

LEARN



GROW THRIVE



AYCC'S

ASP - Waterville

HANDBOOK



Serving youth ages 5*-12

*Five year olds must be entering Kindergarten for the 2022-2023 school year.

Licensed by the State of Maine,
Department of Health & Human Services
Accredited by the Council on
Accreditation

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



facebook.com/aycc.childcare

Dear Parents/Guardians,

Thank you for choosing the Alfond Youth & Community Center's childcare programs to provide care for your child(ren). We understand that you may have questions and we hope the Parent Handbook provides you with the information to answer all of your questions. Please feel free to speak with any of our supervisors in person or give us a call at 207-873-0684. We would be happy to speak with you or take you on a tour of our wonderful facility.

Sincerely,

Chrissy Johnson
Child & Youth Development Director

2022-2023 Locations

Waterville AYCC

Oakland
Atwood Primary

Canaan
Canaan Elementary

China
China Primary

Norridgewock
Mill Stream Elementary

Meet our Senior Staff:

Chrissy Johnson, Child & Youth Development Director **cjohnson@clubaycc.org / 207-873-0684**

Chrissy moved to Maine with her family four years ago from southern NH. She graduated from the University of Vermont with her Bachelor's degree in Sociology and received her Master's degree in Educational Studies from Rivier University. Chrissy began her career working in an after school program for the YMCA almost 25 years ago. She has dedicated her life to working with children and has experience in several different childcare and educational settings including after school programs, early childhood centers, university lab schools, and summer camps. Chrissy enjoys running, dancing, and hiking with her husband and two boys, Angus and Ewan.

DJ Adams, Childcare Coordinator **dadams@clubaycc.org / 207-873-0684**

DJ grew up in the Albion area and received her Bachelor's degree in Psychology with a focus in Child Development and minored in Education at Thomas College. DJ began her career working with children as a Village Director at Camp Tracy and a counselor in the After School Program. DJ went on to run a preschool classroom at The Children's Place, and was excited to return to her AYCC family as the Child Care Coordinator a several years ago. DJ lives in Waterville with her husband, and two young girls, Bellah & Caroline.

Izzy Bailey, Youth Advancement Coordinator **ibailey@clubaycc.org / 207-873-0684**

Izzy has worked in youth development since graduating from the University of Maine at Farmington with a degree in Rehabilitation Services in 2017. Originally from Maine's Kennebec Valley, Izzy has grown a deep appreciation for her rural community and for her neighbors in communities across the state. With professional experience working in vocational rehabilitation, addiction treatment, mental health, childhood behavioral health, and rural poverty, Izzy has developed a commitment to disability advocacy, social and economic justice, and community health. When not at work, Izzy loves brewing the perfect cup of coffee, roller skating, and snow showers.

AYCC Holidays Observed

The Alfond Youth & Community Center & childcare programs are CLOSED on the following HOLIDAYS:
Labor Day - Mon, Sept 5
Thanksgiving Day (and day after) - Thurs & Fri, Nov 24 & 25
Monday, December 26
Memorial Day - Mon, May 29

Vacations & Other No School Days

Vacation Camps are offered at an additional cost. Information and registration forms are available at the Welcome Center and Coatroom. Children must be escorted into the building and signed in on days when there is no school. Vacation camps are generally open M-F from 7:00am-5:30pm. **A Camp-Specific Form must be completed & submitted for EACH vacation (December, February and April). The ASP registration form does NOT Cover vacation weeks.**

Snow days - The ASP is open on snow days when area schools shut down due to inclement weather. There is no additional fee for this service. Our hours are 7:00am to 6:00pm. The Alfond Youth & Community Center reserves the right to close early if needed due to extreme inclement weather. Staff will notify parents by telephone and/or text alert in the event that this happens. Daxko Mobile App alerts will also be sent. (Daxko Mobile is a free app for Android & iOs devices)

Early Release Days - When area schools have an early release, the After School Program will open at 12:00pm.

