

# TIC-MD PARENT HANDBOOK 2018

Connelly School of the Holy Child 9029 Bradley Blvd. Potomac, MD 20854  
703-424-3967, [ticcamp.md@gmail.com](mailto:ticcamp.md@gmail.com)

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Welcome to TIC-Maryland 2018! We are so excited to have your camper(s) with us this summer! Whether you are brand new or a long-time TIC Family, this Handbook contains important information that will help you prepare for your camper's time at TIC. Please read through the information, let us know if you have questions, and keep it handy throughout the summer!

**Thank you for choosing TIC!!**

## Contacting us

**TIC MD Camp Office, Health Advisor, and Extended Day:**

(703) 424-3967

**TIC MD Camp Email:** [ticcamp.md@gmail.com](mailto:ticcamp.md@gmail.com)

**Registration or billing:** Contact Tabitha Glading at [tabitha@ticcamp.com](mailto:tabitha@ticcamp.com) or (703) 876-2868

**Other Concerns:** Emily Riedel at [emily@ticcamp.com](mailto:emily@ticcamp.com)

Call the TIC MD Camp Office for any urgent matters regarding your camper, absences, and early pick ups. You can also speak with the MD Site Director **Daniel Morais** or another Camp Director, as well as the Health Advisor or Ext. Day Supervisor. If you leave a voice mail, please include your camper's First & Last Name and a detailed message

and we will call you back as soon as we can! You can also reach us via the TIC MD email, which is checked around the clock! TIC's Main Office will be staffed intermittently during the camp season, so it is often best to send us an email regarding billing or registration or to reach our Executive Director, Emily Riedel.

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## First Day Orientation 8:00-8:30 AM

First Day Orientation occurs on the first day of each Session! Orientation is a big "Welcome to TIC!" that is held in the Gymnasium at Connelly School of the Holy Child. Orientation is especially important for first time families, but all parents are welcome to come see the facility, meet their child's counselors and the leadership team, and attend to any camp business.

Parking for Orientation is available in multiple parking areas around the school. If you have attended Orientation before or do not have any questions or camp business (see below), feel free to use the "kiss and ride" drop-off at any point during the 8:00am-8:30am window.

Between 8:00-8:30am parents are encouraged to do any of the following, as needed:

**MEDICATION-** Meet with our Camp Health Advisor to turn in any medication for your child that is to be taken during camp. It must be in its original prescription container and a Medication Authorization Form needs to be completed. This is also a good time to talk to the Health Advisor about any medical concerns if you have not done so already.

**EXTENDED DAY-** Sign up for Extended Day! After the first day of the session, the drop-in charge is \$20/day with pick up before 4pm and \$35/day with pick-up before 6pm. The full 2 week Session is \$260. We can take cash, check or credit/debit cards.

**CARPOOL CARDS** (for pick-up)- Carpool Cards (which are required for ALL PICK UPS) are emailed out prior to the beginning of your Session; however, if you need additional carpool cards we can make them for you at Orientation. Please note, you must have an official Carpool Card for your camper as well as any other camper you plan to pick-up over the course of the session. See "Camper Pick Up" section for more details.

**CAMP STORE-** Purchase items from our Camp Store! If your camper is not already carrying a water bottle (this is required for Athletics!) we have them on sale with various other cool TIC swag! Take a minute to check out our gear!

Promptly at 8:30am, Site Director, Daniel Morais, will welcome everyone, give a few introductions, and then get the campers into their technology or athletic groups. After the campers are dismissed, there will be a brief talk on TIC's purpose, method, logistics, and Q and A. We promise to wrap things up by 9am!

# D a i l y L o g i s t i c s

## Camper Drop Off

All campers enter from Bradley Boulevard and drive to the right of the grassy field, all the way around the back of the 2 story building and through the parking lot. Drop your campers off in front of the picnic area (before the main building entrance) where staff will be waiting to greet your camper, check them in for the day, and direct them to the gym. (See Map) If you arrive after 8:30, please park and walk your camper into the TIC Office. The office is located on the corner of the Middle School Building (new location!), the two story building on the left as you come down the driveway. You can park outside those doors or in the few spots by the door (do not park outside the picnic area). Signs will direct you.

## Attendance

If your child is absent or coming late, please call the TIC-MD CAMP OFFICE (703) 424-3967 prior to 8:30am. (Please do not call the TIC Main Office or the message will be delayed.) If we don't hear from you and your child is absent, we will call you at 9:00am to check attendance. PLEASE DO KEEP YOUR CHILD HOME if they show any signs of the flu or any other infection, which includes 100+ degree fever, vomit, diarrhea, or any other communicable disease. We will send home any child exhibiting such symptoms.

