



Summer Camp Parent Manual

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PROGRAM OVERVIEW

Dear Parent(s) / Guardian,

Welcome to the Eliot Recreation Department's Summer Camp program for children in kindergarten through eighth grade. We are pleased to provide this program opportunity for your family. KidsPLAY and Youth Bound encompasses a variety of activities from field trips, arts & crafts, games and outdoor play. It is designed to meet the needs of parents and guardians during the time frame between summer and school. We are very excited to offer a fun, safe, and enriching program for children during the summer.

We are a family friendly program and invite any new ideas. It is the goal of the department to have the program run as smoothly and efficiently as possible. With your participation and cooperation, it will continue to be a premiere childcare program. Your support for daily activities as well as special events is always welcomed and appreciated.

We understand that you have busy lives, and you have a lot going on. This booklet has been prepared for your convenience. It informs you of our policies and procedures, and will hopefully answer the questions you might have about our program. We ask that you keep this booklet in a handy place for easy reference. Our expectation is that each parent will read and understand this manual and act in accordance with our policies. Thank you!

SUMMER PROGRAM PHILOSOPHY

It is the sincere attempt of the Eliot Recreation Department to create a well-rounded program that encourages children and youth to have fun, continue the endless process of learning, take healthy risks and develop socially. It would be easy to schedule eight weeks of instant fun: arcades, amusement parks, movies, etc. but we feel it is also important to ask children and youth to use their imagination, explore their creative process, and experience things that they may have not yet experienced. The on-site activities that have been chosen are expected to help us shape those new experiences. We sincerely hope that all of the children and youth will approach the activities that we do with a positive, adventurous attitude.

KidsPLAY and Youth Bound PROGRAM GOALS

- To promote physical, social, emotional, and cognitive development of the children who are involved in the program.
- To provide experiences which contribute to the growth and development of a healthy, intelligent, and productive member of society.
- To support and strengthen the family unit through special activities and open communication between children, staff, and parents.
- To provide an atmosphere where children can develop a sense of independence, learn about responsible self-care, and develop appropriate decision-making and listening skills.
- Encourage the development of self-esteem by providing a place where children can learn about themselves, build self-worth and experience success.
- Promote relationships between participants that help form healthy friendships.
- Invite cooperation and sense of team between staff, children, and families.
- Foster a healthy respect for diversity.

PARENTAL PARTICIPATION AND INVOLVEMENT

Parent concerns, opinions, and suggestions are always welcome. Parents who need assistance with issues or have questions about the program, PLEASE contact the KidsPLAY Director or speak with the KidsPLAY Supervisor. Conferences with the KidsPLAY Director are available upon the request of the parent.

REGISTRATION PROCEDURES

Registration Fee for the *summer (mid-June – mid-August)* is **\$25.00**.

An **Enrollment Form** must be completed for each child that participates in the KidsPLAY or Youth Bound Program. **Please fill out one form per child.** It contains important information about your child that we may need over the summer. The information contained in the enrollment form is the property of the Town of Eliot and will be kept in relative confidentiality: information will only be available to the Program’s Staff and in the event of emergency, medical personnel. This form is to be completed online during registration.

Registration Checklist:

- ✓ Familiarize yourself with all procedures & policies
- ✓ Registration fee paid
- ✓ Fill out all information online

GENERAL INFORMATION

KidsPLAY and Youth Bound is available Monday through Friday and operates out of the Eliot Elementary School Cafeteria at 1298 State Road. We will also utilize the Eliot Recreation Department’s facilities and our local parks.

All of our staff will be certified in CPR and First aid.

KidsPLAY will be closed on all State of Maine legal Holidays. These holidays include: New Year’s Day, Martin Luther King Day, President’s Day, Patriot’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day and Christmas. We will also be closed the day before and day after Thanksgiving, and Christmas break.

HOURS OF OPERATION & FEE STRUCTURE

The hours of operation are designed to allow flexibility with your work and home schedules.

<u>Hours:</u> Monday – Thursday: 7:00 – 5:30 Fridays: 7:00 – 4:30	<u>Summer Camp Entire Session:</u> \$1680 per a child <i>\$50 sibling discount for each additional sibling for the Entire Session option ONLY</i>
<u>Weekly Fee:</u> \$240 per a child \$180 for Week 1 (NO camp on 3 rd of July)	<u>Daily Fee:</u> \$50 per a child

SCHEDULED DAYS

You will be asked to select the days your child will be attending our program at the time of registration. You will be required to pay for the days you have selected regardless of attendance. It is important to know if your child WILL NOT be attending camp, as this effects staffing.

PAYMENT POLICIES

When you enroll your child into the program you are obligated to pay for those days regardless of whether your child attends or not. Payments can be made either in person or at KidsPLAY or by mail. Payments are due the Thursday before the intended week of attendance. There will be a \$35.00 bank service charge for any checks returned to the Department.

