



# PARENT HANDBOOK

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Hermon Middle School  
29 Billings Road

## PARENT COMMUNICATION

*Communication between parents and staff is a vital component of a successful program. Do not hesitate to contact us for any reason.*

*Please communicate any special requests you have for your child in regards to behavior, electronics, or anything else to our staff as soon as you can. Rules will not be changed for the entire program because of one child, so it is important to communicate any issues you may have so we can change things specifically for your child.*

### Remind App

Most of our parent communication will take place through the Remind app as we have done in the past. This will include photos, information on field trips, and information regarding special events that take place during the week. Please download the app and join our group.

#### GROUP CODE:

<https://www.remind.com/join/hnation24>

### Program Phone

Our program phone (number listed on cover) can also be used for immediate contact. For any emergencies please contact Isaiah directly.

## PROGRAMMING

Daily programming will take place at Hermon Middle School. During the day, we may walk to the High School and use their outdoor property.

We strive to keep things fresh, fun, and to meet each child's wants/needs through a variety of physical activity, and recreational programs. The daily activities offered in the past mostly included sports, competitions, team games, strategy games, and water activities.



## DAILY SIGN-IN & SIGN-OUT

### Drop-off

Campers can be dropped off as early as 6:30 am. Parents are **not** required to walk their child into the program each day.

### Pick-up

Campers can be picked up anytime during the day before 6 PM. Please call or text our program phone when you arrive as we are not always in the building.

Pick-up regulations are handled on a case-by-case scenario. Any specific instructions or concerns you may have for us regarding pick-up or drop-off need to be communicated as soon as possible. When completing summer camp registration, please consider this carefully and include everyone allowed to pick-up during the course of the summer.

In situations of divorce or separation, at registration please include instructions about who may pick up and under what circumstances, and a copy of any court orders regarding custody of the child must be provided. We need to have these documents on file in order to protect each child. Both parents have a right to view the files of their children, regardless of which parent has been given custody. Please use this right to be sure that the information in the file is current and correct. Parents can be assured that this information will be kept strictly confidential and used only to further ensure the child's safety. We urge full cooperation in this matter to avoid putting any child and our staff in an uncomfortable position.

If your child is close enough to walk or ride a bike and will be doing so for transportation here, please let us know and put it in writing beforehand.

### Late Pick-up

As stated earlier, campers must be picked up by 6:00 PM. A late fee of \$10 may be charged to your account if your child is not picked up on time. More than 3 late pick-ups could result in removal from the program. If you know you are not going to be on time for pick-up, please contact the program from the contact information provided in this handbook.

### Drop-ins

Drop-ins are allowed and will be charged \$40. Drop-ins must be communicated with Isaiah or another staff member prior to drop-off. **NO drop-ins are allowed on field trip days.** Your child must be registered online the Friday prior to the week of attendance to not be considered a drop-in.

## REGISTRATION

**\$35 DAILY**

**WEEKLY OPTION - \$135 (Mon - Thurs)**

In order to register, a \$12 summer membership must be purchased by June 12th - this does not secure your spot for any day you'd like, as there is a 40 kid cap on each day, so register for your days as soon as you can. The membership allows us to have your child's information prior to the start of summer.

All registrations must be done online through [hermonrec.com](http://hermonrec.com). You must register for the dates your child will be attending by the Friday prior to the week of attendance at the latest. Registrations the week of will be considered late, must be communicated with Isaiah, and will be charged an extra \$5.



## FIELD TRIPS & SPECIAL EVENTS

Campers will be able to attend all scheduled field trips unless previous behavioral issues have occurred and you have been told otherwise. Any child who attends a field trip must show up on time for attendance, participate in activities, and are expected to be respectful and responsible. Hermon Recreation reserves the right to refuse participation in any field trip. Additional staff will NOT remain on-site during field trips for children who do not attend, so if your child is registered on a field trip day, they will be attending the field trip. This does not go for our Youth Summer Day Trips which are separate from the H-Nation daily programming. Transportation will be by school bus, provided by the Hermon School Department. Information on field trips will be communicated through the Remind app as they approach. Field trips will take place on Tuesdays this year.

Week 1: Penobscot Ice Arena

Week 2: Fielder's Choice

Week 3: Orono Trampoline Park

Week 4: Peaks Kenney

Week 5: Bowling

Week 6: Belfast City Park

Week 7: TBD

Week 8: NATION WEEK

Any other special events that take place in the program will also be communicated through the Remind app.

*Nation Week is our final week in the program. The kids compete in their teams against each other throughout the week to earn points and prizes.*



## Water Safety

There are lifeguards on duty at any field trip location that involves swimming. If your child cannot swim without a life jacket, it is your responsibility to provide a properly fitting life jacket on field trips and to communicate that with us.

## DAILY CAMP ESSENTIALS

### Sunblock

We request that sunblock be applied to your child prior to attending the program each day. SPF 30 sunblock can be provided by the program.

### What to bring each day:

- Water bottle
- Sunblock (SPF 30 sunblock will be provided by the program)
- Lunch & snacks. Microwaves & refrigerators are available on site.
- Swimwear & towel or extra clothes in case of water activities.
- Sneakers

These items can be kept in their assigned locker at the program.

