

North Berwick Summer Camp

Parents Handbook 2011



“CAMP PHILOSOPHY”:

“Our camp is a non-competitive camp that encourages camper choices, spontaneity, friendship, fun, and personal growth. Safety is our first priority.”

Kristie L. Michaud

Dear Parents:

We are happy to be here for our sixth season and plan on having lots of fun. Our goal is to create and then provide an environment of magic, joy, laughter, wonder, discovery, learning, sharing, pride, achievement, friendships and memories that will last a lifetime. We will always provide a safe, yet active environment where the emphasis is on having fun. One of our most proud accomplishments as a camp is that our safety record is impeccable. Only once did an incident require more than a band-aid. That is pretty amazing considering there were so many campers every day. One of the best compliments that we can receive as a camp and as a staff, is for our past campers to come back for another summer and/or recommending us to their friends, families, neighbors and other community members.

Again this year I have assembled an amazing staff. I think they will bring a great amount of caring, enthusiasm, fun and passion like myself.

We thought this would be an excellent opportunity for us to review some of the summer camp policies, go over the behavior/discipline contract, to answer any questions you may have and for you and your child to meet our great staff that we have for this summer. I feel that some of the policies are necessary in order to maintain a safe and comfortable place for your child(ren). Safety is our first concern!

If at any point during this information session you or your camper have a question or concern please do not hesitate to raise your hand and we would be happy to go over it and provide you with answers you are looking for. We thank you for attending the information session and we look forward to getting to know you and your camper(s).

Please feel free at the end to go around and find out who we are and make some new friends along the way. Please ask for a parent handbook so you can familiarize yourself with the Summer Camp Program. This manual is for your convenience and includes our policies and procedures, rules and regulations. Finally, if you have any questions or needs, please do not hesitate to contact me via email at nbrec@maine.rr.com or phone 676-3206.

See You This Summer,
Kristie L. Michaud
North Berwick Parks & Recreation Director
and
The Entire 2011 Summer Camp Staff



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Behavior/Discipline Contract	Attached
Before & After Care Info sheet/ reg. form, etc.	Attached

1. Why North Berwick Summer Camp?

Well because “it’s summertime and time for that summertime fun!” Both new and old favorite experiences are the stepping stones to discovery of hidden talents, new interests, good old summer fun and ultimately healthy positive self-images. Our knowledgeable and supportive leaders and counselors become role models and encourage campers to try new and exciting things. Counselors and staff help campers feel accepted, capable, and included.

The Benefits are Endless; the camp experience is a win-win situation for everyone:

- Parents win because their children grow and learn.
- Children win because they have fun and keep busy through the summer months.
- The community wins because statistics show that camp experience helps produce healthy, productive teens and adults.
- Camp Staff wins because they have made a positive difference in a child’s life.

2. Camp Dates:

The camp will run for six weeks. It will start on Tuesday, July 6th and go to Friday, August 13th, 2011. The camp will be closed on July 5th, in observance of the holiday.

3. Camp Hours:

The actual camp day, without additional before and/or after care runs from 9am-3pm.

4. Check In and Check Out Policy & Procedures:

4.1: Check in and Check out Time

Checking in during the morning and checking out will now be done with one of our leaders at a designated area each day. You must sign in and sign out your camper(s) on a daily basis. They are **not permitted** to just go to your vehicle in the parking lot without signing out with one of the leaders. This is for everyone’s safety. The person picking up your child **MUST** be on the list of “person’s authorized to pick up my child” section on the registration form. We may ask for identification if we are unfamiliar with a person.

Check in time for camp is 9:00AM. That does not mean 8:30, 8:45, or even 8:55am. The people there before camp are the paid staff for the before and after care program. They are NOT responsible for watching a child not paying for their services.

4.1 continued:

Check out time for camp is 3:05. We give you that extra 5 minutes to get there without getting a fee. You **MUST** come to the picnic table and sign them out each day. We may ask for identification if we are uncertain of who you are. Please cooperate this is for your camper(s) own safety.

4.2 Before & After Care Program:

This **will** be run by the North Berwick Parks & Recreation Department. More information will be available upon request. Separate info attached.

5. Pick Up Late Fee:

Campers not picked up at the end of camp by 3:05 will be placed in our after care program. You will be charged \$3.00 if picked up between 3:05pm and 4:00pm and \$6.00 if picked up between 4:01pm and 5:00pm. We have to charge by the hour and cannot prorate the fee to cover the costs of the program. Payment is expected at time of pick up.

