

**CITY OF GAITHERSBURG
SUMMER CAMPS**



**PARENT HANDBOOK
2026**

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Staff, Camps and Locations

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| <p>City of Gaithersburg, Parks, Recreation & Culture Department – Meet the Team! Division Chief, Sports and Youth Services: Maura Dinwiddie Senior Program Supervisor, Youth Services: Ana Dudamel Community Facility Manager, Youth Centers: Jake Hersom Program Supervisor, Youth Services: Giankarlo Vera Program Supervisor, Youth Services: Paul Barrow Facility Coordinator, Robertson Park Youth Center: Kaitlyn Jofre Facility Coordinator, Olde Towne Youth Center: Keegan Aragon Program Coordinator, Inclusion: Jocelynn Thomas</p> |
| <p>Camp Kazoo Location: <u>Robertson Park Youth Center; 801 Rabbitt Rd, Gaithersburg, MD 20878</u> Ages: 6 – 10 Hours: 7:30 am – 5:30 pm Camp Supervisor: Kaitlyn Jofre</p> |
| <p>Camp Quest Location: <u>Diamond Elementary; 4 Marquis Dr., Gaithersburg MD</u> Ages: 5 – 10 Hours: 7:30 am – 5:30 pm Camp Supervisor: Paul Barrow</p> |
| <p>Camp Discovery Location: <u>Rachel Carson ES; 100 Tschiffely Square Rd. Gaithersburg MD 20878</u> Ages: 5 – 10 Hours: 7:30 am – 5:30 pm Camp Supervisor: Paul Barrow</p> |
| <p>Camp Rainbow I Location: <u>Activity Center at Bohrer Park; 506 S. Frederick Ave, Gaithersburg, MD 20877</u> Ages: 5 – 7 Hours: 7:30am – 5:30pm Supervisor: Giankarlo Vera</p> |
| <p>Camp Rainbow II Location: <u>Activity Center at Bohrer Park; 506 S. Frederick Ave, Gaithersburg, MD 20877</u> Ages: 8 – 10 Hours: 7:30am – 5:30pm Supervisor: Giankarlo Vera</p> |
| <p>Camp Imagination Location: <u>Lakelands Park Middle; 1200 Main St, Gaithersburg, MD 20878</u> Ages: 6 – 10 Hours: 7:30 am – 5:30 pm Camp Supervisor: Kaitlyn Jofre</p> |
| <p>Camp Accelerate Location: <u>Olde Towne Youth Center 301 Teachers Way, Gaithersburg, MD 20877</u> Ages: 11 – 14 Hours: 7:30 am – 5:30 pm Camp Supervisor: Jake Hersom</p> |
| <p>Camp Endeavor Location: <u>Robertson Park Youth Center; 801 Rabbitt Rd, Gaithersburg, MD 20878</u> Ages: 11 – 14 Hours: 7:30 am – 5:30 pm Supervisor: Kaitlyn Jofre</p> |

Camp cell phone numbers will be available on the weekly newsletter at the beginning of each session.

If you have questions before the start of Summer Camps, please call the Activity Center at 301-258-6350 or email summercamps@gaitersburgmd.gov.

Our Mission

The Department of Parks, Recreation & Culture provides quality programs, facilities and parks in accordance with the priorities established in the City’s Strategic Plan and the Parks, Recreation & Open Space Plan. These programs, which are available to persons of all ages & cultures, are designed to enhance quality of life and encourage a sense of pride in the community, highlighting Gaithersburg as an outstanding place to live, work, learn & play.

What to Expect

Attending summer camp is a very exciting experience for both campers and parents! It is natural to be excited and even a bit nervous about adopting new routines and meeting new friends. We want to familiarize you and your camper with our policies and procedures to minimize any first day anxiety. This handbook is an opportunity for us to take time to explain and share information with you. Take comfort in knowing that the City of Gaithersburg has well-trained staff, accustomed to making campers feel welcome, fostering a sense of community, cultivating new experiences and creating everlasting memories. Returning families, please take note of updated refund policy.

