Lisbon Parks & Recreation

CHILDREN, FAMILY, COMMUNITY

2026 SUMMER CAMP

Parent Guide

Camp Descriptions

Cub Camp - K & 1st Grade

This camp is for children entering kindergarten and first grade in the fall. Campers will participate in structured activities and free play, inside and outside. They will utilize the playground and field. This camp will travel on the same day as Panda Camp for field trips. *Children must be fully toilet trained and be able to manage all personal hygiene. This includes changing at beaches and water parks.*

Panda Camp - 2nd & 3rd Grades

This camp is for children entering 2nd and 3rd grade in the fall. Campers will participate in arts and crafts, sports, field games and team building activities. They will utilize the playground and field. This camp will travel on the same day as the Cub Camp for field trips.

Polar Bear Camp - 4th & 5th Grades

This camp is for children entering grades 4 and 5 in the fall of 2026. Campers will engage in a variety of activities including field games, sports, arts and crafts, and have free play inside and outside. This camp will travel on the same day as the Grizzly Camp for field trips.

Grizzly Camp - 6th - 8th Grades

This camp is for children entering grades 6 – 8 in the fall of 2026. Campers will have the option to create crafts, join in team games, participate in sports, team building activities, and be offered free time inside and outside. This camp will travel on the same day as the Polar Camp for field trips.

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Important Phone Numbers

· Lisbon Recreation Department - 353-2289

· Director, Mark Stevens - 712-3208

· Assistant Director, Kate Madore - 446-3724

· Administrative Assistant, Jennifer Willey - 319-6448

· **To reach Camp Supervisors, please call the office @ 353-2289**

**A reminder that our Summer Camp staff should not be contacted after summer camp hours. In the event of an emergency and you need to contact the camp after 5pm, please call Mark Stevens or Kate Madore. Thank You.*

Day Camp Parent Guide

The Lisbon Recreation Day Camp offers seven weeks of structured, recreational activities for youth entering kindergarten through eighth grade in the fall of 2026. Camp is open Monday – Friday from 8:00am to 5:00pm. Participants may attend all or part of the seven-week session. 8-9am and 4-5pm are less structured times to allow campers to be dropped off and picked up. From 9-4 we offer more scheduled activities. These range from camp to camp, depending on the age group. They may include sports, field games and other outdoor activities, indoor crafts, games, board games, floor hockey, etc. Field trips are scheduled each week throughout the summer. Places we visit include Sebago Lake, Range Pond, Aquaboggan, Crescent Beach and Beaver Park.

We are so happy your child is here with us! Please take a moment to look over our policies.

Registration Information

Registration opens April 15 for Lisbon residents, May 1 for non-resident families.

Registration Fee: *(All Field trips are included in fee)*

- Lisbon Residents - $650.00 per child*
- Non-Residents - $1150.00 per child

  **$50 Sibling Discount*

Duration of camp: Monday June 22 to Friday August 7

Camp will be closed Friday, July 3

Arrival and Departure

The hours at all Day Camps are from 8:00 a.m. to 5:00 p.m. Children cannot be dropped off earlier than 8:00 a.m., and must be picked up no later than 5:00 p.m. ***Late fees for those who pick up their child after 5:00 pm will be billed $5.00 per child for every 10 minutes late***. ***Habitual late pick-ups will result in loss of registration in the Summer Day Camp Program.***

Children will be checked in by the supervisor or assistant supervisor upon arrival. The Parks & Recreation Department, its supervisors and summer staff, are not responsible for the supervision of children dropped off, or arriving prior to 8:00 a.m. ***An adult must walk Cub, Panda, and Polar Bear campers into camp. These campers are not to be dropped off curbside.***

Identification: We will ask for a photo ID at pick-up. Some of our staff may already know you; however, we may have someone at the door who does not. Please bring your ID with you when you arrive each day for pick-up.

Note: The first day drop off may take longer than usual. Please plan accordingly.

Each camp will have upcoming events and schedules posted at the sign-in desk. This will include information about upcoming field trips, events at camp and theme days. We encourage you to check in with the information board each day!

A Typical Day at Summer Camp: *Each camp will have their own, age appropriate schedule*.

