



June 17 to August 2, 2024

Welcome to Summer at KEY!	1
Dates, Hours, and Contact Information	2
Drop off and Pick up	3-4
Parking	
Family Codes	
Late Arrival/Early Pick Up	
Camper Self Sign Out	
Extended Care	4
What to Wear and Bring	4-5
Health and Safety	5-6
Illness Protocols	
Action Plans	
Medication Policy	
Communication/Emergency Notifications	6
Inclement Weather	6
Food/Allergy Information	7
Camper Conduct	7
Age Requirements/Potty Training	7
Campus Map	8



Hello Camp Families!

Summer's almost here! We are so excited to extend a warm welcome to both new and returning families.

Please take a moment to read through this welcome packet as it contains important information about health and safety, drop-off, pick-up, what to wear and bring, after care, etc. You can also visit our [website](#) to read more in our FAQs.

Are you registered for a week later in the summer and afraid you'll forget this info? No problem! This guide can be found on the homepage of our [website](#). You will also receive a separate email if any of your camps have special requirements not mentioned in the general camp info. We want to keep you informed!

Please don't hesitate to call the camp office at 443-321-2575 or email summer@keyschool.org if you need additional information.

It is going to be a fun-filled, memorable summer, and we can't wait to see you!

Warmest regards,

Jane Flanagan
Director of Summer Programs

Dates, Hours, and Contact Information

Camp Dates:

Camp Week	Camp Dates	Last Day to Register or Make Changes
1	June 17-21 (no camp June 19)	June 9
2	June 24-28	June 16
3	July 1-3 (no camp July 4 or 5)	June 23
4	July 8-12	June 30
5	July 15-19	July 7
6	July 22-26	July 14
7	July 29-August 2	July 21

Camp Hours:

Camps*	Camp Times	Camper Arrival Times	Pick Up Times
Full Day	9:00-3:30	As early as 8:30 on Monday and 8:50 the rest of the week	3:30-3:45
Morning Only	9:00-12:00	As early as 8:30 on Monday and 8:50 the rest of the week	12:00-12:05
Afternoon Only	12:30-3:30	As early as 12:25 on Monday and 12:30 the rest of the week	3:30-3:45

*Campers here for both a morning and afternoon camp will have a supervised lunch period from 12:00-12:30. Arrival and pick up times will be the same as full day options.

Camp Office Hours: 8:00 to 5:30

Manse Building (see map on page 8)

443-321-2575 summer@keyschool.org

Health Office Hours: 8:30 to 3:30 on Mondays, 8:45 to 3:45 the balance of the week

First School Building (see map on page 8)

443-321-7852 kanderson@keyschool.org

Contacts:

Jane Flanagan, Director of Summer Programs

Tracy Patel, Assistant Director of Summer Programs

Katie Anderson, Camp Nurse

Khristna Paysour, Extended Care Director

Drop off and Pick up

Parking: Parking is available in the main Carroll House Parking Lot (see map) with overflow parking available in the gravel lot along Hillsmere Drive. **DO NOT**, under any circumstance, park in the Student Parking Lot or on Dove Lane. Please adhere to the following:

- Drive slowly when approaching and entering the Key School campus.
- Be alert to the many children of all ages who may be walking near your vehicle.
- Do not leave cars unattended with the motor running anywhere on campus.
- Do not park or turn around in residential driveways or make illegal U-turns on any community street.
- Be aware of traffic patterns and signage on and around campus. When entering the main parking lot, there is only ONE ENTRANCE from Hillsmere Dr. and ONE EXIT onto Carroll Dr.

Drop-Off: On-time arrival is crucial. The doors to our buildings will be locked after the drop-off period.

- On Mondays, park and check in at the "Welcome Area" outside the camp office (see map). Counselors will be available to escort you to your camp.
- Parents/guardians should walk campers to the classroom where their camp is based for the remainder of the week. Children entering 9th grade and above do not need to be escorted.

For **morning-only and full-day** campers:

- Morning and full-day camps begin at 9:00. Drop-off on Monday of each camp week begins as early as 8:30 (to allow time to find your camp and/or speak to the school nurse) and at 8:50 the rest of the week. Someone must remain with the camper(s) until they are checked into their camp.

For **afternoon-only** campers:

- Afternoon camps begin at 12:30. Campers can arrive as early as 12:25 on Monday and at 12:30 for the balance of the week.

