

2021 Summer Kids Club



Parent & Camper Handbook



892-1905 · www.windhamrecreation.com

Table of Contents

Please pay close attention to all of this information, even if your child has previously attended Windham Summer Kids Club or Day Camp, as many policies and procedures may have changed due to the ongoing COVID-19 pandemic.

General Program Information

Camps & Contact Info	3
Dates & Themes	3

Camp Procedures

2021 Drop-off Procedures	4
Picking Up Your Child	4
Early/Late Pickup & Dropoff	4
News & Updates From Camp	4
What to Bring	5
* Face Mask Guidelines	5
Lost Belongings	6
Snack Shack	7
Enrollment in Other Programs	7
Financial Aid	7

Policies

*Community Outings	7
Trip Policies & Procedures	7
Swimming Guidelines	7
Medication	8
Illness	8
*COVID-19 Sypmtom Check	8
* COVID-19 Policies & Procedures	9
Camper Readiness Skills	10
Emergency Procedures	11
No Cell Phone Policy	11
Camp Phones & Contacting Camp	11
Behavior & Discipline Policy	11
Behavior Rubric	12

Forms

Sample Behavior Form	13
Camper Information Form	14
Medication Form	15

Windham Recreation Summer Kids Club

Welcome to 2021 Windham Summer Kids Club! Based on our experiences over the past year, we feel confident that we can provide your child with a safe and memorable summer of fun. It is our hope that children in our care will engage in new experiences, create lasting memories, and develop strong friendships. We can't wait to get started!

We have developed this Parent & Camper Handbook to familiarize parents and guardians with our program, including policies and procedures. Please review this handbook with your child so that we can all work together to give your child a summer to remember.

We welcome any questions or input that you may have as we strive to provide your child with an excellent summer camp experience. You may contact the Windham Parks & Recreation Department by phone or email, or stop by during our business hours: Monday-Friday, 8:00am-4:00pm.

Parks & Recreation: 892-1905
Parks&Recreation@windhammaine.us

We look forward to serving your family this summer!

Linda Brooks
Director, Windham Parks & Recreation

Programs and Contact Info

Summer Kids Club is based on the grade your child will enter in Fall 2021.

Grades 1-2
Discover Kids Club
572-0342

Grade 3-4
Voyager Kids Club
317-3866

Grade 5-6
Ranger Kids Club
572-0045

Grade 7-8
Kids Club
572-0034

Kids Club phones may be reached by calling or by texting.

2021 Dates & Themes

June 21st — August 6th
(No camp on Monday, July 5th)

Week 1	Kids Club Kickoff!
Week 2	Stars & Stripes
Week 3	Explore the Outdoors
Week 4	Blast Off to Adventure!
Week 5	Under the Sea
Week 6	Spirit Week
Week 7	Farewell Celebration

2021 Drop-off Procedures

- All campers must be checked in by the with the director or senior counselor on site. Parents and guardians will remain in your vehicle and will not enter the Kids Club facility.
- All drop-off locations will be outdoors. (Detailed maps will be available once locations are final.)
- Upon arrival, staff will conduct a daily health check which includes a temperature screening and a checklist of symptoms/signs of COVID-19 or other illnesses.
- Campers, parents, and staff will be **required** to wear a face covering during check-in.
- Children will be accompanied into the building by a staff member, where the child will meet his/ her group and begin the day's activities.

If your child will be attending Kids Club but may be late, please contact the site directly to make drop-off arrangements. (Kids Club phone numbers are listed on page 3 & page 11.)

