



# CAMP KETCHA SUMMER CAMP 2023 FAMILY HANDBOOK



## I. GENERAL INFORMATION ON CAMP KETCHA

### **Camp Ketcha**

Camp Ketcha is one of Greater Portland's premier summer camps. The picturesque 107 acres includes rolling meadows and woodlands in the Scarborough Marsh. We have a sandy beach on a private pond, swimming pool, archery range, arts & crafts building, hiking trails, high and low ropes course, yurts, classrooms, large indoor spaces, sports fields and two playgrounds.

The mission of Ketcha Outdoors is to provide kids of all ages with deep connections to the land, a vibrant community, and the confidence to create their sense of place in the world.



### **American Camp Association Accredited**

Camp Ketcha is accredited through the American Camp Association by adhering to over 175 standards in the following areas: Site & Food Service, Transportation, Health & Wellness, Operational Management, Human Resources, Program Design & Activities, Aquatics, Adventure Challenge, and Horseback Riding. For more information on the American Camp Association please visit their website at [www.acacamps.org](http://www.acacamps.org).

### **Visitors**

Visitors are not permitted during the camp day unless approved ahead of time. Appointments should be made with the office staff if there is a need to meet with a staff member or child at Camp Ketcha. Our staff is trained to approach anyone unfamiliar and connect them with the Camp Director or other main building staff members.

While we encourage visitors with dogs on leashes during the offseason during our off hours, we do not allow dogs on the property during summer camp hours from 7:30 AM-6:00 PM. Please be mindful that many campers are not comfortable around dogs. We want all campers to feel safe at Camp Ketcha so please leave your pet in the car at pick up or drop off.

## II. COMMUNICATION

### Parent Information

Additional information required for other programs in which your child is enrolled will be emailed to you. Feel free to visit Camp Ketcha anytime to acquaint your child with the camp. If you would like a tour, please call to schedule one. We are happy to bring you around camp in any season. Keep an eye out for formal Open Houses both in person and virtually!

The weekend before each camp week you will receive an e-newsletter, The Ketcha Chronicle, outlining specific events happening during the next session. This is also when you will receive information about upcoming specialty camps, bussing, and special events.

If you have any additional questions that you can not find the answer to in this Parent's Guide, please contact us by calling (207) 883-8977.

### Emergency Camp Closing

In the event of an emergency camp closing we will notify local media outlets, place a sign out front, post it on the website, meet parents at bus stops and send out a mass camp email if possible. It is important that we have the most up to date contact information for this reason. If an emergency were to occur while camp is in session, we may announce an alternative pick-up location- either our Ice House Building off of Black Point Road or our Farm off of Spurwink Road. This change in pick-up location will be announced using the above measures.

## III. PARENT/GUARDIAN TRANSPORTATION POLICIES

### Parent/Guardian Transportation

If families are not using Early Care, they may arrive no earlier than 8:50 a.m. Camp ends at 4:00 p.m. each day. For the safety of each camper, the person picking up the camper must walk up to the camper's assigned pick up location and sign the child out with the child's counselor. Every person picking up a child must show a photo ID. Drop off and pick up location will stay the same each day unless there is inclement weather. We will space the groups in a large circle in the upper field and have leadership staff available to take you to your child's group until you get the hang of it.

Please enter through the Black Point Road entrance and exit using the Spurwink Road (Rt.77) entrance. Please observe these measures to keep all children safe at Camp Ketcha.

**The speed limit on our property is 5 MPH- please drive responsibly for the safety of our campers.** Parking is located in the Spurwink Road side or the Employee Parking area.

### Early/Late Care

Early care is offered every morning beginning at 7:30am. Late Care is offered every afternoon until 6:00pm. You must sign up and pay for Early/Late Care in advance. For staffing purposes, the above hours are strictly followed. Early/Late Care is only offered by the week. If you are utilizing Early Care and Late Care please be sure you connect with a counselor to check your camper in and out each day. There will be a staff member ready to connect with parents to check in children.

### First Day Check-In Mondays only (for non bus riders)

Each Monday we will have extra staff available at the table outside (inside if it is raining) anytime beginning at 8:50a.m (if your child is riding the bus you do not need to drive them the first day as long as all of your forms are completed and you have paid all balances due). Head Counselors & Program Staff will be available to walk you and your camper to your group.



