



Parent Handbook

Our Camps:

Discover Camp
Entering Grades K, 1, 2, and 3

Windham Primary School

(New in 2018: 3rd graders will attend Discover Camp)

Ranger Camp
Entering Grades 4 and 5
Windham Middle School

Adventure Camp
Entering Grades 6, 7, and 8
Windham Middle School

2018 Dates & Themes:

June 25th—August 10th
(No camp on Wednesday, July 4th)

Week 1	Welcome Week
Week 2	Red, White, and Blue
Week 3	The Great Outdoors
Week 4	Animal Planet
Week 5	Every Day's a Holiday
Week 6	Challenge Week
Week 7	H2O Week

Camp Fees:

	Regular Day (9:00am-4:00pm)	Extended Day (7:00am-5:30pm)
Full 7 Weeks	\$700	\$1100
Weekly Rate	\$165	\$225
(Pricing is beneficial for those campers attending 4 weeks or less.)		
Daily Rate Options:		
	M-W-F \$95	\$130
	T-Th \$80	\$100

Senior Camper Fees and Program Information available on page 6.

We require a **\$50 non-refundable deposit** at time of registration.

Non-residents will be assessed a **one-time fee of \$45 per child**.

Scholarships are available—Contact Rene Daniel at 892-1906 for appointment by May 15, 2017.

Attendance

Any changes must be made by contacting the Parks & Recreation Office. Camp Directors and staff DO NOT have the authority to make changes in camper schedules.

If your child will be attending camp but may be late, please contact the camp directly – please note that being late on field trip days could result in your child missing the bus.

Field Trips:

- Weekly newsletters will be sent home with detailed information about each field trip.
- Campers must arrive at camp **by 8:45am** on Field Trip days; the bus will depart promptly at 9:00am.
- **We encourage you to apply sunscreen on your child every day** before arriving at camp. Campers will be asked to apply frequently during the day.
- A lunch must be brought on all field trip days, even on days when field trip destinations may have snacks available.
- Campers need to bring a bathing suit, towel, sunscreen, a change of clothes, and water bottle on water trips.
- Camp shirts are **required** clothing on Field Trip days. One camp shirt will be provided; additional shirts may be purchased during registration.
- Departure and return times may vary with traffic and distance.
- Extra spending money may be permitted for some field trips; however, staff are not responsible for camper spending money.



Contact Us

Discover Camp

310-4315

Ranger Camp

310-3907

Adventure Camp

310-1376

Parks & Recreation

892-1905

*Watch your email for
weekly newsletters!*

Swimming Guidelines

If your child cannot swim, please inform the camp director and counselor.

Discover 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 heads in groups of 4, including one adult.

Discover & Ranger Campers are NEVER to go in over their heads regardless of ability.

Illness, Medication, and Allergies:

MEDICATIONS: All campers that are required to take medication during the day (including an EPIPEN or inhaler) must provide a Physician's Request to Administer Medication form at time of registration. **(Form may be found on page 7.)**

ALLERGIES & DIETARY RESTRICTIONS: Please let our camp director know of any known allergies or dietary restrictions.

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 degrees F or higher if taken under arm; 101 degrees F taken orally. 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 mucous 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.

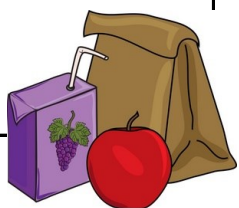
Emergency Procedures

Windham Parks & Recreation staff members are certified in CPR. Staff will report any accident that requires first aid or leaves a mark; an accident form will be completed with a copy given to parents. Minor accidents such as cuts and scrapes will be cleaned with soap and 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, the child will be transported to the closest hospital and always accompanied by a staff member. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the child's emergency contact list.

What to Bring:

- Brown bag lunch **EVERY** day;
- All campers are required to wear appropriate play clothes;
- Sneakers or closed toe shoes are best;
- Appropriate bathing suits must be worn, NO string bikinis;
- A backpack with items they might find useful throughout the day (sunscreen, jacket, hat, bathing suit, socks, towel, etc.);
- Field trip location may change and he/she should be prepared for an alternate destination, (socks for bowling, suit & towel for swimming);

Please mark all belongings with your child's full name.



Cell Phones & Electronic Devices

Cell phones will not be permitted for use by campers during camp hours.

We reserve the right to restrict any toys and devices not appropriate for camp.

Campers may bring electronic devices for extended day hours and while on field trip bus only—to be used at the discretion of camp directors.

We are not responsible for lost or stolen items.

Snack Shack Punch Cards

Available online, the Snack Shack Punch Card will allow your child to purchase snacks during the camp day without carrying cash.

