



**CAMP MAGRUDER  
PARENT HANDBOOK  
SUMMER 2019**

## Parent and Guardian Communication and Engagement

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Thank you for choosing Camp Magruder for your camper(s) this summer. We value your commitment as parents and guardians to enroll your child into Camp Magruder with the City of Hyattsville. Our Camp directors and coaches will provide you with the highest level of customer service and support. It is our role to keep you informed and we will take various steps to ensure you will receive any and all-important information.

On occasion we send home reminders of upcoming events, activities or changes to our schedule. We hope these notifications will help families plan and prepare for the upcoming day. This communication will be provided with flyers and/or emails. We'll text or call families in case of emergency or when information is critical.

In addition, a camp director will update you at pick up on your camper(s) day (positive and/or negative). We hope that communicating achievements, progress, behavior, conflicts and/or issues with you will result in a joyful experience at Camp Magruder. We hope that you will be open and active in sharing any information to help us better serve your child(ren) during camp hours.

## General Camp Policies

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We ask all families to follow and understand the following policies of Camp Magruder. The City of Hyattsville is committed to providing the highest quality of service for families and we appreciate your support and cooperation. If you have any questions pertaining to the policies below, please do not hesitate to contact the Coordinator for Youth and Recreation via the contact information found in the back of this handbook.

### Payment, Deposit and Refunds

A deposit invoice will be sent via email, to confirm your registration. We ask that you pay a \$50 non-refundable deposit for each session registered, per camper, to secure a space. The deposit is due 48 hours after receipt of the invoice. Your final and remaining balance is due three weeks prior to the start of each session. An invoice will be sent via email 21 days before the due date. You be given 48 hours from the due date of your remaining balance to cancel for a full refund. After the 48 hours you have 3 options:

- 1). You may credit the full amount to a different summer camp session.
- 2). You may credit the full amount towards a different camp we offer, within a year.
- 3). Receive a 50% refund.

### Entrance and Information Desk

Camp Magruder's main entrance is in the center of the building through the courtyard/breezeway. This is the only entrance for families dropping off or picking up campers. There is an information desk located just inside the entrance to the left. This is where families should go if they have questions or need assistance. This is also the location of the activities board which includes, activities planned for the day, and reminders. A staff member will always be present at the information desk during drop off and pick

up hours. Implementation of this policy ensures families and community members are greeted and accounted for once entering the building.

### **Drop Off**

A parent and/or guardian is required to escort their camper(s) into the building each day via the main entrance. You must sign in at the information desk. Campers may be dropped off as early as 8:00 AM. To ensure an efficient start of camp, please plan to arrive by 9:00 AM.

### **Pick Up**

At departure a parent and/or guardian is required to sign out at the information desk. Regular pick up hours are between 4:00 PM and 6:00 PM. Campers will only be released to an authorized adult listed on the Authorized Release Form. In the event an adult not listed will need to pick up a camper, a parent and/or guardian must submit the full name of the adult to the camp director via note, email or phone call prior to pick up. We do reserve the right to ask for proper identification when picking up a camper.

### ***Late Fees***

Camp Magruder will enforce a fee for campers who are not picked up before 6:00 PM. A \$1.00 fee per minute will be added to a camper account. The clock located at the information desk will be used to determine the late fee charge.

Fees can be paid onsite at Camp Magruder, in person at the City's Municipal Building, or via mail. Fees can be paid in cash, check or credit card using our Square application. If making a payment onsite, please refrain from making transactions with anyone other than the camp director or assistant director.

### **Attendance and Participation**

Attendance and Participation at Camp Magruder is very important to a productive and inclusive camp environment. Camp Magruder staff members are trained to provide quality age friendly activities for campers. We plan activities for camp ahead of time and based on attendance and participation. If your camper will not be attending camp, please let us know in advance if possible. If not possible, please contact a camp director via phone call or text message, to notify the staff of the absence. We ask families to avoid making appointments that will require your camper to arrive late or leave early on days when we have field trips or assemblies. When making an appointment that requires a camper to be absent for the day, please notify a director so we can plan accordingly.

Camp Magruder offers many structured activities for campers. It is an expectation of Camp Magruder that campers participate in structured and planned activities throughout the day. We ask families to promote and support the involvement of your camper in Camp Magruder activities. In the event a camper is not participating in activities on a regular basis, staff will work with the camper to help motivate them to participate. If lack of participation becomes persistent for a camper, a director will communicate this to a parent/guardian to help initiate a plan.

## **Inclusion Services**

Camp Magruder is committed to meeting the needs of all campers. If not indicated on your registration form, please contact a Youth Programs Coordinator at least 3 weeks before your campers first day. While our camp staff are well qualified and professional, to ensure appropriate accommodation can be arranged and/or addressed it is essential that our staff know ahead of time.

