

# TEENS ON THE GO



2025

## PARENT HANDBOOK

CARROLL COUNTY DEPARTMENT OF RECREATION & PARKS | 300 S. Center Street, Westminster MD, 21157



# WELCOME

Thank you for choosing the Carroll County Department of Recreation and Parks *Teens on the Go* program for your teen this summer. This program is designed to provide a wide variety of adventure opportunities for teens entering 6<sup>th</sup> grade through 10<sup>th</sup> grade. Whatever program week you choose for your teen, we want to make sure that their experience is as fun, safe, and successful as possible.

This handbook is for your convenience and as a general guide for you and your teen. It contains important information about our programs, policies, and procedures. Please read carefully.

## Helpful General Information:

Recreation & Parks Administrative Office  
300 S. Center Street, Westminster, MD 21157  
Email: [ccrec@carrollcountymd.gov](mailto:ccrec@carrollcountymd.gov) phone: 410-386-2103  
Hours: Monday–Friday, 8:00am-5:00pm

## Frequently Asked Questions

### 1. What is required for my teen to attend the first day?

- All teens must be registered and paid in full
- Emergency Health Form must be completed
- Behavior Contract must be signed by the teen and the parent/guardian
- Self-Supervision, or adult supervision form must be signed
- Self-Administration of Medication, if needed
- Asthma Action Plan, if needed
- State of Maryland Immunization record, if needed

For the safety of your teen, all parents/guardians are required to provide their teen's Emergency and Health Information for their child(ren) before they may attend *Teens on the Go*. Maryland Camp Regulations requires us to maintain these forms for your teen while in attendance at our program. Please understand that your child(ren) will **NOT** be permitted to attend without this information on file with the program.

### Participant Emergency and Health Form

Please make sure that the information on the emergency and health form is complete, legible, and kept current. We need to be able to reach you or another reliable adult in case of an emergency. Information that is requested:

- List your cell phone
- List at least 2 adults who will be near the program in case of an emergency
- List all persons that have permission to pick-up your child(ren)
- Any teen in the program may be given permission to walk/ride a bike to and from the program drop-off/pick-up location. Parental/Guardian permission must be indicated on the Emergency form.

### Medical or Immunization Forms

Required for any teen that does not attend a Maryland public or private school.

### **Medication Self-Administration**

If your teen(s) requires medication (prescription or over the counter) during program hours, this form must be completed by the child's physician. This form must be received by Camp Staff prior to any medication being administered at the Teens on the Go program.

### **Other Required Forms**

Specialized waivers for events/activities.

## **2. My teen needs to take medication daily. What is the procedure at *Teens on the Go*?**

- Camp personnel are trained in the supervision of self-administration of medication.
- A completed Self-Administration form must be submitted to Camp Director prior for any medication, prescription or over-the-counter medication being administered.
- A first dose must be administered at home prior to the program to ensure no adverse reactions.
- Self-Administration form:
  - Requires parent/guardian signature and approved health professional to complete and sign.
  - A pharmacy label must accompany any prescription medication and match the form exactly.
  - All prescription medications must be in the original pharmacy labeled container. Medication shall be administered according to this label or a licensed health care practitioner's written instruction, whichever are more recently dated. Please check the expiration date of medications prior to giving to Camp Staff.
  - Over-the-counter medication must be in the original pharmacy labeled container. Medication shall be administered according to the label or a licensed health care practitioner's written instruction.
  - Medication must be received from a parent or adult (18 years or older). Children may not carry medication to the program (unless an approved walker/bike rider). Staff will count medication with the parent, in the approved manner and maintain the appropriate forms to insure safe storage.
  - Staff will not accept forms that have been altered (white out used) or are incomplete.
  - If Camp Staff have any doubts or the forms are incomplete, medication will not be given, and parents will be requested to sign an additional form that acknowledges allergies or medication conditions.
  - All medications must be picked up daily or it will be disposed of in the approved manner.

