



# PARENT HANDBOOK

## 2024 SUMMER REC CAMP



South Portland Parks, Recreation and Waterfront  
21 Nelson Road  
South Portland, Maine 04106  
207-767-765

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,  
Kari Filieo  
Recreation Manager  
[kfilieo@southportland.org](mailto:kfilieo@southportland.org)

### **General Camp Information**

**Open House: Thursday, 6/20 5:30pm-7:00 pm @ Camp location**

#### ***Mini Riots:***

Days: Monday-Friday (no camp on 7/4 & 7/5)  
Times: 8:00am-5:30pm (Friday 8/9 8:00am-12:00pm)  
Location: Small School  
Contact Info: Co-Director: Dakota Brown      Asst.-Director: Sadie Dorn  
Phone: 207-303-2279      Phone: TBA  
Email: dabrown@southportland

#### ***Little Riots:***

Days: Monday-Friday (no camp on 7/4 & 7/5)  
Times: 8:00am-5:30pm (Friday 8/9 8:00am-12:00pm)  
Location: Kaler School  
Contact Info: Director: Rachel Morin      Asst-Director: Bellamy Morse  
Phone: 207-303-2280      Phone: TBA  
Email: rmorin@southportland

#### ***Big Riots:***

Days: Monday-Friday (no camp on 7/4 & 7/5)  
Times: 8:00am-5:30pm (Friday 8/9 8:00am-12:00pm)  
Location: Mahoney Middle School  
Contact Info: Director: Justin Carr      Asst.-Director: CJ Marengi  
Phone: 207-233-7298      Phone: TBA  
Email: jcarr@southportland.org

#### ***Mega Riots:***

Days: Monday-Friday (no camp on 7/4 & 7/5)  
Times: 8:30am-5:00pm  
Location: Redbank Community Center  
Contact Info: Director: Hannah Seigel      Asst.-Director: Josh Small  
Phone: 347-4145 (office) TBA (cell)  
Email: hseigel@southportland.org

Emily Savage  
Summer Camp Coordinator  
[esavage@southportland.org](mailto:esavage@southportland.org)

Quinn Cardale  
Support Staff/Lifeguard  
[qcardale@southportland.org](mailto:qcardale@southportland.org)

### **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)**

*All camp doors will remain locked at all times.*

- **Arrival:** Camp staff will sign campers in at designated sign-in location.
- **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 List**” 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.

### **Late Pick Up Policy**

Your child(ren) must be picked up no later than 5:30pm at all camp sites (5:00pm at Mega Riots). We reserve the right to charge a late fee of \$1.00 per minute per child for every minute after camp ends 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 communicate that to the camp director or assistant director and our staff will locate your child's group for you. ***Please check your child's schedule in advance to be sure they are 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 may, 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 them at home for at least 24 hours to be sure they are well enough to keep up with the fast pace of camp. If a camper becomes ill while they are 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 **REQUIRED** 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 **REQUIRED** that each child bring their 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**

We **DO NOT** provide food at camp. Lunch and at least two snacks 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. Refillable water bottles are a must have!

**Snack Bar:** On occasion, we will have a field trip at a location with a snack bar. Individual Camp Directors will let campers and parents know when /if it is okay to bring money. It is recommended that campers continue to bring a lunch. 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*

Permission to Administer Medication Form

\*\*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;** \_\_\_\_\_

