

# Summer Camp

## Parents Information Packet



What does one find at Summer Camp?

New Friends  
Sports & Games  
Arts & Crafts  
Swimming  
Weekly Field Trips

### **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.



**Parent packet must be completed and turned into the Rec. Office or scanned to [summercamp@biddefordmaine.org](mailto:summercamp@biddefordmaine.org) by Tuesday, June 15<sup>th</sup>**

## **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.\***

***\*Please Contact The Recreation Department To Apply Second Child Discount!!\****

**Safari Director Cell Phone: 207-205-5305**

**Safari Assistant Director: 207-468-3775**

**OSB Cell Phone: TBD**

**CIT Cell Phone: TBD**

**Safari Email: [summercamp@biddefordmaine.org](mailto:summercamp@biddefordmaine.org)**

**Thank you!!**

# **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
- ❖ Sneakers
- ❖ **LOTS** of water
- ❖ A hat
- ❖ Change of clothes (warm and cool) in backpack
- ❖ Towel and bathing suit **each** day
- ❖ **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 & Tablets
- ❖ Water/Squirt guns
- ❖ Valuables

### **Do I have to register for the whole summer?**

Yes, do to Covid we will be offering only a full summer sign-up to ensure cohorts and provide the safest possible protocols for our campers, staff, and parents.

### **Can camp staff distribute medication?**

NO, we are not allowed to distribute any medications. If the camper has medication and the camp, director/camp nurse 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 camp you can call the camp cell number listed above or email [summercamp@biddefordmaine.org](mailto: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 also 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. There will be a zero tolerance policy for campers using social media, viewing inappropriate material, cyberbullying, using the 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?**

Campers can be dropped off at their camp as early as 7:30am and picked up no later than 5:00pm. Please do not drop your camper off earlier than 7:30am there will be no staff available to watch your camper. When returning to campus from field trips campers will be asked to return to their camp rooms in order to be dismissed. The procedure ensures that each camper is accounted for before being dismissed.

We will strive to return to camp no later than 4:00 – 4:30 pm each day.

During drop off the parent will be asked if they have answered the Covid-19 questions before the camper exits the car. After exiting the vehicle, the camper will get his or her temperature taken then proceed to the entrance of camp where each camper will be given hand sanitizer before entering.

We ask that if your camper is not feeling well or has any symptoms to please have them remain home. If your camper has a temperature at 100.4 or higher we will ask that your camper not attend camp. Campers may return with a doctor's note or a negative Covid-19 test.

**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 campers 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.**

**Please be sure whomever is picking up your camper that the individual has some form of Identification on them!**

**What are the late fees?**

After 5:00 pm there will be a \$1.00 for every minute that your camper is late being picked up. The late fee can be paid at time of pick up or added your recreation account. Please do your best to try to be on time as our counselors have their own families waiting for them too.

**What is the weekly schedule like?**

The field trip schedule will be TBD this summer as we wait to see what the CDC guidelines will look like as we approach the month of June and wait to see what field trip locations will be available to us. Other days include arts and crafts, sports and games, special events, swimming at Rotary Park. Friday's will be spent swimming at local lakes weather permitting.

**\* Field Trips are subject to change due to inclement weather.\***

**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 from Safari Camp to other programs.

**What is the cost of sending my child to Safari/OSB/CIT camps 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](http://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

### Behaviors

1. Children must remain under the supervision of a counselor at all times.
2. Campers must always remain with their designated group.
3. Children are not allowed to leave camp (JFK or Teen Center) 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 VIOLENCE, ABUSIVE BEHAVIOR AND BULLYING!**

### Discipline Policy:

Behavior issues which warrant progressive disciplinary action may include, but are not limited to: endangering another person's wellbeing, 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 lake, on field trips, and breaking any of the general program rules.

### Consequences:

**1<sup>st</sup> Offense (Verbal Warning)** - Written notice from the director to parent or guardian regarding the problem/incident at the time of pick-up.

**2<sup>nd</sup> Offense (Written Warning)** - Parent or guardian is notified by the director and receive a written warning for his/her behavior.

**3<sup>rd</sup> Offense (Short Suspension)** – A small suspension from camp; no refunds will be given.

**After camper returns from the 3<sup>rd</sup> Offense and is written up for his/her behavior the camper will be suspended for the remainder of camp. No refunds will be given.**

**\*Note: With Covid- 19 and all dispensary issues, the camp director reserves the right to advance the consequences depending on the severity of the action or behavior for safety of the camper and staff. 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.

### **Breakfast & Lunch**

1. All trash must will cleaned up before boarding the bus for afternoon activities, including swim time.
2. Lunch is a time to rest, relax, and reenergize for the remaining days' activities. during lunch, children will remain seated with their group for at least 20 minutes.
3. **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.
4. Campers will eat with their cohorts and be allowed to remove masks while eating.

### **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. Campers will be permitted to remove their masks for water activities.

### **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.
6. CDC bus guidance will be followed on all field trips.

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

1. Parent or guardian are notified and must arrange for the child to be picked up from camp as quickly as possible.
2. Child may return when he/she can participate in camp activities. In cases of contagious or severe sickness, Biddeford Recreation may require a note from the camper's doctor to return to camp.

**Lice & Bed Bug Policy** - If a child is found to have lice or bed bugs at camp, the following steps are to take place.

1. Parent or guardian will receive notification and must arrange for the camper to be picked up from camp as soon as possible.
2. Child may return when a note from the child's doctor or nurse clears the camper.
3. Camp families will receive a notification sent home that day informing parents that lice or bed bugs has been found at camp.

**Sunscreen Notice:** We do our best to prevent sunburns; however, there may be times when campers occasionally are sunburned. Please help us prevent sunburns by putting sunscreen on your child before camp each day and remind your child that the counselors will re-apply sunscreen throughout the day. Safari/OSB/CIT camp will provide sunscreen for all campers throughout the summer. If your child has an allergy to sunscreen, the camper can provide their own to be applied by camp staff. If a camper provides his or her own sunscreen, the camper will be responsible for the sunscreen throughout camp. Please advised we will be using a spray sunscreen this summer to help reduce contact between staff and campers.

**Camp Shirts:** On field trip days, your camper needs their camp shirt for safety purposes. If your child comes to camp without their shirt, you will be asked to return home to retrieve the shirt or pay \$10.00 for a new camp shirt. If your child does not have a camp shirt, he/she will not be able to attend the field trip that day.

**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 Youth & Family Services Program Coordinator.