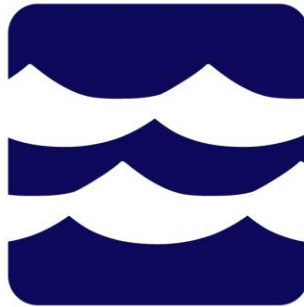


2011 DAY CAMP YARMOUTH



COMMUNITY
S E R V I C E S

*Creating community through
people, parks and programs.*

PARENT'S HANDBOOK

Dear Parents and Guardians,

Welcome

Think sunny skies, warm temperatures and exciting adventures! Welcome to the summer 2011 session of Clipper Recreation Day Camp. I am the new Yarmouth Community Services Program Supervisor and I am excited about my first season as the Recreation Day Camp Director. I am looking forward to many hot days, lots of giggles and the opportunity to enrich the lives of your children.

Camp Schedule

Summer camp is a fantastic opportunity for children to meet new friends, explore new activities and learn a little about themselves and others around them. **The camp will be based out of Yarmouth Elementary School on McCartney Street; however we will all use the HMS school on occasion.** All of our on-site activities such as games, arts & crafts, sports and guest speakers will be held at these two locations.

Campers are divided into three different age groups: Pee Wee (ages 4 & 5), Junior's (ages 5 – 8) and Senior's (ages 9 – 11). Each counselor has their own group of 5 – 10 campers. They will meet every morning in the cafeteria for attendance and continue to check in with each other on site and on field trips throughout the day. The Junior and Senior groups will be separated during most field trips and on-site activities, but there will be occasions where both groups of campers will be participating and interacting together.

On the Road Again

This summer our focus is to get outside! We will be taking nature hikes and learning about the great outdoors. In addition, we are starting a camp wide recycling program and working in the YES garden. There are many fun off-site activities planned as well, including trips to the Portland Boys and Girls Club for swimming every Tuesday or Thursday. On Fridays, we will travel to a different beach, where we will spend the entire day enjoying a little fun in the sun. Other trips will include Mini Golf, Funtown, Maine Wildlife Park, The Bounce Zone, Children's Museum and many more!

Please be sure to review the entire Parent Packet and YCS Behavior Policy with your child(ren) so we may assure your children and our campers to have a safe, healthy and fun summer. I always want to maintain open lines of communication with parents, campers and staff. If you have any questions or concerns you want to share, my door is always open. I look forward to meeting all of you this summer and can't wait for the fun to begin!

Sincerely,

Mike

Mike Caron
YCS Recreation Camp Director / Program Supervisor

Our Purpose

To provide a quality experience that is safe, convenient and creative while creating community through people, parks and programs.

Camp Staff

Camp staff is carefully selected through an application, interview and background check (including criminal check) process and are required to attend staff training sessions before the camp season begins.

General Information

Regular camp session is Monday – Friday from 9:00 am - 3:00pm. Early and late supervision is provided for an additional charge from 7:30 - 9:00 am and 3:00 - 5:30 pm for the convenience of working parents. **It is very important that your child be picked up on time.** A late fee will be assessed at a rate of \$5.00 for the first 15 minutes and \$1.00 per minute after the initial 15 minutes if late pick up becomes a consistent problem.

Camp Staff Assignments

Camp staff assignments are made on a weekly basis based on the chronological ages of the campers. Because the make up of the camp is different each week the camp staff assignments may change from week to week. Based on the assignment process, campers close in age may be grouped together, but it can not be guaranteed.

Designation of Individuals Authorized to Pick Up Campers

Only those individuals listed on the **Pick-Up Authorization Form (FORM A)** will be allowed to pick up your child. If you need to add or delete a name from this list, please send authorization in writing. Authorized individuals could be asked to provide a picture ID.

Custody Issues

In cases of separated/divorced parents or other special circumstances where visitation rights are denied to one parent/guardian, **we must have court or official documents on file** forbidding that person from picking up the child from our program. Please bring any special circumstances to our attention as soon as possible.

Late Arrivals - Early Departures

If your child arrives late to camp or you need to pick them up early please check with the Camp Director as to the location of your child's group. You will need to check your child's schedule to make sure they are not on a field trip.

What to Bring To Camp

- Lunch
- Drinks
- **Swimsuit Everyday**
- **Towel Everyday**
- Sunscreen
- Backpack (to store your child's belongings)
- Change of Clothes
- Medications

Camp Snacks and Lunch

All lunches and snacks should be brought from home. **We cannot provide refrigeration for lunches.** A lunch box size cooler with a small ice pack may be used to keep food cold. Please send juice, water or other nutritional beverages for lunch while limiting candy and sweets. Please do not send drinks in glass containers.

