



HERMON
SUMMER
REC
20 **26**

K-4
PARENT
HANDBOOK

MONDAY, 6/22 - FRIDAY, 8/14

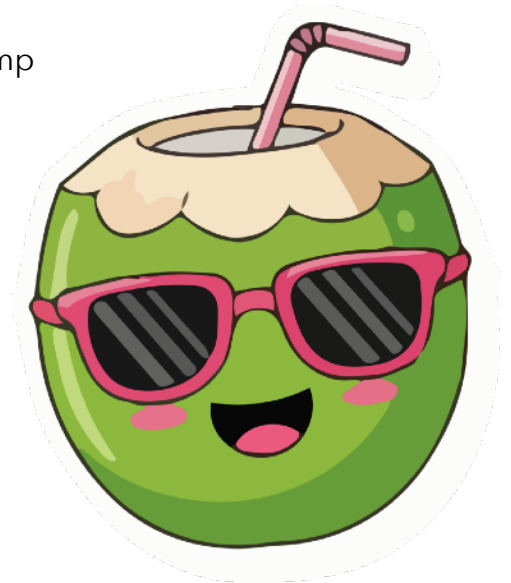
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DAILY SIGN-IN AND SIGN-OUT PROCEDURES

Drop-off

Campers can be dropped off as early as 6:30 am. Scheduled camp activities will not begin until 8:30 am. Campers will have the opportunity for free choice from 6:30 am-8:30 am. When dropping off, parents are required to walk their child into the program each day to sign in at the front desk with the lead counselor on duty. Please try to have your child checked into the program by 8:30 am with sunscreen applied to allow time to unpack their belongings and join their group for the daily morning meeting.



Pick-Up

Scheduled camp activities end daily at 3:30 pm unless otherwise communicated. You can pick up between 3:30 and 6:00 pm. Please park in the visitor's lot and get buzzed into the outer lobby. A staff member will greet you at the front desk, where a signature is required to sign your child out. If you need to pick up early, please contact us to let us know beforehand so we can have your camper 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. If a staff member is unfamiliar with any person picking up a child, they are required to ask to see a picture identification before the child is released from the program. 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 put in writing and delivered 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 or our staff in an uncomfortable position.

Late Pick-up

Campers must be signed out by an authorized adult by 6:00 pm. A late fee of \$10 will be charged to your most current card on file 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 the program by calling 478-0297.

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.



Daily Morning Meeting

An important part of our daily routine is the Morning Meeting. During this time, 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

There are lifeguards on duty at any field trip location that involves swimming. If your child cannot swim without a life jacket, it is your responsibility to provide a properly fitting life jacket on field trips. Non-swimmers must have their life jacket on while in the water at all times, no exceptions.

FIELD TRIPS & SPECIAL EVENTS

Children registered in the K-4 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 additional staff will remain on-site (unless otherwise noted) during field trips. Transportation will be by school bus, provided by the Hermon School Department. Hermon Rec will provide a Field Trip T-shirt that is required to be worn during all field trip days. A limited number of extra shirts are available for \$10 if your camper needs a replacement.

Water Safety

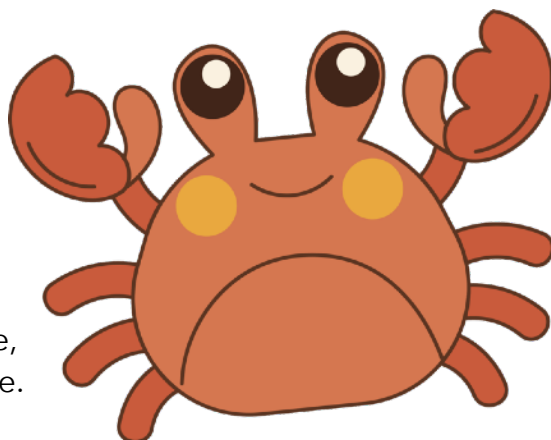
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jacket on field trips. Non-swimmers must have their life jacket on while in the water at all times, no exceptions.

DAILY CAMP ESSENTIALS

Sunblock

We request that sunblock be applied to your child prior to attending the program each day. Sunblock will be reapplied multiple times throughout the day. With the parent/guardian's consent, counselors are able to assist your child if needed. 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.



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. Low-maintenance and ready-to-eat lunches are encouraged. No refrigeration is provided, so pack accordingly!
- Swimwear & towel is required to participate in water play activities.
- Sneakers for physical activity. For safety purposes, please do not send your child to the program in open-toe shoes or flip-flops.
- Extra change of clothes in case of unexpected spills, messes, and/or accidents.
- Backpack to securely hold all belongings to and from the program

Please note: Hermon Recreation is not a nut-free program.

We do provide designated nut-free tables that are clearly labeled, carefully cleaned, and monitored closely for those participants with nut allergies to eat safely. Sanitizer is provided both before and after snacks/lunches

What NOT to Bring Each Day

Cell phones, electronics, trading cards, toys, or other items from home. Our main focus and concern is the safety and well-being of your children. With that being said, 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 located in the outer lobby of the building. 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

Illness

Children who attend the K-4 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 contagious illness.