## IV. BUS TRANSPORTATION INFORMATION

### Buses

We have one bus that stops at various locations around Greater Portland. Qualified drivers operate all Camp Ketcha buses. Each bus has one or two Camp Ketcha staff monitors who are equipped with a cellular phone.

Children are expected to demonstrate safe and appropriate behavior while riding on our buses. To ensure the safety and well being of other campers, Camp Ketcha reserves the right to suspend or expel disruptive children from the bus. If a child is removed from the bus, no refunds will be made. It is the parent/guardian's responsibility to transport the child to and from camp. All children riding a camp bus will become the responsibility of camp staff at the point they board the bus in the morning.

All campers **MUST** be met at the bus stop by a parent/guardian or a person designated in writing by the parent/guardian unless they have prior written arrangements with Camp Ketcha. (See below). Every person picking up a child **MUST** show a photo ID. If the child is not picked up at the last stop at the designated time, the parent will be charged a \$1 per minute late fee for under 10 minutes. If the child is not picked up after 10 minutes and before 30 minutes a \$50 fee will be charged. If the child is not met, she/he will be returned to camp and an additional \$50 fee will be charged. If you feel that your child can safely walk home from the bus stop without a parent/guardian, then you must fill out and sign our Bus Stop Authorization form. To obtain one please visit the Transportation page on our website.



### Conduct While Attending Camp

Our programs follow a 5 finger contract that is to stay safe (pinky), respect others and the environment (ring), be kind (middle), lead by example (pointer), and have fun (thumb). These are gone over daily as a way to set expectations for program participants who can high five each other to “seal the deal”. These rules are a positive support approach to help students with skill building for self-control and self-advocacy.

We strive to create a supportive, nurturing and joyful environment where everyone shares a sense of belonging and acceptance. Our goals are to support confidence and self-awareness and to build social skills.

### **Additional Bus Rules**

All camp rules apply when riding the bus in addition to the rules listed below:

- Remain seated with seat belts on (if provided) during bus trips
- Keep all body parts and objects inside of the bus.

Please discuss and reinforce these behavioral expectations with your child.

## **V. DAILY ATTENDANCE, LATE ARRIVALS & EARLY DISMISSALS**

### **Absence**

Attendance is taken every day at Camp Ketcha. If your child will be absent, please call 207-883-8977 to let us know. A voice mailbox system is in place for messages when camp is closed. We unfortunately are unable to allow your child to make up missed days during other weeks of camp.

### **Late Arrivals/Early Pick-Up**

If you know in advance that your child will be arriving late or being picked up early, please send a note, email, or call camp. For early pick-up and late drop off it is very important that you call first since main building staff will need to inform group counselors and coordinate a pick-up/drop-off at the main building. We spend most of our day away from the main building.

Early pick-ups between 3:15 to 3:45pm are not permitted as those are the most difficult to handle and our busiest time of day. While late arrivals and early pick-ups can be emailed, we prefer that you call to ensure that it receives immediate attention. Camp staff is usually out on the property and only periodically able to check email.

## **VI. DISMISSAL POLICY**

### **Dismissal Policy**

#### Parent Authorization:

Your child will only be dismissed to the people whom you have listed on your summer camp registration form. We will not release your child to anyone else unless we have written authorization from you. If you need to add an approved pickup to your account, please let us know. If a non-custodial parent has been denied access to a child by court order, you must submit documentation to that effect and we will comply with it accordingly.

#### Sign-Out Procedure:

All parents or people picking up your child must check-out with your child's counselor at their group spot on the upper field. You will be asked to produce an I.D. unless the counselor can recognize and name you. Everyone picking up should have their ID on them in case we have a substitute counselor. We kindly ask all parents to cooperate with us during this time in order to make dismissal as smooth as possible. **It is very important that you check out with your child's counselor.**

#### Late Pick-Up:

Camp closes promptly at 6:00p.m. Any participant picked up after 6:00p.m will be charged \$1 per every minute they are late plus \$15. Payment is due upon pick-up. At 6:30p.m., we will follow Failure to Pick-Up Child procedures. In case of an emergency, please notify us immediately.

