

S.A.F.E. Summer Camp 2017

PARENT INFORMATION

The summer program is open to Kittery residents and Non-residents whose children are 5 years old to those entering the 4th grade in the fall.

Sign up for all nine weeks for a discounted price or sign up per week!

If your child participates in our SAFE Afterschool Program, please understand it does not secure your child(ren) a spot for our summer camp. They are separate programs, and a new registration form needs to be filled out.

Dates

Week 1: June 26-30

Week 4: July 17-21

Week 7: Aug 7-11

Week 2: July 3-7

Week 5: July 24-28

Week 8: Aug 14-18

Week 3: July 10-14

Week 6: July 31-Aug 4

Week 9: Aug 21-25

Please remember, the S.A.F.E. Program does not provide childcare between the end of school and the first day of camp or between August 25th & the start of school. The SAFE Afterschool Program will begin on the first day of school.

Program hours are 7:30am-6:00pm, Monday-Friday

Full time - Nine weeks of camp, 7:30am - 6:00pm = \$1350

****Must be paid in full by May 31 to receive reduced rate.****

(Includes all field trip fees, t-shirts, transportation and before/after care)

Sign up per week - One week, 7:30am - 6:00pm = \$175

****Must sign up and pay in full by June 16****

(Includes all field trip fees, t-shirts, transportation and before/after care)

FREE LUNCH PROGRAM available Monday-Thursday all summer too!
Please indicate on your registration form if you intend to participate in this program.

Residents may register starting February 1. At the time of registration a 50% deposit is required to hold your spot. The final payment is due no later than May 31 if getting the full time rate, or by June 16 if paying per week. A 15% additional fee will be applied to the program cost for non-residents. If not paid in full by June 16, the child will not be able to attend the camp until the balance is paid in full.

SAFE Summer Camp does not qualify for refunds or credits once the session starts.
Withdrawal prior to the start of a session will be subject to a \$50 processing fee.

CAMP OVERVIEW

- Our program is primarily an outdoor program and sunscreen is highly recommended. **PLEASE APPLY SUNSCREEN PRIOR TO ARRIVAL AND SUPPLY YOUR CHILD WITH A BOTTLE OF SUNSCREEN DAILY WITH THEIR NAME MARKED ON THE BOTTLE.**
- Staff will remind children to apply their sunscreen, but it is your child's responsibility to physically put it on their own bodies. Staff will assist with application if necessary. Please have your child already applied with sunscreen when they first arrive for the day. Staff will encourage children to wear their T-shirts during all activities to avoid sunburns. If you want your child to wear his/her t-shirt, please make it clear that's what your expectation is for them. This will also prevent any differences or misunderstandings while at the program.

LUNCHES/SNACKS

- The children will need a cold lunch, snacks, and plenty to drink **everyday**. We do not have access to refrigerators, so please make sure their lunches are packed accordingly. Kittery Recreation partners with York Hospital's "Choose to be Healthy" program and Healthy Maine Partnership's, "Let's Go" to get the message out to children that healthy eating is very important for them to engage in as much as possible for their health today and as they get older. We **STRONGLY** encourage parents to send a healthy snack and lunch with fresh fruit and vegetables, as well as juice or water and no soda.
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- SAFE Summer Camp will once again participate in Kittery School Department's Summer Eating Program held here at the KCC. This program provides free lunches Monday through Thursday all summer for any child 18 years old or younger. Please indicate on your registration form if you want to participate in this program.

Please note - You would still be responsible for packing snacks and drinks every day for your child. You would also have to provide lunch on Fridays.

WHAT TO PACK?

- **Please pack a bathing suit, towel, extra clothes, sunscreen, lunch/snacks/drinks and a WATER BOTTLE everyday.** Please also be aware of weather and pack accordingly for what the day may bring.
- Please make sure to **LABEL YOUR CHILD'S BELONGINGS** (clothes/towels), including their lunch bags/boxes/coolers. This will help to lessen the giant pile of "lost and found" left at the end of the summer!

MEDICATIONS

- If your child needs to take medication during program hours, a medical consent form must be completed. We will not dispense your child's medications if the form is not filled out. **PLEASE DO NOT SEND MEDS IN WITH YOUR CHILD!! PLEASE HAND THEM DIRECTLY TO STAFF!**

- If your child has an Epi Pen, the SAFE Program will need to have one for the time that your child is in our care. Benedryl must accompany the Epi-Pen. **A med consent form must be filled out.**
- If your child has an inhaler, and you feel they are mature enough to hold onto it, they may do so. If you feel more comfortable with staff holding onto it, please let us know.