Pick-Up / Family Codes: At pick-up, counselors will ask for your 4-digit family code that you created during registration – **campers will not be released without it**. Your code can be found on the attached Account Statement.

- This family code will remain the same throughout the summer for every child in your "household".
- Anyone picking your child up must have this code. It is your responsibility to share it with them.

For **afternoon-only and full-day** campers:

- Campers must be picked up at 3:30 from their camp location unless they are pre-registered for After Care. We allow a 15-minute grace period for pick-up.
- Campers not picked up by 3:45 will be taken to After Care. **Since they are not pre-registered**, the charge will be \$25 per child and will automatically be charged to the credit card on file. Traffic is always a potential issue, so build in extra time or consider putting a backup plan in place for pick-up. We will not waive these fees because of traffic.

For **morning-only** campers:

- Campers must be picked up promptly at noon from their camp location. After Care is **not** available for morning-only camps, and late fees may be charged per camper beginning at 12:10.

Late Camp Arrival / Early Pick-Up:

- If you are arriving late to drop your camper off, pull into the main parking lot, park, and call the camp office at 443.321.2575. We will contact your child's counselor and have them meet you at the front door of your camp's building since the doors will be locked.
- If you need to pick your child up early, pull into the main parking lot, park and call the camp office. We will contact your child's counselor so they can meet you at the front door of your camp's building (the doors will be locked). Give yourself an extra 5 to 10 minutes as it may take some time depending on what the group is doing or if they are out of the classroom at that time.

Camper Self Sign Out: A camper who is rising 6th grade and older may sign out of camp each day on their own with parent/guardian permission. A parent/guardian must fill out this [form](#), which is valid for the entire summer.

- Self Sign Out campers are expected to live within appropriate walking/biking distance from the location they are leaving from. Once released, Summer at KEY will no longer be supervising the camper, and they are expected to leave the Key School campus or Fusco Athletic Park premises.
- Self Sign Out campers will dismiss at 12:00 if they are only attending a morning camp or at 3:30 for an afternoon or full day camp. If the camper should not sign out on their own on any specific day, you must notify the camp office by noon that day.
- If there is bad weather at dismissal, the camper will be held at camp until it is deemed safe for them to be released. In this event, we will notify the parent/guardian. The camper may be enrolled in the After Care Program as a “drop-in” until it is safe for them to leave or until someone has arrived for pick up. Eligible fees will apply.

Extended Care

After Care: Daily from 3:45 to 5:30. The cost is \$15/day. **Pre-registration is required and space is limited.**

- Campers are separated into two locations based on the grade they are entering in the fall: Katharine Hall for grades 2 to 8 and the First School for Age 3 ½ to grade 1. (See map) There will be signage around campus to help you find your way. **We cannot accommodate sibling or friend requests for After Care.**
- You must pre-register for After Care at least two Sundays before your camp week begins. For example, if you need aftercare any day during the week of July 15, you must register by July 7. Daily drop-in is not an option. After Care is only available for camps ending at 3:30. Refunds will not be given for unused After Care days or for registrations dropped within 10 days of the start of the camp week.
- During After Care, campers can participate in indoor and outdoor activities. A small, pre-packaged nut-free snack will be provided. If your child has any other food allergies, please send a snack with them.
- We are respectful of our counselors’ work day ending at 5:30. Campers remaining at 5:45 will be brought to the camp office. **Late A/C pick-up fees begin at 5:30 p.m.** For campers picked up between 5:30 and 5:40 p.m., there is a flat late fee of \$15.00. Campers picked up after 5:40 p.m. will incur an additional fee of \$1.00 for each minute thereafter. After 6:00, the late fee will increase to an additional fee of \$5.00 for each minute. Repeated lateness may result in families not being able to continue in the After Care program. Consider having a backup plan in place if you are running late. We will not waive late fees because of traffic. **Late charges are billed per camper and charged to the credit card on file.**

What to Wear and Bring

All campers should bring/wear the following each day. Please label everything to avoid confusion and loss of belongings. Summer at KEY will not be responsible for the loss or breakage of any items brought to camp. For camps that require other specific items (tennis racket, shin guards, bathing suit, etc.), an email will be sent the week before the camp begins.

