



PARENT HANDBOOK

2021 SUMMER REC CAMP



South Portland Parks, Recreation and Waterfront
21 Nelson Road
South Portland, Maine 04106
207-767-7650

Welcome Summer Camp Parents and Participants,

South Portland Parks and Recreation welcomes you to an exciting summer with us at camp! There are many fun activities, performers, and field trips planned throughout the summer and we hope you're just as excited as we are.

Throughout camp we strive to provide a fun, safe and valuable learning experience for your child. Part of accomplishing these goals is to make sure everyone involved is on the same page. This handbook has been developed to help participants and their families understand this department's expectations, policies and how to achieve a positive summer camp experience for all involved.

Your cooperation and support helps make our summer camp program fun and successful. Please take a moment to read the information included in this handbook. If you have any questions or concerns please do not hesitate to contact us.

Sincerely,

Robert Carter

Recreation Manager

rcarter@southportland.org

Kari Filieo

Camp Coordinator

kfilieo@southportland.org

General Information

Kindercamp:

Days: Monday-Friday (no camp on Monday July 5th)

Times: 8:00am-5:30pm

Location: Small Elementary School

Contact Info:

Director: Lindsay Larsen

Phone: 207- 303-2280

Email:llarsen@southportland.org

Open House: Thursday, 6/17 5:30pm-7:00 pm @ Camp location

Little Riots:

Days: Monday-Friday (no camp on Monday July 5th)

Times: 8:00am-5:30pm

Location: Small Elementary School

Contact Info:

Director: Emily Savage

Phone: 207-800-7134

Email:esavage@southportland.org

Open House: Thursday, 6/17 5:30pm-7:00 pm @ Camp location

Big Riots:

Days: Monday-Friday (no camp on Monday July 5th)

Times: 8:00am-5:30pm

Location: Brown Elementary School

Contact Info:

Director: Justin Carr

Phone: 207-233-7298

Email:jcarr@southportland.org

Open House: Thursday, 6/17 5:30pm-7:00 pm @ Camp location

5th/6th Grade Camp:

Days: Monday-Friday (no camp on Monday July 5th)

Times: 8:00am-5:30pm

Location: Mahoney Middle School

Contact Info:

Director: Joe Gleason

Phone: 207-317-2986

Email:jgleason@southportland.org

Open House: Thursday, 6/17 5:30pm-7:00 pm @ Camp location

Teen Extreme:

Days: Monday-Friday (no camp on Monday July 5th)

Times: 8:00am-5:30pm

Location: Redbank Community Center

Contact Info:

Director: Alicia Hoyt

Phone: 207-

Email: ahoyt@southportland.org

Open House: Thursday, 6/17 5:30pm-7:00 pm @ Camp location

Emergency Action Plan

On-site Procedure: If an emergency occurs while campers are at camp, all campers and staff must remain inside the school building until further notice from the Recreation Coordinator. If the situation allows, parents may pick up children at camp, however, no other children shall be released from camp. Campers being picked up by parents must directly sign out his/her child at the camp office. Campers may only leave with his/her parent or guardian. In the event of a “lockdown” situation, we may not be able to let anyone in or out of the building until instructed to do so by police or other security personnel. Depending on the circumstances of the emergency, the recreation camp day may be shortened or lengthened.

Off-site Procedure: If an emergency occurs while campers are on a field trip, all campers and staff must remain at the field trip location until it is possible to return to camp safely. The Recreation Coordinators will make this determination. The above procedure will then be followed.

If communication between the camp leaders and the Recreation Department is not possible, the camp leaders will make a decision that will best suit the campers and staff in that particular situation.

Arrival and Departure Procedures (Sign-In / Sign-Out)

- **Arrival:** Camp staff will sign campers in on Ipads at designated sign-in location. Masks must be worn by anyone exiting their vehicles while dropping campers off.
- **Departure:** An adult must notify the Camp Director or Assistant Director when they arrive at camp to pick up a child. The camp staff will locate your camper. Please don't try to locate your camper on your own.
- **Pick Up Authorization:** Only individuals listed on the “**Pick-Up Authorization Form**” will be allowed to pick up your child from camp. If you need to add or delete a name from this list, please send authorization in writing. *Authorized individuals could be asked to provide a photo ID.* Be prepared. Please see “**Child Pick Up Permission Form**” in the back of this handbook. Please fill it out and bring with you to our Open House, or drop off at camp on the first day.

Late Pick Up Policy

Your child(ren) must be picked up no later than 5:30pm at all camp sites. We reserve the right to charge a late fee of \$1.00 per minute per child for every minute after 5:30pm that a parent/guardian is late. Please be aware that there may be instances when we will call the police to come pick a child up who has not been picked up 30 minutes after the program ends and we cannot get ahold of the child's parent/guardian.

