



# 2023 PARENT HANDBOOK

Everything you expect from a great camp & more!

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[campoasis.org](http://campoasis.org)  
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# Please take the time to read this handbook thoroughly.

Camp Oasis prides itself on its high standards. All areas of Camp Oasis meet or, in most cases, exceed the State requirements for camps. All of our policies are designed for the safety and well-being of your children.

## Registration & Payment

### Camp Sessions -

The camp offers five 1-week sessions. Because enrollment is limited, campers must indicate at registration what session they will attend. 2023 sessions are as follows:

<b>Session 1</b>	<b>July 10 – July 14</b>
<b>Session 2</b>	<b>July 17 – July 21</b>
<b>Session 3</b>	<b>July 24 – July 28</b>
<b>Session 4</b>	<b>July 31 – August 4</b>
<b>Session 5</b>	<b>August 7 – August 11</b>

### Registration Policy -

Registration is accepted on a first-come, first-served basis. Registration is open to children between the ages of 5 and 13. Children shall have reached the age of 5 prior to the start of the camp session. Rules for acceptance and participation in the program are the same for everyone without regard to race, gender, religion or national origin.

### Required Forms -

The following registration materials can be found at [campoasis.org](http://campoasis.org) and must be received no later than **June 1, 2023**. All incomplete registration forms will be returned to the sender causing a delay in your registration. Completed forms can be submitted to [events@longreach.org](mailto:events@longreach.org)

- Registration Form
- Emergency Contact & Health History Form
- Policy Acknowledgment & Authorization

*Only required if your child requires medication during camp hours:*

- Medication Authorization Form

### Camp Fees

#### **Registration Fee: \$30**

Due once per summer, per camper. Not eligible for discounts.

#### **General Tuition Fee: \$350** per 1-week session

#### **Extended Camp Fees: Before Care - \$40** per week, **After Care - \$45** per week, **Both - \$80** per week

Not eligible for discounts.

### Discounts

\$25 off general camp tuition each session if camper is enrolled in multiple sessions OR parent enrolls multiple children of the same family. Applicable to general camp tuition only - excludes registration fees, deposits, and extended camp.

### Payment Policy

In order to reserve a spot at Camp Oasis, a minimum payment of \$150.00 **non-refundable** deposit **for each session** the camper plans to attend is due at the time of registration. Remaining balances **must be paid in full by June 1, 2023**, or a \$30 Late Fee will be assessed. If full payment is not received by June 1, 2023, or if you do not make satisfactory payment arrangements, camp registration will be canceled and legal action may be commenced against you to collect the delinquent fees, plus interest, attorney's fees and costs. There is a \$30 administrative fee for any/each change made to the original registration (with the exception of adding a camp session or extended care).

## **Methods of Payment**

We accept checks, cash, and major credit cards.

- **Checks**

All checks must be made payable to **Long Reach Community Association**. Checks can be mailed to or dropped off at Stonehouse (6110 Foreland Garth).

- **Cash**

Cash (exact change only) can be dropped off at Stonehouse (6110 Foreland Garth).

- **Credit Cards**

Credit card payments are accepted via [campoasis.org](https://campoasis.org). Use the Registration page to select your sessions. For assistance, contact [events@longreach.org](mailto:events@longreach.org).

## **Cancellations & Refunds**

Cancellations and changes require written notification to the camp administrative office. The \$150 deposit is non-refundable. Failure to participate in the program or to make payments does not constitute a withdrawal from the camp or the extended care program, nor does it release the financial obligation. **No camp fees will be refunded after April 1, 2023.** No exceptions will be given.

## **General Information**

### **Location**

Camp is held at the Phelps Luck Neighborhood Center at 5355 Phelps Luck Drive Columbia, MD 20145.

### **Camp Hours**

The camp will run daily from **8:30 am to 4:00 pm**. Campers may be dropped off between 8:20 and 8:30 am, and may be picked up between 3:45 and 4:00 pm. The staff will not accept responsibility for any camper before or after the hours stated above. Parents must walk their children into camp and sign them in.

### **Extended Camp**

Camp Oasis offers extended hours: mornings (**7 - 8:30 am**) and afternoons (**4 - 6 pm**). All Extended Camp Care must be arranged at Stonehouse prior to each session. Morning or afternoon care can be arranged separately. Please see the Registration Form for prices.

Withdrawal from the extended care program requires written notification. A full refund of extended care will be issued for requests received within 10 business days of the camp session starting. A 50% refund will be granted for requests to withdraw if received within 5 business days before the camp session. Payment will not be refunded for extended care if received less than 5 business days prior to the camp session.

### **Late Pickup Policy**

*Please Note:* A **\$20.00** fee will be charged for the first 10-minute increment of Extended Camp used after 6 pm. *For every minute after the first fifteen minutes*, there will be a charge of **\$2.00 per minute**. This is to be paid immediately in cash or by check. No exceptions. *These fees also apply when campers are picked up later than 4:00 pm from regular camp.*

### **What to Wear**

Please send your child to camp in clothes that they can comfortably move in and don't mind getting dirty. We often move between the indoors and the outdoors so please make sure your camper will be comfortable in both chilly air conditioning and the summer heat. Campers should wear closed toed shoes.

