

March 2008

Dear Parents and Guardians,

Camp Molly Molasses is gearing up for another fun filled and exciting summer camping season on the shores of Chemo Pond! Camp continues to grow and expand, so you will find even more exciting and new events occurring each year. Our goal is to provide a program that offers a safe, fun, and healthy child-centered environment, where your child can learn and grow alongside new friends and mentors!

The attached parent information packet should help answer most of your questions. Please note that you should read and understand all the information in this packet. If you have any other questions, please do not hesitate to call us at the Bangor Y, 941-2808, or at Camp Molly after June 16<sup>th</sup>, at 843-5424.

Sincerely,

Erin Hatch  
Camp Molly Director

## Bangor Y Camp Molly Molasses Parent Handbook

\*\*\*ATTENTION ALL PARENTS\*\*\*

\*\*\*PLEASE READ ALL INFORMATION IN THIS PACKET\*\*\*

YOU MUST BRING YOUR CHILD/YOUNG ADULT INTO THE GYM EVERY MORNING TO SIGN HIM/HER IN.

- The bus will leave the 2<sup>nd</sup> Street Y at 8:00 a.m.!
- All campers need to be in the gym prior to 8:00 a.m.
- Program ends at 5:30 p.m.
- All children need to be picked up prior to 5:30 p.m. unless signed up for extended care.

\*\* A twenty-five dollar, non-refundable/non-transferable deposit is necessary for each week you sign your child up for camp, but will be credited toward that week's fee. Payment in full is due the Wednesday **two weeks** before the week your child attends camp. **If payment in full is not received by Friday noon, we reserve the right to remove your child from the attendance list and call our waiting list to replace the slot reserved for your child.** This is essential if we are to provide a fair and equitable registration process for all parents.

\*\* A written notice is required for withdrawal of your child from any camp program. Notices must be in by Friday, May 30<sup>th</sup> at 5:00 p.m. to withdraw from any week of camp. **Without written notice, you will be required to remit full payment on any weeks you have signed up for.** Read the fee agreement carefully and ask questions if you have them.

\*\* **All information packets must be turned in at the time of registration.** Any child with an incomplete packet will not be allowed to attend camp until **all information** is turned in! **All immunization records will be due at the time of registration.** This year, if you register your child for more than one Bangor Y day camp, we will copy your packet for both camps. However, if you register at a later date for additional weeks at another Bangor Y day camp, you will be required to fill out a new packet. **Payment is due in full for all registrations received after August 1<sup>st</sup>.** We appreciate your efforts!

## FOOD

Children attending Camp Molly Molasses will need to bring a complete lunch and drink each day. Snacks are sold at the camp store to **supplement** lunch. We recommend that all lunches meet 1/3 of the child's daily nutritional requirements. Refrigeration is provided. Please **no warm ups** as we do not have daily access to a microwave/oven during lunchtime. Remember, this year,

## CAMP STORE

The Camp Molly store offers fruit, crackers, chips, and candy to be purchased by campers. Purchases are limited to one drink and one or two other items each day. These items range in price \$0.10-\$1.25. Please do not send your child to camp with any large bills. The Camp Molly store and beverage vending machines will be made available to your child during designated times in the day.

## ARRIVAL AND DEPARTURE

Camp runs Monday through Friday, rain or shine. All campers will meet the bus to go to camp at the Second Street Y between 7:00 a.m. - 8:00 a.m.!! The bus will leave for camp at 8:00 a.m. sharp! All campers need to be in the gym **before** 8:00 a.m. The bus returns to the Second Street Y at approximately 4:45 p.m. Children must be picked up no later than 5:30 p.m.

Limited care is available at 6:30am and until 6pm. Any early drop-offs or late pick-ups must be approved by the Director in advance. **All children who need to stay in the program from 5:30-6:00pm will need to register at the front desk for an additional \$10 fee.**

This year, we will offer convenient drive-through drop off at the Bangor Y Second Street location between 7-7:50am. Campers may also meet the bus for pick up at Downeast School at approximately 7:30am and drop off at approximately 5pm, and parents are always welcome to drop off or pick up at Camp Molly anytime throughout the day.

