



ECOVENTURE



Survival Guide &
2018
Registration Forms

I. GENERAL

EcoVenture

EcoVenture is the Rangeley Lakes Region's premier summer camp. The 22-acre campus includes a playing field, a pond, nature trails and woods to explore on South Shore Drive. In addition, we have access to over 13,500 acres of conservation lands and numerous pristine waterbodies.

Our Mission

EcoVenture seeks to engage the hearts of campers as they explore and connect to the natural world and to develop a stewardship ethic while promoting the development of team building and problem-solving skills.

Camp Dates and Hours

July 10- August 10, Tuesday through Friday, 9 AM – 3 PM **Please note in 2018 EcoVenture will operate for 5 weeks*

Contact Information

Rangeley Lakes Heritage Trust
52 Carry Road
Oquossoc ME, 04964
(207) 864-7311

Amanda Laliberte
EcoVenture Director
Cell: (207) 265-6138
alaliberte@rlht.org

EcoVenture
394 South Shore Drive
Rangeley Plantation ME, 04970

II. PROGRAM INFORMATION

Staff

We hire our staff for their enthusiasm, creativity, supervision skills and outdoor skills. All employees undergo a thorough background check. We provide staff with intensive training that includes, but is not limited to; child development, safety procedures, First Aid and CPR, risk management and water safety.

Camp Staff Ratios

Campers groups have ratios that comply with State of Maine day camp ratios. The ratios are as follows:

- **Ages 5-6** - 1:5
- **Ages 7-8** - 1:6
- **Ages 9+** - 1:8

Camper Groups

- Grasshoppers – entering 1st grade
- Brookies – entering 2nd and 3rd grade
- Hawks – entering 4th grade
- Black Bears – entering 5th grade
- Bobcats – 6th grade and above

Group Requests

We will do our best to fulfil your group request. This is not always possible due to the staff ratios that we maintain.

One of the goals of EcoVenture is for campers to make new friends. Please encourage your camper to explore friendships within their group. We train our staff in teambuilding and trust activities to help foster new friendships.

Visitors

Due to the nature of EcoVenture we do not allow campers to bring friends. All campers are required to register at least one week before attending camp. It is pertinent that we have time to review each camper's registration packet.

Rainy Days and Inclement Weather

EcoVenture provides programming even on rainy days. Please send your camper(s) with a set of dry clothes.

Sample EcoVenture Schedule

9 AM	Arrive at EcoVenture	Noon	Lunch Canoe to take-out
9:30 AM	Depart campus for field trip Arrive at Cupsuptic Campground Canoe to Loon Beach	2:05 PM 2:45 PM	Depart for campus Circle Time
10 AM	Snack Water safety activity, Swimming	3 PM	Depart campus

Conduct

We work to create an atmosphere that is caring and compassionate. We hope to develop respect for oneself, others, and the environment. We often use the phrase, "Don't let your good time ruin another's good time." Falling in line with this, we expect campers to participate, to conduct themselves in a respectful manner, cooperate within their group, listen to all staff, stay with their group, maintain their belongings, and to self-advocate if someone or something is bothering them.

Discipline Policy

Attending EcoVenture is a privilege that parent/guardians have chosen for their camper(s). Every camper has the right to a positive experience in a safe and fun atmosphere. Discipline will be handled in the following manner, or as otherwise decided by the Director in more serious cases.

First offense – verbal warning

Second offense – redirection from the situation and a camper/staff meeting.

Third offense – written documentation, redirection, and a call to the parent/guardian from the Director.

Parent/guardian may need to pick up their camper(s) from EcoVenture. Please note that if the offense is severe some steps may be skipped and campers may not be able to return for the rest of their time at camp.

Mandated Reporting

In accordance with State of Maine law, employees are mandated to report any suspicion of child abuse or neglect.

III. DAILY ATTENDANCE, LATE ARRIVALS & EARLY DISMISSALS

Absence

Attendance is taken daily at EcoVenture. If your camper will be absent, please text (207) 265-6138 stating your camper(s) name and the day(s) they will be absent.

Late Arrivals & Early Dismissals

If you know in advance that your camper(s) will be late arriving or leaving early from EcoVenture, please call the Director or your camper(s) counselor. This is important because campers are often off campus and out of cell signal.