#### Failure to Pick-Up Child:

If the parent or authorized person(s) fails to pick-up the child at the time of the camp's closing, Camp Ketcha will ensure that:

1. The child is supervised at all times;



2. Staff members attempt to contact the parent or authorized person(s); and
3. **A ½ hour or more after closing time**, and provided that other arrangements for releasing the child to the parent or authorized person(s) have failed, and the staff member(s) cannot continue to supervise the child at camp, **the staff member will call the Department of Health & Human Services 24 hour Child Abuse & Neglect Hotline at 1-800-452-1999** to seek assistance in caring for the child until an authorized person is able to pick-up the child.



## VII. HEALTHCARE

### Sunscreen Policy

Campers spend most of their time outdoors while at Camp Ketcha. All campers must apply sunscreen with a minimum SPF of 15 (30+ is preferred) to all exposed skin, including lips, daily. Parents/Guardians are responsible for applying the first layer of sunscreen prior to the camper's arrival. Please provide enough additional sunscreen for further applications. Camp Ketcha staff will be responsible for follow-up applications according to the schedule below. Please be sure to write your child's name on his or her sunscreen so that we can ensure it goes home with them.

### Sunscreen Schedule

Counselors and campers are required to apply sunscreen the following times at Camp Ketcha:

(CAMPERS ARE EXPECTED TO COME WITH THE FIRST APPLICATION ON)

AM Snack

Lunch

PM Snack

Before and after swimming

After Early Care and before Late Care

### Health Care, Sickness, & Lice

In order to attend, every camper must have a MEDICAL FORM completed, signed by a parent, and submitted no later than 2 weeks prior to the first session your camper is registered for. Information documented on the MEDICAL FORM must be current. Health information about your camper that is required includes but is not limited to allergy history, medications routinely taken, dietary restrictions, general health history, physical/emotional/mental health history, physician contact information, and immunization record (you may need to obtain this from your child's pediatrician). It is important that you and your physician provide complete information regarding any physical condition or recent illness that may require our attention while your camper is at camp.

Our camp has a well-equipped Health Office with a Health Officer trained in emergency First Aid and CPR techniques. In addition, all Camp Ketcha staff are trained and certified in First Aid and CPR.

If your child is ill, please do not send him/her to camp. This is especially important this summer during the COVID-19 pandemic. If your child becomes ill while at camp, you will be contacted to pick him/her up. If a camper goes home or stays home with a fever of 100.0 degrees or more, they must stay home for 24 hours or until fever free for 24 hours WITHOUT medication. Campers with fever, cough, shortness of breath, headache, muscle ache, loss of taste or smell, sore throat, abdominal pain, vomiting and/ or diarrhea must go home or stay home for 24 hours or until free of symptoms for 24 hours WITHOUT medication. Should your child become sick at camp with COVID like symptoms such as, fever, diarrhea, cough we may ask that you complete a COVID19 rapid test before returning to camp. Camp leadership reserves the right to change these requirements as new information develops about the COVID19 virus. \*Camp Ketcha will follow the most current Maine AAP flowchart when making decisions regarding returning to camp\*

The information coming in about COVID19 is constantly evolving as scientists and doctors learn more. At this time we ARE requiring masks for all children and staff indoors in large groups at Camp Ketcha and outdoors in large groups during times of high transmission. Please note that this may or may not change as we approach the summer months. All of our staff members at Camp Ketcha are required to be fully vaccinated against COVID19.

In case of injury, the Camp Ketcha staff and/or Health Officer will take necessary measures to ensure proper emergency care, which may include: treatment by staff for minor injuries, phoning you as the parent for your instructions, calling local emergency care providers, or transporting the camper to a doctor or emergency care facility when needed.

You will be notified as soon as possible regarding any communicable diseases affecting children in the program. We report outbreaks of diseases to local health authorities. Children absent due to contagious diseases can return to Camp Ketcha when accompanied by a signed physician's statement indicating they are no longer contagious. Children absent due to lice may not return until there is no sign of lice or eggs. The child will be inspected for lice by Camp Ketcha staff before they can return to the program.

It is very important that you provide us with complete emergency contact information (other than yourself). In the case of any injury that requires medical attention, we make every attempt to contact you prior to treatment. In the event you cannot be reached, we will have your written authorization on file to treat an injury.