In Service Days - Program hours are 7am-6:00pm and we will observe all area school in-service

Payment Policies

- Families are responsible for paying their childcare fee weekly, regardless of attendance.
- Pro-rated fees are no longer available for non-attendance due to illness, quarantines, and holidays that do not occur during a school vacation week such as Labor Day, Memorial Day, and the Thanksgiving holidays.
- **Absences from the program must be reported to the Childcare Site Coordinator, DJ Adams - dadams@clubaycc.org**
- School Vacation Childcare requires separate registration form and fees. Paperwork will be available 3-4 weeks prior to each vacation week.
- Family vacations that do not follow the December, February or April scheduled school vacations must be reported to the Childcare Site Coordinator, DJ Adams - dadams@clubaycc.org . Families will be responsible for the full weekly fee if advanced notice of 48 hours or more is not provided.
- Childcare Fees are due on Sundays, PRIOR to the upcoming week of service.
- Frequent late or non-payments will result in the requirement of automatic scheduled payments and/or loss of childcare service to the family.
- Returned payments for non-sufficient funds, decline will incur a fee of \$10-\$30.00 per transaction and must be paid in full within 5 business days.
- Families who may be going through financial hardship should reach out to our Childcare Billing Specialist, Krista Rogers - 207-873-0684 / krogers@clubaycc.org to discuss options. We are happy to work with families.

Childcare Fees

Required Fees	Description of Fee
\$40.00/Year - Youth or \$50+ per Month - Family	Annual AYCC Youth OR Family Membership (required). If the family receives qualifies for TANF, or has attended an AYCC summer day camp, the Youth Membership is FREE. Partial scholarships are available; see the Welcome Center for details.
\$65.00/Week Standard After School Care	Weekly After School Program Monday - Friday - 2:15-6:00pm

Childcare Fees & Financial Assistance

Outlined below are the options for childcare fees and financial assistance. The AYCC prides itself on working with ALL families to provide the most affordable options for those who need it most.

We will NOT TURN ANY FAMILY AWAY due to financial hardship.

1. Families who qualify for **State Childcare Assistance** must first apply for those programs. If accepted, an award letter will be sent to the family and our finance office. If a denial letter is received, then the family may fall into another category.
2. All families are welcome to apply for the **AYCC's Financial Assistance Program**. This application is included in our registration packet and is required for registration to the program.

***Please note that we no longer use Free & Reduced Lunch letters to award financial assistance.**

The AYCC offers Financial Assistance to families for Membership & Childcare Fees. Please contact Krista Rogers, Childcare Billing Specialist for further information. 207-873-0684 or email krogers@clubaycc.org

Payment Options					
Locations	Cash	Check	Credit/Debit	EFT	Scheduled Payments (via credit/debit or EFT)
Welcome Center at the AYCC 126 North Street, Waterville	x	x	x	x	x
Phone - 207-873-0684			x		X (only if info is on file)
Online https://bit.ly/3aDOWEE			x	x	x

Online Payment Services

Each family has their own account in our database, called Daxko. This is the system where our Welcome Center records the child's information, registrations, and payments for childcare and programming. Payments for childcare can now be made online weekly, or scheduled in advance. A valid email must be on file to utilize this service. For assistance, please contact Wendy Grenier at 207-873-0684 or email wgrenier@clubaycc.org

To access the online account, please visit:

https://operations.daxko.com/online/2109/Security/login.mvc/find_account

Childcare Assistance

This process must be completed and approved PRIOR to the child attending the program, unless personally paying for your child care fees.

If your family qualifies for any **third party childcare assistance/subsidy**, you MUST first obtain childcare assistance or reimbursement prior to the child's attendance in the program. The most commonly utilized and accepted are the Child Care Subsidy Program (CCSP) and Transitional Child Care (TCC).

