

# **RIPPLING BROOK**

## **Staff Handbook**

**2025 Summer Camp**



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## **Welcome to Camp Rippling Brook!**

The summer of 2025 is such an important one in the future of Camp Rippling Brook - this is our third but our biggest yet with a new location and partnership at a school! This means we are building the foundation for many years to come, and you are an extremely important part of that growth!

The dream of Camp Rippling Brook came from my own experience at summer camp. I was an introverted young child going away to sleepaway camp for the first time. I cried myself to sleep and just wished I could make it through the week. By the end, I didn't want to leave. I became a new person. My independence, self-esteem, and confidence grew so much in that week, I made great memories and connections, I tried so many new things, and from that experience a lifelong dream was born.

The dream of providing a safe and positive environment for youth in our community to explore, belong, and grow is no longer just a dream but a reality.

Camp Rippling Brook is about growing independence, self-esteem, and confidence through intentional, engaging programming. We create a community focused on building relationships, social emotional growth, all while offering a fun, safe place where kids can be kids and explore through choice-based activities.

But Camp Rippling Brook isn't just about the campers - there are three key pieces to the experience at Camp Rippling Brook - the camper, the families, and the staff. Together, all three pieces create "summers that last a lifetime."

Your biggest responsibility this summer will be creating that impact. You are a role model, a teacher, a friend, a confidant, a mentor and so much more. You set the example for our campers. This handbook, along with your staff training, will guide you along that journey. Our campers will look to you for leadership, guidance, and support.

I am always here along the way to do the same for you. We're all a part of the Rippling Brook family, we're in this together, and I can't be more excited to have you be a part of this journey.

Thank you!

Kate

A handwritten signature in black ink, appearing to read "Kate", with a stylized flourish at the end.

Kate Dadourian  
Founder/Director  
Camp Rippling Brook



## **CAMP RIPPLING BROOK**

### **CAMP INFORMATION**

- Location: 18501 Mink Hollow Road, Ashton, MD 20861 (Renting facilities at Mater Amoris Montessori School - in partnership with the school)
- Website: [www.CampRipplingBrook.com](http://www.CampRipplingBrook.com)
- Email: [info@CampRipplingBrook.com](mailto:info@CampRipplingBrook.com)
- Phone: 301-852-0909
- Ages: 4-12 years old
- Weeks:
  - o Week 1: June 23 - June 27
  - o Week 2: June 30 - July 3
  - o Week 3: July 7 - July 11
  - o Week 4: July 14 - July 18
  - o Week 5: July 21 - July 25
  - o Week 6: July 28 - August 1
  - o Week 7: August 4 - August 8
- Camp Hours: Monday through Friday, 9:00 am - 4:00 pm (no Camp of 4<sup>th</sup> of July)
- Staff Morning Meeting: 8:15 am (staff daily hours vary week to week based on registration)
  - o Drop Off: 8:30 am - 9:00 am
  - o Pick Up: 4:00 pm - 4:30 pm
  - o Extended Hours:
    - Morning Camp: 7:30 am - 8:30 am
    - Afternoon Camp: 4:30 pm - 6:00 pm
- Facebook: Facebook.com/CampRipplingBrook
- Instagram: Instagram.com/CampRipplingBrook
- SmugMug: [Camprippingbrook.smugmug.com/](http://Camprippingbrook.smugmug.com/)
  - o Password: SummerCamp

### **CAMP MISSION**

Rippling Brook develops future leaders through building confidence and character. We strive to show respect for all, teach responsibility, and keep safety as a priority. The camp environment offers the unique opportunity to **try new things, create new memories, and develop as individuals** all while being a **part of the Rippling Brook family**.

### **CAMP VISION**

Camp Rippling Brook's vision is for a better tomorrow where the youth of today develop into caring and compassionate leaders.

### **CAMP PILLARS**

- **Exploration:** Discovering new activities within a new environment for new adventures.
- **Belonging:** Being a part of a community that feels like family and creates a sense of connectedness.
- **Growth:** Learning something new, developing existing skills, and having experiences that last a lifetime through experiential education.



## **CAMP GOALS**

Our camp program is designed with the following goals:

- To provide opportunities that stimulate the development of an individual's self-esteem.
- To provide a place for an individual to belong and feel that they are part of a community.
- To provide a fun experience while also inspiring a desire for lifelong learning and adventure.
- To instill respect and responsibility in all individuals.
- To allow growth of individuals by nurturing and focusing on the development process.

## **CAMPER GOALS**

At Camp Rippling Brook we have four goals for our campers:

- Build a community
- Make memories
- Try new things
- Have fun!

## **THE MEANING OF CAMP**

A camp experience is full of many small moments that make up the whole experience. This whole experience should be something campers can look back on with:

- Treasured memories
- Meaningful interactions
- Enduring relationships
- Emotional connections

These happen intrinsically throughout any camp day if we are doing our jobs right. The quote "we didn't realize we were making memories; we just knew we were having fun" describes the camp experience and impact perfectly.

## **INCLUSION STATEMENT - A PLACE FOR ALL**

Camp Rippling Brook is made up of people from every walk of life that come together to create an environment where everyone can belong. We are a community that works together to ensure that everyone, regardless of cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race, and/or sexual orientation, has a safe place to be treated with respect and dignity.

## **NON-DISCRIMINATION POLICY**

Camp Rippling Brook is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. We encourage applications from all qualified individuals regardless of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or any other characteristic protected by applicable law. Rippling Brook does not discriminate internally or externally based on the characteristics previously described or any other status/characteristic prohibited by applicable law in the United States. Rippling Brook prohibits any such discrimination or harassment, and no person(s) may be denied service and/or employment on the descriptors previously noted.



## OUR STAFF

### BEING A PART OF OUR STAFF

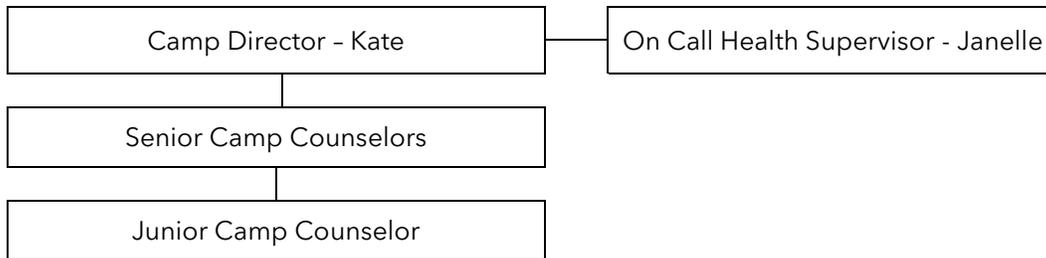
Camp is about creating an environment where individuals grow and are nurtured. The Camp Rippling Brook staff are carefully selected with the intent of finding people that will fit into this environment and culture. We try to find staff that are positive about themselves and others. Our staff are able to:

- Build authentic connections with others.
- Present themselves in a way that others will want to model.
- Create a positive and accepting environment.
- Provide a caring and family-like experience.
- Participate willingly and encourage others to do so too.
- Have fun through trying new things, creating new memories, and building a community.

### STAFF TRAINING

As a licensed camp in the state of Maryland, we are required to train all staff in a wide range of areas including emergency procedures, programming, operations, child abuse prevention, health care, behavior management, and more. This staff training is to occur no more than 30 days prior to the start of camp. Camp Rippling Brook has approximately 20 hours of training as we prepare for the arrival of campers. At the conclusion of staff training, all staff will sign an acknowledgement indicating they have been trained on the items in the staff handbook.

### STAFF ORGANIZATION CHART



### WHAT IT MEANS TO WORK AT CAMP

As a camp staff you are coming to “work” each day. That means it can be hard but also very fulfilling. There will be moments of extreme gratification and joy mixed with frustration and annoyance. It is not always going to be fun, but it is our job to create an environment where everyone can have fun.

Our priority as staff will always be the safety of the campers and those around us. Every child is different and finding ways to connect with each makes our days and impact that much more rewarding. Camp is meant to be a fun experience but also a safe, positive, and engaging experience. This will require a balancing act by our staff.

Resiliency will go a long way as we come to work each day, an ideal staff should be able to let the stress fall away and bounce back to a positive attitude. Creating a harmonious unit of campers and enforcing our Camper Code of Conduct will help create the right kind of environment for success.



## **MAKING IT COUNT**

We only have 34 days of camp, make it count!

- Be prepared and present
- Be the thermostat
- Be flexible and adaptable
- Have fun!
- Take care of yourself
- Have a growth mindset

## **STAFF EXPECTATIONS**

The camp staff are the backbone to any camp's success. Setting expectations with your campers from the beginning is important to the success of camp. Just like with your campers, our staff have expectations that we will review during camp training. Some guidelines for a successful camp experience to follow are:

- Create a safe and positive environment.
- Be the example.
- Help everyone feel that they are important.
- Develop a sense for play and acceptable chaos while learning how to gauge safety.
- Learn to be able to judge how a parent may feel.
- Be adaptable and flexible.
- Manage relationships appropriately (staff to staff, staff to camper, camper to camper).
- We're a team - work together and we'll be successful.
- Understanding the job description includes a lot more in the "other duties as needed".
- Know when you are in over your head and take care of yourself.

## **CAMP CULTURE**

The camp culture is an important part of the feeling and community at camp. Camp Rippling Brook strives to provide a safe and positive environment for all that allows exploration, growth, and belonging. To achieve this, and our camper goals, it is important that the staff set an example.

Engagement and participation are key to a safe and fun day at camp. As someone responsible for the safety of campers, remember, engagement and participation are also a great way to get others excited. As staff, you are in control of the environment, so be prepared to also step back if necessary.

## **TAKE CARE OF YOURSELF**

No one can be expected to take care of others if they are not taking care of themselves too. Be sure you are mentally, emotionally, and physically ready each day. If you need a few moments to collect yourself, communicate with your peers and/or supervisor. Working at camp can be tiring, we are a team and are here to support each other but that must start with you taking care of yourself first.

## **SUPPORTING EACH OTHER & STAFF FEEDBACK**

No individual will make camp work; we must work together to be successful. No camp can successfully operate without everyone supporting one another and being a team. We take this one step further at Rippling Brook and say we are all part of the Rippling Brook family. We want everyone to get to know



each person and connect. This connection is vital to feeling like you have a support system. Family is there to support each other no matter what, so is the Rippling Brook family.

We want a community in which constructive feedback is not only allowed but encouraged. Our Rippling Brook family is a democratic one in which we encourage autonomy to be successful. If you have an idea, suggestion, complaint, or feedback of any kind, we want to hear it! We are striving to make the good into better, the better into the best, and we want to improve it all to the best. To get to the best, we need you. Without you and your feedback, we will not know. Take any opportunity you have to share ways we can improve to the best.

## **STAFF ROLES & RESPONSIBILITIES**

Camp Rippling Brook is divided into one-week sessions, Monday through Friday. Some campers will come to camp for multiple weeks, others will only come for one week. However long a camper is at camp, it is important to give a safe and high-quality experience. Understanding your role and responsibilities as Rippling Brook staff will assist in making that possible. All staff are responsible for:

- Providing care for and supervision of all campers.
- Planning, leading, supervising, and implementing or assisting other staff with carrying out activities & camp procedures.
- Serving as a positive and professional role model.
- Ensuring the highest quality of care is provided to campers.
- Working as a team with other staff to create a positive and supportive community.
- Promoting healthy, positive, and inclusive relationships.
- Staying alert to the health and safety of all.
- Supporting the camp leadership staff to ensure a positive experience for families.
- Ensuring all supplies and program needs are ready and addressed for campers.
- Maintaining a safe and clean environment.
- Interacting and participating while engaging with campers throughout their experiences.
- Reporting needs/issues to the appropriate supervisor immediately.
- Completing other duties as necessary for the success of the camp program.

The primary role of all staff is the health, safety, and well-being of all campers. We should strive to always create a safe and nurturing environment. Addressing camper needs as they appear, no matter the role, is the responsibility of all staff.

Please note that while each staff member is hired for a specific position, it may become necessary to ask someone to cover an area not in that original position's job description. If this should happen, remember we are all part of the Rippling Brook family and should be willing to do our best to create a safe, positive, and high-quality experience for all.

## **PERSONNEL POLICIES & PRACTICES**

### **Staff Meetings**

Rippling Brook will have a staff meeting every morning at 8:15 am. This will be to review and prepare for the day ahead. All staff are expected to attend the meeting. Supervision of campers in the Morning Camp extended hours program may be necessary. Any staff not able to attend the meeting due to supervisory responsibilities will be informed of any pertinent information. Morning staff meetings are an opportunity to discuss any concerns or needs.



## **Daily Log**

At the end of each day, staff are expected to complete a daily log before departure. This log should take less than 2 minutes to complete and is an [electronic Google Form](#). The purpose of the log is to help with communication with families in relation to the campers' day, behavior, health, etc.

## **Time Off Requests**

The assumption is that all staff are working the full summer unless otherwise indicated on the [Time Off Request](#) form and approved. Availability indicated on a staff application is not to be assumed as approved. All staff should notify the camp by June 1<sup>st</sup> of any expected time off so proper staffing plans can be arranged. This is a seasonal position and as such, there is no paid vacation or sick leave available.

## **Personal Appearance & Attire**

As a staff member you have accepted the responsibility of being a role model to our campers. Your behavior and appearance play a part in being a role model, please consider how families and campers may react to your appearance.

Staff will be provided with a Rippling Brook shirt to wear on the first day of each week. Otherwise, appearance and attire should be appropriate and functional to work with children.

Please answer these questions as you prepare for each day:

- Is it safe for the activities I'm doing today?
- Will I be able to do everything I need to do today without having my focus taken away by my clothing?

It is perfectly acceptable to bring a change of clothing (i.e. shoes, sandals, bathing suit, etc.) as needed for various portions of the day. For example, if you prefer to wear sandals during the day but are going to be participating in street hockey then please bring sneakers to change into. We have a zero tolerance policy for anything related to drug/alcohol paraphernalia.

Pillars for your appearance and attire to consider:

- Utility
- Safety
- Comfort
- Body Positivity

We ask that any piercings and tattoos be appropriate, tasteful, and discrete. If tattoos are deemed inappropriate, we ask that they are covered. It is also expected that you fully participate in the activities of camp regardless of new tattoos, hair dye, new piercings, etc. Time your style choices appropriately.

This policy is not meant to judge or shame, but to reflect the professional standards that all Rippling Brook staff are held to.

## **Appropriate Behavior/Language**

As we create a safe and positive environment for our campers, families, and staff please consider the appropriateness of the behavior, language, music, pictures, pop culture



references, etc. that are being used in front others. "Camp appropriate" means appropriate to be around young and impressionable children. Think of a grandma policy with this, if your grandma would not want to hear/see it then we should not allow it at camp.

### **Cell Phone**

Personal cell phone use is prohibited during Camp hours unless previously approved by a member of leadership.

Cell phones may be used for:

- Emergencies
- Camp communication
- Programming needs such as playing music

Cell phones may not be used for:

- Texting
- Phone calls
- Social media
- Games
- Photography

### **Personal Items**

Rippling Brook assumes no responsibility for personal items brought to camp. Staff are prohibited from bringing any of the following:

- Firearms, hunting equipment or weapons of any kind
- Explosives or fireworks
- Hunting knives
- Illegal drugs
- Alcohol
- Pets

If you have questions about any items you would like to bring to Camp, please contact a member of the leadership team before bringing it to camp.

### **Social Media**

Camp Rippling Brook manages and maintains its own social media pages. All staff and families are encouraged to like and follow those pages to see photos and content from the day. Camp photos and videos will be taken using camp equipment. No personal phones should be used for photography purposes. No one shall post content of any camper without express permission from Camp Rippling Brook. Staff members are prohibited from exclusive relationships with campers, this includes on all social media platforms.

### **Contact with Campers**

Relationships with campers outside of camp, including the off-season, are prohibited. This includes contact through any social media sites, phone calls, texts, emails, etc. If a camper contacts you in any way that is inappropriate or suggests inappropriate action, tell a director immediately and cease any out of camp contact with the camper.



### **Babysitting/Social Relationships Outside Camp**

Staff are prohibited from having contact with campers outside of camp. We understand that forming connections with families can lead to the request for babysitting and additional services during the year. If this is something of interest, an Unsanctioned Childcare Waiver must be signed in advance of any outside camp services being performed. This form is available upon request and must be completed by both the family and staff member.

### **Alcohol/Substance Use**

Rippling Brook is a substance-free environment, this includes consuming/smoking/vaping or being in possession of alcohol, narcotics, marijuana/cannabis or other controlled substances. Substance use can alter the ability to properly care for campers' health and safety. Use of any substances (unless prescribed by a physician) will not be tolerated at camp by either staff or campers. Failure to abide by this policy constitutes grounds for immediate removal from the program. The use of any substances that occurs before or after camp that impacts the health and safety of those at camp can also be grounds for removal.

### **Vehicles & Transportation of Campers**

Staff are encouraged to arrive at camp in whatever means will allow for an on-time arrival. If you are driving yourself, camp does not assume responsibility for your vehicle while parked at camp. Please park in designated parking spaces only. Use caution while driving on site, observing a 10-15 mph speed limit. All staff authorized to drive camp vehicles are subject to random drug and alcohol testing upon and throughout employment.

Campers are never to be transported in staff vehicles.

### **Parent Communication Log**

A lot happens during the camp day and this can include separate people communicating with families. Please complete a parent communication log to track communication and avoid redundant information being told to families.

### **Confidentiality**

Confidentiality should be maintained for provided information on campers and staff, including information regarding personal identification (address, phone, etc.) and health. Only those deemed appropriate will have access to campers and staff information. Confidential information shall only be shared when deemed appropriate and necessary.

