



FAMILY AND FRIENDS HANDBOOK

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. Along with daily rotations in their camper groups through sports and games, music and drama, swimming, explorations, and arts and games, campers participate in camp-wide activities on the first Friday of each session and a closing performance on the second Friday of each session when CND families and friends are invited to celebrate with our campers and staff the end of each session.

AGE ELIGIBILITY

Campers must be at least FIVE (5) years old and toilet trained by the beginning of the first day of the registered camp session.

Campers must not be beyond ELEVEN (11) years old on the first day of the registered 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 operating hours are 9:00 a.m. to 4:00 p.m., Monday through Friday, with the exception of the 4th of July holiday. Notre Dame of Maryland University and Camp Notre Dame are closed on July 4th and will not have campers attending on that date.

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

CAMPER DROP-OFF AND PICK-UP POLICY

Camper Drop-Off

At no additional charge, campers may be dropped off as early as 8:00 a.m. The official time will be based on the office clock. You may want to set your watch with our clock.

Campers must be checked in by the designated camp family or friend in person on the first day (Monday) of each week in MBK Sports Complex, Lower Level by the MBK Gymnasium. During this time, all forms and information for each camper will be verified. Camp families and friends dropping off campers must sign in their camper in on the appropriate sign-in sheet that will be separated by camper groups.

Do not leave your child in the hallway or on University property unsupervised.

After the first day of the two-week camp session, CND families and friends dropping off their campers in the morning will have the option of utilizing the Drop-Off CND Zone, which will be located outside on the MBK Sports Complex Circle. This will allow CND families and friends 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. A NDMU Public Safety officer will be present to aid in navigating vehicles through this area in the mornings. NOTE: CND families and friends will not be able to park in the MBK Sports Complex Circle. If you plan on walking your camper(s) into the MBK Gym, we would request that you park in designated visitor parking in other areas on campus.

Earlier Drop-Off Fees

Earlier Drop-Off for campers will be available Monday thru Friday in the MBK Sports Complex Gym. Due to the earlier arrival, CND families and friends will need to drop-off their camper(s) in-person as the CND Drop-Off Zone isn't available until 8 a.m.

A nominal fee of \$2 per camper 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 morning). Payment of the earlier drop-off charge will be due at time of early drop-off to designated CND staff, so please make sure to bring exact payment that morning as there will not be change available. CND does not have the capabilities to accept payment in advance for earlier drop-off mornings fees.

Camper Pick-Up

At no additional charge, campers may be picked up from 4 p.m. until 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.

Campers may be picked up inside the MBK Sports Complex Gymnasium during this time. Please remember to sign out your camper(s) 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 when picking up the camper(s). Camper(s) 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, CND families

and friends may not park in the MBK Sports Complex Circle or remain in the MBK Gymnasium following camper pick-up. To insure the safety of all campers and staff, please take your camper and leave within ten (10) minutes of pick-up. 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).

Later Pick-Up 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. Camp Notre Dame staff is not permitted to stay beyond CND operating hours, so please make sure to make pick-up arrangements if by chance you are unable to pick-up your camper(s) by the 5:30 p.m. later pick-up time.

If your camper(s) 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 camper(s)'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 discuss plans to pick up your camper(s).

Intoxicated and/or Drugged Individual at Pick-Up

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.

Authorized Pick-Up Persons

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 CND administration with a certified copy of the court order confirming the change in custody. If an unauthorized person arrives to pick up a camper, the Camp staff will notify the parent immediately.

REGISTRATION

Camper registration is based on a first-come, first-served basis. Spots will not be able to be held for multiple-session registrants without submitting the registration along with required deposit.

You must register online for the sessions you wish your camper(s) to attend along with a \$50 non-refundable deposit per session via the online registration system found at www.ndm.edu/campnotredame . The \$50 non-refundable deposit is applied to the total camp session balance.

Online payments will be accepted at www.ndm.edu/campnotredame. Cash or check payments in-person will be accepted but are not the preferred payment method. If this presents an issue, please contact CND administration at campnotredame@ndm.edu.

Campers will be grouped with children of the same general age based upon their age on the first day of camp session along with the last completed grade in school. CND administration will do its best to honor any requests to place campers with friends; however, this might not be possible due to camper numbers and available space within camper groups.

Please note that an online account will need to be created in the online registrations system to complete any camper registrations. If an account has already been created from previous summers, you will be able to log back into the system using your previously created account information.

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.

Required Registration Waivers and Forms

All forms are available through the online registration at 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 three (3) days before the first day of the session all forms

listed below:

- 1) Electronic Waivers
 - a. Medical Release/Liability Waiver
 - b. Photo/Video and Intellectual Property Release
 - c. Behavior Policy Agreement
 - d. Payment Policy Agreement
 - e. Self-Medicating Camp Information Acknowledgment
 - f. Refund Policy
- 2) Camper Health History Form
- 3) Policies Acknowledgment (based on the *Camp Notre Dame Family and Friends Handbook*)
- 4) Consent and Contact Form
- 5) Child Release Authorization and Custody Arrangements Form
- 6) Medical Authorization Form, if applicable (optional)

All forms should be uploaded into each camper's online registration account.

CAMP SESSION FEES & PAYMENT POLICY

Camp Notre Dame strives to make payment for camp sessions flexible but does require payment for an upcoming session be paid in full until the Sunday before the session start date (i.e., Session 1 begins on Monday, June 18th, so any remaining balance for Session 1 should be paid by Sunday, June 17th).

