

College for Kids 2021 Parent Handbook



hagerstowncc.edu/kids

HCC
COLLEGE
FOR
Kids



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Welcome

Welcome, and thank you for choosing Hagerstown Community College (HCC) for your child's summer enrichment camp. This handbook contains important information about our procedures to help ensure an enjoyable and safe experience for everyone.

Overview of College for Kids

College for Kids (CFK) is an enrichment camp at HCC designed for children entering 2nd – 12th grade. Students enjoy hands-on learning in a variety of academic areas including science and technology, creative arts, literature, math, health, and career exploration.

CFK complies with summer youth camp licensure requirements of the Maryland State Department of Health (MDH), including orders related to COVID-19.

New for 2021

Many of the College for Kids 2021 procedures have been impacted by the State of Maryland's regulations related to COVID-19.

Please review this handbook closely as it has been updated to reflect changes made to comply with the Maryland Department of Health's "Amended Directive and Order Regarding Youth Camp Programs" (No. MDH 2020-06-12-02), effective June 12, 2020. Camp protocols and procedures related to COVID-19 are subject to change.

Getting Ready for Camp

Choosing Grade Appropriate Courses

Confirm your child meets the grade requirements for the class section. The grade listed refers to the grade your child will enter in the fall.

Before Care and After Care

Before Care and After Care will not be available during the Summer 2021 camp season due to COVID-related State regulations. All campers must be dropped off no earlier than

8:45 a.m. and picked up no later than 4:15 p.m.

Registration

Three easy ways to register for CFK!

- Online at hagerstowncc.edu/kids
- By phone at 240-500-2236, option 1
- By mailing a registration form found in the schedule to
11400 Robinwood Drive
Hagerstown, MD 21742

Please make sure that you provide a valid email address when registering.

Be sure to include your child's personal information when registering, not yours.

Confirmation of your child's registration will be sent by mail. Please check the confirmation to ensure your child is enrolled in the proper camp and week. If you register within one week of the camp's start date, the confirmation letter may not reach you before the first day of camp. You can always call 240-500-2236 to verify your child's enrollment.

Pre-Week Email

One week before camp you will receive an email containing a campus map with the location of Monday morning check-in and the location of your child's class. This email will come from CampDoc, so be sure to check both your inbox and spam folders.

Occasionally, due to scheduling conflicts, classroom locations are changed last minute. Please check the CFK website for the most up-to-date classroom information. If your child's classroom location changes, check-in staff will direct you to the correct classroom.

Health Forms/Campdocs.com

All Health and student forms will be collected by CampDocs, the leading electronic health record system for camps. It's a secure, easy-to-use web-based system.

Immunizations, Medications, Forms & Procedures

Health and student forms are available electronically through CampDocs. After registering your child, you'll receive an email from register@campdoc.com. All forms must be completed two weeks prior to camp. Required electronic forms include:

1. Student Information
2. School Information
3. Health Information
4. Medications
5. Allergies and Immunizations
6. Mental, Emotional, and Social Health History
7. Authorization and Release

If these forms are not completed by the first day, of camp your child will not be allowed to enter the classroom or participate! Students may be dropped without refund if the documents are not 100% complete.

COVID-19 Vaccine Protocol

The college does not currently have a protocol for campers, staff, or volunteers regarding a COVID-19 vaccine. Pending the development and availability of a vaccine, a protocol will be created based on the recommendations and requirements of local, State, and Federal agencies.

Medications

HCC Staff are only authorized to administer medication, prescription or non-prescription (over-the-counter), to students with a signed Medication Administration form.

If your child will be taking medication during camp hours, a Medication Administration Form must be completed and signed by your physician. We cannot accept any child without the proper forms and without their appropriate medication(s) to be taken during camp. The medication form signed by your child's doctor must be submitted electronically before your child begins class.

If your student regularly administers their own medication (prescription or non-prescription) during camp hours, an Authorization to Self-Medicare form (on the CampDocs website) must be completed and signed by your child's physician and be on file with the CFK office.

Drop-off of Prescription or Non-prescription Medications

If your child has routine or emergency medication, you must come to the medications tent on the first day of camp **BEFORE** you go to your child's building to check in. Our staff will collect your child's medication, check all of the necessary paperwork submitted via CampDocs, and then direct you to check your child into his/her classroom.

Your child's medication will be placed in a locked bag and secured with authorized personnel to be administered at the appropriate time.

Allergies

If you indicate on the health form that your child has allergies and there is an Anaphylaxis risk, you must complete the medication administration form and follow the medication procedures as noted above in the Medications section.