In accordance with Maryland state laws, Rippling Brook staff are considered mandated reporters. Staff are required to report suspected child abuse and/or neglect. In the event of suspected child abuse and/or neglect, it is the responsibility of the staff to address this concern with a supervisor. Reporting does not require proof but should be reported as soon as suspected. More information regarding mandated reporting can be found in the Child Abuse Prevention Plans.

### **Pre-Employment Screening & Documents**

In accordance with Maryland youth camps regulations, all potential employees are to be properly screened before being hired. Screening includes a written application, interview,



State and Federal background checks, Child Protective Services clearances, sex offender registry, an internet search, and reference checks. Failure to complete the pre-employment screening and documents will result in termination of any employment agreements. All employees are also required to attend all scheduled pre-camp staff training. Failure to comply may result in termination of employment.

**Performance Evaluations**

Communication is a vital part of effectively serving our community. There will be at least two formal performance evaluations completed each summer for every staff member. In addition, staff will have opportunities throughout the week to discuss any camp or program issues. Feedback is a two-way communication method that should always be constructive and valued.

**Compensation**

All staff are paid based on the hourly rate in the employment agreement. Each individual is responsible for clocking in and out each day at the assigned time using the timekeeping app. A back up timesheet can be used if having issues with the app. Any additional hours must be pre-approved by a director. Any missed punches should be communicated to ensure proper pay. Staff will be compensated every two weeks. There will be no compensation for hours not worked and there will be no paid time off as employment is seasonal.

All staff are requested to submit direct deposit documentation for payroll. If direct deposit documentation is not submitted a hard check will be issued.

<b>2025 PAY DATES</b>	
<b>Pay Period</b>	<b>Pay Day</b>
June 9 - June 22	June 27
June 23 - July 6	July 11
July 7 - July 20	July 25
July 21 - August 3	August 8
August 4 - August 17	August 22

**Gratuities**

Staff may accept gratuities from families of campers. However, staff may not solicit gratuities of any form from campers and/or families of campers. Solicitation of a gratuity of any type may be reason for termination.

**Employee Conduct**

It is the duty of all Rippling Brook staff to conduct and perform their responsibilities within the conformity of applicable laws and to observe standards of ethical conduct and fair dealing. Failure to maintain proper standards of conduct toward their work, co-workers, campers, and/or campers’ families, are subject to disciplinary action, up to and including termination.

**Harassment**

Rippling Brook is firmly committed to creating and sustaining a safe community in which our staff, campers, and families can explore, grow and belong in an environment free of all forms of harassment.



In order to maintain a harassment free environment, it must be prevented and confronted when it occurs. Forms of harassment include, but are not limited to, sexual, discriminatory, personal, physical, power, psychological, cyberbullying, retaliation, quid pro quo, third-party, and verbal.

Fundamentally, it is inappropriate for any person to commit any form of harassment to another. Rippling Brook will not tolerate any of the above behaviors, nor other objectionable activities that may be deemed harassment. No member of the Rippling Brook community should feel obstructed or impeded by the harassment of another.

Complaints of any form of harassment can be made by anyone within the Rippling Brook community and will be treated with the strictest confidence.

### **Employment At Will**

Staff at Rippling Brook are considered "at will" employees, meaning staff are free to leave Rippling Brook and Rippling Brook reserves the right to terminate employees at any time. Both parties have the right at any time, with or without notice and with or without cause, to terminate employment.

### **Termination of Employment**

As staff of Rippling Brook, it is our responsibility to our campers, families, program, and fellow staff to adhere to the guidelines and conduct as outlined within this handbook and during staff training.

It is our intention to take a constructive approach while evaluating the performance of our staff while also ensuring the safety of our programs and all within our Rippling Brook community. Failure to comply with Rippling Brook's standards and expectations may result in immediate termination of employment. Pay will be compensated based on all non-paid hours worked until termination.

### **Disciplinary Action**

Depending on the severity of misconduct, past record of the employee and the circumstances surrounding the incident, disciplinary action may be necessary. Rippling Brook will follow an escalating form of disciplinary action steps:

1. Verbal warning and correction
2. Written warning to be placed in employment file
3. Termination of employment - must leave immediately

### **Voluntary Separation**

In the event that an employee decides to terminate employment with Rippling Brook before the stated employment agreement term is completed, we request that a written notice be submitted at least two weeks prior to your intended last day. We understand this is not always possible but this extra time will allow for us to properly fill your position.



## **STAFF PACKING LIST**

Below is a helpful list of items to bring/pack every day:

- Staff Shirt - Must wear every Monday
- Packed Lunch - refrigeration available
  - o Can order from a food delivery service (Grubhub, DoorDash, Uber Eats, etc.) but cannot leave the campus
- Water Bottle
- Sunscreen
- Appropriate Clothing to be able to perform all functions of the position safely and efficiently
- Backpack to carry all items
- Pen

## **Optional Items**

- Camp Spirit Items - see our Themed Weeks & Spirit Days (see appendix)
- Snacks
- Towel
- Bathing Suit
- Hat
- Sunglasses
- Change of clothes

All necessary supplies for first aid, programming, administration, etc. will be provided by Camp.

# **OUR CAMPERS**

## **CAMPERS**

One of the greatest parts about camp is the uniqueness of each person. Every person brings their own flavor to camp with such diverse backgrounds, experiences, and knowledge. Some children have never been to camp before, some have been to so many camps they can't even remember them all. Either way, every person should be embraced for their uniqueness and added flavor.

Remember, the motivation for why the camper was registered for camp may vary from family to family. There may be campers that are not interested in being at camp. It is the responsibility of our staff to encourage and connect with each camper so they will get the best from their experience.

Our campers are ages 4-12 with mixed age and gender groups that are assigned as Camp Cup teams on a Monday morning. We will have between 3-5 groups of campers each week, no more than 20 campers per group, depending on the size of the enrollment each week. Campers must always be under the supervision of our staff.

As camp staff, parents are giving you their child to care for in place of them. This relationship is legally called "in loco parentis", translating from Latin to "in place of a parent." The most important factor for a parent when choosing childcare is safety. It is our job to provide that safety.



## **A CAMPER'S FIRST DAY**

Every week at Rippling Brook will bring new campers. As such, staff should take the time throughout the first day of each week to get to know the new campers and to make sure they are welcome.

The first day of camp can be overwhelming. Warmly greet campers as they arrive, no child should feel as though they are lost and wandering. Engage campers yourself or with others that have already arrived. As additional campers arrive, continue to integrate them into the group and get them involved. This is a time to be especially considerate of our camper's feelings.

## **GUIDELINES FOR WORKING WITH CHILDREN**

Establishing a rapport and expectations with campers is essential to having a successful experience. Learn names, establish ground rules, introduce and re-introduce our Code of Conduct. For our camp environment to be warm, welcoming and safe for all, it is essential to behave in accordance with our expectations.

The following are guidelines to working with children at Camp Rippling Brook:

- Always arrive on time and be prepared for your day.
- Stay positive. Keep an open mind.
- Always be careful what you say - there are always little ears listening.
- Be ready for anything - be flexible, adaptable, and creative.
- Engage. Be present.
- Take care of yourself.
- Allow others to express themselves.
- Always be on the lookout for potential danger.
- Avoid playing favorites with campers.
- Be prepared to help others grow and succeed. Encourage campers to think through problems.
- Understand that every child is an individual. Don't hold campers to a uniform standard of performance.
- Be enthusiastic, playful, and patient.
- Give a base of positive experiences to gain a child's trust, confidence, and cooperation.
- Children move at a slower pace than adults. Allow time so campers do not feel hurried.
- Support. Encourage discovery and challenge.
- Remember our Rule of Three to protect you and our campers.
- Communicate concerns immediately to a supervisor.

## **SUPERVISION**

All Senior Counselors at Camp Rippling Brook are at least 18 years old or are 17 years old and have graduated high school and can act as an adult in accordance with the State of Maryland Youth Camp licensing regulations (COMAR 10.16.06.54). All Junior Counselors at Camp Rippling Brook are at least 16 years old or are 15 years old and have completed 10<sup>th</sup> grade of high school. The ratios below should be maintained based on the youngest camper within the group. An "Adult" is anyone 18 years old or older or an individual 17 years old who has graduated from high school. An "Assistant Counselor" is an individual who is 16 years old or older or an individual who has successfully completed 10<sup>th</sup> grade.



Number of Campers in Group	Required Number of Adults and Assistant Counselors	
	Adult(s)	Assistant Counselor(s) or Adult(s)
3 ½ to 5 years old		
1 to 8	1	0
9 to 16	1	1
17 to 24	1	2
6 to 10 years old		
1 to 15	1	0
16 to 30	1	2
	OR	
	2	0
11 years old or older		
1 to 15	1	0
16 to 30	1	2
	OR	
	2	0
31 to 40	2	2
	OR	
	3	0

**Policies to Protect Everyone**

Rippling Brook takes the safety and responsibility of all in our community seriously, especially the campers entrusted with our care. Several policies have been put in place to help protect everyone (see Child Abuse Prevention Plans for more details). Most importantly, a child should never be left unsupervised.

**Camper to Staff Interactions: Rule of Three**

To minimize the potential of any staff member being in a one-on-one situation with a camper when out of sight of others, interactions should follow the Rule of Three at all times. This means there should always be at least three people together:

- At least 1 Staff + 2 Campers
- At least 2 Staff + 1 Camper

**Bathroom Policies**

The first rule of working with children is to provide supervision at all times, this may seem tricky with bathrooms but the following procedures will allow for proper supervision:

- Check the Bathrooms - A staff member should check that the bathrooms are clear before use. If someone not a part of your group tries to use the bathroom, explain the situation and ask them to wait until the group is finished before entering.
- "Line of Sight" or "Line of Sound" Supervision - A staff member should have campers always within sight if not in a stall/private bathroom or within hearing distance if privacy is being given to an individual.
- Straddle the Doorway/Open Door - A staff member should directly supervise campers from the bathroom doorway - one foot in, one foot out - to keep the door



open and maintain supervision of campers both in and out of the bathroom. This method allows for privacy needed in a bathroom yet also allows supervision. If all members are inside the bathroom then the door should be left open.

- Staff Choose Bathroom Groups - relationships and interactions between campers should be considered to maintain a safe environment that does not allow for peer-to-peer abuse.
- Number of Stalls = Number of Children - the number of stalls/fixtures should be the same as the number of campers allowed
- One at a time - can allow for more privacy but the staff should supervise the remaining campers outside the bathroom. This method will take longer.

Bathrooms are historically when the most peer-on-peer abuse occurs.<sup>1</sup>

### **Visitor Policies**

Individuals from outside the camp should always be accompanied by a staff member or not on property. Anyone not accompanied by a staff member or not a part of the camp staff should be addressed from a safe distance. At that point, they should either be escorted to their vehicle and/or off property if there is no reason to be on site or brought to the office. A visitor may be passed from one staff member to another if need be but should never be left alone.

There may be employees of Mater Amoris Montessori School on the premises throughout the summer. Any person not a part of camp should be addressed.

### **Facilities**

The environment plays a part in an abuser feeling safe to act in an abusive manner. All staff are responsible for addressing any facility needs to help maintain a safe environment. Any concerns can be addressed through a [Maintenance & Facilities Request](#).

- Open Door Policy - To protect all involved, there should always be an open door and/or at least the Rule of Three followed when in enclosed spaces.
- Isolated Areas Off Limits - All isolated areas should be closed off, locked, and secured to prevent access.
- Adequate Lighting - All areas should provide enough light to be able to see all actions as they occur.
- Separation from Other Programs - In cases where the facility may be shared, the camp and other programs should stay separated unless instructed by the Camp Leadership.
- We are patrons of this space for the summer. It is our goal to respect our environment and location by leaving these areas BETTER than how we find them. Cleaning up after ourselves is a continuous, daily rhythm.

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<sup>1</sup> The Redwoods Group, How Safe Are Your Bathrooms?, <https://redwoodsgroup.com/resources/how-safe-are-your-bathrooms/>



## **CAMPER CODE OF CONDUCT**

At Camp Rippling Brook we expect our campers to maintain a level of conduct that ensures a safe and healthy environment for all. We ask that our staff are as PROACTIVE as possible with our campers conduct, if you see something, say something!

### **Our Mission, Vision & Goals**

Camp Rippling Brook strives to provide a fun, safe environment that develops future leaders through building confidence and character. We strive to show respect for all, teach responsibility, and keep safety as a priority. The camp environment offers the unique opportunity to try new things, create new memories, and develop as individuals all while being a part of the Rippling Brook family.

With our pillars of exploration, belonging and growth, our vision is for a better tomorrow where the youth of today develop into caring and compassionate leaders. Camp Rippling Brook provides a place for all. We are made up of people from every walk of life that come together to create an environment where everyone can belong. We are a community that works together to ensure that everyone has a safe place to be treated with respect and dignity.

Our Camper Code of Conduct will allow everyone to achieve our camper goals of:

1. Build a community
2. Create memories
3. Try new things
4. Have fun!

### **Expectations**

For everyone to have the best camp experience and meet our goals, we expect all campers to be:

- Honest
- Positive
- Open-Minded
- Responsible
- Respectful
- Kind

### **Tolerance Policy**

Camp Rippling Brook will not tolerate behavior that does not meet our expectations. Behavior that does not meet our expectations may include, but are not limited to, inappropriate language, fighting, bullying, bringing weapons to camp, and similar grievous acts. We hope to never have to, but in some cases, we may have to temporarily or permanently remove a camper that does not meet our expectations. We will treat each situation on a case-by-case basis while understanding that each child and incident is unique. In cases where removal from camp is necessary, a refund will not be provided. The safety of all is of utmost importance and will be treated as such when it comes to allowing a camper to remain in our program.



## **Bullying**

StopBullying.gov defines bullying as “unwanted, aggressive behavior...that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.”

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people wants power over another and uses their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace using social media, e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to people being hurt during or between the camp seasons and can be especially hurtful when persons are targeted with meanness and exclusion.

Rippling Brook staff are committed to providing a safe, engaging, and educational environment for their camp community. Respect for others and their possessions is an essential element of a healthy camp environment. Bullying is not tolerated in our camp community. When warranted, such behavior will result in the expulsion from camp.

There is a difference between bullying and teasing. Teasing is a normal part of childhood social development. It is the responsibility of the adults in the community to identify and distinguish teasing from bullying.

Bullying comprises the following:

- A desire to hurt
- Hurtful action
- Power imbalance
- Repetition of teasing (being told what is right and wrong and not changing the behavior)
- Unjust use of power
- Evident enjoyment by the aggressor
- The victim has a sense of being oppressed

Rippling Brook provides an anti-bullying environment in which campers are able and encouraged to:

- Develop a strong sense of self
- Be a friend to others & have friends
- Succeed in a group setting
- Be authentically themselves

In ensuring a safe and healthy environment, we are committed to:

- Providing attentive and adequate adult supervision
- Training staff to respond to taunting and bullying behaviors in a sensitive and consistent manner
- Establish clear camp-wide and group rules about behavior
- Gather information about bullying directly from campers



**GUIDELINES FOR INTERACTING WITH PARENTS**

Our interactions with parents can be very limited but we can certainly make the most by connecting with each as much as possible. Here are some guidelines to helping create our camp community with parents:

- Identify yourself. Know who they are and be able to talk about their child(ren).
- Remember that a parent is the person that determines where to send their child to camp. Our job is to create a safe and fun program for their camper.
- Be friendly and welcoming - understand that we may need to meet parents “where they are” even if your friendly tone is not reciprocated.
- Refrain from judgment.
- Be transparent and open but also be a good listener.
- It’s ok to say: “I don’t know.” Redirect them to someone that does know or ensure you will find out. Never make something up.
- Direct inquires about other campers to the leadership staff.
- All written communication with parents should come from leadership staff or have pre-approval.

**OUR CAMP PROGRAM**

**WEEKLY SCHEDULE**

Sample Schedule Monday through Thursday (subject to change)

Time	Monday - Thursday	Friday
7:30 am - 8:30 am	Morning Camp	Morning Camp
8:30 am - 9:00 am	Drop Off	Drop Off
9:00 am - 9:20 am	Morning Show	Morning Show
9:30 am - 10:15 am	Activity Period 1	Activity Period 1
10:30 am - 11:15 am	Activity Period 2	Activity Period 2
11:30 am - 12:15 pm	Activity Period 3	Activity Period 3
12:30 pm - 1:00 pm	Lunch	Lunch
1:15 pm - 2:00 pm	Team Time (Recharge for Little Campers)	R&R (Recreation & Relaxation) (Recharge for Little Campers)
2:15 pm - 3:00 pm	R&R (Recreation & Relaxation)	Special Event
3:15 pm - 3:45 pm	All Group/Camp Activity	Special Event
3:45 pm - 4:00 pm	Popsicles	Popsicles
4:00 pm - 4:30 pm	Pick Up	Closing Show* & Pick Up <small>*Families welcome to our Closing Show</small>
4:30 pm - 6:00 pm	Afternoon Camp	Afternoon Camp

**DROP OFF**

Campers may be dropped off between 8:30 am - 9:00 am. Campers that are registered for Morning Camp (extended hours) may be dropped off as early as 7:30 am.



Coming from Route 108, families should enter using the first entrance on Mink Hollow Road. Families have two options for drop off:

- Curbside: From two lanes, following the arrows towards the drop off area without parking, just pull up to our greeting area, check in, and drop off.
- Park & Walk: Park in a designated parking spot and walk to the greeting area to check in.

Staff will first confirm registration and that we have all the necessary documentation. If additional items are needed, staff may ask families to park.

Families should exit using the north exit, closet to the Cottage, to either turn left or right onto Mink Hollow Road. Turning left is permitted from either lane.