You may qualify for Transitional Child Care (TCC) If you have received TANF in the last 12 months, or been open TCC in the last 30 days, have earnings at the time TANF closed, and are working now. If "yes" to all, you maybe be potentially eligible for Transitional Child Care.

Contact the Child Care Unit: (207)624-5200; Email: Childcare.dhhs@maine.gov; or visit your local DDHS office for more info.

If "no" to any TCC questions, Are you a parent who is: working, in school, in a job training program, or a guardian that is the age of 65 with retirement documentation? See income guidelines to the below:

If income eligible, you may be potentially eligible for the Child Care Subsidy Program.

There are three ways to apply for CCSP:

1. You can apply online:
<https://www.maine.gov/dhhs/ocfs/ec/occhs/step.htm>
2. Call (207) 624-7999 or 1-877-680-5866; or
3. Visit your local DHHS office for more information.
4. You may also contact Danielle Bragg, AYCC Third Party Specialist for assistance – email dbragg@clubaycc.org or call 207-873-0684 x787.

****IMPORTANT****

It is the parent/guardian's responsibility to report any absences to the Childcare Director for the program the child attends. These are considered excused absences and each child is allowed a limited amount of absences.

Any absence not reported to Childcare Directors would be considered unexcused, and must be reported to CCSP. This may result in a change or loss of third party funding.

Effective 05/14/2022 until 09/30/2022

FAMILY SIZE	ANNUAL INCOME	MONTHLY INCOME (ANNUAL/12)	WEEKLY INCOME (ANNUAL/52)
1	\$51,435.28	\$4,286.27	\$989.14
2	\$67,261.52	\$5,605.12	\$1,293.49
3	\$83,087.76	\$6,923.98	\$1,597.84
4	\$98,914.00	\$8,242.83	\$1,902.19
5	\$114,740.24	\$9,561.68	\$2,206.54
6	\$130,566.48	\$10,880.54	\$2,510.89
7	\$133,533.90	\$11,127.82	\$2,567.95
8	\$136,501.32	\$11,375.11	\$2,625.02
9	\$139,468.74	\$11,622.39	\$2,682.09
10	\$142,436.16	\$11,869.68	\$2,739.15

Add 3% for additional family members. For families with more than one child in care, the youngest child is always considered the first child enrolled. The total amount of assessed fees to a family shall not exceed 10% of the family's gross income for all of their children.

Weekly fee assessments must be rounded down to the nearest dollar. All assessed parent fees shall be paid directly to the caregiver by the parent.

SMI DATA: https://www.acf.hhs.gov/sites/default/files/documents/ocs/COMM_LIHEAP_Att3HHSPGTable_PR_FY2023.pdf

Program Description

The Alfond Youth & Community Center’s childcare programs provide children in the greater Waterville and Oakland communities the opportunity for safe childcare options. The AYCC provides quality care, nutritious snacks, youth mentoring, arts, athletics, academic support and a variety of other activities to enrich the lives of our youth each day.

Counselor Qualifications, Training & Supervision Policy

All childcare staff are required to be at least 18 year of age. Once hired, they are required to enroll in the Maine Roads to Quality Program, which requires that they continue their education and have a minimum of 18 hours of training each year. They are also required to carry First Aid and CPR certifications, be fingerprinted and background checks are run on all staff.

The AYCC takes pride in the supervision of each child. Whether inside or outside, at least one staff member is aware and responsible for the ongoing activity.

Amenities (Some activities listed below are available only at the AYCC’s ASP location.)

