



Parent/ Participant Manual 2017



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	207-475-7835

2017 Personnel

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

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

Group Leaders **Senior Group Leader:** TBA
Group Leaders: TBA



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

KidsPLAY Programming Philosophy

It is the sincere attempt of the ECSD 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

- | | |
|--|--|
| <input type="checkbox"/> April 24th | KidsPLAY Sign-ups begin |
| <input type="checkbox"/> May 15th | Deadline for Scholarship Applications (Eliot Residents) |
| <input type="checkbox"/> May 17th | Camp sign-up night, 5-7pm @ ECSD Office |
| <input type="checkbox"/> June 1st | First payment due |
| <input type="checkbox"/> June 2nd | Deadline to return scholarship acceptance letters |
| <input type="checkbox"/> June 15th | Standard Daily fee for add-on days ends. Fee increases to \$35.00 |
| <input type="checkbox"/> June 26th | KidsPLAY Orientation Day- <u>Mandatory For All New Campers & Non-2015 Campers *</u> |
| <input type="checkbox"/> July 4th | Camp Closed – Observance of Independence Day |
| <input type="checkbox"/> August 1st | Final payment due |
| <input type="checkbox"/> August 18th | Final Day of KidsPLAY |

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 26th * No Camp July 4th
*Eight Weeks: June 26th - August 18th *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.**

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 **Registration will begin on April 24th.** You may register during ECSD's regular business office hours of Monday-Friday, 8:30am-4:30pm. 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 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.

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:
Eliot Resident: \$35.00 per participant; Non-Resident: \$45.00 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

KidsPLAY and Youth Bound Payment/Registration Options:

Operating Hours & Cost

9:00am-4:00pm OR 7:00am-5:30pm

\$30.00 per day

Payment Options

Payments may be made in Full or Weekly. \$50 discount per child if paid in full by June 1st or at time of registration.

Weekly payments must be made in advance. The first weekly payment is due by June 1st. Last weeks' payment is due August 1st.

Add-On day fees made after June 15th are \$35.00

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. Approved scholarship letters must be signed and returned to the ECSD office no later than June 2nd. If not received by June 2nd, the scholarship will be forfeited.**

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 \$35.00.

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 7:00 am, regardless of whether a staff member is present or the door is unlocked. **KidsPLAY accepts no responsibility for a child that arrives prior to 7:00 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 \$10.00 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 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 2016. 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 go swimming at the Portsmouth Indoor Pool 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.

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).

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 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.

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 camp 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 summer camp. 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.

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. **KidsPLAY has partnered with York Hospital's Choose to Be Healthy and the "Let's Go, 5210" program to inform children about healthy lifestyles. We are asking parents to provide healthy choices, such as water, fruits and veggies. Please do not send soda or candy.**

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. **For children under 9 years of age, camp staff will apply sunscreen. Anyone over the age of 9 will be allowed to apply their own sunscreen under the supervision of a camp staff person.**

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!

Medication

A medical authorization form must be completed for all children requiring medication while at camp (prescription and non-prescription). 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.

Expectations

Staff & Junior Counselors

1. Be a positive role model.
2. Encourage and instruct, never demean or embarrass a child.
3. Be on time and prepared for the day when camp starts.
4. Teach the proper and appropriate skills.
5. Be attentive to the children to supervise or correct as needed.
6. Have a good attitude and energy.
7. Only introduce safe and appropriate activities.
8. Communicate calmly and directly with parents if there is a problem or issue with their child.

Parents

1. Be a positive role model.
2. Let your child learn and develop at their own pace.
3. Encourage and support your child's effort.
4. Communicate any concerns calmly and directly with staff.
5. Drop your child off and pick them up on time.
6. Have your child prepared for the day with clothing, equipment, food, water, sunscreen etc.
7. Let staff know of any special needs your child has.

Participants

1. Listen to the instructors and follow their directions.
2. Try your best and don't give up.
3. Work together with other participants.
4. Participate in all activities.
5. Encourage others, don't make fun of or laugh at anyone.
6. No fighting, yelling, or cursing.
7. Talk to an instructor if you have a question or problem.

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.

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 80 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 has 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 is now operating out of the Eliot Elementary School. Please drive into the lower parking lot and park. We are the last red door, nearest the lower playground.

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

Payments made after 5:30 pm on the Thursday before the intended week of participation will be assessed a \$10.00 late fee and participants will not be allowed to return to the program until payment is made. Parents/ Participants are responsible for full payment for all days that they register for regardless of attendance.

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 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 \$10.00 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