



CAMP TRACY

Handbook



June 22-August 14

Camp Tracy, Oakland, ME

Contact Us 207-873-0684 | 207-313-3413
clubaycc.org/camps | camps@clubaycc.org



BELONG BELIEVE ACHIEVE

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:

- Keeps youth active
- Furthers learning and development
- Encourages socialization & building friendships
- Creates lifetime memories

MEET OUR SENIOR STAFF

Patrick Kearns *(he/him)*

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 Alfond 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!



Sam Terry *(they/he/she)*

Assistant Camp Director

Sam has been an employee at the AYCC for several years and now brings six years of camp experience, including four years leading the ropes course. They specialize in outdoor education and team-building experiences, and enjoy rock climbing in their free time.



DROP OFF

Please plan to drop your child off during the designated drop-off times:

- Between 7:00 and 8:00 am at Camp Tracy
- Between 7:30 and 8:00 am at the Alford Youth & Community Center (AYCC) for the bus.
Bus transportation is an additional fee for non-members.

PICK UP

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: 4:00-5:15 pm daily

If a child is picked up late (after 5:15 pm), a late fee of \$10.00 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

BUS TRANSPORTATION GUIDELINES

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

Morning Drop-Off: Campers get dropped off at the bus between 7:45 and 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 the bus based on last name, each bus is labeled accordingly).

Afternoon Pick-Up: Campers get picked up from the bus between 4:15 pm and 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.

New for 2026 - Bus transportation is included for Members, and \$40/child per week for non-members.

BUS TRANSPORTATION GUIDELINES CONT.

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 their 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.



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.
3. Do not send full bottles.
4. List medications on all registration health forms, both online and on paper.
5. Upon drop-off, please give the medications to the on-site medical personnel and sign any necessary medical intake forms.

CONTACT US

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 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

[Facebook.com/camptracy1968](https://www.facebook.com/camptracy1968) | [Instagram.com/camp.tracy.aycc](https://www.instagram.com/camp.tracy.aycc)



PROGRAMS & 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.

PROGRAM DETAILS

- \$300.00/week, per child
- [Affordable Access Program](#) (formerly Financial Aid) is available
- A deposit of \$30.00 per week, per child is required regardless of any assistance program. The deposit is included in the full weekly cost of camp.
- Bus Transportation to and from AYCC
 - Members - no additional fee
 - Non-Member bus transportation is \$40.00/week, per child
- AM & PM Care costs are included.

WEEKS & THEMES

June 22-26 - Time Travel	July 13-17 - Fairy Tales	August 3-7 - Movie Magic
June 29-July 3 - Holiday Wk	July 20-24 - Treasure Hunt	August 10-14 - Color Clash
July 6-10 - Heroes & Villains	July 27-31 - Camp Tracy's Got Talent	

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 before attending
 - 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 is required. Notice for any changes must be provided in writing 14 days before 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.
3. Aspire cards are not accepted at the AYCC. Direct withdrawal is required to use Aspire for all AYCC childcare and camp programs.
4. Those receiving third-party assistance (i.e., State of Maine, etc.) are required to speak with our billing team before the child's attendance in any program. They can be reached at 207-873-0684 or by emailing camps@clubaycc.org.



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 before June 1 will receive full refunds or AYCC account credits.
- Refunds requested between June 1 and two weeks before the attendance date will receive a full refund, less the deposit
- Financial assistance is always issued for upcoming weeks of service, and refunds for previously fully paid weeks will not be honored for previous weeks.

QUESTIONS | CONTACTS

Patrick Kearns, Camp Director - 207-313-3413 | camps@clubaycc.org

Sam Terry, Asst. Camp Director - 207-313-3413 | sterry@clubaycc.org

PAYMENT 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 for busy families and can be set up during the registration process online for Camp Tracy. For paper registrations, please complete the Auto Scheduled Payment Form located in the back of the camp registration form.

If you have issues or questions, please contact one of us, and we would be happy to assist you. FMI: camps@clubaycc.org.

Online Services

Each family has their own account in our database, called Daxko. This is a secure member and program database. Payments for camp can 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

Affordable Access Program

(formerly financial assistance or financial aid)

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. View our new online AAP application [here: https://www.clubaycc.org/membership/financial-aid/](https://www.clubaycc.org/membership/financial-aid/)

"He had such a fun time he begged me to keep going for the rest of the summer and is already talking about next summer!"
~CT Parent Feedback

"Camp Tracy offers a variety of activities. My child never got bored and always looked forward to going back to camp the next day."
~CT Parent Feedback



CAMP 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.

Our New Dining Hall - The Lodge at McGrath Pond

This summer, campers will enjoy meals in our brand-new, state-of-the-art dining hall. Featuring a full kitchen and spacious dining area, the facility will comfortably accommodate all campers during mealtimes. When camp is not in session, the space will be available for rentals, helping generate additional funding for camp scholarships.



Federal Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint-filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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

State Non-Discrimination Statement

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 Body and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

CAMP POLICIES

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 is 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 due to 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 hours.

Impairment Policy

If program staff suspect that the adult picking up the child(ren) is under the influence of drugs or alcohol, the staff will strongly recommend that another person be 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.

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.

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.

CAMP POLICIES

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, is not acceptable and is strictly prohibited conduct at the Alfond Youth & Community Center. Any person who 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 verbal, 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, their peers, and the staff members who work here. Children will be responsible for cleaning up after themselves and for conducting 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, and 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 based on 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 childcare 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.

CAMP POLICIES

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, including 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.

CAMP TRACY - IMPORTANT DETAILS

Camp Tracy (PHYSICAL ADDRESS)

Check-In | Camp Director Office
 Hawkes Retreat Center & New Balance Lodge
 302 McGrath Pond Road, Oakland (no mail)
 207-313-3413
camps@clubaycc.org

Boys & Girls Clubs and YMCA of Greater Waterville at the
Alfond Youth & Community Center
 Main Branch Location
 126 North Street, Waterville
 207-873-0684
info@clubaycc.org

Patrick Kearns, Camp Director
 Sam Terry, Asst. Camp Director

Camp Tracy Website: <https://www.clubaycc.org/programs/camp-tracy/>

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

Affordable Access Program: <https://www.clubaycc.org/membership/financial-aid/>

AYCC Welcome Center 207-873-0684

CAMPER PACKING LIST

PRO TIP: WRITE YOUR CAMPER'S NAME ON EVERYTHING

Recommended Item(s)

- Water Bottle
- Extra Snacks (no nut products)
- Sunscreen
- Hat or Sunglasses
- Swim Suit
- Towel
- Close-Toed Shoes
- Sweatshirt or Raincoat
- Extra Socks
- Bag or Backpack
- Medications (please complete Med Form)

PERSONAL ITEM GUIDELINES

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 a specific article of clothing or personal equipment is important to you or your camper, please label it with your camper's name.

Also, prepare for a variety of weather conditions. We still hold camp during rain, thunderstorms, and hot weather. Your child should have a change of clothes in case they get wet and a sweatshirt /raincoat for morning dampness. And while we feed the children breakfast, lunch, and snacks, some children need more snacks throughout the day. If you pack snacks, please be sure that they contain no nut products.

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 reconnect 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.



CAMP TRACY

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