



Naples Kidventure Summer Camp Parent Handbook – 2019

(Updated April 11th, 2019)

Welcome to Kidventure Summer Camp!

Kidventure Summer Camp is a place where children enjoy themselves by taking part in many activities which appeal to them. At Kidventure Summer Camp, children build up healthy bodies and physical vigor by spending hours in fresh air and sunlight in varied forms of active play. Good habits and attitudes are developed under the guidance of able leaders; sportsmanship and cooperation are put into practice through participation in team activities. Kidventure Summer Camp provides an environment under which competent leadership encourages wholesome, constructive activity, which is very important for all children.

General

- Camp will open for drop-off at 7:00am, and will close for the latest pickup by 5:30pm
- Scheduled Camp activities will start at 9:00am and end at 4:00pm, monitored “free play” will take place outside of those times
- Transportation to/from Camp is not provided
- Money, toys, electronics, and other personal items are not the responsibility of Camp staff. Please make sure these items are either kept home or safely secured in a backpack or money pouch
- Parents are encouraged to speak to the Director on a daily basis to inquire about their camper(s) day
- **Parents must sign their children in and out daily upon drop off and pick up with a valid picture ID**
- Breakfast & Lunch (free) will be provided daily by the Lake Region School Nutritional Program
- Campers are required to bring a snack for the afternoon break

Payment Policy

- Late payments will result in a written warning, followed by the removal of the camper from camp
- The Town of Naples requires a driver’s license, phone number, and address of any person issuing a check
- A return check fee of \$20.00 will be added to your camp balance for any returned check
- Cancellation of camp attendance within 7 calendar days will require full payment for the given week/day.
- Full season Camp registration cancellation after day 1 will be subject to the following proration:
 - Cancellation during week 1 will result in a 75% refund of registration costs
 - Cancellation following week 1 will result in a 50% refund of registration costs
 - Cancellation following week 2 will result in full forfeiture of registration costs
 - A \$10 administrative fee will be subtracted from all refunds

Drop Off/Pick Up

- Camp doors will open at 7:00am. Please do not drop your camper off before this time (**all child drop offs are required to be accompanied by a parent/guardian sign in**). A warning will be issued for the first offence; a \$25 will be assessed every time after warning.
- If your child arrives after 9:00am, please check with the front office upon arrival. Your attention to this detail makes for a well-planned camp day for children and staff.
- Children should be sent to camp in good health – free of fever, lice and obvious infectious symptoms.
- Camp doors are scheduled to close at 5:30pm. Please pick up your camper(s) promptly prior to closure. Late pickups will result in a verbal warning, followed by a written notice for the first instance of non-compliance to this camp expectation. Further infractions against the 6:00pm deadline for pickup will be assessed a penalty charge of \$15.00 for the first 10 minutes past 6:00pm, and then at a rate of \$1.00 per minute thereafter (calculated using cellular time on the camp phone).
- If someone other than a parent/guardian is picking up your camper, please add them to your Authorized Pickup list within 24hrs of their expected collection of your camper. **Please inform your newly added authorized pickup person that a valid form of photo identification is required for sign-out and release of your camper.**

Clothing

- Your camper will be playing in tons of fun, active, and messy conditions. Parents are advised to send an additional pair of “play” cloths for campers to change into should things get too messy! Any additional clothing sent to camp must be taken home at the end of the camp day
- Dress your camper in comfortable play clothes appropriate for summer weather. Appropriate footwear is an important detail – sneakers are recommended as we are planning to take hikes and walking trips to area points of interests throughout camp.
- Sun Block and Bug Spray must be sent each day with your camper.
- A bathing suit and towel should be brought to camp daily
- Sun hats and loose shirts are also recommended to help prevent sunburn.
- It is recommended to label your campers clothing and other belongings to prevent any confusion of items and ownership.
- Please ensure your camper brings their supplied water bottle to camp every day. Additional water bottles will be available for sale for \$5 at drop off if forgotten.
- **NEW!!** Kidventure Summer Camp t-shirts are **required** attire for all field trips. This greatly helps camp counselors in distinguishing our campers in public places. **Any child without a camp t-shirt on a trip day will be given one automatically, and an \$8.00 charge will be applied to the balance of the registering account.**

Medications

- All medication must be brought to the Camp Director or Rec Director and noted in your camper’s info sheet.
- All Medication(s) will be kept in a secure location/device with Camp Staff (unless otherwise agreed and noted). When the camper needs to take their medicine, the acting Kidventure Summer Camp Director will bring the camper to the office to take their medication(s).

Disciplinary Action for Campers

Levels of Misbehavior

Both Parent/Guardian and participating child must read and clearly understand these policies.

