

# 2023 BLUE HILL RECREATION SUMMER DAY CAMP PARENT HANDBOOK



This handbook is intended to be a guide in answering questions regarding program practices and policies. Within this handbook the Town of Blue Hill dba Blue Hill Recreation will be using the term Parents. Blue Hill Recreation realizes that families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren). Blue Hill Recreation values all families and the diverse homes each child comes from. If you have any questions regarding our policies and practices, please seek clarification by contacting the camp director(s) or the Town Administrator. It is important that families understand the parameters within which our programs operate. Blue Hill Recreation reserves the right to change current policies and practices. Changes to policies will be communicated to Parents.

Hello!

I am so excited to have your child[ren] in our program this summer! As you might know, this is the first time the Town of Blue Hill has offered a comprehensive summer childcare option to the community. As such, we have brought on some incredible and trained staff to help provide this service to the community! As you read through this handbook, you might find it to be more detailed than other summer offerings in our area – this is because the Town of Blue Hill has set incredible standards for our community programs and safety is our utmost priority, closely followed by having fun!

Our behavioral policy is listed below in this handbook – please read it. It explains what is expected of your child while at camp and the disciplinary system we use in order to ensure a safe and fun summer for everyone.

Daily swimming at the YMCA pool is included in your camp registration fee, weather permitting. Please make sure to review the pool rules noted below, or online. We will reiterate pool rules each week during our camp meetings with campers, but it is helpful if your child is prepped ahead of time, specifically with our deep-water test (this allows your child to enter the deep end without an adult). The deep water test requirements will be posted on our site during June.

All-camp field trips are also included in your camp registration fee, with outings planned to the Planetarium at UMaine, Bowling in Ellsworth, Maine Maritime Academy’s Field House in Castine, and Acadia National Park in MDI. These trips happen on school buses and special rules will be shared with your children prior to leaving (similar to a school field trip).

And as always, please review this handbook in its entirety – it has lots of information regarding your child’s safety, camp operations, and more. Information in the handbook is subject to change, depending on outstanding circumstances. Please reach out to me or any of the camp directors (contact info is located at the back of the handbook) if you have any questions. We are really looking forward to a solid summer and fostering impactful relationships with all of our campers!



**Dr. Nicholas Nadeau**

**Town Administrator**

18 Union St. Blue Hill, Maine

[nnadeau@bluehillme.gov](mailto:nnadeau@bluehillme.gov)

207-374-2281

## Who We Serve

Our goal is to offer a fun, enriching and educational summer experience for all of our campers. Every summer we talk with the campers to learn what they enjoyed and what they thought didn't go over so well. We use this information to plan out the exciting summer activities that make Blue Hill Recreation a place where kids truly thrive! Aside from the ideas from our campers, Parents and staff, we do our best to plan the activities to be developmentally appropriate for our campers. We plan the activities for campers finishing up kindergarten (five years old) through seventh grade.

## Non-Discrimination

We are looking forward to learning with you and your child(ren)! The Town of Blue Hill does not discriminate against children or Parents on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status, sexual orientation or source of income. We welcome diversity in all Blue Hill Recreational programs where children learn to appreciate individual differences.

## Inclusion and Accommodations

We are excited to have campers from different backgrounds join us for the summer. We want to have a great summer with all of our campers, with an emphasis on the word "ALL." Town of Blue Hill is an inclusive organization. We will do our best to accommodate as many campers as we can.

The Town of Blue Hill is committed to serving children with differing abilities.

- Our staff is expected to make every effort to provide reasonable modifications that will accommodate the needs of our campers within the physical limitations of our program sites, the availability of program resources and within our camper-to-staff ratios.
- Our staff are not allowed to enter restrooms with campers unless there is an emergency. All campers are required to have the ability to independently use the restroom.
- We begin to learn about the differing needs of our campers before camp even starts, using information gathered from our registration materials.
  - If registration forms indicate that a camper has special needs or health concerns, we will review it and work directly with Parents to determine any necessary accommodations and create a plan that will help us to best meet the needs of the camper and the program, to help ensure a fun, enriching and successful summer.
  - The accommodation plan will be shared with the program staff as necessary.