Please mail payments to:
Eliot Recreation Department
1333 State Rd., Eliot, ME 03903
Checks Payable to: Town of Eliot

Non-Payment: The Department has implemented the following policy to reduce the frequency of participants that reserve days, do not attend those days and/or do not make payment. This is necessary to administer staffing decisions and pricing for field trips. In addition, another potential user may not be able to attend a particular day because it appears that we are at our capacity.

Failure to make payment will result in the issuance of a past due notice by the town of Eliot's finance department. If you need assistance or would like to set up a payment plan, please contact the Administrative Assistant at 451-9334.

Withdrawing from the Program: This requires a 2 week notice in writing. It is your responsibility to notify the Eliot Recreation Department. The registration fee is non-refundable.

Financial Assistance ~ Please ask the Director for more information.

ATTENDANCE AND PICK UP PROCEDURES

- All youth must be **signed in and out** by a parent or guardian. Please **DO NOT** just drop off your child at the door and leave. When picking up your child you **MUST** sign your child out. Take a minute to talk with a staff member to see what kind of day your child had.
- If your child shows up on a day that he/she is not scheduled to attend, and we are full on that day, you will need to find alternative care.
- **We take our responsibility to care for your child very seriously. Unless you have made other arrangements which we are notified of, we are going to expect your child each day you have registered them for the program. It is so important that you notify the KidsPLAY Director or Rec Office of any changes to your child's schedule.**
- No one will be allowed to remove a child from the program that has not been listed on the enrollment form. Please also notify a staff member, or send in a note if your child will be picked up by someone else on that day. Staff may ask for identification prior to releasing the child. Please understand that this is for the safety of your child.

LATE PICK-UP POLICY

Parents that have not picked up their child by 5:30 PM (Monday-Thursday) and 4:30 PM on Fridays will be charged at a rate of \$10.00 per 15-minute increments per child for additional care. This is necessary to cover the expense of the additional staff time. Please see the attached paper for the complete policy.

DAILY ACTIVITIES

All our activities will promote the child's physical, intellectual, emotional and social well-being and growth. We encourage the children to make decisions regarding activities and allow them to make choices on how they would like to spend their time: safe, unhurried and flexible choices, reading quietly, hanging out with friends or taking part in a group organized game or craft.

A sample of our daily life on in house days are:

7:00 – 8:45 Drop off/Playground/Free Time
8:45 – 9:00 Snack
9:00 – 10:00 Group Game
10:00 – 12:00 Choices
12:00 – 12:45 Lunch/Quiet Choices
12:45 – 1:30 Recess
1:30 – 2:30 Choices
2:30 – 3:00 Group game
3:00 – 3:30 Snack/Clean up inside
3:30 – 5:30 Pickup/Playground time

A sample of our daily life on field trip days are:

7:00 – 8:30 Drop off
8:30 – 9:00 Snack/get ready for field trip
9:00 Depart for field trip
4:00 Return from field trip
4:00 – 5:30 Pickup/Playground time

Please note that all times are approximate. The Director may change the schedule based on the group's interests and other activities that may be planned. Field trip departure and return times are also subject to change due to distance away from Eliot Elementary School and weather. Please refer to the weekly news letters, white board outside, or contact the KidsPLAY and Youth Bound director to make sure that you have the most up to date information.

ITEMS TO BRING EVERY DAY

Children should bring the following items every day to camp:

Lunch, plenty of snacks, a refillable water bottle, sunscreen, bathing suit, towel, multiple changes of clothes, comfortable clothes, sneakers or athletic sandals, and a camp shirt on all field trip days.

In the case of extreme weather, the KidsPLAY Director will make a decision for the day as to whether we go outside or not. Please send your child with appropriate footwear for both inside and outside activities as well. Please label all belongings. Lost and found will be located near the front door. Please check it every day for items your child may be missing.

Please do not bring any personal items from home. This includes, but is not limited to: toys, games, Pokémon cards, electronics, dolls, sand toys, etc. Children will be asked to keep these items in their cubbies or with a staff member if they are brought to camp.

You may send your child with money to be used while on a field trip for food or souvenirs. Please note that camp staff is NOT responsible for any child's money. We ask that you do not send in more than ten or fifteen dollars per a day, and that you put your money in something with your child's name on it.

SNACKS AND MONEY

Please provide a morning and afternoon snack for your child, as well as a lunch. Lunches may be provided some days if there is a field trip that includes that. Please refer to the weekly newsletters and the white board for up-to-date information. A small snack store is provided in the summer only. Summer Snack cards can be purchased. You can put up to \$5.00 on a card and then the children do not have to be carrying money around with them. Snack cards are kept at KidsPLAY.

DISCIPLINE AND BEHAVIOR POLICIES

KidsPLAY is committed to providing a safe, non-threatening environment. Inappropriate behavior from one can spoil the experience for an entire group; therefore, the following behavior guidelines have been adopted.

- Fighting will not be permitted.
- Swearing, name calling, etc. have no place at KidsPLAY, Youth Bound, or any Rec program.
- Misuse of equipment or destruction/defacing to the facility will not be tolerated. Parents will be financially responsible for any damage done by their child.
- Children must stay within the designated childcare areas.
- Children will be expected to listen, respect, and follow directions given to them by staff.
- Other behaviors deemed inappropriate by staff member(s).

