

# SUMMER



# CAMP!

## 2022 ► PARENT HANDBOOK

Welcome to Bath Parks & Recreation Summer Day Camp!

### GENERAL INFORMATION

#### *Hours of Operation:*

Camp will run from June 27th - August 12th Monday-Friday 9:00am - 4:00pm

Grades 1-3 (as of fall 2022) at Woolwich Central School

Grades 4-6 (as of fall 2022) at Bath Parks & Recreation Department (Donald Small School)

#### *Before & After Care*

Extended hours are offered to parents FREE of charge. Before Care, 7:30am-9:00am, After Care, 4:00pm - 5:00pm.

#### *Facilities*

Day Camp for grades 1-3 will be located at Woolwich Central School from June 27th - August 5th. The last WEEK of Day Camp grades 1-3, August 8th-12th, will be held at the Bath Parks and Recreation Department.

Day Camp for grades 4-6 will be located at the Bath Parks and Recreation Department from June 27th - August 12th. 4 Sheridan Road, Bath (Entrance off of Lincoln Street; Building Behind St. Mary's Church)

#### *Staff*

Each camp is staffed by trained, qualified and competent past, present, or future college students, many of whom are pursuing a degree or have degrees in Parks and Recreation, Elementary/Middle Education or Physical Education.

### Arrival Procedures: Sign In / Sign Out Procedure

With the number of children attending summer camp it is necessary for our staff to take extra precautions when checking in and releasing children from camp. To ensure the safety of campers a parent must sign in and sign out each day.

Day Camp Grades 1-3: Car Drop off/ Pick Up lines/Parking will be at the Gym entrance of the school. First right as you drive in. From 4:00pm-5:00pm the door will be staffed for dismissal. Once you arrive to check out your child staff will then alert other staff.

Day Camp Grades 4-6: Car Drop off/ Pick Up lines/Parking will be at the far entrance (by the ball fields– Please refer to Map at end of packet) From 4:00pm-5:00pm the door will be staffed for dismissal. Once you arrive to check out your child staff will then alert other staff.

If you need to pick up your camper earlier please let staff know at drop off or contact the camp phone during the day.

Should it become necessary for an adult that does not pick up on a regular basis or on the Authorized Pick-Up list, to transport your child for emergency purposes, staff will need a written note or phone call in advance before giving permission to release your child to said adult. We require that children be released to an adult 18 or older. We will make accommodations but the parent will be required to submit a letter authorizing the release of the child to the individual under 18 years of age.

### Late Pick-Up Policy

After Care ends at 5:00pm, the first time you pick your child up after 5:00pm you will receive a written warning, every time after that you will be charged \$10 for the first 15 minutes you are late and \$1 for each minute after that. Please try to make an effort to contact camp if you happen to be running late. If continued tardiness persists the child will be removed from the program and no refund will be granted.

**Due to the new procedures, drop-off/check-in and pick-up may take a bit longer than in the past. Please give yourself plenty of time. We have to follow all protocols to ensure everyone's safety.**

**Anyone walking to camp without a parent/guardian will need a note 24 hours prior to notify staff. This is only allowed for 5th grade campers.**

## **What to Bring to Camp**

Please dress your child as comfortably as possible to enable him/her to participate in the different activities of the day. Kids will be outside and active! Closed-toe shoes must be worn at all times and should be comfortable for all-day wear. Sandals/flip-flops are **ONLY** appropriate to wear while on beach/water park trips. **On beach days/waterpark days your child MUST come to camp with their bathing suit and camp shirt ON.**

**Each child will need to bring:**

- bag/backpack
- Camp Shirt
- Swimsuit
- Towel
- sunscreen
- water bottle
- packed lunch (if not signed up for the Lunch feeding program)
- SNACKS & DRINKS (No soda or glass bottles)
- Hand Sanitizer!
- It is also suggested to bring an extra change of clothes, hat, goggles and ear/nose plugs (if needed).

Campers will have their own basket to store belongings for the duration of camp to help with cross contamination.

Please be certain to clearly mark all of your child's belongings. *Please avoid bringing personal items that may break or get lost.* Each camper will be given a camp t-shirt that must be worn on all community outings. Additional t-shirts will be available for \$10 per shirt.

## **Newsletters**

Camp newsletters are a fantastic way to stay informed about weekly camp activities. Newsletters will be available every Friday at camp. An electronic newsletter will be posted on the Camp Facebook Page as well as any updates and photos! Facebook Link to come!

## **Illness**

You will be notified if your child should become ill while at camp. Because we do not have a registered nurse on staff, the Camp Director will use his/her discretion to ask the parent to pick up their child if he/she is not able to fully participate in the daily camp activities. For the well-being of all the children at camp we ask all parents to please not send their children to camp if they are not well and are not able to participate in all planned camp activities.