If Camp Notre Dame has not received the full payment for a session's remaining balance by the third business day (Wednesday) after that session begins, your camper's enrollment in that camp session will be suspended and they will not be able to attend that session until full payment is made per our policy. Additionally, no refunds will be made for any missed dates at camp due to failed payment nor will any received payments on outstanding balances be refunded should full payment not be received within three (3) business days from the start of a camp session.

Missed or unused session days under any circumstance will not be pro-rated or refunded. This includes unforeseen and/or unplanned circumstances that force a Camp Notre Dame program or activity (i.e., pool closure) or Camp Notre Dame and/or Notre Dame of Maryland University to close (i.e., power outage). All efforts will be made to reach out to camp families and friends via the online registration's email notification system as soon as a decision has been made and/or once camp administration has been notified of the closure.

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 within 15 to 30 days until the session start date, you

will receive a full 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 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 for a CND summer.

Campers should wear/bring the following **DAILY**:

- Comfortable, play clothing (i.e., t-shirt and shorts) that won't matter if dirtied throughout the day
- Socks and sneakers
 - Sandals, flip flops, and Crocs are acceptable for pool time, but campers will be playing outdoors and will need to wear appropriate shoes for safety and comfort.
- Pool wear:
 - Bathing suit (suggested up to 2 as they'll be swimming twice a day and come campers don't like to wear a wet bathing suit)
 - Towel
 - Goggles
- Tote bag or book bag
 - Campers will be carrying all of their belongings throughout the day as they journey from various locations across camp, so they will need to have a sturdy bag that they can easily carry these items.

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 Notre Dame. 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 daily at the close of the camp day.

It is critical that any food allergies be noted on the online registration system and Camp Notre Dame administration is made aware prior to the first day of the two-week session. Substitute items must be provided by the parent (i.e., soy milk) as CND is not able to provide specialized snacks although efforts will be made as best as possible to provide any needed accommodations pending availability of camp access to specialized snacks.

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.

PARKING & SAFETY

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 visitor parking lot by the tennis courts.

Please note the suggested parking spaces on the map found at www.ndm.edu/campnotredame.

BEHAVIOR POLICY

CND Camper Behavior Philosophy

At Camp Notre Dame, we strive for the ideal that the child commands their 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 Camper A deliberately rides their tricycle into Camper B, Camper B may not want to play with Camper A, or a CND staff member may take away Camper A'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.

Defining Bullying

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 with bullying usually occurring consistently between the same campers.

While people mistakenly believe that bullying begins later in elementary school, unfortunately, it may also occur at any stage. Emergent bullying behavior is sometimes overlooked by parents, guardians, and caregivers and deemed normal social experimentation. However, when a camper believes that conflict is best resolved using threats or force, when the camper deliberately and systematically finds ways to inflict injury or harm, physically or emotionally, towards another CND camper, and maybe even laugh after doing so, there is a cause for concern. Minimizing the importance of the issue sends a message to a camper 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 their own importance and power and sets themselves up for social failure.

Expected Behavior at CND

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 poor behavior, such as harming (physically, emotionally, etc.) others and bullying, is not acceptable at CND. CND staff members explain in simple language that bullying behaviors actually hurt others. It not only hurts the bullied camper, 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.

At Camp Notre Dame, we are committed to a safe and civil environment for all our campers and staff, free from harassment, intimidation, and/or bullying. CND will make efforts to work with the staff, campers and their families & friends to resolve any behavior concerns to permit all CND campers and staff the opportunity to enhance and better their camp experiences.

As defined above, "harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a CND camper and/or CND/University staff member or damages a camper's, staff member's, and/or University property; or,
- Has the effect of substantially interfering with a camper's camp experience and/or staff members's duties/leadership experience; or,
- Is severe, persistent, or pervasive that it creates an intimidation or threatening environment; or,
- Has the effect of substantially disrupting the orderly camp operation

Nothing in this policy requires the affected camper/staff member to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic. Harassment, intimidation, or bullying may be exhibited in many various forms, including, but not limited to:

- Slurs
- Rumors
- Jokes
- Innuendos
- Demeaning comments
- Drawings/renderings deemed inappropriate or intimidating
- Pranks
- Gestures
- Physical attacks
- Threats; and/or,
- Other written, oral, or physical actions

"Intentional acts" refers to an individual's choice to engage in the act rather than the ultimate impact of the action(s). This policy is not intended to prohibit expression of views or perspectives, provided that the expression does not substantially disrupt the camp experience or safe, civil environment.

Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies, rules, and/or regulations. If by chance a behavior is determined as harassment, intimidation, or bullying, the following action(s) will occur immediately:

- In the judgment of the Camp Notre Dame administrators and/or 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, etc.

- 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

NOTE: If enrollment is terminated due to any behavior listed above, there will be no refund supplied for the camper's registrant.

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 may refuse to permit the camper to attend camp that day until the noted illness has passed. If a camper becomes ill while they are 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 they have a normal temperature for at least twenty-four (24) hours.

In the event that lice are discovered, your camper **MUST** be free of live lice and all nits close to the scalp (within 1/4 inch from the scalp) in order for the camper to return to CND. 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 incurred for their camper(s) while at camp.

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.