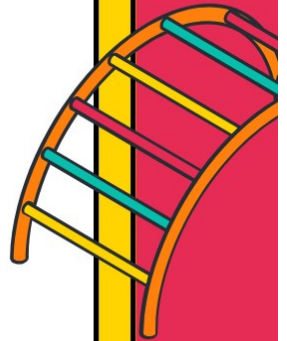


2024 SUMMER DAY CAMP



PARENT & CAMPER HANDBOOK

JUNE 24 -
AUGUST 9

(207) 892-1905
www.windhamrecreation.com
parks&recreation@windhammaine.us



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Please pay close attention to all of this information, even if your child has previously attended Windham Day Camp, as many policies and procedures may have changed.

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Welcome to Windham Summer Day Camp!

Welcome to 2024 Windham Summer Day Camp! We have developed this Parent & Camper Handbook to familiarize parents, guardians and campers with our program, including policies and procedures. Please review this handbook with your child so that we can all work together to give your child a summer to remember.

We welcome any questions or input that you may have as we strive to provide your child with an excellent summer camp experience. You may contact the Windham Parks & Recreation Department at 892-1905 or by email at Parks&Recreation@windhammaine.us or stop by during our business hours: Monday & Wednesday 7am-5pm, Tuesday 7am-6pm, Thursday 7am-4pm.

We look forward to serving your family this summer!

Linda Brooks, Director

Kelsey Crowe, Deputy Director

Katie Roy, Administrative Assistant

Maria Goodstein, Recreation Coordinator

Colby Fredette, Recreation Programmer

Camps, Locations & Camp Phone Numbers

Summer Day Camp is based on the grade your child will enter in Fall 2024. The camps leadership staff are adults with childcare experience and counselors are college and high school students.

Grades 1 & 2
Discover Camp
Middle School
(207) 572-0342
Ratio 1:8

Grades 3 & 4
Voyager Camp
Middle School
(207) 572-0342
Ratio 1:8

Grades 5 & 6
Ranger Camp
High School
(207) 572-0045
Ratio 1:10

Grades 7 - 9
Adventure Camp
High School
(207) 572-0034
Ratio 1:12

Please note: Day Camp Phones may be reach via phone call or text message. If you are trying to reach the camp under emergency circumstances, please make every effort to call rather than text.

If you cannot reach your child's Camp by phone, please call the Parks & Recreation office at 892-1905.

2024 Dates, Times & Weekly Themes

Regular Day: 8:30am - 4:00pm

Extended Day: 7:00am - 5:30pm

June 24 — August 9 (No camp on Thursday, July 4th)

Week 1	Welcome Week
Week 2	Stars & Stripes
Week 3	Explore the Outdoors
Week 4	Under the Sea
Week 5	Dress Up Week
Week 6	Fun in the Sun
Week 7	Farewell Celebration

News & Updates from Camp

Email is our primary method of sharing information during the summer, and we don't want you to miss important updates from your child's camp.

- **Weekly newsletters will go out via email each week**, which include important details about upcoming themes, special events, field trips or outings.
- Occasionally we may need to send out health notifications or emergency information about your child's camp, and these notifications will come through email or mobile notification.
- **Mobile notifications** will also be available this summer to receive notifications. Please indicate if you would like to enroll in mobile notifications during the registration process. Trip changes, cancelations, weekly newsletters and health notifications will be the only information sent via mobile notification.
- Please contact the Parks & Recreation Office if you are not receiving information from us via email or text notification. We can help you update your account and contact information.

What Should I Pack?

- ✓ **Water Bottle**
Water bottles may be refilled in the schools but there is no guarantee we will have access to drinking water for every field trip or outing.
- ✓ **Sunscreen**
Sunscreen will be applied daily and parents **must** send sunscreen from home, which will not be shared with other campers. Counselors will provide supervision, but campers must apply their own sunscreen.
- ✓ **Lunch**
Please send your child with a cold lunch and plenty of snacks everyday, even on field trip days. We can not guarantee the campers will have time to purchase their lunch on a field trip. Campers will not have access to a refrigerator or microwave, so please plan accordingly.
- ✓ **Appropriate Play Clothes**
Please leave all revealing and/or explicit clothing at home, and be aware that any clothing worn to camp may get dirty. Campers must wear their camp t-shirt on all scheduled field trip days.
- ✓ **Appropriate Footwear**
Please wear sturdy footwear suited for active play, even on beach days. Please no crocks on field trip days unless it is a beach day.
- ✓ **Appropriate Swimwear**
No string bikinis or other revealing swimwear. Water play may be a rotation at camp on non-field trip days, packing a bathing suit and towel everyday is suggested.
- ✓ **Additional Items**
Additional items that campers may bring to camp include a jacket, hat, and/or change of clothing.

