



OLD ORCHARD BEACH RECREATION

SUMMER CAMP 2025



PARENT HANDBOOK



Table of Contents

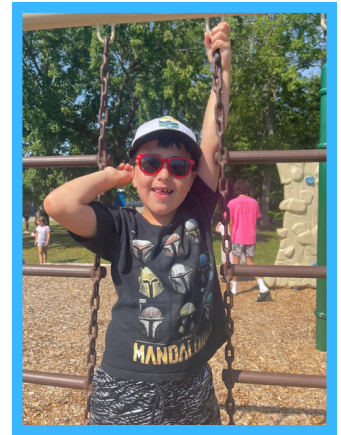


- Our Purpose**
- Camp Overview**
- Registration and Payment**
- Camp Hours and Locations**
- Drop-Off/Pick-Up Procedures**
- Additional Dismissal Policies**
- Typical Week at Camp**
- Overnight Camping with Gull Challenge**
- Swimming Procedure**
- What Should my Child Bring?**
- Summer Lunch Program**
- Camper Illness & Injury**
- Head Lice**
- Medication Policy**
- Sunscreen**
- Camper T-Shirts**
- Money at Camp**
- Children with Special Needs**
- Mandated Reporters**
- Photography & Media Release Policy**
- Chaperones/Volunteers**
- Emergency Action Plan**
- Fire Drill Procedures**
- Refund Policy**
- Parent Communication**
- Positive Guidance & Support**
- Disciplinary Procedures**

We are thrilled to have your child join us for a summer full of fun, adventure, and learning! This handbook is designed to provide you with important information about our camp policies, procedures, and expectations. Please read it carefully and keep it for reference throughout the summer.

OUR PURPOSE...

...is to provide a memorable, safe, fun and quality program for Old Orchard Beach and the surrounding communities' families whose children have a variety of needs, interests, and abilities!



CAMP OVERVIEW

We provide summer day camps for children entering grades K-8, all held at Loranger Memorial School. Our camper-to-staff ratio is approximately 1:8, comprised of experienced high school and college students, as well as local teachers. Our camps are organized into three age-appropriate groups:

- “Little Gulls” Camp for kids entering Grades K-2
- “Big Gulls” Camp for kids entering Grades 3-5
- “Gull Challenge” Camp for kids entering Grades 6-8

Each day features a variety of activity periods that include age-appropriate events, field trips, swimming, arts and crafts, games, sports, and much more! OOB Rec summer day camp has something for everyone!

The summer camp calendar, detailing tentative field trips and activities (weather permitting), will be released during the first week of June.

Our summer camp operates for 8 weeks, from Monday to Friday, starting Monday, June 23rd and running through Friday, August 15th. Additionally, we offer a 9th week called the “Extended Week,” which takes place from August 18th to August 22nd.

Please keep in mind that we will be closed on Friday, July 4th for the holiday.

REGISTRATION AND PAYMENT INFORMATION

Summer Camp registrations open on April 1st and continue until the camp reaches full capacity. To guarantee your child's spot, early registration is advisable due to limited space. Our camp welcomes both residents and non-residents of Old Orchard Beach. To register, please submit a completed registration form either in person or via email (online registration is not available) along with a \$100 non-refundable deposit per child to the Recreation Department. Make checks payable to the Town of Old Orchard Beach.

For those enrolled in our 8-week program, at least 50% of the camp fee must be paid by June 20th. If you choose the weekly camp option, then the full payment is required by June 20th. The final payment for the 8-week program is due by July 18th. While we do offer payment plans, all payment deadlines remain in effect. Payment plans involve a signed contract with automatic debit or credit withdrawals set up on your account and must be arranged in advance. Missing these deadlines may lead to dismissal from summer camp.

Financial assistance is available. You can pick up forms at the recreation office or find them online at www.oobrec.com under the 'FORMS' tab. Applications for financial assistance are due by May 1st. For any inquiries regarding payments, financial assistance, or to set up a payment plan, please reach out to Kira at kclark@oobmaine.com promptly.

Please be aware that if you have an outstanding balance on your account, you will not be able to register for summer camp until it has been settled.

