

# Lisbon Parks and Recreation



## 2024 Summer Day Camps Parent Guide

We are so happy your child is here with us!

Please take a moment to look over our policies for this program.



# Camp Descriptions



## **Cub Camp - K & 1st Grade**

This camp is for children entering kindergarten and first grade in the fall. Campers will participate in structured activities and free play, inside and outside. They will utilize the playground and field. This camp will travel on the same day as Panda Camp for field trips. Children must be fully toilet trained.

## **Panda Camp - 2nd & 3<sup>rd</sup> Grades**

This camp is for children entering 2<sup>nd</sup> and 3<sup>rd</sup> grade in the fall. Campers will participate in arts and crafts, sports, field games and team building activities. They will utilize the playground and field. This camp will travel on the same day as the Cub Camp for field trips.

## **Polar Bear Camp - 4th & 5<sup>th</sup> Grades**

This camp is for children entering grades 4 and 5 in the fall of 2024. Campers will engage in a variety of activities including field games, sports, arts and crafts, and be offered free play inside and outside. They will travel on the same day as the Grizzly Camp for field trips.

## **Grizzly Camp - 6th - 8<sup>th</sup> Grades**

This camp is for children entering grades 6 – 8 in the fall of 2024. Campers will have the option to create crafts, join in team games, participate in sports, team building activities, and be offered free time inside and outside. This camp will travel on the same day as the Polar Camp for field trips.

***We are excited about our field trips this summer, but please note they are subject to change due to weather or other restrictions.***

## **Important Phone Numbers**

- **Lisbon Recreation Department - 353-2289**
- **Director, Mark Stevens - 712-3208**
- **Assistant Director, Kate Madore - 446-3724**
- **Administrative Assistant, Jennifer Willey - 319-6448**
- **To reach Camp Supervisors, call the office @ 353-2289**

# Day Camp Parent Guide

The summer day camps offer structured recreational activities for youth from Kindergarten through 8th grade, five days per week, for seven weeks. Hours of the camps are 8:00 a.m. to 5:00 p.m. Participants may attend all or part of the seven-week session. 8 - 9am and 4 - 5pm are less structured times to allow for campers to be dropped off and picked up. From 9-4 we offer more scheduled activities. These range from camp to camp, depending on the age group. They may include sports, field games and other outdoor activities, indoor crafts, games, board games, floor hockey, etc. Field trips are scheduled each week throughout the summer. Some places we visit include Sebago Lake, Range Pond, York Wild Animal Kingdom, Aquaboggan, Crescent Beach, Pineland Farm and Beaver Park.

*We are so happy your child is here with us! Please take a moment to look over our policies.*

## Registration Information

**Registration opens April 1 for Lisbon Residents, May 1 for Non-resident families.**

**Registration Fee:** \$550.00\* for residents

\$750.00 for non-resident families.

Includes all field trips

*\*\$50.00 discount offered for siblings of a camper. Full-time registration only.*

**Duration of camp: Monday June 24 to Friday August 9**

(7 weeks, **closed on Thursday, July 4**)

## Arrival and Departure

Programming at all Day Camps takes place from 8:00 a.m. to 5:00 p.m. Children cannot be dropped off earlier than 8:00 a.m., and must be picked up no later than 5:00 p.m. **Late fees for those who pick up their child after 5:00 pm will be billed \$5.00 per child for every 10 minutes late. Habitual late pick-ups will result in loss of registration in the Summer Day Camp Program.**

Children will be checked in by the supervisor upon arrival. The Parks & Recreation Department, its supervisors and summer staff, are not responsible for the supervision of children dropped off, or arriving prior to 8:00 a.m. An adult must walk Cub, Panda, and Polar Bear campers into camp.

***Note: The first day drop off may take longer than usual.  
Please plan accordingly.***

## **Attire/Sunscreen**

Dress your camper according to the weather. Sturdy shoes for physical activity are suggested. Pack an extra set of clothes for your child. Please apply sunscreen to your child in the morning, prior to arrival, and send more along with them to be reapplied during the day.

