



## **PARENT GUIDE 2025**

### **WILLIAMSPORT ELEMENTARY**

The Williamsport Summer Camp for 2025 is back within Williamsport Elementary. Williamsport Elementary is located at 1 S. Clifton Dr. Williamsport, MD 21795. The program is designed for campers ages 5 to 12 years-old to match their energy level and apply their creativity. Each week campers will swim Monday, Wednesday, and Friday (weather permitting). Swimming will be from 12:30pm-3:00pm at the Williamsport Pool in Byron Park. Daily activities will include, but are not limited to: Sports, Games, Arts & Crafts, Team Building Games, STEM Activities, Academic Challenges, and of course swimming. The camper must be at least 5 years-old and not older than 12 years old on the first day of the weekly camp session. (A camper may be 13 years-old if he/she is 12 at the beginning of the weekly camp session. After that week, the camper will no longer be able to participate in camp.) All campers must possess appropriate toileting skills.

**Tuesday and Thursday** campers will be dropped off and picked up at the elementary school using the doors near the gymnasium. Please use the parking lot of the basketball courts and take the set of stairs up to the door. Please DO NOT use the school's main entrance.

**Monday, Wednesday, and Friday** (weather permitting), campers will be dropped off at the elementary school **but** pick up will be at Byron Memorial Park (11 park Rd, Williamsport, MD 21795). Campers will be swimming from 12:30pm until 3:00pm. Once swimming is over, they will move to a pavilion within the park. The main pick-up pavilion will be the pavilion closest to the playground. If for some reason campers did not go swimming, they will need to be picked up at the elementary school. Any changes in normal pick-up routine will be communicated via Facebook and email.

| <b>WILLIAMSPORT CAMP DAILY SCHEDULE</b> |   |               |                                |
|---|---|---------------|--------------------------------|
| <b>MONDAY, WEDNESDAY, AND FRIDAY</b>    |   |               |                                |
| *Subject to change                      |   |               |                                |
| <b>7:00am</b>                           | Check-In/Camper Drop Off  | <b>3:00pm</b> | Change from Pool               |
| <b>9:00am</b>                           | Welcome/Announcements/Review Day<br>SNACK (Parent must provide) | <b>3:00pm</b> | SNACK<br>(Parent must provide) |
| <b>9:30am</b>                           | Activity 1  | <b>3:30pm</b> | Playground/Under Pavilion      |
| <b>10:00am</b>                          | Activity 2  | <b>4:00pm</b> | Check-Out/Camper Pick-Up       |
| <b>10:30am</b>                          | Activity 3  | <b>5:00pm</b> | Camp Closed                    |
| <b>11:00am</b>                          | LUNCH for ALL CAMPERS<br>(Parents must provide)                 |               |                                |
| <b>11:30am</b>                          | Change for Pool<br>Start walking to the pool at 12:00pm         |               |                                |
| <b>12:30pm</b>                          | SWIMMING  |               |                                |

| <b>WILLIAMSPORT CAMP DAILY SCHEDULE</b> |   |               |                             |
|---|---|---------------|-----------------------------|
| <b>TUESDAY AND THURSDAY</b>             |   |               |                             |
| *Subject to change                      |   |               |                             |
| <b>7:00am</b>                           | Check-In/Camper Drop Off  | <b>1:00pm</b> | Activity 5                  |
| <b>9:00am</b>                           | Welcome/Announcements/Review Day<br>SNACK (Parent must provide) | <b>1:30pm</b> | Activity 6                  |
| <b>9:30am</b>                           | Activity 1  | <b>2:00pm</b> | Activity 7                  |
| <b>10:00am</b>                          | Activity 2  | <b>2:30pm</b> | Group Activity              |
| <b>10:30am</b>                          | Activity 3  | <b>3:00pm</b> | SNACK (Parent must provide) |
| <b>11:00am</b>                          | Activity 4  | <b>3:30pm</b> |                             |
| <b>11:30am</b>                          | LUNCH/Quiet Time  | <b>4:00pm</b> | Check-Out/Camper Pick-Up    |
| <b>12:30pm</b>                          | GROUP ACTIVITY  | <b>5:00pm</b> | Camp Closed                 |



### **Williamsport Camp Pricing**

**(Swimming, Kona Ice, & Pizza Friday included in Weekly Fee)**

Depending on the week, camper numbers may be limited. Register early so you do not miss out!