CAMP HOURS, PROCEDURES & LOCATIONS

Our summer camps operate daily from 7:30 AM to 3:30 PM. We also provide an aftercare option from 3:30 PM to 5:30 PM for an extra weekly fee. **Please note that the aftercare option must be selected on your registration form, as space is limited and allocated on a first-come, first-served basis.**

DROP-OFF HOURS: All campers must be dropped-off daily between 7:30am and 8:30am. Drop off will take place at the Loranger Memorial School--we will be using the front side of the school near the modular buildings. Our staff will be set up in front for check in.

If your child is going to be dropped off after 8:30am, we ask you to please let their Camp Coordinator know (phone numbers will be given out at the start of camp), as we sometimes are leaving for a trip or activity and we want to make sure that we will be there if your child is arriving late.

DROP-OFF PROCEDURES: Mornings can be very busy and we try to make drop-off an easy transition for both campers and parents. We ask that parents stay inside their vehicles during drop-off. Our staff will help campers out and escort them inside. To help keep this process moving quickly, please do not use this time as a "check-in" time or a time to have conversations about concerns. Please contact either Haley or your child's camp coordinator to set up a time to have these conversations instead.

- Pull up to the sign-in counselor and please stay in your vehicle
- Let our staff help your camper out of the vehicle
- Safely exit the drop-off line at a safe speed

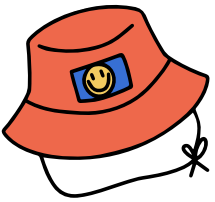


PICK-UP HOURS: All campers must be signed out by an authorized individual no later than 3:30pm unless they have been pre-registered for aftercare, and then they must be picked up no later than 5:30pm. Pick-up takes place at a different location than drop-off. You will pick your child up at Loranger Memorial School in the side parking lot that faces the Police & Fire Departments--you will see our staff outside.

It is very important that you sign your child out every day at pick-up. This is a safety policy and it allows us to speak to each parent regarding the days activities, if needed. Please bring your license with you for the first week! Our staff are still getting to know you and might ask for identification. Only those individuals that are listed on the "**Emergency/Pick-Up List**" will be allowed to pick up your child. **Please make sure that list is accurate and up to date--let us know if you need to add or remove anyone.** Authorized individuals may be required to show identification.

PICK-UP PROCEDURES: In the afternoons, all of our camps sign-out at Loranger. Parents will need to come to the sign-out table to sign-out their camper. Only people on your child's list can pick up your camper. You need to sign your child out of camp each day.

- Please park your vehicle and check in with staff at the sign-out table
- We will bring your child out to you. Please do not attempt to come into camp.
- This is where you will get any incident or accident forms. Camp coordinators are not always at sign-out, so if you have any concerns, please contact them directly.



ADDITIONAL DISMISSAL POLICIES

CUSTODY ISSUES: In situations involving separated or divorced parents, or other special circumstances where visitation rights have been denied to one parent or guardian, it is essential to have court or official documents on file that prevent that individual from picking up the child from our program. Please inform us of this as soon as possible.

EARLY PICK-UP: If you need to pick your child early for any reason, please contact Haley Plante at (207) 229-4735 or your child's Camp Coordinator (contact numbers will be provided once camp begins).

SUMMER SCHOOL: Each year, some children participate in both summer school and our summer camp program. Since these two schedules may overlap, coordination between parents, teachers, and Haley is necessary. On certain days when we have field trips, we may not be able to pick up children from school. Consequently, some children may need to be dismissed early from summer school to join us, or alternative arrangements will need to be made. It is the responsibility of the parent(s) to manage these arrangements and all related communications, not the Recreation Department.

A TYPICAL WEEK AT OOB REC SUMMER CAMP

What does a typical week of summer camp look like?

Every week at camp is packed with adventure, creativity, and fun! We start off each week with a “Camp Day”, where we stay on campus and utilize our school and ballpark facilities, playground areas, and gymnasiums. The rest of the week is filled with a wide range of field trips and off-site activities. While no two weeks are exactly the same, here’s a glimpse at what your camper can expect.

Outdoor Adventures – Whether it’s classic camp games, nature walks, or water play, we make the most of summer sunshine!

Creative & STEM Activities – From hands-on art projects to exciting science experiments, campers get to explore, build, and create.

Sports & Active Play – Kids stay moving with a mix of team games, obstacle courses, and camp-wide challenges.

Music, Dance & Drama – Whether it’s a karaoke showdown or a group performance, we love to let loose and have fun!

