



Summer Camp — **HANDBOOK** 2023

Come join us in the art of active living!



Kittery
Community
Center

120 Rogers Road, Kittery, ME, 03904 | (207)439 - 3800 | kitterycommunitycenter.org

WELCOME TO SUMMER 2023

Kittery Community Center



We have developed this packet to familiarize parents and guardians with policies and procedures and to help answer any questions. This contains important camper and parent guardian information, so we ask parents to review this handbook with each child prior to their first day of camp.

We are glad you have chosen us to provide a fun, safe, and enjoyable experience for your child this summer. We strive to employ the most caring and qualified summer staff possible. Our goal is to provide skilled leaders who are not only well trained but who are positive role models for your child. Staff training includes first aid, CPR, water safety, behavior management, activity planning/coordination, safety, and supervision. We are proud of our summer leaders. Their dedication and energies will be directed towards providing your child with an exciting summer experience!

CONTACT INFORMATION



reception@kitterycommunitycenter.org | (207)439-3800

KCC Admin Team

Jeremy Paul | jpaul@kitterycommunitycenter.org

Director

Kyle Cook | kcook@kitterycommunitycenter.org

Youth Programs Supervisor

Nicole McNally | nmcnally@kitterycommunitycenter.org

Community Programs Supervisor

Chris Luise | cluise@kitterycommunitycenter.org

Community Center Supervisor

Admin Office Hours: Monday-Friday, 8:00am - 5:00pm

Enrolling

To register for the KCC Summer Camps, you will need:

- Completed registration form
- Automatic withdrawal form - to be completed at the time of registration. Please make sure to bring a credit/debit card or checking account information.

These forms can be found at the KCC & online: www.kitterycommunitycenter.org/forms

If you intend to apply for financial assistance:

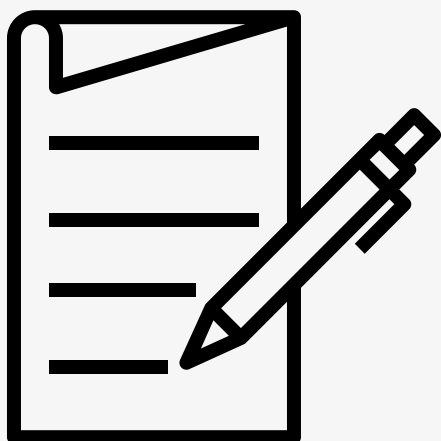
- Turn in your completed financial assistance application and all required documentation listed on the form.

Important Note

Sign-ups are done on a week to week basis.

Refunds

KCC summer camps do not qualify for refunds or credits once the camp week begins. Withdrawal, prior to the start, will be subject to a \$50 processing fee.



DETAILS

Pricing

K-5th Grade | Monday - Friday | June 20 - August 18

\$225/week for residents \$258.75/week for non-res	If registered and paid by June 2.
\$250/week for residents \$287.50/week for non-res	If registered and paid after June 2.

6-8th Grade | Monday - Thursday | July 3 - August 18

\$275/week for residents \$316.25/week for non-res	If registered and paid by June 2.
\$300/week for residents \$345.00/week for non-res	If registered and paid after June 2.

No camp June 19 & July 4.

Registration

Registration for residents begins February 6, 2023. Registration for non-residents begins March 6, 2023.

Automatic Tuition Withdrawals

An Automatic Tuition Withdrawal Form must be completed as part of the registration process. Tuition balances, not paid in full at the time of registration, must be paid by June 2. You can opt to pay your balance on June 2 or on a payment schedule. A deposit, of at least 25% of the total balance, must be paid at the time of registration.



WHAT TO PACK

The Necessities

A bathing suit, towel, extra clothes, sunscreen, bug spray, lunch/snacks/drinks and a water bottle every day. Be aware of the weather and pack accordingly. Be sure to label all of your child's belongings.

Medications

All medicines, prescription and non-prescription, taken at any time, at home or at the program, must be disclosed on a medical consent form. This information is required in the event that a camper needed emergency care, the emergency personnel would need to know what medication the child currently takes to safely treat the camper. Failure to disclose this information or to follow the prescribed dosage and frequency can result in removal from our program. This information will be kept confidential and is for the safety and wellbeing of your child, the other children and our staff.

