

GNG

REC PROGRAMS



SUMMER 2025

Parent Handbook

Welcome GNG Recreations Summer Camps 2025:

It is our privilege to have your child join us on an adventure. It is our hope that together we create summer memories that last a lifetime! While the emphasis of camp will be focused on fun and creating new friendships, we believe we offer a lot more. Children who join us on this adventure will experience a safe and caring environment where creativity and curiosity is encouraged.

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 realize that a successful camp experience relies on a mutually beneficial relationship between caregivers, staff, and campers. Leadership at camp is committed to an open door policy where we will respect and value all who walk through our doors. We encourage you to share any information that will help us help your child be successful on this adventure.

We look forward to a fabulous summer!

Gray Recreation Director Anthony Dahms adahms@graymaine.org 657-2323

Gray Recreation Assistant Director Nellie Levier nlevier@graymaine.org 657-6762

Gray Summer Camp Coordinator Autumn Levier alevier@graymaine.org 274-0504

New Gloucester Recreation Director Sarah Rodriguez recdirector@newgloucester.com 926-4126

*The GNG Recreation Department reserves the right to modify,
without notice, any information contained within this Handbook.*

2025 Day Camp Rates

Camp Dates: Monday June 23,2025- August 15,2025 (closed July 4th)

EXTREME ALL ACCESS: 8 Week

\$1985

All access camp includes 8 weeks of camp, before & after care, field trips, a t-shirt, and daily snack. This is the best deal if attending more than 6 weeks . Camp runs from 7:30am-5:30pm.

Weekly Rate (July 4th week \$245)

\$305 a week

Sibling discount– each additional child will have a 10% discount on registrations

CAMP PAYMENT POLICY

2025 Summer Camp Deposit

A security deposit of \$100 for 8 week package or \$50 a week for weekly package s due at the time of registration. This deposit will be non-refundable after June 1st, in case of extreme circumstances after that date you may request deposit refund in writing for committee approval. Please register early as we have limited space. Camp deposits are included in the price shown.

REGISTRATION: 2025 Summer Billing Cycle for 8 week campers

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

1st payment will be auto pulled June 13th and made weekly until August 1st. If auto pull is declined you will need to make a manual payment before your child can attend that week of camp.

All late payments due to declined auto pulls are subject to a \$25.00 late fee that will be automatically applied to camp the Monday following the due date. Summer camp is considered pre-pay. If payment remains outstanding at the start of the camp week your camper may not be permitted to sign in to the program.

REGISTRATION: 2025 Summer Billing Cycle for weekly rate--payments due 2 Fridays before service. Example week 1 payment is due June 13th

Weekly emails will have reminders of due dates– these newsletters are important to read

2025 LIT Rates

Camp Dates: June 23, 2025—August 15, 2025

8 Week package

\$1800

Includes 8 weeks of camp, 8:00-4:00 t-shirt, field trips, and all activities.

1 Week packages

\$225

Includes camp weeks, 8:00-4:00 t-shirt, field trips, and all activities.

(LIT program runs 8-4 with option to be integrated with Summer Camp for before care and/or aftercare if care is needed)

LIT PAYMENT POLICY

2025 LIT Deposit

A non-refundable security deposit of \$30 per week is due at the time of registration for weekly \$100 deposit for 8 week sessions. This deposit will be non-refundable after June 1st, in case of extreme circumstances after that date you may request deposit refund in writing for committee approval. Please register early as we have limited space. Camp deposits are included in the price shown.

REGISTRATION: 2025 LIT Billing Cycle for 8 week campers

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

1st payment will be auto pulled June 13th and made weekly until August 1st. If auto pull is declined you will need to make a manual payment before your child can attend that week of camp.

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REGISTRATION: 2025 LIT Billing Cycle for weekly rate--payments due 2 Fridays before service. Example week 1 payment is due June 13th

Weekly emails will have reminders of due dates– these newsletters are important to read

ALL ABOUT CAMP

CAMP HOURS:

Before Care Check in time:	Monday– Friday	7 :30-8:00am
Programmed hours:	Monday– Friday	8:00-4:00pm
After Care Check out time:	Monday– Friday	4:00-5:30pm

During Program hours of approximately 8-4 you will need to text or call hotline for drop off or pick up— Once programming has started driveways will be coned off and staff will be occupied with camp, please be patient as it may take a few moments for staff to leave camp activities to attend to late drop off or early pick up.

