



# AYC's BEST SUMMER EVER

**YOUTH DAY  
CAMPS**  
**Jun - Aug  
2020**

**Summer Enrichment Program**

**Ages 5\* - 12**

\*completed Kindergarten

**Day Camp Tracy**

**Ages 5-15**

**CIT - Ages 14-16**

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



**AYC** Alfond  
Youth  
Center

## DEAR FAMILIES –

Thank you for choosing the Alford Youth Center as your child's summer camp option. We understand that you may have several questions, so please feel free to contact us for further details.

~AYCC Camp Directors

### AYCC'S MISSION

To inspire and enable all young people and their families, to realize their full potential as productive, responsible and caring citizens.

### CORE BELIEFS

Through nurturing spirit, mind, and body, we are a positive place for kids by focusing on caring, honesty, respect and responsibility.

### CONTACTS

#### Day Camp Tracy

207-873-0684 (August-mid-June)

#### **Abbie Charrier**

Camps Director

acharrier@clubaycc.org

207-465-9261 (mid-June through August)

#### Summer Enrichment Program

207-873-0684 (year round)

#### **Chrissy Johnson**

Child & Youth Development Director

cjohnson@alfondyouthcenter.org

#### **DJ Adams**

Childcare Coordinator

dadams@alfondyouthcenter.org

## LICENSING

The Alford Youth Center, Day Camp Tracy and Summer Enrichment Program offers licensed childcare through the State of Maine Department of Health and Human Services and is limited to the number of children enrolled in the program.

## COST

Summer Enrichment Program	
Weekly Rate	
Daily Rate	
Late Pick-Up Fee	

Day Camp Tracy	
One Week	\$185/week
Transportation	FREE
Early AM and PM Care	FREE
Late Pick-Up Fee	\$5.00 for every 15 minute interval late

## SCHOLARSHIPS

All families are welcome to apply for partial scholarships for their child's week(s) at camp. Camp Registration Forms (with weeks selected - one week, multiple weeks or 8 weeks) and Scholarship Application must be completed and submitted with one month's proof of household income to qualify.

The AYCC will contact the family regarding the scholarship and confirm the weekly fee for each child. Scholarship funds are limited and are first-come, first-served. See the Welcome Center for details.

The AYCC also accepts payments from 3rd party vendors (State of Maine, etc.) but does not provide scholarships for those receiving 3rd party assistance. See the Office Manager for details.



## MEALS & SNACKS

The AYCC is pleased to provide breakfast, lunch and daily snacks at no additional cost through the Summer Food Service Program, a USDA funded program.

Two lunch menus are provided for the summer, and are alternated bi-weekly throughout the summer. Menus are subject to change.

8oz white milk served at each meal; water is always available.

Children are welcome to pack a lunch from home, however the AYCC is unable to refrigerate or microwave items.

**Nut products are prohibited in our facilities.**

### Breakfast

Breakfast is served daily in our cafeteria.

Camp Tracy - 7:00-7:30am

Summer Enrichment - 8:00-9:00am

### Lunch

Bagged lunches are served daily.

Camp Tracy - lunch at noon

Summer Enrichment - rotating lunches begin at 11:30am

### Allergies

If your child has food allergies we require a doctor's note stating the specific food allergy. The note should also include alternative food substitutions.

**Nut products are prohibited in our facilities.**

**\*\*Not all food substitutions will be available. Please speak with our kitchen staff for more information.**

## MENUS PROVIDED UPON REQUEST

See Welcome Center.

AYCC Summer Camp Parent Handbook 2020

## Federal

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

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 Agency where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. 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, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

## State

This institution is an equal opportunity provider. In accordance with State law this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, sexual orientation or disability.

(Not all prohibited bases apply to all programs)

## DAY CAMP TRACY

Camp Tracy offers exciting opportunities and activities for children to engage and grow. Our goal is to help children discover friends, talents, nature and more importantly, themselves.

We are a state licensed summer camp program for boys and girls, 5-15 years of age. Our program is structured so that children will be able to make friends while trying new things in nature. Our highly trained staff members will design and lead a variety of age appropriate activities for the children in a way that fosters growth and learning.