- Backpack - campers may need to transport certain belongings with them throughout the day.
- Beach towel for camps with water activities. (Opt. in all camps for outside snack and lunch breaks)
- Labeled sunscreen - campers should arrive with sunscreen applied and bring extra to re-apply
- Refillable, labeled water bottle
- Nut-free snacks
- Lunch, only if in a full-day camp or registered for both a morning and an afternoon camp
- **Flip-flops are not allowed in any camp.** For camps that involve water activities, wear or send shoes that can get wet. Crocs that have a strap are allowed.
- Athletic shoes for all sports programs - see camp descriptions for other requirements.

- Cell phones - If you choose to allow your child to bring a cell phone to camp, the phone will need to remain in the camper's backpack throughout the day until they are picked up. If a camper needs to contact you, they should speak with their counselor to make arrangements.
- Smart watches - If a camper wears a smart watch, the same communication policy applies. They should refrain from using it to text or make calls during the camp day and should speak to a counselor if they need to contact you.
- Please do not send any extras like toys, trading cards, personal gaming systems, music players, etc. with your child. Summer at KEY is not responsible for any personal items brought to camp.

Lost & Found: Any items found at camp will be brought to the lost and found station in the Manse near the camp office.

- Labeling is important! The camp office will contact you if camper names are found on lost items.
- Any item remaining at camp on August 2, labeled or not, will be donated to charity unless prior arrangements have been made.

Health and Safety

The Health Office is a place where campers who become ill or suffer minor injuries may briefly rest while a decision is made whether they should remain at camp or go home. Hours are from 8:30 to 3:30 the first day of each week and 8:45 to 3:45 the balance of each week. The Camp Nurse is responsible for administering minor first aid and contacting medical professionals and/or parents/guardians in case of serious illness or injury.

When it is determined that a camper cannot remain in camp, the Nurse will contact the parent or guardian first. If they cannot be reached, the emergency contact will be called. Campers who become ill at camp must be picked up within one hour. As a result, it is important to have pick-up plans with emergency contacts in place.

Illness Protocols: Campers with any symptoms of an infectious illness such as COVID-19, influenza, respiratory syncytial virus (RSV), and gastrointestinal infections should not attend camp and consult with their provider. Please contact Summer at KEY's Health Office to develop a return-to-camp plan. Campers must be without a fever (less than 100°F) for 24 hours without fever-reducing medication prior to returning to camp. We kindly ask you to contact the camp office if your camper is going to be absent.

Action Plans for Medical Conditions:

If your camper has asthma, severe food allergies, seizures, bee sting allergies, diabetes, or any other serious medical condition, the appropriate Action Plan form (see below) is required to be returned to the Health Office at least two weeks prior to the start date of their first camp.

- [School Medication Administration Authorization](#)
- [Asthma Action Plan](#)
- [Food Allergy Action Plan](#)
- [Diabetes Action Plan](#)
- [Seizure Action Plan](#)
- [Bee Sting Allergy Action Plan](#)

The completed paperwork can be emailed to Nurse Katie Anderson at kanderson@keyschool.org or faxed to 443.926.9394. Campers will not be able to attend camp until this information is received.

Medication Policy:

Families are encouraged to administer medication at home when possible. If any medication (prescribed or over-the-counter) must be taken at camp, a [Maryland State School Medication Administration Authorization Form](#) must be completed and signed by a medical professional and by a parent or guardian. It should be turned in to the Camp Nurse along with the medication.

The only exception will be for the non-prescription medications of acetaminophen (Tylenol), ibuprofen (Advil, Motrin), and diphenhydramine (Benadryl). The camp provides campers with these medications, when necessary, if permission is given on the campers Medical Form, which will be filled out as part of the registration process. Any medication to be given at camp must be given to the Camp Nurse. Medication containers should be labeled with the following:

- Name of camper
- Name of medication
- Dosage of medication to be given
- Frequency of administration
- Route of administration
- Name of authorized prescriber ordering the medication
- Date of prescription
- Expiration date (Expired medications cannot be accepted or administered by the Health Office personnel or designate. This includes inhalers and Epipens.)

Campers in grades five through eight may carry and self-administer inhalers and Epipens, once the Camp Nurse has received the appropriate documentation. The camper's health care provider must sign the designated space on the Maryland State School Medication Administration Authorization Form (see above).

All medications should be picked up on the camper's last day of camp. If your camper is in After Care on the last day of a camp session, their medications should be picked up from the camp office. If not picked up within one week of the close of camp, the unused and unclaimed medication will be disposed of properly.

