



Dear Families,

We're so excited for your child to be joining us for Summer 2024 at Takoma Park Child Development Center (TPCDC). Please read the below information carefully so your child will be prepared for all the fun we'd like them to have!

General Notes

- The Center is open from 7 AM to 6 PM.
- Pick up after 6 PM will incur a \$25 late fee per 15-minute period. (If you arrive between 6:01-6:15, the cost is \$25. If you arrive between 6:16-6:30, the cost is \$50, etc.)
- The Center is closed on Wednesday, June 19; Thursday, July 4; and Monday-Friday, August 19-23.
- All items that a child brings to camp should be labeled clearly with their name. The Center is not responsible for any lost personal items, but we are happy to try to locate items. A lost and found will be kept by the TPCDC office, and in every classroom.
- Children should not bring toys from home. Children are welcome to bring books from home for any long bus rides; books should be labeled with their name.
- By registering for camp, you give permission for your child(ren) to participate in walking field trips to local parks or other nearby places.
- For non-walking trips, children will ride the TPCDC bus, a chartered school bus, or a Metro train or bus. There will be permission slips to sign for all of these trips.
- Yellow TPCDC t-shirts are required for all non-swimming field trips, generally on Wednesdays and Fridays. Shirts are \$10 and [may be purchased through this link](#). You will receive an invoice via Procure and your child's shirt will be provided to them on their first day of camp.
- Matching long-sleeve rash guards are required for all swimming field trips, generally on Tuesdays and Thursdays. The price of the shirts is to be determined, but will not exceed \$20. Families will be invoiced for the shirts via Procure and shirts will be provided on the child's first day of camp. The green shirt can replace a camper's swim shirt or can be worn on top of their swimsuit.

- Every day, your child will need to wear sunscreen, and bring a backpack, a sunscreen bottle for the afternoon, bug spray, lunch (no nuts allowed), and 2 filled water bottles. Supplies for field trips and swim days are listed below.
- Footwear: Socks and closed-toe shoes that cover a child's entire foot are required daily. (Crocs, Keens, flip flops, or sandals are allowed only at the swimming pool or on swimming field trips.)

Meals

- Breakfast is served between 7 and 8:30 AM.
- Morning and afternoon snacks are provided.
- [Menus are available here.](#)
- **We are a nut-free center. Please do not send in any food items with any kind of tree nuts or peanuts.** We suggest SunButter or WowButter as substitutes.
- Please be mindful that we have several children with egg allergies. If possible, we ask you to not send in hard boiled eggs, egg salad, etc.
- Children will be responsible for carrying their own lunches to the pool or to field trip locations in their backpack. We recommend a brown bag lunch, but if you prefer to pack a bento box or other reusable lunch container, you are welcome to. Do not send in any items that need to be microwaved.
- Lunches will NOT be refrigerated, so we do not recommend sending in yogurt or other items that need to be kept cold.

Drop Off & Pick Up

- Children should be dropped off and picked up from their classroom door (or the Center playground if the group is outside). Please make sure that your child is officially signed in or signed out before leaving. (Please make sure a teacher knows your child has arrived or is leaving for the day.)
- Key fobs for entry to the buildings will be provided for families attending more than 1 week of camp. Key fobs require a \$15 deposit, refundable at the end of your time at camp upon return of the fobs. If you are only attending for one week of camp, please use the buzzer marked "school" to enter the buildings.
- Children may not be dropped off or picked up from the swimming pool or any other field trip locations. Please note drop off and pick up times for all trips so that your child will be able to attend. Afternoon pick up times may occasionally be delayed by traffic.

Typical Weekly Schedule (subject to change)

- Mondays: Play at TPCDC and walks to local parks
- Tuesdays: Swimming, usually at Long Branch Pool (outdoors)
- Wednesdays: Field Trip
- Thursdays: Swimming, usually at Long Branch Pool (outdoors)
- Fridays: Field Trip

Supplies, What to Wear, What to Bring, Arrival and Departure Times

Daily

- Sunscreen applied prior to arriving at camp every morning
- Big-enough Backpack (All items brought daily must fit inside the camper's backpack)
- Sunscreen bottle and stick for afternoon reapplication (Children may not share sunscreen unless they are siblings.)
- Bug spray (Children may not share bug spray unless they are siblings.)
- Lunch (Children will be responsible for carrying their own lunch each day. Brown bag/fully disposable lunches may be easier for some families. Please do not send in food that needs to be refrigerated or microwaved)
- **2 Filled water bottle**
- Sun hat recommended
- Name labels on everything

Mondays

- Wear:
 - Comfortable clothes
 - **Closed-toe shoes (no Crocs, Keens, flip flops, or sandals allowed)**
- Drop Off:
 - Anytime, we suggest arriving before 9:30 AM.
- Pick Up:
 - Anytime, most children are picked up between 5-6 PM.

Swim Days: Generally Tuesdays and Thursdays

- Wear:
 - Swimsuit (If your camper's swimsuit does not include shorts that cover their thighs, they should wear shorts, a dress, or a swim cover up over their swimsuit.)
 - TPCDC-issued long-sleeve rash guard to swim in. This can replace a camper's swim shirt or can be worn on top of their swimsuit.
 - Closed-toe shoes and socks
- In addition to the daily list above, bring:
 - Towel
 - Bag for wet items
 - Goggles if desired. (Goggles can only cover eyes, not noses.)
 - Change of clothes (shirt, shorts, underwear, and socks)
 - Regular closed-toe shoes
 - Swim shoes or flip flops
- Notes about swimming:
 - If campers don't know how to swim, they will not be allowed to go into the deep end of the pool.
 - Floaties and snorkel masks are not allowed.
 - Campers will need to pass a lifeguard-provided swim test to swim in the deep end.
 - You will need to sign a permission slip for each swimming trip.

