

LCOC Summer Recreation Program 2019 *CONSERVE, CONVERT & CREATE*

**Parent's Information Sheet* Keep this handy*

Welcome to all families enrolled in camp this year. This 2-sided handy guideline will answer some common questions and offers an easy review of our Discipline Policy on side 2, please review our Behavior Guidelines with your child often.

STAFF ---Program-Camp Coordinator- Linda Maker
--Kitchen Manager- Leaf Kraft
-Assistant to Program-Camp Coordinator- Kim Moores
-Assistant to Kitchen Manager- tbd

Contact

By phone (207) 733-5262 Email- childprograms@lubecoutreach.org

Five things to Remember

1-Camp Dates are Monday, June 24 through Friday, August 2, 2019 (no camp July 4th)

Camp Time is 8:30am to 4pm Fees: \$75 per week (\$25- daily drop in (scholarships available))

2-CLOTHING CODE-Children should ***come dressed in comfortable, season appropriate clothing that can get dirty. Sturdy, flat shoes should be worn.*** Closed toed shoes are recommended and NO flip-flops or high heeled shoes are allowed. A spare change of clothes should be left at LCOC in case a change of clothes is needed. Please send sunscreen and weather appropriate clothing as needed. ***DO NOT send ELECTRONICS or especially important items.*** ---Although staff does their best to keep children's belongings safe, we are not responsible for damaged or lost items.

3-Parents or Guardians are expected to communicate with staff at drop off AND pick-up DAILY. If someone not identified on your form will be picking up your child, we require PRIOR notification and picture ID-no Exception. If you are late picking up your child (after 4pm) you will be charged a late fee of \$5 for 15 minutes late or any part thereof, except in emergency situations. This payment must be made within one week in order for child to continue to attend camp.

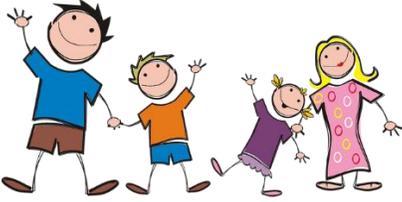
4-ABSENCES/EXCLUSION-If your child is sick please keep them home. Symptoms that require staying home or if developed while at camp will require removal from activities and parent notification for pick-up include but are not limited to:

*Fever greater than or equal to 100 degrees F *Discoloration in whites of eyes or in skin *Severe rashes *Severe pain *Cough or difficulty breathing *Excessive drainage or discharge from mouth, nose, eyes or ears *Lice or nits

5-CHILD ABUSE/NEGLECT-If there is any abuse or neglect suspected of any child in our care, we are required to report it to the Department of Health and Human Services.



See side 2 for important information



Lubec Summer Recreation Discipline Policy-Camp participants are expected to exhibit appropriate behavior at all times while at camp. In order to provide all campers and staff with a camp experience that is safe and enjoyable, the following guidelines have been developed. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements and redirection of activity.

All campers must understand and follow these guidelines. Help us in assuring a great summer by reviewing them often with your child, also be aware of *discipline procedures*.

GUIDELINES

****Talk in a pleasant manner. Foul language, put downs and bullying will not be accepted.***

****Be safe! Always obey camp rules and staff.***

****Treat all equipment and supplies with proper care and respect.***

****Show respect for the staff and fellow campers.***

****Running and excessive shouting while indoors is not allowed.***

****Aggressive behavior that is threatening to another child, staff or others will not be permitted at camp.***

****Have a positive attitude and have fun!***

Listed below are the *discipline procedures* for campers who are exhibiting unacceptable behavior. Depending on the severity of the behavior, we may skip a particular step. (I.e. aggressive behavior will not be tolerated.)

Step 1: - Verbal Warning Step 2: - Time Out or time away from the group. During a time out a camper may have to sit out from activities including games, crafts, or a special event. Parents will be notified of their child's time out. Step 3: - Staff will speak with the child and their parent/guardian. Written Warning given to Parent if a child persists in unacceptable behavior. The parent/guardian will be required to sign the written warning and will be required to pick your child up from camp. ***After receiving two written warnings the child will be dropped from Summer Day Camp. No refunds will be given. The staff will review these rules with your child at the beginning of each week as well.

Thank you in advance for your cooperation. We hope to have a great summer!