## **Medication**

Camp Magruder staff or any City of Hyattsville staff member cannot administer medication to anyone. If your child requires medication that must be taken during camp hours, only parents/guardians can administer the medication to their camper. If your camper needs prescribed medications stored at camp, please speak with the Youth Programs Coordinator. We will keep medicine such as albuterol inhaler and EpiPen's stored away safely from campers. The camp director will also bring these types of medication on field trips stored in a backpack.

## **Illness**

All illness that occur during camp hours will be appropriately documented through an incident report. If a camper becomes ill while at camp, the parent or guardian will be called through the contact information provided. A parent will be called to pick up a camper if they vomit for any reason. If child is infected with a communicable condition or disease, we ask that you please keep your them home until they are completely healthy.

## **Injuries**

Accidents happen, and we will address every injury accordingly. Any injury that requires more than a band aid, will be documented in an incident report. A parent/guardian will be notified at the end of the day. If an injury requires attention other than minor first aid, the camper's parent/guardian will be notified promptly by telephone. Emergency medical care will be sought if necessary. Parents/guardians are responsible for the cost of all emergency medical care.

## **Allergies**

Even if you indicated an allergy on your registration form, please check in with a Youth Programs Coordinator. The camp staff will monitor exposure to allergens, and take necessary steps in the event a camper has an allergic reaction. If your child has an EpiPen for an allergy, we will keep it safely stored.

## **Incident Reports**

Camp Magruder values open communication with all families. Incident reports are written by a staff member for the following but not limited to: injuries more than a small scratch and requiring more than a small band aid, becoming ill or having an allergic reaction, when emergency medical treatment is required, and behavioral issues including – verbal/physical conflict with other campers, intentionally not following staff directions, or causing excessive disruption.

All staff members involved and/or witnessed an incident of any kind will complete an incident report. The incident report will state the parties involved, the role of those involved, and any action taken to address and/or resolve the situation. Copies of reports will be available for a parent/guardian at pick up.

An electronic copy can be given upon request. A Youth Programs Coordinator will address the incident with a parent/guardian one-on-one at the time of pick up. We ask that parents/guardians direct any questions or concerns regarding an incident with a Youth Programs Coordinator or the Supervisor of Youth Programs. All questions will be addressed.

## Suspension and Termination

We have dedicated staff who want to ensure all campers and their families have an enjoyable experience. We hope at Camp Magruder through our engaging activities, help and teach campers about teamwork and positive interaction with others. However, sometimes issues regarding behavior do arise. Our staff will do their best to address any issues with families to alleviate any potential problems with a camper before it develops into suspension or termination. At Camp Magruder we practice redirection; an approach which gives a child the opportunity to be successful rather than disciplining right away. However, if any issue persists the following steps will be taken:

1. [Incident Report](#): A Camp Magruder staff member will complete an incident report to document all issues. A Senior Coach or a Youth Programs Coordinator will discuss any incident with the parents/guardian the day of the incident. This will be an opportunity for both staff and families to communicate openly and develop any next steps.
2. [Behavior Sheet](#): If positive results are not shown following constant problematic behavior, a conference will be scheduled. A Youth Programs Coordinator and the family will establish a behavior sheet outlining the steps in which, the camper, staff, and families will take to address problematic behavior. The behavior sheet will be placed in the camper's file. A copy of the behavior sheet can be obtained upon request.
3. [Suspension](#): If a camper continues to exhibit poor behavior, a suspension up to 3 days will be given depending on the severity and frequency of the behavior. Parents/guardians will be required to have a conference with a Youth Programs Coordinator, the Supervisor of Youth Programs and the Manager of Events and Recreation, before the camper can rejoin. A written document of the conference can be provided upon request. Note that the suspensions are non-refundable.
4. [Termination](#): After a suspension, and there is no change in behavior, Camp Magruder and the City of Hyattsville reserves the right to terminate a camper from the program. Parents/guardians will be notified and asked that their camper not to return for the remainder of the summer. In extreme circumstance a camper maybe terminated and asked not to return in future summer camp, or any City of Hyattsville's out-of-school time programing. In the event a termination has been sanctioned, a letter of termination will be given to parents/guardians with the terms, and guidelines of the permanent withdrawal from the program. Families will be notified in advance through a final conference prior to termination. If terminated all fees are non-refundable.

## Clothing

Campers should be dressed in clothing that is comfortable and can get dirty. We prefer camper to wear active wear. Parents/guardians should dress their campers in weather appropriate clothing.

