



KITTERY COMMUNITY CENTER SUMMER CAMP

2019 Parent Handbook

Please take the time to read this over. It will answer many questions and will allow us to provide the best possible program experience for your child.



**Welcome to Kittery Community Center
Summer Day Camp 2019!**

**Monday, June 24th through Friday, August 23rd (No camp Thursday, July 4)
Camp Hours 7:30am-5:30pm**

We have developed this packet 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!

Important Program Contact Information

Kittery Community Center: 207-439-3800

Summer Office Hours: Monday-Friday 6:00am-7:00pm

Director Jeremy Paul

jpaul@kitterycommunitycenter.org

Assistant Director Todd Henley

thenley@kitterycommunitycenter.org

Recreation Supervisor Valerie Lachapelle

vlachapelle@kitterycommunitycenter.org

Sports/SAFE Programmer Kyle Cook

kcook@kitterycommunitycenter.org

Secretary Bookkeeper Cindy Denault

cmdenault@kitterycommunitycenter.org

Enrolling in the Summer Camps

To register for the KCC Summer Camps, you will need:

- Completed registration form
- Medical information form if you do not currently have one on file.
- An Automatic Withdrawal form will be completed at the time of registration (please make sure you bring credit/debit card or checking account information)

If you intend to apply for financial assistance for the summer season, please also plan to turn in your completed financial assistance application and all required documentation (see financial assistance form for details).

NOTE: There are no daily sign-ups for Kittery Community Center Summer Camp programs. Cost will be based on our weekly rate only. No exceptions.

Cost:

To register, an automatic withdrawal form must be completed and a 25% minimum deposit payment made in the form of cash, electronic check or credit/debit card. The remaining balance for early registration is due by 5/24.

2019 Summer Camp Pricing Info

Early Registration Pricing – Must register and pay by May 24th

Lil' Campers:	Residents \$165/week	Non-residents \$189.75/week
Junior Explorers:	Residents \$165/week	Non-residents \$189.75/week
Adventurers:	Residents \$180/week	Non-residents \$207/week

Regular Pricing – Price after May 24th

Lil' Campers:	Residents \$185/week	Non-residents \$212.75/week
Junior Explorers:	Residents \$185/week	Non-residents \$212.75/week
Adventurers:	Residents \$200/week	Non-residents \$230/week

Pricing includes all field trip fees, t-shirts, transportation costs, and before/after care.

Refunds

KCC Summer camps 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.

What to Pack?

Please pack a bathing suit, towel, extra clothes, sunscreen, bug spray, 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!

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 Community Center 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 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 KCC summer camps 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.

Personal Items, Toys and Electronics

Electronic devices are not allowed at KCC Summer camps (cell phones, tablets, kindles, etc.) If you need to contact 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.**

What not to bring to Camp

- Excess money
- Weapons or Fireworks
- Music that contains explicit words
- Clothing that advertise alcohol, drugs or other offensive material
- Water Guns – except on designated days
- Anything you do not want to chance being damaged, lost or stolen

Camp Dress Code and Lost and Found Information

Lost and Found:

- Please label all clothing and other items brought to camp.
- A lost and found will be located at each camp. Please check this often.
- At the end of each week we will display items in the lost and found and donate whatever is not claimed at the end of August to the Freebie Barn.

Camper Dress Code:

It is important that children bring proper clothes to camp. Weather conditions change during the day and campers should be prepared for all conditions. For summer, it is important children have

sweatshirts on cool days, and also in the morning before the temperature rises. It is easier to remove layers than to contact parents to bring something if your child gets cold.

- Clothing that exposes a camper's underwear is unacceptable.
- Children should wear pants and/or shorts to camp, depending on season. Girls who wear a skirt to camp should also pack a pair of shorts for the day as this makes it easier to participate in activities.
- No belly-shirts, short shorts, or otherwise revealing clothing shall be worn at camp.
 - One piece swimsuits only.
- T-shirts, hats or other clothing with explicit language or references to drugs, alcohol/ tobacco products or inappropriate subject matter will not be tolerated.
- Closed toe shoes or sneakers are recommended. Sneakers are required for any games or activities being played in the gym; sneakers and socks should be brought to camp daily if not worn to program.
- No Heelys are allowed at camp.

