



## **FAMILY AND FRIENDS HANDBOOK**

### **ABOUT**

Camp Notre Dame provides a summer experience for children, ages 5-11, brimming with safe, fun, and memorable activities. Area children have enjoyed swimming, arts and crafts, games, and more at Camp Notre Dame for over 27 years. Campers have fun while forming new friendships and building confidence, all under the watchful eye of our caring counselors. Our state-certified camp has an average camper to counselor ratio of 5:1 for younger campers and slightly higher for the older groups, leading to plenty of individualized attention. Campers have the opportunity to participate in a wide variety of sports activities such as softball, soccer, and other active games. Music and drama, arts and crafts, explorations, and swimming twice a day (instructional swim in the morning; free swim where camper apply learned skills in the afternoon) also make each day enjoyable and exciting at Camp Notre Dame.

### **AGE ELIGIBILITY**

Campers must be at least FIVE (5) years old and toilet trained by the beginning of the first camp session. Parents/Guardians should consider whether a child who the age of 5 would be best served at Camp Notre Dame or at A Child's Place Summer Camp, an accredited summer program for preschool and kindergarten aged children. Please contact A Child's Place at 410-532-5399 for more information regarding their summer program.

Campers must not be beyond ELEVEN (11) years old at the start of camp session. It is bittersweet for us when a camper "graduates" Camp Notre Dame; however, we are not able to accept campers twelve (12) years and above due to state regulations.

### **HOURS of OPERATION**

Camp Notre Dame hours are 9:00 a.m. to 4:00 p.m., Monday through Friday with the exception of the 4<sup>th</sup> of July holiday (University and Camp are closed on the designated day of the week).

In case of emergency when a parent/guardian is unavoidably detained and running late to either drop off or pick up a camper, please contact Camp staff on the Camp Notre Dame cell phone number, which will be distributed to all camp registrants via provided email addresses prior to the first day of camp sessions, as Camp Administration is often times walking around campus with the campers and not in the CND Office.

### **REGISTRATION**

Camper registration is based on a first-come, first-served basis.

You must register for the sessions you wish your camper to attend with a \$50 non-refundable deposit per session via the online registration form found at [www.ndm.edu/campnotredame](http://www.ndm.edu/campnotredame). The deposit is applied to the camp fee. Campers will be grouped with children of the same general age based upon the last completed grade in school.

### **CAMP SESSION FEES**

The fee for each two-week session is \$550. The \$50 deposit paid for each session is applied to the camp tuition fee. Payment in full for each session must be made ideally one (1) week before the first day of the session. If payment is not made prior to the start of camp, campers will not be able to attend.

Missed or unused days will not be pro-rated. This includes unforeseen circumstances on the part of Camp Notre Dame or the University (i.e., power outage) that force CND or the University to close.

Due to the popularity of Camp Notre Dame, the two-week sessions are not separated in order to provide a well-rounded experience for all campers.

### *METHODS of PAYMENT*

Only online payments will be accepted at [www.ndm.edu/campnotredame](http://www.ndm.edu/campnotredame). Cash or check payments in-person are not accepted. If this presents an issue, please contact Camp Administration at [campnotredame@ndm.edu](mailto:campnotredame@ndm.edu).

### *LATE PAYMENT*

There will be a late fee of \$25.00 per day for any session fee paid after the first day of the session. If the Camp has not received your payment by the third day after the session begins, your child's enrollment in the camp may be terminated and their space may be offered to another camper.

### *REFUND POLICY*

Should your camper be unable to attend a registered camp session, we would encourage you to simply move to another session so that your camper can have the wonderful experience of summer camp. However, we understand that circumstances occur and you may need to cancel your registration for a particular camp session.

To do so, please keep the below information in mind:

- The \$50 deposit is non-refundable nor transferable at any time unless due to a medical reason that's verified with documented explanation from a medical professional.
- If you cancel your registration with more than 30 days until the session start date, you will receive a full refund minus the \$50 deposit.
- If you cancel your registration within 15 to 30 days until the session start date, you will receive a 50% refund minus the \$50 deposit.
- If you cancel your registration within 2 weeks or less of the session start date, you will not be refunded for the registered session.
- Camp Notre Dame must be notified in writing of the intent to cancel a registration with the provided guidelines above in mind. All correspondence may be sent to

campnotredame@ndm.edu.

#### ***MEDICAL REASON FOR CANCELLATION***

We understand that medical issues may arise over the summer or just as your child is set to attend camp. Please call or email us at [campnotredame@ndm.edu](mailto:campnotredame@ndm.edu) as soon as possible to notify of your need to cancel. We will ask that you provide a written excuse from a medical professional with this notification. If your camper is ill and provided there is adequate time and space in other sessions, we are willing to work with you to switch your camper to a different session.

