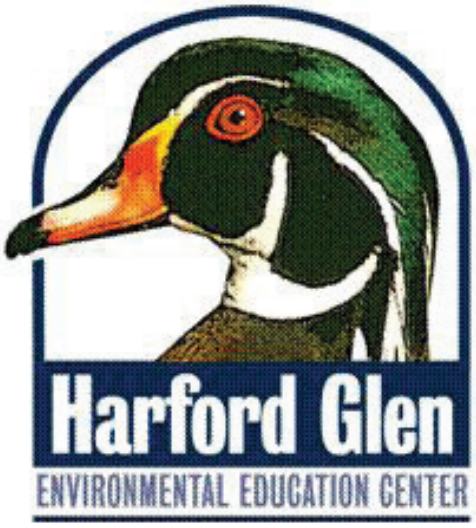


Fifth Grade Residential Outdoor Education Program

Parent Handbook

Your child's class is scheduled for the following session:

_____

2026-2027

HARFORD COUNTY
PUBLIC SCHOOLS

PARENT CHECKLIST

- ☐ Read the Parent Handbook.
- ☐ Attend any Open House or watch the Virtual Open House on YouTube.
- ☐ Add money to your student's My School Bucks account.
- ☐ Help students pack their bags.
- ☐ Order Harford Glen merchandise. *(optional)*
- ☐ If medications are necessary, send medication(s) and completed Medication Policy and Permission Form(s) to the School Nurse no later than one week prior to departure.

FORMS:

- ☐ Discretionary Medication Form *(last page in this handbook)*
- ☐ Medication Policy and Permission Form(s)
  (only required for students taking medications while at Harford Glen)
  - **Please plan ahead!** Doctors offices often need time to fill out these forms.
  - Please follow instructions on pages 4 and 5.

Electronic Form(s):

- ☐ Fill out the electronic MSForm *(link to be sent to you by the classroom teacher)*

OR

Paper Copies of Form(s):

- ☐ Field Trip Permission Form.
- ☐ Family Contact Information Form including the Behavior Expectations on the back.
- ☐ Early Dismissal from Harford Glen Form
  (only required if your child is being picked up at any point during their Harford Glen session).

Your child's classroom teacher will decide if they use the electronic form or the paper copies. *If electronic forms are used, they will be sent to you via email by the classroom teacher.*

Please pick up your student at school on:

_____

(Day, Date, Time)

WELCOME TO HARFORD GLEN!

Dear Parents and Guardians,

We invite your child to spend three days and two nights with us at Harford Glen. Harford Glen creates an inclusive learning environment for all students. It will be our privilege to teach your child about the world that we live in and the opportunities we all share to practice environmental stewardship every day. The Harford County Public Schools (HCPS) Fifth Grade Residential Outdoor Education Program has been in existence since 1980 and is known throughout the State of Maryland for its history of excellence and environmental leadership.

Your child will be immersed in environmental field experiences that enhance the fifth grade Environmental Stewardship curriculum. The Harford Glen environmental educators are highly qualified former classroom teachers who are employed by HCPS. All lessons highlight environmental literacy objectives and are aligned with the Next Generation Science Standards. In addition to curricular instruction, your child will discover a sense of teamwork, self-reliance, and appreciation of nature in a residential setting.

OPEN HOUSE:

If you are new to the Harford Glen program, we invite you to attend an open house. The dining hall, lodges, and classrooms will be open so you can see where your child will be living and learning. The open house dates and details are listed in this handbook. They are also posted on the HCPS website, www.hcps.org/harfordglen.

Welcome Message from Jennifer Knoll and Virtual Tour

Feel free to bring your child with you, but understand that you will be responsible for your child's whereabouts and behavior while on site. If you are unable to attend an Open House, watch the Virtual Open House on YouTube.

FEES, MEALS, AND SNACKS:

During your student's stay, Harford Glen provides all meals and snacks starting with lunch on day one and ending with lunch on day three. See the menu in this handbook or the interactive menu online at www.hcpsmenus.com. The meal program is run by HCPS Department of Food and Nutrition Services so your student will see familiar foods. Meal costs are the only fee associated with this field experience and are applied directly to the student's account for two breakfasts and three lunches based on current school meal prices and the price your student normally pays at their school. HCPS covers the cost of your student's dinners and snacks. Be sure to add funds to the meal account!

My School Bucks

Students may not bring outside food to Harford Glen. If your school participates in the Universal Free Breakfast Program or the Community Eligibility Provision, these programs will also be in effect while the students are at Harford Glen.

To ensure that students with medical diet accommodation needs are met, the Harford Glen Special Medical Diet Accommodation Form must be completed. Contact your school nurse for this form. In most cases, the medical documentation provided to the school provides enough information for the Harford Glen staff to meet students' needs. Occasionally more medical information may be required. *See the Allergy Notice section for more information.*

ATTENDANCE:

Since this is a residential program, students should remain at Harford Glen throughout the session. Lodging is established for students using their gender or gender identity. The Harford Glen staff is well trained and experienced in helping children through homesickness and you will be notified if a serious case develops.

While present, students are expected to honor the school's behavioral expectations as all HCPS rules and policies apply. If you decide that your child should not participate in any portion of this program, you are required to communicate early dismissal plans with your child's classroom teacher via email.

