



Parent/ Participant Manual 2011



KidsPLAY Summer Program

Thank you for your interest in the KidsPLAY Summer Program. Please contact the Eliot Community Service Department with questions regarding the program or registration. We are looking forward to an exciting summer of new adventure, learning and fun. Please take a few moments to completely read the parent/participant manual; the information will help you and your child understand the program's procedures and policies.



KidsPLAY is a State Licensed Program



Community Service Department	207-451-9334
KidsPLAY Phone	207-439-4832
KidsPLAY Cell	207-289-0037

2011 Personnel

Heather Muzeroll-Roy Eliot Community Service Department, *Director*
Cell Phone # 207-289-0104

Natalie Gould Eliot Community Service Department, *Assistant Director*
Cell Phone # 207-289-0399

Amanda Breton KidsPLAY Director
Cell Phone # 207-475-7835

TBA *Group Leaders*



Staff will be certified in First Aid and Adult, Child CPR

KidsPLAY Programming Philosophy

It is the sincere attempt of the ECSDD to create a well-rounded program that encourages youth to have fun, continue the endless process of learning, take healthy risks and develop socially. We feel it is important to encourage children 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 youth will approach the activities that we do with a positive, adventurous attitude.

Important Dates To Remember

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| <input type="checkbox"/> March 1st | KidsPLAY Sign-ups begin |
| <input type="checkbox"/> May 2nd | Weekly and Daily sign-ups begin |
| <input type="checkbox"/> May 15th | Deadline for Scholarship Applications (Eliot Residents). |
| <input type="checkbox"/> June 15th | Standard Daily fee for add-on days ends. Fee increases to \$30.00 |
| <input type="checkbox"/> June 24th | KidsPLAY Orientation Day- <u>Mandatory For All New Campers & Non-2010 Campers</u> |
| <input type="checkbox"/> July 4th | Camp Closed – Observance of Independence Day |
| <input type="checkbox"/> August 12th | Final Day of KidsPLAY |
| <input type="checkbox"/> Aug 15-26th | KP Trek |

KidsPLAY Program Overview

Location We are located at the Eliot Elementary School Cafeteria. We will also utilize the Community Service Department recreation facilities and our local parks. The Elementary School is located on 1298 State Rd. in Eliot.

Hours of Operation ***Orientation Day is June 24th – No Camp July 4th**
*Seven Weeks: June 27th - August 12th *Monday - Friday
*Camp activities begin at 9:00 am *Camp activities end at 4:00 pm



On Trip Days Please arrive by 9:00 am. It is difficult to begin activities when youth are arriving at different times. 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 trips between 9:00 am-9:15 am and arriving back from trips between 4:00-4:30 pm.**

Before/After Care Please see **Payment/Registration Options for specific before and after care times and fees.** The Camp Selections are designed to allow flexibility with your work and home schedules. Please drop off and pick up your child at the time you have signed up for. Staff scheduling and staff to camper ratios are affected when children do not arrive when scheduled, as well as when they are dropped off early or picked up late. A Youth/Parent that does not follow their pre-arranged camp selection plan will 1st receive a written warning and, then if the problem persists, an additional charge of \$5.00 per 15 minute increments will be issued.

Structure KidsPLAY will travel off-site three days per week and will remain onsite at the Elementary School or local area for the remaining days. Please check your schedule.

Registration Procedures & Fee Structure

How To Register **Initial Registration will be accepted beginning March 1st.** This initial registration will reserve each participant's spot in the program. You may register during ECSD's regular business office hours of Monday-Friday, 8:30 am-4:30 pm. Additional hours by appointment. **Please bring your child's insurance card with you when registering.** We will need a copy for our records.



Enrollment Forms An individual enrollment form must be completed for every child that participates in the KidsPLAY 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 an emergency, medical personnel.

Daily Reg. Forms A daily registration form will be used to register your child for the days that he/she will be attending. This form is in the office and needs to be filled out with a staff member. **This form and the calendar will be available in late April.**

Parent Contract We will **require** a parent to sign the back of this manual to signify that the **child and parent** have read and understand the behavioral guidelines and parent manual. **Please return the signed form when registering your child.**

Fees



Registration Fee:

NEW CAMPERS: Eliot Resident: \$55.00 per participant; Non-Resident: \$75.00 per participant.