- 8:00 – 9:00am: Camper drop off. ***Please note that on field trip days there may be a deadline to drop off. This will be posted at the sign in desk.***
- 9:00-10:00: Roll call, go over activities being offered for the day, and a group game.
- 10:00-11:00: Field games/playground, crafts.
- 11:00-11:15: Clean up, wash up for lunch.
- 11:15-12:00: Roll call and lunch
- 12:00-12:30: Group game
- 12:30-2:00: Choice of field games/playground, craft, or inside games
- 2:00-2:30: Snack
- 2:30-3:00: Large group activity
- 3:00-4:00: Field games/playground, *inside games if weather prevents outdoor time.*
- 4:00-5:00: Clean up of activity rooms and playground, roll call, quiet activities as the day winds down and campers are picked up.

Attire:

Campers should dress according to the weather. We suggest sturdy shoes for physical activity. Flip-flops tend to break easily. If a camper's footwear becomes unwearable or deemed unsafe, we will call home and have you bring a replacement. If your child does wear sandals to camp, we suggest packing an extra pair of shoes, just in case.

We spend much of our time outside. We suggest sunglasses, a hat and the best clothing to stay safe from the sun. We recommend long sleeves for beach or water play days, especially for any children prone to sunburn.

What should Campers Bring to Camp?

- **A labeled, refillable water bottle**
- Snacks and lunch in an insulated lunch box
- A labeled backpack, large enough to store your child's belongings, which include
  - Labeled sunscreen and hat
  - Extra clothes (spills happen)
  - Bathing suit and towel, (you never know when water games may happen!)

PLEASE DO NOT SEND: Cellphones, iPads, tablets, computers, electronic games, or toys. Lisbon Parks and Recreation is not responsible for any personal items that are damaged, lost or stolen at camp.

Lisbon Recreation Summer Camp is an UNPLUGGED CAMP.

Your child will not be given time to use their cell phones or personal media devices during camp. If your child brings a cell phone to camp, it will have to remain in their backpack. If your child needs to use their phone during the day, they will be required to ask permission from the camp supervisor.

Sunscreen

Please apply sunscreen to your child in the morning, ***prior to arrival***, and send more along with them to be reapplied during the day. Campers will be reminded throughout the day to reapply sunscreen. This is typically every hour to hour-and-a-half, for example: 9am, 10:30, noon, 1:00, 2:00, and 3:30. Your camper will go through a lot of sunscreen! Please be sure to check your child's bag each day to make sure they are not out of sun protection.
We ask you to remind your child how important sunscreen is. You may want to take some time to show them how to properly apply it before the start of camp. Camp counselors will assist any child who needs help applying sunscreen; however, we have a "hands-off" policy for sunscreen. ***With that in mind, we ask that you provide a spray sunscreen if your child will need assistance***. We also suggest a roll-on or chapstick style of sunscreen for the face.
****Please mark sunscreen with your child's name.***
****Please check your child's bag each day to make sure they have sunblock.***

Lunch/Snacks/Water

*Please send meals and snacks for your child.

We do not provide lunches for campers. Participants will have access to their lunches three times a day, once mid-morning for a snack, at lunchtime, and again for an afternoon snack. Due to lack of refrigeration, we recommend sending lunches in small coolers, or in insulated lunch bags. Please mark the containers with your child's name written on the outside. There will be times when we offer a "special treat" snack for the campers.

*Please send a filled water bottle, labeled with the camper's name *every day*.

Attendance

Participants may attend any portion of the Day Camp. Registration is completed at the Lisbon Parks and Recreation Department.

Upon arrival at camp each day, participants must go directly to the check-in table. Once checked in, participants or their parents must inform the supervisor of when they intend to depart and who will be picking them up.

Once on the camp site, participants will be checked off on the daily roster. Attendance is taken three times a day - first thing in the morning, mid-day, and at the end of the day.

During the camp program, children are not allowed to leave the program site by themselves. Parents or guardians may pick up their child from the facility at any time after informing the camp supervisor.