- Cards come in \$5 increments with ten 50¢ punches on each card.
- Most snacks are 50¢ or \$1.
- Camp staff will keep punch cards AT CAMP.
- No cash will be accepted for Camp Snack Shack purchases for 2018.



Enrollment in Other Programs:

If your child is enrolled in any/all of the programs below, please read carefully.

- **JUMPSTART and BOOST ACADEMICS:** If your child is participating in one of these programs, we recommend the Mon-Wed-Fri camp option. This will allow your child to participate in Friday field trips and remain in compliance with academic attendance requirements. *Please sign your child in at camp FIRST before attending any academic programs.*
- **SUMMER TRACK:** If your child is enrolled in the Windham Track program, please notify the camp director so that he/she will be ready for meets on Thursdays.
- **OTHER SPORTS CAMPS:** If your child is enrolled in other programs that will affect his/her attendance at camp, please notify the Parks & Recreation office.

Behavior 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, be responsible and feel safe. Our discipline procedure is designed with that goal in mind.

A behavior form is used at all three camps and lists the following inappropriate behaviors:

- Inappropriate Language
- Inappropriate Body Contact (fighting, hitting, biting, kicking or pushing, etc.)
- Disrespect of Property (breaking, damaging, or destroying property)
- Bullying/Harassment
- Threatening another camper or staff member
- Theft
- Dishonesty
- Blatant defiance of staff and rules

Consequences could include:

- Discussion with Director or Asst. Director
- Loss of privilege for next activity
- Note of Apology
- Parent Contact
- Out of Camp Suspension

Camp Behavior Form may recommend the following disciplinary procedure:

- 1st offense will result in a written warning.
- 2nd offense will result in a one-day suspension.
- 3rd offense will result in dismissal from all remaining camp days.

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.

REFUNDS: There are no refunds for missed days due to illness or inappropriate behavior.



Senior Camper Program

Participants must be 14 years of age as of October 15, 2018.

This program is designed for teens to develop leadership skills and gain hands-on experience as a leader. This is a great “next step” for any camper interested in becoming a Windham Parks & Recreation camp counselors! Senior campers can expect to participate in team-building activities, community service, and program planning along with many of the other traditional camp activities.

Senior campers will pay discounted rates, and will need to attend a Senior Camper orientation night prior to the start of summer camp, as well as participate in a minimum of 72 program hours. Parents and senior campers will also be required to sign a Senior Camper Contract.

Senior Camper Fees:

	Regular Camp Day	Extended Day
Full 7 Weeks	\$400	\$650
Weekly Rate	\$60	\$95
(Pricing is beneficial for those campers attending 4 weeks or less.)		
Daily Rate Options:	M-W-F	
	\$40	\$75
(There is no T-Th option for the Senior Camper program.)		

CIT (Counselor in Training) Program

CITs must be 15 years of age as of June 15, 2018.



Would you like to spend your summer doing something that will make you feel good about yourself and help you develop life-long skills? If you would like to volunteer in a leadership capacity with younger campers, then apply for one of these positions!

The CIT application will be available at the Parks & Recreation office or you can download one from our website at www.windhamrecreation.com. Applications must include two letters of recommendation, and applicants will be required to attend an interview prior to the start of the CIT program.

CIT participants will be expected to provide 21 days (7 hrs/day) or 150 hours of service for the summer. Regular progress in this position will be expected, and evaluations will be provided regularly throughout the summer. Involvement as a CIT does not guarantee future employment; however, successful participants are given first consideration for open positions.

CIT application deadline is May 18, 2018.



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

Doctor's Signature

Date

Parent/Guardian's Signature



Child Concern Form

This form is designed to ensure our staff have the necessary information to provide the best possible experience for your child in the Summer Camp program. Please return completed **at least one week prior** to the start of Summer Camp.

Child's Name _____ Date this form was completed _____

Program(s) this child is participating in _____

Known behavior or health concern which you want us to be aware of:

Parents' recommendations for us to best support your child:

Please describe typical and/or atypical behavior from your child:

Are there any situations that typically trigger this concern in your child?

Has there been any plan of action designed which has been effective for supporting your child while in school?
If yes, please explain or include a copy of his/her behavior plan:

☐ I have completed the Physician's Request to Administer Medication form so that my child may receive and/or self-administer medication while at summer camp.

☐ I plan to meet with the Camp Director on the first day my child attends the program to provide additional information and/or instruction for my child's care.

Person to contact when we want to share the joys and concerns of your child:

_____ Phone number: _____

I give permission for this information to be shared with staff members who will be working with my child.

Signature of parent/guardian: _____