

I. PROGRAM INFORMATION

Campus

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 35 miles of trail on 14,000 acres of conservation lands and pristine lakes and rivers.

Our Mission

EcoVenture seeks to engage the hearts of all members of our community 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.

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 Campus

394 South Shore Drive
Rangeley Plantation ME, 04970

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.

Visitors

Due to the nature of many EcoVenture programs (Environmental Science Camps, Junior R.A.S.T.A. Riders, Mushroom Workshops), registration is required. Therefore, we do not allow those participants to bring friends. Please register guests, if appropriate.

Other programs that do not require registration, we encouraged that you bring your family and friends (if the audience is appropriate). If you have questions, please call us at (207) 864-7311.

Rainy Days and Inclement Weather

Cancellations will be emailed to participants and posted on both RLHT's website and Facebook page. EcoVenture often provide programming even on rainy days. Participants should prepare by bringing a set of dry clothes.

Conduct

Throughout our work we strive 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 participants to participate, to conduct themselves in a respectful manner, cooperate within the group, listen to all staff, maintain their belongings, and to self-advocate if someone or something is bothering them.

Lost and Found

EcoVenture maintains a lost-and-found area at RLHT's office. **Please label ALL of belongings with their first and last name.** Check the lost-and-found immediately for any misplaced items. We are not responsible for the loss or damage of any item and encourage participants to leave any electronic or expensive items at home. Three weeks after the programs end, all items in the lost-and-found will be donated.

II. FINANCIAL POLICIES

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 participant 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”.

III. MEDICAL

Health Care and Sickness

If you or your participant is ill, do not allow them to attend. 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 after showing symptoms.

Communicable Diseases

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

Medications

All medications must be brought to EcoVenture in the original packaging. **Participants who require asthma inhalers or epinephrine auto-injectors (epi-pen) must bring TWO and, and the case of a minor, 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 parents/guardian will be contacted immediately.

Mandated Reporting

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

IV. ADA POLICY

Non-Discrimination Statement

Rangeley Lakes Heritage Trust and EcoVenture are 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.

V. FOR YOUTH

Late Arrivals & Early Dismissals

If you know in advance that your participant(s) will be late arriving or leaving early, please call the Director or your participant(s) counselor. Participants are often off campus and out of cell signal.

Dismissal Policy

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

Discipline Policy

Attending any EcoVenture Youth Program is a privilege that parent/guardians have chosen for their participant(s). Every participant 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.

1. **First offense** – verbal warning
2. **Second offense** – redirection from the situation and a participant/staff meeting.
3. **Third offense** – written documentation, redirection, and a call to the parent/guardian from the Director. Parent/ guardian may need to pick up their participant(s) from EcoVenture. Please note that if the offense is severe some steps may be skipped and participants may not be able to return for the rest of their time at camp.

Sunscreen Policy

Participants spend most of their time at EcoVenture outside. All participants must apply sunscreen to all exposed skin throughout the day. **Parents/Guardians are responsible for providing sunscreen (SPF 30 or higher) for their participant and applying the first layer each day.**

VI. GEAR LISTS FOR CAMPS

Summer Sessions Gear List

- Day pack (chest & waist provide the best experience)
- Water (grades 1–3 - 25 oz. | grades 4 - 50 oz.)
- Bagged lunch and snack (brown bag lunches)
- Bathing suit and microfiber towel (in a plastic bag)
- Rain jacket (rain & wind protection)
- Fleece jacket (insulates when wet & dries quickly)
- Closed-toe sandals
- Sneakers
- Sunscreen (SPF 30+)
- Safety whistle on a lanyard (safety tool, not a toy)

Additional Items for Winter & Spring Session

- Waterproof Mittens or Gloves (x2)
- Wool Socks (x2)
- Neck warmer
- Winter hat (x2)
- Winter jacket
- Ski Pants
- Winter Boots

Remember:

- Even our youngest participants 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.
- Dress your participant in layers to accommodate changes environments.
- Backpacks should NEVER weigh more than 1/3 of the participant's weight.

Still have questions? Give us a call at (207) 864-7311.