



PORTLAND
PARKS, RECREATION
& FACILITIES

2018

Summer Camp
Survival Guide

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Welcome to Portland Recreation Summer Day Camp 2018!

Monday, June 25, through Friday, August 10, 2018

(No camp Wednesday, 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 staff 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, general 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!

Recreation Administration and Camp Locations

Recreation Supervisor Karen Seymour kseymour@portlandmaine.gov 808-5444	Locations	Telephones	Hours of Operation
Camp Play All Day Leader Jon Call jcall@portlandmaine.gov 874-8455	Camp Play All Day (Gr K-1) Camp Xperience (Gr 2-5) Riverton Community Center 1600 Forest Ave	653-0517 PAD 874-8455 XP	8:30 a.m.-4 p.m. Monday - Friday
Camp Xperience Leader Noah Kerrigan nkerrigan@portlandmaine.gov 874-8455	#Camp Castaway (Gr 6-8) Drop off / Pick up East End Community Center 195 North St	653-3443	8:30 a.m.-4:30 p.m. Tues, Wed, Thur only
#Camp Castaway Leader Peter Gerard ptg@portlandmaine.gov 773-8222			

Recreation Support Staff and Contact Information

212 Canco Road Portland, Maine 04103

Phone/Fax: 808-5400 Email: recreation@portlandmaine.gov

Kim Murray / registrations/transportation	kmurray@portlandmaine.gov	808-5449
Julie Hutchins / billing	jrush@portlandmaine.gov	808-5425

General Information

Camp Hours & Before and After Camp Care

Camp Play All Day & Camp Xperience – 8:30 a.m. – 4:00 p.m.

#Camp Castaway – 8:30 a.m. – 4:30 p.m. (as this is a field trip camp only start and end times may change)

Before Camp Care at Riverton Community Center– 7:00-8:30 a.m.

After Care Camp at Riverton Community Center – 4:00-5:30 p.m.

While camp hours are as stated above, Portland Recreation offers a Before & After Camp Care Program for the younger campers at the Riverton Community Center. Campers may be dropped off as early as 7:00 a.m. and must be picked up no later than 5:30 p.m. Late pickups after 5:30 p.m. will incur a \$1-per-minute per child fee. You may register for Before & After Camp Care when signing up for camp or by going to:

<https://register.capturepoint.com/PortlandCityof>

Camp Dates

June 25 through August 10, 2018. No Camp on Wednesday, July 4th.

Sign-In and Sign-Out Locations, Parking Procedures & Where to Enter

Please enter Riverton Community Center via the Community Center Entrance near the back parking lot.

Do not drop your child off at the main school entrance or park in the bus circle.

Please enter East End Community Center via the community center door.

Daily camp meetings will take place in the cafeteria.



Procedures / Sign In & Sign Out

Camp Play All Day & Camp Xperience

Drop off / pick up - Parents/guardians are required to sign their campers in and out daily in their child's home base site or in the Before / After Care location, if your child is participating in Before / After Care. *Please be prepared to show an ID in the afternoon. Children riding the bus to and from camp are not required to be signed in and out by their parents/guardian.*

#Camp Castaway

Parents/guardian are not required to sign in and out but are encouraged to touch base with camp staff for any questions, concerns or updates. Staff are located in the community room prior to the camp day starting.

Parking Locations

Parents/guardians parking at **Riverton** may park in the main parking lot at the far end of the building by the Community Center.

DO NOT park in the bus loop as cars will be blocked in and possibly towed.

Parents/guardians parking at **East End** will have access to the parent lot (not the bus loop) and parking on North Street. **DO NOT** park in bus loop as cars will be blocked in and possibly towed.

Snacks and Lunches

Children are provided with breakfast and lunch through East End Kids Katering at both Camp PAD and Camp Xperience. A snack and lunch are provided for children at #Camp Castaway. Please send a morning snack and an afternoon snack each day, keeping in mind the importance of sending food 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.

What to Bring?

Please label everything with a child's first and last name! A.M. & P.M. snacks, water bottle, bathing suit and towel, sunscreen, insect repellent, and extra clothes including sneakers for gym games.

Water: It is important that campers drink water during the day. Water is accessible to campers all day.

Please send campers with a water bottle and label it with the camper's first and last name.

Policies and Procedures

Participation of Individuals with Disabilities

The City of Portland Parks, Recreation and Facilities Department (the Department) is committed to providing interested participants equal opportunities in and access to its recreation programs. The Department, as part of its mission, provides inclusive programming in an open and welcoming atmosphere.

