



2020 PARENT/CAMPER HANDBOOK

OUR GOAL IS TO HAVE A SAFE AND NUTURING ENVIRONMENT WHERE YOUR CHILD CAN HAVE FUN LEARNING THE IMPORTANT CHARACTERISTICS OF MARTIAL ARTS TRAINING: COURTESY, INTGRTY, PERSEVERANCE, SELF CONTROL AND INDOMITABLE SPIRIT.

COUSELOR PARENT COMMUNICATION – Don't be alarmed if you receive a telephone call or message from us during the day. We will be calling if a camper receives a minor injury, is having behavior problems or is involved in a camper dispute. This is simply to inform you of your child's wellbeing. If your child is not present during regular camp hours and we have not been notified by a parent/guardian, you might also be notified. We will do this to ensure the whereabouts of your child and if he/she will be attending camp for the day. Summer staff would appreciate a call from you if your child will be absent from camp that day.

Our office phone # is 301-645-1650, email: waldorfmarialarts@gmail.com and Mrs. C. cell # is 301-643-9959. We always try to be available, however, during some events no one will be in the office.

CAMPER PARTICIPATION – Summer Camp participants are encouraged to participate when present in all activities. This program is structured and planned for participation in all activities. If campers cannot participate in some activities due to physical limitations (broken bone, sprain, injury etc.) it is the responsibility of the parent to alert the Camp Staff to assess the situation and attempt to make a reasonable accommodation. However, staff cannot be responsible for one-on-one supervision of that camper. If a camper is not cooperative, parents will be notified and given one hour to make arrangements for the camper that day. A written note is required if a camper is not able to participate in swimming.

WEEKLY EVENT FLYER – explains in detail that week's events. IE: Field Trips, special events, any special requirements for field trips will be listed: pool preparation or "must have socks" for field trip participation. Reminders to wear camp T- shirt on non-pool field trips.

FIELD TRIPS – every camper attends the scheduled field trip. Please do not bring your child if you do not want your child to attend a specific field trip. **No one is allowed to stay behind at camp. Arrive at**

camp at least 45 min prior departure time!! Campers MUST be signed into camp no later than 30 minutes prior to departure time. Prior arrangements must be made if you drop your child off at the field trip location or pick your child up early from the field trip location. Please sign your child in/out with the Camp Manager (not just any camp staff). **2020 SUMMER CAMP T-SHIRTS MUST BE WORN AT ALL NON-POOL FIELD TRIPS.** Extra shirts may be purchased at \$20 each. You must either go home to get forgotten camp T-shirt or purchase a camp T-shirt.

LUNCH AND SNACKS – please pack lunch and 2 snacks for your child. Campers will not have access to a refrigerator or microwave. No special handling is allowed i.e.: no refrigeration or heating in microwave allowed. Please pack accordingly when bagged lunches are required. Have your child’s name on bag. Provide water instead of sugary sodas and sport drinks. Canned drinks are not allowed, only capped bottles only. Because some campers have allergies and family preference of what a child is allowed to consume, we ask that campers do not share food with other non-family campers. There are vending machines available, but WMA is not responsible for any money issues regarding use of machines. Please let us know if you would prefer your child NOT to choose any item from the machines. **IF your child comes to camp without lunch we will provide a choice of Microwavable Macaroni and Cheese Bowl, or Lunchable and choice of chips and a juice box. The charge for this will be \$5.00 per lunch.**

WATER – It is important that campers drink water during the day. Water is accessible to campers all day and personal water bottles are welcomed. Please make sure camper’s name is on his/her bottle.

PIZZA DAY – Most Friday’s is Pizza Day, (2 weeks Pizza Day is a Thursday- please refer to calendar). \$5.00 per child, \$3.00 for additional child and \$2.00 for 3rd child. Money is due on the day before Pizza Day. You may pay for the entire summer at one time. (Nonrefundable) Children will receive a minimum of 2 pieces of pizza, (cheese, peperoni or sausage), Salad with fat free Italian or Ranch dressing and Fruit. (Fruit will change weekly: apples, bananas, grapes and strawberries. I chose the best looking fruit for that week). Campers may have more pizza if they have eaten the first serving of pizza and fruit or salad. In cases where the camper does not attend camp on Pizza Day, Pizza money will be credited to the following week **only** if notice is given by Thursday 6:30pm.