## Swimwear

Camp Magruder goes to the Hamilton Splash Park once a week. Please send a swim suit and towel to camp on pool days. Camp Magruder and the Hamilton Splash Park suggest swimmers wear rash guard shirts if they wish to limit sun exposure for their camper since wearing a t-shirt in the water is not permitted.

Acceptable clothing includes the following:

- Shirts (preferably active wear)
- Pants, jeans, shorts, skirt with shorts underneath (preferably active wear)
- Closed toed shoes (sneakers, running shoes, sandals with covered)
- Raincoat, sweatshirt, or jacket (inside the building sometimes get cool)
- Swimwear: board shorts, trunks, one-piece bathing suits (pool days or water days)
  - ❖ Campers are not permitted to wear long dresses, or flip flops.
  - ❖ Campers may bring flip flop to wear to the pool ***only***. Please make sure that your child has extra closed toed shoes.

## Extra Clothes

We ask in advance for families with campers who are inclined to having bathroom related accidents, provide their camper with an extra pair of clothing. We will be glad to store a small bag of clothing on site if such an incident does happen. An extra change of clothes is also, not a bad idea of all campers, especially on hot days when we haven't planned to use water.

## Camp Shirt

Campers will receive a Camp Magruder T-Shirt that must be worn on field trip and/or assembly days. Parents/guardians should ensure their camper is dressed appropriately for field trips. Camp staff will send reminders to parents the day before a camp T-Shirt day.

## Personal Belongings

Families are encouraged to send reusable water bottles, clearly marked with their camper's name. This is in effort to support the City of Hyattsville suitability goals. We ask families to keep all other personal items home to reduce the risk of things getting lost or damage. Camp Magruder hopes to provide a variety of engaging activities, so we ask that you keep the following items at home:

- Electronic games or devices
- Headphone and/or musical player
- Toys
- Playing or trading cards
- Cell phones
- Candy and/or gum
  - ❖ Personal items brought to camp will be confiscated and locked up until pick up time.

## Healthy Eating and Food

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Camp Magruder and the City of Hyattsville are committed to promoting and supporting a healthy and active community. We ask families to refrain from packing unhealthy lunches for their camper including sugary beverages. Camp Magruder is committed to providing a healthy environment.

### Snacks

All campers will be provided with two snacks per day, one in the morning and one in the afternoon. We try our best to provide snacks that meet everyone's dietary needs. However, if your child has an extreme food allergy we ask that you provide them with a snack. Snack suggestions from anyone who has a dietary restriction or food allergy are welcomed.

In addition, our staff have planned activities for campers to learn how to create their own health snack each session. We believe that engaging campers in the process of creating health snacks develops an appreciation and awareness for preparing and consuming healthy snacks of their own.

### Lunch

Camp Magruder does NOT provide lunches for campers. Families are responsible to send campers with a lunch every day, unless otherwise noted. We do not have a refrigerator or microwave for campers, please pack lunches accordingly.

We will provide cheese pizza on the last Friday of each session for a celebration. Campers will be given no more than 2 slices. Any camper that needs/wants more food on pizza days should plan to bring an extra snack or additional lunch items.

On occasion a field trip will not allow outside food and we will order boxed lunches ahead of time. Families will be notified when a meal will be provided for campers. All dietary restrictions will be accommodated.

### Refillable Water Bottle

We encourage all campers to bring a refillable water bottle to minimize waste. If a camper does not bring one, we will provide them with one large plastic bottle that they can refill throughout the day at our water cooler stations.

## Pool Day

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### Hamilton Splash Pool

Hamilton Splash Pool is located at 3901 Hamilton Street, Hyattsville, MD 20781. It is just across the way from the Magruder Park Recreational Building. The camp will walk together to the pool. The following amenities are available at this pool: three 25-meter lap lanes, zero-depth entry to 9 feet in depth, crossing feature, tipping buckets, waterfall, water slides, aqua climbing wall, and a tot/children pool. Life guards are always present along with Camp Magruder staff. Campers will remain under the supervision

of Camp Magruder staff and must follow all Camp Magruder rules and regulations while following the rules and regulations of the Hamilton Splash Park. Swim test will be administered upon availability of life guards. Campers will not be allowed in the deep end, unless they have passed the swim test and/or is open for swimmers. Campers that pass the swim test will not be allowed in the deep in without a Camp Magruder staff member, regardless if the section is open to public. **T**

### Time and Dates

We will attend the pool once a week as a group from 12:30 PM to 3:30 PM. Our camp pool days are usually on Fridays, except for the second week in Session II, when we will swim on a Thursday. All pool days are listed below. Camp staff will remind parent/guardians about pool days.