## ARRIVAL

It is mandatory that you come inside the building with your child and make contact with the camp staff upon arrival and departure each day. (If you are utilizing the drive thru drop off option, you will make contact with camp staff outside of the building.) We cannot accept responsibility for any child dropped off, whose parents have not made contact with a camp staff person. When bringing your child, please give the staff any special information about the health or activities of your child or family. Such information helps the staff to better understand your child and to respond to his/her needs.

## DEPARTURE

It is necessary that you enter the building when picking up your child. Please call the Camp Director if you are going to be late in coming for your child due to an emergency.

CAMP MOLLY: 843-5424

SECOND STREET Y: 941-2808

If a person other than one already authorized is to pick up your child, you must send a written note and give verbal notice to the Camp Director. ***NO child will be released to anyone under the age of 18 even if they are a sibling or also attend camp.*** For the safety of all campers, we ask for a picture I.D. from any person we are not familiar with who may be picking up a child, ***including parents***, grandparents, relatives, etc. As already stated in the Fee Agreement policy, children picked up after the program has ended will be charged a late pick up fee of \$1.00 per minute.

## PARKING

Parking availability for parent use is Union Street, Sanford Street and the Second Street parking lots. It is critical that you do not park in the travel lane of the Second Street parking lot. This travel lane serves as the fire lane. Both the City and Fire department mandate that this lane be kept clear of unattended vehicles at all times. It is also important that you don't park in Handicap Spots, even on a temporary basis.

## SUSPENSION AND DISMISSAL POLICY

The following will be considered grounds for suspension or dismissal:

1. Nonpayment of tuition
2. Continued disruptive behavior by the child after the parents have been consulted and appropriate measures have been taken to change such behavior.
3. Immediate dismissal may occur in extreme situations.
4. Repeated late pickup.
5. Failing to comply with Bangor Y policies.
6. Failing to provide essential emergency and medical information as required by the Bangor Y.

## VIOLENCE POLICY

The Bangor Y strives to eliminate unsafe behavior by anticipating and closely supervising any potentially dangerous situations. We believe all children and staff have the right to be safe from the threat of physical harm or injury, verbal assault, and intimidation. We wish to promote an environment where children are free to learn and have fun without the adverse effects of violence. Any act of verbal or physical violence by an enrolled child in a Bangor Y program will result in disciplinary action up to suspension and/or termination.

## GENERAL HEALTH

During the course of the day, many individuals enter and leave a camp environment; therefore, our ability to control the introduction of infectious diseases is limited.

Everyone shares in the responsibility to consistently implement health policies. These policies are aimed at reducing the introduction and spread of infectious disease.

Any child who is not well enough to participate in routine program activities should not attend or be admitted to any camp program. Children must be healthy enough to participate in activities, both indoors and outdoors.

## WHAT TO BRING

Please watch the weather each day and dress your children accordingly. The winds coming off the lake can affect the temperatures at Camp Molly as much as ten degrees compared to in town. As a rule, please have your children bring the following items with them on a daily basis; ***water bottle***, bathing suit and towel (some families find an extra of each helpful due to double swim days), a plastic bag to bring home wet clothes, a lunch and a drink (no glass please), non-aerosol insect repellent, sunscreen, and extra warm clothing. Rain gear is always a good idea as well.

**Please put your child's name on all of their belongings!!**

## OVERNIGHTS

The Camp Molly staff is happy to have sleepovers during weeks 4(July 10-11), 6(July 24-25), 8(August 7-8), and 10(August 21-22) for campers to take part in. Each overnight has a different theme. You will be given a schedule of the nights' events prior to the sleepover. All sleepovers are on Thursday nights. Your child will return to the 2<sup>nd</sup> St. Y around 4:45 (our regular arrival time) on Friday. Though every sleepover is different your child will always need: sleeping bag, pillow, toothbrush/paste, pajamas, 2 sets of clothing, bathing suit and 2 towels. Don't forget to bring 2 lunches, one for Thursday and one for Friday. Please see the Camp Director for any sleepover details and remember to sign up in advance at the Front Desk, as spots are limited! The cost of each sleepover is \$30.00 per child.

