



2023 PARENT HANDBOOK



Green Acres Camp

The place to be!

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greenacrescamp.org 

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COMMUNITY AGREEMENT

Green Acres Summer Camp fosters an environment of trust, safety, and kindness to support the learning of each member of our community. *Trust* is a value supported by honest and honorable conduct and must be both earned and given confidently. *Safety* is achieved when the social, emotional, and physical well-being of each member is protected by the community. *Kindness* is a result of each person's willingness to consider the feelings and thoughts of others, and to treat others as one would like to be treated. These are the most basic values which we expect all members of our community to uphold.

Every member of our community—including campers, staff, parents, trustees—is expected to be involved actively in supporting the quality of life and the values of our camp. We each have a responsibility to each other and to ourselves to see that rights and feelings are respected and that we maintain common goals to support and strengthen our community.



Major Camp Rules:

The following six rules are essential to the well-being of our community. Failure to observe these rules may result in suspension or dismissal from the Camp.

- Campers may not leave the Green Acres grounds or enter the woods without supervision.
- Members of the camp community are expected to use language that respects every person, especially regarding ethnicity, race, religion, disability, socio-economic background, gender, and sexual orientation or expression.
- Members of the camp community must protect the physical and emotional safety of others. Individuals may not cause injury to others intentionally, as a result of disregard for others, or through reckless behavior. ("Injury" includes gross disrespect, and irresponsible behavior which the Camp believes is likely to result in harm.)
- Members of the camp community must respect camp property, including the camp's computers, and the belongings of others.
- Members of the camp community must conduct themselves honestly. Dishonesty, stealing, cheating, and plagiarism are violations of the trust on which this community is based.
- Campers may not possess or use tobacco, alcohol, drugs, fireworks, or weapons at Camp or camp-related events. Matches, knives, and power tools may be used only under direct adult supervision and may not be brought to camp by campers.

The obligation to uphold the values of our community applies both on campus and on camp-related activities and includes the appropriate use of computers or other media.

COMMUNITY AGREEMENT

Guidelines for the Green Acres Community:

There are many ways we can make the community a better place for all of us to live and work together. We ask each other to show respect for all adults and children attending camp, working, or visiting here.

1. To show consideration for fellow campers and teachers:
 - Be courteous to all members of the camp community.
 - Keep our buildings and grounds clean and free of litter.
2. To maintain health and safety for all, the following activities are not permitted:
 - Playing ball unless supervised by an adult.
 - Playing tackle football or hardball
 - Playing in driveway areas
 - Throwing unsafe objects
 - Climbing on roofs or trees
 - Skateboarding, roller-skating, in-line skating (including sneakers with wheels)
3. The kitchen is available to campers only with adult supervision or permission. Campers may not wander into the kitchen on their own to take drinks, snacks, etc.
4. Campers and families will be held responsible for destruction, damage, or loss of personal or camp/school property.
5. All rules apply fully on camp buses whenever campers are riding buses for any camp-related purpose. In addition, the following safety rules must be observed on all camp buses. Campers who do not follow the rules above may lose the privilege of riding the Green Acres camp buses temporarily or permanently.
 - Each camper must choose a seat on boarding the bus and stay in that seat.
 - Campers may leave their seats only to get off the bus, and only after the bus has come to a stop.
 - Nothing (body parts or objects) may be held or thrown out of the windows.
 - Nothing may be thrown inside the bus.
 - Campers must sit facing forward on the seats with feet on the floor in front of them.
 - Campers may talk in moderate voices, so the driver is not distracted by excessive commotion.
 - Campers must clean up after themselves and leave the bus in good condition.
 - Campers may not consume food or beverages on the bus.
 - Campers must behave in a way that is respectful of other students and the bus driver.

Daily Living in the Green Acres Community:

1. Campers are expected to arrive at an activity on time with the necessary materials.
2. Campers may not disrupt the ongoing work of any activity.
3. Campers are expected to take care of materials, use them appropriately, return them when finished, and clean up any mess.
4. Food and drink may be consumed only at lunch and snack or with a counselor's permission.
5. Campers may not have cell phones at Camp. Campers may use camp phones only with the permission of staff members. Campers may not use personal music players or video games at Camp, except by permission of staff members.
6. The rights and responsibilities of computer users are spelled out in the Green Acres Acceptable Use Policy. All campers using computers must follow these rules.
7. Gum is not permitted anywhere.
8. Campers may not ask for or exchange email, social networking, and/or telephone numbers and addresses with counselors.

Behavioral Expectations: A Developmental Approach

Green Acres School Summer Camp fosters independence in campers and promotes positive connections between campers and adults. Our staff help campers work cooperatively by asking them to take active roles in resolving conflict. Each child is held responsible for her or his actions both within classrooms and during relaxed social settings such as lunch and recess. We encourage campers to accept and support others as they mature and to learn to balance individual needs with those of a group. Along this path to maturity, mistakes are a natural part of growth. We help campers reflect on errors in judgment and behavior, and plan alternate ways of responding to situations. We teach and model positive behavior: listening, observation, cooperation, mutual respect, independent decision-making, standing up for what is right, and acting responsibly towards others and property. Campers are expected both to advocate for themselves and others and to pursue self-improvement through reflection on both positive and negative experiences. The Camp's approach to behavior and discipline is **not** founded on a system of rewards and punishments, though we acknowledge positive behavior. When poor behavior occurs, campers may face consequences for choices they have made and/or they may be asked to repair trust that has been damaged or broken.



