately call 911 for medical assistance and/or transport, then notify the parent as quickly as possible.

Procedures, Forms, & Refunds

Liability Waiver

You will be required to sign HCC's standard liability waiver through CampDoc.

Unexpected College Closings: Emergency Text Alerts

Please sign up for HCC text alerts. Stay up-to-date on campus closings, weather-related delays, or campus emergencies. Register to receive the alerts at www.hagerstowncc.edu/about-hcc/campus-police/emergency-alerts.

Cancellations, Transfers, and Refunds

The College anticipates all programs to be presented as scheduled; however, a program could be canceled due to insufficient enrollment. Cancellation decisions are made one to two weeks in advance and you will be contacted directly by telephone. If a class is canceled due to low enrollment, we will either transfer the student to another class or provide a full refund.

College for Kids refund policies differ from and supersede refund policies for all other continuing education classes.

If your child cannot attend a College for Kids camp for which they were registered, please notify us immediately. **Cancellation or transfer requests must be made in writing to cfk@hagerstowncc.edu; requests left on voicemail will NOT be processed.**

Transferred Registration

Parents/Guardians are responsible for any tuition/fee difference resulting from a student transfer. Early Bird discounts will not be applied to transfers made after the Early Bird discount expires. Transfer requests received within two weeks of the camp starting will be treated as a cancellation and new registration; please see cancellation refund policy below.

Exception: Students transferring into a spot that becomes available in a camp for which they were wait-listed will not be treated as a cancellation, but will still be responsible for any difference in tuition or fees.

Canceled Registration

If notification is received before the Monday two weeks prior to the class start date, a full refund of tuition and fees will be issued. For notification after two weeks before the class start date and before the first day of camp, a refund less \$25 will be issued. No refunds will be given on or after the camp start date. Refunds will not be made for non-attendance.

Camp Start Date	Last Date to Transfer and Retain Early Bird Discount	Last Date to Transfer or Cancel with Full Refund	Last Date to Cancel with Partial Refund
Monday, June 20	Thursday, March 31	Friday, June 9	Friday, June 16
Monday, June 26	Thursday, March 31	Friday, June 16	Friday, June 23
Wednesday, July 5	Thursday, March 31	Friday, June 23	Friday, June 30
Monday, July 10	Thursday, March 31	Friday, June 30	Friday, July 7
Monday, July 17	Thursday, March 31	Friday, July 7	Friday, July 14
Monday, July 24	Thursday, March 31	Friday, July 14	Friday, July 21
Monday, July 31	Thursday, March 31	Friday, July 21	Friday, July 28
Monday, August 7	Thursday, March 31	Friday, July 28	Friday, August 4

Camp Cancellation or Closure

If a camp is cancelled or closed due to COVID-19 or other reasons, a prorated refund will be issued. Campers will be notified of a cancellation as soon as possible.

Quarantine or Isolation

If a camper cannot attend camp because he or she has been directed by a health official or medical professional to quarantine or isolate because of a positive COVID-19 test or exposure, a full or prorated refund will be issued upon receipt of a note from the health official or medical professional. The note must be on official letterhead and include the camper's name, the reason for quarantine or isolation, and the final date of the camper's quarantine or isolation.

Dismissal without Refund

Camp staff reserve the right to dismiss or exclude individuals from camp without a refund for not complying with camp policies and procedures, including but not limited to, the examples below:

- Behaviors such as aggressiveness, fighting, disrupting camp, verbal abuse, a negative attitude, and insubordination
- Incomplete health forms or COVID-19 screenings
- Failure to follow all COVID-19 policies and procedures

Photo and Video Release

Students may be photographed or interviewed while attending CFK courses. These items may be used on promotional materials for future programming. The CampDocs electronic forms have an option for declining the photo and video release.

Lost & Found

Students' possessions that are lost or found may be picked up in the Continuing Education Office located in CPB, Room 221.

Early Dismissal (Check-out by Parent/Guardian)

If a child needs to be picked up early, the instructor must receive a note stating the time of early checkout and who will be picking up the child. The note should be presented to the instructor in the morning.

Campus and Contact Information

Campus Map

To view the campus map online, visit www.hagerstowncc.edu/docs/facilities-management-and-planning/campus-map-parking.

Contact Us

Email: cfk@hagerstowncc.edu

Web: <http://collegeforkids.hagerstowncc.edu/>

Registration and General Information: 240-500-2236, ext. 1

Emergencies and Urgent Issues during Camp Hours: 301-491-4352