



ALFOND YOUTH & COMMUNITY CENTER



Summer Enrichment Program HANDBOOK



The Summer Enrichment Program is operated by the Boys & Girls Clubs and YMCA of Greater Waterville at the Alfond Youth & Community Center

BELONG BELIEVE ACHIEVE

Dear Parents/Guardians,

Thank you for choosing the Alfond Youth & Community Center's childcare programs to provide care for your child. We understand that you may have questions and we hope the Handbook provides you with the information to answer all of your questions.

Please feel free to speak with any of our Directors 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 facilities.



BELONG BELIEVE ACHIEVE

Meet our Senior Staff:

Chrissy Johnson, Senior Director, Child & Youth Development

Chrissy moved to Maine with her family a few summers 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 20 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, After School Program Director

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 in 2018. DJ lives in Albion with her husband, and three daughters Bellah, Caroline, and Cecelia. Dj enjoys working with the youth in the area and in her spare time, she enjoys cooking and exploring Maine with her family.

Landon Knittweis, Assistant After School Program Director

Landon Knittweis is a lifelong Mainer who moved to the Waterville area several years ago with his partner. Landon did his Bachelors studies at University of Maine at Machias where he majored in Environmental Recreation with a focus in Natural Resources. Landon has been providing programming opportunities for school aged children (and beyond) for over 15 years, working in after school programming, summer camps, and within the education system. Landon Joined the team in ASP this past summer as the Discovery Room Teacher, but has recently accepted the role of Assistant ASP Director, where he hopes to continue having a positive impact on the club through this new leadership opportunity. Landon has a passion for place-based learning and strives to help kids at the AYCC feel a connection to not only this club, but to their place here in the state of Maine. In his free time Landon enjoys spending time with family, gardening, and long walks in the woods with his three dogs Charlie, Lupine, and Ruby!

Summer Enrichment Program Weeks & Themes 2024

| <p style="text-align: center;">Summer Enrichment Program Program Hours - Mon-Fri from 7:00am-5:30pm \$185.00/week \$148.00/week July 1-3 & 5 (closed July 4) The AYCC offers financial assistance through the Family Affordable Access Program. https://www.clubaycc.org/programs/licensed-childcare/summer-enrichment/</p> | |
|--|--|
| <p style="text-align: center;">Weeks, Themes & Dates</p> | |
| <p>June 24-28 - Mexico June 26 - Favorite Color Day</p> | <p>July 29-August 2 - Portugal July 31 - Sports Day</p> |
| <p>July 1-5 - Camp Tracy Week! Closed July 4. See below for details.</p> | <p>August 5-9 - India August 9 - Decades Dress Up Day</p> |
| <p>July 8-12 - Ecuador July 12 - Hat or Headband Day</p> | <p>August 12-16 - Japan August 16 - Crazy Hair Day</p> |
| <p>July 15-19 - Ghana July 17-Whacky Wednesday</p> | <p>August 19-23 - New Zealand August 21 - Team Color Day</p> |
| <p>July 22-26 - Greece July 24 - Fun Sock Day</p> | |

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 Childcare Payments to the AYCC**

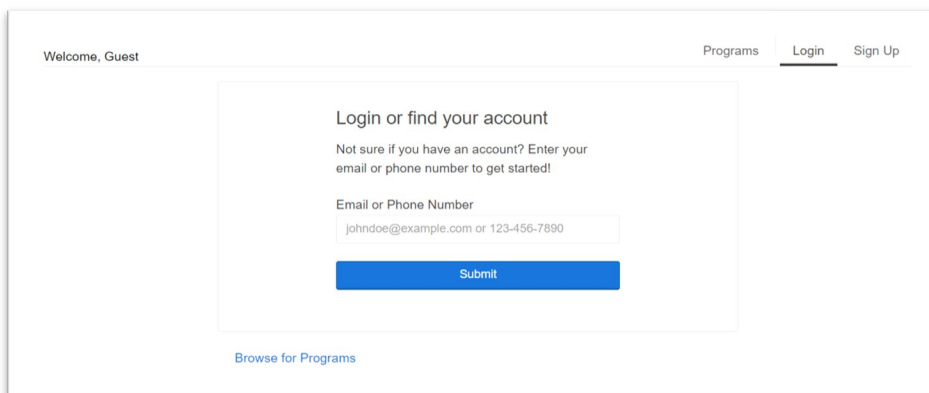
Please complete the Auto Scheduled Payment Form located in the back of the camp registration form. If you have issues or questions, please contact us and we would be happy to assist you.

Call 207-873-0684 x787 or email Danielle Bragg, Registrar & Billing Specialist at 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.

