

Summer Survival Guide 2019



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Welcome to Scarborough Community Services Summer Day Camp 2019!



Monday, June 24th through Thursday, August 15th (No camp Thursday, July 4)

We have developed this Survival Guide to familiarize parents and guardians with policies and procedures and to help answer any questions. This contains important camper and parent/guardian information, so we ask parents to review this handbook with each child.

We are glad you have chosen us to provide a fun, safe, and enjoyable experience for your child this summer. We strive to employ the most caring and qualified staff possible. Our goal is to provide skilled leaders who are not only well trained but who are positive role models for your child. Staff training includes first aid, CPR, water safety, behavioral management, activity planning/coordination, safety, and supervision. We are proud of our summer leaders. Their dedication and energies will be directed toward providing your child with an exciting summer experience!

We welcome your input and encourage you to contact us at any time during the summer at the telephone numbers listed below. We are looking forward to a great summer with your child!

Child Care Administration and Locations

INTERGENERATIONAL PROGRAMS MANAGER Audra Keenan	Locations	Telephones	Hours of Operation
SENIOR PROGRAM COORDINATOR Andrea Zglobicki	Grades K-5 Wentworth School <i>Enter at Door 1</i>	730-4657 730-4170	7:00 am to 6:00 pm
	Grades 6-8 Middle School <i>Enter at Cafeteria</i>	730-4850 730-4848	7:00 am to 6:00 pm
PROGRAM COORDINATOR Steve Kramer	Community Services Office	730-4150 Fax: 730-4165	8:00 am to 4:00 pm
SITE-BASED SUPERVISORS			
SUMMER REC COUNSELORS			

Field Trip Supervision . . . Community Services continues to do its part to ensure every child's safety while at camp.

Grades K to 5: Campers will be supervised in small groups. A summer recreation counselor or volunteer will accompany each group.

Grades 6 to 8: Campers will be placed in small groups and will have required check-in times throughout scheduled trips. Certain trips may require campers in Grades 6 to 8 to be assigned to a supervised group. This can change based on behaviors and/or issues.

Basic Schedule for K to 5	
Mondays:	Grades K-5 -- On-Site
Tuesdays:	Grades K-2 -- AM Movie Matinée; Grades 3-5 -- PM Movie Matinée
Wednesdays:	Grades K-2 -- AM Mini Field Trip; Grades 3-5 -- PM Mini Field Trip
Thursdays:	Grades K-5 -- Themed Activities On-Site (except for Week 2, 7 and 8)
Fridays:	Grades K-5 -- All-Day Field Trip (except for Week 7) * Week 7 full-day trip will be the Sea Dogs game on Thursday

Basic Schedule for Grades 6 to 8	
Mondays:	Themed Activities On-Site
Tuesdays:	Field Trip
Wednesdays:	Adventurous Field Trip
Thursdays:	Themed Activities and On-Site Movie Matinée (except for Week 2, 7 and 8)
Fridays:	Field Trip (except for Week 7) * Week 7 full-day trip will be the Sea Dogs game on Thursday

General Information

Camp Hours: 7:00 am to 6:00 pm

Although camp hours are from 8:30 am to 4:00 pm, campers may be dropped off as early as 7:00 am and must be picked up no later than 6:00 pm. No extra fee is charged between the hours of 7:00 am and 6:00 pm; however, late pickups after 6:00 pm will incur a \$1-per-minute fee.

Camp Dates

June 24 through August 15 (eight weeks).

Sign-In and Sign-Out Locations and Procedures

Locations

Grades K to 5 Wentworth School – Door 1

Grades 6 to 8 Middle School Cafeteria



Procedures

Grades K to 5

Parents/guardians are required to sign their campers in and out daily in the Summer Day Camp Office located in the foyer of the Wentworth School through Door #1. *Please be prepared to show an ID.*

Grades 6 to 8

Parents/guardians are required to sign their campers in and out daily in the Middle School Cafeteria. *Please be prepared to show an ID.*

PLEASE NOTE: *Both locations for summer day camp are subject to change at any time.*

Parking Locations

Parents/guardians parking at Wentworth may park in the main parking lot. Parents volunteering on trips must park in the regular lot and not in the designated visitor spots. **DO NOT** park in bus loop as cars will be blocked in.

Parents/guardians parking at the Middle School will have access to the parent drop-off loop (not the bus loop) and to the Passamaquoddy Building parking lot to the left of the Middle School Building. Parents volunteering on trips must park in the lot located near the Passamaquoddy Building. **DO NOT** park in bus loop as cars will be blocked in.

