



**OLD ORCHARD BEACH RECREATION**

**SUMMER CAMP 2023**



**PARENT HANDBOOK**





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# OUR PURPOSE...

*...is to provide a memorable, safe, fun and quality program for Old Orchard Beach and the surrounding communities' families whose children have a variety of needs, interests, and abilities!*



## CAMP HOURS, LOCATION, & PROTOCOL

OOB Recreation Summer Day Camp runs Monday through Friday starting June 20th through August 11th.  
**Camp hours are 7:30 AM to 3:30 PM with After Care Program running 3:30PM-5:30PM.**

**All Camps:** DROP-OFF will be at the **Loranger Memorial School** same as last year. We will be using the front side of the school at the 6th grade wing. You will drop your child off out front where you see staff.

**SIGN-OUT For ALL CAMPS:** All campers will be signed-out at the **Loranger Memorial School**. All Camps will be together at Loranger starting at 3:00pm. This is the same spot as last year where parents park in the parking lot facing the Police & Fire Departments.

It is very important that you sign in/sign out your child every day. This is a safety policy, and it allows us to speak to each parent regarding the days activities if needed. Please bring your license with you for the first week! Our staff are still getting to know you, and might ask for identification. Only those individuals who are listed on the **"Emergency/Pick-Up List"** will be allowed to pick up your child.

**Authorized individuals may be required to show identification.**

**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 this to our attention as soon as possible.

**Early Pick-Up:** If for any reason an emergency occurs and you need to pick-up your child early please contact Haley Plante at (207)229-4735 or your child's Camp Coordinator (#'s to be given closer to camp start).

**For questions or concerns please email us at [oobchildcare@oobmaine.com](mailto:oobchildcare@oobmaine.com)**

### **Loranger School**



★ Summer Camp Sign-In

★ Summer Camp Sign-Out



# Sign-In Procedures

Mornings can be very busy and we try to make the sign-in an easy transition for both campers and parents. Parents are asked to stay in their cars and we will help campers out and escort them inside. To help keep this process going please do not use this time as a “check-in” time or a time to have conversations about concerns. Please contact Haley or your child’s camp coordinator to set-up a time.

- Pull up to the sign-in counselor and please stay in car
- Let staff help you camper out of the car
- Safely exit the traffic line at a safe speed

# Sign-Out Procedures

In the afternoon, all camps sign-out at Loranger. Parents will need to come to the sign-out table to sign-out their camper. **Only people on your child’s list can pick-up your camper.** Please have I.Ds ready for the first couple of days as we get to know you. Be sure to always have anyone different bring their I.Ds to pick-up your camper.

- You **need** to sign your child out of camp each day
- The end of the day is the time where you will get any incident or accident forms
- Camp Coordinators are not always at sign-out so if you have concerns, please contact them directly
- We will bring your child out to you. Please do not attempt to come into camp. Campers are sometimes on the front lawn playing and we ask you not to greet them there, but instead go right to sign-out.



# Registration and Payment Information

Summer Camp registrations open during the early spring and are rolling until camp is full. Early registration is recommended to ensure your child has a spot in camp, as space is limited. To register, please drop off or email in a completed registration form and \$100 deposit per child to the Recreation Department. [Please make checks payable to the Town of Old Orchard Beach.](#)

A minimum of 50% of camp needs to be paid by June 16th for our 8-week program. The weekly camp option needs to be paid in full by June 16th. Final full payment for the 8-week program is due by July 14th. We offer payment plans, but the above deadlines still apply. Payment plans are a signed contract with debit/credit withdrawal.

Financial assistance is available. Forms can be picked up at the recreation office or can be found online at [www.oobrec.com](http://www.oobrec.com) under the 'FORMS' tab. Financial assistance applications are due by May 21st.

Please contact Kira at [kclark@oobmaine.com](mailto:kclark@oobmaine.com) as soon as possible with any questions.



# A typical week at summer camp:

*What does a typical week at camp look like?*

At summer camp, our 8-week program is packed full of fun! We start each week off on Monday with a "camp day", where we stay on campus and utilize our school and ballpark facilities, playgrounds, and gymnasiums. We will do weekly crafts and on-site games. The remainder of the week is filled with a wide-range of field trips. Trips include:

- Swimming at Range Pond
- Swimming at Kiwanis Lake
- Aquaboggan Water Park
- Tours of our local Police & Fire Departments
- Fort Williams
- Swimming & ropes course at wild acres campground...and many more!

*At the beginning of each week, families will receive an updated trip schedule for that week with fun photos that we captured from the week prior for you to enjoy!*







# Camping with Gull Challenge:



Each summer, we take our gull challenge group (6th-8th graders) on TWO overnight camping trips! Each trip, we are gone for 3 nights, 4 days. We take off first thing Monday morning and arrive back on Thursday afternoon (camping trip dates are listed on the summer camp registration form). Typically, we spend these days at a campground in the New Hampshire area where we stay on campsites with cabins, tents, a fire pit and a grill. These campgrounds have an ample amount of kid friendly activities and it's always a blast!





