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MISSION

At Lake George Regional Park we strive to develop, provide, and maintain affordable public access to the services and facilities offered at the park. The park is managed using principles of safety, stewardship, and service learning, and offers recreational, educational, and social opportunities for visitors. Our hope is that what people find and experience at Lake George will encourage their appreciation of each other and our natural world.

PURPOSE OF THIS HANDBOOK

This handbook is designed to help you get to know us and understand the unique camp culture of Camp Podooc and Lake George Recreation Camp. You will find information about our mission and program philosophy as well as details regarding daily routines and schedules. It is our intent that this manual be your reference guide to camp. Please pay special attention to any information in bold type. We understand that this manual may not answer all your questions; you are always welcome to contact our office with questions or concerns. This handbook is always being updated to reflect evolving camp policies. The most up-to-date handbook can be found at www.lakegeorge.org.

WHAT TO BRING - THE #1 MOST COMMON QUESTION

Camp will be an enjoyable experience if you send your camper each day with a backpack containing the following labeled items:

Full water bottle	Hat
Healthy snacks	Light jacket/sweatshirt
Towel	Rain jacket (everyday)
Swimsuit	Sneakers/Athletic shoes (wear these!)
Sunscreen	Water shoes or crocs for wearing at the waterfront only (optional)
Masks (Optional)	Hand Sanitizer (If you would like)

Note: Campers should **NOT** wear open-toed shoes or flip-flops to camp. These kinds of shoes increase the risk of injury and decrease the number and types of activities they can participate in. Campers may bring water shoes or crocs for wearing at the waterfront areas only.

Please be aware of weather predictions and prepare your camper accordingly. Unless there is thunder and lightning or a major downpour, we will likely be outside most of the day. Please mark all items with your child's name using a name tag or permanent marker.

Because campers are very active and tend to get hungry, we recommend that you pack a little bit more nourishment than you might ordinarily.

LUNCH IS PROVIDED DAILY BY THE SKOWHEGAN PARKS & RECREATION DEPARTMENT.

WHAT NOT TO BRING - THE #2 MOST COMMON QUESTION

Weapons -- real or pretend (this includes knives of any kind) · trading cards · Gameboys, cell phones or any other electronic devices (except for devices necessary for specialty camp programs such as cameras for photography camps) · clothing with inappropriate language or logos · personal sports equipment, (unless approved by the director) · valuables/money · Cigarettes/e-cigarettes/vape pens/juuls/drugs/alcohol · pets or animals of any kind.

If campers must have a cell phone for transportation needs, the phone must remain **powered off** and inside the camper's bag. If this proves to be difficult, the camper may drop off the phone at the office in the morning to pick it up at the end of the day. If a camper is asked more than once to return their phone to their backpack, a counselor will bring it to the office where it will stay until the end of the day. Exceptions are made for medical reasons only and require approval by the Camp Director.

PLEASE NOTE! Camp cannot be responsible for lost or stolen items and we highly recommend that valuable items be left at home.

ATTENDANCE & TRANSPORTATION

You can help ensure that your camper's day runs smoothly through prompt and clear communication with our office staff about your family's plans and intentions. Please remember that any changes in your normal routine need to be communicated with our office by a parent or guardian (207-474-1292 or infogrp@gmail.com). Our campers are often far too distracted by friends and camp activities to reliably transmit a message passed on at the bus stop.

Absences

Attendance is taken every day when camp begins and again at the end of the camp day. **If your child will be late or absent, please contact the office before 8:30 AM to let us know.** A voicemail system at 207-474-1292 is in place for messages if you call the previous night or before anyone is in the office in the morning. Please leave a message or email at infogrp@gmail.com.

Note: If a camper is marked as absent and we have not received notice of the absence, a call will be placed to a parent or guardian to confirm that the camper is not coming to camp that day. Sometimes this can mean that a group activity is delayed while this call is made.