Picking Up Your Child

- Children will be picked up from the same outdoor locations as morning drop-off. Once you or the authorized adult arrives, please remain in your car and notify the director or senior counselor.
- **You may be asked to provide a photo ID** in order to sign out; please note that this is for your child's safety. If you need to add anyone to the list of adults authorized to pick up your child, please notify the Parks & Recreation office.
- Parents and guardians are asked to remain in your vehicle during pick-up; a staff member will be designated to walk children out to their cars.
- **If your child becomes ill while at Summer Kids Club**, we will contact you immediately. Please be prepared to have your child picked up within 30 minutes of receiving a phone call.
- **Late Policy:** We have a system of late fines for parents who are late in arriving to pick up their children, but this is not meant to be used on a regular basis to extend your camper's day! Continued violation of this policy could result in removal from the program, without refund. Please be aware that there may be instances when we will call the police to come pick a child up who has not been picked up 1/2 hour after the program ends and there has been no contact with the parent or emergency contacts.
- Late Fees for campers picked up later than 4:15pm (Regular Day) or 5:30pm (Extended Day):

1-10 minutes late	\$5.00
11-20 minutes late	\$10.00
21-30 minutes late	\$15.00
Over 30 minutes late	\$25.00

Fees will be added to your account and must be paid through Parks & Recreation in order for your child to remain in good standing with our program.

News & Updates from Kids Club

Please make sure you opt into our online system to receive emails and notifications. Email is our primary method of sharing information during the summer, and we don't want you to miss important updates from your child's camp.

- Weekly newsletters will come out via email each week, which include important details about upcoming themes and special activities.
- Occasionally we may need to send out health notifications or emergency information about your child's camp, and these notifications will come through email.
- Please contact the Parks & Recreation Office if you are not currently receiving information from us via email. We can help you update your account and contact information!

What Should I Pack?

To help keep our camp community healthy, we are asking that your child limit what is brought to Kids Club on a daily basis to only necessities. All of our campers will have access to a wide variety of fun activities every day, so you only need to worry about packing the items below:

- ✓ **A brown bag lunch, plus morning and afternoon snack EVERY day.**
Campers will not have access to a refrigerator or microwave, so please plan accordingly.
- ✓ **A clean mask or cloth face covering EVERY day.**
Please plan to send your child with *at least one* clean face mask every day he/she attends Kids Club.
- ✓ **All campers are required to wear appropriate play clothes.**
Please leave all revealing and/or explicit clothing at home, and be aware that any clothing worn to Kids Club may get dirty.
- ✓ **Sneakers or closed toe shoes are best.**
Please wear sturdy footwear suited for active play.
- ✓ **Appropriate bathing suits may be packed for water play during outing or in-camp days.**
No string bikinis or other revealing swimwear. Water play may be available at camp on warm days.
- ✓ **A small bag with items that might be useful throughout the day.**
This may include sunscreen, jacket, hat, and/or change of clothing.
- ✓ **Sunscreen should be applied DAILY before children arrive at camp.**
SPF 30 sunscreen dispensers are available at all of our camps; parents may also send sunscreen from home, which will not be shared. Counselors will provide supervision, but campers must apply their own sunscreen.

No Toys from Home

- We encourage campers to leave their personal toys, games, and electronics AT HOME.
- As a reminder, campers may NOT use cell phones during the camp day. Please refer to page 11 for more information.
- Each camp has a wide variety of toys and materials for camper use during the day, and campers have opportunities throughout the day to participate in a wide variety of games and activities.
- Camp staff cannot be responsible for campers' personal toys and games.

Face Mask Guidelines

Campers and staff will wear a face covering at all times, except while eating or drinking or when outdoors and able to maintain a 6-foot distance from others.

- Masks should completely cover the nose and mouth and fit snugly against the sides of face without gaps.
- For fabric masks, please choose those with two to three layers of permeable fabric.
- Masks with exhalation valves or vents will not be permitted.
- A face shield will not be permitted as a substitute for a face mask.
- You may wish to pack an extra mask in case one becomes wet or dirty; we will also have disposable face masks if needed.



If you are unable to follow these guidelines, please contact the Director of Parks and Recreation to discuss your concerns prior to the start of Summer Kids Club.

Lost Belongings

- Please mark all belongings (including clothing) with your child's full name.
- Each camp maintains a Lost & Found; if your child is missing an item, we encourage you to check with camp staff at drop-off or pick-up to see if it may be in the Lost & Found.
- Lost & Found items may be discarded weekly throughout the summer session.

We are not responsible for any lost or stolen items.