As part of this ongoing process with children, we have outlined the following process to guide campers, parents, and staff in supporting children to make positive change where indicated.

Behaviors that Injure Individuals or the Community:

1. Noncompliance with adult requests
2. Put-downs/insults/teasing
3. Disrupting the business of an activity; stalling or delaying an activity
4. Damaging or taking others' property
5. Refusing to take responsibility or blaming others for one's actions.
6. Poor sportsmanship
7. Profanity or vulgarity (especially directed at a person or in the presence of younger campers)
8. Physical aggression
9. Outbursts of anger
10. Exclusion/relational aggression
11. Emotional coercion or threats
12. Behaviors in which individuals are targeted.

Appropriate Dress:

Campers are expected to come to camp with activity appropriate clothing and footwear. Camp happens outdoors, rain or shine, and campers spend the day moving and running. Clothing should reflect the comfortable ability to be outside when it is hot, raining, or cool, and campers should wear footwear that securely ties or straps to the foot. No flip flops. Clothing that is explicit, revealing, or offensive to others is not permitted. Clothing that reveals campers' underwear is not permitted.

Behavioral Expectations: A Developmental Approach

Reflection and Consequences

It does not support children's development, and it is simply not possible in a camp setting, to create an effective rigid system of actions and consequences. Using the experience and judgment of staff, specific consequences may depend on the intent, severity, or pattern of any given behavior and its impact on others.

The following guidelines indicate a progression by which staff members may address behaviors and patterns of concern:

- Reflection on an incident, including repair of the situation as appropriate. Action may also include redirection and/or a warning from a staff member.
- Conversation between staff members or camp director and family - depending on a student's age, staff may expect that a camper will discuss the situation with his or her family first.
- Individual plan for camper behavior involving camp staff and family.
- Suspension (a break from the community, as well as a consequence to help others feel protected); reflection before and upon return.

In some circumstances, when behavior is egregious or other approaches have not proven effective, the Camp may dismiss a camper or choose not to offer an enrollment contract for the following year.

Tracking

All staff who work with any particular camper are informed of and monitor patterns and frequency of behavior. Unit leaders, lead counselors, and program directors monitor concerns on an ongoing basis.



ACCEPTABLE USE POLICY FOR TECHNOLOGY & THE INTERNET

Green Acres School Summer Camp provides computer/devices and Internet access for campers to accomplish the camp's educational goals. Camper use of technology resources—whether at camp, accessing the Camp's network, or using technology in ways that affect the Green Acres community—is a privilege and must be exercised responsibly and ethically. Green Acres campers are expected to exhibit the values of community, caring for others, and responsibility when using technology resources. Expectations for appropriate use by all campers are outlined below. The purposes of computer use, and Internet access and other similar resources are not different from those of any other type of resource, and, as such, the Camp retains control over the manner in which these resources are used. The purpose of this Policy is to assure that users recognize the limitations that the Camp imposes on their use of technological resources, to explain the limits of the Camp's provision of these resources, and to establish an Acceptable Use Policy for users.

Green Acres School Summer Camp Computers, Devices and Network

These guidelines apply to all devices accessing the Camp network, whether a device is Camp owned or personal equipment.

- Campers may use computers or technology resources and access computer applications only with staff permission and supervision, or if used/accessed from home, under parental supervision.
- Outside of Camp, families bear responsibility for the same guidance in computer and Internet use as they exercise with any other information sources, such as televisions, telephones, cell phones, and other electronic communications devices.
- Campers must treat all hardware with care and respect to maintain our resources. Food and drink are not allowed while working on or near the computers.
- Campers may log on only to their own personal accounts, using their assigned logins. Campers must keep passwords confidential and must log off the network after using a computer. Campers who fail to protect passwords or leave their accounts open may be held responsible for computer activities by others under their login. Campers agree not to assume fictitious identities in any activities associated with Camp resources.
- Under no circumstances may a camper modify computer settings or attempt to access, tamper with, copy, or erase files that are not his or her own.
- Campers may not download and/or install software onto Camp-owned computers without both permission and supervision by a staff member.
- Campers may not copy software except as explicitly allowed by the authors or publishers of that software.
- Campers may not attempt to harm or destroy data that belongs to others (including introduction of viruses or other forms of vandalism).
- Use of personal technology devices in school must be approved by a staff member. If a device requires network access the network administrator must approve use of the device on campus.

Internet

- At Camp, campers may use the Internet and navigate to specific sites only with permission from a staff member. At Camp, campers may not access email, social networking sites, chat applications, or other communication methods without staff approval of the specific site for educational purposes.
- Accessing or spreading material in violation of federal or state regulations is prohibited. This includes, but is not limited to, copyrighted material; threatening, abusive, rude, disrespectful, or obscene material; commercial activities; and political lobbying.
- Campers may not share their own or others' personal information on the Internet, including posting depictions of others (such as photographs or video), whether their own, another person's, or fictional representations, without staff approval.
- Campers may not attempt to download or run programs on Camp equipment from the Internet or any external device, such as a USB drive, without specific staff permission and approval.
- The Camp makes no warranties of any kind, either express or implied, for the Internet access it provides

POOL INFORMATION

We use a Red Cross certified instruction program. Because we want children to develop a love of swimming, we do not force children to do anything other than to dress in their bathing suits and sit on the side of the pool where their instruction group is meeting. We evaluate where campers are as it relates to their comfort level and skill and then divide into small teaching groups to work on strokes, turns, and diving.

