

# TEEN X-TREME

## *Travel Camp*

# PARENT HANDBOOK 2026



**RECREATION COORDINATOR: CHELSIE SMITH**

# Table of Contents

- Teen X-Treme Important Information ..... 2**
  - Welcome Message ..... 2
  - Contact Information..... 2
  - Teen Camp Important Details ..... 2
  - Field Trip Examples ..... 2
  - What to Bring & What NOT to Bring ..... 2
- Registration, Payments & Cancellation ..... 3**
  - Registration..... 3
  - Weekly Rates ..... 3
  - Auto Pay..... 3
  - Payment ..... 3
  - Cancellation Policy ..... 3
- Behavioral Policies and Expectations ..... 4**
  - Behavior Policy..... 4
  - Physical Contact..... 4
  - Discipline Policy ..... 4
  - Outcomes & Dismissals..... 4
- Camper-Parent Agreement ..... 5**
- Cell Phone Policy ..... 6**
- Policies and Procedures ..... 7**
  - Emergency Information ..... 7
  - Drop off & Pick-up..... 7
  - Travel Excursion/ Big Field Days ..... 7
  - Custody Issues..... 7
  - Policy Changes ..... 7
- General Health & Safety..... 8**
  - General Health..... 8
  - Safety ..... 8
  - Medical Conditions & Allergies ..... 8
  - Medications ..... 8
  - Illness & Injury..... 8
- Acknowledgement & Receipt .....9**

# Teen X-Treme Important Information

## Contact Information

**Hours of operation: 7:45am - 5:00pm**

**Located at: Bangor Parks & Recreation**

**General Office Phone: 207-992-4490**

**Rec Coordinator Phone: 207-992-4493**

**Email: [Chelsie.Smith@bangormaine.gov](mailto:Chelsie.Smith@bangormaine.gov)**

## Teen Camp Cell Phone Contact

**Hours of operation: 7:45am - 5:00pm**  
*(Subject to change)*

**Phone Number: 207-949-3198**

*Staff cell phone is reserved for morning text if child is not coming to camp, big trips, emergencies, or change in pick-ups.*

## Examples of Local Activities:

- Swimming at Pancoe Pool, local state parks & beaches, mini golf & disc golf, outdoor activities, and more!

## Examples of Travel Excursions:

- Funtown Splashtown, Botanical Gardens, Monkey C Monkey Do, Happy Wheels, Wild Acadia Fun Park, Anti-Gravity Center, and More!

## Welcome Message

Welcome Parents & Guardians,

We are excited to have your child join our Teen X-Treme Travel Camp this year! At Bangor Parks & Recreation, our goal is to provide your teens with a fun, safe, and engaging 8-week summer travel experience. This summer, we'll be exploring a variety of exciting local activities throughout the Eastern Maine region and introducing teens to a wide range of low-cost, enjoyable things to do right in our own backyard. In addition to local adventures, we'll take weekly excursions to different parts of our beautiful state, discovering new places and thrilling attractions along the way.

We're looking forward to an amazing summer together!

## Teen Camp Important Details

### Monday, June 22 – Wednesday August 12<sup>th</sup>

- **Drop off/Pick Up at:** Bangor Parks & Recreation  
647 Main Street, Bangor
- Camp Operates Mon. Tues. & Weds.
- Drop-off 7:45AM – Pick-up 5:00PM  
(Subject to change based on travel details)
- All teens must be signed out at pick-up by a guardian  
(We will not release your teen to anyone who is not authorized on your pick-up list)
- Two local trips & one travel excursion per week
- Field trip transportation- two 12 passenger vans
- If your child cannot be at camp that day, you must text the staff cell phone to let them know.
- All campers are expected to participate in all scheduled activities, except when a medical need or documented accommodation requires an alternative.

## What to Bring & What NOT to Bring

- Water bottle (labeled)
- A lunch & drink (NO GLASS)
- Snacks (No Nuts)
- Sneakers & extra socks
- Bathing suit & towel (plastic bag for wet clothes)
- Insect repellent & Sunscreen
- Spending money for novelty items
- Hat & sunglasses
- Extra warm clothing & rain clothes
- No electronics permitted. **See Cell Phone Policy.**
- **DO NOT BRING WEAPONS OF ANY KIND!**

### Policy Changes

We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program.