Late Arrivals & Early Departures

If your child arrives late to camp or you need to pick up your child early, please check in at the camp office and our staff will locate your child's group for you. ***Please check your child's schedule in advance to be sure he/she is not on a field trip.***

Custody Issues

In cases of separated/divorced parents or other special circumstances where visitation rights are denied to one parent/guardian, we must have court or official documents on file forbidding that person from picking up the child from our program. Please bring to our attention as soon as possible any special circumstances.

Mandated Reporters

As municipal employees, we are by law mandated to report suspicions of child abuse and neglect. Abuse can be in any form - physical, verbal, mental or sexual.

Children with Special Needs

If your child requires special assistance because of physical limitations, or has emotional or behavioral needs, please fill out the "**Child Concern Form**" so that we may reasonably accommodate his/her needs.

Parent Volunteers/Chaperones

As a department, we have established a policy that prohibits parents from participating in camp activities. In our experience, we feel that this is fair, safe, and manageable policy for our seven week program. We do, on occasion, have special events at camp where parents are invited and we encourage this participation.

Medication Policy

To administer any type of medication (prescription or over-the-counter medications), we must have a signed "**Permission to Administer Medication Form**" on file. Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have written instructions explaining the time and the amount of medication to administer to the child. Medicine will be self-administered with the supervision of the Camp Director or Assistant Director.

Camper Illness and Injuries

We are equipped with first aid kits to handle minor emergencies. If there is any question whether an injury is more serious than our staff is able to handle, we will make a decision about the next step. In most cases, the parent will be notified before taking action, however, if the emergency is severe, emergency personnel will be called. It is important that Camp Directors have updated contact numbers on your child's emergency form. If your numbers or contacts changed after camp registration, please update our records immediately. If your child is sick with a fever (above 100 degrees), diarrhea or vomiting, please keep him/her at home for at least 24 hours to be sure he/she is well enough to keep up with the fast pace of camp. If a camper becomes ill while he/she is at camp, we will contact you to come to pick up your child for dismissal. If you need to reach someone at the camp for an **emergency**, and no one answers the camp phone, you may call the **South Portland Community Center at 767-7650**.

Head Lice Policy

Our policy states that a child who has head lice may not attend our programs. The hair must be treated with a product that is designed to kill head lice. This may be purchased over the counter at drug stores. **All nits must be removed from the child's hair before he/she returns to the program.**

Each summer we usually have at least one case of head lice. Please check your child's hair on a daily basis. You are looking for small white flecks that are attached to the hair shafts. Head lice look a lot like dandruff. You cannot flick head lice from the hair shaft as you can with dandruff. Anyone may contract lice from another person, their clothes or personal items. Recent research suggests head lice can live for 12-15 hours away from a host. The nits may stay viable up to a month and can be transmitted from fallen hair. Lice hang onto hair or fibers and transfer from person to person by crawling or falling. Having head lice on your person does not reflect on your life style. They do not care whose head they are on.

Sunscreen and Sun Safety

We *strongly* encourage you to *apply daily sunscreen on your child before arriving to camp* each day. It is also recommended that you *pack a bottle of sunscreen* in your child's bag (please label your bottle with the camper's name). Our staff will remind campers to apply sunscreen at designated times throughout the day and they can assist and supervise with the application if necessary (especially for our youngest campers). We provide some sunscreen at camp, however, because of possible allergic reactions it is recommended that each child bring his/her own bottle. Please talk with your child about the importance of sun protection. **A hat and extra t-shirt to wear over a swimsuit also helps to shield skin from the sun.**

Camp Snacks and Lunch

All lunches should be brought from home. **There is no refrigerator or microwave at camp.** A lunch box size cooler with an ice pack is a great way to keep food and drinks cold throughout the day. Our camp schedule includes a morning and afternoon snack, please plan to pack for these two snacks as well. Refillable water bottles are a must have!

Snack Bar: On occasion, we will have a field trip at a location with a snack bar. It is recommended that campers continue to bring a lunch, then a snack or drink can be purchased if necessary. Often, buying lunch at a snack bar can be expensive and we ask that campers bring only a small amount of money to camp in case it gets lost or stolen. Counselors are not responsible for holding campers money, if a child is sent to camp with money it will be that child's responsibility. **We can not guarantee that all snack bars will be open when our camps are there on trips.**

What to Bring/Wear to Camp

- A healthy lunch and plenty of snacks to last the entire day (morning and afternoon)
- A refillable water bottle
- Swimsuit & towel (even on non-swim days in case water games are added that day)
- Sunscreen: Please apply a generous amount on your child in the morning, and we will remind campers to reapply at least once during the day
- A hat, sunglasses, and protective shirt to avoid sun damage.
- Backpack and lunch box (to store your child's belongings)
- Medications (to be stored in the camp office with a "permission to administer medication form" signed by the parent or guardian)
- Change of clothes – including an extra shirt for beach days or days when we are in the sun a lot.
- Wear old clothes (dress for a mess)!
- Sneakers or other sensible shoes for running and playing games
- Socks (especially for roller skating and bowling where it's required)