## What to Bring to Camp

- Closed-toed **Athletic Shoes!**  
Please no crocs, flip flops or sandals!
- Filled **Water Bottle and Lunch!**  
(See more details in "Lunch" section)
- **Sunscreen and hat!**

Sunscreen is also available in the Camp Office.

- **Tennis Racket** if enrolled in Tennis!  
Please label with first and last name.

**Leave at Home:** Valuables (We are not responsible for lost items at Camp), Electronics (see "Electronics Policy"). Alcohol, Weapons, and Drugs are all prohibited at Camp, as are pets.

## Lunch

Our online box lunch provider is Smart Lunches (attached flyer), delivering a meat or a vegetarian option daily. You can choose from a variety of lunches, which are made fresh and delivered to Camp right before lunch. [Visit their website for more information!](#)

If you prefer to send a homemade lunch, it needs to be non-perishable or in an insulated lunch box with an ice pack- we do not have a refrigerator for camper lunches. Please note we have limited access to microwaves. We are a NUT friendly camp; however, we provide a NUT FREE area for campers to eat lunch.

## Daily Schedule

Senior campers (rising 6th graders and older) will be in Athletics, first thing on Monday morning. The Junior campers (rising 2nd through 5th graders) begin their day in Technology. After lunch, Juniors go to sports, Seniors to technology. The schedule flip-flops each day: wherever campers were in the afternoon is where they start the next morning! See schedule below for the session break down:

		Monday		Tuesday		Wednesday		Thursday		Friday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Week 1	<b>Juniors</b>	Technology	<i>Athletics</i>	<i>Athletics</i>	Technology	Technology	<i>Athletics</i>	<i>Athletics</i>	Technology	Technology	<i>Athletics</i>
	<b>Seniors</b>	<i>Athletics</i>	Technology	Technology	<i>Athletics</i>	<i>Athletics</i>	Technology	Technology	<i>Athletics</i>	<i>Athletics</i>	Technology
Week 2	<b>Juniors</b>	<i>Athletics</i>	Technology	Technology	<i>Athletics</i>	<i>Athletics</i>	Technology	Technology	<i>Athletics</i>	Both Tech & Athletics	Parent Open House!
	<b>Seniors</b>	Technology	<i>Athletics</i>	<i>Athletics</i>	Technology	Technology	<i>Athletics</i>	<i>Athletics</i>	Technology	Both Tech & Athletics	Parent Open House!

## Camper Pick Up

Carpool cards are emailed out prior to camp and are what we use to identify people that are authorized to pick up your camper. Please always bring your carpool card for ANY PICK UP, even Extended Day. If you do not have it, we will ask for ID. If you want to authorize someone else to pick up your child, simply send/give them your camper's carpool card. If someone tries to pick up your camper without a carpool card, we will have to call you to confirm before we release your camper to them.

### Early Pick Up:

To pick up a camper before 2:40pm, please call or email the MD Camp Office (preferably the day before), park in the parking lot and come into the office with your carpool card. The office is located in the Middle School Building (new location- see map!) We will make every effort to have your camper ready for you in the office. If you have not made prior arrangements or you arrive after 2:40, please wait in the carpool line.

### Carpool (3:00pm-3:15pm):

"Carpool" is our super efficient pick-up system at the end of the camp day!

Cars enter from 42nd Street and loop through the parking area as in the morning. Our efficient carpool line takes no longer than 15 minutes. Please do not arrive earlier than 2:55pm as cars can back-up into the neighborhood. If you arrive at 3:05pm you'll sail right through!

Parents arriving to carpool after 3:15 please park and come in to Extended Day. After 3:30, you will be charged the \$20 (before 4pm) or \$35 (before 6pm) drop-in fee. We will provide your camper(s) a snack and your camper(s) will be happily engrossed in extended day activities. Please bring your carpool card to pick up from Extended Day or anytime so we know you are "authorized."

### Maryland Shuttle Bus:

For campers coming from the Bethesda area, we offer a shuttle to/from our TIC-MD site. The cost is \$50 round trip or \$25 one way for the entire two-week session. The bus stop is located at Bradley Hills Elementary School (8701 Hartsdale Ave. Bethesda, MD, 20817). Pick up is at 8am and drop off is at 3:20pm. We must have a signed copy of the TIC-MD Shuttle Bus Permission form for your child to ride the bus. A staff member will ride the bus and check out campers at the stop as you pick them up. For quick check-out, please bring your Carpool Card.

