



Creative Community Resources, Inc.
2021 Parent Handbook

Bayside Summer Adventure

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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. 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. Staff are asked to work full days and adding to that schedule can be daunting. This also helps ensure that there are no "blurred lines" as to when a child is under the care of CCRI or of an individual working independently.

1.3 BIRTHDAYS

Parents are invited to celebrate their child's birthday at camp. Please notify the Camp Director at least a couple of days prior to the date so that the birthday can be planned into the schedule. Parents may provide a snack (preferably nut free) for their child's group for the celebration.

1.4 CCRI ADDRESS/PHONE NUMBERS/E-MAIL/WEBSITE

P.O. Box 221 Crownsville, MD. 21032

Phone 410.266.6132

E-Mail: creativecri@yahoo.com

Web Site: www.creativecri.org or www.baysidesummercamp.com

1.5 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.

1.6 CHILD ABUSE

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

1.7 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.

1.8 COMMUNICATION

Notices will be emailed weekly and/or 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.

1.9 DISABILITIES/SPECIAL CONCERNS

In order for CCRI to provide the best day/overnight camp experience for all children, we ask that **prior to registration**, you consult with the Executive Director regarding any behavioral issues, or special physical, emotional, psychological or medication needs your child has. Please also understand these are required to be identified on the camp medical form, for staff's awareness & for planning purposes. While CCRI hopes to be able to accept all children in our programs, due to the unique nature of our outdoor setting, for children's own safety, they must be able to function independently in an outdoor group setting. In the circumstance a child is unable to function independently in an outdoor group setting, CCRI will work together with families, on an individual basis, to see if a suggestion or arrangement can be made to provide additional support, through utilization of local resources. CCRI does not have trained medical doctors or psychologists on site during program hours; an off-site, on call nurse is available. Children with disabilities will be enrolled on an individual basis. We make every attempt to serve all children.

2.0 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.

2.1 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.

Camp Emergency Contact Phone #410-533-2783 PLEASE USE ONLY FOR EMERGENCIES.

2.2 EVALUATIONS

We will be e-mailing program evaluations to parents during the summer sessions. We ask that you complete & 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.

2.3 EXTENDED HOURS PROGRAM

Extended Hours are available for children participating in White Tail & Ultimate Camps and can be dropped off and picked up directly from Sandy Point State Park for an additional expense. The extended hours are available between 7:30-9am and 4pm-5:30pm. 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.

2.4 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.

2.5 LATE PICK-UP POLICY

The core program officially ends at 4p.m. daily with pick-up at the park beginning at 4pm, ending no later than 4:30pm for participants not utilizing the bus transportation or late stay. Extended hours are available 7:30-9am & 4pm-5:30pm 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 Transportation page 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.

2.6 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 stay.

2.7 MEDICAL INFORMATION

For your child's safety, it is important to keep information provided on file-updated on all submitted forms on-line. Emergency phone numbers are particularly necessary.

2.8 MEDICATIONS

All camper over-the-counter and prescription medications (including inhalers) and/or ointments are required to be handed in to a CCRI Staff member first thing upon arriving-either at the bus or the park in the morning. Staff will encourage campers to self-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.**

2.9 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.

3.0 PICK UP PROCEDURE

Parents or an authorized individual (as documented on CCRI Records) is required to show a driver's license or photo I.D. each time a child is being picked up at the end of camp. Please plan for this to help expedite the pick up process. 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.**

3.1 RATIOS

Generally, ratios are 1:10-1:12 [pre-Covid] and are 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. Activity/group sizes may vary this year [2021] however, if children are grouped again in 'like minded pods' (like last year for health & safety reasons). In this event, activity choices will be selected as a group, with group sizes varying from 14-20 (TBD), based on Covid Protocol/CDC & State requirements.

3.2 REGISTRATION & DEPOSIT FEES/ADDING A SESSION/CANCELATIONS/LATE ADDS/REFUNDS

Registration Fee-A one time per season, per child \$25 Registration Fee is due at time of registration. This fee does not go toward the balance and is over and above the session fee. The registration process must be completed on-line through our website at www.creativecri.org. Payments and paperwork cannot be accepted at bus stops, Sandy Point State Park or any program locations.