<p>Discovery Zone STEM activities and experiments are facilitated with groups of children by the Education Teacher as well as opportunities to complete homework through our “Power Hour” program (M-Th 2:30-4pm).</p>	<p>Club Open Swim (AYCC only) Club Open Swim is offered to students Mondays, Wednesdays and Fridays from 3:15-4:00pm. Limited to the first 20 students to sign up upon Coatroom Check-In each day.</p>	<p>Tech Lab A closely monitored lab where child internet safety is priority. Children will learn computer skills, explore the internet and have the opportunities to play safe and age appropriate games. We use a Boys & Girls Club platform at my-future.net</p>
<p>Mentoring The AYCC offers multiple mentoring program options for youth. Speak to one of the childcare supervisors for assistance. -Big Brothers, Big Sisters -AYCC Mentoring - AmpUp -Group Mentors</p>	<p>Active Play Play areas include the Adventure Playland (bounce houses) & Climbing Wall as well as our Gronk Fitness Zone. Our location also features three gymnasiums, outdoor areas, and playgrounds. Children have supervised rotations in these areas each week. Children should bring weather appropriate items each day.</p>	<p>Arts Program Our arts program offers participants the opportunity to express their creativity and individuality with age appropriate activities in several different mediums.</p>
<p>KVCAP Transportation (Waterville students only) Available for families with no other options for pick-up. The KVCAP Van is only offered to Waterville residents with no other means of transportation.</p>		
<p>Sustainable Gardens The AYCC is home to the 42’ Mary Nash Beaupre geodesic greenhouse. The dome hosts multiple raised beds, hydroponic units, a garden tower and aquaponics tanks incorporating several fish. Our garden program is educational and provides fresh, nutritious food to our cafeteria as well as to our Weekend Backpack Program.</p>		
<p>Lessons Many families choose to register their child for additional lesson opportunities. Options include: swim, karate, youth fitness programs, dance, and more! If a child is registered for a class (karate, swim, etc.) during the hours of ASP operation, a staff person will accompany the child to and from their activity. Parents are responsible for completing an activities form at the beginning of each session and turn into the Director. (additional fee required for additional activities.)</p>		

Childcare Food Program

Nutritious Meals & Snack

Our Kitchen Staff provides breakfast, two snacks, lunch and dinner options daily for full day care. Our after school programs offer one snack and a meal. We follow the USDA School Food Nutrition Guidelines. Families may send their child with a snack if they prefer. Peanut or nut products are prohibited.

Our food program is mainly funded through state and federal grants and as such, we require each family to complete the U.S. Department of Agriculture's Child and Adult Care Food Program application at the end of the registration packet. Completing these forms allows us to provide FREE, quality, nutritious snacks and meals to all our childcare participants, but especially to children who may otherwise go without.

Our After School Programs offer a nutritious daily snack at all of our sites and a daily snack and meal at our Waterville sites.

Backpack Nutrition Program

The AYCC Kid's Kitchen, through generous sponsors, provides backpacks full of nutritious snacks/meal items to youth in our childcare programs. These packs provide children with supplemental food and nutrients that some of them may not have access to over the weekend. Families interested in participating should complete the registration and turn it into the Welcome Center (included in registration packet).

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 ere they applied for benefits. Individuals who are deaf, heard 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)

Pick-Up Process

Children will be released only to those individuals identified on their pick-up list (registration form). **A photo ID will be required for pick-up**, please inform all individuals on the list. To add a name to the list, please turn in a Pick-Up Authorization Addendum Form (see Coatroom) or contact one of the supervisors.

If a child is picked-up late (after 6:00pm), a **late fee** of \$5.00 will be charged for every 15 minute interval after 6:00pm. The late fee must be paid before the child will be allowed to return to the program.

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

Curbside Pick-Up

Children enrolled in the childcare at the AYCC can now be signed out from the convenience of their vehicle. This option will be available from 5:00-6:00pm. Hours are subject to change due to inclement weather or program needs.

1. Drivers must pull up to the curb along side the space at the end of the building, parallel to the dome (greenhouse).
2. Staff will approach the vehicle and ask for the child's name. The driver or a passenger in the vehicle must be listed on the child's Pick-Up Authorization List and provide photo ID.
3. The authorized person shall sign the member out of the program.