Special Accommodations

If your child has a documented disability (learning, physical, psychiatric, medical, or behavioral) this must be disclosed on the health form. Jaime Bachtell from HCC's Disabilities Support Services (DSS) office will contact you prior to the start of class to discuss your child's needs and potential accommodations that may be necessary. If you have questions or need to contact the DSS Office, call 240-500-2273.

Coming to Camp

First Day of Camp

All parents/guardians are to bring their child to the entrance of the building in which their class will be held. Classrooms will open at 8:45 a.m.

Drop Off and Pick Up Procedures

All parents/guardians are to bring their child to the classroom between 8:45 – 9:00 a.m. The child must be signed in by a parent/guardian.

Parents/Guardians are required to pick up children between 4:00 – 4:15 p.m. If a parent/guardian cannot pick up their child due to an emergency, they should contact the

Continuing Education Office at 301-491-4352. The College reserves the right to charge a late fee for students picked up after 4:30 p.m.

What to Expect

Camp/Classroom Size

Each camp section will be limited to a maximum of 13 students, one instructor, and one volunteer to comply with the State-mandated group maximum of 15 individuals.

Social Distancing

Classrooms and check-in stations will be arranged to ensure 6-foot social distancing as recommended by the CDC. Camp staff and volunteers will limit close-contact interaction with campers, using their discretion to provide necessary academic support while minimizing the risk of transmitting COVID-19.

Face Masks

All campers, instructors, volunteers, and staff are required to wear a face mask on campus. Masks must cover the nose and mouth. Face coverings may be removed only while eating, drinking, or while maintaining social distancing during outdoor recess.

Campers are required to bring their own mask and are encouraged to bring an extra each day in case one breaks, tears, or gets dirty or wet. Masks may not contain offensive graphics or language. Campers without an appropriate mask will be moved to a quarantine room, and the camper's emergency contact will be called to bring a mask or immediately pick up the student.

Prescreening and Temperature Checks

Prior to arriving on campus, each camper (or their parent/guardian on the camper's behalf) will need to complete a COVID-19 prescreening via CampDoc every day. Failure to complete the screening will result in the camper being denied access to or removed from the classroom; no refunds will be given for classroom time missed related to a late or incomplete screening.

Furthermore, campers who submit prescreening answers not in compliance with COVID prevention protocols will not be permitted on campus and will be contacted by an HCC representative.

Instructors or classroom volunteers will verify each camper's temperature upon entering the classroom each morning. Campers with a temperature above the maximum allowed by the CDC or MDH will not be admitted to camp. If the parent/guardian has already left

campus, the camper will be moved to a quarantine room and the camper's emergency contact will be contacted for immediate pick up.

Class Times

Each session will meet from 9:00 a.m. – 4:00 p.m.

Instructors

Instructors for HCC's CFK programs are hired based upon skills, abilities, and appropriate background checks. Many of the instructors also teach for Washington County Public Schools or are trained professionals in the areas in which they are teaching. In compliance with MDH regulations, a background check is conducted for all instructors.

Staff

In addition to instructors, College for Kids is supported by the following positions:

- Camp Director
- Program Assistant
- Program Manager
- Office Associate
- Student Workers
- Nursing Interns
- Camp Nurse (on call)

Volunteers

CFK collaborates with the HCC Foundation to identify and train CFK volunteers. All volunteers must attend a camp orientation.

Supervision & Safety

Staff will take all reasonable measures to ensure the safety of the children in the CFK program and provide appropriate supervision at all times. All staff wear identification badges at all times. Campers are always accompanied by staff and/or volunteers as they move around the campus.

Lunch and Recess

Due to State regulations related to COVID-19, campers will eat lunch at their desk in their classroom. Food, drinks, and utensils cannot be shared or exchanged between campers. Campers are encouraged to pack a nonperishable lunch. A limited menu will be available from the Hilltop Grill. Lunches from the Hilltop Grill must be [ordered online through BiteHeist](#) by 10 AM to ensure camp staff are available to deliver meals to campers in their classroom. A menu and directions on how to order a College for Kids lunch are available on the College for Kids website.

Campers will have an outdoor recess (weather permitting) once or twice a day, depending on their grade level. Indoor recess and 'brain breaks' will be offered as necessary. Socially-distanced activities will be organized to the greatest extent possible.

Nut Allergies

The College cannot guarantee a nut-free environment. If your child has a severe nut allergy that requires an entirely nut-free environment, please contact our Camp Nurse at cfkurse@hagerstowncc.edu.

Water Fountains and Vending Machines

Water fountains on campus have been disconnected and vending machines will not be accessible to campers. Campers must bring their own food and drink(s) for the duration of the camp day.

