

# BEST SUMMER EVER!



**YOUTH DAY CAMPS**  
**June - August 2020**



## **Summer Enrichment Program**

**Ages 5\* - 12** \*completed Kindergarten

**CIT - Ages 13-15**

## **Day Camp Tracy**

**Ages 5-15    LIT - Ages 13-15**

**CIT - Ages 14-16**

Licensed by the State of Maine  
Department of Health & Human Services

## DEAR FAMILIES -

Thank you for choosing the Alford Youth & Community Center as your child's summer camp option. We understand that you may have several questions, so please feel free to contact us for further details.

~AYCC Camp Directors

### AYCC'S MISSION

To inspire and enable all young people and their families, to realize their full potential as productive, responsible and caring citizens.

### CORE BELIEFS

Through nurturing spirit, mind, and body, we are a positive place for kids by focusing on caring, honesty, respect and responsibility.

### CONTACTS

#### Day Camp Tracy

207-873-0684 - year round

#### **Abbie Charrier**

Director of Camps  
acharrier@clubaycc.org  
207-465-9261 (June through August)

#### Summer Enrichment Program

207-873-0684 year round

#### **Chrissy Johnson**

Child & Youth Development Director  
cjohnson@clubaycc.org

#### **DJ Adams**

Childcare Programs Coordinator  
dadams@clubaycc.org

#### **Bobbi Pelletier**

Youth Advancement Coordinator  
bpelletier@clubaycc.org

## LICENSING

The Alford Youth & Community Center, Day Camp Tracy and the Summer Enrichment Program offers licensed childcare through the State of Maine Department of Health and Human Services and is limited to the number of children enrolled in the program.

### COST

| Summer Enrichment Program |                                          |
|---------------------------|------------------------------------------|
| Weekly Rate               | \$150.00                                 |
| Late Pick-Up Fee          | \$5.00 for every 15 minute interval late |

| Day Camp Tracy   |                                          |
|------------------|------------------------------------------|
| One Week         | \$185.00/week                            |
| Late Pick-Up Fee | \$5.00 for every 15 minute interval late |

### SCHOLARSHIPS

All families are welcome to apply for partial scholarships for their child's week(s) at camp, AFTER applying for Third Party Assistance, if financially eligible. Camp Registration Forms (with weeks selected - one week, or multiple weeks) and Scholarship Application must be completed and submitted with one month's proof of household income to qualify.

The AYCC will contact the family regarding the scholarship and confirm the weekly fee for each child. Scholarship funds are limited and are first-come, first-served. See the Welcome Center for details.

The AYCC accepts payments from third party vendors (State of Maine, etc.) but does not provide scholarships for those receiving third party assistance. Contact AYCC Accounting Assistant, Danielle Bragg at 207-873-0684 or email dbragg@clubaycc.org to set up your account.

## MEALS & SNACKS

The AYCC is pleased to provide breakfast, lunch and daily snacks at no additional cost through the Summer Food Service Program, a USDA funded program.

Two lunch menus are provided for the summer, and are alternated throughout the summer. Menus are subject to change.

8oz white milk served at each meal; water is always available.

Children are welcome to pack a lunch from home, however the AYCC is unable to refrigerate or microwave items.

**Nut products are prohibited in our facilities.**

### Breakfast

Breakfast is served daily in our cafeteria.

Camp Tracy - 7:00-7:30am

Summer Enrichment - 8:00-9:00am

### Lunch

Bagged lunches are served daily for  
Camp Tracy - lunch begins at noon

Hot meals are provided to the Summer Enrichment Program campers - rotating lunches begin at noon.

### Allergies

If your child has food allergies we require paperwork stating the specific food allergy. The note should also include alternative food substitutions.

**Nut products are prohibited in our facilities.**

**\*\*Not all food substitutions will be available. Please speak with our kitchen staff for more information.**

## MENUS PROVIDED UPON REQUEST

See Welcome Center or the Check-In/Out staff

## Federal

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## State

This institution is an equal opportunity provider. In accordance with State law this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, sexual orientation or disability.

(Not all prohibited bases apply to all programs)

## DAY CAMP TRACY

Camp Tracy offers exciting opportunities and activities for children to engage and grow. Our goal is to help children discover friends, talents, nature and more importantly, themselves.

