



## 2025 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, INTGRITY, PERSEVERANCE, SELF CONTROL, AND INDOMITABLE SPIRIT. CAMPERS WILL HAVE THE OPPORTUNITY TO WORK ON THE BASIC FUNDAMENTALS OF BLOCKING, KICKING, BALANCE, EYE/HAND COORDINATION AND MORE THROUGH COMPLEX ACTIVITIES. MANY GAMES ARE PLAYED TO REINFORCE LISTENING, FOLLOWING DIRECTIONS, COOPERATON AND SPORTSMANSHIP.

PARENT COMMUNICATION – Do not 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. Please leave a message if we do not answer the phone.

Our office phone # is 301-645-1650, email: [waldorfmarialarts@gmail.com](mailto: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 to be picked up from camp that day. A written note is required if a camper is not able to participate in swimming.

DRESS ATTIRE – Please have your camper wear appropriate clothing to camp. Field trips usually require shoes not sandals or flip flops, no inappropriate or political sayings on T shirts, young female campers should not wear midriff tops or shorts that are very short. This is an active camp where campers are

asked to bend and stretch and run. Campers will be asked to change their clothing or sent home for the day, if their clothing seems inappropriate.

**“SUMMER SCHOOL”** – If your child attends the Charles County Summer School sessions, please be aware of our schedule. Field trips are scheduled for Wednesdays, leaving WMA about 10:00 and returning approximately 1:30 except for Pool Days. You may choose to have your child attend the scheduled field trip or arrange to have your child dropped off at the school after our designated arrival time. No Staff is left behind to accept or watch your child). On Pool Days the return time is 3:30 or you may arrange to drop your child at the pool. Please make sure that you sign your child in with the Camp Manager! **No one will be at the school to accept your child early.**

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!!** 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). **2024 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. IN ADDITION, please do not send your child to camp wearing a hoodie that covers the Camp T shirt. We need to be able to see the shirt. If your child is cold have him/her wear a long sleeve shirt under the Camp T Shirt.

INCLEMENT WEATHER & FIELD TRIPS – Field trips will be cancelled due to Severe Weather Advisories. In the event severe weather arises unexpectedly during the field trip – the field trip will end early, and all campers will be transported back to the school.

LUNCH AND SNACKS – please pack lunch and a snack 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. Have your child’s name on their lunch 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 does not have access to the machines and 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 call you as soon as we are aware of the no lunch situation. You may use any food delivery app to have food delivered for your child. Our address is 2770 Old Washington Road, Waldorf, MD 20601 – however it is very important that you inform Camp Staff of which delivery/restaurant you are using. We want to make sure the right lunch goes to the correct camper!**

WATER – It is important that campers drink water during the day. All campers must have refillable water bottles with their name clearly labeled on the bottle. Water is accessible to campers all day via water

fountain. Water will be provided for outside field trips. Please make sure camper's name is on his/her bottle.

PIZZA DAY –Friday is Pizza Day. Children will receive a minimum of 2 pieces of pizza, (cheese, peperoni, or sausage), and a drink.. Campers may have more pizza if they have eaten the first serving of pizza. It is advisable to pack extra snack for your child on Pizza Day

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 their camper in or out. 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!

COVID PRECAUTIONS – WMA will follow current CDC guidelines regarding assemblies with children. Currently masks are voluntary – however – if your child comes to camp wearing a mask, we will make sure that camper wears his/hers mask all day. Please provide several masks during the day as they tend to get sweaty, broken, and misplaced. WMA will not have a supply of masks available.

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. Other wise 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 or backpack 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. Camper’s 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 being put on Mrs. C’s 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. Access to cell phones will be limited. Please allow your child to solve issues on their own. 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 – will be reflected in the sign in/out Comment section

- 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 – At Waldorf Martial Art’s Summer Camp, we strive to provide a diverse assortment of activities. One of which is Tae Kwon-Do (Korean Karate) lessons. Campers attend 2 classes a day and learn the basic mechanics and skills of Tae Kwon-Do in these lessons. Belt curriculum is not covered nor is stripe testing held.

Many of our campers are new to Tae Kwon-Do. However, we do have a handful of our afterschool students and evening class students who also attend camp. Because Belt Curriculum is not covered nor is stripe testing held during Camp lessons, we highly recommend that campers who are also After School Karate students and campers who attend evening Tae Kwon-Do classes during the school year *come to evening classes during the summer*, so they don’t fall behind on curriculum or rank.

Campers who are evening Tae Kwon-Do students simply continue paying their monthly tuition rate. However, for After School Karate students attending Summer Camp, we have a summer special “8 week Evening Tae Kwon-Do” course in which they may enroll. Attending the evening classes will keep your After-School Karate students and evening Tae Kwon-Do students from falling behind on their curriculum, stripe testing’s, and belt promotions.

#### TKD Curriculum:

Week # 1 - Stranger Danger Class

Week # 2 – How to deal with a Bully Class.

Week # 3 – Grab Release Class

Week # 4 – High Kicking Class

Week # 5 – Reaction Class (ducking jumping, dodging)

Weeks # 6 – thru week # 10 – repeat above schedule.

PAYMENTS – All weekly tuition is due on Monday. We accept credit/debit cards, checks and cash. Payments over the phone are especially hard, as it takes time away from the campers. Please consider scheduling recurring payments or upon pick drop off or pick up. Any payment received after Tuesday will be assessed a late fee of \$30.00.

