



**CITY OF PORTLAND**  
**Parks, Recreation & Facilities Department**  
**Sally DeLuca, Director**

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**Marie Davis, Recreation Manager**

June 1, 2020

Dear Parents and Guardians,

I am very pleased to inform you that Portland Recreation has made the decision to offer summer recreation programs beginning on July 6th. Our decision has been made with guidance from the Maine CDC in accordance with COVID-19 Guidelines for Day Camps and Summer Recreation Programs, Phase 2. We received very positive feedback from the survey that many of you participated in earlier this month and it was most helpful in understanding your needs and concerns. Our staff is in the process of making plans and creating a new experience for what will be everyone's first step back into our new way of living! Our staff miss your children and while they are a bit anxious they are very excited about creating new experiences and possibilities!

In order to create an atmosphere supportive of physical distancing we are moving forward with offering three locations for children just having finished kindergarten through grade 5. The locations will be: Riverton Community Center, East End Community Center and Amanda C. Rowe Elementary School.

Each site will accept only 45 children and will be divided into three or four groups depending on the ages of the children registered at each site. We will require a minimum of 35 children per site and when you register you will have an option of selecting a second choice location in case your first choice does not meet the minimum requirement.

We will not be able to provide transportation to and from our program sites.. Children will remain on site and field trips will be limited to those within walking distance from the individual centers. There are many wonderful trails and parks within walking distance of our program locations, in addition to onsite amenities such as playgrounds and fields. Currently the Maine CDC is not allowing use of our indoor pools for swimming. However, every effort will be made to bring small groups of children to the outdoor Kiwanis Pool using the Department's three activity buses when it is possible to do so while also meeting CDC guidelines around physical distance, sanitation, and occupancy of motor vehicles by individuals who are not in the same household.

Our summer recreation program hours will be from 9 a.m. to 4:30 p.m. with drop off starting at 8:30 a.m. and all children must be picked up no later than 5 p.m.. In order for us to limit the

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number of new children being introduced into small groups we will have three 2 week sessions. Session one will be from July 6 - July 17, session two will be from July 20 - July 31, and session three will be from August 3 - August 14. The cost will be \$400 per session and there will be limited fee waivers available. A reminder when selecting summer recreation program weeks: if you have plans to travel out of state with your child/children, upon your return, we will require 14 days of quarantine whereby your child will not be allowed to attend the summer recreation program. In accordance with COVID-19 guidelines all children must be accompanied by an adult to and from the program each day. A daily temperature and wellness check will be required each day upon arrival before we will accept your child and upon leaving at the end of the day. Specific guidelines will be made available to all parents after the registration process begins. Other safety protocols for campers and parents will be provided following program registration.

All children will be required to have their own face mask and wear it when physical distance of 6 feet from other campers or camp staff is not possible..

Summer recreation program registrations will begin on June 8th online via our preferred registration - [portlandrec.com](http://portlandrec.com). There you will find our online registration Community Pass link along with a pdf form for downloading. Completed pdf camp registrations may be emailed to [recreation@portlandmaine.gov](mailto:recreation@portlandmaine.gov) or faxed to our office at 207-808-5400 or sent via US mail. Our Recreation office at 212 Canco Rd (Suite A) will be open beginning June 8th to only accept paper registrations. Please know we will be enforcing all physical distancing rules and if you opt to come into a City of Portland building, you will be required to wear your own face mask. We highly recommend using the online registration option, faxing, US postal mailing or emailing because we will have **limited** availability in accommodating walk-ins at our 212 Canco Rd office. Your only access to the Recreation office will be outside of the main entrance.

Our summer camp website: [portlandrecsummercamps.com](http://portlandrecsummercamps.com) will be used for camp information and we will include our summer recreation program protocols. This website has been used successfully over the past few summers as a means of daily and weekly communication; pictures of fun projects and field trips; permission slips; and breakfast and lunch menus, just to name a few of the informational items you will find there. This site will be available starting the week of June 8th.

Please know we take great pride in providing an outstanding summer recreation experience for your child and we look forward to another successful summer.

My best to you for a wonderful Maine summer,

Marie Davis  
Recreation Manager