

Buxton Recreation

PLAY EVERY DAY!

2023 Summer Program Handbook

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

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) gbibber@buxton.me.us

Matt Willis, Childcare Services Programmer

(p) 207-710-7246

(email) mwillis@buxton.me.us

Recreation Department Office: 207-929-8381



Summer Camp Registration and Payment Information

Registration will open for residents of Buxton on **February 27th**, and for non-residents on **March 6th**. 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 23rd, June !

Second Child Discount: Families who register 2 or more children for the Full Eight 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 26th-Aug 11th. There will be no camp on Monday July 3rd and Tuesday, July 4th. 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 parent pick-up 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.

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.
- 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

Health Procedures and Protocols

- **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.
- **PPE:** Face mask 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 Matt Willis, Childcare Services Programmer at mwillis@buxton.me.us.
- **Hand Washing and Sanitization:** Staff and children will wash or sanitize hands will before and after every snack, lunch, and activity, as well as upon entry and exit of the program. We will have hand sanitizer through out the program.
- **Pre-existing Medical Conditions:** If your child has a pre-existing medical condition, please contact Grace Bibber, Recreation Director, at 929-8381.
- **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:** If a child or staff member develops symptoms they will be sent home. 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. If a child or staff member is sent home with symptoms and continues to have worsen symptoms a negative COVID-19 test will be required before returning to 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 3/29/23

Safety Producers and Protocols

We are equipped with first aid kits to handle minor injuries and emergencies. If there is any question that an injury is more serious than our staff is able to handle, we will then make a decision about the next step. In most cases, the parent will be notified before taking action, however, if the emergency is severe, emergency personnel will be called. It is important that camp staff have updated contact numbers in case of an emergency. If your contact information has changed since registration, please contact the main office at 207-929-8381 to update your records.



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.

