

Sanford Parks & Recreation

Summer Rec Camp



Parent Handbook & Survival Guide

WELCOME TO SANFORD RECREATION SUMMER CAMP

Camp Hours

Regular camp day is from 7:30am – 5:30pm, Monday – Friday.

Occasionally, returning from field trips can get delayed for various reasons.

IF there is a delay we will post an alert to the home page of our website and send an email.

Email Updates

Information and updates will be communicated through email. Please be sure your email address is updated in our registration management system so you don't miss important announcements.

Late Policy

Please call the camp phone and inform staff 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, as we will need to pay the staff members who are required to work late. Anyone who is late will be charged \$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.

Field Trips

All campers will be included on field trips. If your child does not want to attend the field trip, they have the option to stay home and not attend camp on that day. Field trips take place between the hours of 9:00am-3:30pm, unless posted differently at camp. A child may be able to bring a small amount of money on field trips where snack shacks are available. We cannot hold money for campers, it is their responsibility to keep track of it. A camp t-shirt is required for field trip days. We provide one t-shirt for every camper.

What to Bring

If not utilizing the School Nutrition Program, campers should bring a hearty lunch, snacks for morning and afternoon, and plenty of water. We suggest freezing water bottles and then sending them in a cooler. Please send a swim suit, towel, and sun block daily, as heading to the beach or water activities are always a possibility. We do not apply sun block...your child needs to be responsible for doing this for themselves...or we suggest putting on a waterproof, 10-hour sun-block at home. We reapply sunscreen multiple times throughout each day. Hats and sun resistant shirts are great for more protection.

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 the camp director know.

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 email to Brady at blloyd@sanfordmaine.org. The Parks & Recreation Department recognizes there can be extenuating circumstances and maintains the right to handle refunds on a case-by-case basis as necessary.

What to Bring to Camp



- Healthy, hearty lunch
- Morning & afternoon snacks
- Water bottle



- Swim suit
- Towel
- Sun block



- Sun hat
- Camp shirt, swim shirt
- Clothes for active outdoor play
- 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!

Sanford Recreation Department will not be responsible for any personal items that are damaged, stolen, or lost.



Rules and Expectations for Camp

Sanford Parks & Recreation want all children/young people to feel welcome and safe at camp. To achieve this, we must set clear rules and expectations for campers in our camp setting. 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.

Boys and Girls Camp Rules:

1. **Yourself** (Respecting yourself, being responsible for yourself, being honest to yourself, & caring for yourself)
2. **Each other** (Respecting others, being responsible for your actions around others, caring for others, & being honest to others)
3. **Space** (respecting the space being used, being responsible for keeping the safe clean and tidy, caring for the space, being honest about things that happen in the program space)

Pride Elementary Camp and Margarett Chase Smith Camp Rules:

1. Safe Body
2. Kind Words & Actions
3. Listening Ears

Being accountable for unsafe/problematic behavior

We must keep camp safe and welcoming to everyone. Therefore, we have a three-strike system in place to support this. If staff need to talk with campers regarding their unsafe or interfering behaviors, a warning will be issued. If the camper's unsafe or interfering behavior continues, parents may be called and told the camper is on their final warning. If the unsafe or interfering behavior continues further, parents/caregivers may be told to come and pick them up.

The Parks & Recreation Director has the right to remove a camper from this program, if they deem that the actions of a camper warrant them to do so.

Green, Yellow, Red

How Am I Feeling?

What Do I Need To Do?

Red
8,9, or 10

Stop!

Behavior:

Unable to listen to others
Words and/or actions are unkind
Unsafe or out of control body



Things I can do:

Take a break from activities and others
Take a deep breath, use calming strategies
Ask staff for support

Consequence:

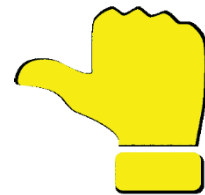
Parents will be informed and I may be sent home

Yellow
4,5,6 or 7

Slow down!

Behavior:

I'm having a hard time ...
Keeping control of my body
Listening to others
Using kind words and actions



Things I can do:

Take a break or change activities
Take a deep breath, use calming strategies
Ask staff for support

Consequence:

Independent play/quiet time

Green
1,2 or 3

Keep Going!

Behavior:

Safe and calm body
Listening ears
Kind words and actions



Things I can do:

All activities are open for me to try!

We are excited that your child will be joining us for camp this summer! Please read the information included in this packet. If you have any concerns, please let us know.

We can't solve a situation if we don't know about it. Contact Phone numbers are listed below.



Sanford Parks & Recreation Department
919 Main St. Sanford, ME 04073

Office Phone: 207-324-9130

Email: recreation@sanfordmaine.org

Web: www.sanfordrec.com

DEPARTMENT GOALS

- To promote physical, social, emotional, and cognitive development of the children who are involved in the program.
- 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 the parents informed through open communication between children, staff, and parents.
- To 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.
- To promote relationships between participants that help form healthy friendships.
- To invite cooperation and a sense of team between staff, children, and families.
- Foster a healthy respect for diversity.

EMERGENCY PROCEDURES

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.

ILLNESS POLICY

Sanford 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 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 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 ill 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 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.