### CAMPERS

Ages 5-15

Campers are divided into age groups and participate in age-appropriate activities throughout the day on a rotating basis.

### COUNSELOR IN TRAINING (CIT)

Ages 14-16

Application & additional materials required

### GROUPS

Pathfinders - ages 5 & 6

Trailblazers - ages 7

Pioneers - ages 8

Explorers - ages 9-10

Rangers - ages 11-12

Leaders In Training L.I.T. - ages 13-15

### HOURS

Monday-Friday  
7:45am - 4:30pm

Camp Day runs  
9:00am-4:00pm

Extended Care is available at  
AYCC.

7:00am - 8:00am  
4:30 - 5:30pm

## OTHER INFO

8-Week program

Running Jun 22-Aug 14

### TRANSPORTATION & LOCATION

Daily round trip bus transportation offered from the AYCC and Camp Tracy.

Camp Tracy address:  
302 McGrath Pond Rd.,  
Oakland, Maine  
(Physical address only)

	Drop-Off Time	Pick-Up Time
AYCC	7:50am	4:30pm
Camp Tracy	8:30am	4:00pm
Campers should be dropped-off or picked-up by the times indicated above.		

### ACTIVITIES

- Canoeing
- Ropes Course
- Free Swim
- Archery
- Outdoor Education
- Sports & Games
- Paddle Boarding
- Climbing Tower
- Arts & Crafts
- Swim Lessons
- Kayaking
- Stage fun

### WEEKLY THEMES

Week 1 - Jun 22-26 - Spirit Week

Week 2 - Jun 29- Jul 3 World Cup Week

Week 3 - Jul 6-10 - Hero Week

Week 4 - Jul 13-17 - Treasure Hunters

Week 5 - Jul 20-24 - Animal Planet

Week 6 - Jul 27-31 - Holiday Week

Week 7 - Aug 3-7 - Paradise at Camp Tracy

Week 8 - Aug 10-14 - CT's Got Talent

### PARENT NIGHTS

Parent Nights are open to all campers and their families. Campers sing songs, perform skits, and are recognized for their accomplishments at Camp Tracy. Parent Nights start at 6pm at the Amphitheater, but parents are encouraged to arrive at 5:30pm. Feel free to bring a picnic dinner to share with your camper. Parent Nights are July 9th, July 30th, and August 13th.

## CAMP TRACY WATERFRONT PROCEDURES

Swimming is offered daily. If children do not wish to participate in free swim, an alternative will be provided. Camper Pick-up during free swim may take additional time due to the nature of the activity.

- Certified lifeguards are stationed at the waterfront at all times when campers and staff are at the waterfront. Camp counselors are also present during swim times.
- Children who wish to swim outside Section 1 will be required to pass a \*\*swim test.
- The swim rules will be reviewed to assure there is full understanding of what is expected.
- Emergency drills are conducted and recorded for safety purposes each summer. Campers will learn what to do in case of an emergency (i.e. fire, flood, etc.)
- Before the children utilize the waterfront area, a safety check is completed to assure the safety of the waterfront.

\*\*The swim test for both Day Camp Tracy and the Summer Enrichment Program consists of swimming from one end of the section (or deep end) to the other and treading water for 1 minute in the deep end. The test will be given by a lifeguard, and once passed, the child's name will be placed on a list for the remainder of the summer. Tests must be taken at each location if the child intends to swim in deeper areas at camp or in the pools.

# **ALFOND YOUTH CENTER POLICIES**

## **Day Camp Tracy & Summer Enrichment Program**

### **LOST & FOUND**

Please place your child's name on all items of clothing and on all belongings they bring to the program. This will ensure they go home with all their belongings. We have a lost and found area and will keep items for a while before donating them to a local charity.

### **TOYS FROM HOME**

We ask parents to please keep your child's toys safe by keeping them at home. Toys can become an item that may start conflicts, so we urge children not to bring them to the programs.

### **CHILDCARE/CAMP FEES / PAYMENTS**

All payments are due by 5:30pm every Friday. This payment is for the upcoming week of service. Any payment received after 5:30pm on Friday will be considered late and a \$10.00 late fee will be charged.

Childcare fees are due on Friday before the week of service. However, payments can be made Monday morning, prior to check-in.