#### **In-County Resident Fee**

*\$150.00 / week*

*Early Bird \$140.00 / week*

#### **Out-of-County Resident**

*\$160.00 / week*

*Early Bird \$150.00 / week*

**Register early and receive the Early Bird Special Rate! Early Bird Rate valid until Monday, June 16, 2025, for all weeks.**

*(Registrations will not be accepted or held unless full payment is made. Partial payments will not be accepted. Your camper may not attend/be dropped off at camp unless paid in full and on the camp roster)*

### **How to register?**

#### **#1 Choose the Williamsport Camp Location**

Williamsport Summer Camp (221008)

#### **#2 Check the Schedule2024**

#### **Camp Week Schedule**

(All Camps)

**\*Camp is closed Friday, July 4, 2025**



|            |             |            |
|------------|-------------|------------|
| Session A  | 6/23 – 6/27 | M-T-W-Th-F |
| *Session B | 6/30 – 7/4  | M-T-W-Th   |
| Session C  | 7/7 – 7/11  | M-T-W-Th-F |
| Session D  | 7/14 – 7/18 | M-T-W-Th-F |
| Session E  | 7/21 – 7/25 | M-T-W-Th-F |
| Session F  | 7/28 – 8/1  | M-T-W-Th-F |
| Session G  | 8/4 – 8/8   | M-T-W-Th-F |

You may also download our Parent Information Packet at [www.washcorecfit.com](http://www.washcorecfit.com)

### # 3 Read and Understand Our Policies

#### Age Requirement

The camper must be at least 5 years-old and not older than 12 years old on the first day of the camp weekly session. *(A camper may be 13 years-old if they are 12 years old at the beginning of the weekly camp session. After that week, they will no longer be able to participant in camp. If a camper has a birthday that will change their age group, the camper will finish out that week in their current age group and then move up the next week.)* All campers must possess appropriate toileting skills.

#### Youth Safety

- Minimum Camper to Staff Ratio – 10 Campers / 1 Staff
- Fingerprinting and Background Checks on ALL Camp Staff Employees
- Extensive Camp Staff Training Prior to Camp
- First Aid, CPR and AED Trained/Certificated Staff

Additional Camp Information is available on our [Facebook Pages](#)

- Washington County Parks and Recreation
- Summer Youth Day Camp Washington County Recreation Department Maryland



### What will my child need:

- A completed Camper Information Form. (1<sup>st</sup> day they attend camp; form will stay on file all summer)
- A completed Camper Medication Form. (If bringing medication to camp)
- Swim Attire & Towel (Monday, Wednesday, and Friday)
- Sneakers or Close-toed shoes should be worn. Water-shoes may be brought to camp on swimming days.
- Sunscreen & Insect Repellant
- Packed Lunch, Snacks, and Drink
- A cheerful attitude and a great big smile.

**Please Note:** All activity equipment will be provided. It is strongly recommended that valuables, electronic devices, and cell phones be left at home. The Washington County Parks and Recreation Department is not responsible for damaged, lost, or stolen belongings.

### Williamsport Camp Swimming:

Every Monday, Wednesday, and Friday afternoon (weather permitting), the campers will go swimming at Byron Park Public Swimming Pool. From 12:30pm-3:00pm. The swimming fee is included in the weekly registration fee. All swimming fees go to the Town of Williamsport. Pool concessions are available for an additional fee at the parents' discretion. WCPRD staff are not responsible for camper's belongings or concession cash. Staff will not oversee money.

## Camp Policies

### Youth Safety -

To ensure each camper's safety, the Washington County Parks and Recreation Department aims to provide a maximum Camper to Staff Ratio of 10 Campers per 1 Staff Member. We require our Camp Staff to attend Extensive Camp Staff Training Prior to Camp. Each of our program staff must complete Child Safety Fingerprinting and Background Checks before being in contact with any camp youth. We require our camp staff to become certified in First Aid, CPR and AED.