***Please mark sunscreen with your child's name. Please check your child's bag each day to make sure they have sunscreen.***

## **Lunch/Snacks/Water**

**\*New this year: Please send meals and snacks for your child.**

**We do not provide lunches for campers.** Participants will have access to their lunches three times a day, once mid-morning for a snack, at lunchtime, and again for an afternoon snack. Due to lack of refrigeration, we recommend sending lunches in small coolers, or in insulated lunch bags. Please mark the containers with your child's name written on the outside. There will be times when we offer a "special treat" snack for the campers.

**Please send a filled water bottle, labeled with the camper's name every day.**

## **Attendance**

Participants may attend any portion of the Day Camp that they are pre-registered for. Registration is completed at the Lisbon Parks and Recreation Department.

Upon arrival, participants must go directly to the check-in table. Once checked in, participants or their parents must inform the supervisor of when they intend to depart and who will be picking them up.

Once on the camp site, participants will be checked off on the daily roster. Attendance will be taken three times a day, first thing in the morning, mid-day, and at the end of the day.

During the camp program, children will not be allowed to leave the program site by themselves. Parents or guardians may pick up their child from the facility at any time after informing the camp supervisor.

***\*ON FIELD TRIP DAYS, THERE IS NO DAY CAMP AT ANY CAMP SITE \****

## Behavior

Campers are expected to behave in a safe, caring, honest, respectful, responsible and inclusive manner at all times. The camp staff must be free to administer and supervise the activities planned for the participants. We expect campers to follow the camp rules; be cooperative and helpful, have a positive attitude, maintain open communication, try new things, and have fun! Consequently, disciplinary problems are dealt with quickly, but fairly, using a three-step process:

1. A child will be spoken to and encouraged to behave appropriately. This will act as a warning.
2. A child will be made to sit out of the activity taking place.
3. As a last resort, a Disciplinary Action Report (DAR) will be filled out and submitted to the camp director.

- \* Upon receipt of the first DAR, parents will be called regarding the situation.
- \* Upon receipt of a second DAR, the child may be suspended from the program for the remainder of the day the DAR was issued and for the following day.
- \* Upon receipt of the third DAR, the child may no longer be welcome in the program and all fees paid will be forfeited.

*Depending on the severity of the offense, the participant may be suspended indefinitely for the remainder of the camp after only one DAR. Some examples are assault and racial or sexual comments. All participants must feel safe at all times.*

### **Bullying:**

We are aware of the importance of taking bullying seriously. What is it? *Bullying is any intentional, repeated hurtful act, including inflicting physical pain, name-calling, excessive teasing, exclusion, defacing property, hurtful pranks, and public humiliation.* Bullying among peers is growing daily in the United States. At camp, we train our staff on preventing, recognizing and dealing with bullying. However, we need your help, as the parent, to ward off and correct bullying behavior and to encourage bullied children to speak up when they are bullied.

Prevention is the best cure. Help us by taking opportunities to ask your camper about camp and the specifics of his/her experiences every day. Remember, your tone and listening skills are critical to whether or not your child will have these conversations with you in an honest way.

Let us know how we can help if you become aware of situations that are unacceptable.

## Medication Administration Guidelines

*It is the preference of the Parks and Recreation Department to not administer medications;* however, if and when it becomes necessary for a program participant to receive medication during program hours for scheduled medications, parents/guardians must fill out the DEPARTMENT SCHEDULED MEDICATION PERMISSION FORM. If your child has scheduled prescription medication with instructions similar to: take one (dose) of (medication) at (time) by (mouth), the Lisbon Parks and Recreation Department personnel can properly supervise the **self-administration** of medication by a camper.

