



SUMMER CAMP PARENT HANDBOOK



Camp Marland, Mini Marland & Muscatawa

SUMMER DAY CAMP PROGRAMS

PROGRAM PHILOSOPHY

At YMCA Camp Marland, Mini Marland, and Muscatawa, we are committed to strengthening the foundations of community through youth development. Our summer programs are intentionally designed to help children grow in **body, mind, and spirit**.

Grounded in the YMCA's core values — **Caring, Honesty, Respect, and Responsibility** — our camp experience builds confidence, character, leadership, and meaningful friendships. Campers explore new interests, develop lifelong skills, embrace healthy habits, and cultivate a deep appreciation for nature and community.

Every activity, whether in small groups or full-camp adventures, is purposefully designed to challenge, empower, and inspire joy in a safe and inclusive environment.

HOURS OF OPERATION

Hours of Operation: 6:00 am-6:00 pm

7:00 am-5:30 pm at Bunganut Lake

OUR CAMPS

Mini Marland - YMCA Campus

Designed for our youngest campers (entering Kindergarten and Grade 1), Mini Marland offers a traditional Maine camp experience nestled within the safety and accessibility of our YMCA campus. Surrounded by wooded landscapes and the Mousam River, campers experience nature-based learning with the added benefit of reliable indoor shelter during inclement weather or extreme heat.

Big Marland - Bunganut Lake, Lyman

Located on over 30 wooded shoreline acres, Big Marland provides campers entering Grades 2-7 with a classic day camp experience. Activities include arts exploration, hiking, sports, archery, canoeing, team-building initiatives, and waterfront programming. The lakefront setting fosters resilience, confidence, and a connection to the outdoors.

Focused Fun at Muscatawa - Kennebunk Pond

Through a partnership at the former Boy Scout Camp Muscatawa, campers entering Grades 5–7 can participate in immersive, specialty week-long experiences. With private waterfront access, trails, fields, and structured indoor learning spaces, Muscatawa provides focused programming in:

- Alluring Art
- Creative Minds
- Adventure

ENROLLMENT

Full-Time (4–5 days):

\$220 Member | \$225 Non-Member

Part-Time (3 days):

\$160 Member | \$175 Non-Member

Written notice is required **four weeks in advance** to withdraw from camp.

- Two weeks' notice: No refund
- Three weeks' notice: 50% refund
- Extended absences must be coordinated with the Youth Development Administrator

There will be a one-time non-refundable charge of \$25 upon acceptance into any summer camp program.

The YMCA requires written notice at least four weeks in advance to withdraw a child from summer camp. Please note that:

- **Two weeks' notice will result in no refund.**
- **Three weeks' notice will result in a 50% refund.**

Extended absences from the program must be coordinated with the Youth Development Administrator, Michelle Hunter.

mhunter@sanfordymca.org

PROGRAM FEATURES

Summer camp at the Y is more than recreation — it is a leadership laboratory. Campers develop:

- Independence and responsibility
- Teamwork and communication skills
- Emotional regulation and resilience
- A sense of belonging and community

Our trained staff foster inclusive environments where every child feels seen, valued, and supported.

What to Bring to Camp: (Please label everything with first and last name)

- 2–3 healthy snacks
- Reusable water bottle
- Sunscreen (spray preferred) & bug spray
- Bathing suit and towel (plastic bag for wet items)
- Extra change of clothes
- Backpack
- Closed-toe shoes

What To Leave at Home:

- Electronics (phones, tablets, smart watches, etc.)
- Toys and trading items
- Aerosols and pesticides

- Open-toed shoes
- Weapons of any kind
- Drugs, alcohol, tobacco
- Candy, gum, and lollipops

The YMCA is not responsible for lost or damaged personal items.

Sunscreen Protection

We strongly recommend applying sunscreen to your child each morning before camp. Campers should bring a labeled bottle of sunscreen daily—spray is preferred for easy application with counselor assistance. Throughout the day, counselors will remind campers to reapply. To ensure safety and prevent sharing, please label all sunscreen bottles, especially for children with skin sensitivities.

MEALS

Through our partnership with the Sanford School Nutrition Program, breakfast and lunch are available weekly by sign-up.

If opting out, families must provide breakfast and lunch daily. Please send two nutritious snacks each day. Food must be ready-to-eat, as refrigeration and heating are not available.

We proudly follow the **5210 Let's Go! Healthy Living Guidelines**, promoting daily physical activity and limiting sugary drinks and unhealthy snacks.

Bathroom & Toileting Independence Policy (School-Age)

Children enrolled in the Sanford-Springvale YMCA School-Age Programs are expected to independently manage their toileting needs.

This includes:

- Using the toilet independently
- Cleaning themselves after toileting or in the event of an accident
- Changing their own clothing if necessary

Staff will:

- Provide verbal guidance and reassurance
- Provide access to appropriate supplies (wipes, extra clothing, bags)
- Maintain supervision and awareness of the child's location at all times

Staff will not provide routine physical assistance with toileting or cleaning for school-age children.

