

Mainely Summer Adventures

Parent & Explorers Handbook

Summer 2025



Wiscasset Community Center
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www.wiscassetrec.com

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Our Staff

Kristy Lincoln, Director
Owen Whitney, Assistant Director
Phoebe Middleton, Head Counselor
Briana Colson-Orr, Counselor
Nathaniel Gapski, Counselor
Kirra Lahaye, Counselor
Addison Eckert, Counselor
Alana Gray, Counselor
Jessa Blackman, Counselor
Emma Bailey, Counselor
Kayden Reith, Counselor

Welcome!

Thank you for your interest in Mainely Summer Adventure sponsored by the Wiscasset Parks & Recreation Department. In this packet you will find information regarding the Adventure program and how we work to provide a safe, nurturing environment for your child to relax, play, learn and grow.

Program Philosophy & Objectives

It is the philosophy of the program that children of all ages should have access to activities which enrich their lives and enhance their experiences in school. At Mainely Summer Adventure your child will have the opportunity to explore new interests, build leadership skills and form friendships in a safe, engaging environment.

Our program objectives:

- To provide a safe, healthy and engaging environment which supports the physical, social, emotional and cognitive growth of children.
- To create quality programming which builds on student interests and enhances learning through exploration, study and play.
- To build relationships with youth and their families creating community within our program, schools and town.
- To enrich the lives of children by offering a variety of activities that promote curiosity and encourage students to try new things.

At Mainely Summer Adventure we work with you and your child to build a community which supports and guides students as they grow and learn.

Mission Statement

Mainely Summer Day Adventure has a culture that is special and unique. We consider our staff, Explorers and their families to all be a part of our family. Our mission is to provide a safe and enriching environment that allows our Explorers to play, learn, and grow. We foster independence and self-confidence by giving Explorers the tools to maximize their potential. We offer an unplugged environment to create authentic relationships and friendships. We take extreme pride in what we do here at Mainely Summer Adventure and we celebrate each individual with genuine kindness and respect.

Sample Daily Schedule (Subject to change)

	Mondays		Tuesdays
7:30-8:30	Free Play / Breakfast / Outdoor time	7:30-8:30	Free Play / Breakfast / Outdoor time
8:30-8:45	Adventure Meeting	8:30-8:45	Adventure Meeting
8:45-9:00	Group Meetings	8:45-9:00	Load Bus for Trip
9:00-11:00	Group Activities	11:00-11:30	Lunch
11:30-12:30	Lunch	2:30-3:00	Trip Clean up
12:30-3:30	Group Activities	3:00-3:30	Load bus for return to WCC
3:30-4:00	Free Play	3:30-4:00	Arrive back at WCC
4:00-4:30	Electronics zone open	4:00-4:30	Free Choice/Outside play
4:30-5:30	Adventure Clean Up / Cool Down Activities	4:30-5:30	Adventure Clean Up / Cool Down Activities
			(Loading times vary depending on the trips)
	Wednesdays		Thursdays
7:30-8:30	Free Play / Breakfast / Outdoor time	7:30-8:30	Free Play / Breakfast / Outdoor time
8:30-8:45	Adventure Meeting	8:30-8:45	Adventure Meeting
8:45-9:00	Load Bus for Trip	8:45-9:00	Load Bus for Trip
11:00-11:30	Lunch	11:00-11:30	Lunch
2:30-3:00	Trip Clean up	2:30-3:00	Trip Clean up
3:00-3:30	Load Bus to return to WCC	3:00-3:30	Load Bus to return to WCC
3:30-4:00	Arrive back at WCC	3:30-4:00	Arrive back at WCC
4:00-4:30	Free Choice/Outside play	4:00-4:30	Free Choice/Outside play
4:30-5:30	Adventure Clean Up / Cool Down Activities	4:30-5:30	Adventure Clean Up / Cool Down Activities
	(Loading times vary depending on the trips)		(Loading times vary depending on the trips)
	Fridays		
7:30-8:30	Free Play/Breakfast/Outdoor time		
8:30-8:45	Adventure Meeting		
8:45-9:00	Group Meetings		
9:00-11:00	Group Activities		
11:30-12:30	Lunch		
12:30-3:30	Group Activities		
3:30-4:30	Free Play		
4:00-4:30	Electronics zone open		
4:30-5:30	Adventure Clean Up / Cool Down Activities		

Programming

Mainely Summer Adventure engages in a variety of enrichment activities that are offered throughout the summer and children have many opportunities to participate in both structured programming and free play.