Campers receive a written summary emailed around the 3rd week of Camp and a certificate reflecting their swimming level at the end of Camp. The levels are listed below for your information.

We suggest that campers wear their swimsuits under their clothes if they have morning swim instruction.

Swim Levels

Polywogs – Water Exploration

- Fully submerge face in water for 3 seconds
- Experience buoyancy – bounce up and down in chest deep water 10 times
- Supported float on front
- Supported float on back
- Blowing bubbles
- Enter and exit the water independently
- Walk 5 yards in chest deep water
- Supported kick on front
- Supported kick on back
- Walk 5 yards demonstrating alternating arms
- SAFETY SKILLS

Bonefish – Primary Skills

- Hold breath and fully submerge head for 3 seconds
- Prone and supine float or glide, unsupported, and recovery
- Leveling off from a vertical position
- Flutter kick on front and on back – support optional
- Combine stroke front, using alternating arms and kick 5 yards (head can be out)
- Combine stroke back using kick and choice of arms
- Turn over front to back
- Turn over back to front
- SAFETY SKILLS

Deep Water Bracelets

Every camper has a chance to earn their deep-water bracelet. The bracelet is earned when a camper completes a swim check that demonstrates their ability to keep their head above water and swim to safety. The “swim check” includes a 25-yard swim and one minute of treading water immediately following the swim. The “swim check” is administered by the assigned swim staff during instructional swim. Once the bracelet is earned, the swimmer can venture past the bubble rope into the deep end of the pool.

POOL INFORMATION

Mahi Mahi- Stroke Readiness

- Bob 15 times in chest deep water
- Rotary breathing in water or on dry land
- Prone glide with push off – 2 body lengths
- Supine glide with push off – 2 body lengths
- Elementary backstroke kick 10 yards with or without kickboard
- Reverse direction while swimming on front
- Reverse direction while swimming on back
- Dive from side of the pool in kneeling and compact positions
- Explore deep water
- SAFETY RULES

Tarpon – Stroke Development

- Retrieve object – eyes open, no support
- Deep water bobbing
- Experiment with Buoyancy and floating position
- Elementary backstroke 10 yards
- Sculling on the back 5 yards or 15 seconds
- Front crawl 25 yards rotary breathing
- Back crawl 25 yards
- Breaststroke kick 10 yards with or without support
- Intro to turn on wall.
- Dive from the side of the pool from a stride position
- SAFETY RULES



Sailfish – Stroke Refinement

- Alternate breathing
- Breaststroke 10 yards
- Swim underwater 3 body lengths
- Elementary backstroke 25 yards
- Butterfly kick 10 yards
- Front crawl 50 yards
- Back crawl 50 yards
- Open turn on front
- Open turn on back
- Dive from the side of the pool from a standing position pushing off from the ball of the foot
- SAFETY RULES

Marlin – Skill Proficiency

- Front crawl 100 yards with 1 turn
- Back crawl 100 yards with 1 turn
- Breaststroke 25 yards
- Butterfly 10 yards
- Breaststroke turn
- Backstroke turn
- Flip turn for front crawl
- SAFETY RULES

ARRIVAL & DISMISSAL PROCEDURES

Morning Procedure:

All cars enter the campus using the first driveway closest to the Center, proceed up to the Center, and in front of the Main Building. Parents should stay in their cars. Staff members are on duty to open passenger-side car doors and help campers to unload gear. *Car-pools will not be unloaded until 8:30 am. You must wait in your car until that time. Please do not pass another car that has stopped to drop off children.*

Afternoon Procedure:

Our goals are to shorten our dismissal time and to keep waiting carpool traffic on campus and off the street. Do not arrive prior to 2:45 pm. Have your carpool placard visible and follow the direction of the posted camp staff.



Late Pick-ups:

Drivers arriving after the carpool is over should park and **come in to the front office** - to collect their children. Pick ups later than 3:30 pm will incur the PM Care daily drop in fee.



CARPOOL SAFETY

ALL FAMILIES DRIVING ON TO CAMPUS MUST OBSERVE THE FOLLOWING RULES

General Rules

1. Do not use your cell phone while driving on campus.
2. Children exit your car on the PASSENGER SIDE ONLY. It is not safe for children to leave from the left side of the car.
3. We recognize carpool can take time, and families are busy. We provide AM and PM Care extended services for those needing extra time in the morning. In absolutely all cases, do not pass other cars, unless directed by a staff member.
4. When walking from your car to a building, please walk on a sidewalk, rather than walking in a driveway. If you must park on the street, please walk up the lower driveway (near the Center) so that you can use the sidewalk. Please do not park your car in a way that impedes the flow of traffic on any neighborhood street, especially during carpool.
5. At the ends of our driveways and at the corner of Danville Drive and Ibsen Drive, come to a complete stop at the stop signs and be sure that no cars or pedestrians are crossing. **The neighborhood speed limit is 25 mph and is strictly enforced.**

Morning Drop Off

1. Unless registered for AM CARE, families are not permitted to drop off children prior to 8:30 am, as there is no adult supervision before that time. If you arrive early, keep your child with you in the car until 8:30 am. A staff member will greet you to signal the start of carpool.
2. If walking from Danville Drive, please use sidewalks to come on to campus, and walk your camper into the front office.
3. If you are coming to camp for a meeting in the morning or to drop something off in the main office, please drop off your child in the carpool line and then park your car.

