

# SUMMER REC 2022

# PARENT HANDBOOK

## ADMINISTRATION CONTACT INFORMATION

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## CAMP LOCATIONS & CONTACT INFORMATION

Camp:	Location:	Camp Cell Phone:
Summer Rec K-6th Graders	Patricia A. Duran School 235 Billings Road	207-478-0297
H Nation 5-8th Graders	Hermon Middle School 29 Billings Road	207-949-2132

## DAILY SIGN-IN AND SIGN-OUT PROCEDURES

### Drop-off

Campers who are registered for the extended care program can be dropped off as early as 6:30 am. When dropping off during extended hours, children will walk to the main lobby doors and await buzz-in. Day Camp drop-off starts at 8:30 am at the drop-off loop; please have your day camper fed, wearing sunscreen, and dropped off by 8:45 to allow time to unpack their belongings and join his/her group for Kid Council.

### Pick-up

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Day Campers must be picked up from the playground at 3:30pm. Your child's counselors will greet you upon your arrival to sign out. If your child is signed up for extended hours, you can pick up between 3:30pm-6:00pm. When picking up during extended hours, please park in the visitor's lot and get buzzed into the outer lobby. A staff member will greet you and sign your child out. If you need to pick up early, please contact us in advance so we can have your child(ren) ready.

Hermon Rec utilizes a checkout system to ensure that each child is released to an authorized adult each day. We will not release your child to any individual not listed on the emergency contact/pick-up form (unless communicated in advance). If a staff member is unfamiliar with any person picking up a child, they are required to ask for picture identification before the child is released. This would also include parents who may be picking up for the first time. Please be prepared to show an ID and remind everyone of this rule.

Authorization for someone other than the people listed in our registration database must be communicated by the custodial parent prior to the time of pickup. When completing summer camp registration, please consider this carefully and include everyone allowed to pick up during the course of the summer.

In situations of divorce or separation, at registration please include instructions about who may pick up and under what circumstances, and a copy of any court orders regarding custody of the child must be provided. We need to have these documents on file in order to protect each child. Both parents have a right to view the files of their children, regardless of which parent has been given custody. Please use this right to be sure that the information in the file is current and correct. Parents can be assured that this information will be kept strictly confidential and used only to further ensure the child's safety. We urge full cooperation in this matter to avoid putting any child and our staff in an uncomfortable position.

### **Late Pick-up**

Pick-up is at 3:30 pm for Day Campers. Children registered for the extended care program must be signed out by an authorized adult by 6:00 PM. A late fee of \$10 will be charged to your account if your child is not picked up on time. More than 3 late pick-ups could result in removal from the program. If you know you are not going to be on time for pick-up, please contact your child's program from the contact information provided in this handbook.

## **PROGRAMMING**

We strive to meet each child's needs through a carefully designed schedule of physical activity, enrichment, and recreational programs. The daily activities offered in the past have included arts, crafts, games, music, yoga, dancing, and sports. Children who do not participate in a scheduled activity will be given alternate choices whenever possible.

### **Kid Council**

An important part of our daily routine is Kid Council. During this time, group leaders and counselors will meet with their campers to review expectations, daily plans, schedules, and upcoming events. Campers will have an opportunity to participate in the discussions, help plan their daily activities, socialize with other campers, and prep for their day.

### **Water Play**

The schedule includes daily water play opportunities that may include sprinklers, slip n' slides, water balloons, etc. Swimsuits/extra change of clothes and a towel are required to engage in water activities.

## FIELD TRIPS & SPECIAL EVENTS

Children registered in the K-6 Summer Recreational Program will be able to attend all scheduled field trips with their group. Any child who attends a field trip with Hermon Recreation must show up on time for attendance, participate in activities, be respectful and behave. Hermon Recreation reserves the right to refuse participation in any field trips. No staff will remain on-site (unless otherwise noted) during field trips for children who do not attend. Transportation will be by school bus, provided by the Hermon School Department.

### Water Safety

There are attendants and/or lifeguards present on all scheduled field trips. If your child cannot swim without a life jacket, it is your responsibility to provide a properly fitting life jacket for them to use on field trips.

### Summer Rec T-Shirts

To ease program management during field trips and special events, please be sure your child(ren) wears their Summer Rec T-Shirt.

## DAILY CAMP ESSENTIALS

### Sunblock

We request that sunblock be applied to your child prior to attending the program each day. Sunblock will be re-applied multiple times throughout the day. SPF 30 sunblock is provided by the program. If you prefer to use sunblock from home, please label the bottle with your child's first and last name and keep it in their backpack.

### What to bring each day

- Durable water bottle—we encourage campers to stay hydrated and refill water bottles throughout the day.
- Lunch and AM & PM Snacks. **Microwaves are not available on site.** No refrigeration is provided; please pack accordingly.
- Swimwear & towel is required for participation in water play activities.
- Sneakers for physical activity. For safety purposes, please do not send your child to the program in open-toed shoes or flip-flops (unless they have close-toed shoes packed).
- Extra change of clothes in case of unexpected spills, messes and/or accidents.
- Backpack to securely hold all belongings to and from the program.

### What NOT to bring each day

- Cell phones or other electronics
- Trading cards
- Toys
- Other items from home

We ask that these items be left at home since we cannot guarantee the safe return of personal belongings. Hermon Recreation is not responsible for lost or stolen items.

## **Lost & Found**

There is a lost-and-found area at each program location. At the end of the 8-week program, all lost-and-found items will be donated to charity. Please label your child's belongings and check this area often!

