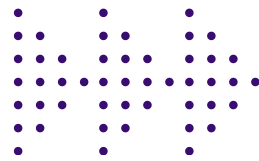




2024



# SUMMER CAMP PARENT HANDBOOK

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Buxton Recreation Department  
174 Portland Rd  
Buxton ME 04093  
Phone:207-929-8381

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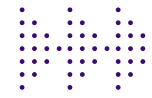
This handbook reviews the Buxton Recreation Department's summer camp policies, and answer program questions through out the school summer.

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# BUXTON RECREATION DEPARTMENT

174 PORTLAND RD

Office Phone: 207-929-8381



Summer Camp Program Phone: 207-710-7246

Website: [www.buxtonrec.com](http://www.buxtonrec.com)

## RECREATION

### DEPARTMENT STAFF

Grace Bibber, Recreation Director

[gbibber@buxton.me.us](mailto:gbibber@buxton.me.us)

Zach Boyd, Recreation Supervisor

[zboyd@buxton.me.us](mailto:zboyd@buxton.me.us)

Matt Willis, Childcare Services Programmer

[mwillis@buxton.me.us](mailto:mwillis@buxton.me.us)

## PROGRAM HOURS

**Summer Camp Operation Hours:** 8:45am-3:30pm

This is a 7 week program that will have your camper active everyday! Your camper will have 1-2 field trips a week. Each week will have a special theme and or event. This is the summer your child will not want to miss!

**Extended Care Summer Camp Operation Hours:** 7:30am-5:30pm

This is a 7 week program that covers the hours for those families that may want extra time at camp! We will provide activities such as coloring, gym activities, and other summer camp favorites before summer camp starts and after summer camp ends. Extended care hours are 7:30am-8:45am and 3:30pm- 5pm.

Due to staffing schedules we will not be accepting any camper that is not registered for extended care prior to 8:45am.

While we understand that things can happen that is out of your control; we ask that if you are attending camp for the day to promptly show up at the program start time. We often run our trips and activities on a tight schedule. If your camper misses the bus on a field trip day we will not be holding the bus back. We will also not be able to move your camper into a different camp for the day. At your discretion you may drop-off your camper at the field trip location.

There will be a \$1.00 late fee for every minute a parent/guardian is late for pick-up. This will promptly be billed 24 hours after a late pick-up and paid by the end of the business day.





## DROP-OFF/PICK-UP PROCEDURES

Summer camp will be held at Buxton Center Elementary School, and will take place Monday-Friday From Jun 24th-Aug 9th. There will be **NO camp** on Thursday, July 4th and Friday, July 5th.

### Camper Drop-Off Protocol:

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

- Pick-up runs from 3:30pm to 5:30pm.
- 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.
- 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:

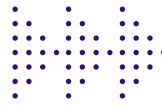
Camp K-2 and 3-5 will have 1-2 trips a week. Teen Extreme will have 2-3 trips a week. Schedule will be released in May! Field Trips day are TBA and will be announced at a later date.

**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!

Activity schedule will be released in May!



# PAYMENT AND REGISTRATION INFORMATION



Registration will open for residents of Buxton on **Monday, February 26th**, and for non-residents on **Monday, March 4th**. Registrations can be completed online at [buxtonrec.com](http://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 21st, June !**

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

## Payment Policies:

Payment is due in advance of services. Families who have not paid the full registration amount will not be accepted into the program until a payment is made.

There will be no refunds given for days missed.

## Scholarship:

Buxton Recreation has a Scholarship Fund for Families that need financial assistant. The Scholarship Fund is a first come, first serve basis. Families will need to complete an application form by May 10th. Applications will be reviewed and awarded by Friday, May 24th. Applications can be found in the Forms and Links tab on the Summer Camp Program. You can also obtain a copy by contacting the Recreation Director, Grace Bibber at [gbibber@buxton.me.us](mailto:gbibber@buxton.me.us).





## WHAT SHOULD YOUR 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](http://buxtonrec.com), as well as at the Buxton Recreation Department.
- **Bathing Suit and Towel**—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.



# DISCIPLINE PROCEDURES

## Discipline Procedures:

In order to provide a safe and enjoyable Summer Camp experience for everyone, we have established discipline policy and procedure for campers in our Summer Camp Programs. The discipline procedure will be followed when a campers exhibiting behaviors that are not in the best interest of program participants, including staff, and the child themselves. (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 communication form 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 any childcare program for any period of time due to disciplinary reasons.

## 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 AND SAFTY PROCEDURES

Buxton Recreation Department will be following the Childcare Guidelines as outlined by the State of Maine. Our policies and procedures will change in the event that there are alterations to the guidelines.

**Cleaning and Sanitizing:** All equipment will be cleaned before and after use. The school maintenance team will be conducting their cleaning routine in the spaces that we will occupy. Children will have their own space for their personal items to be stored.

**Hand Washing and Sanitization:** Staff and camper will wash or sanitize hands before and after every snack, lunch, and activity, as well as upon entry of 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 duration of Summer Camp, Parents/Guardians will be notified, and is expected to pick up their camper within 45 minutes.

Please keep your child home if they have the following symptoms:

- Fever (100.4 F)
- Nausea
- Runny Nose/Congested
- Shortness of breath
- Diarrhea
- Lost of taste or smell
- Sour Throat

**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 back to our childcare programs.

**\*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 1/29/24

## First-Aid Procedures:

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



# 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](http://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 Camp Coordinator. If you have any questions regarding our medication policy, please contact the Buxton Recreation Department at 207-929-8381.



## 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.