We are a state licensed summer camp program for boys and girls, 5-15 years of age. Our program is structured so that children will be able to make friends while trying new things in nature. Our highly trained staff members will design and lead a variety of age appropriate activities for the children in a way that fosters growth and learning.

### CAMPERS

Ages 5-15

Campers are divided into age groups and participate in age-appropriate activities throughout the day on a rotating basis.

### COUNSELOR IN TRAINING (CIT)

Ages 14-16

Application & additional materials required

### GROUPS

Pathfinders - ages 5 & 6

Trailblazers - ages 7

Pioneers - ages 8

Explorers - ages 9-10

Rangers - ages 11-12

Leaders in Training (LIT) - ages 13-15

### HOURS

Camp Day runs  
9:00am-4:00pm

Extended Care is available at  
Camp.

7:15am - 8:00am  
4:30 - 5:15pm

## OTHER INFO

8-Week program

Running Jun 8-Aug 16 / Closed July 4

### LOCATION

Camp Tracy address:  
302 McGrath Pond Rd.,  
Oakland, Maine  
(Physical address only)

Please see the Parent  
FAQ's page at  
[www.camptracy.org](http://www.camptracy.org) for  
pick-up & drop-off  
information.

|                                                                                | Drop-Off<br>Time | Pick-Up<br>Time |
|--------------------------------------------------------------------------------|------------------|-----------------|
| Camp<br>Tracy                                                                  | 8:30am           | 4:00pm          |
| Ext<br>Care                                                                    | 7:15am           | 5:15pm          |
| Campers should be<br>dropped-off or picked-up by<br>the times indicated above. |                  |                 |

### ACTIVITIES

- Canoeing
- Ropes Course
- Free Swim
- Archery
- Outdoor Education
- Sports & Games
- Paddle Boarding
- Climbing Tower
- Arts & Crafts
- Swim Lessons
- Kayaking
- Stage fun

### WEEKLY THEMES

Week 1 - Jun 8-12 - Camp Spirit Week

Week 2 - Jun 15-19 - World Cup Week

Week 3 - Jun 22-26 - Hero Week

Week 4 - Jun 29 & 30, Jul 1-3 - Treasure Hunters

Week 5 - Jul 6-10 - Animal Planet

Week 6 - Jul 13-17 - Holiday Week

Week 7 - Jul 20-24 - Paradise at Camp Tracy

Week 8 - Jul 27-31 - CT's Got Talent

Week 9 - Aug 3-7 - TBD

Week 10 - Aug 10-14 - TBD



# SUMMER ENRICHMENT PROGRAM

A partnership between with the Alford Youth & Community Center and the **City of Waterville's Parks & Recreation Department.**

*Licensed by the State of Maine, Department of Health & Human Services*

The Summer Enrichment Program (SEP) offers many exciting activities for children to enjoy. Our goal is to make sure the children have a positive and enriching experience here at the AYCC. Our program's mission is to enhance the quality of life of all economic and ethnic backgrounds, fostering character growth by providing educational, cultural, physical and recreational opportunities.

The program is structured with a differing schedule of rotations each week day so children can experience all we have to offer at the AYCC.

## CAMPERS

Ages 5-12

Campers are divided into age groups and participate in age-appropriate activities throughout the day on a rotating basis.

## COUNSELOR IN TRAINING

Ages 13-16

Application & additional materials required

## HOURS

Monday-Friday  
7:00am - 5:30pm

## LOCATION

Alford Youth & Community Center  
126 North Street, Waterville

## WEEKLY THEMES

Week 1 - Jun 8-12 - Superheroes  
Week 2 - Jun 15-19 - Decades  
Week 3 - Jun 22-26 - Space Week  
Week 4\*\* - Jun 29 & 30 & Jul 1-2 - Pokemon Gym Challenge \*\*Please note, we are closed Friday, July 3 in observance of Independence Day.  
Week 5 - Jul 6-10 - Jungle  
Week 6 - Jul 13-17 - Olympics  
Week 7 - Jul 20-24 - Under the Sea  
Week 8 - Jul 27-31- Fantasy Week  
Week 9 - Aug 3-7 - AYCC Week  
Week 10 - Aug 10-14 - TBD  
Week 11 - Aug 17-21 - TBD

## ACTIVITIES

- Arts & Crafts
- Computer Lab (rainy days)
- Outdoor Play & Games
- Summer Garden Program
- Gym Time
- Adventure Playland
- Climbing Wall
- Field trips (ex. movies, beach)
- Free Swim
- Educational Activities
- Special Guests
- Indoor Games & Activities
- Join Clubs

*\*\*Swim & Karate Lessons are also available at an additional cost. Children will be responsible for getting ready and taking themselves to and from their activity.*



## **CAMP TRACY WATERFRONT PROCEDURES**

Swimming is offered daily. If children do not wish to participate in free swim, an alternative will be provided. Camper Pick-up during free swim may take additional time due to the nature of the activity.