Pick Up/Drop Off Process Late Drop-off/Early Pickup

Campers arriving at camp after morning attendance (9:00 AM) need to be signed in by a parent at the office. Likewise, a camper being picked up early will need to be signed out at the office by a parent or person with written authorization to take the child from camp. Please let us know ahead of time if your camper will be arriving late or leaving early. We need to be notified as early possible in

order to make arrangements with the staff so your camper is ready to leave when you arrive.

Note: It is difficult to have a camper ready for pick-up once we begin our end-of-day routine between 2:00 pm and the normal dismissal time of 2:45 so please plan accordingly.

Transportation

Families arrange their own transportation to and from camp.

Any changes to a camper's normal transportation arrangements (even if it is a one-time only change) must be submitted to our office in writing, by noon of the day of the change, email is acceptable, but please be sure to look for an email reply from our office so you know we have received your message).

Changes must be communicated to office staff.

If there is unclear communication with camp resulting in confusion about a camper's end-of-day transportation and a parent or guardian cannot be reached, the camper will be held at camp until picked up by a parent or guardian.

DAILY SCHEDULE

In the following pages, we have provided sample schedules that your campers' may follow. Camper activities and routines will vary through the week. Please understand the camp schedules are subject to change depending on weather, special activities or off-site trips. If you are planning to pick up your camper early, it is always a good idea to check in with our office ahead of your arrival to ensure that your camper will be read when you arrive.

Camp Podococ

For campers ranging from first - third grade (July 11th-July 22nd session) we have a schedule designed to meet the developmental needs of our youngest campers, and we provide an introduction to camp. They have an active daily schedule full of activities including arts & crafts, field games, swimming and paddling in Lake George, yoga, nature explorations, and more!

For campers going into fourth-sixth grade (July 25th- August 6th session) we have a similar schedule focused more on skill building in the areas of swimming and hiking. Daily activities also include arts & crafts, field games, paddling in Lake George, yoga, fishing, and nature classes!

Sample Schedule, 8:30am – 2:45pm

8:30 – 9 am Drop Off/Orientation

9:00 – 9:20 am Morning Circle

9:20 – 10:20 am Field Games/Camp Activity

10:20 – 10:30 am Snack Time

10:30 – 11:30 am Arts & Crafts

11:30 – 12:20 pm Lunch/Recess & Refill Water Bottles

12:20 – 12:30 am Reset/Afternoon Activity Selection

12:30 – 1:45 pm Waterfront Activity (e.g. swimming, paddling)

1:45 – 2:30 pm Camper Choice Activity

2:30 – 2:45 pm Circle/Debrief & Pick Up

Rec Camp

For campers going into 6th–8th grades. This program is focused on outdoor recreation activities including sailing, stand up paddleboarding, basic introduction to white water rafting, hiking and mountain biking. We encourage campers to try new things and discover hidden talents with ample support from staff. The day will begin and end with a camp circle for songs, announcements, and attendance. Campers will travel with their group counselor to the activity area where they will join specialized program staff. Activity blocks are longer to ensure a dynamic schedule with plenty of opportunities for skill building.

Rec Camp Sample Schedule, 8:30am – 4pm

8:30 – 9 am Drop Off/Orientation

9:00 – 9:20 am Morning Circle

9:20 – 9:40 am Warm Up

9:40 – 11:50 am Snack & Activity Block (varied e.g. mountain biking, hiking, sailing, etc)

11:50 – 12:45 pm Lunch

12:45 – 1:00 pm Warm Up

1:00 – 3:45 pm Afternoon Activity Block

3:45 – 4:00 pm Circle/Debrief & Pick Up

HEALTH & SAFETY

Lake George Regional Park (LGRP) strives to make camp a safe place – both physically and emotionally – for campers to spend their summer. We work hard to minimize risks and to educate campers about the differences between healthy and reckless risk-taking. We also train our staff to focus on how to prevent incidents and injuries and what to do when they occur. All staff members working with campers are certified, at a minimum, in Basic First Aid and CPR/defibrillator. We also have a Registered Nurse on call at all times during camp hours.