## **HEALTH & SAFETY CONCERNS**

### **Hermon Recreation is not a nut-free program**

We provide designated nut-free tables that are clearly labeled, carefully cleaned, and monitored for participants with nut allergies to eat safely. The opportunity for handwashing and hand sanitizer usage is given before and after snack/lunch times.

### **Illness**

Children who attend the K-6 Summer Recreational Program should be well enough to follow the normal routine of the Program. We understand and appreciate the needs of working parents, yet it is essential that children and staff members in our program are protected from a contagious illness. For the safety of all participants and staff, we reserve the right to send any participant home if he/she becomes ill. A child who is sent home due to illness should be picked up within one hour of notification.

We will notify you if your child:

- Has a fever
- Is vomiting
- Has a rash
- Has an earache
- Has live lice
- Experiences uncontrolled coughing, persistent crying, or difficulty breathing

Please Note: A child who has experienced a fever should be kept home until he/she has been fever-free for 24 hours without medication.

### **Medical Conditions & Allergies**

Please report any health concerns, medical changes, etc. to the B&A, Summer Programmer. Although information will be kept confidential, it will be shared with appropriate staff members to help support the safety of your child and allow our staff to facilitate communication with parents or guardians in an emergency.

### **Accidents or Acute Illness**

In the event of an accident or acute illness, every effort will be made to notify the child's parents. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

### **Medication**

Parents are encouraged to come to the program to give medications to their children if needed. Medication must not be sent to the program unless absolutely necessary and only under very specific conditions which require a Medication Policy Form to be completed by physician and guardian. Please contact the B&A, Summer Programmer for more information on the medication policy and procedures.

### **Clothing Requirements**

Comfortable clothing and footwear such as sneakers or closed-toed shoes with a rubber sole must be worn while attending the K-6 Summer Recreational Program. Campers without appropriate footwear will not be able to

participate in physical activity in the gymnasium, fields, trails, or playground. An extra change of clothes each day is required. We are extremely active each day and it is important for your child to remain comfortable.

## **EXPECTATIONS OF CAMPERS**

All participants of the program are expected to treat each other with respect, tolerance, kindness, and consideration. The program rules and behavior expectations will be explained to the children clearly and reinforced in a consistent manner. Our staff is committed to leading by example, providing positive reinforcement, and enforcing program rules and expectations consistently. Positive methods of behavioral management are used in the program to encourage self-control, self-regulation, and self-esteem. Communication between staff and parents informing any concerns or changes in the child's routine will allow us to work as partners to support the child in and out of the program.

### **Disciplinary Action**

Parents will be kept informed of issues concerning their children as they arise. Sometimes reminders, redirection, verbal warnings, and "taking a break" is not successful, and the behavior is documented with an incident report. Behavior issues and incidents will be processed by the counselors with the child and a logical consequence for the action will be agreed upon. Parents will be given a copy of the report at the time of pick up.

If a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the program, the behavior and/or incident will be documented and processed with the B&A, Summer Programmer. Steps will be taken to work with the child to identify the inappropriate behavior, accept responsibility, and agree upon a logical consequence. Parents will be notified by phone and may be asked to pick up their child depending on the severity.

Multiple incident reports, repeated unsafe behavior that impacts others, or behavior that seriously interferes with a positive program experience may result in suspension or dismissal from the program.

## **PARENT RESPONSIBILITIES**

### **Parental Involvement**

Communication between parents and staff is a vital component of a successful program. To keep parents updated and informed, we have established week ahead e-mails that provide a look into the coming week's schedule. We suggest checking your email daily to keep an eye out for important information regarding upcoming field trips, reminders, schedule changes, etc. Parents are encouraged to join the program on Remind to receive notifications from our program throughout the week! Invites will be sent to the parent's email provided on the enrollment form.

### **Parental Conduct**

It is expected that all parents, guardians, and program staff are respectful, courteous, and professional toward one another.

To maintain a safe and positive environment for all members of our program, parents are asked to contact the office to address concerns. A meeting may be scheduled with the B&A, Summer Programmer to discuss matters in an appropriate setting. Pick-up and drop-off times are not always the best or appropriate time to discuss and resolve certain matters.

### **Payment**

Families are required to pay the flat rate for all registered weeks regardless of the child's attendance. Accounts will NOT be credited for absences during a week he/she is registered.

With Auto-Pay, your credit/debit card will be billed every Friday prior to the first week your child attends camp until your balance is paid off. For accounts that are not set up with Auto-Pay, payments are due on the Friday prior to each week your child is registered. Pay online with a debit/credit card through your [hermonrec.com](https://hermonrec.com) account. Cash, checks, and debit/credit card payments can be accepted at the program or at the Hermon Town Office.

If payment is not received on time, a \$10 late fee will apply, and attendance will not be accepted until payment is received. Repeated late payments or failure to pay will result in suspension or removal from the program.

### **Cancellations & Refunds**

If your child is registered and will not attend the entire week, cancellation must be made 1 week prior to the start of the week being canceled. Cancellations must be done online through your [hermonrec.com](https://hermonrec.com) account. Verbal cancellations will not be accepted. Refunds that are issued will be minus the non-refundable deposit (\$25 res/\$35 non-res.). If registered with AutoPay, your credit/debit card will be charged a \$25 cancellation fee for each week canceled. Refunds will only be given to families that adhere to our cancellation policy and do not have past due balances.