Deposits- A non-refundable \$50 [\$100 for Fishing camp] deposit per child, per camp, per each session is required at time of application to secure placement. While the non-refundable registration fee does not go towards the total balance owed-the non-refundable deposit/s do. These non-refundable deposits are already embedded and a part of each session's **balance** automatically and are not over and above the indicated session fee. These non-refundable deposit amounts are not separated out or listed individually on balance statements either. When signing your Policy Waiver, you are indicating you understand that all

3.2 FEES/ADDING A SESSION/CANCELATIONS/LATE ADDS/REFUNDS Cont.'

deposits & registration fees are non-refundable. A deposit is a commitment to attend camp. Failure to notify CCRI of cancellation 30 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.

Adding Sessions/Cancellations/Refunds-

You can add a new session for your child by simply returning to online registration through the portal you created, selecting the child you wish to make the 'add' for (within your household information) & by selecting another camp/week on the 'camp selection' page. Cancellation notice is required 30 days in advance of the first day of the session you wish to cancel, to be eligible for a refund. Sessions cannot be switched. In the case of cancellation, balances are forfeited and will not be transferred. [Exception: when a cancellation request has been received 30 days in advance, of the first day of the session you need to cancel].

Deposits & Balances Non-Refundable or Transferable (Exception)-**

No deposits or balances will be transferred or refunded in the event of needing to 'switch' sessions. ALL deposits are non-refundable. The only way a session balance (minus the forfeited deposit) can be refunded or applied to a newly registered session is if your newly registered session falls after your cancelled session and only when a 30 day emailed advance cancellation notice is provided. **When the required 30 day emailed notice is provided, in this case only, the balance received can be refunded (minus the forfeited deposit) or transferred to a newly added session only. Unfortunately, receiving an emailed cancellation with less than the required 30 day notice means the balance can no longer be transferred or refunded.

No Longer a Change Fee-

Please note there is no longer a \$10 'Change Fee' as deposits & balances are no longer transferable. This change was made due to the extremely high number of change requests made in recent years.

When requirements are met, **refunds** are processed within 10 business days.

Late ADD Registration Request- An additional \$30 fee is required for Late Add registration requests made 3 days or less prior to the first day of the first session you wish your child to attend

3.3 REQUIRED FORMS & PAYMENT

Every participant attending Bayside Summer Adventure Camp programs are required to have the following forms completed prior to attending camp: Household, Medical Form, Medication Administration Authorization Form (if child is to take meds at camp), Policy Waiver, Camper Information Addendum, & Location Drop Off/Pick Form. Full payment is required at time of registration.

3.4 SAVING/DISCOUNT OPTIONS

In an effort to help families, Bayside offers both an Early Bird Discount-\$10 off each session requested-when paid in full at time of registering beginning Feb. 15th ending Feb. 22nd, and then after the Early Bird Discount ends on Feb. 22nd, a Sibling Discount will be applied beginning on February 23rd. A family can only receive one of these at time of registering, not both. The system software will automatically assign the appropriate discount to your balance statement (depending upon the date you register). After the Early Bird Discount ends Feb. 22nd, when applicable, a Sibling Discount will automatically be applied [\$10 off for the 2nd & 3rd child-when attending the same week and from the same household.]

[Exception: **No Sibling Discounts will be applied for LT's. Please remember, the Sibling Discount can only be taken when siblings attend concurrent weeks, from the same household. Because the online software program cannot decipher whether siblings are from the same household and registered for concurrent weeks, it will automatically deduct a Sibling Discount, even if these two criteria are not met. In the event an incorrect deduction has been given, CCRI will automatically make the adjustment.

3.5 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.

3.6 SCHEDULE

Children will be able to participate in a mixed array of activities throughout the week, based on their selected camp and current Covid/CDC protocol requirements. Children will either stay together in smaller groups (as newly implemented in 2020, for health & safety reasons) or children will again be able to select activities from an activity sign-up sheet (Monday mornings out @ camp) & then rotate from one activity group to another, in which case activities can vary week to week. Some activity examples may include: Basketball, Soccer, Canoeing, Crabbing, Paddleboarding, Fishing, Hiking, Beach Exploring, Dance, Football, Hockey, Arts & Crafts, Volleyball, Rollerblading, Science & Magic, Puppetry, Pond Study, Build It, and Outdoor Cooking. **Fishing, Paddleboarding, Fire Cooking, & Canoeing (are e.g.s of some activities offered only for older campers [ages 8 & up]). Generally, there are 4 activity periods each day with a mid-day time allotment for lunch, beach & swim time. 'Get to know you' activities, rules brainstorming & activity selections take place Monday mornings. An extended beach time and an 'All Camp', camp wide group songs performance & special last day treat take the place of activities Friday afternoons.

