

Caroline County Recreation & Parks Summer Camp

2026 Parent Handbook





Dear Summer Camp Families,

Welcome to the Homestead Hoedown Summer Camp Program! We are excited that your child will be participating.

This handbook is designed to provide you with a helpful insight into the Summer Camp Program offered through Caroline County Recreation and Parks. It includes detailed information about program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference throughout the year.

Through the Summer Camp Program, we strive to provide a fun and safe atmosphere where students can make new friends and try new things. Our trained staff are committed to providing a positive program experience that is nurturing and enjoyable for your child. We welcome suggestions and ideas that will help us to make your child's time at the summer camp program both beneficial and rewarding. You are encouraged to share your thoughts with us at any time.

If you have any questions about the content of this handbook, please contact Caroline County Recreation and Parks at 410-479-8120.

Best Regards,

Danny Mitchell

Program Services Manager



Scan the QR code to visit our website and view summer camp information.

Table of Contents

Welcome

Introduction

 Mission Statement

 Partners

Updated Registration Process

Eligibility & Enrollment

Program Details

 Schedule

 Attendance

 Meals

 Transportation

 Release of Participants

 Health & Safety

 Emergency Procedures

 Character Education

Program Participants' Roles & Responsibilities

 Campers

 Parents and Guardians

 Staff

Behavior Policy

Contact List

Introduction

Mission Statement

Summer Learning Centers are caring communities where staff, volunteers, family members and peers empower youth to creatively explore new experiences that strengthen life skills, enhance academics, and build self-confidence.

Partners

- Caroline County Recreation & Parks
- Caroline County Public Schools
- Denton Elementary School
- Greensboro Elementary School
- Federalsburg Elementary School
- Preston Elementary School
- Ridgely Elementary School
- Caroline County Department of Health
- Caroline County Human Services Council
- Choptank Community Health Systems

UPDATED REGISTRATION PROCESS

You must attend a registration meeting to finalize your child's registration. Submitting your registration online does not guarantee a spot. We will review your registration for any missing or unclear information, as well as hold a parent orientation. **Failure to attend and confirm your registration in person will result in your child being removed from consideration.** Parents may attend any registration night, not just the one at your school.

Eligibility & Enrollment

Students at each elementary school, who have completed Kindergarten through 5th grade are eligible to participate in the Summer Learning Center Program (SLC).

We welcome campers of all abilities and backgrounds and will make a concerted effort to meet all participants' needs. If a child has specific needs that will impact on their participation in our program, we ask parents and guardians to provide any relevant information and documentation (i.e. IEPs, 504s, accommodations, physician's notes, etc.) that will help us better serve those students.

We enroll new campers on a consistent basis and keep a waiting list if the program is operating at capacity. Campers who are regularly absent from programming are in danger of being withdrawn, especially if there are campers waiting to enter the program.

NON-DISCRIMINATION STATEMENT:

In accordance with the Maryland State Department of Education's policy, this program does not discriminate on the basis of age, ancestry, color, creed, gender identity and expression, genetic information, marital status, disability, national origin, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs.

Program Details

Schedule

Programs will operate Monday through Thursday, from 8:45 a.m. until 3:00 p.m. June 29 – July 30, 2026. There will be no program on Thursday, July 2, 2026.

Attendance

Campers are expected to attend the program daily unless a parent or guardian has notified us otherwise. The Camp Director should be notified of a planned prolonged absence from the program (such as a vacation or illness). Campers who are persistently absent without cause are at risk of being withdrawn from the program.

Meals

Campers will receive breakfast and lunch at camp. All food served meets USDA nutritional guidelines for school food programs. If your child has any food allergies or dietary restrictions, please note this on the registration form and send additional documentation if necessary. It is the parent's responsibility to inform us of any dietary changes that occur throughout the program. In the event of allergies or dietary restrictions, our program and the Food Services Department of Caroline County Public Schools will make every effort to

provide healthy alternatives at mealtimes. Withholding food will never be used as a disciplinary action.

Transportation

Bus transportation is available for all students enrolled in the program. Campers will be provided with transportation to their home, or an alternate stop designated by the parent on the registration form. Changes to the bus routes cannot be guaranteed after Friday, May 15, 2026. Campers under the age of 8 must be received by an individual 13 years of age or older before they are discharged from the bus. If no one is at the stop to receive the camper, he/she will be brought back to school, and it will be the parents' responsibility to come and pick the camper up.

Campers are expected to follow the bus driver's rules, and disrespectful or disruptive bus behavior may result in disciplinary actions up to and including not being allowed to ride the bus.

Bus riders agree to the following:

- I will sit in my assigned or chosen seat unless otherwise instructed to change seats by the bus driver or program staff. I will not stand up or leave my seat until I arrive at my bus stop.
- I will speak quietly with my seatmate and other students near me. I will use appropriate language and tone when speaking quietly.
- I will keep my hands, feet, and belongings to myself and inside of my seat. I will not put things in the aisle or in other seats.
- I will not touch or otherwise manipulate items that do not belong to me, including those things belonging to fellow students as well as the bus driver.
- I will listen and follow the directions of the bus driver. If I have an issue, I will ask to speak with the bus driver while the bus is stopped, or I will speak to the bus driver as I exit the bus.
- I will not eat or drink on the bus.

Release of Participants

At least (2) two non-parent/guardian contacts must be provided on the registration form. The camp directors and CCRP office staff must be able to reach someone in case of an emergency.