MEDICATIONS AND FORMS:

Each student participating in the program is required to complete the **Consent for Administration of Approved Discretionary Medications & Health Contact Information Form**, which must be signed by the parent or legal guardian. This document includes authorization for the student to receive discretionary medications if the Harford Glen nurse deems it necessary.

Health Form Information

Children who have medications and medication permission forms on file at school **do not need** additional forms completed by their physician. As with any field trip, the school nurse will make copies of the school medication permission form and will send it with the medication to Harford Glen.

If your child needs to take **additional prescription or non-prescription** (over-the-counter) **medication or doses** while at Harford Glen, other than those on file at school, a **Medication Policy and Permission Form** for **each medication** must be completed. The form is found at the end of this document.

- The Medication Policy and Permission Form must be signed by an authorized prescriber and signed by the parent/legal guardian.

- Only the needed doses of medication for the time spent at Harford Glen should be sent.
- Please send only the medications that are necessary.
- School Nurses cannot accept expired medication.
- Forms and medications should be turned in to the School Nurse at least **one week** before the Harford Glen trip.
- **NO medications or Medication Policy and Permission Forms can be accepted on the morning of departure.**
- The Harford Glen nurse may not give over-the-counter NON-FDA APPROVED medications, even with a signed Medication Policy and Permission Form. This includes Melatonin.
- Lunchtime or mid-day medications will not be given on the day of departure.
- Students may not transport or have any medication in their possession. If you need help transporting the medication to school, please reach out to your school nurse or administrator for assistance.

ALLERGY NOTICE:

Harford Glen is an outdoor facility with a Dining Hall, so allergens may be present on the property. Please be very thorough when describing your child's allergies and accommodations required on the Health Contact Information Form. The school nurse's office conducts annual anaphylaxis awareness training for staff and maintains a shared updated list of students and staff with severe allergies. Families that have questions or concerns about allergies at Harford Glen are directed to speak to the Harford Glen nurse prior to your child's residential outdoor education experience.

Medical documentation for special diet accommodations must be on file at school. Please contact the school nurse for **Harford Glen Special Medical Diet Accommodation Form** to specify and coordinate the student's individual plan.

TRANSPORTATION:

If your child is participating in the full overnight program:

- Complete the electronic MSForm or Family Contact Information Paper to communicate transportation plans for your student.
- Arrange to have your child driven to school on the first morning of the program.
- The class will meet at school, board a bus, and ride together to Harford Glen.
- Buses will leave Harford Glen at noon (10:45 on Early Dismissal Days) on the last day of the session and return to school for pickup.

- Arrange to have your child picked up from school on the last day of the program.

If your child is not participating in the overnight portion of the program, but will be with us all day:

- Students will ride the bus on the first and last day with their class.
- Parents are responsible for transportation on the first night, second day and third morning.
- Email your child's teacher to let them know the pickup and drop off plan.

If you need to pick your child up for an appointment and will drop them back off the same day at Harford Glen:

- Fill out the electronic MSForm or Early Dismissal Form in the Paper Packet
- Email your child's teacher to let them know the pickup and drop off plan.

PACKING GUIDELINES:

Packing Guidelines

Harford Glen has adopted monitoring and packing guidelines to reduce the likelihood that pests are carried to and from our site.

- All Harford Glen buildings are continuously monitored for pests.
- All participants, including teachers, high school counselor volunteers, and fifth grade students, will pack their belongings in no more than two 13-gallon kitchen trash bags, clearly labeled with the person's name on the outside of the bags. Suitcases and duffel bags are prohibited.
- Upon arrival at Harford Glen, participants will unpack their bags into a clear storage box.
- Backpacks will not be allowed in the lodges. They will safely remain in the Dining Hall.
- If you suspect or have experienced pest problems in your home, contact the school nurse for guidance so appropriate measures can be taken to eliminate them from your child's belongings before the Harford Glen field trip. All communications will be strictly confidential.
- Commercial clothes dryers will be used to heat student belongings for thirty minutes at 120°F-150°F if pests are found or suspected in or around their possessions. Parents will be contacted if this protocol is deemed necessary.

COUNSELORS:

An appropriate number of teachers and staff members will provide supervision for the group during the trip. Every session, students from the public high schools in Harford County volunteer as counselors for the residential outdoor education program. These students are recommended by teachers, guidance counselors, and administrators in their schools and are excused from class for the duration of the session. Many of these high school students plan

to pursue a career in education or the environment upon graduation. Counselors are held to the highest standards of behavior and citizenship while participating in Harford Glen programs.

If you know a high school student in grades ten, eleven or twelve that would be interested in the opportunity to volunteer as a counselor at Harford Glen, direct them to learn more about the program on the Harford Glen website, www.hcps.org/harfordglen.

VALUABLES:

All personal property brought to Harford Glen is the responsibility of the child. We strongly recommend that children leave valuables at home, including cell phones, smartwatches, and prescription or non-prescription AI smart glasses (e.g., Meta glasses). One of the goals of this program is to give children a break from electronics so they can focus on the natural world and the shared experience with others.

HARFORD GLEN MERCHANDISE:

The Harford Glen Foundation is a non-profit organization that supports environmental education programs in our county. If you would like to purchase Harford Glen merchanside (t-shirts, hats, ect), the proceeds directly benefit Harford Glen and the students in Harford County Public Schools. Purchases can be made at www.HarfordGlenFoundation.org.