Camp Tracy has a 4 section waterfront. The first section is a zero entry area accessible to all ages and skill levels. The remaining sections each have their own skill test administered by a lifeguard or Waterfront Director. Each skill test is progressively more difficult to better prepare swimmers for the respective section.

A minimum of two to three American Red Cross certified lifeguards on the docks during all swim times and a ratio of one guard to 25 swimmers is strictly enforced. Lifeguards conduct weekly skill training to make sure they are fully prepared to respond to a waterfront emergency.



## **SUMMER ENRICHMENT PROGRAM SWIMMING POOL PROCEDURES**

Campers in the Summer Enrichment Program are able to swim in one of the AYCC's indoor pools and/or the City of Waterville's Alford Municipal Pool each day from 1:30-3:30pm. If children do not wish to swim, an alternative activity will be provided. If you are planning on checking your child out of the program during swim time, please be aware that it may take additional time to retrieve your child.

- Certified lifeguards are on duty at all pool locations during swim time. Additionally, SEP staff are on duty at all times as well.
- All children are required to have parental/guardian permission (registration form) in order to utilize any of the pools.
- Children who wish to swim past the 4.5 foot mark will be required to pass a deep end swim test.
- All swimmers will be given a wrist band to identify the camper's appropriate swim area.
- The pool rules will be reviewed each time they go to swim to ensure there is full understanding of the expectations.
- Once a month, an emergency drill is conducted and recorded. The children will learn what to do in case of emergency (i.e. fire, flood, etc.)
- Before the children utilize the pool, a safety check is done to make sure the pool area is safe.



# **ALFOND YOUTH & COMMUNITY CENTER POLICIES**

## **Day Camp Tracy & Summer Enrichment Program**

### **SUMMER ENRICHMENT PROGRAM**

#### **COMPUTER LAB RULES**

(THIS IS ONLY USED AT THE END OF THE DAY ON OCCASION)

As a member of the Summer Enrichment Program, your child will have access to the internet. Any child found to be non-compliant of our policies will not be permitted to use this resource. The computer lab is always monitored by Summer Enrichment Program staff and all computers have filters to block unsafe material.

- The technology instruction goes over internet safety and use of the computer.
- Children must complete the internet safety program in order to have access to the internet.
- All computers have limited sites available to the children for safety precautions.
- Due to some of the programming offered, children may be required to answer surveys and/or questionnaires to help assist with funding.
- Educational games will be offered regularly.
- Children will be required to respect the equipment and the staff members at all times.
- No food or drink allowed.
- Appropriate behavior will be required.

#### **LOST & FOUND**

Please place your child's name on all items of clothing and on all belongings they bring to the program. This will ensure they go home with all their belongings. We have a lost and found area and will keep items for one month before donating them to a local charity.

### **TOYS FROM HOME**

We ask parents to please keep your child's toys safe by keeping them at home. Toys can become an item that may start conflicts, get lost or become broken, so we urge children not to bring them to the programs.

### **CHILDCARE/CAMP FEES / PAYMENTS**

All payments are due by 5:30pm every Friday. This payment is for the upcoming week of service. Any payment received after 5:30pm on Friday will be considered late and a \$10.00 late fee will be charged.

Childcare fees are due on Friday before the week of service. However, payments can be made Monday morning, prior to check-in.

Payments must be cash, check, money order, credit or debit card. Checks returned for Non-Sufficient Funds (NSF) will be charged a \$25.00 fee and must be paid by cash, credit card or money order within 5 business days.

Personal checks will no longer be accepted after 2 NSF checks.

Payments can also be made over the phone during Welcome Center Hours at 207-873-0684.

We do not accept ASPIRE credit cards for payment. If you receive ASPIRE, you need to sign up for direct withdrawal and fill out correct forms.