Qualified individuals with a physical or mental disability are encouraged to request reasonable accommodations to allow them to participate in public programs and services provided by the Department. The Department will make reasonable accommodations for qualified individuals with a disability, so long as the accommodation does not fundamentally alter the nature of the program, pose a direct threat to others, or otherwise impose an undue burden on the City.

Qualified individuals with a disability seeking an accommodation in order to participate in Department programs will be asked to complete a questionnaire in order to determine appropriate accommodations.

Behavior and Discipline

We design our programs 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 or denied food as a "punishment." It is our hope that we can participate in the process of teaching children appropriate behavior and responses to conflict.

Please refer to the Behavior Rubric for each camp found on the last page of this booklet. This rubric is the guide used by staff and camp administrators to determine acceptable behavior for all campers.

Cell Phones /Electronic Devices (such as hand-held games)

The use of cellphones and other personal electronic devices will not be allowed by campers during camp hours. Campers are allowed to bring phones to camp, but will only be allowed to use them off camp hours or for special exceptions, with staff approval, to communicate with a parent or guardian. If a parent/guardian needs to communicate with a camper, there are several telephone numbers where parents may reach their child.

Portland Recreation will not be responsible for any lost, stolen, or broken games or phone. Please refer to Page 3 for contact information.

Child Abuse and Neglect – Reporting

In accordance with State law, 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.

Emergency Procedures

Our staff has been trained in emergency first aid, CPR, and water safety. Each camp 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. The child's parent/guardian will be notified immediately.

Field Trips

Camp Play All Day & Camp Xperience

All children must attend all field trips scheduled while at camp. Trips leave promptly at 9 a.m. and we are unable to wait for late campers. We are unable to take children at camp if they've missed their trip. No child will be allowed to be dropped off or picked up from field trip sites due to safety concerns. Campers must wear camp tee shirts on field trip days. Depending on weather conditions field trips may be postponed or rescheduled.

Please refer to your weekly camp newsletter found at:
portlandrecsummercamps.com for all camp field trip information.

Field Trip Supervision

Portland Recreation continues to do its part to ensure every child's safety while at camp.

Camp Play All Day & Camp Xperience:

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

#Camp Castaway:

#Camp Castaway has been transformed into a three day only field trip camp for youth who have completed grades 6th, 7th & 8th. On Tuesday, Wednesday & Thursday campers will board the bus at the East End Community Center and go on some amazing field trips. Depending on the location of some field trips parents may be asked to drop off their campers earlier or expect campers home later than the regular camp hours. We will make every effort to accommodate those children needing transportation to and from EECC.

Field Trip Volunteer/Chaperone Responsibilities

Portland Recreation is very appreciative of all volunteers offering their time for our major/special field trips. We will inform all parents when we need volunteers. 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 Portland Recreation Supervisor in advance so the appropriate paperwork can be completed.

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

- Each volunteer represents Portland Recreation 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 appropriate 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.
 5. Younger / older siblings may not attend.
 - 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 monitor the campers, 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 supervising staff 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 Recreation Staff supervising the trip.
 - **Portland Recreation supervising staff have the right at any time to dismiss a volunteer for disregarding the above responsibilities.**
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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 Portland Recreation 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. Parent/guardian should apply 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 Camp PAD 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. We remind parents to label all belongings. At the end of the seven-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 summer day camp. All parents or guardians must bring all medications to the camp director at the office at check-in time.

- **Prescription Medication.** Any request to dispense medication must be made in writing for each prescription. We have forms available at camp and online. 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 and provided on a daily basis. No medication is to remain at camp overnight.
 - **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 their 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.
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Money

Please do not send money to camp each day. On field trip days, we ask that parents or guardians stress to their child the importance of keeping track of his/her money. 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 a weekly newsletter will be available every Friday afternoon with an overview of the upcoming week's events which also includes the lunch menu. This information may be found at: portlandrecsummercamps.com. Please check our webpage throughout the week for updates.

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. 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.

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. Please remember; this is for your child's safety.

In situations of divorce or separation, please include instructions at registration time 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 \$1.00 per minute per child for every minute after 5:30 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 by the camp leader. 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 one hour.

T-Shirts

Two summer camp T-shirts are provided for children in Camp Play All Day and Xperience and two summer camp T-shirts for #Camp Castaway. Shirts will be issued at the beginning of the week your child attends camp. Unfortunately, we will be unable to provide additional shirts if any becomes lost or misplaced. T-shirts must be worn on all field trips.