## CAMPER T-SHIRTS

Monday and Fridays are Camp Molly spirit days. All staff and children are encouraged to take part by wearing their Camp Molly T-Shirts. If your child would like to take part in this spirited event or would like to have a Camp T-shirt as a souvenir, please note that camp shirts will be available for you to purchase at the front desk. T-shirts cost \$10 each.

## PARENT RESPONSIBILITIES

- Call Camp Director by 7:30 a.m. when child will be absent.
- Recognize importance of keeping sick children home.
- Arrange alternative care for your sick child.
- Please be aware that we send sick children home. We will try to make every effort to contact you. If we are unable to reach you, we may contact persons listed under emergency contacts. Your child must be picked up as soon as possible after your phone call.
- Understand that any child contracting a contagious disease must bring in written permission from their physician stating that it is O.K. to return to a camp setting before they will be reinstated.
- Fill out registration forms completely.
- Exchange all pertinent information with the Camp Director during intake and as it changes throughout the summer.
- Assure that your child is on schedule for all immunizations.
- Assure that child's lunch meets the daily nutritional requirements.
- Pick up time is by 5:30 p.m. Please be prompt.

## MEDICATION

For camp program purposes, the term "medication" includes prescribed and non-prescribed medications, including cough drops, aspirin and non-aspirin pain relievers, cough medications, antihistamines, decongestants and ointments. Prescribed medications can be given only upon written order of a physician.

A medication container label bearing the prescribing physician's name may be accepted as the physician's order.

All medications must be clearly labeled with:

- 1) Child's name
- 2) Name of the medication
- 3) Clear directions for administration
- 4) Name of the doctor prescribing medication

The Director/Assistant Director, or designated staff member of the program will administer all medications. An Authorization to Dispense Medication form must be completed by the parent before a camp staff member can administer any medications. A new authorization to dispense medication form needs to be filled out *each week*. These forms can be found at the front desk or at the sign in/out tables in the Second Street gym.

Occasionally it is appropriate for a child to self-administer his/her medication. Parents must first speak with the Director and obtain written permission from their physician before a child can administer any medications.

### MEDICAL EMERGENCIES

The parent/guardian will be immediately notified of medical emergencies. You will be given the opportunity to participate in the needed treatment. When notification or participation are not possible, the Authorization for Emergency Transportation and Medical Treatment (found in the camp registration packet) will facilitate quick and effective response to your child's needs.

Upon occurrence of a medical emergency when a parent or guardian is unavailable for transportation, emergency transportation will be sought through the Bangor Fire Department, or an alternative Fire Department, depending on the location. The Bangor Y vehicles or staff vehicles will be driven by staff members only when emergency transportation is unavailable, or unadvisable, such as injury that merits medical advice but not extreme in nature.

Upon occurrence of a medical emergency when a parent or guardian is unavailable for participation in the needed treatment, medical advice and/or emergency treatment will be sought through the child's family doctor. When this is not possible, advice/treatment will be sought from Eastern Maine Medical Center in Bangor or another medical facility if outside the Bangor area.

### INSURANCE

The Bangor Y does not provide accident coverage for individuals or groups and is unable to take responsibility for injuries that may be suffered as a result of participation in Bangor Y related programs.

### SOCIAL SERVICES

Any staff member knowing or having reasonable cause to suspect that an enrolled child has been or is likely to be abused or neglected shall immediately report or cause a report to be made to the Maine Department of Human Services. Suspected neglect or abuse of an enrolled child must be reported. Persons knowingly violating this obligation commit a civil violation for which a fine may be adjudged and disciplinary job action may be taken.

Any parent/guardian or person designated to pick up a child exhibiting evidence of intoxication will be discouraged from driving the child home. The Director/Assistant Director will initiate alternative transportation.

### CUSTODY ISSUES

Parents or guardians are asked to notify the Camp Director of any custody arrangements involving their enrolled child(ren). We ask that you furnish documents, such as divorce decree, that state to whom your child may be released. This information is required by law enforcement officers in the event an unauthorized person seeks to remove your child from our program. Any childcare payment arrangements need to be handled between the child's parents/guardian(s). The Bangor Y will not become involved in any arrangements/disagreements between parents.