Lost & Found

Please place your child's name on all items of clothing and on all belongings they bring to the program. Each childcare will have a Lost & Found area and will keep items for a few weeks before donating the items to Goodwill.

Toys From Home

Members are asked to refrain from bringing personal items to childcare to avoid conflict, damaged, lost or stolen items. Toys can become items that may start conflicts, so we urge children to keep them at home. The AYCC is not responsible for lost, stolen or damaged items. ****Fidget spinners, LOL dolls & Pokemon Cards, Bey Blades, electronics and cell phones are not allowed in the ASP.**

Child Abuse & Neglect Policy

The Alfond Youth & Community Center's childcare programs are licensed by the State of Maine's Department of Health and Human Services. We are required by law to report any suspected cases of child abuse or neglect. Identifying information shared in this required report are kept strictly confidential.

General Health Policy

Parents/guardians are required to make an immediate pick-up (within 1 hour) for illnesses including lice, vomiting, diarrhea, fevers of 100.4 or higher, bathroom accidents, or other health concerns that hinder the child's group participation. If your child did not attend school for illness or behavior issues, your child may not attend our program that day. If the illness is contagious, a doctor's note will be required upon return or permission from one of the supervisors. If sent home for illness, the child must be symptom free for 48 hours.

Immunization Records

Every child attending licensed childcare programs must have a recent copy of their immunization records on file with the childcare facility. Records must be updated each year so new submissions are required. This is a requirement by the State of Maine, Department of Health & Human Services.

Impairment Policy

If program staff suspects 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 police department.

Schedules & Absence Policy

ASP offers a weekly option for care. The weekly fee is \$65.00, regardless of the child's attendance each week. There is no discount for attending less than 5 days per week, the weekly rate continues to apply.

If the child does not attend the program in a consistent manner, we will reach out to parents/guardians to see if the child will return.

Payments are non-refundable for days/weeks when a child does not attend for any reason.

Parent/Guardian Notice:

The Alfond Youth & Community Center will continue to provide leadership and guidance for all participants in regard to bullying education and prevention. Your child will be required to meet all expectations in regards to behavior that is consistent with the current surrounding schools policies on bullying.

Alfond Youth & Community Center Bullying Policy

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 our 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, it is not acceptable and is strictly prohibited conduct at the Alfond Youth & Community Center. 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 verbally, written or electronically communicated expression that:

1. Repeated negative/derogatory comments
2. Name calling
3. Gestures
4. Actions made with the intent to harm, distress, intimidate, threaten or coerce another individual

Confidentiality Policy

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.

Children's Responsibilities

To ensure that the After School Program is a positive place for kids to go, we believe that the children have certain responsibilities. These responsibilities include respecting themselves, as well as their peers, and the staff members who work here. Children will be responsible for cleaning up after themselves and to conduct themselves in a manner that is appropriate and safe for other children around them. We ask children to be respectful of others personal space and property as well as work to maintain a safe body. They are also responsible for staying with their groups and keeping track of their personal belongings.

When these simple guidelines are encouraged and supported we believe we create a positive place for all kids to be. 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 help us carry out these responsibilities.

Child Guidance & Dismissal Policy

The AYCC wants all children to feel safe and cared about while attending the AYCC and any of its programs. We understand that children attending our programs may still be learning emotional skills and self-regulation strategies. Our goal is to help support and guide children in navigating and honing these critical skills during their time in childcare. Staff will guide and provide behavioral support as necessary, however, children may be sent home due to incidents involving physical aggression, safety or health concerns (ie. Spitting, biting) and high levels of elopement or other behavioral challenges that require consistent support and/or multiple staff person support. Repeated occurrences or extreme cases may result in further action, to include temporary dismissal, up to permanent dismissal from the program.

Suspension & Dismissal Policy

The AYCC 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.

