



June 16 to August 1, 2025

Hello Camp Families!

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. If one of your camps has any special requirements not mentioned in the general camp info, you will receive a separate email the week before the camp runs.

This guide can be found on the homepage of our [website](#). You may find answers to some of your other questions on our [FAQ](#) page. If you need more information, don't hesitate to call the camp office at 443-321-2575 or email summer@keyschool.org.

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 & Contacts

Camp Dates:

Camp Week	Camp Dates	Last Day to Register, Sign Up for After Care or Make Changes
1	June 16-20 (no camp June 19)	June 9
2	June 23-27	June 16
3	June 30-July 3 (no camp July 4)	June 23
4	July 7-11	June 30
5	July 14-18	July 7
6	July 21-25	July 14
7	July 28-August 1	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 Camp	9:00-12:00	As early as 8:30 on Monday and 8:50 the rest of the week	12:00-12:05
Afternoon Camp	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 & 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. Please contact the camp office if your child will be absent from camp.

- 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 account 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 \$30 per child and will automatically be charged to the credit card on file. As traffic can be unpredictable, please have a backup plan for pick-up if you anticipate being late. After Care fees will not be waived due to traffic delays.

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 arrive late, pull into the main parking lot and call the camp office at 443-321-2575. Since the buildings are locked, we will notify your camper's counselor, and they will meet you at the front door of your camp's building.
- For early pick-ups, call the camp office at 443-321-2575 once you arrive. We will have the counselor bring your camper and their belongings to the front door of the camp's building. Give yourself an extra 5 to 10 minutes as it may take some time for them to meet you.

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 from camp, 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 \$20/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 (After Care, Jr.) There will be signage around campus to help you find your way. **We cannot accommodate sibling or friend requests.**
- You must pre-register for After Care at least one week (by 9 a.m.) before your camp week begins. 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 one week 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 5:40 will be brought to the camp office. **Late A/C pick-up fees begin at 5:30 p.m.** There is a flat fee of \$15.00 if picked up between 5:30 and 5:40 p.m. After 5:40, there will be an additional \$1 per minute added. After 6:00, the rate will increase to an additional \$5.00 per 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 & Bring

Label everything your camper brings to camp to avoid confusion and loss of belongings. Summer at KEY will not be responsible for loss or breakage of any items brought to camp. Campers should bring/wear the following:

- Backpack for belongings - campers may need to transport items with them throughout the day.
- Beach towels for camps that have water activities.
- Labeled sunscreen - all campers should come to camp with sunscreen applied. Even indoor based camps will take breaks outdoors.
- Labeled, refillable water bottle(s).
- Nut-free lunch if staying all day and nut-free snacks for morning/afternoon breaks. We do not have refrigerators available, so non-perishable foods or insulated lunch bags with ice packs are recommended. Do not send foods that need to be heated in a microwave.
- Flip flops or any open-backed shoes (without a strap) are not allowed.
- Water shoes, or shoes that can get wet, are required for programs involving water activities.
- Athletic shoes for all sports programs - see camp descriptions for other requirements.
- Please do not send extras like toys, trading cards, gaming systems, etc. with your camper. If your camper brings a cell phone, it must remain in their backpack. If your camper needs to contact you, they should speak with their counselor to make arrangements. The same policy applies to smart watches; campers must refrain from using them to access the internet, text, or make calls during the camp day.

Lost & Found: Any items found at camp will be brought to the lost and found station in the Manse near the camp office. The camp office will contact you if camper names are found on lost items. Any item remaining at camp on August 1, labeled or not, will be donated to charity unless prior arrangements have been made.

Health & Safety

The Health Office is a place where campers who become ill or suffer minor injuries at camp may briefly rest while a decision is made whether they should remain at camp or go home. The Health Office is staffed by a nurse from 8:30 to 3:30 the first day of each week and 8:45 to 3:45 the balance of each week. The nurse is responsible for administering minor first aid to campers and contacting medical professionals and/or parents/guardians in case of serious illness or injury. On occasion, the nurse must determine whether to send a camper home. If a camper needs to go home, the nurse will contact the parent or guardian first. If they cannot be reached, the emergency contact will be called. We require that campers have someone that can be at camp within one hour to pick them up making it important to have pick-up plans with emergency contacts in place.

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](#) is required to be returned to the Health Office at least two weeks prior to the start date of their first camp.

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, signed by a medical professional and by a parent or guardian, and turned in to the nurse along with the medication. For more details, visit our [website](#).

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.

Immunization Policy

As long as your camper is currently enrolled in a public or private school in the United States, simply supply the name of the school on the registration form. If your camper has not yet entered school or is enrolled in a school outside of the US, a complete [immunization record](#) must be submitted to the Health Office as soon as possible. The nurse must verify that the camper is in compliance with the immunization requirements for Maryland.

If the camper is exempt from immunizations due to medical contraindication, an immunization record signed by a licensed health care provider must be submitted. Campers not immunized according to Maryland state guidelines due to religious objections will not be permitted to attend Summer at KEY.

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. Please contact the 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. For more details, visit our [website](#).

Staff Training

Staff will have required health training, including the following:

- How and when to use epinephrine auto-injectors and AEDs and the steps to managing emergency situations.
- Proper hand washing protocols for both staff and campers.
- How to monitor for and report signs and symptoms of illness and injury.

Parents/guardians are encouraged to educate their campers to use appropriate precautionary measures to stop the spread of germs. Campers will be informed at the beginning of the camp session about hand hygiene including washing hands before and after snack time, after coughing, sneezing or wiping nose, etc.

Communication/Emergency Notifications

Camp communication, including registration confirmation, camp details, waitlist status, payment reminders, etc., is sent primarily via email. During registration, enter your preferred email address into your account. To ensure our emails land in your inbox and not your Spam folder, please take a moment to add our email address to your safe sender list.

Emergency Notifications: In case of emergencies (e.g., severe weather), text and email alerts will be sent. Weekly tests are conducted to ensure we have your correct information. Please update your contact details if they change after registration.

Parents/guardians are always the primary point of contact in any situation. We require at least one emergency contact, which must be someone other than a parent or guardian.

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. Less severe weather may also result in outdoor camps moving to an indoor space with modified activities.
- 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 nut-restricted, and foods containing nuts are prohibited. Carefully check the labels of the items you send for lunch and snacks.

- Food sharing is not allowed. Although birthdays are special, please refrain from sending food to share in line with our safety protocols.
- All cooking camps use nut-free ingredients, but other food allergies or restrictions cannot be accommodated. Contact the camp office before registering if your child has other dietary concerns.

Camper Conduct

We strive to create a safe and positive environment for all campers and staff. To foster a positive experience, counselors will share behavior expectations at the start of each camp. If inappropriate or disruptive behavior arises, appropriate steps will be determined on a case by case basis, beginning with counselor intervention and moving to senior staff as needed. If the behavior persists, parents or guardians may be called to pick up the camper. Serious or repeated issues may result in dismissal without a refund or re-enrollment.

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. If the camp office discovers a registered camper does not meet this age requirement, the family will be contacted and the registration will be cancelled.

Campers must be fully potty-trained. A camper is considered potty-trained if they wear regular underwear (not training pants or pull-ups), manage bathroom needs independently, and practice basic hygiene. To support our youngest campers, counselors provide frequent bathroom reminders and scheduled breaks. Their camps will have toilets either in or just outside the classroom. Parents/guardians will be notified if a camper has an accident. Repeated accidents may lead to early pick-up or dismissal from the program without refund.

Summer at KEY Main Campus Map