### Cell Phones & Electronics

Cell phones, electronics, or other items from home are allowed at the program at the child's/parent's discretion. We expect all campers to respect our staff's wishes when asked to put their phone away for any reason. Phones will not be used during group activities. If any issues with these items do arise, the item(s) will be taken away for the day and returned at pick-up. Hermon Recreation is not responsible for any lost or stolen items.

### Lost & Found

There will be a lost-and-found kept at the school. At the end of the 8-week program, all lost-and-found items will be donated to charity.

Please check this area often.



## HEALTH & SAFETY CONCERNS

### Illness

For the safety of all participants and staff, we reserve the right to send any participant home if he/she becomes ill. A child who is sent home due to illness should be picked up within one hour of notification.

We will notify you if your child:

- Has a fever
- Is vomiting
- Experiences uncontrolled coughing, or difficulty breathing

Please Note: A child who has experienced a fever should be kept home until he/she has been fever-free for 24 hours without medication.

### Medical Conditions & Allergies

Please report any health concerns, medical changes, etc. to the Program Director. Although information will be kept confidential, it will be shared with appropriate staff members to help support the safety of your child and allow our staff to facilitate communication with parents or guardians in an emergency.

### Accidents or Acute Illness

In the event of an accident or acute illness, every effort will be made to notify the child's parents. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

### Medication

Parents are encouraged to come to the program to give medications to their children if needed. Medication must not be sent to the program unless absolutely necessary and only under very specific conditions which require a Medication Policy Form to be completed by physician and guardian. Please contact the Program Director for more information on the medication policy and procedures.



## EXPECTATIONS OF CAMPERS

### Disclaimer

**Kids in grades 5 have the choice to attend the Summer Rec Program at the elementary school if it suits them better.**

If certain issues present themselves at the Middle School, this may be recommended to you by our staff. Please do not take this recommendation as an insult to you or your child as that is not the purpose. For parents with kids in this age group, please understand that this program will have kids in 7th and 8th grade. If you do not want your kids around them or do not think they are mature enough to handle it, please consider the Hermon Recreation Summer Program at the Elementary School.



### Disciplinary Action - Behavior Policy

All participants of the program are expected to treat each other and employees with respect, tolerance, kindness, and consideration. The program rules and behavior expectations will be explained to the campers clearly and reinforced in a consistent manner. Our staff is committed to leading by example and enforcing program rules and expectations consistently while still keeping it fun for the kids. Communication between staff and parents informing any concerns or changes in the child's routine will allow us to work as partners to support the child in and out of the program.

With these kids being middle school-aged, we do expect more from them as far as their respect and behavior goes, especially where most kids are here not because they need to be, but because they are looking for something fun to do in the summer. With that being said - More relevant issues will be handled on a three-strike basis.

- 1st strike - parent contact at pick-up, may include earlier pickup if deemed necessary.
- 2nd strike - week off
- 3rd strike - child will not be permitted to return to the program

Each strike will be documented via an incident report and communicated with the parent to prevent further incidents.

Incident reports may be filled out for the following reasons: Consistent disruption of daily activities, vulgar/inappropriate language, consistent disrespect, fighting, inappropriate behavior on field trips, etc.



# PARENT RESPONSIBILITIES

## Parental Conduct

It is expected that all parents, guardians, and program staff are respectful, courteous, and professional toward one another.

In an effort to maintain a safe and positive environment for all members of our program, parents are asked to contact the office to address concerns. A meeting may be scheduled with the Program Director to discuss matters in an appropriate setting. Pick-up and drop-off times are not always the best or appropriate time to discuss and resolve certain matters.

## Payment

Families are required to pay fees for weeks registered. Accounts will NOT be credited for absences during a week the camper is registered and doesn't end up attending unless contact is made with the program director beforehand.

Pay online with a debit/credit card through your hermonrec.com account. Cash, checks, and debit/credit card payments can be accepted at the program or at the Hermon Town Office.

If payments are ever an issue, please do not hesitate to reach out. We will not decline kids from participating in our programs because of certain financial situations and will always work with you to present something more affordable for you and your family.

## Cancellations & Refunds

If your child is registered and will not attend the registered dates, cancellation must be made prior to the start of the day being canceled. Cancellations must be communicated with the program director. Refunds will only be given to families that adhere to our cancellation policy and do not have past due balances.



**Youth Summer Day Trips** are field trips for Hermon, Carmel, and Levant residents entering 5th-8th grade that are offered over summer vacation with Hermon Recreation! These trips are separate from the H-Nation program and require separate registration.

Please show up on time for these events and be prepared for pickup upon our return to the school. The bus departs from and returns to Hermon Middle School.

**Trips are offered at a discounted rate for those that have 2024 H-Nation memberships but the membership is not required to register.**

1. July 12th - Monkey C Monkey Do (Grades 5-8) – **\$45**

*Maine's Premier Ropes Course, Zip Lines, and Outdoor Laser Tag*

2. July 19th - York's Wild Kingdom (Grades 6-8) – **\$50**

*Zoo & Amusement Park*

3. July 26th - Aquaboggan Waterpark (Grades 6-8) – **\$50**

4. August 1st - Portland Sea Dogs (Grades 5-8) – **\$45**

5. August 9th - Funtown (Grades 6-8) – **\$65**

Please visit [hermonrec.com](http://hermonrec.com) for more information and to register.



**AUGUST 17TH**