



ALFOND YOUTH & COMMUNITY CENTER



CAMP TRACY - DAY CAMP
HANDBOOK



Camp Tracy is operated by the Boys & Girls Clubs and YMCA of Greater Waterville at the Alford Youth & Community Center

AYCC Mission Statement

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

Camp Outcomes & Goals

The AYCC is proud to offer many outdoor camp options this summer. Summer camp provides youth with the opportunity to be active and explore the world around them. Here are just a few of the reasons that we offer summer camps:

- Keep youth active
- Furthers learning and development
- Encourages socialization & building friendships
- Create lifetime memories



Meet our Senior Staff:

Abbie Charrier, Senior Director, Youth Programs Director

Abbie graduated Cum Laude from Thomas College with her Bachelors of Science in Sport Management. At Thomas she played Field Hockey, was a three year captain for the Terriers and was named to the NFHCA Division III National Academic Squad three times. She received her Masters of Business Administration with a focus in Athletic Administration from Southern New Hampshire University. She has coached for Waterville High School Varsity Field Hockey since 2018. Abbie grew up in coastal Maine, attending adventure and sports camps. She has years of experience coaching at field hockey camps and clinics and is currently coaching at Waterville Senior High School. Abbie joined the AYCC team in March, 2017 and became Camp Director in the Fall of 2019 and most recently was promoted to Youth Programs Director for the AYCC. She resides in Oakland and is a proud mom to cat, Rosie and dog, Murphy.

Pat Kearns, Camp Director

Patrick is originally from Hampden, Maine, but attended Emerson College in Boston before beginning his career at the YMCA of Greater Boston. After working in Aquatics for nearly 10 years, he was hired as the Aquatics Director at the East Boston YMCA, where he developed innovative programs, such as Spanish-taught swim lessons and a Ladies' Night program designed for Muslim women. Now, he works as the Camp Director for the Alford Youth & Community Center! In his childhood, Patrick was a Boy Scout, and has a deep appreciation for camping in Maine. Now, he feels blessed to get to share that passion with the AYCC family!

Drop Off

Please plan to drop your child off during the designated drop off times.

- Between 7:00-8:00 am at Camp Tracy
- Between 7:30-8:00 am at the Alfond Youth & Community Center (AYCC) for the bus (additional fee)

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 speak to the director or senior staff member.

Pickup times are listed below:

Day Camp: 4:00-5:15pm each day

If a child is picked-up late (after 5:15 pm), a late fee of \$5.00 will be charged for every 15 minute interval after 5:15 pm. The late fee must be paid before the child will be allowed to return to the program. Multiple occurrences of non-payment and/or non-compliance with our pick-up schedule could result in an increase in late fees at the Director's discretion or termination of services.

If you wish to have a taxi transport your child, please contact one of the directors. Additionally, 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.

To arrange late drop-off or early pickup: Please email camps@clubaycc.org ahead of time, or call (207) 313-3413



Camp Tracy (Day Camp) Bus Guidelines

If you have registered for the Camp Tracy Bus shuttle from the Alfond Youth & Community Center, please refer to the guidelines below:

Morning Drop-Off: Campers get dropped off at the bus between 7:45-8:00 am. The bus will leave no later than 8:00. Please check your camper in with a staff person at the bus (campers take bus based on last name, each bus is labeled accordingly).

Afternoon Pick-Up: Campers get picked up from the bus between 4:15 pm & 4:30 pm. A photo ID will be required for pick-up. If your child will not be taking the bus from the Camp to the AYCC: Please give staff a note at drop off or call Camp Tracy before 1:00 pm.

If you are late picking your child up:

Picking up later than 4:30 pm will result in a late fee that must be paid before the camper can return to the program. If you arrive after 4:30 pm you must pick up your child inside the AYCC.

Rules for Camp Tracy Bus (for all passengers and field trips):

1. Campers must sit on their bottoms with your eyes forward and hands to themselves.
2. Campers are expected to listen to staff members and remain quiet during role- call.
3. No eating or drinking on the bus
4. Even when the bus has stopped, campers must stay seated until a staff member says that they can get up.

Personal Item Guidelines

Please see the packing lists below for the relevant program.

PRO-TIP: WRITE YOUR CAMPERS NAME ON EVERYTHING

Things go missing at camp for a variety of reasons. It is much easier for us to return lost items to their rightful owners if the items have names written on them. If an specific article of clothing, or personal equipment is important to you or your camper, please label it with your camper's name.

Day Camp Packing List

- Water bottle
- Sunscreen
- Hat or sunglasses
- Swim-suit
- Towel
- Close-toed shoes
- Sweatshirt or raincoat
- Extra socks
- Bag or backpack
- Medications (if needed)

Items NOT ALLOWED at Camp:

Camp Tracy & New England Sports Camps have a no cell phone policy. Camp is an opportunity for kids to disconnect from the internet and re-connect with themselves. Please do not send your child to camp with a cell phone or other internet capable device.

