



After School Programs

2023-2024 School Year

Program Locations

- Alfond Youth & Community Center, Waterville
- Atwood Primary, Oakland
- Benton Elementary, Benton
- China Primary, China
- Mill Stream Elementary, Norridgewock

- Students from Waterville, Winslow, RSU18, and MSAD49 may attend the Waterville location.
- Children enrolling at our satellite locations must attend the school to participate in the childcare program.
- Completed registration form is required each school year.
- Space is limited.

Childcare Programs
 Licensed through
 the State of Maine,
 Department of
 Health & Human
 Services

- After School Programs for children ages 5-12*
**Norridgewock accepts ages 4-12*
- Counselor in Training programs for ages 13-15

Welcome to the AYCC's After School Program Handbook!

At the AYCC, we are committed to providing a safe, nurturing, and enriching environment for your children beyond school hours. Our program is designed to support working parents and guardians by offering a stimulating and fun-filled extension of their educational experience. This handbook has been created to give you a comprehensive understanding of our program, policies, and procedures.

Program Highlights:

- **Experienced and Caring Staff:** Our dedicated team of experienced educators and childcare professionals is passionate about creating a positive and supportive environment for your child's growth and development.
- **Balanced Curriculum:** We offer a well-rounded curriculum that includes a mix of educational, recreational, and creative activities. These activities are designed to encourage curiosity, critical thinking, and imaginative play.
- **Homework Support:** Our staff provides homework assistance to help students with their school assignments, promoting a sense of responsibility and academic achievement.
- **Enrichment Activities:** We offer a wide range of enrichment activities that allow children to explore various interests and talents. These may include arts and crafts, sports, music, dance, and more. Additionally, children are empowered to understand and manage their emotions effectively, develop empathy towards others, and cultivate strong interpersonal skills that will serve them well throughout their lives.
- **Nutritious Snacks:** We provide daily snacks that are nutritious and delicious, ensuring your child has the energy to engage in our activities.
- **Safe and Secure Environment:** Your child's safety is our top priority. Our facilities are equipped with modern safety measures, and all staff members undergo thorough background checks.

Program Schedule: Our programs run in the afternoons on regular school days. We also offer extended care options for early release days, some snow days, and school vacations.

Registration and Fees: Information regarding registration procedures, program fees, and payment schedules can be found in the Registration section of this handbook. We strive to make our program accessible to all families and offer various payment options.

Behavioral Expectations: We believe in promoting a positive and respectful atmosphere where all children can thrive. Our policies outline our approach to discipline and encourages open communication with parents/guardians to address any behavioral concerns constructively.

Communication: Open and clear communication is essential for the success of our program. In this section, you'll find information on how we stay in touch with parents/guardians, including newsletters, parent-teacher conferences, and online communication platforms.

Health and Safety: We take every precaution to maintain a healthy and safe environment for all participants. These policies provide details on illness, medications, emergency procedures, and allergy management.

We hope this handbook provides you with a comprehensive understanding of our After School Programs. We look forward to partnering with you in supporting your child's growth and development during their time with us. If you have any questions or require further information, please don't hesitate to contact us.

Thank you for entrusting your child to our care.

Sincerely,
DJ Adams,
After School Program Director

Meet our Senior Staff:

DJ Adams, After School Program Director

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 several years ago. DJ lives in Waterville with her husband, and three young girls, Bellah Caroline, and Cece.

Landon Bailey, Assistant ASP Director (Waterville)

lknittweis@clubaycc.org / 207-873-0684

Landon is in his second year as a dedicated staff member of the AYCC. His formal education is in Recreation and Tourism management with a concentration in natural resources from the University of Maine at Machias. Landon has spent much of his professional life working in the fields of recreation. His experiences have included multiple stints as a program director at a number of accredited summer camps, as well as a program specialist with a number of different after school and recreation services throughout the state of Maine. In addition to his mixed bag of recreational experiences, Landon has also honed his classroom management skills as a BHP, Ed Tech, and long-term Substitute teacher in the education sector. When not working with kids Landon has spent time investing in conservation and land stewardship work, with both state and nonprofit agencies. In his free time, Landon enjoys gardening and foraging with his wife Izzy, and long walks with his three dogs through the woods.

April Taylor, Site Coordinator (Atwood Primary)

ataylor@clubaycc.org / 207-649-8151

April grew up in nearby Augusta and originally pursued a career in nursing. At the age of 21, she found a different path and became a foster parent, which she enjoyed for many years. During that time, she worked for Southern Kennebec Child Development Center where she received her Child Development Associate (CDA) credentials. She has worked with children of all ages for over 25 years and has been with the AYCC for ten years. April resides in Oakland and has six children, and six grandchildren.