Drop-Off Procedures

Drop-Off Times: Regular Day 8:30-9:00am Extended Day 7:00-9:00am

- All campers must be signed in by a parent or guardian at drop-off.
- **Campers must be accompanied by an adult to the camps check in/out table** to be signed in.
- Detailed maps of drop off locations will be available once locations are finalized.
- **If your child will be attending camp but may be late, please contact the site directly (camp phone numbers are listed on page 3.)**

Pick-Up Procedures

Pick-Up Times: Regular Day 4:00 - 4:15pm Extended Day 4:00 - 5:30pm

- Campers will be picked up from the same locations as morning drop-off.
- All campers must be signed out by an authorized parent or guardian at pick-up.
- The authorized adult **must** sign out the camper with a staff member at the check in/out table.
- **You may be asked to provide a photo ID** in order to sign out; please note that this is for your child's safety. If you need to add anyone to the list of adults authorized to pick up your child, please notify the camp staff or the Parks & Recreation office.

Late Policy:

- **Please be prompt in picking up your child from camp.**
- If you are running late, contact the camp directly (camp phone numbers are listed on page 3).
- If you are continually late picking up your child, a late fee will be added to your account that will need to be paid for your child to remain in good standing with our program.
- Continued violation of this policy could result in removal from the program, without refund.
- Please be aware that there may be instances when we will call the police to come pick a child up who has not been picked up 30 minutes after the program ends and there has been no contact with the parent or emergency contacts.

Field Trips Returning at 5PM

For regular day participants, if a camper is on a field trip that is scheduled to return at 5pm, the sibling(s) are permitted to stay late as well for no additional cost. See the field trip calendar for trips returning at 5pm.

Enrollment in Other Programs

We understand your child(ren) may be enrolled in Summer School or other Summer Sports or camp programs. We wish to support your child having the best summer possible, so please keep camp directors and our office informed and please reach out with any concerns you may have.

Enrichment Programs

Beginning April 22, registration will be available for a variety of Enrichment Programs designed as add-ons to the summer camp experience. Past programs have included swimming lessons, kayak outings, MSSPA, cycling club, and more.

- Enrichment Program information will be available online according to the grade your child will enter in Fall 2024.
- These programs **require separate registration** and have an **additional fee** beyond the regular camp registration.
- Enrichment Programs must be registered and paid in advance through the Parks & Recreation Office (in person or online). Camp staff cannot accept Enrichment Program registrations.
- Please contact the Parks & Recreation Office directly for more information about these activities.

Field Trips & Special Events

Field trips vary based on camper ages, but typically include visits to area amusement parks, lakes, outdoor excursions, and more. Discover, Voyager and Ranger Camp will have two field trips per week and Adventure Camp will have three field trips per week plus a community service day. Adventure Camp will also have a camper collaboration day a few days throughout the summer, where the campers will run activities for our younger campers.

On home days, entertainment, special events and other activities will be scheduled. The finalized field trip, special event & enrichment program calendar for 2024 will be available on **Monday, April 22**. With the exception of the Adventure Camp overnight trip, field trips and special event fees are paid for with your camp registration.

Field Trip Policies & Procedures

- Campers must arrive at camp **by 9:00am** on field trip days.
- **Camp t-shirts are required clothing** on scheduled field trip days. One camp t-shirt is provided with registration; additional shirts may be purchased at time of registration. After registration closes, no additional t-shirts can be purchased. Campers will receive their shirt(s) on their first day of camp.
- **A lunch must be brought on all field trip days**, even when the destination may have snacks available for purchase. We may not be able to build in adequate time for campers to purchase a lunch while on an outing!
- Extra **spending money** may be permitted for some field trips; however, all campers are responsible for their own spending money. Staff are unable to take possession of or distribute spending money for campers, regardless of camper age. Suggestion: put money in a baggie with the child's name on it.
- Although we do our best to adhere to the published field trip calendar, we may have to make changes due to weather or other circumstances beyond our control. Parents will be notified of these changes by email and/or mobile notifications. We appreciate your understanding.

Swimming Guidelines

Discover Campers: Lake allowed up to waist and ocean allowed up to knees.

