

Town of Gray **2018**

Gray Parks & Recreation **Summer Day Camps**

Grades K - 7
(Up to age 12)



Handbook



Welcome to the Town of Gray Recreation Summer Camp Program.

We are always here to provide an enjoyable experience in a safe, caring environment; where creativity and curiosity is encouraged and the emphasis is on having fun and forming new friendships with other children benefiting emotionally, physically and socially!

Our goals are to encourage each and every camper to:

- Enjoy their summer
- Laugh with their new and current friends
- Develop new skills and enhance those that they already have
- Expand on their horizons and seek out new experiences
- Create memories that will last a lifetime
- Appreciate their surroundings and a desire to preserve the environment
- Grow in self respect and self confidence

We look forward to a fabulous summer!

-The Summer Camp Staff

**Gray Parks and Recreation Child Care Services
Newbegin Hall
22 Main Street, Gray Maine 04039**

Debbie Nickerson
Child Care Services Coordinator
657-6762
dnickerson@graymaine.org

Main Office Phone: 657-2323
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*The Gray Recreation Department reserves the right to modify,
without notice, any information contained within this Handbook.*

The Camp

2018 Summer Camp Dates

Camp runs for 8 weeks from Monday, June 25 through Friday, August 17



Camp Hours

Basic Camp runs from 8:00-4:00. It is mandatory that parents/guardians sign in and out campers on a daily basis. This is strictly enforced.

Before and After Camp Care (additional cost)

Before Camp Care	Mon-Fri	7:00-8:00am
After Camp Care	Mon-Fri	4:00-5:30pm

Camp Location

Camp Head Quarters

Tents are set up in the fields behind Newbegin Gym

These areas are sectioned off for use by only Day Camp Staff and Campers during Day Camp hours. This area is coned off from vehicles. Please WALK your child to the area behind Newbegin.

Sign In Area

This area is under the “Palace” (roofed area attached to our storage building) and is designated with a small table for the sign-in sheets and any information that might need to be picked up for that particular day. Please be prepared to show an ID.

Also located in this area is the Lost and Found box and the Daily Message Board.

Please refer to this Message Board each time you drop off or pick up your child. This is where we post any important changes or information.

Summer Day Camp Registration Fees

Full Time Camper (Monday-Friday 8:00-4:00).....\$1050 Total

Grants you access to camp for all 8 weeks

Best value if attending camp for 5 weeks or more

Weekly Camper (Monday-Friday 8:00 to 4:00).....\$230/week

Be prepared! Your camper will ask to come back!

Daily Camper (Monday-Friday 8:00 to 4:00).....\$55/day

minimum attendance: any 2 days AND any 2 weeks

(We strongly discourage using this method to sign up. It is extremely difficult for a camper to come and go as activities are planned, friendships are formed and camp groups are created.)

SORRY– we do not allow campers to sign up for camp on “just Fridays” due to our field trips. Again, they must attend at least 2 days (and 2 weeks of camp).

Please remember–

- Field Trips are an additional cost and one trip each week is MANDATORY to attend *if you are in attendance that day.*
- Before and After care is an additional cost and requires the purchase of a pass prior to services.
- Snack Shack Punch Cards are optional and campers must purchase in advance (no money at camp).

Payment Policy

A non-refundable security deposit of \$230 is due at the time of registration.
All payments are required in advance of services.

Payments must be made as described in the Payment Schedule if they are not paid in full in advance of services.

Daily campers must have paid the full amount due one week **in advance of their registered days**, no later than the preceding Friday at the latest, in order to participate in the program.

Weekly campers must have paid the full amount due one week **in advance of their registered week**, no later than the preceding Friday at the latest, in order to participate in the program.

Full time campers must be paid in full **before** Week 5, no later than Friday of Week 4, in order to continue to participate in the program.

Payments can be made:

- Online through your account at www.grayrec.com - 24 hours a day, 7 days a week
- Mailed to: Gray Parks and Recreation, 24 Main Street, Gray ME 04039
- Dropped off during business hours: At our summer camp office located in Newbegin Gym, or at our main office in the Pennell Municipal Building.
- Dropped off after business hours: In our secure drop box located outside the entrance of the Pennell Municipal Building.