6. Pick Up Persons:

Parents should have provided, on their camper's registration form, the names of any and all persons that may be picking up their camper(s) at the end of the day. These names will be kept on file in the Camp Registration Form Binder. The leaders are not allowed to release your camper(s) to anyone not listed, or whom they do not recognize, on the registration form. We reserve the right to retain a camper if proper notification of release or adequate ID is not provided.

Getting to Know You:

Every effort is made by our staff to get to know the people who come pick up campers. However with many campers having more than one person authorized to pick up your camper, we cannot be expected to remember every face. PLEASE do not be offended or aggravated when a staff member asks you once or continually for identification. Remember, we are doing it for the safety of your camper(s). On the same note, if there is someone you do not recognize please feel free to ask or question who they are. One of us would be happy to identify that person and introduce you so you will know who they are from that point on.

7. Camp Location and Facilities:

The North Berwick Community Center Area is the home of the North Berwick Summer Camp. It is located at 264 Lebanon Rd. in North Berwick, Maine. The Community Center area consists of the following areas:

- The Community Center (including bathrooms, main hall, kitchen, small room)
- The Upper Fields
- The Large Playscape Area
- The Swings
- The Fire Truck
- The Large Pavilion
- The Basketball Court
- The Lower Fields
- The Corner Fields
- The Parking Lot

8. Camp Boundaries:

The following areas are considered of limits to all campers: the woods, the parking lot, and Lebanon Rd. There will be some occasions that we may go or use these areas but the campers will be well informed and supervised at all times.

Community Center: No camper is allowed to be in the community center unless accompanied by a staff member.

Restrooms: You must let a staff member know when you need to use the restrooms. They are not the place to be hanging out or having a water fight. Abuse of the restrooms can result in a discipline action.

9. Camp Activities and Structure:

9.1: Camp Age Groups:

Camp is divided into co-ed groups by grade levels. This allows us to offer age appropriate activities within each group. Groups may change from year to year depending on the number of campers who register in each grade level. There even may be a few groups of the same grade level. We will not guarantee that any two or three campers are in the same group. We will determine the best group dynamics which will be best for the camp as a whole. The groups will be determined by the Recreation Staff. If you have any concerns regarding another camper please bring it to the Director's attention so it can be addressed before the start of camp or watched if necessary. All conversations regarding concerns will be kept strictly confidential.

9.2: Counselors:

You may not get the same counselor from year to year. We put the counselors where we feel they will best fit the needs of the camp, staff and the campers. The decision to place the counselors with the age group is the Director's decision.

9.3 "Summer Camp Times":

This is the weekly camp newsletter that will inform you of upcoming trips, contests, events, and themes. It will also have reminders for each week as well. It will be handed out at Friday pick up times. We are going to try and email this out by Sunday Afternoon. Please make sure we have your email address.

9.4 Sample Daily Schedule: (It can vary depending on the day)

9:00 am – 9:10am	Check in at picnic tables, attendance taken
9:10am - 9:15am	Discussion about the days events, contests, or trips.
9:15am - 10:00am	Morning Play Time (chose a game, craft, or event to do)
10:00am - 10:15am	Snack Time
10:15am - 12:00pm	Late Morning Group Game played (counselors help choose)
12:00pm - 12:30pm	Lunch Time / Relax and cool down a bit.....
12:30pm – 2:45pm	Scheduled Activities
2:45pm – 3:00pm	End of camp day clean up
3:00pm- 3:05pm	Campers are picked up

9.5 Sample Field Trip Daily Schedule:

We leave promptly by 9:15am. We will not hold a bus because your camper(s) are not there. We are on a tight schedule and must leave!! PLEASE be prompt...

9.6 Morning Announcements:

This is right after attendance is taken and we discuss important reminders, events taking place, and any other daily or weekly things we may need to relay.

9.7 Weekly Themes:

Each week of camp is based on a different and exciting theme, with which activities and/or special events are planned around. Watch for the Camp Times each Friday, it will provide a lot of information for the upcoming week.