Afternoon Pick Up

1. **Do not arrive at campus prior to 2:45pm.** Cars arriving if cars arrive early and back up and out into Danville Drive, they will be asked to circle the neighborhood and return.
2. Cars should queue up following LANE 1, LANE 2, and then LANE 3 progression. Do not block the fire lane.
3. Have your carpool placard (emailed to you prior to the start of camp) printed, with your Childs' name and Unit, and displayed for staff to see.
4. Carpool will begin as soon as the buses depart campus.
5. Once into the carpool circle, pull forward to the designated numbered cone. Follow the instructions of Green Acres Staff who will be there to direct you. Your camper will meet you at this pole and staff members will help to load your camper into their car.
6. If you need to buckle your child's safety seat, once the carpool line begins to exit, you may pull into the buckle zone to safely secure them.
7. If walking onto campus to dismiss your camper, use sidewalks to come on to campus, and walk to the front office.
8. Wait in your vehicle until the Green Acres staff dismisses your wave of carpool. Do no try to snake around cars in the line as this is dangerous to the campers loading into vehicles.

E MAIL COMMUNICATION

Because we recognize that good communication can be key to your child's successful camp experience, please notify us of any information that may impact his/her camp life. The best way to do this is by e-mail. We value any information and feedback you think would be helpful for us to have regarding your child. Please e-mail us at camp@greenacres.org. Camp email is checked during business hours and is not monitored over the weekend. Once camp is in session, Unit Leader email information will be shared with your family.



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www.greenacres.org

Facebook: Green Acres Camp

Instagram: GreenAcresCamp

CAMP SERVICES & INFORMATION

Before Camp Starts:



**Update your
information !**

All the important forms, calendar updates, newsletters and your bill are available on your Parent Page in *CampMinder*. To access your account, go to the CAMP section of the Green Acres website and scroll down to LOGIN. You will login using your email address. If you cannot remember your password, please call the Camp Office and we will send you a reset.

The Information & Permissions and Health History Forms must be completed, and any outstanding balance must be paid BEFORE a camper can start.

What Your Camper Needs Day to Day:

PLEASE MAKE SURE EVERYTHING IS LABELED

- * Lunch (no refrigeration available; no gum, candy, or soda) & an extra snack (if necessary)
- * Ice pack for lunch bag (We do not refrigerate lunches.)
- * Backpack
- * Wet bag (or other bag) for wet items like bathing suits
- * Reusable waterbottle
- * Swimsuit, towel, goggles
- * Sunscreen (spray sunscreen recommended for body, lotion recommended for face)
- * Bug repellent (optional (no deet))
- * Comfortable clothing
- * Hat, raingear, etc. (weather dependent)
- * Closed toe shoes or sandals are best—no flip flops

FUN Fridays!

Every Friday is a fun Friday at Green Acres Camp! Each week we have a special theme like Mustache Day or Super Hero Day and campers and staff are encouraged to get in the spirit by dressing accordingly. This fun day is optional, but be sure to check your calendars for the weekly Fun Friday! theme.

CAMP SERVICES & INFORMATION

JUNIOR CAMP KEY DATES:

June 20th - FIRST DAY OF CAMP

June 23rd - Treasure Hunt and Pirate Day

June 30th - Red, White and Blue Day AND Fun Run / Parade

July 4th - NO CAMP

July 7th - Mustache and Whiskers Day

July 13th - KK Parents Morning 9:30 - 10am

July 14th - Halloween Day

July 18th - Unit B Late Night Until 5pm

July 20th - Unit C Late Night Until 5pm

July 21st - Superhero Day

July 25th - Junior Camp Showcase 9:30-10:30am

July 26th - Unit KK Theme Day (During Camp)

July 28th - Staff Vaudeville

August 4th - LAST DAY OF CAMP (NO PM CARE) / Favorite Camp T-Shirt

SENIOR CAMP KEY DATES:

June 20th - FIRST DAY OF CAMP

June 22nd - Unit GH Special Event

June 23rd - Pirate Day / GAC Cup

June 29th - Unit GH Special Event

June 20th - Red, White, and Blue Day AND Fun Run / Parade

July 4th - NO CAMP

July 6th - Unit GH Day Trip

July 7th - Mustache and Whiskers Day / GAC Cup

July 13th - Unit GH Day Trip

July 14th - Halloween Day / GAC Cup

July 17th and 18th - OPTIONAL Unit E Echo Hill Trip (Pick up @ 5pm)

July 18th, 19th, 20th - OPTIONAL Unit F/G/H Echo Hill Trip (Pick up @ 5pm)

July 21st - Super Hero Day / GAC Cup

July 21st and 22nd - OPTIONAL Unit D Overnight (Pick up at 7:30am)

July 27th - Parent Showcase 4-5pm

July 27th - Unit GH Special Event

July 28th - GAC Cup Finale / Staff Vaudeville

August 3rd - Unit GH Day Trip

August 4th - LAST DAY OF CAMP (NO PM CARE) / Favorite Camp T Shirt

CAMP SERVICES & INFORMATION

Sunburn, Bugs & Ticks:

Campers spend time outdoors most days. Hats, shirts, and sunscreen will give some needed protection from the sun. **Camp does not provide sunscreen or bug repellent.**

- Send sunscreen in your campers' backpack, daily. Label clearly with first and last name. We recommend you put sunscreen on your camper right before coming to camp for the day
- Staff will remind campers to re-apply sunscreen throughout the day.
- Counselors can assist your child with spray or aerosol sunscreen but do not apply lotion sunscreen to campers with their hands. Counselors will supervise sunscreen application for younger campers including ensuring they are rubbing sunscreen. Counselors will encourage campers to help each other with sunscreen applications.
- Ticks exist on campus and in the woods. Please check your child for ticks daily. Common places for ticks to be along the hairline, ankles, and along clothing lines. They can range from as small as the head of a pin to the size of a pencil eraser.
- We will be regularly checking our campus for areas of standing water in an effort to cut down on mosquitoes.
- There are several natural mosquito repellent products available which would be suitable for daily use. The CDC recommends products containing IR3535 (chemical name: 3-[N-butyl-N-acetyl]-aminopropionic acid, ethyl ester) or Picaridin. Products containing IR3535 include, but are not limited to, Skin So Soft, Bug Guard Plus Expedition, and Skin Smart. A product called Natrapel contains Picaridin and is an all-natural mosquito repellent which parents can get at REI and many other places locally or online.

Poison Ivy:

We have poison ivy in the woods, although we spray paths and the public areas. If your child is highly susceptible to it, you may send in a pair of long pants to be kept at Camp for walks in the woods.

Art Bags:

We will provide each Junior Camper with an art bag to transport their finished products safely home. Please remember to send it back the following camp day so it can be reused.

Key Fobs (Senior Camp Only):

Green Acres School uses magnetic key fobs to open doors to the school. Senior Campers have the added responsibility of carrying a key fob throughout summer camp to help them access buildings on our campus. Each camper will be assigned a fob at the start of the summer and be responsible for keeping track of it. Fobs typically stay at camp overnight and campers do not take them home. IF a camper loses a fob at any point during their summer session, your family's account will be charged a \$20 replacement fee. This fee will be charged to your CampInTouch Account and we will run the card/bank account on file for the amount. Then, we will replace the lost fob. Thank you for supporting our goal of teaching our senior campers about the privilege and responsibility of carrying a fob.

CAMP SERVICES & INFORMATION

AM CARE Program:

An early morning drop-off is offered for all campers. Campers may arrive as early as 7:30 am and will enjoy supervised arts and crafts and playground time. You may sign up ahead of time or on a drop-in basis. ***If payment is not included in your tuition bill ahead of time, your account will be charged for the service at the end of each week.*** When dropping off in the morning, parents may drop off campers with the counselor in front of the Main Building.

AM Care:	Cost
Seven-Week Session	\$430
Six-Week Session	\$370
Three-Week Session	\$195
Per Week (one week notice required)	\$70
Per Day (no notice required)	\$20

PM CARE Program:

An afternoon program is offered for all campers. Campers can extend their day until 6 pm. Campers will enjoy, playground time, snack, and other camp activities. You may sign up ahead of time or on a drop-in basis. ***If payment is not included in your tuition bill ahead of time, your account will be charged for the service at the end of each week.*** Pick-up is in the main building. A late penalty of \$15 per child, plus \$2 per minute per camper is assessed for all late pickups after 6:00 PM and will be added to your camp bill.

THERE IS NO PM CARE ON THE LAST DAY OF CAMP, AUGUST 4

PM Care:	Cost
Seven-Week Session	\$1300
Six-Week Session	\$1160
Three-Week Session	\$595
Per Week (one week notice required)	\$200
Per Day (no notice required)	\$45

CAMP SERVICES & INFORMATION

Messages to Campers:

Parents who need to get a message to a camper should call the front office and leave a message with the staff, who will ensure that your message reaches your child within a reasonable time. Cell phones are not allowed at Camp, so we ask that you respect this policy by not asking your camper to text you or to keep his/her phone on 'vibrate' while at Camp.

Emergencies:

In the event of an emergency (weather, homeland security, etc.) involving sheltering or a lockdown situation, please log onto your Parent Page for the very latest information available. Messages may also be dispatched through our Emergency Messaging System to the parent emails and phone numbers on file. **PLEASE CHECK THOSE MESSAGES BEFORE CALLING THE CAMP OFFICE.** In addition, we monitor the weather reports daily for Code Red alerts and may adjust the program to shift some activities indoors. Outside activity may be limited, but not necessarily eliminated, as campers can be outside as long as their activity is monitored and they stay hydrated. Regular announcements are made to remind campers and staff to hydrate. Extra water is made available in the classrooms, playgrounds and gym.

Tutoring:

If your child needs tutoring over the summer, space may be arranged through the camp office. Space is limited and available on a first-come, first-serve basis. Tutors will be assigned space through the camp office. Parents must arrange for tutors to be fingerprinted before starting and tutors must provide a copy of their professional insurance for our files. Tutors must sign in and out in the Front Office and may not leave anything in the tutoring rooms between sessions.

Lunches:

Campers bring their own lunches which are kept in their cubby. We do not refrigerate lunches but they are stored in air conditioned building.

Snack:

A morning snack is provided to all campers. If your child has food allergies, please provide your child with a snack each day.