Late Fees

ALL Payments are due on or before the Friday of each week in advance of services. **If payment is not received by 8:00 am on the following Monday, a \$25 late fee will automatically be assessed to the account, and your child(ren) may not be allowed to participate in the program until all payments and fees are current.** If you are unsure of your account status, please contact our office!

Refund Policy

A refund request must be submitted in writing no later than June 1, 2018.
Paid camp fees will be refunded, less the \$230 non– refundable deposit.

After June 1

- Fees cannot be reduced and days/weeks cannot be taken off for any reason.
Days your child was not in attendance, is not a valid reason for reimbursement.
- If reimbursement is approved by the appropriate parties, you will be charged the weekly/daily rate (whichever is applicable) for the used days/weeks– regardless if signed up for full time camper or not.
- Days/weeks can be added with at least one full weeks notice (**if space and staffing allows**)
- Switching days/weeks of attendance may be permitted with at least one full week's notice (**if space and staffing allows**).

Payment Schedule

If your child attends camp:

During this week:	Payment is due on/before:	\$25 Late fee will be charged on:
Week One June 25-June 29	June 22	June 25
Week Two July 2-July 6	June 29	July 2
Week Three July 9-July 13	July 6	July 9
Week Four July 16-July 20	July 13	July 16
Week Five July 23-July 27	July 20	July 23

**FULL TIME CAMPERS PAY FIVE CONSECUTIVE PAYMENTS
BEGINNING THE FRIDAY PRIOR TO CAMP.**

Week Six July 30– August 3	July 27	July 30
Week Seven August 6-August 10	August 3	August 6
Week Eight August 13-August 17	August 10	August 13

Receipts and Tax/ID Number

Tax documents can be printed directly through your online account.

**Your \$230 deposit will be returned at the completion of camp
after all camp fees have been paid in full.**

Early Drop-Off / Late Pick-Up Passes

To keep with the “no money handled by camp staff” policy, we have a Pass System for our before and after care program.

Passes can be purchased at any time during regular office hours at our Summer Camp Recreation Office or online via the website. *Please note: The passes are not available to purchase from Camp Staff.*

YOU WILL NEED TO PURCHASE A PASS **IN ADVANCE** BEFORE YOU CAN USE THIS PROGRAM.

Passes can be purchased in three different increments and are to be used *per child*.

- Passes are to be used only for Early/Late Care (no camp registration, field trip fees or snack shack)
- Passes are non-refundable
- Passes can only be used for the summer in which they were purchased and cannot be carried over to any other time/year.
- No reimbursements will be made for unused portions of the passes.

Pass Increments:

- **Unlimited Use (ALL 8 WEEKS) of Early and Late Care- \$250**
- **Unlimited WEEKLY use (1 WEEK ONLY) of Early and Late Care- \$50**
- **Single Days \$15.00 (allows access for both early and late care for the one day).**

All passes are to be used for an individual child only and cannot be shared/used with multiple children.

IF YOU DO NOT HAVE A PASS- **DO NOT** DROP OFF YOUR CHILD BEFORE 8:00AM or PICK THEM UP LATER THAN 4:00PM.



Penalties: If a camper does not have a pass and is dropped off before 8:00am and/or picked up after 4:00pm, a \$15 early or late fee will be added to your online account for each occurrence. Payments need to be made through the Recreation Office or online before your child(ren) will be allowed to return to camp.

REGULAR CAMP HOURS ARE FROM 8:00am to 4:00pm
Early Drop off begins at 7:00am
Late Pick up ends at 5:30pm

Early Drop Off begins at 7:00am. There is no grace period– we do NOT accept drop offs before 7:00am and you will be asked to wait until staff are ready and the clock says 7:00am.

Late Pick Up is on or before 5:30pm.

- From 5:35 pm– 6:00pm, the staff will notify our office and a \$15.00 late fee will be charged to your account.
- After 6:00pm, the staff will notify our office and a \$30 per 1/2 hour late fee will be charged to your account.
- Late fee payments will need to be made through the Recreation Office/Online before your child (ren) will be allowed to return to camp.