Camp Standards

The City of Gaithersburg maintains the following standards for all summer camps:

- All hired camp staff have been through a background check.
- At least two camp staff members per site will be certified in CPR and First Aid.
- At least one camp staff per site will be certified in Medication Administration Training (MAT).
- Staff are knowledgeable and well-trained.
- Weekly fire and emergency drills are conducted at each camp site.
- Camps maintain the established minimum staffing ratio of 1:10 campers.
- A daily check-in and check-out procedure ensures the safety at all camps.

Camp Orientation Day!

Saturday, June 20, 2026

10:00am-12:00pm

| | |
|-----------------------|---|
| Camp Quest | Diamond Elementary; 4 Marquis Dr., Gaithersburg MD |
| Camp Discovery | Rachel Carson Elementary, 100 Tschiffely Square Rd. Gaithersburg MD 20878 |
| Camp Imagination | Lakelands Park Middle; 1200 Main St, Gaithersburg, MD 20878 |
| Camp Rainbow I and II | Activity Center at Bohrer Park; 506 S Frederick Ave, Gaithersburg, MD 20877 |

Campers and parents are invited to visit their camp location before the first day! Join us at your respective camp location to meet the staff, complete camp forms, and enjoy games and activities.

Please note that parents must stay on site with their child during orientation—this is not a drop-off program. Orientation is a great way to help you and your child have a smooth first day. Attendance is optional.

Information Required Before Your Arrival

Camper Information

The City is committed to providing your child with a safe & fun summer experience. As a parent, help us help your child have a successful summer by providing accurate & factual information about:

- Child's date of birth (a copy of a birth certificate may be required)
- Allergies & medications
- Any special needs your child might have
- Accurate contact information such as address, phone numbers, e-mail address, and emergency contact information
- If your child is currently attending a school outside the United States, you must provide a copy of the child's immunization records.

Prior to the beginning of camp, please complete the required camp information online using ePACT – a link will be sent to you via email to complete this information. If you would prefer to complete hard copies of this information, you can find the forms in the documents box on our website at gaithersburgmd.gov (Camp Participant Consent Form, Character Agreement, and Medication Administration Authorization Form). All information must be completed & returned prior to the first day your child attends program. *Children may not attend any session without completed forms on site.*

Camp Fees

Please note that to qualify for a City Resident rate, the child must live within the City's corporate limits. Residents may be asked to provide proof of residency to verify address.

Financial Assistance

City of Gaithersburg residents may apply for financial assistance for eligible summer programs. *Applications must be submitted and approved before registration.* If approved, applicants will receive a discount ranging from 10%-90% for each eligible program.

Early registrants may request a payment plan for camp programs. Financial aid recipients who select the payment plan option for camp programs must pay the remaining balance, not covered by financial assistance, in accordance with the published payment plan. Balances must be paid in full by the date stated in the payment plan or risk removal from activity due to non-payment. For all other programs, any amount not covered by financial assistance must be paid at the time of registration. Supplemental documentation is required, see the City of Gaithersburg Summer Camps [website](#) page for the application. For more information or questions, contact Deborah Mubiru at 301-258-6350.

Age Appropriate Camps & Staff

Participation in elementary & middle school camps is based on age as of September 1, 2026. Each camp is designed for a particular age group & programs are broken down by age, not by grade. Units are based on the number of campers in each age group. Each unit is supervised by a Senior Counselor, who is at least a high school graduate, one co-counselor who has completed at least tenth grade, and a

Counselor in Training (CIT) who is at least 14 years old. All camps have two or more Team Leaders and an Assistant Team Leader. These positions are normally filled by teachers and college students.

Americans with Disabilities Act

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. In order to prepare for the potential needs of all of our participants, requests should be made no later than May 15, 2026, by contacting summercamps@gaitthersburgmd.gov.

Inclusion Program

Children ages 5–14 with disabilities may be eligible to participate in our Summer Camp programs. An inclusion companion may be assigned to work one-on-one with your child to enhance his/her/their experience. The objective of this program is to mainstream the child into the overall camp setting. The emphasis is not to give special or unusual attention to children, which tends to set individuals apart, but rather to create an atmosphere of friendship and acceptance. Please note that City of Gaithersburg camp staff and volunteers do not provide personal assistance with toileting, feeding or dressing in summer camp programs. To adequately prepare for the potential needs of all campers, registration and requests for companions must be made no later than May 15, 2026, by contacting summercamps@gaitthersburgmd.gov

Program Site Changes

Please note, due to circumstances beyond our control, the Department of Parks, Recreation & Culture may need to move a program to an alternate site or change the schedule. In the event of a location and or schedule change, parents will be notified as soon as possible of any changes.