Snacks and Lunches

Please send children to camp with a morning snack, a lunch, and an afternoon snack each day, keeping in mind the importance of sending a lunch that will not spoil in a bag or small lunch box. **Campers will not have access to a refrigerator or microwave.** Please put the child's first and last name on the bag/lunch box. A breakfast, lunch, and snack program is available for parents' convenience through the Scarborough School Nutrition Program. For all 6th through 8th grade children purchasing lunch through the Nutrition Program, please provide a cooler and ice pack every day to keep the lunch from spoiling.

If a camper is enrolled in the lunch program as well as an extracurricular activity, such as a weeklong sports camp, we ask that parents supply their child with a cooler and ice pack daily.

What to Bring?

Please label everything with a child's first and last name!

Snacks, lunch, water bottle, bathing suit and towel, sunscreen, insect repellent, and extra clothes. **Due to safety concerns, flip-flops are not recommended with the exception of beach and water trips.**



Policies and Procedures

Inclusion

We are committed to including campers with documented special needs/disabilities in our camp program. We can include campers with special needs who are:

- Self Sufficient with personal hygiene needs
- Not a safety risk to themselves or others
- Able to withstand the distraction of a noisy room filled with campers; unfortunately there is little quiet space available.

Along with parents and teachers, we will work to determine if our camp is suitable to meet the needs of each camper, and to determine the appropriate assistance and accommodations for the camper.

Behavior and Discipline

We design our program with clear expectations for children's behavior. When behavioral situations occur with any child or children, we use these times to teach them how to make better choices and how to negotiate differences. We use logical consequences, such as loss of privileges, time-out, or time away from the activity, if necessary. At no time will any child be humiliated, hit, or denied snack as a "punishment." It is our hope that we can participate in the process of teaching children appropriate behavior and responses to conflict.

Cell Phones

Campers are not allowed to have cell phones at summer day camp. Should a camper need to communicate with a parent or guardian, a phone will be available for use at all times. Cell phones brought to camp will be taken away and returned to the parent/guardian at the time of pickup. If a parent/guardian needs to communicate with a camper, there are several telephone numbers where parents may reach their child. Please refer to Page 3 for contact information.

Child Abuse and Neglect – Reporting of

In accordance with State law, all of Scarborough Community Services Child Care Program employees are mandated to report any suspicion of child abuse and neglect.

Factors that may lead up to a report are:

- Injuries that appear to be non-accidental.
- Excessive punishment.
- Emotional or mental injury or impairment.
- Sexual abuse or exploitation.
- Inadequate food, clothing, shelter, supervision, or health care.
- Deprivation of normal childhood living experiences (emotional neglect).
- Failure to protect a child from abuse or neglect.
- Children who are abandoned.
- Parents who are unable or unwilling to safely care for their children.

The protection of the child, not punishment of the parents, is the goal of the law. In the vast majority of cases, the best way to help the child is to help the family. Supportive social services for the parents and the child can usually keep the family together. Parents may need help in child-rearing and homemaking skills. Troubled families may need help in coping with stress. A report can be the first step in rehabilitative services to preserve families.

Discipline Policy

Proper behavior and adherence to the program rules is expected from every child. It is not fair to the children in our program when one child continually misbehaves or causes problems with others. If misbehavior or problems occur on a continual basis, the following steps will be taken. Any and all steps may be skipped at the discretion of Administration:

1. Counselors will review the rules often and give consistent reminders about inappropriate behavior and its consequences.

2. A counselor will talk to the child on a one-on-one basis and give time out. Logical consequences will be imposed, if necessary.
3. The program coordinators will be kept apprised of developing situations and will set up a meeting with the parent/s to discuss the child's behavior and agree on a strategy for handling future problems, if necessary.
4. If the behavior continues, the parent may be called to remove the child from the program. The child may be asked to take a day or more off from the program.
5. Continued misbehavior may result in being asked to leave the program.
6. Please refer to the behavior rubrics we have provided at the end of this guide. These will be handed out to parents as well at camp.

It is our hope that we never get to the final step in this process. We feel that with the cooperation of the parents we can use this disciplinary process to correct problems and ensure that all the children in our program are in a pleasant and safe environment. Discipline rubric available on parent desks at camp or can be emailed upon request.

Electronic Devices (such as hand-held games)/ Toys from Home

We do not allow any electronic devices, such as hand held games, or toys from home at Camp

Emergency Procedures

Our staff has been trained in emergency first aid, CPR, and water safety. The program has an easily-accessible first aid kit. In the event of a serious emergency, an ambulance will be called and the child will be taken to the nearest hospital (or the hospital of preference listed in our registration database). The child's parent/s will be notified immediately.

Field Trips

Grades K to 5

Campers have the option of staying on-site during any of the scheduled field trips with the exception of Fridays. ALL campers must attend the scheduled Friday field trips.