Bus Rules / Transportation Information To & From Camp

- Bus transportation is provided to and from camp for an additional fee.
Please contact: kmurray@portlandmaine.gov for more information.
Please note: Transportation to and from camp is not fee waiver eligible.
- The bus schedule of pick up and drop off times and locations will be provided one week prior to the start of summer camp. As pick up and drop off times to and from camp may fluctuate the first week; please be at your bus stop five-ten minutes earlier until the schedule solidifies.
- All buses have a recreation staff chaperone aboard; however, the bus driver has the complete say if a child is not following bus rules. If your child is not allowed to ride the bus, they will not be allowed to come to camp, as field trips use the same buses. **No refund for camp will be given as a result.**

For Camp Play All Day: your child must be met by you or another responsible adult at the bus stop. If you are not there to meet your child, for safety reasons, he/she will be brought back to camp where they may be picked up by you at our after camp program. You will be charged for your child's participation in the after camp program for that time. After camp ends at 5:30 p.m.

Thank you! We look forward to a great summer!

Behavioral Rubric for Camp Play All Day & Xperience

	First Offense	Second Offense	Third Offense	Fourth Offense
<p>Disruptive Behavior Includes interrupting, failing to follow directions, inappropriate language or noises, or other behaviors that interfere with the functioning of the group.</p>	<ul style="list-style-type: none"> ● Up to five minutes break from activity ● Process with child why behavior was inappropriate 	<ul style="list-style-type: none"> ● Sees camp leader to process behavior ● Misses activity with the group 	<ul style="list-style-type: none"> ● Sees camp director ● Calls parent to report own behavior ● Camp director may require parent to meet to discuss behavior 	<ul style="list-style-type: none"> ● Camp director and parent meet to develop a behavior plan
<p>Verbal Abuse Includes teasing, name calling, putdowns, gossiping and rumors, or other behaviors which harm the feelings of others.</p>	<ul style="list-style-type: none"> ● Up to five minutes break from activity ● Process with child why behavior was inappropriate 	<ul style="list-style-type: none"> ● Sees camp leader to process behavior ● Misses activity with the group ● Calls parent to report own behavior 	<ul style="list-style-type: none"> ● Sees camp director ● Calls parent to report own behavior ● Parent is required to meet with camp director and recreation supervisor 	<ul style="list-style-type: none"> ● Parent is required to meet with camp director and recreation supervisor to develop a behavior plan and to discuss camper's continued participation at camp
<p>Physical Aggression Includes pushing, shoving and slapping other campers or staff. Also includes theft.</p>	<ul style="list-style-type: none"> ● Break from activity to process behavior ● Calls parent to report own behavior 	<ul style="list-style-type: none"> ● Sees camp leader to process behavior ● Misses activity with the group ● Calls parent to report own behavior 	<ul style="list-style-type: none"> ● Sees camp director ● Calls parent to report own behavior ● Parent is required to meet with camp director and recreation supervisor 	
<p>Severe Physical Aggression Includes hitting, shoving, kicking, punching, biting, throwing furniture or other harmful physical behavior.</p>	<ul style="list-style-type: none"> ● Removed from camp for the remainder of the day ● Parent is required to meet with camp director and recreation supervisor to discuss camper's continued participation at camp 			
<p>Serious Harassment Includes sexual harassment or civil rights violations.</p>	<ul style="list-style-type: none"> ● Sees camp director ● Eliminated from next group activity ● Calls parent to report own behavior 	<ul style="list-style-type: none"> ● Calls parent to report own behavior ● Removed from camp for the remainder of the day 	<ul style="list-style-type: none"> ● Calls parent to report own behavior ● Parent is required to meet with camp director and recreation supervisor to discuss camper's continued participation at camp 	

Behavioral Rubric for #Camp Castaway

	First Offense	Second Offense	Third Offense	Fourth Offense
<p>Disruptive Behavior Includes interrupting, failing to follow directions, inappropriate language or noises, or other behaviors that interfere with the functioning of the group.</p>	<ul style="list-style-type: none"> ● Up to five minutes break from activity ● Process with camper why behavior was inappropriate 	<ul style="list-style-type: none"> ● Sees camp director to process behavior ● Misses activity with the group 	<ul style="list-style-type: none"> ● Sees camp director ● Calls parent to report own behavior ● Camp director may require parent to meet to discuss behavior 	<ul style="list-style-type: none"> ● Camp director and parent meet to develop a behavior plan
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