



# Calais Recreation Summer Camp

## Parent Handbook & Registration Forms

Welcome to Calais Recreation weeklong Summer Camp!

This handbook is designed to help you get to know the guidelines and procedures of the Calais Recreation Summer Camp (CRSC) for the summer of 2025. **Summer camp is offered to students going into first grade through age 13.** In this packet, you will find information regarding daily routines, drop-off and pick up requirements, medical information requirements, behavior, and lots more. There are many state requirements the CRSC is required to implement and have been worked into the daily routine of the staff and the program. It is our intent that this handbook be your reference guide to the CRSC program, operations, and policies. This handbook may not answer all your questions, so you are welcome to contact the CRSC Director Cadence Braughton with any questions. The following are required at the start of your camper's summer camp experience: registration which includes emergency contact, pickup, and medical info, parent consent and waiver of liability, as well as a required camper behavioral contract.

Our Down East area is home to many great locations and activities; therefore full-day and part-day trips will be part of the Summer Camp experience. Your child will likely be hiking on the Moosehorn Wildlife Refuge, swimming in the freshwater pond and the saltwater beach at Rogue's Bluffs state park, swimming at Keen's Lake Campground, playing games in local Calais parks, and interacting with the marine touch tank at the Wabanki Culture Center. The Calais Recreation Department's pool, fields and courts will provide campers with a variety of outdoor activities.

The weekly cost for Calais residents is \$50 for a single camper, \$30 for each additional camper, non-residents \$60 for a single camper and \$40 for each additional camper, which includes lunch during summer camp, swimming lessons, free swim at the Calais pool and much more. The CRSC staff are looking forward to a fun-filled and exciting summer with your child while we get lots of outdoor activity time and explore our community. Come join the fun!

Calais Recreation Director  
Craig Morrison

Calais Recreation Summer Camp Director  
Cadence Braughton

### **Ages of Campers Eligible to Attend weeklong Summer Camp**

Calais Recreation Summer Camp is available to students going into first grade through age 13. Campers must have completed one year of school.

### **Important Phone numbers:**

Calais Recreation Summer Camp Director – Cadence Braughton cell number 214-4767

Calais Recreation Director – Craig Morrison 454-2761 cell number 214-8792

### **Camp Dates for Summer 2025**

June 18-20 NO Camp on the 19th

June 23-27

July 1-3 No Camp July 4th

July 7-11

July 14-18

July 21-25

July 28-August 1

August 4-8

August 11-15

August 18-22

### **Registration Forms**

All children must have a completed registration form. If your child's registration form is not filled out on the first day of camp, the parents/guardians will need to have it completed by the start of the camper's second day of camp or the camper will not be able to attend until it is completed. This form is required and extremely important as it will provide emergency contact information, health info, allergy information etc.

### **Cost**

Calais residents-The weekly cost is \$50 for a single camper. For a family, the cost is \$50 for one camper and \$30 for each additional camper. The cost includes lunch, swimming lessons, and free swim time at the Calais pool and all activities that are for the entire camp group.

Non-Calais residents-The weekly cost is \$60 for a single camper. For a family, the cost is \$60 for one camper and \$40 for each additional camper.

### **Payment**

Payment is required to be paid in full on Monday, the first day of each weekly session and given directly to the camp director or other authorized staff member for that week. **Any other arrangements for payment are required to be made directly with the Camp Director prior to the start of each weekly session.**

### **Day Rate**

The day will be offering a day rate of \$15. To be eligible for the Friday field trips you need to be paid for the week.

### **Late Payments**

Payment is required to be paid in full on Monday, the first day of each weekly session. Any other arrangements for payment are required to be made directly with the Camp Director prior to the start of each weekly session. Campers with an unpaid balance for two weeks will be dismissed from camp until the balance is paid in full and will be able to participate each week thereafter when paid for in advance. In addition, if you leave summer camp with a balance due, your children will not be eligible to participate in summer camp the following summer until the balance due is paid in full.

### **Drop-off & Sign in Requirement**

The morning drop-off time is 7:30-8:15 at the Calais Elementary School. Earlier drop-off time will **not** be permitted.

**\*The camper must be signed in by the person dropping him/her off** and list the person who will be picking the camper up at 4:30 pm.

The pick-up person must be on the authorized list of the registration. New people may be added, just ask to see your child's form and you can add them to the list.