There is much more planned but we have to keep some stuff a secret ☺

10. Daily Activities:

The North Berwick Summer Camp offers a large variety of activities throughout the day. If your camper does not like one of the activities on hand, we may at times offer an alternative choice. However, we will strongly encourage the camper to attempt the scheduled activity because we feel strongly that participating in new things is part of the learning process that will broaden horizons and maybe make you do something you might not otherwise try. In regards to activities we are not staffed enough to cater to campers strictly on an individual basis. However, we make every effort to try and find something your camper likes to do or wants to try. A variety of games are offered each day. We have lots of board games, coloring, etc. We also play water dodgeball, kickball, capture the flag, soccer, wiffleball, frisbee, and basketball. There is so much to choose from. We will not allow sitting out for lengths of time. If they need a break that is different.

10.1 Movies:

All movies played at the Summer Camp will be rated G or PG. Only movies the Recreation Director has approved will be played and they are not played often. It is usually when there is extreme heat or rain.

10.2 Field Trips:

The North Berwick Summer Camp will go on at least 1 field trip a week. We load our bus which is supervised by several counselors and a Camp Leader. ALL of our counselors must attend the fieldtrips. Therefore there is no on site care for the campers who miss the bus, etc..... There are also some trips that we would like more hands and eyes on and may ask some parents to help us on a certain trip or trips for more coverage and more safety..... Let me know if you would like to be put on the list of parents who would like to do that.

10.3 Summer Camp T-Shirts on Field Trips:

For easy identification and security purposes, each camper is REQUIRED to wear their camp t-shirt on ALL field trips or they will not be permitted to go. All campers will receive one camp t-shirt and that is included in the fee you paid and will be handed out on the first day. If you would like an additional shirt you must pre-pay, pre-order before June 1st, if they get cold on the water trips and they have an extra dry one they can change. T-shirts must be worn on all field trips and when swimming as well. If a Camper shows up without a shirt we will have to send you home for one or check to see if we have an extra to borrow. These are very, very limited so do not count on that for a backup. The shirts are super important.....

10.4 **Last Day of Camp on August 12th**

One this day we provide fresh cotton candy, sno cones, and we rent a large bounce house . It is an all day event and if your parent would like to come for the day or even an hour or two they are more than welcome to join our fun.

We do a LARGE camp clean up to end the summer.....

11. What every camper needs:

11.1 Clothing and Dress Code

Dress your camper for a full and active day filled with events and activities. We suggest play clothes that are comfortable for movement and can get both wet and dirty.

Please label all of your camp belongings with a sharpie marker.

- NO skirts or short belly shirts
- One piece bathing suits only for girls.
- Any graphics on clothing depicting violence, alcohol, or illegal Substances, cigarettes, or degrading comments are not allowed.
- No pajamas unless announced for a special occasions.
- Sandals and open toed shoes worn at your discretion, not recommended.
- Tank tops must be the wide straps, NO thin spaghetti straps.
- NO revealing clothing- this is at our discretion.

***Parents will be called to bring in appropriate apparel if the dress code is ignored. ***

11.2 Snacks & Lunchtime

Each day your camper(s) should bring a snack and a resealable drink, and bring a nutritional lunch from home that consists of proper nutrition and another drink. Please keep in mind that the days get very hot so please pack enough ice to keep it cold until it is time to eat it at lunch. We do not have a microwave or refrigerator that the campers can use.

- Please label everything
- Please send in sunscreen and a waterbottle that can be filled.
- A backpack to hold everything, it must all fit in one bag
- Make sure it is in a well insulated cooler with lots of ICE..
- Sometimes 2 drinks a day if it is really hot.

11.3 Water and Healthy Drinks

Hydration is one of the most important parts of camper life. We take water breaks so make sure they come in with several re-fillable drinks. Once again label everything. Please send in a water bottle.

11.4 Sunscreen

Sunscreen should be applied at home about ½ hour before the start of camp to get maximum sun protection. Your child should know how to apply his/her own sunscreen without help. Please teach them before camp. They should have their own labeled bottle of sunscreen we will remind them to re-apply at lunchtime. Please get them the strongest strength for maximum protection.

12. Pack The Following In The BackPack:

12.1 Swimsuit & Towel

We play with water almost every day.

12.2 Camp T-Shirts required on ALL fieldtrips

Your camper will receive one on the first day of camp. Additional T's may be available for an additional \$10.00, stock is limited.

12.3 Change of Clothes

We tend to get wet and dirty throughout our busy day.

12.4 Sweatshirt/Jacket

We still have some chilly mornings during the camp times. So it is better to be prepared than cold. Fieldtrips to beaches, oceans, etc. can be very chilly you may want to send them with additional clothing.

