

Counselors in Training Summer Camp

Parents Information Packet



Mission Statement

It is the intent and purpose of the Biddeford Recreation Department to provide supplemental educational, recreational, cultural and social opportunities for members of the community.



CIT Summer Camp

Parent packet must be completed and turned into the Rec. Office or scanned to summercamp@biddefordmaine.org by Wednesday, June 22nd

Required Forms Prior To Starting Camp

- Acknowledgement of Packet
- Program Waiver
- Pick up List
- Camper Information/Emergency Contact

Remaining Camp Balance MUST BE PAID in full by start of camp unless a payment plan has been arranged.

CIT Cell Phone: 207-205-5305

Recreation Camp Email: summercamp@biddefordmaine.org

Thank You!

Hello Campers, Parents, and Guardians,

I would like to take a moment to introduce myself to you as the Counselors in Training Director for the Biddeford Recreation Department. Some of you may recognize me from previous recreation programs. I have been working for the department for about thirteen years now doing various programs including running camps, teen center, and working at Cub Care.

When I am not working, I am at home with my daughter. She is five years old. She and I spend a lot of time playing, going on adventures, and visiting our friends and family.

I am very excited to meet all of you and spend our summer together!

Larina Fortney
Counselors in Training Director
Biddeford Recreation Department



Summer Camp

Frequently Asked Questions

What should my child bring to summer camp each day?

- ❖ A healthy lunch (FREE breakfast and lunch will be available for those parents who would like to utilize it)
- ❖ 1 or 2 snacks for the day
- ❖ **LOTS** of water
- ❖ Sunscreen and a hat
- ❖ Change of clothes (warm and cool) in backpack
- ❖ Towel and bathing suit **each** day
- ❖ A book to read
- ❖ LOTS of energy for many fun filled days!

Are there things that my child should NOT bring to camp?

- ❖ Medications
- ❖ Any weapons or things that could be used as weapons
- ❖ Electronic games & Tablet
- ❖ Water/Squirt guns
- ❖ Valuables

Can camp staff distribute medication?

NO. We are not allowed to distribute any medications. If the camper has medication and the camp director is given a time frame for the camper to take their medication the camper can be supervised while they take it. The camper must be able to handle taking the medication on their own.

What if my child/children have an assigned Education Technician and or Support Staff in a school setting?

Please be advised that if your child has an education technician and or any other school staff person other than the classroom teacher assigned to your child in any type of school setting including but not limited to classrooms, gym, recess, after school activities, assemblies, and or field trips, and/or your child is placed in a specialty designed classroom setup other than a regular classroom for other than strictly educational purposes, this department will require that your child have one-on-one care for camp at the participants expense. The one-on-one care adult that would be assigned to your child must be approved by this department prior to participation.

How do I get in touch with the camp in event of emergency, or how will they get in touch with me?

If there is an issue and you need to reach the camp or your child's counselor, you can call the camp office phone number, which will be provided to you before the start of camp, or you can e-mail summercamp@biddefordmaine.org.

What happens on rainy days?

Campers will remain at JFK, BIS, BMS, Community Center or Teen Center for the day doing activities. In addition, a small indoor trip could be planned locally. All field trips are subject to change.

May I send my child to camp with his/her cell phone?

Camp is not responsible for phones lost or stolen. Campers **MAY NOT** take pictures with their cell phones of other campers or staff. Cell phones may only be used on field trips during bus travel and only for music and games. No social media. There will be a zero tolerance policy for campers using social media, viewing inappropriate material, cyber-bullying, using their cell phone to call out without asking a staff member, or anything deemed not appropriate by a staff member during camp.

What will drop-off and pick-up procedures be?

CIT campers can be dropped off at JFK as early as 7:30am to insure they have time for breakfast. All CIT campers must be picked up no later than 3:30pm. **PLEASE DO NOT DROP YOUR CAMPER OFF EARLIER THAN 7:30am**, as there will not be staff available to watch your camper. Whenever we are returning from field trips campers will be asked to return to their “camp rooms” in order to be dismissed. This will ensure campers are accounted for prior to being dismissed. On all field trips we aim to be back to by 3-3:30 pm.