## What to Expect at Camp

### Personal Property

Please make sure to label all items clearly with your camper's name. Campers are discouraged from bringing items beyond what is needed for the camp day. Blue Hill Recreation is not responsible for lost, stolen or damaged personal property, including clothing and electronics. Weapons, drugs, tobacco products and alcohol are not permitted at Blue Hill Recreation Summer Day Camps, programs or properties. Additional personal items, unrelated to health or wellbeing, will not be allowed in program this year – we ask that you leave these items (such as toys) at home.

### Appropriate Clothing

Watch the weather forecast and check the weekly welcome letter for the activities of the day to make sure that your camper is dressed appropriately whether it be for rain or heat. Campers will be running/moving around a lot and making more than a few messes. Please send your camper in appropriate clothing for messy activities. It's recommended that you send an extra set of clothing for your camper.

### Footwear

Appropriate footwear for camp includes gym shoes/closed toe shoes with socks or sandals with a heel strap. Please, do NOT send your camper to camp wearing flip flop sandals. Flip flop footwear does not stay on, often breaks and can cause injury.

### Daily Items

Bringing a backpack to store and transport campers' items is strongly recommended as well as bringing a water bottle, change of clothes, and lunch (see below). A swimsuit and towel are required for swimming/water play. Please also pack 2 daily snacks with your camper as our camp does not provide snacks.

### Lunch

You will need to make sure to pack a lunch daily for your child, unless otherwise noted for a special event (ie: camp BBQ, etc.), as well as provide 2 healthy snacks. We are trying to secure an option to provide lunches to those who might need it, but we'll announce more info on that as we get closer to camp.

### Field Trips

Please make sure to pack durable shoes throughout camp, but specifically on these days. Information about trips will go out at least a week before the trip is slated.

The recreation department from time to time and in emergencies will have use of GSA's/the YMCA vans for transportation. There is a spot on the registration form to issue permission for

your child to ride in the a van operated by a town staff [adult over the age of 21] and if they require a booster seat.

## Electronics in Program

### Cell phones

Blue Hill Recreation does not allow campers to use their personal cell phones when participating in our summer day camp program. Campers carrying cell phones will be asked to place them in their backpack during program time.

### Personal Electronic Devices

Blue Hill Recreation does not allow campers to use their personal electronic devices (iPod, MP3 players, game systems, cameras, etc.) when participating in our programs. Campers with personal electronic devices will be asked to place them in their backpacks or turn them over to staff to store until parent pick-up.

## Child Abuse and Neglect

The Town of Blue Hill recognizes the serious local, state and national problems associated with child abuse and neglect. As an organization, Blue Hill Recreation recognizes its legal responsibility for reporting suspected cases of child abuse to the properly constituted state, county, or local authorities.

Staff are in a unique position to identify potential cases of abuse or neglect of children. Through recognition and understanding of a problem, knowledge of reporting procedures, and participation in staff development programs on the subject of child abuse and neglect, staff will act responsibly in these situations.

### Mandated Reporters

Staff are all mandated reporters. This means that that our staff is legally required to report knowledge or reasonable suspicion of child abuse or neglect. Guidelines for reporting suspected child abuse and neglect are printed in the staff manuals and provided to each staff member. Blue Hill Recreation has adopted guidelines based on legal requirements and moral commitments which provide direction for the program staff to help in identifying and reporting cases of suspected child abuse and neglect. All records of reported suspected child abuse and neglect are confidential.

- Blue Hill Recreation staff will accuse no individual when reporting suspected child abuse or neglect.
- Blue Hill Recreation and summer staff do not investigate abuse reports.
- Blue Hill Recreation staff **CANNOT** wait until a suspicion has been confirmed before reporting.

- If a Blue Hill Recreation staff member or volunteer is suspected or accused of child abuse or neglect, the incident will be reported immediately and go directly to the department of children and families.
- Procedures and expectations for reporting an incident in which a staff member may be involved are the same as for all other incidents.

Any changes to this policy will be made, as necessary, to be current with changes or revisions to state statutes.

