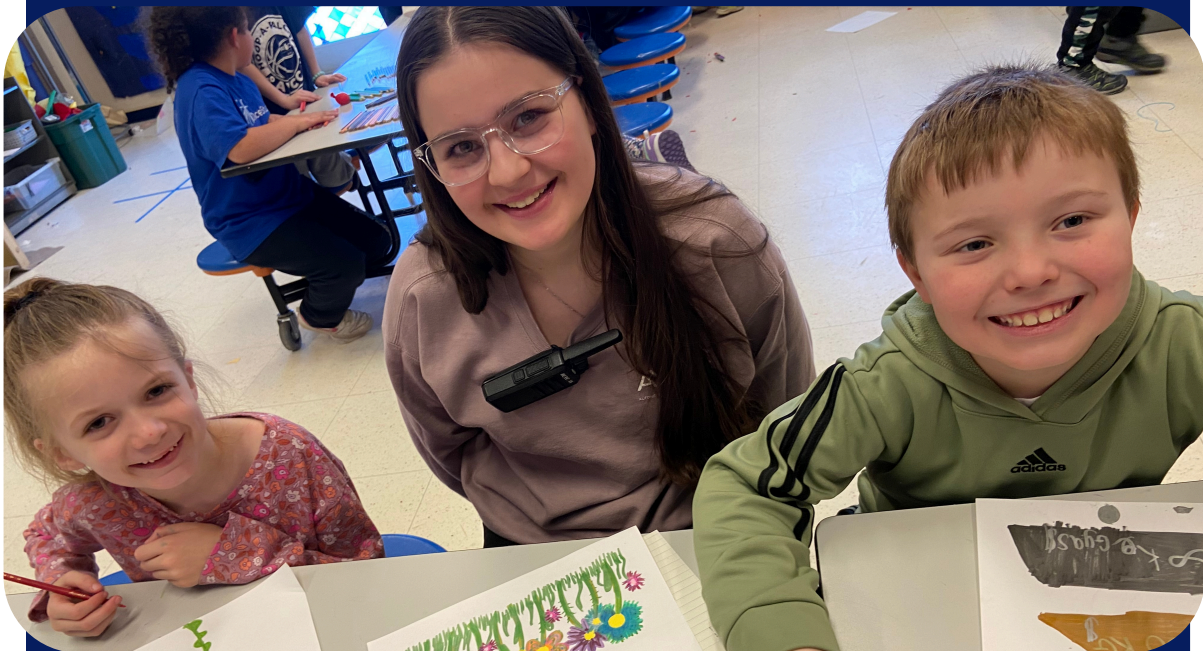


Alfond Youth & Community Center

After School Programs

Licensed by the State of Maine,
Department of Health & Human Services

2026-2027



Locations:

- ✓ Atwood Primary (Oakland)
- ✓ Lawrence Primary (Benton)
- ✓ Waterville AYCC

Details:

- ✓ Ages 5-12 (enrolled in K)
- ✓ CIT for ages 13-15
- ✓ Affordable Access Prog

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ASP HANDBOOK

AYCC
ALFOND YOUTH & COMMUNITY CENTER



Welcome to the AYCC's After School Program Handbook!

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

Program Highlights:

- *Experienced and Caring Staff:* Our dedicated team of experienced educators and childcare professionals is passionate about creating a positive and supportive environment for your child's growth and development.
- *Balanced Curriculum:* We offer a well-rounded curriculum that includes a mix of educational, recreational, and creative activities. These activities are designed to encourage curiosity, critical thinking, and imaginative play.
- *Homework Support:* Volunteers provide homework assistance to help students with their school assignments, promoting a sense of responsibility and academic achievement.
- *Enrichment Activities:* We offer a wide range of enrichment activities that allow children to explore various interests and talents. These may include arts and crafts, sports, music, dance, and more.
- *Safe and Secure Environment:* Your child's safety is our top priority. Our facilities are equipped with modern safety measures, and all staff members undergo thorough background checks.

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

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

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

Empathy: Children are empowered to understand and manage their emotions effectively, develop empathy towards others, and cultivate strong interpersonal skills that will serve them well throughout their lives.

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

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

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

Thank you for entrusting your child to our care.