# WHAT SHOULD MY CHILD BRING TO CAMP?

- Sneakers are to be worn to camp every day! NO FLIP FLOPS! This is a safety concern! Should you send your child to camp in flip flops, parents will be asked to return home and pick up sneakers.
- Snacks to last the entire morning and afternoon. (At least 3-4, please no soda!)
- Plenty of water and other healthy drinks, NO GLASS BOTTLES/CONTAINERS!
- An extra pair of clothes (EVERYDAY)
- Swimsuit and a towel, even on non-swim days. We could decide to play some water games!
- Sunscreen — Please apply generously in the morning and we will re-apply throughout the day depending on the weather and location.
- A hat and extra t-shirt to wear on extremely sunny days to help avoid sun damage.
- Backpack to store your child's belongings.
- Lunch, if your child is not taking advantage of our free summer lunch program.
- Medications – these will be stored with the Camp Coordinator. Parents must fill out a “permission to administer medication form” that is signed by the parent/guardian and Doctor.

**PLEASE DO NOT SEND:** Any valuables (we can not be responsible for items that are lost, stolen, or broken) skateboards, scooters, walk-mans, iPods, electrical games, toys, or cell phones. Each camp will have a phone that can be used for emergencies.

## OOB RECREATION IS AN UNPLUGGED CAMP!

Your child will not be given time to use their cell phones or personal media devices during camp. Camp is about building community, creating real life experiences with peers, and engaging in hands on adventure. We hope that you share our unplugged summer vision!



## SUMMER FOOD SERVICES PROGRAM

The Old Orchard Beach Summer Camp is participating in the Summer Food Services Program. Breakfast and lunch will be provided free to all children attending our summer camp! Hungry children need food all year long, even when they are not in school! The Summer Food Service Program provides free healthy food for children 18 and under. Children get the foods they need to learn, play, and grow during summer vacation when they don't eat at school. Your child will be getting lunch and breakfast each day for free!

Make sure that you are still packing snacks for your child, as there are opportunities for snack in the morning and afternoon. We want your child to be fueled up for action packed days!

**Lunches can be brought from home.** Refrigeration and microwaving of lunches is not available. A lunch box size cooler with an ice pack is a great way to keep food and drinks cold throughout the day.



# CAMPER ILLNESS & INJURY

We are equipped with first aid kits to handle minor injuries and emergencies. If there is any question that an injury is more serious than our staff is able to handle, we will then make a decision about the next step. In most cases, the parent will be notified before taking actions, however, if the emergency is severe, emergency personnel will be called. *It is important that Camp Coordinators have updated contact numbers on your Child Emergency Form.* If your numbers or contacts have changed since registration, please update your records.

If your child is sick with a fever (above 100 degrees), suffering from diarrhea or vomiting, please keep him/her at home for at least 24 hours to be sure he/she is well enough to keep up with the fast pace of camp. If a camper becomes ill while they are at camp, we will contact you to come pick up your child. If you need to reach the Recreation Department, please call us at 207-934-0860.

## HEAD LICE

Each summer we usually have at least 1 case of head lice at camp. Please check your child's hair on a daily basis. You are looking for small white flecks that are attached to the hair shaft. Head lice looks a lot like dandruff. You can not flick head lice from the hair.

Anyone may contract lice from another person, their clothes or personal items. Recent research suggests head lice can last from 12-15 hours away from a host. The nits may stay viable up to a month and can be transmitted from fallen hair. Lice hang onto hair fibers and transform from person to person by crawling or falling. Having head lice on your person does not reflect your lifestyle. They do not care whose head they are on. They just want a warm one.

Our policy states that a child who has head lice can not come to our program. The hair must be treated with a product that is designed to kill head lice. This may be purchased over the counter at a drugstore. All nits must be removed from the hair before your child can return to camp. **The Recreation staff reserves the right to check your child for lice and may require them to miss camp if lice is visible.**

## MEDICATION POLICY

In order to administer any type of medication (prescription or over the counter medications) we must have a signed "Medical Release Form" on file.

Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have from the parent/guardian and Doctor, written instructions explaining the time and amount of medication to administer to the child. Medicine will be self administered with the supervision of the Camp Director or the Summer Camp Coordinator. **Please visit our office for a Medical Release Form.**





# SUNSCREEN

We strongly encourage you to apply sunscreen to your child before arriving at camp daily. It is also recommended that you pack a bottle of sunscreen in your child's bag. Our staff will remind campers to apply sunscreen at designated times throughout the day and will assist campers if necessary (especially with our youngest campers!) We provide some sunscreen at camp, however, because of possible allergic reactions it is recommended that each child bring his/her own bottle. Please talk with your child about the importance of sun protection. A hat, and an extra t-shirt to wear over a swimsuit also helps to shield skin from the sun.

# CAMPER T-SHIRTS

It is very important that all campers and staff wear their camp shirts on days when the camp is leaving the school facility. Our camp shirts are bright, and it is easier to spot our campers if they are wearing their shirt, which helps them stay safe. In saying this, these shirts do not go home until the end of summer camp. Each night, our staff will wash the shirts and have them ready for the next day. If you arrive to pick up your child and they still have their camp shirt on, please help us by making sure their shirt is returned to their counselor before you leave. If your child leaves it home by mistake, they will not be able to go on the field trip for that day. Please understand that this is not intended to be a punishment, but rather a safety precaution.