Snack Shack

All of our camps have a Snack Shack that is open during designated times on in-camp days. A variety of individually packaged drinks and snacks are available.

- Snack Shack Punch Cards are **ONLY** available online or at the Parks & Recreation office.
- Cards will be delivered to camps on **Tuesdays and Fridays**; cards will not be delivered on the day of purchase, so please plan accordingly.
- Cards come in \$5 increments with 50¢ punches on each card. Most items at the Snack Shack cost 50¢ or \$1.
- All punch cards are kept at camps.

NO CASH WILL BE ACCEPTED AT THE SNACK SHACK.



Enrollment in Other Programs

If your child is enrolled in any/all of the programs below, please read carefully.

- **JUMPSTART and BOOST ACADEMICS:** If your child is participating in one of these programs, we recommend the Mon-Wed-Fri camp option. This will allow your child to participate in Friday community outings and remain in compliance with academic attendance requirements. *Please sign your child in at camp FIRST before attending any academic programs.*
- **SUMMER SPORTS PROGRAMS OR OTHER CAMPS:** If your child is enrolled in other programs that will affect his/her attendance at camp, please notify the Parks & Recreation office.

Financial Aid

Financial assistance for our Summer Day Camp program is administrated through Windham Social Services. Funding is limited; awards are based on need. In order to maximize the number of families we can assist, only partial scholarships will be provided.

In order to apply, first complete the application (available in our office or online.) Once completed, contact Rene Daniel at Windham Social Services by calling 892-1906 to schedule an appointment.

The deadline to apply for financial aid is Friday, May 14th. Applications received after this date will be placed on a waiting list, and will be considered if there are any funds still available.

Community Outings

If transportation guidelines permit, it is our plan to offer weekly outings to local destinations. Outings will vary based on camper ages but may include a day of swimming at Dundee Park, a picnic lunch and playground visit at Lippman Park, hiking local trails at Lowell or Black Brook Preserve, and more.

At the time of this publication, we plan for each Kids Club location to participate in one community outing per week on either Tuesday or Friday. Outing days will alternate in order for part-time campers to have the opportunity to attend some community outings. The full proposed community outing schedule for Summer 2021 will be available on **Monday, April 26th**.

Smaller camper groups may occasionally take additional outings to parks or trails, depending on camper ages. If your child's group will be participating in such an outing, this will be communicated via our weekly newsletter and/or email.

Trip Policies & Procedures

- Weekly newsletters will be sent via email with detailed information about each outing.
- Campers must arrive at camp **by 8:45am** on outing days; depending on the schedule and destination the buses may depart as early as 9:00am.
- **Camp t-shirts are required clothing** on outing days. One camp t-shirt is provided with registration; additional shirts must be purchased prior to May 28th.
- **A lunch must be brought on all community outing days**, even when the destination may have snacks available for purchase. We may not be able to build in adequate time for campers to purchase a lunch while on an outing, so please don't forget to pack one!
- Campers must bring a bathing suit, towel, sunscreen, change of clothes, and water bottle on water trips.
- Departure and return times may vary with traffic and distance.
- Extra spending money may be permitted for some field trips; however, all campers are to be responsible for their own spending money. Staff are unable to take possession of or distribute spending money for campers, regardless of camper age.
- Although we do our best to adhere to the published outing schedule, we may have to make changes due to weather or other circumstances beyond our control. We appreciate your understanding.



Swimming Guidelines

If your child cannot swim, or if you have safety concerns, please inform the camp director.

Discover Campers: Lake allowed up to waist and ocean allowed up to knees.

Voyager Campers: Lake allowed up to waist and ocean allowed up to knees.

Ranger Campers: Lake allowed up to chest and ocean allowed up to waist.

Adventure Campers: Assessed individually—must tread water for 2 minutes in order to go in over their heads in groups of 4, including one adult.

Discover, Voyager, and Ranger Campers are NEVER to go in over their heads regardless of ability.

