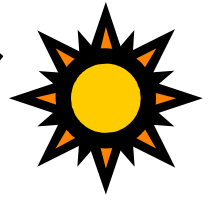


# Parent/Participant Manual



## Eliot Youth Bound Summer Program 2018

Thank you for your interest in the Eliot Youth Bound 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 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.



**Community Service Department      207-451-9334**

**Youth Bound Cell Phone            207-475-4744**

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

### 2018 Personnel

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

**Kyle Lewis**                      Eliot Community Service Department, *Program Coordinator*

**Group Leaders**                TBA

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

### Youth Bound 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. It would be easy to schedule seven weeks of instant fun: arcades, amusement parks, movies, etc. but we feel it is more important to ask 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 youth will approach the activities that we do with a positive, adventurous attitude.

### Important Dates to Remember

- ❑ **April 23<sup>rd</sup>**                      Youth Bound Sign-ups begin
- ❑ **May 15<sup>th</sup>**                        Deadline for Scholarship Applications (Eliot Residents).
- ❑ **May 15<sup>th</sup>**                        Summer camp sign-up night, 5-7pm @ ECSD
- ❑ **June 1<sup>st</sup>**                         First payment due
- ❑ **June 2<sup>nd</sup>**                        Deadline to return scholarship acceptance letters
- ❑ **June 15<sup>th</sup>**                       Standard daily fee for add-on days ends. Fee increases to \$40.00
- ❑ **June 26<sup>th</sup>**                      Youth Bound Orientation Day- **Mandatory For All Campers \***
- ❑ **July 4<sup>th</sup>**                         Camp closed – Observance of Independence Day
- ❑ **August 1<sup>st</sup>**                       Final payment due
- ❑ **August 16<sup>th</sup>**                    Final Day of Youth Bound

## Youth Bound Program Overview

**Location** We are located at the Marshwood Middle School. We will also utilize the Community Service Department recreation facilities and our local parks. The Marshwood Middle School is located on Route 236 in Eliot.

**Hours of Operation** \*Orientation Day is June 26<sup>th</sup>  
\*Eight Weeks: June 26<sup>th</sup> - August 16<sup>th</sup> \*Tuesday, Wednesday & Thursday ONLY  
\*Camp activities begin at 9:00 am \*Camp activities end at 4:00 pm



**Please arrive by 9:00 am.** It is difficult to begin activities when youth are arriving at different times. We have many different departure times on trip days and we are not always able to wait for a youth that has not arrived by 9:00 am. If you know that you need to drop your child off after 9:00 am on a particular day please check with staff so that you know when we are scheduled to leave the school and we know when to expect your child. 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 9:00 am and arriving back from trips between 4:00-4:30 pm.**

**Structure** Youth Bound will travel off-site three days per week. They will remain on-site during inclement weather that would interfere with regular trip plans. Please check your schedule.

### Registration Procedures & Fee Structure

**How To Register**



**Registration will begin April 23<sup>rd</sup>.** We will be using office hours for registration times. These times are 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 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.

**Daily Reg. Forms**

This registration form will be used to register your child for the days and trips that he/she will be attending. This form is in the office and needs to be filled out with a staff member.

**Youth Contract**

We will **require** both parent and child 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.

Checks should be made payable to "ECSD".

## KidsPLAY and Youth Bound Payment/Registration Options:

### Camp Options

9:00am-4:00pm or 7:30am-5:30pm  
\$35.00 per day

### Payment Options

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

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

**Add-On day fees made after June 15<sup>th</sup> are \$40.00**

**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 15<sup>th</sup> is the deadline for all scholarship applications. Approved scholarship letters must be signed and returned to the ECSD office no later than June 2<sup>nd</sup>. If not received by June 2<sup>nd</sup>, 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 15<sup>th</sup>. After June 15<sup>th</sup> the add-on fee increases to \$40.00.

## 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). Youth Bound 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* would this be allowed. 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. Parents or guardians that wish to allow their children to walk or ride a bicycle to the program must sign the appropriate section on the enrollment form authorizing the youth to sign him/herself into the program. **Youth Bound 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 front door is unlocked. **Youth Bound 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. Youth that are responsible for getting themselves here must understand this policy.