Voyager Campers: Lake allowed up to waist and ocean allowed up to knees

Ranger Campers: Lake allowed up to chest and ocean allowed up to waist.

Adventure Campers: Assessed individually - must tread water for 2 minutes in order to go in over their head in groups of 3, including one adult.

- Discover, Voyager and Ranger Campers are **NEVER to go in over their heads** regardless of ability.
- Camp **staff are required to go into the water with campers** to create a safe boundary around the campers to make sure they are adhering to the swimming guidelines.
- If your child cannot swim, or if you have **safety concerns**, please inform the camp director.

Snack Cards

Discover, Voyager and Ranger will have a Snack Shack that is open during designated times on home days. Parents can purchase a snack card for their child to purchase snacks. A variety of individually packaged drinks and snacks are available. **Please note: snack items are not to replace snacks brought from home but to provide extra snacks as a treat for campers.**

- Adventure Camp will not have a snack shack because they are on a trip 4 days a week. However, they may still purchase a snack card and purchase snacks at the other camps on their home day.
- Snack Cards are ONLY available online or at the Parks & Recreation office. **CASH WILL BE ACCEPTED AT THE SNACK SHACK.**
- Cards will be delivered to camp on **Tuesdays and Fridays**; cards may not be delivered on the day of purchase, so please plan accordingly.
- Cards come in \$5, \$10 or \$15 increments with 50¢ punches on each card. Most items at the Snack Shack cost 50¢ or \$1.
- Campers may not purchase more than 4 items at the snack shack per day.
- All punch cards are kept at the camps.
- No refunds if the snack cards are not completely used up by the end of the summer.



No Cell Phone Policy

- Cell phones and electronic devices will not be permitted for use by campers during camp hours, including extended day hours and on bus trips.
- Each camp has a phone that can be used for emergencies. If you need to reach your child during the day, please contact the camp phone (camp phone numbers are listed on page 3).
- If your child brings a cell phone or electronic device to camp, the staff will first ask the camper to put it away in their backpacks. If asked more than once, the staff member will confiscate the device until it can be returned at the end of the camp day.

If you have any questions about this policy, please contact the Parks & Recreation office directly.

No Toys from Home

- **NO home toys at camp!** Please leave all personal items at home including toys, games, and electronics.
- Campers may **NOT use cell phones** during the camp day. There is a phone at each camp if you need to contact your child during the camp day if needed (camp phone numbers are listed on page 3).

Lost & Found

- Please mark all belongings (including clothing) with your child's full name.
- Each camp maintains a Lost & Found; if your child is missing an item, we encourage you to check with camp staff at drop-off or pick-up to see if it may be in the Lost & Found.
- Lost & Found items may be discarded weekly throughout the summer season.

We are not responsible for any lost, broken or stolen items.



Registration Cancellation & Refund Policies

- Any registration adjustments or cancellations must be submitted in writing to the Parks & Recreation Office.
- A 100% refund, including \$150 deposit, will be refunded if cancelled before the registration deadline and a waiting list candidate can take the spot.
- A partial refund, NOT including the \$150 deposit, will be refunded if cancelled after the registration deadline.
- Partial refunds will be applied on a case by case basis if participant withdraws or misses an extended amount of days due to illness or injuries.
- There are no refunds for missed days due to minor illness or inappropriate behavior.
- All cancellations and refunds are handled through the Parks & Recreation Office.
- There are no cash refunds, refunds will be administered back to the card used or via check.

Emergency Procedures

The majority of Windham Parks & Recreation staff members are certified in CPR, AED and First Aid. Staff will report any accident that requires first aid or leaves a mark; an incident form will be completed and parents may receive a copy if desired. Minor accidents such as cuts and scrapes will be cleaned with water and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, a parent will be notified, the child will be transported to the closest hospital and will be accompanied by a staff member until such a time as a parent arrives. In the event that a parent or guardian cannot be contacted, the camp staff will call the child's emergency contacts.



Medication Procedures

- Although Windham Parks & Recreation discourages the administration of medication during the camp day, we recognize that in some instances a camper's needs may require the administration of medication during camp hours.
- In order for your child to take medication at camp (including the use of inhalers, EpiPens, etc.) a **parent/ guardian and family physician must complete the Physician's Request to Administer Medication Form**, located on page 11.
- We do not dispense any medication without this form completed and signed by the child's physician.
- Only medication in its original packaging will be administered. Medication brought to camp in only a plastic baggie will not be accepted.
- All medication, including inhalers and EpiPens, will be held by the camp director and in a secure spot for the duration of the summer.