#### **EQUIPMENT/CLOTHING**

No uniform is required; campers should wear comfortable, play clothing (t-shirt and shorts) as well as socks and sneakers. Sandals and Crocs are acceptable for pool time, but campers will be playing outdoors and will need to wear appropriate shoes for safety and comfort. Campers will need to bring goggles, a bathing suit and a towel daily for swimming. It is a good idea to provide your child with either a tote bag or book bag to carry these items during camp. Sports and other equipment will be provided. Each camper receives a Camp Notre Dame t-shirt during their first week of camp.

#### **MEALS AND SNACKS**

Parents/Guardians are responsible for providing daily lunches for their camper(s) during the two-week sessions. Lunches will be refrigerated, but Camp Notre Dame does not have facilities to heat lunches. We request that candy, gum, etc. not be brought to Camp. Please also to make sure to write the camper's first and last name clearly on the lunch to avoid any confusion. Camp Notre Dame provides a snack each day at the close of the camp day. It is critical that any food allergies be noted and Camp Notre Dame staff made aware prior to the first day of the two-week session. Substitute items must be provided by the parent, e.g., soy milk.

#### **SWIMMER EVALUATION**

Swimming is held in Notre Dame's indoor pool twice a day. The instructional swimming program is conducted in the morning under the sponsorship of certified American Red Cross water safety instructors. Recreational swimming is held in the afternoon where campers utilize the learned skills from that morning.

At the beginning of every session, all campers are tested on their swimming abilities. They are then put into various levels for swim lessons according to their swim abilities. Campers are placed into levels set forth by the American Red Cross swim instruction program. Copies of your camper's swimming level will be sent home along with techniques for home-use to continue your camper's swimming capabilities.

Campers are put into swim groups with a max of 10 children to one instructor. Swimmers who need improvement on their swimming skills are prohibited from swimming in the deep end and are restricted to shallow water. CND utilizes pool platforms in the shallow in to provide a comfortable learning environment for smaller campers who might not be able to touch the bottom of the pool as well. All campers who have passed the deep water test will be identified with colored wrist bands. A camper's swimming progress will be noted weekly.

## **ENROLLMENT FORMS**

All forms are available through the online registration at [www.ndm.edu/campnotredame](http://www.ndm.edu/campnotredame). Those registering campers will have the opportunity to create accounts which they can log back and provide updates and payments on their accounts.

Each camper must have on file at least one (1) week before the first day of the session all forms listed below:

- 1) Emergency Form
- 2) Child Release Authorization and Custody Arrangements Form
- 3) Contact and Consent Form
- 4) Health Form
- 5) Vaccination Records (Optional)
- 6) Policies Acknowledgement (based on the *Camp Notre Dame Family and Friends Handbook*)
- 7) Camper Photograph Authorization Agreement

**All forms should be uploaded into each camper's registered account.**

## **CAMPER DROP-OFF AND PICK-UP**

Camp Notre Dame is open from 9 a.m. to 4 p.m. Monday through Friday for eight weeks (four two-week sessions) during the summer with the exclusion of being closed for the Fourth of July holiday. At no additional charge, campers may be dropped off as early as 8:00 a.m. and picked up as late as 5:00 p.m. The official time will be based on the office clock. You may want to set your watch with our clock.

## **DROP-OFF**

Campers must be checked in by the parents/guardians on the first day of their two-week session. Check-in will be in MBK Gymnasium where all forms will be verified and information for each camp session distributed. Please sign in with the appointed Camp Notre Dame staff member before leaving the University. Do not leave your child in the hallway or on University property unsupervised.

After the first day of the two-week camp session, parents/guardians will have the option of utilizing the Drop-Off CND Zone, which will be located outside on the MBK Gymnasium Circle. This will allow parents/guardians to pull up in their vehicles by the front steps of the gymnasium and drop off their camper(s) to Camp staff after signing them in, allowing time for busy mornings to and from work.

## ***EARLY DROP-OFF PENALTIES and FEES***

A nominal fee of \$2 per child per 15-minute increment is charged for an earlier drop-off beginning at 7:30 a.m. until 8:00 a.m. (\$4 max per day). Payment of the early drop-off charge will be due at time of early drop-off to CND staff, so please make sure to bring payment of exact change that morning. We do not have the capabilities to accept payment in advance for early drop-off mornings.