Maine history and themes are explored each month through art experiences, outdoor play, and scientific inquiry. Free play is supervised by staff to maintain safety. It is the policy of Mainely Summer Adventure to promote inclusion of all students during free play and we work to model positive social interactions among students enrolled in our program.

Community service is an important element to the Adventure curriculum and students are given opportunities to participate in activities that support local organizations.

When students arrive at Adventure they must be checked in with a counselor who will take attendance. Breakfast will be served between 7:30am-8:30am and students will be able to enjoy outdoor and indoor activities. An all Adventure meeting will be held at 8:30-8:45 after which Explorers will work with their teams and participate in Team Activities. Art, team building activities, games and sports will be offered and teams will cycle through activities in a group with their team leaders. Lunch will follow around 11:30-12:30 with a free choice period after students eat. During 'choice time' students will be able to select their activities from a list of 3-4 choices. Listed activities may include an art/craft option, science/sensory activity, tinkering and organized game/guided outdoor exploration. Students are also invited to organize their own activity - i.e.; building forts/fairy houses in the woods - and Adventure staff will provide support during these student guided activities. All Explorers will be required to help during Adventure clean up times. Free play will also be offered at the end of each day with students having the option to continue their selected scheduled activity if they desire.

Outdoor adventures/free play will be available every day. In the case of inclement weather an appropriate indoor gross motor activity will be offered.

Adventure Teams - A large aspect of Mainely Summer Adventure is team building and leadership. All Explorers will be assigned to a team with a group of

their peers. Teams are determined by grades – Pk-6th and led by mentor counselors, who will guide students through special team activities. By using this team building model, the goal for all Explorers is to build positive leadership skills and create bonds that will last as they form friendships.

Swimming – Explorers will be swimming in the WCC Pool on Mondays from 1pm-2:30pm. **Please provide swim gear (bathing suit/ towel) every day.** Adventure Counselors will participate and supervise students at the pool during swim times and be available to assist with locker room changes.

Water Play Days - Summer is an excellent time for water play! Because of the spontaneous nature of summer weather, **we ask Explorers be prepared to participate in water play activities Every Day.** You never know when we will play out in the rain too! This allows Adventure staff to respond spontaneously to beautiful summer days with fun water activities. Please make sure your child has swim suits/towel or change of clothes available everyday so they may enjoy all the fun!

Adventure Trips

Trip days are Tuesdays, Wednesdays and Thursday with Beach trips on Wednesdays. The week of the 4th of July we will be closed Friday. All trip fees are included in the cost of Adventure; however, concession stand purchases and other incidentals are not included. The lists of field trips for this year are attached but are subject to change due to the weather or other unforeseen circumstances. If that happens, Alternate trips may be arranged.

Field Trips & Money

Before leaving on trips, all Explorer money will be collected by Adventure staff to avoid loss. Counselors may also be able to monitor spending when appropriate at the family's request. If you choose to send money to Adventure with your child for snacks/field trips, please check in with a counselor so we can best support you and your child. Thank you!

Meals & Snacks

All Explorers and staff 18 or younger are eligible to receive free breakfast and

lunch. While on site and on trips a bag lunch meal option will be available. If you would like to provide alternative meals, feel free to pack breakfast/lunch for your child.

As children are active in our program, they often are hungry between meals and benefit from a snack to fuel their growing bodies and minds. Please provide snack choices for your child for morning and afternoon snack breaks.

All children should come to Adventure with a water bottle to keep well hydrated during the day. **Please label your child's water bottle with their name on it.** We encourage healthy snack choices which will satisfy your child's hunger and provide them with lasting energy for their afternoon, instead of candy and cakes.

All meals and healthy options are provided by the Healthy Lincoln County program. WCC is happy to participate in this program to encourage good nutrition and active play within our program!

Policies & Procedures

Transportation

Explorers will be transported via school bus on all field trips. Explorers are expected to follow the bus rules at all times for safety reasons. If Explorers are unable to maintain safety rules, families will be notified. All issues surrounding bus safety will be reviewed on a case-by-case basis and behavior plans put in place to support student success. In severe instances families may be asked to provide transportation back from an activity and Explorers may be suspended from bus trips.

