



Summer Rec Camp



Parent Handbook & Survival Guide

WELCOME TO SANFORD RECREATION SUMMER CAMP

Camp Hours:

Regular Camp hours are from 7:30am – 5:30pm, Monday – Friday. No Camp July 4th.

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.

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 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, 12-hour sun-block at home. Hats and sun resistant shirts are great for more protection.

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.

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. 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.

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 camp staff 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 emailing our department at recreation@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 bottles



- 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 Parks & 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. 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.

Boys and Girls Camps:

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 space clean and tidy, caring for the space, being honest about things that happen in the program space)

Grades K - 3 Camps:

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

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 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 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 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.