



Eliot Community Service Department Parent/ Participant Summer Program Manual



Summer Programming 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.



Recreation Department
Program Cell Phone

(207) 451-9334
TBA

*We may not always be able to answer our cell phone.
For all non-emergency messages please use the Recreation Department number.*

Summer Staff

Heather Muzeroll-Roy, Director: Cell Phone (207) 289-0104
Meg Roche, KidsPLAY Director/Program Coordinator: TBA

Important Information

Each day there will be a schedule posted. Please check this to make sure that there have been no time changes and that your child has arrived with everything needed for the day. Please pack daily: lunch, water bottle, extra clothes, swim wear, sunscreen, comfortable shoes. Medications are required to go to the KidsPLAY Director. Snacks will be available for purchase. Summer fanny packs are available for purchase.

Registration Checklist

- Familiarize yourself with all procedures & policies
- Complete enrollment forms
- Read and sign Parent Consent Form
- Look for weekly invoice reminders (unless paid in full). Payment questions should be directed to Lindsay Jardine at ljardine@eliotrec.com
- Sign up to be included on our Constant Contact Email List. We send notices through this list regularly.

Staff will be certified in CPR and First Aid

Summer Program Program Overview

Location	KidsPLAY and Youth Bound are located at the Eliot Elementary School Cafeteria at 1298 State Road. We will also utilize the Eliot Recreation Department's facilities and our local parks.
Hours of Operation	Monday-Thursday 7:00am-5:30pm Friday 7:00am-4:30pm *Camp activities begin at 9:00 am *Camp activities end at 4:00 pm Please arrive by 8:45am for field trip days as we are not always able to wait for a child/youth that has not arrived by this time. Occasionally, activities or trips will begin or end after the regular 9:00- 4:00 time; please check your schedule. We will be departing for most trips at 9:00am and arriving back from trips by 4:00pm.
Structure	KidsPLAY and Youth Bound will travel off-site two-three days per week. They will remain on-site during inclement weather that would interfere with regular trip plans. Please refer to the calendar of events.

Registration Procedures & Fee Structure

How To Register	Online registration and In-person (by appointment) registration are available. The calendar is released in April.
Enrollment Forms	An individual enrollment form must be completed for every child that participates in the Summer 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. There is also a Consent Form that also needs to be filled out. This form requires initials after each policy statement.
Fees	KidsPLAY and Youth Bound Camp Fee: <ul style="list-style-type: none">• Registration fee: \$25.00• \$235.00/week• Checks should be made payable to Town of Eliot
Payment Options	Payments may be made in Full or Weekly. Weekly payments must be made the Thursday prior to the ensuing week. The first weekly payment is due by June 1 st . Last weeks' payment is due August 1 st . After June 1st you are locked in to your schedule <i>and</i> your payment total. Any changes must be made prior to this date. We do not allow for the switching of days. Please do you best to know your schedule at the time of registration.