



SEBAGO BASIN  
WINDHAM, ME  
[CENTERDAYCAMP.ORG](http://CENTERDAYCAMP.ORG)

# 2025 FAMILY HANDBOOK



**WELCOME TO CENTER DAY CAMP**

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## A letter from the Director

Dear Camp Families,

We are so excited that you are going to be sending your child to CDC this summer, and look forward to working with you and your family. Whether your child is a first timer or returning camper please take a moment to review the family handbook with care as it provides essential information for a fun and successful summer at CDC.

Center Day Camp was founded in 1949 by the Portland Jewish Community. Our grounding and history as a Jewish camp means that our programs offer a unique focus on universal values like integrity, honesty, responsibility, caring for one another and for the earth. Everyone at camp is valued and celebrated. Our staff stress kindness, respect, and character in everything that they do. We are a child-centered program that seeks to support campers as they build confidence, make new friends, explore new interests, discover their abilities, and learn new skills.

It is our hope that the experiences we provide will have a long-lasting positive impact on the lives of the campers and families we serve.

Thank you for joining our community and becoming a part of what we believe is the best camp in the state of Maine. We can't wait to see you this summer!



*Christopher Thurston*

Center Day Camp Director



## Staff Directory

Camp Director: *Chris Thurston*  
cdc@mainejewish.org

Assistant Director: *Marlena Lantos*  
mlantos@mainejewish.org

Nurse: *Julie Davis*

Head Counselor: *Dakota DuPlissie*

Head Counselor: *Catherine Najarian*

Waterfront Director: *Julia Schneider*

Boating Director: *Max Freeman*

Head Lifeguard: *James Patterson*

## Camp Contact Information

Center Day Camp 74 Hackett Road  
North Windham, ME  
207.892.4101

Jewish Community Alliance  
1342 Congress Street Portland, ME  
207.772.1959  
207.773.2234 (Fax)



# Camp Weeks

## Summer 2025

### Session 1

Week 1: June 16 – June 20\*

Week 2: June 23 – June 27

Week 3: June 30 – July 3\*

Week 4: July 7 – July 11

### Session 2

Week 5: July 14—July 18

Week 6: July 21 – July 25

Week 7: July 28 – August 1

Week 8: August 4 – August 8

Week 9: August 11 – August 15

\* Camp will be closed on June 19th & July 4th



# Camp Forms

An important part of the pre summer preparation is completing your online camper forms. Your camper forms are currently available by logging into your CampMinder account. Completing your camp forms is critical. We put a lot of effort into developing efficient administrative systems that make information gathering as simple as possible. CampMinder is a very user friendly platform that helps ensure the health and safety of all our campers.

All forms are required by the State of Maine Health Department. If forms are missing, campers cannot attend.

All forms are due **1 week prior** to your camper session.

## CampMinder Account

*Step 1:* Go to [centerdaycamp.org](http://centerdaycamp.org)

*Step 2:* Click on the “enrolled families” button

*Step 3:* Log in using the same username and password you created when you registered your camper for CDC. If you forgot your username or password, please reach out to Chris Thurston

*Step 4:* Click on Forms & Documents

*Step 5:* Complete prior to camper session



**Fun Fact:** Photos from your session will be uploaded on our Instagram page daily! Check out [@centerdaycamp207](https://www.instagram.com/centerdaycamp207) to see what we’re up to!



## What are these forms?

**Child Application:** Typically completed during the registration process, the application provides us with basic information about your camper.

**Day Travel Form:** This is how you plan on your camper arriving and departing from CDC.

**Health History:** Please provide the most up to date information on your camper so our healthcare staff can best care for them should the need arise.

**Physical Exam:** An up to date physical exam needs to be provided to CDC. Please contact your doctor.

**Immunization History:** A history of all immunizations needs to be provided to CDC. Please contact your doctor.

**Sunscreen Policy:** To reduce the risk of sunburns at CDC please read and accept our sunscreen policy.

**Parent Authorization:** Provide current copies of your insurance cards and give camp permission to treat your camper in an emergency.

**Authorized Grown-Ups:** Let us know who is authorized to pick up your camper.





## Attendance

If your camper will not be attending camp, please call the office or send an email by 8:00AM.

The bus captains are there to support your camper's journey to Center Day Camp. Please provide them with as much information about future absences as possible.