Forgotten Lunch:

Campers being campers and parents being parents, there are times when essential items like lunch do not make it to Camp. When lunches must be delivered by parents or caretakers, please drop them at the main office and we will notify your camper of the delivery in a timely manner.

Birthday Celebrations:

We announce birthdays and sing *Happy Birthday* in Gully. Campers will be given a special birthday crown to wear, and camp will provide a special group-treat. Please do not send celebration food or items with your child to camp.

CAMP SERVICES & INFORMATION

Communication and Social Media at Camp

At Green Acres, we love our camp program and we love sharing it with parents! We hope you take advantage of the many opportunities to learn more about camp! Please choose the sources of information which are best suited to you and utilize these this summer!

- **Weekly Camp Email**

What's Up is a weekly email from the Camp Office with important reminders about upcoming events for the week. It is emailed to families every Monday. (This is a good opportunity to update your email!)

- **Newsletters**

Photo newsletters are emailed on Fridays. Our newsletters give you great information about the activities and the staff in your child's unit.

- **Follow us on Social Media**

Green Acres Camp uses social media regularly to engage parents with the camp experience. Social media is a way for us to enhance and supplement communication, but no single social media platform is intended to be a primary source of camp information. Therefore, participation in social media is optional. Photos are taken every day by our photographers and regularly uploaded to social media. You can view a majority the photos on Facebook.

If you would like to follow us on one or more social media platform, the links are below:

[Facebook](#): (Green Acres Camp)

[Instagram](#): (GreenAcresCamp)

- **No Photo Policy**

Those families who opted into the no photo policy during registration will not have photos included in Newsletters, social media, or in camp slideshows. If you wish to update your photo permission, please contact the camp office.



HEALTH POLICY & PROCEDURES

All Green Acres campers must have on file current health and medical records. Early each summer, health department officials visit the camp and require us to suspend campers whose records are out-of-date. To assist us in getting to know your child, the Camp posts a Health History Form on your Parent Page each spring to be completed online prior to your child starting camp, and Medication Authorization Forms (for Over the Counter and Rx medications) which must be completed by a physician.

The following records are those required by the state of Maryland and Montgomery County for enrollment:

1. Camper Information & Permissions Form
2. Camper Health History Form
3. Medication authorization forms (See notes below)
4. Allergy Action Plan for campers with allergies, signed by both parent/guardian and physician, along with Epinephrine kit if indicated
5. Asthma Action Plan for campers with asthma, signed by both parent/guardian and physician, along with inhaler if indicated

Medications: Please note!

The Camp follows state and county guidelines for the administration of medication in Camp. No prescription medication will be administered unless the medication is brought to school by a responsible adult, is properly labeled (see below), and is accompanied by a completed authorization form (signed by parent and physician). Physician authorization is also necessary for administration of over-the-counter medications. These forms are available on your Parent Page. Camp medication and forms must be turned into the Camp Nurse prior to your child coming to camp. No medications are to be kept by and/or administered by campers except by special permission from the Camp Nurse and their physician.

Any medication given to a child during camp hours must be in the original pharmacy bottle labeled with:

1. The child's name
2. The physician's name
3. The name of the medication
4. The dosage and times medication is to be given
5. Prescription medications must have the pharmacy label attached.

The Camp will maintain acetaminophen, ibuprofen, Benadryl, Tums, Benadryl cream and hydrocortisone cream, calamine lotion and antibiotic ointment. Anything else must be provided by the parent and labeled according to the instructions above.

Further, any changes in directions (medication, dosage, schedule, etc.) must be sent to the office with a new medication authorization form signed by parent and physician. All medications at Camp will be administered under the auspices of the Camp Nurse or CMT; Medication Authorization Records are kept to record daily administration of each medication.

Children must stay home for the first day's administration of any medication and change in dosage; the Camp will not assume responsibility for a first administration of any new medication or dosage. Campers are expected to take some responsibility for remembering to go to the health room for their medicines, and counselors are often able to remind them as well.

HEALTH POLICY & PROCEDURES

Illness and Camp Attendance:

Children who become ill in Camp are brought to the Front Office. The Camp Nurse evaluates the camper's complaints by observation (skin color, eyes, speech, and orientation) and by checking temperature, pulse, and respiration (if indicated). Any camper with a temperature of 100 degrees or higher is sent home. *When a child has a fever, diarrhea or has vomited, parents are required to keep him or her home for 24 hours after he or she is fever-free, diarrhea-free and vomit-free.* Most illnesses in Camp are minor and require only a short period of rest for a camper to be able to resume regular activities. If the camper is vomiting or has diarrhea, or seems to be in great distress, parents are called, and the child is sent home.

When an emergency or epidemic of disease is declared by the county or state secretary of health officer, the camp operator may not:

1. Admit a camper to camp that does not have vaccination or immunity to the disease; or
2. Allow an individual that does not have vaccination or immunity to the disease to work or volunteer at a camp.
3. Children who become ill in Camp are brought to the Front Office. The Camp Nurse evaluates the camper's complaints by observation (skin color, eyes, speech, and orientation) and by checking temperature, pulse, and respiration (if indicated).