Grades 6 to 8

All campers must attend each trip. *Please Note: Groups are formed prior to leaving on each trip.*



Pick Up During Field Trip

We realize that life can get hectic and campers will occasionally need to be picked up while we are on a trip. If you will need to pick up your child while we are away, please notify the administration as soon as possible. We will make arrangements to meet you, with your child, at a designated time and place. *Please be aware that if you have not arrived to pick up your child by our predetermined departure time, your child will be placed on the bus and return to Scarborough with us.*

Field Trip Supervision

Community Services continues to do its part to ensure every child's safety while at camp.

Grades K to 5

Campers will be supervised in small groups. A summer recreation counselor or volunteer will accompany each group.

Grades 6 to 8

Campers will be placed in small groups and will have required check-in times throughout scheduled trips. This can be changed and updated dependent on behaviors and situations. Counselors may be assigned to individual groups if deemed necessary by administration. Certain trips may require campers in Grades 6 to 8 to be assigned to a supervised group.

Field Trip Volunteer/Chaperone Responsibilities

Community Services is very appreciative of all volunteers offering their time for our field trips. We accept volunteers on a first-come, first-served basis until spots are filled as there are a limited number of spaces available for each trip.

For those interested, please contact a Community Services Summer Recreation Coordinator in advance so the appropriate paperwork can be completed; access to the appropriate form (*Volunteer Trip Form*) can be found online at <http://www.scarboroughmaine.org/departments/community-services/summer-day-camp>. This form must be submitted more than one week prior to the trip.

The following is a checklist each chaperone should be aware of prior to the scheduled field trip or event:

- Each volunteer represents the Town of Scarborough and appropriate behavior is expected at all times. Chaperones are asked to follow certain codes of conduct, including but may not be limited to the following:
 1. Modest and professional dress is expected.
 2. Smoking is prohibited on all field trips.
 3. Discussion of adult issues, such as the use of alcoholic beverages, illegal drugs (etc.), is inappropriate.
 4. Profanity is not tolerated by staff, children, or volunteers.
- Chaperones are asked to assist in attendance-taking as well as helping participants on and off the buses at the sites. It is important to remember that volunteers are responsible for several children and not only their own child.
- Chaperones will help to monitor the campers at K-5, on the bus, at the field trip locations, and as needed.
- Campers must stay with their chaperone and group at all times. Any camper found wandering without their group must join the Administration for a determined amount of time.
- It is important for volunteers to be aware of what the participants in their group are wearing so they may be easily spotted.
- When any questions or concerns arise, we ask volunteers to address them with the Community Services Summer Camp coordinator who is supervising the trip.
- **Community Services summer day camp coordinators have the right at any time to dismiss a volunteer for disregarding the above responsibilities.**

Insect Repellent and Sunscreen

We do not provide sunscreen or insect repellent for participants as they are considered medications and some participants may have allergies to ingredients in the products. State law requires parental consent upon registration stating that Scarborough Community Services employees may apply additional parent-provided sunscreen or insect repellent to any registered participants.

1. Parents must provide sunscreen and, if necessary, insect repellent labeled with their child's first and last name.
 2. Sunscreen and insect repellent must be given to a counselor in the child's group. Campers should apply their sunscreen and insect repellent before arriving at camp.
 3. Counselors will remind all campers regularly to reapply their sunscreen.
 4. Counselors will supervise all campers and assist with the application of sunscreen, especially on difficult areas for the Grades K-2 campers, such as the back, neck, and face.
 5. We recommend a sunscreen with an SPF value of at least 30.
 6. We suggest campers wear hats to protect their heads, sunglasses to protect their eyes, and shirts to protect their backs. This is especially important for children with any sun sensitivities.
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Lost and Found

We do maintain a lost-and-found area at camp. However, we ask that campers leave all toys, games, and cards (etc.) at home except on announced game days. Campers should not bring expensive equipment to these game days as we are not responsible for the loss or damage of any item. We remind parents to label all belongings. At the end of the eight-week program, all lost-and-found items will be donated to charity so it is important that campers check immediately during camp weeks for any lost item.

Medications

There are some very definite laws about the dispensing of medication at the summer day camp. All parents or guardians must bring all medications to our desk supervisor at the front desk at check-in time. Please note that our staff is not medically trained. We are not able to administer any medication via injection.

- **Prescription Medication.** Any request to dispense medication must be made in writing for each prescription. We have forms available at camp and online, or parents may write their own. It must include the date, amount to be given, and time to be given. Medication must be in the original container with the doctor's information.
- **Non-Prescription Medication.** Aspirin, acetaminophen, or other non-prescription medications will not be given to a child without written, signed, and dated parental authorization naming the medication and the dosage. All medications must be supplied by the parent.
- **Handling of Medication.** Medication must be dropped off to the site by the parent. Campers must not bring any medication in children's lunch boxes or backpacks as it can drop out of these containers and other children may discover it, or children may decide to take the medication before the appropriate time or in incorrect amounts.

