



Sanford
PARKS & RECREATION



Parent Handbook
&
Survival Guide

EMERGENCY CONTACTS:

Parks & Recreation Office:

207-324-9130

Memorial Gym
678 Main Street
Sanford

CAMP LOCATIONS:

CJL - Carl J Lamb School

233 Shaw's Ridge Road
Springvale, ME

PRIDE ELEMENTARY SCHOOL:

708 Main Street
Sanford

GIRLS CAMP: MEMORIAL GYM

678 Main Street
Sanford

BOYS CAMP: MIDDLE SCHOOL

52 Spartan Drive
Sanford

SPRINGVALE PLAYGROUND:

SUMMER CAMP GOALS

- To promote physical, social, emotional, and cognitive development of the children who are involved in our camps
- To provide experiences that contributes to the growth and development of a healthy, intelligent, and productive member of society
- To enhance the child's experience and to keep open communication between children, staff and parents
- To provide a positive 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
- To promote relationships between participants that help form healthy friendships
- To invite cooperation and a sense of team building between staff, children, and families
- To foster a healthy respect for diversity, empathy, and inclusion

WELCOME TO SANFORD RECREATION SUMMER CAMP

CAMP HOURS

Regular Camp hours are from 7:30 am – 5:50 pm, Monday – Friday, with NO CAMP, Friday July 3rd in Observance of July 4th.

LUNCH

We will be getting lunch from Sanford's School Nutrition Program for Summer Camp 2026. If you choose NOT to use the program, please send your child(ren) with a HEARTY LUNCH including morning and afternoon snacks.

FIELD TRIPS

All field trip costs are included with registrations fees. If your child does not want to attend the field trips, they have the option to stay home and not attend camp for the day. Field trips take place during the hours of 9:00 and 3:30pm, unless otherwise stated. There may be a trip or two where we get back after the 3:30 mark and you will be notified of that change. Due to other unforeseen circumstances, busses may be late returning from trips. You will be notified through email and/or text blasts on www.sanfordrec.com. Please make sure all of your information is current and up to date. A child may be able to bring a small amount of money on a field trip where snacks/souvenirs are available. Counselors can't hold money for campers, it is their responsibility to keep track of it. A camp T-shirt is required for field trip days only. We will provide one shirt per camper.

EMAIL AND TEXT UPDATES

Information and updates will be communicated through email. Please be sure all addresses are updated on www.sanfordrec.com so you don't miss important announcements.

LATE POLICY

Please call the appropriate camp phone and let them know if you are going to be late picking up your child. Parents will be charged a fine whenever they are late to pick up their child. Late fee is \$1.00 per minute AFTER the camp day ends. Anyone who receives **MORE THAN THREE (3)** fines may be asked to withdraw their child from the program.

ABSENCE FROM CAMP

No refunds for missed days. If your child will be absent on a particular day, or will be arriving after 9:00 am, or leaving before 3:30 pm, please let camp staff know. This is extremely helpful especially on swimming and field trip days.

REFUND POLICY

Written notice MUST be given before the program starts, or five business days prior to your child's withdrawal from the program, in order to receive a refund, minus a \$25 administrative fee. Notice can be given by emailing our department at recreation@sanfordmaine.org. The Parks and Recreation Department recognizes there can be extenuating circumstances and maintains the right to handle refunds on a case-by-case basis, as necessary.

SUNSCREEN AND APPLICATION

For the safety of your child, please apply sunscreen prior to dropping your child off at camp for the day. Campers are required to bring sunscreen every day and re-apply throughout the day. Remember to label your child's sunscreen. Spray sunscreens are typically easier for campers to apply themselves. Camp staff will remind campers to re-apply sunscreen throughout the day. Please note staff will spray sunscreen on campers, but not rub in. We will use a buddy system to make sure everyone is getting their sunscreen rubbed in. Parents will be notified if their child repeatedly comes to camp without sunscreen. If your child refuses to use sunscreen or does not use it appropriately, parents will be notified by camp staff at the time of pick-up.

MEDICATION ADMINISTRATION

If your child needs to take any type of medication during program hours, parents/guardians **MUST give written permission**. The Camp Director/Assistant (or assignee) will administer medication taken by a child (prescription and nonprescription). Meds will be administered based on directions written by the parent/guardian. Staff **WILL NOT** administer any medications to a child without written, signed, and dated parental permission naming the medication and dosage.

PLEASE DO NOT SEND ANY TYPE OF MEDICATIONS WITH YOUR CHILDREN. PLEASE HAND THEM DIRECTLY TO CAMP STAFF.

https://sanfordme.myrec.com/documents/medication_administration_form_fillable.pdf

ILLNESS POLICY

Sanford Parks & Recreation Department will follow CDC guidelines. Our illness policy adheres to national standards with focus 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 in our program are protected from contagion. We will endeavor to use good judgement 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 all camp activities. When illness results in greater care than the staff can provide, the parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child.

