



# Adventure Camp

## Parent Handbook

The primary goal of our child care programs is to provide a safe, supportive, and enriching environment for Youth. This includes promoting their physical, emotional, and cognitive development, fostering positive social interactions, and ensuring their overall wellbeing.

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## **Program Outline & Code of Conduct**

Adventure camp is set up for middle schoolers to get out and about each day on a new adventure. The set up of this camp is different than the younger camps. We want to foster experiences and adventures.

### **Daily Hours - 7:30am- 5:00pm**

Rough Daily Schedule:

**7:30am-8:30am-** Check in - Social Time, Cards, Games, Activities in a the Café.

**8:30am-9:00am-** Morning meeting & intro game

**9:00am-9:15am-** Pack up and load bus

**9:30am-4:00pm-** Field Trip

**4:00pm-5:00pm-** Check out - Social Time & Group Challenges.

### **Late Pick Up**

**Adventure Camp** closes promptly at 5:00 pm. When students are picked up late, this causes challenges for the children and the staff. The time spent waiting to be picked-up can seem like an eternity to a child who is wondering why their parent or caregiver hasn't arrived. Please call Camp Phone if you find yourself in a situation where you will be late.

The late policy is as follows: \$1 per minute after designated pick up hour. Late pick up fees will automatically be added to your recreation account and must be paid within 48 hours.

Please be advised that families who repeatedly pick up their child late will be required to have a meeting with the **Youth and Family Program Coordinator and/or Camp Director**, which could result in your child being removed from Adventure camp program.

### **Pick Up Process:**

Check-in at the welcome desk with the Camp Director for morning check-in between 7:00-8:45 am. Pick up, come to the check-out desk and talk to the Camp Director, check out between 4:00pm-5:00pm. If a child is picked up by anyone besides the guardians an ID will be asked to be shown and that person needs to be listed on the campers pick up list.

## Field Trips

This camp has more freedom since we are working with the middle school age. When we travel to parks such as funtown/splashtown etc. the campers will be able to travel around the parks in small groups. Groups will be approved by staff. Counselors and directors will be traveling around the parks to **keep eyes on and check in** with groups. All the groups will have check in times with the staff. Money is allowed on trips.

## Absence from Camp

No refunds for missed days. If your child will be absent on a particular day, or arriving after 9:00 am, or leaving before 3:30pm please let us know.

## Code of conduct:

Campers are called to certain standards.

- Be kind to all staff and campers.
- Be responsible for your items.
- Respectful of others items
- Phones are to only be used on the bus for music, on trips to contact the camp phone or during certain allowed times of the day if staff gives the okay. Other than that they need to stay in bags.
- No Swearing
- No Violence
- Respect Standish Rec Property
- Respect Bonny Eagle Middle School Property
- No Bullying

## Things you need each day!

- Sunscreen
- Water Bottle
- Back pack
- Change of clothes
- Camp shirt (**needs to be worn on all trips! Unless otherwise advised**)
- Towel
- Sneakers
- Lunch and snacks

**\*\*Showing of movies ratings:** Please be aware that we show movies up to the rating of PG-13. If you do not want your child to view movies with a rating of PG-13 it will be the responsibility of the parent to not have your child at the camp during the viewing of times of these movies

**Discipline:** If a camper receives a write up, this slip will be completed by the counselor, signed by the director or assistant director and then signed by you, the parent, so that all are informed about the incident. If a camper receives two (2) warnings during the summer, they will not be allowed to go on the next field trip. If a camper receives three (3) warnings, they will be removed from camp for the remainder of the summer with no refund. Please be advised that at any time it is up to the discretion of the department to take stronger disciplinary action which could include but is not limited to days off, weeks off or expulsion. Any disciplinary action will be imposed without a program fee refund.

## **Medication**

If your child needs medications during program hours you must send an email to the recreation department, completing the ***Physician's Request to Administer Medication Form***. This form can be picked up at the recreation office, found on the recreation website, or sent via email per request. The form MUST be completed in advance and provided at the time of your child's registration.

Your child will self-administer the approved medication under the supervision of non-medically trained Recreation Staff. You will be required to bring in only the daily dose per day in a prescription envelope (see below) and dropped into the lock box that will be located on the sign-in table. PLEASE DO NOT send your child in with their medication or pack the medication in the backpacks. Medication envelopes will be available provided by the first day of the Adventure Camp program at the sign- in table.

## **Sickness**

Standish Parks & Recreation Department's illness policy adheres to national standards and focuses on both the needs and behaviors of the ill child as well as the ability of the staff to meet their needs without compromising the care of other children. We understand and appreciate the needs of working parents, yet it is essential that children at our program are protected from contagion. We will endeavor to use good judgment as well as the following criteria, when evaluating children with illness. It is the program's expectation that parents will do the same. A child must be well enough to participate in classroom activities. When illness results in greater care than the staff can provide without compromising the safety and health of other children, the

parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child. Symptoms can be, but are not limited to the following:

- Elevated temperature (temple) of 99.6 degrees or higher accompanied by other symptoms.
- Vomiting.
- Uncontrolled diarrhea or two or more loose stools.
- Serious contagious illness.
- Any symptoms requiring one on one care or causing severe discomfort.
- Any open or oozing sores.
- Unexplained rash.
- Severe lethargy accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing.

## **Emergency**

In the event of a serious emergency, an ambulance will be called and the child will be transported to a local hospital. The child will be accompanied by a staff member who will have the child's medical information on hand. Parents and/or emergency contacts will be notified immediately.

- A staff member will contact the Emergency Medical System (911).
- The Youth and Family Program Coordinator or other staff member will contact the parent/guardian or if the parent/guardian cannot be reached, the child's alternative emergency contact person.
- Emergency transportation for any necessary medical care will be determined by the emergency response team.
- An accident/incident report will be completed and kept at the program site as well as the Standish Parks & Recreation Office.

## **First Aid**

Staff will report any accident that requires first aid on an accident form. Parents may request a copy of the form. A paper copy is filed at camp. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, the child will be taken to

the requested hospital or to the closest hospital if not specified by the parent, and always accompanied by a staff member.

Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the child's emergency contact list.

### **Personal Belongings**

The program staff members are not responsible for missing articles of clothing or other items including, but not limited to, electronic devices, and money. Toys and other play equipment should not be sent from home unless requested by a staff member. Please label your child's belongings with their full name in permanent marker.

If children are registered for any recreation programs, they are responsible for any/all of their belongings i.e. sharing/trading their personal toys, prizes, or money. The Standish Parks & Recreation Department is not responsible for lost or stolen items and cannot replace them.

### **Refund Policy**

If you would like to take your child out of a program, you must provide a written request via email to [Atom@standish.org](mailto:Atom@standish.org) and [gplatts@standish.org](mailto:gplatts@standish.org). A two-week notification is required for cancellation and will begin the day we receive the email. Please be aware that no verbal requests by phone, voicemail or through staff will be granted.

### **Summer Day Camp:**

1. If you withdraw a participant from Summer Camp before the first day, you will be charged a \$100 withdrawal fee per participant from your refund.
2. If you withdraw a participant from Summer Camp after the first day of camp, this will be handled on a case-by-case basis and will be a prorated amount.