Money

Please limit the amount of money that is sent to camp each day. We ask that parents or guardians stress to their child the importance of keeping track of his/her money. At the K-5 camp, envelopes and baggies are available for campers' money. Please label these with their first and last names. It is advised that children keep their money in their backpacks or lunch boxes until the trip departure time. **Staff are not responsible for misplaced or lost money.**

Parental Conduct

It is our expectation that parents, guardians, and staff members be positive members of our program. Our expectations also are that all parents, guardians, and staff members provide an environment conducive to growth, learning, and development. We expect respectful, courteous, and professional behavior toward each other. Any parent, guardian, or even staff members who violate this policy will be dismissed from the summer program. We stress that any parent or guardian who engages in activity or conversation that results in discrimination, harassment, distress, fear, discomfort, marginalization, or alienation of any child or adult affiliated with our program will be subject to dismissal from our program.

Parental Involvement

Communication between parents and staff is a vital component of a successful program. To keep parents updated on program news and the camper's progress in the program, we have established a parent communication center. We suggest that parents check this area daily for important information pertaining to schedules, special events, upcoming trips, etc. A weekly newsletter will be available every Friday afternoon with an overview of the upcoming week's events. We will send this newsletter directly to parents' email addresses. ***Please note that parents who become part of the 2019 Summer Day Camp email distribution list will receive all emails regarding summer day camp through all eight weeks of summer, regardless of the number of weeks their child is attending.***

We encourage parents to discuss their child's needs and interests with members of the staff, and our staff will discuss any concerns or anecdotes about campers with their parents. If a staff member is not available at the time of drop-off or pickup, please contact the office in order to arrange a time to speak with this person, either on the phone or a scheduled meeting. By keeping our lines of communication open, we feel we can ensure that the needs of each child are being met.

The success of our program relies on the involvement of both staff and parents. We encourage parents to make suggestions and give us feedback at any time. Parents are encouraged to visit the program at any time and take part in the many ongoing activities. We also welcome donations of paper or other useful items that are no longer needed at home or work but may be used in craft projects.

Pickup

On a daily basis, our staff is challenged in determining who is authorized to pick up children attending our programs. One of the most difficult situations for both staff and children is being caught in the middle of a parental custody issue;

therefore, there is a place on the registration form for parents to indicate who may pick up a child other than the parent. **NO CHILD will be released to anyone not authorized by the parent.** We do not accept notes that come from the child and we cannot accept notes from the person picking up the child -- we have no way of verifying who wrote the notes.

Authorization for someone other than the people listed in our registration database must be put in writing and delivered by the custodial parent prior to the time of pickup. When completing summer camp registration, please consider this carefully and include everyone allowed to pick up during the course of the summer.

Please note that counselors are required to ask for identification from any unfamiliar person entering our camp sites. This means people picking up a camper must provide staff with a proper picture ID before we can release the camper from our care. This would also include parents who may be picking up for the first time. Please remind everyone of this rule.

In situations of divorce or separation, at registration please include instructions about who may pick up and under what circumstances, and a copy of any court orders regarding custody of the child must be provided. We need to have these documents on file in order to protect each child. Both parents have a right to view the files of their children, regardless of which parent has been given custody. Please use this right to be sure that the information in the file is current and correct. Parents can be assured that this information will be kept strictly confidential and used only to further ensure the child's safety. We urge full cooperation in this matter to avoid putting any child and our staff in an uncomfortable position.

Pickup -- Late

We reserve the right to charge a late fee of \$1 per minute for every minute after 6:00 p.m. that a parent/guardian is late picking up their child(ren), regardless of the number of children.

Sickness

Any child with a fever, contagious disease, or draining wound should not attend the summer day camp program. Decisions concerning the acceptability of a child remaining at the program site with other medical conditions will be made under the guidance of our physician consultant. In some cases parents may be asked to provide a doctor's note in order for the child to return to camp. If a child becomes ill while at camp, a counselor will contact parents by phone and parents will be required to pick up the child within an hour.

T-Shirts

A summer T-shirt will be issued during the first week of camp or upon attending the first time. Unfortunately, we will be unable to provide additional shirts if any becomes lost or misplaced. T-shirts must be worn on all Friday field trips and on an occasional trip within the week for all K-5. Grades 6-8 campers will wear camp T-shirts on **ALL** Friday trips and the Sea Dogs trip.

Transportation

Community Services transports campers in Grades K-5 by bus to swimming lessons and track meets and accompanies campers on foot to specialty camps. If a camper has signed up for a specialty camp, parents are responsible for providing the desk staff with an updated weekly schedule.

Water

It is important that campers drink water during the day. Water is accessible to campers all day so please send campers with a water bottle and label it with the camper's first and last name. Although we do bring water on trips, we cannot bring enough to fully replenish every camper's water bottle.

Thank you! We look forward to a great summer!