This summer we will be using a sign-in and sign- out App called PikMyKid. The App allows parents to announce their arrival from their phones and staff will pick up each camper at their parents vehicles. At drop off the same procedure applies. Parents will announce they have arrived and a staff member will bring the camper out to their vehicles.

*If delegating a new pick up for your camper on the PikMyKid app please be aware this change needs to occur no later than 12:00pm that day.

Covid-19 procedures?

We ask that if your camper is not feeling well or has any symptoms of Covid-19 to please remain home. ***We will be following CDC guidelines in regards to Covid-19.***

NEW- Policy for Late Pick –ups: Camp will end each day at 3:30 pm each day. While we understand there may be an occasional incident where you are late picking up your child due unforeseen circumstances such as an accident where traffic is backed up, we cannot tolerate *habitual* late pick –ups. Our summer staff work until 3:30 pm and many have commitments after work hours in which they need to leave camp in a timely manner. We ask that you plan your day accordingly so that your child can be picked up on time. If you know you will be late, please call the camp office and let the staff know you are running late. There will be a \$1.00 per minute late fee charged to families who pick up campers past 3:30 pm. **Three late pick up offenses will result in the child’s dismissal from the program.**

What is the weekly schedule like?

Our schedule will consist of training activities and hands on practice with safari groups daily and one group field trip per week. A summer camp calendar will be available for viewing by end of May. ***All days and events are subject to change.***

Are there additional summer programs that my children can sign up for?

Yes! There are programs that your children can sign up for such as basketball camps, plus many others. If you are interested in any of these programs or the many others we provide, contact the Biddeford Recreation Department at 283-0841. ***Transportation is not provided to/ from Safari Camp OR to any other programs.***

Can my child walk home at the end of camp?

CIT campers may walk home at the end of camp **IF** we have written consent from a parent/guardian. This can be in the form of a written note or email.

What is the cost of sending my child to Counselors in Training Summer camp and when is payment due?

Camp fees support this program, so in order for us to provide this service to your family, as a result, it is important for payment be made on schedule. Rates can be found on www.Biddefordrec.com.

If you have any questions or comments, feel free to call the Recreation Department 283-0841.

Biddeford Recreation Department Summer Camp Rules

Discipline Policy: Behavior issues which warrant progressive disciplinary action may include, but are not limited to: endangering another person's well-being, swearing or verbal abuse to staff or campers, stealing or destruction of property, disrespect staff or campers, inappropriate behavior on the bus, at the beach, or on field trips, and breaking any of the general program rules.

Riding on the Bus

1. Campers must sit at all times while riding the bus.
2. They must keep all body parts inside the bus at all times.
3. They must follow the same rules for the bus as they do during school.
4. No eating is allowed on the bus.
5. Bus privileges will be revoked if the above rules are not followed.

Behaviors

1. Campers must remain under the supervision of a counselor at all times.
2. Campers must always remain with their designated group.
3. Campers are not allowed to leave the camp site without permission at any time during the program.
4. All behavior should be appropriate or disciplinary action will be taken. Swearing or aggressive behavior will not be tolerated. Respect should be given to each other, counselors, adults, patrons on the beach, in the park, and on field trips. WE HAVE A ZERO TOLERANCE POLICY FOR ANY PHYSICAL VIOLENCE.

Consequences:

1st offense—A verbal warning will be given to parent or guardian regarding the problem/incident at the time of pick-up.

2nd offense—A written notice from the director to parent or guardian regarding the problem/incident at the time of pick-up.

3rd offense-- Immediate suspension from camp for the day; parent or guardian is notified by the director and parents must remove child from camp.