2010 CAMPERS: Eliot Resident: \$15.00 per participant; Non-Resident: \$25.00 per participant.

SIBLINGS: Eliot Resident: \$15.00 per participant; Non-Resident: \$25.00 per participant.

Payments by check are preferred, or please have the exact cash amount.

Checks should be made payable to “KidsPLAY” or “ECSD”.

Payment/Registration Options & Discounts

KidsPLAY and Youth Bound Payment/Registration Options:

Camp Options

Basic	Extended
9:00am-4:00pm	7:30am-5:30pm
\$25.00 per day	\$28.00 per day

Payment Options

Payments may be made in Full or Weekly.

Weekly Payments must be made on the **Thursday before** the week enrolled.

Add-On day fees made after June 15th are \$30.00

Financial Assistance The Department is able to offer scholarships to **Eliot** families that demonstrate a financial need. Confidential application forms are available upon request. **May 15th is the deadline for all scholarship applications.**

Add-On Days Often times, youth choose to add days as they learn which days their friends will be attending. Days can be added for the standard daily fee per day prior to June 15th. After June 15th the add-on fee increases to \$30.00.

Policies

Late Payment The Department has implemented the following policy to reduce the frequency of late payments. *Payments made after 5:30 pm on the Thursday before the intended week of participation will be assessed a \$10.00 late fee charge and participants will not be allowed to return to the program until payment is made.*

Non-Payment *Parents/Participants are responsible for full payment for all days that they register for regardless of attendance. Participant/ Parent will be responsible for payment of any fees incurred by the Town of Eliot as it attempts to collect this debt.*

Refunds Program and registration fees are non-refundable. If a scheduled trip is cancelled due to inclement weather, the Rain Date Policy may apply (see below). KidsPLAY will comply with the Community Service Department refund policy as listed below.

Refunds will only be given up to 10 days from the start date of a scheduled event, program, league, class, or trip or in the event that the ECSD cancels an event, program, league, class or trip. The ECSD reserves the right to modify the time frame for granting refunds when it is required to make an advance payment to a service provider. The ECSD reserves the right to modify any component of an event, program, league, class, or trip in the event of

circumstances beyond its control and therefore, is under no obligation to offer participants a refund. Refunds are not given once a program has started.

Switching Days

There will be no switching of days allowed. The only exception is in the case that a youth is sick and a parent has called *in advance*. However, you may not switch an on-site day to a field trip day. An add-on fee will be charged if this is the case.

Rain Dates



Mother Nature occasionally interrupts our scheduled plans with rain and thunderstorms. The schedule of activities is very tight and we usually cannot offer a rain date, however, there may be some trips that allow for rain dates (see calendar of events for dates). When the scheduled activity is cancelled because of inclement weather an alternate activity will take place. However, in the case that we are able to offer a rain date (on an on-site day), and your child did not sign up for this on-site day, an add-on fee will be charged for your child to attend this day.

Arrival

All youth must be **signed in** by a parent or guardian. **KidsPLAY is responsible for a child only after he/she has been signed in.**

Early/late Arrival

Youth may not be in the school or checked-in prior to 7:30 am, regardless of whether a staff member is present or the cafeteria door is unlocked. **KidsPLAY accepts no responsibility for a child that arrives prior to 7:30 am** Please pay special attention to departure times on days that the program is traveling. We cannot wait for a child that has not yet arrived at the program.

Dismissal by Parent/Guardian

All youth must be signed out by a parent or guardian. No one will be allowed to remove a youth from the program that has not been listed on the enrollment form. Staff may ask for identification prior to releasing the child. Please understand that this is for the safety of your child. **KidsPLAY is not responsible for a child after he/she has been appropriately signed out of the program.**

Youth Dismissal Without Permission

Youth that wish to leave the program during the day **will not be allowed to do so under any condition.** We will contact his/her parent or legal guardian for the child to be picked up. If a child leaves the program on his/her own, the police and the parent/guardian will be contacted.

Early/Late Pick-up

Youth may be excused from the program at anytime by a parent or legal guardian. Please tell the staff at check-in if you expect to pick-up your child early. If you need to pick-up your child while he/she is on a trip you must speak with the KidsPLAY Director or Senior Group Leader to sign him/her out as you normally would. **Parents that have not picked up their child by 5:30 pm will be charged at a rate of \$5.00 per 15-minute increments per child for additional care.** This is necessary to cover the expense of the additional staff time.

