



Lewiston Recreation

65 Central Avenue, Lewiston ME 04240

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Camp Smiles is where memories are made! Our staff is excited that your child will be joining us for the 2021 summer season. We have a summer full of special events, special guests, and local field trips that will keep them busy, active, and healthy!

This handbook has all of the in's and out's of our camp. If you have any questions about summer camp, please don't hesitate to contact us at any time, as we want you and your child to have a fantastic Camp Smiles experience!

Camp Smiles Registration and Payment Information

Camp Smiles registration opens in early spring, and are rolling until camp is full. Early registration is recommended to ensure your child has a spot in camp. Your child's space in camp is not confirmed until the payment has been made in full. All summer camp prices includes trip and activity fee's. To register for summer camp:

1. Head to www.lewistonrecreation.com to sign into your account, or create a new account.

2. Follow the prompts to complete registration.

When you register your child for summer camp, please double check your contact information, as well as your emergency pick-up list. Having the most up to date information in our data base is very important. Lewiston Recreation will do a lot of communication through email as well, that we have the most up to date and active email on file.

Camp Smiles: Early Registration	R: \$750 NR: \$950
Camp Smiles Registration	R: \$950 NR: \$1,150
Pick-A-Week	R: \$125NR: \$135

Camp hours, locations, and drop off/pick-up protocol



Camp Smiles runs Monday through Friday starting June 21th, and ending August 13th. (There is no camp on Monday, July 5th) Camp hours are 7:30 AM to 5:30 PM. Camp Smiles is held at the Lewiston Armory, located at 65 Central Avenue. Pick-up and drop-off happen at the Lewiston Armory Main Office. Parents/guardians must walk into the building to sign in/sign out their child.

PICK-UP PROTOCOL: Only authorized individuals with a valid photo ID will be allowed to pick up your child. Please make sure that your authorized pick-up list is up-to-date. You may add people throughout the summer. Please be prepared to show identification at pick-up, as our staff are still getting to know you. This policy is in place with the safety of your child in mind. If you are late picking up your child more than once, Lewiston Recreation will bill you for the staffing time.

Our purpose ... is to provide a safe, memorable, fun and quality program for the Lewiston Community!

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. Feel free to send flip flops in your child's backpack for water days.
- Snacks to last the entire morning and afternoon. (At least 2-3)
- Plenty of water and other healthy drinks- Please no glass or soda!
- Swimsuit and a towel. 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.
- A hat and extra t-shirt to wear on extremely sunny days to help avoid sun damage.
- Backpack to store your child's belongings, complete with a change of clothes.
- Lunch, if your child is not taking advantage of our free summer lunch program.
- Medications if necessary- To be stored in the Administrative Office or with the Camp Director



PLEASE DO NOT SEND: iPods, iPads, tablets, computers, electrical games, toys, or cell phones. Lewiston Recreation is not responsible for any personal items that are damaged at camp.

CAMP SMILES IS AN UNPLUGGED 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!

Summer Food Services Program is back!

Camp Smiles is participating in the Summer Food Services Program. Breakfast and lunch will be provided free to all children attending our summer camp! 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. 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!

Lunches can be brought from home throughout the summer. 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.



Sunscreen Policy

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. Field trip and weather dependent, we will be applying sunscreen to all campers multiple times throughout the day. Our staff will assist campers if necessary (especially with our youngest campers!) We will use NO-AD Sunscreen at camp. Please talk with your child about the importance of sun protection. A hat will help shield your child's face from the sun. Campers will wear their camp shirt during all water activities. All of our staff are trained in sun safety, as well as our camp policies

Medication Policy

To administer any type of medication (prescription or over the counter medications) we must have a signed "Medical Authorization Form" on file. You can find this form on our website at www.lewistonrecreation.com. Prescription medications must be in their original bottle with the current pharmacist label on it. Lewiston Recreation does not have a trained medical professional on staff. Should your child need to take medication at camp, it will be self administered with the assistance the Summer Camp Director or a Senior Staff member.

The staff will document when the medication is administered. If you have any questions regarding our medication policy, please contact Lewiston Recreation at 207-513-3005



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

Camper Illness and Injury

We are equipped with first aid kits to handle minor injuries and emergencies. 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 action, however, if the emergency is severe, emergency personnel will be called. It is important that Camp Directors have updated contact numbers on your account. 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. Please call the main office at 513-3005 with any questions.

Camper T-Shirts

It is very important that all campers and staff wear their camp shirts on days when the camp is leaving the 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! We also require our staff to wear camp shirts, so that we can be easily spotted as well.

Please make sure that your child is wearing their summer camp shirt on field trip days. After the first week, will have shirts available for purchase at \$10 a piece.

COVID-19 Health and Safety Procedures and Protocols

Lewiston Recreation Department will be following the recommendations as outlined by the State of Maine CDC. Our policies and procedures will change in the event that there are alterations to the guidelines. Please contact Nicole Welch, Recreation Superintendent, regarding any COVID-19 related procedures or protocols.

- **Wellness Checks:** Parents/Guardians should complete a Wellness Check on their child before bringing them to camp. If they are showing any signs or symptoms of COVID-19, they will not be allowed at camp that day.
- **Cleaning and Sanitizing:** All equipment will be cleaned after use.
- **PPE:** Staff and children will utilize a face covering while inside buildings and buses. Staff and children may remove their masks while eating or drinking, as long as they are 6 feet apart. Face masks may be removed for outdoor activities when fresh air and social distancing can be ensured. Masks will not be required for any water activities. Lewiston Recreation will have spare masks on hand.
- **Hand Washing and Sanitization:** Staff and children will wash or sanitize hands before and after snack, lunch, and throughout the day.
- **Pre-existing Medical Conditions:** If your child has a pre-existing medical condition, please contact Nicole Welch, Recreation Superintendent, at 207-513-3005.
- **Procedure if symptoms of COVID-19 are shown in a staff person or program participant:** Depending on the severity of symptoms, staff or children will be required to stay home for 48 hours, or until symptoms have subsided. Individual may be required to provide a signed letter from their PCP.
- **Procedure if a case of COVID-19 is confirmed in a staff person or program participant:** Parents and guardians will immediately be notified, and the program will close for a period of no less than 24 hours. The Maine CDC will be notified, and the department will adhere to their guidance and recommendations.
- A staff or participant who has been exposed to an individual who is positive COVID-19 can not return to the program unless they quarantine for 14 days, have a negative test result, or have a doctor's note.
- Family exposures: If a child, staff person, or parent lives with an individual who is listed as a close contact, that person may not return to the program until the close contact's quarantine is complete. This step is to ensure that staff or children in the program do not become exposed to COVID-19.

COVID-19 (the disease caused by the novel coronavirus) What you can do



Avoid close contact with people who are sick



Avoid touching your eyes, nose, and mouth



Stay home when you are sick



Cover your cough or sneeze with a tissue



Clean and disinfect frequently touched objects



Wash your hands often with soap and water for at least 20 seconds