Online Store

To avoid the shipping charge, orders must be placed by 11:59 p.m. on the first day of your child's experience. Your merchandise will be delivered to your child at Harford Glen on the last day of the field trip.

To avoid the shipping costs, enter the following coupon code at checkout:

_____

HCPS NONDISCRIMINATION STATEMENT:

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all students, employees, and members of the school community. In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. HCPS' non-discrimination policy and grievance procedures can be located at https://www.hcps.org/Nondiscrimination.aspx.

THANK YOU!

We appreciate the opportunity to share our knowledge and enthusiasm for the environment with your child. As a result, we hope that your student will come home with increased respect for the earth and its resources, a feeling of self-confidence and responsibility, and the knowledge that each person can make the world a better place.

FREQUENTLY ASKED QUESTIONS (FAQ)

Why do students use trash bags instead of luggage?

Using trash bags for packing helps reduce the transport of insects and microorganisms that may live in suitcases, duffel bags, or other luggage. This policy also promotes an inclusive environment, ensuring that all students arrive with similar belongings. In addition, trash bags are lightweight, easy to carry, and simple to label.

If my child wets the bed, is there a plan to handle this discreetly?

We regularly welcome campers who occasionally or routinely wet the bed. Several accommodations can be arranged ahead of time to ensure your child feels comfortable and confident, and that the situation remains private. If this is a concern, please email your child's 5th grade teacher. We will then share a detailed list of commonly used accommodations.

Will my child be able to practice their religion (pray, fast, etc.) while at camp?

Absolutely! If your child needs a quiet space to pray, meal-time adjustments, or any other religious accommodation, please contact their 5th grade teacher. We will work with you to create an appropriate plan or provide the necessary space.

Can my child still participate in outdoor activities if their session is during winter?

Winter is a wonderful time to visit Harford Glen. With the leaves off the trees, it's an excellent season for spotting birds and other wildlife, and snow often allows campers to find animal tracks. All outdoor activities—such as hiking, birdwatching, and watershed exploration—will still take place. Students should come prepared with coats, hats, gloves, proper footwear, and layered clothing, as we will be outdoors. If a student needs one of these items, we have plenty for them to borrow. If HCPS is closed due to inclement weather, Harford Glen will also be closed (see our inclement weather policy), and sessions will be adjusted or rescheduled as needed.

My child is unsure about staying overnight. What if they change their mind or feel homesick?

If there's a chance your child may want to stay overnight, we strongly encourage them to come prepared to spend the night. If they become homesick or decide they would rather go home, they may call you at any time from the nurse's office, and you can pick them up.

If cell phones and smart watches are not allowed, how can I contact my child in an emergency?

If you need to reach your child or pick them up for any reason, you may call Harford Glen at **410-638-3903** at any time. The phone is monitored 24/7 while campers are on site. A nurse is also on duty 24/7 and has access to all guardian and emergency contact information. If your child needs to contact you due to homesickness or an emergency, the nurse will assist them in calling home. Please make sure your contact information is up to date with the main office at your child's school.

Continued on next page.

What does supervision and safety look like at Harford Glen?

During the day: Campers travel to activities with their classroom teacher and/or a Harford Glen staff member. All instructional staff are HCPS teachers with many years of experience. Carefully selected high school students also serve as camp counselors, acting as role models and assisting with supervision.

At night: One or more HCPS teachers stay in a teacher room connected to each lodge. A Harford Glen staff member is on site throughout the night, along with an on-duty nurse and a security guard. The security guard remains outside the lodges and monitors the property.

Kubota: We utilize a four wheel-drive, all-terrain vehicle called a Kubota to transport students with physical limitations. Only Harford Glen staff members drive the Kubota and safety belts are mandatory.

How do you choose counselors?

HCPS students in grades 10–12 may apply online to serve as counselors. Each application is reviewed by HCPS staff, including the student's school counselor, assistant principal, classroom teachers, and a Harford Glen teacher. The review includes academic performance, attendance, and behavior to determine eligibility. Students interested in applying may submit an application at: https://www.hcps.org/students/harfordglenvolunteer

What if my child cannot eat the food being served?

If your child has a documented food-related medical need, please reach out to your child's 5th grade teacher or the school nurse. In these cases, campers are allowed to bring their own food to camp with a completed Medical Diet Form. Your child's teacher or school nurse can provide additional details and guidance.

Can my child bring their favorite tumbler or Stanley?

Tumblers and Stanley cups are not recommended, as they are not spill-proof. Please pack a standard water bottle that fully seals, so your child can safely carry it in their backpack.

Tips from the Pros!

- **Waterproof footwear is strongly recommended**, even if rain is not in the forecast. Morning grass is often wet, and Maryland weather can be unpredictable.

- **Bring a fitted sheet**, regardless of your bedding choice. Even if your child brings a sleeping bag, a fitted sheet underneath helps keep bedding in place and adds comfort.