Please refer to the daily camp schedule to determine what proper attire/equipment is needed for that day's activities.

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, staff 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.

Emergency Medication & Non Prescription Medicinal Information

Emergency Medications: All EpiPens and Inhalers on site must adhere to all Kittery Community Center Policies. Regarding other medications: All prescription medicines taken at any time, at home or at the program, must be disclosed and documented on the Participant Contact Form. This information is required in the event that a camper needed emergency care, the emergency personnel would need to know what medication the child currently takes to safely treat the camper. Failure to disclose this information or to follow the prescribed dosage and frequency can result in removal from our program. This information will be kept confidential and is for the safety and well being of your child, the other children on camp and our staff.

Non-Prescription Medications: *Non-prescription medications are not allowed at camp.*

Examples of non-prescription medications include:

- Cough drops
- Ibuprofen
- Advil
- Aspirin
- Medicated lotions or ointments
- Or any other over-the-counter treatment that may effect the camper's health, and the health of other camper's for safety concerns. If any non-prescription medications are found in a camper's bag, they will be confiscated. This may also result in removal from the program.

Guidelines for Managing Food and Other Allergies at Camp

Sharing of food and drinks will not be allowed. All food allergies or issues must be documented on your registration form. Failure to disclose this information could result in dismissal from the program. Food and other allergies can be life threatening. In day camps, residential camps, sports camps, or travel camps the risk of accidental exposure to a food or other allergen is present. Camp staff, physicians, parents, and campers themselves must work together to minimize the risk. There must also be procedures in place to deal with accidental ingestion or contact.

Camper Responsibility—Campers should:

- NEVER trade food with other campers and should not eat anything with unknown ingredients.
- Read every label and check with a counselor (if age appropriate).
- Limit perfumes, cologne, body spray, and other fragrances.
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected.
- Tell an adult if a reaction seems to be starting, even if there is no visible appearance of allergic response.
- DO NOT go off alone, stay with a counselor if symptoms continue.

Field Trips

For field trip days, please make sure to be on time for bus departures. 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. Daily schedule information will be communicated by camp lead counselors.

Field Trip Shirts

Most field trips require our staff and campers to wear their designated field trip shirt. This brightly colored shirt helps us with identifying our campers in busy places. It also provides a visual aid for children to see and stay with our groups. Your weekly schedule will tell you which trips require t-shirts. Every camper will receive two t-shirts with registration. T-shirts should not be altered. Additional shirts are available for \$10.00 at the KCC Office. We can bill you for these but this balance must be paid within 5 business days. Children will not be allowed to participate on field trips that require t-shirts without one. You will be asked to show your child's shirt at check in on field trip days. Additionally, we ask that on days your child is not attending our program that they please refrain from wearing their field trip shirts to any location that may cause confusion as to whether your child is with our group.

Sunscreen

Sunscreen is not provided by the KCC for summer camps. It is extremely important campers bring sunscreen to camp with them. Sunscreen should be applied to the child before arriving at camp. We will have scheduled sunscreen times. Parents should show their children how to apply sunscreen. Counselors will be there to help campers but will only apply spray-on sunscreen. Campers should not share sunscreen unless they are in their immediate family. Please make sure their name is written on the bottle. **Please note:** we will not let campers go without sunscreen. Our preference is a spray-on style in case we need to help apply; if another option or a specific brand is preferred, this must be provided.

Camper Drop Off

All children being dropped off at programs must be checked in. Each program will have a designated check in area where a counselor will be in charge of checking in the campers. The person dropping them off must accompany campers to the check in area. Please do not drop off your child away from the check in areas and have them approach by themselves. Please use caution in the parking lots. Speed limits must be adhered to.

Camper Check Out/Pick Up

This is one of the most important times of the day. It is important that each person picking up campers knows where and how to pick up their campers. The approved pick up person should locate the check out counselor who will then locate the child and have them come to the checkout point. We use cell phones and walkie-talkies in this process. Please do not walk directly into the program and approach the children without checking in first. The person picking up the camper must sign their name on the checkout sheet next to the child's name and note the time picked up. Do not call children over before you have checked them out. More information about exact check in/check out locations, etc., will be sent out prior to the camp beginning.

