

Parent/Caregiver Handbook



**Welcome to Portland Recreation's
Camp Venture
Summer of 2025!**

Welcome to Camp Venture 2025! This handbook aims to give parents/caregivers all of the information to support their children to have a successful summer camp experience.

Readiness Skills:

Portland Recreation 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. To ensure the safety and enjoyment of all our participants, everyone attending the program must be able to perform the following readiness skills:

- Participate independently or with reasonable accommodations/modifications.
- 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.
- Interact and participate in a manner that is physically and emotionally safe for themselves and others.
- Maintain personal care without the support of recreation staff.
- 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.
- Follow the department's behavior expectations, which include being safe, respectful and responsible.

Support Plan Form

Thank you for completing the support plan form as part of camp registration. We aim to use this information to support your child, using all this information. If you need to update this form you can do that on your Myrec account or by reaching out to the department for help.

Americans with Disabilities Act (ADA) Statement

The City of Portland Parks, Recreation and Facilities Department is committed to providing interested participants equal opportunities and access to its recreation programs. The Department, as part of its mission, provides inclusive programming in an open and welcoming atmosphere.

For more information about the Inclusion Request Form process, please contact:

Jane O'Connor, Recreation Inclusion Supervisor

Email: joconor@portlandmaine.gov

Phone: #207-808-5437

NON-DISCRIMINATION POLICY

Portland Parks, Recreation and Facilities Department provides its services, programs and activities to all children and families without regard to race or color, sex, physical, developmental or intellectual disability, religion, ancestry or national origin. Children with special needs as a result of physical, developmental or intellectual disability will be reasonably accommodated, as long as such accommodation does not fundamentally alter the nature of the service, program or activity or result in an undue burden.

Camp Venture Staff

All the staff at Camp Venture are at different parts of their journey through life. The leadership team has picked the best individuals to be part of the camp team to support all campers to have a safe and exciting summer.

All staff at camp complete mandated child abuse and neglect training and first aid/CPR/AED training, and complete 6-10 hours of in-house training to give them the tools to keep camp safe and support campers to be successful.

Camper Supervision

State requirements highlight that all children in our care must be within eye and ear shot of a staff member when inside and within sight of a staff member when outside. Camp Venture is committed to the requirement. Apart from when campers bathroom or change their clothes. When they are doing this we are committed to giving them the privacy and safety they need and deserve. Supervision expectations are the same on field trips.

Camp Venture Locations and Contact Information

Camp Venture @ East End Community Center- 195 North St

Contact Information:

Camp Director - Christiana Viney (CV)

Camp Assistant Director - Lauren Hurst

Camp Cell Phone Number (call or text): 207-653-3443

Email: cviney@portlandmaine.gov

Camp Venture @ Riverton Community Center/Talbot School Campus - 1600 Forest Ave

Contact Information:

Camp Director - Jordan O'Donal

Camp Assistant Director - John Curtis

Camp Cell Phone Number (call or text): 207-653-0517

Email: odonaj@portlandmaine.gov

Camp Venture @ Rowe Elementary School, 23 Orono Rd

Contact Information:

Camp Director - Julie Contreras-Lannon

Camp Assistant Director - Courtney Hannus

Camp Cell Phone Number (call or text): 207-653-0593

Email: juliecl@portlandmaine.gov

Other Contact Information:

Administrative Associate:

Emily Collins| ecollins@portlandmaine.gov | Office: 207-808-5425

Recreation Supervisor:

Raechel Allen | rallen@portlandmaine.gov | Office: 207-808-5444 Cell: 207-823-4649

Ryan French | rfrench@portlandmaine.gov | Office: 207-808-5454 Cell: 207-653-6163

Inclusion Specialist:

Jane O'Connor | joconor@portlandmaine.gov | Office: 207-808-5437

Assistant Recreation Director:

Ellen Bagley | ebagley@portlandmaine.gov | Office: 207-808-5429

Recreation Director:

VACANT | @portlandmaine.gov | Office: 207-808-5443

Paying for Camp

All camp balances must be paid the Friday prior to the camp week (example Friday, June 20 is the day the balance for week 1 must be paid). The website will automatically take the funds off of your card on file, as long as there aren't any issues with the card. If you want to pay off camp ahead of time with a payment plan, please reach out to us and we can set that up.

Your child will not be able to sign in at camp on Monday morning, if there is a balance.

Contact Emily Collins if you have any questions or concerns. ecollins@portlandmaine.gov or 207 808 5454

What to Bring to Camp

- Labeled backpack/tote with your child's first and last name.
- Labeled and filled water bottle.
- A sun hat/cap and sunglasses.
- A change of clothing.
- Swimsuit, towel and plastic bag for wet clothing.
- Sunscreen (SPF 30 or above).
- Bug spray.
- Sneakers/ socks with closed-toed shoes. Sandals/flip flops/crocs are not appropriate unless on a beach trip.
- Snacks (e.g. fruit, granola bars, veggie, trail mix, pretzels).

What Not To Bring

- Heavy or large coolers.
- Toys - no soft items like stuffed animals or blankets will be allowed.
- Electronics including games, cell phones, iPad, smart watches.
- Valuables, including money. Campers should save their money for when they go out in the community with their parents/caregivers.

