



CAMPER AND GUARDIAN HANDBOOK 2024

We are excited to welcome our 2024 campers for our 11th season of Camp Kita. In this handbook you will find important information on how to make your campers time with us fun, safe, and healing.

PROGRAM DESCRIPTION

We recognize the importance of intervention in the aftermath of a loved-one's suicide and so have established Camp Kita, a program of The Kita Center. We understand that timely intervention and support is critical in shaping the landscape of grief for a child survivor. We believe that if we help survivors navigate this grief appropriately, we can enhance and highlight the ability of each individual child to endure.

The Kita Center's mission is to prevent suicide by building intentional environments to foster connections and a lifelong engagement with mental health. We look to provide a safe, nurturing environment where child survivors can connect with one another while learning constructive ways to deal with the often unspeakable and fierce emotion of losing a loved-one to suicide. By creating a space for child survivors, we effectively ease the stigma around what it means to have lost a loved-one to suicide. The campers' shared loss and experience affords them the opportunity of forming deep, knowing bonds with others and thereby forging connections that we hope will last a lifetime.

Our approach is multifaceted and includes a variety of restorative and therapeutic activities in a camp setting. In addition to daily, small group meetings with our trained support staff, campers will participate in activities such as swimming, sports and fitness, hiking, games, arts and crafts, campfires, and assorted therapeutic sessions. Throughout our session, the Kita Zone will be available for any camper needing additional support during regularly scheduled activities.

By dropping off your camper at Camp Kita, you are acknowledging that you read, understand, and agree to all the rules and policies of Camp Kita described in this handbook.

SUMMER CONTACT INFORMATION

Camp Centerstage 2024 Host Facility Alexis Dascoulias, Director 295 Maple Lane Livermore, ME 04253 207-500-2233	Sydney Mosher Co-Founder 207-205-2330 smosher@campkita.com info@campkita.com	Erin Bell Camp Kita Admissions Director LCMHC ebell@campkita.com
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CODE OF CONDUCT

Camp Kita's priority is ensuring a safe and healthy community. Suicide prevention is at the core of everything we do. We provide a structured and wholly therapeutic environment in which each camper's time will be spent positively and productively. In order to maximize your campers experience at Camp Kita, please review the following expectations with your camper.

Behavioral and Respect Expectations

Though campers are bound by their shared experience of losing a loved-one to suicide, our camp community is made up of children, families, and staff from a variety of backgrounds, cultures, identities, races, and religions. First and foremost, we foster an environment of respect for differences, and we expect our campers to interact in ways that are respectful and inclusive. Prejudice, discrimination or oppression on the basis of class, race, gender, or sexual orientation will not be tolerated. Every person at camp (and everyone with whom we interact while attending camp) is to be treated with respect at all times.

Along with the four freedoms—of speech and expression, of religion, from want, and from fear—first articulated by President Franklin D. Roosevelt in a State of the Union address, we recognize the freedom to be oneself. We encourage campers to find and exhibit their truest and most genuine potential without fear of exclusion. We follow the golden rule of treating others as one wishes to be treated and thereby expressly prohibit disrespectful or inappropriate behavior, particularly at the expense of another camper.

In line with our mission and expectations for behavior, inclusion, and respect, Camp Kita does not permit the following from campers, staff, or family members:

- Angry or vulgar language including swearing, name calling, shouting, bullying (see appendix for more information on bullying)



- Aggressive profanity, disrespect, bigotry, discrimination, homophobic or transphobic comments, gestures, or actions
- Speaking in an accent that is not their own.
- Intentional exclusion of another person
- Unwelcome physical contact or physical contact with another person in an angry or threatening way
- Any demonstration of sexual harassment, activity or sexual contact with another person, or sexual gestures
- Harassment or intimidation with words, gestures, body language, or other menacing behavior
- Behavior which intends to or results in the theft or destruction of property
- Infringement on personal space and privacy needs for each camper, including borrowing items from others without permission.
- Carrying, possessing, or concealing any weapons or devices that may be used as weapons including but not limited to scissors, lighters, and Swiss Army knives.
- Drug, weapon, or hateful paraphernalia.
- Leaving the boundaries of camp without adult supervision, or unauthorized absence from cabin or an activity.
- Disrespectful community living (such as leaving meals without taking their plates to be washed, littering, leaving their cabin spaces messy, or refusing to pitch in when asked to pick up)
- Destruction, vandalism, or theft of any property, including personal property of others
- Use of vehicles

Please also note that Camp Kita strictly prohibits the possession or use of alcohol or recreational drugs or prescription or over the counter medication that was not turned into the nurse. Campers involved in any such incidents will be removed from camp immediately at the camp's sole discretion. While a fully therapeutic environment is our mission, we do not have the appropriate staff or resources to manage circumstances or addictions involving alcohol or drugs.