Amy Davis, Site Coordinator (Benton Elementary)

adavis@clubaycc.org / 207-660-1600

Amy was born and raised in Skowhegan, Maine and attended college for behavioral health, having worked in the behavioral health field for 20 years. In 2020, Amy found her passion working with children in a Pre-K setting. Amy has two cats, Buddy and Gizmo and loves crafting, playing video games, and being outside in nature.

Chelsea Maddox, Site Coordinator (China Primary)

cmaddox@clubaycc.org / 207-660-2545

Chelsea has a passion for kids programming. Having been a part of everything from summer camps to theater groups, art classes, and tutoring programs. She is looking forward to sharing her enthusiasm for childhood entertainment with the program. She has two cats, Aurora and Luna, and loves to read and create art. She grew up taking part in YMCA programming in Georgia, and still enjoys soccer, tennis, and swimming, even as a "grown up". Chelsea joined the AYCC team a few years back, as Childcare Site Coordinator for Fairfield and now our China location.

Kyla Roper, Site Coordinator (Mill Stream Elem., Norridgewock)

kroper@clubaycc.org / 207-649-0240

Kyla joined the team in 2023 after working as a Preschool Lead Teacher in Richardson, Texas from 2016-2020. She moved to Maine with her family in 2021, and has two sons that attend area schools. She enjoys spending time with her family and enjoying Maine's natural beauty.

AYCC Holidays Observed

The Alfond Youth & Community Center & childcare programs are CLOSED on the following HOLIDAYS:
Labor Day - Mon, Sept 4
Thanksgiving Day (and day after) - Thurs & Fri, Nov 23 & 24
Monday, December 25 & Tuesday, December 26
Memorial Day - Mon, May 27

Vacations & Other No School Days

Vacation Camps are offered at an additional cost. Information and registration forms are available at the Welcome Center, online at www.clubaycc.org/childcare and at each location. Registration must be completed with the AYCC’s Welcome Center and cannot be accepted by any other location.

Children must be escorted into the building and signed into the program. 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 programs MAY BE open for snow days, depending on the severity of the storm and the number of youth scheduled to attend. Childcare Coordinators will evaluate the need in advance where possible and communicate through Facebook pages and other childcare communication tools.

Early Release Days - When area schools have an early release, the After School Program will open at the early release time for each school/location. Waterville will open at 12:00 pm.

In Service Days - Program hours are 7:00am-6:00pm for Waterville and 7:00 am-5:30 pm for satellite locations. The Waterville location will observe area school in-service days when one or more (Waterville, Winslow, MSAD49, or RSU18) offers an in-service day. There is no additional cost as long as the day falls on the child’s original childcare schedule.

Schedules & Absence Policy

At our Waterville location, we offer only a weekly option, all other satellite locations offer both weekly and daily options. A specific schedule must be chosen at registration, paid for weekly, and followed consistently. If the child does not attend the program in a consistent manner, we will reach out to parents/guardians to see if there is a schedule change. If a child’s schedule needs to be adjusted moving forward, the family must communicate with the Childcare Coordinator 2 weeks in advance to change the agreed upon schedule.

Payments are due and are non-refundable for days/weeks when a child does not attend for any reason. Children attending satellite locations may add additional days to a schedule as needed, which adds additional fees, but additional days cannot replace or be swapped for regularly scheduled days.

PAYMENT POLICY

1. Payments are due in full on Sundays before the upcoming week of service. See example calendar at the right.

a. Payments not received on Sundays in advance will incur a \$10.00 late payment fee and could result in the loss of space in the childcare program.

b. Late fees must be paid prior to attendance.

c. If your child is sent to the program from the bus without payment, then the parent will be called to make an immediate payment and/or immediate child pick-up.

2. Payments may be made in cash, check (payable to AYCC), credit/debit.

a. Payments are accepted via phone (207-873-0684), in person at the AYCC, or online (scan QR code at right with device camera)

b. Payments may be auto-scheduled from a bank or credit card account. Additional paperwork (page 22) is required and written notice for any changes must be provided in writing 14 days prior to the next billing cycle.

c. Payments declined or returned for non-sufficient funds (NSF) will incur an additional fee between \$10.00-\$30.00 per instance and must be paid immediately in addition to the total of the original fee that was returned. Personal checks and auto-scheduled payments will no longer be accepted after 2 instances of returns.

3. Under all circumstances, a paid two-week notice is required for removing the child from any of our childcare programs.

