



PORTLAND
PARKS, RECREATION
& FACILITIES

**SUMMER CAMP
RESURGAM 2021
PARENT HANDBOOK!**

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Welcome to Portland Recreation's Camp Resurgam, Summer of 2021!

June 28, 2021 through August 13, 2021

Welcome to the City of Portland's Recreation Summer Program, Camp Resurgam. We are glad that you chose us to be a part of your child's summer fun. This handbook is designed to help guide you through the summer program experience. The guide book helps identify key contact people, how the program works, special considerations and check in procedures in this very unusual time and outlines the forms that need to be completed to help us make your child's summer experience fun and safe.

Recreation participation is a rich childhood experience for children that encourages personal growth and challenges their understanding of the world around them. It helps to foster individuality, good sportsmanship, curiosity about the world around them to discover their inner naturalist / scientist or the budding artist, it takes them to new places, introduces them to new experiences and, above all, gives them the opportunity to make lifelong friendships.

With that said, children need to be ready for this experience. Part of our mission is to make our programs safe and enjoyable for all. In order for this to happen, participants need to be "program ready." The following criteria has been developed to determine if our program is a good fit for your child and that they are ready for this experience.

PROGRAM READINESS SKILLS:

- Participants must be able to participate independently or with reasonable accommodations/modifications.
- Participants must be age appropriate for the particular program for which he/she is registered.
- Participants must be able to take and follow directions and instructions from a staff person.
- Participants must 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 his/her assigned group.
- Participants must respect others (listening and following directions; use appropriate language; keep hands and feet to self, etc.).
- Participants must maintain self-control (anger management) and follow the Parks, Recreation & Facilities Departments **Behavior Rubric**. Please review the **Behavior Rubric** for our behavioral guidelines found in the Appendix.

COVID 19 READINESS SKILLS

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, limited the congregation size of groups and of people.

The City of Portland, Maine (City) has put in place preventative measures to reduce the

spread of COVID-19, as a result some COVID-19 specific readiness skills have also been developed to help keep us all safe while we play.

- Participants must be able to independently put on and take off their PPE—Personal Protective Equipment-cloth face mask.
- Participants must be able to tolerate the use of a mask for 30-minutes or longer.
- Participants must be able to independently complete 20 seconds of hand washing.
- Participants must be able to maintain appropriate physical distancing of 3 and/or 6 feet given verbal prompting and visual cues.

PARTICIPATION IN THE PROGRAM

Due to the nature of the summer camp program, all participants must be registered before attending the program. As programming at camp requires a keen eye toward safety at all times and can change quickly due to weather, etc. we cannot allow participants to arrive after the start of the camp day at 9:00 a.m. Please plan doctors' and dentists' appointments, etc. accordingly. Also, please DO NOT plan to bring your child to camp, pick them up for an appointment in the middle of the day and then expect to bring them back to camp after the appointment. Again, we cannot guarantee where your child's group will be at any given time and everyone's safety is our top priority.

PARTICIPATION OF INDIVIDUALS WITH DISABILITIES

Americans with Disabilities Act (ADA) Statement

The City of Portland Parks, Recreation and Facilities Department (the 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 Department's programs are asked to complete this questionnaire and submit it to the Department in order for the Department to determine whether it can support the requested accommodation(s).

Inclusion Request Form

[Click Here for Inclusion Request Form](#)

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 or mental disability, religion, ancestry or national origin. Children with special needs as a result of physical or mental 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.

PROGRAM STAFF

Our staff is college students and older adults who have experience working with children in recreation and aquatic settings. All staff receive training prior to camp opening and hold CPR

and First Aid Certificates. They enjoy helping children discover their inner recreator and are positive role models of how to play!

COVID-19 STAFFING GUIDELINES:

- All staff will complete training in proper cleaning and sanitization based on the Maine CDC guidelines.
- Staff will be asked to show up each day with freshly laundered clothing and a clean mask. Portland Recreation will provide 3 cloth masks to staff if they do not have their own.
- Staff will be required to follow State guidelines of wearing a cloth mask while in programs when social distancing cannot be guaranteed.
- Staff will be required to follow the same Health Checklist as the participants and practice/model handwashing as much as possible throughout the day. When not possible, they will be encouraged to use on-site available hand sanitizer.