# Registration, Payments and Cancellation

## Registration

Register online at [www.bangorparksandrec.com](http://www.bangorparksandrec.com) via your account or in person at the Bangor Parks & Recreation Center located at: 647 Main Street, Bangor

## Weekly Rates

Residents - \$180 per week

Non-Residents - \$195 per week

(Cost includes all field trips and transportation- does not include spending money and lunches)

## Auto Pay

Auto pay allows you to make automatic weekly payments over the course of the summer towards your bill. Your credit/debit card will be billed every Sunday starting the first week your child attends camp until your balance is paid off.

Example: Registered for weeks 1, 4 & 5 / Payment comes out weeks 1, 2 & 3

## Payment

Automatic Payments will be withdrawn from your bank account on the Sunday before camp starts. Payments are removed consecutively for the number of weeks that your child is registered. If for any reason your child's weekly charge does not go through, we will attempt to process the payment 2 times before calling.

Accounts with one or more unpaid past due weeks may result in your child being removed from the program.

Payments may also be made at [www.bangorparksandrec.com](http://www.bangorparksandrec.com) or at the Bangor Parks and Recreation office.

## Cancellation Policy

There is a \$20 Cancellation fee for each week cancelled. Bangor Parks and Recreation requires a [2 week notice](#) for all summer camp cancellations due to limited spots. If the cancellation is received without a two-week notice, you will be required to pay for those weeks.

To cancel you must first fill out a cancellation form. To do this you can go to [www.bangorparksandrec.com](http://www.bangorparksandrec.com) and under forms you will see cancellation form. This must be filled out in order for weeks to be cancelled.

After the form is filled out, a conversation via email or phone call needs to take place with Recreation Coordinator to confirm that the form was received.

## Policy Changes

*We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program.*

# Behavioral Policies & Expectations

## Behavior Policy

Bangor Parks and Recreation values the importance of promoting positive behavior and appropriate methods of behavior management within the program setting. All children have the right to expect positive approaches to behavior management which will foster self-esteem, respect, tolerance, and self-control. Specific behaviors that are emotionally and/or physically damaging to individuals and/or property are real challenges for adults/staff and the other children and therefore must be dealt with in an appropriate manner. By encouraging these values Bangor Parks and Recreation will aspire to ensure all participants feel safe, have fair opportunities and are considerate to all. Behavior which seriously interferes with a positive program experience for other participants may result in dismissal and/or suspension from the program. Bullying, teasing, verbal, and physical misconduct are not tolerated.

## Physical Contact

Appropriate physical contact includes high-fives, fist-bumps, and handshakes when asked and permission is granted. Unwanted or inappropriate touch is not tolerated.

## Discipline Policy

Behavioral issues which warrant progressive disciplinary action may include, but is not limited to:

- Endangering another person's well-being
- Swearing or verbal abuse to staff or students
- Stealing or destruction of property
- Disrespecting staff or students
- Inappropriate behaviors or jokes
- Bolting from designated area or group
- Breaking any of the general program rules
- ***WE HAVE A ZERO TOLERANCE FOR VIOLENCE, ABUSIVE BEHAVIOR OR BULLYING!***

***\*\*Recreation Coordinator reserves the right to adapt the disciplinary policy at any time\*\****

## Outcomes & Dismissals

We reserve the right to dismiss and/or suspend your child from the programs in the following situations:

- Failure to pay for service
- Your child is picked up late more than three times
- Required forms are not completed
- Repeated unsafe behaviors
- Physical misconduct
- Continued disruptive behavior by the child after the guardians have been consulted and appropriate measures have been taken to change such behavior
- Immediate suspension and/or dismissal may occur in extreme situations
- Failure to comply with program policies and expectations

***\*\*Refunds will not be given for suspensions or dismissals for that current week\*\****

## *Policy Changes*

*We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program.*

# Camper-Parent Agreement

As a condition of enrollment in our program, caregivers are required to review the following behavioral expectations with their children. By registering for Camp both the parent and the child agree to abide by the behavioral expectations. It is important for staff members to be aware of this camper- parent agreement so they can understand what is expected from the children and ensure they are appropriately held accountable for their actions.