Behavior

Campers are expected to behave in a safe, caring, honest, respectful, responsible and inclusive manner at all times. The camp staff must be free to administer and supervise the activities planned for the participants. We expect campers to follow the camp rules; be cooperative and helpful, have a positive attitude, maintain open communication, try new things, and have fun! Consequently, disciplinary problems are dealt with quickly, but fairly, using a three-step process:

1. A child will be spoken to and encouraged to behave appropriately. This will act as a warning.

2. A child will be made to sit out of the activity taking place.

3. As a last resort, a Disciplinary Action Report (DAR) will be filled out and submitted to the camp director.

    * Upon receipt of the first DAR, parents will be called regarding the situation.

    * Upon receipt of a second DAR, the child may be suspended from the program for the remainder of the day the DAR was issued and for the following day.

    * Upon receipt of the third DAR, the child may no longer be welcome in the program and all fees paid will be forfeited.

Depending on the severity of the offense, the participant may be suspended indefinitely for the remainder of the camp after only one DAR. Some examples are assault and racial or sexual comments towards other campers or staff. All participants must feel safe at all times.

Bullying:

We are aware of the importance of taking bullying seriously. What is it? *Bullying is any intentional, repeated hurtful act, including inflicting physical pain, name-calling, excessive teasing, exclusion, defacing property, hurtful pranks, and public humiliation.* Bullying among peers is growing daily in the United States. At camp, we train our staff on preventing, recognizing and dealing with bullying. However, we need your help, as the parent, to ward off and correct bullying behavior and to encourage bullied children to speak up if they feel they have been bullied.

Prevention is the best cure. Help us by taking opportunities to ask your camper about camp and the specifics of his/her experiences every day. Remember, your tone and listening skills are critical to whether or not your child will have these conversations with you in an honest way.

Let us know how we can help if you become aware of situations that are unacceptable.

We encourage an open partnership with families and invite you to share your thoughts, questions and concerns with your camp supervisor. We value your input and are committed to maintaining a two-way dialogue to support your child this summer.

Medication Administration Guidelines

It is the preference of the Parks and Recreation Department to not administer medications; however, if and when it becomes necessary for a program participant to receive medication during program hours for scheduled medications, parents/guardians must fill out the DEPARTMENT SCHEDULED MEDICATION PERMISSION FORM. If your child has scheduled prescription medication with instructions similar to: take one (dose) of (medication) at (time) by (mouth), the Lisbon Parks and Recreation Department personnel can properly supervise the **self-administration** of medication by a camper.

All medications that are to be taken as needed require the completion of a medication permission form, available upon request. ***This includes over the counter medication such as Tylenol.***

Please observe the following guidelines:

A) Whenever possible, the time of medicine administration (prescription and over the counter) should be altered to allow a camper to receive all doses at home. Medication prescribed for once a day, twice a day (before and after program hours) or three times a day (before hours, at school, and after program hours) are to be given at home/school.

B) Medication brought to the program site must be in the **original container** and a pharmacist or physician must label prescriptions. The Lisbon Recreation Department retains the right to refuse any or all requests for administration of medication, namely improperly labeled medications and/or lack of parental authorization.

C) **A one-day supply of medication may be brought to the program site.**

D) The program participant must be instructed at home to **self-administer** the medication in accordance with the instructions mentioned below:

1. Goes to the camp director, or designated staff person at the correct time and requests his/her medication.
2. Verifies his/her container as handed to him/her by non-medical program personnel.
3. Verifies contents.
4. Measures out the correct dosage (for liquid medication, parents must provide an exact and appropriate measuring device).
5. Takes medication by the correct route.
6. All medication will be kept in the designated location and can be taken under the supervision of non-medical program personnel.
7. At no time shall the participant have medication in his/her possession, except with special permission from his/her parent **and** physician.

Illness

Please do not send your child to camp if he/she is ill and/or running a fever. Campers must be symptom free for at least 24 hours *without medication*, prior to coming to camp.

If a child becomes ill during camp, a parent or emergency contact will be notified to pick up the camper **as soon as possible**. If you work more than twenty minutes from our program, please provide a contact who could come pick up your child quickly in the case of illness**.** Campers must be symptom free for at least 24 hours ***without medication***, prior to returning to camp.

Rain Days

In the event of a rainy day, camp remains in operation. Regular camp activities will continue during light rain conditions. During more severe conditions, including lightning and thunder or extreme heat, camp activities will move indoors. If rain has caused the cancellation of a special event or field trip/excursion, the program will operate indoors on that day and the canceled activity will be rescheduled, if possible.