### **AYCC WELCOME CENTER HOURS - YEAR ROUND**

|           |               |
|-----------|---------------|
| Mon-Fri   | 5:30am-9:00pm |
| Sat & Sun | 7:00am-7:00pm |

# **ALFOND YOUTH & COMMUNITY CENTER POLICIES**

## **Day Camp Tracy & Summer Enrichment Program**

### **BULLYING**

The Alfond Youth Center will continue to provide leadership and guidance for all participants in regards to bullying education and prevention. Your child will be required to meet all expectations in regards to behavior that is consistent with the current Waterville Public Schools policy on bullying.

Administration and staff will provide clear expectations and consequences for all participants and be consistent with NO TOLERANCE for any bullying behavior.

It is the intent of the Alfond Youth & Community Center to provide all youth with a safe, orderly and respectful recreational environment that is a safe place to play, exercise, and learn. It is not the Center's intent to prohibit children from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate.

Bullying, as defined in this policy, is not acceptable and is strictly prohibited conduct at the AYCC, Summer Enrichment Program, and Day Camp Tracy. Any person that engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including expulsion from the facility and loss of membership. A person's bullying behavior may also be addressed through other behavioral interventions.

For the purpose of this policy, "bullying" means any physical act or gesture, or any verbal, written, or electronically communicated expression that a reasonable person would expect to have the effect of:

1. Physically harming a person or damaging a person's property.
2. Placing a person in fear of physical harm or damage to his/her property.
3. Substantially disrupting the recreational or instructional program or the orderly operations of the Alfond Youth & Community Center.

4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile environment for the person who is bullied.

### **CONFIDENTIALITY**

All incident, accident, and observation forms are kept on file for review. These forms help staff implement behavior plans as well as lesson/activity ideas. All forms are kept strictly confidential.

### **INCLUSION**

The Summer Enrichment Program and Day Camp Tracy does not discriminate on the basis of disability in admissions, access to, or operation of its program. We are committed to serving persons with disabilities. To ensure that you do not encounter any barriers, please communicate with us so that every effort can be made to provide you with any reasonable accommodations that you or your child may require, i.e. behavior charts, furniture modifications, or adapting our activities.

### **PERSONAL CARE / AIDS / BHP'S**

If your child is required to have a Personal Care Aid/Behavioral Specialist during school hours, you will be required to have a Personal Care Aid/Behavioral Specialist present at the Alfond Youth Center's summer camps. We do not coordinate these services.

### **PARENT/GUARDIAN INVOLVEMENT**

If at any time you (parent/ guardian) wish to volunteer or visit please make arrangements with the Director. Parents who wish to volunteer will need to fill out a volunteer application. Background checks are required per DHHS regulations.

# ALFOND YOUTH & COMMUNITY CENTER POLICIES

## Day Camp Tracy & Summer Enrichment Program Cont.

### CHILD GUIDANCE & DISMISSAL

To ensure that the Summer Enrichment Program and Camp Tracy are a positive place for kids to go, we believe that the children have certain responsibilities. Children will be responsible for cleaning up after themselves and to conduct themselves in a manner that is appropriate and safe for the other children around them. We require the children to respect the staff members, other children and Alfond Youth & Community Center's property.

When these simple guidelines are encouraged and supported we believe we create a positive place for all kids to go. The staff members will support children through positive reinforcement for good behavior, and encouragement for them to perform to the best of their abilities. We ask the parents/guardians to please help us carry out these responsibilities.

**Our beliefs:** We know children use their behavior as a way to let others know what their needs are when they do not have the words or skills to express this need. We know children are still learning to be self-controlled and how to be a member of a group of peers as they mature. We want all children to feel safe and cared about while in any program at the Alfond Youth & Community Center. Guiding behavior and teaching behavior skills are high priorities for all the programs. The staff are always role models and guides for the children.

**Our plan:** When children do not display responsible, respectful behavior our goal is to teach and reinforce a positive method to get their needs met. All staff will do daily observations of the children they are working with to document factors that may contribute to the behaviors that children are displaying. The developmental level of the child involved will be taken into account.

When possible, changes will be made in the facilities and/or program to better meet the children's needs and prevent future behavior challenges.

