



York Parks & Recreation
2024
Summer Day Camps Parent Handbook

Table of Contents

Our Mission & Values
Camp Hours
Camp Locations
Drop Off & Pick Up
Child Release Policy
Independent Arrival
Camp Administration
Mandated Reporters
Absences
Camper Illness
Administration of Medications
Peanut Aware
Money at Camp
Disciplinary Procedures
Parent Communication
What to Bring to Camp
What NOT to Bring to Camp

Our Camp Mission

Our camp mission is to provide an opportunity for campers to build relationships, learn, grow, create, and discover one's true self. Camp Funshine and Camp Coastline pride themselves in celebrating and nurturing the social, emotional, and physical development of all campers.

Our Camp Values

- An outstanding camp is a place where children are valued and accepted.
- All staff view each child as a unique individual with something special to offer.
- All staff show an interest in each child, calling them by name, communicating individually with them, and listening to what they have to say, showing favoritism to none.
- All staff create an environment where the focus is on the interests and needs of the campers.
- Making camp fun and safe throughout the day is the key to providing a terrific experience.

Camp Hours

Before Care: 7:30am-9:00am

General Camp Hours: 9:00am-4:00pm

After Care: 4:00pm-5:30pm

Campers may not be dropped off prior to 7:30am or picked up after 5:30pm

Camp Locations

Camp Funshine (Ages 5-8): Village Elementary School (124 York Street, York, ME)

Camp Coastline (Ages 9-14): York Middle School (30 Organug Rd. York, ME)

Camp Ratios

6 Years Old & Under - 5:1

7-8 Years Old – 6:1

9-14 Years Old – 8:1

Drop Off & Pick Up Procedures

Camp Funshine: Drop off & pick up will be the doors closest to the gymnasium.

Camp Coastline: Drop off & pick up will be at the gymnasium entrance.

All campers MUST be signed in and signed out by a parent/adult. Picture identification will be required at the time of pickup until staff members become familiar with you. Any additional authorized pick-ups will be asked for identification to cross-reference with the names on your child's camp paperwork.

Please inform camp staff or our office (207) 363-1040 if someone other than a parent/guardian will be picking up your child that day. We ask that you make the authorized pick up individual aware of our drop off and pick up procedures before arrival.

Parents with shared or joint custody must agree upon the authorized individuals allowed to pick up their child from camp. It is the responsibility of the parents to notify the Yorks Parks & Recreation Department of the authorized individuals.

In cases where visitation rights are denied to one parent/guardian, we must receive official documentation in file forbidding that person from picking up the child from camp. Please bring this to our attention immediately, if this is the case.

Early Pick Up/Late Drop Off: If for any reason you need to pick up your child early or drop them off late, please call (207) 363-1040 and contact the Camp Supervisor and your respective Camp Directors.

Day Camps Supervisor

Marley Mailloux – mmailloux@yorkmaine.org

Camp Funshine Directors

Hannah Jacobs – hjacobs@yorkmaine.org

Quinn Mailloux – qmailloux@yorkmaine.org

Camp Coastline Directors

Justin Frecker – jfrecker@yorkmaine.org

Sage Works – sworks@yorkmaine.org

Independent Arrival

Please inform our Camp Supervisor and/or Camp Directors if your child will be walking or riding his/her bike to camp so that we can ensure they arrive independently and safely each day. If your child does not report to camp by 9:00am, you will be notified.

Camp Administration

Recreation Coordinator

Andy Kaherl – akaherl@yorkmaine.org

Day Camps Supervisor

Marley Mailloux – mmailloux@yorkmaine.org

Camp Medical Professional (EMT)

Gemma Hopkins – ghopkins@yorkmaine.org

Community Recreation & Day Camps Intern

Andrew Gagne – agagne@yorkmaine.org

Camp Funshine Directors

Hannah Jacobs – hjacobs@yorkmaine.org

Quinn Mailloux – qmailloux@yorkmaine.org

Camp Coastline Directors

Justin Frecker – jfrecker@yorkmaine.org

Sage Works – sworks@yorkmaine.org

ALL STAFF are American Red Cross Adult & Pediatric CPR/AED/First Aid certified!

Mandated Reporters

In accordance with department procedures, as municipal employees and camp staff, we are mandated reporters. This means we are mandated by law to report any and all suspicions of child abuse or neglect. Abuse can be physical, mental, or verbal. Reports regarding suspected child abuse or neglect will be made immediately by telephone to the Maine Office of Child and Family Services @ 1-800-452-1999.

Absences

Please call (207) 363-1040 or email the Camp Supervisor and Camp Directors to inform us of you child will be absent from camp. Please leave a voicemail if you cannot reach the office.