- I will treat all campers and staff with respect.
- I understand that fighting, teasing, bullying, foul language, or abusive behavior is not allowed.
- I will follow all Camp rules and listen to staff instructions.
- I understand that campers are expected to participate in all scheduled activities unless a medical need or documented accommodation states otherwise.
- I understand that leaving my group, sneaking away, or going outside of camp boundaries is unsafe and may lead to immediate dismissal from Camp.
- I will include others and will not intentionally exclude anyone or form cliques.
- I understand that dangerous or inappropriate items are not allowed at Camp. This includes weapons, drugs, alcohol, vape pens, cigarettes, matches, fireworks, or any other contraband.
- I know I am responsible for my actions. If I make a mess, I will clean it up. If I break something, I will do my best to fix it or report it.
- I understand that Camp does not use a “finders-keepers, losers-weepers” policy. If I find something that is not mine, I will turn it in to a counselor. I will be responsible for keeping track of my own belongings.
- I understand that if my clothing or personal items are lost, damaged, or stolen, Camp is not responsible.
- I will not bring valuable or expensive items (including jewelry, cameras, electronics, etc.) to Camp.
- I understand that counselors are here to keep me safe and help me have a great summer. I will treat them with the same respect and understanding that they show me.

***Please sign and date the Camper-Parent Agreement to indicate your agreement to the above stated terms***

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camper’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please Print)*

## ***Policy Changes***

*We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program.*

# Cell Phone Policy

To help ensure a safe, respectful, and engaging camp experience for all participants, the following cell phone guidelines are in place for Teen X-Treme Summer camp. Camp is designed to encourage social interaction, physical activity, creativity, and meaningful connection. Limiting cell phone use helps campers stay present, participate fully, and build relationships.

## When Cell Phones Are Allowed

- Cell phones may be used **only during designated times**, such as:
  - When campers are divided into groups on specific trips (e.g. Funtown Splashtown, scavenger hunts, bar harbor trip, or trips to larger locations)
- Camp staff will inform campers when phone use is permitted

## When Cell Phones Are Not Allowed

- During organized games, field trips, or group activities
- During instructional time
- In locker rooms or restrooms

## Storage During the Day

- If a camper brings a phone to camp, it will be stored in the designated area at Bangor Parks and Recreation upon arrival and will be returned at the end of the day (*unless during a designated time*)
- The department is **not responsible for lost, stolen, or damaged devices** when not in designated storage area at Parks & Recreation building

## Respectful and Safe Phone Use During Permitted Times

- Photos or videos may **not** be taken of other campers or staff without permission
- Phones may **not** be used for social media, bullying, harassment, or accessing inappropriate content

## Communication with Parents/Guardians

- If a camper needs to contact a parent/guardian outside of designated phone times, they should speak with staff and they will be permitted to use the camp phone
- Parents/guardians who need to reach their teen during camp hours should contact the camp office or the camp cell phone
- Any change in pick-up arrangements must be communicated directly to camp staff to ensure safety procedures are followed

## Consequences for Misuse

Failure to follow the cell phone policy may result in:

1. Camper will be asked to put phone away in designated area depending on current activity location
2. Phone may be held by staff until the end of the day
3. Repeated issues may result in further action and parent/guardian notification

## Exceptions

Exceptions may be made for:

- Medical needs and/or documented accommodations
- Emergencies

## Acknowledgment

Participation in camp indicates understanding of and agreement to follow this cell phone policy.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camper's Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

## Policy Changes

We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program.

# Policies and Procedures

## Emergency Information

The Emergency Information & Authorized Pick-Up Form and Permission will be completed as part of your registration. Please make sure all information is kept current and up to date

## Drop-off & Pick-up

All campers MUST be dropped off at the Bangor Parks & Recreation building located at 647 Main Street Bangor and signed in with Teen X-Treme Summer Camp Staff.

