

**BRIDGTON**



**SUMMER REC**

**TEENS**

Summer 2020

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## Bridgton Recreation Department

3 CHASE STREET, SUITE #1  
BRIDGTON, MAINE 04009

Summer 2020

Dear Parents,

This packet is to provide parents with the full perspective of the Bridgton Summer Rec program. Starting June 22<sup>th</sup>, 2020 through August 7<sup>th</sup>, 2020.

Now in its fifth year Summer Rec is looking at an exciting summer! We have added in our middle school friends! We are so excited to offer Teen Summer Rec!

Residents should be registered by April 30<sup>th</sup>, 2020 to ensure space is available for your child in the program. Non-Residents will remain on a waiting list until April 30<sup>th</sup>, 2020. On May 1<sup>st</sup>, 2020 registration will be open for all on a first come, first serve basis. There are only 50 spots available per week.

To be eligible for a scholarship the participant must be registered at <https://bridgtonmaine.org/bridgton-recreation/> for the desired weeks of Summer Rec. If you are applying for a scholarship you must still enter payment information. Payments (unless you select pay in full) will NOT charge your card until the Friday before the week of attending Summer Rec.

Once completed a confirmation e-mail will be delivered to your account e-mail address. You must complete the attached Scholarship Application and return it to the Bridgton Town Office with proof of income. The scholarship application will not be processed until Registration, Scholarship Application, and Proof of Income are provided to the Recreation Department. If approved the payment plan established will be removed and a new balance will be created based on your income qualifications.

Payment plans are also available at checkout. Parents may select 7,6,5,4,3,2-week payment plans throughout the summer (Credit Card REQUIRED on File). If you are in need of a more specific payment plan please contact the Recreation Department after registering for Summer Rec online.

If you do not have access to a computer please make an appointment (in-person or phone) with the Recreation Department to register for programs.

SAD 61 provides breakfast, and lunch daily for all participants (optional). Participants are expected to bring their own nutritious morning and afternoon snack. Participants are welcomed to bring their own lunch if preferred.

We have several coolers filled with ice cold water for refills at all times. Each teen will also receive their own Summer Rec T-Shirt. This shirt should be worn on all field trips that require a bus for transportation, excluding visits to Salmon Point Beach. Additional shirts cost \$12.00 each.

See you this summer!!!

Gary Colello, Bridgton Director of Recreation

## Hours of Operation

Monday through Friday 8AM to 5PM Tuesday, Wednesday, Thursday

For 6<sup>th</sup> grade and entering 7<sup>th</sup> 8<sup>th</sup> 9<sup>th</sup> Grade in the Fall

## Location

Bridgton Town Hall Gym

## Staff

Rec Camp will be staffed to a ratio of 1:12. All staff members will be child/adult CPR and First Aid certified.

## General Daily Schedule\*

Each day teens will have the opportunity to engage in fun age appropriate activities. Most days involve enrichment field trip to fun exciting places across the state.

*\*Subject to Change*

## Prices Per Week

Week	Price
1-7	\$135 Resident / \$150 Non-Resident
*Includes Tuition, Field Trip, Breakfast, Lunch*	

## Registration

Registration is based on a first come, first serve basis.

Registration for Rec	2/1/19 – 4/30/19	5/1/19 – 6/24/19
Resident	OPEN REGISTRATION	OPEN REGISTRATION
Non-Resident	REG OPEN (Waitlist Only)	OPEN REGISTRATION
Scholarships	OPEN Residents Only	OPEN Residents Only

Residents should be registered by April 29<sup>th</sup>, 2020 to ensure space is available for the program. Non-Residents can register early however, will remain on a waiting list until April 30<sup>th</sup>, 2020. On May 1<sup>st</sup>, 2020 registration will be open for all on a first come, first serve basis. There are only 50 spots available per week.

Once Summer Rec slots are filled, a waiting list will be established.

Registration information must always be current. It is the responsibility of the parents / guardians to maintain updated information.

Only individuals stated on the registration form will be allowed to pick up a participant from Rec. A note from home and a phone call to the Program Coordinator or Recreation Director will be necessary for anyone else **NOT** on the registration form. **24-hour advance notice is recommended** to ensure a pick-up plan can be established.

## Payments

Payments are due on the Friday prior to the start of the Summer Rec week.

A bounced check/declined card payment plan will be subject to the Town of Bridgton's Insufficient Funds Check Policy.

In order to receive a refund a written notice must be provided to the Programmer / Recreation Director at least one week prior to the start of the camp week. **No Exceptions.**

Late payment must be secured prior to the end of the business day (4:00PM) Monday for participant to continue the rest of the week.