## **Immunizations**

**At Ketcha Outdoors we do require that all children are vaccinated following the Maine DOE vaccination schedule. Up to date records of these immunizations are required before starting care at Ketcha Outdoors. Required immunizations can be found here:**

**<https://www.maine.gov/doe/sites/maine.gov.doel/files/inline-files/ME%20Immunization%20Requirements%20for%20Schools%209-25-2021.pdf>**

## ***Medical Exemptions***

***The following are medical contraindications for which medical exemptions may be certified by a physician for immunizations.***

**Pertussis vaccine: 1) fever greater than or equal to 40.5 C (105 F); collapse or shocklike state (hypotonic-hyporesponsive episode), or persistent, inconsolable crying lasting three or more hours within 48 hours of receiving a prior dose of pertussis vaccine; 2) seizures occurring within 3 days of receiving a prior dose of pertussis vaccine; 3) encephalopathy within 7 days of administration of a previous dose of pertussis vaccine; 4) anaphylactic reaction to pertussis vaccine or a vaccine constituent; or 5) the student has reached the seventh birthday.**

**Diphtheria or tetanus toxoids: 1) anaphylactic reaction to diphtheria or tetanus toxoids or a toxoid constituent.**

**Measles or mumps vaccine:** 1) pregnancy; 2) known altered immunodeficiency (hematologic and solid tumors; congenital immunodeficiency; and long-term immunosuppressive therapy); 3) anaphylactic reactions to egg ingestion or to neomycin; 4) anaphylactic reaction to measles or mumps vaccine or a vaccine constituent.

**Rubella vaccine:** 1) pregnancy; 2) known altered immunodeficiency (hematologic and solid tumors; congenital immunodeficiency; and long-term immunosuppressive therapy); 3) anaphylactic reactions to neomycin; 4) anaphylactic reaction to rubella vaccine or a vaccine constituent.

**Inactivated polio vaccine:** 1) anaphylactic reactions to neomycin or streptomycin; 2) anaphylactic reaction to polio vaccine or a vaccine constituent.

**Varicella:** 1) pregnancy; 2) immunosuppression; 3) anaphylactic reaction to a vaccine component ; 4) recent recipient of antibody-containing blood product."

## Medications

ALL medications (prescriptions and non-prescriptions) must be brought to camp in original containers and an Authorization to Dispense Medication Form (on our website) must be filled out and accompany the medication. Parents/Guardians must deliver prescriptions in person to Camp Ketcha counselors at drop-off or arrange a time with the Camp Nurse and Camp Director prior to the first day of camp. You may not send any medications in a camper's backpack.

## In Case of Emergency or Illness



In the event of a medical emergency that cannot be treated at camp, we will contact 911 and then we will contact you immediately. For a medical concern that does not require emergency services, you will be contacted first. A child with a temperature of 100 degrees or higher, vomiting, suffering from diarrhea or any other illness symptoms will be sent home for the day and may not return for 24 hours. As well, do not bring your child to camp with these or any other symptoms of illness. We seek the counsel of parents whenever a camper is ill, abnormally homesick, or whenever something extraordinary occurs; please do not be alarmed if you receive a call from us. Be sure to indicate on the Registration form and Health History form how we may reach you. Please provide an emergency contact person and phone number. The emergency contact person needs to be someone other than Parent 1 or Parent 2. We will make every effort to contact you first in an emergency.







## VIII. DAILY PERSONAL ITEMS

### What to Wear to Camp Ketcha

- **Weather Appropriate Clothes-** This may include a hat to protect from the sun, layers, and rain gear.
- **Closed toe sandals or sneakers-** This is for your child's safety while at camp. Your camper will be unable to participate in many of our program areas without the proper footwear. (they will have to sit out and watch other children participate ☺)
- **Mask-** At this time we are requiring masks during select times at Ketcha Outdoors (see above). Please send your child with a properly fitting mask if our COVID policies during summer require it.