Master Timepiece

Camp Time is strictly noted by cell phones– not watches. These are all synchronized by satellites and this will be the method of monitoring our camp time. Please check with the staff on duty at the sign-in/sign-out desk to make sure your phones are synchronized. All before and after care times will be based on the cell phone time indicated by the staff on duty. **Please note: Staff on duty has the final say in specified time for sign-in and sign-out.**

Check in and Check out Policy



The safety of your child is the number one priority for us.

The Gray Summer Camp requires that each camper be signed in and out every day by a parent/guardian.

The person who is picking up your child for the day may be asked to present a photo ID to verify identity. A parent/guardian or authorized individuals whose names are listed on the Camper Release Authorization Form are the only people who will be able to sign out a camper.

If you need a person (other than those previously listed) to pick up your child, you **MUST** receive permission from the Recreation Office prior to the pick-up. An email or written note from the parent is necessary prior to pick-up. Sorry— we cannot accept verbal permission.

Day camp staff reserve the right to retain your child if proper notification of release or adequate photo ID is not provided. **PLEASE DO NOT SEND NOTES IN WITH YOUR CHILD!**

Competency

Day camp staff reserve the right to contact proper authorities if they have reason to believe there may be competency issues with operating a motor vehicle or with the overall safety of your child. We reserve the right to contact another already authorized individual to pick up your child in the event that a competency issue has been recognized and/or verified by the proper authorities.

Late Arrivals

Children arriving late for day camp will be expected to join their respective group activity after they have been properly signed in. The parent/guardian should alert the child's group staff and/or Director that they have arrived before leaving.

Weekly Themes

Each week of camp may be based on a different theme with a variety of activities suited for each age group. We will energetically encourage each child to try the scheduled activities because we believe this strengthens skills and broadens horizons. We are not staffed to provide individual attention to each child, however we do our best to ensure activities are planned for all to enjoy.

A variety of games are played each day at camp. Sports such as soccer, gaga ball, kickball, volleyball, four-square, capture the flag, and tug-o-war are offered as well as lawn games, arts & crafts, board games, nature activities etc. We always like to incorporate some community service projects. We also love to mix up both very active activities and those that they can catch their breath and lower their heart rate with.

Movies

All movies shown by the Gray Recreation Summer Camp are rated G or PG.

Movies will be extremely limited to a special event or rainy day. We pride ourselves in being an active camp that uses imagination and creativity as much as possible!

Staff Code of Conduct

All staff will abide by the following code of conduct:

Staff will uphold the standards of our Summer Day Camp

- A camper's whereabouts will always be known.
- A camper will never be left unsupervised.
- Staff will be proactive in risk management by executing daily inspections of their appointed areas for potential hazards.
- Staff is responsible for their appointed areas and will keep it reasonably organized and clean throughout the day.
- A staff member will monitor children when in the restrooms and changing areas using the buddy system.
- Staff will carry cell phones at all times when off the premise and will have the ability to contact the Recreation Office and/or the Camp Director.
- Staff will not use cell phones for any reason other than camp related.
- Staff will understand the course of action in cases of emergencies and in times of concern.
- No personal information on a child shall be released to anyone other than Gray Recreation Administrative Staff with a need-to-know basis, parents, guardians, or legal authorities without the written consent of the parent or guardian.
- No photographs or videos will be taken of campers on personal electronic devices of any kind.
- Staff will appear clean, neat and properly attired. Staff will wear staff shirts at all times for easy identification (including while at the beach) as well as ID Lanyards.
- Staff will work hard to make each child's camp experience the best it can be.
- Staff will be thought of as ROLE MODELS for our campers from the moment they arrive until after they depart.

Staff Training/Certification

All Camp Staff participate in training on behavior management, activity planning/coordination, safety, supervision, team building etc. the week before camp begins and are certified in CPR/AED and First Aid.

