

Early Childcare Summer Camp

Ages 3-5



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

**Day Camp is Available Monday-Friday
June 8 – August 21, 2020**

Boys & Girls Clubs and YMCA of Greater Waterville at the Alfond Youth & Community Center
126 North Street, Waterville, Maine 04901 P: 207-873-0684 clubaycc.org
facebook.com/clubaycc twitter.com/clubaycc instagram.com/clubaycc

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.

~Crystal Stanley
Early Childcare Coordinator

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

207-873-0684 (year round)

Crystal Stanley

Early Childcare Coordinator
cstanley@clubaycc.org

LICENSING

The Alford Youth & Community Center's Early Childcare Summer Camp 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

Early Childcare Summer Camp	
Required Annual Membership	\$40.00
Full Day Weekly Rate	\$165.00
Half Day Weekly Rate	\$100.00
Late Pick-Up Fee	\$5.00 for every 15 minute interval late

MEMBERSHIP

Annual Preschool Memberships are required for children to attend Early Childcare Summer Camp. Memberships are \$40.00 per year.

SCHOLARSHIPS on MEMBERSHIP

All families are welcome to apply for partial scholarships for their child's required membership. Membership 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 fee for each child. See the Welcome Center for details.

Scholarships are not available for the Early Childcare Summer Camp. However, the AYCC accepts payments from Child Care Subsidy Programs and other third parties (State of Maine, etc.) but does not provide scholarships for those receiving third party assistance.

Prior to attendance, arrangements must be made with the AYCC's Accounting Assistant, Danielle Bragg.

EARLY CHILDCARE SUMMER CAMP

The Early Childcare Summer Camp offers many exciting activities for the children to enjoy. We strive to make sure the kids have a positive and enriching experience here.

Our program is a state licensed childcare for children, 3-5 years of age. Our mission is to enhance the quality of life for youth of all economic and ethnic backgrounds, fostering character growth by providing educational, cultural, physical and recreational opportunities. Children will be offered a variety of activities on a daily basis. Staff members will design and lead a variety of age appropriate activities for the children. The possibilities are endless!

The Early Childcare Summer Camp is equipped with several indoor and outdoor play areas. In the Adventure Playland and our gymnasiums, your child will have the opportunity to get their sillies out and enjoy some fun, active time. We also use the fields outside and our own playgrounds (when the weather permits) to play active games. Please send your children prepared to go outside and ready to play.

CAMPERS

Ages 3 - 5 - Must be toilet trained.

HOURS

Full Days

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

Half Days

Monday-Friday
7:30am-12:30pm OR
12:30-5:30pm



PRICES

Full Days - \$165.00 PER WEEK

Half Days - \$100.00 PER WEEK

There is no daily rate for the Early Childcare Summer Camp Program. Children attending less than 5 days per week or shorter hours, will be charged at their scheduled weekly rate.

WEEKLY THEMES

Week 1 - Jun 8-12 - Camping/Bear Hunt

Week 2 - Jun 15-19 - Camping/Bear Hunt

Week 3 - Jun 22-26 - Dinosaurs

Week 4 - Jun 29 & 30, Jul 1 & 2 - Dinosaurs

Week 5 - Jul 6-10 - Ocean

Week 6 - Jul 13-17 - Ocean

Week 7 - Jul 20-24 - Transportation

Week 8 - Jul 27-31 - Transportation

Week 9 - Aug 3-7 - Forest Animals

Week 10 - Aug 10-14 - Forest Animals

Week 11 - Aug 17-21 - TBA

A TYPICAL DAY AT CAMP...

TIME	ACTIVITY
7:00-8:00am	Children Arrive
8:00-8:45am	Morning Meeting & Circle Time
8:45-9:30am	Arts & Crafts
9:30-10:00am	Snack Time
10:00-10:45am	Outside Play
10:45-11:30am	gym, show & tell, free play
11:30am-12:00pm	Clean Up & Prepare for Lunch
12:00-12:30pm	Lunch (Free bag lunches provided)
12:30-1:00pm	Story Time
1:00-2:00pm	Rest Time
2:00-2:45pm	Outside Play
2:45-3:15pm	Afternoon Snack
3:15-4:15pm	Arts & Crafts
4:15-5:15pm	Free Play
5:15-5:30pm	Clean Up, Pack Bags & Pick-Up

MEALS & SNACKS

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

Hot meals are provided by our AYCC Kitchen Staff will be served to Early Childcare Campers each day at 11:30am. Menus are available each week.