When there is scheduled programming locally off of WES/WCC grounds, students may be walked to the location. For example, when we travel to the playground the children will use the sidewalks and walk in pairs. A counselor or staff member will be at the front and back of the walking group at all times with extra staff/volunteers dispersed amongst the children.

Departure & Release Procedures

When your child is picked up from Adventure a staff member will greet you and signout your child. If you arrive to pick up your child and a staff member is not presently available, you must check out with a staff member before leaving Adventure. We thank you for this effort as we work to keep children safe and accounted for at all times.

You are welcome to pick up your child anytime during scheduled Adventure hours, but all children must be picked up by either their primary contact person(s) or persons listed on the 'authorized pick-up' list of your registration form by 5:30pm. The staff at Adventure will only release your child to people listed as primary contacts or those on the 'authorized pick-up' list. If someone will be picking up your child who is not listed on the registration form you must send a written note identifying the new person and their relationship to the child. Identification will be requested as we get to know all families and for all new pick-up contacts.

Late Fee / Absentee Policy

Mainly Summer Adventure activities are offered from 7:30-5:30 Monday thru Friday. Adventure closes promptly at 5:30pm Monday-Friday.

We do understand that situations may arise that make it difficult for families to arrive on time. If such instances occur, please call us at 380-7158 to let us know of your special circumstance so we can make arrangements with the program and inform your child about the change to their day.

In some cases an alternate pick-up person could be arranged with permission granted by the parents. If this is the case counselors will follow our departure and release procedure regarding alternate pick-ups.

If your child has not been picked up from Adventure by 5:35 and no phone call has been made to notify staff, attempts will be made to contact primary contacts followed by emergency contacts if there is no response. Late pick-ups with no phone call may incur a late fee of \$1.00 per minute that will be charged starting at 5:35. Chronic lateness can result in possible suspension from the program.

It is our goal to work with families to provide the best support possible when uncontrollable situations arise. We thank you for communicating your needs with us and will work with you to find the best solution possible.

Daily Policy

We at the WCC work hard to be available to families as they need care for their children. We calculate our daily attendance based on the information families provide upon registration and arrange for appropriate staffing each day.

Through this process we can provide the highest quality care to all children in our program. If your child is out sick or just not coming on a day they are scheduled please notify the Director or the WCC so that we do not hold up activities or look for your child. It helps immensely to make sure we have a correct head count and the right staff to child ratios.

Due to the fact that we prearrange for staffing, it is not always possible for us to accept a last minute addition to our attendance.

However, we understand that at times a family may need an extra day of childcare. We ask families who would like to inquire about daily days for the month to please contact the WCC front desk. The more notice we have the greater the possibility of your child being able to add-in to the program.

Thank you for this consideration and for helping us maintain our high level of care!

Behavior Plan

At Adventure we endeavor to build positive relationships with children and their families and foster a community within our program. Respect for oneself and others is important and we ask that children, staff and families be respectful at all times. This means using appropriate language and kind words when communicating with others. It also means respecting personal space and remaining appropriate when working in groups or at play.

The multi-age group presents unique opportunities for older children to model positive behaviors for the younger children. All children must feel safe at Adventure and we all work together to provide such an environment. If there are 3 incidents of troubled behavior we will have to look into the possibility of dismissal from Summer Adventure. We are a small Adventure and cannot have

a one on one counselor with children at all times but will accommodate when the situation calls for it.

When children struggle with behavior challenges, the Adventure staff will work in partnership with the parents to help remedy the situation. This will happen on a case by case basis and solutions may vary due to the needs of the child. If your child is already participating in a behavior plan at home or school it is helpful for the staff to understand the practices/procedures already in place so we can continue to support and reinforce positive behaviors.

Typical responses to behavior challenges include:

- Redirection to a new activity, play group, or task
- Conversation to review more appropriate choices
- Take a walk - giving the child a chance to calm down and 'reset'
- Collaboration with student to brainstorm solutions

If your child has specialized behavior plans, an IEP, or you have any successful strategies you use as a family when approaching behavior challenges, please provide this information to the Adventure director. This information will be kept confidential within the program and allows for Adventure staff to provide consistent support for your child while they are at Adventure. Any information provided is extremely helpful to us in creating a positive Adventure experience for all Explorers.