### What to Bring to Camp Ketcha

	<b>Sweatshirt</b> or jacket (we do have a nice ocean breeze)		<b>Backpack</b> to store your belongings
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	<b>Raincoat and rain boots</b> on rainy days		<b>Swimsuit and beach towel</b> (plastic bag to store it in)
	<b>Water Bottle</b> labeled with your child's name *if a camper does not have a water bottle they will be provided a Camp Ketcha bottle at the cost of \$3. It is crucial that all campers are hydrated while participating actively throughout the day		<b>LUNCH &amp; snacks</b> in an insulated lunch box with ice packs each day. Please pack any utensils that you may need. Camp Ketcha does not have refrigeration, a microwave or stove available for lunches. We also have a carry-in/carry-out policy for waste.
	<b>Sunscreen</b> labeled with your camper's name. Campers should arrive at camp with the first application already on.		<b>Bug Repellent</b> , preferably lotion labeled with your camper's name.

### The following items are not permitted at Camp Ketcha:

- 1) Cell phones, cellular enabled smart watches, video games or any other electronic device
- 2) Knives, sharp objects or weapons of any kind
- 3) Drugs, tobacco or alcohol
- 4) Fireworks/sparklers
- 5) Lighters or matches
- 6) Pets or animals of any kind

Articles brought to camp are the responsibility of the camper. CAMP KETCHA IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES including clothing, trading cards, and personal sports equipment brought to camp. Please leave valuables at home. Please note that Camp Ketcha does not allow drugs or alcohol of any sort on the facility during camp sessions.

### Lost and Found

The camp experience is an opportunity for children to learn responsibility for their personal belongings. Please discuss with your child prior to attending camp the importance of caring for and keeping track of their personal belongings. Label all clothing and equipment with the camper's full name. Any unclaimed items left behind will be held for a period of two weeks after the session, after which they will be donated to a local charity. Throughout camp sessions Lost and Found will be located at the main building. If what you are looking for is not in the lost and found please contact the main office. Camp Ketcha is not responsible for lost or damaged articles. We make every effort to get clothing back to children prior to leaving camp each day. Oftentimes if something is missing it will get turned in the following day.

## BEHAVIOR EXPECTATIONS

### Behavior & Discipline

Our programs follow a 5 finger contract that is to stay safe (pinky), respect others and the environment (ring), be kind (middle), lead by example (pointer), and have fun (thumb). These are gone over daily as a way to set expectations for program participants who can high five each other to "seal the deal". These rules are a positive support approach to help campers with skill building for self-control and self-advocacy. We strive to create a supportive, nurturing and joyful



environment where everyone shares a sense of belonging and acceptance. Our goals are to support confidence and self-awareness and to build social skills.

Ketcha Outdoors views discipline as the positive use of guidance and language that will teach children the appropriate responses to sometimes challenging situations. We believe that discipline is not punishment, but using these experiences to teach, guide, and redirect children with the purpose of raising responsible, resilient, and confident children who will grow up to care for themselves and others.

We strive to create an open, trusting relationship with parents that welcomes communication between parents and staff regarding their child's experiences at Ketcha Outdoors. If a child's behavior is interfering negatively with the functioning of the program or the safety of others, we will notify the parent or guardian to set up a meeting with the director and appropriate head counselor. Staff will work cooperatively with family to develop and implement strategies to provide extra support by creating a behavior plan.

If it is decided that Ketcha Outdoors cannot reasonably accommodate the child's support needs, the family may be asked to withdraw the child from the program. Camp Ketcha's philosophy is to help each child develop respect for oneself, others, and the environment, and our goal is to help all children who attend Camp Ketcha to be successful in our program. Camp Ketcha program supervisors reserve the right to suspend and/or dismiss the child from the program without reimbursement for violent or inappropriate behavior that causes risk to the camper, others, or the environment.

## Discipline Policy

Attending Camp Ketcha is a privilege that you as a parent/guardian have chosen for your child. Every camper has the right to an excellent camping experience in a safe and fun atmosphere. Discipline will be handled in the following manner, or as otherwise decided by the Camp Director in more serious cases.