Personal Property/Lost and Found

All items should be clearly marked with the camper's name to prevent loss. Please do not send anything of value, as we cannot ensure its safety. Children tend to borrow, loan, exchange, forget, and find items from others.

The Lisbon Parks and Recreation Department will not be responsible for items brought from home. While the staff will help your child, it is considered the responsibility of the camper to keep their belongings together. A lost and found box is located at each camp. Unclaimed property will be kept for one week after the close of camp and then will be donated to local charities.

Bathroom Policy

All children must be fully toilet trained. For example, each camper knows when they need to use the bathroom and does not need any assistance in the bathroom.

If your child is known to have accidents etc., please pack extra sanitary wipes and extra clothes so they can clean up after themselves. We do not have extra clothes on site. If there is an accident and we do not have a change of clothes, staff will call home to arrange a pick up.

Field Trips/Excursions and Special Events

Drop off and pick up for the camps will be at each campsite, unless noted. When the camp is on a field trip/excursion all staff are needed to supervise the participants. Consequently, there will be no program operation or supervision at the campsites.

Permission Slip: A one-time permission slip for the summer must be signed prior to any camper going on a trip. However, for scheduling of buses and staff, ***we will have you sign up for each individual trip by the close of camp the day before.*** Please let the staff know if your child will be attending. If you are unable to tell us in person, **please call the office before 4:00pm the day before the field trip**. It is imperative that you let your camp supervisor know if your child will be attending each specific trip. This allows us to plan for staffing, buses and to let the field trip location know how many campers will be attending.

Please note the time we ask to have your child at camp for a field trip. Some of our field trips require us to depart by a specific time. It is very important that you have your child at camp by the scheduled time. This allows our staff time to place children in their specific group, go over rules, assign buses and get a proper head count before departure.

Camp Shirts: Campers must wear their camp T-shirt on all excursions for identification purposes. Campers attending an excursion without a shirt will be issued a Lisbon Rec pinnie to borrow for the trip.

Lunch: ***Campers must pack a lunch and water on trip days. Please make sure your child has plenty of water for beach trips.***

Chaperones: Please notify your camp supervisor prior to each excursion if you would like to help chaperone a field trip. Parents, guardians, grandparents, aunts, and uncles are welcome to accompany their camper on any trips. Space is limited on the bus, so we will have you drive your own vehicle to the field trip location. ***Trip fees apply to all volunteers***.
If you can volunteer to help supervise your camper, please help to make this a special event for your camper by leaving siblings in the care of others for the day.

Beach and Water Park Trips: A reminder to parents of younger campers. Children will be expected to change out of their bathing suit independently, into dry clothes for the return trip. We suggest practicing with your child before the start of camp.

Inclement Weather: If it is raining too hard to go on the scheduled trip, here or at the trip location, the camp will operate indoors and the trip will be rescheduled, if possible. Once at our destination however, should rain come, we will make the best of the situation. If the storm causes the closing of the site, or if it is dangerous in nature, we will return to the camp locations early, and remain there until the regular camp closing time.

Bus Breakdown: If a bus breaks down, and we cannot transfer the passengers onto another bus for the return home, the Parks and Recreation Department will be notified. Another bus will be sent as soon as possible. If the breakdown might result in a late return to camp, all parents will be notified via email and a staff member will be sent to the camp location to meet any parents and explain the situation.

Inclusivity

At the Rec Department we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring and educational environment**. To provide quality services and activities to all its participants, children needing significant assistance with personal care (i.e. toileting), behavior management, support to participate in activities, constant eyes-on supervision, and/or hands-on support, or who have trouble communicating needs/wishes to staff may be required to bring a support person provided by the family to provide 1:1 support.** Please review our programming information carefully so you can understand any particular challenges our activities, and particularly field trips, may pose for your child. It is your responsibility to notify us of any concerns prior to the start of the session.

· The Parks & Recreation Department will assess each participant's abilities and notify the parents/guardians if 1:1 support is required. We will reasonably accommodate participants needing such support, but **require the family to identify, provide, and compensate any 1:1 aide.**

· Any 1:1 care providers must submit a background check before attending Parks & Recreation programs.