## **Confidentiality**

At Blue Hill Recreation, we strive to provide the best possible program for our campers. We ask for a lot of information; however, we will keep all camper and Parent information confidential unless a signed release is obtained and used only for the purpose of guarding the health & safety of our campers. All staff with access to children records are trained to not discuss and/or disclose personal information regarding the children and Parents. It is our goal to protect our campers and Parents' rights to confidentiality.

In order to protect the privacy of our Parents and ensure the safety of our campers, Blue Hill Recreation restricts access to account information. Only authorized account holders and designated account users (all as listed on the MyRec.com account) may access information that is not publicly available through our website and marketing materials. It's the responsibility of the Parents enrolling their campers to include those who they wish to have account access.

Any individual (even a Parent) of a camper that does not have the designated access as described above will not have any information disclosed to them.

## **Information Requests**

Any requests for information about a camper that come from outside agencies, organizations or persons (including from schools) will require authorization from the camper's Parent/account holder. Requests without the account holder's permission will be denied unless court-ordered. Please contact your administrative office for more information and the necessary permission form.

## **Photo Release Policy**

A photo release must be authorized during registration to grant Blue Hill Recreation permission to publish a child's image in its brochures, displays or other printed material and on its websites, the department social media site, or the departments group emails for purposes of promoting the programs. Parents understand that children's names are not used when their images are displayed on our website or social media or in widely distributed print materials. Parents may request, in writing, removal of their child's image from the department's website,

in which case his/her image will be removed no later than seven days from receipt of the request. Email image removal requests or other comments and concerns about photos to [recreation@bluehillme.gov](mailto:recreation@bluehillme.gov). The photo release also includes parents' permission to allow photos to be taken for site uses only (e.g. end of year camp slideshow, art project or newsletters). As part of the photo release parents release the Town of Blue Hill, its employees, directors and successors from any liability or claim related to the publication or disclosure for which they grant permission. Consent for the photo release is completely voluntary.

## **Parent Involvement**

Blue Hill Recreation believes that it's best to work as a team in partnership with Parents to meet the needs of each camper. We encourage Parents to take an active role in their camper's summer experience. During registration, Parents are asked to review all program policies and procedures, and to contact the Day Camp Directors ([recreation@bluehillme.gov](mailto:recreation@bluehillme.gov)) or the Town Administrator ([nnadeau@bluehillme.gov](mailto:nnadeau@bluehillme.gov)) for clarification or with any questions. Contact information is posted on the last page of this program and on our website.

## **Parent Concerns**

If there are any concerns about the camp program, Parents are encouraged to communicate their concerns to the camp director. If the resolution presented by the camp director is unsatisfactory, please direct any concerns to the Town Administrator.

## **Parent Surveys**

Surveys will be distributed during the last week of the summer day camp program, typically through an online link. Please take the time to fill out and submit the survey. This is one of the ways that we are able to receive direct feedback on our programs. We want to know if we are meeting the goals and expectations of parents and campers. This information is used to improve Blue Hill Recreation's ability to meet the needs of our campers and Parents involved in summer programs. The information gathered is also used for the development of staff and leadership personnel within the department and to be used for on-going program evaluation.

We welcome all comments and concerns. Hearing them helps us to improve our programs and services.

## **Health and Safety**

### **Health History and Emergency Contact's**

When registering camper(s) and prior to the first day of attendance, Parents must provide a completed health history and emergency contact form. This information must be updated at least annually to ensure that information such as immunizations and current health conditions are up-to-date. Completed health history and emergency contact forms are kept on-site and accompanies the camper throughout the day.

## Program Preparedness

Blue Hill Recreation staff have developed policies, procedures and practices which work to reduce and eliminate risk elements in our programs. These guidelines include yearly inspection of each program location, regular procedure reviews and on-going training to ensure compliance at each program site.