Camper To Staff Ratio

Our low camper to staff ratio will enable us to provide close supervision and care. The ratio will be no more than 8-10 campers to 1 staff (depending on age of campers), although this may vary with activities and with Leaders in Training assistance.

Field Trips

The Gray Recreation Summer Camp requires all payments for Field Trips to be made **in advance– one weeks prior to the field trip**. A complete schedule and information about signing up will be available in early June.

All payments MUST be made either online (www.grayrec.com) or in the Parks and Recreation Office. Please do not give your payment to any camp staff or ask your camper to hand deliver as we have a strict “no money handled by camp staff” policy. Thank you for helping us adhere to this.

Refunds and Cancellations:

1. Once you have signed up for a field trip, **refunds will not be issued for any reason.**
2. We reserve the right to substitute any field trip for a comparable one.
3. We may cancel a field trip for any reason and issue you a refund.
4. The Gray Recreation Summer Camp reserves the right to prohibit any camper from attending a field trip due to inappropriate behavior or attire. A refund will not be given.
5. Campers cannot attend a field trip unless that field trip has been paid for in advance.
6. ***We cannot refund for field trips that your camper did not attend. Days your child was not in attendance is not a valid reason for a refund.***
7. DEPARTURE TIMES WILL VARY (depending on the venue and our scheduled time). It is important to read the message boards and listen to the attendance staff for important information regarding departure times for our trips!
8. If you have missed the bus for a mandatory field trip, there are no staff members available to stay with your child. Please be prompt in your arrival time, especially on mandatory field trip days!

There is an additional fee for optional and mandatory field trips. We do our best to include a variety of field trips weekly. Our calendar of events will give you all information needed, however, a “general rule of thumb” is:

- **One field trip per week is optional** and children can choose if they would like to attend or stay back at camp.
- **One field trip per week is mandatory** (if you are in attendance that day) as these require a smaller camper to staff ratio and are all day trips. **ALL of our staff must attend these field trips and the on-site camp will be closed. There are no staff that stay back at camp for supervision. If your child is not attending this field trip, you must find alternative plans for him/her on that day.**

A complete list of theme weeks, field trips (both optional and mandatory) and activities will be available by early June.

Please note: All events on the calendar are subject to change without prior notice.

Field Trips (continued)

T-shirts are required for all bused field trips:

For easy identification and safety purposes, each camper is REQUIRED to wear their 2018 camp shirts on all bus field trips or they will not be permitted to go. All campers will receive one camp T-shirt with their registration. This will be handed out on the first day they come to camp.

Additional camp T-shirts can be purchased for \$10.00.

If a camper arrives at camp on the day of a field trip without his/her camp T-shirt, it will be necessary for you to go home and grab the shirt, OR purchase a t-shirt before your child(ren) can participate on the field trip. This policy will be strictly enforced for the safety of all campers.

Camp T-shirts are for the purpose of field trips only and need not be worn by campers each day at Base Camp.

Food/Concessions:

Most field trips are all day, fun in the sun with limited food services. Please make sure that your campers have packed plenty to eat and drink for the day and have enough ice packs to keep their food cool and safe. There are no guarantees that we will visit concession stands!

Concession stands are a “extra treat” IF and WHEN we have time ONLY!

Sunscreen:

Please make sure to apply sunscreen to your child before dropping off at camp and supply them with sunscreen for the field trip.

Bus Rides:

We do not allow headphones to be used at camp (even during field trips/bus rides). We strongly believe each opportunity while at camp can be filled with conversations, laughter and learning!

Please let us know IN ADVANCE if your child is prone to motion sickness and should sit in the front of the bus! Thank you.

Signing out off-site:

For the safety of all of our campers- we do not allow campers to be signed out at a field trip venue. There needs to be an extraordinary circumstance for us to consider this and permission would need to be granted from the Summer Camp Recreation Office in advance. Note: Going to a sleepover or wanting to leave early for vacation etc. is NOT a valid reason. Please consider this when signing your child up for the field trip.

Picking-up after a field trip:

To ensure the safety of all campers, we ask for your patience when buses arrive back to Home Base from a field trip. We will get campers off the bus, line them up in their groups, confirm our counts match up and only after our Director gives the signal can we excuse the campers to their parents.