### **Late Drop Off**

Campers will NOT have alternative care if they arrive late and the group has already left for a field trip. It is up to the parent to bring the late camper to the field trip location if the camper is to participate.

### **Pick-up & Sign out Requirement**

The afternoon pick-up time is 4:30 at the Recreation Center, pool, or ball field (beside the pool) depending on the weather. At morning drop off staff will communicate with parents/guardians which location will be the pickup location for that given day. Weather often dictates this so it may change. If the campers are not at one location, please check out another.

Pickup times later than 4:30 will not be permitted unless prior arrangements have been made directly with the day camp director.

**All campers must be signed out by an authorized pick-up person listed on the Day Camp registration form.**

### **Authorized Pick-Up List**

The Authorized Pick-Up list is designed to protect your child and is included as part of the required Registration form. Each camper is required to have people who will be picking him/her up at the end of Day Camp, or any time during Day Camp, on his/her authorized pick-up list which is located on the CRSC registration form. Additional people can be added by contacting the Day Camp Director. NO camper will be released to any pick-up person not on the authorized list. In case of an emergency parents/guardians are required to contact the Day Camp director, Recreation Center Director, or a summer camp staff member. Please update this information, as needed, with the director or another counselor.

### **Walkers/Bike Riders**

If you live near the Calais Recreation Center and pool you may have your child walk or ride a bike to summer camp. You must provide your consent for the camper to be dismissed at 4:30 to walk/bike ride home. If you give your child permission to walk/bike ride home he/she will be required to sign himself/herself out of camp at 4:30, no earlier. A summer camp staff member will initial and document the time the child left, and you understand that Day Camp staff is no longer responsible for your child.

**All day field trips may leave early in the morning so remind your child to be on time** and have everything he/she may need for the day. If the walker/bike rider arrives after 8:30 he/she may miss the field trip departure time.

Helmets/Road Safety - Please talk to your child about helmets and road safety. Day Camp staff are not responsible for making sure the biker is wearing his/her helmet or following road safety rules upon signing himself/herself out of day camp.

### **Counselors**

Each child will be assigned a counselor. This will allow your child to have a specific contact person at camp who will be responsible for attendance, and head count throughout the day. In the morning at drop-off time this will give you a person to touch base with to let him/her know if your child had a rough start to the day or other information you feel might be important. At pick up time at the end of the day this will allow you to have one person whom you can speak to about your child's day.

**\*\*If you have any major concerns about your child, the program, behaviors, or counselors, please see the Calais Recreation Summer Camp Director Candance Braughton**

### **Medication/Severe Allergies**

Campers who need to take medication during the day **will be required** to have the **Request for Administration of Medication Form** completed. To ensure the safety of all CRSC campers, **ALL** medications are required to be locked up during program hours. The only medication exception that will be made from being locked up are emergency medical devices such as Epi pens, asthma inhalers, and any other emergency medical device **ONLY** if the **Request for Administration of Medication Form is completed and on file.**

**All medications are required to be:**

- **in the original container**
- **with the medication name, visible**
- **child's first and last name printed on the container with permanent marker**
- **Placed in a Ziploc bag with the child's first and last name printed on the outside of the Ziploc bag.**

For campers who have the required forms completed and on file, an authorized CRSC staff member will provide the medication to the camper when required and as documented on the **Request for Administration of Medication Form**. Each dose of medication given to a child will be documented on the child's Administration of Medication Documentation Form showing the child's name, name of medication, date, time given, and the name of the person giving the medication.

If a parent/guardian is not willing to complete **Request for Administration of Medication Form**, medication for that camper will not be accepted by staff, and the camper will need to have a parent/guardian/authorized adult come to the camper's location to provide and administer his/her medication when needed during day camp hours.

All parents are required to complete the health and allergy forms. Those campers with severe allergies (i.e. peanuts, etc.) are required to have the allergy portion of the registration form completed and have outlined the required treatment in case of a reaction. If a child has a reaction the person listed as the emergency contact on the allergy section of the form will be contacted first and if that person is not available, then staff will attempt the first person on the emergency contact list on move down the emergency list to the first available person.