Dismissal Policy

Your camper(s) will only be dismissed to the people you have listed on your registration form. We will not release your camper to anyone else unless we have written or verbal permission from you. All persons picking up camper(s) must check-out with your camper(s) counselor.

IV. HEALTHCARE

Sunscreen Policy

Campers spend most of their time at EcoVenture outside. All campers must apply sunscreen to all exposed skin throughout the day. **Parents/Guardians are responsible for providing sunscreen (SPF 30 or higher) for their camper**

and applying the first layer each day. Sunscreen will be applied throughout the day as determined by the weather and activity. If your camper is not able to effectively apply sunscreen, their counselor will assist them.

Health Care, Sickness and Lice

If your camper is ill, do not send them to camp. This includes a fever over 100, diarrhea, vomiting or other symptoms of illness in the 24 hours prior to camp. A child with a temperature of 100 or higher, vomiting, diarrhea or other symptom of illness will be sent home immediately and may not return for 24 hours.

You will be notified by email regarding any communicable diseases affecting campers. Campers absent due to a contagious disease may return when accompanied by a signed physician note. Campers absent due to lice may not return until there is no sign of lice. The camper will be inspected for lice before they can return to the program.

Medications

All medications must be brought to EcoVenture in the original packaging. **Campers who require asthma inhalers or epinephrine auto-injectors (epi-pen) must bring TWO and have a physician sign-off on their ability to possess and use their medication.**

In Case of Emergency

In the event of a medical emergency we will contact you immediately.

V. FINANCIAL POLICIES & ADDITIONAL WEEKS

Additional Weeks

Parent/guardian may sign up their camper(s) for additional weeks at any time if space availability allows. If there is no availability, campers will be placed on a waitlist.

Payment

We accept cash, personal checks and credit cards. Payments must be received in full prior to camper's attendance.

Ed and Patty Kfoury EcoVenture Scholarships

In 2014 the Ed and Patty Kfoury EcoVenture Scholarship fund was founded to provide long-term financial stability to this youth program. Families who live or work in the Rangeley community are encouraged to apply for a scholarship if cost is an obstacle to their camper attending. For more information, please call (207) 864-7311.

Refund/Cancellation Policy

- Cancellations made 30 days or more prior to attendance will be fully refunded, less a \$10 handling fee.
- Cancellations made 29-14 days prior to attendance will receive a 50% refund.
- Cancellations made less than 14 days prior to attendance will not be refunded.

EcoVenture does not refund tuition for cancellations due to missed buses, forgotten registrations, incorrect scheduling by parent/guardians, minor illnesses, behavioral problems or 'no shows'.

VI. ADA POLICY

Non-Discrimination Statement

Rangeley Lakes Heritage Trust and EcoVenture Summer Youth Camp is committed to providing equal opportunity for every individual to have equal access to its programs, goods, services, accommodations and activities. As such RLHT prohibits discrimination in any of its programs on the basis of physical or mental disability or any class protected under state or federal law.

Disability Non-Discrimination Policy

Rangley Lakes Heritage Trust (RLHT) will not discriminate against persons with disabilities in all its programs, including but not limited to its EcoVenture Summer Youth Program (“EcoVenture”). If a participant has a disability, impairment or condition that requires medication or other reasonable modification, please inform the EcoVenture Camp Director or the RLHT Executive Director of the participant’s needs as early as possible in the registration process to ensure that RLHT is best prepared to address the participant’s needs. Once a modification request is submitted, RLHT will consider that request on a case-by-case basis and will attempt to accommodate the participant within a reasonable amount of time. The request will only be denied if it amounts to a fundamental alteration of our program, undue hardship, or poses a direct threat to the health or safety of others. RLHT will make individualized determinations based on the specific facts of each request. If, at any time, RLHT feels that a participant has special needs that require more individualized or specialized care than we are able to offer, a meeting will be scheduled with the participant’s parent or guardian to discuss the situation and may consider alternate options to meet the participant’s needs.

Modification Request Process for Participants with Disabilities

EcoVenture has a designated individual, the Camp Director, who is authorized to receive and review requests for modifications to policies, practices, and procedures. If your child has a disability that you would like to request modifications for, please follow the process below:

Call or send a request for modifications to EcoVenture Camp Director, whose contact information is available at <http://www.rlht.org/about-us/contact-us> or call RLHT at 207-864-7311.