Staff will be assigned to different areas to assist with drop off and welcoming campers. See appendix for "Drop Off & Pick Up - Staff Roles & Responsibilities" and "Drop Off & Pick Up - Staff Roles & Responsibilities Map".

### **Late Drop Off**

Families are asked to notify camp via text, phone or email in advance of a late drop off. If a camper arrives late, a staff member should collect their lunch for refrigeration and ensure they have all belongings they need for the day. The late arriving camper should be integrated into the day based on the schedule when they arrive.

### **CENTRAL ACTIVITIES**

These are activities that all campers will participate in throughout the week. Some occur daily, while others happen once a week, depending on the activity.

- **Morning Show:** Every day kicks off with an energizing welcome, including songs, announcements, and our Camp Challenges -- Minute to Win It style games where campers can earn points towards the Camp Cup.
- **Lunch:** Lunches should be brought to camp every day for campers. Refrigeration is available before lunch. Microwaving food is not available for campers. A morning and afternoon snack can also be included but should be separate from the lunchbox. Just a reminder, we are an allergy-aware camp but are NOT nut free.
- **Team Time:** During Team Time, we focus on teamwork and cooperative activities that earn points towards the Camp Cup.
- **R&R (Recreation & Relaxation):** Our camp take on recess includes activities like our slip n slide, target sports (archery and axe throwing), sports, friendship bracelets, hammocks, games, and more.
- **All Group Activity:** Our themed weeks and spirit days (see appendix) come to life during this time with activities like Duck-lympics, a color run on Crayola Day, or Gold Rush during Fun-tier Week.
- **Special Events:** Each Friday we have a culminating special event that closes out the week based on our themed weeks and spirit days calendar.
- **Closing Show:** Everyone is invited to our weekly Closing Show at 4:00 pm on Fridays. We'll share camp highlights with a camp song, camper awards, the Camp Cup presentation, and our new Beads of Recognition.



**CORE ACTIVITIES**

These are camper choice activities that take place during our morning Activity Periods. Campers will choose between two activities for each period. Depending on the activities, they may be broken down by age group.

We have three Core Activity areas - Locomotion (LM), Outdoor Adventure (OA), and Creative Arts (CA). Here’s a sample of choices for each activity period. For example, on Monday during Activity Period 1, campers can choose between LM 1 and OA 1 (e.g., gaga or archery). During Activity Period 2, choices might be shelter building in the woods (OA 2) or making dream catchers (CA 1). Activity Period 3 options could be a fun camp game (LM 2) or skit writing and performing (CA 2).

- o **Locomotion:** Sports, Cooperative Games, Dance/Zumba
- o **Outdoor Adventure:** Archery, STEM, Teambuilding, Survival Skills, Nature
- o **Creative Arts:** Arts & Crafts, Creative Writing, Music, Drama, Upcycling

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Activity Period 1	LM 1 OA 1	OA 1 CA 1	LM 1 OA 1	OA 1 CA 1	CA 1 OA 1
Activity Period 2	OA 2 CA 1	LM 1 CA 2	OA 2 CA 1	LM 1 CA 2	OA 2 LM 1
Activity Period 3	LM 2 CA 2	OA 2 LM 2	LM 2 CA 2	OA 2 LM 2	CA 2 LM 2

**Activity Choice & Camper Tracking**

During our Activity Periods in the morning, our campers will choose their own activity. For tracking and attendance purposes, each camper will design a tree cookie on Monday morning with their name on it. This tree cookie will then be placed on our activity board to indicate which activity was their choice. The boards have a chalkboard portion to write the activity. If a camper moves from one activity to another, they should also move their tree cookie. This will be used at the beginning of each Activity Period. We will use our Camp Triangle to indicate the time to select their activity and move.

**CAMP CUP & CLOSING SHOW**

Throughout the week, campers earn points to win the Camp Cup. Our Camp Cup judges will be tracking and adding up points to update on the Camp Cup scoreboard during our Morning Show. Campers can earn points for their group by showing camp spirit, earning Beads of Recognition, earning camper awards, and keeping camp beautiful. The winner will be announced during our Closing Show on Friday afternoon.

Every Friday we will wrap up the week with our Closing Show. FAMILIES ARE WELCOME and encouraged to attend. The Closing Show will recognize campers that have earned awards throughout the week, share our Beads of Recognition program, give a glimpse into the Camp Rippling Brook spirit, and award the Camp Cup.

Campers may be picked up right after the Closing Show but campers must be properly checked out before leaving. Lost & Found and medication pick up will be available right after the Closing Show.



## **BEADS OF RECOGNITION**

### **Concept**

Each week every camper receives a pipe cleaner for their “Beads of Recognition” bracelet. As they earn beads, the represented color is added to their pipe cleaner. Beads of Recognition bracelets go home on Friday with their activity board tree cookie.

### **Set Up**

Each week of camp will be represented by a specific color. At the beginning of the week, each camper will have their name taped on a pipe cleaner. Pipe cleaners will be hung on clothes hanger/stick/rope/etc. throughout the week and be divided by team. The pipe cleaners will go home at the end of the week.

- Week 1: Orange
- Week 2: Yellow
- Week 3: Purple
- Week 4: Green
- Week 5: Blue
- Week 6: Red
- Week 7: Pink

### **How to Earn Beads**

- Campers can earn beads when they do an act that is represented below. The bead can either be rewarded as the act happens or act the Morning Show the next day.

### **Bead Colors**

- |                                 |   |
|---------------------------------|---|
| - Honesty: LIGHT BLUE           | - Spirit: LIGHT PINK                    |
| - Positive: YELLOW              | - Random Acts of Kindness (RAKs): BLACK |
| - Open-minded: PINK             | - Keeping Camp Beautiful: LIME GREEN    |
| - Respectful: PURPLE            | - First Time Camper: BLUE               |
| - Responsible: WHITE            | - Returning Camper: GREEN               |
| - Kind: ORANGE                  | - Camp Cup Winner: GOLD                 |
| - Heart (gave it your all): RED | - Camper Award Winner: NAVY             |

## **PICK UP**

Campers may be picked up between 4:00 pm - 4:30 pm. Campers that are registered for Afternoon Camp (extended hours) may be picked up as late as 6:00 pm.

Same as during Drop Off, families coming from Route 108, should enter using the first entrance on Mink Hollow Road. Families have two options for pick up, either way, the person picking up should be prepared to show ID to confirm pick up authorization:

- Curbside: From two lanes, following the arrows towards the pick up area without parking, just pull up to our greeting area, let the greeters know who is being picked up, confirm that person is authorized to pick up and then camper will be brought to the car.
- Park & Walk: Park in a designated parking spot and walk to the greeting area to out. The Check Out person will confirm that person is authorized to pick up and then the camper will be brought to that person to be walked to the car.



Families should exit using the north exit, closet to the Cottage, to either turn left or right onto Mink Hollow Road. Turning left is permitted from either lane.

Staff will be assigned to different areas to assist with drop off. See appendix for "Drop Off & Pick Up - Staff Roles & Responsibilities" and "Drop Off & Pick Up - Staff Roles & Responsibilities Map".

Staff should confirm the person picking up is authorized to pick up by checking ID and comparing it to the "Authorized to Pick Up" list. Families can make changes and add additional people as necessary. If someone is not on the "Authorized to Pick Up" list, the camper cannot be released until permission has been obtained by the parent/guardian.

Staff may be assigned to different areas to assist with pick up and clean up at the end of the day.

### **Camper Pick Up Hotline**

Families picking up outside normal pick up hours can send a text to 301-852-0909 at least 10 minutes prior to their arrival to make sure their camper is ready when the family comes.

### **Early Pick Up**

Families are requested to let camp know in advance of any campers getting picked up early. Leadership staff will communicate any early pick up times and will coordinate pick up. Please ensure campers are ready with their belongings at the requested time.

## **EXTENDED HOURS**

Campers registered for Morning Camp may be dropped off as early as 7:30 am. Campers registered in Afternoon Camp may be picked up as late as 6:00 pm. This extra time should be filled with activities that are supervised by staff. Procedures for drop off and pick up are same as normal drop off and pick up procedures.

Clubs and activities will be available for campers that attend extended hours. Sample activities may include backyard games, arts & crafts, archery, and more.

Families registered for Afternoon Camp should pack an extra snack.

Drop in Morning Camp and Afternoon Camp is available but must be registered for in advance.

## **WHAT TO BRING**

Camp is an active environment with lots of activity throughout the day. Campers should bring everything with them in a backpack to be carried. Items that campers should bring daily include a water bottle, lunch, snacks, bathing suits, towel, water shoes, sunscreen. Optional items are a hat, sunglasses, raincoat, bug spray, jacket. All items are requested to be labeled. Any items that are not for program or health/safety purposes should be left at home.

## **ELECTRONICS POLICY**

To build a community we ask that all campers and staff are present throughout the day without distractions. For the safety of everyone, we ask that campers leave electronics at home. We understand that phones may be needed before drop off or after pick up; if this is the case electronics may be stored in the camp office.



## **LOST & FOUND**

Our goal is to minimize the amount of lost & found at camp each day. If you see something that looks lost, say something. Be sure to check no items remain in an area as you leave. We request families label all items. Any items with a name should be given to the camper or a staff member to pass on to the camper. Any unclaimed items should be taken to the lost & found area.

Lost & Found should be available for families to check throughout the week. Any items remaining unclaimed a week after the last camp session will be donated. If a family asks about a specific item please do your best to return the item. If you cannot find the item, let a leadership staff know so they can communicate with the family.

## **PLAYGROUND SAFETY**

Staff shall position themselves so that all children are in view, never with a back to the children. We should always check for hazards and either correct or avoid and report.

# **HEALTH & SAFETY**

## **ATTENDANCE & FACE COUNTS**

The most important aspect of safety is always being aware of who and where your campers are. This means knowing which campers are with you, which are absent, who is picked up early or dropped off late, and who moves to a different activity. We utilize walkie talkies amongst all staff to help with this communication. Our activity tracking boards should also be used to keep track of where campers are during choice activities. A camper will place their tree cookie name tag on a holder for their chosen activity. If the camper moves to a different activity, the tree cookie name tag should also move.

It is important to not only do head counts to ensure you have the correct number of campers but to do face counts. The famous scene in Home Alone where the correct number of children are counted but it is actually a neighbor, not Kevin, is a perfect example of why counting faces, i.e. the correct people, make a huge difference.

## **WATER, SUNSCREEN & BUG SPRAY**

There are several maintenance types of activities that must occur multiple times throughout the day for the health and safety of everyone at camp.

Hydrate! Hydrate! Hydrate! Camp will provide water coolers for water bottles to be refilled throughout the day. It is the responsibility of staff to ensure these water coolers are filled. We should always encourage everyone to carry their water with them throughout the day. Reminders to refill water should be done throughout the day. A good time to refill water is when we are reapplying sunscreen.

We should be applying and reapplying sunscreen throughout the day. The first reminder of the day should come between drop off and the first activity period. We should have other times to reapply during the transition from second to third activity periods, after lunch, after R&R, and again after popsicles. We can always reapply more if necessary.



Bug spray is an optional item for everyone and should be encouraged. Application and reapplication can happen at the same time as water & sunscreen.

### **INCLEMENT WEATHER**

Unfortunately, we haven't invented a way to control the weather yet. Otherwise, every day at camp would be sunny, 80's and low humidity. Fortunately, we are prepared to adapt and be flexible for inclement weather. In general, if we can safely run activities then we will. Depending on the weather, modifications to the day may be made. Communication and preparation will occur as far in advance as possible through monitoring of the weather.

In cases of unexpected inclement weather, staff should direct all campers into the designated classroom spaces as quickly as possible. Upon arrival, attendance should be taken, adjusted activities will then take place.

In cases of expected inclement weather, such as extreme heat, plans and modifications will be made to safely continue activities, either inside or outside. If continuing outside activities, then adjustments to how active or the amount of active time may be made. We will encourage more water activities and hydrating during extreme heat.

Additional inclement weather situations may be encountered during the summer but are more unlikely. The Emergency Procedures Plans should be reviewed for additional situations.

### **BEHAVIOR LOG**

All cases of campers having a behavioral incident should be documented using the [electronic Behavior Log Google Form](#). We document any behavioral incidents for our records in case the behavior becomes a pattern. With the proper documentation we can take the next steps to remedy the situation. The behavior log will include the camper involved in the incident, date & time of the incident, location, what happened, what action was taken, and the name of the staff member completing the behavior log. The staff member directly involved with the incident should complete the log.

### **ENVIRONMENTAL CARE**

We have formed a great partnership with Mater Amoris Montessori School, as such we would like to continue the positive relationship by respecting the environment.

Any spaces used must be covered before use and/or cleaned afterwards. Pick up and remove any trash, whether it was from camp or not.

If any equipment or facilities need attention, complete a [Maintenance & Facilities Request](#).

It takes everyone to keep camp clean. If you see something needs to be cleaned up, even if you were not responsible for it, please take care of it. Campers may also receive points for the Camp Cup for keeping camp beautiful.

### **MAINTENANCE & FACILITIES REQUEST**

If you notice something is broken, needs attention, or is having an issue, please complete a [Maintenance & Facilities Request](#). This report will be reviewed by leadership and passed along to the appropriate person. Maintenance & Facilities Requests will ask for the name of the staff completing the form, the request, the date needed by, and if the need poses a risk to safety.



## **REPORTING INCIDENTS**

### **INCIDENT REPORTS**

Incidents are defined as any major accident, illness, inappropriate behavior, or unusual event that occurs on the camp property during camp program time.

An incident report must be completed for any camper, staff, or vehicular related incident and must be turned in within 24 hours after the incident occurred. Failure to submit a written incident report may result in disciplinary action. This is a legal document that may need to be filed with insurance. You should report the facts and only facts - no opinion or diagnosis. Please print legibly.

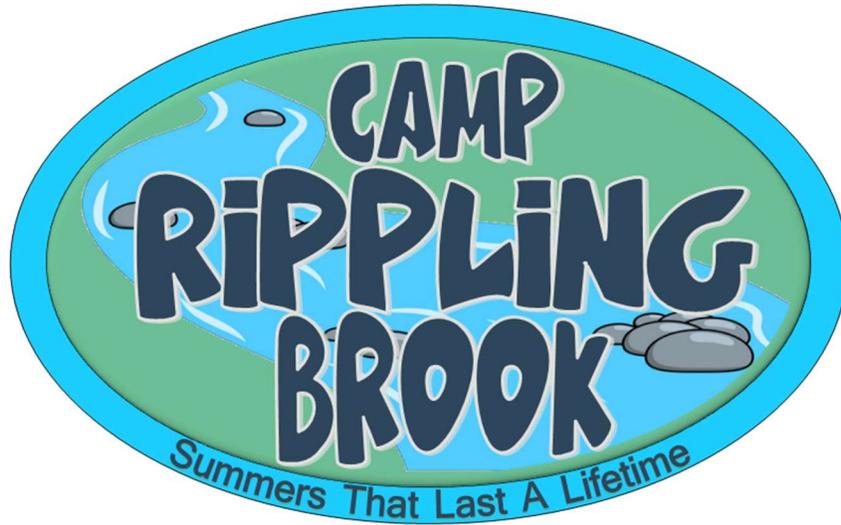
The procedure for completing an incident report is as follows:

- Completely fill out the incident report form. Do not leave any blanks. Do not submit partially completed forms.
- The most senior staff at the scene of the incident is responsible for completing the incident report form.
- The completed form will be submitted for review and filed with insurance.

Incidents that occur with a staff member must be recorded to follow up with a Worker's Compensation claim, if necessary.

## **APPENDIX**

- Health Care Policies & Procedures
- Emergency Procedures
- Child Abuse Prevention Plan
- Child Abuse Prevention Code of Conduct
- Emergency Phone Numbers
- Camp Map
- Drop Off & Pick Up Map (Family Version)
- Drop Off & Pick Up - Staff Roles & Responsibilities
- Drop Off & Pick Up - Staff Roles Map
- Incident Report
- 2025 Spirit Days & Themed Weeks Camp Calendar
- Staff Forms QR Code Cheat Sheet
  - o 2025 Camp Activities Schedule
  - o Camp Programming Ideas
  - o Daily Log
  - o Behavior Log
  - o Parent Communication Log
  - o Facilities & Maintenance Request
  - o Time Off Request



# **RIPPLING BROOK**

## **Health Center**

### **Summer Camp Policies & Procedures**

Reviewed & Updated: April 2025

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## **Introduction**

Camp families trust Rippling Brook to create and maintain a safe environment for campers, staff, and any other members of the community while on site. Creating a safe environment encompasses the health and general welfare of all. Most camp staff have the responsibility of directly supervising campers, but all staff are expected to exercise good judgement while providing care for others. It is the responsibility of the Leadership team and staff to establish health care policies and procedures related to the safety and well-being of everyone at Rippling Brook. These policies and procedures serve to inform staff and volunteers of the actions to follow to ensure the health and safety of all.

A copy of the health care policies and procedures are available in the health center and camp office (original copy) for all staff and volunteers. Staff and volunteers are also provided with health care policies and procedures during onboarding.

## **Review of Health Care Policies and Procedures**

As part of our licensing regulations, our health policies and procedures are reviewed annually by our Health Supervisor. In the State of Maryland, a Health Supervisor is defined as a physician, certified nurse practitioner or registered nurse who provides health services for camp.

## **Staff Training**

All staff will receive in-person training on the health care policies and procedures during pre-camp staff training. The pre-camp staff training occurs during the "staff training week" and takes place no more than 30 days prior to the start of camp, typically the week before the first week of camp. Necessary documentation and procedures will be reviewed in detail with a roster for each person that receives training. This training will allow staff and volunteers to learn and be able to follow the health care policies and procedures during summer camp.