As always, our goal is to partner with children and families to correct behaviors and find solutions. When issues around safety occur, such as running off grounds or physical aggression parents may be called immediately to arrange for immediate pick-up. This might even happen when on a field trip. Depending on the severity of the behavior a behavior plan will be put in place and we will work in collaboration with parents to help children remain at Adventure or a child may be dismissed from Adventure for the rest of the summer. However, some cases regarding specific actions, such as the safety of other Explorers and counselors, governed by the Wiscasset Parks and Recreation department are grounds for immediate dismissal from Adventure.

Health Policy

At Adventure we provide an engaging environment with programming that enriches and supports the growth and development of children. This includes making

sure that your child is **fully potty trained (able to wipe themselves and has no accidents)** and able to attend Adventure with limited help for personal health. Where we have younger Explorers, we understand having potty accidents is normal, but when a child needs help in the bathroom on a daily basis or multiple times a day, we will need to determine a course of action with the parents on a case-by-case basis. When a child has personal issues or become ill enough to impair their ability to participate fully in programming or illness can spread to other children we will need to have that child remain out of Adventure until able to fully participate in all activities.

If a child becomes ill while attending our program, the Adventure director will call the primary contact(s) listed on the registration form. If contact cannot be made we will then call the next listed contact person(s) to notify them of the child's illness. At times phone calls will be made simply to inform parents about a child's wellbeing if a child seems under the weather. In cases that require more attention the Adventure director or staff will request you come to pick up your child or arrange for pick-up from another contact person. Please arrange to pick up your child as soon as possible or within the hour if they are ill.

Examples of Exclusion due to illness:

There are several considerations when assessing a child for illness. The American Academy of Pediatrics recommends that we get children medical attention within an hour when they have:

- Been exposed to a vaccine-preventable disease and they are under-immunized, making them susceptible to this disease.
- Elevated temperatures (over 101.4 degrees, auxiliary) and look more than mildly ill. They may be lethargic, may complain of aches and pains, or may be unable to participate comfortably in the program. A child with a fever after receiving immunizations will not be excluded from the program.
- Vomiting while at Adventure or within 24 hours before coming to Adventure.
- Diarrhea (an increasingly frequent number of excessively watery or unformed stools in a few hours) while at Adventure or within 24 hours before

coming to Adventure. Diarrhea is often difficult to recover from quickly (within 24 hours and usually lasting 72 hours) so we do ask parents to watch for the child to also be able to eat and have stools that are appearing more like their normal state before returning.

- Unexplained or suspicious spreading rash or a rash with crusty or weeping lesions

- Discharge from the eyes or ears that is not clear and is a thick mucus substance
- Signs of respiratory illness: remarkable coughing, wheezing, or difficulty breathing
- Scabies or other infestation (e.g. lice and nits that have been untreated)
- A physician's diagnoses of a contagious disease.
- Positive Covid test (out of Adventure for 5 days)

A child may return to Adventure if any one of these criteria occurs:

- They are acting more like themselves: actively participating in their day, able to sustain activity for extended periods of time, comfortable in their recovery.
- Vomiting has ceased for 24 hours and appetite has returned. In the event of specific GI illnesses that dictate longer exclusion, Adventure staff will ask parents to contact their pediatricians for direction.
- Diarrhea has stopped enough so that stools are appearing more like their normal state.
- Lesions or scabs have dried and are no longer weeping or crusty.
- Head lice have been treated and complete nit removal has taken place.
- Physicians have granted permission to return to Adventure.

Mandated Reporting

Mandated reporters are required by law to file a report with the Maine Department of Health and Human Services if there is suspicion of child abuse or neglect. Due to our work with children all Adventure staff are mandated reporters and have received training in how to respond if there are signs of child abuse or neglect. To read a copy of the current law please visit the Maine DHHS website. <http://www.mainelegislature.org/legis/statutes/22/title22sec4011-A.html>

Emergency Procedures

All Adventure counselors directly supervising Explorers are certified in CPR and First Aid and are trained to respond in the case of an emergency.

Should an emergency arise concerning a child, Adventure staff will respond by notifying the primary contact(s). When appropriate, staff will also contact the local emergency response unit.

For small first aid cases children will be treated by a certified staff member and an incident form will be filled out for a parent to sign at pick up. Head injuries or

injuries that may require outside medical attention will warrant a phone call to the primary contact person(s) a pick-up may be requested.