## **PICK-UP**

The campers will be inside the MBK Gymnasium and can be picked-up there. Please remember to sign out your camper with the appointed Camp Notre Dame staff member. All authorized adults (18 and above) must be listed on the authorized release and consent form and must present a photo ID every day picking up the camper. Campers will not be released to someone not listed

nor to someone who does not present a photo ID at time of pick-up.

Due to parking restrictions, fire code, licensing regulations, and insurance policies, parents/guardians and siblings may not stay in the MBK Gymnasium. To insure the safety of all campers and staff, please take your child and leave within ten (10) minutes. If you are planning on coming in longer than 10 minutes, we would ask that you park in the visitor parking located on campus (either down by the tennis courts or by Noyes House).

*LATE PICK-UP PENALTIES and FEES*

A nominal fee of \$2 per child per 15-minute increment is charged for a later pick-up beginning at 5:00 p.m. until 5:30 p.m. (\$4 max per day). Payment of the late pick-up charge will be due at time of pick-up to CND staff, so please make sure to bring exact payment that afternoon as our camp staff will not have change available.

If you are unavoidably detained due to an emergency, please notify the office using the Camp Notre Dame cell phone provided to all parents and guardians prior to the two-week session. When you are late, you cause Camp Notre Dame staff to stay beyond their set work hours, so please make sure to make arrangements if by chance you are unable to pick-up your camper(s) by 5:30 p.m..

In the event that your child has not been picked up by 5:30 p.m. and you have not contacted Camp Notre Dame as to your whereabouts, we will call every emergency telephone number listed on your child's Emergency Form. If we cannot get in touch with anyone to pick up your camper, we will contact the University's Public Safety Office and file a report. Public Safety will call the Baltimore City Police and the Baltimore City Department of Social Services, Child Protective Services. Child Protective Services will come to the University and pick up your camper. When you do arrive on the University campus, you will need to go the front office in the foyer of Gibbons Hall where you may contact Public Safety and make arrangements to pick up your camper.

*RELEASE OF CHILD TO INTOXICATED OR DRUGGED INDIVIDUAL*

In order to protect the campers from any potential danger that could arise because of a parent/guardian/authorized person's condition and to protect the University against potential claims, it is the policy of Notre Dame of Maryland University to take all reasonable steps to avoid releasing a camper to a person in a drugged or intoxicated state. Accordingly, if, in the opinion of the Camp Notre Dame or NDMU staff present at the University, if a parent, guardian, or authorized person who arrives to transport the child home from the school is in an intoxicated or drugged condition, the Camp Notre Dame staff member will:

- a. Notify any other parent, guardian, or authorized person listed for the camper of the situation;
- b. Ask the person to leave the car at the school and take the camper home using other means of transportation home; and,
- c. Offer to call another relative, friend or taxi (at the parent's expense) to drive the person and camper.

If the parent, guardian, or authorized person insists on driving the camper, the Camp's staff

member will notify Public Safety who will notify the local police department. If police officers agree that the parent, guardian, or authorized person is intoxicated or under the influence of drugs, the parent/guardian or authorized person may be charged with public intoxication and/or driving while under the influence. If a particular parent, guardian, or authorized person frequently arrives in an intoxicated or drugged state, Camp Notre Dame will not only notify the police department but also will alert other appropriate government authorities involved with the care and treatment of children.

#### *INDIVIDUALS TO PICK UP CHILD; CHANGES IN CUSTODY*

Camp Notre Dame can release a camper only to the parents or legal guardian of the camper, or the individuals authorized to pick up the camper whom the parent/guardian has listed as an authorized person for pick-up. Camp staff members may require any person who arrives to pick up a camper to show identification. All persons authorized to pick up a camper must be at least eighteen (18) years old. If there is any change in legal custody of the child while the camper is enrolled in the camp session(s), the parent must immediately notify Camp Notre Dame and must provide the Student Life Program Manager with a certified copy of the Court Order confirming the change in custody. If an unauthorized person arrives to pick up a child, the Camp staff will notify the parent immediately.

#### **PARKING**

Parking on campus is very limited and strained. Parking will be available in the Noyes House lot only if your parking time is expected to be 10 minutes. This allows all the ability to park safely. While Notre Dame of Maryland University has an excellent reputation for safety, it is still not advisable to leave your car unlocked or to leave siblings unattended in the car.

If parking time will be over 10 minutes, Camp Notre Dame asks that vehicles be parked in the general parking lot by the tennis courts.

Please note the suggested parking spaces on the map found at [www.ndm.edu/campnotredame](http://www.ndm.edu/campnotredame).