For the safety of all participants and staff, we reserve the right to send any participant home if they become 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

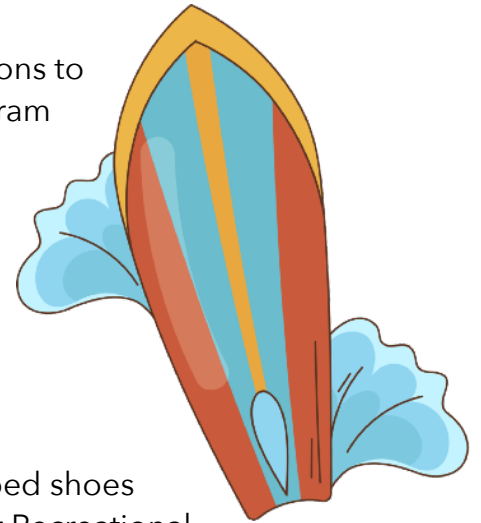
Please report any health concerns, medical changes, etc., to the Programmer. Although information will be kept confidential, it will be shared with appropriate staff members to help support the safety of your child and allow our staff to facilitate communication with parents or guardians in an emergency.

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 the physician and guardian prior to the child attending the program. Please contact the 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 that your child is 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 them of 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 child as they arise. Sometimes, reminders, redirection, verbal warnings, and "taking a break" are not successful, and the behavior is documented with an incident report. Behavior issues and incidents will be processed by staff members 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.

Children who exhibit unusual emotional or physical behavior that threatens the well-being of themselves or others in the program, the behavior and/or incident will be documented and processed with the program director. Steps will be taken to work with the child to identify the inappropriate behavior, accept responsibility, and agree upon a logical consequence. Parents may be notified by phone and asked to pick up their child, depending on the severity.

Phases of Discipline Procedures

Phase 1: A verbal warning or 'cue' will be given by a staff member to redirect the child to a more appropriate behavior.

Phase 2: Under staff supervision, the child will be removed from the group for a few minutes to take a break and rejoin the group when it has been determined the child can do so without further disruption.

Phase 3: Should the behavior not change, the Programmer or Director will be notified, and the incident will be documented. The parent will sign the incident report upon pick up, and a copy of the report will be available upon request.

Phase 4: If the behavior persists, parents will be notified, and the child will be advised to take a day or more away from the program and possibly suspended. Whenever possible, we will work with the family to develop a system of discipline that will work to support the child.

The above procedure will be used when there is a gradual progression of inappropriate behavior. In extreme cases, Hermon Recreation reserves the right to establish an appropriate consequence immediately. 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. Data collected from behavioral reports are reviewed by the Program Director and the B&A team on a regular basis to discuss all incidents that take place in the program. This, in turn, helps maintain a positive program experience for all participants.

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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 a parent communication center located in the lobby. We suggest checking this area daily for important information on upcoming field trips, reminders, schedule changes, etc. A weekly newsletter will be available every Friday afternoon with an overview of the upcoming week. Parents are encouraged to join the program on Remind to receive notifications from our program throughout the week! Invites will be sent to the parents' email addresses 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.

In an effort 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 Programmer or Director to discuss matters in an appropriate setting. Pick-up and drop-off times are not always the best or most appropriate time to discuss and resolve certain matters.

Payment

- Families are responsible for paying for all weeks they register for, even if their child does not attend. It is the responsibility of the parent to follow the cancellation policy stated below.
- No credits or refunds will be given for absences.
- Your credit/debit card will be charged every Friday before the upcoming week your child is scheduled to attend until the full balance is paid off.
- At registration, you will receive:
 - A confirmation email with your selected weeks/days
 - A separate email with your payment schedule
- If a payment is declined:
 - A \$10 late fee will be added
 - Your child cannot attend until payment is made
 - Repeated missed payments may result in suspension or removal from the program



Cancellations & Refunds

Full-Week Registrations

- To cancel a week, you must email the Summer Programmer at least 1 week in advance.
- Verbal cancellations are not accepted.
- A \$25 cancellation fee per week will be charged.
- Refunds (if eligible) will be issued minus the \$25 fee.
- If you cancel with less than 1 week's notice, you will be charged the full cost of that week.
- Refunds are only issued if:
 - The cancellation policy is followed
 - Your account has no outstanding balance

Part-Time Registrations

- A Part-Time Membership is required to register.
- Payment for your first selected week is due at registration.
- To cancel a day:
 - Email the Summer Programmer at least 1 week in advance
 - A \$5 per day cancellation fee will apply
- If less than 1 week's notice is given:
 - You will receive a 50% credit to your account (no full refund)

Transfers

- Transfers are allowed based on availability
- A \$5 per day fee applies when switching days (ex: Monday → Wednesday)
- All requests must be made by email to the Summer Programmer
- Verbal requests will not be accepted



***Questions, Comments, Concerns on any of the information included in this handbook?
Please contact us and we would be happy to discuss!***

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