Bullying and/or Harassment:

There are four major types of bullying--physical, verbal, cyber, and relational (see appendix for more details). In addition, harassment is any unwanted behavior, physical, visual, or verbal (or even suggested), that makes



a reasonable person feel uncomfortable, humiliated, or mentally distressed. **Bullying or harassment of any kind is harmful in its own way and will not be tolerated at Camp Kita.**

Before arrival to camp, please tell your child(ren) how seriously we take bullying, harassment, and respect for one another, and that we need their help to look out for their peers. As an incredible influence to your child, we ask our parents and guardians to support us in this effort in any way possible. Please tell your child(ren):

- To be leaders by talking to staff confidentially. They should inform an adult if they see bullying or harassing behavior.
- To support the target of bullying/those who have been bullied.
- Not to join in with a bully when they see that someone is being hurt.
- If they are involved in bullying or harassment incidents during camp, there will be consequences.
 - a. If a camper is involved in one or more incidents of bullying, **the camper/child may be asked to make a call home to their parent or guardian with an accompanying staff member present.** During this call the staff member will describe what they've observed from the camper, and the actions taken to address the behavior with the child. This approach is to not induce shame but to promote collaborative alignment and understanding of our expectations. In addition, hurtful behavior may lead to being sent home from camp.

Respectful and Safe Cabin Living:

The comfort and wellbeing of all campers is important to us. As part of first-day orientation, and throughout their stay at camp, campers are taught the importance of respect for others, kindness, consent, and proper boundaries. In the interest of everyone's comfort and safety:

- Campers are made aware of the private changing areas, such as in the bathroom or in the portable changing station available in each unit, and are encouraged to make use of those private areas for changing.
- Each housing unit develops and defines their own boundaries and community values and staff members help to reinforce those values throughout the week.
- Spaces such as bunks, showers, changing stations, and toilet stalls **must always** be single-occupancy.
- Infringement on the personal space and privacy needs of each camper, including borrowing items from others without permission or placing items on another person's bed is not allowed.



Gender inclusion policy

Camp Kita is a community of suicide-loss survivors, and we are also a community of campers from diverse backgrounds, identities, experiences, and beliefs. Camp Kita honors the lived experiences of all people impacted by suicide and suicide risk. We will strive to provide a safer, welcoming, and inclusive experience for all of our campers, as mental health and suicide prevention is at the core of everything we do. Making all our campers welcome for who they are, is not only the right thing to do, but it also proven to reduce suicide rate within minority communities, including but not limited to LGBTQIA+ and all communities impacted by suicidal struggles. We know that a camper who feels safe, seen, and as an equal to their peers is more likely to embrace and benefit from the camp experience and participate in group exercises, including therapeutic activities.

At camp, we strive to provide the foundation for better understanding. We believe that through learning from each other's experiences and stories, we create a more empathetic and welcoming environment for all.

What to expect at camp:

- An environment that doesn't compromise on being a camp for every Camp Kita camper
- Staff and counselors who are committed fostering a culture of empathy, and evolving understanding of what safety and inclusion looks like, in hopes of an environment where mental health and happiness can flourish.
- Listening and compassionate staff who respect what campers identify as their needs and experiences, and doing our best to accommodate a camper's needs, including cabin and privacy accommodations (campers can elect to live in a cabin that affirms their gender identity) inviting campers to share their pronouns, and using their pronouns. Since switching housing units poses no intrinsic risk of harm, if a camper wishes to move for a legitimate reason and available space permits such a move, we would be happy to accommodate that request confidentially and without fanfare.
- In 2019, we introduced the Culture Captain position at Camp Kita. This person is one of the many staff members available to help to create a community atmosphere where all of our camper's feel welcome. Led by Camp Kita Culture Captain, each camper cabin group will develop a set of shared values and rules to create a community atmosphere where all of our camper's feel heard and welcome. With training through [Transplaining](#), the Culture Captain and other Kita staff/volunteer members will be trained to help provide a safe environment for campers of all genders.



Disclosure of The Camper Experience

We will respect each camper's need for privacy, and allow campers to share details about their time at camp with their parents or guardians when they feel safe to do so on their own terms. This includes respecting the camper's privacy around sexual orientation, relationships with other campers, the cabin they bunked in, information about their bunkmates, gender identity, and the pronouns they used at camp. However, we will always encourage campers to share information about their experiences at camp with their parents, guardians, or an alternative adult that they trust.

We take our collective role as a mandatory reporter seriously, but if safety is not an issue, then we do not share information that campers disclose to Kita staff members with their parents or guardians out of respect for camper's privacy. In scenarios where Camp Kita is concerned for a camper's safety due to risk of harm to self or others, we will make guardians aware of a concern, but we may not detail factors that may be contributing to these concerns. The details of what to disclose is determined by our nurse or mental health professionals, and will always prioritize safety.

Discipline policy

To ensure the safety and well-being of campers and staff members, the following course of disciplinary action will be implemented when circumstances deem necessary:

1. Camper receives a verbal warning regarding Camp Kita's expectations for behavior
2. Camper receives a second verbal warning regarding Camp Kita's expectations for behavior and is asked to sit out of the activity until appropriate camp staff invites the student to return

If behavior continues or in the event of extreme behavior (such as endangerment or intent to endanger the well-being of self or others) disrespect, or violation of any of our core values, the following procedures will be immediately implemented:

1. Camper will report to the director
2. Director will contact the camper's guardian
3. Director will determine further action.

- ☐ It is never our intention to exclude anyone. However, that need may unfortunately arise. Camp Kita maintains the right to dismiss a camper under various circumstances, including if their conduct poses a danger, violates rules or laws, negatively affects the experiences of other



campers, fails to meet behavioral and respect expectations, or otherwise at the discretion of the camp director. Dismissal may also occur for any medical or health reasons at the discretion of our camp nurse, clinicians, or doctor.