BIRTHDAY CELEBRATIONS – If you want your child to celebrate his/her birthday with other campers, please check with Mrs. C. on the weekly # of campers attending the week of your child’s birthday. While cupcakes are exciting – please bring mini cupcakes and not full-sized cupcakes. No Ice Cream.

PARKING LOT SAFETY: Parents should not leave other children unattended in their vehicle while coming in the building to sign out their camper. While walking through the parking lot, parents should hold their child’s hand. Please **park** in assigned spots only. **DO NOT block other vehicles or leave your vehicle in the drive-thru portion of parking lot.** Parents must maintain a speed of 5 mph in the parking lot. Waldorf Taekwondo Academy will be held harmless if you fail to adhere to these rules.

SUMMER CAMP DROP-OFF/PICK UP POLICY – Your child must be signed in and out of camp everyday by an **authorized parent or an adult guardian at least 18 years old. Children will not be released to a minor! Driver license is required to sign out campers.**

When you arrive at WMA Camp please sign your full name under the appropriate column on the provided roster sheet. At the time of signing in the camper, WMA Summer Camp takes responsibility for the camper. Please have a conversation with the camp counselor at the sign in desk regarding anything that will make your child's day better. At the time of signing out, parent(s)/guardian(s) takes responsibility for the camper. Parent(s) are responsible for ensuring that attendance sheets are time noted and signed.

Do Not drop off your child and leave them unattended in the parking lot. Notify those on your "approval for pick up" list to be prepared to show proof of identification and know they must sign the child in & out. ID's will be checked every day, so please be prepared.

There is a late fee of \$1.00 & \$1.50 per family per minute past 6:30 pm, to be paid by the next morning.

SICKNESS OR INJURED PROCEDURE & POLICY – Please do not drop your child off exhibiting any signs of ill health: fever, diarrhea, vomiting or other contagious sicknesses. If the Camp Manager notices any signs of ill health, the child will not be accepted into camp that day. If signs of sickness are observed, camper will be quarantined, and parent will be called immediately. Parent will be expected to pick up camper within 1 hour of phone call from Waldorf Martial Arts. Please advise Camp Manager of any health concerns that may affect your child's ability to have a great day at camp!

MEDICATIONS – Please arrange to have all medications administered by you either at home or in person at the camp. In the extreme condition that medication must be administered at the camp; Maryland Department of Health required forms must be on file with our office. Maryland state law prohibits persons without a Youth Camp Medication Administration Certificate from giving medications to a child unless they are the child's parent/guardian, relative, or licensed health professional. Campers will self-administer inhalers, and other medications and apply sunscreen and bug spray when needed. All medications must be in the pharmacy issued container with child's name, type of medication, dosage and warning labels clearly attached. Medication Administration Authorization Form must be on file with the camp's office. For safety reasons, campers may not maintain possession of the medication while in camp. Their direct counselor will assume responsibility for the medication during field trips. Otherwise all medications will be in the camp's office.

EMERGENCY MEDICATIONS – all epi pens, inhalers and other emergency medication must have all the appropriate forms on file with the office. Medication simply put in your child's lunch box will result in a phone call to parent to get the proper forms on file.

PERSONAL BELONGINGS, CELL PHONES & ELECTRONICS– Upon arrival, campers will be assigned a cubby. Campers name should be on all personal belongings. Do not send expensive items to camp. All electronics (including individual games) must have camper's name. Disagreements regarding any electronic games that cannot be immediately resolved will result in that game/electronic put on Mrs. C desk. Parents may retrieve upon signing camper out for the day. Wi-Fi is not available at camp site. **Waldorf Taekwondo Academy will not be responsible for any lost, misplaced, damaged or stolen articles.**

Our sport camp is an opportunity you and your child to practice “letting go”. “Letting go” allows children to develop autonomy, independence and a stronger sense of self. It allows them to make new friends, take responsibility for themselves, problem solve, and mature a bit. These things cannot be achieved when parents and friends are only a phone-call or text away. Free play will be allowed before and after core hours of the camp.