13. What Every Camper Need NOT Bring:

The North Berwick Recreation Department is not responsible for possessions that are lost or stolen. Leave all valuables at home. If your camper brings something inappropriate to camp, the item will be taken from the campers and the parents will be notified of the situation at pick up, or by a personal call from the Recreation Director.

We will provide the entertainment for your campers. Do NOT let them bring:

- Valuable items, especially jewelry
- Toys of any kind (you are asking for a fight)
- Electronics: ipods, mp3's, cd players, game boys, PSP, Nintendo DS, etc.
- **NO CELLPHONES AT ALL**. Cell phones are not allowed at camp. If you would like your child to have access to theirs please send in a note stating why. Otherwise, if your camper is caught calling or texting on their phone they will be subject to the discipline policy and those consequences.
- No weapons. No guns, no knives, garden tools, etc.

14. Payment Policy

Summer Camp Payment Policy:

Each year we start accepting Camp Registrations on April 1st. A \$25.00 non-refundable deposit is required to hold a campers spot. Please make checks payable to: Town of North Berwick. If the entire amount of \$395.00 or \$450.00 is not paid in full by the first day of camp (July 6th) your camper will not be allowed to attend until it is paid in full. NO exceptions as this is now a Town of North Berwick Policy. If you need a Tax ID # for tax purposes please just email me and I can provide you with one.

15. Refund Policy:

Camp Fees

A check request must be submitted in writing no later than June 13th, 2010 at 2pm. 75% of your paid camp fee will be returned. So I will keep the other 25% and the non-refundable deposit.

After June 13th there will be no refunds of any fees, deposits, etc. No money back at all. By this time I have already booked the buses and fieldtrips and they all require a substantial deposit to secure them and your camper has been included in the total that will be attending the trip.

16. Visitors:

Family and friends are welcome to come to camp and observe what we do and who we are at any time. We just ask that you sign in with a Camp Leader. That way we are not thinking there is a strange person wandering around the camp. If you could let us know when you are leaving that would also be appreciated. Come join the fun.....

17. Money:

Money on fieldtrips will be determined on a trip by trip basis. Many things are taken into consideration when deciding such as: time at the trip site, how big the store, how the prices are, not safe or secure enough for our liking, the Director will make the final decision. This year they may be able to visit a gift shop, snack area or arcade while we are away at fieldtrips. When a camper brings money to camp they are solely responsible for the care and keeping track of it. We will not hold it for them. What Gift Shops, Arcades and/or Snack Areas will be determined for each Field Trip on an individual basis. We will try and let you know in the Camp Times each week. We may not be able to sometimes...

Thanks for your understanding.....

18. Inclement Weather Policy:

The North Berwick Summer Camp is primarily an outdoor camp, but we are fortunate enough to have the Community Center as a rain place. The Center is not a very large place when you have that many campers inside so if there is any way to keep them home on a rainy day that would be great. If not, bring them to camp and we will have an inside day that consists of board games, a movie, crafts, etc. It is not big enough to have type physical games inside, so it will be very low key.

18.1 Extreme Heat:

In the event that there are temperatures that are of a dangerous level to the staff and campers we will move them inside the community center which is air conditioned and they can cool down with some low key activities. We will also make certain they take several water breaks. The pavilion also provides a large shaded area.

18.2 Thunder & Lightning:

When severe weather moves into the area where Summer Camp is being held all of us will go inside the center for safety reasons. After the weather has calmed down one of the leaders will go outside and make certain that the bad weather has passed before we return outside. If your camper(s) have a fear of storms please let us know so we can make their counselor and staff aware so we can be as comforting and accommodating as possible. In the unlikely event that we are away on a fieldtrip and severe weather moves in we, as a staff, will make the safest decision possible. That may or may not include a pavilion, going back on the buses, moving inside, etc.

19. Field Trips:

- **They will not be allowed to go on the trips if they don't have their camp shirts!!** No Exceptions...
- There will be **NO** refunds on field trips that we are unable to attend.
- You must be prompt on field trip days as you may miss the bus if arriving late.
- Field trips and schedule subject to change.
- We will decide on an individual trip basis if and for how long we will visit the Gift Shop, Snack Area or Arcade. Please **DO NOT** send them with a lot of money.....
- Weather may prohibit us from going on the trip, which is the Director's decision.
- Failure to follow bus rules or not listening to a staff member could result in a camper losing the privilege to attend the next scheduled field trip or several field trips depending on the severity of the infraction.
- Food and Drink is **NOT** allowed on the buses.