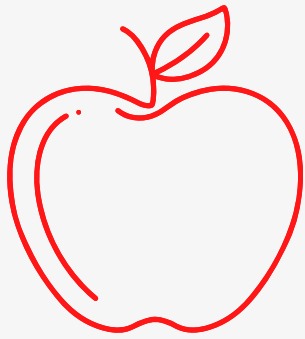
Prescription Medications

If your child needs to take prescription medication during program hours, a medical consent form must be completed. We will not dispense your child's medications if the form is not filled out. Do NOT send medications in with your child. Please hand them directly to staff.

Emergency Medications

All EpiPens and inhalers, on-site, must adhere to all of the Kittery Community Center Policies.

- EpiPens: If your child has an EpiPen, staff will need to be provided one for the time that your child is in our care. Benadryl must accompany the EpiPen.
- Inhaler: If your child has an inhaler, and you feel they are responsible enough to hold onto it themselves, they may do so. If you feel more comfortable with staff holding onto it, please let us know.



WHAT TO PACK

Continued

Medications

Non-Prescription Medications

Non-prescription medications are NOT allowed at camp. If any medications are found in a camper's bag, they will be confiscated. This may also result in removal from the program. Examples of non-prescription medications include:

- Cough drops
- Ibuprofen
- Advil
- Aspirin
- Medicated lotions or ointments
- Any other over-the-counter treatment that may affect the camper's health and the health of other campers for safety concerns.

Lunches/Snacks

The children will need a cold lunch (if not participating in the free lunch program), snacks and plenty to drink every day. We do not have access to refrigerators so please make sure their lunches are packed accordingly. Kittery Community Center partners with York Hospital's "Choose to be Healthy" program and Healthy Maine Partnership's "Let's Go" to get the message out to children that healthy eating is very important for their current health and as they get older. We STRONGLY encourage parents to send a healthy snack and lunch with fresh fruit and vegetables, as well as juice or water (no soda).

The KCC summer camps will once again participate in Kittery School Department's Summer Lunch Eating Program held here at the KCC. This program will provide optional free lunches. Please indicate on your registration form if you want your child to participate in this program. You will still be responsible for packing snacks and drinks every day for your child.

Important note: It has not yet been determined if lunch, by the Summer Lunch Eating Program, will be provided for the 6-8 grade participants. More information will be released as it becomes available.



WHAT TO PACK

Continued

Sunscreen

Sunscreen is not provided by the KCC for summer camps. It is extremely important campers bring sunscreen with them to camp. Parents should show their children how to apply sunscreen. Sunscreen should be applied to the child before arriving at camp and we will have scheduled reapplication times throughout the camp day. Campers should not share sunscreen unless they are in their immediate family. Please make sure your child's name is written on the bottle. Please note, we will not let campers go without sunscreen. Our preference is a spray-on style in case we need to help apply; if another option or a specific brand is preferred, this must be provided.

What Not to Bring

- Non-prescription medications - as explained on the previous page.
- Personal items, toys & electronics - as electronic devices are not allowed at KCC summer camps. This includes devices such as cell phones, tablets, kindles, etc. If you need to contact your child(ren) for any reason while they are with the program, please call the front desk at 439-3800 and we will get in touch with the counselors. Staff are not responsible for any personal items that are lost, stolen or damaged.
- Excess money
- Weapons or fireworks
- Clothing that advertises alcohol, drugs or other offensive material
- Water guns
- Anything you do not want to chance being damaged, lost or stolen.

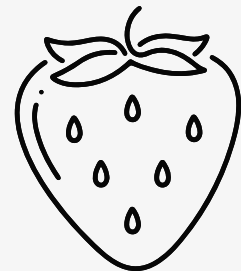
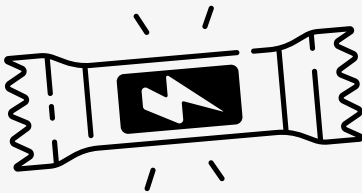


PARENT/CAMPER RESPONSIBILITIES

Allergies

Food Allergies & Other Allergies

Food and other allergies can be life threatening. In day camps, the risk of accidental exposure to a food or other allergen is present. Camp staff, physicians, parents/guardians, and campers themselves must work together to minimize the risk. Sharing of food and drinks will not be allowed at camp. All food allergies or issues must be documented on your registration forms. Failure to disclose this information could result in dismissal from the program.