### **Sunscreen Policy**

A signed Policy Acknowledgement & Authorization **MUST** be on file before camper is allowed to use any sunscreen product. This form must be kept current. Whenever there is a change in the type screen parents must have a new form signed by the parent/guardian. Sunscreen must be in its original packaging and labeled in permanent marker with the camper's name. We request that the sunscreen be of a type that the camper can easily apply with no assistance. Parent(s) are responsible for applying sunscreen to their children prior to arrival at Camp Oasis. Campers will keep their marked sunscreen with their swim supplies. Staff will remind the children to reapply their sunscreen prior to swim time. Campers will reapply the sunscreen themselves. Campers are prohibited from sharing their sunscreen products and prohibited from applying any sunscreen product on another camper. Staff trust and believe children who say they have

applied sunscreen and that they applied the sunscreen correctly. Please discuss with your child how you wish them to apply their sunscreen. All sunscreen products will remain with the camper. Any sunscreen products left on the camp premises after the camp session will be disposed of by Camp Oasis staff.

### **Swimming**

Camp Oasis swims at Phelps Luck Pool. Campers do not have to be a pool member to participate in swimming. A towel and suit should be sent with each camper daily (including the first day), and any other swimming supplies needed. You may want to send a pair of sandals to be worn during pool time. Please be sure to include your child's sunscreen in their swimming supplies.

### **Camp T-Shirt**

Each camper receives a Camp Oasis T-shirt on the first day of camp. If you wish to order additional t-shirts, the cost is \$15.00 (including tax) per shirt (due no later than May 15). It is imperative that we have your child's t-shirt size and orders for extra shirts promptly, so t-shirts can be ordered in time for the camp session.

### **Camper Property**

The Long Reach Community Association and Camp Oasis staff are ***not responsible*** for any camper's property. It is best to leave valuable or sentimental items at home.

### **Electronic Devices**

During the hours of 8:30 am and 4:00 pm the use of cell phones, tablets, laptops, electronic games, etc. are prohibited from use. Any camper using one of these devices during camp hours will have the device confiscated and the parent will have to claim it at the end of the day. If you need to contact your child, please contact the camp director.

### **Meals**

Campers must provide their own lunch and drink. Lunch containers should be well marked to avoid confusion. The camp will provide snacks each afternoon. ***Note: Since many campers have severe nut allergies, we encourage all campers to only bring nut-free products and we DO NOT permit campers to share food.***

## **Health & Safety**

### **Health Records**

Please have your Emergency Contact & Health History Form, and Medication Administration Form (if necessary) returned to Stonehouse no later than June 1, 2023. No camper will be permitted to attend Camp Oasis without this information.

### **Emergency Contacts**

Camp Oasis must have emergency contact information for each camper - this information is requested on the Emergency Contact & Health History Form. No camper will be permitted to attend Camp Oasis without this information. If there is any change in this information during the camp session, please notify the Camp Director immediately. This information is due no later than June 1, 2023.

### **Medication**

If your child requires medication during camp hours, please fill out the Medication Authorization form (available at [campoasis.org](http://campoasis.org)) to accompany the medication. **All medication, including over-the-counter medication, must be given in its original prescription bottle, clearly marked with the child's name and dosage schedule.** This form must be signed by your physician. Medication must be picked up on the last day of each session, even if your child will be attending the next session.

### **Illness**

According to the Maryland Department of Health regulations, children who show signs of communicable disease cannot remain in camp. Should your child(ren) become ill during camp, the camp staff will contact the parent/guardian. If the parent/guardian cannot be reached, the emergency contact person will be called. It is expected that children who are ill will be picked up within 45 minutes once contact is made.

### **Behavior Problems**

Camp Oasis staff are trained in positive discipline techniques. Simple, realistic rules are established and reviewed continuously with the campers. Every effort is made to handle discipline problems in a positive manner; however, any

camper who is constantly disruptive, or who exhibits aggressive or abusive behavior may be suspended for up to three days. Continuation of such behavior, or behavior that is determined to be severely abusive or disruptive may result in permanent removal from the camp. The Long Reach Community Association reserves the right to suspend and/or terminate participation by a camper at Camp Oasis for inappropriate or abusive behavior. No credits or adjustments are given for unused time.

### **Leadership & Safety**

Staff members are carefully interviewed and selected based on their knowledge of their particular area, ability to work well with children, and qualifications for any special program activities. Camp Oasis operates in compliance with the Code of Maryland Regulations and is certified to operate by the Maryland Department of Health. This includes appropriate vetting of our staff.

### **Transportation**

Camper's parents are responsible for providing transportation to and from camp.

### **Emergencies**

If you have an emergency during the day, please contact the Camp Director. All other inquiries should be directed to Stonehouse at (410) 730-8113.