

# SUMMER CAMP 2026



*Parent Handbook*

## Section 1: Welcome & Philosophy

Dear Parents,

Welcome to Rochambeau's Summer Camp Program! We are delighted to have your child join us for a fun, enriching, and joyful summer experience. Our camps provide a safe and engaging environment where children explore, learn, create, and grow through hands-on activities, outdoor play, themed weekly projects, and immersion-based learning experiences.

Rooted in Rochambeau's values, our summer programs aim to foster:

- Curiosity and exploration
- Creativity and joy
- Social-emotional growth, teamwork, and empathy
- Physical play, outdoor adventure, and healthy routines
- Cultural appreciation and multilingual engagement

This handbook outlines the expectations, procedures, and policies that help us provide a smooth and positive experience for all families. All families registering for Summer Camp must read and agree to the policies listed here.

We look forward to an exciting summer together!

Warm regards,

**The Summer Camp Team**





## Section 2: Program Overview

Rochambeau Summer Camp offers a variety of immersive and engaging programs for children in Maternelle and Elementary School. Camps vary each year and may include language immersion, creativity-focused programs, sports, and other specialty options.

### Daily Schedule

- **Camp Day:** 8:30 a.m. – 3:30 p.m.
- **Aftercare:** 3:30 p.m. – 5:30 p.m.

Aftercare groups are organized into:

- One **Maternelle group**
- One **Elementary group**

### Location

All summer camps take place at the **Maplewood Campus**.

### Drop-Off and Pick-Up

All drop-off and pick-up occur through the **main reception area**.

### Classroom Groupings

Groupings are determined by:

- Age
- Enrollment numbers
- Staff-to-student ratio requirements

Grouping may vary as needed to ensure the best experience.

### Program Content

Depending on the camp, daily activities may include:

- STEM/Science
- Art and crafts
- Sports and movement
- Water play
- Storytelling and music
- Outdoor exploration
- Cooking or food-related activities
- French language immersion

Weekly themes guide many of the activities offered in themed camps.



## Section 3: Program Expectations & Student Conduct

Rochambeau Summer Camps are designed to be joyful, structured, and supportive. To maintain a safe and nurturing environment, all students are expected to:

- Treat peers and staff with respect
- Follow instructions from counselors and assistants
- Participate in activities with a positive attitude
- Use kind and inclusive language
- Care for camp materials and spaces
- Exhibit safe behavior indoors and outdoors

### Behavioral Process

We use a guidance-based approach. However, repeated or serious behavior concerns may result in:

1. Verbal warning
2. Redirection or time away
3. Communication with parents
4. Behavioral meeting if concerns persist
5. Temporary or permanent removal from camp (no refund provided)

Physical aggression or actions jeopardizing safety may result in immediate suspension or dismissal.

### Student Safety & Ratios

We use a guidance-based approach. However, repeated or serious behavior concerns may result in:

- Camps maintain appropriate age-based supervision ratios.
- All staff complete background checks.
- Staff are trained in summer procedures, safety, and emergency response.
- First-aid supplies and emergency contacts are accessible at all times.



## Section 4: Daily Schedule, Dismissal & Late Pick-Up Policy

Ensuring a safe and smooth dismissal process is one of our highest priorities. We ask for your cooperation in respecting the following procedures and timelines.

### Daily Flow

- **Drop-Off:** Main reception
- **Camp Day:** 8:30 a.m. – 3:30 p.m.
- **Aftercare:** 3:30 p.m. – 5:30 p.m.

### Pick-Up Authorization and Changes

Only individuals listed in CampBrain or authorized in writing may pick up a child. All adults may be asked for ID.

### Early Pick-Ups

Families arriving early must check in at reception. Frequent early pick-ups are discouraged as they interrupt programming.

### Late Pick-up Policy

Aftercare ends at 5:30 p.m.

Families arriving after 5:30 p.m. will be charged:

- **\$25 for each 15-minute increment**

Repeated late pick-ups may result in suspension from the program.

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## Section 5: Enrollment & Registration

### Daily Attendance

Attendance is taken at the beginning of each camp day and aftercare session.