RECREATION ADMINISTRATION AND PROGRAM LOCATIONS

	Program Leaders, Contact Info, Hours & Location	
<p>Recreation Supervisor</p> <p>Karen Seymour kseymour@portlandmaine.gov 212 Canco Rd, suite A Portland, Maine 04103 207-808-5444</p>	<p>Talbot School Hours: Drop Off: 8:30 - 9 a.m. Program Hours: 9 a.m. - 4:30 p.m. Pick-up: 4:30 - 5 p.m. Monday – Friday Location: Riverton Community Center Site Leader: Jon Call jcall@portlandmaine.gov Phone: 874-8455 Cell: 653-0517</p> <p><i>No Drop Off after 9 a.m. please.</i></p>	<p>Registration Info</p> <p>Kim Murray kmurray@portlandmaine.gov 212 Canco Rd, suite A Portland, Maine 04103 207-808-5449</p>
<p>Inclusion Specialist</p> <p>Rose Cronin rc@portlandmaine.gov 212 Canco Rd, suite A Portland, Maine 04103 207-808-5437</p>	<p>Rowe School Hours: Drop Off: 8:30 - 9 a.m. Program Hours: 9 a.m. - 4:30 p.m. Pick-up: 4:30 - 5 p.m. Monday – Friday Location: Amanda B. Rowe School Site Leaders: Katrina Romano/Alex Belliveau kseymour@portlandmaine.gov Phone: 653-0593</p> <p><i>No Drop Off after 9 a.m. please</i></p>	<p>Payment & Billing</p> <p>Julie Hutchins jrush@portlandmaine.gov 212 Canco Rd, suite A Portland, Maine 04103 207-808-5425</p>

	<p>East End School Drop Off: 8:30 - 9 a.m. Program Hours: 9 a.m. - 4:30 p.m. Pick-up: 4:30 - 5 p.m. Location: EE School & Community Center Site Leader: Peter Gerard ptg@portlandmaine.gov Phone: 773-8222 Cell: 653-3443 No Drop Off after 9 a.m. please</p>	
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PROGRAM DATES

June 28, 2021 to August 13, 2021

No Camp on Monday, July 5 for Observance of the Fourth of July Holiday

Program Hours: 9 a.m to 4:30 p.m.

Drop off: 8:30 - 9 a.m.

Pick up: 4:30 - 5 p.m.

ALL SITES

GENERAL INFORMATION

Please read carefully for our Covid-19 guidelines and drop-off and pick-up procedures.

BEFORE CARE PROGRAM - A limited number of before care spots are available at each of the camp sites. The cost is \$30 per week and is not fee waiver eligible. Drop off begins at 7:30 a.m. for those children registered for before care only.

AFTER CARE PROGRAM - Portland Recreation is not providing aftercare services at this time.

PARKING - At no time should families be parking to bring their children into the program site. Families are asked to cue up in the bus circle so that staff can perform a pre-drop off screening which will include temperature checks and answering some clarifying questions regarding / including signs and symptoms associated with the Covid-19 virus.

HEALTH CHECKS - In an effort to minimize illness, participants and staff will receive a daily health check upon their arrival at the program site each day. Health checks will include:

Does your child have any of the following symptoms?

- Cough
- Shortness of breath
- Fever
- Difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

Staff will check the temperature of the child.

- If there is no sign of illness, children will then be allowed to exit the vehicle with their backpack.
- Staff will walk your child to the handwashing station upon arrival.
- Over the course of the day, staff will make a visual inspection of each child for signs of illness which could include flush cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness.

A yes answer to any of these questions or a temperature of 100.4 or above, the participant will be sent home and not allowed to participate. Parents will be asked to monitor symptoms or call their PCP for guidance.

IMPORTANT HEALTH / TRAVEL NOTES:

FAMILY MEMBERS OF A HOUSEHOLD TESTS POSITIVE - If any member of a non vaccinated participant's household is positive for COVID-19 the participant may not attend camp. Non vaccinated Individuals may not return until symptom-free for 72 hours.