Camper Responsibility

The camper should:

- Never trade food with other campers and should not eat anything with unknown ingredients.
- Read every food label and check with a counselor (if age appropriate).
- Limit perfumes, cologne, body spray and other fragrances.
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected.
- Not go off alone, stay with a counselor at all times.



PARENT/CAMPER RESPONSIBILITIES

Continued

Dress Code

It is important that children bring proper clothes to camp. Weather conditions change during the day and campers should be prepared for all conditions. For summer, it is important children have sweatshirts on cool days and in the morning before the temperature rises. Please refer to the daily camp schedule to determine what proper attire/equipment is needed for that day's activities.

- Clothing that exposes a camper's underwear is unacceptable.
- Children should wear pants and/or shorts to camp, depending on weather. Children who wear a skirt to camp should also pack a pair of shorts for the day as this makes it easier to participate in activities.
- No belly-shirts, short shorts, or otherwise revealing clothing shall be worn at camp.
- T-shirts, hats or other clothing with explicit language or references to drugs, alcohol/tobacco products or inappropriate subject matter will not be tolerated.
- Closed toe shoes or sneakers are recommended. Sneakers are required for any games or activities being played in the gym; sneakers and socks should be brought to camp daily if not worn to the program.

Field Trips

Please be on time for bus departures on field trip days. Be sure to check the schedule. This will ensure a proper head count & eliminate any confusion or disappointment if your child is not dropped off in time for the trip. Daily schedule information will be communicated by camp staff.



PARENT/CAMPER RESPONSIBILITIES

Continued

Field Trips

Field Trip Shirts

Most field trips require our staff and campers to wear their designated field trip shirt. This brightly colored shirt helps us with identifying our campers in busy places. It also provides a visual aid for children to see and stay with our groups. Your weekly schedule will tell you which trips require t-shirts. Every camper will receive two t-shirts with registration. T-shirts should not be altered. Additional shirts are available for \$10.00 at the KCC Office. We can bill you for these but this balance must be paid within 5 business days. Children will not be allowed to participate on field trips, that require t-shirts, without one. You will be asked to show your child's shirt at check in on field trip days.

Please note: Field trip shirts will be provided only to the K-5 summer camp participants. The 6-8 grade participants will not receive shirts.



Illness

Contagious Diseases

Any participant with any of the following or similar conditions must be removed from the program: COVID-19, Conjunctivitis, Head Lice, Impetigo, Ringworm. Children with head lice may return to a program following treatment.