### **Camper Drop-off -**

When dropping off a camper, a person 16 years of age or older must sign in the youth camper. It is important that we have a responsible individual to share important camp information with. Each camper must be signed in every day. Attendance staff will be available from 7:00 AM until 9:00 AM. The camp program will begin around 9:00 AM. Late arrivals will be accepted.

- **Tuesday and Thursday** campers will be dropped off and picked up at the elementary school using the doors near the gymnasium. Please use the parking lot of the basketball courts and take the set of stairs up to the door. Please DO NOT use the school's main entrance.
- **Monday, Wednesday, and Friday** (weather permitting), campers will be dropped off at the elementary school but pick up will be at Byron Memorial Park (11 park Rd, Williamsport, MD 21795). Campers will be swimming until 3:00pm. Once swimming is over, they will move to a pavilion within the park. The main pick-up pavilion will be the pavilion closest to the playground. If for some reason campers did not go swimming, they will need to be picked up at the elementary school. Any changes in normal pick-up routine will be communicated via Facebook and email.

### **Camper Pick-up -**

At pick -up it is important that we have a responsible individual picking up to share important camp information with. This individual must 16 or older and be on the approved list to pick-up a youth camper and they must have a photo ID (Permit or License). Please do not send a substitute to pick-up your child without notifying the Camp Director, this can be very frustrating for you, your child, and the staff. Our priority is to make sure that your child is safe, regardless of the inconvenience. The camper check-out station will begin at 4:00 PM, and campers will be available at the designated check-out area until the close of camp at 5:00 PM. Attendance staff will be available from 4:00 PM until 5:00 PM. For an early pick-up, please notify the camp director. A late fee will be assessed to parents that pick-up campers after the close of camp. The camp closes at 5:00pm daily.

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- **Monday, Wednesday, and Friday** (weather permitting), campers will be dropped off at the elementary school but pick up will be at Byron Memorial Park (11 park Rd, Williamsport, MD 21795). Campers will be swimming until 2:00pm. Once swimming is over, they will move to a pavilion within the park. The main pick-up pavilion will be the pavilion closest to the playground. If for some reason campers did not go swimming, they will need to be picked up at the elementary school. Any changes in normal pick-up routine will be communicated via Facebook and email.

### **Snacks, Lunch, and Drinks -**

Snacks, lunch, and drinks will NOT be provided. Campers must pack enough food and drinks daily. Refrigeration is NOT available, so we do suggest an insulated cooler for food. We suggest packing a large thermos or insulated bottle to hold ice/water and packing a smaller bottle for campers to pour into.

### **Age Policy -**

The Washington County Parks and Recreation Department Summer Camp Program will accept participants 5 to 12 years-old only. Age will be determined by the age of the camper on the first day of the weekly camp session. A camper must be at least 5 years-old to attend camp. A 13-year-old camper may attend if he/she was 12 years-old on the first day of the weekly session. After that week, he/she will not be able to participate in camp. All campers must possess appropriate toileting skills. All campers must possess appropriate toileting skills.

### **Special Accommodations -**

Please understand that we will try to accommodate camper's special needs like allergies, personalities, disabilities, and interests. However, while we try our best, we understand that our camp program isn't always the best fit for every participant. We use frequent camper and parent communication to help each camper enjoy their experience. The Washington County Parks and Recreation Department is dedicated to providing a positive, fun, affordable and safe Summer Camp Program. Please feel free to contact our administrative office with questions or concerns.



### **Strict Pick-up Policy -**

The WCPRD Summer Camp Program is authorized to release your child *only* to the individuals listed on the camper information form. Each authorized person must be at least 16 years-old and show a photo identification at the time of sign-out. Campers will NOT be permitted to leave the camp with anyone not listed. For the safety of your camper, your cooperation is appreciated. Please list yourself and any adult permitted to pick-up your child from camp. The people listed will also be used as contacts in an emergency, in the order that they are listed. A late fee of \$5.00 - per 15 minutes will be assessed for campers not picked-up by closing time (5:00pm). Payment is due within 5 days of late pick-up notification.