**First Offense-** Verbal Warning

**Second Offense-** Redirection for the situation and a child/counselor meeting

**Third Offense-** Written Documentation, redirection and a call to the parent from the Head Counselor. At this point the camp staff may ask you to pick up your child. Should a second call be necessary after the third offense, a meeting with the parent, camper, Head Counselor, and the Assistant Director or Camp Director must take place before the child can return to camp. Should a third call be necessary, the camper will be suspended from camp. Before being allowed to return, the family must meet with the Camp Director. Please note that if the issue is severe, such as those involving physical violence, some steps may be skipped. NO REFUNDS will be made for campers suspended because of discipline problems.

## Essential Eligibility Criteria

*Camp Ketcha takes the health and safety of our community very seriously. This includes the physical and emotional safety of our campers and our staff. Camp is a magical place where campers have the opportunity to grow, meet new and different people, experience challenges, gain a sense of community. To help you identify if your child is ready for Camp Ketcha, please evaluate the following criteria prior to registration.*

### **What does camp readiness look like?**

- ☐ Campers can use established coping mechanisms following an event that causes frustration, sadness, anger, or other difficult emotions.
- ☐ Campers can ask for help and communicate their basic needs.
- ☐ Due to the nature of our program, campers go between program areas throughout the day. Campers can navigate transitions and get from location to location throughout the day.
- ☐ Campers can stay with their group throughout the camp day.
- ☐ Campers are able to independently navigate hills, uneven trails, and rough terrain.
- ☐ Campers can follow verbal directions.
- ☐ Campers can manage their basic personal hygiene independently which includes toileting, hand washing, and changing in and out of a bathing suit.
- ☐ Campers can contribute to a safe camp community.

- ☐ Campers must be able to function in a group setting in a positive and cooperative manner that displays tolerance and respect for self and others.
- ☐ Campers can stay away from technology and electronic devices for the full duration of the camp day.
- ☐ Campers can manage the sensory stimulation of a frequently large, loud, and energetic group environment.
- ☐ Campers can demonstrate age-appropriate social and emotional skills in managing personal boundaries, relationships, communication, stress, and conflict.

***What support can our staff typically provide?***

- ☐ Staff are able to help campers talk through difficult moments and provide peaceful conflict resolution as needed.
- ☐ Staff can provide age appropriate support and coaching with basic needs such as changing, toileting, and hand washing.
- ☐ Staff can support campers through transitions with visual schedules, reminders, and positive incentives.

***What support can we not safely provide?***

- ☐ Extensive behavioral support that requires 1:1 support of a camper. \*Please note that if your child receives 1:1 support at school they will typically need 1:1 support at camp. Camp Ketcha does not provide 1:1 services but we can accommodate them when provided by parents, the school, or a third party service.\*
- ☐ We are not able to accommodate medical issues requiring treatment beyond the scope of our health center and Camp Nurse as outlined in our Standing Orders prescribed by our Camp Doctor.

*If you are unsure about whether your child meets the Essential Eligibility Criteria, then please contact us to discuss their needs/interests and possible accommodations to support them. We would love to learn about your child and how we may be able to provide a healthy and safe camp experience. Our camp may be able to accommodate a camper if it does not significantly alter the fundamental nature of the camp experience, jeopardize the health and safety of the camper or other campers/staff/volunteers, or place an undue administrative or financial burden on camp. If Camp Ketcha ends up not being a good fit for your child, then we are happy to help connect you with another camp better suited to their needs and interests.*

## **X. PROGRAM INFORMATION**

### **Camp Staff & Group Ratios**

Camper groups have ratios based upon age and in compliance with the State of Maine day camp ratios and the American Camp Association. The ratios are as follows:

Ages 4-7- 1:5  
 Ages 7-9- 1:6  
 Ages 10+- 1:8

Exceptions to the ratios occur during Early & Late care during the first hour and last hour of care.

### **Staff**

Our staff are hired for their enthusiasm, creativity, and supervision skills after a thorough background check. We provide all staff with a thorough and intensive training including child development, emergency procedures, risk management, water safety and much more. Staff is First Aid and CPR certified and all waterfront staff have lifeguard certifications. 80% of our staff are over the age of 18, junior counselors 16 & 17 are always under the supervision of a Senior Counselor. Junior Counselors, ages 16-17 work only with campers up to age 10.