Sincerely,

DJ Adams

Senior Director of Childcare Services

207-873-0684 | childcare@clubaycc.org

Meet Our Senior Staff

DJ Adams, Senior Director of Childcare Services

dadams@clubaycc.org | 207-873-0684

DJ grew up in the Albion area and received her Bachelor's degree in Psychology with a focus in Child Development and minored in Education at Thomas College. DJ began her career working with children as a Village Director at Camp Tracy and a counselor in the After School Program. DJ went on to run a preschool classroom at The Children's Place and was excited to return to her AYCC family as the Child Care Coordinator 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.

Rich Candido, Childcare Site Coordinator (Waterville AYCC) rcandido@clubaycc.org | 207-873-0684

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.

April Taylor, Childcare Site Coordinator (Atwood Primary) ataylor@clubaycc.org | 207-873-0684

April grew up in nearby Augusta and originally pursued a career in nursing. At the age of 21, she found a different path and became a foster parent, which she enjoyed for many years. During that time, she worked for Southern Kennebec Child Development Center, where she received her Child Development Associate (CDA) credentials. She has worked with children of all ages for over 25 years and has been with the AYCC for more than 12 years. April resides in Oakland and has six children and seven grandchildren.

Amy Davis, Childcare Site Coordinator (Lawrence Primary) adavis@clubaycc.org | 207-873-0684

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



AYCC staff representing all departments are pictured wearing the color blue in support of the Lights on Afterschool Initiative



ASP youth gathered to display donations of school supplies from the 2025 school supply drive.

Holidays Observed

The AYCC and childcare programs are CLOSED on the following **holidays**:

- Labor Day - Monday, September 7
- Thanksgiving Day - Thursday, November 26
- Day after Thanksgiving - Friday, November 27
- Christmas Eve - Thursday, December 24
- Christmas Day - Friday, December 25
- New Year's Eve - Thursday, December 31 - CLOSE at 1:30 pm
- New Year's Day - Friday, January 1, 2027
- Memorial Day, Monday, May 31



Vacations & No School Days

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

Children must be escorted into the building and signed into the program. Vacation camps are generally open M-F from 7:00 am-5:30 pm. ***Vacation Camps will take place only in Waterville this year.***

A Vacation Camp-Specific Form must be completed & submitted for EACH vacation (December, February, and April). The ASP registration does NOT cover vacation weeks.

Snow days - The programs MAY BE open for snow days (generally from 7:00 am-5:30 pm), depending on the severity of the storm and the number of youth scheduled to attend. Childcare Coordinators will evaluate the need in advance, where possible, and communicate through the AYCC's [Facebook page](#) and other childcare communication tools. **Snow day care is only available in Waterville.**

In Service Days - Program hours are 7:00 am-5:30 pm for all sites. The Waterville location will observe area school in-service days when one or more (Waterville, Winslow, MSAD49, or RSU18) offers an in-service day. There is no additional cost.

Schedules Policy

All AYCC childcare sites operate on a weekly enrollment basis only. Families must register and pay for a full week of care, regardless of the number of days their child will attend.

Please note: There is no discount or prorated fee for children attending fewer than five days a week. This policy helps us maintain consistent staffing, programming, and a high-quality experience for all children. Payments are due and are non-refundable for days/weeks when a child does not attend for any reason.

We require a 2-week advance notice of planned family vacation absences. Without a 2-week notice for family vacations, the family is responsible for the regular weekly fees. School vacations require additional paperwork and fees.

Payment Policy

1. Payments are due in full on Sundays before the upcoming week of service.
2. If the child is sent to the program from the bus without payment, then the parent will be called to make an immediate payment or pick-up.
3. Payments may be made in cash, check (payable to AYCC), credit/debit.
 - a. Payments are accepted in three ways:
 - i. By phone at 207-873-0684
 - ii. In person at the AYCC's Welcome Center (126 North Street, Waterville)
 - iii. Online: <https://bit.ly/4IKIMVr>
 - b. Payments may be auto-scheduled from a bank or credit card account. Additional paperwork (included in this packet) is required, and written notice of 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 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 issued after two instances of returns.
4. Under all circumstances, a paid two-week notice is required for removing the child from any of our childcare programs.
5. Aspire cards are not accepted at the AYCC. Direct withdrawal is required to use Aspire for all AYCC childcare programs.
6. Those receiving third-party assistance (i.e., State of Maine, etc.) are required to speak with the Childcare Director before the child attends the program. They can be reached at: 207-873-0684 | childcare@clubaycc.org.