Once the Director receives your request, he/she will contact you within a reasonable time of your request to schedule a meeting with you to discuss your child’s disability needing modification(s), and to explore the camp’s capacity to meet the requested modification(s). If necessary, you may be asked for medical or other information to support your request for modification for your child.

Each need for modification will be taken into consideration on a case by case basis. EcoVenture will provide you with a written response to your request for reasonable modification(s) within a reasonable time following your meeting with the Director.

VII. NON-BUS RIDERS

Parent Transportation

If parents are providing transportation for their camper(s), they may arrive no earlier than 8:55 AM. Camp concludes at 3 PM each day. Please park on South Shore Drive. **DO NOT park in or block the driveway.** For safety, please exit your car and walk to the gate to pick up your camper(s). There is a white sign at the end of our driveway with the EcoVenture and Rangley Lakes Heritage Trust Logo.

Directions

From Oquossoc - Take Rt. 17 towards Rumford. In 2.2 miles turn left onto South Shore Drive. Continue on South Shore Dr. for 5.4 miles. EcoVenture is on the right.

From Phillips or Other Points South - Going North on Rt. 4, look for signs for the State Park. Following the State Park signs, turn left onto South Shore Drive. Continue on South Shore Drive for 2.1 miles. EcoVenture is on the left.

Late Pick-ups

If a parent is late for pick-up, the Director will attempt to reach the parent(s) and designated contacts. If no contact is made the camper will be brought to RLHT’s office in Oquossoc, at 52 Carry Road. Parents will be expected to pick-up their camper there.

VIII. BUS TRANSPORTATION & POLICIES

Buses

We provide free transportation to and from EcoVenture from three bus stops from Oquossoc to Rangeley Plantation. All campers **MUST** be met at the bus stop by a parent/guardian or a person designated by the parent/guardian. Every person picking up a camper **MUST** be prepared to show a photo ID. If the camper is not picked up at the last stop at the designated time, the camper will be returned to RLHT's office, at 52 Carry Road. It will be the parent/guardian's responsibility to pick up their camper there.

If you feel that your camper(s) can safely walk home from the bus stop without a parent/guardian, please check and sign in the "Transportation and Pick-up" section in the registration packet.

IX. DAILY PERSONAL ITEMS

- Day pack - **everything MUST fit inside**
 - Backpacks with chest and waist straps will provide the best experience for campers
- Water
 - Campers in grades 1–3 should bring 25 oz. of water
 - Campers in grades 4 or higher should bring 50 oz. of water
- Bagged lunch and snack
 - Please no lunch boxes or ice packs.
 - Pack items that do not need to be refrigerated or warmed
- Bathing suit and small towel
 - Pack a small towel. Larger towels absorb water and weigh down backpacks.
 - We recommend microfiber towels that pack down, dry quickly and are lightweight.
 - Place these items in a plastic bag that can contain moisture after water activities.
- Rain jacket
 - Even on sunny days, a rain jacket is great protection from wind.
- Fleece jacket
 - Fleece insulates even when wet AND dries quickly.
 - Avoid cotton as it absorbs moisture from perspiration and from external sources such as rain. Once wet it becomes useless, perpetuating the campers coldness.
- Sneakers or closed-toe sandals (like Keens)
 - Campers should not wear open-toe sandals, flip-flops, Crocs or other sandals.
 - Campers who do not have appropriate footwear will be unable to participate in many of our program areas. Parent/Guardian will receive a call requesting appropriate footwear.
- Sunscreen
 - SPF 30 or higher
- Safety Whistle and lanyard ***New in 2018**
 - To be utilized as a safety tool, not a toy.
 - We recommend Fox 40 or similar models.

Remember...

- Even our youngest campers must be able to carry their backpack not only on short walks but long hikes (like Bald Mtn). We remove any unnecessary items before hiking.
- Backpacks should NEVER weigh more than 1/3 of the camper's weight.

Lost and Found

EcoVenture maintains a lost-and-found area on campus. **Please label ALL of your camper(s) belongings with their first and last name.** Encourage your camper to check the lost-and-found immediately for any misplaced items. We are not responsible for the loss or damage of any item and encourage campers to leave any electronic or expensive items at home. At the end of the sixth week, all items in the lost-and-found will be donated to charity.