The following practices will help to support each camp in their preparedness goals:

- Completed health history and emergency contact forms are available on-site and will travel with the groups of campers and their group leader.
- Blue Hill Recreation will comply with state guidelines regarding CPR and first aid training for staff.
- First aid kits will be kept stocked and available on-site at all times.
- Each staff member will receive training on universal precautions regarding the use and disposal of personal protective equipment and the handling of bodily fluids. Staff will be current in their first aid training and will know where supplies are kept.
- The camp directors will serve as the on-site health supervisor.
- Accommodation plans for campers with special health and behavioral concerns will be kept confidential beyond being shared and accessible to all staff assigned to care for that camper through the on-site health supervisor (camp director).
- Temperature inside of the buildings where we have camp is very important. Temperatures will be monitored to ensure that the temperature is not lower than 67 degrees Fahrenheit. If the inside temperature is over 80 degrees Fahrenheit, fans or other means will be used to circulate the air.
- Each program will have communication devices (cell phones for directors and two-way radios for all staff) that will allow staff to communicate within the program and in an emergency inside and outside of the program space.
- If needed, campers will be offered time and space to rest.

## Lice Policy

In the event that your child is confirmed to have **head lice or nits**, he/she will not be permitted to attend camp until he/she has been successfully treated and nits are gone. If you suspect that your child may have head lice, please notify camp staff immediately and proceed with proper treatment including rechecking daily for two weeks. Camper's names and information shall remain confidential. Due to the nature of lice spreading from close contact and through sharing personal items, such as hats, hair brushes, towels, etc., please be sure to wash all clothing and other personal items before sending them back to camp with your child. We encourage campers to not share their clothes, towels, hats, and hair brushes. We will be doing lice checks throughout the summer to prevent the spread of lice.

Camp staff will regularly perform spot examinations of camper's scalps to check for signs of head lice. If lice is discovered while the camper is at camp, their parents will be notified and the camper will need to leave camp for the day until they are deemed lice free by a staff member.



Day Camp, because of the close contact on a regular basis, is a **nit free camp** and campers are not allowed back in the program until all nits are gone.

### Summer Day Camp Facilities

Blue Hill Recreation Summer Day Camp programs are held in community-oriented locations. We comply with all applicable day camp standards regarding the site where camp is held and the maintenance of site and equipment. When we leave our main camp site to go elsewhere, like on a field trip or to the park, staff will leave a sign posted to let folks know where campers are as well as mobile contact information for the camp director.

### Illness – General

No one likes to be sick during the summer, but it does happen from time to time. While we are working with campers, we stay vigilant for any signs of illness. If a camper arrives to camp ill or becomes ill during the camp day, we'll take the following steps:

- A staff member will spend some time with the camper to assess the nature of the problem.
- If the camper is obviously ill or uncomfortable, staff will contact the camper's Parents for instructions. The camper will rest in a quiet area, isolated from the other campers, while staying within sight and sound of a staff person at all times. Staff will make sure the camper has appropriate toys, books and appropriate diversions to keep themselves occupied and comforted until the Parent arrives. **Parents of ill campers are encouraged to come as soon as possible.**
- If the Parent cannot be reached, staff may call an emergency contact to come and pick up the camper if appropriate (provided that the emergency contact is an authorized pick-up). Staff may also isolate the camper until we can get in touch with the Parent.

Campers with any of the following conditions may **NOT** attend or remain at camp. Campers should be symptom-free for 24 hours before returning to camp and may require a physician's note stating that the condition is not contagious and/or a risk to others and that the camper may return to camp:

- Fever: having a temperature of 100°F/38°C or greater
- Diarrhea: five or more loose, watery stools within 24 hours
- Vomiting
- Sore throat/difficulty swallowing
- Headache/stiff neck
- Lice or nits (see lice policy)
- Undiagnosed rash or spots on skin
- Severe itching
- Mouth sores
- Cloudy eye discharge
- Unusual nasal discharge

- Significant tiredness, irritability, crying
- Uncontrolled coughing
- Difficulty breathing, wheezing
- Any communicable disease

We understand that it's difficult when your camper becomes ill and Parents are at work. Please also understand that bringing a sick camper to program can jeopardize the health of other campers and staff. We encourage Parents to make back-up arrangements to care for ill campers if they are unable to leave work. Some chronic and seasonal conditions may resemble colds or eye infections, please provide a note from the camper's physician that explains the condition or let us know when going through the registration process.