### **Bringing Medication to Camp -**

Any medication or medical device that is brought onto the campsite premises, including nonprescriptive (over-the-counter) medication, requires a prescriptive order and the completion of the MEDICATION ADMINISTRATION / AUTHORIZATION FORM and must include the signature of a primary care physician.

WCPRD Camp Staff are NOT authorized to administer ANY medication. Campers must receive medicine outside of camp hours OR self-administer medication during camp. Staff may remind campers and distribute the medication container to the participant for self-administration. The Director or Assistant Director must supervise and document ALL medication self-administration. To qualify, the child must be capable of safely administering the medication appropriately.

All medication must be presented to campsite staff and are to be kept in an area only accessible by campsite staff. All medications must be presented in original pharmaceutical packaging and contained in a zippered plastic baggy clearly labeled with the camper's full name.

Any failure to complete the forms accurately or any failure to provide medication to the Camp Director may result in termination of the camper from the program and the forfeiture of any fees paid. Please communicate with your Camp Director on any health and medical issues that we should be aware of. Due to the potential necessity for immediate medication imposed by a child's life-threatening condition, any participant that may require the use of emergency medication including an EpiPen or asthma inhaler, may keep it on his/her person while participating in WCPRD activities. To qualify for this exemption, the child must be capable of safely storing and administering the device or medication appropriately. Please note: a MEDICATION ADMINISTRATION / AUTHORIZATION FORM must be completed for emergency medications as well.





### **Keeping you Posted -**

We try our best to post photos and updates frequently/weekly on our social media outlets. So, follow us on Facebook to see what exactly your camper is up to during the day. We hope that seeing your camper active, smiling, and enjoying their camp experience will brighten your day.

## **Frequently Asked Questions**

### **Does my camper need a cooler?**

Yes! Campsites do NOT provide refrigeration. Please pack lunches with non-perishable foods in personal sized coolers that include ice packs.

### **What if my camper's belongings are stolen?**

Personal belongings are easily lost, and mistaken. All needed play equipment will be provided by the Washington County Parks and Recreation Department. Please leave valuables and personal belongings at home. (Including music players, electronic games and devices, cell phones, toys, cards, jewelry, etc.). Please label everything with your camper's name. WCPRD is NOT responsible for any, lost, damages, or stolen personal belongings at any time.

### **Who can pick-up my camper?**

For the safety of each camper, the WCPRD Summer Camp program is authorized to release your child ONLY to the individuals listed on the Camper Information Form. Each authorized person must be at least 16 years-old and show photo identification at the time of sign-out. YES! ID must be shown every day! Campers will NOT be permitted to leave the camp with anyone not listed. Your cooperation is appreciated.

### **What if I can't get there in time?**

A late fee of \$5.00 per camper for every 15 minutes (or portion thereof) will be assessed for campers not picked up by the closing time of camp. Late fee payment is due within 5 days. This is not meant to be abused or used to always be late. After 2 late violations, the WCPRD will be in contact with the parent/guardian to discuss the next steps. Multiple late violations could result in camper(s) removal for the remainder of the camp season. No refunds will be given if campers is removed from camp for later violations.



### **What should my camper wear?**

Our campers will participate in a lot of outdoor and active camp programming. Campers should wear comfortable and appropriate clothing. Close-toed shoes and sneakers are recommended. Hats are a good idea for sun protection. Please remember that this is a CAMP, and the campers are likely to get DIRTY, "Play Clothes" are recommended. Make sure that all items are labeled with the camper's name.

### **What about July 4th?**

There will be NO CAMP on July 4th! There is no discount for the camp week of July 4th. Administrative offices are closed that day.

### **What if my camper doesn't like a camp activity?**

Campers are encouraged to try each activity at least one time. If they choose not to participate, they will be asked to wait alongside until it is time to switch activities. We will communicate with parents as much as possible to make sure that our program is the right fit for your camper.

### **What if it's really hot, or it rains?**

Summer Camp will not be cancelled due to inclement weather. When it rains or the heat index alerts are in effect, programs will not be cancelled, but activities will be modified. Scheduled activities may be replaced with alternative programming, such as less active games and activities that will avoid direct exposure to the sunlight or rain. Please assist in these precautions by sending extra liquids and dressing your child appropriately.