If your child is not feeling well, please do not send them to camp. Symptoms can be, but are not limited to the following: Elevated temperature (forehead) of 99.6 degrees or higher accompanied by other symptoms:

- Nausea or Vomiting
- Diarrhea
- Serious contagious illness
- Any symptoms requiring one-on-one care or causing severe discomfort
- Any open or oozing sores, bloody gums, or unexplained rash
- Severe lethargy accompanied by uncontrolled coughing, irritability, persistent crying, shortness of breath, difficulty breathing or wheezing.

Sanford Parks & Recreation 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 illness, details should be reported to the camp director.

What to Bring to Camp:



- Healthy, hearty lunch (if NOT using school program)
- Morning & afternoon snacks
- Water bottles (frozen works well)



- Swim Suit
- Towel
- Sun Screen



- Sun hat
- Camp shirt, swim shirt
- Clothes for active outdoor play, sneakers
- Change of clothes (especially K-2)



---- What NOT to Bring to Camp ----



Money, cell phones, toys, and electronic devices should be left at home. If your child must bring a phone to camp, it should remain in his/her bag at all times. If campers are allowed to bring a small amount of money for a field trip they must be responsible for it!

CAMP EXPECTATIONS & BOUNDARIES

Is Summer Camp a good fit for your child?

It is important to acknowledge that the Sanford Parks & Recreation Summer Camp is NOT a daycare setting. We are fast paced, activity driven, constantly changing programs. While our expectations for all of our campers are unique to a summer camp setting, we also strive to make it as fun, adapting and as comfortable as possible. Our summer programs are designed to keep children very active throughout the day and camp is mostly outdoors. We understand our rules and expectations may be different from other settings and we will work with children and their families to help them understand why the rules and expectations are what they are at our camps. The Parks & Recreation Department has the right to remove a camper from this program, if they deem that the actions of a camper warrant them to do so.



Camper Expectations-

- Campers are expected to behave in a safe, responsible, respectful manner toward themselves & others.
- Follows instructions in a large group dynamic and works well with others.
- Is willing to participate in camp activities & group-oriented activities.
- Enjoys being outdoors in all types of weather and being physically active.
- Can apply sunscreen independently.
- Can independently use the restroom (potty trained) & change in and out of clothes/swim attire.
- Follows directions and uses appropriate language.
- Respects themselves, staff, campers, and others around them.
- Respects the property of others and camp/park property.
- Follows all rules set and presented by staff.
- Listens to staff and peers.
- Treats others kindly and do not exclude others.
- Remains within the camp boundaries set forth by staff.
- Will not swap or share food during meal times.
- Reports problems or issues to a staff member right away.
- Is willing to try new things, give every activity your best effort.
- Carry in, carry out. Helps keep our camp/park areas clean as well as every location we visit.

BEHAVIORAL MANAGEMENT POLICY & PROCEDURES

If prolonged disciplinary problems continue with a camper, Sanford Parks & Recreation reserves the right to deny that child participation in our Summer Camp Programs. If a serious discipline problem arises, the Camp Director will notify the parent/guardian and that child will be sent home for the day. Serious offenses may result in immediate expulsion from the program. The City reserves the right to suspend or expel the child from our Camp Programs with no refunds given. In the event the parent/guardian listed cannot be reached, we will contact those on your emergency contact form. The child will wait with a staff member until picked up and will not be allowed to participate in activities. If a child has been previously expelled/removed from Summer Camp due to discipline or behavioral issues, the parent/guardian must set up a meeting with the Parks & Recreation Director to discuss a behavior plan and expectations prior to being allowed into the program.

Discipline- will be constructive in nature and include techniques such as:

- Using limits that are fair, consistently applied, appropriate and understandable to your child's level.
- Providing your child with reasons for limits
- Giving positively worded directions and redirecting your child to acceptable behavior
- Helping your child to constructively express his/her feelings and frustrations to resolve conflict.

Note: Each situation will be handled individually and at the discretion of our staff. Staff will not use any type of physical or verbal abuse as a disciplinary measure. Consequences may vary based on the severity and frequency of each offense.

Examples of serious offenses- includes but not limited to:

- Endangering another person's well-being or compromising the safety of the group Physical/Sexual/Verbal abuse
- Physically harming another person (hitting, slapping, biting, kicking, fighting, etc.)
- Stealing or destruction of property or other persons' belongings.
- Repeated failure or refusal to follow rules or directions.
- Bullying- includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, hazing and stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Serious offenses are handled by Parks & Recreation staff along with Camp Directors and are case by case.

Examples of minor offenses- includes but not limited to:

- Inappropriate behavior or language
- Breaking program (defiance, uncooperativeness, insubordination, unruliness)
- Breaking playground rules
- Disrespect of staff or participants