Camper Physical, Mental, Emotional, and Social Health

Camp Podooc and the Lake George Recreation Camp are welcoming and inclusive environments that value the diversity of our campers regardless of ability level. To ensure that all campers are poised to have a positive and enriching experience at camp, it is essential that we be apprised of any special needs your child may have.

The summer camp environment is uniquely different from that of home or school including more prolonged physical activity than a child may be used to on a daily basis, challenging terrain including an open waterfront, and different definitions of personal space. We are committed to working with families that identify a camper need and how we at LGRP can best support their camp experience, and what additional steps may be needed to ensure success and a fulfilling and positive experience.

Essential functions that campers need to safely participate in programs include:

- Listening to directions and following instructions given by counselors and staff
- Being able to traverse a large and challenging campus, which includes water and unpaved and often steep terrain, in order to participate in camp activities
- Navigating loud indoor and outdoor spaces
- Being able to interact socially with campers, counselors, and others in a safe, reasonable, and polite manner consistent with the camp environment, including being kind towards campers and counselors with words, facial expressions, and physical behavior.

If your child may not be able to meet these essential functions or may need extra support to meet these essential functions, please call us to discuss your child's special needs. Full and thorough information allows us to best meet camper needs and prevent surprises that may cause a hiccup in any campers' experience.

Accidents & Emergencies

All on-site program areas have immediate radio communication capabilities with the office and Camp Nurse. Most accidents at camp are minor (scrapes, cuts, bruises, etcetera) and do not prevent a camper from continuing his/her day at camp after receiving basic First Aid. If the Camp Nurse determines that a camper needs immediate medical attention that cannot be provided at camp, the camper will be taken to the Emergency Room at Redington Fairview General Hospital in Skowhegan. Parents or guardians will be notified immediately, and a camp staff member will remain with the camper

until a parent arrives. Additionally, if a camper simply needs to go home for the day, parents or guardians will be notified.

Camper health forms (with emergency contact information) are kept on file at the Lake George office. Medical information is kept private and is protected under Federal HIPAA regulations.

Our Responsibility as Mandatory Reporters

For the protection of everyone in our camp community, all camp staff are mandated by the state and trained as mandatory reporters. Just like teachers at school, if a counselor hears or observes any indication that there may be physical, emotional, or any other kind of abuse going on with a camper, we must report this to Child Protective Services. It is not our job to investigate or determine if the allegation is true or not. We serve as a relay station for information to protect the best interests of the campers who are entrusted to us. Our campers' emotional and physical well-being and sense of personal safety is our number one concern.

Behavioral Expectations & Discipline

LGRP strives to provide a safe environment, both physically and emotionally, for everyone in camp. Camp Podooc & Rec Camp emphasize respect within all aspects of our program. We will be proactive in teaching, modeling, and reinforcing respect.

If you choose to send your camper here, you are putting your trust in our protocols and practices for responding to challenging situations in an effort to help each camper grow individually as well as keep camp a positive experience for the rest of the campers. Most of the time campers just need a reminder or a gentle

redirection. Should the camper persist with behavior that is unsafe, dishonest, uncooperative, or disruptive, he or she may be removed from the group and given the opportunity to talk things over with the Camp Director.

We will do our best to listen to campers' needs and feelings when discipline issues arise. We do not, however, have the resources to work with children one-on-one for extended periods of time. Depending on the situation, the following steps will be taken:

1. A plan with specific strategies will be developed with the camper and staff, and parents will be notified.
2. If the behavior is serious or becomes a consistent issue, the Camp Director will hold a parent conference. The camper may be suspended from camp for an amount of time to be determined by the Camp Director.
3. Repeated instances of problem behavior will be grounds for expulsion from camp. There are, unfortunately, no refunds available for campers who are either suspended or expelled from our programs.

IMPORTANT: Certain behaviors are never tolerated and would require immediate expulsion, such as violent language or acts, grossly inappropriate language or acts, and any behavior that we believe may endanger a camper or staff member, either physically or emotionally.

Bullying and Teasing – There may be times when the staff is unaware that this type of behavior is going on. If your camper feels bullied

and you believe that our staff either doesn't know about it or isn't addressing it appropriately, please call the Camp Director.