What Not To Bring

- Any Valuables
- Snack / Souvenir field trip money in excess of **\$10**
- Skateboards
- Walkmans, Discmans, IPOD, Electronic games
- Toys
- Cell Phones

YCS is not responsible if such items are lost, stolen or broken.

Money Policy

Campers are not allowed to bring more than **\$10** to camp, unless noted otherwise.

YCS Camp Staff will **NOT** hold campers money.

Please Note: While YCS staff will encourage campers to make healthy snack decisions, we are not responsible for what snacks or souvenirs your child decides to purchase while on field trips.

What to wear to camp

- Comfortable, Active, Old Clothes (DRESS FOR A MESS)!
- Shorts
- T-shirt
- Socks
- Sneakers
- Hat

What Not to Wear

- Sandals
- Items that promote tobacco, alcohol, vulgar slogans or innuendoes

Lost Articles

The loss of clothing is a common problem at camp. Please help us by:

- **Labeling Everything!**
- **Reminding your child to check his/her belongings at the end of each camp day**
- **A Lost and Found bin will be provided at camp.**

Medication Policy

To administer any type of medication (prescription and over the counter medications), we must have a signed **Permission to Administer Medication Form (FORM B)** on file. Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have written permission from the parent telling us what time and what amount to be administered to the child. **Medicine will be self-administered with the supervision of the Camp Director.**

Sunscreen

We **strongly** encourage you to provide daily sunscreen for your camper. Please label the sunscreen for your child. Our staff will remind campers to use it and assist them if necessary. Because of possible allergic reactions we cannot allow children to share sunscreen.

Camper Illness and Injuries

We are equipped with first aid kits to handle minor emergencies. If there is any question that the injury is more serious, then we will contact you to seek advice on how to proceed. Camp is not a place for sick children, if your child is sick with a fever (above 100 degrees), diarrhea or vomiting please keep him/her at home. If a camper becomes ill while at work, we will call you to come pick your camper up early.

Emergency Procedures

If a camper is injured or becomes severely ill, any counselor certified to administer CPR or First Aid will administer first aid while a counselor notifies the Camp Director or next in command and requests EMS if necessary. If medical treatment is needed, the camper's signed **Emergency Medical Form (FORM C)** will be pulled to show that treatment is authorized. If your child is transferred to the hospital, a camp staff member would go with them and stay with them until a parent or guardian arrives at the hospital.

Camper Arrival and Departure Procedures (Sign In / Sign Out)

- Upon arrival an adult must accompany all children to the sign-in table and sign them in.
- Upon the child's departure **an adult must sign out the child and notify the staff that the child is leaving.**
- Authorization is required in writing when anyone other than the designated adult arrives to pick up the child.

Staff Relationships with Children

1. The relationship between counselors and children in all recreation programs shall remain professional at all times.
2. Staff members will not be alone with a child in an area or location where they cannot be observed by other people.
3. Staff behavior or disciplinary actions with children must avoid all abusive actions. Constructive methods must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited.
4. Camp staff will not disrobe a child other than outer garments without the presence of another staff member or volunteer.
5. Camp staff should be alert to the physical and emotional state of all children each time they report to an activity and indicate, in writing, any signs of injury or (alleged) child abuse to the Camp Director and/or YCS Assistant Director.
6. A sign in and out procedure will be developed and implemented to ensure that only authorized persons pick up each child.



Yarmouth Community Services

Pick-Up / Release Authorization Form

Child Name(s): _____

Parents/Guardians Names: _____

Authorized To Pick-Up Child(ren)

If there are people besides the parents/guardians listed above who have permission to pick up your child(ren), please list them here. **NOTE: We will only release your child to persons whose names appear below unless we have written permission to do otherwise. Please advise all authorized pick-up persons that camp staff may ask for photo identification.**

Please Print Names

Address

Not Authorized To Pick-Up Child(ren) At Recreation Program

Full Name	Do they know they cannot pick up the child?	Location of Legal Documentation on File

If someone is listed above, YCS staff will contact you for details and any special instructions should the person try to pick up your child(ren). All details and discussions will remain confidential.

Permission To Walk / Bike Home

I give the child(ren) listed above permission to walk or bike home at the end of the program.

Initial Here _____

Parent / Guardian Signature

Signature of Parent/Guardian

Today's Date



Yarmouth Community Services

Permission to Administer Medication Form

While medication should ideally be administered at home, we recognize that it is sometimes necessary for a participant to receive medication during the program. In this event, the following procedures will be followed:

1. **All medications** (prescribed and over-the-counter) and a signed copy of this authorization form must be deposited with Program Staff.
2. The participant must be instructed at home or by the family physician to self-administer the medication in the presence of the program staff.
3. Medication must be in an unbreakable container labeled with the participant's name, content, dosage, and time to be administered. Medication sent to the program should not exceed the dosage for one program day.
4. Medication will be kept in a secure location and provided to your child at the appropriate time. If necessary, a program staff member will assist your child with removal of a childproof cap, but will not administer the medication. All medication brought on field trips will be kept in the possession of the Program Instructor.