Thank you for your understanding!



Additional Needs:

If your child requires special assistance because of physical limitations, or if they have emotional or behavioral needs, please be sure this is noted online in the “medical concerns” section of your household account so that we may better serve the needs of your child. We may require a statement of medical condition from your child’s primary care physician to allow an analysis of the program’s ability to accommodate your child. *Our goal is to ensure that everyone is successful at camp!*

One-on-One:

Please be advised that if your child receives one-on-one care within their school department (whereas the school incorporates the placement of an education technician or other hired staff has been placed in your child’s classroom setting), **this program may not be able to accommodate for those conditions.** If your child is placed in a specially designed classroom setup other than a regular classroom we may require a statement of medical condition from your child’s primary care physician to allow an analysis of the program’s ability to accommodate your child.

Behavior Management Policy:

Every child in our Summer Camp program must have a signed copy of our Behavior Management Policy in their file.

Please be sure to understand and review this with your child prior to signing and returning.

The program staff will not use any type of physical or verbal abuse as a disciplinary measure.

Limits will be fair, consistent, appropriate and understandable to your child’s level.

All efforts will be made to help your child constructively express his/her feelings and frustrations to resolve the conflict.

All incidents large or small will be charted in a communication log for future reference if needed.

The Staff /Directors will be the mediator of any behavior they deem is unacceptable. Fighting, bullying and teasing will not be tolerated.

A parent/guardian will be notified per the Behavior Management Policy.

The safety and well-being of all summer campers is our first and foremost priority.



Daily Camper Gear

Athletic shoes (sneakers) are MANDATORY for each day at camp! (flip flops and Crocs are not protective when kicking balls and running obstacle courses).

Dress Code Policy

Clothing should not be an excuse for non-participation. We recommend play clothes that can get dirty and a pair of athletic shoes.

- Skirts must have coverage underneath (shorts/leggings etc.)
- All shirts must cover the navel (mid-section).
- Graphics on clothing depicting violence, alcohol, illegal substances or cigarettes are prohibited at camp.
- Bathing suits— **one piece or tankinis please for girls** when at Base Camp. Please refrain from bikini's that are meant for sunbathing. Trust us— we don't have time at camp to lounge in the sun! All of our water activities require lots of physical movement. We want to prevent all potential wardrobe malfunctions!

Swimsuit and Towel

Some days we will be playing water games! Please send in your worst towel as they tend to get dragged on the ground. Water days at camp are dependent on how hot the day becomes or what activities we'll be doing. We advise that your child come always prepared with a suit and towel each day (just in case we break out the hose or the water balloons!!!)

Sweatshirt and a change of clothes (optional)

Summer mornings in Maine can sometimes be chilly, so we suggest a sweatshirt or light jacket for your child. During the day, a camper's clothing may get dirty and wet so we also suggest a change of clothes in their bag.

Lost and Found

Our lost and found box always fills up as the summer days go by.

Label everything your child brings to camp. Please check this box daily.

The Recreation Department and its staff are not responsible for items missing, damaged or stolen.

Lost & Found will be emptied periodically— unclaimed items will be donated to a charitable organization!

Sunscreen

Sunscreen should be applied to your child prior to drop off each and every morning. **Your child should bring a labeled bottle of sunscreen to camp each day.** If he/she is particularly sensitive to the sun, a hat or sunscreen clothing may also be appropriate. In this case, please remind your child to keep his/her hat on throughout the day. Alerting the staff when special attention is needed is always helpful (and appreciated)!

- Unless express written permission is given, the Gray Recreation Summer Camp is not permitted to apply sunscreen to your child. Although this policy may seem contrary to our safety and care philosophy— it is necessary due to a growing number of possible allergies and potential improper application that may lead to sunburn. If permission is given (when you register your child online), **staff are instructed to use sunscreen that is provided by YOU** and with two or more staff members present.