## 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. Parents or guardians that wish to allow their children to walk or ride a bicycle home must sign the appropriate section on the enrollment form authorizing the youth to sign him/herself out of the program. Youth will not be allowed to sign out of the program until the camp is onsite and it is 4:00 pm or later. **Youth Bound 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** until we have contacted his/her parent or legal guardian and obtained permission. In addition, if the child does not have a signed bicycle/walker release on his/her enrollment form the parent must pick up the child. 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 Program Coordinator 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

Youth Bound 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 youth that will participate in the program **must** attend the orientation day. This is necessary so that we can address camp procedures and rules and introduce new staff and youth. Participants will also have their picture taken for a Photo ID. These are used in the event of an emergency during the summer. We will 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 Youth Bound t-shirt on all 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.** Participants should arrive in a reasonably clean shirt each day. We encourage youth to take responsibility for cleaning their shirts. 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 choose to purchase additional shirts at the cost of \$7.00. Shirts will be distributed on Orientation Day.

## Boundaries

When at the Middle School, youth will be allowed only in rooms designated as Youth Bound rooms. The ball fields, parking areas and Community Service Property will be used for various activities. When on a trip, the youth will be given specific boundaries.

## Phones

The school phones are not to be used for incoming or outgoing calls; the school secretaries are not our secretaries. Campers are not permitted to bring cell phones to camp. If a camper needs to contact a parent or guardian during the day, the camper may ask the staff to contact the parent or guardian using the camp cell phone.

## **Behavior Policies**

Youth Bound is committed to providing a safe, non-threatening environment. In order to accomplish this, 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.

## 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, regardless if the youth bikes or walks to and from the program. **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 Youth Bound 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 Youth Bound 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 an individual aide to help them get through their days at school, they will also need one for 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 Junior High. While on trips, the staff will be split up to better monitor the facility. A staff member will always be present at a specific meeting location. At the junior high level we try to allow youth some independence when on trips. For example, allowing small groups or partners to participate in activities without a staff member in the group. Staff will assess each location in order to determine how to provide optimum supervision for safety. When youth are allowed to travel in small groups, there will be group check-ins scheduled every one – two hours. Youth will be given specific check-in times, boundaries and behavior guidelines for each trip. **If a youth bouncer is late for their check in time(s) they MUST sit out of the field trip activity at 10 minutes for each minute that they are late.** A staff member will monitor their time. If Youth Bound takes a field trip to a place or building that has various exits, Youth Bouncers will be split up into small groups accompanied by a Group Leader and Junior Counselor to allow for better supervision.

## Buddy System



Youth will be required to use the buddy system while away from the Middle School. **Youth MUST remain with their buddies at all times.** For example, if a youth doesn't want to swim anymore then his/her buddy must leave the water with him/her, or if a youth has to go to the bathroom, then his/her buddy must go with him/her. Staff will assist with pairing buddies that share the same interest in an activity and re-arranging buddy groups during the day as interests change. This is a method of protecting each other, not something that is done because we do not trust them. If there are problems with individuals leaving their buddy or buddy group, we will keep the entire camp in large groups with staff during all trips. Please talk with your children about the potential dangers involved with being alone in public places.

## 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 Youth Bound 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.** Many places do not allow cut-offs or shorts & tee shirts in place of a bathing suit.

#### **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.

#### **Backpack**



Youth should bring a backpack to carry all the things that they will need on a particular day. Youth will need to carry their own packs so keep them light!

#### **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 Youth Bound may watch several movies. When selecting a movie staff will usually choose one that is rated G or PG, however there are some movies that are rated PG-13 that are felt to be acceptable and will be used.

#### **Community Service Day**

As part of Youth Bound, you will be **highly encouraged** to participate in the annual Senior Clambake. Youth Bounders will serve as wait staff for the Eliot Senior Citizens.

#### **Youth Bounder of the Year**

The idea of this program is to reward those youth who present themselves in a positive & respectful manner throughout the summer. The Group Leaders will choose One Girl and One Boy daily. The Youth Bounder who receives the most stars at the end of the summer will be recognized.

## **Important Registration Information**

Confirmation letters are not sent. When registering, we will confirm that your child is registered for a specific day. In the unlikely 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 36 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. There will also be a weekly newsletter with important information on daily trips. Please be sure to pick one up each week.

### **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 we are the last red door down, 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

**Youth Bound 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. **Youth:** I agree to follow the rules and guidelines set by the ECSD and Youth Bound Staff and understand that if I do not follow the set rules and guidelines disciplinary action will be taken.

Initials \_\_\_\_\_ Youth Signature \_\_\_\_\_

**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 charge 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 \_\_\_\_\_

**Minibus Transportation**

Occasionally on "On-site" Days the staff may take the youth on a short trip in the Community Service Department minibus. Please indicate your approval of this by signing below.

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 1<sup>st</sup> 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, Youth Bound 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 wading 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