PROGRAM DROP-OFF PROCEDURES:

- Please put sunscreen on your child before coming to camp.
- **Parents and children stay in vehicles when arriving on site.**
- Upon their arrival, staff will stand at least 3 feet away from the parent/guardian and child. An iPad will be handled by one staff member to record a child's arrival.
- Staff will wear personal protective equipment (PPE) during drop off and pick up.
- **All participants will be REQUIRED to wear a cloth face mask while at summer camp when instructed to do so.**

PROGRAM PICK-UP PROCEDURES:

- **Parents stay in vehicles when arriving on site.**
- Sign-out will be on an iPad that is handled by one staff member.
- Pick-up person must provide an ID for staff to verify they are authorized to pick up and leave with the child.
- Pick-up person will call the designated recreation cell phone number to alert staff they have arrived to pick up their child.
- Staff will walk all children to their cars.
- Ideally, the same parent or designated person should pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.

FIELD TRIPS & MONEY:

- Any beach/pool trips will be to venues which have lifeguards on duty.
- Camp lunches will accompany campers to all field trips.
- Camp-issued t-shirts must be worn on field trip days.
- Arriving late to drop off your child on a field trip day may result in your child's group having already left, meaning your child will not be able to stay at camp. Please be aware when your child is scheduled to take a field trip.
- Portland Recreation reserves the right to cancel or reschedule a field trip due to circumstances beyond our control, such as inclement weather, etc.
- If the field trip site sells anything (such as snacks or souvenirs), money brought by the camper will be the **SOLE** responsibility of the camper at all times. Counselors **will not** be allowed to hold a child's money for safekeeping. **Bringing any money to camp for any reason is strongly discouraged.**

PROGRAM PARTICIPATION:

FOR SAFETY REASONS, NO CAMPER WILL BE ALLOWED TO BE DROPPED OFF/PICKED UP FROM A FIELD TRIP VENUE FOR ANY REASON. Daily drop off/pick up must occur at the camp location. Once a child has left camp they may not return that day.

IF YOUR CHILD BECOMES ILL DURING THE CAMP DAY OR THERE IS AN OUTBREAK AT A SITE:

- If a child appears ill Portland Recreation staff will call home immediately. Please be prepared to pick up your child within 20-30 minutes of receiving a phone call.
- If recreation staff determine that a child is sick and an adult cannot be reached to pick up the child, Medcu will be called to evaluate the child and transport to the nearest hospital, if necessary. Any costs incurred for medical transport/treatment will be the responsibility of the child's parent/guardian.

PROCEDURE IF SYMPTOMS ARE SHOWN:

- Participants and/or staff will be directed to the Isolation Area/Room. If a participant is symptomatic, staff will wear appropriate PPE, contact parent/guardian or emergency contact for pickup.
- Individuals may not return until symptom free for 72 hours.

PROCEDURE IF A COVID CASE IS CONFIRMED:

- Recreation Administration will consider closing exposed areas of the building for 24-48 hrs for thorough cleaning.
- Recreation Administration will determine if the remaining group members are considered close contacts of COVID 19 positive individuals and require them to stay away completely from camp for 10 days or until they can present a negative COVID 19 test after the 5th day of exposure.
- If a non vaccinated camper and or staff member tests positive, they must remain home until recovered (per CDC guidelines).
- **These procedures are subject to ongoing updates based on the most current CDC guidelines.**

OUTBREAK PROCEDURE:

If an outbreak (3+ positive cases) occurs, the Recreation Administration will consider closure of programming at the site of the outbreak and request universal testing before staff/children return to camp.

COMMUNICATION WITH PARENTS:

Site-wide notification will be provided to parents in the event of a positive camper and or staff member. The notification may include the disclosure of a positive case with **no identifiable information**, prevention tips for COVID 19, signs and symptoms and a contact should they have questions.

SNACKS, BREAKFAST AND LUNCHES:

All sites will have access to breakfast and lunches.

