



City of  
**Rockville**  
RECREATION AND PARKS

## Day Camp Parent Manual

Thank you for registering your child for a City of Rockville Summer Program. It is our commitment to provide a fun and enriching experience for all participants in a safe environment that encourages self-esteem and promotes friendships. We hope this parent manual answers any questions you may have but please contact us at [camps@rockvillemd.gov](mailto:camps@rockvillemd.gov) if you need additional assistance.



### What to Bring to Camp

#### Required Forms:

- All participants must have a completed [Participant Health and Information Form](#).
- If a participant must take prescription or nonprescription medication during program hours, including inhalers and EpiPens, a completed [Medication Authorization Form](#) is required.
- All forms must be completed and brought to each program at the start of your child's registration. Children may not attend any session without completed forms on site. **NO EXCEPTIONS.**

- ✓ Required Forms
- ✓ Lunch and Snack
- ✓ Water Bottle
- ✓ Sunscreen

#### Lunch and Snacks:

- Campers must bring their own non-perishable lunch and snacks. Lunches should be clearly marked with camper's name. Microwaves and refrigerators are not available.

#### Water Bottles:

- Send a refillable water bottle labeled with your child's name every day. We will remind children to drink and refill their bottles throughout the day.

#### Sunscreen:

- We encourage the use of sunscreen throughout the day. Sunscreen should be applied at home in the morning. Each participant should bring sunscreen to the program each day for reapplication. Spray sunscreen is recommended. Sunscreen must be labeled with the camper's name and in its original container.



# Program Policies

## Sign-In/Sign-Out Policy:

Campers must be signed in/out of the program daily. Persons authorized for pick-up must be listed on the [Participant Health and Information Form](#). All authorized persons (including parents) are required to show ID. Campers who are eight-years old and older may sign themselves out of the program with written parental permission. All campers must be signed into the program by an adult.

**Federal Tax Number**  
Our federal tax I.D. number is **52-6001573**  
Please access your account for receipts for the program.

## Late Pickup Policy:

Parent/guardian must be on time when picking up your child. In case of emergencies, it is important that you have listed all individuals authorized to pick up your child on the Participant Health and Information Form.

- **First Time:** First occurrence, the date and time will be documented.
- **Second Time:** The date and time will be documented, and a verbal/written reminder will be given.
- **Three or More Times:** Repeated infractions may result in your child's suspension from the program.

## Illness:

To help prevent the spread of disease, we are not permitted to care for children who are ill. Please inform us if your child contracts a communicable disease such as COVID -19, measles, chicken pox, conjunctivitis (pink eye), influenza, etc.

The following symptoms are cause for keeping a child at home:

- Fever
- Vomiting
- Diarrhea
- Rash
- Head Lice
- Loss of taste or smell

Children must be free of symptoms for 24 hours or have written permission from a health professional before returning to the program. If a child becomes ill during the program, parents or emergency contacts will be called. The child must be picked up in a timely manner.

## Campers' Attire and Personal Belongings:

- Remember to wear a face covering and send extra to use throughout the day.
- Dress your camper according to the day's activities and weather.
- Closed-toed shoes are required; sandals may only be worn when participants are at the pool.
- Label all personal belongings with your child's name.
- Please do not send any valuables such as electronic games, jewelry, money, card collections, etc. We cannot be responsible for any lost or damaged property.



[www.rockvillemd.gov/camps](http://www.rockvillemd.gov/camps)



240-314-8620



[camps@rockvillemd.gov](mailto:camps@rockvillemd.gov)

## Inclement Weather/Camp Closures

- Programs may be modified or cancelled in the event of severe weather, power outages, or other emergency situations.
- Outdoor programs will provide low-key activities, water breaks and rest periods on days with poor air quality and/or heat advisories.
- In the event of any program changes, parents will be notified. You may also call the Rec. Info Line at (240) 314-5023 for updates.

## Program Content and Staff:

The City of Rockville's Summer Programs are self-regulated under the State Department of Health and Mental Hygiene and undergo periodic inspections.

Our camp staff are trained in safety procedures, COVID-19 mitigation strategies, program planning, techniques in working with children, first aid, CPR and medication administration. References and criminal background checks are also part of the hiring process.

## Program Modifications:

To request a companion or program modification for your child, we ask that you complete a [Program Modification Form](#) and submit it to our office prior to the program start date. Ample time is needed to secure services which ensures a successful experience.

## Conduct and Discipline

To ensure a positive environment for all, participants & parents are expected to review program policies and follow the Code of Conduct.



**Recorded  
Information Line**

**(240) 314-5023**



## Code of Conduct

- Be respectful and cooperate with staff and other participants.
- Follow directions and remain with the group at all times.
- Participate and include others in games and activities.
- Speak appropriately. No swearing, profanity or abusive language.
- Abide by health and safety rules.
- Use equipment, supplies and facilities in a safe and respectful manner.
- Keep dangerous items at home. Knives, weapons (including toy weapons) and other dangerous items should not be brought to the program.



## Field Trip and Swimming Information:

While at the pool, participants are always closely supervised by program staff. Swim testing, wristbands, buddy systems and lower staff-to-children ratios help ensure safety when swimming.

### Designating Your Child's Swim Ability

On your child's Participant Health and Information Form, you will be asked to indicate their swimming ability. This information, combined with their ability to pass a swim test, will be used to determine what areas of the pool they are permitted to access.



#### NON-SWIMMER:

- Designate your child as a "Non-Swimmer" or "Beginner Swimmer" on their Participant Health and Information Form if they are unable to independently swim 20 yards or more and/or cannot swim or play comfortably in water that is above their heads.
- "Non-Swimmer" and "Beginner" level participants will not be asked to take a swim test. They will be restricted to water not to exceed 3 ½ feet and the splash playground on swim trips and wear an orange wristband.



#### SWIMMER:

- Designate your child as an "Intermediate" or "Advanced" if they can comfortably play in water that is above their head, swim 15-20 yards without stopping or touching the bottom of the pool or wall and independently enter and exit the water with confidence.
- "Intermediate" and "Advanced" level participants will be asked to pass a swim test to demonstrate their swimming ability. They must be able to swim horizontally for 20 yards continuously while demonstrating breath control and consistent forward progress. Program staff are stationed in the water during swim tests.
- Upon successful completion of the required swim test, children will have full access to all water depths and slides/features in which they meet the proper height requirement and wear a green wristband.

### Swimming Pool Rules and Safety Guidelines:

- Participants must wear appropriate swimwear - no shorts or cut-offs.
- Participants must bring their own towel.
- No flotation devices, masks or snorkels are allowed except for medical purposes.
- If swimming in the morning, please send your child to the program wearing their swimsuit under their clothes.

### Field Trips:

- Field trips are taken in vans, school buses or coach buses. Requests for accessible trip transportation must be made prior to the start of the program.
- Please arrive on time for all trips. Buses will not wait for late campers.