Payments must be cash, check, money order, credit or debit card. Checks returned for Non-Sufficient Funds (NSF) will be charged a \$25.00 fee and must be paid by cash, credit card or money order within 5 business days.

Personal checks will no longer be accepted after 2 NSF checks.

Payments can also be made over the phone during Welcome Center Hours at 207-873-0684.

We do not accept ASPIRE credit cards for payment. If you receive ASPIRE, you need to sign up for direct withdrawal and fill out correct forms.

### **WELCOME CENTER HOURS**

Jun 22-Aug 14

Monday - Friday - 7:00am - 5:30pm

School year - Mon-Fri 8:00am-6:00pm

Sat 8:00am-5:00pm / Sun 9:00am-5:00pm

# **ALFOND YOUTH CENTER POLICIES**

## **Day Camp Tracy & Summer Enrichment Program**

### **BULLYING**

The Alfond Youth Center will continue to provide leadership and guidance for all participants in regards 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.

Administration and staff will provide clear expectations and consequences for all participants and be consistent with NO TOLERANCE for any bullying behavior.

It is the intent of the Alfond Youth 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 the Center's intent to prohibit children from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate.

Bullying, as defined in this policy, is not acceptable and is strictly prohibited conduct at the Alfond Youth Center, Summer Enrichment Program, and Day Camp Tracy. Any person that 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 a reasonable person would expect to have the effect of:

1. Physically harming a person or damaging a person's property.
2. Placing a person in fear of physical harm or damage to his/her property.
3. Substantially disrupting the recreational or instructional program or the orderly operations of the Alfond Youth Center.

4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile environment for the person who is bullied.

### **CONFIDENTIALITY**

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

### **INCLUSION**

The Summer Enrichment Program and Day Camp Tracy does not discriminate on the basis of disability in admissions, access to, or operation of its program. We are committed to serving persons with disabilities. To ensure that you do not encounter any barriers, please communicate with us so that every effort can be made to provide you with any reasonable accommodations that you or your child may require, i.e. behavior charts, furniture modifications, or adapting our activities.

### **PERSONAL CARE / AIDS / BHP'S**

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 Aid/Behavioral Specialist present at the Alfond Youth Center's summer camps. We do not coordinate these services.

### **PARENT/GUARDIAN INVOLVEMENT**

If at any time you (parent/ guardian) wish to volunteer or visit please make arrangements with the Director. Parents who wish to volunteer will need to fill out a volunteer application. Background checks are required per DHHS regulations.

# ALFOND YOUTH CENTER POLICIES

## Day Camp Tracy & Summer Enrichment Program Cont.

### CHILD GUIDANCE & DISMISSAL

To ensure that the Summer Enrichment Program and Camp Tracy are a positive place for kids to go, we believe that the children have certain responsibilities. Children will be responsible for cleaning up after themselves and to conduct themselves in a manner that is appropriate and safe for the other children around them. We require the children to respect the staff members, other children and Alfond Youth Center's property.

When these simple guidelines are encouraged and supported we believe we create a positive place for all kids to go. 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 please help us carry out these responsibilities.

**Our beliefs:** We know children use their behavior as a way to let others know what their needs are when they do not have the words or skills to express this need. We know children are still learning to be self-controlled and how to be a member of a group of peers as they mature. We want all children to feel safe and cared about while in any program at the Alfond Youth Center. Guiding behavior and teaching behavior skills are high priorities for all the programs. The staff are always role models and guides for the children.

**Our plan:** When children do not display responsible, respectful behavior our goal is to teach and reinforce a positive method to get their needs met. All staff will do daily observations of the children they are working with to document factors that may contribute to the behaviors that children are displaying. The developmental level of the child involved will be taken into account.

When possible, changes will be made in the facilities and/or program to better meet the children's needs and prevent future behavior challenges.

- Children will be involved with setting the rules for having fun; learning, growing and working together. The consequences of making poor choices will be discussed with all the children.
- Children will be reminded of what the expected behaviors are after they make a poor choice.
- Staff will have a discussion with the child to be sure he/she understands what the consequence of their behavior is on others and themselves.
- If unacceptable behavior continues, parents/guardians will receive an incident report stating the situation. Once signed by the parent/guardian, these will be kept on file in the office.
- If the behavior continues and is dangerous to self or others, a parent/guardian will be called to remove the child from the Center for the remainder of the day. A plan will be discussed for future attendance.