Only parents, guardians, and other authorized adults noted on the registration form can pick campers up from the program. The individual picking the camper up must come into the school and sign the camper out every day. If you need an individual not documented on the registration form to pick up your child, you must contact the Director in advance via

call or signed note giving us permission to release your child to this person. Staff have the right to require individuals picking up campers to present a photo identification before being allowed to leave with the child. If there are any court-ordered directives regarding custody this paperwork must be on file with the summer camp program.

Health & Safety

Our priority is to keep your child safe while they are in our care. If a camper is injured or is ill during program time, staff will assess the situation and provide care to the best of their ability or take them to the Wellness Centers for additional care. In all but the most minor of cases the Director or Wellness staff will contact a parent or other emergency contact to brief them on the situation. If the Director or Wellness Staff deems it necessary, they may request that someone come to pick up the camper early from the program. It is very important you alert the Director of any changes to phone numbers and emergency contacts.

Emergency Procedures

The Summer Learning Center follows the emergency procedures developed by Caroline County Public Schools and adheres to the policies designed specifically for each school we operate in (i.e. exit maps and routes, safe meeting places, etc.).

Character Education

Teaching good character helps to prepare the campers to face the many challenges, opportunities and unknown dangers that are happening today. The Summer Learning Center seeks to teach the character traits that will raise each camper up to be a Camp C.H.A.M.P.

C – Curious. Curiosity provides the basis for real learning that allows kids to make connections, solve problems, and engage with the world from different perspectives.

H- Honest. Telling the truth and being true to yourself is good for mental health. Truth is an integral part of any healthy relationship.

A – Alert. Staying alert is the state of being ready to see, understand, and act in a particular situation.

M – Mindful. Teaching mindfulness to children gives them the tools they need to build confidence, cope with stress, and relate to uncomfortable or challenging moments.

P – Persistent. Persistence is something children need to succeed in school and life. It describes how long they can stick to a task, manage frustration, and push through the challenges they encounter.

Program Participants' Roles & Responsibilities

Campers

- Attend program daily and make a good faith effort to participate in all activities.
- Adhere to the terms detailed in this handbook, including the behavior policy.
- Respect the Summer Learning Center staff by following the rules willingly.
- Report to the designated program area on time.
- Leave phones and other electronic devices in a backpack or at home. Camp is a NO PHONE ZONE.

Parents and Guardians

- Work with your child to help them experience success.
- Attend family events as much as possible to support your child's learning.
- Ensure a responsible person is at the bus stop, on time, to meet your child.
- Contact the program if your child is unable to attend.
- Keep all contact information, including emergency contacts and authorized pick-up people, up to date.
- Discuss any concerns with the Director as soon as possible. Open and constructive dialogue is encouraged to address concerns and support a positive environment.
- Adhere to the terms detailed in this handbook, including the behavior policy.
- Disruptive, aggressive, or inappropriate conduct may result in restricted participation in program activities.

Program Staff

- Provide a positive supervised environment for campers where they feel welcomed, safe, and comfortable and serve as role models to youth.
- Implement creative curriculum campers find engaging, and enjoyable, as well as educational.
- Provide breakfast and lunch daily.

Behavior Policy

The purpose of this program is to provide a positive, fun learning environment for the participants. All participants, including staff, campers, and observers, are expected to act appropriately and show respect to everyone, always. Disrespectful and disruptive behavior will not be tolerated. If there is a problem, the SLC program will follow the Caroline County Recreation and Parks Code of Conduct to discipline students.

Campers shall:

- Show respect, fairness, and a sense of care to all participants, program staff, supervisors, other campers, and/or guests.
- Take directions from program staff/supervisors.
- Refrain from using abusive or foul language.
- Not cause bodily harm to self, other participants, or program staff/supervisors.
- Always remain with his/her group and or supervisor. Be responsible and trustworthy.
- Abide by the program site policies and regulations. Display always, good citizenship.

Consequences:

Participation in the SLC program is a privilege. Participants must follow the rules of the program. Program staff are encouraged to redirect participants for minor infractions. If infractions persist, a minor incident report will be completed, and parents will be contacted. Continued minor incidents will escalate to a major incident report and may result in program suspension. Further violations that occur after a suspension may lead to expulsion from the program.

The actions noted below may result in immediate expulsion from the program.

- Physical altercation or fighting. Actions that endanger self or others.
- Elopement. Leaving assigned learning areas or the school without permission.
- Stealing
- Bullying
- Intentional destruction of property

Summer Learning Center Leadership Team Contact Information:

Danny Mitchell Program Services Manager 410-479-8120 (W)
dmitchell@carolinemd.org 443-239-4240 (C)

Lynn Davis Program Specialist II 410-479-8144 (W)
ldavis@carolinemd.org 410-924-2998 (C)

Nicole Scott Program Specialist I 410-479-8143 (W)
nscott@carolinemd.org 410- 463-2107 (C)

Halie Readores Program Specialist II 410-479-8120 (W)
hreadores@carolinemd.org 443-439-1817 (C)

Debbie Scott Program Services Admin. 410-479-8138 (W)
dscott@carolinemd.org

Asistencia en español
todos los
campamentos 443-219-7499

DES Directors
Matt Sartwell 443-295-3555
Candi Saulsbury

FES Directors 410-463-3183
Felita Friend
Hezzie Hynson

GES Directors
Caleb Landon 410-200-7271
Gus Clark

PES Directors 443-294-5423
Kierra Rasin
Aliyah Walker

RES Directors 443-291-7953
Kayla Creasy
Alayna Stafford

*Camp phones will not be active until June 22, 2026. Please contact the CCRP office for assistance.