If your child does not arrive to the bus stop at the assigned drop off time, without prior notification, we may call to verify attendance.

Except for emergency situations, the Director must be notified in advance by written authorization and/or telephone if your camper will not be arriving or departing camp at our regularly scheduled times, or by their selected transportation option.

Communication is key. Please allow enough time for office staff to make changes to transportation plans. An email in the late afternoon might not be opened until after buses depart camp.

## Visitor Policy

For the safety of staff and campers there will not be visitors at Center Day Camp during summer hours. Camp tours for new or interested families can be arranged prior to June 17th through the camp office, or after the summer is complete.





# Camp Program

## **SCOUTS (1st)**

The youngest campers at CDC are introduced to camp with programming that is gentle, supportive, and designed to harness their natural excitement and curiosity. Our goal is to engage them in ways that turn them into lifelong campers! Counselors for this group love working with the 1st grade age group. They play the cool older sibling role to perfection! Campers move through a structured and consistent curriculum of activities, with age-appropriate options that allow them to enjoy every aspect of camp at their own pace. **Goldman Family Preschool students are welcome to enroll as incoming kindergartners. This is exclusive to currently enrolled PreK students.**

## **PIONEERS (2nd - 3rd)**

Pioneers are often some of our most dedicated Camp advocates and storytellers: they learn camp songs and lore that they will remember all their lives. Trips to “lollipop island” and other special activities connect Pioneers to the magic of the camp environment, and activities allow them to explore their interests and learn all kinds of new activities.

## **GUIDES (4th - 5th)**

Guides are offered increased levels of responsibility at Camp, as they build interpersonal skills and grow in proficiency in swimming, boating, sports, and other activities. They make more choices about their schedules, gain more independence, and are in the early stages of becoming leaders of camp. Guides are full of energy and are often particularly enthusiastic about outdoor activities from sports to gardening.

## **EXPLORERS & QUESTS (6th - 9th)**

As our oldest groups of campers, Explorers and Quests can engage in great activities and special events scheduled regularly throughout the summer. They have significant amounts of choice regarding their daily schedule so they may spend time developing skills in the areas that they particularly enjoy. They are the leaders at Center Day Camp!

## A Typical Day

**8:00 to 8:30AM** Drop Off at Bus Stops  
**9:15 to 9:30AM** Morning Meeting  
**9:30 to 10:30AM** Activity 1  
**10:30 to 10:45AM** Snack  
**10:45 to 11:45AM** Activity 2  
**11:45 to 12:15PM** Lunch  
**12:15 to 1:15PM** Activity 3  
**1:15 to 2:15PM** Activity 4  
**2:15 to 2:30PM** Afternoon Snack  
**2:30 to 3:30PM** Activity 5  
**3:30 to 4:00PM** Afternoon Meeting  
**4:30 to 5:00PM** Pick Up at Bus Stops

## Weather at Camp

Like any program in an outdoor setting, we are subject to all types of weather conditions. Rain and extreme heat can affect a day at camp. Regardless of the weather a safe and sheltered experience will be provided and programming will reflect what is in the best interest of our campers.

Keeping our campers hydrated, slowing down the pace of an activity, taking activities inside, or providing more water-based activities on a hot day are just a few examples of modifications we may make on an as needed basis.





## Packing List

All personal items sent to camp should be marked with your child's first initial and full last name.

### ***What To Wear***

Campers need clothes that they can get dirty, be comfortable in, and that will protect them from the sun.

Closed toe shoes and socks are required at all activities other than the waterfront. Flip flops should not be worn as everyday footwear.

Campers are encouraged to pack a pair of beach shoes to wear to waterfront activities. (Flip-flops, watershoes, Teva's, etc.)

### ***What to Bring***

Backpacks are brought home daily.

2 Swimsuits

1 Towel

1 Pair of beach shoes

1 Change of clothes\*

1 Sweatshirt\*

1 Lunch

2 Snacks

Wet bag for wet swimsuits & towels

Sunscreen

Bugspray



## Lunch

**Families are responsible for packing a lunch and 2 snacks for their camper every day.**

To respect Jewish dietary (Kashrut/Kosher) laws and traditions, CDC does not allow shellfish or pork products on our camp property.