### SUSPENSION & DISMISSAL

The Alfond Youth Center 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.

Other reasons for dismissal or suspension include:

- Illness, lice or nits present
- Inability to independently use bathroom facilities
- Parents/guardians not complying with Alfond Youth Center Childcare policies
- Failure to make payments or frequent late pick-ups

We document and file all incidents and refer to them to consider suspension or dismissal. If you have questions about this policy, please see the Director.



# ALFOND YOUTH CENTER POLICIES

## Day Camp Tracy & Summer Enrichment Program Cont.

### CHILD ABUSE & NEGLECT

The Alfond Youth Center's Summer Enrichment Program and Day Camp Tracy are licensed by the Maine State Department of Health and Human Services, we are required by law to report any suspected cases of child abuse or neglect. Identity and information shared in this required report are kept strictly confidential. The Alfond Youth Center, Summer Enrichment Program and Camp Tracy employees are mandated reporters and will not discuss matters with the parents/guardians.

### PICK-UP & HEALTH

Parents/guardians are required to make an immediate pick-up for behavior problems, illness/lice, or bathroom accidents. If illness is contagious a doctor's note will be required upon return or permission from the Director.

If you require our staff to administer prescription medication, you will need to complete a medication form. All medication must be in its original container with the child's name. Over the counter medication will not be given without written consent. Medications will be stored in a locked drawer at room temperature. If refrigeration is needed, or other if other special instructions are needed, you must speak to the Director.

Curbside Pick-Up is available from 4:30-5:30pm daily for the Summer Enrichment Program only.

1. Drivers must pull alongside the space at the end of the building. There will be a red flashing light on a cone when Curbside is available.
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 must sign the check-out log for the child.

### IMPAIRMENT

If the program's 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 Waterville Police Department.

### PICK-UP OPERATIONS

Children will be released only to those people identified on their pick-up list. **A photo ID will be required for pick-up** so please inform individuals on your list. To add a name that is not on your pick-up list, please contact the Director.

**A late fee** of \$5.00 will be charged for every 15-minute interval, if the child is picked up after 5:30pm. The late fee must be paid before your child can return to the program.

If you wish to have a taxi for your child, that information must be submitted in your registration form. We will not send children in taxis without written authorization. Please notify the taxi service you use that they must come in to sign the child out and show proper identification. Children are not permitted to sign themselves out and walk home. This is for the safety of your child.

### TRANSPORTATION

Parents will be responsible for transporting children to and from the program. Van services are not available for the Summer Enrichment Program or Camp Tracy. Please walk your child into the program, as parents must sign their children in and out each day. We are unable to transport children to additional activities within the building (swim, karate, dance, gymnastics). If you wish for your child to participate in these activities, you may speak to the instructor to make arrangements.

## WHAT TO PACK FOR CAMP

- Snacks (please no peanut products)
- Sweatshirt or jacket for chilly/rainy days)
- Socks for Adventure Playland (Summer Enrichment Prog.)
- Water bottle and/or juice
- Sun protection— hats are essential
- Sunscreen - please apply sunscreen at home before sending your child each day.
- Prescription medicine (parental permission slip required)
- Bathing suit, towel, hair elastic (for those with long hair)
- Backpack for personal items (children will need to hold onto their own belongings)
- Extra change of clothes
- Bug repellent (no sprays)

*We are unable to reapply and will not be held responsible if children become sunburned.*

## WHAT TO WEAR

Sneakers, shorts & t-shirts

## ITEMS NOT ALLOWED AT CAMP

- Items promoting alcohol, cigarettes or other inappropriate items will NOT be tolerated at camp.
- Electronic devices, such as handheld game systems, MP3's and/or cell phones are not allowed
- ♦ Personal toys must be left at home

**Please be sure to label your child's belongings.**

**The AYCC and staff are not responsible for lost or stolen items. We maintain lost and found for two weeks and will donate the items to a local charity.**

