

# College for Kids & Discovery Academy 2026 Parent Handbook



[hagerstowncc.edu/youth-programming](http://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 1st – 12th grade. Students enjoy hands-on learning in various academic areas, including science and technology, creative arts, literature, math, health, and career exploration.

Our summer youth programs (CFK & DA) comply with the Maryland State Department of Health (MDH) 's summer youth camp licensure requirements.

## 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 our participating partners set.

## Before-Care and After-Care

HCC provides before-care starting at 7:30 a.m. and after-care until 5:30 p.m. Both Before-Care and After-Care are held in the Career Programs Building and cost \$30 each per week.

# Registration

**Three easy ways to register for our Summer Youth Programs!**

- Online at [hagerstowncc.edu/youth-programming](http://hagerstowncc.edu/youth-programming)
- By phone at 240-500-2236, option 1
- By mailing a registration form found in the schedule to

11400 Robinwood Drive  
Hagerstown, MD 21742

At the time of registration please provide your child's personal information (not yours) and a valid parent email address.

Confirmation of your child's registration will be sent by email. Please check the confirmation to ensure your child is enrolled in the proper camp and week.

## Pre-Week Email

On Thursday, before camp, you will receive an email from CampDoc containing information about the camp check-in process and location. Be sure to check both your inbox and spam folders.

Occasionally, due to scheduling conflicts, classroom locations are changed at the 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/CampDoc.com

CampDoc, the leading electronic health record system for camps, will collect all health and student forms. It is a secure, easy-to-use web-based system.

### Immunizations, Medications, Forms & Procedures

Health and student forms are available electronically through CampDoc. After registering your child, you'll receive an email from [register@campdoc.com](mailto:register@campdoc.com).

All forms must be **completed by May 31, 2026.**

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 and Med Camp require a COVID-19 vaccine due to outside medical field trips.**

### **Medications**

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

If your child will be taking medication during camp hours, your physician must complete and sign a Medication Administration Form. We cannot accept any child without the proper forms and the appropriate medication(s) to be taken during camp. The medication form your child's doctor signed 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 CampDoc website) must be completed and signed by your child's physician and on file with the Summer Youth Programs office.

## Drop-off of Prescription or Non-prescription Medications

If your child has a routine or emergency medication, you must come to 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 Camp-Doc. Then, we will direct you to check in your medication with our camp nurse before completing the check-in process with our staff and being directed to your child's classroom.

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

## 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 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 must bring their child to the Career Programs Building lobby to check in before 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 – 4:10 p.m. If a parent/guardian cannot pick up their child due to an emergency, they should contact the Continuing Education Office at 240-707-9467. The college reserves the right to charge a late fee for students picked up after 4:30 p.m., or 5:30 p.m. if registered for After-Care.

*Discovery Academy participants must have a signed release on file to depart campus independently.*

# What to Expect

## Camp Size

Camp size is 15:1 ratio and will not exceed the fifteen students to one teacher.

## Instructors

Instructors for HCC's College for Kids and Discovery Academy programs are hired based on 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 their areas of expertise. 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
- Office Associate
- Camp Counselors
- Student Workers
- 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 and DA programs and provide appropriate supervision. All staff always wear identification badges to assist with the recognition of appropriate staff. Staff and/or volunteers always accompany campers 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 Toast by 10 AM to ensure our cafeteria can provide campers lunch in a reasonable time frame.

At the time of your order, please list the child's name and camp name.

Campers will have an outdoor recess (weather permitting) once or twice daily, 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 [cfk@hagerstowncc.edu](mailto:cfk@hagerstowncc.edu).

### **General Cleaning and Sanitation**

Custodial staff clean all high-touch areas throughout the buildings multiple times during camp hours. All the bathrooms are thoroughly cleaned 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.

After each use, tables and chairs in the sick/quarantine room will be wiped down with disinfectant cleaner.

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.

### **Cell Phones & Electronic Games**

A student's use of a personally-owned, electronic devices during the Summer Youth Programs 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 they are enrolled in.

**Summer Youth Programs follow the guidelines of Washington County Public Schools' dress code. Children should wear sneakers or enclosed shoes, and flip-flops are prohibited.**

## Behavior

Students are expected to demonstrate appropriate behavior and follow the staff's direction. Behaviors such as aggressiveness and anger, fighting, inappropriate touching, verbal abuse, a negative attitude, and insubordination towards staff will not be tolerated and may cause dismissal. It is expected that students behave respectfully and do not engage in activities that

are disruptive or may cause harm to themselves or others. The Summer Youth Program Staff will follow the Behavior and Discipline policy 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, and a written explanation will be given by 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 Summer Youth Program and provide appropriate supervision.

Scraped knees, nosebleeds, bee stings, and other injuries are part of camp, and the Summer Youth Program 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, Summer Youth Program staff will bring the individual to the CPB, Room 221, for treatment and/or a short observation. All incidents are logged in the Summer Youth Program 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 whether 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 expected to pick up their child immediately.

If HCC or the Summer Youth Program staff deem a situation an emergency, staff will immediately call 911 for medical assistance and/or transportation. We will 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

Upon registration, you will automatically be enrolled as a user with Everbridge.

This program will keep you up-to-date with campus closures, weather-related incidents, and emergencies.

## 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 and Discovery Academy refund policies differ from and supersede refund policies for all other Continuing Education classes.

If your child cannot attend a College for Kids or Discovery Academy camp for which they were registered, please notify us immediately. Cancellation or transfer requests must be made in writing to [cfk@hagerstowncc.edu](mailto:cfk@hagerstowncc.edu); requests left on voice-mail 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 after the discount expires. Transfer requests received within two weeks of the start of camp will be treated as cancellations and new registrations; please see the 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 \$35 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 a Full Refund	Last Date to Cancel with Partial Refund
June 15, 2026	Monday, March 31, 2026	Monday, June 1, 2026	Friday, June 12, 2026
June 22, 2026	Monday, March 31, 2026	Monday, June 8, 2026	Friday, June 19, 2026
June 29, 2026	Monday, March 31, 2026	Monday, June 15, 2026	Friday, June 26, 2026
July 6, 2026	Monday, March 31, 2026	Monday, June 22, 2026	Friday, July 3, 2026
July 13, 2026	Monday, March 31, 2026	Monday, June 29, 2026	Friday, July 10, 2026
July 20, 2026	Monday, March 31, 2026	Monday, July 6, 2026	Friday, July 17, 2026
July 27, 2026	Monday, March 31, 2026	Monday, July 13, 2026	Friday, July 24, 2026
August 3, 2026	Monday, March 31, 2026	Monday, July 20, 2026	Friday, July 31, 2026

### *Camp Cancellation or Closure*

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

### *Dismissal without Refund*

Camp staff reserves 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 the Summer Youth Program courses. These items may be used on promotional materials for future programming. The CampDoc electronic forms have an option for declining the photo and video release.

## **Lost & Found**

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

## **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](http://www.hagerstowncc.edu/docs/facilities-management-and-planning/campus-map-parking)

### **Contact Us**

*Email:* [cfk@hagerstowncc.edu](mailto:cfk@hagerstowncc.edu)

*Web:* [hagerstowncc.edu/youth-programming](http://hagerstowncc.edu/youth-programming)

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

*Emergencies and Urgent Issues during Camp Hours:* 240-707-9467