CAMP HEADQUARTERS:

New Gloucester– Dunn School, drop off and pick up out back.

Gray– Behind Newbegin Gym, this area will be coned off during program hours of 8-4.

LIT– Behind Newbegin Gym with weather location TBD.

CAMPER CHECK IN & CHECK OUT:

Check in: Before Care begins at 7:30am. We are unable to accept children before 7:30am. Parents will be required to stay with their child until staff are ready to open before care at 7:30am. At 7:30 sign in starts. Gray campus uses drive through drop off that means you are able to remain in your car , drive around behind Newbegin, if possible have child exit from passenger side of vehicle.

New Gloucester and will drive behind Dunn School or park and walk to check in area or to sign out for pick up.

LATE PICK UP FEES: Late fees will be applied starting at 5 minutes late with a \$15 added fee on your account. At 15 minutes late a \$25 additional late fee will be added and at 30 minutes late an additional \$50 late fee will be applied . All late penalties need to be paid before attending camp the next day. At 15 minutes late if we have not been able to contact you we will begin calling those individuals listed on your child's emergency contact sheet. If still no one can be reached Sheriff may be called.

MASTER TIME: All times will be based on our hotline cell phone time indicated by the staff on duty.

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CHECK IN CHECK OUT Continued

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

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. 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, NOTES MUST BE HANDED DIRECTLY TO STAFF!**

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.

FIELD TRIPS:

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 Recreation Office in advance.

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. When campers head straight to parents it can be hard for us to make sure we know who has left and with whom they have left. *Thank you for your understanding!*

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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 should not use cell phones for any reason other than camp related reasons.
- 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 Recreation Administrative Staff, staff to 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 taken of campers will be used for non-recreation purposes
- Staff will appear clean, neat and properly attired. Staff will wear staff shirts at all times for easy identification (including while at the beach) .
- Staff will work hard to make each child's camp experience the best it can be.
- Staff will act as role Models for our campers from the moment they arrive until after they depart.

STAFF TRAINING AND CERTIFICATION

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

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 such as before and aftercare time.

FIELD TRIPS

Our field trips will be marked on Calendars. A full schedule of events will be available in early June.

T-SHIRTS:

For easy identification and safety purposes, each camper/LIT is REQUIRED to wear their 2025 camp shirts on all field trips . 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 \$12.00 at registration.

If a camper arrives at camp on the day of a field trip without his/her camp T-shirt, a tshirt will be charged to your account, please note we have a limited supply of extras– if extras are gone you will be required to provide shirt for camper or plan alternative care for the day. 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.

SUNSCREEN:

Please make sure to apply sunscreen to your child before dropping off at camp and supply them with labeled sunscreen that will stay at camp for regular applications. Camp staff will notify when Sunscreen needs replacing. Please note sunscreen is a requirement to keep your child safe at camp– we can not provide sunscreen, this must be provided by guardians.

ELECTRONICS:

We do not allow headphones/ electronics to be used at camp (even during field trips/bus rides). We also ask that no toys or personal items be sent for bus time– staff have a backpack full of fun. We strongly believe each opportunity while at camp can be filled with conversations, laughter and learning!

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

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BEHAVIOR MANAGEMENT

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 and email your camp director so that we may better serve the needs of your child.

ONE-ON-ONE

Please be advised that we are unable to provide one-on-one care. 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 is not able to provide that care. 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, you completed this at registration. Please be sure to understand and review this with your child prior to the start of camp. The program staff will not use any type of physical or verbal abuse as a disciplinary measure.

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. Behaviors affecting the health and safety of others will not be tolerated. A parent/guardian will be notified per the Behavior Management Policy.

Reasonable accommodations will be considered with respect to our camps capacity.

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

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BEHAVIOR MANAGEMENT

Open communication with families is important to determine how to best meet camper needs. If your child has a learning, physical, dietary, behavioral, mental health, or medical need that requires awareness, support, or more formal accommodation, that information must be provided on Camper Information Card. We recognize that parents/guardians may be hesitant to share this information, or may feel that certain concerns will not appear during a summer program. Generally, if support needs are in place for your child during the school year, it is helpful to provide that information. This information will remain confidential and only shared with staff on a need to know basis. Our intent is to be able to engage with families before and during camp to ensure a meaningful, safe, and fun summer for all.