Refund Policy

1. Children dismissed from any of our childcare/camp programs will not receive any refund/credit and are not eligible to switch to another AYCC location.
2. No refunds are available for partial attendance of a week.
3. To remove a child from a week of care, the Site Coordinator/Director must receive a 2-week advance notice. If the notice is not provided, the family will be responsible for a 2-week paid notice.
4. Under all circumstances, a paid two-week notice is required for removing the child from any of our childcare programs.
5. Financial assistance through our Affordable Access Program is issued for upcoming weeks of service and is not retroactive. Refunds are also not available for previously paid-in-full weeks.

Childcare Fees

Fees For All Three Locations

- Weekly Childcare Fee - \$145/child
- Late Pick-Up Fee (for each 15-minute increment) - \$10/child
- The AYCC's [Affordable Access Program](#) (financial assistance) is available for all three sites.
- Third-Party Payees are also accepted. See the Director for details.

Childcare Fees & Affordable Access Program

Outlined below are the options for childcare fees and financial assistance through the Affordable Access Program. The AYCC prides itself on working with ALL families to provide the most affordable options for those who need it most.

1. Families who qualify for the [Child Care Affordability Program](#) (CCAP) or other State of Maine subsidy programs must first apply for those programs. If accepted, an award letter will be sent to the family and to our Director. If a denial letter is received, then the family may fall into another category. **Families have 90 days to prove they have applied.**
2. Families attending Atwood, Lawrence, or Waterville who have been denied CCAP are welcome to apply for the AYCC's [Affordable Access Program](#). This application is included in the paper registration packet and online. Proof of household income is required with the application. Both the paper form and the online form are acceptable. <https://bit.ly/4fZWmjD>

Payment Options

All childcare payments must go through the Waterville location. We offer multiple payment options for the family's convenience.

Payment Types Accepted: Cash, Check, Credit/Debit Card

Payment Methods:

- In person at the AYCC's Welcome Center at 126 North Street, Waterville
- By phone at 207-873-0684
- Online [Daxko Online Services](#)

Online Services

Each family has their own account in our database, called **Daxko**. This is the system where the child's information, registrations, and payments for childcare and programming are stored. Payments for childcare can be made online weekly or scheduled in advance. A valid email must be on file to utilize this service, and paperwork is required.

For assistance, please call the Senior Director of Childcare Services at: 207-873-0684 | childcare@clubaycc.org.

To access the online account, please visit the link below or scan the QR code at the right with your camera. [Daxko Online Services](#)



Childcare Expense Tax Information

Each year, the AYCC provides access to childcare statements for tax purposes. An online form is available on the [website](#) for details. Each program is also rated by Rising Stars for ME, which may determine eligibility for an enhanced State credit.

Childcare Assistance From a Third-Party

This process must be completed and approved PRIOR to the child attending the program, unless personally paying for your childcare fees.

If your family qualifies for any third-party childcare assistance/subsidy, you MUST first obtain childcare assistance or reimbursement before the child attends the program. The most commonly utilized and accepted are the *Child Care Subsidy 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 to TCC in the last 30 days, have earnings at the time TANF closed, and are working now. If “yes” to all, you may be potentially eligible for Transitional Child Care.

Contact the Child Care Unit: (207)624-5200; Email: Childcare.dhhs@maine.gov; or visit your local DHHS office for more information.

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 65 with retirement documentation?

See income guidelines below:

If income eligible, you may be potentially eligible for the Child Care Subsidy Program.

There are three ways to apply for CCAP:

1. You can apply online - visit the [Maine DHHS website](#)
2. Call (207) 624-7999 or 1-877-680-5866; or
3. Visit your local DHHS office for more information.

If you have already been denied for these services in the last three months, please submit a denial letter along with your childcare registration. *The AYCC provides families with 90 days to prove that a State of Maine subsidy application has been submitted.*

Please also contact our Senior Director of Childcare Services: 207-873-0684 | childcare@clubaycc.org.