If you would like to add the shuttle bus to your child's registration, please contact the TIC Main Office at 703-876-2868.

### Camper Self-Check out

For Senior campers who walk, ride bikes, or take public transportation, please complete and submit "Permission to Walk/Bike Home" form through your [online account](#). They will be able to check themselves out with a designated Director prior to the beginning of carpool each afternoon.

### Extended Day (3:15pm-6:00pm)

To use Extended Day, please pay for it in advance (\$260 per 2-week session) by the first day of camp. The charge for drop-in Extended Day is \$20 (pick up before 4pm), or \$35 (pick up before 6pm) per day. There are no refunds for Extended Day after the first day of camp. Extended Day campers are provided a snack, and settle in for fun activities (e.g. board games, arts and crafts, reading, chess, playground games, socializing). Campers will have the opportunity to play outside from 3:30pm-4:30pm each day. Please keep your electronics at home. **There is no computer or electronic use during Extended Day** (See "Electronics Policy"). Parents can pick up their children any time before 6:00pm. Park your car and come into the building with your carpool card to fetch your child. Extended Day is located in the Library in the two story building of the Middle School. Pickup will be out the TIC office door. Signs will direct you. The building closes at 6:00pm so PLEASE DO NOT BE LATE! Parents who are late (after 6:00pm) will be charged \$10 for the first 15 minutes, \$1 per minute after that.

**Please call the TIC-MD Camp Office telephone, (703) 424-3967, if you will be delayed.**

# Health and Safety

## Camper Illness, Injury, & Medications

Our Camp Health Advisor will call you as soon as possible if your camper experiences an illness or injury at camp. Any over-the-counter medication administered will only be done with the consent of the parent or guardian. Campers who require prescription medications must complete a Medication Authorization Form prior to camp, meet with the Camp Health Advisor, and provide medication in its original container.

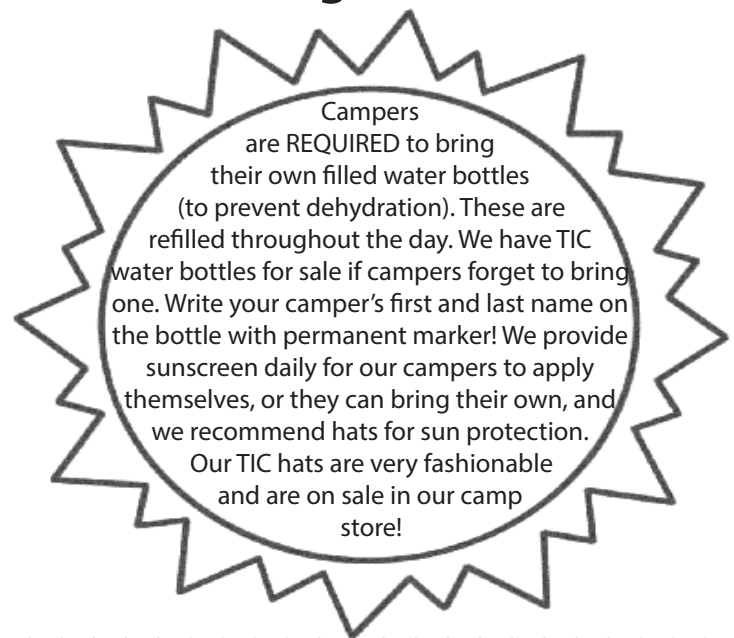
Campers are also required to wash and sanitize their hands before and after lunch to help prevent allergic reactions and the spread of disease.

Campers with a communicable or infectious disease may not attend camp. Campers who become ill at camp must be picked up within a reasonable time frame (60 minutes).

## Emergencies & Reporting

In the case of an emergency, parents will be notified as soon as possible. If it is a life threatening or time sensitive situation, the proper authorities will be called and/or notified. In the case of weather or other natural disaster, TIC Summer Camp will contact parents via email, web, and phone with the information provided. Please make sure your information is up to date in our records. TIC Summer Camp is required to report any suspected child abuse as required by the law.

## Beating the Heat!



# Behavior & Accommodations

Acceptable forms of behavior are well-known for school aged children. We want to make sure everyone is treated with kindness and respect, along with having a great time at camp! Every effort is made to identify and pro-actively redirect the campers' attention when a potential problem is brewing. However, things do happen and parents will be notified when persistent behavioral problems are identified. There are no refunds if a camper is dismissed due to behavioral issues.