#### **BEHAVIOR, DISCIPLINE, and BULLYING POLICY**

At Camp Notre Dame, we strive for the ideal that the child commands his/her own self discipline through self-safety and those common courtesies useful in dealing with a group. If a camper is out of control, the camper is reminded to use words to handle their problems, or the camper may be asked to take a short "time out" from the situation until the camper is calmer and can handle the situation in a more socially acceptable manner.

The purpose of discipline is to teach the child correct behaviors, not to punish misbehavior. Positive reinforcement and redirecting the child's behavior are two other ways to discipline a camper. Staff members also act as role models, demonstrating socially acceptable manners and courtesies. Discipline must always be accompanied by demonstrating the expected appropriate behaviors and by a verbal explanation of how to behave the next time a similar situation arises.

The CND staff primarily uses logical and natural consequences to teach the campers self-control. Natural consequences are the result of going against the laws of nature, i.e., the camper who refuses to eat lunch gets hungry. Natural consequences don't need any interference from adults,

for example, when you don't wear gloves, your hands get cold. Logical consequences are the result of going against the rules of social cooperation, e.g., if three-year-old Brad deliberately rides his tricycle into Kristen, Kristen may not want to play with him, or an adult may take away Brad's tricycle-riding privileges for a while. Logical consequences meet the needs of a particular situation. They have the following qualities: 1) they express the rules of social living; 2) they are related to the misbehavior; 3) they separate the deed from the doer; 4) they are concerned with what will happen now; 5) they are given in a friendly and supportive manner; and 6) they permit choice.

### *What is bullying?*

There is a difference between play, which builds imagination, develops coordination, and teaches campers about rules and responsibility, and bullying, which is chronic, frequent behavior that has, at its core, the intention to harm and intimidate. The most obvious forms of bullying are repeated hitting, shoving, chasing, or threatening. Other forms include name-calling, teasing, telling lies, and excluding. Bullying also includes taking or destroying another camper's belongings. Bullying is very different from occasional roughhousing or behavior problems under usual circumstances. It is repeated roughness or repeated planned victimization. The intention of bullying is to cause deliberate hurt, physical or emotional, or to gain more power or control. Bullying usually occurs consistently between the same children.

While people mistakenly believe that bullying begins later in elementary school, unfortunately, it may also occur as early as the preschool years. Emergent bullying behavior is sometimes overlooked by parents, guardians, and caregivers and deemed normal social experimentation. However, when a child believes that conflict is best resolved using threats or force, when he/she deliberately and systematically finds ways to inflict injury or harm, physically or emotionally, to their victim, and maybe even laugh after doing so, adults must indeed be concerned. Minimizing the importance of the issue sends a message to a child that being inconsiderate of other people's feelings is acceptable. Victims of bullying become shy, isolated, and fearful. The bully learns a false sense of his/her own importance and power and sets him/herself up for social failure.

At Camp Notre Dame, the camper's emotional and physical safety and well-being will always be the primary concern. CND staff members are in a position to prevent conflict or take steps to reduce the likelihood of problems. While we want and encourage campers to use their words to resolve their own conflicts, it is important to keep a reasonable standard of behavior in mind. CND staff members demonstrate the behavior we want the campers to imitate and emphasize that bullying is not acceptable. CND staff members explain in simple language that bullying behaviors actually hurt others. It not only hurts the victim, but also the camper doing the bullying—other campers don't want to be friends with someone who bullies them. Our goal at Camp Notre Dame is to teach, not punish. Campers who learn how to resolve conflicts, respect others, and handle frustration will refrain from bullying behavior.

## **TERMINATION by CAMP NOTRE DAME**

### *Immediate*

The Camp may terminate your child's enrollment in summer camp, effective immediately, if any of the following conditions arise:

- In the judgment of the Camp Notre Dame administrators and staff, the camper's behavior threatens the physical or mental health of other children in Camp; i.e. throwing objects, extreme temper tantrums, destroying Camp Notre Dame and NDMU property, destroying personal property, fighting, hitting, biting, bullying.
- The behavior of a camper's family member, parent, guardian, authorized pick-up person, etc., is inappropriate towards Camp staff, University staff, or other campers/camp families and friends;
- The child is brought to Camp ill more than three (3) times within any two-week session; or the parent fails to promptly pick up a sick child more than three (3) times within any summer.
- Uncommunicated later evening pick up three (3) times during a summer.
- If enrollment is terminated, you will receive a portion of the session fee, pro-rated on a daily basis for the period remaining in the session.