Effective 4/18/2026

FAMILY SIZE	ANNUAL INCOME	MONTHLY INCOME (ANNUAL/12)	WEEKLY INCOME (ANNUAL/4.3)
1	\$76,742.25	\$6,395.19	\$1487.25
2	\$100,355.25	\$8,362.94	\$1944.87
3	\$123,968.25	\$10,330.69	\$2402.49
4	\$147,581.25	\$12,298.44	\$2860.10
5	\$171,194.25	\$14,266.19	\$3317.72
6	\$194,807.25	\$16,233.94	\$3775.33
7	\$199,234.69	\$16,602.89	\$3861.14
8	\$203,662.13	\$16,971.84	\$3946.94
9	\$208,089.56	\$17,340.80	\$4032.74
10	\$212,517.00	\$17,709.75	\$4118.55

State of Maine DHHS Family Income Guidelines - Full details can be found on the [State's website](#).

Program Description

The Alford Youth & Community Center's After School Programs provide families across Kennebec and Somerset counties with safe, reliable, and engaging childcare they can trust. Each day, youth experience a dynamic environment filled with supportive mentoring, a nutritious meal and snacks, academic support, and hands-on opportunities in arts, athletics, and enrichment activities.

More than just childcare, our programs are designed to inspire confidence, build friendships, and help every child learn, grow, and thrive beyond the school day.

Counselor Qualifications, Training & Supervision Policy

All childcare staff are required to be at least 16 years of age. Once hired, they are required to enroll in the [Maine Roads to Quality Program](#), which requires that they continue their education and have a minimum of 20 hours of training each year. They are also required to carry **First Aid**, and **CPR Certifications**, be fingerprinted, and all AYCC staff are required to have an annual background check completed as part of being an employee of the AYCC.

The AYCC takes pride in the supervision of each child. Whether inside or outside, at least one staff member is aware and responsible for the ongoing activity.

Foundations for Success

- **Arts Programming** - Our arts programs offer participants the opportunity to express their creativity and individuality with age-appropriate activities in multiple media.
- **Active Play** - Each location has access to a gymnasium, outdoor playgrounds, and grassy areas for play. Children have supervised rotations in these areas weekly. Weather-appropriate items are recommended seasonally.
- **Homework Club** - Volunteers are on-hand to assist children with homework each day.
- **Social-Emotional Learning** - We integrate social-emotional learning into every aspect of our program, helping youth build confidence, manage emotions, develop positive relationships, and make responsible decisions in a supportive environment.
- **STEAM Learning** - Our STEAM programming engages youth in hands-on learning experiences that spark curiosity and creativity while building skills in science, technology, engineering, arts, and mathematics.

Enhanced Programming at our Main Facility - Waterville

In addition to the programming listed above, Waterville has expanded opportunities.

- **Discovery Zone** - STEAM activities and experiments are facilitated with groups of children by the Education Teacher, as well as other opportunities to complete homework.
- **Mentoring** - The AYCC offers multiple mentoring program options for youth: AYCC Mentoring - AmpUp, Group Mentoring, OJJDP, and our newest program, Shine Together. Shine Together currently operates at the **Atwood** location in partnership with ShineOnCass. Visit our [mentoring page](#) for details.
- **Open Swim** - We offer swimming multiple times per week, and it is limited to the first 20 students who request swimming each day. An American Red Cross Certified Lifeguard is always on duty during open swim times.

