



Dear Little Cub Parents,

Greetings! We are excited to coordinate an incredible week of camp for your child. To help us collaborate on a safe and exceptionally fun summer experience, look for an email every Friday before your camp session begins. This message will outline vital program details.

There will be three groups this summer staffed by a lead and junior counselor.

Lead Counselors - Jen Murphy or Ellen Weaver, Jenny Allen or Verna Gordon, and Frances Terrien

Junior Counselors - Alice, Corin, and Noelle

Within this Information Packet, you will find:

Daily Schedule

Pick Up/Drop Off Details

Daily Packing List

Swim Lessons

Sickness Policy

Toilet Training Policy

Cancellation Policy

Contact Information

DAILY SCHEDULE

The schedule is subject to adjustments should the councilors feel it is necessary.

8:30 AM	Drop Off - Cape Care playground parking lot located behind the High School, unless it's raining, in which case drop off at the Community Center
8:45 - 9:30 AM	Groups will alternate swim lessons Monday - Thursday. Swim lessons start promptly at 8:45 am, so please arrive on time.
8:45 AM	Morning Fun (Playground, Games, Sprinkler, Water Table, Baseball, Waffle Blocks, building with various manipulatives, etc.)
9:45 AM	Bathroom, Wash Hands, Snack
10:15 AM	More Morning Fun (Playground, Games, Sprinkler, Water Table, Baseball, Waffle Blocks, building with various manipulatives, etc.)
11:00 AM	Clean up and walk up to the Community Center classrooms.
11:15 AM	Indoor Play (in classrooms, activity room, or spin room)
Noon	Bathroom, Wash Hands, Lunch, and Rest Note: Rest time provides campers an opportunity to relax on their mats as they transition into the afternoon. While most campers will not sleep, many of our three-year-olds do. Please refrain from sending pillows, blankets, or stuffed animals, as these items are difficult for us to manage during this period.
1:00 PM	Afternoon Fun (Indoor Play, Gym, Arts and Crafts, Games, Stories, Play Dough, Yoga, etc.)
2:30 PM	Clean Up, Bathroom, Wash Hands, Pack Up
2:50 PM	Pick Up - Look for the Little Cubs sign at the top of the hill/high school parking lot.

PICK UP/DROP OFF DETAILS



Drop off at 8:30 AM

Campers will be checked-in at the Cape Care playground parking lot located behind the High School, unless it's raining, in which case drop off at the Community Center. Do not leave your child unattended until they have been checked in.

Playground Parking Lot: Turn into the High School entrance off of Rt. 77, drive down and take a right, then a quick left down the hill (the high school will now be on your left).



Please say your goodbyes **before** the orange cones. The traffic cones are a wonderful visual transition tool that helps kids transition from drop off to camp.



Pick up at 2:50 PM

High School Parking Lot: Instead of turning into the Community Center parking lot, continue past the entrance, take a right and then a quick left; the parking lot is on your right.

Please park your car in a parking space, and a counselor will walk your child to you.

If you have not picked your child up by 3:00 pm, pick them up at Cape Care playground/High School Cafeteria.

After Camp Care campers will be walked to the playground at 2:40 PM by a counselor.

If your child is registered for After Camp Care, please pick them up at the Cape Care playground or the High School Cafeteria.

DAILY PACKING LIST

Please be sure to label all of your child's things.

- Backpack
- Filled kid-sized water bottle
- Morning Snack packed separately from lunch
- Lunch
- Sneakers or open-toed sandals only.
- Sweatshirt or light layer
- Bathing Suit and Towel
- Extra Set of Clothes
- Optional Items: Hat, sunscreen, bug spray, goggles for swim lessons.

On swim lesson days, also pack separate swim bag with their name on it, Include towel, underwear, wet bathing suit bag (Ziplock or plastic bag) and Goggles (optional).

SWIM LESSONS

Each group will have swim lessons twice a week (8:45 – 9:30 AM)

- Mondays & Wednesdays: Miss Ellen, Miss Jen, and Miss Frances' Groups
- Tuesdays & Thursdays: Miss Jenny or Miss Verna's Group

Please send your child wearing their bathing suit under their clothes.

Pack them a separate swim bag with their name on it. Include towel, underwear, wet bathing suit bag, and Goggles (optional).

Note:

If your child does not come to camp on their swim day or is late for their lesson, there is no make-up. We are not able to substitute campers into other groups on alternative days.

If you arrive late, you will need to bring your child to the pool to join their group. The counselors on the playground are watching their groups and cannot leave.

If your child does not want to swim, they will still go into the pool area with their group, and sit in a chair on the side during the lesson.

SICKNESS POLICY

Keep your child home if they have had a fever, thrown up, or had diarrhea in the past 24 hours: or if they are not feeling well and/or have any symptoms that prevent them from comfortably making it through their camp day.

TOILET TRAINING POLICY

Campers must be FULLY potty trained to attend camp. This includes not wearing pull-ups.

CANCELLATION POLICY

The refund policy for withdrawal from any camp, and before and after camp care, is as follows:

- Withdrawals received on Monday for the following week will receive a 100 % refund, less a processing fee.
- Withdrawals received Tuesday – Thursday for the following week will receive a 50% refund, less a processing fee.
- Withdrawals received on Friday for the following week are non-refundable.
- Online transaction fees are non-refundable.
- Withdrawals due to medical conditions or injuries require a doctor's note to be considered for a credit for future use or refund.

Reminder: If you need to withdraw from Summer Rec Camp, Specialty Camp, Before Care, and After Care please specify each individual camp(s) you are withdrawing from.

CONTACT INFORMATION

Cape Elizabeth Community Services

343 Ocean House Rd

Cape Elizabeth, ME 04107

Phone: (207) 799-2868

[Kelly Phinney, Summer Camp Coordinator](#)