All children must be signed out at the end of the day at the Bangor Parks & Recreation building. We will not release your child to anyone who is not authorized on your pick-up list. Authorized pick-up list and Emergency Form is created at time of enrollment/registration. Anyone picking up your child must bring a photo I.D. Please notify us of changes by completing an updated **Emergency Form**. You can complete an updated form in person at our office located at 647 Main Street Bangor, ME.

- On most Travel Excursion or “Big” Field Trip Days, campers must be dropped off no later than 7:30 a.m. Families will be notified the week prior so they can plan accordingly. Most “Big” Field Trip Days will take place on Tuesdays, weather permitting. Pick-up on these days may also be later than usual, sometimes as late as 6:30 p.m. We will notify all families in advance whenever a late return is expected.
- A late fee of \$15 for every 15 minutes late will be charged to your account if you are late picking your child up. Excessive late pick-ups may result in your child being removed from the program.

## Custody Issues

Parents/guardians are asked to notify the Recreation Coordinator of any custody arrangements involving their enrolled child(ren). We ask that you provide documents, such as a divorce decree, that state with whom your child may be released. If at any time there are court documents stating different custody arrangements we ask that you provide that paper work to the Recreation Coordinator. At no time will Bangor Parks and Recreation staff become involved in any arrangements/disagreements between parents. Any camp payment arrangements must be handled between the child’s parent/guardian(s).

## Policy Changes

You will be notified of any changes that may occur during the program. If you have any policy questions or concerns, please contact Chelsie Smith, Recreation Coordinator by email at [Chelsie.smith@bangormaine.gov](mailto:Chelsie.smith@bangormaine.gov) or by phone at 207-992-4490.

### *Policy Changes*

*We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program*

# General Health and Safety

## General Health

Any child who is not well enough to participate in routine program activities should not attend or be admitted to any camp program. Children must be healthy enough to participate in activities, both indoors and outdoors. If a child at Camp is determined to be sick, a parent or guardian must pick up their child in a reasonable amount of time.

## Safety

We here at Bangor Parks and Recreation believe that all children and staff have the right to be safe from the threat of physical harm or injury, verbal assault and intimidation. We wish to promote an environment where children are free to learn and have fun without the adverse effects of violence. Any act of verbal or physical violence by an enrolled child in a Bangor Parks and Recreation program will result in disciplinary action up to suspension and/or termination.

## Medical Conditions & Allergies

Please let us know of any medical conditions or allergies your child may have to ensure we are delivering the best care. Due to severe peanut allergies, lunches or snacks that contain peanuts are not permitted.

## Medications

- Please communicate with camp counselors if your child has medications.
- Bangor Parks and Recreation will not be responsible for the administration of medications to teens.
- A parent or legal guardian must complete and return the medication consent form in order to permit the use of any medication. A form will be filled out for each individual medication.
- Please only provide daily dosages for medications, not full bottles of medications.
- Medication bottles must be labeled in its original bottle.
- Teens will be responsible for administering their own medications.

## Illness and Injury

For the safety of all program participants, we reserve the right to send your child home if he/she becomes ill. We will notify you if your child:

- Has a fever
- Is vomiting
- Has a rash
- Has an earache
- Has live lice or evidence of bedbugs or flea bites
- Experiences uncontrolled coughing, persistent crying, or difficulty breathing

**\*\*If parent is notified of illness or injury, child MUST be picked up with in a reasonable amount of time\*\***

## Policy Changes

*We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program.*

# Acknowledgement & Receipt

I acknowledge that I have received a copy of the **Teen X-Treme Summer Camp Handbook**. I understand that it is my responsibility to read and become familiar with the policies, procedures, and guidelines contained within. I agree to follow the rules and expectations outlined in the handbook to ensure a safe, respectful, and enjoyable camp experience for all. I understand that failure to comply with these policies may result in appropriate action as described in the handbook.

I also understand that the handbook may be updated from time to time, and it is my responsibility to stay informed of any changes communicated by camp leadership.

I have reviewed the contents of this handbook with my camper to ensure they understand the expectations and policies for participating in Teen X-Treme Summer Camp.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camper's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Please Print)*

## *Policy Changes*

*We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program.*