

# 2022 SUMMER DAY CAMP



## Parent & Camper Handbook



**WINDHAM**  
PARKS & RECREATION

**(207) 892-1905**

**WINDHAMRECREATION.COM**

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**Please pay close attention to all of this information, even if your child has previously attended Windham Day Camp, as many policies and procedures may have changed.**

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# Windham Recreation Summer Day Camp

Welcome to 2022 Windham Summer Day Camp! 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 Day Camp is based on the grade your child will enter in Fall 2022.***

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.

**Grades 1-3**  
**Discover Camp**  
**Primary School**  
**572-0342**

**Grades 4-5**  
**Ranger Camp**  
**Middle School**  
**572-0045**

**Grades 6-8**  
**Adventure Camp**  
**High School**  
**572-0034**

*Please note: Day Camp 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 Day Camp, please call the Parks & Recreation office at 892-1905.**

## 2022 Dates & Themes

**June 20 — August 5**  
**(No camp on Monday, July 4th)**

<b>Week 1</b>	<b>Welcome Week!</b>
<b>Week 2</b>	<b>The Great Outdoors</b>
<b>Week 3</b>	<b>Red, White &amp; Blue</b>
<b>Week 4</b>	<b>Fun in the Sun</b>
<b>Week 5</b>	<b>Splish Splash</b>
<b>Week 6</b>	<b>Dress Up Week</b>
<b>Week 7</b>	<b>Send Off Week!</b>

## Drop-Off Procedures

- All campers must be checked in by a staff member on site. Parents and guardians may remain in your vehicle and do not need to enter the facility.
- **If there is no staff member outside** at the drop off location, or if it is raining, **campers will need to be accompanied into the building by a parent or guardian** and must be checked in with a staff member.
- Detailed maps of drop off locations will be available once locations are finalized.

**If your child will be attending Day Camp but may be late, please contact the site directly (camp phone numbers are listed on page 3.)**

## Pick-Up Procedures

- Campers will be picked up from the same locations as morning drop-off. Once you or the authorized adult arrives, please remain in your vehicle and a staff member will sign your child out and walk them to your vehicle.
- **If there is no staff member outside**, or if it is raining, you or the authorized adult **must enter the building** to sign out your child with a staff member.
- **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.
- **If your child becomes ill while at Summer Day Camp**, 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):

Regular Day	Extended Day	Minutes	Late Fees
4:15 - 4:25	5:30 - 5:40	1-10 minutes late	\$5.00
4:26 - 4:35	5:41 - 5:50	11-20 minutes late	\$10.00
4:36 - 4:45	5:51 - 6:00	21-30 minutes late	\$15.00
4:46 and later	6:01 - and later	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 Day Camp

**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, special events or outings.
- 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!





## Field Trips

If **transportation guidelines permit**, it is our plan to offer weekly field trips this summer! Trips will vary based on camper ages but may include hiking local trails, Dundee Park, Seabago Lake, Funtown, Seacoast and more.

At the time of this publication, we plan for each Day Camp location to participate in one field trip per week on either Tuesday or Friday. Field trips will alternate in order for part-time campers to have the opportunity to attend some field trips. The full proposed field trip schedule for Summer 2022 will be available on **Monday, April 25th**.

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 scheduled field trip days. One camp t-shirt is provided with registration; additional shirts must be purchased at time of registration.
- **A lunch must be brought on all field trip 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 field trip 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.

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 2, including one adult.

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

## Enrichment Programs

Beginning April 25th, registration will be available for a variety of Enrichment Programs designed as add-ons to the summer camp experience. Past programs have included swimming lessons, kayak outings, horse club, cycling club, and more.

- Enrichment Program information will be available online according to the grade your child will enter in Fall 2022.
- These programs require separate registration and have an additional fee beyond the regular camp registration.
- Enrichment Programs must be registered and paid in advance through the Parks & Recreation Office (in person or online). Camp staff cannot accept Enrichment Program registrations.
- Please contact the Parks & Recreation Office directly for more information about these activities.



## Enrollment in Other Programs

We understand your child(ren) may be enrolled in Summer School or other Summer Sports or camp programs. We will be working closely with RSU14 to coordinate our camp schedule with their school schedule, particularly for our transportation needs. We wish to support your child having the best summer possible, so please keep camp directors and our office informed of any concerns you may have.

## What Should I Pack?

To help keep our camp community healthy, we are asking that your child limit what is brought to Day Camp 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 water bottle.**  
Water bottles may be refilled in the schools but there is no guarantee we will have access to drinking water for every field trip or outing.
- ✓ **Sunscreen should be applied DAILY.**  
SPF 30 sunscreen dispensers are available at all of our camps; but parents **must** also send sunscreen from home, which will not be shared. Counselors will provide supervision, but campers must apply their own sunscreen.
- ✓ **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.
- ✓ **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 Day Camp may get dirty. A change of clothes may be useful throughout the summer. Campers must wear their camp t-shirt on all scheduled field trip days.
- ✓ **Sneakers or closed toe shoes are best.**  
Please wear sturdy footwear suited for active play, even on beach days.
- ✓ **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 jacket, hat, and/or change of clothing.