Enhanced Programming at our Main Facility - Waterville - CONTINUED

- **Tech Lab** - A closely monitored lab where child internet safety is a priority. Children learn computer skills, explore the internet, and have opportunities to play safe and age-appropriate games. We use a Boys & Girls Clubs platform at myfuture.net.
- **Arts Program** - Our arts program gives participants the opportunity to express their creativity and individuality through age-appropriate activities across a variety of artistic mediums.
- **Active Play** - Play areas include the NinjAdventure Zone (NAZ) and Climbing Wall, as well as the Gronk Fitness Zone. This location also features three gymnasiums, outdoor areas, and a playground. Weather-appropriate clothing and shoes are recommended. Socks and sneakers are required for Gronk Zone, NAZ, and the Climbing Wall.
- **Greenhouse to Your House** - The Greenhouse to Your House (GHTYH) program provides free, weekly meal kits to ASP families that include fresh, locally-sourced ingredients, simple recipes, and nutrition education to encourage healthy cooking at home.
- **Sustainable Gardens** - The AYCC is home to the 42-foot 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 for our cafeteria and Wellness Window (cafe in the lobby), and for our GHTYH meal program.
- **Lessons/Classes** - Many families also choose to register their child for additional lesson opportunities. Options include: swimming lessons, swim team, martial arts classes, youth fitness programs, Ninja Classes, Climbing Club, and Athletics. Our [Affordable Access Program](#) is available for most of these programs, and our recreational athletic programs (not travel) are made possible for youth through the [Pay-What-You-Can Program](#). Plus, our new [Play It Forward Project](#) trailer has equipment to borrow at no additional cost.

Childcare Food Program

Nutritious Meals & Snack

Our Kitchen Staff provides breakfast, two snacks, lunch, and dinner options daily for full-day care. Our after-school programs offer one snack each day. We follow the USDA School Food Nutrition Guidelines. Families may send their child with a snack if they prefer. Peanut or nut products are prohibited.

Our food program is mainly funded through state and federal grants, and as such, we require each family to complete the U.S. Department of Agriculture's Child and Adult Care Food Program application at the end of the registration packet. Completing these forms allows us to provide FREE, quality, nutritious snacks and meals to all our childcare participants, but especially to children who may otherwise go without.

Our After School Programs offer a nutritious daily snack at all of our sites and a daily snack and meal at our Waterville sites.

Greenhouse to Your House Weekend Meal Program

The AYCC Kid's Kitchen, through generous sponsors, provides backpacks full of nutritious snacks/meal items to youth in our Waterville program. These packs provide children with supplemental food and nutrients that some of them may not have access to over the weekend. Families interested in participating should complete the registration and turn it into the Coatroom.

Federal Non-Discrimination Statement - [USDA Website](#)

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, audiotope, 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.

State of Maine Non-Discrimination Statement - [State of Maine Website](#)

The Department of Health and Human Services (“DHHS”) does not discriminate on the basis of disability, race, color, sex, gender, sexual orientation, age, national origin, religious or political belief, ancestry, familial or marital status, genetic information, association, previous assertion of a claim or right, or whistleblower activity, in admission or access to, or the operation of its policies, programs, services, or activities, or in hiring or employment practices.

This notice is provided as required by and in accordance with Title II of the Americans with Disabilities Act of 1990 (“ADA”); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Section 1557 of the Affordable Care Act; the Maine Human Rights Act; Executive Order Regarding State of Maine Contracts for Services; and all other laws and regulations prohibiting such discrimination.

Questions, concerns, complaints or requests for additional information regarding the ADA and hiring or employment practices may be forwarded to the DHHS ADA/EEO Coordinators at 11 State House Station, Augusta, Maine 04333-0011; 207-287-1877 (V); 207-215-5980 (C); or Maine Relay 711 (TTY).

Questions, concerns, complaints or requests for additional information regarding the ADA and programs, services, or activities may be forwarded to the DHHS ADA/Civil Rights Coordinator, at 11 State House Station, Augusta, Maine 04333-0011; 207-287-3707 (V); Maine Relay 711 (TTY); or ADA-CivilRights.DHHS@maine.gov.

Civil rights complaints may also be filed with the U.S. Department of Health and Human Services, Office of Civil Rights, by phone at 800-368-1019 or 800-537-7697 (TDD); by mail to 200 Independence Avenue, SW, Room 509, HHS Building, Washington, D.C. 20201; or electronically at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Individuals who need auxiliary aids for effective communication in program and services of DHHS are invited to make their needs and preferences known to the ADA/Civil Rights Coordinator. This notice is available in alternate formats, upon request.

Childcare Policies

Pick-Up Process

Children will be released only to those individuals identified on their pick-up list (registration form). A photo ID will be required for pick-up. Please inform all individuals on the list. To add a name to the list, please turn in a Pick-Up Authorization Addendum Form (see Coatroom) or contact one of the supervisors. Written documentation is required.