- Children are provided with breakfast and lunch through Portland Schools Food Program.
- Please send a morning and afternoon snack each day.
- **Please do not send food that will spoil or that requires refrigeration or a microwave to heat up. Children do not have access to these appliances.**
- Please put your child's first and last name on their lunch bag or box.
- **Please pack a refillable water bottle with your child's name on it to ensure that your child has enough to drink throughout the day.**

WHAT TO BRING:

- Personal Protective Equipment (PPE) - cloth face mask with spare ones if necessary.
- Labeled backpack/tote with your child's first and last name.
- Labeled filled water bottle.
- A change of clothing.
- Hat/sunscreen.
- Sunscreen (SPF 30 or above). Be sure to sign off on the **SUNSCREEN POLICY IF YOUR CHILD NEEDS HELP REAPPLYING DURING THE DAY**. The sign off form and policy can be found in the Appendix.
- Insect repellent.
- Sneakers/ socks with **CLOSED TOED SHOES**.
- Snacks (e.g. fruit, granola bars, veggie, trail mix, pretzels).

WHAT NOT TO BRING:

- Heavy or large cooler.
- Toys - no soft items like stuffed animals or blankets will be allowed.
- Flotation devices.
- Electronics including games, cell phones, iPad.
- Valuables.
- Cameras.
- **NO FLIP FLOPS OR CROCS** - closed toed shoes only.

POLICIES AND PROCEDURES

BEHAVIOR AND DISCIPLINE:

The summer recreation program is a small community and when children are in this setting, it is anticipated that some campers will have challenging days. It is the goal of camp to provide a healthy, safe and secure setting where children will experience a variety of activities and situations that require them to practice social skills and resolve conflicts, with adult supervision, should they arise.

The following principles help staff structure and guide children in helping to maintain a healthy and safe environment for all:

- Participants are responsible for their actions and may need guidance to respond in an appropriate and socially acceptable manner.
- Participants are to respect one another, the staff, and the setting in which they are present.
- Counselors will follow the strategies and behavior guidelines established for the participant to help with creating an open, consistent and predictable environment. Staff will establish clear guidelines and expectations for behavior within their groups. When conflict does arise, staff will take these opportunities to help children problem-solve different solutions such as, learning to ask for a break or take time away to regroup. It is our hope that we can participate in the process of teaching children appropriate behavior and responses to conflict.
- If behavior creates an unsafe environment, staff will follow the guidelines established in the **Behavior Rubric** to determine the consequence for the behavior. **A copy of this rubric can be found in the Appendix of this handbook.**
- Families are asked to sign off on the rubric stating that they have read and understand the expectations of our summer recreation program.

CELL PHONES / ELECTRONIC DEVICES SUCH AS HANDHELD GAMES:

The use of cellphones and other personal electronic devices, including hand held games, will not be allowed by campers during program hours.

Children are allowed to bring phones to summer camp but will only be allowed to use them in off program hours or for special exceptions, with staff approval, to communicate with a parent. If a parent needs to communicate with a camper, there are several department telephone numbers where parents may reach their child. Portland Recreation will not be responsible for any lost, stolen, or broken games or phones. Please refer to page 3 for contact information.

CHILD ABUSE AND NEGLECT / REPORTING:

In accordance with Maine State law, employees are mandated to report any suspicion of child abuse and neglect. Factors that may lead up to a report are:

- Injuries that appear to be non-accidental.
- Excessive punishment.
- Emotional or mental injury or impairment.
- Sexual abuse or exploitation.
- Inadequate food, clothing, shelter, supervision, or health care.
- Deprivation of normal childhood living experiences (emotional neglect).
- Failure to protect a child from abuse or neglect.
- Children who are abandoned.
- Parents who are unable or unwilling to safely care for their children.

The protection of the child, not punishment of the parents, is the goal of the law. In the vast majority of cases, the best way to help the child is to help the family. Supportive social services for the parents and the child can usually keep the family together. Parents may need help in child-rearing and homemaking skills. Troubled families may need help in coping with stress. A report can be the first step in rehabilitative services to preserve families.

EMERGENCY PROCEDURES:

Our staff has been trained in emergency first aid, CPR, and water safety. Each camp has an easily-accessible first aid kit. In the event of a serious emergency, an ambulance will be called and the child will be taken to the nearest hospital. The child's parent/guardian will be notified immediately.

INSECT REPELLENT AND SUNSCREEN:

We do not provide sunscreen or insect repellent for participants as they are considered medication and some participants may have allergies to ingredients in the products. State law requires parental consent upon registration stating that Portland Recreation employees may apply additional parent provided sunscreen or insect repellent to any registered participants.