In accordance with the State of Maryland Code of Maryland Regulations (COMAR), Rippling Brook will have a Health Supervisor that is either physician, certified nurse practitioner or registered nurse who provides health services for camp. This person will either be available in person or consult via phone/video conferencing during camp hours.

Camp Leadership staff will also receive additional training such as CPR/First Aid and Medication Administration Training. At least two (2) additional staff will also be trained in CPR/First Aid.

## **Camper Health Information**

Camper health information is submitted by the camper's family after registration. It is requested that all camper information is submitted at least two weeks prior to the start of his/her first week of camp. The Camp Director, and when necessary, leadership staff, will review all camper registrations to determine if there are any physical, behavioral, or mental health concerns identified. Camp leadership will have access to camper information to review, as well as camp staff as relevant and necessary.

When there is camper information that needs to be shared with staff, the relevant staff and counselors will be given a weekly list of health information. This list will include any medical concerns (medications, allergies, etc.) as well as physical, behavioral, and/or mental health concerns. This information is confidential and not to be shared with anyone else not deemed relevant to the health and safety of the camper.

## **Campers with Special Needs**

Health and safety are our number one priority for all our campers and staff, and we strive to provide a positive experience for everyone. However, we do not specialize in serving children with special needs. If a family has any concerns regarding special needs, including significant physical, mental, emotional, social, and/or behavioral concerns, we request that they contact Camp to discuss those needs further. Our goal is to always be as prepared as possible for each camper's arrival, knowing about any potential challenges in advance prepares Camp to better support our families, campers, and staff. After discussions with families, it may be decided by camp that one-on-one support may be needed, and camper may ask the family to contribute towards the additional cost for that support staff.

## **Staff Health Information**

As part of the onboarding and hiring information that needs to be completed by staff, everyone is to provide health information prior to starting work. This information will include emergency contact information as well as any medical concerns (medications, allergies, etc.) as well as physical, behavioral, and/or mental health concerns. This information is to be updated annually to maintain up-to-date records for each staff member.

## **Confidential Health Information**

All health information related to campers, staff and volunteers is confidential and should be treated as such. Information will be submitted electronically through the parent portal or through the staff portal. Volunteers over the age of 18 will complete the same information as staff through the staff portal, minors will complete the same information as campers. Only the Camp Director and leadership will have access to the portal. Any information that is deemed necessary for the health and safety of campers and staff will be shared in a confidential manner with those related to that care.

Treatment and/or care of campers, staff and volunteers with an identified medical concern will be determined based on each situation and with the guidance of qualified personnel.

## **Creating a Plan of Action Related to Health Concerns**

Initial review of camper, staff, and volunteer health information will be performed by the Camp Director and leadership staff. When a health concern is identified the Camp Director will contact the Health Supervisor to create a plan of action to deal with the day-to-day needs and medical emergencies as it relates to those concerns.

## **Retaining Forms & Information**

All camp families will complete health information prior to attending camp. We will not accept a camper that does not have completed information. Any incidents, accidents, injuries, illnesses, etc. that occur while at camp will be recorded in a health log, and when necessary, have a corresponding incident report. All health information will be retained for at least three (3) years in accordance with Maryland COMAR regulations.

Health forms to be retained for at least 3 years include (see appendix for samples):

- Incident Report Forms
- Health Logs
- Camper and Staff Health History Information
- Medication Administration Authorization Form
- Medication Administration Form
- Medication Final Disposition Form

## **Identifying & Notifying of Health Concerns**

All staff and volunteers are responsible for visually observing and checking in with campers during drop off and throughout the day for any easily discernable signs of injury and/or illness.

The expectation is that any person at Camp is to be in good health. Anyone with indications of illness, such as vomiting, diarrhea, fever, etc. should not be at camp. If any of these indications of illness come up throughout the day, a staff member will bring a camper to the health center for care, and potentially early pick up. Parents will be notified immediately when they have an ill camper.

Any persons with the following should NOT be permitted to attend camp:

- Fever of 100°F+ degrees
- Vomiting
- Yellow or green nasal discharge
- Any contagious disease (chickenpox, ringworm, lice, scabies, conjunctivitis, impetigo, etc.)
- Unexplained rash
- Any symptoms requiring one-one-one care or causing severe discomfort without medication
- Any communicable diseases as indicated by guidelines from the State and County

Anyone with signs of an injury is to be provided health care or documented that health care was declined if over the age of 18. Injuries can be treated within the scope of care allowed by camp staff and must be documented no matter where treatment is provided.

All injuries and illnesses observed at camp are to be documented in the health log. Notifying the camper's parent/guardian of any health concerns/problems and how it was treated is the responsibility of the health center and/or camp leadership staff. Communication with the camper's family will happen immediately or at/before pick up depending on the severity of the injury or illness. This communication will be documented in the [Parent Communication Log](#) (see appendix) via a Google Form to be completed online.

See appendix - [Health Center Flow Chart - What To Do](#) for more detail regarding treatment of campers, staff and volunteers.

## **Reporting To MDH and Health Supervisor**

Camp will report to the Maryland Department of Health and its Health Supervisor in accordance with [Required Health Reports, COMAR 10.16.07.06](#).

## **Health Center Area**

Camp's designated Health Center shares the space with the Camp Office. This area allows privacy, protection from the elements, quiet and continual supervision for campers allowing them to receive rest and/or care. This space will be able to provide temporary isolation and treatment while also safeguarding the general population of camp from any possible communicable diseases. Air conditioning will be available. The health center will be stocked with first aid supplies as indicated in the [Health Care Supplies](#) section. Toilet facilities and handwashing stations are located in the hallway. Hand sanitizer is provided in the treatment area as well. The Health Center is to be treated as an outpatient area with timely treatment and no one staying for more than a half hour without further steps being taken.

## **When to Bring Someone to the Health Center**

While we always do our best to provide a safe and healthy environment, sometimes injuries and illnesses happen. These circumstances should always be taken seriously as camper and staff care is a

top priority. It is the responsibility of all staff to provide care when needed or bring someone to the Health Center. The following is a list of examples of when to bring someone to the Health Center:

- Bleeding that cannot be controlled by a band-aid
- Swelling at places other than a bite site
- Vomiting or feeling as though they will again
- Looking sick - pale, flushed, fatigued, lethargic
- Injury to an eye or ear
- Complaints of feeling ill as result of a chronic health concern
- Signs of dehydration or heat-related illnesses
- Rashes that are spreading or getting worse
- Consistent complaints about the same issue over an extended amount of time

If there is ever any doubt as to the health and safety of a camper or staff, do not hesitate in bringing them to the Health Center. Is it always safer to assume the worst and check it out than to ignore a concern.

### **Supervision While Being Treated**

While campers, staff and volunteers are being treated, either in the Health Center or in the care of camp, there will always be at least one supervising staff and the Rule of Three will always be maintained so no camper is ever alone with an adult. The camper will remain under the supervision of the camp staff until properly checked out by a family member. If a camper, staff, or volunteer requires outside care, either by ambulance or to urgent care, Camp staff will stay with the camper until properly released to a family member.

### **Communicable Diseases and Prevention**

Campers and staff should do their best to follow procedures to prevent/reduce the spread of communicable diseases through teaching proper handwashing techniques, using appropriate personal protective equipment (PPE), employing personal hygiene procedures, and using our exposure control plan.

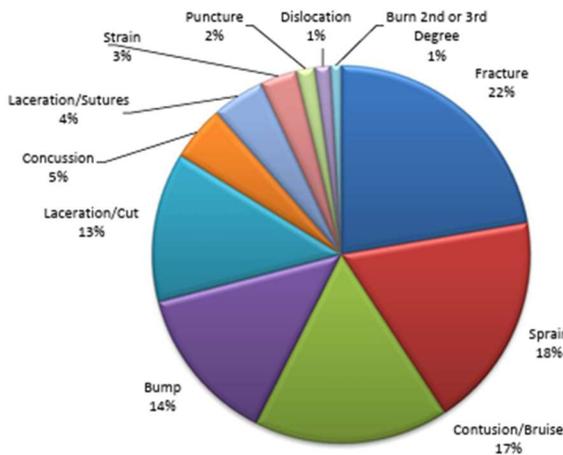
If a communicable disease is suspected, the Camp Director and/or camp leadership will contact families or speak directly with staff. Depending on the advice from the Health Supervisor and requirements by the Maryland Department of Health, further action will be determined.

Staff will be required to wash their hands before handling any food, drinks, or treating for first aid. PPE is required when treating anyone with first aid.

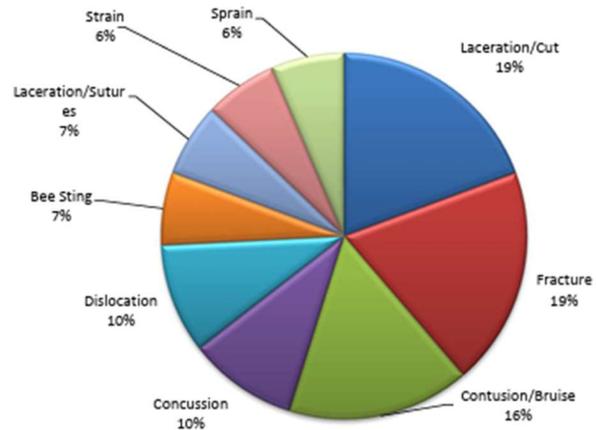
### **Injuries at Camp**

According to our insurance agency, AMSkier, data from the 2021 Camp Season incident reports filed with the company showed the following results for most common incidents at camp broken down by staff and campers.

**MOST COMMON CAMPER INCIDENTS AT CAMP**



**MOST COMMON STAFF INCIDENTS AT CAMP**



Any injury or illness that requires resuscitation, admission to a hospital or results in death is reported by the Camp Director and then the following steps are to be taken:

- Immediately reported to the health supervisor and, in the case of a minor, to parent/guardian
- Verbally reported to the Maryland Department of Health within 24 hours
- Submitted via a Youth Camp Incident Report Form to the Maryland Department of Health within 1 week

An injury that is treated at an off-site medical facility and results in a positive diagnosis through clinical examination, laboratory test, or X-ray is reported by the Camp Director and then the following steps are to be taken:

- Immediately to the health supervisor and, in the case of a minor, to parent/guardian
- Reported to the Maryland Department of Health (MDH) within 4 weeks of the end of camp

See appendix: Required Health Reports, COMAR 10.16.07.06 and Required Reports for Injury and Illness, COMAR 10.16.06.25 for more details.

**Heat-Related Illnesses**

Summer temperatures typically bring on extreme heat which can lead to heat-related illnesses. These types of illnesses are preventable and safe measures should be taken to avoid heat-related illnesses. Learning the signs and symptoms is important to creating a safe environment including plenty of rest, hydration, and limited activity during the hottest part of the day.

Heat Cramps	
Signs:	Treatment:
<ul style="list-style-type: none"> <li>- Muscle pain/spasms</li> <li>- Caused by loss of water and salt from heavy sweating</li> </ul>	<ul style="list-style-type: none"> <li>- Get the victim to a cool place</li> <li>- Rest in a comfortable position</li> <li>- Stretch cramped muscles</li> <li>- Drink fluids</li> </ul>
Heat Exhaustion	
Signs:	Treatment:
<ul style="list-style-type: none"> <li>- Dehydration</li> <li>- Cool, moist, pale, or flushed skin</li> <li>- Extreme weakness</li> <li>- Muscle cramps</li> </ul>	<ul style="list-style-type: none"> <li>- Drink fluids</li> <li>- Rest in a cool, shaded area</li> <li>- Seek medical attention if symptoms worsen or do not improve in an hour</li> </ul>

<ul style="list-style-type: none"> <li>- Nausea</li> <li>- Headache</li> <li>- May vomit or faint</li> </ul>	
Signs: <ul style="list-style-type: none"> <li>- Body temp over 105°F</li> <li>- Dry, red skin</li> <li>- Rapid, weak pulse</li> <li>- Rapid, shallow breathing</li> <li>- Convulsions</li> <li>- Disorientation</li> <li>- Delirium</li> <li>- Coma</li> </ul>	Heat Stroke Treatment: <ul style="list-style-type: none"> <li>- CALL 911</li> <li>- Cool bath or wet towels</li> <li>- Do not give fluids if the victim refuses water, is vomiting, or has fainted</li> </ul>

### Hydration

Water will be available in five-gallon jugs throughout the camp. All campers and staff should bring a water bottle to camp each day. If someone forgets a water bottle the camp office will have spare. Staff should check campers have a water bottle every day upon arrival to ensure campers can stay hydrated throughout the day. Frequent water breaks should be taken throughout the day with plenty of opportunities to refill water bottles. If a water jug is empty, staff should notify Camp Leadership so it can either be replaced or refilled.

### Emergency Procedures

Safety concerns should be addressed by staff immediately. Emergency procedures and phone numbers are posted throughout the camp in conspicuous places. In cases deemed emergencies the staff should take control of the situation with the following multifaceted steps:

1. First evaluate the situation, do not rush or panic. Make sure everyone and the space is safe. Immediately contact Camp Leadership.
2. One staff member should take charge of the campers and situation by providing firm, clear and calm instructions. If there is an injured person, that person should never be left alone.
3. Another staff member should remove the remaining group of campers as soon as it is safe.
4. Staff should begin to administer first aid to any injured persons immediately.
5. If deemed necessary, a staff member should call 911. In most cases Camp Leadership will make the call to 911 but depending on the severity of the situation, any member of staff should be comfortable enough to make the call for emergency services.
6. Camp Leadership will notify the family. If the primary contact cannot be reached then emergency contacts will be notified. The incident should be documented in the health log.
7. Staff that witnessed and/or provided first aid should complete an Incident Report (see appendix) within 24 hours of the incident.
8. If it is necessary to transport the person to the hospital via ambulance, a member of the Camp Leadership will accompany the person and wait until the injured person's family arrives at the hospital. Campers should never be transported in personal vehicles.

Calling 911 - Most cases the decision to call 911 should be determined by Camp Leadership but all staff should feel empowered to call 911 if deemed necessary, and especially when an injury is life-threatening or results in death. Remember to stay calm, provide facts (name, location, details of what occurred, and any other pertinent information either asked or needed), immediately report to Camp Leadership if not done so already, and thoroughly document the situation.

All incidents are to be treated confidentially. Staff should never provide any comments to the public or media. If questioned, staff should state they are not authorized to speak on behalf of the camp and refer them to the Camp Director.

## **Medications**

Camper's taking medications during camp hours must submit a Medication Administration Authorization Form MDH-4758-A (see appendix) with the medication. Medication Administration Authorization forms must be submitted for every medication at the beginning of the summer, when there is a change in dosage or time to administer the medication. Medication Administration Authorization forms may be submitted through the camper portal, emailed, or dropped off with the medication.

Administration of medications will only be as indicated on the Medication Administration Authorization Form MDH-4758-A (see appendix). If no form accompanies the medication, then administration cannot occur. All administration will be given to the camper from the original container and side effects and toxic effects should be taken notice of before administration.

## **Storage of Medications**

All medications must be checked in with Camp Leadership at drop off each day, at the beginning of the week, or before camp begins. In compliance with the state of Maryland regulations, all medications, excluding emergency medications, must be kept in a locked storage compartment, and stored as directed by the manufacturer. Medications may be returned at the discretion of the camper's family and either at the end of each day, each week, or at the end of the summer.

## **Administration of Medications**

Medications are to only be administered by those who are licensed or trained to do, such as registered nurses, certified medication technicians or trained through a medication administration course, or authorized to self-administer. For those instances where campers are authorized to self-administer, a MAT certified personnel must observe the proper administration and record it on the Medication Administration Form MDH-4759 (see appendix). Only those that obtain a MAT certification are to handle medications.

## **Prescription Medications**

All prescription medications must be kept in the original container with the pharmacy label including the prescription number, date filled, authorized prescriber's name, patient's name, name of the medication, dose of the medication, route of administration, time/frequency of administration, and expiration date. All medications will be given to the camper from the original container.

## **Emergency Medications**

All emergency medications, such as epi-pens or inhalers, are to always stay within proximity of the authorized camper. Emergency medications will be kept in a staff member's possession that is directly supervising the camper in an emergency medication fanny pack labeled with the camper's information. This fanny pack will follow the camper around from one activity to the next and transition between staff as needed. If allowed to self-administer then that must be indicated on the Medication Administration Authorization Form MDH 4758-A (see appendix) signed by the prescriber. If an inhaler is included and an Asthma Action Plan Form MDH 4758-C (see appendix) accompanies the Medication Administration Form, that should also be included in the fanny pack.

In circumstances where an emergency medication may need to be administered, if the camper is capable and able to administer then they should do so. If the camper is unable to administer the medication, only someone that is licensed/certified or someone that has received the proper training may administer. A training course must be one that is annually approved by the Maryland Department of Health, or the training can be performed by the Health Supervisor.

### **Over-the-Counter Medications**

Over-the-counter medications that are to be administered on a regular basis (example: Tylenol to be taken every 4 hours due to an injury) must have a Medication Administration Authorization Form MDH 4758-A (see appendix). All medications must be kept in the original container that includes directions for use. All medications will be given to the camper from the original container.

### **Medication Final Disposition**

When a camper is finished with camp the medications should go home with the family. The medication must be properly checked out using a Medication Final Disposition Form MDH-4760. Medications that are requested to be taken home at the end of each day, week, or before the camper's last day of camp should also have a Medication Final Disposition form completed to indicate that the medication is no longer in the Camp's possession. Camp can return medications to the parent/guardian, a designee by the parent/guardian, or the camper, if authorized by the parent/guardian to take the medication. All completed Medication Final Disposition forms should be returned to the Health Center and kept with the camper's file.