<https://bit.ly/ayccaccountaccess>



AYCC Affordable Access Program

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 Affordable Access Program**. This application is included in our registration packet and is required for registration to the program.

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

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 Affordability Program (CCAP) 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 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 Affordability Program.

Is your income at or below 85% of the State Median Income (SMI)?

| Family Size | Weekly Income |
|-------------|---------------|
| 1 | \$766.43 |
| 2 | \$1,002.25 |
| 3 | \$1,238.08 |
| 4 | \$1,473.90 |
| 5 | \$1,709.72 |
| 6 | \$1,945.55 |
| 7 | \$1,989.55 |
| 8 | \$2,033.98 |
| 9 | \$2,078.20 |
| 10 | \$2,122.40 |

(please note this chart changes annually)

There are three ways to apply for CCAP:

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.

If you have already been denied for these services in the last 3 months, please submit a denial letter along with your camp registration.

Danielle Bragg, Registrar & Billing Specialist
 Email programbilling@clubaycc.org
 Phone 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.

Those utilizing third party funding for camp must have a minimum attendance of 30 hours per week. Any absence not reported to Childcare Directors would be considered unexcused, and must be reported to CCAP. This may result in a change or loss of third party funding.

Program Description

The Alfond Youth & Community Center's camp programs provides community children the opportunity for safe childcare options. The AYCC provides quality care, nutritious snacks, youth mentoring, arts, athletics, and a variety of other activities to enrich the lives of our youth each day.

Counselor Qualifications & Training Policy

All Senior Counselors are required to be at least 18 years of age. SEP staff must have completed state required trainings and CT staff are also required to carry First Aid and CPR certifications. All AYCC staff are run through background checks and are fingerprinted per the State of Maine Department of Health and Human Services requirements.

Licensed Childcare Requirements

The Alfond Youth & Community Center's Summer Enrichment Program offers licensed childcare through the Maine Department of Health & Human Services and is limited to the number of children enrolled in the program. The Summer Enrichment Program follows the State of Maine's Department of Health & Human Services Guidelines.

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 at camp. We do not coordinate these services. If parents wish for staff to speak with personal care/aids, a release must be signed. Before attending the program, please contact After School Program Director, DJ Adams at dadams@clubaycc.org or by phone at 207-873-0684.

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

Activities & Amenities at the Summer Enrichment Program

| | |
|---------------------------------|---|
| Active Play | The Adventure Playland (bounce houses & structured play area), Climbing Wall, as well as our Gronk Fitness Zone are available to campers. The AYCC also features 2+ gymnasiums, outdoor areas, and playgrounds. Children have supervised rotations in these areas each week. Children should bring weather appropriate items each day. <i>Note: socks & sneakers are required for Adventure Playland use.</i> |
| Arts Program | Our arts program offers participants the opportunity to express their creativity and individuality with age appropriate activities in several different mediums. |
| Discovery Room | Our Discovery Room is a place for the children in SEP to explore all the elements of STEM, engaging in science-based activities, literacy activities and encouraging continued educational opportunities throughout the summer. |
| Fitness Classes | Using AYCC Wellness spaces, Certified Personal Trainers/Fitness Instructors will lead youth through various fitness classes and activities like Kid Fit, yoga, spin, and boxing |
| Mentoring | The AYCC offers multiple mentoring program options for youth. Speak to one of the supervisors for assistance. The following programs are offered: Counselor In Training (CIT), Torch Club, the AMP UP Youth Mentoring Program, and the Big Brothers Big Sisters Program. |
| Gardens & Greenhouse | 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 kit program during the school year. Our Youth Garden Club encourages youth to participate in planting, caring for, and harvesting veggies and flowers. |
| Open Swims | Open Swim is offered to campers in our indoor pools, as well as through the City of Waterville's Alfond Municipal Pool Complex. Certified Lifeguards are always on duty at any pool accessed by our programs. |
| Swim Lessons | We will offer weekly lessons for all youth one morning per week at the outdoor pool (Alfond Municipal Pool Complex) with their age group. The trained lifeguards and swim instructors will evaluate each child's swim level and provide group lessons to related levels. Sign up is required at the Coatroom for this activity and they are expected to participate weekly. If they choose not to participate, they will not be eligible for afternoon open swim. Swim lessons and water safety is very important to us and we are excited to offer this at no additional charge to our summer program youth. |
| Tech Lab | A closely monitored lab where child internet safety is priority. Children will have the opportunity to use an array of equipment and technology to explore games, media arts, and more. We have recently updated our tablets, started using our 3D printers, and have added VR headsets to our Tech Lab. |

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

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/ad-3027.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.
Updated February 15, 2023

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.

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 a director.