### **All medications that are to be taken as needed require the completion of a medication permission form, available upon request.**

Please observe the following guidelines:

- A) Whenever possible, the time of medicine administration (prescription and over the counter) should be altered to allow a camper to receive all doses at home. Medication prescribed for once a day, twice a day (before and after program hours) or three times a day (before hours, at school, and after program hours) are to be given at home/school.
- B) Medication brought to the program site must be in its original container and prescriptions are to be labeled by a pharmacist or physician. The Lisbon Recreation Department retains the right to refuse any or all requests for administration of medication, namely improperly labeled medications and/or lack of parental authorization.
- C) **A one-day supply of medication may be brought to the program site.**
- D) The program participant must be instructed at home to **self-administer** the medication in accordance with the instructions mentioned below:
  - 1. Goes to the camp director, or designated staff person at the correct time and requests his/her medication.
  - 2. Verifies his/her container as handed to him/her by non-medical program personnel.
  - 3. Verifies contents.
  - 4. Measures out the correct dosage (for liquid medication, parents must provide an exact and appropriate measuring device).
  - 5. Takes medication by the correct route.
  - 6. All medication will be kept in the designated location and can be taken under the supervision of non-medical program personnel.
  - 7. At no time shall the participant have medication in his/her possession, except with special permission from his/her parent **and** physician.

## Illness

Please do not send your child to camp if he/she is ill and/or running a fever. Campers must be symptom free for at least 24 hours *without medication*, prior to coming to camp.

If a child becomes ill during camp, a parent or emergency contact will be notified to pick up the camper **as soon as possible**. If you work more than twenty minutes from our program, please provide a contact who could come pick your child up quickly in the case of illness. Campers must be symptom free for at least 24 hours *without medication*, prior to returning to camp.

## Rain Days

In the event of a rainy day, camp remains in operation. Regular camp activities will continue during light rain conditions. During more severe conditions, including lightning and thunder or extreme heat, camp activities will move indoors. If rain has caused the cancellation of a special event or field trip/excursion, the program will operate indoors on that day and the canceled activity will be rescheduled, if possible.

## Personal Property/Lost and Found

All items should be clearly marked with the camper's name to prevent loss. Please do not send anything of value as we cannot ensure its safety. Children tend to borrow, loan, exchange, forget, and find items from others.

The Lisbon Parks and Recreation Department will not be responsible for items brought from home. While the staff will help your child, it is considered the responsibility of the camper to keep their belongings together. A lost and found box is located at each camp. Unclaimed property will be kept for one week after the close of camp and then will be donated to local charities.

## Bathroom Policy

All children must be fully toilet trained. This means that the child knows when they need to use the bathroom and does not need any assistance in the bathroom.

**If your child is known to have accidents etc., please pack extra sanitary wipes and extra clothes so they can clean up after themselves.** We do not have extra clothes on site. If the accident is severe enough, staff will call home to arrange a pick up.

## Field Trips/Excursions and Special Events

Drop off and pick up for the camps will be at each campsite. When the camp is on a field trip/excursion all staff are needed to supervise the participants. Consequently, there will be no program operation or supervision at the campsites.

**Please note the time we ask to have your child at camp for a field trip. Some of our field trips require us to depart by a specific time.**

**Permission Slip:** A one-time permission slip for the summer must be signed prior to any camper going on a trip. However, for scheduling of buses and staff, **we will have you sign up for each individual trip by the close of camp the day before. Please let the staff know if your child will be attending. If you are unable to tell us in person, please call the office.**

**Camp Shirts:** Campers must wear their camp T-shirt on all excursions for identification purposes.

- Campers attending an excursion without a shirt may be issued a shirt to borrow for the trip. The shirt will be collected and washed for future borrowing by other campers. If the shirt is not returned, you will be billed \$5.00. Alternatively, a new shirt may be issued for \$5.00, *if one is available*.

**Lunch:** Campers must pack a lunch and water on trip days.

**Supervision:** While our regular staff is appropriate for normal activities, we would like to have extra help on all field trips/excursions. Parents, guardians, grandparents, aunts, and uncles are encouraged to accompany your camper on any trips. Please let the camp supervisor know prior to each excursion, or call the office. ***Trip fees apply to all volunteers.***

***If you can volunteer to help supervise your camper, please help to make this a special event for your camper by leaving siblings in the care of others for the day.***

**Inclement Weather:** If it is raining too hard to go on the scheduled trip, here or at the trip location, the camp will operate indoors and the trip will be rescheduled, if possible. Once at our destination however, should rain come, we will make the best of the situation. If the storm causes the closing of the site, or if it is dangerous in nature, we will return to the camp locations early, and remain there until the regular camp closing time.

