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 13,650 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 9 - August 9, Tuesday through Friday, 9 AM – 3 PM

Contact Information

Rangeley Lakes Heritage Trust
2424 Main Street
Rangeley ME, 04970
(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, Wilderness 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
- Black Hawks – entering 4th and 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.

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.

Sample EcoVenture Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 AM</td>
<td>Arrive at EcoVenture</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>Depart campus for field trip</td>
</tr>
<tr>
<td></td>
<td>Arrive at Cupsuptic Campground</td>
</tr>
<tr>
<td></td>
<td>Canoe to Loon Beach</td>
</tr>
<tr>
<td>10 AM</td>
<td>Snack</td>
</tr>
<tr>
<td></td>
<td>Water safety activity, Swimming</td>
</tr>
</tbody>
</table>

Noon  
Lunch  
Canoe to take-out  
2:05 PM Depart for campus  
2:45 PM Circle Time  
3 PM Depart campus

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
Payments must be received in full at the time of registration.

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
Rangeley 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/who-we-are/our-staff 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 with the EcoVenture and Rangeley 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 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. CAMPER OVERNIGHTS

Availability
EcoVenture offers three overnights to Bobcats and Black Bear campers. Each overnight is designed for 10 campers, so availability is limited.

Overnight Trip Descriptions
Prior to sign-up please review the overnight description on RLHT.org under EcoVenture’s page.

Drop Off & Pick Up
The **Hawk** 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.

X. DAILY & OVERNIGHT PERSONAL ITEMS

Winter & Spring Session – February 19–22, April 16-19, 2019 (Current 1st & 2nd Grades ONLY)

Day pack - everything MUST fit inside
- Backpacks
- Water - 25 oz.
- Bagged lunch and snack
  - No NUTS!
  - Please no lunch boxes or ice packs!
  - Pack items that do not need to be refrigerated or warmed
- 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.
- Waterproof Mittens or Gloves
- Wool Socks
- Neck warmer
- Winter hat
- Winter jacket
- Ski Pants
- Sneakers (for inside)
- Winter Boots

Remember...
- Dress your camper in layers to accommodate changes in environments.

Summer Session Gear List – July 9–August 9, 2019
- 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.
- 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
  • 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 Mt.). We remove any unnecessary items before hiking.
  • Backpacks should NEVER weigh more than 1/3 of the camper’s weight.

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.

☐ Sleeping Bag - compressed  ☐ Multiday pack (for hiking overnights)
☐ Sleeping Pad  ☐ Dry bag (for water-based overnights)
☐ Cup, bowl, spork  ☐ Camera
☐ Headlamp or Flashlight with extra batteries  ☐ Lunch for 1st day (do not pack lunchboxes)
☐ Long Pants  ☐ Personal snacks

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.