Refunds & Withdrawals

| Withdrawal / Refund Policy | | |
|--|---------------|----------------------------|
| SUMMER CAMPS, SCHOOL OF SKATE & GYC MINI CAMPS (EXCLUDING ARTS BARN CAMPS) | Date | Processing fee per session |
| Made on or prior to | June 15, 2026 | \$20 |
| Received after | June 15, 2026 | 50% of registration fee |
| Received Less than 7 days prior to start of session | | No refund |

While At Camp

Camper Drop Off and Pick Up

Activity Center at Bohrer Park 506 S. Frederick Ave, Gaithersburg, MD 20877

Camp Rainbow I and II

- Drop Off: 7:30 am – 8:30 am
- Pick up: 4:00 pm – 5:30 pm
- Location: Exact location drop off TBD

Olde Towne Youth Center, 301 Teachers Way, Gaithersburg, MD 20877

Camp Accelerate

- Drop Off: 7:30 am – 8:30 am
- Pick up: 4:00 pm – 5:30 pm
- Location: Lobby (main entrance)

Rachel Carson Elementary, Tschiffely Square Rd. Gaithersburg MD 20878

Camp Discovery

- Drop Off: 7:30 am – 8:00 am
- Pick up: 4:00 pm – 5:30 pm
- Location: Gym entrance

Lakelands Park Middle School 1200 Main St, Gaithersburg, MD 20877

Camp Imagination

- Drop Off: 7:30 am – 8:00 am
- Pick up: 4:00 pm – 5:30 pm
- Location: Near main office, exact location TBD

Robertson Park Youth Center 801 Rabbitt Rd, Gaithersburg, MD 20878

Camp Endeavor

- Drop Off: 7:30 am – 8:30 am
- Pick up: 4:00 pm – 5:30 pm
- Location: Lobby (main entrance)

Diamond Elementary; 4 Marquis Dr., Gaithersburg MD 20878

Camp Quest

- Drop Off: 7:30 am – 8:30 am
- Pick up: 4:00 pm – 5:30 pm
- Location: Lobby (main entrance)

Drop off Procedure

Campers may be signed in between the hours as previously indicated for each respective camp. There may be instances where the drop off time or location could change based on trips/programs. Team Leaders will communicate changes to parents/guardians. *A parent/guardian must accompany the camper inside to sign them in camp each day unless they are a walker.*

Pick up Procedure

Campers may be signed out between the hours as previously indicated for each respective camp. At the City of Gaithersburg, we take our responsibility for the safety of your camper very seriously. **All individuals picking up a child MUST be prepared to present a valid PHOTO ID matching the name as it appears on the approved pick up list provided by the parent/guardian during registration.** Failure to provide an ID could result in longer wait times when picking up as we confirm identity.

All campers should be picked up no later than the time indicated above. A fee of \$1 per minute, per child will be assessed at the time of a late pick up and will be collected by the Team Leader or can be paid at the Activity Center at Bohrer Park.

Units – Camper Groups

Each camp is divided into units based on age, not grade, and the amount of campers registered. Units will be assigned on the first day of the camp week. We understand that campers like to be with friends and sometimes register for camp locations to be with people they know. Our staff are here to cultivate and foster the relationships between campers through the various activities they plan for their units. There are times throughout the day where units will come together. Requests for campers to move units will be addressed on a case-by-case basis and should be brought to the attention of the Team Leaders and Site Supervisor.

Daily Activities

Specific activities will vary day by day but may fall under the category of arts & crafts, sports, group activities, special events, and field trips. Camps will be scheduled for a rotation of special events and activities throughout the week, and a more specific schedule will be communicated each week of camp. Special activities may include swimming, tie dye, and penny carnival with moon bounce. Camps may also take field trips or have entertainment brought to camp. Activities are sometimes weather dependent and may be cancelled or rescheduled at the discretion of the City. No additional fees are required for activities or trips. Please note that Camp Accelerate campers require a level of independence; some trips may not have counselor supervision at all times.