If a child is picked up late, after 5:30 pm, a late fee of \$10.00 will be charged for every 15-minute interval after the closing time for each program. The late fee must be paid before the child will be allowed to return to the program.

Children are not permitted to sign themselves out or walk home. This is for the safety of your child.

Parking - All Locations

- Park only in appropriately marked spaces.
- Only vehicles with handicap placards or license plates may park in marked handicap spaces.
- Parking on the grass, in multi-lined areas, and in the fire lane is prohibited.
- Quick drop-off or pick-up is permitted. Drivers must remain in the vehicle and must immediately move in case of an emergency. All other instances of parking in the fire lanes are strictly prohibited.
- The speed limit through the parking lot is 10 MPH.
- The parking entrance, exit, and travel lanes are one-way.
- Additional Waterville parking is available across and along North Street, and at the Alford Municipal Pool Complex.

Waterville Curbside Pick-Up Option

Children enrolled at Waterville may be signed out from the convenience of their vehicle. This option is available, weather-permitting, from 4:30-5:30 pm daily. Hours are subject to change due to inclement weather or program needs. Exterior signage will be posted in case of Curbside changes. Please follow the rules below:

- Drivers must pull up to the curb alongside the space at the end of the building, parallel to the greenhouse dome. **Drivers must remain in the vehicle.**
- Staff will approach the vehicle and ask for the child's name. The driver or a passenger must be listed on the child's **Pick-Up Authorization List** and provide **Photo ID**. They will then sign the child out of the program, and the child will be called to the vehicle.

Satellite Location Pick-Up

Pick-up will occur at the main door to the school, by the office. Please call the program phone number when you arrive so that we can have your child pack their belongings.

Atwood - 207-649-8151 | **Lawrence** - 207-660-1600 | **Waterville** - 207-873-0684 x208

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.

Childcare Policies Continued

Parent/Guardian Notice:

The Alford Youth & Community Center will continue to provide leadership and guidance for all participants regarding bullying education and prevention. Your child will be required to meet all expectations regarding behavior that is consistent with the current surrounding school's policies on bullying.

Alford Youth & Community Center Bullying Policy

It is the intent of the Alford Youth & Community Center to provide all youth with a safe, orderly, and respectful recreational environment that is a safe place to play, exercise, and learn. It is not our intent to prohibit children from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate.

Bullying, as defined in this policy, is unacceptable and is strictly prohibited conduct at the Alford 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 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

Confidentiality Policy

All incident, accident, and observation forms are kept on file for review. These forms help staff implement behavior plans and lesson/activity ideas. All forms are kept strictly confidential.

Child Abuse & Neglect Policy

The Alford Youth & Community Center's childcare programs are licensed by the State of Maine, Department of Health and Human Services. We are required by law to report any suspected cases of child abuse and/or neglect. Identifying information shared in this required report is kept strictly confidential.

Video Surveillance System Usage Policy & Procedures

The purpose of the AYCC video surveillance system is to help make the AYCC safer for youth, visitors, members, and employees by providing surveillance in key public space areas to reduce crimes, injuries, accidents, and incidents. The primary use of the system is to allow the after-the-fact investigation of accidents, incidents, and potentially crimes within the AYCC. Cameras are currently installed around 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 expect privacy (e.g., locker rooms & restrooms). For the protection of AYCC members and guests, individuals are generally not permitted to view security footage other than what is visible in the 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 Policies Continued

Children's Responsibilities

To ensure that the After School Program is a positive place for kids to go, we believe that the children have certain responsibilities. These responsibilities include respecting themselves, as well as their peers and the staff members who work here. Children will be responsible for cleaning up after themselves and 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.

Child Guidance & Dismissal Policy

The AYCC wants all children to feel safe and cared about while attending the AYCC and any of its programs. We understand that children attending our programs may still be learning emotional skills and self-regulation strategies. Our goal is to help support and guide children in navigating and honing these critical skills during their time in childcare. Staff will guide and provide behavioral support as necessary; however, children may be sent home due to incidents involving physical aggression, safety, or health concerns (i.e., spitting, biting) and high levels of elopement or other behavioral challenges that require consistent support and/or multiple staff person support. Consistent and repeated occurrences of extreme cases where unsafe behaviors are occurring more than 3x per month may 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.