If a child is picked-up late (after 5:30pm), a **late fee** of \$5.00 will be charged for every 15 minute interval after 5:30pm. 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.

Curbside Pick-Up for Summer Enrichment Program

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 4:30-5:30pm. Hours and availability 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. Our Lost & Found items are donated at the beginning of each month.

Toys From Home

Members are asked to refrain from bringing personal items to camp 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, electronics and cell phones are not allowed in the ASP.**

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.

Sunscreen Policies

Please send your child to camp with sunscreen already applied each day. Counselors will assist campers in reapplying sunscreen from their backpack after lunch for outdoor pool and outdoor afternoon activities. Make sure to check the supply periodically for expiration date and to make sure there is enough.

Immunization Records Required (SEP only)

The State of Maine, Department of Health & Human Services guidelines for childcare programs across the State require every child's immunization records to be on file with the childcare program.

The State of Maine offers a website where you may search for records. Please visit:
<https://www.maine.gov/dhhs/forms/impact-immunization-record-request>

For more information, please reach out to: DJ Adams at dadams@clubaycc.org or 207-873-0684 x247

General Health Policy

Parents/guardians are required to make an immediate pick-up (within one hour of the call) 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 and fever free for 24 hours.

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.

Video Surveillance System Usage Policy & Procedures

The purpose of the AYCC video surveillance system is to help make the AYCC safer for visitors, members, and employees by providing surveillance of key public space areas to reduce crimes, 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.

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 Summer Enrichment 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 childcare 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, 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. If the parent/guardian is called to pick-up the child, pick-up must take place within the hour of the call. Continued occurrences resulting in three or more episodes in one week will result in temporary or 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 Alford 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.

Swimming Pool Procedures

The SEP offers a daily open swim option. 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.
- ◆ Periodic emergency drills are conducted and recorded. The children will learn what to do in case of an emergency (i.e. Fire, flood, etc.).
- ◆ **Please remember to send a swimsuit and towel with your child daily.**

Tech Lab Rules

As a participant in SEP, 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 SEP 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.

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. Socks & sneakers are required for the Climbing Wall and Gronk Zone use.
- ◆ Harnesses must be worn appropriately for Climbing Wall usage. Staff are fully trained on use.

What to Pack for Camp

Food/Beverages

- A **WATER BOTTLE** is essential for camp! Children will be able to refill their bottles often.
- Snacks are always welcome. Please do not pack any nut products. If your child is often hungry, we ask that you pack additional snacks for them.

Clothes & Shoes

It is suggested that campers wear a t-shirt/tank top, shorts, socks & sneakers. Send your child in clothing appropriate for the day's weather. Children will be kept inside during thunderstorms or severe rainy days.

- Sweatshirt or jacket for chilly or rainy days
- Socks & sneakers for Adventure Playland/Climbing Wall
- Sun protection - hats are essential
- Bathing suit & towel
- Extra change of clothes

Accessories

- Bug repellent
- Sunscreen - please apply sunscreen before sending your child each day. *Children must be able to re-apply sunscreen independently for additional re-application.*
- Prescription medications (parental permission slip required and must be in pharmacy-labeled container). All medications must be handed to the Coatroom staff or Director.
- Towel for swimming
- Hair elastic (for those with long hair)

ALL PERSONAL ITEMS SHOULD BE LABELED WITH THE CHILD'S FIRST & LAST NAME.

The AYCC and staff are not responsible for lost or stolen items.

We maintain lost & found for one month and then all items will be donated to a local charity.

Items NOT ALLOWED:

- Items promoting alcohol, cigarettes, marijuana or other inappropriate items will NOT be tolerated at camp
- Electronic devices such as handheld game systems, tablets, laptops, cell phones and smart watches are not permitted
- Personal toys must be left at home

Summer Enrichment Program at the AYCC

Boys & Girls Clubs and YMCA of Greater Waterville
at the Alford Youth & Community Center (AYCC)
126 North Street, Waterville 207-873-0684
www.clubaycc.org facebook.com/clubaycc

| | | |
|-------------------------|--|-------------------------|
| Chrissy Johnson | Senior Child & Youth Development Director | cjohnson@clubaycc.org |
| DJ Adams | After School Program Director | dadams@clubaycc.org |
| Landon Knittweis | Assistant After School Program Director | lknittweis@clubaycc.org |

Registration & Financial Services

*Register in person for SEP • Third Party Billing • Affordability Access Program
Online Services Assistance • Switch Schedules • Auto Payment Set-Up*

Payments:

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

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

Danielle Bragg Registrar & Billing Specialist

programbilling@clubaycc.org 207-873-0684 x787



BELONG BELIEVE ACHIEVE