EQUIPMENT CHECKLIST

WEAR:

- ☐ Comfortable walking shoes and long socks *(no sandals, Crocs, or flip flops)*
- ☐ Clothes and appropriate outerwear that can get muddy and/or wet

BRING A SMALL BACKPACK WITH THE FOLLOWING ITEMS:

- ☐ Change of clothes including long pants, long-sleeved shirt, underwear, long socks, and shoes
- ☐ Hat
- ☐ Water bottle labeled with student name *(must be able to be closed and not leak-no cups with lids)*
- ☐ Extra outerwear based on weather forecast
  (raincoat/poncho, sweatshirt, warm coat, winter hat, gloves or mittens, etc.)
- ☐ Environmental Stewardship Journal
- ☐ 2 sharpened pencils

Optional:

- ☐ Sunscreen and/or bug repellent lotion or wipes *(no sprays)*
- ☐ Disposable camera or camera with fresh batteries
- ☐ Lip balm

BRING TWO 13-GALLON KITCHEN TRASH BAGS WITH THE FOLLOWING ITEMS:

- ☐ Pillow and case
- ☐ Sheets and blankets or sleeping bag
  (twin fitted sheet recommended for everyone)
- ☐ 1 pair of pants
  (and 2 pairs of shorts if warm weather in forecast)
- ☐ 2 shirts
- ☐ 2 pairs of long socks
- ☐ 3 sets of underwear
- ☐ 1 pair of pajamas
- ☐ Warm shoes/boots *(during cold months)*

Optional:

- ☐ Flip flops *(for showers only)*
- ☐ Hair dryer

- ☐ Reading material
  (for silent reading in lodges)
- ☐ 2 extra 13-gallon kitchen trash bags
  (for the trip home)
- ☐ Bath towel/Wash cloth
- ☐ Soap/Shampoo/Conditioner
- ☐ Hairbrush/Comb
- ☐ Deodorant
- ☐ Toothbrush/Toothpaste/Dental floss

DO NOT BRING:

- ✗ Knives, firearms, matches, or lighters
- ✗ Food, snacks, candy, or drinks
- ✗ Medications *(prescription or over-the-counter)*
- ✗ Flashlights
- ✗ Valuables, electronics, cell phones, Smartwatches and AI Smart Glasses
- ✗ Luggage, suitcases, duffel bags, or stuffed animals
- ✗ Cups *(sealable water bottles required for hiking)*

Harford Glen
ENVIRONMENTAL EDUCATION CENTER

You're invited!

FIFTH GRADE RESIDENTIAL OUTDOOR EDUCATION PROGRAM

OPEN HOUSE SCHEDULE

We're opening our gate and doors for fifth graders and their parents who wish to see the facility before attending their Harford Glen Residential session. If you're new to the program, have specific questions for the Harford Glen staff and/or your student would benefit from a sneak peek, come visit. Attendance is optional.

MARK YOUR CALENDAR:

- Tuesday, September 8, 2026 | 4:00-7:00 p.m.
- Thursday, September 10, 2026 | 4:00-7:00 p.m.
- Monday, September 14, 2026 | 4:00-7:00 p.m.
- Monday, September 21, 2026 | 10:00 a.m.-2:00 p.m.
- Friday, October 16, 2026 | 10:00 a.m.-2:00 p.m.
- Tuesday, November 10, 2026 | 4:00-7:00 p.m.
- Tuesday, January 19, 2027 | 4:00 p.m.-7:00 p.m.
- Tuesday, February 16, 2027 | 4:00 p.m.-7:00 p.m.
- Tuesday, March 30, 2027 | 4:00 p.m.-7:00 p.m.
- Wednesday, May 26, 2027 | 4:00 p.m.-7:00 p.m.*

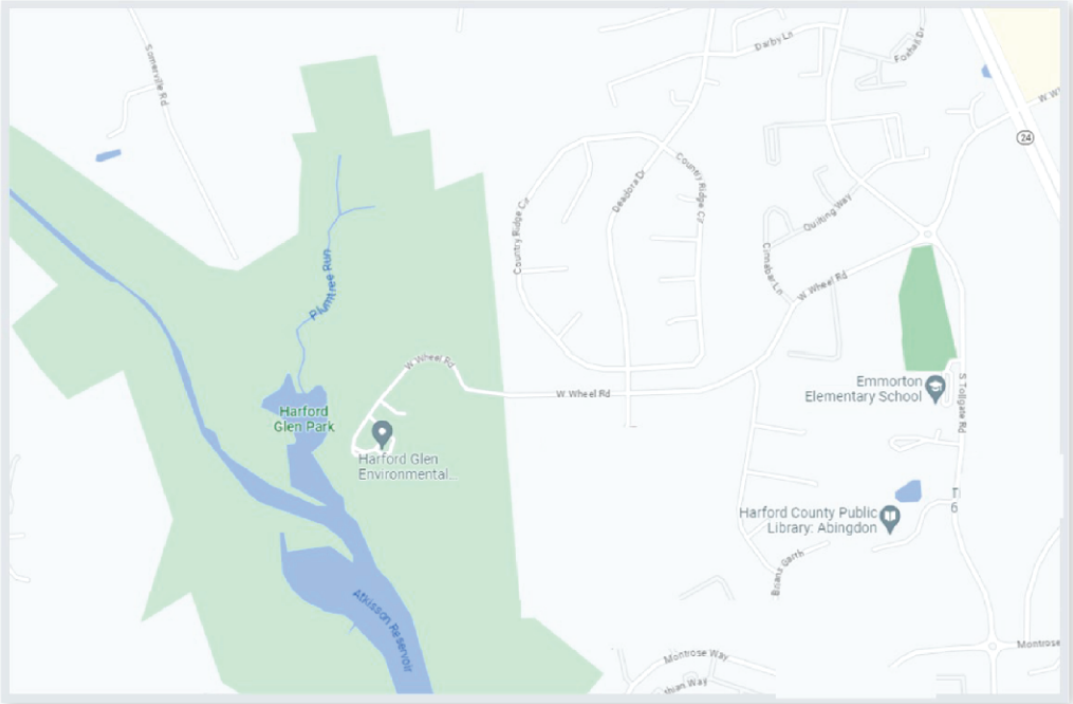
**For 4th graders who will come in 2027-2028*