PARENT/CAMPER RESPONSIBILITIES

Continued

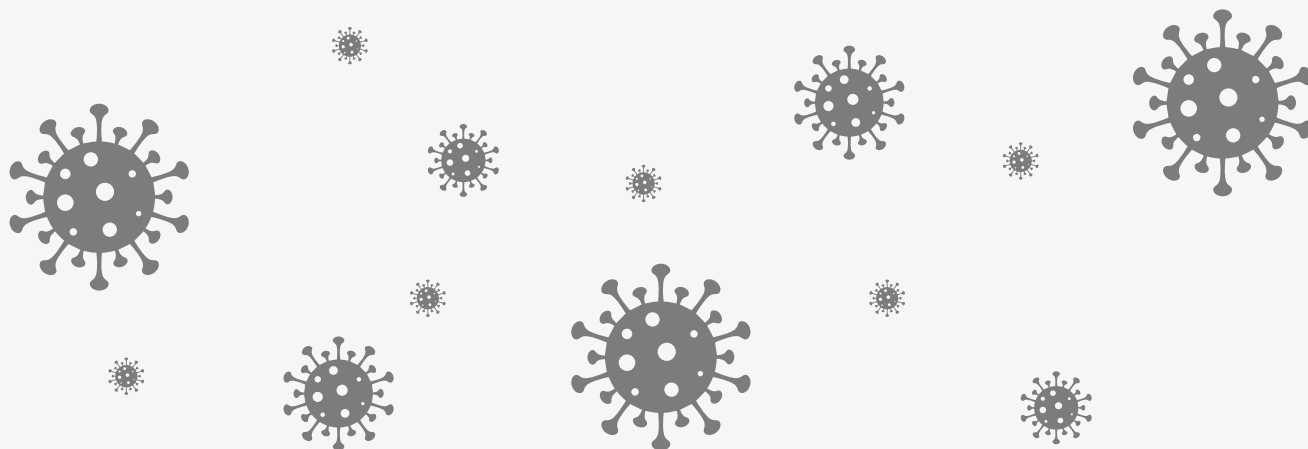
Illness

Contagious Diseases

Parents are reminded to check their children for any possible lice infestation and alert us to their occurrence. It is very important that parents report to us if your child has recently shown symptoms and that they have been treated. These updates give our staff the information they need to clean our facility as required with potential lice exposure and monitor contact between participants to prevent the spread of lice. As always, we will treat this information confidentially and appreciate your cooperation. Failure to report this information may result in consequences ranging from a parent handbook infraction fee being billed to dismissal from the program.

Sickness & Fever

Your child should not attend camp if they are sick or have a fever. If they become sick or have a fever at camp, they must be taken out of the program. A member of our staff will call you with details. If you receive a call about contagious disease or sickness, your child must be picked up within one hour of being called. Campers must be fever free for 24 hours before being able to return to camp.





STAFF RESPONSIBILITIES

Mandated Reporting

In accordance with State law, all Kittery Community Center childcare program employees are mandated to report any suspicion of child abuse and neglect. The protection of the child, not punishment of the parents, is the goal of the law. In the majority of cases, the best way to help the child is to help the family. Supportive social services for the parents and the child can usually keep the family together. Parents may need help in child-rearing and homemaking skills. Troubled families may need help in coping with stress. A report can be the first step in rehabilitative services to preserve families.

Any suspicions of child abuse or neglect must be brought to the attention of the proper authorities. This is a highly sensitive and confidential matter. Abuse and neglect is considered but not limited to physical & mental violence, abandonment and with-holding of essential needs such as food, water or clothing.

Factors that may lead up to a report are:

- Injuries that appear to be non-accidental.
- Excessive punishment.
- Emotional or mental injury or impairment.
- Sexual abuse or exploitation.
- Inadequate food, clothing, shelter, supervision, or health care.
- Deprivation of normal childhood living experiences (emotional neglect).
- Failure to protect a child from abuse or neglect.
- Children who are abandoned.
- Parents who are unable to unwilling to safely care for their children.



PARENT RESPONSIBILITIES

Staff Working Outside the Program

Staff are allowed to work outside the program as babysitters and this must be reported to the KCC director, Jeremy Paul. This arrangement must take place outside of normal program hours and should not be used in place of regularly scheduled programs; this puts our staff in a conflict of interest and could jeopardize their position at the Kittery Community Center. There is a form that needs to be filled out for staff to be added to the pickup list if they will be taking children from the program.

Parental Involvement

Communication between parents and staff is vital. To keep parents updated on summer news and camper activities, we are using the Brightwheel program as our primary form of communication. Use Brightwheel to notify staff of absences, when you arrive for pickup and if you need to pick-up early.

We encourage parents/guardians to discuss their child's needs and interests with members of our staff and our staff will discuss any concerns or anecdotes about campers with their parents/guardians. If a staff member is not available at the time of drop-off or pickup, please call the KCC to arrange a time to speak with this person, by phone or in-person meeting. By keeping our lines of communication open, our program will be more successful, and we feel we can ensure that the needs of each child are being met.

Brightwheel

Brightwheel is the childcare management program that the KCC uses for attendance and primary form of communication. It is a time-saving tool that is 100% free. Each summer camp group has their own room assigned to them in Brightwheel so staff can communicate directly with parents. You will receive an invitation via email to join. For those that currently use Brightwheel for the SAFE Afterschool Program, we transfer your children to their summer camp groups.

Once you receive your Brightwheel invitation:

1. Create a free Brightwheel account.
2. Confirm your child's profile (confirm info such birthday, allergies & contacts) & add a photo.
3. Set your account preferences (for notifications).