Medications

- Although Windham Parks & Recreation discourages the administration of medication during the camp day, we recognize that in some instances a camper's needs may require the administration of medication during camp hours.
- Whenever possible, we encourage the schedule of drug administration be altered to allow campers to receive medication at home.
- In the event that no reasonable alternative exists, the **parent/ guardian must complete the Physician's Request to Administer Medication Form**, located on page 15.

Illness

The following chart serves as a guideline in determining if your child is too ill to attend camp or if it is necessary for your child to be picked up *promptly* from camp. Please note that campers with these symptoms cannot comfortably participate in program activities and we cannot allow them to unnecessarily expose other campers and staff to illness.

FLU or FLU-LIKE SYMPTOMS	Fever, dry cough, sore throat, runny or stuffy nose, headache, fatigue, muscle aches, nausea, vomiting or diarrhea.
FEVER	A temperature of 100.4 degrees F or higher. May also have cough, sore throat, stiff neck, rash, vomiting, diarrhea, earache, irritability or confusion.
DIARRHEA	Watery, foul- smelling, runny and/or bloody stools.
VOMITING	One or more times in the last 24-hour period.
NOSE DISCHARGE	Runny, yellow, greenish mucus accompanied by fever, vomiting and/or diarrhea.
EYE DISCHARGE	Thick mucus or pus draining from eye; pink eye (campers may return to camp 24 hours after first application of prescription medication).
RASH	An unexplained rash with a fever or behavior change. Child can return to camp if a physician has determined the illness is not a communicable disease.

COVID-19 Symptom Check

We are asking you to partner with us in protecting our camp community. All campers and parents should answer the following questions each day before leaving for Summer Kids Club:

- Do you have a new cough or sore throat?
- Have you had a fever of 100.4 or higher (or been taking medication to keep fever down)?
- Do you have shortness of breath?
- Do you have a loss of taste or smell?
- Have you been around anyone exhibiting these symptoms in the past 14 days?
- Are you living with anyone who is sick or quarantined?
- Have you been out of state in the last 14 days? (Excluding states permitted by the Maine CDC)

If your child or members of your household answer "YES" to one or more of these questions, or have been exposed to someone who has the COVID-19 illness, we ask that you please keep your child home and consult your physician.

For more information about our COVID-19 Policies & Procedures, see page 9.



COVID-19 Policies & Procedures for Parents & Campers

These policies were updated as of 6/8/21. This document is subject to change based on guidance from the U.S. CDC and the American Camp Association; we will notify participants of any changes.

As we work together to keep our camp community healthy, we ask that you adhere to the following guidelines for participation in the 2021 Summer Kids Club program:

- Campers experiencing symptoms of ANY illness (including COVID-19 or others) must stay home. *Per the CDC, symptoms of COVID-19 include cough, shortness of breath, fever, chills, headache, sore throat, muscle pain, loss of taste or smell.*
- Upon arrival at all locations, staff and campers will follow the arrival procedures which include a temperature screening and a checklist of signs/symptoms of illness.
- Campers with a fever of 100.4 degrees or higher or other symptoms of illness will be sent home.
- All campers will be required to bring and wear a well-fitted mask while indoors at Kids Club each day.
- Campers will be required to have a clean water bottle every day; water fountain use will be limited.
- Campers will not share water bottles, lunch boxes, hats, or anything of a personal nature.

Best Practices

- Campers and staff will wear a mask while indoors at all times, except while eating or drinking and able to maintain a 6-foot distance from others, regardless of vaccination status.
- Masks are not required to be worn outdoors unless campers are engaged in activities that require sustained close contact.
- Campers and staff will avoid physical contact with others as much as possible, including high-fives and close group gatherings.
- Indoor activities will be limited, with all activities being outdoors as much as possible.
- Lunch and snacks will be eaten outside as much as possible, with each group observing physical distancing. If weather requires food to be eaten indoors, groups will eat in separate areas and maintain physical distance as much as possible.
- Staff will practice and encourage regular handwashing; if soap and water are not readily available, hand sanitizer will be provided.
- Campers and staff will wash or sanitize their hands before and after playground visits.
- Campers and staff will minimize sharing of high touch materials and will wash or sanitize hands before and after touching objects.
- Staff will demonstrate that campers can continue to be safe and have fun!