### **Lunch & Snack Ideas**

Fruit

Cheese Pizza

Veggies & Dip

Muffins

Bagels

Crackers & Cheese

Salad

Pasta

Turkey & Chicken Deli Meat

Yogurt & Granola

## Nut Aware

At Center Day Camp we provide a nut aware environment. We strongly encourage families to refrain from sending food with nut products to camp.

We have a process in place that supports campers with life threatening allergies. Proactive health training is provided to our staff by our camp nurse to ensure quality care and that appropriate responses take place should there be an anaphylactic reaction.

Center Day Camp has a no food sharing policy.



## CDC Waterfront

The waterfront is an important and exciting part of the CDC experience. At the start of each session campers will be placed in a swim group most appropriate for their swim level. All campers in our Scouts and Pioneers divisions are required to participate in daily swim lessons. Guides, Explorers, and Quests have two optional swim blocks that they sign up for during activity selection.

Julia, our Waterfront Director, has been with Center Day Camp for over 15 years. She is a certified Lifeguard Instructor, and offers yearly classes through the Red Cross. The waterfront staff includes an additional 8 lifeguards and Boating Director

A swim report is sent home at the end of each session for Scouts & Pioneers. The goal of the swim report is to give parents and campers an understanding of their current swim skills. It is objective and provides a description of what is necessary to achieve the standard for any specific skill.



## Shabbat

Friday is a special day in our week; it's when CDC celebrates Shabbat (day of rest) with songs, blessing recitation, sharing of challah bread, and a chance to celebrate the week we spent together at camp.

This tradition is fun and accessible for all campers. We say blessings (brachot) for candles, wine, and challah. The blessings are listed below for your convenience.

For the candles: Baruch atah Adonai, Eloheinu, melech ha'olam, asher kid'shanu b'mitzvotav vitzivanu l'hadlik ner shel Shabbat.

For the wine or grape juice: Baruch atah Adonai, Eloheinu, melech ha'olam, borei p'ri hagafen.

For the challah: Baruch atah Adonai, Eloheinu, melech ha'olam, hamotzi lechem min ha'arets.





## Partnering with Parents

Partnering with parents involves effective two-way communication between home and camp. Our director, Chris Thurston, has worked in a variety of camp settings including both day and residential. He has built his professional camp career on his commitment to working with families to make every camper's experience inclusive and positive.

For any camper who needs additional supports or accommodations, active communication is especially crucial.

Should there be additional information you would like to share with camp and/or Chris specifically - please contact the office by phone or email. Information provided will be kept confidential and only shared with those members of our team on a need to know basis. Informed staff can work together to help your camper have a safe and successful experience.

## Privacy

To meet the needs of our campers we need to collect personal information about them and their families. The information we gather is only given to those staff who are directly involved in providing a service to your camper or shared as required by law. We ask that you provide us with personal information including any medical precautions, health problems, or emotional concerns that may arise during camp. Many parents fear that we will not accept their child if they are forthcoming about situations, but it is crucial that we receive all the information so we can be partners in ensuring a safe and successful summer.



## Sunscreen

Sunscreen: Caregivers are asked to apply sunscreen to campers before they come to camp in the morning. Sunscreen will be reapplied after a swim or water-based activities, mid-morning, and again mid-afternoon. Parents are asked to provide their own sunscreen. If the sunscreen is in a soft container, please put this inside a zip-lock bag to protect it from popping inside a camper's bag.

Sunscreen will be offered to campers if they don't have their own available. Camp supplied supplemental sunscreen will only be applied with parent consent in writing. You can find the sunscreen permission slip in your Camp InTouch account.

When necessary, a Center Day Camp staff member will assist your camper if they are not able to personally apply their own sunscreen.







## Health Information

Health forms are required for all campers. To confirm enrollment at Center Day Camp we require campers to have a completed health form uploaded on CampMinder 1 week prior to their first day of attendance.

The state of Maine requires that all campers have a fully completed medical form signed by a physician.

Center Day Camp required medical forms include a Health History, Emergency Contact and Emergency Authorization completed by a parent/ guardian.

If your child is currently under the care of a physician for allergies and/or asthma, please have your physician be explicit on the health form detailing the following:

1. Define the prescribed medical treatment.
2. Define the exact nature of the allergic reaction

Please let us know if your child has been hospitalized in the past. For children who carry an inhaler or Epi-pen we require 2 sets while at camp. One will be kept in the health center under lock and key and the other will be always carried by the camper's counselor.



