

# LEWISTON RECREATION



# SUMMER CAMP 2025 FAMILY HANDBOOK



Lewiston Recreation Department  
65 Central Avenue  
Lewiston, Maine 04240

Phone: 207-513-3005 Web: [www.lewistonrecreation.com](http://www.lewistonrecreation.com)





Lewiston Recreation Summer Camp is where memories are made! We are excited that your child will be joining us for the 2025 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!

### SUMMER CAMP CONTACTS

**Devin Pike** Youth and Family Program Aide: [dpike@lewistonmaine.gov](mailto:dpike@lewistonmaine.gov)

**Alyssa Davis** Recreation Deputy Director: [adavis@lewistonmaine.gov](mailto:adavis@lewistonmaine.gov)

**Nicole Welch** Recreation Director: [nwelch@lewistonmaine.gov](mailto:nwelch@lewistonmaine.gov)

**Office Phone** 207-513-3005

**Address** 65 Central Ave, Lewiston ME 04240

Lewiston Recreation Summer Camp is split into the three camps below. All camps use the Lewiston Armory as their home location. Our camp ratios on a typical day are 1 counselor to 8 campers. For water trips we use a ratio of 1 counselor to 5 campers.

- Kindergarten—2nd Camp: 1 Lead Counselor & 6 Counselors
- 3rd—5th Camp: 1 Lead Counselor & 6 Counselors
- 6th—8th Camp: 1 Lead Counselor & 2 Counselors

## Camp Hours, Locations, & Drop-Off/Pick-Up Protocols

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

**Hours:** 7:30am—5:30pm.

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

**Drop-Off Protocol:** Drop-off is from 7:30am—8:45am at the front entrance of the Lewiston Armory. **A parent/guardian must accompany their child into the building.** If you are arriving after the drop-off time frame, please use the Main Office.

**Pick-Up Protocol:** Pick-up is from 3:30pm—5:30pm at the front entrance of the Lewiston Armory. **The parent/guardian must come into the building.** 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. 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 arrive outside of the designated times, please go to the Main Office located in the rear left hand side corner of the Armory. Please let staff know in the morning if you will be picking up early, this will allow us to have your child ready for when you arrive.

**Late Pick-Up:** Lewiston Recreation Summer Camp ends at 5:30pm. If you pick up late, you will receive a \$25.00 fee to your account.

**Self Check-In/Check-Out:** With parent/guardian authorization, only campers in 6th—8th Camp can sign themselves in and out. The parent/guardian must provide Lewiston Recreation Summer Camp with a signed note specifying that they give permission and the time they are able to leave camp.





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

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## 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 3-4).
- 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– See our full Sunscreen Policy under “Camp Health and Safety” on page 6.
- 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– Welcome to pack lunch if not participating in the free Summer Food Service Program. 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.
- Medications if necessary. Please email Devin Pike, Youth and Family Program Aide at [dpik@lewistonmaine.gov](mailto:dpik@lewistonmaine.gov) if your camper will need medication throughout the day. Please review our Medication Policy under “Camp Health and Safety” on page 6.



**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.

## Lewiston Recreation Summer Camp 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!*





# Typical Day at Summer 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 8:20am each day. **Please have your child at camp no later than 8:45am.**

## 8:45 AM—9:30AM

We get ready to start the day! Camps separate to get their attendance and go over their plans. Depending on the schedule they may be getting ready for a field trip or going over on camp activities and having a morning snack.

## 9:30 AM—11:45 AM

Morning games, crafts, or special events.  
If a camp is on a field trip they would be on the road or at their location.

## 11:45AM—12:30 PM

LUNCH! The exact time will vary day-to-day.  
As a reminder, we participate in the Free Summer Food Service Program!

## 12:30 PM—3:00 PM

Afternoon games, crafts, or special events. If a camp is on a field trip they would be arriving back to camp by 3:00pm.  
Families will be notified if it's a later return.

## 3:00 PM—3:30 PM

Afternoon snack time.  
Campers will get to enjoy a snack while counselors go over their free time activity options.

## 3:30 PM—5:30 PM

Afternoon Care: Pick up your child anytime in this window. Campers will be participating in gym games, small quiet activities, and outside time, as the day rounds out.







## Field Trips

To maximize fun, our camps are off site throughout the summer at some of our favorite spots! The summer camp calendar will be available the middle of June. Trips may be cancelled due to poor weather, transportation issues, or other unforeseen reasons. 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 easy 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. Camper shirts will stay on site where we will wash them and hand them out for each 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 on a water trip, all campers wear their camp t-shirts in the water. This is to help staff easily identify our campers and helps prevent sunburns. Please send an extra set of clothes for your child to change into once they are done swimming for the day.

Campers will never be in the water alone, and will always be accompanied by a counselor. Campers in grades Kindergarten-2nd will be allowed to go to their knees, and campers in grades 3rd-8th 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 camp activities.





# 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 camp. 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](http://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](mailto: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 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 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 50 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.





## 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 may be 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

## Summer Camp 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:** 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.

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