### **Rainy Days/Inclement Weather**

Camp Ketcha Day Camp will provide camp programs on rainy days in our designated rainy day spaces for each group and try to stay outside as much as possible. While in these indoor spaces, campers and staff will be required to wear masks. Raincoats and layers should be sent with your child as they will try to be outside in rain as much as possible to ensure social distancing. Camp Ketcha does not offer refunds of any amount for rainy days or inclement weather.

## Swimming

- All campers will be scheduled for one swim period each day while they are at camp (weather permitting). Specialty campers may miss swimming because of full day field trips.
- Campers will swim in our pool or our pond.
- Our pool is 3ft in the shallow end and 9ft in the deep end.
- The pond is separated into two areas: the shallow end used for our youngest campers-at most the depth is 4ft and a deep end of the pond which includes a shallow end and a deep end with a swim dock.
- All campers will participate in a Swim Evaluation on Monday or their first day of camp so that our staff can determine where your child is safe to swim.
- All lifeguards are certified and trained.
- We follow the Red Cross ratio of 1:25 for lifeguards to swimmers. This ratio does not include camp counselors who are also required to swim with your campers or supervise from the side.
- Due to concerns about sharing materials this summer we prefer that families provide their own floatation device for children who are in need of them. Camp Ketcha will have some available if necessary, but state guidelines limit the use of shared materials. If you need your child to use a Camp Ketcha floatation device throughout the whole summer contact the Camp Director so they can label one for use for your child only and keep it onsite.

## Sample Day Camp Schedule

\*\*\*\* This schedule is for sample purposes only. It depicts the time blocks for a typical day.

<b>8:00-9:00</b>	<b>Early Care in groups</b>
<b>9:00-9:20</b>	<b>Sign in, screening, opening circle</b>
<b>9:20-10:20</b>	<b>Program block #1</b>
<b>10:20-10:40</b>	<b>AM Snack</b>
<b>10:40-11:40</b>	<b>Program block #2</b>
<b>11:40-12:10</b>	<b>Lunch</b>
<b>12:10-1:10</b>	<b>Program block #3</b>
<b>1:10-2:10</b>	<b>Program block #4</b>
<b>2:10-3:10</b>	<b>Program block #5</b>
<b>3:10-3:30</b>	<b>PM Snack</b>
<b>3:30-3:50</b>	<b>Closing circle and wrap up</b>
<b>4:00-5:00</b>	<b>Late Care in groups</b>

## Group Requests

You may request, in writing, that your child be placed with a friend. This request will not be fulfilled until the other family requests this match up as well. Please note that it is not always possible to accommodate group requests.

## Evaluations

At the end of each session, we will email you an evaluation. We appreciate your cooperation in filling these out as they help us plan and design our program to better meet the needs and desires of our campers and their families. We value your input!

## Tipping

As an accredited member of the American Camp Association, tipping is not permitted at Camp Ketcha. Please share your appreciation in person or send a note to those people you wish to thank. Some parents choose to contribute to the Scholarship Fund or Annual Campaign as a way of expressing extra thanks.

## XI. FINANCIAL POLICIES & ADDITIONAL WEEKS

### Additional Weeks and Services

You may register for additional weeks of camp, bus transportation, Early and Late Care, and other programs at any time, provided space is available. Check your weekly Camp Ketcha Newsletter for program openings or newly added programs. All additional weeks & services must be in writing, please email [Registration@campketcha.org](mailto:Registration@campketcha.org) to add weeks. Payment will be due according to our payment schedule when adding camp programs.

### Summer Payment Information

It is the goal of Camp Ketcha as a non-profit organization to offer quality programs at an affordable cost. The following policies help us to properly allocate staff and resources and ensure that our prices remain as low as possible.

**DEPOSIT:** A \$50 deposit per week and a yearly registration fee of \$20 must accompany your registration and is applied to the total camp tuition. Deposits and membership fees are not refundable under any circumstances.

**BALANCE OF PAYMENT:** The balance of all camp fees is due by auto-payments according to the following schedule.

### PAYMENT SCHEDULE:

**Payment is due on the first of the month before the weekly session starts.**

**May 1 for any June Sessions (Weeks 1, 2, 3)**

**June 1 for any July sessions- (Weeks 4, 5, 6, 7)**

**July 1 for any August/September Sessions- (Weeks 8, 9, 10, 11, 12)**

If we do not receive full payment for camp sessions on time your child will not be allowed to attend Camp Ketcha until a payment is received. A \$25 late fee will be charged to each camper account if your automatic payments are declined.