### **How do we prevent sunburns?**

You child will be exposed to insects and UV rays. Please apply Mosquito/Tick Repellent and Sunscreen, with a SPF of 15 or higher, each morning to prevent insect bites and over exposure to the sun. Campers will be verbally encouraged to apply sunscreen throughout the day. Please practice the sunscreen application skill with your child at home. Since insect repellent and sunscreen bottles are easily misplaced and confused with others, please label or tag your child's bottle.



### **Should I worry about ticks?**

Because campers are exposed to the outdoors on a daily basis and camp takes place during tick season, parents should be extra cautious about ticks. Please scan your child's skin daily. Ticks removed within 24 hours do not have time to transmit Lyme Disease.

### **Can my child bring their cell phone?**

Although we cannot prevent campers from bringing cell phones to camp, they are unnecessary and highly discouraged. If a camper's cell phone causes an issue it may be taken by the Director and returned to the parents at the end of the day. Staff will have access to camp cell phones in the case of an emergency.

### **What should I pack to drink?**

Please pack plenty of fluids but avoid drinks with caffeine or a lot of sugar. Frozen bottles usually do not melt in time to drink in the AM but would be perfect for the PM. We suggest packing a larger thermos or insulated bottle to hold ice/water and packing a smaller bottle for campers to pour into. Campers should start drinking fluids BEFORE going out into the heat.

### **My 4-year-old has attended a full-day pre-school. Do you ever make an exception to your age requirements?**

Sorry. No, we do not make any exceptions to the age requirements. All campers must be 5 years-old on the first day of the weekly camp session.

### **I only need care three days a week, is there any way to sign up for those three days only?**

No. Our camp program is broken into seven, one-week, affordable sessions. The full-week fee is required and cannot be transferred once your child attends, no matter how many days your camper does/does not attend.

### **Can I reserve a spot?**

Our Summer Youth Day Camp is very popular at Marty Snook. Registration and payment is the only way to secure your spot. Please only list the week(s) that you are paying for on the registration form. You may submit additional registration forms as you decide to add additional camp weeks. No spots will be held unless full payment is made. Spots could be limited, so do not wait until the last minute to register.



### **Do I have to pay for the entire summer at once?**

Parents have the option of registering one week at a time or registering for multiple/all weeks at once. Full payment is required for the weeks listed on your registration form at the time of registration. The only way to reserve your child's spot is to register and pay. Please only list the week(s) you're paying for on the registration form. If you plan to register/pay weekly, you must fill out a separate form for each week or go online and register each week. There is a \$15.00 processing fee for any cancelled weeks. Refunds will NOT be given within 7 days of that camp week starting. Early bird fee is valid until Monday, June 16, 2025, for all weeks.

### **Can I register after camp begins?**

Yes, if spots are available but Summer Camp Registrations will not be accepted on campsite locations. Parents can only register online or by submitting a form to the Washington County Parks and Recreation Department Office. Campers may not be dropped off without being registered. Early bird fees are available if you register seven days prior to the beginning of the camp session. Register early to take advantage of the discounted rate.

### **My child is not a strong swimmer. How do you handle your swim days?**

Each camper will be evaluated for their swimming ability and placed in an ability group with specific limitations. We station staff around the pool as watchers, in addition to trained lifeguards. Our staff are in all areas for best supervision. We inform campers of the pool rules and expected behaviors in advance. We encourage parents to visit the swimming pool with their children outside of camp hours to get familiar with the different water depth areas, bathrooms, concessions, and the facility in general. Practice a clothing change in the bathroom and explain that your child is not to leave the pool facility without staff present. Discuss with your child their own swimming ability and their swimming area restrictions.

### **Kona Ice (Tuesday's) and Pizza (Friday's):**

Kona Ice and Pizza costs are now included in the registration fee. All campers will receive a Klassic Kona Cup on their scheduled Kona Ice Day (schedules will be posted at camp). Campers cannot bring additional money to receive a larger Kona Ice cup. If they already have a Kona Ice refillable cup, they may bring that to get filled.