Lunchtime Fun & Camper Bonding – Campers enjoy lunch together, sharing laughs, stories, and making new friends!

BBQ and Talent Show – At the end of every summer, we have a campwide BBQ and talent show with all three camps and staff, it’s one of the most memorable days of the entire summer!

Field Trips – Every week includes exciting trips off-site, in the past these trips have included:

- Swimming at Range Pond
- Maine Wildlife Park
- Kiwanis Beach
- Aquaboggan Waterpark
- Fort Williams
- Swimming & The Ropes Course at Wild Acres Campground
- Mini-golf & Ice Cream



Each day is filled with exciting activities designed to keep campers engaged, active, and smiling. No matter the theme or schedule, one thing is for sure—camp is a place to play, learn, and make unforgettable summer memories!



GULL CHALLENGE OVERNIGHT CAMPING TRIPS

Every summer, we take our Gull Challenge crew on TWO epic overnight camping adventures! For three nights and four days (each trip), we trade in screens for starry skies, bunk in cabins or tents, and make unforgettable memories in the great outdoors! We hit the road Monday morning and return on Thursday afternoon, ready to share stories of campfire laughs, outdoors games, and all the fun between!

Our trips take us to a kid-friendly campground in Northern Maine, packed with awesome activities, hiking trails, ropes courses, and more! Think s'mores by the fire, team challenges, cookouts, swimming, and late-night campfire stories--these trips are the highlight of the summer! A packing list and important trip details will be sent out ahead of time, so you'll have everything you need to gear up for the adventure!



SWIMMING PROCEDURES

Safety is our top priority when it comes to swimming and water activities. To ensure a fun and safe experience for all campers, we have established the following swimming policy: Campers are not allowed in water that is deeper than their belly buttons. Camp counselors will go over water safety rules & expectations prior to each swimming activity; counselors will supervise all swimming activities and enforce safety rules.

Campers in **Big Gulls** and **Gull Challenge** are able to move into deeper water, **at staff discretion**, by taking a swim test at the beginning of the summer with our staff. The swim test assesses each camper's swimming ability and determines their placement in appropriate swim areas.

By adhering to these swimming procedures, we can provide a safe and enjoyable swimming experience for all campers at OOB Recreation. We are highly praised each year from lifeguards, other camps, and facility directors with our water procedures. If you have any questions about our swimming policies, please don't hesitate to contact us. Please let staff know if you have any concerns with your child's swimming abilities and/or if you do not want them to participate in the swim test.



WHAT SHOULD MY CHILD BRING TO CAMP?

- Sneakers are to be worn to camp every day! NO FLIP FLOPS! This is a safety concern! Should you send your child to camp in flip flops, parents will be asked to return home and pick up sneakers.
- Snacks to last the entire morning and afternoon. (At least 3-4, please no candy or soda!)
- Plenty of water and other healthy drinks, NO GLASS BOTTLES/CONTAINERS!
- An extra pair of clothes (EVERYDAY).
- Swimsuit and a towel, even on non-swim days. We could decide to play some water games!
- Sunscreen — Please apply generously in the morning and we will re-apply throughout the day depending on the weather and location.
- A hat and extra t-shirt to wear on extremely sunny days to help avoid sun damage.
- Backpack to store your child's belongings.
- Lunch, if your child is not taking advantage of our free summer lunch program.
- Medications – these will be stored with the Camp Coordinator. Parents must fill out a “**permission to administer medication form**” that is signed by the parent/guardian and Doctor.



****Please be sure to label all backpacks, lunch boxes, reusable water bottles, hats and other clothing items with your child's name. We usually accumulate a large lost & found collection by the end of the summer and anything unclaimed by the last day of camp is either donated or discarded**

OOB RECREATION IS AN UNPLUGGED SUMMER CAMP!

Your child will **not** be given time to use their cell phones or personal media devices during camp. Camp is about building community, creating real life experiences with peers, and engaging in hands on adventure. We hope that you share our unplugged summer vision!

PLEASE DO NOT SEND: Any valuables (we can not be responsible for items that are lost, stolen, traded or broken) skateboards, scooters, walk-mans, iPods, airpods, electrical games, toys, trading cards or cell phones. Each camp will have a phone that can be used for emergencies.