Transportation

KidsPLAY will use bus and minibus transportation. Youth will be required to remain seated whenever the vehicle is in motion. Behavior problems on the road will result in the vehicle turning around and going back to the school. Refunds will not be given in the event that this occurs.

Orientation Day

All new campers must attend orientation day along with youth who **did not** attend camp in 2010. This is necessary so that we can address camp procedures and rules and introduce staff and youth. Photo Ids will be taken on this day, as well. These are used in the event of an emergency during the summer. We will provide lunch on this day, go swimming at the YMCA and play games that will help everyone get to know each other. Please remember that the first few days will be hectic as the staff, youth and parents come together for the first time.

T-Shirts



Participants are required to wear a KidsPLAY t-shirt on all field trip days. Youth that have forgotten their t-shirt must purchase another shirt or have one delivered to them. **No one will be allowed to leave the school without a shirt.** Youth will be allowed to wear their past year's shirt when their new shirts are not clean. Two T-shirts are included in the registration fee. Parents may opt to purchase additional shirts at the cost of \$7.00. Shirts will be distributed on Orientation Day or on the child's first day of attendance.

Boundaries

When at the Elementary School, youth will be allowed only in rooms designated as KidsPLAY rooms. The ball fields, parking areas and Community Service Property will be used for various activities.

Behavior Policies

KidsPLAY is committed to providing a safe, non-threatening environment. In order to accomplish this, the following behavior policies have been adopted.

Down Time



Youth that are having a difficult time following behavior guidelines, listening to directions, interacting with staff and peers, etc. will be asked to have "down time". The goal of "down time" is to allow a youth to leave a difficult situation and sit alone and quietly reflect on his/her behavior for approximately 5-10 minutes. The youth will be given a specific location to sit and time will begin when the youth has successfully arrived and is seated in that location. Staff will **never** require a youth to sit facing into a corner or any other humiliating position. Staff will not engage in a discussion about the behavior until the youth has had an opportunity to reflect. Time will not begin if the youth is trying to argue with a staff member. After giving the youth time to reflect, the staff member will discuss the situation and ways to avoid the same difficulty in the future. As soon as a youth can complete all of the above, he/she will be allowed to rejoin the group.

Strikes

Youth will have three chances to participate successfully in the day's activities. A staff member will assign a strike for behavior that he/she feels to be inappropriate. A strike will often result in "down time". **A youth that receives three strikes will be suspended for the remainder of the day and the following scheduled program day.** Youth that are on their second strike will be reminded of this policy and given some suggestions for improvement. **Any inappropriate behavior that does not warrant a warning/strike may result in immediate suspension or expulsion from program.**

Suspended Youth

A youth that is asked to leave the program for behavior issues must leave the facility and surrounding areas. Parents will be contacted and notified that they must pick-up their child within the hour. **This policy applies to trips as well.** Parents will be expected to travel to our location to remove their child. The child will not be allowed back into the program until a parent conference with the youth and staff has been held. **Refunds will not be given for days and activities that the child misses as a result of suspension.**


Behavior Plans

It is the goal of KidsPLAY to use its discipline policy as little as possible. In the case that a youth has been suspended from a particular day we will then implement a behavior plan with the youth. The staff and youth will work together to sign and agree upon this plan.

Supervision

Staff will be present in all areas that are open to youth while on-site at the Elementary School. While on trips, the staff will be split up into smaller groups according to the staff to child ratio. Children will always be closely supervised and will always be accompanied by a staff member.