### **Injury Response**

Blue Hill Recreation is committed to the prevention of and preparation for events that could impact the safety of our campers. Blue Hill Recreation summer staff are trained in CPR and first aid prior to the start of summer programs.

Staff will administer first aid to the camper. Superficial wounds (scrapes, etc.) will be cleaned with soap and water, and covered with a bandage. Staff will notify the Parents of the injury and first aid at pick-up.

- In the event of an injury to the head or any injury that may require additional medical attention, the Parents will be notified immediately.
- If the Parents are unable to be reached, staff will contact the emergency contact person as specified on the registration form.
- If staff are unable to connect with Parents and emergency contacts, staff will monitor the camper. If additional or immediate medical attention is required, staff will call 911.

### **Accident Reporting**

Each site will keep a medical log that will be used to record all medical related incidents.

- The bound medical log will have lined and numbered pages and all entries will be recorded in ink. No spacing will be allowed between entries.
- No matter how minor, all injuries and medications administered will be logged in the book and signed by the staff member making the entry.
- Parents will be informed of minor injuries by receiving an update at pick-up and offered a copy of the completed accident report.
- Parents will need to sign the form before being given their copy. In cases when this is not possible, staff will record how notification was given (phone call, form was sent home, etc.).
- When a camper's injury requires medical attention, the Town Administrator will be informed, and an accident report will be completed by the staff.

- The camp director will review log entries with site staff on a weekly basis to look for trends and work on plans to help manage risk and minimize future injuries.
- The Town Administrator will directly review all medical log entries once during the camp season.

### **Medication Management**

We want our campers to have a fun and safe summer. For some, that means receiving their medications on time during the camp day. Medications may only be administered if:

- The medication is in its original packaging with a physician's prescription label on the bottle/package with a long-term authorization.
- The medication is part of an emergency care plan authorized by a physician.
- The medication is for short-term use only as directed on the container/bottle with a limited time authorization.

All authorized medications require:

- A completed registration form signed and dated with authorization noted in the medical section by the Parents, which is kept on-site at camp.
- Medication must be in the original packaging and labeled with the camper's name, medication name, dose, age and directions for administration.

### **Medication Use and Storage Policies**

In the interest of safety, all prescription and over-the-counter medications will be stored in an area inaccessible to our campers. All medication administered to campers will be recorded in the medical log and signed by the staff administering the medication. Staff will take note of the quantity of medication when it is received and will update the medication form with the quantity of medication when it is returned to the Parents.

Medications for individual campers that may be needed for emergency care will be available at all times in the first aid kit. These medications include, but are not limited to:

- Asthma medication
- Diabetes medication
- Severe allergy medication

For the safety of all campers and staff, campers may not carry or store personal medications. If Parents forget to collect medications at the end of the summer, Blue Hill Recreation will contact the Parents. Any unclaimed medications will be properly discarded.

### **Planning for Evacuation**

Camp staff will create plans for evacuation in case of fire, flood or other emergency situations. It is the responsibility of the camp director to see that evacuation plans are complete and in place. Emergency plans are posted at each camp location in a conspicuous and visible area to all staff, campers and Parents.

The camp director will ensure that fire evacuation plans are practiced throughout the summer and that these practices include exits from all the various rooms and locations that the camp may use during program hours.

- These plans will designate a primary and an alternate escape route as well as the location. The location of fire extinguishers will also be shown.
- During orientation, the staff will be trained in the use of the fire extinguisher as well as in how to evacuate campers in case of an emergency.
- Documentation of these practice drills will be made on the fire and safety checklist, which is posted at camp.
- Campers will be taught during these practice drills that if they become separated or scattered, they should meet outside at a specific location away from the building.

### Planning for Severe Weather

The camp director will designate a severe weather shelter area in the safest possible part of each camp location and frequently visited areas during program hours.

