

# BRIDGTON REC

## SUMMER ENRICHMENT PROGRAM



Summer 2021

# Table of Contents

**Hours of Operation**

**Location**

**Staff**

**General Daily Schedule**

**Prices Per Week**

**Registration**

**Payments**

**Payment Plans**

**Pick-Up & Drop Off**

**Enrichment /Field Trips**

**Breakfast, Lunch, Snacks**

**Water Bottle**

**Medications**

**Epinephrine Pen / Inhaler**

**Health**

**Electronics & Toys**

**Lost & Found**

**Discipline Policy**

**Scholarships**

**Picture Release Policy**

**Liability Waiver**

**Code of Conduct**

**Epinephrine Pen / Inhaler Form**

## Hours of Operation

Monday through Friday 8AM to 5PM for ages 5-12(Entering Kindergarten - Entering 6<sup>th</sup> Grade)

## Location

Grade is Based On Fall 2021

K-1<sup>st</sup> Grade – Bridgton Town Hall

2-3 Grade – Stevens Brook Elementary Gym

4-5- Grade Town Ice Rink

6-9 Grade – SBES Tent (Front Field)

## Staff

Rec Camp will be staffed at a maximum of a ratio of 1:12.

## General Daily Schedule\*

Our program model is geared around guided Free Play with an emphasis on fun, physical activity, education, and sociability. During our day children will have the ability to participate in any of the various activities offered and move about each supervised station at their leisure. Staff will coordinate multiple stations including but not limited to physical activity, arts and crafts, dancing, singing, outside play, PE games, and more. Enrichment Trips, STEM projects, swimming at the lake and other great programs will be offered weekly.

We believe moving to a Free Play model will help our children develop their creativity and critical thinking skills as well as increase their independence and confidence as a person. Decision making, collaborative abilities, and social skills also have been proven to increase with free play.

Our goal is to help develop our children intellectually, socially, emotionally, and physically. Our program will challenge critical thinking, encourage and help express ideas, develop empathy, understand self-regulation, and with physical activity help improve muscle control, coordination, and confidence.

*\*Subject to Change*

## Prices Per Week

Week	Early Bird Price Before 4/29	Price After 4/29
1-7	\$125 Resident / \$135 Non-Resident	\$135 Resident / \$155 Non-Resident
*Includes Tuition, Field Trip, Breakfast, Lunch*		
Teen Camp: Tuesday, Wednesday, Thursday \$100.00		

## 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

Early-Bird Specials available, as long as you register before April 29, 2020. After April 29, 2020 the price per week for residents increases to \$145 (tuition and field trip included), and \$155.00 (tuition and field trip included) for non-residents.

Residents should be registered by April 29<sup>th</sup>, 2021 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>, 2021. 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 2021

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. Children should not be dropped off and left in the parking lot or door steps of 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.

# TOWN HALL AND ICE RINK SUMMER REC DROP OFF & PICK UP

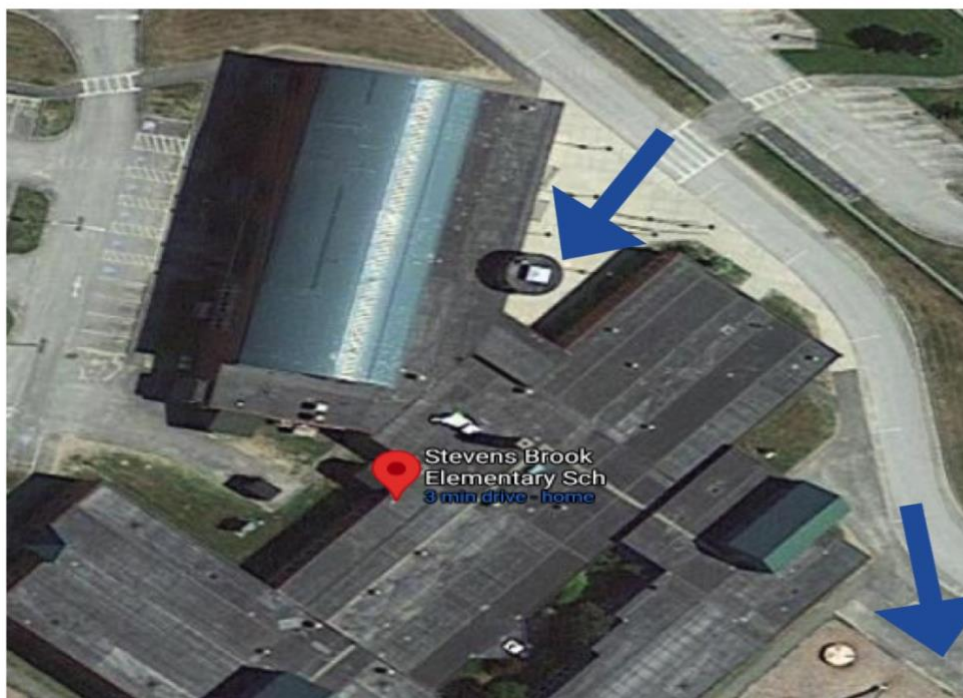


The Blue Arrow indicates where participants will be dropped off and picked up. A staff member will be there to greet you! It is a drive through type of drop off.

Town Hall (K-1 Group)  
Ice Rink (4-5 Group)

Participants will have their tempter checked, asked to wash their hands and will then go to their designated building.

# STEVENS BROOK SCHOOL SUMMER REC DROP OFF & PICK UP



The Blue Arrow indicates where participants will be dropped off and picked up. Please come into the front lobby of the school and come into the gym.

SBES Gym 2-3 Group  
Front Field Tent 6-9 Group

Participants will have their tempter checked, asked to wash their hands and will then go to their designated group.

Hours 8A to 5P



## **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.

## **Water Bottle**

Each child will receive their own water bottle with their name on it. Water should be the only fluid allowed in the bottle during the day. The water bottle should remain at Summer Rec until the end of summer to ensure the participant always has a water bottle available.

Participants can and are encouraged to bring multiple bottles of water, especially during extreme heat.

## **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**

Participants should not be bringing electronic devices or toys from home to Summer Rec. Including but not limited to: Cell Phones, Playing Cards, Pokémon, Legos, Hand-held video games, stuffed animals.

\*If your child requires having a cell phone with them 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.

## 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, 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.

## 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

### 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
- Alert a staff member if not feeling well
- 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: \_\_\_\_\_