Swimming at the Water Park at Bohrer Park

Most camps swim two times per week at the Water Park at Bohrer Park (512 S. Frederick Ave). Swim schedules are distributed on the first day of the session. Camps not at the Activity Center at Bohrer Park will be transported to the Water Park for their swim time. Campers should bring a bathing suit and towel for swim day. Campers are encouraged to wear their swimsuit under their clothes to camp and bring a change of clothes for after swim.

Please indicate whether your child can swim when submitting camper information forms. Accurately reporting your child's swimming ability is essential for their safety. Regardless of swim level, it is a pool regulation that ***all swimmers are required to stay in areas where they can comfortably stand (chest***

deep or less). Extended periods of continuous swimming without rest are discouraged to help prevent fatigue and ensure safety. Lifeguards may remove children from water deeper than shoulder height at their discretion.

In addition to lifeguards, camp staff are strategically assigned to poolside duty to ensure more eyes are on campers in the water. Staff not assigned to poolside duty are encouraged to swim with campers.

Buses depart at 8:30 am for the pool, if dropping off after 8:30 am, you will be directed to meet us at the pool and check in at the side gate. Parent/guardian must wait until a camp Team Leader arrives to sign-in the camper. Campers will be transported back to their respective camp location and will depart the Water Park by 11:00 am. The pool is not open to the public while City camps are in attendance.

Daily Attire

Please send your camper in appropriate clothing each day, taking into consideration the weather forecast and camp activities (both indoors and outdoors). Sneakers or athletic footwear is required, no sandals or flip flops will be allowed. Please remember to label your camper's belongings.

Personal Items

Campers are discouraged from bringing money, personal items and electronics to camp. If a participant brings these items, they should be properly stored throughout the camp day. The City of Gaithersburg is not responsible for stolen, lost, or damaged items.

Lunch & Snack

The Montgomery County Food Service Department provides an optional breakfast and lunch daily at select sites. Participants can also bring their own meals, snack, and drink daily. All food should be non-perishable as refrigerators and microwaves may not be available. Campers must bring a refillable water bottle daily. Please limit nut products and speak with your child about food sharing. We do not allow the sharing of lunch or snacks with campers outside of their household.

Sunscreen

Campers are encouraged to bring and apply sunscreen throughout the day as needed. Please apply sunscreen prior to dropping off. Staff may assist in spraying sunscreen only when participants have written permission on the camper consent information. Staff will not be permitted to apply lotion sunscreen. Staff will provide reminders to campers throughout the day to reapply sunscreen.

Behavior Management

Appropriate behavior by participants is expected at all times. All campers sign a Character Agreement after reviewing expectations and turn it in on the first day of camp or submit it electronically with camper paperwork. Staff will work cooperatively with parents to keep them informed of inappropriate behavior and solicit support to resolve conflicts and encourage positive interaction. Participants who remain disruptive after consultation with the parents may be suspended or dismissed.

Any behavior that requires repeated reinforcement of expectations and intervention will be documented through a Camper Safety Form (Appendix A). Reports will track safety and behavior concerns, indicate the level of action taken, and may require parent/guardian signature to acknowledge

receipt of report. Below are the categories indicated in the safety report. Parents are informed when the reports are completed regardless of whether they require a signature from a parent/guardian:

- Log: Minor record of incident and does not require parent/ guardian signature. Campers and parents are informed.
- Warning: Formal notice to camper and guardians when behavior becomes a challenge. Form requires a parent/ guardian signature.
- Early Dismissal/Suspension: When behavior becomes challenging and a safety concern, campers could be temporarily removed or dismissed early from camp. Form requires a parent/ guardian signature.
- Removal from Program: Our goal is to support positive camper behavior while ensuring a safe and enjoyable experience for everyone. However, if behavior continues to pose a danger to themselves or others (not limited to physical safety), campers may be removed from the program. Form requires a parent/ guardian signature.

Toileting Regulations

Campers must be fully potty trained. Camp staff and volunteers do not provide personal assistance with toileting. If a camper has three (3) toileting accidents during camp, he/she may be removed from the program. Please let your camper's Team Leader(s) know if you have any concerns.