Scan this QR code to take a virtual tour!

- The main gate will open automatically at the designated start time.
- This is a self-guided event with Harford Glen teachers available to answer questions. Stay for as long or as little as you like.
- Please allow 30 minutes for your visit- all sessions will conclude promptly at the designated time. The gate will close 15 minutes prior to the end of the session.
- Start your visit in the Dining Hall to sign-in and view the specific packing requirements for the residential program.
- You will have the opportunity to explore the Dining Hall, Lodges, Classrooms, and property on your own.
- If you would like to explore the Harford Glen grounds, the property will be open to the public from 7:00 a.m. to 7:00 p.m. on Saturdays and Sundays through October 30 and again in the spring beginning April 1. *(Please note- buildings will be locked and teaching staff will not be present on weekends.)*
- Please visit our website, www.hcps.org/harfordglen, or the Harford Glen Foundation Facebook page for additional information about Harford Glen's programs.
- If you can't attend an Open House, please use the QR code above to access a virtual self-guided tour.
- If HCPS closes schools for inclement weather, the Open House will be cancelled.

HARFORD COUNTY
PUBLIC SCHOOLS

HOW TO REACH
HARFORD GLEN



DIRECTIONS

GPS WARNING: Do NOT enter 'Harford Glen' into a GPS. It will take you to the wrong location. **Please use 502 West Wheel Road, Bel Air, Maryland 21015.**

From Route 24, turn west onto Wheel Road (the light for Wheel Road is next to the Festival Shopping Center), go straight through the traffic circle at Tollgate Road and continue until Wheel Road reaches a dead end at the Harford Glen gate. The distance from Route 24 to the gate is about one mile.

If the main gate on Wheel Road is closed when you arrive, please use the call box at the gate to notify the staff that you have arrived. The automated gate will be opened and will immediately close behind you. Follow the signs to visitor parking and make the first left, right before the yellow gate, to park in the lot next to the Dining Hall.

HARFORD COUNTY PUBLIC SCHOOLS

RESIDENTIAL PROGRAM INCLEMENT WEATHER POLICY

DELAY ON FIRST DAY OF PROGRAM:

If HCPS delays the opening of school on the first day of the program, the Harford Glen Program will also be delayed the same amount of time.

- For example, if HCPS delays opening of schools for two hours, the bus will pick up the fifth grade students at school at 11:15 a.m. (or 11:45 a.m. for fourth tier schools).
- High school volunteer counselors should arrive at 10:00 a.m.

CANCELLATION ON FIRST DAY OF PROGRAM:

If HCPS cancels school on the first day of the program, the Harford Glen program will also be cancelled for that day. Whenever schools open the following day, whether it is on time or a delayed opening, busses will arrive to pick up the fifth grade students. If it is a delayed opening, see above.

High school volunteer counselors should report to Harford Glen whenever school opens.

CANCELLATION ON FIRST AND SECOND DAY OF PROGRAM:

If HCPS cancels school on the first and second day of the program the entire session will be cancelled, and make-up dates will be scheduled for later in the school year.

THREAT OF INCLEMENT WEATHER DURING PROGRAM:

If severe weather is forecast during your session, the Harford Glen staff will consult with the elementary school administrators and the Transportation Division of HCPS to determine whether your students will remain at Harford Glen, if the session will be modified, or if the session will be postponed and every attempt will be made to schedule make up dates at the end of the school year.

*****The HCPS automated telephone messaging system will be used to notify parents/guardians if inclement weather changes the Harford Glen schedule. Ensure that all emergency contact phone numbers are up to date and the number provided is one where a parent/guardian can be reached at any time of day or night during your child's visit to Harford Glen.*****

Revised 2025

TYPICAL HARFORD GLEN SCHEDULE

A FINAL SCHEDULE WILL BE SENT HOME BY YOUR CHILD'S TEACHER

FIRST DAY	
9:00-9:30 a.m.	Buses depart school
9:30 a.m.	Welcome gathering at Harford Glen
10:30 a.m.	Settle into lodges, fire drill
11:45 a.m.	Lunch
12:45 p.m.	Environmental Stewardship lesson
3:45 p.m.	Recess
4:15 p.m.	Binocular Basics lesson
5:30 p.m.	Dinner
6:30 p.m.	Reflections
7:15 p.m.	Campfire program
8:00 p.m.	Snack
8:30 p.m.	Clean up and showers
9:15 p.m.	Silent reading
9:30 p.m.	Lights out and quiet in lodges