Any digital devices discovered at camp will be confiscated and returned at the end of the program. There is a camp phone in the main office for campers who need to call home.

Additionally:

- Items promoting alcohol, cigarettes, vaping, marijuana or other inappropriate items will NOT be tolerated at camp
- Firearms of any kind shall never be brought onto camp property. This includes any firearms stored in a visitor's personal vehicle. Please ensure a safe environment for our campers by removing any firearms from your vehicle before arriving at camp.



Dropping off Medications at Camp

Many of our campers take prescription and non-prescription medications throughout their time at camp. We have on-site medical staff who administer these medications at the appropriate times throughout the day.

All medications are stored in a locked container until they are administered.

The only exceptions are inhalers and EpiPens, which may travel around with the camper if necessary.

When dropping off medications, please follow these guidelines:

1. Label the medicine container with your camper's name & dosage.
2. Only send enough medicine for your camper's time at camp.
 - a. Do not send full bottles.
3. List medications on all registration health forms, both online and on-paper
4. Upon drop-off, please give the medications to the on-site medical personnel, and sign any necessary medical intake forms.

Contact Information

In the event of an emergency, illness, or injury involving your camper, you will be personally notified via the phone number listed in your registration information.

Emails, Daxko alerts, and social media posts will be used for non-emergent mass-communication updates.

How to Get In-Touch with Us:

Camp Cell Phone: 207-313-3413

Camp Tracy Office Phone: 207-716-1035

Alfond Youth & Community Center: 207-873-0684 Email: camps@clubaycc.org

Follow Us on Social Media for Program Updates and Fun Photos!

- Facebook: <https://www.facebook.com/CampTracy1968/>
- Instagram: @camp.tracy.aycc

Camp Tracy Program Activities

| Area | Description |
|--------------------------------------|---|
| Archery | Supervised archery practice facilitated by a certified archery instructor. We have equipment for all age ranges, so that any camper can participate! |
| Arts & Crafts | Daily arts and crafts activities designed to match the weekly theme! Plus, campers get to tie-dye a Camp Tracy t-shirt! |
| Athletics | Field games and organized sporting activities, often based on the weekly theme! |
| Leader-in-Training (LIT) Field Trips | For our oldest age group, our Leaders-in-Training (LITs), there will be a weekly field trip to a local attraction! |
| Outdoor Education | Campers learn about nature, the environment, sustainability, and practice basic wilderness skills. |
| Ropes Course | There are many high and low ropes course offerings, facilitated by certified staff. We have a variety of elements that vary in difficulty, so that all ages and comfort levels can be served. |
| Theater | Campers perform one-act plays, improvisational and teamwork activities, and learn the basics of stage directions. |
| Waterfront | Swimming and waterfront games, facilitated by staff and supervised by certified lifeguards. See our swim-test details for more information on the different swim zones. |

Camp Tracy 2024 Details

\$285.00/week, per child

Affordable Access Program (formerly Financial Aid) is available.

A deposit of \$30.00 per week, per child required regardless of any assistance program.

The deposit is included in the full weekly cost of camp.

****July 1-3 (closed July 4) \$169.00**

****July 5 \$56.00**

Bus Transportation to and from AYCC \$30.00/week, per child

AM & PM care costs are included.

| Themes & Dates | | |
|---|---|---|
| June 17-21 - Wacky Week | July 8-12 - Myths & Legends | July 29-August 2 - Camp Tracy's Got Talent |
| June 24-28 - Heroes & Villains | July 15-19 - Around the World | August 5-9 - Treasure Hunt |
| July 1-5 - Camp Tracy CLOSED | July 22-26 - Camp Tracy Olympics | August 12-16 - Spirit Week |

Payment Policy

1. Payments are due in full on Sundays two weeks in advance of the child's attendance for each week of service
 - a. Payments not received 2 weeks in advance will incur a \$10.00 late payment fee and could result in the loss of space at camp.
 - 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.
 - d. Camp Tracy requires a deposit of \$30.00/week to hold the child's spot.
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 with device camera)
 - b. Payments may be auto-scheduled from a bank or credit card account. Additional paperwork (page 15) 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- \$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.



Refund Policy

- Children dismissed from Summer Enrichment Program or Day Camp Tracy will not receive any refund/credit and are not eligible to switch to another AYCC camp.
- No refunds are available for partial attendance of a week. The AYCC does not offer daily payment options.
- To remove a child from a week/session of camp, the Camp Director 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.
- Refunds requested prior to June 1 will receive full refunds or AYCC account credits.
- Refunds requested between June 1 and two weeks prior to attendance date will receive a full refund, less the deposit.
- Financial assistance is always issued for upcoming weeks of service and refunds for previously full-paid weeks will not be honored for previous weeks.