All situations will be handled in a way that maintains the child's dignity, privacy, and emotional well-being.

If a child is unable to independently manage toileting needs, families may be asked to:

- Provide additional support strategies, or
- Collaborate with staff to create an individualized plan

The YMCA reserves the right to determine if the program is an appropriate setting to meet a child's needs.

SWIMMING POLICY

Safety is our highest priority.

- Certified lifeguards are on duty during all swim times
- Staff maintain appropriate supervision ratios
- Buddy system and frequent headcounts are enforced
- Swim tests are conducted on the first day, and classifications are assigned:
 - Non-swimmer/Beginner
 - Shallow-water swimmer
 - Deep-water swimmer

Campers may retest weekly.

If you prefer your child not to participate in swimming, please notify:

Jordan Godin
Camp Director
jgodin@sanfordymca.org

Mandated Reporting

The YMCA maintains a strict **zero-tolerance Child Safe Policy**.

- Children are never alone with a staff member
- Staff may not contact children outside YMCA-related communication
- Transportation occurs only in YMCA-identified vehicles
- Staff may not babysit program participants
- All staff complete child abuse prevention training
- All staff are mandated reporters under Maine law

Parents are encouraged to immediately report concerns to YMCA leadership.

YMCA Child Safe Policy

Parents place their trust in the Y to help their children thrive. Our core values- caring, honesty, respect, and responsibility are part of everything we do. Because of this, we place great value on creating the safest environment possible. When parents are well informed about safety protocols, it greatly assists our constant vigilance of all who have potential access to children. The following should be established: zero-tolerance YMCA policies should be regularly communicated to parents. Parents should be regularly encouraged to report any deviation from these policies immediately.

- A child should never be alone with a staff member (but may be separate if in full view of others).
- Children should not be contacted by YMCA staff except for issues relating directly to active YMCA activities (i.e., no letters, emails, telephone calls, texts, Facebook, visits, non-YMCA excursions, etc.).
- Children should always be transported in YMCA-identified vehicles (or appropriately identified vendor-operated vehicles), never in a staff member's vehicle, and never alone.

- Y staff members should not babysit Y members or program participants. If the babysitting relationship pre-existed the Y relationship, the School-Age Program Coordinator could make an exception. Still, a specific acknowledgment should be signed by the parents and the babysitting staff member and retained by the Y.
- Parents who become aware of hazing, bullying, or similar behavior should report the incident to the School-Age Program Coordinator. Such behavior is often the precursor of peer-to-peer abuse and must be addressed.
- Children should be encouraged to discuss their experiences with their parents and identify any behavior or activity that made them uncomfortable.
- Children in childcare must sign in and out of programs daily and will only be released to preauthorized individuals.
- Parents should be given the names of at least two separate Y individuals they may contact if they believe any issue needs to be addressed.
- Maine law requires staff to report cases of suspected abuse to the authorities.

Our employees complete an extensive child abuse prevention training program, and supervisors and managers complete additional training to promote a child-safe environment. All staff members are mandated to report any suspected child abuse. If you have any questions or concerns regarding a YMCA staff member or program, please inform the School-Age Program Coordinator.

Reasons to Keep a Child Home

Please keep your child home if they experience:

- Fever (100.4°F or higher)
- Vomiting or diarrhea
- Contagious illness
- Unexplained rash
- Eye or ear discharge

Children must be fever-free and medication-free for 24 hours before returning.

LOST & FOUND

Due to health issues and limited space, lost and found will be cleared out weekly and donated to those in need. Please check the lost and found every day for any belongings your child/children may have misplaced. The YMCA assumes no responsibility for the loss of personal property.

PERSONAL PROPERTY

Toys, CD players, Gameboys, cell phones, and other personal items are not allowed at camp.

The YMCA is not responsible for lost, stolen, or damaged items.

MEDICATION

All medications must:

- Be in the original container with the label
- Be accompanied by a completed medication authorization form
- Be administered by a Camp Leader

Children may not carry medication.

Inclement Weather

WEATHER

Outdoor play remains a daily priority. In cases of:

Extreme heat

Activities are modified. Water breaks every 15–20 minutes. Water access rotation when necessary.

Lightning/ Thunder

Campers move to shelters immediately. Activities resume 30 minutes after the last strike of lightning.

Significant Rainy Days

Alternative programming or local field trips may be implemented.

Behavior Expectations

Our behavior philosophy is rooted in the YMCA's core values.

We expect campers to:

- Use respectful language
- Follow staff directions
- Keep hands and feet to themselves
- Remain in designated program areas
- Demonstrate positive sportsmanship

Aggressive behavior, threats, bullying, racist/inappropriate language/acts, or unsafe conduct will not be tolerated.

Three-Rule Safety Policy

Immediate action will be taken for behaviors that:

1. Cause physical harm to another participant
2. Cause physical harm to staff
3. Put the child at immediate risk of injury (e.g., running away)

Suspension progression:

- First violation: 1-day suspension
- Second: 2-day suspension
- Third: 3-day suspension & a behavior plan implemented

- Continued violations: Possible dismissal

All cases are handled individually with parent partnership.