- Parents must provide sunscreen and, if necessary, insect repellent labeled with their child's first and last name.
- Sunscreen and insect repellent must be given to a counselor in the child's group. The parent/guardian should apply sunscreen and insect repellent before the child arrives at camp. The child's name should be clearly visible on the bottle.
- Counselors will remind all participants regularly to reapply their sunscreen.
- Counselors will supervise all participants and assist with the application of sunscreen. This is especially important for those difficult areas for our younger participants, such as the back, neck, and face.
- We recommend a sunscreen with an SPF value of at least 30.
- We suggest participants wear hats to protect their heads, sunglasses to protect their eyes, and shirts to protect their backs. This is especially important for children with any sun sensitivities or who are on sun-sensitive medications.

LOST AND FOUND:

We do maintain a lost and found area at summer camp. We ask that all campers leave all toys, games, and trading/game cards, etc. at home. We remind parents to label all belongings. At the end of summer camp, all lost and found items will be thrown out. It is important that participants check immediately during the camp week for any lost items.

MEDICATIONS:

All parents or guardians must bring all medications to the program director at the office at check in time. **Parents are responsible for picking up their child's medication at the end of each week.**

- **Prescription Medications:** Any request to dispense medication must be made in writing for each prescription. We have a form available in the Appendix, at program sites and online. It must include the date, amount to be given and time to be given. Medications must be in the **original** container with the doctor's information and provided on a daily basis. No medication is to remain at camp overnight.
- **Non-Prescription Medication (Over the Counter Medications):** Aspirin, acetaminophen or other non prescription medications will not be given to a child without written, signed and dated parental authorization naming the medication and the dosage. All medications must be supplied by the parent.
- **Handling of Medication: Medication must be dropped off to the site by the parent.** Participants must not bring any medication in their lunch boxes or backpacks as it can drop out of these containers and other children may discover it, or children may decide to take the medication before the appropriate time, or in incorrect amounts.

PARENTAL INVOLVEMENT: Communication between parents and staff is a vital component of a successful program. To keep parents updated a weekly newsletter will be available every Friday afternoon with an overview of the upcoming week's events which also includes the lunch menu. **This information may be found at portlandrecsummercamps.com.** Please check our webpage throughout the week for updates.

We encourage parents to discuss their child's needs and interests with members of the staff. Our staff will discuss any concerns or anecdotes about campers with their parents. By keeping our lines of communication open, we feel we can ensure that the needs of each child are being met. The success of our program relies on the involvement of both staff and parents. We encourage parents to make suggestions and give us feedback at any time.

PARENT CONDUCT: It is our expectation that parents, guardians, and staff members be positive members of our program. Our expectations are that all parents, guardians, and staff members provide an environment conducive to growth, learning, and development. We expect respectful, courteous, and professional behavior toward each other. Any parent, guardian, or staff members who violate this policy will be dismissed from the summer program. We stress that any parent or guardian who engages in activity or conversation that results in discrimination, harassment, distress, fear, discomfort, marginalization, or alienation of any child or adult affiliated with our program will be subject to dismissal from our program.

PICKUP: On a daily basis, our staff is challenged in determining who is authorized to pick up children attending our programs. One of the most difficult situations for both staff and children is being caught in the middle of a parental custody issue. There is a place on the registration form for parents to indicate who may pick up a child other than the parent. **NO CHILD will be released to anyone not authorized by the parent.** We do not accept notes that come from the child and we cannot accept notes from the person picking up the child as we have no way of verifying who wrote the notes.

Authorization for someone other than the people listed on our registration database must be in writing and delivered by the custodial parent prior to the time of pickup. When completing summer camp registration, please consider this carefully and include everyone allowed to pick up during the course of the summer.

Please note that counselors are required to ask for identification from any unfamiliar person entering our program sites. This means people picking up a participant/child must provide staff with a proper picture ID before we can release the child from our care. This would also include parents who may be picking up for the first time. Please remind everyone of this rule and keep in mind this is for your child's safety.

In situations of divorce or separation, please include instructions at registration time about who may pick up and under what circumstances. A copy or any court orders regarding custody of a child must be provided. We need to have these documents on file in order to protect your child.

