



# SUMMER ENRICHMENT PROGRAM

## Handbook

**\$200 PER WEEK | REGISTER NOW**

[www.clubaycc.org](http://www.clubaycc.org)   [childcare@clubaycc.org](mailto:childcare@clubaycc.org)

**BELONG BELIEVE ACHIEVE**

Dear Parents/Guardians,

Thank you for choosing the Alfond Youth & Community Center's 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 facility.

## **Meet Our Senior Staff:**

### **DJ Adams, Director of Childcare Services**

**[dadams@clubaycc.org](mailto:dadams@clubaycc.org)**

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 the AYCC family as the Child Care Coordinator in 2018. DJ lives in Albion with her husband and three daughters, Bellah, Caroline, and Cece. DJ enjoys working with the youth in the area, and in her spare time, she enjoys cooking, reading, and exploring Maine with her family.

### **Rich Candido, Childcare Site Manager**

**[rcandido@clubaycc.org](mailto:rcandido@clubaycc.org)**

Rich was born and raised in a Portuguese-American family in Massachusetts before eventually moving to Maine, where he fell in love with the strong sense of community. Over the years, Rich has taken on various roles within the AYCC, including Welcome Center Representative, PE Educator, and eventually becoming the Waterville ASP Site Coordinator. He is passionate about educating children through the fundamentals of sports and by creating opportunities for social-emotional learning. In his free time, Rich enjoys baking bread with his family and playing sports within the community.

### **Cassidy Baker, Youth Support Specialist**

**[cbaker@clubaycc.org](mailto:cbaker@clubaycc.org)**

This is Baker's second time working here at the AYCC, and returning felt like coming home. After spending a few years in Orono, teaching her own Kindergarten classroom, she knew she wanted to rejoin the AYCC when she moved back to the area. Having worked with children for more than 10 years, she remains passionate about supporting children and their growth. Baker is especially dedicated to helping kids understand their emotions and learn healthy ways to navigate them. She believes all feelings are valid and loves watching children gain confidence as they learn to regulate their emotions. Seeing kids grow, explore, and have fun is one of the most rewarding parts of her work.



# SUMMER ENRICHMENT PROGRAM DETAILS, WEEKS & THEMES

- **Program Hours** Monday through Friday from 7:00 am-5:30 pm
- **Dates** June 29-August 21, 2026
- **Weekly Fee** \$200.00, per child
  - The Affordable Access Program provides financial assistance to families on a sliding scale model
- Find us online: [www.clubaycc.org/programs/licensed-childcare/summer-enrichment/](http://www.clubaycc.org/programs/licensed-childcare/summer-enrichment/)

June 29-July 3 1940's Theme	July 13-17 1980's Theme	July 27-31 2000's Theme	August 10-14 1920's Theme
July 7-10 1910's Theme	July 20-24 1960's Theme	August 3-7 1970's Theme	August 17-21 1990's Theme



## PAYMENT POLICY

- Payments are due in full on Sundays, before the date of service.
  - Payments not received the Sunday, in advance, will incur a \$10.00 late payment fee and could result in the loss of space at camp.
  - Late fees must be paid prior to attendance.
  - If your child is sent to the program without payment, the child will not be able to attend the program and will be sent home.
  - Camp Tracy requires a deposit of \$30.00/week to hold the child's spot.
- Payments may be made in cash, check (payable to AYCC), credit/debit. Cash & check payments are only accepted at the AYCC's Welcome Center.
  - Payments are accepted via phone (207-873-0684), in person at the AYCC, or online (scan QR code with device camera)
  - 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.
  - 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.
- Aspire cards are not accepted at the AYCC. Direct withdrawal is required to use Aspire for all AYCC childcare and camp programs.
- Those receiving third-party assistance (i.e. State of Maine, etc.) are required to speak with our Childcare Billing Team at least 4 weeks in advance (per CCAP requirements) [childcareservices@clubaycc.org](mailto:childcareservices@clubaycc.org) or call 207-873-0684.