Deer Ticks

Deer ticks have made their way to Skowhegan, and Lyme Disease has come with them. We want all parents and campers to become familiar with these critters and with smart ways to avoid Lyme Disease. Please make a routine of doing a tick check (behind the ears, under waist bands, and around the ankles, and elsewhere) daily when your camper returns from camp. **While tick checks will be discussed and demonstrated during nature programming, counselors are unable to perform tick checks.**

During the summer camp season, deer ticks are typically in their nymph life stage. They will appear on skin or clothing as a small sesame seed size black dot. A good resource for proper removal of a tick or for more information is the CDC's website: <http://www.cdc.gov/ticks/>.

Lice

Much as we hate to think about it, lice ARE a fact of camp life. Camp follows the **Maine Association of School Nurses** guidelines for assessment of lice and attendance decisions (https://www1.maine.gov/doe/schoolhealth/manual/documents/in_tro_pediculosis.pdf). Please remind your child or children not to share hats, towels, brushes, combs, or hair ornaments. If we find live lice, the camper will be sent home that day for treatment. After treatment, a camper can return to camp once the Camp Nurse has determined that there are no signs of live lice. If we receive a report

of lice among our camper population our Camp Nurse will begin screening all campers to hinder any outbreaks.

Medications

Campers or parents must check in with our Camp Nurse when bringing medication to camp (even over-the-counter meds). **Parents of campers who need inhalers, insulin, epinephrine or other self-administered medications must inform the Camp Nurse and Camp Director of these requirements with written documentation that includes a parent’s signature.**

The Camp Nurse may administer the following over-the-counter medications, according to our Physician’s agreement and label instructions, to manage illness and injury:

Headache	Acetaminophen/Ibuprofen
Upset stomach	Pepto Bismol
Menstrual Cramps	Acetaminophen/Ibuprofen
Poison Ivy	Calamine Lotion/Cortaid/Benadryl
Insect Bites/Stings	Benadryl

Note: Please use the Camper Medical Form to designate any medications your camper should NOT be given.

Sunscreen Recommendations

Campers spend most of their time outdoors while at Lake George. Even on a cloudy day, every camper should apply sunscreen with a minimum SPF of 15 (30+ is preferred) to all exposed skin. We strongly recommend that you send a bottle of lotion (labeled with the camper’s name) with your child each day. Staff will help younger children who may be unable to effectively apply their own sunscreen.

At the Waterfront

- Campers will be swimming and boating most days at Lake George (weather permitting).
- All campers MUST complete a swim evaluation on opening day. This is not a test, but an evaluation to place campers in the appropriate “swimming area” for free swim and swim lessons. Due to the physical nature of Lake George, staff to camper ratios and safety concerns regarding the number of campers using the pond at one time, some campers may be placed in a “swimming area” that they feel is below their swimming capacity. Swimming in Lake George is very different from a personal or community pool and safety for all campers is our primary concern when assigning “swimming areas.” If a re-evaluation is warranted, one re-evaluation in a session will be set up at a time to be determined by the program head of swimming.

- All our lifeguards are Red Cross certified and adhere to Red Cross, State of Maine and ACA regulations.
- All campers on the boating docks and in boats must wear a personal flotation device (PFD) which is provided by the camp and is checked for proper fitting by a camp counselor.

LOST & FOUND

A staggering number of personal items get 'lost' at camp each week. Our lost & found bins can usually be found in the camp office. Please feel free to ask your camper to go look for that missing lunch bag or towel when they arrive in the morning or come by and check it out yourself when you drop your camper off.

Each Friday afternoon, we try to have a "Lost & Found Parade" at our closing gathering. Personal items that have lost their camper are paraded by counselors and campers in an attempt to find their way home.

At the end of the summer, unclaimed items are donated. **We highly recommend labeling camper belongings** – such as clothing, towels, bathing suits, caps, lunch bags, water bottles, T-shirts and jackets – in permanent ink or with a printed label. Campers should avoid bringing valuable or highly sentimental items to camp if possible.