SECOND DAY	
7:00 a.m.	Rise and shine
7:30 a.m.	Class meeting
7:45 a.m.	Breakfast
8:45 a.m.	Bird's Eye View lessons
11:45 a.m.	Lunch
12:45 p.m.	Environmental Stewardship lesson
3:45 p.m.	Recess
4:15 p.m.	Teacher Choice lesson
5:30 p.m.	Dinner
6:30 p.m.	Reflections
7:15 p.m.	Campfire program
8:00 p.m.	Snack
8:30 p.m.	Clean up and showers
9:15 p.m.	Silent reading
9:30 p.m.	Lights out and quiet in lodges

THIRD DAY	
7:00 a.m.	Rise and shine / Pack up and clean lodges
7:45 a.m.	Class meeting
8:00 a.m.	Breakfast
9:00 a.m.	Teacher Choice lesson
10:50 a.m.	Lunch
11:45 a.m.	Gratitude Gathering led by the Harford Glen Teachers
12:00 p.m.	Student buses depart Harford Glen to return to school

THIRD DAY (HCPS EARLY DISMISSAL)	
7:00 a.m.	Rise and shine / Pack up and clean lodges
7:45 a.m.	Class meeting
8:00 a.m.	Breakfast
9:00 a.m.	Teacher Choice lesson
10:00 a.m.	Bagged lunch
10:30 a.m.	Gratitude Gathering led by the Harford Glen Teachers
10:45 a.m.	Student buses depart Harford Glen to return to school

HARFORD GLEN MENU

	FIRST DAY	SECOND DAY	THIRD DAY
Breakfast		**7:45-8:45 a.m.** **Breakfast Pizza** Choice of Cereal Fresh Fruit Yogurt Milk/Choice of Juice/Ice Water	**8:00-9:00 a.m.** **French Toast Sticks with Syrup** Choice of Cereal Fresh Fruit Yogurt Milk/Choice of Juice/Ice Water
Lunch	**11:45 a.m.-12:45 p.m.** **Orange Chicken** **Mozzarella Sticks with Marinara Sauce** Brown Rice Steamed Broccoli Fresh Fruit Salad Bar Milk/Choice of Juice/Ice Water	**11:45 a.m.-12:45 p.m.** **Hamburger/Cheeseburger/Veggie Burger** **Hot Dog** Crinkle Cut French Fries Fresh Fruit Salad Bar Milk/Choice of Juice/Ice Water	**10:50-11:30 a.m.** **Bagged Lunches** **Choice of: Turkey & Cheese, Ham & Cheese, or Cheese Sandwich** Fresh Fruit Sun Chips Milk/Choice of Juice
Dinner	**5:30-6:30 p.m.** **Taco Bar (6" tortilla and/or tortilla chips)** **Choice of: Taco Meat, Salsa Chicken, or Veggie Chili** Black Beans and Corn Fresh Fruit Salad Bar w/ Baked Potato *(butter, sour cream)* Milk/Choice of Juice/Ice Water Jell-O	**5:30-6:30 p.m.** **Chicken Smackers** **Macaroni & Cheese** Green Beans Fresh Fruit Salad Bar w/ Baked Potato *(butter, sour cream)* Milk/Choice of Juice/Ice Water Warm Cinnamon Apples	
Snack	**Fresh Fruit, Grain & Protein Boosters**	**Fresh Fruit, Grain & Protein Boosters**	Vegetarian option

- Salad Bar includes cheese, field greens, seasonal fruits and vegetables, and much, much more.
- Limited peanut butter and jelly uncrustables will be available.
- Menu subject to change due to product availability.
- Harford Glen menu, allergen, and nutritional information available at www.hcpsmenus.com
- Medical documentation for special diet accommodations must be submitted with the required Harford Glen paperwork. Please contact the Harford Glen nurse at (410) 638-3903 for instructions and the Special Diet Accommodations Form.
- Snack will consist of three components. Students may have one of each. Offerings will vary session by session. *(Examples: sunflower seeds, cheese sticks, graham crackers, pretzels, crispy cheese crackers, etc.)*

EARLY DISMISSAL FROM HARFORD GLEN

INSTRUCTIONS FOR PARENTS/GUARDIANS

The procedures below are in place to maintain a safe, secure learning environment for all.

- Students who are not participating in the overnight portion of the program should be picked up at 8:00 p.m. on day one and two. Students should arrive at Harford Glen at 7:45 a.m. on days two and three. Breakfast begins between 7:45 a.m. and 8:00 a.m. and will be available to students who did not spend the night.
- For safety and security purposes, the gate will not open between 7:30-8:00 p.m. Guardians will need to wait outside the gate for the 8:00 p.m. pick up time. The gate will not open prior to 7:45 a.m. Please wait with your student outside the gate until 7:45 a.m.
- Email your child's classroom teacher and let them know your pickup and drop off arrangements.
    - Include the date(s) and time(s) of pickup and drop off.
    - Include the name and cell phone number of the person picking up your child.
- Harford Glen is closed to the public on all school days, so all visitors must stop at the call box located on the left side of the road at the main gate. Once the button is pushed on the call box, a Harford Glen staff member will answer the call, ask the driver to identify themselves, and then open the gate.
- If the driver approaches the gate and another automobile is driving in or out of the property, they must still stop at the call box and speak to a Harford Glen staff member before entering the property. This will ensure the safety and security of all visitors to Harford Glen.
- Once admitted onto the Harford Glen property, the driver must follow the parking signs and park in the visitor's lot. Follow the signs to the Nurse's Office. They must show a valid driver's license to the Harford Glen staff member for identification. The child will be brought to the Nurse's Office for dismissal. Do not enter other rooms, buildings, or pavilions.
- Parents and guardians are responsible for insuring that all drivers are aware of these guidelines. If the driver is going to be delayed, Harford Glen should be notified at 410-638-3903.

