LEWISTON RECREATION







Rec Clubhouse Family Handbook

2026

CITY OF LEWISTON RECREATION

Lewiston Recreation Department
65 Central Ave, Lewiston, ME 04240
Phone: 207-513-3005
Web: www.lewistonrecreation.com

LEWISTON Maine



Introducing the Rec Clubhouse! Come on down to the Armory after school on Mondays and Tuesdays for 2 hours of arts and crafts, gym games, and much more!

Each Day will have a special planned event/activity alongside our normal daily slate of games and crafts. Activity details will be released on a monthly calendar.

REC CLUBHOUSE CONTACTS

Devin Pike Youth and Family Program Aide: dpike@lewistonmaine.gov
Alyssa Davis Recreation Deputy Director: adavis@lewistonmaine.gov
Nicole Welch Recreation Director: nwelch@lewistonmaine.gov
Office Phone 207-513-3005
Adress 65 Central Ave, LewistonME04240

Clubhouse Dates, Locations, & Drop-Off/Pickup Protocols

Dates: Mondays and Tuesdays, 9/14/26-5/25/27

Hours: Afterschool—5:30pm.

Location: Lewiston Armory—65 Central Ave, Lewiston ME 04240

Drop-Off Protocol: Bus Transportation is available from Gieger and Montello Schools. Please Let your schools office know if your child will be getting bussed to the Lewiston Armory, Recreation staff will be waiting to accompany your child into to the building.

Pick-Up Protocol: You can pick up your child at any time during program hours. Please use the back vale street entrance to the building. You will see rec clubhouse signage at the correct entrance (see images below). **Please feel free to come into the buidling and meet us in activity spaces for pickup.** 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 year by emailing Dpike@lewistonmaine.gov. We will not release your child to anyone who is not preapproved by the parent/guardian. This policy is in place with the safety of your child in mind.

Late Pick-Up: Rec Clubhouse ends at 5:30pm. If you pick up late, you will receive a $25.00 fee to your account.





Our purpose...

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

What Should My Child Bring to Rec Clubhouse?

-Extra snacks

-Weather Appropiate clothing, and footwear

-Change of clothes

-Water Bottle





-Medications if necessary. Please email Devin Pike, Youth and Family Program Aide at dpike@lewistonmaine.gov if your child will need medication throughout the day. Please review our Medication Policy under “Health and Safety” on page 3

PLEASE DO NOT SEND: Cellphones, iPads, tablets, computers, electronic games, or toys. Lewiston Recreation is not responsible for any personal items that are damaged, stolen, or lost at camp.





Health and Safety

Communication Forms

Communication forms are used by staff to make families aware of any accidents or incidents that happened here at the Rec Clubhouse. You may be asked to discuss a communication form with a Lead Counselor or the Youth And Family Program Aide at checkout. We will ask for a signature on all forms to confirm you were spoken to about the accident/incident. Communication forms can be written about anything from a scraped knee during a game to a more serious behavioral issue. These forms are not connected to any disciplinary system and are simply a tool to make sure parents/guardians are aware of what goes on at camp.

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, or a paper copy at our office. 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 during the program, it will be self administered with the assistance of a staff member. The staff will document when the medication is administered. If you have any questions regarding our medication policy, please contact Devin Pike, Youth and Family Program aide at 207-513-3005 or email dpike@lewistonmaine.gov.

Camper Illness and Injury

We are equipped with first aid kitsto 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 we have updated contact numbers on your account. If your numbers or contacts have changed since registration, please update your records. All staff are CPR and First-Aid certified.

If your child is not feeling well, suffering from diarrhea or vomiting, please keep them at home for at least 24 hours to be sure they are well enough to keep up with the fast pace of this program. If a child becomes ill while they are at the program, we will contact you to come pick up your child.





Readiness Skills to be Successful

Lewiston Recreation Department aims to include everyone in the department's programming offerings to the community. However, not every person maybe successful within some of the environments we create for the programming needs of the community. To ensure the safety and enjoyment of all our participants, everyone attending the program must be able to perform the following readiness skills:

- Participants must be able to participate independently or with reasonable accommodations/modifications.
- Participants must be able to take and follow directions and instructions from a staff member and be open to changing what they are doing to keep the group safe and welcoming to all people.
- Participants must be able to interact and participate in a manner that is physically and emotionally safe for themselves and others.
- Participants must be able to maintain personal care without the support of recreation staff.
- Participants must be able to stay with their assigned group throughout the program's duration or safely request a break from the group where staff can see/hear them and the rest of the group.
- Participants must follow the department's behavior expectations, which include being safe, respectful and responsible

Rec Clubhouse Culture: “Character Counts!”

We have activities, programs, and special events lined up for the summer, and we want all campers to be able to participate to the fullest. Campers and staff will work together to build a culture that is:

SAFE: Rec Clubhouse will create a space where campers and staff feel safe and welcomed.

SUPPORTIVE: We will build an environment where campers feel comfortable trying new things!

RESPECTFUL: Rec Clubhouse will celebrate our differences, and recognize the feelings of others.

HONEST: Our Rec Clubhouse family will trust each other to make good decisions that will make camp a great place for everyone.

Campers who act in a way that does not support the Rec Clubhouse Culture may be asked to leave the camp. This will be at the discretion of the Recreation Deputy Director & Recreation Director