SUMMER FOOD SERVICES PROGRAM

The Old Orchard Beach Recreation Summer Camp is participating in the Summer Food Services Program. Breakfast and lunch will be provided free to all children attending our summer camp! Hungry children need food all year long, even when they are not in school! The Summer Food Service Program provides free healthy food for children 18 and under. Children get the foods they need to learn, play, and grow during summer vacation when they don't eat at school. Your child will be getting lunch and breakfast each day for free! Make sure that you are still packing snacks for your child, as there are opportunities for snack in the morning and afternoon. We want your child to be fueled up for action packed days! On days when we are away from school during lunch time, we pack them up and take them in a cooler with us!

Please be aware: this program is federally funded, and if funding is reduced or cut, we will no longer be able to provide breakfast and lunch, placing the responsibility for those meals on parents.

Lunches can be brought from home. Refrigeration and microwaving of lunches is not available. A lunch box size cooler with an ice pack is a great way to keep food and drinks cold throughout the day.

CAMPER ILLNESS & INJURY

We are equipped with first aid kits to handle minor injuries and emergencies. All of our staff are trained & certified in first aid and CPR prior to the start of camp. If there is any question that an injury is more serious than our staff is able to handle, we will then make a decision about the next step. In most cases, the parent will be notified before taking actions, however, if the emergency is severe, emergency personnel will be called. It is important that Camp Coordinators have updated contact information on your Child Emergency Form. If your numbers or contacts have changed since registration, please update your records.

If your child is sick with a fever (above 100 degrees), suffering from diarrhea or vomiting, please keep him/her at home for at least 24 hours to be sure he/she is well enough to keep up with the fast pace of camp. If a camper becomes ill while they are at camp, we will contact you to come pick up your child. If you need to reach the Recreation Department, please call us at 207-934-0860.

HEAD LICE POLICY

Every summer, we typically encounter at least one case of head lice at camp. We kindly ask that you check your child's hair daily for small white flecks attached to the hair shaft, as head lice can closely resemble dandruff. Unlike dandruff, you cannot simply flick head lice away.

Anyone can catch lice from another person, their clothing, or personal belongings. Recent studies indicate that head lice can survive for 12 to 15 hours away from a host, while nits can remain viable for up to a month and may be transmitted from fallen hair. Lice cling to hair fibers and spread from person to person by crawling or falling. Having head lice does not reflect your personal hygiene; they simply seek a warm environment.

According to our policy, any child with head lice cannot participate in our program. The affected hair must be treated with a product specifically designed to eliminate head lice, which can be purchased over the counter at drugstores. All nits must be completely removed from the hair before your child can return to camp. **The recreation staff reserves the right to inspect your child for lice and may require them to miss camp if lice are found.**

MEDICATION POLICY

In order to administer any type of medication (prescription or over the counter medications) we must have a signed "Permission to Administer Medication" form on file. These forms can be found on our website or picked up at our office.

Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have from the parent/guardian and Doctor, written instructions explaining the time and amount of medication to administer to the child. Medicine will be self administered with the supervision of the Camp Director or the Summer Camp Coordinator.



SUNSCREEN

We strongly encourage you to apply sunscreen to your child before arriving at camp daily. It is also recommended that you pack a bottle of sunscreen in your child's bag. Our staff will remind campers to apply sunscreen at designated times throughout the day and will assist campers if necessary (especially with our youngest campers!) We provide some sunscreen at camp, however, because of possible allergic reactions it is recommended that each child bring his/her own bottle. Please talk with your child about the importance of sun protection. A hat, and an extra t-shirt to wear over a swimsuit also helps to shield skin from the sun.

CAMPER T-SHIRTS

It is very important that all campers and staff wear their camp shirts on days when the camp is leaving the school facility. Our camp shirts are bright, and it is easier to spot our campers if they are wearing their shirt, which helps them stay safe. In saying this, these shirts do not go home until the end of summer camp. Each night, our staff will wash the shirts and have them ready for the next day. If you arrive to pick up your child and they still have their camp shirt on, please help us by making sure their shirt is returned to their counselor before you leave. If your child leaves it home by mistake, they will not be able to go on the field trip for that day. Please understand that this is not intended to be a punishment, but rather a safety precaution.

MONEY

Bringing money to camp may be an option for campers, and will be decided by the Camp Director. On days when your child is away from camp, you may choose to send a small amount of money with them that may be spent on snacks or games. We ask that you not send more than \$5-\$10 with them to camp. Please be aware that we as staff are not responsible for lost or stolen money.