Extreme Heat

Programs limit outdoor activity and may provide alternative activities when code red and high temperature alerts are issued. All staff are trained to recognize signs of heat stroke and heat exhaustion. Activities may still be held outdoors for short periods of time during these days and frequent water breaks will be encouraged.

Emergency Cancellations

Please check the City's website at www.gaithersburgmd.gov for emergency program cancellations in City facilities or call our emergency cancellation number at 240-805-1147. Communication will be sent out as soon as possible in these circumstances.

Health and Safety

Health Care

The health and safety of campers and staff is our number one priority. Each camp will have CPR and First Aid certified staff on site and available throughout the day.

Campers should be in good health when attending camp. If there are any indications of illness, your child will not be admitted or allowed to stay at camp for the health and safety of all campers and staff.

A child will NOT be permitted to attend camps with the following conditions:

- Fever of 100 degrees or higher
- Vomiting
- Yellow or green nasal discharge
- Any contagious disease (such as chickenpox, ringworm, scabies/lice, conjunctivitis, impetigo). We follow the state guidelines for exclusion for all communicable diseases.
- Unexplained rash

- Any symptoms requiring one-on-one care or causing severe discomfort without the use of medications

Camps follow guidelines provided by the Maryland Department of Health (MDH).

Medications

- All medications must be checked in with the Team Leader. Please do not pack medications in camper's belongings. **We cannot accept medications without the original printed and signed Medication Administration Authorization.**
- All prescription medication brought to camp must:
 - Be in the original prescription container
 - Include pharmacy label with the camper's name, dosage, and time to be administered
 - Be accompanied by written orders (Medication Administration Authorization form) that is signed by a health care provider and parent.

All medication, including over the counter (Ex. vitamins, ointments, ibuprofen, etc.), must be checked in with Team Leaders and accompanied by written orders (Medication Administration Authorization form) that is signed by a health care provider and parent.

All medications will be stored and secure in a locked container. Emergency medications (epi-pen, inhaler) may be carried by camper with parent and health care provider approval or be with a staff member assigned to the camper's unit at all times.

Suggested Packing List

Daily Packing List

The following is not an exhaustive list of items to pack but the essential items. All items will need to be in a backpack that can be carried around all day. Backpacks with wheels are NOT recommended.

| | |
|---|-------------------------------|
| Backpack (no wheels) | Optional: Raincoat or poncho |
| Water bottle | Optional: Light jacket |
| Spray sunscreen | Optional: Insect repellent |
| Swim Days: Bathing suit | Optional: Hat or baseball cap |
| Swim Days: Towel | Optional: Sunglasses |
| Swim Days: Change of Clothes | |
| Lunch & snacks – labeled with camper's name (eligible sites have the County Nutrition Program) | |

*Reminder: No sandals/flip flops, sneakers or athletics shoes only.
Please leave electronics and valuables at home.*

Appendix: A



Camper Safety Form

Camper's Full Name: _____ Date: _____

Camp: _____ Unit: _____

___ Log ___ Warning ___ Suspension/Early Dismissal ___ Dismissal from Program

Parent Notified: ___ YES ___ NO
Parents/Guardian must be notified when this form is completed.
Site Supervisor and Senior Program Supervisor must approve anything beyond a warning.

What Occurred:

Steps Taken to Improve the Situation:

Name of Staff Completing Form: _____

Date: _____

Signature of Team Leader: _____

Date: _____

Signature of Camp Supervisor: _____

Date: _____

Signature of Senior Camp Supervisor (Not for Log): _____

Date: _____

Signature of Division Chief (Not for Log): _____

Date: _____

We regret to inform you that your child's behavior does not comply with the agreed guidelines set forth by this department to ensure the positive experience for all our participants and staff. We would appreciate your support and reinforcement of the Character Agreement.

Please be advised that behavior such as this is not acceptable and may lead to suspension and/or removal from the program. Please contact the Team Leader if you wish to discuss this matter further. Signing this form is an acknowledgment of this agreement and any future repercussions.

Parent Name: _____

Parent Signature: _____ Date: _____