~ Field Trips Continued ~

- Your camper must be able to carry their own backpack, counselors will not carry.
- Please do not send your camper with something that you or they consider valuable, we will NOT be responsible for lost or stolen items. If you do not let them bring valuable items with them than nothing can happen to them.
- Campers MUST wear their camp t-shirts on every field trip, even the water ones, for their own safety. We do not have many extras to be lending out for the day. It is a lot easier to keep track of the children when they are wearing the same thing. We are often with several other camps and it can get confusing without such a system in place, it is for their own safety. They must stay on even when they are out of the water. That is another great reason to buy an extra one and send it with them on the trip.

20. Medication:

Parents/guardians are responsible to give the camper medication prior to coming to camp.

Camp Counselors are NOT authorized to dispense any medication to a camper. Campers are not authorized to be in possession of any prescribed or over-the-counter medication. If a camper is scheduled to receive medication during the camp day our first suggestion is that you make arrangements to come and give that to them yourself. If that is not an option than we need a note from your family physician stating the medication and how it is to be dispensed. No exceptions.

21. Allergies:

North Berwick Recreation and our Summer Camp staff are fully aware that allergies can be life threatening and that the risk of accidental exposure to food allergens or insect bites and stings is always present. Counselors are trained in First Aid, CPR and Emergency Procedures. Counselors will be made aware of your campers allergies. Feel free to have a conversation with your campers counselor as well. We will take every precaution to insure the health and safety of each camper.

It is the parent/guardian's responsibility to educate the camper about his/her allergies. They need to tell them the do's, the don'ts and the what ifs.

Again this summer we may have a severe nut allergy in camp. Please be aware of the situation and discuss it with your camper(s). We will take numerous precautions to ensure each campers safety and thank you in advance for your cooperation.....

22. Sick Policy:

Camp is not a fun place to be when you are ill. If a camper is not feeling well enough to participate in **all** camp activities he/she should stay home. Any child with the following symptoms is not permitted to attend camp and/or will be sent home. Parent/guardians will be called immediately. Please be courteous of other families and don't spread the illness.

- Temperature over 100 degrees Pink Eye Rashes
- Vomiting or diarrhea Sore Throat

23. First Aid/ CPR: First Aid:

We are certified in First Aid and CPR. Our training is provided by North Berwick Rescue Squad. If in the event your camper gets injured and it involves blood, we as a staff, are required to call the North Berwick Rescue Squad because it involves blood borne pathogens. If the Rescue Squad is called we will have someone wait with them before and during their treatment. We will also contact someone on the emerg. call list. Please do not panic over this, it never happened once in the past 5 years. If your camper or a sibling or even a friend can clean it and place a band-aid on it we will do that instead of calling rescue. We are allowed to treat all other injuries and will do so with the utmost care. We will fill out an accident report if we feel it is necessary, depending on the injury and make sure you get a copy of it. Safety is our first priority.....

24. Snack Shack:

IT'S BACK !!!!!!!!!!!!!!! We will have a snack shack open on days that we do not have a field trip, if possible. We will have inexpensive snacks (no more than \$1.00) and healthy choices to choose from. Each camper will be limited to 2 items per day, so do not send them with more than \$2.00. It is not necessary and will create begging and animosity. We know the kids love the snack shack and we will do our best to compromise so everyone is happy and healthy. We may have candy available on certain days but we will announce it before hand.

25. Healthy Food Choice Possibilities: This Could Change?

- Pickle Pops Fruit Bar Popsicles Dill Pickles Cheez-its Pretzels
- Rice Crispy Treats Freezer Pops Smart Food Chex Mix

26. Questions & Concerns:

If at any point during the six week summer camp you have a question or concern please bring it to our attention so we may address it immediately. Please do not think that the question/concern is silly, too small, or minimal. We want to know about it so we can help your camper in any way we can. Our goal is to ensure that every camper has a wonderful experience that they will cherish for a lifetime. I have an open-door policy so please don't hesitate to come see me, even to chit chat.....

27. Behavior/Discipline Log:

In order to maintain a safe, fun and rewarding camp environment we have a discipline policy for our campers. The Discipline policy ensures that campers are treated fairly and consistently. Parents/ guardians and campers must read, understand and sign a discipline policy form. The form must be turned in no later than the first day of camp.

