

STANDISH  
**RECREATION**  N



*Vacation Camp*

*April 2008*

*Parent Handbook*

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### Standish Recreation 175 Northeast Rd.

Phone: 642-2875

Email: [standishrec@fairpoint.net](mailto:standishrec@fairpoint.net)

Web: [www.standish.org](http://www.standish.org)

### Recreation Department Staff

**Linda Brooks**  
**Brett Levin**  
**Marcy Parmenter**  
**Alice Alexander**

**Recreation Director**  
**Recreation Programmer**  
**Administrative Assistant**  
**Vacation Camp Director**

## **VACATION CAMP GOALS**

- \*To promote physical, social, emotional, and cognitive development of the children who are involved in the program.
- \*To provide an atmosphere where children can develop a sense of independence, learn about responsible self-care, and develop appropriate decision-making and listening skills.
- \*Encourage the development of self-esteem by providing a place where children can learn about themselves, build self worth and experience success.
- \*Promote relationships between participants that help form healthy friendships.
- \*Foster a healthy respect for diversity.

## **PAYMENT INFORMATION**

The fee for Vacation Camp is as follows:

- Regular Day: 9:00 a.m. – 3:30 p.m. \$20 per day or \$55 for 3 day package
- Extended Day: 7:30 a.m. – 5:30 p.m. \$25 per day or \$70 for 3 day package
- Half Day – 11:45 – 3:30 p.m. \$12 each day

Payment is required at time of registration. Registrations and payments can be made either by mail (Standish Recreation, 175 Northeast Road, Standish, 04084), in person at the Clerk's Office.

**FOR ADDITIONAL INFORMATION, CONTACT LINDA BROOKS AT 642-2875**

## **PROGRAM INFORMATION**

### **HELD AT GEORGE E. JACK ELEMENTARY SCHOOL**

**\*\* Regular day - 9:00 – 3:30 \*\* Extended day – 7:30 – 5:30 \*\* Half day – 11:45 – 3:30 \*\***

Tuesday, April 22<sup>nd</sup> – Roller-skating at Happy Wheels in Portland  
Wednesday, April 23<sup>rd</sup> – Train Ride on the Narrow Gauge Railroad in Portland  
Thursday, April 24<sup>th</sup> – Nature Walk and Geo-Caching

- Rollerblades can be rented at Happy Wheels. Send \$3.00 with your child to be paid at the door of the rink.
- Children should pack bag lunches and drinks for all three days.
- The Snack Shack will be open for the children to purchase snacks and drinks throughout the week.
- In the event that the program is to be canceled due to the weather, there will be a message left on the Recreation Department Voicemail (642-2875) by 7:00 a.m. indicating this.

**The Recreation Phone Number at GE Jack is 642-2298.**

## DAILY SCHEDULE

7:30 – 9:00	Extended Day: Supervised, unstructured activities, free play in gym, board games, legos, crayons, markers and craft supplies will be available for use.
9:00-9:15	Check in, Attendance and Announcements
9:15-10:00	Age Groups K-1, 2-4, and 5-7 Activity 1
10:00-10:15	Snack
10:15-11:15	Age Groups Activity 2
11:15-11:45	Lunch
11:45-Noon	Load Bus for Field Trip
Noon-3:30	Field Trip
3:30 – 5:30	Extended Day
3:30-3:45	Snack
3:45 -5:30	Supervised unstructured activities in gym, playground (weather permitting), board games, crafts, coloring, Legos.

\*\*In the event of bad weather, the groups will have the option to go between the cafeteria, gym, or arts & crafts area.

## STANDISH RECREATION 2008 VACATION CAMP PROGRAM RULES

1. Participants are expected to be courteous, obedient and aware of safety issues at all times.
2. There is to be no physical contact (i.e. pushing, shoving, tripping, hitting, wrestling, fighting, tackling, snatching of clothing, etc.). **This is one of our most important rules, and violation of this rule may result in an immediate one-day suspension.**
3. No participant is permitted to leave the program at any time without permission from the counselor in charge. Participants may leave their assigned area only after they have received permission from the counselor in charge. **Violation of this rule will result in a minimum one day suspension for the first offense and permanent suspension for the second offense.**
4. Participants must follow bus safety rules at all times while riding the buses.
5. Participants are expected to leave the facilities neat and clean at the end of each day.
6. All equipment must be used safely and respectfully. Participants are not allowed to kick balls inside the building - much of our damage is a direct result of this rule violation. **If a child is found doing something deliberately that causes damage to the equipment, the parent will be billed according to the extent of the damage.**
7. Foul language will not be tolerated.
8. Participants are encouraged to leave personal property at home. All personal property brought to the program is the child's responsibility, and not the responsibility of Standish Recreation staff members.
9. Participants will always obey instructions of counselors and directors. We will stress the importance of mutual respect between participants, their peers and their counselors. By reinforcing the importance of respect for your neighbor's rights, the above rules should be followed naturally.

## **SNACKS**

Snacks are available at a minimal cost, or you can send a snack with your child - please plan for either option so that no child is left out. The proceeds from our snack sales will go back into the program, and there will be some healthy snacks offered as well as candy items. We will allow your children to “charge” up to \$1.00 in the event that they do not have any money, but they will not be permitted to charge any more than that until their “debt” is paid.