ID'S

- *****If someone else is picking up your child, please let staff know. Also, remind those who are picking up your child to have a picture ID with them. If they do not have an ID, and we do not have parent/guardian authorization, your child will not be released from our care. Make sure to add them to your pick up list.**
- Children will not be allowed to leave the program without being picked up & signed out by an authorized person.

FIELD TRIPS

- ****On field trip days, PLEASE drop your child(ren) off at the program by 8:45am. This will ensure a proper head count & eliminate any confusion or disappointment if your child is not dropped off in time for the trip. Most field trips will return by 4:00pm.**
- Children are expected to wear their SAFE camp t-shirts every day except Thursday (**staff will confirm this when giving out camp shirts the first day**). Each child will receive two (2) shirts. This will allow staff to pick them out of a crowd easier. If they arrive at camp without their shirt, we may have extra shirts your child can purchase (a \$10 fee will be charged to the parents account). If we do not have an extra field trip t-shirt, you will be called to bring them their t-shirt.

LATE CHARGES

- Children must be picked up by 6 p.m. If they are not picked up on time, there will be a \$15 late charge applied to your account for the first 15 minutes you are late. After that, an additional \$20 late charge will be applied every 15 minutes. Our staff receives overtime after 6pm.

PERSONAL ITEMS

- Personal items are allowed at the program until an issue arises. **However, what ever is brought in from home is your child's responsibility to care for during the day.** Although staff will do their best to prevent any loss or damage to your child's belongings, **staff's primary responsibility is to ensure your child(ren)'s safety and well being.** We encourage that all video game systems and electronics are left at home, however, if a parent wishes to have their child not be restricted in the usage of these devices, please provide us with a letter giving your permission. **Staff are not responsible for any personal items that are lost, stolen, or damaged.**

DISCIPLINE & EXPECTATIONS:

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well being of his/herself or any other child or staff in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will ask a child to "take a break" for behavior issues if the undesired behavior is disruptive. Staff will stay close to the child and make sure to discuss the behavior after the child has calmed down. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

The SAFE Program Discipline Management Policy is designed to assist the SAFE Program staff in creating an atmosphere that is safe and fun for all participants. Each situation will be handled on an individualized basis. However, excessive negative behaviors may result in one or all of the following consequences:

1. SAFE Program Incident/Discipline Report
2. Parent conference with staff and/or SAFE Lead Counselor and/or Recreation Supervisor
3. Loss of privileges (e.g. participation in favorite activity, special event)
4. Write a letter of apology to offended party
5. Suspension from the program (length to be determined by the SAFE Lead Counselor and the Recreation Supervisor)
6. Immediate pick-up by parent
7. Immediate termination from the SAFE Program with no refund.

It is expected that all children, staff, and parents respect each other and the after school site. We need to work together to ensure the safety and well being of each other.

CONTACT

If you need to contact a staff member about your child, please call the Kittery Recreation Dept. at 207-439-3800. Somebody in the office will notify us and we will get back to you as soon as possible if need be.

KITTERY RECREATION - PARENT RECOGNITION FORM

I _____ have read the SAFE Summer Camp 2017 Info
Parent/Guardian Name
Packet, and understand what is expected of my child(ren), and myself. I am aware of registration fees, program costs, and when payments are due. I understand my child is responsible for his/her own belongings, physically putting sunscreen on themselves, and respecting others. I will inform SAFE staff of any changes in my child's health, or personal information (phone #'s etc.). I understand SAFE staff will do everything in their power to provide my child with the care, respect, and safety I expect throughout the summer.

Parent/Guardian Signature

Date

RELEASE WAIVERS

I hereby give permission for my child to participate in the Kittery Recreation Department's SAFE Summer Program, including all field trips, walks to Roger's Park, transportation in the town buses by the SAFE staff and special events. I also give permission for my child to be treated by a medical professional in the event of an emergency. I hereby waive, release, and discharge the Kittery Recreation Department, the Town of Kittery, all Town Employees, and all volunteers from all liability that may arise from any injury to my child.

Parent/Guardian Signature

Date

PHOTO RELEASE

I **give permission** for my child to have his/her picture taken for publication in local newspapers or recreation brochures.

Parent/Guardian Signature

Date

I **do not give permission** for my child to have his/her picture taken for publication in local newspapers or recreation brochures.