For non-local parents or guardians, it is essential to plan in advance how you will arrange for your camper's pickup. should a behavioral or health concern arise during camp. This pickup should be arranged immediately, and must occur within 24 hours.

While awaiting their parent/or guardians arrival, dismissed campers will not be allowed to partake in camp activities and will not be able to return to camp during the same session. It is the responsibility of the parent or guardian to organize immediate transportation for the camper if they are sent home. In the event of an early departure, **the camp's dismissal requirements still must be met** (see the dismissal requirements at the end of this document.)

Technology policy

Due to the nature and duration of our program, we do not allow personal electronic devices including cell phones, iPads, laptops, or connected music players. Camp is a time for each camper to discover personal growth and an opportunity to disconnect from usual routine and settle into a rhythm surrounded by nature.

We find that solitary use of electronics tends to isolate campers from one another rather than foster the lifelong relationships and community we intend to build. All electronics brought to camp will be confiscated and held at the office until departure day. At Camp Kita, we take our technology policy seriously, so please set the expectation accordingly with your camper to respect these guidelines.

Most cabins are equipped with white-noise machines to add comfort to their shared space. Occasionally, we have campers ask us if they are able to listen to music in the cabin to help with sleeping. In rare occasions, personal devices used with headphones to play music or sleep sounds are permitted with prior written permission on **non-connected** devices (no bluetooth or wi-fi needed), such as MP3 players, **for sleeping only**. If permission is granted, please ensure that their chosen sounds have been downloaded prior to arriving at camp, and your camper knows how to use the device without assistance.

Communication Policy & Information:



Communication Policy: We limit campers' telephone contact with guardians to emergencies only. Allowing your camper to be fully present at Camp Kita without thinking about phone calls from home supports our goal of encouraging and strengthening each camper's confidence, independence, and self-expression. **For this reason, please do not tell your child in advance that they may call if homesick.** The majority of homesickness diminishes once campers are adjusted to activities and schedules. Please also know that we have a phenomenal staff of loving individuals who are more than happy to ease any anxiety or sadness related to homesickness. More information about homesickness is provided later in this handbook.

When can parents & guardians expect to hear from us during camp?

As a general rule, parents and guardians should not plan to hear from Camp Kita during their camper's short time with us. Instances where parents/guardians may hear from us include situations such as:

- Camp staff have significant concerns about a child's health
- A camper has to stay in the medical facility/clinic overnight
- There are questions about a child's medications
- The camper needs offsite medical attention
- Behavioral or bullying concerns that have escalated to need parent/guardian involvement
- Significant unusual situations

Non-urgent or mass communications may be sent via the CampDocs portal or to the parent/guardian email we have on file through CampDocs.

In case of an emergency, parents/guardians will be notified after campers are no longer at immediate risk and/or 9-1-1 has been contacted.

Staying Connected During Camp: If the need arises to speak with your child, please email info@campkita.com or text 207-205-2330; you can leave a message if you do not reach someone directly, and your message will be returned in a timely fashion. Please note that reliable service access is not always available at all corners of the camp property. You may also send an email to your child at info@campkita.com. Please include your child's full name in the subject line. Emails will be delivered directly to your child within 24 hours but your child will not be able to respond. Camper mail is typically distributed just once per day during dinner time.

We recognize the eagerness of parents and guardians to witness their child's involvement in camp activities. With this in mind, we make a great effort to capture and share photos and videos of our campers on our social



media. These visuals allow us to share the magic of camp with those who are unable to be present in person. It's important to note that as part of the application process, all families have completed a photo release granting The Kita Center unrestricted rights. Therefore your child's, or their family member's, photo, audio, or video may be shown on our social media channels. However, should a camper express a preference not to have their picture taken, we will make every effort to respect that request and refrain from capturing their photo.

To stay updated and view these moments as they become available, we invite you to follow us at www.facebook.com/thekitacenter.

Safe language policy

We recognize that, given our campers' shared experiences of suicide loss, they may feel compelled to discuss details regarding the details, method, or means of their loved ones' deaths. However, we strongly discourage any discussion or sharing of these specific details while at camp, especially with fellow campers. We acknowledge that some campers may be aware of these specifics, while others may not. For all campers, focusing on the specific details associated with the manner of their loved ones' death, or overhearing these discussions from other campers, can prove traumatizing and interfere with their ability to fully participate in camp. We recognize that processing these traumatic memories is beneficial, but it is best accomplished through individual counseling support, which extends beyond the scope of a one-week camp experience.

As this policy may be unexpected for some campers, we kindly request that you inform your child about this safe language policy before attending camp. Thank you for your cooperation in helping us maintain a supportive and healing environment for all campers at Camp Kita.

Attire Expectations

For many, clothing is an opportunity for self expression. Therefore, campers are allowed to wear what they are most comfortable in. However, campers are highly encouraged to wear clothing and footwear that is weather appropriate, and safe and secure for all activities offered at camp (safety can also include considerations against sun, ticks, or rash). Staff members may require campers to change their attire if safety concerns arise, or if the clothing violates any of our policies. It is suggested that campers remove body piercings prior to arrival.



Luggage Safety Policy:

At Camp Kita, the safety and well-being of our campers are our top priorities. Therefore, we require all parents and guardians to review and confirm the contents of their camper's luggage for safety concerns, illegal substances, and contraband before drop-off.