## **3. My child has severe allergies and may have difficulty with their Epi-pen or inhaler. Will someone be able to help them?**

- The teen should be able to administer with Camp Staff support.
- If it is a life-threatening medical incident, the necessary intervention will be supported by Camp Staff.
- If your child is required to have an Epi-pen or inhaler, all medication must be on site with the necessary paperwork completed. In the case of administration of an Epi-pen, 911/Emergency Medical Services will be summoned to respond. If your child is having a severe asthma attack, and Camp Staff believe it is an emergency, 911 will be called. In either case, the parent will be notified as soon as possible.

- If the proper forms or medication is not provided to Camp Staff, your child may be removed from the program until the requirements are met. The Acknowledgement of Allergies/Medical Conditions form must be completed.

**4. What about sunscreen?**

It is suggested that all teens wear sunscreen to the program. If you would like your teen to reapply throughout the day, then your teen must bring their own product with their name printed on the container.

**5. If there is a custody order in place for my teen, what information would I need to provide to the Camp Staff?**

Parents who have court awarded custody of their teen must have the custody papers, along with any updates, on file with the Department. It is the parents' responsibility to provide this information. We ask that parents agree on who can pick-up their teen. Only one Emergency Form will be accepted per teen.

- Camp Staff must release a teen to his/her natural parent unless custody papers are on file stating otherwise.
- Once the custody papers are on file, Camp Staff must follow those orders until either the order expires, or new orders are on file. Camp Staff cannot accept verbal notification of changes.

**6. What qualifications does Camp Staff have who supervise my teen?**

- All paid Camp Staff are age 18 or older, have been fingerprinted, and have completed a criminal background check.
- Full-time staff have years of experience running programs and working with children.
- All Camp Staff are FA/CPR/AED certified.

**7. Who can sign my teen in and out of the program?**

The parent or designee can take responsibility to sign the teen out for the day. If there are custody papers that designate more specific orders, they must be on file with the Department of Recreation and Parks. All custody issues must be resolved away from the program.

- Please be advised that any person unknown to the Camp Staff must be listed on the Emergency Form and will be asked to provide ID before the teen is released to their care.
- No teen will be released to a person that is not authorized to pick-up.
- Any changes to usual pick-up must be submitted in writing to the Camp Staff by the parent/guardian.
- Parents may give permission to children 8 years of age and older to ride a bike/walk to and from camp.
- Due to the nature of the *Teens on the Go* program and being away on trips, we are unable to approve late drop-off or early release from the program.

**8. What happens if I am late picking up my child?**

*Teens on the Go* program closes promptly at 4:00pm (unless otherwise noted in the weekly schedule). Repeated occurrences of late pick-up may result in dismissal from the program. If your teen is not picked-up within 30 minutes of the program ending time, Camp Staff will contact the appropriate agency to take the required action.

- Children must be picked-up at the designated time.

- **A late pick-up fee will be assessed at an automatic \$5.00 for the first 15 minutes and a \$1.00 each additional minute.**
- Staff is not allowed to accept late pick-up fees. A late pick-up form will be signed, and the parent will be invoiced.
- Please make other arrangements if you will be delayed (a phone call to the program is always helpful).
- Under no circumstance will Camp Staff be permitted to provide transportation to or from a program for unrelated participants.

#### **9. What should my teen wear and bring to the program?**

- Participants should wear appropriate clothing for the activity. We discourage new clothing that cannot get dirty or needs special care.
- Sneakers and socks are required for all trips. No Crocs, backless shoes, or flip-flops permitted. Water shoes may be worn only during water activities.
- A water bottle is a must.
- Camp Staff is not responsible for any loss or damage to any personal property brought to the program.

#### **10. Do you have a lost and found?**

- Recreation and Parks is not responsible for lost or stolen items. Please mark all items accordingly.
- Please do not send any personal items such as video games, cell phones or other valuables. If electronic devices are brought to camp, they will be required to remain in the camper's backpack/bag.
- All lost and found items must be claimed before the last day of the program.

#### **11. Are Cell Phones permitted at camp?**

Cell phones are permitted, but not recommended. Cell phones may not be used during camp activities and will be required to be put in backpacks/bags. Camp Staff is not responsible for lost, damaged, or stolen cell phones.