Nut products are prohibited in our facilities.

Breakfast

Breakfast is served daily in our cafeteria.
Starts at 8:30am

Lunch

Nutritious lunches are served daily.
Served at 11:30am

Allergies

Parents and Guardians of children with food allergies also need to complete a "Dietary Restrictions and Substitutions Statement," attached to the registration form.

Nut products are prohibited in our facilities.

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



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.

USDA is an equal opportunity provider, employer, and lender.

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)

ALFOND YOUTH & COMMUNITY CENTER POLICIES

Early Childcare Summer Camp

PAYMENT REQUIREMENTS

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.

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 in cash, credit card or money order within 5 business days. Personal checks will no longer be accepted after 2 NSF checks. Payments can be made over the phone for those who do not have transportation.

We cannot accept ASPIRE credit cards for payment. If you receive ASPIRE, you need to sign up for direct withdrawal and complete the correct forms.

TWO WEEK NOTICES

A two week notice must be given for children leaving the program. Full payment for both weeks is required, regardless of attendance.

REFUNDS

Program fees are non-refundable later than 48 hours prior to the start of the session date. Children dismissed from the program will not receive a refund.

SWIMMING POOL PROCEDURES

Campers in the ECSC are able to swim in the AYCC's indoor pools and the City of Waterville's Alfond Municipal Pool. 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.

SWIMMING POOL PROCEDURES CONT.

- Certified lifeguards are on duty at all pool locations during swim time. Additionally, ECSC 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.
- 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.
- 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 a while 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.

INCLUSION

The Early Childcare Summer Camp 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.

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.

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.

CHILD GUIDANCE & DISMISSAL

To ensure that the Early Childcare Summer Camp is 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.



ALFOND YOUTH & COMMUNITY CENTER POLICIES

Early Childcare Summer Camp

CHILD GUIDANCE & DISMISSAL CONT.

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.

CHILD ABUSE & NEGLECT

The Alfond Youth & Community Center's Early Childcare Summer Camp is 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, and the Early Childcare Summer Camp employees are mandated reporters and will not discuss matters with the parents/guardians.

ALFOND YOUTH & COMMUNITY CENTER POLICIES

Early Childcare Summer Camp

PICK-UP & HEALTH

Parents/guardians are required to make an immediate pick-up within the hour for behavior problems, illness (temp. above 100.4*), lice, or some bathroom accidents. If the illness is contagious, a doctor's note will be required or permission from the Director must be given. If you require our staff to administer prescription medication, you will need to complete a medication form. All medication must be in an 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 if other special instructions are required, you must speak to the Program Coordinator. If an antibiotic is prescribed, children must be on the antibiotic for 24 hours before returning to school. Children must also be fever free, with out medication, for 24 hours before returning to school.

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.

ABSENCES / VACATIONS

If your child is going to be absent, please inform the Program Coordinator. **Parents/guardians are required and responsible to pay their child's weekly tuition each week, even if their child does not attend the program as a result of illness or family emergencies. Families on vacation can pay half tuition for one week of vacation each school year.** This will hold your child's spot in the Early Childcare Program while they

are out. Failure to adhere to this policy could result in losing your child's spot in the program.

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.

TRANSPORTATION

Parents will be responsible for transporting children to and from the program. Please walk your child into the program, as parents must sign their children in and out each day. We are unable to transport children to additional activities within the building (swim, karate, dance, gymnastics). If you wish for your child to participate in these activities, you may speak to the instructor to make arrangements.

WHAT TO PACK FOR CAMP

- ◆ Snacks (please, no peanut products)
- ◆ Water bottle and/or juice
- ◆ Prescription medicine (parental permission slip required)
- ◆ Sweatshirt or jacket for chilly/rainy days
- ◆ Bathing suit, towel, hair elastic for those with long hair
- ◆ Socks for Adventure Playland
- ◆ Backpack for personal items
- ◆ Extra change of clothes
- ◆ Blanket & pillow for rest time
- ◆ Bug repellant (no sprays)
- ◆ Sun protection— hats are essential
- ◆ Sunscreen - please apply sunscreen at home.

Please be sure to label your child's belongings. We are not responsible for lost or stolen items. After one month, we will donate the items to a local charity.



Boys & Girls Clubs and YMCA of Greater Waterville
at the **Alfond Youth & Community Center**

126 North Street, Waterville, Maine 04901 P: 207-873-0684 F: 207-861-8016
clubaycc.org facebook.com/clubaycc twitter.com/clubaycc instagram.com/club_aycc