· **Generally we are unable to meet the needs of a child who requires a greater ratio than one staff to twelve students. These needs encompass social, emotional, cognitive, language and/or motor development growth.**

· Please ensure your camper's medical and behavioral needs, whether they have been diagnosed or not, are communicated to respective staff as soon as possible. It is difficult to adequately support needs we are not made aware of. Keeping open communication between parents/guardians and staff is key to the successful Rec program. **We kindly ask all parents and guardians to notify the office of any concerns at the time of registration so that they can be properly planned for.** This is in your child's best interest. If your child presents unforeseen challenges, for the child's safety, we may need to refuse participation or arrange for the child to return home. This includes eluding the care of camp staff, assault, or self-harm.

· On occasion we may call you to pick up your child for non-medical reasons. This may include extremes of emotion, challenging behavior, or inconsolable children who have been crying for upwards of a fifteen-minute window.

Co-Parenting:

Parents/guardians who are co-parenting will need to provide copies of a signed court order if there are any restrictions regarding custody. Without a signed court order, staff will be required to release the camper to either parent/guardian or whomever they authorize to pick up.

- Staff will not get involved in personal matters. Please avoid putting staff in a difficult situation; please do not share personal information unrelated to the program with staff.
- Parents have the authority to designate who picks up their camper. Staff is not allowed to give out copies of documents (i.e. accident reports or attendance sheets,) or information about who picked up on a given day to anyone other than custodial parents/guardians.
- Any written material that is mailed from the Town of Lisbon will be mailed to the individual who is the account holder for the registered child.
- Any violations of custody agreements on record will result in staff calling the Lisbon Police Department immediately.
- Staff will document these kind of situations, as well as file an incident report for city records. Copies of the court documents and other documentation will be kept in the child's file.

Special Notes

- Employees are not permitted, under any circumstances, to provide individual transportation for any child or to bring or take a child home.
- Parks & Recreation staff are not allowed to babysit for program participants, spend time outside of the program with our families or contact families by personal phone, email or internet.
- If for some reason we do need to send a child home, due to illness, a behavioral issue, etc., we ask for a timely pick up. ***If you work more than twenty minutes from our program, please provide a contact who can pick your child up quickly in this case***.

Forms to have filled out (PLEASE PRINT CLEARLY)

- Camper Information Sheet
- Camper Field Trip Permission Form and Photo Release
- Summer Camp Guide Signature Page
- Permission to Supervise Medications Form, ***Only if Applicable***.

Summer Camp Field Trips

ALL TRIPS ARE SUBJECT TO LOCATION CHANGE OR CANCELLATION DUE TO RESTRICTIONS OF ANY KIND

Cub Camp – Grades K&1 ~ Panda Camp - Grades 2&3

Polar Camp – Grades 4&5 ~ Grizzly Camp – Grades 6-8

	Mon	Tues	Wed	Thurs	Fri
Week 1 June 22 - 26	**First Day of Camp**		Range Pond ***Cub and Panda***		Range Pond ***Polar and Grizzly***
Week 2 June 29 - July 3		Crescent Beach **Polar and Grizzly**	Crescent Beach **Cub and Panda**	**Pizza Party!**	**CAMP CLOSED**
Week 3 July 6 -10	**Tie Dying This Week**	Fairy House Building at Beaver Park **Polar and Grizzly**	Fairy House Building at Beaver Park **Cub and Panda**		Aquaboggan ***All Camps***
Week 4 July 13-17	Sebago Lake **Polar and Grizzly**		Sebago Lake **Cub and Panda**		**Carnival Day**
Week 5 July 20 - 24		Range Pond ***Polar and Grizzly***	Range Pond ***Cub and Panda***		*Beaver Park Olympics* ***All Camps***
Week 6 July 27 - 31		**Ice Cream Day**	Aquaboggan ***Cub and Panda***		Aquaboggan ***Polar and Grizzly***
Week 7 Aug 3 - 7	Beaver Park Adventure **Cub and Panda**	Beaver Park Adventure **Polar and Grizzly**		Talent Show ***All Camps***	**Last Day of Camp**

Cub and Panda Camps field trips are green days
Polar and Grizzly Camps field trips are blue days
All of the camps will go on field trips on yellow days

*Campers **must be signed up for each individual trip** by the close of camp the day before the field trip. Please let the staff know if your child will be attending.*

If you are unable to tell us in person, please call the office @ 353-2289
prior to 4pm, the day before the field trip.