## Payment Plans for Summer 2020

You may choose from 7,6,5,4,3,2-week payment plans through the summer. If you are in need of a more specific payment plan please contact the Recreation Department after registering for Summer Rec online.

A credit card must be attached to the payment plan. Early Bird pricing will be voided if payment is declined. Declined payment will be subject to Town of Bridgton's Insufficient Funds Check Policy.

## Pick-Up and Drop Off

Participants must be signed in by an adult each day. Teens should not be dropped off and left in the parking lot or doorsteps of the building. Drop off is not allowed before 8AM.

Pick-Up - Only individuals stated on the registration form will be allowed to pick up a participant. A note from home and a phone call to the Program Coordinator or Recreation Director will be necessary for anyone else not on the registration form. **24-hour advance notice is recommended** to ensure a pick-up plan can be established.

Participants cannot be picked up while transporting (walking or bus) to or from another location. The participant can be picked up before Summer Rec leaves a current location or when Summer Rec arrives to the designated location. For example, while walking back from the beach a parent or pick-up designee may not sign their child out until we return to the Town Hall and the child can be signed out properly with a staff member.

Sign-Out is required each day!

Summer Rec closes at 5PM. In order to manage staffing cost after 5:05PM \$1.00 per minute will be charged to the participants account. The sign out time will be determined by the designated clock determined by the lead staff member on duty.

## Enrichment / Field Trips

Participants will be provided a Summer Rec t-shirt. This shirt should be worn on all field trips that require a bus, excluding Salmon Point Beach trips. Additional shirts cost \$12.00 each.

Families will be notified when the bus or group is scheduled to depart. The bus or group will always depart at the designated time. Participants should arrive at least 20 minutes before the bus departs. No refunds for missed field trips.

## Breakfast, Lunch, Snacks

SAD 61 provides breakfast, and lunch daily for all participants (optional). Participants are expected to bring their own nutritious morning and afternoon snack. Participants are welcomed to bring their own lunch if preferred.

All food should be as nutritious as possible. Soda, Energy Drinks, Sugar Drinks are NOT allowed.

Water will be available for refilling bottles at Summer Rec.

## Medications

If your child has required medications please note summer staff **Does Not** administer medications. A parent/guardian must come to Summer Rec and administer the medication.

## Epinephrine Pen/Inhaler

When it becomes necessary for a program participant to have an Epinephrine Pen and/or Inhaler during program hours a form must be completed by a parent / guardian. All items must be provided in its original container, and must be labeled by a pharmacist or physician. The form is attached at the end of this packet.

## Health

If your child does not feel well in the morning please keep them home. This will prevent germs from spreading through Summer Rec.

In the event of finding lice on a child the parent or guardian will be notified and must arrange for the child to be taken home. The child may return after 24 hours after proper treatment is administered. No refund will be provided for missed days.

Health Concerns should be listed in detail on the registration form.

## Electronics & Toys

Teens may have their cell phones or electric device at certain times of the day however during certain activities the device must remain in the participants day bag unless needed (with permission from staff) during the day.

Summer Rec is not responsible for any lost or damaged items.

## Lost and Found

Summer Rec will hold on to items found at the end of the day however from time to time staff will collect items and donate the items. Check daily for missing items.

## Support Staff

Please be advised that if your child has an education technician and or any other school staff person other than the classroom teacher assigned to your child in any type of school setting including but not limited to classrooms, gym, recess, after school activities, assemblies, and or field trips, and/or your child is placed in a specialty designed classroom setup other than a regular classroom for other than strictly educational purposes, this department will require that your child have one-on-one care for camp at the participants expense. The one-on-one care adult that would be assigned to your child must be approved by this department prior to participation.

## Discipline

The goal of Summer Rec is to provide safe and engaging program for all children. Staff will and must provide a positive environment for all who participate. Severity of offense can by-pass steps to reflect proper accountability for the behavior or incident. No Refunds if a child is removed/ suspended from program.