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age-appropriate manner. Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way.

Staff will ask a child to “take a break” for behavior issues. Staff will never require a child to sit facing into a corner or any other humiliating position. Staff will not engage in a discussion about the behavior until the child has had an opportunity to reflect. Time will not begin if the child is trying to argue with a staff member. After giving the child time to reflect, the staff member will discuss the situation and ways to avoid the same difficulty in the future. As soon as a child can complete all of the above, he/she will be allowed to rejoin the group.

If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation. Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child’s routines will enable us to work as partners to provide the best care for your child.

Any inappropriate behavior that does not warrant a warning or down time may result in immediate suspension or expulsion from program. This will be at the discretion of the KidsPLAY Director and Rec Director.

Program staff is encouraged to use physical activity for rewards or incentives for participants’ behavior or performance. Physical activity periods shall not be denied to any participant, excluding academic obligations.

SPECIAL NEEDS

It is the responsibility of the parent/guardian to notify the KidsPLAY Director at the time of registration if your child needs special accommodations in order to be successful in our camp program (i.e. behavior plans, special information for staff, etc.). If your child receives special services from the school district, please let the Director know at the time of registration. Failure to inform us may adversely affect the program experience for your child. If your child has a special assistant to help them get through their days at school, they will also need one during their time at KidsPLAY. It is your responsibility to provide one. We do not have the means to provide extra staff to meet that need. Please speak with the Director if you have any questions.

MEDICATIONS AND ALLERGIES

All medications must go to the KidsPLAY Director. Children are not permitted to administer medications. If your child does have a medication, a permission to administer medication form must be filled out, and the KidsPLAY Director must be contacted before the child attends camp. If your child carries an epi pen, they will be asked to carry it on their being, unless we are at a location where bags are not permitted, then the KidsPLAY Director will hold on to the epi pens.

It is extremely important for the KidsPLAY Director to know your child's allergies. Please make sure that you have completed the medical information portion of the registration paperwork and emailed the KidsPLAY director of any life-threatening allergies your child may have. We will occasionally have activities that involve food or latex, so it is important that all paperwork is filled out so we are aware of your child's allergies.

ILLNESS

Guidelines have been established for the comfort and well-being of your child and that of other children in the program. Children who do not feel well should be at home. If a child becomes ill while at KidsPLAY, a parent will be notified to pick up their child within one hour. Children will not be permitted to come to the program if:

1. They pose a significant health risk to other children;
2. They feel so poorly that they require an excessive amount of time from staff;
3. They feel so poorly that they need comfort from their parents.

*In the event that your child develops/contracts a contagious disease, please contact the director within 24 hours so then we may inform other parents.

INJURIES

In the case that an injury requires attention beyond basic first aid a staff member will make every attempt to notify you, before seeking necessary treatment at the Hospital. *Please note that 'parental release' to act in an emergency situation is signed on the enrollment form at the time of registration.*

Parents will be informed of other injuries not as serious that do not require medical attention at the time the child is picked up from the program.

Contact Information

Recreation Department Phone: 207-451-9334

Program Cell Phone: 207-752-7821

KidsPLAY Land Line: 207-439-4892

Meg Roche

KidsPLAY and Youth Bound Director/Program Coordinator

Email: mroche@eliotrec.com

Heather Muzeroll-Roy

Eliot Recreation Department Director

Email: hmuzeroll@eliotrec.com

Lindsay Jardine

Administrative Assistant/Events Coordinator

Email: ljardine@eliotrec.com



KidsPLAY Late Pick Up Slip Warning

This late pickup slip serves as a written warning before late charges are charged to your account. The second notice of a late pickup will have an invoice attached to it. Please see the late pickup policy below

Our Late Pickup Policy is as follows:

***Parents that have not picked up their child by 5:30 PM Monday through Thursday and 4:30 PM on Fridays, will be charged at a rate of \$10.00 per 15-minute increments per child for additional care.** (1-15 minutes late will be a flat \$10.00 fee; 16-30 minutes late will be another \$10 fee. After 30 minutes, local police will be called. Example: If a child is picked up 17 minutes late, a \$20 late pick up fee will be charged.)

*Late fees will be added to your invoice.

*After three times of being in violation of this policy, a meeting will be scheduled with the KidsPLAY director and parents may be asked to find alternative after school care.

Child's Name: _____

Date: _____

Pick Up Time: _____

I understand that next time I am late, there will be charge to my account.

Parent/Pick Up Person Signature: _____

KidsPLAY Director Signature: _____



KidsPLAY Late Pick Up Slip

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*Late fees will be added to your invoice.

*After three times of being in violation of this policy, a meeting will be scheduled with the KidsPLAY Director and parents may be asked to find alternative after school care.

Child's Name: _____

Date: _____

Pick Up Time: _____

Fee Charged: (\$10.00 per 15 minutes of additional care): _____

This is your 1st 2nd 3rd late pick up.

Parent/Pick Up Person Signature: _____

KidsPLAY Director Signature: _____