### Stranger on Site

Our camps are located in or near public parks which means that community members and other groups are free to use the facilities that have not already been reserved for day camp. That being said, in the event an unidentified adult has entered or approached an area that has been previously reserved for the day camp, a staff member will inform the camp director and ask the individual(s) to leave. If they refuse to leave, the Town Administrator will be contacted, and all campers will go into a 'Stranger on Site' protocol which involves camp moving to one of the pre-determined areas to ensure camper and staff safety. The police will be called, and parents will be updated if the incident turns out to be valid.

### Missing Camper

In the event of a missing camper, the Town Administrator and the police will be called in order to find the missing child. Parents will be contacted right away as well as given updates if they are unable to come to camp.

### Sunscreen

We like to spend as much time outdoors as we can, especially during the summer. You are encouraged to pack some for your camper as camp **will not be providing** sunscreen for campers. Please send them with sunscreen each day.

### Allergies

It's vitally important that any and all allergies to food and other substances be communicated during the registration process. Based on the health history and the emergency contact form, accommodation plans, if needed, will be created to fit the individual needs of our campers. Parents are responsible for providing the items necessary for the accommodation plan. If your

child has allergies that produce illness-like symptoms, please send us a doctor's note stating the allergies so that we can keep them in camp.

## Staffing

### Supervision and Staffing

In order to have a great summer we'll bring on engaging staff to work with our campers. Blue Hill Recreation takes pride in ensuring that our staff are presented with enrichment opportunities and plenty of training to prepare them for the summer. The Camp Directors are who each staff reports to directly, and those directors and staff are directly supervised by the Town Administrator.

Every group of campers will be led by a staff member called a group leader. Two staff members must be present at the camp location whenever there are nine or more campers on-site. Staff are certified in CPR and First Aid. Each camp location will have a camp director, assistant camp director or lead group leader on-site at all times when campers are present.

### Staff Training and Site Orientation

Our camp staff receive training prior to camp starting which will include the following topics:

- Camp policies, licensing rules and accreditation standards
- Confidentiality
- Child abuse and neglect recognition and reporting
- Camper health & wellness
  - Health observation & precautions
  - Medication management
  - Universal precautions
  - Infectious disease control
  - Communicable disease recognition
- Summer camp swimming procedures
  - Tracking & supervision of campers while swimming
- Field trip procedures
- Emergency training
  - First aid & CPR
  - Fire, including fire extinguisher use
  - Thunder and severe weather
  - Unauthorized intruder
- Camper supervision & tracking regulations and procedures
- Identification of potential hazards & how to protect campers from these hazards
- Sharing of a camper's specific health care needs including campers with disabilities
- Camper management techniques, including working with campers who are crying or distressed

- Missing camper response procedure
- Job responsibilities & job descriptions
- Documentation
- Local poisonous plants & animals
- Schedule of activities at camp
- Required attendance at staff meetings
- Telephone procedures, including finding the closest phone.
- COVID procedures and policies if applicable

On-going training is provided through memos, publications and presentations at staff meetings.

### **Staff and Camper Involvement Outside of Camp Time**

We hire and train our summer staff to provide a safe and nurturing experience for campers. Campers will develop relationships with staff at our programs and may wish to connect with them outside of our programs. Blue Hill Recreation does not condone or encourage contact between campers and staff after camp or outside of program. The structure and safeguards that are available at our summer day camps may not be present outside of program. Outside of camp contact includes:

- Phone calls
- Email
- Texting
- Instant messaging
- Social network sites
- Personal websites
- Blogs

We recommend that camp staff are not invited to join your family for social activities. Program staff are not permitted to transport campers to or from our programs in their personal vehicles. Program staff is not permitted to be listed as an authorized pick-up person, even with Parent permission.

## **Behavioral**

### **Missed Opportunity Policy (MO's)**

In order to keep everyone safe, we have implemented a behavioral accountability system called Missed Opportunity's, or M.O.'s. If a child is having a hard time following expectations or is becoming unsafe with their behavior, language or overall in general, staff will prompt the child with an opportunity to adjust their actions and explain why the adjustment is needed. If a child continues with their unsafe actions, staff will administer a Missed Opportunity- meaning a child was given an opportunity to adjust and they still decided to continue the unsafe actions. If a child reaches two M.O.'s then staff will call a parent or designated contact to alert them that their child is having a hard time. At this time, staff will remind the parent or designated contact

that if their child receives one more M.O. then they will have to exit camp for the day. After three M.O.'s, the parent or designated contact for the child will be called and will be expected to pick their child up from camp within the hour. Additionally, **hands-on behavior is not allowed** at camp and will result in a send-home and potentially a day off (if after 12pm in the day). This way camp can be an enjoyable and safe experience for all involved and it gives a child a chance to reflect on their behavior and hopefully will be able to return to camp the following day in a better space.

