



# Vacation Camp Parent Handbook

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### **Standish Parks & Recreation 175 Northeast Rd.**

**Phone: 642-2875**

**Email: [jderice@standish.org](mailto:jderice@standish.org)**

**Web: [www.standishrec.com](http://www.standishrec.com)**

**The Recreation Phone Number at George E. Jack School is 642-2298.**

### **Parks & Recreation Department Staff**

**Jen DeRice  
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**Department Director  
Vacation Camp Coordinator  
Program Coordinator  
Office Administrator**

## VACATION CAMP GOALS

- Promote physical, social, emotional, and cognitive development of the children who are involved in the program.
- Provide an atmosphere where children can develop a sense of independence, learn about responsible self-care, and develop appropriate decision-making and listening skills.
- Encourage the development of self-esteem by providing a place where children can learn about themselves, build self-worth and experience success.
- Promote relationships between participants that help form healthy friendships.
- Foster a healthy respect for diversity.

## PAYMENT INFORMATION

The fee for Vacation Camp is \$125 for Tuesday – Friday, 7 a.m. – 6 p.m.

Payment is required at time of registration. Registrations and payments can be made online at [www.standishrec.com](http://www.standishrec.com), by mail (Standish Recreation, 175 Northeast Road, Standish, 04084), or in person at the Parks & Recreation Department. For additional information contact Jen DeRice at [jderice@standish.org](mailto:jderice@standish.org) or 642-2875.

## PROGRAM INFORMATION

**HELD AT GEORGE E. JACK ELEMENTARY SCHOOL**  
**7:00 a.m. – 6:00 p.m.**

**A daily schedule will be available on our website at:**

**[www.standishrec.com/documents/february\\_vacation\\_camp\\_2018\\_flyer.pdf](http://www.standishrec.com/documents/february_vacation_camp_2018_flyer.pdf)**

- Children should pack bag lunches, snacks and drinks for all four days.
- Children should be dropped off and picked up at George E. Jack School, except on Friday. Friday drop off and pick up at the Standish Town Hall, 175 Northeast Road.
- Children will be participating in outdoor activities each day. Please send your child with appropriate outdoor clothing including snow pants (if appropriate), boots, hats and mittens. Participants should have extra clothes and sneakers for indoor activities.
- Children may bring their own sleds and store them at camp (during Feb. vacation only). We encourage sharing!
- If the program is canceled due to the weather, there will be an alert left by 6:30 a.m. on the Recreation Department website. Refunds will be issued in the event of cancellations on our part.

## VACATION CAMP RULES

1. Participants are expected to be courteous, obedient and aware of safety issues at all times.
2. There is to be no physical contact (i.e. pushing, shoving, tripping, hitting, wrestling, fighting, tackling, snatching of clothing, etc.). **This is one of our most important rules, and violation of this rule may result in an immediate one-day suspension.**
3. No participant is permitted to leave the program at any time without permission from the counselor in charge. Participants may leave their assigned area only after they have received permission from the counselor in charge. **Violation of this rule will result in a minimum one day suspension for the first offense and permanent suspension for the second offense.**
4. Participants must follow bus safety rules at all times while riding the buses.
5. Participants are expected to leave the facilities neat and clean at the end of each day.
6. All equipment must be used safely and respectfully. Participants are not allowed to kick balls inside the building - much of our damage is a direct result of this rule violation. **If a child is found doing something deliberately that causes damage to the equipment, the parent will be billed according to the extent of the damage.**
7. Foul language will not be tolerated.
8. Participants are encouraged to leave personal property at home. All personal property brought to the program is the child's responsibility, and not the responsibility of Standish Recreation staff members. Ice skates and sleds for this program are the exceptions.
9. Participants will always obey instructions of counselors and directors. We will stress the importance of mutual respect between participants, their peers and their counselors. By reinforcing the importance of respect for your neighbor's rights, the above rules should be followed naturally.

## CLOTHING AND PERSONAL BELONGINGS

Send your child dressed appropriately and comfortably. In colder weather, children should have a warm coat, head covering and gloves. In the spring, a pair of rubber boots are great for the muddy playground! **It is important to bring a change of clothes so your child doesn't have to wear wet clothing. Extra sneakers are also recommended.** If your child brings personal belongings to the program he/she must be responsible for those items. **The Standish Recreation Department will not be responsible for any personal items (including clothing) that are damaged, stolen, or lost.** Parents are asked to monitor what children bring or wear to the program.

## MEDICATION ADMINISTRATION

If your child needs to take any type of medication during program hours, parents/guardians MUST fill out a *Physician's Request to Administer Medication Form*. This form is available on our website at: [https://www.standishrec.com/documents/physicians\\_request\\_to\\_administer\\_medication.pdf](https://www.standishrec.com/documents/physicians_request_to_administer_medication.pdf), and should be completed in advance and provided at the time of registration. The Program Coordinator (or other staff member) will administer the medication prescribed (prescription and non-prescription). Medications will be administered based on directions written by the parent/guardian and physician. Staff WILL NOT administer any medications to a child without a completed *Physician's Request to Administer Medication Form*. PLEASE DO NOT SEND IN ANY TYPE OF MEDICATIONS WITH YOUR CHILDREN. PLEASE HAND THEM DIRECTLY TO THE PROGRAM COORDINATOR. Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in their child's routines will enable us to work as partners to provide the best care for your child.

## BEHAVIOR MANAGEMENT PLAN AND CONSEQUENCES

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age appropriate manner. If your child has any behavioral or mental health concerns, parents/guardians MUST fill out a *Child Concern Form*. This form is available on our website at: [https://www.standishrec.com/forms/5934\\_child\\_concern\\_form\\_fillable.pdf](https://www.standishrec.com/forms/5934_child_concern_form_fillable.pdf), and should be completed in advance and provided at time of registration.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will ask a child to "take a break" for behavior issues. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in their child's routines will enable us to work as partners to provide the best care for your child.

## ILLNESS POLICY

Standish 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 and student 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 (armpit) 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 illness accompanied by open, oozing bacterial infections or severe and bloody diarrhea
- Any open or oozing sores, bloody gums or bloody feces or unexplained rash
- Finding lice or eggs (nits) on hair or on clothing
- Severe lethargy accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing

The Vacation Camp Program reserves the right to send home any ill child. Parents should exercise every caution and keep their child at home should unusual symptoms occur. If your child has been exposed to a contagious disease or illness, details should be reported to the Vacation Camp Program Coordinator.

## EMERGENCY PROCEDURES

Staff will report any accident that requires first aid or leaves a mark, and this will be recorded on an incident form. Parents will receive a copy of the form, and a copy will be filed at the Parks & Recreation Department. 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 transported by emergency medical personnel to the requested hospital or to the closest hospital if not specified by the parent. 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 those individuals listed on the child's emergency contact list.