DIRECTIONS:

GPS WARNING: Do NOT enter 'Harford Glen' into a GPS. It will take you to the wrong location. **Please use 502 West Wheel Road, Bel Air, Maryland 21015.**

From Route 24, turn west onto Wheel Road *(the light for Wheel Road is next to the Festival Shopping Center)*, go straight through the traffic circle at Tollgate Road and continue until Wheel Road reaches a dead end at the Harford Glen gate. The distance from Route 24 to the gate is about one mile.

HCPS

HARFORD COUNTY PUBLIC SCHOOLS
MEDICATION POLICY AND PERMISSION FORM

It is the policy of Harford County Public Schools to prohibit students from possessing or using prescription/over-the-counter medication on school buses or on school property. Note: **a student may NOT carry pills, capsules, or liquid medication** at any time.

- The medication and completed Medication Policy and Permission Form must be brought to the health suite by a parent/guardian or responsible adult. Students are not permitted to carry medication on school buses or on school grounds. Under extenuating circumstances, there may be exceptions. This is for the safety of all students.
- Prescription medications must be in a labeled prescription container with specific instructions that match the following order.
- Over the counter medications must be in the original container.
- A new form is needed each new school year and for all changes in medication, dose, or time.
- All medication not picked up by the last day of school will be destroyed.

HEALTH CARE PROVIDER INSTRUCTIONS FOR GIVING MEDICATION IN SCHOOL

Student Name: _____ Date of Birth: _____ Grade: _____

Allergies: _____

Medication Name: _____ Route: _____

Reason for Administration: _____

Exact Dose to be Given (**Must specify in mg and/or # of Puffs**) _____

Time/Frequency of Administration: _____ If PRN, Frequency: _____

IF PRN, for what symptoms: _____

Duration of Administration: _____

Relevant Side Effects: None Expected: _____ Specify: _____

Any additional instructions or follow-up: _____

HEALTH CARE PROVIDER SIGNATURE: (required): _____

Health Care Provider Name **Printed**: _____

Date: _____

Phone: _____ Fax: _____

PHYSICIAN STAMP:

PARENT/LEGAL GUARDIAN AUTHORIZATION

- I request designated school personnel to administer the medication as prescribed by the above health care provider.
- I certify that I have legal authority to consent to medical treatment for the student named above, including the administration of medication at school.
- I authorize the school nurse to communicate with the health care provider as needed.

Early dismissal days: Administer Medication: _____ Omit Medication: _____

Delayed opening days: Administer Medication at usual time: Yes ☐ No ☐ Alternate time to administer _____

Harford Glen Only: On departure day, No lunchtime medications will be administered

Parent/Legal Guardian Signature: _____

Date: _____ Phone: _____

HCPS

HARFORD COUNTY PUBLIC SCHOOLS
RECORD OF MEDICATION RECEIVED/RETURNED

Student Name: _____ Date of Birth: _____

DATE	NAME OF MEDICATION	DOSAGE	VERIFY ORDER	AMOUNT ON HAND	AMOUNT RECEIVED	AMOUNT RETURNED	PARENT/GUARDIAN INITIALS	SCHOOL NURSE INITIALS

Parent/Guardian Signature: _____ Initials: _____ School Nurse Signature:_____ Initials: _____

Parent/Guardian Signature: _____ Initials: _____ School Nurse Signature:_____ Initials: _____

Parent/Guardian Signature: _____ Initials: _____ School Nurse Signature:_____ Initials: _____

FOR HARFORD GLEN USE ONLY

DAY	NURSE	DATE	NAME OF MEDICATION	DOSAGE	VERIFY ORDER	AMOUNT ON HAND	AMOUNT RECEIVED	AMOUNT RETURNED	Parent Guardian	School Nurse Initials
Day 1	Home School Nurse									
Day 1	Harford Glen Intake Nurse									
DAY 1	Evening Nurse									
DAY 1	Night Nurse									
DAY 2	Day Nurse									
Day 2	Evening Nurse									
Day 2	Night Nurse									
Day 3	Day Nurse									

MEDICATION ADMINISTERED AT HARFORD GLEN

DATE	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p	12a	1a	2a	3a	4a	5a	6a

Parent/Guardian Signature:_____ Initials: _____ Parent/Gueardian Signature:_____ Initials: _____

School Nurse Signature: _____ Initials: _____ School Nurse Signature: _____ Initials: _____

School Nurse Signature: _____ Initials: _____ School Nurse Signature: _____ Initials: _____

School Nurse Signature: _____ Initials: _____ School Nurse Signature: _____ Initials: _____

HCPS

HARFORD COUNTY PUBLIC SCHOOLS
A.A. Roberty Building
102 S. Hickory Ave.
Bel Air, Maryland 21014

HARFORD COUNTY HEALTH DEPARTMENT
120 South Hays Street
Bel Air, Maryland 21014

CONSENT FOR ADMINISTRATION OF APPROVED DISCRETIONARY MEDICATIONS AT HARFORD GLEN

Dear Parent/Guardian:

On the reverse side of this letter is a consent form for the administration of certain nonprescription/over-the- counter medications which will be available, at no charge, for all students at Harford Glen. This service is available to alleviate your student's minor discomforts and to avoid early dismissals from the Residential Outdoor Education Program. These medications are approved by the Harford County Health Department and the Supervisor of Health Services for Harford County Public Schools. This service helps our students improve attendance and enhance academic performance. Please note that there will be no cough drops provided this year. You may signify your permission to have your student self-carry cough drops from home by checking the appropriate box.