**Bus Breakdown:** If a bus breaks down, and we cannot transfer the passengers onto another bus for the return home, the Parks and Recreation Department will be notified. Another bus will be sent as soon as possible. If the breakdown might result in a late return to camp, all parents will be notified via email and a staff member will be sent to the camp location to meet any parents and explain the situation.

## Inclusivity

At the Rec Department we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring and educational environment.

**To provide quality services and activities to all its participants, children needing significant assistance with personal care (i.e. toileting), behavior management, support to participate in activities, constant eyes-on supervision, and/or hands-on support, or who have trouble communicating needs/wishes to staff may be required to bring a support person provided by the family to provide 1:1 support.** Please review our programming information carefully so you can understand any particular challenges our activities, and particularly field trips, may pose for your child. It is your responsibility to notify us of any concerns prior to the start of the session.

- The Parks & Recreation Department will assess each participant's abilities and notify the parents/guardians if 1:1 support is required. We will reasonably accommodate participants needing such support, but require the family to identify, provide, and compensate any 1:1 aide.
- Any 1:1 care providers must submit a background check before attending Parks & Recreation programs.
- Generally we are unable to meet the needs of a child who requires a greater ratio than one staff to twelve students. These needs encompass social, emotional, cognitive, language and/or motor development growth.
- Please ensure your camper's medical and behavioral needs are communicated to respective staff as soon as possible. It is difficult to adequately support needs we are not made aware of. Keeping open communication between parents/guardians and staff is key to the successful Rec program. **We kindly ask all parents and guardians to notify the office of any concerns at the time of registration so that they can be properly planned for.** This is in your child's best interest. If your child presents unforeseen challenges, for the child's safety, we may need to refuse participation or arrange for the child to return home.
- On occasion we may call you to pick up your child for non-medical reasons. This may include extremes of emotion, challenging behavior, or inconsolable children who have been crying for upwards of a fifteen-minute window.

## Co-Parenting:

**Parents/guardians who are co-parenting will need to provide copies of a signed court order if there are any restrictions regarding custody.** Without a signed court order, staff will be required to release the camper to either parent/guardian or whomever they authorize to pick up.

- Staff will not get involved in personal matters. Please avoid putting staff in a difficult situation; please do not share personal information unrelated to the program with staff.
- Parents have the authority to designate who picks up their camper. Staff is not allowed to give out copies of documents (i.e. accident reports or attendance sheets,) or information about who picked up on a given day to anyone other than custodial parents/guardians.
- Any written material that is mailed from the Town of Lisbon will be mailed to the individual who is the account holder for the registered child.
- Any violations of custody agreements on record will result in staff calling the Lisbon Police Department immediately.
- Staff will document these kind of situations, as well as file an incident report for city records. Copies of the court documents and other documentation will be kept in the child's file.

## Special Notes

- Employees are not permitted, under any circumstances, to provide individual transportation for any child or to bring or take a child home.
- Parks & Recreation staff are not allowed to babysit for program participants, spend time outside of the program with our families or contact families by personal phone, email or internet.
- If for some reason we do need to send a child home, due to illness, a behavioral issue, etc., we ask for a timely pick up. If you work more than twenty minutes from our program, please provide a contact who can pick your child up quickly in this case.

## Forms to have filled out (PLEASE PRINT CLEARLY)

- Camper Information Sheet
- Camper Field Trip Permission Form and Photo Release
- Summer Camp Guide Signature Page
- Permission to Supervise Medications Form, ***Only if Applicable.***

## Summer Camp Field Trips

ALL TRIPS ARE SUBJECT TO LOCATION CHANGE OR CANCELLATION DUE TO RESTRICTIONS OF ANY KIND

Polar and Grizzly Camps will travel on Mondays and Wednesdays, **unless otherwise noted.**

Cub and Panda Camps will travel on Tuesdays and Fridays, **unless otherwise noted.**