### **What to bring to camp**

Your child will need to bring

- |   |                        |  |
|---|------------------------|--|
| • backpack                                      | • a change of clothes  | • snacks to fuel your camper's busy day                  |
| • towel   | • sweatshirt or jacket | • and enough water to last your child throughout the day |
| • bathing suit                                  | • flip flops           | • NO soda  |
| • sunscreen                                     | • sneakers             |  |
| • swim shirt (t-shirt or rash-guard swim shirt) | • lunch                |  |

Please label all items in your camper's backpack. During the weeks when lunches are available through the summer lunch program camp can provide lunch if your child attends 8:15am when lunch count is taken or you may provide your camper with lunch. Don't forget snacks and water. Snacks and lunches you send with your camper will need to have icepacks in them to keep them cool if necessary; refrigeration of camper's snacks and/or lunches is provided.

### **Lunch**

Camp can provide lunch free of charge, if your child is in attendance in the morning at 8:15am when lunch count is taken or you may/will need to provide your camper with lunch.

### **Electronic Devices**

Please keep all electronic devices at home! This is to ensure campers are participating in the scheduled activities and having fun with friends, which is what Summer Camp is all about! Staff will not be responsible for any electronic devices brought to camp by the campers. While staff will help campers as much as possible with their belongings such as sandals, towels, lunch boxes, summer camp staff is not responsible for keeping track of electronics.

### **Lost or Stolen Items**

Calais Recreation Summer Camp staff are not responsible for lost or stolen items. We recommend valuable items be left at home.

### **Schedule**

Swimming lessons will be available on Tuesdays and Thursdays once the CRec pool is open.

### **Activities**

Activities will include but may not be offered each session: group games, sports, swimming lessons, free swim, part-day trips, day-long field trips, music and movement, art, reading, science experiments, library summer reading program, outdoor adventures, and when possible, guest presenters.

### **Field Trips**

Getting out and about during the summer months to explore some great activities in our area will be a focus of the Calais Recreation Summer Camp. Activities some weeks include day long off-site field trips and part day off-site field trips. All campers will be required to attend the activities scheduled as there will not be coverage at the Recreation Center for anyone who does not want to participate. If your child does not want to attend an event for the day the parent/guardian will need to keep the child home for that day.

\*Keep in mind that activities may change due to inclement weather, unforeseen events, or safety reasons. CRSC will provide fun and engaging alternative activities if field trips are cancelled.

### **Swimming**

Prior to swimming in the Calais pool, your child will be required to participate in a swimming 'placement test' with certified lifeguards. This will determine the areas in the pool he/she will be allowed based on his/her swimming ability level. Your child will be able to take the test at various times throughout the summer as his/her abilities improve.

### **Sunscreen**

Please talk with your child about the importance of using sunscreen. Campers need to take responsibility to ask for help and try to apply his/her own sunscreen when possible.

Sunscreen will not be provided by the Summer Camp except in cases of emergency when a camper's sunscreen has run out, and that portion of the Sunscreen Authorization has been consented to and initialed.

A swim shirt is recommended for all campers. This can be a tee shirt or a rash-guard swim shirt and will allow the camper to cover up while swimming if he/she is getting a burn.

Prior to leaving for the pool or going outside for extended periods of time, summer camp has a scheduled time for sunscreen application. Staff will do everything possible to make sure your camper is protected from a burn, but the reality is that burns are a possibility. Please discuss with your child the need for swim shirts and sunscreen, the importance of asking for help to apply sunscreen if needed.

**During pool/water days sunscreen breaks are taken, and sunscreen will be reapplied. Staff will assist those that need help. Staff will NOT argue with campers about putting on sunscreen and parents/guardians will be informed if their camper is refusing to apply sunscreen. It is recommended campers use sunscreen SPF 30 and be marked with his/her name; all sunscreens left behind at the end of camp season will be thrown away.**

### **Bugspray**

### **Camp Rules/Behavior & Camp Regulations**

The camp regulations below are applicable to all people attending this camp. The following are **NOT** allowed under any circumstances and will likely be cause for expulsion from camp

- Graffiti
- Fighting
- Bullying
- Threatening another person
- Disrespect
- Disrespect for camp property
- Disrespect for other's property
- Obscene language/curse words

**Refunds or credits will not be issued for absences due to suspension or expulsion due to any of the above.**

It is the goal of this camp staff that every child has a positive, fun, and safe experience at camp. To help ensure this, we require you and your child to read and sign the **Summer Camp Behavior Contract** (one of the required forms for attending summer camp). If you have any questions about these requirements, please contact the CRSC Director.