Bathrooms

Campers will be using bathroom facilities used by college staff, college students, and campers from other camps. Each camp will be assigned a bathroom location and have staggered bathroom breaks to limit the possibility of campers from different classrooms using the facilities at the same time.

Custodial staff clean all high touch areas throughout the buildings, including in the bathrooms, multiple times during camp hours. All the bathrooms get a heavy, thorough cleaning every night, Monday through Friday.

General Cleaning and Sanitation

Custodial staff clean all high touch areas throughout the buildings multiple times during camp hours. Each classroom will be fogged with a disinfectant every evening, Monday through Friday. All the bathrooms get a heavy, thorough cleaning every night, Monday through Friday.

Hand sanitizer will be available at every building entrance and in every classroom.

Sick/Quarantine Room

One classroom in the Career Programs Building will serve as both the sick and quarantine room for campers who have fallen ill, had a personal emergency, or require privacy for a medical, social, or mental health issue throughout the day. The back half of the room will be designated as a quarantine space for any camper exhibiting symptoms of COVID-19.

Tables and chairs in the sick/quarantine room will be wiped down with disinfectant cleaner after each use.

In the event more than one camper requires the sick/quarantine room at a time, the campers will be spaced as far apart as physically possible, maintaining a minimum distance of six feet.

Positive or Suspected COVID-19 Case at Camp

In the event of a positive or suspected case of COVID-19 at College for Kids, the college will follow procedures as required or recommended by State and local health departments:

- Campers, staff, and volunteers in the same individual camp as the case
 - Will be notified of the case by email and phone as soon as possible
 - Must leave camp and quarantine following CDC guidelines
 - May not return to camp until completing self-quarantine and obtaining clearance from the individual's primary care physician
- All campers, staff, and volunteers on campus that day, but not in the same camp
 - Will be notified of the case by email
 - May be required to move to a new classroom for the duration of the camp

Camper Exposure or Suspected COVID-19 Case

If a camper develops signs or symptoms of COVID-19 during camp, he or she will be safely isolated in the quarantine room until a nurse can determine whether the camper can return to the classroom or must be picked up by a parent/guardian. If the nurse determines the camper must be excluded, the camper may not return to camp until obtaining clearance from their primary care physician or getting tested and providing the camp with a negative test result.

In determining which signs and symptoms constitute exclusion, the camp will follow the guidelines of the Maryland Department of Health and State Department of Education's joint "Response to a Laboratory Confirmed Case of COVID-19 or Persons with COVID-19-like Illness in Schools," most recently updated on July 23, 2020.

Cell Phones & Electronic Games

A student's use of a personally-owned, electronic devices during the CFK day is designed to help him/her become a responsible digital citizen, to enhance classroom activities, and to provide authentic experiences to build skills such as collaboration, creativity, communication, and critical thinking. Devices may not be used to disrupt the educational environment, violate the rights of others, commit illegal acts, or engage in academic dishonesty. Instructors reserve the right to limit access to electronic devices during instructional time.

Dress

Students need to dress in appropriate casual attire for classes in which they are enrolled.

CKF follows the guidelines of Washington County Public Schools' dress code. Children should wear sneakers or enclosed shoes. Flip flops are prohibited.

Behavior

Students are expected to demonstrate appropriate behavior and to follow the direction of staff. Behaviors such as aggressiveness and anger, fighting, inappropriate touching, verbal abuse, a negative attitude, and insubordination towards staff will not be tolerated and may be cause for dismissal. It is expected that students behave respectfully and do not engage in activities which are disruptive or may cause harm to themselves or others. The CFK Staff will follow the Behavior and Discipline policy as outlined below.

Behavior and Discipline Policy

Immediate behavioral problems will be addressed by the instructor.

Recurring behavioral problems will be referred to the camp director and additional staff as necessary with a written explanation from the instructor. Parents will be notified.

Should the behavior continue or be severe enough, dismissal from camp may occur.

Automatic dismissal may occur at the staff's discretion.

Refunds will not be granted if a student is dismissed from camp due to disciplinary action.

Medical Treatment

Staff will take all reasonable measures to ensure the safety of the children in the CFK program and provide appropriate supervision at all times.

Scraped knees, nose bleeds, bee stings, and other injuries are part of camp and CFK staff will follow the State regulations for minor injuries. The regulations state that staff can treat injuries with soap, water, ice and bandages. If a child is injured or feeling ill, CFK staff will bring the individual to the CPB, Room 221 for treatment and/or a short observation. All incidents are logged in the CFK health log and parents will receive an email describing the minor injury and treatment.

If a child feels ill, staff will assess the situation and determine if the child can return to class or should leave camp. If the child needs to leave camp because of illness or more serious injury, the parent will be notified and will be expected to pick up their child immediately.