**Attending the Parent Info Sessions is mandatory for all camp participants.

28. Behavior Policy:

North Berwick Summer Camp is intended to be a safe place for children to have fun and broaden their understanding of sharing and communication. Inappropriate language, name calling, teasing, bullying and/or inappropriate body contact will **NOT** be tolerated at camp. We are a **HANDS OFF** camp. Please read and sign the attached behavior/discipline contract. This contract was developed so that you, your child(ren), the staff and myself are all on the same page as to what is acceptable and unacceptable and what the discipline steps are at the North Berwick Summer Camp. We have some amazing kids attending camp so we don't anticipate having to use it very often. Please fill out a contract if you have not already done so.....

29. Lost and Found:

Oh my goodness, this is a huge problem. The items left behind will be kept in a box in the shed. If you are missing something please just ask.

30. Talent Show

Last year we had a talent show and it was a lot of fun. This year I want to make sure that the info is out with plenty of time to have lots of participants involved. You can dance, sing, gymnastics, hoola hoop, rap a song, a funny skit, etc. All acts will be reviewed by the camp leaders for appropriateness of content. We will also make some camp time for the acts so they can practice with their friends. There will not be a 1st, 2nd, 3rd, etc. etc. because we feel anyone who is willing to go up in front of their peers and perform is already a winner. Each participant will receive some small token of the event. PARENTS: feel free to show your talents as well. Just let me know so we can plan accordingly. Bring the family for lots of fun and laughter. Date: Friday, July 10th in the afternoon.

2011 Summer Camp Staff: - some not confirmed yet

Kristie L. Michaud	Parks & Recreation Director	6 th Year
Donna Butcher	Camp Leader	4 th Year
Carolyn Frye	Activities Coordinator	2 nd Year
Rodney Brown	Head Counselor	3 rd Year
Jasmine Ryan	Camp Counselor	4 th Year
Kelsey Gough	Camp Counselor	4 th Year
Emma Lamarche	Camp Counselor	4 th Year
Rachael Smith	Camp Counselor	2 nd Year
Ruth Towne	Camp Counselor	2 nd Year
Sean Ashburn	Camp Counselor	2 nd Year
Kristi LeClerc	Camp Counselor	2 nd Year

As you can see we have another amazing staff this year. They all come with different talents which makes our camp so special. And they bring with them a love of kids and a lot of experience. We are going to have a wonderful summer and we thank you for letting us be an important part of your child(ren)s lives.

Sincerely,
Kristie L. Michaud
North Berwick Parks & Recreation Director

Important Numbers:

Community Center – 676-3207

Recreation Office - 676-3206

Cell Phone - 651-9590 (Emergencies only please)

North Berwick Summer Camp Discipline Policy:

The North Berwick Summer Camp staff will adhere to the following guidelines and procedures with campers when bad choices have been made and rules have been violated. It is recommended that these guidelines also be reviewed with your child(ren) prior to their arrival at camp.

Step 1: *Verbal Warning* – the camper will be cued to inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 2) should he/she choose not to modify the behavior. Counselors will advise the camp leader.

Step 2: *Time Out* – the camper will be removed from the activity and brought to the camp leader and be given a time out. At the end of the time out, the child will again be cued to the inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 3) for choosing not to modify the behavior. Camp leader will advise camp director.

Step 3: *A Visit to the Director's Office* – the camper will be removed from the activity and brought to the camp leader. The camp leader will remind the camper that this is the consequence for continuing to misbehave. The leader will escort the camper to the director's office. The director will fill out a discipline form describing the misbehavior. The form will be sent home, signed by parent/guardian, and returned the next day to the director personally. Camper will be advised of the next consequence (step 4).

Step 4: *A Second Visit to the Director's Office* – the camper will be removed from the activity and brought to the camp leader. The camp leader will then escort the camper to the director's office. The camper's parents will be called immediately. The camper and director will fill out a behavior contract together. If the camper breaks the behavior contract, they will immediately be suspended from the next field trip. Camper will be advised of the next consequence (step 5).

Step 5: *Suspension* – the camper's parents will be called immediately and asked to come pick up their child for the remainder of that day and they will be suspended from camp an additional 3 days. No refunds will be given for the 3 days that the child misses due to poor choices and continued misbehavior. Camper will be advised of the next consequence (step 6).

Step 6: *Expulsion* – the camper will be expelled for the remainder of camp if the misbehavior and poor choices continue past all of the above steps. There are NO refunds when a camper's own behavior requires he/she be expelled from camp.