Both parents have a right to view the files of their children, regardless of which parent has been given custody. Please use this right to be sure that the information in the file is current and correct. Parents can be assured that this information will be kept strictly confidential and used only to further ensure the child's safety. We urge full cooperation in this matter to avoid putting any child and our staff in an uncomfortable position.

PICKUP / LATE: A late fee of \$1 per minute per child will be charged for every minute after 5 p.m. that a parent/guardian is late picking up their child/children, regardless of the number of children.

SICKNESS: Any child with a fever, contagious disease, or draining wound should not attend the summer day camp program until well. Decisions concerning the acceptability of a child remaining at the program site with other medical conditions will be made by the program/site leader. In some cases, parents 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 the summer program, a counselor will contact parents by phone and parents will be required to pick up the child within 20-30 minutes.

Appendix

1. Behavior Rubric
2. [Inclusion Request Form](#)
3. Medication Policy
 - Authorization of Medication Administration Policy
 - Parent/Guardian Medication Permission Form
4. Participant Rules, Guidelines, and Code of Conduct

City of Portland - Parks, Recreation and Facilities Management Department

Behavior Rubric

<u>Behaviors</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<p><u>Covid-19 Specific Behaviors</u> Persistent refusal to wear PPE Refusal to follow the Health Checklist for handwashing Persistent failure to maintain 6ft. social distancing guidelines Refusal to remain with their group—crossing over into another groups space/activity Coughing on someone pretending to have the Corona Virus Touching someone else’s food, supplies, belongings Spitting on another participant Spreading misinformation/fear</p>	<p>The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups and people.</p> <p>The City of Portland, Maine (City) has put in place preventative measures to reduce the spread of COVID-19, repeated offenses will result in a termination of camp participation to ensure the health and safety of all.</p>		
<p><u>Disruptive Behavior</u> Includes: Interrupting Failing to follow directions Inappropriate language or noises Other behaviors that interfere with the functioning of the group</p>	<ul style="list-style-type: none"> Up to five minutes break from activity Process with the child why the behavior is inappropriate Parent is informed by staff 	<ul style="list-style-type: none"> Sees site leader to process behavior Misses activity with the group Parent is informed by site leader Behavior plan will be created 	<ul style="list-style-type: none"> Behavior Plan is reviewed/developed
<p><u>Verbal Abuse</u> Includes: Teasing, Swearing Name calling Putdowns Gossiping and rumors Other behaviors which harm the feelings of others</p>	<ul style="list-style-type: none"> Up to five minutes break from activity Process with child why behavior was inappropriate Parent is informed by staff 	<ul style="list-style-type: none"> Sees site leader to process behavior Misses activity with the group Calls parent to report behavior, when it is age appropriate 	<ul style="list-style-type: none"> Sees site leader Calls parent to report own behavior Site leader, parent and recreation supervisor meet to develop a behavior plan
<p><u>Physical Aggression</u> Includes: Pushing/Shoving Spitting Slapping (“light” hitting with opened hand or closed hand) other participants and staff Theft</p>	<ul style="list-style-type: none"> Break from activity to process behavior Calls parent to report own behavior, when it is age appropriate 	<ul style="list-style-type: none"> Recreation program terminated 	<ul style="list-style-type: none"> Recreation program terminated
<p><u>Severe Threat of Bodily Harm or Property Damage</u> Includes: Hitting hard with open hand or fist (closed hand) Shoving, kicking, punching Biting, spitting or other harmful physical behavior Throwing furniture Destruction or defacing property and program supplies/equipment Elopement and leaving the group and/or the activity site</p> <p><u>Use of an Object as Weapon/Misuse of Drugs Including Medications and Alcohol</u> Includes: knives, bats, guns or anything that can be used as a weapon towards others. Illicit substances i.e., medications/drugs, including prescriptions and alcohol.</p>	<ul style="list-style-type: none"> Recreation program terminated 		
<p><u>Serious Harassment/Bullying</u> Includes: Sexual harassment Civil rights violations Bullying including Cyber bullying Sexting Inappropriate sexual behavior Intolerance of others’ differences in language/actions</p>	<ul style="list-style-type: none"> Recreation program terminated 		



City of Portland Medication Policy
(Revised 07/23/10)

It is the policy of the City of Portland Recreation & Facilities Management Department that all participants' medication be administered by a parent at home. Whenever possible, the schedule of drug administration should be altered to allow participants to receive all prescribed doses at home.