Camp Kita reserves the right to conduct searches of camper bags and personal items at any time to ensure everyone's safety, uphold camp rules, or address concerns. These searches may include a camper's bag, cubby or trunk, cell phone, camera, or other electronic devices, as well as personal items including toiletries. Searches won't be conducted indiscriminately, but may be prompted by suspicion, conducted randomly, or carried out routinely at the discretion of Camp Kita. In most cases, searches will occur if there is suspicion that a camper within the community possesses something that could bring harm to any person or property, or is in violation of a policy.

In these instances, Camp Kita will always seek permission from the camper before initiating a search, and searches will be conducted with respect for the camper and their belongings. Typically, searches will be conducted privately by the camper themselves under the guidance and supervision of staff. In rare instances where a camper objects to a search and Camp Kita believes the safety of one or more campers or staff members may be at risk, Camp Kita reserves the right to proceed without the child's consent. However, refusal to comply with search procedures may also result in the camper being asked to leave camp.

Any inappropriate items or items posing a safety threat discovered during a search will be confiscated, and appropriate disciplinary measures will be taken. At the end of the camp session, recovered items may be returned to the camper's family, while others may be confiscated or disposed of as necessary. In cases involving illegal items, Camp Kita may be required to notify local law enforcement authorities and/or surrender the items to them.

To ensure a smooth experience for all campers, we kindly request that you inform your camper about all policies, including this one. By familiarizing your camper with our policies beforehand, we aim to prevent any surprises and promote understanding and respect for our campers.

Reporting Abuse



Kita staff are trained in the protocols of reporting abuse and are Mandated Reporters. If any employee or volunteer of Camp Kita has reasonable cause to believe that any child under the age of 18 at Camp Kita has suffered, is suffering, or is likely to suffer sexual, physical, or emotional injury or neglect, it will be reported to the Maine Department of Health and Human Services (DHHS) in accordance with the Maine's mandatory abuse reporting statute.

The legal obligation to report extends to all instances of child abuse or neglect, whether occurring on or off Camp Kita or its host camp premises. In most cases when a report is made, Camp Kita will inform the parents or legal guardians of the child that there are concerns for the child's well-being and that the Department of Health and Human Services has been notified, unless it is decided that notifying those parties might further endanger the emotional or physical health of the child or youth, at the discretion of camp staff.

PREPARING FOR CAMP

Food

Every child receives a healthy amount of each item offered at mealtimes. We serve nutritious food and encourage campers to taste a little of each item we serve. However, there is enough of a variety that most every child finds something they like at each meal. Please note that campers should not pack their own food.

Cabins and shower houses

Camp Centerstage Facilities and Staff:

- Lodging cabins do not include a bathroom. Bathrooms with toilets, sinks, and showers are located nearby in designated bathhouses.
- Each camper cabin sleeps 10 people and will be equipped with one cabin counselor staff member, provided by Camp Centerstage.
- No food is allowed to be taken out of the dining hall, and **no food is allowed in cabins.**
- The staff at Camp Centerstage complete an annual orientation which includes education on diversity, inclusion, and gender equity. In addition, Camp Centerstage and The Kita Center conduct background checks and Registered Sex Offender checks for each of their staff/volunteer members respectively.



Campers may bring sheets and a blanket, or just put a sleeping bag on top of the mattress. It is highly recommended that campers cover their mattress with a fitted sheet. Campers are also asked to bring hanging shower caddies and sandals/shower shoes.

Cabin placements

We will make every effort to ensure that all campers have lodging and bunk accommodations with which they feel safe and comfortable. Campers are assigned to cabins by the following factors: age/grade of campers, group cohorts, staffing capacity, accommodation of medical needs, or the campers preferred gender placement. When assigning campers to cabins, we take into consideration both the well-being of your camper and that of the entire camp community. The decision to switch cabins during camp week is not one that is ever made lightly, by staff or a camper. When it does happen, it may be for a variety of reasons, including because the cabin that they were assigned to does not fit their gender.

Due to space or staffing limitations, we cannot guarantee that a camper will be able to switch bunks after arrival. Similarly, we will not require any camper who comes out as transgender while at camp to move to a different housing unit, but we will engage them in a conversation about where they would feel most comfortable living while at camp. In addition, we can not guarantee requests made to bunk with certain campers will be honored. We ask that you do not make cabin placement promises to your child that we may not be able to accommodate.

Packing

Please check the weather forecast (for Livermore, Maine 04228) to determine if you should make some additions to the suggested packing list on the following page. We have had weeks where it is entirely rain, and weeks where temps reach the upper nineties. Camp Centerstage has less shade and less water activities options than other camps we have rented from in the past. August is typically Maine's warmest month, with average high temperatures ranging from the mid-70s to the low-80s during the day and high-50s to low-60s at night. There are a handful of rainy days each month, but the summer is typically dry and sunny. Laundry is available in emergency situations only, so please be sure your child brings enough clothing for at least seven days. Guardians are strongly encouraged to label everything prior to arrival at camp and double check their camper's bags prior to departure.

