



Sanford

PARKS & RECREATION

Teen Center And Vacation Camp

Parent Handbook
&
Guidelines

Memorial Gym
678 Main Street

Welcome to Sanford Recreation's Teen Center and Vacation Camp Programs. This guide is subject to change at any time. Please refer back to it often if you are registering your students for multiple activities through-out the school year.

TEEN CENTER

Who can attend: This program is geared for 5th – 8th graders attending Sanford Middle School.

Teen Camp Hours: 2:30pm – 5:30pm, Monday – Friday unless otherwise noted. Early release days at school, the center will open at 12:30. We follow all school schedules, including holidays, teacher workshops, and snow days. If school is let out early for weather, we are closed as well. If school cancels all after school activities, we are closed as well.

What to Bring: Snacks, water bottles, extra clothing for indoor/outdoor play and homework.

Arrival: Students will be expected to walk to Memorial Gym from SMS upon dismissal. They will sign themselves in with staff.

Dismissal: Parents/Guardians may pick-up any time before 5:30pm. Your student may have your written to walk home.

VACATION CAMP

Who can attend: K-6 graders

Vacation Camps: 7:30am – 5:30pm, Monday – Friday unless otherwise noted. There will be at least 1 field trip for the week.

What to Bring: Breakfast (if needed), lots of snacks, water bottle, a hearty lunch, change of clothes, proper outdoor clothing (depending on which vacation camp)

Field Trips: The cost is included with registration. If extra spending money is needed/allowed, we will inform you ahead of time. Trips will run between normal camp times, unless otherwise noted.

GENERAL INFORMATION

Email and texts updates: This is will our main source of communication with parents. Please make sure all information is correct in your myrec account.

Refund/Cancellation Policy:

1. If a program fee is paid and two (2) weeks' notice is given, the participant is entitled to a 100% refund minus a \$25 administrative fee.
2. Notification of less than two (2) weeks and more than one (1) week before the program date will result in a 50% refund.
3. If the Parks & Recreation Department is notified less than one (1) week prior to the program date, no refund will be issued.
4. If the Parks & Recreation Department cancels the program, you will be given a 100% refund.
5. Refunds will be made by credit card if payment was made with credit card, or via check. Please allow 21 days for refunds by check to be processed.

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.

Absences: 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.

Rules and Expectations: Sanford Parks & Recreation want all children/young people to feel welcome and safe. To achieve this, we must set clear rules and expectations for in our participants. 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. The Parks & Recreation Department has the right to remove a participant from any program, if they deem that the actions warrant them to do so.

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 in the office.

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. 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 program director.

If you need to reach any staff, our office number is 324-9130, email department wide is recreation@sanfordmaine.org, and the physical gym address is 678 Main Street (Memorial Gym), Sanford, ME 04073.

Thank you ~ Sanford Recreation Staff