## Financial Assistance

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 register your child for camp, print a copy of the registration receipt and complete the Financial Assistance 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 13th.** Applications received after this date will be placed on a waiting list, and will be considered if there are any funds still available.

## 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, \$10 or \$15 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 refunds if the snack cards are not completely used up by the end of the summer.

**NO CASH WILL BE ACCEPTED AT THE SNACK SHACK.**

## 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 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.

## 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.
- 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.

## 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.**

## Medication Procedures

- 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 and family physician must complete the Physician's Request to Administer Medication Form**, located on page 14.
- We do not dispense any medication without a doctors note.
- Any camper with an Inhaler or EpiPen will also be required to complete a Physician's Request to Administer Medication Form.
- All medication will be held by the camp director and in a secure spot for the duration of the summer.

## Registration Cancellation & Refund Policies

- Any registration adjustments or cancellations must be submitted in writing to the Parks & Recreation Office.
- 100% refund, including \$100 deposit, if Day Camp registration is cancelled before the registration deadline.
- Partial refund, NOT including the \$100 deposit, if Day Camp registration is cancelled after the registration deadline.
- Partial refunds will be applied on a case by case basis if participant withdraws or misses an extended amount of days due to illness or injuries.
- There are no refunds for missed days due to minor illness or inappropriate behavior.
- All cancellations and refunds are handled through the Parks & Recreation Office.
- There are no cash refunds.

## Lice Policy

- Parks & Recreation Department follows the RSU14 lice policy, which states that children with Pediculosis (head lice) are NOT required to be excluded from programs.
- Summer Day Camp participants are discouraged from sharing hats, clothing, combs or hairbrushes at Day Camp.
- The Parks & Recreation Office will notify parents of any head lice reported at Day Camp.

## Emergency Procedures

The majority of Windham Parks & Recreation staff members are certified in CPR, AED and First Aid. Staff will report any accident that requires first aid or leaves a mark; an incident 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.





## COVID-19 Update

On Monday, March 7, 2022, RSU 14 changed the mask guidelines to the Mask Optional Plan and returned to pre-pandemic health and safety practices. Day Camp will follow the most current COVID-19 policies and procedures and are subjected to change based on guidance from the State of Maine and the CDC.

- **Campers, staff and parents will NOT be required to wear masks while in schools for Summer Day Camp 2022.**
- Extra masks will be available at camp if anyone wishes to continue to wear them.
- Staff will practice and encourage regular handwashing.

## 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.

<b>FLU or FLU-LIKE SYMPTOMS</b>	Fever, dry cough, sore throat, runny or stuffy nose, headache, fatigue, muscle aches, nausea, vomiting or diarrhea.
<b>FEVER</b>	A temperature of 100.4 degrees F or higher. May also have cough, sore throat, stiff neck, rash, vomiting, diarrhea, earache, irritability or confusion.
<b>DIARRHEA</b>	Watery, foul- smelling, runny and/or bloody stools.
<b>VOMITING</b>	One or more times in the last 24-hour period.
<b>NOSE DISCHARGE</b>	Runny, yellow, greenish mucus accompanied by fever, vomiting and/or diarrhea.
<b>EYE DISCHARGE</b>	Thick mucus or pus draining from eye; pink eye (campers may return to camp 24 hours after first application of prescription medication).
<b>RASH</b>	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.

## Illness Procedures

### **If someone develops symptoms or becomes ill while at Summer Day Camp...**

- Each location has an isolation room or area; staff will immediately isolate any individual who develops symptoms of illness while at Day Camp.
- 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.

### **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.

### **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.

# 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.**

## Summer Day Camp 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 2022 Summer Day Camp 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 Day Camp Behavior Rubric. Please review the Behavior Rubric for our behavioral guidelines.



## Windham Summer Day Camp Behavior Rubric

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

***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 Day Camp I may speak with the program administrators about my concerns.*

Parent Signature: \_\_\_\_\_ Camper Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DISCIPLINE PROCEDURE

**Windham Summer Day Camp 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 Day Camp.** 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.

Camper's Name: \_\_\_\_\_

My child is attending: ☐ Discover Camp ☐ Ranger Camp ☐ Adventure Camp

⇒ 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:

☐ My child may need to self-administer medication (Inhalers, EpiPens, etc.) while at Summer Day Camp. A physician and I have completed the Physician's Request to Administer Medication form.

☐ I plan to register my child for the summer school program this summer.

☐ 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.**

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



### 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