Is My Child Ready For Camp:

Can you answer yes to all these questions?

- I understand my child must be able to participate in camp independently or with reasonable accommodations/modifications
- I understand my child must be able to take and follow directions and instructions from a staff member and be open to changing what they are doing to keep group safe and welcoming
- I understand my child must be able to interact and participate in a manner that is physically and emotionally safe for themselves and others
- I understand my child must be independent with personal care, bathroom use, and clothing without the assistance or support of camp staff
- I understand my child must stay with assigned group throughout the program's duration or safely request a break that is where a staff can see and hear them along with the rest of the group
- I understand that my child is expected to meet the established behavior standards. I am committed to maintaining open communication and collaborating with the camp staff to address any behavioral concerns.

If there is an area you are not sure about– talk to us. For the safety of your child and all other campers and staff we want to make sure your child is ready for the camp environment.

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GNG Recreation Behavioral Management Policy

Last Updated: Spring 2025

Parent/Guardian must understand and review with child and sign this form.

GNG Recreation is dedicated to fostering a positive and supportive environment for all children in our program. Our goal is to help every child thrive and grow both socially and emotionally. Open communication and collaboration between parents and our staff are essential to achieving this goal. We are here to work with you to address any behavioral concerns and to support your child's development. We have established behavior expectations that must be followed to ensure a safe and respectful environment for everyone. Behaviors that disrupt the safety and wellbeing of participants and the program will be managed using the guidelines below

The following are the offenses and consequences that will be taken and are subject to the discretion of the staff:

	Behavior	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
level 5	Possession of drugs, alcohol, and/or weapons.	Immediate expulsion from our program NO REFUND				
level 4	Leaving program boundaries, sexual harassment, willful destruction of property*	Behavioral Form Immediate pickup 1 day suspension *damage restitution NO REFUND	Behavioral Form 2 day suspension Parent meeting *damage restitution NO REFUND	Possible expulsion from our program *damage restitution NO REFUND		
level 3	Physical harm of others, stealing, blatant defiance of staff or rules, threatening, repetitive negative behavior towards another child	Behavioral Form Immediate pickup NO REFUND	Behavioral Form Immediate pickup 1 day suspension NO REFUND	Behavioral Form 2 day suspension Parent meeting NO REFUND	Possible expulsion from our program NO REFUND	
level 2	Inappropriate language, disruption of program, endangering another persons well-being, intentional unkindness	Behavioral Form Parents notified	Behavioral Form Immediate pickup NO REFUND	Behavioral Form Immediate pickup 1 day suspension NO REFUND	Behavioral Form 2 day suspension Parent meeting NO REFUND	Possible expulsion from our program NO REFUND
level 1	Breaking program rules, disruptive behavior, defiance, disrespect, careless damage to rec property	Verbal warning Time away from peers Loss of activity	Behavioral Form Parents notified	Behavioral Form Immediate pickup NO REFUND	Behavioral Form Immediate pickup 1 day suspension NO REFUND	Repeated behavior may result in parent meetings, extended suspensions, and/or expulsion from program NO REFUND

I have read and understand the above policy. I assume the responsibility for insuring that my child is aware of this policy and the consequences of his/her actions should there be any such offense.

Parent/Guardian Signature: _____

Date: _____

WHAT TO BRING

Athletic shoes (sneakers) are MANDATORY for each day at camp.

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.

- Bathing suits—we recommend swim shirts for on base water activities although we sunscreen regularly water play can lead to extra sun exposure. On off site water field trips campers will be required to wear camp shirt at all times.
- Shoes need to have a backing and closed toe (flip flops can be packed for water activities)

SWIM SUIT & TOWEL

Many days will be spent playing some water games! Please send in your worst towel as they tend to get dragged on the ground. We advise that your child come always prepared with a suit and towel each day or an extra change of clothing (just in case we break out the hose or the water balloons!!!) **Label Label Label**— we can not stress this enough.

SWEATSHIRT & CHANGE OF CLOTHES

Summer mornings in Maine can sometimes be chilly, so your child may come in a sweatshirt or light jacket, please label these, this is the number one item that ends up in lost and found. During the day, a camper's clothing may get dirty and wet so we also suggest a change of clothes in their bag each day.