CHILDREN WITH SPECIAL NEEDS

If your child requires special assistance because of physical limitations, or if he/she has emotional or behavioral needs, please fill out the "Child Concern Form" located in the office so that we may better serve the needs of your child.

One-on-one: Please be advised if your child receives one-on-one care within their school department, whereas the school assigns the placement of an education technician or other hired staff has been placed in your child's classroom setting, you will have to have a one-on-one for our program as well. If your child is placed in a specialty designed classroom setting other than a regular classroom, this department will require that your child have a one-on-one. The one-on-one caregiver must be approved by the department. Funding for a one-on-one will be at the participants expense.

MANDATED REPORTERS

In accordance with recreation procedures, as municipal employees & childcare staff, we are mandated reporters. This means that we are mandated by law to report any and all suspicions of child abuse. Abuse can be physical, mental, or verbal.

"Maine law states that certain people must report suspected abuse, neglect or exploitation of an adult if they believe the adult is incapacitated or dependent. Maine law also states that certain people must report to the Department if they know or have reasonable cause to suspect that a child has been or is likely to be abused or neglected."

-Maine Department of Health and Human Services

Reports regarding suspected child abuse or neglect must be made immediately by telephone to the Maine Office of Child and Family Services at 1-800-452-1999.

PHOTOGRAPHY & MEDIA RELEASE POLICY

As part of our summer camp experience, we frequently take photographs of campers participating in various activities. These images may be used on our website, social media pages, and other marketing materials to showcase our programs. If you **do not** want your child to be photographed, you must complete and sign the **Photography Waiver** included within the registration form. It is the responsibility of the parent/guardian to ensure this is signed prior to the start of camp.

By completing and turning in the registration form **without** signing the waiver clause, you acknowledge and consent to your child being photographed and those images being used for promotional purposes.

PARENT VOLUNTEERS/CHAPERONES

Often, parents express a desire to participate in their child's summer camp activities. However, our department has observed that children's behavior changes significantly when parents are present compared to when only counselors are supervising. Additionally, we encounter challenges in providing equal opportunities for chaperoning. For these reasons, we have made the decision not to permit parents to chaperone on our field trips.

EMERGENCY ACTION PLAN

On-Site Procedure: If an emergency occurs while campers are at camp, all campers and staff must remain inside the school building until further notice from either the Director of Recreation or the Summer Camp Director. Parents must sign out their child with the Camp Director. Depending on the circumstances of the emergency, the recreation camp day may be shortened or lengthened.

Off-site Procedure: If an emergency occurs while campers are on a field trip, all campers and staff remain at the field trip location until it is possible for the group to return safely. The Director of Recreation or the Summer Camp Director will make this determination. The above procedure will then be followed.

If communication between the Camp Coordinators and the Recreation Department is not possible, the Camp Coordinators will make the decision that will best suit the situation.

FIRE DRILL PROCEDURES

In accordance with our recreation procedures, we will be conducting fire drills periodically. Each room has a fire drill procedure posted near the fire exit. Fire drills are timed and recorded in our computer system. Children are trained to proceed to a specified meeting place in the same manner as if they were evacuating their home. Staff members have daily attendance and will do head counts of children when conducting fire drills.



REFUND POLICY

- No refunds will be issued if a camper is dismissed from camp due to behavioral issues.
- Refunds are not provided for absences due to illness or for missed days for any reason. Camp fees are based on a weekly rate, not a daily rate, and we do not offer prorated refunds for partial attendance.
- There may be instances when a field trip location needs to be changed on short notice due to weather conditions or other circumstances. Please note that no refunds will be issued on the day of the trip or after it has taken place. Additionally, we do not offer prorated rates for shortened field trips or activities.
- Refund requests will be considered on a case-by-case basis for extenuating circumstances.

PARENT COMMUNICATION

We believe that strong communication between camp staff and parents is essential for a successful summer camp experience.