If HCC or CFK staff deem a situation an emergency, staff will immediately call 911 for medical assistance and/or transport, then notify the parent as quickly as possible.

Procedures, Forms, & Refunds

Liability Waiver

You will be required to sign HCC's standard liability waiver through CampDoc.

Unexpected College Closings: Emergency Text Alerts

Please sign up for HCC text alerts. Stay up-to-date on campus closings, weather-related delays, or campus emergencies. Register to receive the alerts at www.hagerstowncc.edu/about-hcc/campus-police/emergency-alerts.

Cancellations, Transfers, and Refunds

The College anticipates all programs to be presented as scheduled; however, a program could be cancelled due to insufficient enrollment. Cancellation decisions are made one to two weeks in advance and you will be contacted directly by telephone. If a class is cancelled due to low enrollment, we will either transfer the student to another class or provide a full refund.

NEW! Be advised that there have been substantial changes to our refund policies for cancelling or transferring a College for Kids registration. These College for Kids refund policies differ from and supersede refund policies for all other continuing education classes.

If your child cannot attend a College for Kids camp for which they were registered, please notify us immediately. **Cancellation or transfer requests must be made in writing to cfk@hagerstowncc.edu; requests left on voicemail will NOT be processed.**

Transferred Registration

Parents/Guardians are responsible for any tuition/fee difference resulting from a student transfer. Early Bird discounts will not be applied to transfers made after the Early Bird discount expires. Transfer requests received within two weeks of the camp starting will be treated as a cancellation and new registration; please see cancellation refund policy below. *Exception:* Students transferring into a spot that becomes available in a camp for which they were wait-listed will not be treated as a cancellation, but will still be responsible for any difference in tuition or fees.

Cancelled Registration

If notification is received before the Monday two weeks prior to the class start date, a full refund of tuition and fees will be issued. For notification received after two weeks before the class start date and before the first day of camp, a refund less \$25 will be issued. No refunds will be given on or after the camp start date. Refunds will not be made for non-attendance.

Camp Start Date	Last Date to Transfer and Retain Early Bird Discount	Last Date to Transfer or Cancel with Full Refund	Last Date to Cancel with Partial Refund
Monday, June 14	Tuesday, March 31	Sunday, May 30	Sunday, June 13
Monday, June 21	Tuesday, March 31	Sunday, June 6	Sunday, June 20
Monday, June 28	Tuesday, March 31	Sunday, June 20	Sunday, July 4
Monday, July 12	Tuesday, March 31	Sunday, June 27	Sunday, July 11
Monday, July 19	Tuesday, March 31	Sunday, July 4	Sunday, July 18
Monday, July 26	Tuesday, March 31	Sunday, July 11	Sunday, July 25
Monday, August 2	Tuesday, March 31	Sunday, July 18	Sunday, August 1

Camp Cancellation or Closure

If a camp is cancelled or closed due to COVID-19 or other reasons, a prorated refund will be issued. Campers will be notified of a cancellation as soon as possible.

Quarantine or Isolation

If a camper cannot attend camp because he or she has been directed by a health official or medical professional to quarantine or isolate because of a positive COVID-19 test or exposure, a full or prorated refund will be issued upon receipt of a note from the health official or medical professional. The note must be on official letterhead and include the camper's name, the reason for quarantine or isolation, and the final date of the camper's quarantine or isolation.

Dismissal without Refund

Camp staff reserve the right to dismiss or exclude individuals from camp without a refund for not complying with camp policies and procedures, including but not limited to, the examples below:

- Behaviors such as aggressiveness, fighting, disrupting camp, verbal abuse, a negative attitude, and insubordination
- Incomplete health forms or COVID-19 screenings
- Failure to follow all COVID-19 policies and procedures

Photo and Video Release

Students may be photographed or interviewed while attending CFK courses. These items may be used on promotional materials for future programming. The CampDocs electronic forms have an option for declining the photo and video release.

Lost & Found

Students' possessions that are lost or found may be picked up in the Continuing Education Office located in CPB, Room 221.

Early Dismissal (Check-out by Parent/Guardian)

If a child needs to be picked up early, the instructor must receive a note stating the time of early checkout and who will be picking up the child. The note should be presented to the instructor in the morning.

Campus and Contact Information

Campus Map

To view the campus map online, visit www.hagerstowncc.edu/docs/facilities-management-and-planning/campus-map-parking.

Contact Us

Email: cfk@hagerstowncc.edu

Web: <http://collegeforkids.hagerstowncc.edu/>

Registration and General Information: 240-500-2236, ext. 1

Emergencies and Urgent Issues during Camp Hours: 301-491-4352