## Exclusion Policy

*If your camper is at camp, they must be well enough to participate in the program on the given day. For the protection of all campers and staff, your camper should be kept at home, and will be sent home, if they display any of the following symptoms:*

**Fever** - Exclude if temperature is 100.4 or greater, especially if accompanied by other symptoms. Child may not return to CDC until they have normal temperature for at least 12 hours and are well enough to participate in normal activities.

**Vomiting** - Exclude if child has two or more episodes of vomiting within the previous 24 hours.

**Sore Throat** - Exclude if child has a sore throat, especially when fever or swollen glands in the neck are present.

**Respiratory Symptoms** - Exclude if child has difficult or rapid breathing or severe coughing; child makes high pitched croupy or whooping sound after they cough, and child is unable to lie down comfortably.

**Skin Rash** - Exclude if child has a undiagnosed rash. Infected sores which cannot be covered by clothing or bandages.

**Impetigo** - Exclude until sores are healed, can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 hours.

**Lice (Head)** - Exclude for 24 hours after treatment has been initiated. There may be no lice or nits present.

**Measles** - Exclude until six days after the rash appears.

**Conjunctivitis** - Exclude for 24 hours after treatment has been initiated.

**Ringworm & Pinworm** - Exclude until 24 hours after treatment begins.

**Scabies** - Exclude until 24 hours after treatment begins.

## Health Guidelines

For any health problem, illness or injury, counselors are trained to immediately escort the camper to the Camp Office to be evaluated by the camp health care provider.

Minor first aid will be administered, and parents/guardians will be contacted by telephone as needed.

If illness or injury requires treatment other than minor first aid, parents will be contacted immediately. If a parent is unavailable, either the emergency contact and/or camper's physician will be contacted.

For additional medical services, except in the case of a life-threatening emergency, no medication will be administered to the camper without a completed medication authorization form at file at camp.

*In the case of life threatening emergencies, we will be contacting outside medical assistance (911) and first aid will be administered until help arrives– parents/guardians/ emergency contacts will be notified as soon as possible.*





## Medication Policy

### *Parental Responsibility*

Do not send any over the counter medications to camp with your child. The CDC health center has a variety of medications available if needed.

Medications may be taken during camp hours under the following procedures:

1. Prescription may be delivered to the health care provider at camp by a parent at a prescheduled time. Parents may also choose to deliver medications directly to the bus captain.
2. All prescriptions medications shall be authorized by a licensed provider.
3. All prescriptions must be received in a properly labeled pharmacy prescription container including a current date, patient name, drug name, prescribing licensed provider, the prescribed dosage, and administration time for medication.

### *Camp Responsibility*

1. All medications shall be taken under the supervision of a licensed health care professional or certified staff person.
2. Medication records will be kept documenting the distributions of all medications at camp.
3. Every reasonable effort will be made to ensure all campers receive their medications as scheduled and parent/ guardian will be notified of any concerns related to their child's medication administration.
4. All medications and their administration will be confidential.





## Transportation Policy

### *Schedule*

8:00-8:30 & 4:30-5:00—Bus drop off & pick up  
8:45-9:00 & 4:15 -4:30—Car drop off & pick up

Please take into consideration that traffic and construction can cause delays.

Parents are asked to assist their camper while unloading from the vehicle. We will have a counselor or bus captain greet the camper and bring them to their designated seat or meeting area.

***Communication is essential to ensure that transportation runs smoothly. Please call the office if you anticipate running late. We can hold the bus for up to 5 additional minutes.***

There will be multiple staff helping to direct traffic and organize the flow of traffic onto the Center Day Camp property.

If camper transportation is changed due to an emergency, the Camp Director will send an email via CampMinder and immediately begin calling parents.

Please be patient with the staff helping to seat campers and take attendance. The counselors might not know or have the answers to all your questions. Thank you!

## Transportation Safety

### ***At Bus Stops***

- Be at the bus stop at least 5 minutes before scheduled bus departure.
- Be considerate of private property.
- Stay off the road while waiting for the bus.
- No playing is permitted at the bus stop.
- Wait until the bus comes to a complete stop before boarding.
- Do not crowd the entrance when getting on the bus.
- If you are late, please do not run after a moving bus.
- Parents are responsible for their children at bus stops.