4. Aspire cards are not accepted at the AYCC. Direct withdrawal is required to use Aspire for all AYCC childcare programs.

5. Those receiving third party assistance (i.e. State of Maine, etc.) are required to speak with AYCC Registrar & Billing Specialist, Danielle Bragg prior to the child's attendance for any program. Danielle can be reached at 207-873-0684 x 787 or email programbilling@clubaycc.org

September 2023		
Sunday	Monday	Tuesday
27 Payment Due for Aug 30-Sept 1	28	29
3 Payment Due for Sept 5-8	4 LABOR DAY ALL LOCATIONS CLOSED	5
10 Payment Due for Sept 11-15	11	12
17 Payment Due for Sept 18-22	18	19
24 Payment Due for Sept 25-29	25	26



REFUND POLICY

- Children dismissed from any of our childcare programs will not receive any refund/credit and are not eligible to switch to another AYCC location.
- No refunds are available for partial attendance of a week.
- Families may add additional days to their child's schedule, but added days cannot replace or be swapped for originally scheduled days.
- To remove a child from a week of care, the Childcare Coordinator must receive 2 weeks advance notice. If a two week notice is not provided, the family will be held responsible for a two week paid notice.
- Under all circumstances, a paid two-week notice is required for removing the child from any of our childcare programs.
- Financial assistance is always issued for upcoming weeks of service and refunds for previously full-paid weeks will not be honored for previous weeks. (Waterville location only)

Childcare Fees

Fees	Location Availability
\$14.50/day, per child	Atwood (Oakland), Benton, China, Mill Stream (Norridgewock)
\$72.50/week, per child	All Locations
\$10.00/week, per child	All Locations - Late payment fee (if not paid on Sunday before attending)
\$5.00/15-minute increments, per family	All Locations - Late pick-up fee for each 15 minute increment that the child/children are picked up late from the program.

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.

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. Families attending the Waterville ASP location that have been denied State Childcare Assistance programs are welcome to apply for the **AYCC’s Financial Assistance Program**. This application is included in our registration packet. Proof of household income is required to accompany the registration form.

Payment Options		Childcare Sites are not able to take childcare payments.			
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	
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 and paperwork is required. For assistance, please call our Welcome Center at 207-873-0684 or email programbilling@clubaycc.org

To access the online account, please visit the link below or scan the QR code at the right with your camera.

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



Childcare Assistance from a Third Party i.e. State of Maine, etc.

****IMPORTANT****

- It is the parent/guardian’s responsibility to report any absences to the Childcare Site Coordinator for the program the child attends. These are considered excused absences and each child is allowed a limited amount of absences.
- Those utilizing third party funding for childcare must have a minimum attendance of 6 hours per week after school. During school vacations, children must have minimum attendance of 30 hours.
- Any absence not reported to Childcare Site Coordinators would be considered unexcused, and must be reported to CCSP. This may result in a change or loss of third party funding.
- As of September 30, 2023 CCSP's Parent Fee Waiver (for qualifying households) and Enrollment vs Attendance Billing under the American Rescue Plan Act (ARPA) will end. Parent's will be responsible for their weekly parent fee assessed by CCSP. In addition, youth will need to attend a minimum of 6 hours per week. Families will be responsible for any fees not covered in the event of unexcused absences reported to CCSP.

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 DHHS office FMI.

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/support-for-families/child-care/paying-for-child-care>
2. Call (207) 624-7999 or 1-877-680-5866; or
3. Visit your local DHHS office for more information.

If you have already been denied for these services in the last three months, please submit a denial letter along with your childcare registration.

Please also contact:

Family Size	Weekly Income
1	\$840.76
2	\$1099.46
3	\$1358.16
4	\$1616.86
5	\$1875.56
6	\$2134.25
7	\$2182.76
8	\$2231.27
9	\$2279.77
10	\$2328.28

(please note this chart changes annually)

Program Description

The Alfond Youth & Community Center’s childcare programs provide children in Kennebec and Somerset counties, 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 16 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 all staff are required to have a background check for employment at the AYCC.