(Sunscreen continued on next page)

(Sunscreen Continued)

Please make sure your child has sunscreen packed and labeled with them daily (SPRAY SUNSCREEN IS THE RECOMMENDED TYPE FOR APPLICATION BY STAFF MEMBERS). If there is not sunscreen in your bag, and your child is in need, we will use a brand we have on hand however, we will seek out a parent/guardian to remind them that this should be provided and in the backpack daily.

Although we will carefully monitor the campers, and reapply as needed, we are not responsible for any sunburns. **Please apply a heavy coat before they arrive each day.**

A general guideline for camp has been set to the following:

Morning (sunscreen applied at home)

- AM Snack (sunscreen reapplied)
- Lunch (sunscreen reapplied)
- PM Snack (sunscreen reapplied)

WATER! WATER! WATER!

Water is essential! Campers must come to camp prepared for a long, thirsty, hot day. **Please send your child with a large, filled water bottle**

(no glass, please). Clearly label your child's water container. These can be refilled continuously throughout the day in Newbegin Gym.

There is absolutely NO sharing of drinks allowed. This is for the safety and health of the campers.

What NOT to bring to camp:

The Gray Recreation Summer Camp and Camp staff will not be responsible for lost or stolen items. If your child brings something inappropriate to camp, the item will be confiscated by the Camp Director or Camp Office and the parent will be notified of the situation at pick-up or by a personal phone call from the Camp Director.

Please do not allow your child to bring:

- Valuable items or objects of personal or sentimental value, especially money and jewelry
- Electronics of ANY kind (including, but not limited to, hand-held video games, **cell phones**, music players, iPods, electronic readers)
- Please leave headphones at home. We do not allow these even on field trips!
- No medications including over-the-counter headache relievers etc.
- No bikes, rollerblades, skateboards or skates of any type
- The possession of weapons (including knives and camping tools), drugs, alcohol, or cigarettes will be cause for immediate expulsion from camp

Again, campers are NOT allowed to have cell phones at summer camp. Should a camper need to communicate with a parent/guardian, a phone will be available for use at all times. Cell phones brought to camp will be taken away and returned to the parent/guardian at the time of pickup. If a parent/guardian needs to communicate with a camper, there are several telephone numbers where parents may reach their child. Please contact our Summer Camp office at 657-6762 for more information.

We will ask all campers to delete any and all PHOTOGRAPHS/VIDEOS taken while at camp if an electronic device is found being used. *This is for the safety of all of our campers!*

Lunches and Snacks

Campers must bring a bag lunch and a drink to camp daily. Plenty of fluids (preferably water) is extremely important. We cannot provide refrigeration, therefore lunches should be packed with ice packs.

Please also refrain from bringing items that need to be heated– all lunches will be eaten outside and should be prepared for PICNIC STYLE (nothing that needs to be microwaved!).

Keep in mind that campers are here from 8:00-4:00 and are active throughout the day. Campers get very hungry and thirsty at both snack and lunch time.

We have snack time TWICE a day! Please pack PLENTY of small items for these times.

The campers will generally have access to the “Snack Shack” each day for small snack items. Please be aware that Campers will have a limit set on the number of non–nutritious items that can be purchased from the Snack Shack.

We STRONGLY DISCOURAGE bringing peanut products to camp.

Some Guidelines to Follow

- Clearly label your child's containers
- Instruct he/she on the proper use of this container (i.e. closing tightly after use, keeping it clean) to avoid spillage in the lunch box after the meal s complete.
- Snacks and lunches must always be packed in a well–insulated thermos container or cooler
- Always include at least one good-sized ice pack in the cooler
- Pack several nutritious snack for snack time
- Pack a well balanced lunch for lunch time
- While sweets are yummy, too much sugar can lead to dehydration in the heat
- Please be sure to ALWAYS PACK A WATER BOTTLE!

- We train our staff to monitor their groups during lunch and to make sure their campers are “trying” at least some of their main dish (i.e..sandwich) before they eat their snacks/ desserts.

If your child is participating in the Free Summer Lunch Program– please note that this service is only available Monday-Thursday and NOT on ALL DAY FIELD TRIP DAYS (regardless of what day these fall on).