- Drop Off:
 - Children must arrive before 11 AM so that the bus can depart on time.
- Pick Up:
 - Children may be picked up anytime after 4 PM. Children may not be picked up from the swimming pool. Most children will be picked up between 5-6 PM.

Field Trip Days: Generally Wednesdays and Fridays

- Wear:
 - Yellow TPCDC t-shirt ([order here](#))
 - Shorts
 - **Closed-toe shoes (no Crocs, Keens, flip flops, or sandals allowed)**
- You will need to sign a permission slip for each field trip.
- Drop Off:
 - Latest-possible arrival times (usually between 9-10 AM) will be announced prior to each week’s field trips. Please be sure to have your child here on time for field trips. Children may not be dropped off at field trip locations.
- Pick Up:
 - Earliest-possible pickup times will be announced prior to each week’s field trips. Please understand that occasionally the bus will hit traffic on its return trip. If we are running late, we’ll notify you as soon as we can. You are welcome to call the Center to ensure the bus has returned before leaving home for pick up.
 - **If you are trying to make a critical appointment, a flight, or a prompt departure for a trip, we recommend your child stay home for the day rather than rely on the field trip returning precisely on time.**

Camp Teachers

Eight of TPCDC’s amazing teachers are designated as our summer camp teachers. Other TPCDC teachers may step in as substitutes when needed.

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|---------------|---------------|---------------|
| ● Ms. Dorothy | ● Ms. Kayla | ● Mr. Jalen |
| ● Mrs. Rosa | ● Ms. Natasha | ● Mr. Frankie |
| ● Ms. Dee | ● Mr. Kaz | ● Mr. Dezmond |

Office Staff

Lara Marks Finder, Director	lara.tpcdc@gmail.com	Cell: 202-906-0202
Maxine Simon, Assistant Director	maxine.tpcdc@gmail.com	
Joan Byrd, Office Manager	tpcdc1111@yahoo.com	

Communication

The best way to communicate with your child’s camp teachers is to download the Procare app and send a message. These messages function just like text messages and will reach all the camp teachers. You can download the free [iPhone/iPad](#) or [Android](#) app, or sign up on [the web](#). The web version does not support messaging. Teachers will send out a weekly summary of activities with photos.

You are also welcome to call the TPCDC office at 301-270-6824 between 7 AM-6 PM to speak with or leave a message for the teachers.

Medication Policies

- If your child takes prescription or over the counter medicine regularly or on any one day during camp, please notify the camp teachers. This helps us understand any symptoms your child may develop during the day. (For example, don't give them Miralax without telling us!)
- If your child needs to take medicine during the camp day, a [medication authorization form](#) must be completed by their doctor.
- Any medicine that needs to be administered during the day should be handed to a camp teacher in the morning, and not sent in your child's backpack.

Covid & Sick Policies

- Children must stay home for 24 hours after:
 - Vomiting
 - Fever
 - Diarrhea
 - Strep Throat
 - Pink Eye (conjunctivitis)
 - Beginning a new medication
- Children with head lice may return after treatment and the removal of nits and bugs. We request you continue to comb through your child's hair for the ten days following the treatment.
- For TPCDC's full Covid policy, please see <https://tpcdc.org/covid.html>
- Any open sores should be covered up with waterproof bandaids on pool days or during any water activities.

Help us prepare for your child's needs

Please let us know if your child has any behavioral, emotional, academic, or health needs, or any food or environmental allergies. We are happy to work with you to accommodate your child to the best of our abilities. If your child develops a medical problem (like an ear infection) during camp that impacts their ability to fully participate in activities, please let us know.

Discipline

Positive discipline and guidance are the main methods of teaching children self control and limits; discipline is not punishment but rather steps towards resolving behavioral challenges. Our camp teachers implement discipline in a loving and respectful manner. Discipline is implemented each time a child demonstrates an inappropriate behavior such as excessive yelling, hitting, belittling, or disrespect of their peers or teachers. Age-appropriate expectations and rules are anticipated to be followed consistently. Warning and redirection will be given before alternative actions are implemented. At the beginning of each week, the teachers will review all rules and expectations with the campers.

Forms

The following forms must be submitted through Procure or in an [email to Ms. Dorothy](#) prior to May 15. Questions about forms should be directed to Ms. Dorothy.

Forms for Returning Campers

- [Emergency Information Form](#) | Note that "Name of Person Authorized to Pick up Child (daily)" is a required field. If the child's parents are the ones who are authorized to pick them up daily, please just write "Parents" in this field.
- [Annual Permission Slip](#)
- If your child's health history has changed, an updated [Health Inventory](#) is required. Otherwise, we will use the information on file.

Forms for New Campers

- [Emergency Information Form](#) | Note that "Name of Person Authorized to Pick up Child (daily)" is a required field. If the child's parents are the ones who are authorized to pick them up daily, please just write "Parents" in this field.
- [Annual Permission Slip](#)
- [Health Inventory](#) | For school-age children, a current-year MCPS Health Assessment Form is acceptable ([MCPS Form SR-6](#))
- [Blood Lead Testing Certificate](#)
- [Immunization Certificate](#) | Proof of immunizations on other forms with a doctor's signature or stamp is acceptable.

Forms for Campers with Allergies or Asthma

- [Allergy and Anaphylaxis Medication Administration Authorization Form](#)
- [Asthma Action Plan and Medication Administration Authorization Form](#)
- [Diet Modifications for Meals for Children with a Diagnosed Food Allergy](#)
- [Medication Authorization Form](#)