If a child has 6 or more M.O.'s in the week, they will need to take one full day break from camp in order to come back. Additionally, if a child is sent home before 12pm during the day (3 MO's, hands on, etc.), they will need to take 1 day off from rec (weekday).

You or an authorized pick-up person will be required to pick your child up within 30 minutes of a call home for a send home. It is important that you (or whoever you arrange to come) within this timeframe as staff will need to get back to working with the rest of the camp. If you neglect to respect this request, enrollment will be put on pause until a meeting can be set up between you, the Town Administrator & the Camp Director. If it happens a second time, your enrollment will be canceled for the summer.

This policy is subject to change if a child has a behavioral/accommodation support plan put in place **prior to camp starting**. Please reach out to [nnadeau@bluehillme.gov](mailto:nnadeau@bluehillme.gov) or [recreation@bluehillme.gov](mailto:recreation@bluehillme.gov) if you need discuss accommodations for your child.

### **Parent Transportation**

Parents will be required to transport their child from other programs that they may be signed up for. A counselor will not be able to drive children from program unless they are designated as a pick-up/drop-off contact on the registration form for the child.

### **In-Town Field Trips**

We will be traveling throughout town to different parks, rivers, and other areas to get out and explore. Our location will be posted at the summer day camp site and every group off site has at least two means of communication in case of an emergency; a long-range walkie-talkie and a cell phone. See phone numbers for day camp on the website and at the end of this handbook.

## **Aquatics**

### **YMCA Pool**

Please do NOT to send your camper with lifejackets, water wings or any other personal flotation device. We do not permit campers to wear them on our swim trips. Each week we will offer opportunities for campers to take the Deep Water Test. This test is specifically designed for the Blue Hill YMCA pool to ensure children can safely swim in the deep end of the pool. If a child does not pass, they will remain in the shallow end until they can take and pass the test again. Our staff are

great at coaching and will help kids with technique and will give them some tips on what to work on to pass it next time, if they fail.

While swimming is included with camp, pool admission outside of camp is treated as any other community member using the pool and will need to abide by the YMCA membership standards.

Deep water test requirements can be found on [bluehillrec.com](http://bluehillrec.com), under forms (in June). Please review these with your child[ren] so that they understand the rules of the pool- staff will also review these weekly with campers.

No matter where day camp is swimming, we will ALWAYS have trained lifeguards on site supervising any aquatic activities.

### Required Information for Enrollment

When registering your camper for summer programs, we will be asking for quite a bit of detailed information. This is done to ensure that we have the information needed to provide high-quality care, safety of our campers, and to protect the privacy of Parents information.

Parents may go to [BlueHillRec.com](http://BlueHillRec.com) to register online. All required information must be received by the Town of Blue Hill with complete information and have enrollment confirmed by the recreation department before campers can attend program. Once online registration is completed, Parents are asked to update information once a year. Parents may update information via email using the email address on file to the recreation department as needed.

Completed camper registration includes (via MyRec online account):

- Information about the camper: full name, gender identification, birthdate, who the camper resides with (mother, father, guardian, etc.).
- Information about Parents: full name, home address and phone number(s) including the best phone number(s) and address during program hours.
- Arrival and departure authorization
  - Name, complete best address and best phone number during program hours, and relationship with the camper for all persons authorized to pick up the camper (up to four persons or couples of the same household)
  - Authorized pick-up persons may be asked to present a photo I.D.
  - Authorized pick-up persons must be at least 18 years of age
  - Parents wanting anyone under the age of 18 to drop off or pick up their camper must authorize an independent arrival and/or departure
  - Camp staff may not be authorized pick-up persons
- Emergency contacts
  - Every camper must have a minimum of one emergency contact person listed at the time of registration.