Disciplinary Philosophy

The YMCA does not permit:

- Corporal punishment
- Ridiculing or shaming
- Profanity
- Leaving children unsupervised

We use:

- Positive redirection
- Conflict resolution coaching
- Emotional regulation strategies
- Break and regroup techniques

Our goal is always self-correction and personal growth.

HEALTH & SAFETY INFORMATION

Accidents and Injuries

In the event of injury:

- Certified staff administer first aid
- Incident report completed and signed
- 911 is contacted when necessary
- Parent notified immediately

If parents cannot be reached, staff accompany the child to the hospital.

Health Care Consultant

If a primary care physician cannot be reached for a medical or healthcare-related question, we will contact Mrs. Amy Sevigny, BSN, RN, CPN. If the circumstances involve a child, their primary care physician will be called first. Mrs. Sevigny will be on call if the primary care physician cannot be reached.

In any medical or health-related emergency, we will call 9-1-1.

Alcohol and Substance Abuse Policy

The YMCA promotes a chemical-free environment; smoking and vaping are not permitted on YMCA or Campgrounds. Anyone caught smoking or vaping on the grounds will be asked to leave the premises, extinguish their cigarette, or discontinue device use. Individuals who are or seemingly are under the influence of drugs and/or alcohol will be asked to leave the premises. As mandated reporters, our role is to keep your child safe from harm; therefore, anyone arriving to pick up a child seemingly under the influence of drugs and/or alcohol will not be permitted to leave with a child. An emergency pick-up will be contacted to pick up the child, and authorities will be notified if necessary.

Head Lice

Suppose a child is found to have live nits/head lice while in care. The parent will be notified immediately to take the child home for treatment. Shampoo and household sprays are available at local pharmacies. To return to the program, a child must be free of live nits/lice. A staff member will check the child's hair in the morning before the child is dropped off for the day.

Children with Special Needs

Our youth development programs are inclusive and serve families of children with special needs. Our Youth Development Programs will make every effort to accommodate children with special needs; however, we must be equipped or qualified to handle the demands of certain situations. Each circumstance will be handled individually on a case-by-case basis. A trial period will be identified to ensure the child's success in our program.

Record Management

The Sanford-Springvale YMCA maintains separate files for each child served and retains these records for at least three years after the child leaves the respective program. These files will include the date, year, and daily

attendance start and end. The Sanford-Springvale YMCA will also retain records of completed fire drills for at least three years for each site.

5210 Program - "We are proud to be a 5210 program."

Our program is committed to helping raise a healthier generation of children. Therefore, the Sanford-Springvale YMCA has made it our policy to follow the Let's Go! Priority Strategies for healthy eating and physical activity.

1. We limit unhealthy choices for snacks and celebrations.
2. We limit sugary drinks.
3. We prohibit the use of food as a reward.
4. We provide opportunities to get physical activity every day.
5. We do not provide any screen time.

The Rights of Children in Childcare Programs – State of Maine Rules and Regulations Handbook

- Children must be free from emotional, physical, and/or sexual abuse, neglect, and exploitation.
- Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare and to practices that are potentially harmful to the Child.
- Each Child has a right to an environment that meets these health and safety standards.
- Each child must be provided with Childcare services without discrimination based on race, age, national origin, religion, disability, sex, or family composition.
- Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
- Each Child has the right to implement any service plan developed for that Child in conjunction with community or state agencies by the Child Care Facility.
- Each Child has the right to Developmentally Appropriate activities, materials, and equipment.

- Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices

The Rights of Parents and Legal Guardians in Childcare Programs – State of Maine Rules and Regulations Handbook

- A child's parent or legal guardian must be fully informed of the items or services included in the rate they pay for childcare services.
- A child's Parent or legal guardian has the right to be fully informed of the findings of the most recent inspection conducted by the Department. The childcare facility must inform children's parents or legal guardians that the licensing inspection results are public information and that inspection results must be posted prominently on the premises.
- The child care facility must notify parents or legal guardians within two business days of any actions taken against the child care facility by the Department, including but not limited to decisions to issue conditional Licenses, refusal to renew a license, or to impose fines or other sanctions.

FINANCIAL ASSISTANCE

Financial assistance is available based on eligibility. Applications must be submitted at least ten days before your child's first camp session.

THE BENEFITS OF FAMILY MEMBERSHIP

By becoming a member of the YMCA, you can save money on your child's camp tuition and receive discounts on other YMCA programs. To learn more about our family membership options, call your local Y.

WAITING LIST

In the event that a camp fills, you may place your child on our waiting list. You will be contacted if a spot becomes available.

You will have until the end of the business day to contact us to reserve your space.

Late Pick-Up Policy

Programs end promptly at 6:00 PM.

Late fees:

- \$15 for the first 1–5 minutes

- \$1 per minute thereafter

Multiple late pickups may result in termination of services.

These fees must be paid at the time of pick up. Multiple late Pick-ups or failure to pay late fees can result in the Termination of service.

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