CHILD'S NAME: _____

PARENT/GUARDIAN'S NAME: _____

NAME OF MEDICATION: _____

PHYSICIAN'S NAME AND PHONE NO.: _____

REASON FOR MEDICATION: _____

Are there any side effects that staff should be aware of? _____

Dosage and time(s) to be given: _____

I hereby request the Yarmouth Community Services' staff to provide the above medication at the time(s) indicated for my child to self-administer. I am aware that this medication will be dispensed by non-medical, recreation personnel. I hereby agree to release and hold the Yarmouth Community Services, its agents and employees harmless from any and all claims, including negligence, which may arise as a result of the administering of the medication.

Signature of Parent/Guardian: _____ Date: _____



Yarmouth Community Services Program Participant

Camper Emergency Medical Information

Today's Date: _____

Child Name(s): _____

Address: _____

Telephone #: _____ Email: _____

Mother's Name: _____ Work Phone: _____

Father's Name: _____ Work Phone: _____

Person to contact in case of an emergency

1. Name: _____ Primary Phone #: _____

Relationship: _____ Cell Phone #: _____

2. Name: _____ Primary Phone #: _____

Relationship: _____ Cell Phone #: _____

Special medical information (conditions, allergies, medications, etc.) _____

Physician: _____ Phone #: _____

Address: _____

Preferred Hospital: _____

Medical Insurance

Carrier: _____

Policy #: _____

Yarmouth Community Services Behavior Expectations

Yarmouth Community Services recreation programs are intended to be a safe place for children to have fun and broaden their understanding of themselves and the world around them. Participants are expected to be responsible for their own actions and behaviors. The endless benefits a participant can gain in any recreation program are determined by the participant's attitude and willingness to participate. During all YCS activities we expect participants to adhere to the Yarmouth Community Services Core Values.

Yarmouth Community Services Core Values:

Pursuit of Quality
Accountability
Respect
Trustworthy
Integrity
Caring
Involvement
Positive Self-Esteem
A + Attitude
Togetherness
Equality

Behaviors that do not embrace the YCS Core Values may require immediate disciplinary action:

- ◆ Misuse or destruction of Yarmouth school or town property or equipment.
- ◆ Failure to follow rules.
- ◆ Uses of profane, vulgar or disrespectful language.
- ◆ Hitting, kicking, spitting or other inappropriate physical or verbal contact with another participant, staff person, volunteer or other visitor using the facility.
- ◆ Use of tobacco, alcohol or drugs at any YCS activity or on any school grounds.
- ◆ Littering
- ◆ Throwing objects or running unless they are part of a supervised program.
- ◆ Producing loud, rude or unnecessary noises.

Depending on the situation and the severity of the incident the following disciplinary procedure may be enforced:

Stage 1 – Verbal Warning

The YCS staff member will ask the participant not to continue the inappropriate behaviors. The staff member will remind the participant the behavior exhibited does not embrace the YCS core values.

Stage 2 – Time Out

The participant will be removed from the activity and will be asked to sit out for 5 minutes. YCS staff may further discuss the behavior concern with the participant. The participant may be required to apologize to the appropriate person. Parents will be notified of inappropriate behavior.

Stage 3 – Removal from activity and parent meeting

Participant will be suspended from participating in the YCS program or activity until a parent meeting has taken place and corrective measures have been taken to ensure the inappropriate behavior will not continue.

Stage 4 -- Expulsion from the YCS program.

YCS Clipper Day Camp Sunscreen Policy

1. We **do not** provide sunscreen for participants as it is a medication and some participants may have allergies to some ingredients in certain sunscreens. Each participant needs to bring his or her own. If a camper does not have their own sunscreen they will not be allowed to participate in outside activities.
2. Participants should arrive at programs with a thick base coat of sunscreen already applied, especially in hard to reach areas, such as their backs.
3. Staff will remind participants regularly to reapply sunscreen every 2 hours: 10 am, 12 pm and 2 pm.
4. We encourage campers to wear hats to protect their heads and shirts to protect their backs. This is especially important if your child has sun sensitivities.

SUNSCREEN/SPRAY PERMISSION SLIP

My child (circle one) **should OR should not** wear **sunscreen** while being outdoors.
____ Initials

Please apply first application at home. **Sunscreen should be supplied by you, the parent.** I understand that selecting “should” allows staff to **apply sunscreen** to my child and if my child does not have sunscreen on they will not be able to participate in outdoor camp activities.

Guardian Signature _____ Date _____