

ADVENTURE CAMP 2018

PARENT INFORMATION

The Kittery Recreation Summer Adventure Camp is open to Kittery residents and Non-residents whose children are entering the 5th-8th grade in the fall.

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

<u>Adventure Program Dates</u>		
Week 1 : June 25-29	Week 4: July 16-20	Week 7: Aug 6-10
Week 2: July 2-6 (no 7/4)	Week 5: July 23-27	Week 8: Aug 13-17
Week 3: July 9-13	Week 6: July 30-Aug 3	Week 9: Aug 20-24

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

Full time - Nine weeks of camp, 7:30am - 6:00pm = \$1485

****Must be paid in full by June 1 to receive reduced rate****

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

Sign up per week - One week, 7:30am - 6:00pm = \$190

****Must sign up and pay in full by June 15****

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

FREE LUNCH PROGRAM available Monday-Friday 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 June 1 if getting the full time rate, or by

June 15 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 15, the child will not be able to attend the camp until the balance is paid in full.**

The Adventure 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.

**Continued for
2018!
Exciting Trips
and Programs**

ADVENTURE CAMP PROGRAM 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.**
- Most of our trips involve outdoor activities and therefore your child should bring sunscreen and bug repellent with them each day. *It is the Kittery Recreation Department's policy for the Adventure Camp, that prior to doing any prolonged outdoor activity that sunscreen be applied before participating in the activity and monitored throughout the activity.* Staff will make sunscreen available to those who do not have sunscreen and staff will recommend that participants wear t-shirts to reduce the risk and prevention of sunburns from occurring. The Kittery Recreation Department reserves the right to send any participants home who may endanger themselves or make injuries worse due to sun exposure while attending camp, this includes refusing to apply sunscreen. Parents who feel that their child does not need sunscreen will need to write a note stating this.

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.
- The Adventure Camp will once again participate in Kittery School Department's Summer Lunch Eating Program held here at the KCC. This program provides free lunches Monday through Friday all summer for any child 18 years old or younger. Please indicate on your registration form if you want your child to participate in this program.

****Please note** - You would still be responsible for packing snacks and drinks every day for your child.

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 Adventure Camp 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.**
- The Adventure Camp does allow children to sign themselves out at the end of the day. Please indicate on the registration form for your child to have that permission or not. If they are not given that permission, children will not be allowed to leave the program without being picked up & signed out by an authorized person. Children that do sign themselves must leave the program area.

FIELD TRIPS

- ****As most everyday is a scheduled field trip day, please make sure to be on time for bus departures.** Most trips will leave between 9:00am and 10:00am. Be sure to check the schedule. 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 between **3:30pm and 4:00pm.**

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.**
- **Electronic devices are not allowed at the Adventure Program** (cell phones, tablets, kindles, etc.) If you need to get a hold of your child(ren) for any reason while they're with the program, please call the front desk at 439-3800 and we will get in touch with the counselors. **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 Adventure Camp Program Discipline Management Policy is designed to assist the Adventure Camp 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. Adventure Camp Incident/Discipline Report
2. Parent conference with staff and/or Adventure Camp Lead Counselor and/or Recreation Assistant Director
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 Adventure Camp Lead Counselor and the Recreation Assistant Director)
6. Immediate pick-up by parent
7. Immediate termination from the Adventure Camp with no refund.

It is expected that all children, staff, and parents respect each other. 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 Adventure Camp 2018 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 Adventure staff of any changes in my child's health, or personal information (phone #'s etc.). I understand Adventure 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 Summer Adventure Program, including all field trips, transportation in the town buses by the Adventure 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!

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 (please include medications):

Known medical problems:

Last tetanus shot:

Hospital Choice:

Primary Care Physician:

(Parents or guardian signature)

(Date)

Summer Adventure Program Fee Worksheet

Family Name: _____

<input type="checkbox"/> FULL SUMMER - 9 WEEKS	_____
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Week 1: June 25-29 _____

Week 2: July 2-6 (no 7/4) _____

Week 3: July 9-13 _____

Week 4: July 16-20 _____

Week 5: July 23-27 _____

Week 6: July 30-Aug 3 _____

Week 7: Aug 6-10 _____

Week 8: Aug 13-17 _____

Week 9: Aug 20-24 _____

TOTAL = _____

- 50% DEPOSIT = _____

BALANCE = _____

Resident Full Time = \$1485 (only if paid by June 1)
Resident Single Week = \$190
Non-Resident Single Week = \$218.50
Non-Resident Full Time = \$1707.75 (only if paid by June 1)