Suggested Packing List



- ☐ Shorts
- ☐ T-shirts
- ☐ Undergarments
- ☐ Sandals that secure to feet (please, no flip flops)
- ☐ One sweatshirt or thin coat
- ☐ Raincoat or poncho
- ☐ One pair of pants or sweatpants
- ☐ Bathing suit
- ☐ 2 towels (one for swimming / one for shower)
- ☐ Bathroom toiletries (toothpaste, toothbrush, shampoo, sanitary products)
- ☐ Fanny pack
- ☐ Hanging shower caddy/toiletry ditty bag
- ☐ Shower shoes
- ☐ Pillow
- ☐ Sleeping bag
- ☐ Fitted sheet
- ☐ Water bottle
- ☐ Eyeglasses and case (where applicable)
- ☐ Sunglasses
- ☐ Hat
- ☐ Flashlight
- ☐ Sunblock
- ☐ Bug Repellant (repels ticks and mosquitos)
- ☐ Disposable camera (if desired)
- ☐ Travel size of hand sanitizer

What NOT to Pack:

In addition to leaving electronic devices at home, please do not send your child with food, snacks, jewelry, money, or other valuables. Your child has no need for additional money while at camp. Please note that Camp Kita is not responsible for lost articles or equipment.

We strongly discourage campers from packing priceless and sentimental artifacts to camp, especially irreplaceable artifacts that remind your camper of the loved-one that they lost. If children would like to carry a photo with them, we would recommend they bring a photocopy (rather than an original photo) for comfort while away from home. We are unable to print photos from the camp facility.

Medication Packing, Policies & Administration



Prior to camp, the head nurse, Melissa Morin, will be reaching out to families to verify the medication information entered into Camp Doc is the most accurate/up to date information for your camper. We recognize that things may change from the time you completed your camper's application to the start of camp and we hope to avoid any unnecessary delays in getting your camper their medications.

For the duration of camp, all medication will be held and distributed by the camp nurse who takes meticulous care of every medical situation, particularly when dispensing medicine.

1. **In order to administer medications we must have a signed Doctor's order-** this is the medication confirmation form many of you printed and returned after entering medications into CampDoc. **If anything has changed since you completed your camper's application, we will need a new signed order from the doctor/provider** (MD, DO, PA or nurse practitioner). This must be in the form of a doctor's note, doctors order, or on practice letterhead with the provider's signature.
2. Medications sent to camp must arrive in their original packaging with the correct prescription information, such as: the prescribing physician, the name of the medication, the dosage, and the frequency of administration. The camp nurse can not administer medications differently than how the label states, so if the medication instructions have changed from what is indicated on the label, please obtain a new label/bottle prior to camp. **Any medications not in their original packaging will not be permitted to stay at camp/will not be administered.** Please do not separate medication into plastic bags or pill holders.
3. Any emergency medications such as rescue inhalers or epipens that will remain with your camper **will need to have a signed doctor's note stating the camper is able to self administer the medication.** These medications should arrive with their prescription label so the nursing staff can identify/confirm the medication. If you have already thrown away the inhaler packaging that contains the label, your pharmacy will be able to provide you with a new label. Please also be sure inhalers are labeled with your camper's name.

Doctor's offices don't always have a quick turn around on providing what we need for camp such as new orders for medication changes or permission to self administer emergency medications. Please prioritize communication with your camper's doctor as soon as possible in order to obtain the necessary documents. You may email Nurse Melissa to review what is needed at: mmorin@campkita.com.

What if my camper is not feeling well?



They will receive plenty of TLC from our Camp Nurse, as well as counselors, staff, and even fellow campers! Often when a camper isn't feeling well, a bit of extra rest is all that is needed; and we have a private bedroom available in the Health Center just for this purpose. If their illness (or injury) is more serious or contagious, we will contact you right away to discuss the best course of action, which may include needing to pick up your camper within 24 hours.

Insurance and Outside Care:

At the discretion of our camp nurse or camp doctor, should it be necessary for the well being of your camper to use outside medical care, the camper family is responsible for all expenses involved, including but not limited to transportation, medication, and treatment. The medical provider will bill your insurance directly and will mail you an invoice for any expenses that are not covered by your insurance. For more information, please review the health and permission to treat authorization that was signed as part of your camper application.

All campers must be medically insured for camp. For those campers without insurance, CampDocs offers an option for coverage which will provide participants with coverage for emergency medical expenses in case of sickness or accidents during their program. Learn more at: www.campdoc.com/protection-plan.

What about bugs and insects?

Camp is in the woods of Maine so mosquitoes, flies, ticks, bees, and other annoying insects can appear. We encourage that your camper pack a good repellent spray or lotion for use in the evening. Ticks in Maine are a real concern. Some campers choose to treat their clothing with Permethrin Spray prior to camp. Campers are responsible for conducting their own tick checks, so please show your camper how to properly do this prior to leaving for camp.

Tick-borne illnesses are a reality of life in New England. Ticks can carry diseases (the most concerning of which is Lyme disease) and can be difficult to see, so it's important to talk about them with your child before camp and review some simple, basic ways to keep ticks and Lyme disease in check. After your child returns from camp, it is important to know the symptoms of Lyme disease and take your child to a doctor right away if you suspect your child may have had a tick bite. Symptoms of Lyme disease include muscle aches, fever, headaches, rash (sometimes ring-shaped), and fatigue. For more information about preventing tick bites, visit: https://www.cdc.gov/ticks/avoid/on_people.html.



Learn more about preventive steps you can take to avoid bringing other pests home in the “after camp” section.