Program Drop-Off Procedure:

- Please put sunscreen on your child before coming to camp.
- Parents should come to the center door when dropping children off for camp. Please check in the designated area assigned by camp staff.
- Camp begins at 8:30 am, please drop off no later than 9:00 am.
- If you are dropping off your child at a different time, we need to have at least 24 hours notice and the child can only be dropped off with their grade group, wherever their group may be. It is the responsibility of the parent to get the child to their groups location and have this approved by the camp director ahead of time.

Same day requests may not be facilitated. If it can not be facilitated, the camper will not be able to attend camp

Program Pick-Up Procedure:

- Parents should come to the center door when arriving to pick up their child.
- The pick-up person must provide an ID for staff to verify they are authorized to pick up the child. If you need to update your child's pick up list, please do this in writing (email or text is fine) to the camp director.
- Pick up begins at 4:00pm, please pick up no later than 4:30pm.
- A late fee of \$1 per minute per child will be charged for every minute after 4:30pm that a parent/caregiver is late picking up their child/children. If the parent/caregiver is late more than 3 times, the family may be told they are unable to attend camp moving forward.
- If you wish to pick up early we need to have at least 24 hours notice. Please talk with the camp director ahead of time.

Same day requests may not be facilitated. If it can not be facilitated, the camper will not be able to attend camp

Parents and Caregivers Expectations

We expect all parents/caregivers to treat staff, children and others with dignity and respect. If a parent or caregiver is unable to meet this expectation, we will ask them to stay in your car or wait outside and we will bring your child out to them.

Any abuse towards staff and children in our care will be reported to the police.

If you have a complaint, please contact one of the Recreation Supervisors and talk with them about your concerns. If you wish to check in with the staff at camp, please do so with the Director or Assistant Director of the camp.

Breakfast & Lunch Provided

Children are provided with breakfast and lunch by way of the Portland Schools Food Program. Please send a morning and afternoon snack each day and a water bottle to make sure they get the water they need to stay hydrated.

Please do not send food that will spoil or that requires refrigeration or a microwave to heat up. Campers do not have access to these appliances. Please put your child's first and last name on their lunch bag or box.

Reporting Suspected Child Abuse and Neglect

In accordance with Maine State law, staff and volunteers are mandated to report any suspicion of child abuse and neglect. We hope we can work with all parents and caregivers to make sure we keep all children safe and well.

Emergencies at Camp

All camp locations have a written emergency action plan written by the City Safety Coordinator. All staff are trained on these plans. Campers will also practice these plans.

Sunscreen and Bug Spray Application at Camp

Parents/caregivers must apply sunscreen and bug spray on campers before dropping them off. Camp staff will prompt campers to reapply sunscreen throughout the day. Staff are not able to help by physically rubbing in sunscreen onto campers. However, they can help a camper find a peer that can help them apply sunscreen and supervise them applying.

Medications

Parents/caregiver must be made aware the Camp Venture and Portland Recreation Department does not have trained medical staff available at camp. In the case of the parent/caregiver opinion, the camper need for the medication/drug is so important that the parent/caregiver requests that non-medical personnel dispense this medication/drug in accordance with the instructions given on the medication form and using department protocols below.

Thank you for completing the Medical Permission For Inhalers, Epi-Pens, Insulin/Glucagon, and/or other prescribed medication form when registering for camp. If you need to update this form please do so on your Myrec account or contact the department for help.

Please remember to upload to my rec account, mail, fax or hand deliver the treatment plan/prescription/directions from the child's physician before the start of the program to ensure the department staff are ready to assist your child in their care. Failing to do this may result in your child not being able to sign in at the program.

Send to the attention of Jane O'Connor
212 Conco Road
Portland
ME 04103
Fax: 207 808 5400

If you have any questions or concerns about this, reach out to Jane O'Connor - 207 808 5437 - joconor@portlandmaine.gov

All medications will be stored in individual cases/pouches that are labeled with the child's name.

During check-in at morning drop off at the Rec camp site, parents/caregivers must sign-in their child's medication in the medication log book. All medications for their child will then be given to the camp director or staff assigned .

- Only medication in its original packaging as issued by the child's physician will be

accepted and administered, as needed.

- Medication brought to camp in packaging other than the original container, i.e., a plastic baggie, the medication can not be given to the child by a staff member.
- If the parent is unable to get the medication in the original container and bring it to camp, the medication can not be taken at camp.

At the end of the day when parents/caregivers pick-up their child at the Rec camp site, they are responsible for signing-out their child's medication in the log book. All medications must be taken home at this time.

Sickness

Any camper with a fever, contagious disease, or sickness cannot return to camp until they are fever-free for 24 hours without medication and symptoms are improving. Decisions concerning the acceptability of a child remaining at the program site with other medical conditions will be made by the camp director. In some cases, parents, caregivers may be asked to provide a doctor's note in order for the child to return to the program. If a child becomes ill while at camp, staff will contact parents/caregivers by phone and they are required to pick up the child as soon as possible.

Lice

Lice are very common in school-age children. You should keep your child out of the summer camp or Before and After the Bell program until all signs of the adult lice and their eggs are gone from your child's head and clothing. We would appreciate a call when you discover that your child has lice, so we can determine if we need to contact other families in the program. If families are contacted, names will be kept confidential.

Lost and Found

We do maintain a lost and found area at summer camp. We remind parents to label all belongings. At the end of summer camp, all lost and found items will be donated. It is important that participants check immediately during the camp week for any lost items.