Daily Requirements

- Lunch** Youth should bring a lunch and a couple of snacks everyday, unless the calendar states that lunch is being provided. Lunch should be stored in a small cooler in order to help keep it cool. Please remember that lunch spreads containing mayonnaise and some other foods will spoil in the summer heat in a short time. While on field trips to amusement parks and other places that sell food, you may choose to send your child with lunch money. Snacks and drinks will be available to purchase from the KidsPLAY Store whenever we are on-site (proceeds from the Store go toward program expenses). We will not transport your child to a local store to purchase lunch or snacks.
- Clothing/Footwear** Youth should wear clothing that is comfortable and appropriate for the weather and the day's activities. Inappropriate clothing, such as clothing with inappropriate language, slogans, or other apparel deemed inappropriate by a staff member will be subject to a clothing change, a written warning, and a meeting with the parent/guardian. Youth should have a waterproof watch with them every day. The nature of our camp means that clothes will get dirty and wet. **We recommend that youth wear or bring sneakers or an athletic-type sandal to the program.** Please note, if youth wear sandals their feet may be susceptible to sunburn or ankle/foot injuries. Some of our trip locations require sneakers. **Socks will be required for activities such as roller-skating. When in doubt, wear sneakers and socks.**
- Bathing Suit/Towel** Many of the activities planned involve water; if it gets hot enough, we will add water to those that don't! **Bring a bathing suit & towel everyday.**
- Sunscreen** The activities and trips planned primarily take place outdoors. Send your child to camp lathered in sunscreen and with additional sunscreen to re-apply throughout the day. Staff will remind youth to use sunscreen. However, it doesn't take long in the hot summer sun for a severe burn to occur.
- Backpack** It is recommended that youth bring a backpack to carry all the things that they will need on a particular day. On trip days youth will need to carry their own packs so keep them light!
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- Medications** *All medications (over the counter & prescription) must be accompanied with a note by a parent/guardian that describes how, when and how often the medication is to be given. **No medication will be given without the permission of a parent/guardian. All medical information is confidential. The Senior Staff member on duty will be responsible for possessing and administering all pre-approved medications.***

Other

- Movies** During the course of the summer KidsPLAY may watch several movies. When selecting a movie staff will usually choose one that is rated G or PG, if deemed appropriate by staff.
- Family Participation Day** **Thursday, August 11th** the whole family is invited to travel with KidsPLAY for a day at Water Country. Ticket price for additional participants TBA. **An adult must accompany Non-KidsPLAY children at all times.** This trip is for **Family only!**

Important Registration Information

Confirmation letters are not sent. When registering, we will confirm that your child is registered for a specific day. In the un-likely event that a day is over-booked you will be contacted by phone prior to the start of camp. We are able to take a maximum of 50 youth per day on a first come-first serve basis. Some days there will be a lower cap.

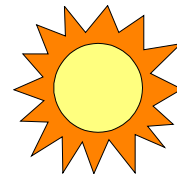
Each day there will be a schedule posted. Please check this to make sure that there have been no time changes and that your child has arrived with everything needed for the day.

Location of Community Service Department Office

The Community Service Department has been temporarily relocated to the Fire Station. Please park at Town Hall and enter at the rear of the building. There is a handicap entrance to the right of the building, please park in front of the handicap sign. Please DO NOT park in front of the bay doors.

Registration Checklist

- ✓ Familiarize yourself with all procedures & policies
- ✓ Bring a copy of your child's insurance card with enrollment forms
- ✓ Read and sign Parent Consent Form





Youth Name

KidsPLAY Parent Consent Form

Please initial after each policy

Behavior Guidelines

I have read and understand the enclosed manual and behavior guidelines. I understand that if my child does not follow the set rules and guidelines disciplinary action will be taken.

Initials _____

Payment Policy

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Initials _____

Medical Release

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, I understand this group travels to different sites and in the event that my child must require immediate medical attention I give the adult in charge permission to make sure my child gets to the nearest medical facility. Permission is also granted for my child to travel to any school, recreation department, community center, or other location for play or special events related to this program. I will make arrangements for my child's transportation (with written notification if individual picking child up is not listed above) upon return from the trip or while on the trip. I understand the nature of the event and my child's involvement in the program.

Initials _____

Late Pick-up Policy

I am aware that if I am late according to the program that I signed up for (Basic, Extended) and/or my child has not been picked up by 5:30 pm. I will 1st receive a written warning and, then if the problem persists, I will be charged at a rate of \$5.00 per 15- minute increments.

Initials _____

Water Activities Permission

Throughout the summer, KidsPLAY will participate in swimming and/or wading activities. Days in which swimming and/or wading are planned are marked on the calendar as beach, pool or water park activities. All locations where swimming and/ or wadding is part of the planned activities will have certified lifeguards on-duty. By signing below, I grant permission for my child to participate in swimming and/or wading activities.

Initials _____

Circle the word that best fits your child's swimming ability:

Non-Swimmer

Beginner

Intermediate

Advanced

By signing below I agree to the above policies.

Parent Signature

Date