- **Weekly Updates:** Weekly newsletters will be sent home with parents on Mondays with an updated schedule for the week's activities. Please note that activities are subject to change due to inclement weather. If a change is made, parents will be notified. Make sure that your contact information is up to date, as sometimes we only have time to send out an email if plans change quickly!
- **Daily Check-Ins:** If you need to speak with a staff member about your child, please do so at pick-up. For longer conversations, we encourage scheduling a time with the camp director.
- **Emergency Contact:** In case of an emergency, we will contact the parent/guardian immediately using the phone numbers provided on the registration form. **Please make sure these numbers are accurate and up to date. If these numbers change during the summer, please email oobchildcare@oobmaine.com and update them.**
- **Behavior & Incident Reports:** If there is a behavioral or safety concern, parents will be notified when they pick their child up. If the incident is severe enough, they may be required to pick their child up early from camp.
- **Social Media & Website:** Be sure to follow us on Facebook at "**Old Orchard Beach Recreation**" for camp highlights, photos, and important announcements. You can also find announcements and updated schedules on our website www.oobrec.com

If you have any questions or concerns, please don't hesitate to reach out to us. You can email us at oobchildcare@oobmaine.com or you can reach out to your camp coordinator directly (phone numbers will be given out once camp starts). We look forward to keeping you informed and engaged throughout the summer!



POSITIVE GUIDANCE & SUPPORT POLICY

Our staff use positive child guidance methods to encourage self-control, independence, self-esteem, and cooperation. We recognize that each child is unique, and we strive to accommodate their individual needs. We believe that rules, expectations, and limits should be applied consistently and communicated in a clear, age-appropriate manner.

If your child has any medical concerns, behavioral concerns, mental health considerations, or other needs that you would like us to be aware of, please complete a **Child Concern Form**. This form is available on our website or can be picked up at our office.

All participants are expected to adhere to the following guidelines to ensure a safe, respectful, and enjoyable summer camp environment for everyone:

- Respect & Courtesy - Participants must be courteous, respectful, and follow staff directions at all times
- Cooperation- Conflicts should be resolved in a positive manner by working cooperatively with staff and fellow participants.
- Physical Safety- Any form of physical aggression (pushing, shoving, hitting, etc.) is strictly prohibited. Violations may result in an immediate one-day suspension or expulsion from program.
- Appropriate Behavior- Verbal assaults, foul language, inappropriate discussions, gestures, or any actions that compromise the safety and well-being of others will not be tolerated.
- Bus safety- Participants must follow all bus safety rules while riding the bus to and from summer camp activities. We will have a bus safety day at the beginning of summer camp where we will go over the expectations and bus safety rules.
- Supervisions & Group Cohesion- When in public spaces, participants must remain with their assigned group at all times.

Failure to follow these expectations may result in disciplinary action (see next page). Thank you for helping us maintain a safe, happy, and positive summer camp experience for all.



OOB RECREATION SUMMER CAMP DISCIPLINARY PROCEDURES

In order to provide a safe and enjoyable summer recreation experience for everyone, we have established the following disciplinary policy and procedure for campers to follow at camp.

The disciplinary procedure will be followed when a child is misbehaving (i.e. not following directions, exhibiting profanity, being disrespectful to campers or staff, jeopardizing the safety of others or self, and/or using threatening or bullying behavior).

Phase 1: A verbal reprimand or 'cue' will be given by the staff member to re-direct the child to a more appropriate form of behavior.

Phase 2: The child, under staff supervision, will be removed from the group for a few minutes and will re-join the group then the staff person has determined that they can do so without further disruption.

Phase 3: The Camp Director will then be notified. Depending on the severity of the issue, the parent may be contacted at this time.

Phase 4: If a problem persists, parents will be notified and the child will be advised to take a day, or more, away from camp and can possibly be suspended from the program. When possible, we will work with the parent to develop a system of discipline that will work for the child.

******The above procedure will be used when there is a gradual progression of inappropriate behavior. In extreme cases, the Old Orchard Beach Recreation Department reserves the right to establish an appropriate consequence immediately.

NO REFUND WILL BE GIVEN SHOULD YOUR CHILD BE REMOVED FROM CAMP FOR ANY PERIOD OF TIME DUE TO DISCIPLINARY REASONS.

By registering for our summer camp program, you acknowledge that you have completely reviewed the procedures, expectations, and policies outlined in our OOB Recreation Summer Camp Parent Handbook. We hope this handbook addresses any questions you may have had about our summer camp program. If you have further questions or concerns after reading this handbook, please feel free to reach out via email at oobchildcare@oobmaine.com or call the recreation office at 207-934-0860, and we will be happy to assist you.