Communication/Emergency Notifications

Camp communication is sent primarily via email. During registration, please make sure your preferred email address is entered into your account. Communications may include emails with camp details, information regarding waitlists, updates about camper arrival for programs that go off-campus, payment reminders, etc.

Emergency Notifications: We utilize a text notification system in the event of severe weather or other emergency that may impact the camp drop-off or pick-up. Families will be notified via both text and email in these rare occurrences. Weekly tests are done to make sure we have the correct contact information, but if changes arise after your register, log in to update your information or notify the camp office.

Each Wednesday, a "test" text is sent to families registered for the following week.

- The text will go to the parent/guardian cell phone number(s) entered in your 2024 account. An email will follow to confirm the text was received. If you didn't receive the text it is important to reply to this email.
- Please review your account to make sure we have current parent/guardian(s) contact information.

Inclement Weather

The safety of campers and staff is our top priority. Activities, arrivals, and dismissals may be impacted by inclement weather.

- Campers will take breaks in shady spots and/or indoors on high-heat days. We follow MD Department of Health regulations on Code Orange/Red days with time limits on outdoor activity.
- In light rain, most outdoor activities can carry on as normal. With inclement weather, including but not limited to heavy rain, thunder, and lightning, campers will be brought indoors.
- We will evaluate severe weather watches on a case-by-case situation, but families should be prepared for possible early dismissals. In these rare events, families will be notified via text and email.
- For sudden severe weather events or warnings, there may not be time for early dismissal. In this instance, we will shelter in place until the storm has passed and it is safe to be back outside. If this happens during drop-off or pick-up, feel free to come inside the nearest building.

Food/Allergy Information

Summer at KEY is a “nut-restricted” camp. Foods containing any types of nuts are not allowed. Please check the labels on the foods you send.

- All campers should bring nut-free snacks for morning and afternoon break times and a labeled water bottle that can be refilled throughout the day.
- All campers staying for the entire day must also bring lunch. Please keep in mind we do not have refrigerators available to store foods. Non-perishable foods or insulated lunch bags with ice packs are recommended. Do not send foods that need to be heated in a microwave.
- A camper's birthday is very special, and we understand children love to celebrate with friends. Unfortunately, due to safety protocols, campers are not permitted to bring in food to share.
- All cooking-themed camps utilize nut-free ingredients. Please understand these camps incorporate a variety of food groups, and we cannot accommodate other restrictive food issues or allergies. We suggest you contact us before you register to discuss any other food allergies or restrictions that may be of concern.

Camper Conduct

Summer at KEY strives to create a safe and secure environment for every camper and staff member. If inappropriate or disruptive behavior arises, we utilize all available tools to help the camper. Appropriate steps will be determined on a case by case basis, beginning with camp counselor and team member intervention. If the behavior persists, parents/guardians may be called to pick the camper up. Continued inappropriate behavior or more serious infractions could result in dismissal from Summer at KEY programs without a refund or opportunity to re-enroll.

Age Requirements & Potty-Training

Summer at Key is licensed by the State of Maryland, which requires all campers to be at least 3 ½ years of age and potty-trained in order to attend camp. While we can sometimes make exceptions for grade/age requirements for certain camps, this does not apply to our youngest campers. We can only accept campers who are 3 ½ years old by the week they want to attend camp. Any registered camper that does not meet the minimum age requirement will be contacted by the camp office, and the registration will be canceled.

Campers must be fully potty-trained prior to the start of their camp week. Counselors provide our youngest campers with frequent reminders to go to the bathroom and scheduled potty breaks. Classrooms for their camps will have a toilet either in the classroom or just outside the room. We understand potty-training is a process, so if your camper has a routine at home, we encourage you to share that information with the counselor for everyone's combined benefit. We understand accidents can happen, but repeated accidents may result in early pick up of a camper by a parent/guardian or dismissal from the program.

Following are Summer at Key's potty-training guidelines:

- Camper wears regular underwear, not training pants or pull-ups.
- Camper can pull their pants and underwear down and up independently. Counselors can assist with wet bathing suits, difficult buttons, snaps or other fasteners.
- Camper can wipe themselves after using the bathroom.
- Camper can flush the toilet and wash/dry their hands.

Summer at KEY Main Campus Map