#### **12. Field Trip Schedule**

Trips were scheduled prior to the start of camp. We will try to adhere to the posted trips, unless circumstances out of our control exist. Some trips will require an additional waiver or late pick-up. These will be clearly marked on the schedule your child receives the first day of camp. Teens are required to wear the program shirt that is given the first day of camp for all trips.

- If you do not want your child to attend a field trip, you will need to make alternative arrangements for your child for that day.
- The vans/bus will not wait for late arrivals.
- Ratio is 1:10 for all trips.
- Participants may need to bring money for lunches or souvenirs. All tickets/admission is provided for each trip.

#### **13. What about lunch?**

- Refrigeration and microwave are not provided.
- Participants are requested to bring non-perishable, peanut-free lunch, snack, and enough liquids for the day.
- Some trips have a lunch included but do not have a food option. If your teen has special dietary needs, please send a lunch with your teen.

- Please make sure that your teen understands that they are not to share their food due to the possibility of food allergies. If your teen has a food allergy, please make Camp Staff aware and that it is listed on the emergency card.

#### **14. Youth Camp COVID-19**

All youth camp operators are directed to follow all applicable federal guidance from the Centers for Disease Control and Prevention (CDC) on this subject and, where applicable, the Response to a Confirmed Case of COVID-19 and Persons with COVID-19 Symptoms in Schools from the Maryland State Department of Education (MSDE) [MD-School-Reopening-Guidance](#) and MDH (updated May 2021 or as updated).

At this time, masks or face coverings are not required to be worn, however COVID-19 has been fluid, therefore it may change at any time. Masks or face coverings are recommended whenever your teen is unable to remain 6' away from another person.

#### **15. What happens if my teen is sick at camp?**

While we understand that many of you may use this program as summer care for your teen, we ask that you not send them to the program if they are ill.

- If your teen becomes ill during our program, every attempt will be made to contact you, or the person listed on the emergency contact. Until picked-up, the child will be kept away from the other campers.
- If your child is vomiting, has diarrhea, a temperature of 100 degrees F or greater, is in severe pain, is experiencing severe shortness of breath, or generally lethargic, they should not be in camp.
- We ask that your teen is free of any illness for at least 24 hours from their last symptom before they return.

#### **16. What happens if my teen is injured at camp?**

Unfortunately, sometimes accidents, bumps and scraps do occur. If this occurs and your teen is injured, we will take the following steps:

- In the event of serious or life-threatening injury, 911 will be summoned, and then the parent will be notified.
- You will be contacted if your teen sustains any type of injury requiring possible medical attention. You will be contacted for all bee stings and head or eye injuries.
- Please make sure Camp Staff is aware of any allergies or illnesses that could need emergency attention at the program.

#### **17. What is your policy on correcting behavior?**

We will offer your teen positive reinforcement for their behavior. We require that participants be able to control themselves and maintain a safe behavior, participate in activities, respect each other, and stay with the group. If your teen displays behavior that becomes a safety concern for them or others in the program, you will be contacted. We will work with you and your teen to find an appropriate behavior plan. Under no circumstance should a non-staff or parent attempt to discipline any teen other than their own.

**18. Can I volunteer or visit the program?**

- If you would like to volunteer, please contact the Department of Recreation & Parks. We have limited seats on vans/buses and cannot accommodate everyone.
- All costs associated with attending and/or participating are the responsibility of the visitor/volunteer, including your own transportation to attractions.
- You are welcome to visit anytime.

**19. What will you do if the weather is extremely hot?**

We will not close on extremely hot days and programs will run as scheduled. Programs are held both indoors and outdoors.

**20. What if my watch is different from the facility clock?**

The facility clock is the official time.

**21. What about Inclement Weather**

*Teens on the Go* trips will run rain or shine. In case of severe weather, the program will find shelter. In the case that a trip must be cancelled due to weather, Camp Staff will make alternative arrangements for the day and post the day's event at the sign-in table and/or email parents.

Please contact the Department of Recreation and Parks with other questions by calling 410-386-2103, or email [ccrec@carrollcountymd.gov](mailto:ccrec@carrollcountymd.gov) .