COMMUNICATIONS – Office phone is 301-645-1650, e-mail: [waldorfmartialarts@gmail](mailto:waldorfmartialarts@gmail.com) or emergency contact Mrs. Cavanaugh. cell 301-643-9959. We try to always be available; however, during some

events no one will be in the office. Please leave a message or call Mrs. Cavanaugh's cell and leave a voice or text message.

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 is legally mandated to report such information immediately to Camp Director, who then will report to Charles County Dept. of Social Services and Maryland Dept of Health.

## SUMMER CAMP AND ILLNESS

**If your child or someone in your household is feeling ill, DO NOT bring your child to camp**

**Masks** – The CDC said masks are no longer required. *However, it is a personal choice if parents want their child to wear a mask. If your camper arrives with a mask, it will be the counselor's responsibility to make sure your camper wears their mask all day. Parents should also provide several extra masks for their camper each day. Masks tend to get wet and sweaty during hard play, broken or misplaced. Masks should be worn over the nose and mouth should be cleaned regularly and properly.*

**Handwashing**– *all campers and staff are encouraged to use soap and water for at least 20 seconds, if soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used. Waldorf Martial Arts uses a hand sanitizer brand that has 70% isopropyl alcohol. Staff and campers are encouraged to use soap and water over hand sanitizer.*

**Cleaning & Disinfecting** – Waldorf Martial Arts will clean and disinfect all high touch area more frequently. After camp has closed for the day, all areas of the school are disinfected with a fogger.

These guidelines are fluid and are subject to change without notice.

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



## TYPICAL WMA SUMMER CAMP DAY



7AM – 8:30AM – CAMPER ARRIVAL + FREE PLAY (\*\*ELECTRONICS + TABLE GAMES)

8:30 – 9:10AM - GROUP ICEBREAKER + GAMES (BREAK INTO GROUPS FOR ORGANIZED ACTIVITIES)

9:15-10:55AM – ORGANIZED GROUP ACTIVITIES (GROUPS WILL ROTATE THROUGH EACH ACTIVITY)

- MARTIAL ARTS DRILLS + SKILLS
- ARTS & CRAFTS
- BOARD GAMES, PUZZELS AND ACTIVITY SETS

11-11:45 – LUNCH

11:45-3PM – WEEKLY FIRE FRILL + FIELD TRIP/SPECIAL ACTIVITY (CAMP T-SHIRT ARE REQUIRED ON NON-POOL DAY TRIPS)

3-4PM – GROUP MARTIAL ARTS LESSONS+ SNACK TIME (NO MARTIAL ARTS LESSONS ON POOL DAYS)

4-6:30PM – CAMPER PICK-UP TIME (\*\*ELECTRONICS + FREE PLAY)

\*\* ELECTRONICS ARE ALLOWED DURING MORNING AND AFTERNOON DROP-OFF/ PICK-UP TIMES. ALL ELECTRONICS (INCLUDING GAMES & CHARGERS) SHOULD HAVE CAMPERS' NAME CLEARLY MARKED AND ARE THE RESPONSIBILITY OF THE CHILD. WMA WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS. ANY DISAGREEMENTS REGARDING WHOSE GAMES OR WHOSE TURN ETC., WILL RESULT IN THE DEVICE BEING PLACED ON THE CAMP DIRECTORS DESK. PARENTS MAY RETRIEVE DEVICE DURING CAMPER PICK-UP



## REMINDERS

- **PACK A LUNCH DAILY THAT DOES NOT REQUIRE SPECIAL HANDLING (REFRIGERATION OR MICORWAVE)**
- **PACK SNACK IN A SEPARATE CONTAINER (THIS WILL HELP CAMPERS DISTINGUISH LUNCH FROM SNACK)**
- **SNACKS MAY BE BROUGHT FROM HOME OR PURCHASED FORM VENDING MACHINES (CURRENTLY MINIMUM PRICE IS \$1.50 FOR CHIPS) (WMA DOES NOT HAVE ACCESS TO THE INSIDE OF MACHINES AND IS NOT RESPONSIBLE FOR \$ LOST IN MACHINE)**
- **NO CAN DRINKS ARE ALLOWED. PLEASE PROVIDE JUICE BOX/POUCHES OR CONTAINERS THAT CAN BE RECLOSED**
- **WATER – BRING FROM HOME OR USE THE WATER FOUNTAIN.WATER FOUNTAIN HAS A BOTTLE FILLER. WATER WILL BE PROVIDED FOR OUTSIDE FIELD TRIPS**
- **SMALL BLANKETS OR TOWELS + STUFFED ANIMAL ARE ALLOWED DURING FREE PLAY ONLY**
- **PIZZA DAY – EVERY OTHER FRIDAY – INCLUDES 2 PIECES OF PIZZA + DRINK. PACK EXTRA FOOD + SNACKS IF YOUR CHILD REQUIRES MORE FOOD**
- **MOVIE DAY – EVERY OTHER FRIDAY - STREAMING MOVIE AND POPCORN! BRING BLANKET**
- **POOL DAYS – PLEASE WEAR A SWIMSUIT TO CAMP, BRING A TOWEL & SUNSCREEN. APPLY INITIAL APPLICATION AT HOME. BRING DRY CLOTHES IS A SEPARATE BAG. DRY CLOTHERS WILL STAY AT THE CAMP & CAMPERS WILL CHANGE INTO DRY CLOTHES AT THE CAMP – NOT THE POOL.**