

OSB Camp

Parents Information Packet



What kind of FUN are campers in for?

- ❖ 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.

OSB Camp

Acknowledgement of Parent Packet must be completed and turned into the Rec. Office or scanned to summercamp@biddefordmaine.org by Friday, June 9th

The following forms are required prior to starting camp:

- Acknowledgement of Parent Packet
- Program Waiver
- Camper Registration Form

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

**OSB Cell Phone: 207-205-5305
Email: summercamp@biddefordmaine.org**

Thank you!!

Hello Campers, Parents & Guardians,

I would like to take the time to introduce myself, my name is Jayce Kearney and I will be the OSB director this summer.

I have been working as a Cub Care Site Leader this year and have really enjoyed getting to know all of the children and staff. Having been a camper and staff member in Biddeford Recreation's camp programs in the past, I have a first-hand knowledge of how impactful the camp experience can be. This will be my third summer at camp as a staff member and I am honored to be the Director of the OSB program. I look forward to the summer all year long and hope to provide a wonderful experience for each of our campers!

While I am not working, I love being outside playing disc golf and spending time with family.

I am looking forward to seeing the kids I have worked with in previous years and cannot wait to see some new faces as well. I hope all of the kids have a great summer with us!

If you have any suggestions, comments, or concerns, please do not hesitate to email us at summercamp@biddefordmaine.org.

Sincerely,

Jayce Kearney
OSB Camp Director & Cub Care Site Leader
Biddeford Recreation Department

Camper–Parent Agreement

As a condition of enrollment in our program, parents, guardians and caregivers are required to review the following behavioral expectations with their child. By registering for camp both the parent, and the camper, agree to abide by the behavioral expectations listed below. **Please sit and discuss these expectations with your child before camp begins.**

- I will treat everyone, both campers and staff with respect and consideration.
- I understand that there will be no fighting, teasing, foul language or abusive behavior.
- I will obey all of the camp rules. I will stay supervised at all times. I understand that sneaking/running away from staff members and/or identified boundaries is very unsafe and may result in immediate expulsion.
- I understand that to be a camp friend I will not deliberately or maliciously exclude other campers or form exclusive groups (cliques).
- I understand that Cell phones or other similar devices are not permitted at camp. I understand that any electronic device that can: send or receive a phone call or text messages, play a DVD, access the Internet or send or receive e-mail is not permitted at camp.
- I understand that dangerous items are not permitted in camp. No weapons, drugs, alcohol, vape pens, cigarettes, matches, fireworks, or other contraband may be brought into camp or used while at camp.
- I know I am responsible for my own actions. If I make a mess, I will clean it up, if I break something, I will do my best to fix it.
- I will be responsible for my own possessions. I know that if my clothing or any possessions are lost, damaged or stolen, camp is not responsible. I will not bring expensive clothing, cameras, jewelry and other valuable items to camp.
- I understand that camp does not operate a “finders–keepers, losers–weepers” policy. If I find something that does not belong to me, I will turn it in to my counselor.
- I will inform my counselor or camp director if I am unhappy or if someone in camp is making my summer less than perfect. I understand that their job is to help me.
- I understand the sole purpose of the counselors is to ensure my safety and happiness and I should expect the same respect, understanding and attention that I will show them.

OSB 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, disrespecting staff or campers, inappropriate behavior on the bus, at the beach, or on field trips, and breaking any of the general program 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 the campsite 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.

Riding on the Bus

Campers and staff will be asked to observe the following rules while being transported to field trip locations.

1. No standing or moving while bus is in motion.
2. Seatbelts must be worn when provided and can only be unlatched once a vehicle comes to a complete stop.
3. Exits must not be blocked.
4. No food is to be consumed on the bus.
5. Conversations should be polite and respectful. No yelling.
6. Do not toss or throw items.
7. Campers that are experiencing illness should express their discomfort to their counselor immediately.

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 in 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

Please note that our lice policy is different to the lice policy employed by Biddeford schools. **Campers with lice, eggs or nits may not attend camp.**

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

1. Parent or guardian will be notified and must arrange for the child 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. A clearance or receipt from a professional hair lice removal company would also be accepted.

3. Camp families will be notified of the presence of lice at camp the day we are informed of their prior presence or the day lice are found.