### Reporting Absences

Parents must notify the Summer Camp team at [camps@rochambeau.org](mailto:camps@rochambeau.org) in the morning if a child will be absent.

### Withdrawals, Missed Days & Refunds

- Missed days due to illness, travel, or personal reasons are **not refundable**.
- If the school must cancel programming due to weather or emergencies, no refund is provided.
- Refund policies for cancellations follow the **Summer Camp Registration, Billing, and Refunds Terms & Conditions** (see Section 9).

## Section 6: Health, Safety & Medication

### Illness

Children with symptoms such as fever, vomiting, or contagious conditions may not attend camp. If a child becomes ill during the day, **families will be contacted for immediate pick-up.**

### Injury

- Minor injuries receive basic first aid.
- For serious injuries, we will contact emergency services and notify families immediately.

### Medication Administration

Medication may only be administered with:

- Required forms
- Physician's authorization (Maryland forms)
- Medication provided directly by families

### Topical Products

Sunscreen and topical products require the appropriate authorization form.

### Communicable Diseases

We follow Rochambeau and Montgomery County Health Department guidelines.





## Section 7: Field Trips

*(Applicable Only to Camps That Include Them)*

Some summer camps—such as elementary French immersion camps—may include weekly field trips that align with the week’s theme. Families will be notified in advance with all details regarding locations, schedules, and required items.

Field trips may change due to weather, availability, or circumstances beyond our control. When necessary, we will make every effort to offer an equivalent alternative experience.

### Field Trip Agreement & Waiver

By registering for a camp that includes field trips, families acknowledge the following:

- Participation involves travel and outdoor activities that may present inherent risks.
- Families grant permission for their child to attend and participate in all scheduled field trips.
- Families accept the inherent risks of participation and release Rochambeau from liability as outlined in the field trip waiver signed at registration.
- In the event of illness or injury, families authorize Rochambeau staff to take appropriate measures, including securing emergency medical care.
- Students must comply with all safety expectations, instructions from staff, and school conduct policies.
- Serious misbehavior may result in removal from the trip or being sent home at the family’s expense (no refund).

Family agreement to these terms is required during registration.

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## Section 8: Emergencies & Inclement Weather

### Emergencies

- Staff are trained in summer emergency procedures, including fire drills, shelter-in-place, and lockdowns.
- Emergency communication will be sent via email, text, or phone through Rochambeau’s system.
- Families must keep emergency contacts updated in CampBrain.

### Inclement Weather

If the school closes early or for the day due to weather or emergency conditions:

- Summer camps and aftercare will not operate.
- No refunds are offered for weather-related closures.



## Section 9: Registration, Billing, and Refunds Terms & Conditions

### Registration

All registration is managed through CampBrain. Families must complete:

- Required contact forms
- Health forms
- Handbook acknowledgement
- Field trip waivers (if applicable)

### Early Bird Discount

Families registering **before December 31, 2025** receive **10% off** camp tuition.

### Payment

- Payment is due at registration. Payments can be made in three separate installments up until March 31, 2026.
- A **\$100 non-refundable deposit** is required for each child registered.
- The deposit is applied toward total fees.

### Cancellation Deadlines

- **4+ weeks before the camp week:**  
Full refund minus the \$100 non-refundable deposit per child.
- **2-4 weeks before the camp week:**  
50% refund minus the \$100 non-refundable deposit per child.
- **Less than 2 weeks before the camp week:**  
No refund

### Exceptions

Refunds may be considered for documented medical or family emergencies. Requests must be submitted in writing with documentation.

## Section 10: Communication with Families

Clear and proactive communication ensures a great summer for everyone.

### Primary Contact

- Email: [camps@rochambeau.org](mailto:camps@rochambeau.org)
- Telephone: (301) 747-3392

### Other Channels

- Emails for weekly updates and reminders
- CampBrain for account and registration management
- In-person communication at drop-off or pick-up
- Phone calls for urgent or sensitive matters

We welcome your questions and feedback anytime. Our team is here to help make your child's summer safe, joyful, and memorable.