# MONEY

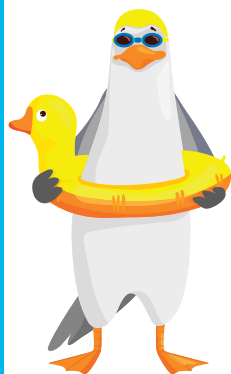
Bringing money to camp may be an option for campers, and will be decided by the Camp Director. On days when your child is away from camp, you may choose to send a small amount of money with them that may be spent on snacks or games. We ask that you not send more than \$5-\$10 with them to camp. Please be aware that we as staff are not responsible for lost or stolen money.



# CHILDREN WITH SPECIAL NEEDS

If your child requires special assistance because of physical limitations, or if he/she has emotional behavior needs, please fill out the "Child Concern Form" located in the office so that we may better serve the needs of your child.

**One-on-one:** Please be advised if your child receives one-on-one care within their school department, whereas the school assigns the placement of an education technician or other hired staff has been placed in your child's classroom setting, you will have to have a one-on-one for our program as well. If your child is placed in a specialty designed classroom setting other than a regular classroom, this department will require that your child have a one-on-one. The one-on-one caregiver must be approved by the department. Funding for a one-on-one will be at the participants expense.





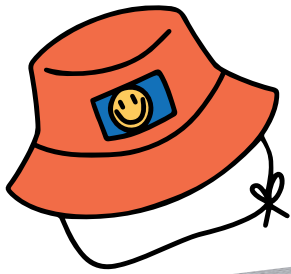
# MANDATED REPORTERS

In accordance with recreation procedures, as municipal employees & childcare staff, we are mandated reporters. This means that we are mandated by law to report any and all suspicions of child abuse. Abuse can be physical, mental, or verbal.

*"Maine law states that certain people must report suspected abuse, neglect or exploitation of an adult if they believe the adult is incapacitated or dependent. Maine law also states that certain people must report to the Department if they know or have reasonable cause to suspect that a child has been or is likely to be abused or neglected."*

-Maine Department of Health and Human Services

**Reports regarding suspected child abuse or neglect must be made immediately by telephone to the Maine Office of Child and Family Services at 1-800-452-1999.**



## PARENT VOLUNTEERS/CHAPERONES

Many times parents want to get involved in their child's summer camp activities. However, as a department, we have found that children's behavior when there are parents present tends to be very different than when it is just counselors at camp. We also find it difficult to allow equal opportunity to chaperone. For these reasons, we do not allow parents to chaperone on our field trips.



# EMERGENCY ACTION PLAN

**On-Site Procedure:** If an emergency occurs while campers are at camp, all campers and staff must remain inside the school building until further notice from either the Director of Recreation or the Summer Camp Director. Parents must sign out their child with the Camp Director. Depending on the circumstances of the emergency, the recreation camp day may be shortened or lengthened.

**Off-site Procedure:** If an emergency occurs while campers are on a field trip, all campers and staff remain at the field trip location until it is possible for the group to return safely. The Director of Recreation or the Summer Camp Director will make this determination. The above procedure will then be followed.

If communication between the Camp Coordinators and the Recreation Department is not possible, the Camp Coordinators will make the decision that will best suit the situation.



## FIRE DRILL PROCEDURES

In accordance with our recreation procedures, we will be conducting fire drills periodically. Each room has a fire drill procedure posted near the fire exit. Fire drills are timed and recorded in our computer system. Children are trained to proceed to a specified meeting place in the same manner as if they were evacuating their home. Staff members have daily attendance and will do head counts of children when conducting fire drills.



# OOB RECREATION SUMMER CAMP DISCIPLINARY PROCEDURES

In order to provide a safe and enjoyable summer recreation experience for everyone, we have established a discipline policy and procedure for campers to follow at camp.

The disciplinary procedure will be followed when a child is misbehaving (i.e. not following directions, exhibiting profanity, being disrespectful to campers or staff, jeopardizing the safety of others or self, and/or using threatening or bullying behavior ).

**Phase 1:** A verbal reprimand or 'cue' will be given by the staff member to re-direct the child to a more appropriate form of behavior.

**Phase 2:** The child, under staff supervision, will be removed from the group for a few minutes and will re-join the group then the staff person has determined that they can do so without further disruption.

**Phase 3:** The Camp Director will then be notified. Depending on the severity of the issue, the parent may be contacted at this time.

**Phase 4:** If a problem persists, parents will be notified and the child will be advised to take a day, or more, away from camp and can possibly be suspended from the program. When possible, we will work with the parent to develop a system of discipline that will work for the child.

**\*\*The above procedure will be used when there is a gradual progression of inappropriate behavior. In extreme cases, the Old Orchard Beach Recreation Department reserves the right to establish an appropriate consequence immediately. No refund will be given should your child be removed from camp for any period of time due to disciplinary reasons. \*\***