Immunization Records

Every child attending licensed childcare programs must have a recent copy of their immunization records on file with the childcare facility. Records must be updated each year. This is a requirement by the State of Maine, Department of Health & Human Services.

Childcare Policies Continued

Child & Parent Rights

Excerpt from the State of Maine, DHHS Licensing Guidelines for Childcare Facilities (p. 37)

SECTION 10.

RIGHTS OF CHILDREN AND PARENTS

A. Rights of Children. Children receiving Child care from Child Care Facilities have the following rights. Children must be free from emotional, physical, and/or sexual abuse, neglect, and exploitation.

1. 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.
2. Each Child has a right to an environment that meets the health and safety standards in this rule.
3. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex, or family composition.
4. 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.
5. 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.
6. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
7. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

B. Rights of parents and legal guardians of Children receiving Child care from Child Care Facilities.

1. A Child's Parent or Legal Guardian must be fully informed of items or services which are included in the rate they pay for Child care services.
2. A Child's Parent or Legal Guardian has the right to be fully informed of findings of the most recent inspection conducted by the Department. The Child Care Facility must inform Children's Parents or Legal Guardians that the licensing inspection results
3. Parents or Legal Guardians must be notified by the Child Care Facility within two business days of any actions taken against the Child Care Facility by the Department, including but not limited to, decisions to issue conditional Licenses, refusal to renew a License, or to impose fines or other sanctions. 10-148 CMR Ch. 32, Child Care Facility Licensing Rule Child Care Centers, Nursery Schools, Small Child Care Facilities, Other Program Centers, Nursery Schools, Small Child Care Facilities, Other Program

Childcare Policies Continued

Transportation for FULL DAY CARE

Parents/Guardians are responsible for providing transportation to and from the AYCC for childcare.

Transportation for AFTER SCHOOL CARE

Waterville, Winslow, MSAD49 & RSU18 schools will provide bus transportation to the Waterville location for childcare after school. Williams Elementary youth are bused to Atwood for childcare.

Children are the responsibility of the appropriate school department until they are dropped off at one of our childcare programs for care. Parents/Guardians are responsible for pick-up by the program's closing time (5:30 pm). Parents/Guardians are also responsible for communication with their school regarding any busing changes. Parents/Guardians are also responsible for transportation home each day.

Licensed Childcare Requirements

The Alford Youth & Community Center's childcare programs offer licensed childcare through the Maine Department of Health & Human Services and are limited to the number of children enrolled in the program. We comply with a 13:1 ratio with a max capacity of children enrolled for each site.

Emergency & Fire Drill Procedures

Fire evacuation drills must be performed at least once per month for all children and adults present. A record of these drills is 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 Aide/Behavioral Specialist during school hours, you will be required to have a Personal Care Aide/Behavioral Specialist present during your child's attendance in the ASP. We do not coordinate these services. If parents wish for ASP staff to speak with personal care/aids, a release must be signed.

Parent/Guardian Involvement

If at any time, any parents/guardians 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 Program Manager | 207-873-02684 | hsumner@clubaycc.org

General Health Policy

Parents/guardians are required to make an immediate pick-up (within 1 hour) for illnesses, including lice, vomiting, diarrhea, fevers of 100.4 or higher, bathroom accidents, or other health concerns that hinder the child's group participation. If your child did not attend school due to illness or behavioral issues, your child may not attend our program that day. If the illness is contagious, a doctor's note will be required upon return or permission from one of the supervisors. If sent home for illness, the child must be symptom-free for 24 hours.

Childcare Policies Continued

Waterville Swimming Pool Procedures

The AYCC childcare offers an open swim option on full days. It is available for the first 25 children who sign up upon check-in at the Coatroom. To keep your child safe in the water, we will be following the pool procedures listed below. A certified Lifeguard and After School Program Staff Member is present to supervise all water activities.