X. CAMPER OVERNIGHTS

Availability

EcoVenture offers three overnights to Bobcats and Black Bear campers. Each overnight is designed for 10 campers, so availability is limited. If your camper(s) will not be attending the overnight with their group, they may attend camp that week. Campers will then be placed with the next age appropriate group.

Overnight Trip Descriptions

Prior to sign-up please review the overnight description on RLHT.org under EcoVenture's page.

Drop Off & Pick Up

The **Black Bear** overnight is week 3, leaving Wednesday and returning Thursday. Campers should either ride the bus or be dropped off at EcoVenture at 9 AM. Campers are to ride the bus or be picked up at 3 PM Thursday.

The **Bobcat** group will have two overnights. The overnights are week 2 and week 4. Bobcat overnights are two nights, leaving Wednesday and returning Friday. **Campers ride the bus or are dropped off at EcoVenture at 9 AM on Wednesday. On Friday, upon arriving back at campus, campers will call parent/guardian to be picked up. Parent/guardian MUST pick-up their camper at EcoVenture.**

Staff

One male and one female staff will accompany campers on all overnights.

Safety

Each overnight is accompanied by an industry-standard trip plan that includes, but is not limited to; program information, emergency response information, area description (including maps), special safety concerns, trip itinerary and emergency contact and health concerns for campers. These plans provide staff and first responders with the necessary information in case of an emergency.

Overnight Items

These items will be necessary if your camper(s) is attending an overnight. If you do not have an item, do not fret. EcoVenture has many of these items available for campers to borrow. These items are in addition to the daily items.

- | | |
|--|--|
| <input type="checkbox"/> Sleeping Bag - compressed | <input type="checkbox"/> Multiday pack (for hiking overnights) |
| <input type="checkbox"/> Sleeping Pad | <input type="checkbox"/> Dry bag (for water-based overnights) |
| <input type="checkbox"/> Cup, bowl, spork | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Headlamp or Flashlight with extra batteries | <input type="checkbox"/> Lunch for 1 st day (please do not pack lunchboxes) |
| <input type="checkbox"/> Long Pants | <input type="checkbox"/> Personal snacks |

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2018 Application

	Weekly	Full 5 Weeks
RLRS	\$45	\$155
Member	\$185	\$925

EcoVenture runs Tuesday through Friday, 9 AM to 3 PM

Camper's Name: _____

My camper will attend EcoVenture:

Week 1	July 10 -13	_____	2018 EcoVenture Overnight Trips- \$35 per trip, only 10 campers per trip	
Week 2*	July 17 – 20	_____	*Bobcats (Campers entering 6 th or higher)- 2 nights	_____
Week 3*	July 24 – 27	_____	*Black Bears (Campers entering 5 th grade)- 1 night	_____
Week 4*	July 31 – Aug 4	_____	*Bobcats (Campers entering 6 th or higher)- 2 nights	_____
Week 5	August 7 - 10	_____		Total Overnights _____
Total Weeks		_____	at \$ _____ = \$ _____ + Overnight Fee \$ _____ = \$ _____	

I would like to become a member or renew my membership with RLHT with a donation of: \$ _____

I would like to sponsor a child to attend EcoVenture with a tax-deductible contribution of \$185 \$ _____

Please apply this additional tax-deductible contribution to RLHT to support its mission and goals. \$ _____

GRAND TOTAL \$ _____

Payment Enclosed (Circle One): Check Credit Card Cash

Credit Card Number: _____ Zip Code: _____ Expiration Date: _____

Signature: _____

Submit completed registration packet to:

Physical Address: 52 Carry Rd.
Oquossoc, ME

Mailing Address: RLHT
P.O. Box 249
Oquossoc ME, 04964

E-mail: tclinch@rlht.org

All registration material must be submitted and complete one week prior to planned attendance.

I. BASIC CONTACT INFORMATION

Camper's Name: _____ Date of Birth: _____

Camper's Address: _____

School: _____ Grade entering in September: _____

Parent/Guardian: _____ Parent/Guardian: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Fax: _____ Fax: _____

Email: _____ Email: _____

Additional Emergency Contact:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Best Person to contact in case of emergency: _____

II. TRANSPORTATION & PICK UP

- This camper **will not** ride the bus to and from EcoVenture.
- This camper **will** ride the bus to and from EcoVenture.
- This camper **can safely walk to and from** the bus stop home.