3.7 SESSION BALANCE

Payment must be made in full at the time of registration beginning May 1st. Prorated payment options are available February through April. If for any reason the full balance has not been received, forfeiture of deposit, immediate termination and a \$25 processing fee to re-secure a child's placement is required (if space is still available).

3.8 SESSION DATES

- | | |
|---------------------------------|--------------------------------|
| 1 -June 14th-18th | 9 -Aug. 9th-13th |
| 2 -June 21st-25th | 10 -Aug. 16th-20th |
| 3 -June 28th-July 2nd | 11 -Aug. 23rd-27th |
| 4 -July 6th-9th (4 Days) | 12 -Aug. 30th-Sept. 3rd |
| 5 -July 12th -16th | |
| 6 -July 19th-23rd | |
| 7 -July 26th-30th | |
| 8 -Aug. 2nd-6th | |

3.9 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. Most staff possess certification in CPR and First Aid.

4.0 TAX I.D. #

#52-2150520

4.1 TRANSPORTATION

Sessions 2 thru 10

North Bus

<u>Location/School</u>		<u>Morning Drop Off</u>	<u>Evening Pick-Up</u>
Gambrills-	Arundel High School	7:30	5:30
Millersville -	Shipleys Choice Elementary	7:45	5:10
Severna Park-	Severna Park High School	8:00	4:55
Arnold -	Severn River Middle School	8:15	4:35

South Bus

<u>Location/School</u>		<u>Morning Drop Off</u>	<u>Evening Pick-Up</u>
Crofton -	Crofton Park	7:45	5:15
Davidsonville-	Davidsonville Park & Ride	8:00	4:55
Annapolis -	Annapolis High School	8:15	4:40
Annapolis -	Germantown Elementary	8:30	4:25

Sessions 1 & 11 (No Bus Service Offered Session 12)

One bus will pick up from four (instead of 8) locations sessions 1 & 11, due to staff availability & enrollment.

<u>Location/School</u>		<u>Morning Drop Off</u>	<u>Evening Pick-Up</u>
Gambrills	Arundel High School	7:30	5:30
Crofton	Crofton Park	7:50	5:10
Davidsonville	Davidsonville Park & Ride	8:05	4:50
Annapolis	Germantown Elementary	8:30	4:25

Bus departs promptly.

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-Rafiki/Peach) 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.

4.2 DROP OFF/PICK UP CHANGE REQUESTS

If you wish to change your child/ren's drop off/pick-up location on a specific day (e.g. change from bus site to park), CCRI will only do so if the CCRI office receives an emailed request (no later than 5pm the day prior)-to creativecri@yahoo-and a written request (attn. Rafiki) which should accompany your child on the day of the requested change. If an email and note hasn't been received, CCRI will need to adhere to your original request. For accountability and safety reasons, requests for multiple drop off/pick up locations, throughout a single M-F session, are highly discouraged! Additionally, your initial requirement [when you first registered] are provided to staff the Friday preceding the start of the upcoming session, are used for planning purposes and cannot be changed after distributed. To request a drop off/pick up change, prior to the start of the session your child/ren are registered for, please email creativecri@yahoo.com at least 5 business days in advance and every effort will be made to make this change.

4.3 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.

4.4 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 & Towel	Closed Toed "Water Shoes"
Rain Poncho	Change of Clothes
Water Bottle	Spray Bottle
Spray On Sunscreen	Non-Perishable Lunch (warming not available)
Afternoon Snack	**Pls. write your child/ren's names on things that go out to camp!

4.5 WHAT NOT TO BRING

- *Cell Phones (not to come out of bags @ camp)
- *IPad
- *Trading Cards
- *Knives
- *Lighters/matches
- *Money (unless requested for activity participation by camp staff)
- *Gum/Candy
- * ***Will Be Confiscated – CCRI is not responsible for lost valuables.***

4.6 WITHDRAWALS

In the event that you withdraw your child(ren), please refer to the refund policy [3.2] in this handbook.
In the event that your child is dismissed from camp due to disciplinary reasons, no refunds will be made.