**Minor Offense** – *Lack of Respect to one-self, staff, general public, and other participants, Not Following Directions, etc.*

**1<sup>st</sup> Offense** – Verbal Warning: Time Spent Away from Activity

**2<sup>nd</sup> Offense** – Written Warning – Note Sent Home to Parent/Guardian

**3<sup>rd</sup> Offense** – Removal from Activity for Day – Note Sent Home – Participant Meets with Rec Director

**4<sup>th</sup> Offense** – Participant is removed from all activities. Parent/Guardian is called for Pick-Up – 1 Day Suspension

**5<sup>th</sup> Offense** – Participant removed from program, 1 Week Suspension

**Major Offensive** – *Endangering the well-being of one-self, staff, general public, and other participants.*

**1<sup>st</sup> Offense** - Removal from Activity for Day – Note Sent Home –

**2<sup>nd</sup> Offense** - Participant is removed from all activities. Parent/Guardian is called for Pick-Up – 1 Day Suspension

**3<sup>rd</sup> Offense** - Participant removed from program, 1 Week Suspension

**4<sup>th</sup> Offense** – Complete Dismissal from program for entire duration of current year.

### **Leadership Award -Weekly**

Each week staff will decide on a participant that has demonstrated leadership qualities and abilities. For example, assisting a younger participant with tying their shoes, helping someone through a tough moment, or helping a staff member.

### **Scholarships**

- Please only apply for weeks your child will attend a Summer Rec.
- Scholarships are on a first come, first serve basis.

Scholarships are available for most programs and athletics. Parents applying for a scholarship will need to provide the scholarship application, verification of income, and a registration form for the activity turned into the Recreation Department.

Scholarship paper work should be turned in together as soon as possible. Approval or Denial will be discussed with the Recreation Director and other options will be established to ensure all family members can participate regardless of application status.

**No one will be turned away from participation, we will help and work with all families!**

### **Picture Release**

The Town of Bridgton staff may on occasion visit Recreation sponsored activities to take pictures and/or videos. I understand and give my permission for the use of names and photographs in the Towns Recreation Department's publications both print and electronic- i.e. newspaper articles, social media promotions, Recreational Program Guide, brochures, promotional materials- as well as promotional displays set up by the department.

### **Liability Waiver**

All persons participating in Bridgton Recreation programs do so at their own risk and without recourse to the Town of Bridgton, it's agents, officers or employees. I, the undersigned participant, parent or guardian, do hereby agree to allow the individual(s) named above to participate in the activity listed, and I further agree to hold the Town of Bridgton Recreation Department harmless from and against any and all liability for any injury which may be suffered by the aforementioned individual arising out of his/her participation in this activity. I, understand that in case of injury or illness, I will be notified. If it is impossible to contact me and if it is an emergency, I hereby give permission to the attending physician to treat, hospitalize, administer anesthesia, or to order injections or surgery for the safety of my child. I, the parent/legal guardian, the undersigned have read this release and understand all its terms. I execute this release voluntarily and with full knowledge of its significance. I have executed this release on this date indicated next to my name.



Summer Rec 2019

CODE OF CONDUCT

**The goal of Summer Rec is to provide safe and engaging program for all children. Staff will and must provide a positive environment for all who participate.**

**Participants Expectations**

- **Respect** ALL Staff, Participants, and Equipment
- Take **Responsibility** for Your Actions and The Equipment You Use
- Be **Prepared** for The Summer Rec Day
- **Listening Ears On** At All Times
- **Hands Off** - Stay in Your Own Personal Space
- **Cooperate** - Always Follow Staff Directions, Work As A Group
- **Communicate** How You Feel
- **Report** Anything That Makes You Feel Uncomfortable
- Remember Your **Water Bottle** and Where Your **Personal Belonging** Were Left
- Follow All **Safety** Rules at All Times
- Have **GREAT** Sportsmanship
- Smile and Have Fun

I \_\_\_\_\_, have read and agreed to the above expectations. I understand that if these expectations are violated, I could jeopardize my privilege to attend Summer Rec.

I understand that if I have an issue, I will address it with one of the Summer Rec staff members and I will approach the staff member in a respectful manner.

I understand that if my issue is not resolved with a Summer Rec staff member, I/we will approach and address the issue with the Summer Camp Director and/or Recreation Director.

Participant \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_





Summer Rec

## Epinephrine Pen/Inhaler Form

- Form Must Be Completed by Parent / Guardian If Child is Required to Have an Epinephrine and/or Inhaler during program hours.
- All items must be provided its original container, and must be labeled by a pharmacist or physician.

Participant Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Best Phone #: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Best Phone #: \_\_\_\_\_

Medication being administered: \_\_\_\_\_

Circle ONE

This medication can be possessed and *self-administered* by program participant.

This medication should be possessed by the camp staff in close vicinity with the program participant and *administered by staff*.

This medication should be housed in the office and *administered by staff* to program participant.

How to administer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for medication: \_\_\_\_\_

Side effects: \_\_\_\_\_

Other necessary information: \_\_\_\_\_

\_\_\_\_\_

I give my permission for Bridgton Summer Rec Staff or Recreation Director to *administer* medication to my dependent as state above (in case of emergency or if necessary) **OR** to supervise the *self-administration* of medication by my dependent as stated about.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_