- Children will be involved with setting the rules for having fun; learning, growing and working together. The consequences of making poor choices will be discussed with all the children.
- Children will be reminded of what the expected behaviors are after they make a poor choice.
- Staff will have a discussion with the child to be sure he/she understands what the consequence of their behavior is on others and themselves.
- If unacceptable behavior continues, parents/guardians will receive an incident report stating the situation. Once signed by the parent/guardian, these will be kept on file in the office.
- If the behavior continues and is dangerous to self or others, a parent/guardian will be called to remove the child from the Center for the remainder of the day. A plan will be discussed for future attendance.

### SUSPENSION & DISMISSAL

The Alfond Youth & Community Center reserves the right to dismiss or suspend the enrollment of any child if their behavior continues to be harmful to others or themselves or if the child's needs cannot be met within the program.

Other reasons for dismissal or suspension include:

- Illness, lice or nits present
- Inability to independently use bathroom facilities
- Parents/guardians not complying with Alfond Youth & Community Center Childcare policies
- Failure to make payments or frequent late pick-ups

We document and file all incidents and refer to them to consider suspension or dismissal. If you have questions about this policy, please see the Director.

# ALFOND YOUTH & COMMUNITY CENTER POLICIES

## Day Camp Tracy & Summer Enrichment Program Cont.

### CHILD ABUSE & NEGLECT

The Alfond Youth & Community Center's Summer Enrichment Program and Day Camp Tracy are licensed by the Maine State Department of Health and Human Services, we are required by law to report any suspected cases of child abuse or neglect. Identity and information shared in this required report are kept strictly confidential. The Alfond Youth & Community Center, Summer Enrichment Program and Camp Tracy employees are mandated reporters and will not discuss matters with the parents/guardians.

### PICK-UP & HEALTH

Parents/guardians are required to make an immediate (within one hour) pick-up for behavior problems, illness, lice, or bathroom accidents. If illness is contagious a doctor's note will be required upon return or permission from the Director. The child must be fever and free from vomiting for at least 24 hours prior to returning.

If you require our staff to administer prescription medication, you will need to complete a medication form. All medication must be in its original container with the child's name. Over the counter medication will not be given without written consent. Medications will be stored in a locked drawer at room temperature. If refrigeration is needed, or other if other special instructions are needed, you must speak to the Director.

### IMPAIRMENT

If the program's staff suspect that the adult picking up the child(ren) is under the influence of drugs or alcohol, the staff will strongly recommend that another person is called for pick-up. If the recommendation is not acted upon, the staff will notify the Waterville Police Department.

### PICK-UP OPERATIONS

Children will be released only to those people identified on their pick-up list. **A photo ID will be required for pick-up** so please inform individuals on your list. To add a name that is not on your pick-up list, please contact the Director.

**A late fee** of \$5.00 will be charged for every 15-minute interval, if the child is picked up after 5:30pm. The late fee must be paid before your child can return to the program.

If you wish to have a taxi for your child, that information must be submitted in your registration form. We will not send children in taxis without written authorization. Please notify the taxi service you use that they must come in to sign the child out and show proper identification. Children are not permitted to sign themselves out and walk home. This is for the safety of your child.

### TRANSPORTATION

Parents will be responsible for transporting children to and from the program. Van services are not available for the Summer Enrichment Program or Camp Tracy. Please walk your child into the program, as parents must check in and out each day. We are unable to transport children to additional activities within the building (swim, karate, dance, gymnastics).



## WHAT TO PACK FOR CAMP

- Snacks (please no peanut products)
- Sweatshirt or jacket for chilly/rainy days)
- Socks for Adventure Playland (Summer Enrichment Prog.)
- Water bottle and/or juice
- Sun protection— hats are essential
- Sunscreen - please apply sunscreen at home before sending your child each day.
- Prescription medicine (parental permission slip required)
- Bathing suit, towel, hair elastic (for those with long hair)
- Backpack for personal items (children will need to hold onto their own belongings)
- Extra change of clothes
- Bug repellent (no sprays)

*Sunscreen will be re-applied before pool time in the Summer Enrichment Program.*

## WHAT TO WEAR

Sneakers, shorts & t-shirts

## ITEMS NOT ALLOWED AT CAMP

- Items promoting alcohol, cigarettes or other inappropriate items will NOT be tolerated at camp.
- Electronic devices, such as handheld game systems, MP3's, tablets and/or cell phones are not allowed
- ♦ Personal toys must be left at home

**Please be sure to label your child's belongings.**

**The AYCC and staff are not responsible for lost or stolen items. We maintain lost and found for one month and will donate the items to a local charity.**