If your camper typically has behavior issues at school or in less-structured settings and you anticipate they may struggle with the expected acceptable behaviors, or that they may experience high levels of emotional or mental stress in the camp setting, please talk to your Site Director before they arrive at camp! Knowing that your camper is extremely stressed by crowds and loud noises or responds better to discipline after calming down with a book for 10 minutes is incredibly helpful information for us. We can then pass that information on to their counselors, who will understand how to more effectively work with your camper and make their camp experience the best it can be! No one knows your child better than you, so we appreciate any guidance you can provide and will do everything we can to make the necessary accommodations.

# Electronics Policy

## Cellphones and other Electronics

Campers and staff are not allowed to use personal electronic devices during camp, including Extended Day. We want our campers to build their social skills with face-to-face interactions each and every day! We understand that parents may want campers to have cellphones at camp, but please note that cellphone use is also not allowed during the camp day. If a camper does bring a cellphone to camp, it should be turned off and in their backpack until they leave camp. If you need to get in touch with your camper during the camp day, please call our camp office phone, which is monitored at all times. We kindly ask for parent's cooperation and support with this policy.

## Computer Copyright Laws and Computer Viruses

We strictly observe copyright laws governing computer software. No "pirating" of any commercial software is allowed. In order to prevent viruses on our computers, campers are NEVER allowed to bring their own software to camp or USB drives to save files. All projects will be uploaded to the project website on the last day of camp at [www.ticcamp.com/dailyticker/parent-resources](http://www.ticcamp.com/dailyticker/parent-resources) for easy enjoyment and downloads!

**Lost and Found** Check out the Lost and Found at any time in the Camp Office. We collect a lot of stuff! Be sure to mark all personal items with first and last names. We try to return marked items to campers during camp, and we always display lost and found items during the Parent Open House at the end of each session. We are not able to store or keep these items past the summer. Anything left will be donated on the last day of the summer, August 10.

## Keep Up with the Action!

### The Daily Ticker, Group Photos, and TIC Pics

TIC's Blog ([www.ticcamp.com/dailyticker](http://www.ticcamp.com/dailyticker)) provides timely, fun tidbits and videos of the happenings of camp frequently and year round. Don't miss pics and news about camp, staff bios, and especially your invitation to the Parent Open House, which happens last afternoon of each session (more info below!). TIC PICS and Group Photos (password: tic4ever) are also located on our blog so be sure to check it out regularly! You can also follow us on social media! Like our page on Facebook ([facebook.com/TICSummerCamp](https://facebook.com/TICSummerCamp)) and follow us on Instagram (@tic\_camp)!