Childcare Billing Contact:  
[childcareservices@clubaycc.org](mailto:childcareservices@clubaycc.org)  
 207-873-0684

## 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.
- (Camp Tracy) Refunds requested prior to June 1 will receive full refunds or AYCC account credits.
- (Camp Tracy) Refunds requested between June 1 and two weeks prior to 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.

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## CONTACT US:

**Registrar/Billing** [childcareservices@clubaycc.org](mailto:childcareservices@clubaycc.org) | 207-873-0684

**Camp Director** (Camp Tracy) Patrick Kearns at [camps@clubaycc.org](mailto:camps@clubaycc.org) - school year 207-873-0684 x304  
summer 207-313-3413

**Childcare Site Manager** (ASP/SEP) Rich Candido at [rcandido@clubaycc.org](mailto:rcandido@clubaycc.org) - 207-873-0684 x205

## 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

## AUTOMATIC CHILDCARE PAYMENTS

Authorization for Automatic Withdrawal of Childcare Payments to the AYCC

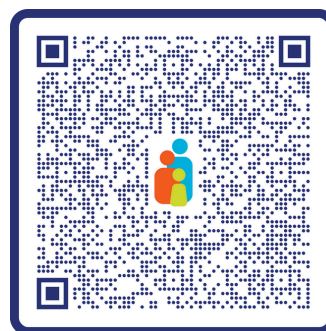
Please complete the Auto-Scheduled Payment Form located in the back of the camp registration form. If you have issues or questions, please contact us, and we would be happy to assist you.

Call 207-873-0684 or email our Childcare Billing team at [childcareservices@clubaycc.org](mailto:childcareservices@clubaycc.org)

## ONLINE SERVICES

Each family has their own account in our database, called Daxko. This is the system where we record the child's information, registrations, and payments for childcare and programming. Payments for camp can be made online weekly or scheduled in advance. A valid email must be on file to utilize this service. <https://bit.ly/4iJKB3O>

For assistance, please call 207-873-0684 or email [childcareservices@clubaycc.org](mailto:childcareservices@clubaycc.org)





## 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 who apply for the AYCC's Affordable Access Program (AAP), will also need to apply for the Maine's CCAP program within 90 days.
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 in 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 have 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](mailto: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.

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 registration: [childcareservices@clubaycc.org](mailto:childcareservices@clubaycc.org)

Effective 10/19/2024

FAMILY SIZE	ANNUAL INCOME	MONTHLY INCOME (ANNUAL/12)	WEEKLY INCOME (ANNUAL/4.3)
1	\$73,618.35	\$6,134.86	\$1,426.71
2	\$96,270.15	\$8,022.51	\$1,865.70
3	\$118,921.95	\$9,910.16	\$2,304.69
4	\$141,573.75	\$11,797.81	\$2,743.68
5	\$164,225.55	\$13,685.46	\$3,182.67
6	\$186,877.35	\$15,573.11	\$3,621.65
7	\$191,124.56	\$15,927.04	\$3,703.97
8	\$195,371.78	\$16,280.98	\$3,786.27
9	\$199,618.99	\$16,634.92	\$3,868.59
10	\$203,866.20	\$16,988.85	\$3,950.90

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<https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care>

## **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**

All Senior Counselors are required to be at least 18 years of age. SEP staff must have completed state-required trainings, must be First Aid and CPR certified, and take the Mandated Reporter Training. 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 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 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 our Youth Support Specialist, Cassidy Baker | 207-873-0684 | [cbaker@clubaycc.org](mailto:cbaker@clubaycc.org)

## **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.

Contact: Heidi Sumner, Mentor & Volunteer Manager | 207-873-0684 | [hsumner@clubaycc.org](mailto:hsumner@clubaycc.org)

## ACTIVITIES & AMENITIES

**Active Play:** The NinjAdventure Zone (ninja course & structured play area), Climbing Wall, as well as our Gronk Fitness Zone are available to campers. The AYCC also features 2+ gymnasiums, outdoor areas, walking trails, physical education program, and playgrounds. Children have supervised rotations in these areas each week. Children should bring weather appropriate items each day. *Note: socks & sneakers are required for NinjAdventure Zone & Climbing Wall use.*

**Arts Program:** Our arts program offers participants the opportunity to express their creativity and individuality with age-appropriate activities in several different media.