Technology / Cell Phone Policy

Computers/iPads/iPods and other technology may be used only during specified times during summer Adventure. Devices may be used for music, reading & gaming rated E. All uses must be appropriate and will be monitored by Adventure staff. Any other use for these items is prohibited. Use of electronic devices is a privilege at Adventure. Failure to comply with the technology policy will result in loss of privilege. Electronic devices may be used on field trips, but must remain in the bus upon arrival.

Student cell phone use is prohibited and we ask that students do not bring cell phones to Adventure. If a child needs to reach a parent, Adventure staff will assist them by using the on-site phones. Similarly, a parent who wishes to contact their child may call in to the Adventure Directors phone or the Front desk. We are happy to pass along messages or arrange for your child to speak with you at any time.

Adventure staff members will carry cell phones and Walkie-talkies to be easily reached by other staff at WPRD. These phones are to be used in emergencies or to communicate with families/WPRD when off site.

Explorers are responsible for any items brought to Adventure. Wiscasset Parks & Recreation Department and its staff are not responsible in cases of damage, loss or theft. Thank you for your understanding!

Bullying Policy

Bullying is a form of physical or emotional abuse that occurs when a person or group repeatedly engages in repeated behaviors hurtful to others. Bullying through words, actions, bigotry or by exclusion of others by Explorers or counselors is not tolerated at summer Adventure. Name calling one time is not considered bullying but if it is repeated then we ask that it be

reported to a counselor or the Director for prompt attention. We can not correct behaviors if we are not notified of them. Explorers are encouraged to welcome others into their games/activities. Students who wish to have time alone may do so within a supervised area, when available.

Any incidences of bullying must be addressed promptly and reported to the Director. Plans will be made in collaboration with Explorers and families to correct bullying behaviors. Incidences of repeated bullying can be cause for disciplinary action and potential dismissal from Adventure.

Mainely Summer Adventure - Family Handbook Agreement

Please sign and return to Adventure

I/We, _____,

parent/guardian & Explorer name

have received and read the Mainely Summer Adventure Parent & Explorer Handbook and understand the program philosophy and policies. We agree to abide by all policies therein and certify that all information provided in the registration packet is accurate. I also have read and understand the Wiscasset Parks and Recreation general disclaimer attached.

Disclaimer

Please read carefully

Release:

In consideration of being allowed to participate in activities and programs sponsored by the Wiscasset Parks and Recreation Department / Wiscasset Community Center and to use Town of Wiscasset recreational facilities, equipment and machinery (including but not limited to the WCC, its equipment and machinery), and in addition to the payment of any fee or charge, I hereby waive, release and forever discharge the Town of Wiscasset, its officers, agents, employees, contractors, representatives and all others from any and all responsibility or liability for injuries, death or damage which I may sustain from my participation in any said activity or program.

I understand that the Wiscasset Parks and Recreation Department personnel, including those staffing the Wiscasset Community Center, are not able to diagnose any physical ailment which I might have and are not able to advise me whether or not any particular activity or use of particular recreational facilities, equipment or machinery may be detrimental to my health. It is my responsibility to obtain from my health care provider advice about the activities I might safely perform and the recreation facilities, equipment and machinery I might safely use. I also understand that neither the Town of Wiscasset nor the Wiscasset Parks and Recreation Department provide health or medical insurance and it is my responsibility to carry any health or medical insurance which I might desire.

In addition, I understand that the Wiscasset Parks and Recreation Department personnel, including those staffing the Wiscasset Community Center, reserve the right to prohibit any person at any time from taking part in an activity or from using Wiscasset's recreational facilities, equipment or machinery until the person has first obtained a licensed physician's written statement that the person may safely engage in the activity and/or safely use the recreational facility, equipment or machinery in question.

I acknowledge that I am aware that there are risks to me and/ or my child of exposure to directly or indirectly arising out of, contributed to, by, or resulting from an outbreak of any and all communicable disease, including but

not limited to, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for Coronavirus Disease (COVID-19) and/or any mutation or variation thereof;

I hereby consent to emergency medical procedures deemed advisable for my child in the event I cannot be reached and my child has sustained an injury. The Wiscasset Parks and Recreation Department does not provide accident or hospitalization insurance for participants of its programs. All participants are advised to have adequate personal coverage. Please consider participant's own health, experience, and tolerance for risk before participating in any program.

I also consent to the use of my or my child's photo, video, artwork etc. by the Wiscasset Parks and Recreation Department for flyers, brochures, presentations, advertisements, etc.

Parent/Guardian Signature

Date