I have read and acknowledge understanding of the above Payment and Refund Policies for the Summer Enrichment Program and Day Camp Tracy. I agree to abide by these policies.

Questions:

Registrar & Billing Specialist, **Danielle Bragg** at programbilling@clubaycc.org 207-873-0684 x787

Asst. Childcare Director, **Landon Knittweis** at lknittweis@clubaycc.org or 207-873-0684 x205

| Payment Options Please use the following options. | | | | | |
|---|------|-------|--------------|-----|----------------------|
| Locations | Cash | Check | Credit/Debit | EFT | *Automatic Payments |
| Welcome Center at the AYCC - 126 North Street, Waterville | X | X | X | X | *Credit/Debit or EFT |
| Phone - 207-873-0684 | | | X | | *Credit/Debit or EFT |
| Online | | | X | X | Credit/Debit or EFT |

***Authorization for Automatic Withdrawal of Summer Camp Payments to the AYCC**

This feature is super helpful to busy families and can be set up during the registration process online for Camp Tracy. For SEP or paper registrations, please complete the Auto Scheduled Payment Form located in the back of the camp registration form (page 15).

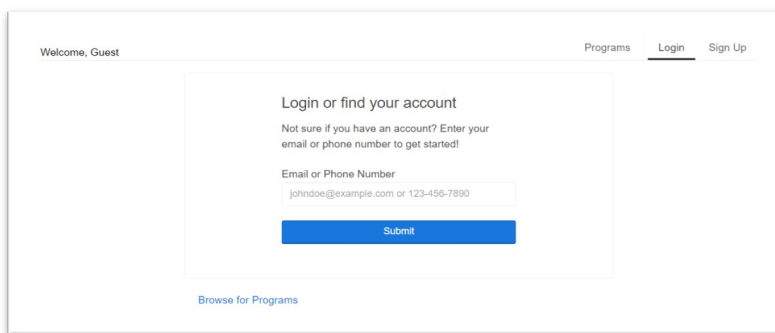
If you have issues or questions, please contact one of us and we would be happy to assist you.

FMI: Danielle Bragg, Registrar & Billing Specialist at 207-873-0684 x787 or email programbilling@clubaycc.org

Online 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 camp 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 the Welcome Center at 207-873-0684



<https://bit.ly/ayccaccountaccess>

Affordable Access Program Formerly Financial Assistance

The AYCC prides itself on working with ALL families to provide the most affordable options for those who need it most.

All families are welcome to apply for the **AYCC’s Affordable Access Program**. This application is included in our registration packet. Proof of monthly household income is required.

Childcare Food Program

Nutritious Meals & Snacks

Our AYCC Kitchen Staff provides breakfast, two snacks, and lunch options daily for campers. We follow the USDA School Food Nutrition Guidelines.

Families may send their child with a lunch and/or snacks if they prefer. Peanut or nut products are prohibited and the AYCC is unable to refrigerate or microwave items at either location.

Our food program is mainly funded through state and federal grants and as such, we may require families to complete the U.S. Department of Agriculture's Child and Adult Care Food Program application. 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.

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, audiotape, 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.

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.

Child Abuse & Neglect Policy

The Alfond Youth & Community Center's childcare and camp 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 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 24

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. We also file a report with DHHS as part of the mandated reporter requirements.

Confidentiality Policy

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

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 Waterville Public Schools policy on bullying.

Alfond Youth & Community Center Bullying Policy

It is the intent of the Alfond Youth & Community Center to provide all youth with a welcoming, 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

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.

Children's Rights

Children receiving care from child care facilities have the following rights.

- Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
- 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.
- Each child has a right to an environment that meets the health and safety standards in this rule.
- Each child must be provided childcare services without discrimination to race, age, national origin, religion, disability, sex or family composition.
- 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.
- 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.
- Each Child has the right to developmentally appropriate activities, materials, and equipment.
- Children with disabilities have the right to reasonable modifications to child care facility policies and practices.

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 (i.e. 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.

Waterfront Procedures

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

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

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

Camp Tracy

Located on McGrath Pond Road, Oakland
207-313-3413



Pat Kearns, Camp Director camps@clubaycc.org

Registration & Financial Services

Register for Camp Tracy Online or in Person • Affordable Access Program
Online Services Assistance • Switch Schedules • Auto Payment Set-Up

Make Payments:

Via phone @ Welcome Center: **207-873-0684**

Online Payments: <https://bit.ly/ayccpaymybill>

or scan the code at the right.

Danielle Bragg Registrar & Billing Specialist

programbilling@clubaycc.org

207-873-0684 x787

