



# Parent/Caregiver Handbook



**Welcome to Portland Recreation's  
Camp Venture  
Summer of 2026!**

Welcome to Camp Venture 2026! This handbook aims to give parents/caregivers all of the information to support their children to have a successful summer camp experience.

### **Camp Venture Locations and Contact Information**

#### **Camp Venture @ East End Community Center- 195 North St**

Contact Information:

Camp Leader: Dean Rifanburg | [drifanburg@portlandmaine.gov](mailto:drifanburg@portlandmaine.gov)

Camp Leader: Charlene Butera | [cbutera@portlandmaine.gov](mailto:cbutera@portlandmaine.gov)

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

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

Contact Information:

Camp Leader: Lauren Hurst | [lhurst@portlandmaine.gov](mailto:lhurst@portlandmaine.gov)

Camp Leader: Jay Haynes | [ghaynes@portlandmaine.gov](mailto:ghaynes@portlandmaine.gov)

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

#### **Camp Venture @ Rowe Elementary School, 23 Orono Rd**

Contact Information:

Camp Leader: Courtney Hannus | [channus@portlandmaine.gov](mailto:channus@portlandmaine.gov)

Camp Leader: Julia Tamlyn | [jjtamlyn@portlandmaine.gov](mailto:jjtamlyn@portlandmaine.gov)

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

#### **Other Contact Information:**

Administrative Associate:

Emily Collins | [ecollins@portlandmaine.gov](mailto:ecollins@portlandmaine.gov) | Office: 207-808-5425

Recreation Supervisor:

Amelia Clause | [aclause@portlandmaine.gov](mailto:aclause@portlandmaine.gov) | Office: 207-808-5444 | Cell: 207-823-4649

Ryan French | [rfrench@portlandmaine.gov](mailto:rfrench@portlandmaine.gov) | Office: 207-808-5454 | Cell: 207-653-6163

Inclusion Specialist:

Jane O'Connor | [joconor@portlandmaine.gov](mailto:joconor@portlandmaine.gov) | Office: 207-808-5437

Assistant Recreation Director:

Ellen Bagley | [ebagley@portlandmaine.gov](mailto:ebagley@portlandmaine.gov) | Office: 207-808-5429

Recreation Director:

Haidi Arias | [harias@portlandmaine.gov](mailto:harias@portlandmaine.gov) | Office: 207-808-5439

## **General Information**

### **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.

### **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.

**NOTE: Breakfast and Lunch will not be provided during Week 1; June 29 - July 2.** The Portland Public Schools will be closed during this week. Therefore, no food will be provided this week. All parents will have to provide their own snacks and lunch during this week.

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.

### **Sunscreen and Bug Spray 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. We **do not** provide sunscreen for campers as many children have allergies to certain lotions and sunscreens. Please provide sunscreen for your child if you want them to wear it.

### **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.

## **Pool Days and Field Trips**

Pool Days: Campers **must** come to camp on Pools day already in their bathing suits.

Field Trip Days: Campers **must** come to camp in their 2026 Camp T-shirt we will provide them during their first week of camp.

### **Camp Venture @ East End Community Center**

Pool Day: Wednesday Mornings 9:30am-12:00pm

Field Trip Day: Tuesdays

### **Camp Venture @ Riverton Community Center/Talbot School Campus**

Pool Day: Friday Mornings

Field Trip Day: Wednesdays

### **Camp Venture @ Rowe Elementary School**

Pool Day: Monday Mornings

Field Trip Day: Thursdays

### **Summer 2026 Themes and Field Trips:**

Week 1 (June 29- July 2 (4 day week)) - *Stars & Stripes Showdown Week*: Fort Williams

Week 2 (July 6-10) - *Wild Wild West Week*: Hidden Grace Farm/ Monkey C, Monkey Do

Week 3 (July 13-17) - *World Cup Week*: Sebago Lake

Week 4 (July 20-24) - *Hollywood Game Show Week*: Funtown/Splashtown

Week 5 (July 27-31) - *Dream It, Build It Week*: York's Wild Kingdom

Week 6 (August 3-7) - *Have a Splash Week*: Aquaboggen

Week 7 (August 10-14) - *Best of Summer Summer Week*: Sebago Lake/Crescent Beach

## **Drop-Off and Pick Up Procedures**

### **Program Drop-Off Procedure:**

- Please put sunscreen on your child before coming to camp.
- Parents should come to the designated camp 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 designated camp 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 or email Recreation Supervisor Amelia Clause ([acclause@portlandmaine.gov](mailto:acclause@portlandmaine.gov))
- 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 leader ahead of time.

### **Before Care Program**

- Drop off begins at 7:30am. Please drop off at the designated door and call/text the site number to notify a staff member to bring your child in. Before Care drop off concludes at 8:30am and normal camp drop off begins.

### **After Care Program**

- After Care begins at 4:30pm once regular camp pick up has concluded. Campers will have light activities to enjoy from the playground, to small crafts and games. Pick-up is by 5:30pm.
- A late fee of \$1 per minute per child will be charged for every minute after 5:30pm 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 After Care moving forward.

### **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 leader and recreation supervisor. In some cases, parents and 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 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.

## **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**

Support plan forms are on the Camp web page, under Additional Forms and Files. We aim to use this information to support your child. 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.

Qualified individuals with a disability seeking an accommodation in order to participate in the program are asked to complete the Support Plan Form (on the Camp web page, under Additional Forms and Files). Once received, the Department will determine if it can support the requested accommodation(s). The Department can provide reasonable accommodations that do not cause an undue burden on the City or fundamentally alter the nature of the program.

For more information about the **Support Form process**, please contact:

Jane O'Connor, Recreation Inclusion Supervisor

Email: [joconor@portlandmaine.gov](mailto:joconor@portlandmaine.gov)

Phone: (207)-808-5437

## **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.

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](mailto: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

## **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.

## **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.

## **Paying for Camp**

All camp balances **must be paid by July 5th, 2026**. 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, 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](mailto:ecollins@portlandmaine.gov) or 207 808 5454

**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 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 Camp Leader.

Recreation Supervisor:

Amelia Clause | [aclause@portlandmaine.gov](mailto:aclause@portlandmaine.gov) | Office: 207-808-5444 | Cell: 207-823-4649

Ryan French | [rfrench@portlandmaine.gov](mailto:rfrench@portlandmaine.gov) | Office: 207-808-5454 | Cell: 207-653-6163

Recreation Director:

Haidi Arias | [harias@portlandmaine.gov](mailto:harias@portlandmaine.gov) | Office: 207-808-5439