Summer Camp Guide Signature Page

After reading the Parent Guide, please sign the appropriate lines below and return the form along with your ***Child Information Sheet*** and ***Field Trip permission and Photo Release Form*** on the first day of camp.

I, the parent/guardian of _____have read and understand the contents of the 2026 Summer Camp Parent Guide.

Please Initial each:

- _____ I have read and understand the *drop off and pick-up procedures*.
- _____ I have read and understand the *late pick-up policy.*
- _____ I have read and understand the *bathroom policy.*
- _____ I have read and understand the *behavioral policy*.
- _____ I have read and understand the *inclusivity policy.*
- _____ I have read and understand the *field trip policy.*
- _____ I have read and understand the *illness policy.*
- _____ I have read and understand the *medication policy*.
- _____ I have read and understand the *co-parenting policy*.
- _____ I have read and understand the policy on personal items.
- _____ I understand that all camps are “unplugged” and if my child brings their cellphone to camp, it must remain in their backpack. If the camper needs to use their phone, they must ask permission from the Camp Supervisor.

I agree to follow the policies outlined in the Summer Camp Parent Guide.

I understand that the Lisbon Parks and Recreation Department reserves the right to amend policies and procedures when necessary, and that we will abide by changes. The Lisbon Parks and Recreation Department will distribute any changes made to the Summer Camp Parent Guide.

Signature of Parent / Guardian_____

Date: _____

2026 Summer Day Camp Field Trip Permission and Photo Release Form

Camper's Name (Please print): _____

Camper's Grade: _____

I, the parent/guardian of the above-mentioned participant, hereby give my approval for his/her participation in this program. I hereby release, absolve, indemnify and hold harmless the Lisbon Parks & Recreation Department, its staff, volunteers, any and all them. I realize that I am responsible for providing insurance for the above-mentioned participant. In case of the need for emergency medical treatment, I hereby give my permission for such treatment to be given in the case I cannot be reached.

By signing below, I am giving permission for my child to attend the field trips I choose to send him/her on. I understand if my child does not have permission to attend the scheduled weekly field trip he/she will not attend camp that day. In case of inclement weather or unforeseen scheduling conflicts, Lisbon Parks and Recreation may make field trip substitutions. **I take responsibility in finding out where my child will be going each week and notifying the camp if my child will be attending each specific trip**. This information will be posted at the sign in desk of each camp.

I give permission for Lisbon Parks & Recreation, its employees and agents to make use of, my child's image, appearance, likeness, or photograph, and other reproductions of any of these and to do so with or without mention of my name. I understand and agree that I am to receive no compensation of any kind, monetary or otherwise, because of or arising from the production, publication, recording, rebroadcasting, or other use of such material.

Parent Name (Print) _____

Parent Signature _____ Date _____

Lisbon Parks and Recreation Summer Day Camp Field Trip Schedule *SUBJECT TO CHANGE*

*Campers are required to wear their camp T-shirt on every field trip.

Please note: It is required that this form, the Child Information Sheet and the 2026 Summer Camp Field Trip permission and Photo Release Form all be signed and returned in order to participate in the 2026 Summer Day Camp.

Thank you!

Day Camper Information Sheet

Camper Name: _____

Birthdate: _____ Grade: _____

Parent Contact Information:

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

Medical Information:

Allergies:

_____

Medications:

_____

(If medications will need to be taken at Camp, please fill out the Permission to Supervise Medications form.)

Special Concerns or Illnesses we should be aware of (*Please see our Inclusion Policy*)

_____

_____

Emergency Contacts - Please list **two** people to be notified in the event of emergency or illness when parent or guardians are not available.

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

Sign Out and Release Information:

Please list any person (other than those listed above) who will be picking up your child:

1 _____ Relationship to child: _____

2 _____ Relationship to child: _____

Is there anyone who we should be made aware of, who legally should not be picking up your child?

_____

Please let the office know of any changes to who will be picking up your child beyond what you have listed above. For safety's sake, we will not release children to the care of anyone that we have not previously received permission for from parents or caregivers.