COVID-19 Policies

Green Acres School has adopted the following policies for Summer 2023

- All staff are required to be vaccinated and receive their booster shot.
- Senior Campers will be in mixed aged groups based off their activity choices. Therefore, all Senior Campers (rising 3rd - 7th graders) will be required to be vaccinated and provide proof of vaccination.
- Junior Campers (rising kindergarteners - 2nd graders) are strongly encouraged to receive the vaccination.
- Masking is optional for all staff and campers; if a camper is considered a close contact of a COVID positive person, masking is strongly recommended but not required.
- Staff and campers will stay home when sick. Parents will test at home should symptoms present.
- If a camper tests positive at home, the parent will inform the camp nurse so contact tracing can commence
- If a camper or staff member arrives at camp displaying two or more symptoms of COVID, a rapid antigen test will be administered.
- **If a camper tests positive for COVID while at camp, they will be masked and must be picked up from camp within one hour of positive result.**
- **Persons testing positive for COVID19- Follow current Green Acre/MCO/CDC guidelines.**
- **Campers may return to camp after 5 full days AND if symptoms are no longer present. They will mask for the remaining 5 days of their 10-day cycle.**
- **It is up to parents and staff to keep the community COVID free. Stay home and test should your camper feel ill and report at-home-positive results to the camp team.**

HEALTH POLICY & PROCEDURES

Accidents:

In spite of rigid health and safety precautions, accidents do happen to children. For minor cuts and scrapes, a counselor in charge will bring the camper to the health room to administer first aid and will fill out the Boo-Boo explanation form for the camper to bring home.

More serious accidents and any head injuries are referred to Camp Nurse. Parents are alerted if the injury seems serious and advised to come for their child and to seek further medical attention. Parents are called in all cases of head or eye injuries, even if the child can remain in Camp.

In an emergency situation, an ambulance will be called, and the camper will be transported to the hospital. A camp staff member will accompany the camper. Parents are asked to meet the ambulance at the hospital. The Camp cannot assume responsibility for obtaining medical care. Your emergency card must be on file so that we can contact you or your emergency contact.

If an accident requires a child to see a physician, parents will be asked to complete a Camper Accident Report form for the camp's insurance. Family insurance is primary, and the camp's insurance is secondary.

For allergic reactions, campers are observed, and an antihistamine (such as Benadryl) may be given if indicated by parent or guardian and physician on the authorization form. If severe reactions occur, an ambulance will be called, and the camper will be transported to the hospital. Parents are asked to meet the ambulance at the hospital. Those campers with known anaphylactic reactions, and medication in Camp, will be treated according to their individual care plans; usually this involves administering medication (such as an Epi-Pen), calling an ambulance and a parent, and emergency transport to the hospital.

HEALTH POLICY & PROCEDURES

Food Allergies at Green Acres

Green Acres strives to be inclusive of all students, and we understand that having a child with a food allergy can be very stressful. Green Acres understands the increasing prevalence of allergies among our camp population. Accordingly, the Camp is committed to working in cooperation with parents, campers and physicians to minimize risks and provide a safe educational environment for all its campers. The focus of allergy management is on prevention, education, awareness, communication, and emergency response.

We have set forth below what you can reasonably expect from Green Acres regarding food allergies and what the Camp expects from families. We hope that having this clarity helps alleviate stress and increase safety. Please note that this is not an Allergy Action Plan for a camper (That is something created in consultation with the School Nurse and your medical provider.)

Goals for Allergy Management

1. To define a formal process for identifying, managing, and ensuring continuity of care for campers with serious allergies.
2. To maintain health and protect the safety of children who have serious allergies in ways that are developmentally appropriate, that promote self-advocacy and competence in self-care, and that provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for campers with serious allergies are based on medically accurate information.

What Parents Can Expect from Green Acres

By working with parents and their medical professionals, Green Acres will make every effort to reduce the exposure to allergens and accommodate children with allergies.

- The Camp will endeavor to notify parents in advance when food will be provided to campers.
- The Camp asks that parents determine if the food likely to be present is an allergy concern for them. If a family chooses, camp will support the family by storing and serving alternative food (provided by the family), or seeking an allergy-friendly alternative.

What The Camp Expects from Parents with Children Who Have Food Allergies

- Parents will keep the allergy information updated with the Camp Nurse, and in CampMinder, in compliance with medical provider instructions.
- Parents will supply alternative foods/snacks when needed.
- Parents will communicate any needs and concerns with counselors or other staff members who are serving food.

HEALTH POLICY & PROCEDURES

WE ARE A NUT SENSITIVE CAMPUS!

Sharing Food (is not permitted):

Because food allergies pose potential life-threatening dangers to many students, sharing food is not permitted.

Medicine:

If your camper takes medicine at camp, please be advised that state regulations prohibit us from being able to send any leftover medicine home with the camper. A parent/guardian will have to come to camp and pick it up by the last day. *Any medications not picked up within a week of the end of Camp will be destroyed.*

Lice:

If live lice are discovered on a child's head, parents must come to pick the child up. Parents are responsible for proper treatment and removal of all nits and lice before a child may return to Camp. Campers must see the nurse before going to Gully or homeroom for a re-check. If live lice are present upon recheck, the camper will be sent home.

A letter will be sent to parents when cases of lice or nits have been identified at Camp. If more than two cases of lice or nits have been found in a unit, the Camp Nurse will check the heads of all campers in the unit as well as those of any siblings.