Discipline will be constructive in nature and include methods such as:

1. Using limits that are fair, consistent, appropriate, and understandable to your child's level of comprehension
2. Providing your child with reasons for limits
3. Giving positively worded directions and redirecting your child to acceptable behavior
4. Helping your child to constructively express his/her feelings and frustrations to resolve conflict

Examples of terms which may be used when discussing disciplinary items with you regarding campers may include the following:

Bullying - *Bullying includes a wide variety of behaviors, but all involve a person or group plotting or executing harm against someone who is more vulnerable. This can happen one time, or repeatedly. It can involve direct attacks (hitting, threatening, intimidating, maliciously teasing, taunting, name-calling, sexual remarks of any kind, stealing and/or damaging another camper's property) or more subtle, indirect attacks (rumor creation, influencing others to reject or exclude a particular party).*

Endangering another person's well-being – *Including, but not limited to – hitting, biting, kicking, slapping, hazing*

Breaking Program Rules – *Includes, but is not limited to, defiance, uncooperativeness, insubordination, unruliness*

Disciplinary Action

Most disciplinary actions will involve collaboration between camp staff and the camper called "Devise a plan/solution". The camper and camp leader will brainstorm the possible plans for the camper to change the behavior and possible corrective measures to curb such behavior. Camp leader and camper will pick the solution or plan they both feel will resolve the problem. The solution will be one the camper is capable of resolving and the youth should feel he/she can successfully put it into practice. If the camper corrects his/her behavior, he/she will be allowed to remain on his/her camp squad. If the behavior continues, he/she will be sent to the Camp Director and further discussions will be had with Parents to determine an appropriate course of action for your camper.

Dismissal From Camp

In the event of a serious infringement, the camp Director is responsible for authorizing the immediate dismissal of any camper. Serious infringements which will result in immediate dismissal include:

Physical actions that put camper(s) or staff in danger

Being totally unable or unwilling to obey the site rules

The Camp Director will notify the parent or guardian of the dismissal and must make arrangements for the camper to be delivered safely into the parent or guardians care. The youth will be kept under staff supervision until picked up by the parent or guardian. The Camp Director is also responsible for conferring with and notifying the Activities Director or designee. If the youth has been recommended by a community agency, the contact person within that agency will also be notified.

Naples Kidventure Summer Camp Pickup Authorization Form

Parent Information

Parent/Guardian Name: _____ Relationship to Child(ren): _____
(Please Print)

Primary Address: _____ Primary Telephone: (____)____-_____

Email Address: _____ Secondary Telephone: (____)____-_____

Participant Information

Participant Name: _____ Grade: _____

School: _____ Shirt Size: _____

Participant Name: _____ Grade: _____

School: _____ Shirt Size: _____

Participant Name: _____ Grade: _____

School: _____ Shirt Size: _____

Please list any additional persons who are allowed to pick-up and sign-out your child from Kidventure Summer Camp.

Photo Identification will be required to prove identity. Parents need to list themselves as authorized for pickup.

First Name: _____ Last Name: _____

Primary Telephone: (____)____-_____ Relationship to Camper: _____

First Name: _____ Last Name: _____

Primary Telephone: (____)____-_____ Relationship to Camper: _____

First Name: _____ Last Name: _____

Primary Telephone: (____)____-_____ Relationship to Camper: _____

I hereby authorize **Naples' Kidventure Summer Camp**, or any appropriate employee, to dismiss my child(ren) to the above authorized parties whom I've designated as authorized for pick up. I understand that should changes need to be made to my authorized pick up list, I am responsible to communicate and provide such changes to Kidventure staff as necessary.

Parent/Guardian Signature: _____ Date: _____

TOWN OF NAPLES, MAINE – RECREATION DEPARTMENT
15 VILLAGE GREE LN., NAPLES, ME 04055 Phone: (207) 693-6364
WWW.TOWNOFNAPLES.ORG
MEDICAL TREATMENT & MEDICAL AUTHORIZATION FORM

Emergency Medical Treatment Authorization or Refusal

In the event I, _____, cannot be reached in an emergency requiring medical attention, or refusal of medical treatment for my child, _____, I hereby give my consent to employees of the Naples Recreation Department to secure proper emergency treatment and transportation of my child as deemed necessary.

The Naples Recreation Department requires the following information regarding medication needs of participant in Kidventure Summer Camp. Please note the following policies below:

1. All medication(s) and/or medical devices to be used/taken (prescription, over the counter drugs, inhalers, epi-pens, etc.) which will be used during program hours will remain in the child's possession (or in the Recreation Office if designated) in the same location of child's backpack each day.
2. Camp staff is not authorized to administer medication. They will remind and supervise the taking of medication for the participant and medication(s) listed below.
3. Parents/Guardians are solely responsible for ensuring that adequate medication is provided in a secured container labeled with your child's name, the name of the medication, the dosage amount and the time or times to be taken.
4. Medical personnel are not provided at camp.

Participant Name: _____

Name of Medication: _____ Dosage Amount: _____ Frequency of Dosage: _____

Time (s) to be taken during camp hours: _____ Duration of treatment: _____

Possible side effects, adverse reactions (if any), and additional instructions:

Other recommendations: _____

Health Care Prescriber: _____ Phone Number: (____) _____ - _____

I hereby authorize **Naples' Kidventure Summer Camp Staff**, or any appropriate employee, to execute the Emergency Medical Treatment Authorization/Refusal terms as listed above in the event I cannot be reached.