**Session I – Friday, June 21 & 28**

**Session II – Friday, July 5 (Water Day on site) & Thursday July 11**

**Session III – Friday, July 19 & 26**

**Session IV – Friday, August 2 & 9**

**Session V – Friday, August 16 & Friday, August 23 (Water Day on site)**

### Swimwear

Parents/guardians must remember to send appropriate swimwear and a towel on pool days. Hamilton Splash Pool permits all non-swimwear in the pool (i.e. t-shirts or gym shorts). Camp Magruder and Hamilton Splash Pool suggest that parents/guardians send a rash guard shirt to limit sun exposure since wearing a shirt is not permitted in the water. Please clearly mark all swimwear/gear with your camper's name. Campers will have time to change in and out of their swimwear in a Camp Magruder restrooms. However, to limit the amount of time campers spend getting dressed for the pool, *we recommend campers come dressed in swimwear, underneath their regular clothing.* Campers should not arrive in flip flops on pool days. Campers should wear their closed toed shoes or strapped sandals to camp. They may change into flip flops or swims hoes before we leave.

### Sunscreen

Camper are expected to use sunscreen on pool days as they are during any outdoor activity at Camp Magruder. Camp staff will remind campers to apply and reapply sunscreen regularly to decrease sunburns and over exposure to the sun. Campers should take a break from sun exposure if they have spent too much time in the sun. We keep a sunscreen bin/basket at the front desk for campers to leave their sunscreen in during each session. Please clearly mark your campers name on the bottle.



## **Staying Active**

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Camp Magruder provides a variety of activities to keep campers engaged and moving throughout the day. Campers will stay active through organized sports, yoga, playground time, swimming, and water games just to name a few. We are flexible in our physical activities and encourage families to provide suggestions.

Campers should expect to participate in physical activity throughout the day. When activities are taking place outside, campers must use and reapply sunscreen. Camp Magruder staff will remind campers to apply and reapply sunscreen when taking part in outdoor activities.

## **Educational Activities**

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It is important for us to encourage out-of-school-time learning. We will incorporate “learning corners”, hands on educational activities. These activities will vary from STEAM projects, to learning about the environment, to developing creative thinking by designing the stage set for a puppet show, and much more. In addition, provided a variety of books. Campers will participate in 30 minutes of reading each day. For those campers who do not read yet, a staff member will read to them. Our hope is to keep your children’s minds active academically throughout the summer.

## Field Trips and Assemblies

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Each session during the last week, campers will attend one field trip or assembly. Campers must wear their camp t-shirt on field trip or assembly days. Lunches, unless otherwise stated, should be brought in brown paper bags. Campers are not allowed to make purchases on their own while attending field trips. Families should refrain from sending cash with campers on field trip days.

Parents/guardians should pay close attention to the field trip/assembly schedule. Campers must arrive prior to the departure time to attend. We will leave on time, and without campers who are not present by departure. A schedule of all field trips and assemblies are listed below, including departure times, and an estimated arrival back to Magruder Park. A link with more details about each trip/assembly is provided below.

### [Session I: COLORS at the Bowie Center for Performing Arts](#)

Thursday, June 27<sup>th</sup>

Departure: 9:30 AM

Return: 2:30 PM

**[www.milb.com/bowie](http://www.milb.com/bowie)**

### [Session II: Washington Mystics Game](#)

Wednesday, July 10<sup>th</sup>

Departure: 10:30 AM

Return: 3:00 PM

**[www.mystics.wnba.com](http://www.mystics.wnba.com)**

### [Session III: DinoRock: Junkyard Pirates Puppet Show! Assembly at City Building](#)

Wednesday, July 24<sup>th</sup>

Departure: 12:30 PM

Return: 1:30 PM

**[www.dinorock.com](http://www.dinorock.com)**

### [Session IV: Bladensburg Waterfront Park](#)

Wednesday, August 7<sup>th</sup>

Departure: 9:30 AM

Return: 12:45 PM

**[www.mncppc.org/3256/Bladensburg-Waterfront-Park](http://www.mncppc.org/3256/Bladensburg-Waterfront-Park)**

### [Session V: Assembly with Drew Blue Shoes at City Building](#)

Wednesday, August 21

Departure: 12:30 PM

Return: 1:30 PM

**[www.drewblueshoes.com](http://www.drewblueshoes.com)**



## Contact Information

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### **Camp Magruder Magruder Park Recreation Building**

3911 Hamilton Street  
Hyattsville, MD 20781

### **Hyattsville Municipal Building**

4310 Gallatin Street  
Hyattsville, MD 20781  
[www.hyattsville.org](http://www.hyattsville.org)

### **Saarah Abdul-Rauf**

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