Illness Protocol

If someone develops symptoms or becomes ill while at Summer Kids Club...

- Each location has an isolation room or area; staff will immediately isolate any individual who develops symptoms of illness while at Kids Club.
- Parents will be contacted to pick up their child immediately. Every family must have the ability to pick up a child within 30 minutes of notification.
- Any participant who is sent home with symptoms of illness must remain at home until he/she can provide proof of a negative PCR COVID-19 test (not a rapid test), or until 10 days after symptoms have subsided without the use of medication.

If you receive a positive COVID-19 test...

- Please notify Windham Parks and Recreation by calling the cell phone for your child's camp.
- Please remain at home until you have received a negative COVID-19 test and you have been symptom-free without medication for 10 days.

If we are notified of a positive COVID-19 case among campers or staff...

- We will notify the Town Health Officer, who will notify the Maine CDC.
- Camp directors will contact the families of any campers who are considered close contacts.
- Program may need to be restricted based on quarantine requirements.



Summer Kids Club Program Readiness Skills

Our goal is to provide a safe, secure, and fun summer recreational experience for your child. All campers should be treated with respect, feel safe, and act responsibly. We pledge to do all we can to make participation safe and enjoyable; program participants can help by following rules and guidelines, and by adhering to behavioral expectations.

As you and your child prepare for the 2021 Summer Kids Club program, please discuss the following expectations to insure that your family is comfortable with these skills. By working together to prepare ahead of time, we can help children succeed and have a summer to remember.

- Participants must be able to participate independently or with reasonable accommodations/modifications.
- Participants must be age appropriate for the particular program for which he/she is registered.
- Participants must be able to take and follow directions and instructions from a staff person.
- Participants must interact and participate in a manner that is physically and emotionally safe for themselves and others.
- Participants must be able to maintain personal care (including bathroom use) without the support of recreation staff.
- Participants must be able to independently apply sunscreen when requested to do so by recreation staff.
- Participants must be able to stay with his/her assigned group.
- Participants must respect others (listening and following directions; using appropriate language; keeping hands and feet to self).
- Participants must attempt to maintain self-control (appropriate for their age) and follow the Summer Kids Club Behavior Rubric. Please review the Behavior Rubric for our behavioral guidelines.

COVID-19 Specific Readiness Skills

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited or limited the congregation of groups and people.

The Town of Windham has put in place preventative measures to reduce the spread of COVID-19 and, as a result, some COVID-19 specific readiness skills have also been developed to help keep us all safe while we care for your child(ren).

- Participants must be able to independently put on and take off their Personal Protective Equipment (face mask or face covering).
- Participants must be able to tolerate the use of a mask for 30 minutes or longer.
- Participants must be able to independently complete 20 seconds of hand washing.
- Participants must be able to maintain appropriate physical distancing of 6 feet given verbal prompting and visual cues.

Children in our Summer Kids Club program must be able to abide by the above requirements in order to participate successfully. If you have questions or concerns about any of the readiness skills listed above, please contact Windham Parks & Recreation directly by calling 892-1905.

Please understand that Windham Parks & Recreation staff reserve the right to discuss any questions or safety concerns they may have about your child's use of the program. Please be advised that the Town of Windham retains the right to remove a participant from a program at any time during the course of the program if the Town feels that the child's actions are a threat to the well-being and safety of the other children and/or staff.

Emergency Procedures

The majority of Windham Parks & Recreation staff members are certified in CPR. Staff will report any accident that requires first aid or leaves a mark; an accident form will be completed with a copy given to parents. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, the child will be transported to the closest hospital and will be accompanied by a staff member until such a time as a parent/guardian arrives. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the camp administration will contact people on the child's emergency contact list.



No Cell Phone Policy

- Cell phones and electronic devices will not be permitted for use by campers during camp hours, including extended day hours and on bus trips.
- Each camp has a phone that can be used for emergencies. If you need to reach your camper during the day, please contact the camp phone — phone numbers listed below and on page 3.
- If your child brings a cell phone or electronic device to camp, it will be confiscated by our staff to be kept in a safe place and returned to the parent/guardian at the end of the camp day.
- If you have any questions about this policy, please contact the Parks & Recreation office directly.