Homesickness:

Homesickness is a normal part of the adjustment that many children will make while away from their homes and families. At Camp Kita, we are sensitive to both the children who are experiencing homesickness, and to their families who miss them. We also are sensitive to the fact that their loss may make being away from home more difficult. While some campers may feel the urge to call home when homesickness strikes, phone calls can sometimes make homesickness worse and distract campers from fully engaging in camp activities. Therefore, we try to avoid phone calls whenever possible. Rest assured, we work hard around the clock to provide thoughtful and supportive care.

If homesickness persists despite our efforts, we'll work with the camper and often include their parent or guardian to develop a plan for support. Our goal is to ensure that every camper feels supported and can fully enjoy their time at Camp Kita.

Parents and guardians should know that there are ways to prepare their campers for camp that can reduce the feeling of homesickness, such as:

- Discuss the upcoming time apart, and reassure your child that missing home is normal. Talking a little bit about missing home and being prepared for it can help your child feel better.
- Prepare your child by discussing coping strategies for homesickness. Encourage reaching out to fellow campers or adults at camp for support, and emphasize that making new friends and fully participating in activities can distract from homesickness.
- Resist making promises to pick up your child if they don't like camp, as it can increase homesickness. In addition, it can cause the camper to become preoccupied and overwhelmed with deciding whether or not to go home which can interfere with their ability to fully embrace camp.
- Help us best support your camper—let us know what strategies often work for your child. We can come up with a plan together.
- Let your camper know how excited you are and how proud you are of your camper for trying this experience, and remind them that everyone at home wants them to have a wonderful time.



TRAVEL TO AND FROM CAMP KITA

Transportation Safety

Camp Kita does not offer transportation services to-and-from camp, or any non-emergency transportation. While careful planning reduces the risk of harm or injury, any time children are transported there is potential for problems to occur and inherent risks. It is the sole responsibility of the parents and caregivers to arrange safe and trusted travel arrangements for their campers to-and-from Camp Kita.

Registration day

Camp Kita will be hosted this year at Camp Centerstage at 295 Maple Lane Livermore, ME 04253.

Please take notice as our drop-off times have changed

Camper check-in and registration on **Monday, August 12, 2024 is from 2:00 PM - 3:30 PM**. Please do not drop off your camper before 2:00 PM, as staff will not be available to admit your child. Dinner will be served between 6:00-6:30 PM, so please plan your camper's meals accordingly. Parents and guardians will need to sign their camper in and complete paperwork and visit the nurse before leaving their child.

Departure day

Camper pickup is on Saturday, August 17, 2024. Campers will begin packing in the morning and should be picked up between 10:00 AM - 11:00 AM. **No child is permitted to stay past 11 AM, as our rental agreement with Camp Centerstage will expire.**

- **August 18th- EVENT CANCELLATION:** We know many of you were looking forward to our flag-raising celebration on August 18th for the family day to see our permanent home, but we're postponing the event, as Phase II will be beginning sooner than expected. While it's disappointing to delay, this means great progress for the Kita Center as we build our permanent home. We plan to reschedule the event for when the campus is closer to completion. We also will be working to provide this event with more affordable ticket options in the future. Thank you for your understanding. Those who purchased tickets will be reimbursed. If you're interested in visiting the campus while



you're in town, please email us at smosher @campkita.com to schedule a tour. Thank you for your continued support!

Dismissal Requirements:

- ☐ Camper must be signed out by the parent or guardian.
- ☐ Camper's belongings should be reviewed to ensure nothing is left behind. Unfortunately, items left behind can not be held, and may be donated to charity.
- ☐ Ensure you receive all medications back from the nurse.
- ☐ **Campers can only be dismissed to the person predetermined on their CampDoc application with a matching photo ID.**
 - ☐ Please ensure we receive written confirmation of the responsible pick up party if this detail has changed since application completion.

In the unlikely event that a camper's family does not arrive to pick up their child, Camp Kita will contact the other authorized individuals (if applicable) listed on their application, and subsequently the emergency contacts listed in their CampDoc application. At the discretion of the camp director, if the camp cannot secure a responsible party to take custody of the child within a reasonable time, authorities may be contacted to assume custody, and the family will be charged for staff time.

Joint Parenting Policy:

By dropping your child off at camp and completing our application, you are agreeing that you are the signing parent/guardian with the authority to enroll the child, consent to our authorizations on behalf of the child, and execute the required documents for enrollment. You also confirm that you have obtained any and all other pertinent consents or authorities necessary. In the event that another parent or guardian challenges your/signing parent's authority: a) The child or children will be promptly sent home to the person predetermined on their CampDoc application and must be picked up within 24 hours. b) The signing parent will indemnify the camp against any claims from the other parent or guardian, including covering all costs of resolving the dispute.

Disclosure:

The above are selected policies to help you best prepare for camp and are not an exhaustive list of all policies.



Camp Kita uses guidance from sources such as Maine Camps, our insurance provider, and American Camp Association to inform our policies and decisions. Camp Kita reserves the right to change, add, or eliminate policies to adapt to best practices. While we do our best to unify and prepare, please be aware that our host camp may have different policies or guidelines on the same subject matter and additional policies on different subjects. Please contact us if you have any questions.

AFTER CAMP

What To Expect:

Campers have just experienced an emotionally and physically significant week. While some campers leave camp with a great sense of renewed energy and enthusiasm, some campers may find reacclimation back to the “real world” after camp to be challenging. Either response is normal.