#### *Two-weeks Notice*

Camp Notre Dame may terminate your child's enrollment upon two (2) weeks written notice to you if any of the following conditions arise:

- Any of the conditions listed above (assuming that CND has not exercised its right to terminate immediately);
- You fail to provide necessary items or payment as described in the *Camp Notre Dame Parent/Guardian Handbook*; or
- You fail to abide by any other terms of the enrollment agreement and *Camp Notre Dame Parent/Guardian Handbook*.

If enrollment is terminated upon two (2) weeks written notice, you will receive a portion of the session fee, pro-rated on a daily basis for the period remaining in the session.

### **HEALTH and SAFETY POLICIES**

#### *Illness*

Camp Notre Dame cannot permit any camper who is ill with a contagious or communicable disease to attend Camp. If, in the opinion of the Camp's staff, a camper arrives at Camp and is ill, the staff member will refuse to admit the camper. If a child becomes ill while he/she is at Camp, Camp staff will immediately notify the listed emergency contact person who must pick up a sick camper as soon as possible. Any child with a temperature of 100 degrees or above is considered too ill to attend Camp. A child sent home with a fever may not return until he/she has a normal temperature for at least twenty-four (24) hours.

In the event that lice is discovered and in order for them to return to CND, your child **MUST** be free of live lice and all nits close to the scalp (within 1/4 inch from the scalp). Your child must be checked by CND administration before returning to camp.



Camp Notre Dame reserves the right to ask for documentation from a medical professional to permit a camper to return to Camp after an illness. Camp Notre Dame also reserves the right to terminate the camper's registration if your camper is consistently brought to Camp sick.

#### *Administration of Medication*

Camp Notre Dame personnel cannot administer any medication including over-the-counter medicine such as aspirin, cough drops, decongestant, or other non-prescription drugs, as well as prescription medicine to a camper. If medication is necessary for campers, campers will need to administer these medicines themselves under the supervision of Camp Notre Dame administrative staff. All medications will need to be kept in the Camp office along with a medication authorization form signed by the doctor.

Additionally, CND staff is not permitted to apply any topical ointment or medication (i.e. Neosporin, hydrogen peroxide, etc.).

#### *Sunscreen*

Apply sunscreen at home in the morning. Please send sunscreen labeled with your camper's full name should they need to reapply later in the day. Sunscreen will remain in the camper's bag throughout the day and will need to be applied by the camper to themselves. Please refrain from sharing sunscreens due to other campers' potential allergies.

#### *Health Emergencies*

It is critical for each camper to have a completed Emergency Form on file so that CND can contact the parent, guardian, or other authorized person in an emergency and have the child treated if necessary. Camp Notre Dame must be notified should any changes occur in the emergency contact information as well as updating the form via your CND camp registration account.

If a camper is injured or becomes seriously ill while at Camp, every effort will be made to contact the parent, guardian, or other listed authorized person. In all cases involving serious illness or injury, the Student Life Program Coordinator or Camp Coordinator will contact the listed parties who will then be informed of the hospital location if the camper should transportation be required as deemed necessary by Baltimore City emergency staff or University Public Safety staff.

Camp Notre Dame does not provide medical insurance. Parent(s)/Guardian(s) are responsible for any/all medical expenses.

At least four Camp Notre Dame staff members are certified in CPR and First Aid in the event of an emergency.

#### **PROCEDURES for SUSPECTED CHILD ABUSE CASES**

Camp Notre Dame is required by law to report evidence or suspicion of child abuse or neglect. Persons found guilty of failure to report abuse are subject to a fine.

#### **WEATHER POLICIES**

### *CODE ORANGE AND CODE RED*

On any day where the possibility of a Code Orange and/or Code Red may be mandated, the Camp Administration will track the weather situation. In the event a code is issued, all outdoor activities will cease.

### **EMERGENCY and NATURAL DISASTER PLAN**

In the event of an emergency that would require the closing of Camp, the Camp Notre Dame personnel shall call, text, and email persons listed on the Contact and Consent Form to pick up their campers.

Along with a Camp roster, an emergency information directory, containing all necessary phone numbers, is kept in the Camp office. All Camp Notre Dame campers will participate in safety drills, such as a fire drill, administered by Notre Dame of Maryland University Public Safety staff at the beginning of each two-week sessions of Camp. This will allow the campers to become familiar with University protocols and procedures in the event of an emergency on campus.

### **POLICY CHANGES**

Notre Dame of Maryland University and Camp Notre Dame reserve the right to change any policy stated herein. Written notification of any change will be posted at least one week prior to the implementation of any change in policy.