If a camper's medication remains in the possession of Camp after the camper has completed their session, then Camp will contact the family to arrange a pickup. The medication will be returned to a parent/guardian or designee of the parent/guardian. If the medications have not been returned within two weeks after the end of the camp season, Camp will destroy the medications. Destroyed medications must have a staff member responsible for destroying the medication and a witness sign the Medication Final Disposition form.

### **Staff & Volunteer Medications**

All staff medications should be stored in the Health Center upon checking in daily in a locked storage compartment. If staff are over the age of 18, they may self-administer. All medications for staff or volunteers under the age of 18 will follow the same procedures as campers regarding necessary Medication Administration Authorization forms, Medication Administration forms, and Medication Final Disposition forms.

### **Electronic Health Records**

Camp will use the camp registration software, CampBrain, for camper records. Prior to the camp week beginning, the Camp Director and Health Center staff will work together to ensure hard copies of all camper, staff and volunteer health information is available. A hard copy health log to document injuries, illnesses, and other reportable diseases and conditions will be available in the event of loss of power/internet.

## HEALTH CARE SUPPLIES

The following are lists of suggested supplies to have for your potential health-care needs:

### In the Health Center

CPR Mask/Shield	Assorted Band-Aid Sizes	Five (5) 4"x4" Gauze Pads
Medical Tape	Two (2) Eye Pads	Scissors
Tweezers	Instant Cold Pack	Triangular Bandage
Gloves	Two (2) Gauze Rolls	Paper Towels
Alcohol	Adjustable Crutches	Antibiotic Ointment
Sharps Container	Elastic Bandage Rolls	Sealable Bags (infectious waste disposal or ice bags)
Tissues	Medication Lockbox	Fanny Packs
Ice Cube Trays	Cleaning Solution/Spray	Hand Sanitizer
Hydrocortisone Cream	Thermometer (2)	Batteries
Cooling Towels	Disposable Masks	Alcohol Wipes
Reusable Ice Packs (2)	Spill Clean Up Kit (2)	Disinfectant Spray
Eyewash Solution	Simply Saline Wound Care Spray	

### In First-Aid Kits

CPR Mask/Shield	Assorted Band-Aid Sizes	Five (5) 4"x4" Gauze Pads
Medical Tape	Two (2) Eye Pads	Scissors
Tweezers	Instant Cold Pack	Triangular Bandage
Gloves	Two (2) Gauze Rolls	

### Activity Areas Requiring a First Aid Kit:

Archery/Target Sports Range	Pavilion/Athletic Field	Arts & Crafts
Office/Health Center	Social Hall	Playground

***Each time you use a first-aid kit, check the supply level. It is the Specialist's/Counselor's responsibility to turn in an Incident Report form to the Supervisor. A list of needed medical supplies should be given to the health center, they will restock the first-aid kits, as advised.***

# HEALTH ALERT

Date: \_\_\_\_\_

Dear Camp Family,

Your child may have been exposed to the disease checked below on \_\_\_\_\_. Please read that section and follow the guidelines.  
(date)

Please contact Rippling Brook for more information at 301-852-0909

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❑ **PINWORMS** - Itching of the anal area, especially at night, is the most common sign. Your child may have insomnia or nightmares and may lose their appetite. Consult your physician. Observe other members of the family for symptoms. Child may not swim until infection is cleared up.

❑ **STREP -(Including Scarlet Fever and Strep Sore Throat)** - Onset is 2-5 days after exposure. *Symptoms:* Sore throat, fever, and occasionally a rash. Consult your physician.

❑ **GERMAN MEASLES (Rubella)** - Onset is 2-3 weeks after exposure. *Symptoms:* Slight head cold, swollen glands at the back of the neck, and a changeable rash that goes away in 2-3 days. **KEEP YOUR CHILD AWAY FROM WOMEN WHO ARE IN THEIR FIRST 3 MONTHS OF PREGNANCY.** Do not bring your child to camp for 7 days after the rash begins.

❑ **MEASLES (Rubeola)** - Onset is 1-2 weeks after exposure. *Symptoms:* Runny nose, watery eyes. Fever (may be quite high), and a cough; a blotchy rash appears about the fourth day. Do not bring your child to camp for 4 days after the appearance of the rash or until they are well.

❑ **MUMPS** - Onset is 14-26 days after exposure. *Symptoms:* Pain in the cheeks, which is increased by chewing; swelling over the jaw and in front of the ear. Do not bring your child to camp until all swelling has disappeared or 9 days after the swelling appears.

❑ **CONJUNCTIVITIS (pinkeye)** - Onset is 24 to 62 hours after exposure. *Symptoms:* Irritated, tearing eyes, swollen lids; and yellow mucous discharge that makes the eyes sticky. Very contagious if the conjunction is caused by infection. Children under 5 are most susceptible. Consult your physician. Do not bring your child to camp until the day after treatment begins. Child may not swim until infection is cleared up.

❑ **CHICKENPOX** - Onset is 2-3 weeks after exposure. *Symptoms:* Slight fever and irritability for 1 day, and fine blisters on the trunk and face. Your child is contagious for up to 5 days. Do not bring your child to camp for 5 days after the rash appears or until all scabs dry, whichever is first.

❑ **HEAD LICE** - For 2 weeks after exposure, observe your child's hair and scalp at their neckline and around their ears for eggs or nits (tiny, pearly white, egg-shaped object) that stick slightly to hair shafts. (Your child may also complain of an itchy head.) Consult your physician or pharmacist for treatment. Do not bring your child to camp until the day after treatment begins. Carefully check other family members for eggs or nits. Child may not swim until infection is cleared up.

❑ **IMPETIGO** - Onset varies *Symptoms:* Golden crusty sores or pimple-like spots develop water heads, break, and form crusted areas; may occur on hands, legs, feet, or buttocks. Spreads rapidly if untreated. Consult your physician. Do not bring your child to camp until the day after treatment begins. Child may not swim until infection is cleared up.

❑ **RINGWORM (Scalp)** - Onset varies *Symptoms:* Bald, oval shapes on the scalp; grayish scales; broken hair, itching. Do not bring your child to camp until the day after treatment begins. Be cautious of sharing items that come in contact with the head. Child may not swim until infection is cleared up.

❑ **RINGWORM (body)** - Onset varies. *Symptoms:* Rounded, reddish area with a scaly or blistering border, often itchy. Do not bring your child to camp until the day after treatment begins. Cover sore with clothing or a dry bandage. Child may not swim until infection is cleared up.



## Information on Universal Precautions

As part of an overall exposure control plan, mandated by the OSHA Bloodborne Pathogens Standard, "universal precautions" are part of infection-control practices. They are specific guidelines which must be followed to provide every person protection from diseases which are carried in the blood. Since blood can carry all types of infectious diseases, even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other body fluids.

The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross-contamination from bloodborne pathogens:

1. All health-care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluid of any person is anticipated. Personal protective equipment such as latex or vinyl disposable gloves should be readily available in health-care, housekeeping and maintenance areas, in all first-aid kits, and in vehicles.
2. Any person giving first aid should **always** wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.
3. Gloves should **always** be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present. With regard to the requirement to wear gloves, these items should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine-soaked bedding, unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags ("red bags") are to be used for dressings or other materials used to soak up blood or other infectious waste.
4. Remove gloves properly - pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.
5. Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.
6. Needles should NOT be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant "sharps" containers for disposal.
7. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Health-care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other body fluids must be trained to follow appropriate procedures.

## **Appendix**

[Health Center Flow Chart - What To Do](#)

[Sample Blank American Camp Association Health Log](#) - ACA Log

[Incident Report Forms](#)

[Camper Registration and Health History Information](#) - electronic version on CampBrain Camper Portal

Staff Health History Information - CampBrain Staff Portal

[Medication Administration Authorization Form MDH-4758-A](#) - MDH Form

[Medication Administration Authorization Asthma Action Form MDH-4758-C](#) - MDH Form

[Medication Administration Form](#) - MDH Form

[Medication Final Disposition Form](#) - MDH Form

[Parent Communication Log](#) - Google Form

[Guide For Emergency Care in Maryland Schools: 2<sup>nd</sup> Edition](#) - MDH

[Communicable Diseases Summary: Guide for Schools, Child Care, and Youth Camps](#) - Provided by MDH

[Child Care Guidelines for Illness, Infections, Exclusions and Reportable/Notifiable Conditions Prevention and Reporting](#) - Provided by MSDE Office of Child Care

## **Mental Health Resources**

National Suicide Prevention Lifeline

- 1-800-273-TALK (8255)
- Provides free and confidential support 24/7
- For those who speak Spanish 1-888-628-9454
- Those who are deaf/hearing impaired 1-800-799-4889
- [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- Crisis Text Line
  - Text "MHFA" to 741741 for free 24/7 crisis counseling
  - [www.crisistextline.org](http://www.crisistextline.org)
- Lifeline Crisis Chat
  - A Service of the National Suicide Prevention Lifeline that helps to connect individuals with counselors around the United States for emotional support and other services via web chat
  - <https://suicidepreventionlifeline.org/chat>
- The Trevor Project
  - Specializes in supporting the LGBTQ community
  - Call 866-488-7386
  - Text "START" to 678678
  - [www.thetrevorproject.org](http://www.thetrevorproject.org)
- The Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline
  - 1-800-622-HELP (4357)
  - <https://www.samhsa.gov/find-help/national-helpline>

- Disaster Distress Helpline
  - o Provides immediate crisis counseling for people who are experiencing emotional distress
  - o Free, multilingual, confidential, and available 24/7
  - o Call 1-800-985-5990
  - o Text "TalkWithUs" to 66746
  - o <https://www.samhsa.gov/find-help/disaster-distress-helpline>
- National Domestic Violence Hotline
  - o Trained expert advocated available 24/7
  - o Free, multilingual, confidential support to anyone experiencing domestic violence or seeking resources and information
  - o Call 1-800-799-SAFE (7233)
  - o <https://www.thehotline.org/>
- The National Sexual Assault Hotline and Online Hotline
  - o Available 24/7 via phone or online chat
  - o Connects those who have been sexually assaulted with a trained staff member from a sexual assault service provider in their area that offers access to a range of free services.
  - o Call 800-656-HOPE (4673)
  - o <https://hotline.rainn.org/online>

## Resources

AMSkier Insurance, Summer Poster Packet, Most Common Incidents, 2021 <https://skiline.amskier.com/MembersOnly/Documents/SummerPacket.pdf>

Maryland Department of Health, Youth Camps, Required Health Reports, COMAR 10.16.07.06, <https://health.maryland.gov/phpa/OEHFP/CHS/Shared%20Documents/Youth%20Camps/RequiredReportsofInjuryorIllness.pdf>

Maryland Department of Health, Youth Camps, Required Reports for Injury and Illness, COMAR 10.16.06.25, [https://health.maryland.gov/phpa/OEHFP/CHS/Documents/Youth%20Camps/Required\\_Report\\_Chart.pdf?Mobile=1](https://health.maryland.gov/phpa/OEHFP/CHS/Documents/Youth%20Camps/Required_Report_Chart.pdf?Mobile=1)

Maryland Department of Health, Office of Preparedness and Response, Resources: Extreme Heat, [https://health.maryland.gov/preparedness/Pages/resources\\_hot.aspx#](https://health.maryland.gov/preparedness/Pages/resources_hot.aspx#)

Maryland Department of Health, Office of Preparedness and Response, Resources: Extreme Heat, Hot Weather Health Issues and Concerns, <https://health.maryland.gov/preparedness/Documents/HotWxHealthIssues.pdf>

American Camp Association, The Healthy Camp Study - Impact Report 2006-2010: Promoting Health and Wellness among Youth and Staff through a Systematic Surveillance Process in Day and Resident Camps, <https://www.acacamps.org/sites/default/files/downloads/Healthy-Camp-Study-Impact-Report.pdf>

National Council for Mental Wellbeing, Mental Health First Aid, Mental Health Resources, <https://www.mentalhealthfirstaid.org/mental-health-resources/>



**Health Center**  
Summer Camp  
Policies and Procedures 2025

I approved/reviewed the Rippling Brook Summer Camp Health Center Policies and Procedures. I or a designee will act as a resource to Rippling Brook for health-related safety practices, policies and procedures during the 2025 summer camp season.

Janelle Mack, RN  
Signature

5/29/2025  
Date

Janelle Mack  
Printed Name

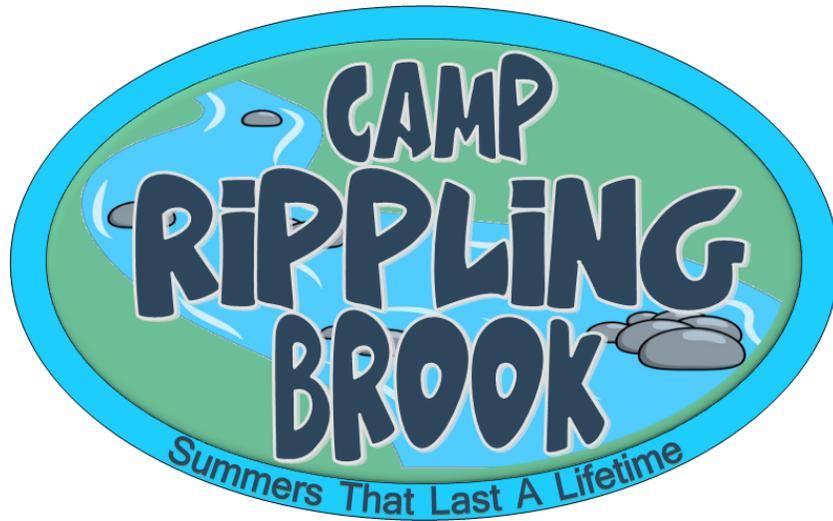
MD  
Licensing State

Health Supervisor  
Title

R193248  
License Number

**CONTACT INFORMATION:**

Name: Janelle Mack, RN  
Title: Registered Nurse  
License Number: R193248



# **RIPPLING BROOK**

## **Emergency Procedures**

### **Summer Camp**

Reviewed & Updated: May 2025

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## **Introduction**

Rippling Brook is entrusted with the care of campers, staff, and volunteers as part of its summer camp. As such, safety and responsibility are a top priority. Having a plan and procedures for emergency situations allows for staff and volunteers to know what actions to follow and ensure camper safety should an emergency occur. All emergency procedures must be conducted in accordance with the plans and procedures.

A copy of the Emergency Procedures is available in the camp office for all staff and volunteers. Staff and volunteers are also provided with the plan during onboarding. The emergency plans are not available for distribution outside of camp staff and volunteers to help protect the safety of all.

## **Annual Review of Emergency Procedures**

Rippling Brook's Emergency Procedures will be reviewed and updated annually. All staff and volunteers will be a part of an annual Emergency Procedures training. This training will review the policies and any changes that may have been made. An annual review is still expected even if no changes have occurred to the policies.

## **Staff Training**

All staff will receive in-person training on the Emergency Procedures during pre-camp staff training. The pre-camp staff training occurs during the "staff training week" and takes place no more than 30 days prior to the start of camp, typically the week before the first week of camp. Necessary policies and procedures will be reviewed in detail with a roster for each person that receives training; this roster is maintained and stored in the camp office. This training will take place on site and will allow staff and volunteers to learn, practice and be able to follow the Emergency Procedures during summer camp, while also allowing them the opportunity to discuss the procedures and ask questions. Training covers policies and procedures including, but not limited to, an introduction to safety and emergency procedures for campers, drills, our action plan, and how to handle specific scenarios.

## **Introduction of Safety and Emergency Procedures**

To help ensure campers are aware of Rippling Brook's safety and emergency procedures, staff should instruct campers on the following each week.

- Safety rules for program areas
- Location of fire extinguishers and fire exits from buildings
- Location of the Camp Office
- Location of the Health Center
- Health Center procedures
- Severe weather procedures
- Meeting areas and missing/lost child procedures
- Use of the "Rule of Three" - should always be at least three people together:
  - o At least 1 Staff + 2 Campers
  - o At least 2 Staff + 1 Camper

## **Emergency Procedure Drills**

In addition to training, emergency procedure drills are conducted with campers, staff and volunteers so in the event of an emergency, the actions to be performed have already become part of a routine and will be conducted in a calm and orderly manner.

At least one emergency procedure drill shall be conducted during each session of camp within the first 24 hours. These drills may include, but are not limited to, fire, lost camper, or inclement weather. The emergency drill that takes place will be documented with date, time, length, and type of drill. Documentation of all drills will be in the camp office.

Staff and volunteers will be able to demonstrate their knowledge and understanding of emergency procedures through drills. Corrections and coaching will be made as the drills occur to reinforce the correct procedures for future use.

### **Brief Action Plan**

- 1. Secure scene**
- 2. Assess scene/victim(s)**
  - a. If alone, treat or give CPR to child for 1 minute before going for help**
- 3. Call 911/EMS**
- 4. Treat victim(s)**
- 5. Brief EMS**
- 6. Communicate with parents/guardians & necessary persons**

### **Summoning Emergency Services**

If there is ever an emergency in which emergency services should be called, any person at Rippling Brook is authorized to make the call to 911. It is better to call early and cancel if need be than to wait. Any available phone can be used to make the call, including a cell phone or landline. If a return phone number is requested, the camp phone number 301-852-0909 should be given.

When calling 911, the caller should quickly gather as much information about the situation as possible, including, but not limited to, the address, location of the situation, name and age of person(s) in need of emergency services, any medical history, etc. Speak clearly and calmly. It is important to stay on the line to answer questions and follow any directions from the dispatcher.