- ◆ Illness
- ◆ Lice or nits present
- ◆ Vomiting
- ◆ Diarrhea
- ◆ Fevers of 100.4 or higher
- ◆ Inability to independently use bathroom facilities
- ◆ Other health concerns preventing the child's participation in group activities
- ◆ Parents/guardians not complying with the Alfond Youth & Community Center childcare policies
- ◆ Failure to make payments or frequent late pick-ups of children
- ◆ Behaviors that cause an unsafe environment for the child, their peers or staff.

We document and file all incidents and refer to them to consider suspension or dismissal.

Child & Parent Rights

Excerpt from the State of Maine, DHHS Licensing Guidelines for Childcare Facilities (p. 37)

SECTION 10.

RIGHTS OF CHILDREN AND PARENTS

A. Rights of Children. Children receiving Child care from Child Care Facilities have the following rights.

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

B. Rights of parents and legal guardians of Children receiving Child care from Child Care Facilities.

1. A Child's Parent or Legal Guardian must be fully informed of items or services which are included in the rate they pay for Child care services.
2. A Child's Parent or Legal Guardian has the right to be fully informed of findings of the most recent inspection conducted by the Department. The Child Care Facility must inform Children's Parents or Legal Guardians that the licensing inspection results
3. Parents or Legal Guardians must be notified by the Child Care Facility within two business days of any actions taken against the Child Care Facility by the Department, including but not limited to, decisions to issue conditional Licenses, refusal to renew a License, or to impose fines or other sanctions. 10-148 CMR Ch. 32, Child Care Facility Licensing Rule Child Care Centers, Nursery Schools, Small Child Care Facilities, Other Program

Additional Information

Transportation for FULL DAY CARE

Parents/Guardians are responsible for providing transportation to and from the AYCC for childcare.

Transportation for AFTER SCHOOL CARE

Waterville, Winslow, MSAD49 & RSU18 Schools will provide bus transportation to the AYCC for childcare after school. Children are the responsibility of the appropriate school department until they are dropped off at the AYCC for care. Parents/Guardians are responsible for pick-up by 6:00pm.

KVCAP Van Transportation (Waterville students only)

The KVCAP van will drop off participants who have ***no other means of transportation*** to their homes - limited to families living in Waterville. Parents/guardians are required to be at the location when children are dropped off. Please complete the form in the Registration Packet if your family is in need of this service. The van does not run on days off, in-service days, and snow days. Follow KVCAP at facebook.com/kvcap

If children are sent to the program without registration forms, membership or payment for the week, the parent/guardian will be contacted immediately to rectify the situation.

Licensed Childcare Requirements

The Alfond Youth & Community Center's childcare programs offer licensed childcare through the Maine Department of Health & Human Services and is limited to the number of children enrolled in the program.

Fire Drill Procedure

Fire evacuation drills must be performed at least once per month for all children and adults present. A record of these drills are kept and is available for review by the Department of Health & Human Services. These drills are performed according to the policies and procedures that are posted in each room throughout the facility.

Personal Care & Aides Policy

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 Aide/Behavioral Specialist present during your child's attendance in the ASP. We do not coordinate these services. If parents wish for ASP staff to speak with personal care/aids, a release must be signed.

Parent/Guardian Involvement

If at any time, any parents/guardians who wish to volunteer or visit, please make arrangements with one of the supervisors. Parents who wish to volunteer will need to complete a Volunteer Application and a background check per DHHS regulations.

Video Surveillance System Usage Policy & Procedures

The purpose of the AYCC video surveillance system is to help make the AYCC safer for youth, visitors, members, and employees by providing surveillance of key public space areas to reduce crimes, injuries, accidents, and incidents. The primary use of the system is to allow the after-the-fact investigation of accidents, incidents and potentially crimes, within the AYCC. Cameras are currently installed around the public spaces (rooms, hallways, building exterior) within the AYCC. Cameras are not used to specifically protect private properties within the facility and are not located around areas where the public might have an expectation of privacy (e.g., locker rooms & restrooms). For the protection of AYCC members and community members, individuals are generally not permitted to view security footage other than what is visible real time security feed featured in the AYCC welcome area. Recorded video will be made directly available to the general public only to the extent required by law.