If, under exceptional or emergency circumstances, it is necessary for a participant to take medication during program hours, and the parent cannot be at the center to administer the medication, a Recreation Leader or staff person appointed by the Leader will supervise self-administration of the medicine in accordance with the following:

- A. A permission form which contains the following information is completed and signed by the parent or legal guardian and physician:
 1. Participant's name
 2. Name of medication and name of pharmacy
 3. Purpose of medication
 4. Time to be administered
 5. Dosage
 6. Possible side effects/policy for emergency procedure
 7. Termination date for administering the medication
 8. Signature or separate order from the physician
 9. Specific instructions for two (2) people who can be called in case of emergency.

Parents or legal guardians are requested to ask their physician to arrange not to have medication administered at Recreation whenever possible.

- B. The medication is to be sent in an unbreakable container fitted with a childproof cap and labeled with the participant's name, content, dosage, and time to be self-administered...
- C. The Leader or designee shall:
 1. Have available the medication policy for immediate reference
 2. Keep a record of the administering of medication
 3. Keep medication in a locked cabinet or other safe place under the supervision of the Recreation Leader

4. Return medication to the participant to take home with a written explanation that the participant did not take the medication, when appropriate.

Recreation will ensure that there is a copy of authorization for medication form in the participant's health record folder.

- D. The Recreation Supervisor or Leader shall consult a public health nurse upon receiving a request for administration of medication within the program day.
- E. Parents or legal guardians should be advised that:
 1. The Recreation Leader will assist with administering medication based on the directions on the label
 2. Medication shall be taken only with direct supervision of the Recreation Leader or designee.
- F. In the event that a participant is unable to self-administer the medication, such medication may be administered by the Recreation Leader or designee in the manner described above.
- G. Insect stings:
 1. Parents or legal guardians will be responsible for providing precise instructions from the physician for action to be taken when participants are allergic to insect stings (e.g. bees, wasps, etc.) and are stung during program hours. These instructions should be signed by both the physician and the parent or legal guardian;
 2. It shall be the responsibility of the parent or legal guardian to provide the appropriate insect sting kit for those participants who require epinephrine (adrenaline):
 3. Insect sting kits shall be renewed at the discretion of the prescribing physician:
 4. Insect sting kits shall be removed from the center on the last day of the program or the last day the participants enrolled:
 5. Self-administered insect sting medication: In some cases, an insect sting kit must be kept with participant. Recreation Leader or designee will be notified of this procedure; otherwise, insect sting kit is kept in Recreation Leader or designee's office.
- H. The public health nurse will review all requests for medications that must be administered on a daily, long-term basis (more than one month).
 1. Inhalers may be kept with student for use as directed by physician;
 2. Insulin injection – self-administered as directed by physician.



CITY OF PORTLAND, MAINE INSTRUCTIONS TO
PARENTS/GUARDIANS RECREATION & FACILITIES MANAGEMENT
DEPARTMENT
FOR AUTHORIZATION OF MEDICATION

The dispensing of medication by Recreation personnel is limited to the procedures listed below. Aspirin and all other non-prescription medications are included in the category of medication. If a participant needs medication, which has been prescribed by a doctor, the following procedures will be used. Parents/Guardians are to be advised that:

- A. An authorization for medication form must be completed by the parent or legal guardian and submitted to the Recreation Leader.
- B. The participants must be instructed at home or by the family physician to self-administer the medication. Exceptions may be made in the event of severe allergic reactions, in accordance with the directions from the family physician: i.e. Insect stings, hives, etc.
- C. Medication is to be carried in an unbreakable container fitted with a childproof cap and labeled with the participant's name, content, dosage, and time to be self-administered.
- D. Medication sent to Recreation with the participant should not exceed the dosage for one day. Liquids must be pre-measured at home.
- E. Medications will be kept in a specified area under protection and taken under the supervision of the Recreation Leader or designee. The Recreation Leader/designee will assist, if necessary, with removal of the childproof cap.
- F. In some cases, parents/guardian may wish to call Recreation to remind the child to self-administer the medication.
- G. Recreation personnel will do everything possible to comply with the authorization for medication in Recreation, but a situation may arise when this does not occur as requested. If this should happen, the center will notify the parents/ guardian and the medication for that day will be returned home with that child.