Communicable Disease Policy:

Green Acres Camp is a community based on mutual trust and respect in which each camper, parent, and member of the staff has a responsibility to promote public health and ensure that risk from communicable diseases, such as strep throat, chicken pox, meningitis, and tuberculosis, is minimized.

If a Green Acres camper has a communicable disease that is presently contagious and likely to be transmitted in the ordinary camp setting, the Camp Nurse must be promptly informed of the diagnosis and kept informed about the progress of treatment.

If the Camp Nurse has a reason to believe that a camper has a communicable disease that is presently contagious and likely to be transmitted in the ordinary camp setting, the Camp Nurse may require the camper to have a definitive medical diagnosis.

Green Acres Camp keeps in confidence all medical information regarding its campers who have communicable diseases, subject to the requirements of law, and the need of camp personnel and parents to know of the camper's condition, as determined by the Camp Nurse.

Should a camper contract a serious communicable disease, Green Acres Camp reserves the right to evaluate its response on a case-by-case basis with professional advice as needed, including consultation with the family and their physician.

Green Acres Camp will continue to monitor public health information on communicable diseases and the need to modify policies and procedures accordingly.

SEXUAL HARASSMENT POLICY

Green Acres School Summer Camp is committed to having a community in which every individual is treated with sensitivity and respect, and in which each camper and counselor has an equal opportunity to work, learn and develop to his or her full potential in an atmosphere free from all forms of sexual harassment. Furthermore, because our primary concern is the wellbeing of our campers, sexual activity between staff and campers is strictly prohibited, regardless of whether the activity is consensual.

Definition Of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature that takes place under the following circumstances:

1. When submission to such conduct is made, explicitly or implicitly, a term or condition of instruction, participation in camp activities or employment.
2. When submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions or benefits; or
3. When such conduct has the purpose or effect of substantially interfering with an individual's academic, extracurricular, or work performance, or creating an intimidating, hostile or offensive camp environment or working environment.

Application

This policy applies to sexual harassment by staff or campers of either gender against staff or campers of the same or opposite gender.

Implementation-Information and Education/Training

- a. The policy will be distributed to all current staff upon issuance and added to the COMPASS, which each staff member receives at the start of the camp session. The guidelines and procedures of the policy will be discussed as part of the staff orientation at the beginning of each camp year.
- b. A summary of the policy will be included in the handbook, which is sent to parents and campers at the beginning of each camp year.

Hearing Formal Complaints by Campers

- A. The close and positive relationship which exists between staff and campers at Green Acres is an important quality and strength of the Camp, and campers should feel comfortable discussing any camp related concern, including sexual harassment, with their counselor or advisor.
- B. Any camper who believes that he or she has been subjected to sexual harassment should report such conduct promptly. The report can be made verbally or in writing to any staff member who will assist the camper in reporting the incident. Working with the camper, the staff member must write down the camper's complaint and refer the written complaint of sexual harassment to the appropriate administrator or the Camp Director. Campers may also make the complaint directly to an administrator or the Camp Director.
- C. Any complaint of sexual harassment by a camper will be investigated thoroughly and promptly. The investigating administrator will consider all circumstances in determining whether the alleged improper conduct occurred and whether that conduct constitutes sexual harassment. To the maximum extent possible, the Camp will protect the privacy of the parties involved.

SEXUAL HARASSMENT POLICY

- D. There will be no adverse action against a camper for reporting an incident, or participating in or
- E. cooperating with an investigation of an alleged incident.
- F. The administrator will prepare for the Camp Director or the Camp Director's designee, a written report which contains a synopsis of the allegations, the results of the investigation, and a recommended disposition of the complaint. The Camp Director, or the Camp Director's designee, will take appropriate action.
- G. Parents of all campers involved in the incident will be informed of the situation and its resolution.

Hearing Formal Complaints by Staff

- A. If a staff member feels he or she has been the victim of sexual harassment, the staff member should immediately discuss and submit a written report to his or her Program Director or the Camp Director.
- B. Any complaint of sexual harassment by a staff member will be investigated thoroughly and promptly. The administrator to whom the complaint is brought will consider the totality of the circumstances in determining whether the alleged improper conduct occurred and whether that constitutes sexual harassment. To the maximum extent possible, the camp will protect the privacy of the parties involved.
- C. Any attempt to interfere with or influence the investigation of a sexual harassment complaint is strictly prohibited.
- D. There will be no adverse action against an employee for reporting an incident or participating in or cooperating with an investigation of an alleged incident.
- E. The investigating administrator will prepare for the Camp Director, or the Camp Director's designee, a written report which contains a synopsis of the allegations, the results of the investigation, and a recommended disposition of the complaint. The Camp Director or the Camp Director's designee will take appropriate action.

Confidentiality of Records

Green Acres Camp will make every effort to maintain confidentiality and protect the privacy of the parties involved in the investigation of a sexual harassment complaint. All written materials related to the investigation of allegations of harassment will be placed in confidential files, which are separate from camper and personnel records. Reasonable/efforts will be taken to ensure that access to these records is limited to administrators.

Disciplinary Action

Any staff member or camper who is found to have committed an act of sexual harassment as defined by this policy will be subject to remedial action including warning, counseling, suspension, expulsion, or discharge. In addition, some forms of sexual harassment, such as sexual relations between an adult and minor, may also violate criminal laws. Green Acres Camp will cooperate with local authorities in the investigation of any alleged criminal activity