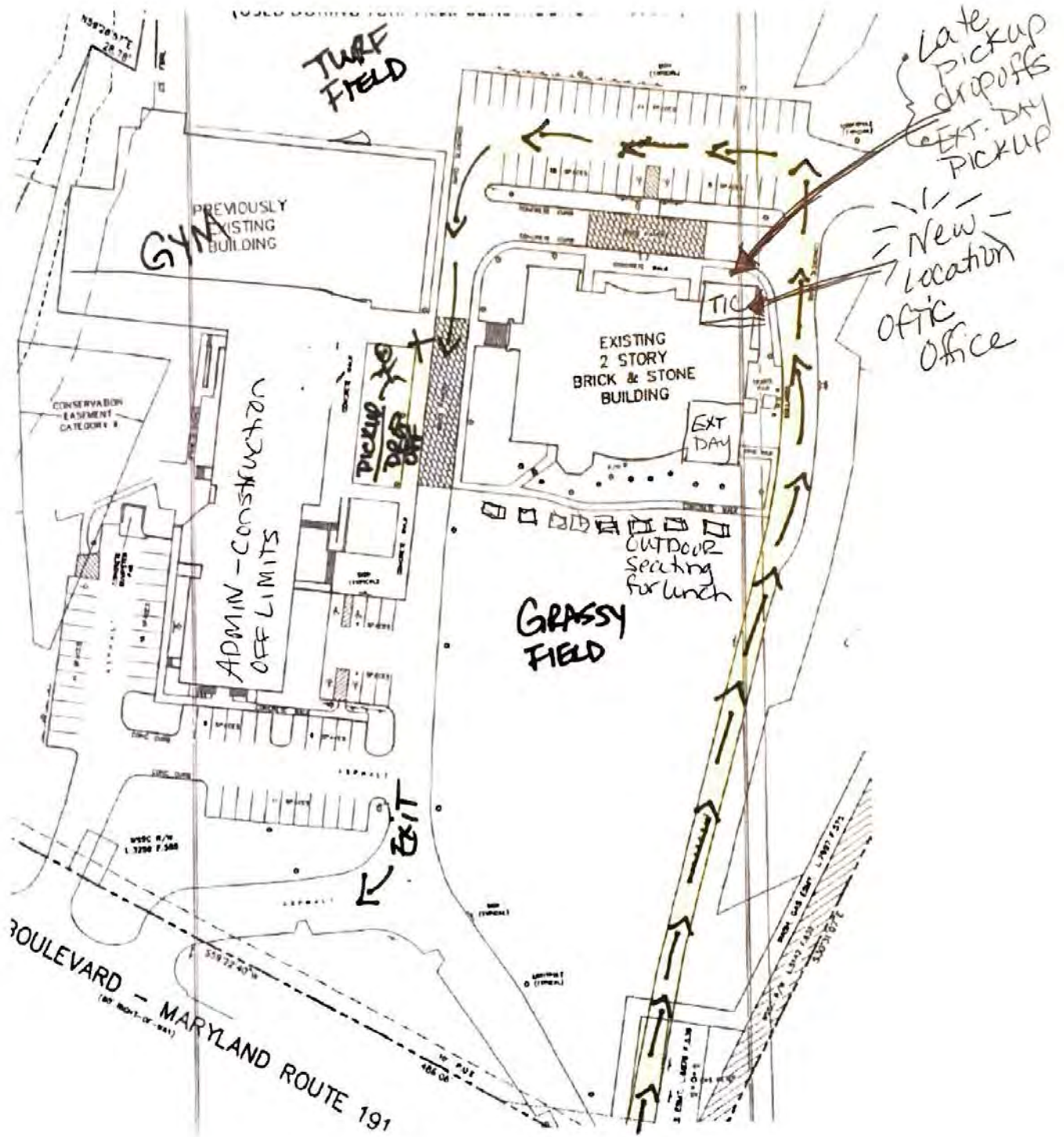
### Parent Open House

You are invited to visit camp on the afternoon of the last day of the session! Spend part or all of the afternoon visiting with your camper's counselor and seeing tech projects between 1:00 and 3:00pm. You'll also have a chance to see our Athletics program in action. We realize many parents will be missing work to attend, so a more detailed schedule will be emailed and posted to our blog during the session.

### We Want Feedback!

We pride ourselves on our flexibility and responsiveness. It is tragic to us if we hear too late about something we could have fixed that has spoiled a camper's TIC experience. Let us hear from you! (We take compliments too!) The easiest way to give us feedback about site-specific areas for improvement (or excellence!) is to call or email your Site Director, Daniel Morais, at (703) 424-3967 or [ticcamp.md@gmail.com](mailto:ticcamp.md@gmail.com)

# CAMPER DROP OFF/PICK UP MAP



# Smart Lunches is Delivering to Your Camp This Summer!

We're partnering with your child's camp to deliver fresh, tasty lunches this summer! Our online ordering platform makes it easy for parents to feed their kids a healthy, delicious lunch that actually gets eaten.



## NOW OPEN FOR ORDERING!

Go online to order for your child's camp! Visit [www.smartlunches.com](http://www.smartlunches.com), find your camp, and sign up to order lunches.

## WHAT WE DELIVER WITH OUR SERVICE

- ✓ **VARIETY** : Our rotating menu features 6+ hot & cold options every day.
- ✓ **NUTRITION** : Taste-tested, nutrient-dense meals that kids love.
- ✓ **CONVENIENCE** : Online ordering and guaranteed satisfaction gives you parenting peace of mind.
- ✓ **HAPPY KIDS** : We've got a smarter take on kid favorites: mac & cheese, chicken nuggets, pasta with marinara, and more!

## HOW IT WORKS



### STEP 1

Parents visit [www.smartlunches.com](http://www.smartlunches.com) and describe their child's tastes & dietary needs.



### STEP 2

Parents order healthy lunches from their child's custom Smart Lunches menu.



### STEP 3

Professional local caterers prepare fresh, delicious lunches early each morning.



### STEP 4

Smart Lunches delivers a tasty, nutritious lunch directly to your kids at their camp.

Sign up at [www.smartlunches.com](http://www.smartlunches.com)!