You MUST pack a lunch for your child on that day. It is ONLY on the days we are at home base that we participate in this program.

Snack Shack Punch Card

- Cards may be purchased in \$5 increments. It is up to you and your child what he/she can and cannot purchase with this card.
- Cards will have camper’s name on them and will be left at camp in our punch card box and accessible to staff only We have found that our campers are very generous so unless otherwise directed by you, only the person named on the punch card may spend it down.
- Snack Shack Punch Cards are good for only Snack Shack items (no camp registration or field trip fees)
- Cards are non-refundable
- Cards can only be used for the summer in which they were purchased and cannot be carried over to any other time/year/program.
- No reimbursements will be made for unused portions of cards.
- **We make no guarantee that our snack shack items are 100% peanut free.** We ask that the parents of students/campers with allergies be ultimately responsible for the management of their child’s allergies and to collaborate closely with our office.

FREE SUMMER LUNCH PROGRAM



Gray Recreation Summer Camp participates in the Summer Food Service Program. Lunch is available FREE to ALL children attending our Summer Camp Program.

Hungry children need good food all year long, even when they're not in school!

The Summer Food Service Program provides FREE, healthy meals for children 0-18 regardless of your financial status.

Children get the foods they need to learn, play and grow during summer vacation when they don't eat at school.

Meals will be provided at our sites. Campers do not need to leave our premise.

Please note the following:

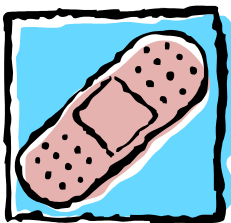
As of when this handbook went to print, MSAD 15 was not sure of exactly which weeks this program will run. There is a possibility that this will not coincide exactly with our summer camp schedule. We will update those signed up for summer camp prior to camp beginning on the exact schedule.

- Campers MUST eat the meal provided while on site. Sorry— per strict policies, they cannot put it in their lunch boxes to take home.
- Campers WILL be given a meal unless you sign a waiver stating that they are exempt from the program.
- While a meal calendar is available, in order to expedite this program efficiently, it is necessary to either opt in OR opt out for the program for the entire summer. We do not allow campers to pick and choose which days they prefer which meals.
- Meals (for those participating) will be provided each day our camp is ON SITE.
- Meals will NOT be provided on FULL DAY FIELD TRIP DAYS and not on Fridays! Each and every camper must pack a lunch on full field trip days, regardless of participation in this program.
- A meal that will consist of milk, two or more servings of vegetables and/or fruit, one serving of grain or bread and one serving of meat or meat alternate.
- If needed: the option of a sun butter/jelly sandwich is available daily if your child has allergies. This is the only peanut-free option and will be served each day.

Once again...

- If you sign up, your child will receive a meal daily every day of the week EXCEPT for our full day field trip days and every Friday.
- If you decide you do not want to participate, a waiver must be signed and your child will not receive a meal for the remainder of the summer.
- On full day field trip days, each and every camper must provide a cold lunch.

This program is run through MSAD 15 and is not affiliated with the Summer Day Camp Program. We are honored to work with them in order to provide this service to our community. Please direct all questions and concerns through the food services at MSAD 15. Thank you.



First Aid

All camp staff are certified in Red Cross First Aid and CPR/AED. The Camp Office is equipped with first aid supplies for minor injuries (cuts, scrapes, stings etc.) and whenever the staff/campers leave the premise, they carry a small kit of first aid supplies (and any medications needed by specific campers) at all times.

- Camp Staff will maintain incident reports; these reports document injuries and any first aid rendered. Any incidents handled by Camp Staff will be reported to the parent/guardian.
- In cases of incidents or accidents, the appropriate staff member(s) will fill out a written report and document all actions taken and correspondence made with supervisors and the parents of those children involved. Please notify us if there are ever any changes or additions to your contact information.
- Staff will administer basic first aid in the event of a minor injury and will follow the On-Site Emergency Procedures for major injuries.