Lice Policy

- The Parks & Recreation Department follows the RSU14 lice policy, which states that children with Pediculosis (head lice) are NOT required to be excluded from programs.
- Campers are discouraged from sharing hats, clothing, combs or hairbrushes at camp.
- The Parks & Recreation Office will notify parents by email and mobile notification of any head lice reported at camp.

Summer Day Camp Readiness Skills

Our goal is to provide a safe, secure, and fun summer recreational experience for your child. All campers should be treated with respect, feel safe, and act responsibly. We pledge to do all we can to make participation safe and enjoyable; program participants can help by following rules and guidelines, and by adhering to behavioral expectations.

As you and your child prepare for the 2024 Summer Day Camp program, please discuss the following expectations to ensure that your family is comfortable with these skills. By working together to prepare ahead of time, we can help children succeed and have a summer to remember.

Participants must be able to:

- participate independently or with reasonable accommodations/modifications.
- take and follow directions and instructions from a staff person.
- interact and participate in a manner that is physically and emotionally safe for themselves and others.
- maintain personal care (including bathroom use) without the support of recreation staff.
- independently apply sunscreen when requested to do so by recreation staff.
- stay with their assigned group.
- respect others (listening and following directions; using appropriate language; keeping hands and feet to self).
- attempt to maintain self-control (appropriate for their age) and follow the Summer Day Camp Behavior Rubric.



Illness

The following chart serves as a guideline in determining if your child is too ill to attend camp or if it is necessary for your child to be picked up *promptly* from camp. Please note that campers with these symptoms cannot comfortably participate in program activities and we cannot allow them to unnecessarily expose other campers and staff to illness.

FLU or FLU-LIKE SYMPTOMS	Fever, dry cough, sore throat, runny or stuffy nose, headache, fatigue, muscle aches, nausea, vomiting or diarrhea.
FEVER	A temperature of 100.4 degrees F or higher. May also have cough, sore throat, stiff neck, rash, vomiting, diarrhea, earache, irritability or confusion.
DIARRHEA	Watery, foul- smelling, runny and/or bloody stools.
VOMITING	One or more times in the last 24-hour period.
NOSE DISCHARGE	Runny, yellow, greenish mucus accompanied by fever, vomiting and/or diarrhea.
EYE DISCHARGE	Thick mucus or pus draining from eye; pink eye (campers may return to camp 24 hours after first application of prescription medication).
RASH	An unexplained rash with a fever or behavior change. Child can return to camp if a physician has determined the illness is not a communicable disease.

Illness Procedures

If someone develops symptoms or becomes ill while at Summer Day Camp...

- The camper will stay with a staff member, away from the other campers, to determine the best course of action.
- Parents will be contacted and are required to pick up their child within 30 minutes of being notified.

COVID-19 Update

- Campers, staff and parents will NOT be required to wear masks for Summer Day Camp 2024.
- Staff will practice and encourage regular handwashing.

If you receive a positive COVID-19 test...

- Campers are no longer required to isolate for 5 days.
- Can return to camp when symptoms have been significantly improving for at least 24 hours.
- If a fever was present, they must be fever free for at least 24 hours without the use of fever reducing medicine before returning to camp.
- In the 5 days after testing positive, it is recommended to practice good hand hygiene and wear a well fitted mask.



Behavior & Discipline Policy

Our goal is to provide a safe, secure, and fun summer recreational experience for your child. No child should feel threatened or intimidated by the behavior of other campers. All campers should be treated with respect, feel safe, and act responsibly. Our discipline procedure is designed with that goal in mind.

The behavior rubric on the next page is used at all of our camps. If a behavioral incident occurs staff will utilize a behavior form and discipline accordingly. The camp director will communicate the behavior with a parent by phone or at pick-up at the end of the day depending on the severity of the behavior. Please share this information with your child prior to camp.

Please be advised that the Town of Windham retains the right to remove a participant from a program at any time during the course of the program if the Town feels that the child's actions are a threat to the well-being and safety of the other children and/or staff.

Please review the Behavior Rubric for our behavioral guidelines on page 9.

