Camp Descriptions

Camp Awesome – K & 1st Grade

This camp is held at Lisbon Community School and will take place in the gymnasium. Campers will participate in structured activities and free play, inside and outside. They will utilize the playground and field.

Camp Rock – 2nd & 3rd, partial 4th

This camp will be located at the MTM Community Center. They will have the field and playground for outside games and play. The gymnasium and the art room will be their indoor space.

Camp Star – partial 4th, 5-8

Fourth graders will be split into two groups, some joining the younger grades at the MTM Community Center and others, with the older grades at Lisbon High School. Families will be kept together as much as possible. If you have questions or concerns regarding your fourth grade child’s placement, please call the office. For this group of older children, the LHS cafeteria and several classrooms will be their indoor space and they will have access to all the fields and track in the complex.

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 most Wednesdays and Fridays throughout the summer, however, our first field trip will be Thursday, June 29th. Some places we visit include Sebago Lake, Range Pond, Smitty’s Cinemas, and Aquaboggan.

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

Policies and Procedures

Registration Information

Duration: Monday June 26 to Friday August 11
(7 weeks, closed on Tuesday, July 4)

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.

Arrival and Departure

Programming at all Day Camps takes place from 8:00 a.m. to 5:00 p.m. Children should not arrive earlier than 8:00 a.m., and should be picked up no later than 5:00 p.m. Late fees for those who pick up their child after 5:00 p.m. will be billed $5.00 per child for every 10 minutes late.

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. For Camp Awesome and Camp Rock, campers must be walked into camp by an adult.

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

Lunch may be provided by the parent/guardian or children may participate in our meal program. Our meal program is free and provided by The Mid Coast Hunger Prevention Program. Due to lack of refrigeration, we recommend sending lunches in small coolers, or insulated lunch bags. Participants will have access to their lunches twice a day, once mid-morning for a snack, and again at lunch time. Please mark the containers with your child’s name written on the outside. Please note, most field trips days require campers to bring a cold lunch from home.

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. Upon checking 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 which are to be taken as needed requires 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 can 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.
Field Trips/Excursions and Special Events

Drop off and pick up for the camps will be at each camp site. 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 camp sites.

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. OR, a new shirt may be issued for $5.00.

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 for any and all 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.
Bathroom Policy
All children must be toilet trained.

If your child is known to have accidents etc., please pack extra sanitary wipes and extra clothes so they can clean up after themselves. If the accident is severe enough, staff will call home to arrange a pick up.

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.

- 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.

- 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 include social, emotional, cognitive, language and/or motor development growth.

- Please ensure your camper’s medical 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 after-school program.

- 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.

Forms to have filled out (PLEASE PRINT NEATLY)
- Camper Information Sheet
- Camper Field Trip Permission Form and Photo Release
- Permission to Supervise Medications Form, Only if Applicable
Field Trip Schedule

*All trips are subject to location change or cancellation due to restrictions of any kind

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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
2023 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 Dept, 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: __________________

Parent Contact Information:
Name: ___________________ Relationship to child: ___________________ Phone: ____________
Name: ___________________ Relationship to child: ___________________ Phone: ____________

Medical Information:
Allergies: __________________________________________________________
Medications: __________________________________________________________
(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: ________________________________

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: ____________
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? ____________________________

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.
Day Camper Information Sheet

Camper Name: __________________________
Birthdate: __________________

Parent Contact Information:
Name: ___________________ Relationship to child: ___________________ Phone: ____________
Name: ___________________ Relationship to child: ___________________ Phone: ____________

Medical Information:
Allergies: ____________________________________________________________
Medications: ___________________________________________________________
(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: __________________________
________________________________________________________________________

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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? __________________________

Camp Star Only:
My child will be arriving and departing from Camp Star on their own  Yes  No
If yes, what time will they arrive? _________ What time will they depart?___________