### Refund/Cancellation Policy

Any deviations from our refund and cancellation policy will be up to the discretion of our Board of Directors.

If you cancel in writing <b>21 days or more</b> from the start of the session:	Will receive a refund of what you have paid minus the \$50 non-refundable deposit per week and \$20 registration fee.
If you cancel in writing <b>14-20 days</b> to the start of the session:	Will receive a refund of what you have paid minus the \$50 non-refundable deposit per week, \$20 registration fee and \$40 late cancel fee.
If you cancel <b>0-13 days</b> to the start of the session:	No refund will be given.
<b>Medical Emergency Cancellation</b> for severe medical issues:	A doctor's note must be sent to us within one week of you notifying us in writing to request the cancellation. You will receive a refund of what you have paid minus the \$50 non-refundable deposit per week and \$20 registration fee.
<b>January 17th Early Registration Cancellation Policy</b> for families registering for 8 weeks or more:	This added cancellation policy applies to families choosing to register early for full summer (eight to eleven weeks). If you register on this early date you are required to pay for at least eight full weeks of camp.

	For example if you register for eleven weeks and ask to cancel four weeks we will only be refunding you for three of those weeks (with cancellation fees per our regular Cancellation Policy)
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### Behavioral Dismissal Policy

Camper fees are non-refundable if a camper is removed for disciplinary reasons. Physical violence or bullying toward another camper or staff member will result in immediate dismissal from the camp program and you will not be refunded for the current week. Additional weeks will be refunded minus a \$50 non-refundable deposit per week, and a \$40 late cancel fee.

## XII. INTERNET CONTACT POLICY

### Off-Season Camper-Staff Contact

At Camp Ketcha, our pledge is to put your children in the company of the most trustworthy and appropriate young adults we can hire. The effort we put into screening and selecting our staff is part of that pledge.

By hiring the staff that we do, however, we do not recommend them as baby-sitters, nannies or child companions outside of camp. Our staff works with your child in the context of a visible, well scrutinized community that has many built-in checks and balances. Counselors are supervised by senior staff and are guided by clear, firm policies regarding behavior. Their actions are also visible to a community full of co-workers and campers. In general, we discourage our staff from having contact with your children after camp since we cannot supervise it. We hire our staff for the camp season. We do not take responsibility for their behavior off-season.

We also recognize that campers and counselors develop close, trusting relationships with one another at camp and that these relationships are healthy, wholesome and beneficial to campers and staff alike. We are aware that many campers will naturally want to keep in touch with their favorite counselors after camp.

Therefore, our official policy is to forbid the exchange of contact information of any kind between campers and our staff, whether paid or volunteer. With the Internet as it is, however, we know campers can “find” their counselors if they persist. Our recommendation is simply for you as parents to be aware of your child’s online activities and supervise them as you would any other aspect of their life in your home. Likewise, if you as a parent or legal guardian wish your child to exchange such information with a camp staff member, that is, of course, your right. However, by doing so, you understand you accept full responsibility for overseeing whatever contact occurs as a result.

## CAMP KETCHA QUICK FACT SHEET

**Camp Hours:** 9am-4pm. Monday through Friday  
Early care begins at 7:30am and late care ends at 6:00pm.

### CONTACT US:

336 Black Point Road  
Scarborough, Maine 04074  
Phone: (207) 883-8977 Fax: (207) 885-0944  
[www.campketcha.org](http://www.campketcha.org)

### DIRECTIONS:

#### From I-95 South

Take I-95 North to Exit 42, Route 1 Scarborough

Go straight through the light to Haigis Parkway  
Take a left onto Route 1



Drive 1.3 miles; turn right onto Route 207 Black Point Road  
Drive 2.8 miles, Camp Ketcha is on the left right before Route 77

**From I-295 North**

I-295 South, take Exit 2 Scarborough/Old Orchard Beach

Drive 2.1 miles on Scarborough Connector, merge onto Route 1  
Drive 1.1 miles; turn left onto Route 207 Black Point Road  
Drive 2.8 miles, Camp Ketcha is on the left right before Route 7