The following individuals are authorized to pick up my camper at EcoVenture or the bus stops:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

When your camper will be picked up by someone other than the person(s) listed above,
you must notify RLHT immediately by telephone at 864-7311.

Bus Schedule (times are approximate)

Please circle your camper's pick up and drop off location:

Pick Up

8:20 Oquossoc Grocery

8:35 Town Office

8:45 Fitness Center

Drop Off

3:10 Fitness Center

3:20 Town Office

3:35 Oquossoc Grocery

Camper's Name: _____

III. IMMUNIZATION RECORD

You must attach a complete immunization record from your child's Physician or **fax it to 207-864-7301**.

IV. HEALTH

Rangeley Lakes Heritage Trust welcomes the participation of all individuals including those with disabilities or special needs. We are committed to compliance with the ADA and will provide reasonable accommodations to facilitate participation in our programs. To ensure that reasonable accommodations are in place, program registration or accommodation request should be received at least two weeks prior to the start of the program.

RLHT recommends that parents or guardians consult their participant's pediatrician or health care professional to assess their participant's ability to participate in the program. It is requested that parents or guardians provide in writing any additional instructions for the specific condition or special need of their participant.

I want RLHT to know about these medical conditions: _____

I want RLHT to know about these disabilities for my child: _____

Do you request an ADA accommodation? Yes No If yes, someone from RLHT will follow up with you regarding your request.

V. MEDICATIONS

- This camper **will not** take any medications while attending camp.
- This camper **will** take the following medications while attending camp. Please specify below.

"Medication" is any substance a person takes to maintain and/or improve their health. This includes vitamins and natural remedies.

Medication:	Date Started:	Time Taken:	Dosage:	Physician:	Phone:
Medication:	Date Started:	Time Taken:	Dosage:	Physician:	Phone:
Medication:	Date Started:	Time Taken:	Dosage:	Physician:	Phone:

Please review camp instructions about required packaging/containers. Medication must be labeled and in pharmacy container, indicating camper name and dosage instructions.

VI. ALLERGIES

- This camper **does not** have any known allergies.
- This camper **does** have known allergies. Please complete the following:

Drugs:	Animals:
Plants:	Foods:
Insects:	Other (please explain):

Please explain reaction and treatment: _____

Camper's Name: _____

VIII. PERMISSIONS & INDEMNIFICATIONS

PERMISSION AND INDEMNITY

I give permission for my child, **named above**, to participate in any and all Rangeley Lakes Heritage Trust youth program activities, including day trips and overnights. I understand that these activities will include vehicle travel, boating, hiking, sailing, swimming, team sports, and other activities that create some risk of injury.

In consideration of the opportunity for my child to participate in youth program activities, I, for myself and on behalf of my child, release the Rangeley Lakes Heritage Trust, its employees, volunteers, directors and officers, and the owners and operators of vehicles and water craft and the owners and lessees of land where youth program activities occur, from all liability for any personal injury, bodily injury, property damage, and loss of any kind (including attorney's fees) occurring to my child in connection with my child's participation in youth program activities. I also agree to indemnify the same persons and organizations from all liability for any personal injury, bodily injury, property damage, and loss of any kind (including attorney's fees) caused to anyone by my child.

Please initial _____

AUTHORIZATION FOR EMERGENCY HOSPITALIZATION AND SURGERY

I give permission for such diagnostic, therapeutic and operative procedures to be performed by a duly licensed physician or surgeon as the said doctor shall have deemed necessary for my child, named above, with the understanding that no operation will be performed except in extreme emergency without a reasonable effort on the part of the Rangeley Lakes Heritage Trust to contact the responsible parent or guardian by telephone or other expedient means.

Please initial _____

PARENT/GUARDIAN ASSUMPTION OF RESPONSIBILITY

I hereby certify that my child, named above, has no limitations that would preclude his/her participation in the RLHT youth program activities, with or without reasonable modification.

Please initial: _____

MEDIA RELEASE

I authorize and consent to the use of photos / videos taken of my child without present or future compensation in newspapers, newsletters, and the website or in other ways to inform the public about RLHT.

Please initial _____

Parent/Guardian Signature: _____

Printed Name: _____ **Date:** _____