

Buxton Recreation

PLAY EVERY DAY!



Buxton Recreation Department
Physical Address: 174 Portland Road
Mailing Address: 185 Portland Road
Buxton, Maine, 04093
Office Phone: 207-929-8381
Fax: 207-929-4730

2022 Summer Program Handbook

Buxton Recreation Summer Camp: friends, field trips, art projects and so much more! We have a summer full of activities, special events, and special guests that will keep your child busy, active, and healthy!

Our parent handbook has all of the in's and out's of camp. Please don't hesitate to contact us at any time with questions and out programs, hours, and policies

Camp Hours:

8:45am-3:30pm

Extended Care Hours

7:30am-5:30pm

Grace Bibber, Recreation Director (p) 207-391-8299

(email) gibber@buxton.me.us

Nikki Billingsle, Recreation Supervisor (p) 207-710-7246

(email) nbillingslea@buxton.me.us

Recreation Department Office: 207-929-8381



Summer Camp Registration and Payment Information

Registration will open for residents of Buxton on **February 28th**, and for non-residents on **March 7th**. Registrations can be completed online at buxtonrec.com. A minimum deposit of \$100 per child is due at registration.

There are three ways to complete this payment:

1. Mail a check to: Buxton Recreation Department, 185 Portland Road, Buxton, Maine 04093
2. Call the Buxton Recreation Department at 929-8381 to make a payment over the phone using a credit/debit card*.
3. Go to <https://www.informe.org/payportonline> to make an online payment*.
*Please note that there is a 2.5% transaction fee on all credit/debit cards

Payment is due in full by Friday 24th, June !

Second Child Discount: Families who register 2 or more children for the Full Seven Week Programs will receive a 10% discount on each registration after the first child.

Program hours, locations, and pick-up

Summer camp will be held at Buxton Center Elementary School, and will take place Monday-Friday From Jun 27th-Aug 12th. There will be no camp on Tuesday, July 5th. Camp hours are 8:45am-3:30pm. Extended camp hours are 7:30am-5:30pm.

Camper Drop-Off Protocol:

1. Drop off runs from 7:30 am-8:45am. Parents should enter the bus loop and pull right up to door number 2.
2. Parent should remain in their vehicle child may exit the vehicle at this time, and the staff person will check them in.
3. Staff will walk the child inside away from the drop-off area. Parent will then drive away from the drop off area.

Camper Pick-Up Protocol:

1. Pick-up runs from 3:00pm to 5:30pm.
2. Parent enters the bus loop and pulls right up to door number 2. A staff member will walk to the vehicle and check in with the parent. Parent/Guardian should stay in their car.
3. The child will be called for dismissal, and will be walked to the car.

*** if there is a bus located in the bus loop please do not pull into the bus loop**

Authorized Pick-Ups: Our staff will only release your child to people who are listed on the authorized pick-up list. You can add or delete people to this list at any time. Please be prepared to show your photo ID at pick-up while our staff familiarize themselves with you.



Program Routine

Field Trips:

Camp K-2 and 3-5 will have 1-2 trips a week. Teen Extreme will have 2-3 trips a week. Schedule will be released in May.

*** All field trips are based on Covid-19 trends and CDC recommendations. Field Trips are subjected to change.**

On-Campus Days: For the days the campers are on campus there will be special activities, and events brought in. Such as the ice cream truck, Sparks' Ark, Mad Science and much more!

What should my child bring every day?

- Sneakers or closed toe/closed heel footwear are to be worn every day! **NO FLIP FLOPS!** This is in the best interest of your child's safety. Should you send your child to camp in flip flops, parents will be asked to return home and pick up sneakers.
- A face covering are optional. (4/1/22)
- Lunch, along with snacks to last the entire morning and afternoon. (At least 2-3!)
- Plenty of water and other healthy drinks (no soda!), Also, please no glass bottles!
- Sunscreen- Please apply generously in the morning, and we will re-apply throughout the day depending on the weather.
- Hand Sanitizer– We will have plenty on hand, but feel free to send a travel sized bottle with your child.
- A hat and extra t-shirt to wear on extremely sunny days to help avoid sun damage.
- Backpack to store your child's belongings, complete with a change of clothes.
- Medications– To be stored with the Camp Director. Parents must turn in a Medical Authorization Form holding the doctors signature before medications will be administered. This can be found at buxtonrec.com, as well as at the Buxton Recreation Department.
- Bathing Suit—There may be a water game at any point.
- Money—The ice cream truck will be at camp every Friday. You may pack your child with money if you wish for them to participate. Staff are not responsible for your child's money

PLEASE DO NOT SEND: iPods, iPads, tablets, computers, electrical games, toys, or cell phones. Buxton Recreation is not responsible for any personal items that are damaged.

Mandated Reporters

In accordance with recreation procedures, as municipal employees & childcare staff, we are mandated reporters. This means that we are mandated by law to report any and all suspicions of child abuse. Abuse can be physical, mental, or verbal.

“Maine law states that certain people must report suspected abuse, neglect or exploitation of an adult if they believe the adult is incapacitated or dependent. Maine law also states that certain people must report to the Department if they know or have reasonable cause to suspect that a child has been or is likely to be abused or neglected.” -Maine Department of Health and Human Services

COVID-19 Health and Safety Procedures and Protocols

Buxton Recreation Department will be following all CDC recommendations and guidelines for Covid-19. Our policies and procedures may change and alter.