- × Staff will be required to follow the same protocols as the campers for monitoring symptoms, temperatures, and cleaning of hands.
- × Any camper or staff member with temperatures over 100.0 °F will not be allowed at camp and sent home.
- × Anyone who is showing symptoms of non COVID-19 related illness will be asked to stay home until symptoms have subsided for at least 24-48 hours.
  - × *Similar to school policies.*



## **Medications**

At the end of this packet there will be a form for medications. If your camper needs to take any medications during the day or carries an EpiPen or Inhaler, this form will need to be filled out and brought to camp the first day or emailed to [DDelahanty@cityofbath.com](mailto:DDelahanty@cityofbath.com).

## **Masks and Trips**

Masks are not required for outdoor play but are recommended when 6 feet of physical distance is hard to maintain. Some theme parks may require masking.\* Please note this could change.

## Sunscreen

We **HIGHLY** recommend applying waterproof/sweat-proof sunscreen with at least a rating of SPF +30 before sending your child to camp. Staff will remind campers to put sunscreen on throughout the day prior to venturing outside in the sun.



**Rules & Policies**

In order to provide a safe, positive environment for all campers and staff, we have the following behavior guidelines:

- Campers should take responsibility for their actions and use honesty at all times.
- Campers should show respect and caring towards themselves, each other, staff members, and their environment.

The graphic features a blue background with a white speech bubble containing the text. To the right, there is a cartoon illustration of a child with brown hair, wearing a red shirt, with one hand raised in a gesture.

## Discipline

Discipline will be handled with kindness, consistency and understanding. Attention will be given to the specific needs of each child. Every Monday morning camp staff will go over camp rules with campers and explain why it's necessary to abide by them. We do not want children to hurt themselves or each other. We will encourage respect for people and for property. Too often discipline is thought parallel with punishment; that is not the case within our camps. We want to approach it with a positive action so appropriate behavior is reinforced and a learning process takes place as natural growth and development. In order to help us accomplish these goals, we will use the following steps:

- **OBSERVE AND LISTEN** to prevent conflict by anticipating any inappropriate behavior.
- **REDIRECT** the child to another thought or activity.
- **TALK** to the child individually.
- **SEPARATE** the child from his/her group.
- **DISCUSS** the situation with the child.
- **DOCUMENT** the situation and discuss it with the parents (daily, if necessary).

### **Examples of Unacceptable Behavior:**

- Refusing to follow behavior guidelines or camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or camp property)
- Refusal to participate in activities or cooperate with staff
- Disrupting an activity
- Leaving an activity without permission
- Endangering the health and safety of children and/or staff
- Use of illicit drugs, alcohol or tobacco or sexual conduct of any kind
- Teasing, making fun or bullying of other campers or staff
- Fighting of any kind

Camper fees are non-refundable if a camper is sent home for disciplinary reasons. Physical violence or bullying toward another camper or staff member will result in immediate dismissal from camp.

### **Bullying**

Bullying is inexcusable and unacceptable. Each camper is expected to treat all other campers with respect and to help each other achieve the best possible experience. If a camper has difficulty meeting this expectation, parents will be called upon to assist and resolve. Our staff addresses all incidents of bullying. We work together to ensure that campers gain self-confidence, make new friends, and go home with a happy, positive camp experience.

### **Behavior Guidelines**

Please read the “examples of unacceptable behavior” with your camper before camp. We ask that all campers respect one another. Campers should talk to a counselor or any camp staff member if they are uncomfortable with any experience at camp. We just want your child to have FUN and be safe!!!

**Bath Parks & Recreation Department  
Summer Camp Program**

Permission to administer medication at the  
Bath summer recreation program

Child's Name \_\_\_\_\_

Name of Medication \_\_\_\_\_

Reason for Medication \_\_\_\_\_

Dosage (Amount) \_\_\_\_\_ Time to be given \_\_\_\_\_

Possible Side Effects \_\_\_\_\_

Doctor \_\_\_\_\_

We must receive this medication in the prescription bottle

Date to start \_\_\_\_\_ Date to finish \_\_\_\_\_

I request and give permission for Bath Recreation Department  
personnel to administer the above medication to the above named  
camper.

Parent or Legal Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Staff  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Pick-up List**  
**(other than parents)**  
**Must Bring Picture ID to pick up child/children**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email address: \_\_\_\_\_



**Bath Parks and Recreation**

**4 Sheridan Road**

**Bath, Me 04530**

**(207) 443-8360**

**Summer Camp Phone #: TBD**

**Summer Camp Director:**

**Rebecca Malburne**

**Summer Camp Supervisor:**

**Hope Faulkingham**

**Assistant Recreation Director:**

**Dana Delahanty**

## Bath Parks and Recreation Drop off map