**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. The following programs are offered: Counselor In Training (CIT), the AMP UP Youth Mentoring Program, and OJJDP. Learn More: [www.clubaycc.org/programs/licensed-childcare/mentoring/](http://www.clubaycc.org/programs/licensed-childcare/mentoring/)

Heidi Sumner, Mentor & Volunteer Manager | 207-873-0684 | [hsumner@clubaycc.org](mailto:hsumner@clubaycc.org)

**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 and 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. To sign up, simply initial the appropriate box on the registration form. 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. Children will also have access to educational versions of popular STEM-related games and participate in career opportunities in tech, and otherwise.



## 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 Non-Discrimination Statement** *Updated December 10, 2025*

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](mailto: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.

## CHILDCARE & CAMP 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 speak to a director.

If a child is picked-up late (after 5:30pm), a late fee of \$2.00 will be charged for pick-ups every minute 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.

### 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 4:30-5:30 pm. Hours and availability are subject to change due to inclement weather or program needs.

1. Drivers must pull up to the curb alongside 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 program will have a Lost & Found area and will keep items for a few weeks before donating items to Goodwill. Our Lost & Found items are donated on the first Monday of each month.

### Toys From Home

Members are asked to refrain from bringing personal items to camp to avoid conflict, damage, lost, or stolen items. Toys 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 & Pokémon 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. All AYCC staff are mandated reporters.

### 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.

## CHILDCARE & CAMP POLICIES CONT.

### 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/mecdc/infectious-disease/immunization/docket-immunization-records.shtml>

For more information, please reach out to: DJ Adams at [dadams@clubaycc.org](mailto: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 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 and fever-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 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.



## CHILDCARE & CAMP POLICIES CONT.

### 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 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 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 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, 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.



## CHILDCARE & CAMP POLICIES CONT.

**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 (i.e., 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 an 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 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.

## CHILDCARE & CAMP POLICIES CONT.

### 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.

### NinjAdventure Zone / Climbing Wall / Gronk Zone

- No food or drinks are allowed on the equipment.
- Rough-housing, fighting, wrestling, and physical violence are not tolerated.
- NO RUNNING.
- No going behind the equipment.
- Use all equipment appropriately.
- Use the 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.
- No climbing on the sides of any equipment.
- Socks & sneakers are required for all areas. Crocs and sandals are not allowed for safety reasons.
- Harnesses must be worn appropriately for Climbing Wall usage. Staff are fully trained on use.

## PACKING LIST

### 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 NinjAdventure Zone, Climbing Wall, phys ed, and the playground
- Sun protection - hats are essential
- Bathing suit & towel
- Extra change of clothes

### Accessories

- Bug repellent (Camp Tracy only)
- Sunscreen - please apply sunscreen before sending your child each day. Children must be able to reapply 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 coat room staff or the 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 Alfond Youth & Community Center (AYCC)

126 North Street, Waterville | 207-873-0684

[www.clubaycc.org](http://www.clubaycc.org) | [facebook.com/clubaycc](https://facebook.com/clubaycc)

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# BELONG BELIEVE ACHIEVE

Boys & Girls Clubs and YMCA of Greater Waterville at the  
Alfond Youth & Community Center, 126 North Street, Waterville, Maine 04901  
207-873-0684 | [www.clubaycc.org](http://www.clubaycc.org) | [info@clubaycc.org](mailto:info@clubaycc.org)