Kids Club Phone Numbers

We recommend that you save the appropriate phone number(s) as a contact in your personal cell phone. This will help you to recognize it should we need to reach you during the camp day.

Discover	Voyager	Ranger	Adventure
572-0342	317-3866	572-0045	572-0034

Please note: Kids Club Phones may be reach via phone call or text message. If you are trying to reach the camp under emergency circumstances, please make every effort to call rather than text.

If you cannot reach Kids Club, please call the Parks & Recreation office at 892-1905.

Behavior & Discipline Policy

Our goal is to provide a safe, secure, and fun summer recreational experience for your child. No child should feel threatened or intimidated by the behavior of other campers. All campers should be treated with respect, feel safe, and act responsibly. Our discipline procedure is designed with that goal in mind.

The behavior rubric on the next page is used at all of our camps, and if a behavioral incident occurs staff may utilize a behavior form or a phone call to facilitate communication with parents/guardians. Please share this information with your child prior to camp.

Please be advised that the Town of Windham retains the right to remove a participant from a program at any time during the course of the program if the Town feels that the child's actions are a threat to the well-being and safety of the other children and/or staff.

REFUNDS: There are no refunds for missed days due to minor illness or inappropriate behavior.

Windham Summer Kids Club Behavior Rubric

	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive Behavior Includes failing to follow directions, interrupting, inappropriate language or noises, or other behavior that interferes with the group.	<ul style="list-style-type: none"> Time away from group (one minute per year of age) Counselor to process with child why behavior was inappropriate 	<ul style="list-style-type: none"> Loss of next group activity. Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist Continued behavior will result in one-day suspension from club 	<ul style="list-style-type: none"> Continued behavior will result in removal from program for the remainder of the summer.
Verbal Abuse Includes inappropriate language, teasing, gossip, name-calling, or putdowns.	<ul style="list-style-type: none"> Time away from group (one minute per year of age) Counselor to process with child why behavior was inappropriate 	<ul style="list-style-type: none"> Loss of next group activity. Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist Continued behavior will result in one-day suspension from club 	<ul style="list-style-type: none"> Continued behavior will result in removal from program for the remainder of the summer.
Physical Aggression Includes pushing, shoving, or slapping.	<ul style="list-style-type: none"> Time away from group (one minute per year of age) Counselor to process with child why behavior was inappropriate Meet with Administrator 	<ul style="list-style-type: none"> Loss of next group activity. Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer.
Unsafe Behavior Includes damaging or destroying property, theft, leaving group or grounds without permission, blatant defiance of staff or rules.	<ul style="list-style-type: none"> Loss of next group activity. Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer. 	
Severe Physical Aggression Includes fighting, hitting, biting, kicking, or other harmful physical behavior.	<ul style="list-style-type: none"> Loss of next group activity Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer. 	
Serious Harassment Includes sexual harassment, civil rights violations, threatening a staff member or another camper.	<ul style="list-style-type: none"> Loss of next group activity Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer. 	
Non-Compliance with Health Protocols Includes refusal to wear face covering, wash hands, remain with assigned group, or keep appropriate physical distance.	<ul style="list-style-type: none"> Loss of next group activity Meet with Administrator Written warning via Behavior Form 	<ul style="list-style-type: none"> Meet with Administrator Written warning via Behavior Form Behavior plan to be developed with Camper Support Specialist One-day suspension from club 	<ul style="list-style-type: none"> Removal from program for the remainder of the summer. 	

Please note: Consequences may be cumulative.

(For example, a second offense of disruptive behavior may result in both time away from group AND loss of next group activity.)

WINDHAM RECREATION BEHAVIOR FORM

CHILD'S NAME: _____ **PROGRAM NAME:** _____ **DATE:** _____

TIME OF INCIDENT: _____ **LOCATION:** _____

STAFF MEMBERS INVOLVED: _____

INAPPROPRIATE BEHAVIOR (Please circle all that apply.)