	Mon	Tues	Wed	Thurs	Fri
Week 1 June 24-28	First Day of Camp		TBD		TBD
Week 2 July 1-5	Monkey C Monkey Do	Strawberry Picking	Range Pond	<b>Closed</b>	Range Pond
Week 3 July 8-12	Moose Mountain Mini Golf	Moose Mountain Mini Golf			Aquaboggan <b>All Camps</b>
Week 4 July 15-19	Pineland Disc Golf	Water Play Day	Crescent Beach		Crescent Beach
Week 5 July 22-26	Movie on the Big Screen	WW&F Train Ride	York Wild Animal Park		York Wild Animal Park
Week 6 July 29-Aug 2	Sebago	Sebago			Beaver Park Olympics <b>All Camps</b>
Week 7 Aug 5-9	Aquaboggan	Aquaboggan		Talent Show at MTM <b>All Camps</b>	Last Day of Camp

Mondays and Wednesdays Grizzly and Polar Camp Field Trips
Tuesdays and Fridays Cub and Panda Camps Field Trips
All Camps Field Trip

***Campers must be signed up for each individual trip by the close of camp the day before the field trip. Please let the staff know if your child will be attending. If you are unable to tell us in person, please call the office @ 353-2289***





## Summer Camp Guide Signature Page

After reading the Parent Guide, please sign the appropriate lines below and return the form along with your **Camper Information Sheet** and **Camper Field Trip Permission Form and Photo Release**.

I, the parent/guardian of \_\_\_\_\_ have read and understand the contents of the Summer Camp Guide, including, but not limited to, **late pick-ups, our inclusion policy, and our guidelines on illness and medication**.

I agree to follow the policies outlined in the Summer Camp Guide.

I understand that the Lisbon Parks and Recreation Department reserves the right to amend policies and procedures when necessary, and that we will abide by changes. The Lisbon Parks and Recreation Department will distribute any changes made to the Summer Camp Guide.

Signature of Parent / Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Please note: It is required that this form, as well as the Camper Information Sheet, and the Camper Field Trip Permission Form and Photo Release all be signed and returned in order to participate in Summer Day Camp.

Thank you very much!



## 2024 Summer Day Camp Field Trip Permission and Photo Release Form

Camper's Name (Please print): \_\_\_\_\_

Camper's Grade: \_\_\_\_\_

I, the parent/guardian of the above mentioned participant, hereby give my approval for his/her participation in this program. I hereby release, absolve, indemnify and hold harmless the Lisbon Parks & Recreation Department, its staff, volunteers, any and all them. I realize that I am responsible for providing insurance for the above mentioned participant. In case of the need for emergency medical treatment, I hereby give my permission for such treatment to be given in the case I cannot be reached.

By signing below I am giving permission for my child to attend the field trips I choose to send him/her on. I understand if my child does not have permission to attend the scheduled weekly field trip he/she will not attend camp that day. In case of inclement weather or unforeseen scheduling conflicts, Lisbon Parks and Recreation may make field trip substitutions. **I take responsibility in finding out where my child will be going each week and notifying the camp if my child will be attending each specific trip.**

I give permission for Lisbon Parks & Recreation, its employees and agents to make use of, my child's image, appearance, likeness, or photograph, and other reproductions of any of these and to do so with or without mention of my name. I understand and agree that I am to receive no compensation of any kind, monetary or otherwise, on account of or arising from the production, publication, recording, rebroadcasting, or other use of such material.

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Lisbon Parks and Recreation Summer Day Camp Field Trip Schedule \*SUBJECT TO CHANGE\*

**\*Campers are required to wear their camp T-shirt on every field trip.**



# Day Camper Information Sheet

Camper Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

### Parent Contact Information:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

### Medical Information:

Allergies:

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Medications:

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*(If medications will need to be taken at Camp, please fill out the Permission to Supervise Medications form.)*

**Special Concerns or Illnesses we should be aware of** *(Please see our Inclusion Policy)*

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**Emergency Contacts** - Please list two people to be notified in the event of emergency or illness when parent or guardians are not available.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

### Sign Out and Release Information:

Please list any person (other than those listed above) who will be picking up your child:

1 \_\_\_\_\_ Relationship to child: \_\_\_\_\_

2 \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Is there anyone who we should be made aware of, who legally should not be picking up your child?

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Please let the office know of any changes to who will be picking up your child beyond what you have listed above. For safety's sake, we will not release children to the care of anyone that we have not previously received permission for from parents or caregivers.