Please note these important policies for the checkout process:

Signing Out: Children will not be allowed to leave the camp if the person picking them up does not come to the appropriate pick up area or see the counselor in charge of check out. The staff must know who is picking up the child and receive a signature. In addition, the parent or pick up person must wait at the table for safety reasons until your child has been brought over to leave. If you must return to the program after signing out, as an example for a forgotten item, all children must still be supervised; they may not be sent into the building alone.

Picture ID: A positive picture ID must be provided at every pick up: this is for parents and all approved pick up people. Positive ID does not include a photocopy of a license or credit cards, as examples. The checkout person must be able to identify you or they will ask for an ID.

Adventurers: Children in the Adventurers camp are allowed to sign themselves out at the end of the day with parental permission. 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 out must leave the program area. Adventurers will not be allowed to sign themselves out until 4:30pm.

Adding new pick ups to your contact sheet: If someone new is going to be picking up the child, a written notice must be given to the check-in counselor to add them to the approved list before them coming and picture ID must be shown. If someone arrives to pick up the child but is not on the list, the child will not be released unless we can make contact with a parent or guardian to verify.

- Please make sure that all pick up people understand and adhere to our check out procedures.
- We reserve the right to remove people from your authorized list if they are unable to follow policy.

Late Charges

Children must be picked up by 5:30 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 5:30pm.

Staff Working Outside the Program

Staff are allowed to work outside the program as babysitters, and this must be reported to the Program Director. This arrangement must take place outside of normal program hours and should not be used in place of regularly scheduled programs; this puts our staff in a conflict of interest and could jeopardize their position at the Kittery Community Center. Staff must be added to the pickup list if they will be taking children from the program.

Mandated Reporters/Reporting of Child Abuse and Neglect

In accordance with State law, all of Kittery Community Center 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.

Any suspicions of child abuse or neglect must be brought to the attention of the proper authorities. This is a highly sensitive and confidential matter. Abuse and neglect is considered but not limited to physical & mental violence, abandonment and with-holding of essential needs such as food, water or clothing.

Contagious Diseases

Any participant with any of the following or other similar conditions must be removed from the program Conjunctivitis – Head Lice – Impetigo – Ringworm. Children with head lice may return to a program following treatment.

Parents are reminded to check their children for any possible lice infestations and alert us to their occurrence. It is very important that parents report to us if your child has recently shown symptoms and that they have been treated. These updates give our staff the information they need to clean our facility as required with potential lice exposure, and monitor contact between participants to prevent the spread of lice. As always we will treat this information confidentially and appreciate your cooperation. Failure to report this information may result in consequences ranging from a parent handbook infraction fee being billed up to dismissal from the program.

Sickness and Fever

Your child should not attend camp if they are sick or have a fever. If they become sick or have a fever at camp they must be taken out of the program. A member of our staff will call you with details. If you receive a call about Contagious Diseases or Sickness you must pick your child up within one hour of being called. Campers must be fever free for 24 hours before being able to return to camp.

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. **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.**

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 may be taken. Any and all steps may be skipped at the discretion of Administration:

Strike 1: Verbal Warning by Counselor –reminds student of specific expected behavior and will redirect/signals the camper to change his/her behavior identifying specifically what to change next time.

Strike 2: Verbal Warning by Counselor– reminds student of same or different expected behavior and will redirect/signal the camper to change his/her behavior.

Strike 3: Counselor Notifies Administrator of Challenging Behavior. Lead Counselor will remove the individual from the group and isolate to briefly process/time-out. Child will be asked explore his/her behaviors and feelings, discuss alternative behaviors, practice new behavioral skill, and will be returned to group activity. (apology for behaviors may be necessary before returning)

Strike 4: Camper will be removed from group and placed in a supervised smaller group with Lead Counselor for remainder of the day. Parents will be notified to openly discuss behavior.

Strike 5: Parents will receive a call from the Lead Counselor to come pick-up their child early, may return the next day

Grounds for automatic dismissal/revocation/suspension from camp and trips
(specifics would be discussed on a case-to-case basis)

- A camper who brings a weapon to camp
- A camper who intentionally harms himself/herself
- A camper who engages in aggressive or threatening behavior towards another camper or staff member
- A camper who vandalizes any property
- A camper who displays inappropriate behaviors repeatedly (multiple strikes daily)
- A camper who runs away

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. 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.

Thank you! We look forward to a great summer!