## **CLOTHING AND PERSONAL BELONGINGS**

Send your child dressed appropriately and comfortably. Be ready for Warm/Cold, Rain/Shine! In colder weather, children should have a warm coat, head covering and gloves. In the spring, a pair of rubber boots and rain pants are great for the muddy playground! **It is importation to bring a change of clothes so your child doesn't have to wear wet clothing. Extra sneakers are also recommended.** If your child brings personal belongings to the program he/she must be responsible for those items. **The Standish Recreation Department will not be responsible for any personal items (including clothing) that are damaged, stolen, or lost.** Parents are asked to monitor what children bring or wear to the program.

## **MEDICATION ADMINISTRATION**

If your child needs to take any type of medication during program hours, parents/guardians **MUST** fill out a med consent form. The Program Director (or other staff member) will administer medication taken by a child (prescription and non-prescription). Meds will be administered based on directions written by the parent/guardian or doctor. **Staff WILL NOT administer any medications to a child without written, signed, and dated parental permission** naming the medication and dosage. **PLEASE DO NOT SEND IN ANY TYPE OF MEDS WITH YOUR CHILDREN. PLEASE HAND THEM DIRECTLY TO THE PROGRAM DIRECTOR.**

## **BEHAVIOR MANAGEMENT PLAN AND CONSEQUENCES**

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will ask a child to “take a break” for behavior issues. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

## **ILLNESS POLICY**

Standish Recreation Department's illness policy adheres to national standards and focuses on both the needs and behaviors of the ill child as well as the ability of the staff to meet their needs without compromising the care of other children. We understand and appreciate the needs of working and student parents, yet it is essential that children at our program are protected from contagion. We will endeavor to use good judgment as well as the following criteria, when evaluating children with illness. It is the program's expectation that parents will do the same. A child must be well enough to participate in classroom activities. When illness results in greater care than the staff can provide without compromising the safety and health of other children, the parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child. Symptoms can be, but are not limited to the following:

- Elevated temperature (armpit) of 99.6 degrees or higher accompanied by other symptoms
- Vomiting
- Uncontrolled diarrhea or two or more loose stools
- Serious contagious illness
- Any symptoms requiring one on one care or causing severe discomfort
- Any illness accompanied by open, oozing bacterial infections or severe and bloody diarrhea
- Any open or oozing sores, bloody gums or bloody feces or unexplained rash
- Finding lice or eggs (nits) on hair or on clothing
- Severe lethargy accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing

The Vacation Camp Program reserves the right to send home any ill child. Parents should exercise every caution and keep their child at home should unusual symptoms occur. If your child has been exposed to a contagious disease, details should be reported to the Vacation Camp Program.

## **EMERGENCY PROCEDURES**

Staff will report any accident that requires first aid or leaves a mark, and this will be recorded on an incident form. Parents will get a copy of the form, and a copy will be filed at the program. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, the child will be transported by emergency medical personnel to the requested hospital or to the closest hospital if not specified by the parent. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian can not be contacted, the staff will contact people on the child's emergency contact list.



## 2008 APRIL VACATION PROGRAM REGISTRATION

I, the parent or legal guardian of the minor named below, hereby give my permission for my child or ward to participate in the Town of Standish's programs. I hereby waive, release and absolve the Town of Standish, its officers, agents, employees and all other participants in this program, from any and all claims, rights or causes of action, whether for property damage or personal injury, including death, which may arise out of my child or ward's participation in the recreational activity named on this form. Further, I hereby agree to defend, indemnify and hold harmless the Town of Standish, its officers, agents, employees and all other participants in such activity from any claim arising out of injury to my child or ward arising from his or her participation in any way in the activity(ies) described on this form.

Participant's Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade : \_\_\_\_\_

Parent/Guardian Names: Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Street

Town

Zip Code

Home Address if different from above: \_\_\_\_\_

E-mail Addresses: \_\_\_\_\_

Phone #'s: Mother: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Father: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency contact person (other than parent):

1) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Medical concerns / Other issues that we should be aware of: \_\_\_\_\_

Please list the name(s) of any other persons who may pick your child up from the program:

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Initial here to indicate you received a copy of the rules of this program, will review them with your child and they have your permission to ride the bus for this program.

\*\*\*\*\*

Tues., April 22	Half Day Option (11:45 – 3:30)	\$12.00	_____
	Regular Day (9:00 – 3:30)	\$20.00	_____
	Extended Day (7:30 – 5:30)	\$25.00	_____
Wed., April 23	Half Day Option (11:45 – 3:30)	\$12.00	_____
	Regular Day (9:00 – 3:30)	\$20.00	_____
	Extended Day (7:30 – 5:30)	\$25.00	_____
Thurs. April 24	Half Day (11:45-3:30)	\$12.00	_____
	Regular Day (9:00 – 3:30)	\$20.00	_____
	Extended Day (7:30 – 5:30)	\$25.00	_____
Regular Day Package (9:00 – 3:30 for all 3 days)	\$55.00	_____	
Extended Day Package (7:30 – 5:30 for all 3 days)	\$70.00	_____	

Account # 2295

Total Due \_\_\_\_\_