DISCIPLINE – We use several discipline approaches: time out (time out limited to age of child); missing fun activity, sitting in office (extreme cases). Waldorf Martial Arts’ has adopted a zero tolerance for aggressive behavior, bullying, belligerence and fighting! Fighting with staff and/or disrespectful behavior toward staff and/or campers are cause for immediate dismissal. Any camper exhibiting these types of behavior will be expelled from camp and not allowed to return. No money will be refunded for any expelled camper.

We use “Time Out” as disciplinary procedure. A camper is put in an area separate from the activity. This is really a time to think about actions and consequences. When told to go to “Time Out” the camper is not to argue. If this fails, a longer time will be imposed and discussed with the parent. After “Time Out” the camper is welcomed back positively. The camper needs to know that the slate is clean, there is no anger, and counselors are glad to see him or her back in the activities.

BEHAVIOR – We use a visual chart so that parents can immediately see the type of day each camper had. This chart is displayed openly at the sign in and sign out table.

- GREEN DAY – Ask for permission to leave room: Kept hands and feet to themselves: Followed rules, made respectful choices, clean up own mess, followed bus rules during field trips.
- YELLOW DAY – Left room without asking, not cooperating, negative actions or words, showing frustration inappropriately or acting angry.
- RED DAY - Bullying, physical aggression, disrespect, dishonest, disobeying camp rules, inappropriate words or actions.

MARTIAL ARTS LESSONS – campers will learn both the physical and mental aspects of Taekwondo training. Basic blocking, striking, & kicking skills will be taught along with basic conflict avoidance and self-defense techniques against bullies, strangers, etc.

Campers who currently hold rank are encouraged to also participate in their regular evening classes to maintain their Belt-level Curriculum (as it will not be covered in Summer Camp Classes).

PAYMENTS – All weekly tuition is due on Monday. We accept credit/debit cards, checks and cash. Credit/debit cards will be processed either over the phone (with an additional \$2.00 service fee), scheduled recurring payments or upon pick up. Any payment received after Tuesday will be assessed a late fee of \$15.00.

COMMUNICATIONS – Office phone is 301-645-1650, e-mail: waldorfmartialarts@gmail or emergency contact Mrs. Cavanaugh. cell 301-643-9959. We try to be available at all times; however, during some events no one will be in the office. Please leave a message or call Mrs. Cavanaugh’s cell.

SPECIAL NOTE: Campers are to refrain from taking pictures/videos of other campers/counselors. Campers are not to post any pictures/videos of any other camper/counselor on any social media platform! **Posting of any material is strictly forbidden and grounds for immediate expulsion.**

LOST AND FOUND – We will maintain a lost and found area near sign in/sign out area. Do not send expensive items to camp. Please check with camp staff immediately upon noticing the loss of any item(s). At the end of summer, all lost and found items will be donated.

REPORTING OF CHILD ABUSE OR NEGLECT POLICY AND PROCEDURE POLICY: Any WMA employee who knows or suspects that physical, emotional, sexual, or psychological abuse or neglect has been inflicted upon a child must report such information immediately to Camp Director, who then will report to Charles County Dept. of Social Services and Maryland Dept of Health.

REMINDER: BY ADHEREING TO THESE GUIDELINES ALL CAMPERS WILL HAVE A FUN AND REWARDING CAMP EXPERIENCE!!

Cut Here & Return this Receipt to Our Office



Parent/Guardian’s Receipt of Acceptance



Children’s Full Name(s) _____

I have read the entire 2020 WMA Parent/Camper Handbook. _____ Yes _____ No

I accept the terms and policies outlined in this Handbook. _____ Accept _____ Do Not Accept

Parent/Guardian’s Printed Full Name _____

Parent/Guardian’s Signature _____ Date _____