LOST & FOUND

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

LABEL everything your child brings to camp. Please check 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!**

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WHAT TO BRING

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 leave at camp.** If your child 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)! Sunscreen stays at camp and a guardian will be notified when child is low/out– child is required to have sunscreen at camp and families will need to provide a new bottle the next day at arrival.

The Summer Camp Staff are not permitted to apply lotion 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 special permission is given for campers grades k-2, staff are instructed to use sunscreen that is provided by you and with another staff member present. We highly recommend Sunscreen sticks for all children to do their faces– sweat + sunscreen = burning eyes

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 preferably metal/insulated and closed top type. Please do not send disposable water bottles– The water gets warm fast and the plastic gets soft often resulting in crushed bottles. Clearly label your child's water container, this needs to happen on a regular basis as names wear off. These can be refilled continuously throughout the day. There is absolutely no sharing of drinks allowed. This is for the safety and health of the campers.

WHAT TO BRING

LUNCHES & SNACKS

Campers must bring a bag lunch to camp daily. Plenty of fluids (preferably water) is extremely important. We cannot provide refrigeration, therefore lunches should be packed with ice packs. Please do not bring items that need to be heated– all lunches will be eaten outside and should be prepared for picnic style lunch with any utensils needed packed in their lunchboxes.

Keep in mind that campers are here all day and are very active throughout the day. Campers get very hungry and thirsty at both snack and lunch time.

We have snack time every day! Please pack plenty of small items for these times. Campers will be provided a small snack each day but extras in their bags are always encouraged.

We STRONGLY DISCOURAGE bringing peanut products to camp.

Some Guidelines to Follow

- Clearly label your child's containers– it is helpful to even label what is lunch and what is for afternoon snack.
- Instruct child on the proper use of this container to avoid spillage in the lunch box after the meal is complete, practice with little ones to make sure they can open and close containers.
- 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.
- We train our staff to monitor their groups during lunch and to make sure their campers are taking bites of their meals, while we do our best we can not force your child to eat all of their food.
- Remember utensils– they can not eat their fruit cups etc with out a spoon or fork.

WHAT NOT TO BRING

The Recreation Departments 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.

Please do not allow your child to bring:

- Valuable items or objects of personal or sentimental value, especially money and jewelry
- Toys, we ask that these be left at home. If brought we will ask camper to keep in bag.
- Electronics of ANY kind (including, but not limited to, hand-held video games, **cell phones**, music players, iPods, electronic readers, watches that kids can text or play games on) Please leave at home. We do not allow these even on field trips!
- No medications including over-the-counter headache relievers etc. (these must be turned in to camp director for use and a med form filled out for administration of meds. All meds must be in original containers labeled with medication information)
- No bikes, rollerblades, skateboards or skates of any type– if rode to camp we will store these items during the day.
- The possession of weapons (including knives and camping tools), drugs, alcohol, or cigarettes will be cause for immediate expulsion from camp

Again, campers and LIT are not allowed to use cell phones at camp. Cell phones brought to camp must stay in child's bag, if phone is being taken out of bag staff will hold and return to 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 Recreation Staff.

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SNACK Time

Each day children will have an am snack and a pm snack time. They will be provided one small snack each afternoon from camp. We recommend packing additional items in bags as well. Snack menu will be sent out in the weekly newsletter each Friday so you know what your child will be provided for a snack if they choose to take it. Please notify us if a provided snack can not be given to your child due to dietary needs and allergies. Please note we may not be able to accommodate all dietary needs with our provided snack. Please pack a snack for your child if our snacks do not meet their need.

Allergies and Allergic Reactions

The GNG Recreation Program 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.

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.

FIRST AID

All camp staff are certified in First Aid/CPR/AED. The Camp Staff are equipped with first aid supplies for minor injuries (cuts, scrapes, stings etc.) and whenever the groups 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 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 CAMPER 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, Persistent cough or shortness of breath, Vomiting and/or Diarrhea, Eye Irritation/ Pink Eye, Sore Throat, Rash. Camper must be symptom free without medication to return to camp.

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 within a 45 minute time window 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 or Office Staff will supervise the taking of the medication and will log and sign our chart each time.

All medication shall be in the original 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 or unlabeled medicine bottles. All medication will be held securely in a locked location, with the exception of emergency medications that stay with campers group. The key is accessible to all staff on hand. A Medication Authorization Form must 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.