Make plans to be fully present with your child when they return home from camp, and consider what you can arrange in advance of their return that will help your camper transition home successfully.

Ideas may include:

- *Scheduling an additional session with their therapist or a school counselor*
- *Preparing your home so the campers can return to a calm environment*
- *Making fun plans with their friends or family for when they return in advance*
- *Taking an additional vacation day from work*
- *Telling those close to them that they may need additional support when get home, and remind them to check in*
- *Remind them to lean into the skills and connections they made at camp*

Communication After Camp

We are unable to monitor communication between campers and between our campers and staff or volunteer members outside of camp. Camp Kita staff is asked not to communicate with campers outside of camp without parental permission. We ask that you report any inappropriate or unsafe outside communication or behavior to us so that we can determine if a camper or staff member should be eligible to return. We recommend that parents or guardians closely supervise all social media interactions of minor children, including any interactions between campers and staff members.



Post-Camp Surveys: After camp we will be emailing parents and guardians with a quick survey. Your input is highly appreciated.

Pest Prevention:

In recent years, North American has experienced a resurgence of bed bugs, particularly within establishments such as hotels, multi-unit dwellings, and temporary accommodations like camps. While bed bugs present a nuisance, it's important to note that they do not pose a threat in terms of disease transmission to humans. Fortunately, there are proactive measures that can be taken to mitigate the risk of bed bug infestation:

1. Familiarize yourself with the habits and characteristics of bed bugs. This web site has pictures of bed bugs at every stage. <http://npic.orst.edu/pest/bedbug/biology.html>
2. Place all of your camper's luggage and linens in garbage bags for the ride home.
3. Do not bring your camper's luggage into your house immediately. Leave it on the porch or in the garage until you have time to visually inspect the items before you bring them indoors.
4. Clean all camp items. For items that can be laundered, use a hot water setting and tumble dry on high heat for at least 30 minutes. (Dispose of the garbage bags they were stored in outdoors.) For items that cannot be laundered, such as suitcases, vacuuming or sanitizing with alcohol are good cleaning options. Pay special attention to zippers, seams, buttons, cracks, and crevices. Use rubbing alcohol to wipe off the bottoms of shoes.
5. For additional protection against lice, Machine wash and dry clothing, bed linens, and other items using hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned OR sealed in a plastic bag and stored for 2 weeks.

Resources:

9-8-8- When people call, text, or chat with the 988 Lifeline, they are connected to trained counselors that are part of the existing 988 Lifeline network, made up of over 200 local crisis centers. These counselors are trained to provide free and confidential emotional support and crisis counseling to people in emotional distress, and connect them to resources

Hey Sam (Text: 439-726)- A dedicated peer-to-peer texting service for people up to 24 years old. Designed for and staffed by young people, Hey Sam gives youth the opportunity to reach peers if they are struggling, need someone to talk to, or need support .If you or someone you know is feeling lonely, depressed, overwhelmed, or suicidal, Hey Same is here for you. Whatever the reason, reach out. You are not alone.



Thank you to those who make this program possible!

Did you know that camp costs our organization an average of \$3,500 per camper and that all of the KITA staff you see during camp are volunteers? Many of our volunteers also work throughout the year to make this program possible. We are grateful for our donors and volunteers who make Camp Kita possible and allow us to remain free-of-charge for all of our campers.

We are committed to keeping our camp program free and equitable for all of our campers. If you would like to contribute to KITA, or our future home, you may make a donation through our website, provide a check by mail (PO Box 238, North Berwick, ME 03906), or with a donation during your camper registration.

Thank you for your support!

APPENDIX

Bullying:

There are four major types of bullying--physical, verbal, cyber, and relational.

- Physical bullying: Examples include punching, hitting, shoving, hair pulling, unwanted touching, harassment, cutting in line, defacing personal property, theft of belongings, and/or a variety of other mean-spirited pranks that harm someone's personal belongings or personal safety.
- Verbal bullying: Examples include name-calling, mocking, teasing, intimidation, threatening to embarrass a child, and/or other verbal assaults.
- Relational bullying: Examples include exclusion through leaving others out, gossiping, humiliation, threats of revealing personal information, blackmailing, manipulating friendships, the use of peer pressure, attempting to make someone feel uncomfortable, and/or other subtle abuses of relationships such as eye-rolling or stopping a conversation when the intended target walks in a room.
- Cyber bullying: With Camp Kita's no-technology policy, cyber bullying is not likely to occur during camp. Please visit <https://www.stopbullying.gov/cyberbullying/prevention> to learn more about how you can protect those you love from Cyber Bullying, and inform Camp Kita if your child experiences cyber bullying from a person within the Kita community outside of camp.

Harassment:



Harassment is any unwanted behavior, physical or verbal (or even suggested), that makes a reasonable person feel uncomfortable, humiliated, or mentally distressed. The three main types of harassment include, verbal, visual, and physical.