- **Cleaning and Sanitizing:** Tables, benches, program equipment, water coolers, bathrooms, and other equipment will be done using approved wipes and disinfectants throughout the day. All staff will be trained on proper cleaning and disinfecting techniques. Checklists will be used to track cleaning. On days where we do not offer programs due to heat or rain, all equipment will be cleaned and sanitized.
- **Preventing Cross Contamination**– All efforts will be made to keep children confined to their own groups. Each group will have their own space for every day storage, play, and lunch.
- **PPE:** Face masks are optional. If you wish to have your child/children wear a face mask please contact Grace Bibber, Recreation Director at gbibber@buxton.me.us or Nikki Billingslea, Recreation Supervisor at nbillingslea@buxton.me.us.
- **Hand Washing and Sanitization:** Staff and children will wash or sanitize hands before and after every snack, lunch, and activity, as well as upon entry and exit of the program. We will have hand sanitizer throughout the program.
- **Pre-existing Medical Conditions:** If your child has a pre-existing medical condition, please contact Grace Bibber, Recreation Director, at 929-8381.
- If a child is feeling ill during the day, the parent/guardian will be notified, and expected to pick up their child within 45 minutes.
- Please keep your child home if they have the following symptoms:
 - Fever (100.4 F)
 - Shortness of breath
 - Lost of taste or smell
 - Nausea
 - Diarrhea
 - Sour Throat
 - Runny Nose/Congested
- **Procedure if symptoms of COVID-19 are shown in a staff person or program participant:** Depending on the severity of symptoms, staff or children will be required to stay home for 48 hours, or until symptoms have subsided, and may be required to provide a signed letter from their PCP.
- **Procedure if a case of COVID-19 is confirmed in a staff person or program participant:** Parents and guardians will immediately be notified, and the program will close for a period of no less than 24 hours. The Maine CDC will be notified, and the department will adhere to their guidance and recommendations.
- A staff or participant who has been exposed to an individual who is positive COVID-19 and are fully vaccinated are exempt from quarantine. If the individual is not fully vaccinated it is mandatory to do a 5 day quarantine before returning to summer camp.

*Covid-19 recommendations are fluid and changes rapidly. Policies and practices are subjected to change. Buxton Recreation reserves the right to change policies to adhere to the guidelines.

Updated 4/1/22

Sunscreen Policy

We strongly encourage you to apply sunscreen to your child before arriving at camp daily. The staff will be applying Coppertone Kids SPF 50 spray sunscreen this summer. You are welcome to send sunscreen with your child. Our staff will assist campers with applying sunscreen. Please talk with your child about the importance of sun protection. A hat will help shield your child's face from the sun. All of our staff are trained in sun safety, as well as our camp policies and procedures. We will be tracking sun screen applications throughout the day. If you do not want your child to use sunscreen, we must have a signed note from the parent or guardian on file.

Medication Policy

To administer any type of medication (prescription or over the counter medications) we must have a signed "Medical Authorization Form" on file, containing the prescribing doctors signature. You can find this form on our website at www.buxtonrec.com. Prescription medications must be in their original bottle with the current pharmacist label on it. Buxton Recreation does not have a trained medical professional on staff. Should your child need to take medication at camp, it will be self administered with the assistance the Summer Camp Director or a Senior Staff member. If you have any questions regarding our medication policy, please contact the Buxton Recreation Department at 207-929-8381.

Buxton Recreation Summer Camp Discipline Procedures

In order to provide a safe and enjoyable summer recreation experience for everyone, we have established a discipline policy and procedure for campers to follow at camp.

The discipline procedure will be followed when a child is misbehaving (i.e. not following directions, exhibiting profanity, being disrespectful to campers or staff, jeopardizing the safety of others or self, and/or using threatening or bullying behavior).

Phase 1: A verbal reprimand or 'cue' will be given by the staff member to re-direct the child to a more appropriate form of behavior.

Phase 2: The child, under staff supervision, will be removed from the group for a few minutes and will re-join the group when the staff person has determined that they can do so without further disruption.

Phase 3: Should the behavior not change, the Recreation Director will be notified, and the incident will be documented. The parent will have to sign the incident report upon pick-up that afternoon. A copy of this report can be mailed to the parent if requested.

Phase 4: If a problem persists, parents will be notified and the child will be advised to take a day, or more, away from camp and can possibly be suspended from the program. When possible, we will work with the parent to develop a system of discipline that will work for the child.

The above procedure will be used when there is a gradual progression of inappropriate behavior. In extreme cases, the Buxton Recreation Department reserves the right to establish an appropriate consequence immediately. No refund will be given should your child be removed from camp for any period of time due to disciplinary reasons.



Make handwashing a
Family Activity

LIFE IS BETTER WITH
**CLEAN
HANDS**



www.cdc.gov/handwashing



5 Sun Safe Tips

BETWEEN 10AM to 4PM

1

**APPLY
SUNSCREEN**



2

**PUT ON A
HAT**



3

**WEAR
SUNGLASSES**



4

**PROTECTIVE
CLOTHING**



5

**SEEK
SHADE**