Every Friday, campers will receive 2 slices of cheese pizza. Parents are still responsible for providing snacks and drinks. Camp staff will not be accepting any money on site.



**Camp is run from a WCPS site does that mean the WCPRD is affiliate with WCPS:**

No, our Summer Camp Program is not affiliate with WCPS Board of Education. Yes, our camp program is at a school location, but we do not provide the same services. Please contact our administration office at 240-313-2805 with any questions you may have.

## **Camp Rules**

1. Listen Quietly when a leader/counselor is speaking.
2. Use kind words and actions towards others, including staff.
3. Respect camp property and materials. Respect other campers' belongings.
4. Stay safe by following directions and staying with the group.
5. Additional rules will be in place based on location.

## **Camp Behavior Management**

**What do we expect from our campers?**

We expect everyone to treat each other with politeness, respect, and kindness. We also expect children to follow the Camp Rules. These rules will be reviewed the first day of each camp session (Monday's). If you would like a copy of the rules, please ask your Camp Director.

**What happens when my child follows the rules?**

If your child demonstrates positive behavior, they will receive fun privileges as a group and sometimes be verbally recognized as an individual. We try to reinforce positive behavior.

**And if they do not behave?**

Camp staff will verbally warn campers if they are breaking a rule. If the bad behavior persists the camper will be removed from the group.

**What happens then?**

Once isolated the child will be asked to reflect on their behavior and to think about what they did wrong and how they should behave differently in the future. IF a child is taken out of group activities repeatedly during the day, then the parent/guardian will be notified either by phone during the day or in person at the time of pick-up.



If the camper is involved in a serious incident or is repeatedly removed from group activities, the program coordinator will meet with the parent at time of pick-up to discuss the incident(s), consequences, and action plan for changing the behavior.

If the behavior problems continue even after the parent meeting, the participant may be asked to leave the program and no refunds will be given.

### **If the camper is involved in an incident, is that it for the day?**

Absolutely not! If a child subsequently improves their behavior, then the parents will be notified at the time of pick-up, so that they can end the day with the smile.

### **Does this plan work for every child?**

Sadly not. It works for most of the children. However, some children find it difficult to follow the camp rules and the staff will deal with those children on an individual basis. Every child who regularly misbehaves is dealt with individually and according to their needs. Rest assured we do not accept bad behavior and we always follow-up on unacceptable behavior from children. It is not appropriate for us to share our strategies to deal with those children with anyone other than the parent/guardian of that child. However, here are some actions that we carry out:

- The camper may be removed from an activity.
- Their activities may be restricted for a period.
- They may lose some playtime altogether and have to sit in a designated area.

### **What is not acceptable behavior?**

Level 1 is bad behaviors such as: teasing, pushing, interrupting staff, spoiling others' games, telling tales, negatively avoiding activities, eating outside of designated eating times, and arguing. Level 1 will result in a verbal warning.

Level 2 is bad behavior such as: spitting, swearing, lying, biting, graffiti, fighting, refusal to follow instructions and repetition of less serious offenses. Level 2 behaviors will result in removal from activity and report to parent.

Level 3 is bad behavior such as: vandalism, fighting/thuggery, dangerous refusal to follow instructions, racial abuse, stealing, physical and verbal abuse of other campers and staff, extortion, leaving the campsite, and repetition of other offenses. Level 3 behavior will result in a reprimand from the Camp Director.



For severe offenses where a camper is physically or verbally abusive to other camp participants or camp staff, parents of campers will be notified by phone or in person and the camper will be subject to immediate expulsion. No refunds will be given.

**Aren't you making a big fuss over a bit of rough play that all children engage in?**

We know that children can get excited and carried away in their games and do things without thinking. These children just need a quiet word and get on to playing with their friends in a sensible manner. However, when rough play becomes more aggressive, and children end up getting hurt we need to remove those children who have forgotten the rules from the situation and keep a log of all aggressive incidents that occur.

We believe that communication is key. We will not hesitate to call a parent during the day or talk with them at the time of pick-up, even concerning minor incidents or good behavior. We want to nip problems in the bud and certainly encourage good behavior. Please talk to your child about acceptable camp behavior, the consequences, and what the staff expect from them.