When emergency services have been summoned the person that made the call should immediately notify the leadership. The Camp Director will then assign tasks as necessary including sending someone to help direct EMS upon arrival, gathering information for the person needing emergency services, assigning a staff member to accompany the person to the hospital, and any other necessary tasks.

### **Detailed Action Plan**

Various scenarios that may be encountered at Rippling Brook are detailed in the following pages. These are used to guide staff, volunteers and campers during an emergency. Detailed plans will be reviewed and rehearsed with staff during training and then again as emergency procedure drills with campers.

### **Injured Camper**

At minimum, one adult staff member should remain with the injured camper. The other staff should summon emergency assistance or someone that would be able to assist further. Rippling Brook will have at least two members of staff at camp that are trained in first aid and CPR that should provide care. If emergency services are necessary, the care should be provided as trained and until emergency services arrive.

Responsibilities of Staff:

### *Primary Staff Member at the Scene*

- Calmly evaluate the overall situation. Do not rush or panic.
- Take charge. Be firm and clear with your instructions to campers, staff and volunteers. Use a calm tone of voice.
- The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim and follow appropriate first aid procedures as determined by your training. Call 911 if needed. The person rendering first aid must fill out an incident report immediately following the incident.
- Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing an activity (singing, games, etc.). One staff member will stay at the scene of the incident with the victim.
- Notify the health center/leadership as soon as it is safe. Provide a clear description of the emergency and your location.
- Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers? What could the victim have done to prevent the injury?
- Once a leadership staff arrives at the scene, summarize the situation and answer questions. The leadership staff will take charge and communicate any necessary notifications to the family of the victim. The leadership staff will stay in constant communication with the family.
- In the case of a critical accident, serious injury, harm or fatality: keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until emergency services arrive.
- If a person is transported to the hospital, the Director will designate someone to go to the facility and meet with the family.

### *Secondary Staff Member at the Scene with Remaining Campers*

- Camper's safety is always the priority. Do not panic, remember to set an example for the remaining campers.
- Attendance and a head count should be taken if an incident occurs. Continual head counts and attendance should occur throughout the incident and treatment to ensure all are accounted for.
- Offer advice only if you are more knowledgeable about the incident or you are asked. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or emergency services officials.
- Assist in preparing incident reports.

## **Severe Weather & Natural Disasters**

Leadership staff will monitor the weather throughout the day using various weather apps. In the event of severe weather, the following procedures will be taken:

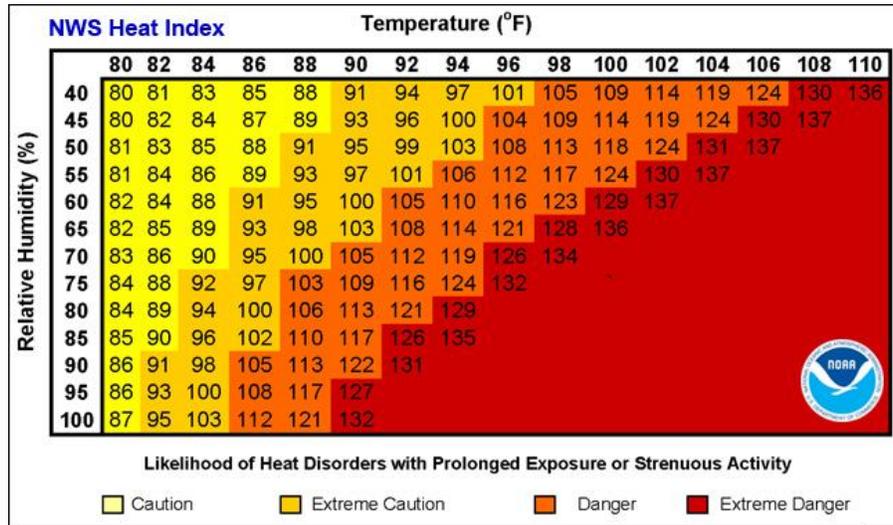
- An alert will be announced on the walkie talkies to signal staff of approaching severe weather. A rule to follow regarding thunderstorms - "WHEN THUNDER ROARS, GO INDOORS."
- Once an alert for severe weather is made, all outdoor areas are to be evacuated with staff escorting campers inside. Groups shall immediately make their way to the large indoor meeting space. Upon arrival, all staff should take attendance of their groups. Leadership staff will ensure each group and additional staff are accounted for.
- Staff will lead activities to keep campers occupied while waiting for further instructions from leadership staff.
- The leadership staff will continue to monitor and update staff regarding immediate concerns for the surrounding area. Leadership staff will give the "all clear" once the storm has passed. In

the event of a thunderstorm, an “all clear” cannot be given until at least 30 minutes after the most recent clap of thunder.

- Leadership staff will notify parents of any changes to the schedule due to severe weather.

### Extreme Heat Guidance

Leadership staff will monitor the weather throughout the day using various weather apps. In the event of severe weather, the following procedures will be taken in accordance with the Montgomery County Public Schools Weather and Heat guidance:



Heat Index	Outdoor Activity Guidance
Green (under 85°F)	Normal activity guidelines. Provide ample water. Water should always be available and all should have unrestricted access. People participating in more intense activities should be monitored carefully.
Gold (85°F - 94°F)	Provide ample water. Water should always be available and all should have unrestricted access. Optional water breaks every 30 minutes for 10-minute time frames. People participating in more intense activities should be monitored carefully.
Orange (95°F - 104°F)	Exercise caution. Provide ample water. Water should always be available and all should have unrestricted access. Mandatory water breaks every 30 minutes for 10-minute time frames. Reduce time outside or move indoors to air conditioning if possible. All should be monitored carefully.
Red (105°F or above)	Stop all outside activity. Stop all indoor activity if air conditioning is not available and the heat index indoors is 105° or greater.

### Air Quality Guidance

Leadership staff will monitor the air in addition to the weather conditions throughout the day using various weather apps. In the event of poor air quality, the following procedures suggested by AirNow.gov – Home of the U.S. Air Quality Index will be taken:

Air Quality Index	Outdoor Activity Guidance
Green (Good)	Great day to be active outside.
Yellow (Moderate)	Good day to be active outside. People who are unusually sensitive to air pollution could have symptoms.*

Orange (Unhealthy for Sensitive Groups)	It's ok to be active outside, especially for <b>short activities</b> . For <b>longer activities</b> take breaks and do less intense activities. Watch for symptoms and take action as needed.* People with asthma should follow their asthma action plans and keep their quick-relief medicine handy.
Red (Unhealthy)	For <b>all outdoor activities</b> , take more breaks and do less intense activities. Consider moving <b>longer or more intense activities</b> indoors or rescheduling them to another day or time. Watch for symptoms and take action as needed.* People with asthma should follow their asthma action plans and keep their quick-relief medicine handy.
Purple (Very Unhealthy)	Move <b>all activities</b> indoors or reschedule them.

\*Watch for Symptoms:

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even people who do not have asthma could experience these symptoms.

If symptoms occur: The person might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

**Stranger on Camp**

In the event of a stranger on camp property, a staff member must:

- Introduce themselves to the stranger and ask, "May I help you?"
- Personally escort the individual to the office, a leadership staff, or to their vehicle/off campus.
- If the stranger becomes rude or angry, the staff member should take note of a description of the stranger and notify the leadership staff immediately.
- The police may be notified by the leadership staff if deemed necessary.

**Missing, Lost or Runaway Child**

Campers should be given instructions during the first day of each session as to their "meet up" location should they become separated from their group (preferred location is Morning Show location). If a lost or missing camper does not appear at the designated location, search procedures should begin immediately.

There are three different levels of a search, beginning with Level 1 and progressing to Level 3 as needed. The leadership staff will make the decision to progress to the next level.

*Level 1*

- Notify leadership staff immediately. An alert on the walkie talkies will be made describing the camper. The leadership staff will check in with each person/group on the walkie talkies before dispersing a search team.
- If no one on the walkie talkies has the camper with them, leadership staff will then begin assigning staff to search various areas. Searches should begin in areas closest to the last seen location of the lost person. All staff are to return to the "meet up" location upon completion of their search area.
  - o One staff member will remain at the designated "meet up" location.

- Area within 150 yards of last sighting
- Two or more staff will search the buildings and grounds of the camp
- Two or more staff will search the outside grounds and around buildings

#### *Level 2*

- All staff will bring their campers to the Morning Show location (or indoor meeting space depending on weather) and sit in assigned groups. Attendance is to be taken for each group.
- One staff member for each group will remain with their campers.
- Leadership staff will assigned available staff to search areas. Searches should begin in areas closest to the last seen location of the lost person. All staff are to return to the “meet up” location upon completion of their search area.
  - All grounds and buildings
  - The surrounding areas of camp
  - Surrounding roads and neighborhoods
  - Any trails
  - Area within 150 yards of last sighting

#### *Level 3*

- The Director will notify the police department, giving a description of the camper, the last known location, and reasons why the camper may have left.
- The Director will notify the family of the current situation.
- Repeat search of level 2 areas.

Upon completion of search, a member of the leadership team will notify the family, no matter the level of search that was reached.

### **Fire**

In the event of a fire, the following procedures will be taken:

- An alarm will go off if in a building and/or an alert will be announced on the walkie talkies to signal a fire to staff.
- A call to 911 should be made immediately by a leadership staff. If the fire is in a building with an alarm system, emergency services will be notified when the alarm goes off, but a call should still be made to communicate any information.
- Immediately following an alarm/alert, all groups shall quickly make their way to the field as far away from buildings as possible. Upon arrival, all staff should take attendance and perform head counts of their groups. Leadership staff will ensure each group and additional staff are accounted for.
- Staff are to keep campers calm and quiet to await further instructions. Campers should not be left alone. All access routes for emergency services should be kept clear.
- Leadership staff will notify families of any concerns.

*If you are the first on the scene:*

- Contact the leadership staff as soon as possible. Keep everyone well away from the fire and evacuate any buildings as necessary.

### **Active Threat**

*Code Orange – Active incident in the immediate area but not on Camp Rippling Brook’s campus*

- Shelter in place ONLY.
- All campers and staff should move inside as quickly as possible.
- Lock all doors and windows, lower blinds. Locks and blinds should remain in place until given the "all clear". Take attendance and perform a head count.
- Activities should proceed as though inclement weather.
- Families that come on site cannot come into the safe space until the "all clear" is given.
- No windows or doors should open until given the "all clear".

*Code Red - Immediate danger on Camp Rippling Brook's campus.* Lock down OR evacuate - whichever is safer.

- *Lock Down*
  - o Indoors:
    - Move everyone into a safe space that can be locked (closet or bathroom with lock).
    - Lock all doors, close all blinds, turn off all lights. Once the door is locked, it MUST stay locked. Take attendance and perform a head count.
    - Everyone should remain out of sight and silent.
    - Code Red lock down/evacuation is called off manually door-to-door by police. DO NOT open a door unless a police officer is on the other end.
      - You have the right to require any officer give you their name and badge number. According the Montgomery County Police, you can:
        - o Call 911 to report an office is on the other side of the door.
        - o Ask the 911 operator if police are at your location. If yes, ask the officer on the other side of the door for their badge number. Give the badge number to the 911 operator.
        - o The 911 operator will contact the officer to confirm and then let you know if is safe to come out of lock down.
  - o Outdoors:
    - Move everyone inside as quickly as possible and follow the procedures above for when indoors.
- *Evacuate:*
  - o If off-campus evacuation is required, staff will transport children to Sherwood High School under the direction of the Head of School and Camp Director. Camp staff will be designated to notify families of campers.

### **Emergency Transportation**

- Immediately following an alarm/alert where emergency transportation is needed, if safe to be outdoors, all groups shall quickly make their way to the field as far away from buildings as possible. If it is not safe to be outdoors, all groups shall make their way to the large indoor meeting space.
- Upon arrival, all staff should take attendance and perform head counts of their groups. Leadership staff will ensure each group and additional staff are accounted for.
- Staff are to keep campers calm and quiet to await further instructions. Campers should not be left alone. All access routes for emergency services should be kept clear.
- Leadership staff will contact another local camp, Camp Sonshine, Bar-T Camp, Summer at Sandy Spring, and/or Barrie Camp to assist with transportation using buses. Once buses arrive, leadership staff will direct groups, one at a time, to board. Attendance will be taken again by each group when all campers are seated on the bus.

- Buses will drive to Sherwood High School and await further instruction from the leadership staff. All campers and staff should remain on the buses unless otherwise instructed.
- Leadership staff will notify families of any concerns. If parents should pick up from Sherwood High School, leadership staff will have one staff stay with each group while additional staff are used to assist in the pick up process.

**Vehicle Accident**

Any vehicular accident should be treated as any other vehicular accident on the road.

- Make sure the scene is safe.
- Treat victims immediately. Call 911 if necessary.
- Inform the leadership staff immediately of the situation.
- Take pictures of the vehicles for insurance purposes.
- The Director will contact law enforcement and insurance if necessary.

**Power Outage/Live Line Down**

- Keep campers calm.
- Vacate the premises if the scene is unsafe.
- If a live power line or wire is down, restrict the area and immediately notify leadership staff.

**Excessive Building Damage (Tree on Building, Broken Window, etc.)**

- Keep campers calm.
- Vacate the premises if the scene is unsafe.
- If any injuries occurred, seek treatment.
- Restrict access to the building until repaired or deemed safe to return by leadership staff.

**Gas Leak**

- If someone reports a gas leak or the smell of gas, immediately evacuate the premises.
- Notify leadership staff immediately,
- The Director will call the gas company if needed.
- If possible, turn off gas to the building, AVOID ANY FLAME OR SPARK.

**Hazardous Chemical Spill**

- Evacuate premises immediately.
- Notify leadership staff of the situation.
- If anyone is having a reaction to the chemical, call 911 immediately. Tell emergency services where the spill is located, the chemical name, size of spill, injuries and any other information they request.

**Bomb Threat**

- All bomb threats should be taken seriously. Upon receiving a threat, the leadership staff shall be notified immediately. Leadership staff will evacuate everyone from the premises and contact 911 immediately, giving details of the threat.
- If the caller is on the phone, try to ask the bomber:
 

When is the bomb going to explode?	Did you place the bomb?
Where is the bomb now?	Why Rippling Brook?
What does the bomb look like?	What is your current location?
What will make the bomb explode?	What is your name?

What kind of bomb is it?

- Try to write exactly the words the bomber speaks, note down the time of the call, caller's gender, age, and cultural qualities, length of the call, and the phone number calling from.
- Leadership staff will notify families of any concerns.

### **Parent Pick Up Due to Emergency**

There are two different scenarios where parents may need to pick up due to an emergency: individual or large scale.

#### *Individual Emergency Pick Up*

- Leadership staff will contact the parent/guardian of the affected person to inform them of the situation. If contact is not made with the primary parent/guardian then the emergency contacts will be contacted until someone is notified. A voicemail will be left in a calm matter to return the call immediately.
- Staff will gather individual belongings for pick up to then remain with that person.
- If a minor, upon arrival, authorization to pick up will be confirmed and individual will be released noting the person that picked up and the time.

#### *Large Scale Emergency Pick Up*

- Depending on the situation a large scale pick up may be required at a different time from the regularly scheduled time. Leadership staff will direct this as the situation requires.
- Emergency contact information will be made available for all affected individuals. Depending on the scale, leadership staff may ask for assistance from staff to contact families. Calls to families will be made immediately when safe to do so. A voicemail will be left in a calm matter to return the call immediately. Email and text notification may also be sent depending on the situation.
- Leadership staff will determine if and where pick up will be depending on the circumstances.

### **Confidentiality**

All emergency situations and procedures are to be confidential and only to be shared when appropriate and necessary. The Director and/or leadership staff will notify any pertinent people.

### **Media Communication**

In the event of an incident attracting media attention, all questions must be directed to the Owner/Camp Director. No staff shall talk with a media representative without receiving authorization from the Owner/Camp Director. Staff should reply with "I am not authorized to speak to the media; however, I can direct you to someone that is."

### **Resources**

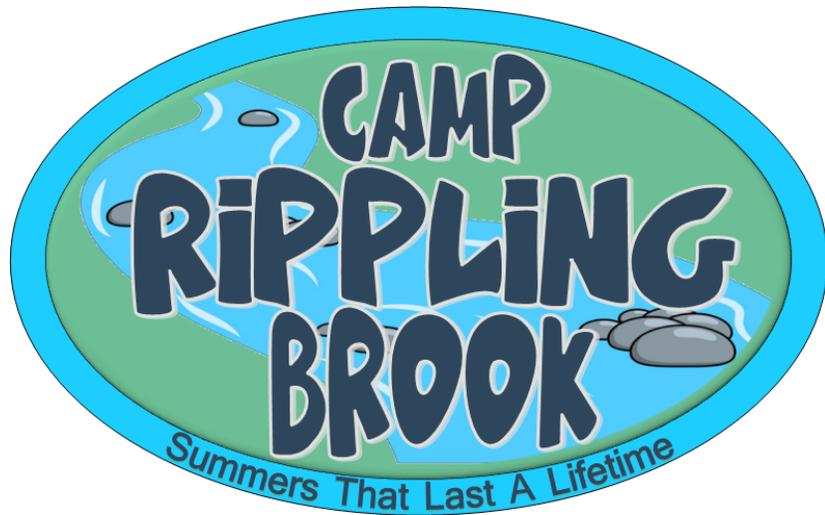
<https://redwoodsgroup.com/wp-content/uploads/2019/10/Emergency-Action-Plan-Evacuation-and-Site-Relocation.pdf>

<https://redwoodsgroup.com/wp-content/uploads/2019/10/Crisis-Response-Planning.pdf>

<https://redwoodsgroup.com/wp-content/uploads/2019/10/Crisis-Response-Communications.pdf>

<https://document.airnow.gov/air-quality-and-outdoor-guidance-for-schools.pdf>

<https://www.montgomeryschoolsmd.org/siteassets/district/departments/athletics/health/weather-and-heat-guidelines2.pdf>



# **RIPPLING BROOK**

## **Child Abuse Prevention**

### **Summer Camp Policies & Procedures**

Reviewed & Updated: February 2025

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## **Introduction**

Rippling Brook is entrusted with the care of campers, staff, and volunteers as part of its summer camp. As such, safety and responsibility are a top priority, our child abuse prevention policies and procedures address proper supervision of campers, when and how to report suspected child abuse or neglect, as well as other facets that are an important part of protecting the campers in our care. Rippling Brook will fully cooperate with any investigations and pursue prosecution of child abusers to the fullest extent of the law.