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 (listed by location)

Satellite Locations		
<p>Arts Program</p> <p>Our arts program offers participants the opportunity to express their creativity and individuality with age appropriate activities in several different mediums.</p>	<p>Active Play</p> <p>Our location utilizes the school’s gymnasium, outdoor areas, and playgrounds. Children have supervised rotations in these areas each week. Children should bring weather appropriate items each day.</p>	<p>Homework Assist</p> <p>Our staff is able to assist children with homework after school each day.</p>
<p>Library Time</p> <p>Children will have the opportunity to use the school’s library while in the program.</p>	<p>Clubs</p> <p>Each location offers a variety of club activities during the year. Details and schedules will be published and communicated to families.</p>	

Waterville		
<p>Discovery Zone</p> <p>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>Open Swim</p> <p>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</p> <p>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 myfuture.net</p>
<p>Mentoring</p> <p>The AYCC offers multiple mentoring program options for youth. Speak to one of the childcare supervisors for assistance.</p> <ul style="list-style-type: none"> -Big Brothers, Big Sisters -AYCC Mentoring - AmpUp -Group Mentors 	<p>Active Play</p> <p>Play areas include the Adventure Playland (bounce houses) & Climbing Wall as well as our Gronk Fitness Zone. This location also features three gymnasiums, outdoor areas, and playgrounds. Children have supervised rotations in these areas each week. Children should bring weather appropriate items, in addition to socks & sneakers each day.</p>	<p>Arts Program</p> <p>Our arts program offers participants the opportunity to express their creativity and individuality with age appropriate activities in several different mediums.</p>
<p>Bee Hives - Our gardens and greenhouse have added another element of natural education to include bee hives. The children will be given the opportunity to participate in bee care, processing, and life cycle exploration. The AYCC has purchased several bee uniforms that will aid in protecting the staff and children from stings. The hives will be located at the community gardens across the street to further minimize the risks to children within our program.</p> <p>Any child who has documentation expressing an allergy to any bee species will not be eligible for participation unless granted written permission by parents. Parents must also supply a non-expired Epi-pen for child with an allergy to participate.</p>		
<p>KVCAP Transportation (Waterville students only)</p> <p>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</p> <p>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 Greenhouse to Your House Weekend Meal Program.</p>		
<p>Lessons</p> <p>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 walk 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 each day. 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.

Greenhouse to Your House Weekend Meal Program

The AYCC Kid's Kitchen, through generous sponsors, provides backpacks full of nutritious snacks/meal items to youth in our Waterville program. 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 Coatroom.

Federal

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

(Federal statement updated 5/18/2022)

State of Maine

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

AYCC Childcare Policies

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 5:30 pm for satellite locations and 6:00 pm for Waterville), a **late fee** of \$5.00 will be charged for every 15 minute interval after the closing time for each program. 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 (Waterville students only) 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.

Waterville 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. Exterior signage will be posted in case of inclement weather and a Facebook message will also be posted.

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.

Satellite Location Pick-Up

Pick-up will occur at the main door to the school, by the office. Please call the program phone number when you arrive so that we can have your child pack their belongings. Please see the back page of this packet for each location's phone number.

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.

AYCC Childcare Policies Continued

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.

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 and/or neglect. Identifying information shared in this required report are kept strictly confidential.

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.

AYCC Childcare Policies Continued

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.

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. This is a requirement by the State of Maine, Department of Health & Human Services.

AYCC Childcare Policies Continued

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

AYCC Childcare Policies Continued

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 Waterville location for childcare after school. Children are the responsibility of the appropriate school department until they are dropped off at one of our childcare programs for care. Parents/Guardians are responsible for pick-up by the program's closing time (5:30 pm for satellite locations & 6:00 pm for Waterville). Parents/Guardians are also responsible for communication with their school regarding any bussing changes.

Waterville Students KVCAP Van Transportation

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

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. We comply with a 13:1 ratio with a max capacity of children enrolled for each site.

Emergency & Fire Drill Procedures

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.

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 behavioral 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 24 hours.

AYCC Childcare Policies Continued

Waterville 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. A certified Lifeguard and After School Program Staff Member is present to supervise all water activities

- ◆ 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.**

Waterville 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.

All Locations - 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. Signed contracts are required for all students.
- ◆ 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.

AYCC Childcare Policies Continued

Waterville 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.

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.**

Personal Electronic Device Policy - To assure all aspects of child safety while at the AYCC afterschool programs, personally owned electronic devices may not be used by youth. This includes cell phones, iPads, apple watches, Bluetooth headphones, etc., unless specifically identified as needing one through a youth support plan. Youth are expected to participate in planned program activities; playing on the playground, doing arts and crafts, reading, playing board games, competing in gym games, or conversing with peers and staff during the childcare hours.

For satellite locations - at times, participants may have access to the school's or the AYCC's devices, which would be supervised and monitored by program staff.

Packing List for All Childcare Programs

- ◆ 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 (Waterville)

After School Programs

owned & operated by the:

Boys & Girls Clubs and YMCA of Greater Waterville

at the Alfond Youth & Community Center (AYCC)

126 North Street, Waterville

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

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ALFOND YOUTH & COMMUNITY CENTER

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