Please speak with your child about the importance of proper camp behavior. Summer camp staff are very concerned with the safety of **all** children at camp and these camp rules will help ensure safety. The camp rules are as follows:

1. I will be respectful and use kind words to everyone in the camp.
2. I will respect the camp facilities, the property of others, and keep my hands to myself.
3. I will always stay with the camp group and move from activity to activity so everyone can participate in the activities planned for each day.
4. I will use appropriate language. **NO** swear/curse words or mean words.
5. I will listen to and follow the directions of **all** CRSC staff, including counselors and the director. This will keep me and other campers safe so we can have a fun summer.
6. I understand that as a camper, I will be held to the behaviors expected of everyone at CRSC.
7. I will have FUN!

Behavior that is unsafe will not be allowed. There will be many children whom the CRSC staff is responsible for and if a child's behavior creates an unsafe environment for him/herself, or others, he/she may be dismissed from camp.

**\*What CRSC Staff will do to help children meet camp expectations:**

Positive reinforcement

Teaching/Modeling expected behaviors

Friendly reminders

Transition Time Warnings

Review of Signed Behavior Contract

Time Out appropriate to the camper's age and in a location that is visible to camp staff.

**When the above does not work:**

**Phone call** – to the parents first and if unavailable summer camp staff will call those listed on the emergency contacts and/or authorized pickup list. This is utilized when the child is unsafe, uncooperative, disruptive, dishonest, and/or hurting others, and staff attempts to assist the camper to 'turn it around' have not been productive with changing the camper's behavior.

**One phone call home:** In most cases this is not necessary, but if needed CRSC staff hope it will be enough to reinforce the rules and expectations of CRSC.

**Two phone calls home in one day**

**First incident:** if a parent is called twice in one day due to negative camp behaviors the parent will be required to pick up the child from camp on that given day. The camper can return the next day. Parents will be required to sign the camper's behavior chart.

**Second incident:** if a parent is called twice in one day the parent will be required to pick up the child from camp. If it is the child's second time being removed from camp the camper will not be allowed to return the next day to camp, even if it is to be a Monday or an all-day fun field trip day. Parents will be required to sign the camper's behavior chart.

**Third incident:** if a parent is called twice in one day the parent will be required to pick up the child from camp. If this is the child's third time being removed from camp the camper will be dismissed from camp for the remainder of the summer program. Parents will be required to sign the camper's behavior chart and will understand his/her child will no longer be allowed to attend CRSC for the remainder of the summer program.

"Home" refers to parent first and if unavailable then the emergency contacts and/or authorized pickup people listed on the registration form.

**Refunds or credits will not be issued for absences or dismissal due to behavioral issues.**

### **Procedures/Trainings**

The CRSC has always certified First Aid/CPR trained staff on site. Staff members are trained in the following, but are not limited to:

- Emergency fire drills
- Medical Emergency procedures
- Camper Medical Information
- Attendance
- Behavior Policies
- Swim/Pool Rules and Placement Test requirement

### **Fire drills**

All CRSC staff and campers will participate in fire drills during the summer program at the Calais Recreation Center.

### **Injuries/Medical Emergencies**

In the event of an accidental injury to your child when participating in CRSC activities, the staff will take the steps necessary to obtain medical care.

Minor injuries will be treated as needed, including washing, applying band aids, or ice packs. Parents will be notified upon pick up and may be asked to sign an injury log.

In the event of a major injury/emergency the site supervisor will assess the situation and contact the appropriate agency to obtain appropriate medical attention. Depending on the emergency, staff will contact the parent/guardian first, to decide what the next step may be. However, according to your signed authorized health form, in the event of an emergency, staff may first contact 911 or another appropriate person (such as your child's dentist) depending on the situation. Staff will be in contact with the CRSC Director and/or Recreation Director during the event. If a child is taken to the hospital, a CRSC staff member will accompany the child until the parent/guardian or other emergency contact person arrives. \*All medical expenses are the responsibility of the parent/guardian.

\*If a child is injured and his/her clothing is contaminated by blood, he/she will need to be brought a change of clothes or be picked up. This is required to eliminate possible exposure to blood borne pathogens for all CRSC participants.