All staff are expected to exercise good judgement while providing care for others. These policies and procedures serve to inform staff and volunteers of the actions to follow to ensure the safety of all in our care. A copy of the Child Abuse Prevention Plan is available in the camp office for all staff and volunteers. Staff and volunteers are also provided with the plan during onboarding.

## **Annual Review of Child Abuse Prevention Plan**

Rippling Brook's child abuse prevention policies and procedures will be reviewed and updated annually. All staff and volunteers will be a part of an annual child abuse prevention training. This training will review the policies and any changes that may have been made. An annual review is still expected even if no changes have occurred to the policies.

## **Staff Training**

All staff will receive in-person training on the child abuse prevention policies and procedures during pre-camp staff training. The pre-camp staff training occurs during the "staff training week" and takes place no more than 30 days prior to the start of camp, typically the week before the first week of camp. Necessary policies and procedures will be reviewed in detail with a roster for each person that receives training. This training will allow staff and volunteers to learn and be able to follow the child abuse prevention policies and procedures during summer camp, while also allowing the opportunity to discuss the procedures and ask questions. Training covers policies and procedures, how to recognize the indicators of abuse, how to respond to inappropriate behavior towards children, mandated reporting, internal and external steps to reporting, appropriate touching/supervision and more. All staff will review and sign the Child Abuse Prevention Code of Conduct (see appendix) after the training.

## **Staff Screening**

As required by the State of Maryland and recommended by the American Camp Association, all Rippling Brook staff and volunteers must undergo the same hiring process including a written application, interview, three reference checks, an internet search, criminal background check, sex offender registry check, and a child protective service background check.

## **Employment**

Staff and volunteers will treat individuals with respect regardless of race, economic background, religion, sexual orientation, and/or culture. Through the use of positive language and guidance, staff and volunteers shall try to eliminate any potential problems through anticipation and redirection.

In the event of an allegation of staff or volunteers, Rippling Brook will remove the accused member from camp pending an investigation with the outcome to be determined.

## **What is Child Abuse and Neglect?<sup>1</sup>**

According to the State of Maryland, the Code of Maryland Regulations (COMAR) defines child abuse and child neglect as:

- Physical injury, not necessarily visible, of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed.
- The failure to give proper care and attention to a child including the leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm.
- An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable and substantial impairment of a child's mental or psychological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.

Examples:

- Physical abuse - strike, shake, slap, forced exercise
- Verbal abuse - humiliate, degrade, threaten, swearing
- Sexual abuse - any inappropriate touching
- Mental abuse - intimidation, humiliation
- Neglect - withholding food or sleep

### **Peer-to-Peer Abuse**

In addition to the monitoring of adult and youth interactions, the interactions between campers should also be monitored. The policies and procedures as outlined in this plan should be used for all interactions at camp, not just between adults and campers.

Staff and volunteers should watch for campers who have too much physical contact with others, who ignore social cues and boundaries, who create secret games/clubs, and who focus attention on campers who have less power than they do, either physically, socially or intellectually. Methods of prevention regarding peer-to-peer abuse include supervising bathroom time and group time carefully, taking allegations of bullying seriously, and setting clear boundaries regarding personal space and touching.<sup>2</sup>

Example of peer-to-peer abuse<sup>3</sup>:

- Extreme bullying or hazing
- Abusive behaviors - verbal, physical, or sexual - these can often escalate from one to another
- Online or digital abuse or bullying (text, social media, etc.)
- Exposure to inappropriate materials (pornography, etc.)
- Interactions between campers of the same or different ages, and between individuals or groups

Where and when peer-to-peer abuse occurs<sup>3</sup>:

- First half hour and last half hour of the program day
- Transition times
- Meal times
- All-camp activities
- Field trips
- Free choice/free time
- Bathrooms
- Transportation times
- Enclosed spaces when staff are not present or areas that are concealed/allow for privacy

## Local Child Protective Services Offices<sup>4</sup>

Suspected abuse or neglect is to be reported in the county in which the child lives.

Location	Contact Number	Address
Anne Arundel County	410-421-8400 (24 hours) 410-508-2041 (Fax) aadss.intake@maryland.gov (Email)	7500 Ritchie Highway Glen Burnie, Maryland 21061
Carroll County	410-386-3434 (24hours) 410-876-2190 410-386-3476 (Fax)	1232 Tech Drive #1 Westminster, Maryland 21157
Frederick County	301-600-4555 (24 hours) 301-600-2639 (Fax)	1888 North Market Street Frederick, Maryland 21701
Howard County	410-872-4203 410-313-2929(after hours Police Dept) 410-872-4303(Fax)	9780 Patuxent Woods Drive Columbia, Maryland 21046
Montgomery County	240-777-4417 (24 hours) 240-777-4258(Fax)	The Dept. of Health & Human Services 1301 Piccard Drive Rockville, Maryland 20850
Prince George's County	301-909-2450 301-699-8605 (after hours) 301-909-2200 (Fax)	805 Brightseat Road Landover, Maryland 20785

## Mandated Reporting<sup>5</sup>

In accordance with the State of Maryland law, Rippling Brook staff and volunteers are required to report both orally and in writing any suspected child abuse or neglect. This report should be given where the suspected abuse or neglect took or is taking place. Oral reports are to be made immediately. A written report must be completed within 48 hours of contacting the authorities. Reports may be made anonymously.

According to the Maryland Department of Health Services, a report of suspected abuse or neglect must include at minimum:

- The name and home address of the child and the parent or other individual responsible for the care of the child
- The present location of the child
- The age of the child (or approximate age)
- Names and ages of other children in the home
- The nature and extent of injuries or sexual abuse or neglect of the child
- Any information relayed by the individual making the report of previous possible physical or sexual abuse or neglect
- Information available to the individual reporting that might aid in establishing the cause of the injury or neglect
- The identity of the individual or individuals responsible for abuse or neglect

Additional information may be requested by the person taking the report.

Reporting DOES NOT REQUIRE PROOF that child abuse or neglect has occurred. All incidents are to be reported as soon as they are suspected. Waiting for proof may involve grave risk to the child and impede services to the family. Witnesses to child abuse and neglect are rare. The law provides immunity from any civil liability or criminal penalty when a report is made in good faith - the law also provides immunity for persons who participate in an investigation or resulting judicial proceeding.

## **Recognizing Signs of Abuse and Neglect**

The US Department of Health and Human Services reports that 1 in 4 girls and 1 in 6 boys will be the victim of abuse before they reach age 18.<sup>6</sup> Based on the population and those statistics, there are children coming to camp that may already be victims of abuse. Recognizing the signs of abuse and knowing the steps to take if a camper reveals abuse to you is important.

According to the Code of Maryland Regulations (COMAR) 07.02.07.02, "child abuse" by a parent, other individual who has permanent or temporary care or custody or responsibility for supervision of a child, or a by a household or family member include the following:

- Physical Injury - not necessarily visible, that indicates the child's health or welfare was harmed or placed at substantial risk of harm.
  - o Examples: hitting, kicking, shaking, burning
- Sexual Abuse - meaning an act or acts involving sexual molestation or exploitation, to include sex trafficking, whether physical injuries are sustained or not
  - o Examples: where a child is used for sexual gratification including indecent exposure, fondling, rape, or commercial exploitation through prostitution or the production of pornographic material
- Emotional/Mental Injury - observable, identifiable and substantial impairment of a child's mental or psychological ability to function
  - o Examples: pattern of behavior that impairs a child's emotional development or sense of self-worth including, constant criticism, threats, and rejection

According to COMAR 07.02.07.02, "child neglect" by a parent, other individual who has permanent or temporary care or custody or responsibility for supervision of a child, or a by a household or family member is defined as:

- Child Neglect - the failure to give proper care and attention to a child, including leaving a child unattended, under circumstances that indicate that the child's health or welfare was harmed or placed at substantial risk of harm
  - o Failure to provide for child's basic needs
- Mental Injury - observable, identifiable and substantial impairment of a child's mental or psychological ability to function, or a substantial risk of mental injury that is caused by the failure to give proper care and attention

## **Internal Steps for Reporting Suspected Abuse or Neglect**

As required by law, all persons working with children are to report any suspicion of child abuse or neglect. To facilitate the proper response regarding suspicions of abuse or neglect, staff and volunteers are directed to immediately report those suspicions to their direct supervisor. That supervisor will then communicate with the Director. Once the Director has been informed any other pertinent personnel will be notified.

Depending on the circumstances the Director shall determine if, and when, an incident needs to be communicated further with parents, staff, volunteers and campers.

## **External Steps for Reporting Suspected Abuse or Neglect**

As a mandated reporter, staff and volunteers have the authority to report directly to our local child protective services office or law enforcement agency. It is suggested to report internally first to help facilitate the report.

The Director will report all suspected child abuse to the appropriate authorities (local Child Protective Services, Maryland Department of Health, etc.) as required by law.

### **Confidentiality**

All reports and suspicions are to be confidential and only to be shared when appropriate and necessary. Guardians of the camper should never be notified that a report is being made.

### **Media Communication**

In the event of an incident attracting media attention, all questions must be directed to the Executive Director. No staff shall talk with a media representative without receiving authorization from the Executive Director. Staff should reply with "I am not authorized to speak to the media; however, I can direct you to someone that is."

### **Camper Relations**

All staff are expected to maintain appropriate relationships with all campers at all times. Any communication with campers must be appropriate and show good judgement. Relationships and communication with campers is not just in person and at camp but also through social media. No communication with campers should occur with campers via social media. Appropriate disciplinary action may be taken if relations occur outside camp.

Any requests to provide childcare outside the care of camp or related programs must be brought to the attention of Rippling Brook immediately. An Unsanctioned Childcare Waiver and Hold Harmless Agreement (see appendix) will need to be completed by the requesting parents/guardians to avoid disciplinary action.

### **Policies to Help Protect Everyone**

Rippling Brook takes the safety and responsibility of all in our community seriously, especially the campers entrusted with our care. Several policies have been put in place to help protect everyone:

- Thorough screening and hiring process for staff and volunteers which includes a mandatory criminal background check
- Review of appropriate touch guidelines for campers, staff and volunteers
- Rule of Three - enforcing appropriate supervision and camper to staff ratios
- Regulated bathroom procedures
- Strict outside visitor policies
- Training on child abuse - how to recognize and respond

### **Staff to Camper Ratios**

Our staff to camper ratios<sup>7</sup> will follow the standard (ST.35) set by the American Camp Association (ACA) for general camp activities. "Staff" are those "individuals with the responsibility, authority, and training to provide direct supervision to camper groups".

<i>Camper Age</i>	<i>Number of Staff</i>	<i>Number of Campers</i>
5 years or younger	1	6
6-8 years old	1	8
9-14 years old	1	10

In compliance with the Maryland Department of Health (MDH) licensing for youth camps, all adult "staff" are individuals that are 18 years old or older or an individual 17 years old who has

graduated from high school. Junior Counselors are identified as individuals being at least 16 years or an individual who has successfully completed 10<sup>th</sup> grade.

Children should never be left unsupervised.

### **Camper to Staff Interactions: Rule of Three**

To minimize the potential of any staff member being in a one-on-one situation with a camper when out of sight of others, interactions should follow the Rule of Three at all times. This means there should always be at least three people together:

- At least 1 Staff + 2 Campers
- At least 2 Staff + 1 Camper

### **Bathroom Policies**

The first rule of working with children is to provide supervision at all times, this may seem tricky with bathrooms but the following procedures will allow for proper supervision:

- Check the Bathrooms - A staff member should check that the bathrooms are clear before use. If someone not a part of your group tries to use the bathroom, explain the situation and ask them to wait until the group is finished before entering.
- "Line of Sight" or "Line of Sound" Supervision - A staff member should have campers always within sight if not in a stall/private bathroom or within hearing distance if privacy is being given to an individual.
- Straddle the Doorway/Open Door - A staff member should directly supervise campers from the bathroom doorway - one foot in, one foot out - to keep the door open and maintain supervision of campers both in and out of the bathroom. This method allows for privacy needed in a bathroom yet also allows supervision. If all members are inside the bathroom then the door should be left open.
- Staff Choose Bathroom Groups - relationships and interactions between campers should be considered to maintain a safe environment that does not allow for peer-to-peer abuse.
- Number of Stalls = Number of Children - the number of stalls/fixtures should be the same as the amount of campers allowed
- One at a time - can allow for more privacy but the staff should supervise the remaining campers outside the bathroom. This method will take longer.

Bathrooms are historically when the most peer-on-peer abuse occurs.<sup>8</sup>

### **Visitor Policies**

Individuals from outside the camp should always be accompanied by a staff member or not on property. Anyone not accompanied by a staff member or not a part of the camp staff should be addressed from a safe distance. At that point, they should either be escorted to their vehicle and/or off property if there is no reason to be on site or brought to the office. A visitor may be passed from one staff member to another if need be but should never be left alone.

### **Facilities**

The environment plays a part in an abuser feeling safe to act in an abusive manner. All staff are responsible for addressing any facility needs to help maintain a safe environment. Any concerns can be addressed through a [Maintenance & Facilities Report](#).

- Open Door Policy - To protect all involved, there should always be an open door and/or at least the Rule of Three followed when in enclosed spaces.
- Isolated Areas Off Limits - All isolated areas should be closed off, locked, and secured to prevent access.
- Adequate Lighting - All areas should provide enough light to be able to see all actions as they occur.
- Separation from Other Programs - In cases where the facility may be shared, the camp and other programs should stay separated unless instructed by the Camp Leadership.

### **How to Deal with Inappropriate Behaviors**

Inappropriate behaviors observed in the moment shall immediately be stopped. This should occur in a manner that does not embarrass those involved but creates a safe environment. If a staff member is ever uncertain if a behavior is inappropriate but it "just doesn't feel right" then put an end to it and then ask questions. Be sure to "know, see, respond"<sup>9</sup> when it comes to the safety of all at camp. It is important to know "see something, say something" applies to creating a safe environment for all.

Any inappropriate behaviors observed and/or reported to a staff member must have an incident report completed. The incident must be orally relayed to their direct supervisor and Camp Leadership immediately. Camp Leadership will then follow up as necessary with the appropriate parties (MDH, local CPS, insurance, parents, staff, campers, etc.).

### **Appropriate vs Inappropriate Behaviors<sup>10</sup>**

Sometimes it can be unclear what is considered appropriate vs inappropriate behavior. There are many factors that must be considered, such as being developmentally appropriate, reception, or romanticizing contact. For example, kissing may be developmentally appropriate for older youth but may be inappropriate within the camp setting. Another example is hugging, depending on the circumstances this action may be appropriate and positive. However, hugging can be inappropriate if the recipient is not receptive, if a staff member/volunteer is hugging too often or too long, or if the contact is romanticized or sexually intimate.

Examples of Appropriate Behaviors:

- Verbal Communication: praise; positive reinforcement for good work/behavior
- Physical Behavior: pats on the back or shoulder; high five; fist bump

Example of Inappropriate Behaviors:

- Verbal Communication: sexually provocative or degrading comments; risqué jokes; name calling; discussing "adult" topics like drugs, alcohol, sex, etc.
- Physical Behavior: pats on the buttocks; intimate/romantic/sexual contact; corporal punishment; showing pornography or involving youth in pornographic activities

### **Touching/Supervision Guidelines**

- Child Initiated: a child may choose to do something that a staff person never would
  - o In some circumstances, that makes the behavior acceptable.
    - Example: A child choosing to hold hands with the staff person
    - Example: Climbing into a staff person's lap - staff should ask them to move immediately though
  - o In other circumstances, the behavior is still unacceptable

- Example: An older child spontaneously kissing a staff person
  - Example: Full frontal hugs with a camper
- "Grandma" Standard
  - o Imagine the child's grandmother (or other authority figure) walking into the room at that moment - if you are comfortable about what is happening then you need to change the situation immediately
- Age Appropriate: consider the age and developmental stage of the child involved
  - o Is this behavior typical of that group or cause for concern?
  - o Children who display over-affectionate or inappropriate touching behavior may be victims of child abuse.
- Gentle Limits:
  - o Gentle yet firm limits are the way to make children's spontaneous affectionate behavior safe
  - o Use natural ways to move on to another activity without making the child feel rejected
    - Example: While hand holding or lap sitting, ask the child to sit next to you, distract the child with something to do, or encourage him or her to return to an interrupted activity
- Have Witnesses: When the situation may merit having unusual physical contact with a child, make sure that you have witnesses to verify your appropriate actions and responses
  - o The key here is to balance your need for corroboration with the child's need for dignity in front of an audience
    - Example: Comes up frequently when a young child needs help with clothing or in programs where physical contact is part of the instruction, like aquatics, youth fitness, gymnastics, and other selected sports

Forcing affectionate behavior on a child is never acceptable. Even asking for a hug can be considered force in an environment with young children who are easily influenced by adult expectations.