Parent Notifications

Parent notifications may be made in writing via text blasts, email blasts, phone calls, flyers and/or signage at the sign in area/ front desk. Notifications may also be made directly in person by site staff. Open communication is very important to the success of your child's experience. Therefore, it is important that your Biddeford Recreation account is up to date with your current contact information and it matches what is on your registration form.

Sunscreen

We do our best to prevent sunburns; however, there may be times when campers 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. Also, please make sure you send in plenty of sunscreen for the summer with a hat & shirt that you will not mind getting wet. If the sunrays are strong, your child will wear these items in the water.

Camp Shirts

On field trip days for OSB, your camper needs their camp shirt for safety purposes. If your child comes to camp without their shirt, you will be asked to go home and get it or pay the \$12.00 for a new one or your child will not be able to attend camp that day.

Early pick-up notice

You must notify the Camp Director at drop off if you have a plan to pick up your child early from camp.

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.

Lost & Found

We will collect lost and found items on a daily basis. It is the camper's responsibility to check the lost and found for misplaced items. Unclaimed lost and found items will be donated to a local charity at the end of camp. Biddeford Recreation and summer camp staff does not accept responsibility for any lost or stolen items.

Day Camp Refund Policy

If you wish to cancel your child's camp registration before camp begins, you will receive a full refund less a \$25 processing fee.

If your child has attended at least 2 days of camp, you will receive a 75% refund of the remaining weeks your child is registered for, less a \$25 processing fee.

If your child has attended more than 50% of the weeks they are registered for, there will be no refund.

Money at Camp

Please do not send your child to camp with money. Your child will not need to purchase anything during their time at camp. This includes during field trips, where all expenses are covered by your tuition including entrance fees and snacks.

While it may be tempting to provide your child with money to purchase a souvenir or an additional treat during one of our trips, we ask that you please

do not do so. In our experience, the presence of money creates a number of issues that disrupt and diminish the camp experience including:

- Disparity and hurt feelings due to the 'haves and have nots'.
- Theft/loss of money (and the upset feelings associated with the theft or loss).
- Taking staff away from activity supervision in order to supervise concession spending.
- Behavioral issues associated with the consumption of large amounts of sugar.
- Missing planned/ scheduled activities while waiting in line.

Biddeford Recreation staff members will not be held responsible for the safekeeping of money during trips. Any money known to have arrived at camp will be held in the camp office and returned during checkout.

Late Fees

Campers must be picked up from BIS no later than 5:30pm each day.

There will be a \$10 LATE FEE for every 10 minutes that a parent is late for pick up.

Late fees will be invoiced through your MyRec account. Payment must be made within two weeks of the invoice date. Cash will not be accepted at pick up.

Frequent or repeated late pick-ups and, or, non-payment of late fees may result in a suspension from the camp program for the child or of the adult's MyRec account.

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 OSB Camp Parent Handbook are at the discretion of the Youth & Family Services Program Coordinator.

Frequently Asked Questions

What should my child bring to summer camp each day?

**Please ensure that your camper's name is clearly labeled on all of their belongings.*

Food/ Drink/ Personal Care

- 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
- Refillable Water Bottle
- Sunscreen & Bug spray

Clothing

- Change of shorts or comfortable pants
- Change t-shirt that your child can play in and get dirty
- Spare pair of close-toe shoes
- Rain jacket or poncho
- Sweater
- Baseball cap
- Spare socks
- Swimsuit

Other Items

- Small Backpack
- Towel
- Sunglasses
- Hair Band

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

Please help us ensure these items are not brought to camp by reviewing what your child has packed before departing for camp. Please understand that if any of the items listed below are found at camp they will be held in the office and returned during checkout.

- Medications

- Valuables
- Money
- Any electronic devices
- Mobile Phones/Phone Watches/Google Glass/etc.
- iPod, MP3 players, etc.
- iPad, tablet, kindle, or laptop computer
- Gaming devices
- Video/DVD players
- Any item that may be considered a weapon (knives, utility tools/multi-tools, swords, etc.)
- Drugs, cigarettes, vape pens, matches, lighters
- Water/Squirt guns

Can camp staff distribute medication?

NO. We are not allowed to distribute any medications.