### ***On the Bus***

- Help keep the bus clean. Don't throw trash on the floor or out the windows.
- Always keep your hands and head inside the bus.
- Keep objects out of the aisle. Bags, sports equipment, or lunches must be held on your lap or under the seat in front of you, or they will not be allowed on the bus. All sports equipment must be in a contained bag.
- Find your seat as soon as you board the bus. Do not leave your seat while the bus is moving.
- Quiet is required when the bus approaches a railroad crossing.
- Always follow the directions of the bus driver.
- No eating or drinking is allowed on the bus.
- Cell phone use is not permitted on the bus, except in an emergency.

### ***Leaving the Bus***

- Stay a safe distance away from the side of the bus.
- Always move away from the bus after leaving.
- Drivers are allowed to drop off passengers only at regular bus stops.

Riding the bus is a privilege. These rules help ensure safe bus transportation for students and bus drivers. Students who violate these safety regulations may be excluded from riding the bus. Parents are responsible for transporting their child to and from camp if the child has been excluded from bus transportation.

## Directions to Camp

### ***From Portland***

Take Forrest Ave. North (Route 302) to North Windham. At the intersection of Tandberg Trail (Route 35 and Route 1115) turn left onto Route 35. Take the 2nd right onto Basin Rd. At the fork, bear right onto Hackett Road. Go to the end and you will see the sign for Center Day Camp.

### ***From Standish***

Take Route 35 towards North Windham. Just before reaching Route 302 intersection, you will cross a stream; take a left at Basin Road at the top of the hill. At the fork, bear right onto Hackett Road. Go to the end and you will see the sign for Center Day Camp.

### ***From Yarmouth***

Take Route 115 to junction of Route 302 and Route 35 in North Windham. Go straight across Route 302 onto Route 35 and take your 2nd right onto Basin Road. At the fork, bear right onto Hackett Road. Go to the end and you will see the sign for Center Day Camp.



## Camp Safety & Inherent Risk

As parents you understand the inherent dangers and possible risk of injury of participating in any sport or activity offered at camp. Center Day Camp strives to create an environment which is safety oriented, appropriately supervised, educational and fun. Likewise, Center Day Camp expects each member of our camp community to be responsible for their own behavior, to abide by the rules and regulations and to participate in every aspect of camp in a safe, responsible manner.

Every child has the right to feel safe in our camping community. Our staff are well trained and the program CDC delivers an inclusive environment. Center Day Camp will make every effort to provide a safe and nurturing environment for our campers. As challenges present themselves, we utilize a problem-solving approach. Discipline will be fair and be used as a teaching tool. Our goal is to help foster responsibility and caring for all members of our community.







## Bullying & Behaviors

Center Day Camp does not tolerate bullying. We always respond to issues of verbal or physical intimidation, put downs of any kind, or any situation that makes a camper uncomfortable. Only through open dialogue at camp and with our families will be able to effectively work through bullying issues. Please reach out to us at any point if you have any concerns.

The primary responsibility of Center Day Camp is to guide the experiences and behaviors of campers and staff in a fun and safety-oriented environment, allowing for growth and development of the group as well as the individual. Helping children gain autonomy and self-confidence is the key to effecting good behavior.

It is our goal to work with campers and guide them toward becoming solid members of the larger community. If a child's behavior continues to be disruptive to the camp community, the director will contact the parents.

### **Center Day Camp will NOT tolerate the following behaviors:**

Fighting, swearing, verbal abuse, the blatant disregard of camp rules, use of any illegal substances including tobacco, vapes, use of any type of weapon, or any additional behavior deemed inappropriate by the Director.



## Personal Items

### ***Avoid sending your camper with a phone cell***

Center Day Camp has a *no cell phone* policy. Usage can interfere with a campers overall experience at camp. A camper that spends time immersed in technology or communications may do so at the expense of getting to know fellow campers and counselors. Summer camp offers a great opportunity to learn about and navigate the natural world and social situations while not being constantly connected to a digital/virtual world.

If a camper is asked multiple times to put away their cell phone, a Director will take it until the end of the day, and parents will be notified.

Center Day Camp is not responsible for loss or damage of personal belongings of any kind while in transit to or from, or at camp.

### ***What Not to Bring:***

Valuable items such as expensive electronic equipment, watches, radios, cell phones, hand held video games, tools or objects that could be used as weapons are allowed at camp. No animals, alcohol, drugs, or tobacco products.