Parent/Guardian Name: _____ Relationship to Child(ren): _____
(Please Print)

Cell Phone: (____) _____ - _____ Home Phone: (____) _____ - _____ Other: (____) _____ - _____

Parent/Guardian Signature: _____ Date: _____



**Naples Kidventure Summer Camp
ALLERGIES & DIETARY RESTRICTIONS**

Participant Name: _____ Date: _____

This form is required for all camp attendees. Please complete and return before your child's first day of camp to ensure proper meals are precautions are in place to meet the needs of your camper.

ALLERGIES

Please check all that apply and provide allergen details.

- My child has NO known allergies. My child has an EpiPen which I will be providing.
 My child has the following allergies: My child has medication for an allergic reaction which I will be providing.

ALLERGEN	REACTION & TREATMENT

DIETARY/FOOD RESTRICTION (Not Allergy Related)

We understand that some families request food restrictions for personal or religious reasons. Please indicate any food restrictions you would like us to honor.

- My child has NO specific food restrictions. My child has the following food restrictions:

FOODS	DETAILS

Parent/Guardian Signature: _____ Date: _____

MEDIA RELEASE

The Town of Naples, Maine's Kidventure Summer Camp highlights positive news, events and programs in publications such as newsletters, on our website, on social media, with press releases and occasionally in video productions. Our Media/Photo release form allows you to withhold consent for the release of your child's photo or likeness in publications or productions such as those listed. This includes: Newsletters, Video productions, Websites, Social Media, and Press releases. The Media release form DOES NOT govern publication of a student's name or photo: a) in site specific publications, such as a Yearbook (video or print), School Activity Program or School Athletic Program or b) by the news media. Therefore, if you do not want your child talking to any member of the press, we suggest you instruct him/her not to comment if approached by a media representative.

2019 MEDIA RELEASE:

- I GIVE PERMISSION** for my child's photograph or image to be used by Naples' Kidventure Summer Camp and/or those acting under its permission or authority.
- I DO NOT GIVE PERMISSION** for my child's photograph or image to be used by Naples' Kidventure Summer Camp and/or those acting under its permission and on its authority.

Parent/Guardian Signature: _____ Date: _____

BUS & TRANSPORTATION AUTHORIZATION

The Town of Naples, Maine's Kidventure Summer Camp frequently embarks in excursions with the intention of enhancing the experience of its campers. Transportation to and from our destinations is provided by MSAD 61 and/or by way of foot. All modes of transportation are monitored and attended by all Camp staff to ensure safety and protocol are followed for a safe and successful journey to and from our destination.

2019 BUS & TRANSPORTATION AUTHORIZATION RELEASE:

- I GIVE PERMISSION** for my child to participate in camp excursions and to be transported by bus or foot with the Naples' Kidventure Summer Camp and its staff.
- I DO NOT GIVE PERMISSION** for my child to ride the bus or to be transported by foot with the Naples Kidventure Summer Camp and its staff. I understand that I will need to supply my own mode of transportation, or I will be required to keep my child(ren) from camp on any/all excursion days.

Parent/Guardian Signature: _____ Date: _____

SUNSCREEN APPLICATION ASSISTANCE AUTHORIZATION

The Town of Naples, Maine's Kidventure Summer Camp is committed to safety from the sun and elements. Sunscreen is a common item we use when engaging in activities in the sun. There will be times when sunscreen is required to keep campers safe and comfortable. Occasionally help is necessary to ensure proper application and protection of sunscreen.

2019 SUNSCREEN APPLICATION ASSISTANCE AUTHORIZATION RELEASE:

- I GIVE PERMISSION** for camp staff to assist in the application of sunscreen (if necessary) for my child(ren).

- I DO NOT GIVE PERMISSION** for camp staff to assist in the application of sunscreen, and I accept full responsibility of any risks and side effects my child(ren) may experience as a result.

Parent/Guardian Signature: _____ Date: _____

INSECT REPELLANT AUTHORIZATION

There are times when Mother Nature is out to get us, and insect repellent becomes a necessary item to ensure campers can stay comfortable. Should there be a need, camp staff is prepared to apply bug spray as necessary to maintain comfort and functionality to our camp activities.

2019 INSECT REPELLANT AUTHORIZATION RELEASE:

- I GIVE PERMISSION** for camp staff to assist in the application of insect repellent (if necessary) for my child(ren).

- I DO NOT GIVE PERMISSION** for camp staff to assist in the application of insect repellent, and I accept full responsibility of any risks and side effects my child(ren) may experience as a result.

Parent/Guardian Signature: _____ Date: _____

TOWN OF NAPLES, MAINE - RECREATION DEPARTMENT

Participant Emergency Contact Form

Please give name, relationship, and phone number of person(s) other than parents to contact in the event of an emergency. Please ensure to list emergency contacts in the order of preference which we should contact them.

Emergency Contact #1

Contact Name: _____

Relationship to Camper: _____ Primary Telephone: (____) _____ - _____

Emergency Contact #2

Contact Name: _____

Relationship to Camper: _____ Primary Telephone: (____) _____ - _____