Campers may however self-administer their own medication if their parent or guardian has completed a permission form. Medication sent to camp should not exceed the dosage for one day and must be in its original container with the prescription label which contains the camper's name, prescribed dosage, the name of the medication and the prescribing doctor. Please contact the Camp Director if you will require a medication self-administer permission form.

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

Please be aware that while at camp your child will be required to have one-on-one care in the form of an educational technician or support staff member at your own expense if:

- Your child has an education technician and, or, any other school staff person (other than the classroom teacher) assigned to them in any type of school setting (including but not limited to classrooms, gym, recess, after school activities, assemblies, and or field trips).
- Your child is placed in a specially designed classroom setup other than a regular classroom for other than strictly educational purposes.

The one-on-one care adult assigned to your child must be approved by the Recreation Department prior to participation in the summer camp program.

What does the Inclusion Coordinator do?

In an effort to better serve members of our camp population who may require additional support or accommodations to be successful at camp, this summer Biddeford Recreation will be introducing a new Inclusion Coordinator position. The Inclusion Coordinator will work with campers and their families to identify barriers to inclusion (such as physical, behavioral, emotional or mental health issues) and formulate plans to overcome any identified issues. The Inclusion Coordinator will then work with and support camp staff to ensure they are familiar with, and consistently administering, inclusion plans with their campers.

The Inclusion Coordinator's role is to support the successful summer camp experience of all campers. The inclusion coordinator however can only put together inclusion plans for those whose needs they are familiar. If your child has faced any difficulty or challenges during the school year, that were not purely academic in nature (including, but not limited to allergies, emotional outbursts, ADHD, anxiety, depression, physical aggression or the development and implementation of an IEP), it is strongly encouraged that you contact the Inclusion Coordinator to discuss your child's needs. We understand that there are often stigmas associated with many of these issues and that this can cause parents to be cautious about sharing details about their child's needs. We want every child in our program to be successful and enjoy their summer – the more information we have about a child's needs, the better! Please help us to help your child by providing as much information to us as you can.

The Inclusion Coordinator can be contacted at inclusion@biddefordmaine.org

How do I get in touch with the camp in the event of an 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 Director on 207-205-5305 or email summercamp@biddefordmaine.org.

If the camp director needs to contact you, they will reach out via phone or email. Please ensure that all of the contact details you have provided to the camp are up to date and able to receive calls or emails.

What will drop-off and pick-up procedures look like?

Camp operates from 7:30am until 5:30pm. 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. We will aim to be back at camp by 3:30–4:00pm each day.

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 person for your camper on the PikMyKid app please be aware this change needs to occur no later than 12:00pm that day.

Can my child walk home at the end of camp?

No. While OSB campers were permitted to walk home from camp in previous years (if their parent or guardian provided written consent), this will no longer be an option this summer. All campers must be collected from camp by an approved adult pick up person through the PikMyKid app.

This decision was made with an abundance of safety in mind and a huge respect for the responsibility we have for the children while they are in our care. One of our goals each day is to ensure that every camper returns home safe and happy (while also tired and possibly a little dirty after a fun day at camp). Ensuring that an approved parent or guardian safely picks up every camper helps us to achieve this goal.

What does the weekly schedule look like?

The schedule is going to be filled with outdoor adventures, action-packed trips, and memories to last a lifetime. A tentative summer camp calendar will be available for viewing by mid-May. ***All days and events are subject to change.***

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 may be planned locally. All field trips are subject to change.

Covid-19 procedures?

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

What is the cost of sending my child to OSB and when is payment due?

Rates are available on the [OSB Camp web page](#). Camp fees support this program. In order for us to provide this service to your family, it is important that payments be made on schedule.

All outstanding balances **must be paid** prior to camp commencing. The only exception to this requirement is for families that have set up, and committed to, a payment plan.

If you have any questions or comments, feel free to call the Recreation Department 207 283-0841.

Acknowledgement of Parent Packet

I certify, by the signature below, that I have read, understand, and agree to comply with the rules, policies and expectations listed in the OSB Camp Parent Information Packet. I have discussed the camper-parent agreement with my child and we understand what will be expected from us during OSB Camp.

I understand that this completed and signed acknowledgement must be returned to the Biddeford Recreation Department before my child may attend camp.

Child(ren)'s Name:

Parent/Guardian PRINTED Name:

Parent/Guardian SIGNATURE:

Date: ____/____/____