4th offense--Suspension for the remainder of camp; **no refunds will be given.**

***Note:** Director reserves the right to advance the consequences depending on the severity of the action or behavior. Especially those incidents that involve the inability to stay with one's group or may cause physical harm.

Early pick-up notice: You must notify at drop off if you have a plan to pick up your child early from camp.

Lost & Found: We will be taking photos for email blasts and laying materials outside periodically throughout the summer to help reunite lost items with campers. If you are missing something feel free to check our lost and found at drop off/pick up or email us at any time.

Breakfast & Lunch

1. **Free breakfast and lunch** will be provided for those parents who wish to utilize it. A menu will be provided at the beginning of camp.

Swimming

1. Campers must remain under the supervision of their counselors. Camp counselors will be in or around the water's edge at all times. In addition, lifeguards will be on duty at all times during camp.
2. Running, throwing sand or rocks, or horseplay is not allowed.
3. Water shoes and sand toys may be brought to the beach but are your child's responsibility. Please label all toys and clothing.

Sick Policy - If a child is sick and cannot participate with camp activities the following steps are to take place.

1. Parent or guardian is notified and **MUST MAKE** immediate arrangements for the child to be picked up from camp (regardless of location).
2. Child may return when he/she can participate in camp activities.

Lice Policy - If a child is found to have lice at camp the following steps are to take place.

1. Parent or guardian are notified and **MUST** arrange for the child to be picked up of camp.
2. Child may return when a note from the child's doctor or nurse clears the camper.
3. Camp families will be notified by a notice sent home the day we are informed or lice is found.

Sunscreen Notice: We do our best to prevent sunburns; however, there may be times when campers will get sunburned. Please help us prevent sunburns by putting sunscreen on your child before camp each day and remind your child that the counselors will have them re-apply sunscreen throughout the day. Also, please make sure you send in plenty of sunscreen for the summer with a hat & shirt that you won't mind getting wet, because if the sunrays are strong your child will wear these items in the water.

Electronics/Cell Phone use: Cell phones (and other electronics) MAY be permitted at certain times throughout the day of camp, however using social media, taking pictures, and/or any sort of cyber-bullying will result in staff confiscating a campers cell phone until the end of the day. This will also result as a disciplinary offense.

Camp Shirts: CIT campers are required to wear their camp shirts every day. If your child comes to camp without their shirt you will be asked to go home and get it or pay the \$10.00 for a new one.

Day Camp Refund Policy: A \$25 fee will be deducted from refund per child if cancelled before the 8-week camp starts. *75% refund of prorated weeks of program left if cancelled after attending the second day of camp. The date of the last day the participant will be considered in camp will be when the department is notified by the parent/guardian that they would like to take their child out of Camp and be granted a refund.

****No refund will be given if canceling after 50% of the program is completed.***

American With Disabilities Act: In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the City of Biddeford invites you to identify any physical or mental disability or behavior that would preclude you from fully participating in the Biddeford Recreation programs. The City is committed to these requirements of the Act mentioned above. In this regard, the City, to the extent required by law, will provide reasonable accommodations to participants who require them in order for them to participate in the program. Individuals with disabilities are not required to self-identify at any time. The City is only required to provide reasonable accommodations for known disabilities. The City is not required to search medical files in order to determine the existence of a disability. If your child needs reasonable accommodations in order for them to participate in the program, you must contact the office 2 weeks before the start of the program.

The Biddeford Recreation Department strives to provide opportunities for campers of all abilities. All campers must be able to participate safely in our programs. We do not provide one-on-one supervision, and retain the right to not enroll or remove a student from our program if he or she is not able to participate safely.*

Issues & Omissions any issues or omissions not covered in the Cub Care Parent Handbook are at the discretion of the Recreation Department

Acknowledgement of Parent Packet:

I certify, by the signature below, that I have read and agree to comply with the rules and policies of this packet. Packet is due before child may attend camp.

Child(ren)'s Name:

Parent/Guardian PRINTED Name:

Parent/Guardian SIGNATURE:

Date: ____/____/____