1. All children are required to have permission to utilize the pool. (See Registration Packet)
2. 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.
3. All swimmers will be given a wristband to identify who can swim in each designated area.
4. The pool rules will be reviewed each time they go to swim to ensure there is a full understanding of the expectations.
5. Once a month, an emergency drill is conducted and recorded. The children will learn what to do in case of an emergency (i.e., fire, flood, etc.).
6. **Please remember to send a swimsuit and towel with your child.**

Waterville Kid Fit

The AYCC offers a free fitness class to childcare participants by a Certified Wellness Instructor. Children will receive information on day-to-day health and nutrition choices. They will receive an introduction to fitness equipment and continue their fitness journey with the use of equipment and everyday items. Parent/Guardian permission is required to participate.

All Locations - Computer Lab & Tablet Rules

As a participant in our childcare programming, your child will have access to the internet. Access is always monitored by childcare staff, and all computers and tablets have filters to block unsafe material. Any child found to be non-compliant will not be permitted to use this resource.

1. The ASP staff will go over internet safety and the use of the computer/tablet.
2. Children must complete the internet safety program to have access to the internet. Signed contracts are required for all students.
3. All computers/tablets have limited sites available to the children for safety reasons.
4. 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.
5. Educational games will be offered regularly.
6. Children will be required to respect the equipment and the staff members at all times.
7. No food or drink allowed in the computer lab.
8. Appropriate behavior will be required.

Childcare Policies Continued

Waterville NinjAdventure Zone / Climbing Wall /Gronk Zone

- No food or drinks are allowed on the equipment.
- Roughhousing, fighting, wrestling, and physical violence are not tolerated.
- NO RUNNING.
- No going behind the equipment.
- Use all equipment appropriately.
- The obstacle course is one-way only, beginning with the back of the course. No stopping in the middle.
- No climbing on the sides of any equipment.
- Socks & sneakers are required for NinjAdventure Zone, Climbing Wall, and the Gronk Zone.
- Harnesses must be worn appropriately for Climbing Wall usage.

These rules are for everyone's safety while in NinjAdventure Zone and the Gronk Zone. A more detailed list of rules is posted in several places in the area. Staff are fully trained on safely operating the obstacle courses and the Climbing Wall.

Lost & Found

Please place your child's name on all items of clothing and on all belongings they bring to the program. Each childcare will have a Lost & Found area and will keep items for a few weeks before donating them to Goodwill. Items will be donated on the first Monday of each month.

Toys From Home

Members are asked to refrain from bringing personal items to childcare to avoid conflict, damaged, lost, or stolen items. Toys can become items that may start conflicts, so we urge children to keep them at home. The AYCC is not responsible for lost, stolen, or damaged items. ****Fidget spinners, LOL dolls, Pokémon cards, Beyblades, electronics, and cell phones are not allowed in the ASP.**

Personal Electronic Device Policy

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

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

Packing List for All Childcare Programs

- Water bottle, labeled with the child's name
- Additional snacks as desired (no nut products)
- Weather appropriate gear - outside activities take place year-round
- Socks & sneakers for physical activities
- Swim suit & towels (Waterville - Full days only)



AYCC After School Programs

The After School Programs are owned & operated by the:

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 | facebook.com/clubaycc
childcare@clubaycc.org

Leadership Team

DJ Adams, Senior Director of Childcare Services | 207-873-0684 | dadams@clubaycc.org

Atwood Primary, Oakland

April Taylor, Childcare Site Coordinator | 207-649-8151 | ataylor@clubaycc.org

Lawrence Primary, Benton

Amy Davis, Childcare Site Coordinator | 207-660-1600 | adavis@clubaycc.org

AYCC, Waterville

Richard Candido, Childcare Site Coordinator | 207-873-0684 | rcandido@clubaycc.org

General Childcare Services

207-873-0684 x247 | childcare@clubaycc.org

Helpful Links for ASP

Link Name	Link
ASP Webpage	https://bit.ly/4dHzPHJ
Absence Reporting	https://bit.ly/4jgneOO
Affordable Access Program	https://bit.ly/4fZWmjD
ASP Facebook Page	https://bit.ly/4cOVCoR
AYCC Facebook Page	https://bit.ly/4jLmilo
Bill Payment Page	https://bit.ly/4IKIMVr
Document Upload	https://bit.ly/42LxebZ
Immunization Record Request	https://bit.ly/3Q3zeGn
Program Registration	https://bit.ly/4ikaMxo
YMCA360 Mobile App	https://bit.ly/3yqvdXr

ASP Landing Page - Website