Camper Illness

The Camp Medical Professional, Camp Supervisor, or Camp Directors will ask parents to pick up their child as soon as possible if the following occurs: fever of 100.4 or higher, has an unidentifiable rash or symptom, has diarrhea or vomits. If a parent is unreachable, we will call individuals listed on the campers Emergency Contact List. If your camper is not feeling well, please do not send them to camp.

Administration of Medications

We encourage parents to administer medications before dropping off and after picking up, if they are able. Medication will be administered by the Camp Medical Professional and or Camp Supervisor. Please contact Gemma Hopkins, if your child has any special instructions about a specific medication or how to administer it. All medications will be kept in a lockbox, in a secure, designated area. If a child refuses to take their prescribed medication, the parent will be called. All medical records are confidential and for administrative staff only.

Peanut Aware

Our camps are not peanut free; however, we are peanut aware and will have a designated peanut free area, if necessary. If your child has a severe peanut allergy, please notify staff and be sure it was listed on your camp registration form.

Money at Camp

Camp Funshine: Money is NOT allowed at camp or on trips, including field trips.

Camp Coastline: Money is allowed on trips only; however, we recommend that you do not send your camper with more than \$20.00.

Disciplinary Procedures

Day Camp Staff and Administration provide campers with guidelines for appropriate behavior and rules to follow while at camp. We encourage positive actions through positive reinforcement and close supervision. Our goal is to keep campers engaged in activities so that inappropriate behavior is limited.

The following steps will be taken if inappropriate behavior occurs:

- Child will be spoken to in a gentle manner regarding the unacceptable, disruptive behavior and alternative solutions to the behavior will be discussed.
- If the said behavior continues, the child will be given the opportunity to take a break from the activity for a “cool down” until both staff and the child feel they are ready to return.
- If the said behavior continues, the child’s parent will be notified via phone or during pick-up at the end of the day.
- A behavior report will be filed any time a child receives a “cool down”.
- An incident report will be filed when there is evidence of property damage, injury to camper or counselor, forcefully touching a camper or counselor, foul language, and other inappropriate behavior on a consistent basis.
- Three incidents reports during your child’s time at camp will result in a one-day suspension from camp.
- The fourth incident will result in a five-day suspension from camp.
- The fifth incident report will result in termination from camp.
- A camper may be terminated from camp without prior notice to parents under the following conditions:

- A camper injures a camper or counselor requiring medical attention
- A camper displays violent, uncontrollable behavior that will put others in the program at risk.

No child will be suspended from camp without the consent of the Camp Supervisor or Recreation Coordinator. All efforts will be made to work with parents on all behavioral issues. All Incident Reports will be reviewed by the Camp Supervisor before notifying a parent.

No refunds will be given should your child be removed from camp for any period of time due to disciplinary reasons.

Suspension & Termination

The following conditions may warrant a suspension or termination of York Parks & Recreation Camps.

- A child brings harm to another child or staff person resulting in injury requiring medical attention
- A child displays violent, uncontrollable behavior that puts others in the program at risk
- Five incident reports on file
- Continued verbal abuse towards camp staff
- Failure to follow camp rules on a consistent basis
- Unpaid registration fees
- More than three late pick-ups

Parent Communication

Please feel free to call (207) 363-1040 or email administrative staff if you have any questions, concerns, or suggestions you may have about our program or your child's participation in our program.

Announcements, newsletters, and items of general interest will be emailed to you or made available to you at the drop off/pick up table. Please make sure your REC1 account has your most up-to-date email address and phone number.

Camp Funshine and Camp Coastline each have their own Group Facebook Page. Both pages are private, and you must request to join. You will be prompted to answer the following questions before being approved to become a member of the page:

- ✓ Who is your child (first/last name)?
- ✓ What is the group code? *Answer: 1652*

Camp Funshine Page Name: **Camp Funshine 2024 – York Parks & Rec. Dept.**
 Camp Coastline Page Name: **Camp Coastline 2024 – York Parks & Rec. Dept.**

These private Facebook pages will be the hub for all things Summer Camp, including photos, alerts, newsletters, staff spotlights, and much more!

What to Bring to Camp

Please put campers full name on all belongings

- Sneakers – sneakers are to be worn every day, no flip-flops on non-beach days
- Snacks – we take two snack breaks throughout the day so please pack plenty of snacks
- Water - and lots of it! Please, no glass bottles or containers
- Extra pair of clothes - everyday
- Swimsuit and a towel - even on non-water field trip days
- Sunscreen – spray or lotion is okay
- Hat – helps on sunny days
- Backpack - to store your belongings
- Lunch – everyday, even on field trips days
- Camp T-Shirt – MUST be worn on field trip days! Campers will get their shirt the morning of their first field trip

What not to Bring to Camp

- Electronic devices, including cell phones (a staff cell phone will be used in case of an emergency)
- Any toys, games, etc. from home