Parent/Guardian Signature

Date

Please sign and attach to enrollment form. Thank you.



S.A.F.E. Summer Camp Water Activities Permission Slip

Throughout the summer, the S.A.F.E. Summer Camp visits places that have water amenities. These trips may include Portsmouth Outdoor Pool, Wallis Sands Beach, Fort Foster, New Castle Common, Candia Springs Adventure Park, Aquaboggan Water Park, Splashtown Water Park, and Ellacoya State Park. Most of these locations have lifeguards on-site except for New Castle Common and Fort Foster. We have state-trained Water Safety attendants on staff and follow a state-approved water safety protocol when visiting sites that do not provide lifeguards.

State licensing rules require those children 8 years of age and under to wear Coast Guard approved flotation devices at all times while in the water at non-lifeguarded areas unless approved by a parent/guardian. Children over 8 years of age must wear a Coast Guard approved flotation device if the child has not taken swim lessons unless approved by a parent/guardian.

I, _____ give permission to the Kittery Recreation Department's S.A.F.E.

Summer Program Staff to permit my child, _____ to swim at the various

locations with water amenities. My child is _____ years old and is a:

- **Non-swimmer (is not comfortable in the water, no swimming skills)**
- Moderate Swimmer (has taken lessons, knows how to swim safely)
- Expert Swimmer (has taken lessons, can swim safely, very comfortable in water)

**If you checked off Non-swimmer, you are responsible for providing us with a proper fitting life vest that we will bring with your child to all water activities. Please put your child's name on the life vest. **

Parent/Guardian: _____ Date: _____

MEDICAL INFORMATION

I hereby give my consent, in the event of medical emergency when I cannot be contacted, for child care staff to obtain whatever treatment may be deemed necessary for

_____.

(D.O.B.)

This authorization includes my consent for the above-named child to receive treatment by a physician in any hospital emergency department.

I hereby give my authorization for emergency medical treatment as outlines above.

Known allergies:

Known medical problems:

Last tetanus shot:

(Parents or guardian signature)

(Date)

Kittery Recreation Summer SAFE 2017

PLEASE FILL OUT FORM ENTIRELY

Child attending week(s): 1 2 3 4 5 6 7 8 9 ALL

Child's Name:	Age:	Grade as of Fall 2017:	Date of Birth:
Parent #1:	Parent #2:		
Parent #1 Tel. #: (H)	(W)	Parent #2 Tel. #: (H)	(W)
Parent #1's Address:	Parent #2's Address:		
City:	City:		
Parent #1's Work Place & Address:	Parent #2's Work Place & Address		
Other contact #'s (Cell # or pager #):	Child's Weight if under 80 pounds:		
E-mail address (for camp newsletter, info, etc):			
Child's t-shirt size: YS YM YL AS AM AL	Do you want your child to participate in the free lunch program? YES NO		

EMERGENCY INFORMATION – Must list two, completely filled out.

Emergency Contact #1:	Emergency Contact #2:
Tele. #: (H) (W)	Tele. #: (H) (W)
Relationship:	Relationship:
Address:	Address:

MEDICAL INFORMATION – Must fill out completely.

Any medical conditions, allergies, etc:	Any medications:
Doctor's Name:	Telephone:
Dentist's Name:	Telephone:
<i>In the event your Doctor cannot be reached, York Hospital in Kittery will be used.</i>	

INSURANCE INFORMATION – Must fill out completely.

Insurance Provider:	Subscriber's Name:
Policy Number:	

RELEASE INFORMATION

People who are allowed to pick your child up (INCLUDING YOURSELVES):	Is there anyone that your child is familiar with that you DO NOT want your child being released to:
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Family Name: _____

<input type="checkbox"/> FULL SUMMER - 9 WEEKS	_____
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Week 1: June 26-30 _____

Week 2: July 3-7 _____

Week 3: July 10-14 _____

Week 4: July 17-21 _____

Week 5: July 24-28 _____

Week 6: July 31-Aug 4 _____

Week 7: Aug 7-11 _____

Week 8: Aug 14-18 _____

Week 9: Aug 21-25 _____

TOTAL = _____

- 50% DEPOSIT = _____

BALANCE = _____

Resident Full Time = \$1350 (only if paid by May 31)

Resident Single Week = \$175

Non-Resident Single Week = \$201.25

Non-Resident Full Time = \$1552.50 (only if paid by May 31)