- Verbal harassment: Examples include making derogatory comments or jokes about someone's race, gender, religion, or other personal characteristics - Making rude or threatening remarks - Spreading rumors or gossip about someone - Sending offensive or abusive emails or text messages - Yelling or screaming at someone
- Visual harassment: Examples include making obscene gestures or faces - Posting offensive pictures or cartoons - Making suggestive or offensive movements with hands or body - Displaying offensive posters or graffiti
- Physical harassment: Examples include unwanted touching or groping - Unwelcome hugs or kisses - Spitting or throwing objects - Blocking someone's path or pushing them - Making threatening gestures or physically intimidating someone

A copy of the previously signed authorizations from your campers application:

Health Care Authorization

The health history documented in the camper's application is correct and accurately reflects the health status of the camper to whom it pertains. The person described has permission to participate in all camp activities except as noted by me and/or an exempting physician. I give permission to the physician selected by the camp to order x-rays, routine tests and treatment related to the health of my child for both routine health care and in emergency situations. If I cannot be reached in an emergency, I give permission to the physician to hospitalize, secure proper treatment for, and order injections, anesthesia or surgery for this child. I understand the information on this form will be shared on a "need to know" basis with camp staff. I give permission to photocopy this form. In addition, the camp has permission to obtain a copy of my child's health record from providers who treat my child and these providers may talk with the program's staff about my child's health status. I also give permission to the camp to use my child's insurance to pay for any medical expenses incurred while he/she is at camp.

Support Form

While at Camp Kita, your child will be involved in support groups discussing grief and suicide loss. Great care is taken to ensure that supportive elements are safe, beneficial and appropriate to a camp setting and various age groups. While our groups and activities are supportive, they do not constitute mental health treatment. Many of our groups and activities are



facilitated by mental health professionals however these staff are not providing mental health treatment to campers while at camp and are operating in a supportive role that is not clinical in nature.

I understand that my child will obtain support not mental health treatment while at Camp Kita.

Provider Authorization

I grant permission for Camp Kita to contact the listed therapist, psychiatrist, or counselor between 1/1/2023-12/31/2023 for the purposes of the admissions process and/or supporting the camper before, during and after camp week as needed.

Accurate Information Authorization

I verify that the information included in my camper's health form is accurate and comprehensive. I agree to update the camp with any relevant information following submission of this form and prior to camp week.

Confidentiality & Disclosure

We respect your right to privacy. All information obtained regarding camper applicants will be held confidential within pertinent camp staff on a need-to-know basis for the purposes of determining admission and providing the best camper experience possible to your child. However, confidentiality may be breached in the event that a safety concern arises for your child or others that requires attention. All camp staff are mandated reporters of child abuse and neglect. Additionally, we may be required to disclose camper information in the course of a judicial proceeding, in accordance with our legal obligations.

The confidentiality of email communication cannot be guaranteed by Camp Kita although we maintain reasonable efforts to secure it. I authorize communication regarding my child via email and understand the limitations of the security of this type of communication and do not hold Camp Kita responsible for breach of information communicated via email.

I have read, understand and agree to these conditions regarding confidentiality.

Release and Waiver of Liability and Indemnity Agreement



Facility Inspection

In consideration for being permitted to utilize the facilities, services, and programs of Camp Kita for any purpose, including but not limited to observation or use of facilities or equipment, or participation in any program affiliated with Camp Kita, without respect to location, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into Camp Kita for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated programs have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use, or participation.

Hold Harmless Agreement

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER CAMP KITA FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY PROGRAM AFFILIATED WITH CAMP KITA, WITHOUT RESPECT TO LOCATION, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Camp Kita, its directors, officers, employees, volunteers and agents (hereinafter referred to as "releases") from all liability to the undersigned, their personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein, or participating in any program affiliated with the Camp Kita, without respect to location.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releases and each of them from any loss, liability, damage, or cost they may incur due to the presence of the undersigned or my minor child in, upon, or about Camp Kita premises or in any way observing or using any facilities or equipment of the Camp Kita or participating in any program affiliated with Camp Kita whether caused by the negligence of the releases or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE due to negligence of releasees or otherwise while in, about, or upon the premises of Camp Kita and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the Camp Kita.
4. In further consideration of my child's use of Facilities and participation in Programs at Camp Kita and Camp Center Stage, I, in my legal capacity as parent and/or guardian of my child, agree on behalf of



myself and my child to INDEMNIFY AND HOLD HARMLESS Camp Kita from and against any and all causes of action, claims, demands, suits, liabilities, costs or expenses (including reasonable attorneys' fees) of any nature whatsoever, including claims of negligence, arising out of or in any way related to the undersigned's or my child's use of Camp Kita's facilities or participation in Camp Kita's programs.

Permission for Treatment

THE UNDERSIGNED HEREBY DECLARES that all the information on the above health history is correct and representative of the person herein described and further agrees to give full authority to the health care personnel selected by Camp Kita to administer medications; provide routine health care, photocopy forms, and to order: X-Rays, routine tests; treatment; transportation; and hospitalization should the need arise.

THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE RELEASEES FROM LIABILITY from any claim whatsoever which may result in any first aid, treatment, services, or assistance to the person while in, about, or upon the premises or any facilities or equipment thereon or participating in any program affiliated with Camp Kita.

THE UNDERSIGNED further expressly agrees that foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

Behavior Authorization

I understand that If deemed necessary, a camper may be excluded from camp for dangerous or intractable behavior that affects the well being of other campers, the staff, or him/herself. At the discretion of the Camp Director, a child may be excluded and sent home from camp. Parents/guardians will be called and asked to pick up the child within 24 hours. It will be the parent/guardian's responsibility to arrange transportation for the camper if he/she is sent home.

Signed during camper application:

Transport & Release Form

Permission to Transport



Permission to Treat

Photo Release