Additional Information

Swimming Pool Procedures

The AYCC childcare offers an open swim option every Monday, Wednesday and Friday from 3:15-4:00pm. It is available for the first 25 children who sign-up upon check-in at the Coatroom. To keep your child safe in the water we will be following the pool procedures listed below.

- ◆ All children are required to have permission to utilize the pool. (See Registration Packet)
- ◆ Children who wish to swim past the 4.5ft mark will be required to pass a deep end test provided by a Certified Lifeguard. The test consists of swimming from one end of the pool to the other and treading water for 1 minute in the deep end of the pool. Once passed, the child's name will be placed on a list to utilize the deep end of the pool.
- ◆ All swimmers will be given a wrist band to identify who can swim in each designated 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 an emergency (ie. Fire, flood, etc.).
- ◆ **Please remember to send a swimsuit and towel with your child.**

Computer Lab & Tablet Rules

As a participant in our childcare programming, your child will have access to the internet. Access is always monitored by childcare staff and all computers and tablets have filters to block unsafe material. Any child found to be non-compliant will not be permitted to use this resource.

- ◆ The ASP staff will go over internet safety and use of the computer/tablet.
- ◆ Children must complete the internet safety program in order to have access to the internet.
- ◆ All computers/tablets have limited sites available to the children for safety reasons.
- ◆ Due to some of the programming offered, children may be required to answer surveys and/or questionnaires to help assist the AYCC with grant 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 in the computer lab.
- ◆ Appropriate behavior will be required.

Kid Fit

The AYCC offers a free fitness class to childcare participants by a Certified Wellness Instructor. Children will receive information on day to day health and nutrition choices. They will receive an introduction to fitness equipment and continuing their fitness journey with the use of equipment and everyday items. Parent/Guardian permission is required to participate.

Additional Information

Adventure Playland / Climbing Wall / Gronk Zone

- ◆ No food or drinks are allowed on equipment.
- ◆ Rough housing, fighting, wrestling and physical violence is not tolerated.
- ◆ NO RUNNING.
- ◆ No going behind the equipment.
- ◆ Should an inflatable begin losing air, the equipment MUST be exited immediately.
- ◆ Use all equipment appropriately.
- ◆ Use slide appropriately; bottom down, feet first. No jumping, no going head first, and no climbing up the slide or the sides. Only the ladder is to be used for climbing.
- ◆ The obstacle course is one-way only, beginning with the back of the course. No bouncing in the tunnel and no stopping in the middle.
- ◆ No climbing on the sides of any equipment.
- ◆ Socks are required for bounce houses and socks and sneakers are required for the Climbing Wall and Gronk Zone use.
- ◆ Harnesses must be worn appropriately for Climbing Wall usage.

These rules are for everyone's safety while in Adventure Playland and the Gronk Zone.

Staff are fully trained on safely operating the Climbing Wall.

Packing List

- ◆ Water bottle, labeled with child's name
- ◆ Additional snacks as desired (no nut products)
- ◆ Weather appropriate gear - outside activities take place year round
- ◆ Socks & sneakers for physical activities
- ◆ Swim suit & towels on Mondays, Wednesdays & Fridays

After School Program at the AYCC

Boys & Girls Clubs and YMCA of Greater Waterville at the Alford Youth & Community Center (AYCC)

126 North Street, Waterville

P: 207-873-0684 F: 207-861-8016

clubaycc.org facebook.com/clubaycc facebook.com/aycc.childcare

Chrissy Johnson

DJ Adams

Izzy Bailey

Child & Youth Development Director

Childcare Coordinator

Youth Advancement Coordinator

cjohnson@clubaycc.org

dadams@clubaycc.org

ibailey@clubaycc.org