What NOT to Bring/Wear to Camp

- CELL PHONES – Cell phones will not be permitted for use by campers during camp hours. Each camp has a phone that can be used for emergencies.
- Electronic games of any kind
- Any valuables
- Skateboards & scooters
- Flip flops or shoes that could cause injuries while running and playing games(unless your camp is going to the beach)
- Items that promote tobacco, alcohol, vulgar slogans or innuendos
- Other clothing deemed inappropriate for camp (to be determined by camp director)

The South Portland Recreation Department will not be responsible for any personal items that are damaged, stolen, or lost. Parents are asked to monitor what children bring and wear to camp.

South Portland Parks & Recreation

Behavior and Discipline Policy

Our goal is to provide a safe and enjoyable summer camp experience for all campers. No camper should feel threatened or intimidated by the behavior of other campers. All campers and staff should be treated with respect, be responsible and feel safe.

Behaviors that will result in implementation of our Discipline Policy:

- Failing to follow directions
- Inappropriate language
- Inappropriate body contact (hitting, biting, kicking, pushing, etc.)
- Disrespect of property (breaking, damaging, destroying, etc.)
- Bullying/Harassment
- Threatening campers or staff
- Theft
- Dishonesty

The following steps will be taken for a camper who chooses to use inappropriate behavior:

- 1st offense will result in a written warning
- 2nd offense will result in a one-day suspension
- 3rd offence will result in dismissal from all remaining camp days

Please be advised that the South Portland Recreation Department reserve the right to remove a participant from a program at any time during the course of the program if the Department feels that the child's actions are a threat to the well-being and safety of themselves, other children and/or staff.

PLEASE SHARE THIS INFORMATION WITH YOUR CHILD PRIOR TO CAMP

I have read and understand the South Portland Recreation Summer Camp Behavior & Discipline Policy. I am aware that failure on the part of my child to meet his/her responsibilities as an attendee may result in suspension or expulsion from the program.

Please sign, date, and return to your child's camp director.

Name of Parent/Guardian

Signature of Parent/Guardian

Date

Name of Program Participant

Signature of Program Participant

Date

South Portland Parks & Recreation
Permission to Administer Medication Form

**Medication sent to the recreation program with the student should not exceed the dosage for one day.

**Parent/guardian may personally provide camp with up to one week's dosage.

**Medication must be in clearly labeled container with the student's name, prescribed dosage and name of medication indicated.

Child's Name _____ Phone _____

Address _____

Name of Medication: _____

Doctor's Name: _____ Phone _____

Reason for Medication: _____

Are there any side effects that camp staff should be aware of? _____

Dosage: _____

Time(s) to be given: _____

Informed Consent of Parent/Guardian

I hereby request that South Portland Recreation Department personnel administer the above medication to my child. I am aware that this medication may be administered by non-medical recreation personnel.

Signature of parent/guardian _____ Date: _____

South Portland Parks & Recreation

Child Concern Form

This form is being used to assist us to provide the best possible experience for your child while at camp or in one of our recreation programs. Please take the time to complete the form and return it to us before the start of the program. **Your signature on this form gives us permission to share this information with those who will be working with your child.**

Child's Name: _____ Date this form was completed _____

Program(s) this child is participating in _____

Known behavior or health concern which you want us to be aware of:

Parent's recommendation for us to help your child:

Are there any situations that trigger this concern in your child?

Can you tell us what is typical and/or atypical behavior from your child:

While your child is attending school has there been any plan of action designed which has been effective? If yes, please let us know what it has been:

_____ Person(s) to contact when we want to share the joys and concerns

of your child. This person's phone number is: _____

Signature of parent/guardian; _____

South Portland Parks & Recreation

Pick-Up Authorization Form

Child's Name(s): _____

Parent/Guardian Name(s): _____

If there are people, other than the above listed parent/guardian, who have permission to pick up your child/children, please list them here:

Please Print Name:

Please List Phone Number:

Note: We will only release your child to persons whose names appear above unless we have written authorization to do otherwise. **Parents/guardians: please advise all authorized pick-up persons that we may ask for photo ID**

The above named child/children MAY NOT be released to the following people (Please print):

5th/6th Grade Camp & Teen Extreme Camp ONLY

The above named child/children has/have my permission to leave on his/her/their own (walkers/bikers) at the scheduled release time. _____ (Please initial)

Signature of Parent/Guardian

Date

Your signature indicates that you have reviewed the information in the **Parent Handbook**. In addition, you understand that photos taken at camp might be used in future promotional materials such as Recreation Department brochures or flyers.