Disruptive Behavior	Verbal Abuse
Physical Aggression	Unsafe Behavior
Severe Physical Aggression	Serious Harassment
Non-Compliance with Health Protocols	Other:

Brief Description of the Incident: _____

CONSEQUENCE (Please circle all that apply.)

Activity break and discussion with counselor	Loss of next activity
Meet with Director or Support Specialist	Written warning to parents via Behavior Form
Behavior Plan to be developed	One-day suspension from program
Removal from program	Other:

If needed, a copy of the Behavior Rubric may be attached to this form to document disciplinary procedure.

I have read and understand the contents of this Behavior Form, and have been given the opportunity to discuss the incident with the leadership at my child's program site. I understand that if I have additional questions or concerns about my child's discipline while at Summer Kids Club I may speak with the program administrators about my concerns.

Parent Signature: _____ Camper Signature: _____

Director Signature: _____ Date: _____

DISCIPLINE PROCEDURE

Windham Summer Kids Club utilizes a Behavior Rubric at all of our program sites. This Rubric includes consequences that may be cumulative, and one-time minor infractions may not call for a Behavior Form or parent notification. This Behavior Form is a way to document behavior concerns for parents, campers, and staff members.

The Behavior Rubric was provided to families as part of the Parent & Camper Handbook. For a new copy of the Behavior Rubric, please check with the director at your child's program site or contact the Parks & Recreation office.

Please note that we do not provide refunds for missed days due to disciplinary infractions.

Please be advised that the Town retains the right to remove a participant from a program at any time during the course of the program if the Town feels that the child's actions are a threat to the well-being and safety of the other children and/or staff.



Camper Information Form

Please complete this form for each child enrolled in Summer Kids Club.

This form is designed to ensure our staff have the necessary information to provide the best possible experience for your child in the Summer Camp program. Please return completed **at least one week prior** to the start of Summer Kids Club.

Child's Name: _____ Date this form was completed: _____

My child is attending Kids Club at:

Discover (Grades 1-2) Voyager (Grades 3-4) Ranger (Grades 5-6) Adventure (Grades 7-8)

Any known behavior or health concern which you want us to be aware of:

Parents' recommendations for us to best support your child:

If applicable, please describe any behaviors our staff should note (typical and/or atypical) from your child:

Are there any situations that typically trigger this concern in your child?

Has there been any plan of action designed which has been effective for supporting your child while in school?
If yes, please explain or include a copy of his/her behavior plan:

I have completed the Physician's Request to Administer Medication form so that my child may receive and/or self-administer medication while at summer camp.

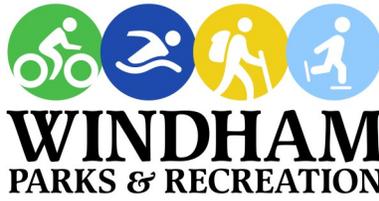
I plan to meet with the Camp Director on the first day my child attends the program to provide additional information and/or instruction for my child's care.

Person to contact when we want to share the joys and concerns of your child:

Name: _____ Phone number: _____

I give permission for this information to be shared with staff members who will be working with my child.

Signature of parent/guardian: _____



PHYSICIAN'S REQUEST TO ADMINISTER MEDICATION

Participant's Name: _____

Name of Medication: _____

Dose: _____ Time: _____

Physician's Name: _____

Reason for Medication: _____

Possible Side Effects: _____

Only medication in its original packaging will be administered. Medication brought to camp in only a plastic baggie will not be accepted.

I am aware that the Windham Parks and Recreation Department does not have trained medical staff available. However, the above-named camper is in need of the above-named medication/drug during the time frame of a recreation program in order to maintain his/her physical health. In my opinion, his/her need for the medication/drug is so important that I request that non-medical personnel dispense this medication/drug in accordance with the following instructions:

Child may self-administer in accordance with the instructions above: Yes/No? _____

In the event of possible side effects, please take the following action:

Date

Doctor's Signature

Date

Parent/Guardian's Signature