- We will require the full name and best phone number during program hours, and their relationship to the camper.
- Emergency contacts must be at least 18 years old and available during program hours
- In the event of an emergency when Parents and listed emergency contact persons cannot be reached, local police will be contacted
- Health history and emergency care plan information includes:
  - Information regarding the camper's health diagnosis
    - Both behavioral and physical
    - Please include any necessary accommodations
- Payment of fees and account security information with password, answer to at least one security question and signature of the account holder.
- Blue Hill Pool Waiver
  - Please include any information required to document your camper's swimming abilities and any concerns
- Registration agreement signed by the account holder responsible for the camper's enrollment or all agreements selected through online registration
- Payment of required registration deposits

### Enrollment Info and Process

Summer Day Camp registration opens on April 24<sup>th</sup>, at 8am. If you register and get confirmation that you are in camp (and not on the waiting list), your spot will be held as long as a \$50 deposit is paid within 10 days of camp registration. Half the balance due will need to be paid by the end of May and the remaining balance will need to be paid in full by the end of June. Failure to meet the payment deadlines will result in forfeiture of the camper's spot in camp and the next person on the waiting list will be offered the spot.

After camp has been paid for and registration has been cleared by the recreation office, this parent handbook will be distributed to all parents with children enrolled in the camp. It is important that you read the handbook in its entirety as there are specific expectations that apply to both campers and parents. **A signed registration form is required in order for your child(ren) to participate in our camp. Submitted online or printed off and dropped off in person (coming in May – email to follow).**

### Drop-off and Pick-up

A parent or guardian must sign in/out their child(ren) on a daily basis. Unless a written release is provided allowing the child to do so on their own, parents/ guardians must be present for sign-in/out.

- A camper and/or parent must check in with a counselor when arriving or leaving camp. Parents have the option of noting on the registration form that their child is allowed to sign themselves in and out of camp without the parent being there.

- Parents who drop their children off prior to the scheduled opening of the Day Camp (7:30am) and/or permit their children to sign themselves in, are responsible for their children until the opening of the day camp. The Town of Blue Hill's responsibility for the children begins only when they've been properly signed in.
- Parents who give their children permission to sign themselves out prior to the scheduled close of Day Camp (5:00pm) take responsibility for their children at the time the children sign out. The Town of Blue Hill's responsibility for these children ends when the child signs out.
- Any individuals dropping off and/or picking up children to and from the Day Camp need to be specifically authorized by a parent/guardian in written form. Recreation Staff reserve the right to contact parents/guardians when an unauthorized or unrecognized person arrives to drop off or pick up campers. Photo identification may be requested.
- We understand at times you need to pick your child(ren) up early. If at all possible, picking them up at a snack or lunch time would be less disruptive to the camp. Thanks in advance for your cooperation.
- Late pick-ups (after 5:00pm) will be charged at a rate of \$2 a minute until the child is picked up.

## **Weather Policy, Closings and Cancellations**

### **Weather**

Each camp will have a designated grounded-shelter in the event of a thunder storm. Each camp director will check the weather throughout the day and relay to staff any impending storms. Being in Maine, most know that it can be sunny and clear one minute and stormy the next which is why even though staff will be on top of the weather, it's possible that a camp is off site during a walking field trip. Staff will identify a thunder shelter prior to leaving the program campus. If thunder is heard, camp will retreat to their thunder shelter until there have been 30 consecutive minutes from the last audible sound of thunder.

### **Medical Closing**

Though very rare, camp will close due to a major outbreak of head lice or any other serious illness that has impacted many of the campers. Parents will be notified of such closures, include any COVID related issue/outbreak.

## **Important Contacts**

**Sawyer Houghton**

**Summer Camp Director**

*Number on site*

Recreation@bluehillme.gov

**Emily Eisenhauer**

**Assistant Camp Director**

*Number on site*

Recreation@bluehillme.gov

**Nicholas Nadeau**

**Town Administrator**

(207) 460-9331

nnadeau@bluehillme.gov