### **Providing Support to a Child When Suspecting Abuse or Neglect<sup>11</sup>**

- Support the child - keep your true feelings hidden, remain calm and collected, let the child talk
- Take notes
- In the moment - you can let the child know what they are saying is really important and you don't want to forget anything. If not appropriate, write as much down in detail immediately after
- Ask open ended, simple questions - do not lead or dig for information
- Let the child know you are there to help but do NOT make promises or say you will keep secrets
- Explain that abuse is never their fault
- Ensure your belief in what is being said - many children never report for fear of not being believed, especially when the abuse is known and trusted by the family
- Praise them for sharing - acknowledge that it couldn't be easy

### **Interacting with an Alleged Perpetrator**

Staff and volunteers are to report suspicions of child abuse and neglect; however, the Child Protective Services officials will handle any further investigation. No staff or volunteer shall accuse an individual or investigate further so as not to impede an official investigation.

Depending on the circumstances of the allegations, Rippling Brook may suspend a member of staff, volunteer, and/or camper until further investigations have been conducted.

## Appendix

[Child Abuse Prevention Code of Conduct](#)

[Unsanctioned Childcare Waiver and Hold Harmless Agreement](#)

## Resources

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<sup>1</sup> Maryland Department of Health, Department of Human Resources, Child Protective Services, What is Child Abuse and Neglect?

<https://health.maryland.gov/phpa/OEHFP/CHS/Documents/Youth%20Camps/WhatisChildAbuseNeglect.pdf>

<sup>2</sup> AMSkier Insurance, The Care and Safety of Other People's Children, AMSkier's Annual Summer Workshop - 2022, [https://ski-](https://ski-line.amskier.com/MembersOnly/Documents/2022AMSkierWorkshopHandout.pdf)

[line.amskier.com/MembersOnly/Documents/2022AMSkierWorkshopHandout.pdf](https://ski-line.amskier.com/MembersOnly/Documents/2022AMSkierWorkshopHandout.pdf)

<sup>3</sup> American Camp Association, Preventing Peer-to-Peer Abuse: Supervision as a Line of Defense, Katie Johnson, August 29, 2019, [https://www.acacamps.org/article/camping-magazine/preventing-peer-](https://www.acacamps.org/article/camping-magazine/preventing-peer-peer-abuse-supervision-line-defense)

[peer-abuse-supervision-line-defense](https://www.acacamps.org/article/camping-magazine/preventing-peer-peer-abuse-supervision-line-defense)

<sup>4</sup> Maryland Department of Human Services - Child Protective Services: <https://dhs.maryland.gov/child-protective-services/>

<sup>5</sup> Maryland Department of Human Services, Child Protective Services, Mandated Reporters,

<https://dhs.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/mandated-reporters/>

<sup>6</sup> American Camp Association: Child Abuse Prevention Resources,

<https://www.acacamps.org/resources/child-abuse-prevention-resources>

<sup>7</sup> American Camp Association, Accreditation Process Guide, 2019, pages 154-155

<sup>8</sup> The Redwoods Group, How Safe Are Your Bathrooms?, <https://redwoodsgroup.com/resources/how-safe-are-your-bathrooms/>

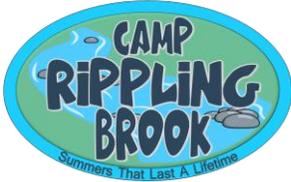
<sup>9</sup> The Redwoods Group, See Things Differently, "Know, See, Respond",

<https://redwoodsgroup.com/wp-content/uploads/2019/09/know-see-respond-one-pager.pdf>

<sup>10</sup> US Department of Health and Human Services, Center for Disease Control and Prevention, Preventing Child Sexual Abuse Within Youth-Serving Organizations: Getting Started on Policies and Procedures, 2007, <https://www.cdc.gov/violenceprevention/pdf/preventingchildsexualabuse-a.pdf>

<sup>11</sup> Children's Advocacy Center, Leah Howell, "Are Your Kids Safe at Summer Camp?",

<https://cacjc.org/are-your-kids-safe-at-summer-camp/>

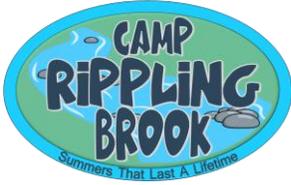


# CAMP RIPPLING BROOK

## Child Abuse Prevention Code of Conduct

I, \_\_\_\_\_, understand that the safety of all is a top priority at Rippling Brook and acknowledge the following as a Child Abuse Prevention Code of Conduct in which to guide my actions during my employment.

1. Staff are required to attend all trainings as well as read and sign all policies related to identifying, documenting, and reporting child abuse as instructed by Rippling Brook.
2. To protect Rippling Brook's staff, volunteers, and participants - at no time during a program/event may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should position themselves in a way that other staff can see them.
3. Staff shall never leave a child unsupervised.
4. Bathroom supervision - While children are using the bathrooms, staff will:
  - a. Check the bathrooms to ensure they are clear before use.
  - b. Have groups of three or more that are supervised by an adult staff member.
  - c. Maintain either "line of sight" or "line of sound" supervision.
  - d. Allow one child per stall/fixture.
  - e. Choose groups of campers to go to the bathroom together considering relationships and interactions between campers to not allow for peer-to-peer abuse.
  - f. Straddle the doorway to maintain direct supervision of those in and out of the bathroom or maintain an open door if all are inside the bathroom.
  - g. Assist younger children allowing for dignity but with doors to the facility remaining open and with the rule of three always being followed.
5. Staff should conduct or supervise private activities in pairs (following the rule of three, two staff and one camper) - changing into bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
6. Staff shall not abuse children including:
  - a. Physical abuse - strike, spank, shake, slap
  - b. Verbal abuse - humiliate, degrade, threaten
  - c. Sexual abuse - inappropriate touch or verbal exchange
  - d. Mental abuse - shaming, withholding love, cruelty
  - e. Neglect - withholding food, water, basic care, etc.Any type of abuse will not be tolerated and may be cause for immediate dismissal.
7. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline.
8. Staff will conduct a health observation of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable responses will be documented.
9. Staff respond to children with respect and consideration and treat all children equally regardless of cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race, and/or sexual orientation.
10. Staff will respect children's rights not to be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.



# CAMP RIPPLING BROOK

## Child Abuse Prevention Code of Conduct

11. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
12. Staff must appear clean, neat, and appropriately attired.
13. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
14. Staff may not be alone with children they meet through Rippling Brook programs/events outside of the organization. This includes babysitting, offering transportation, sleepovers, and inviting children to your home/places outside of camp. Any exceptions require a waiver before the fact and subject to Director approval.
15. Staff are not to transport children in their own vehicles.
16. Staff may not date participants under the age of 18.
17. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent/guardian.
18. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
19. While Rippling Brook does not discriminate against an individual's lifestyle, it does require that in the performance of their job they abide by the standards of conduct set forth by the organization.

I understand that any violation of this Child Abuse Prevention Code of Conduct may result in termination.

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Employee's Signature

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Date

---

Employee's Printed Name

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Employee's Position

# **CAMP RIPPLING BROOK**

## **EMERGENCY PHONE NUMBERS**

### **POST IN CONSPICUOUS LOCATION**

**Camp Address:**  
**18501 Mink Hollow Road, Ashton, Md 20861**

**Camp Phone Number:**  
**301-852-0909**

NAME	PHONE NUMBER
EMS - Ambulance, Fire, Police	911
Montgomery County Non-Emergency Police	301-279-8000
Montgomery County Non-Emergency Fire	240-683-6520
Montgomery County Crisis Center (24/7)	240-777-4000
Poison Control	1-800-222-1222
Pepco (Electrical Emergency)	1-877-737-2662
Washington Gas (Gas Emergency)	844-927-4427
Child Protective Services (Child Abuse and Neglect Hotline) - Montgomery County Department of Health and Human Services	240-777-4417
Communicable Disease Control - Montgomery County Department of Health and Human Services	240-777-1755
Wildlife Concerns (Second Chance Wildlife Rescue)	301-926-9453
Mater Amoris Montessori School	301-774-7468
Kate Dadourian - Camp Director	301-655-6030



Camp Rippling Brook  
 18501 Mink Hollow Road  
 Ashton, MD 20861  
 301-852-0909

MINK HOLLOW RD

TO ROUTE 108/ASHTON RD



TARGET SPORTS



HERON HOUSE

TURF FIELD

GAGA PIT

GARAGE

CHICKEN COOP

SLIP N SLIDE

PLAYGROUND

SHED

GARDEN

MAIN BUILDING

POOL

SLIP N SLIDE

COTTAGE

LOG CABIN

CAMP TENT

FLAGPOLE

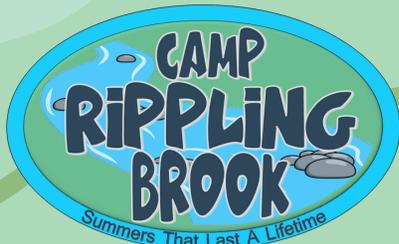
FOUNDER'S HOUSE

FIRE PIT

FIRE PIT

PARKING LOT

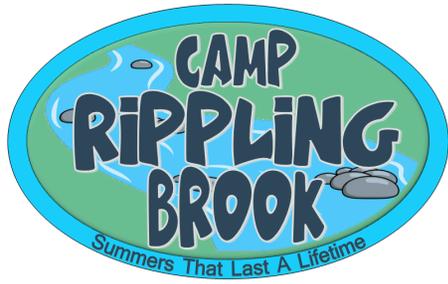
SHED



- FOREST
- TRAILS
- STREAM



UPDATED 5/29/25 - CHANGES MAY OCCUR  
NOTE: NOT EXACT SCALE



# CAMP RIPPLING BROOK SUMMER CAMP 2025

## Drop off & Pick Up Map





# CAMP RIPPLING BROOK

Staff Roles: Drop Off & Pick Up

Each role during drop off and pick up has a vital part in making the pick up process as smooth as possible for our families. Remember, this may be the only time some parents interact with us, let's leave them with the best possible impression! Positions for drop off and pick up will be assigned during our morning meeting. All staff will use walkie talkies to communicate.

Families will have the option to either utilize the curbside or park and walk options for drop off/pick up.

## DROP OFF

Camper drop off occurs every day from 8:30 am - 9:00 am. Campers in Morning Camp can be dropped off as early as 7:30 am.

Position		Responsibilities
1	Greeters (2)	Greeters will welcome cars into the drop off area, open doors and say hello to the family. Greeters will help hand off the campers to the Check In person. Only the first 3 cars should let campers out. Greeters can also assist with traffic as needed.
2	Check In (1)*	The Check In person will have the clipboard with the Check In sheet, they are responsible for writing down times campers are dropped off and for giving name tags with group assignments on Monday. Will also welcome families that park and walk. During Morning Camp, this position will be responsible for all positions in the parking lot area.
3	Traffic (1)	The Traffic person will direct traffic into the parking lot, monitor traffic that may be getting close to lining up on Mink Hollow Road, direct cars into the extended loop in the grass, and stopping cars so parked cars can exit. The Traffic person should also help to direct families that are parking and walking campers.
4	Walkers (1-2)	Walkers will assist the Check In person and bring campers from the gathering area to the Welcoming Team in the camp tent.
5	Welcoming Team (2+)*	Stationed in and around the camp tent, the Welcoming Team will assist campers in getting ready for the day: drop off lunches in wagons, make sure water bottles are filled, sunscreen/bug spray applied, etc. On Mondays, the Welcoming Team will have campers make a name tree cookie for our activity choice boards. The Welcoming Team should introduce campers to others in their group, engage with activities, and ensure campers are comfortable.

\*Positions that are utilized during Morning Camp hours.



# CAMP RIPPLING BROOK

Staff Roles: Drop Off & Pick Up

## PICK UP (MONDAY - THURSDAY)

Camper pick up occurs every day from 4:00 pm - 4:30 pm. Campers in Afternoon Camp can be picked up as late as 6:00 pm.

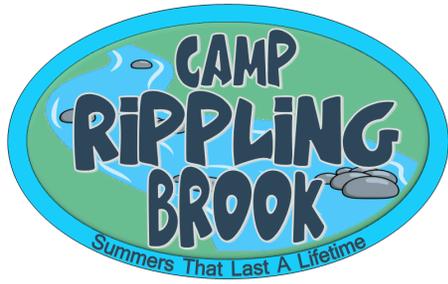
	Position	Responsibilities
1	Greeters (2)	Greeters will welcome cars into the drop off area, greet families, check who they are picking up and that they are authorized. Greeters can also assist with traffic as needed.
2	Check Out (1)*	The Check Out person will have the clipboard with the Check Out sheet, they are responsible for writing down times campers are picked up and for monitoring campers as names are being called.
3	Traffic (1)	The Traffic person will direct traffic into the parking lot, monitor traffic that may be getting close to lining up on Mink Hollow Road, direct cars into the extended loop in the grass, and stopping cars so parked cars can exit. The Traffic person should also help to direct families that are parking and walking campers.
4	Walkers (2+)	Walkers will walk campers to cars from the gathering area, keeping campers within arm's reach while also monitoring cars for safety. Walkers should also help campers get into cars by opening doors and, if needed, buckling seat belts.
5	Afternoon Camp (2)*	Stationed in and around the camp tent, the Afternoon Camp staff will supervise and engage with any campers that are staying for extended day. Afternoon Camp staff should keep monitoring the names that are being called in case an Afternoon Camper is getting picked up early.

\*Positions that are utilized during Morning Camp hours.

## PICK UP (FRIDAY - CLOSING SHOW)

**Greeters and Traffic positions will start at 3:45 pm on Friday in anticipation of families joining us for the Closing Show. Most of the camper pick up will occur from the Closing Show.**

	Position	Responsibilities
1	Greeter (2)	Prior to the Closing Show, Greeters will issue Authorized to Pick Up Cards to families as they arrive for the closing show.
2	Check Out (2)	The Check Out person will collect Authorized to Pick Up Cards as families leave after the Closing Show. Only campers with a card are allowed to leave.
3	Traffic (2)	The Traffic person will direct cars on where to park. The field is to be used as overflow parking.
4	Walkers (2)	As needed, same as Monday-Thursday.
5	Afternoon Camp (2)*	Same as Monday-Thursday.

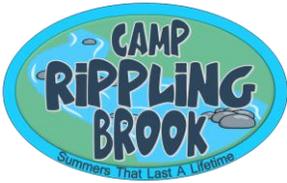


# CAMP RIPPLING BROOK SUMMER CAMP 2025

Staff Roles: Drop off & Pick Up







# CAMP RIPPLING BROOK

## Incident Report

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
First, Middle Initial, Last

**Location/Activity:** Please check one of the following boxes.

Archery	Low Ropes	Arts & Crafts
Water Play	Turf Field	Camp Tent
Free Play	Gaga	Outdoor Living Skills
Dance	Music	Creative Arts
To/From Activity	Health Center	Office
Playground	Teambuilding/Cooperative Games	Sports
Parking Lot	Drop Off/Pick Up Area	Other:

**Cause of Incident:** Please check one of the following boxes.

Bite or Sting	Burn	Collision with Object
Collision with Person	Collision with Sharp Object	Fall
Illness	Inappropriate Intimate Behavior	Jumping
Running	Sexual Abuse	Tripped
Environment (sun, heat, etc.)	Equipment	Self
Using a Tool	Not Applicable	Other:

**Type of Injury:** Please check one of the following boxes.

Amputation	Bee Sting	Bump
Burn	Concussion	Contusion/Bruise
Dislocation	Fracture	Insect Bite
Laceration/Cut	Laceration/Sutures	Paraplegia
Poison Ivy/Oak	Pulled Muscle	Puncture
Snake Bite	Sprain	Strain
Torn Ligament	Not Applicable	Other:

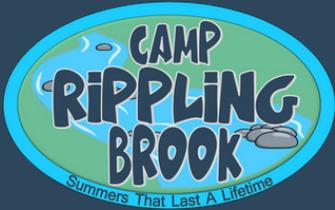
**Type of Illness:** Please check one of the following boxes.

Allergic Reaction	Appendicitis	Asthma
Bronchitis	Conjunctivitis	Ear Infection/Swimmer's Ear
Emotional Reaction	Fever	Flu
Food Poisoning	Intestinal Virus	Laryngitis
Lice	Lyme Disease	Mononucleosis
Pharyngitis	Rabies Treatment	Seizure
Sinusitis	Sore Throat	Stomach Disorder
Strep Throat	Tonsillitis	Urinary Tract Infection
Viral Infection	Not Applicable	Other:

Staff Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Reviewing Form: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
 Camp Director Review: \_\_\_\_\_ Date: \_\_\_\_\_ Filed with AM Skier: \_\_\_\_\_ Date Filed: \_\_\_\_\_

**Follow Up:**  
 Was there follow up?  Yes, by: \_\_\_\_\_ on \_\_\_\_\_  No  
 Notes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please complete the front and back of this Incident Report.



# CAMP RIPPLING BROOK 2025 CALENDAR

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

WEEK 1  
JUNE 23 - 27



WEEK 2  
JUNE 30 -  
JULY 3



WEEK 3  
JULY 7-11



WEEK 4  
JULY 14-18



WEEK 5  
JULY 21-25

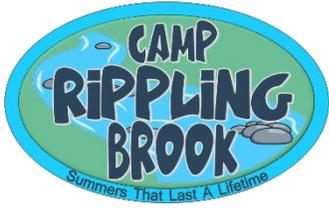


WEEK 6  
JULY 28 -  
AUGUST 1



WEEK 7  
AUGUST 4-8





# STAFF FORMS

## 2025 CAMP ACTIVITIES SCHEDULE



## CAMP PROGRAMMING IDEAS



## DAILY LOG



## BEHAVIOR LOG



## PARENT COMMUNICATION LOG



## MAINTENANCE & FACILITIES REQUEST



## TIME OFF REQUEST