Your consent must be obtained before any medication is given to your student. Only the Registered Nurse/Licensed Practical Nurse at Harford Glen may administer these medications in accordance with established protocols. The consent form lists the medications which may be available. Please complete the consent form and return it to your child's teacher at least one week before the Harford Glen session. The consent is only in effect for your child's Harford Glen session.

Approved discretionary medications are intended for occasional use only. Discretionary medication will be administered at the **discretion of the Harford Glen nurse**. If your student requires any prescription or nonprescription medication on a regular basis, you must obtain a written order from your health care provider and supply the medications.

If you have any questions or would like further information, please contact your school nurse.

Sincerely,

Jamie Sibel, MD, MPH

Dr. Jamie Sibel, MD, MPH, MS
Medical Deputy Health Officer
Harford County Health Department

Mary Nasuta RN, MS, NCSN

Mary Nasuta, RN, MS, NCSN
Supervisor of Health Services
Harford County Public Schools

Office Use Only :

Date:	Date:	Date:	Date:	Date:	Date:	Date:
Time:	Time:	Time:	Time:	Time:	Time:	Time:
Medication	**Medication**	**Medication**	**Medication**	**Medication**	**Medication**	**Medication**
Acetaminophen	Acetaminophen	Acetaminophen	Acetaminophen	Acetaminophen	Acetaminophen	Acetaminophen
Ibuprofen	Ibuprofen	Ibuprofen	Ibuprofen	Ibuprofen	Ibuprofen	Ibuprofen
Signature:	Signature:	Signature:	Signature:	Signature:	Signature:	Signature:

Harford Glen Consent for Administration of Approved Discretionary Medications & Health Contact Information

Student Name:_____DOB: _____

Homeroom Teacher:_____

Medication Allergies/Sensitivities: _____

List ALL Medications your student takes on a regular basis: _____

Reason for Medication(s): _____

MEDICAL/HEALTH HISTORY: Check all that apply.

___Severe Allergy*
Brought EpiPen® to HG? YES NO
Food _____
Insect _____
___Asthma
Brought Inhaler to HG? YES NO

___ADHD
___Bed Wetting***
___Bleeding Disorder
___Cancer
___Cardiac Conditions
___Diabetes**
___Fears

___Genetic Disorder
___GI Conditions
___Hearing Impairment
Brought Hearing Aid to HG? YES NO
___IEP ___504 plan
___Kidney/Urinary
___Limited Physical Activity

___Loss of Vision
___Blind
___Glasses and/or Contacts
___Mental Health
___Migraines
___Neurological Impairment

If checked, explain:_____

* IF Severe Allergy Noted Above – Student Uses: EpiPen®_____ Benadryl® _____ No Medication _____ Other Medication (severe allergy only)_____

**Student will sleep on a bottom bunk ***Student will sleep on a bottom bunk – please send sheets and blankets rather than a sleeping bag

Is there anything else you want the Harford Glen staff to know? _____

MEDICATION ADMINISTRATION:

I give permission for my student to receive any medication listed below on this form as deemed by the Registered Nurse/Licensed Practical Nurse. I understand that a generic equivalent may be used.

I would like the following medication(s) made available to my student. (Please check)

For Headache/Fever/Burns/Earache/Sore Throat

☐ Acetaminophen (like Tylenol)

For Muscle Aches/Pain or Menstrual Cramps/Headaches

☐ Ibuprofen (like Advil –**for students ages 12 & older**)
For headaches, HCPS protocol permits administration of Acetaminophen only.

☐ Cough Drops- My child will self-carry cough drops. I am sending him/her with cough drops. I understand cough drops are unavailable in the Health Suite at Harford Glen.

☐ I do NOT want any medication given to my student at Harford Glen.

I understand that the above medications I have checked will be administered by the Registered Nurse/Licensed Practical Nurse at Harford Glen in accordance with established protocols developed by the Deputy Health Officer, Harford County Health Department and the Supervisor of Health Services for Harford County Public Schools.

PARENT/GUARDIAN CONTACT INFORMATION:

☐ I have updated my child's parent and emergency contact information with the school's main office. All parent and emergency contact information are up to date. I understand that the Harford Glen Nurse will use this information to contact me or the listed emergency contact if needed.

***ALL INFORMATION MAY BE SHARED WITH STAFF AND/OR TRANSPORTATION ON A NEED-TO-KNOW BASIS UNLESS OTHERWISE NOTIFIED.**

PARENT/GUARDIAN SIGNATURE: _____ **DATE:**_____