Windham Summer Day Camp Behavior Rubric

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive Behavior Includes failing to follow directions, interrupting, inappropriate language or noises, or other behavior that interferes with the group.	<ul style="list-style-type: none"> Time away from group (one minute per year of age) Counselor to process with child why behavior was inappropriate 	<ul style="list-style-type: none"> Loss of next group activity. Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist Continued behavior will result in one-day suspension from club 	<ul style="list-style-type: none"> Continued behavior will result in removal from program for the remainder of the summer.
Verbal Abuse Includes inappropriate language, teasing, gossip, name-calling, or putdowns.	<ul style="list-style-type: none"> Time away from group (one minute per year of age) Counselor to process with child why behavior was inappropriate 	<ul style="list-style-type: none"> Loss of next group activity. Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist Continued behavior will result in one-day suspension from club 	<ul style="list-style-type: none"> Continued behavior will result in removal from program for the remainder of the summer.
Physical Aggression Includes pushing, shoving, or slapping.	<ul style="list-style-type: none"> Time away from group (one minute per year of age) Counselor to process with child why behavior was inappropriate Meet with Administrator 	<ul style="list-style-type: none"> Loss of next group activity. Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer.
Unsafe Behavior Includes damaging or destroying property, theft, leaving group or grounds without permission, blatant defiance of staff or rules.	<ul style="list-style-type: none"> Loss of next group activity. Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer. 	
Severe Physical Aggression Includes fighting, hitting, biting, kicking, or other harmful physical behavior.	<ul style="list-style-type: none"> Loss of next group activity Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer. 	
Serious Harassment Includes sexual harassment, civil rights violations, threatening a staff member or another camper.	<ul style="list-style-type: none"> Loss of next group activity Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer. 	

Please note: Consequences may be cumulative.

(For example, a second offense of disruptive behavior may result in both time away from group AND loss of next group activity.)

WINDHAM RECREATION DAY CAMP BEHAVIOR FORM

CHILD'S NAME: _____ 1st 2nd 3rd 4th Offense

CAMP: _____ DATE: _____

TIME OF INCIDENT: _____ LOCATION: _____

STAFF MEMBERS INVOLVED: _____

INAPPROPRIATE BEHAVIOR (Please circle all that apply.)

Disruptive Behavior	Verbal Abuse
Physical Aggression	Unsafe Behavior
Severe Physical Aggression	Serious Harassment
Non-Compliance with Health Protocols	Other:

Brief Description of the Incident: _____

CONSEQUENCE (Please circle all that apply.)

Activity break and discussion with counselor	Loss of next activity
Meet with Director or Support Specialist	Written warning to parents via Behavior Form
Behavior Plan to be developed	One-day suspension from program
Removal from program	Other:

If needed, a copy of the Behavior Rubric may be attached to this form to document disciplinary procedure.

DISCIPLINE PROCEDURE

Windham Summer Day Camp utilizes a Behavior Rubric at all of our program sites. This Rubric includes consequences that may be cumulative, and one-time minor infractions may not call for a Behavior Form or parent notification. This Behavior Form is a way to document behavior concerns for parents, campers, and staff members.

The Behavior Rubric was provided to families as part of the Parent & Camper Handbook. For a new copy of the Behavior Rubric, please check with the director at your child's program site or contact the Parks & Recreation office.

Please note that we do not provide refunds for missed days due to disciplinary infractions.

Please be advised that the Town retains the right to remove a participant from a program at any time during the course of the program if the Town feels that the child's actions are a threat to the well-being and safety of the other children and/or staff.

I have read and understand the contents of this Behavior Form, and have been given the opportunity to discuss the incident with the leadership at my child's program site. I understand that if I have additional questions or concerns about my child's discipline while at Summer Day Camp I may speak with the program administrators about my concerns.

Parent Signature: _____ Camper Signature: _____

Camp Director Signature: _____ Date: _____

Communicated to parent/guardian by: _____ Date: _____



PHYSICIAN'S REQUEST TO ADMINISTER MEDICATION

Participant's Name: _____

Name of Medication: _____

Dose: _____ Time: _____

Physician's Name: _____

Reason for Medication: _____

Possible Side Effects: _____

Only medication in its original packaging will be administered. Medication brought to camp in only a plastic baggie will not be accepted.

I am aware that the Windham Parks and Recreation Department does not have trained medical staff available. However, the above-named camper is in need of the above-named medication/drug during the time frame of a recreation program in order to maintain his/her physical health. In my opinion, his/her need for the medication/drug is so important that I request that non-medical personnel dispense this medication/drug in accordance with the following instructions:

Child may self-administer in accordance with the instructions above: Yes No

In the event of possible side effects, please take the following action: _____

Date

Physician's Signature

Date

Parent/Guardian's Signature