



LEWISTON RECREATION SUMMER CAMP

FAMILY HANDBOOK 2025

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Lewiston Recreation Summer Camp is where memories are made! Our staff are excited that your child will be joining us for the 2024 summer season. We have a summer full of special events, special guests, and 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 Summer Camp experience!

Stay tuned for more info on the 2025 leadership team!

Lewiston Recreation Summer Camp 2025 Leadership Team will be overseeing counselors, programs, activities, and field trips. Their goal is to create a safe and fun summer for your child!

Our counselor-to-camper ratio is 1-5 during a typical camp day,

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

Dates: June 23—August 8th (No Camp July 4th).

Hours: 7:30am—5:30pm.

Location: Lewiston Armory, 65 Central Avenue. Pick up & drops off happen at the front entrance of the Armory.

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. 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.

If you are late picking up your child more than once, Lewiston Recreation will bill you 1\$ per minute for the staffing time.

If you arrive in the middle of the day to pick up your child, please go to the Main Office. They will make a call for your child. Letting the staff know in the morning if you will be picking up early is helpful, as we can have your child ready to go when you arrive!

*If your child will be walking to camp, or riding their bike, this needs to be in writing and on file with Lewiston recrea-

A typical day at Rec Camp!

7:30 AM - 8:45 AM

Before Care: A social, free-play opportunity for campers before the day starts. Breakfast will be offered around 8:20 each day. **Please have your child at camp no later than 8:45 AM**

8:45 AM - 11:45 AM

The day begins! Depending on the day, we could be getting ready for a field trip, group games, or art programs.

11:45 AM - 12:30 PM

LUNCH! The exact time will vary day-to-day. As a reminder, we participate in the Free School Lunch Program every day!

12:30 PM - 3:30 PM

Games, crafts, or special events

3:30 PM - 5:30 PM

After Care: Pick up your child anytime in this window. Campers will be participating in gym games, small quiet activities, and enjoy a snack as the day rounds out.

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 rule. Should you send your child to camp in flip flops, parents/guardians 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 for the morning & afternoon (at least 2-3).
- A water bottle, bottled water or other healthy drinks. Please no glass containers or sodas.
- Swimsuit and a towel. We could decide to play water games any day!
- Sunscreen- Please apply generously in the morning, and we will re-apply throughout the day depending on the weather. We use SPF 30 spray sunscreen, campers are welcome to bring their own. **All campers will be given camp-provided sunscreen unless we have a written note on file stating otherwise.**
- 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 Leaders. **A Medical Authorization form must be filled out for all medications** (prescribed or over the counter). Forms can be found on our website, lewistonrecreation.com, or paper copies are available in the office. Medicine must be kept in its original bottle. We have a designated space to keep all medication to insure it gets taken when instructed and not misplaced.



Summer Food Services Program is back!

Lewiston 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! The Summer Food Service Program provides free healthy food for children 18 and under. Children get the food they need to learn, play, and grow during summer vacation when they don't eat at school. Please make sure that you are still packing snacks for your child, as there are opportunities for snack in the morning and afternoon and the lunch menu is unpredictable. 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.

Field Trips

To maximize fun, our camps are off campus throughout the summer at some of our favorite spots! The summer calendar will be available mid June. In the event of poor weather, transportation issues, or other unforeseen reasons that a trip needs to be cancelled, Lewiston Recreation will try to reschedule a trip.

No refunds will be given if a trip or activity is changed.

Camper T-Shirts

Camp shirts will be worn on all field trips. Our camp shirts are bright, making it easier to spot our campers and keep them safe! We also require our staff to wear camp shirts, so that they can be easily spotted as well. This year we will be keeping camp shirts on site and washing them in house for every field trip. Every camper will get a shirt to take home on their last day or at the end of summer!

Money on Field Trips

Lewiston Recreation covers all costs associated with field trips. There is no need to bring money to camp unless told otherwise by staff.

Water Field Trips

When summer camp is at the water, all campers wear their camp t-shirts. This is to help prevent sunburns, as well as help staff to easily identify our campers. Please send an extra set of clothes for your child so they can change when they get out of the water.

Campers will never be in the water alone, and will always be accompanied by a counselor. Campers in grades K-2 will be allowed to go to their knees, and campers in grades 3-8 will be able to go to their waist.

Our staff are trained in our Waterfront Protocol during staff training week.

Parent/Guardian Volunteers

We greatly appreciate the interest when parents/guardians ask to volunteer with activities or chaperone a field trip. However, as a Department, we have found that children's behavior when there are parents present tends to be very different than when it is just counselors at camp. We also find it difficult to allow equal opportunity to chaperone. For these reasons, we do not allow parents/guardians to chaperone on our field trips or assist in

Summer Camp Culture: “Character Counts!”



We have 7-8 weeks of 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: Summer Camp 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: Summer Camp will celebrate our differences, and recognize the feelings of others.

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

Lewiston Summer Camp Health and Safety

Accident/Incident Report Forms

Accident/incident report forms are used as a form of communication between staff and parents. It is a way to keep track of and make parents aware of any accident or incident that happens here at camp. You may be asked to discuss a report form with a lead at checkout. We will ask for a signature on all forms to confirm you were spoken to about the accident/incident. Report 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 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 at camp, it will be self administered with the assistance the Summer Camp Lead 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 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 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 Leads 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 camp. If a camper becomes ill while they are at camp, we will contact you to come pick up your child.

Sunscreen Policy

We strongly encourage you to apply sunscreen to your child before arriving at camp daily. 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. We will use sunscreen that is 30 SPF or higher, and your child is welcome to bring their own sunscreen from home. 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 campers will be required to wear sunscreen unless we have a note from their parent/guardian which states otherwise.



Summer Camp Extended Week!

Extended week is a smaller scale extension to our standard summer camp

The summer lunch program is not available for extended week

These days will consist of many fun on-camp activities!

TIME: 7:30am-5:30-pm

LOCATION: Lewiston armory, 65 central Ave

PRICE: \$200 for residents, \$250 for non-residents

Registration is completely separate and is not included in the full summer rates for the standard camp



Why Summer Camp is Important.

All of our staff recognize and embrace the fact that summer camp is pivotal for youth and community development. We are proud to have a team of counselors who are passionate and motivated to provide memorable and engaging experiences for your children every single day.

“I decided to work at summer camp because it is an amazing opportunity to make a positive impact on kids lives having a blast. Summer camp is fun because it is a place where everyone can explore new activities, make lifelong friends, and create unforgettable memories in a supportive and adventurous environment”

-Akeem (pictured to the left) when asked why he wanted to be a camp counselor.