***North Berwick Summer Camp reserves the right to skip any of the above steps should an offense be a major violation threatening the safety and well being of the other campers and staff.*

Fortunately, we get a great group of campers and only rarely need to utilize the most severe consequences. The staff and I look forward to another great summer with your child(ren).

Kristie L. Michaud
North Berwick Parks & Recreation Director

North Berwick Summer Camp Behavior/Discipline Contract

To ensure a cooperative, safe, and caring environment, the following contract will be enforced by the staff of the North Berwick Summer Camp.

Camp Rules:

1. Directions are followed the first time they are given.
2. We keep our hands, feet, mouths and objects to ourselves.
3. We stay with our assigned group and in our assigned area.
4. We make proper use of all of the facilities including the restrooms.
5. We use materials, supplies, and indoor and outdoor equip. properly.
6. We **always** treat others with respect and never use foul language.
7. We never call others names, tease or bully others.
8. We will not hit, kick, bite, scratch, or choke others.
9. We will not steal, destroy, or touch other people's property.
10. We will not come into the Community Center without a counselor.
11. We will not be disrespectful by making faces, talking back, being mouthy, etc.
12. We will dress appropriately and modestly.
13. NO Cell phones at camp unless prior arrangements have been made.

We hope that by having this contract and these rules that our camp will be a safer place for all. We understand that the behavior of one camper can have a significant impact on the group, so we are committed to ensuring that our campers show respect for one another, property, and for our staff. Thank you for your cooperation. The steps that will be taken in the event that these rules or contract are broken are listed on the website or in the Parent's Handbook

----- CUT HERE -----

I agree to follow the expectations and rules of the North Berwick Summer Camp and will follow the directions of the staff.

Camper Name (Print): Camper Signature: Date:

I have read the behavior/discipline contract and have discussed it with my child. I agree to abide by this contract and to support the summer camp staff as it may pertain to these rules and expectations.

Parent/Guardian Signature: Date:

Please fill out this form completely and return it so I can attach it to the reg. form.



"Fun ~N~ Sun"

2011

Before & After Care Program run by:
North Berwick Parks & Recreation Department

Hours Available:

Before Care Session: 7:00am -9:00am

After Care Session: 3:00pm-5:00pm

Full-Time/Part-Time Enrollment Cost:

Before Care: \$3.00 for 1 hour

After Care: \$3.00 for 1 hour

All Before & After Care services are for a minimum of 1 hour.

I need to cover such costs as insurance, supplies and most importantly the staff which is why I will not pro-rate the hourly fee. These types of programs are expensive to operate. We do it as a service to our campers who need it in order to be able to come to camp.

Checks Payable to: Town of North Berwick.

What To Do:

We will use the existing Camp Registrations for vital information. Cell phone numbers will be supplied for each staff person working in the before and after care program. We are all First Aid/CPR certified staff members. I will be around some of the time but the staff that I hire a very capable of running the program if I am not around. If there is an issue with another camper, staff member, etc. please bring it to my attention so I can take care of it right away because want everyone to have a positive experience.

The payment for all care is due on Fridays. **No Exceptions.** You will be given a total each Friday and it must be paid that day. We will keep a time sheet for each camper in before and aftercare for our records. You will need to initial each day.

Drop-In Service:

You can also use this service for an occasional time or two and that is \$3.00 per hour.

The drop-in service fee needs to be paid that morning or afternoon.

No one should ever be in the community center unless there is extreme weather. It is also a good idea to send an additional snack and drink. Please realize we follow the same rules and policies as the Summer Camp Program.



This program will be run by the North Berwick Parks & Recreation Department.

Kristie L. Michaud ~ Summer Camp Director & Before and After Care Program Director

SUMMER CAMP IDOL 2011



Parents and friends come and join the North Berwick Parks & Recreation Summer Camp Campers and Staff for a day filled with fun and laughs. You can either sing, dance, rap, comedy, or any talents you think you have. All acts will be screened by the Camp Leaders for appropriate content. There is no 1st, 2nd, or 3rd places .

ALL parents are welcome to attend and to participate as well .

Counselor participation is mandatory.....

You will get a few days at camp to practice with your friends if necessary in advance of the show. Do your best and that is all that matters. Give the Camp Leader what you are going to do, what music and what else may be needed for your act ok.

All acts must be seen and approved.



Kristie L. Michaud

North Berwick Parks & Recreation Director