Illness/Sick Campers Policy

If a camper is not feeling well enough to participate in the summer camp program, he/she should stay home. Any child who has the following symptoms within a 24 hour period is not permitted to attend the program: Temperature over 100, Vomiting and/or Diarrhea, Eye Irritation/ Pink Eye, Sore Throat, Rash

If a camper becomes sick while at camp, the child's parents or guardians will be contacted and asked to pick up their child. If the parent or guardian cannot be reached, the emergency contact will be notified. Parents **MUST** make arrangements for the camper to be picked up in a timely fashion so that staff ratios can be kept in check and your child can receive the proper care they need.

Medications

Staff are not permitted to dispense medication of any kind. If your child needs to take medication while at camp, the camp Director will supervise the taking of the medication and will log and sign our chart each time.

Medication

All medication shall be in a pharmaceutical container labeled with your child's name, the name of the medication, the dosage amount and the time or times to be given. Sorry– we cannot accept medication in plastic baggies.

All medication will be held securely in a locked location in the staff room. The key is accessible to all staff on hand.

A Medication Authorization Form shall be completed for each medication to be taken by your child. Parents are asked to sign this form when dropping off medications and then again when picking them back up to take home.

Allergies and Allergic Reactions

The Gray Recreation Summer Camp is fully aware that some allergies can be life threatening. The staff will take every precaution to insure the health and safety of each camper but the risk of accidental exposure to a food allergen is present. We believe it is critical that the camp staff, parents and campers work together to minimize the risk.



WE STRONGLY DISCOURAGE ANY FOOD ITEMS CONTAINING PEANUTS

To minimize exposure to life threatening allergens to all campers, *we ask that you not send any food items with your child that contain peanuts*. It is acknowledged that the Gray Recreation Department cannot be considered PEANUT FREE. We ask that the parents of students/ campers with allergies to be ultimately responsible for the management of their child's allergies and to collaborate closely with our office. Parents are responsible for providing the Recreation Department with the appropriate emergency medication and complete the above mentioned form.

Daily Camper Checklist

Town of Gray Parks and Recreation Summer Camp
Newbegin Hall
22Main Street, Gray
207-657-6762

Please make sure your child is dressed for a full day of fun and games.

- Athletic Sneakers- Mandatory for each day at camp
Flip flops and Crocs cannot be worn to participate in recreational activities!
- Lunch & plenty of snacks for an entire day
Packed in a well insulated container or cooler. Don't forget to add the ice pack!
To minimize exposure to life threatening allergens to all campers, *we ask that you Refrain from sending food items that contain peanuts with your child.*
- Gray 2018 Summer Camp T-Shirt**
Required for all bus Field Trips days!!!!
- Swimsuit
Bathing suits— **one piece or tankinis only for girls** when at Base Camp.
If swimming at the beach, all bathing suits will be permissible
- Sunscreen
MUST apply to child before coming to camp and always have a labeled bottle in their camp bag. We will remind your child to reapply throughout the day.
- Towel
- Water Bottle— THIS IS REQUIRED EACH AND EVERY DAY!
- Change of Clothing
Just in case the ones they are wearing get wet or soiled.
- Optional: Sweatshirt/lightweight jacket
Mornings could be a little cold!

DON'T FORGET TO LABEL ALL OF YOUR CHILD'S BELONGINGS.

Please check lost and found daily!

We are not responsible for items left in lost and found...
please be warned- Lost & Found will be emptied at the end of each week!

Will your child be aging out of Summer Camp?



This program is specifically designed for Grades 7 and up (12-15 yr olds)!

Mission Statement:

The Leaders in Training Program is a leadership development program designed to provide teens with the skills and knowledge to interact and communicate successfully with individuals and lead groups of all ages.

Our program is specifically designed for Grades 7 and up (ages 12-15 only) and will focus on:

Social, educational, emotional and personal growth. Personal disciplines such as responsibility, patience, punctuality and persistence are developed and nurtured during the 8 week LIT program.

Participation in this program will help teens feel confident in the knowledge, experience and leadership skills needed to apply for a position working with children and be more confident decision makers and leaders within their community.

To find out more about our LIT program, please see our LIT Handbook online or contact Debbie at: 657-6762.