City of Portland Recreation & Facilities Management
AUTHORIZATION FOR MEDICATION WHICH MUST BE TAKEN DURING PROGRAM HOURS

Revised 07/23/10

Date	Participant's Name			School	
Physician's Name		Physician's Telephone #			
Medication 1					
Name of Medication					
Reason for Medication					
Time(s) to be self-administered					
Dosage to be taken					
Possible Side Effects					
Termination Date for Self-Administering Medication					
Comments					
Medication 2					
Name of Medication					
Reason for Medication					
Time(s) to be self-administered					
Dosage to be taken					
Possible Side Effects					
Termination Date for Self-Administering Medication					
Comments					
Pharmacy Information					
Name of Pharmacy		Pharmacy Telephone #			
Emergency Contact Information					
<i>Below, please list two names and telephone numbers for responsible persons who can be reached in case of emergency.</i>					
Name		Telephone		Relationship to Child	
Name		Telephone		Relationship to Child	
Parent/Guardian Signature					
I understand that in the event my child is unable to self-administer the medication, the Recreation Leader or designee may administer such medication. I hereby agree to release and hold the City of Portland, its agents or employees harmless from any and all claims, including negligence, which may arise as a result of the administering of this medication.					
Parent/Legal Guardian Signature			Date		
Address		City		State	Zip
Home Number		Cell Number		Work Number/Ext	
Physician's Signature					
Physician Signature			Date		
Address		City		State	Zip

City of Portland
Parks, Recreation and Facilities Management Department
212 Canco Road, Suite A
Portland, Maine 04103
207-808-5400

Participant Rules, Guidelines, and Code of Conduct

The City for Portland's Parks, Recreation & Facilities Department is dedicated to providing safe programs, parks, pools and facilities. We pledge to do all we can to make participation safe and enjoyable. Participants in our programs can help the City provide a safe and enjoyable environment by treating others with respect and following Participant Rules, Guidelines, and the Code of Conduct.

PROGRAM READINESS SKILLS:

- Participants must be able to participate independently or with reasonable accommodations/modifications.
- Participants must be the appropriate age for the program as defined by the program for which he/she is registered.
- Participants must be able to take and follow directions and instructions from a staff person.
- Participants must 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 his/her assigned group.
- Participants must respect others (following directions; using appropriate language; keeping hands/feet to self).
- Participants must maintain self-control (anger management) and follow the Parks, Recreation & Facilities Departments **Behavior Rubric**. Please review the **Behavior Rubric** for our behavioral guidelines.

Covid-19 Specific Readiness Skills

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups and people.

The City of Portland, Maine (City) has put in place preventative measures to reduce the spread of COVID-19. As a result some COVID-19 specific readiness skills have also been developed to help keep us all safe while we play.

- Participants must be able to independently put on and take off their PPE—Personal Protective Equipment-cloth face mask.
- Participants must be able to tolerate the use of a mask for 30-minutes or longer.
- Participants must be able to independently complete 20 seconds of hand washing.
- Participants must be able to maintain appropriate current physical distancing given verbal prompting and visual cues.

I have read and understand the above Rules, Guidelines and Code of Conduct. By signing below, I am stating that I understand that I /the Participant or my child as the Participant, must abide by all of the above requirements. I understand that the Parks, Recreation & Facilities staff reserve the right to discuss with me any questions or safety concerns they may have about my use of the program or my child's use of the program. I understand the City of Portland may remove me or my child from the program if I/the Participant or my child as the Participant, violate the above rules or it otherwise becomes unsafe for me or my child to participate. I am aware that I may request an INCLUSION REQUEST FORM in order to request a reasonable accommodation for my child as the Participant or myself as the participant.

Date: _____

Name of Participant: _____

Parent/Guardian: _____

Please Print Name

Signature: _____