



The Bangor Y

127 Hammond Street and 17 Second Street, Bangor, ME 04401
Phone 207-941-2815 or 207-941-2808 Fax 207-941-2819 or 207-941-2812

Revised 03/2009

Summer 2009

Dear Parents and Guardians:

Welcome to the Bangor Y's Travel Camp Program! We are very excited to have your child(ren) enrolled in our program. We have many great travel days filled with fun and adventure as we explore the State of Maine. On non-travel days, we will have "unit" field trips that will include quests within our own community. Travel Camp will be housed at the Hammond Street Y on the third floor.

We have compiled a wealth of information for your use. **Please read it carefully and refer to it if you are ever in doubt.**

A couple of things we should mention now...please do not send your child into the building with large monetary bills hoping that they can get change from the front desk. Serving over 250 children daily, you can see how impossible this is to manage! Also, we wanted to inform you that your child will receive a **FREE Travel Camp** shirt when you pay for your first full week in full! Additional shirts are available to purchase at the front desk in a variety of sizes. Please stop by and check them out!

We look forward to meeting you and your child(ren). You will need to complete an information packet at the time of registration. We are also requiring **all immunization records** at the time of registration, so please bring them with you.

Please feel free to contact us at any time at 941-2815.

Sincerely,

Tracy Souza

Travel Camp Director

**BANGOR Y SUMMER CAMP
PARENT INFORMATION**

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

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

** A twenty-five dollar, **non-refundable/non-transferable** deposit is mandatory for each week you sign your child up for camp; the deposit is due at the time of registration. This twenty-five dollar deposit will be credited toward the total cost of the weekly fee. Payment in full, for the weekly fee, is due the Wednesday **2 weeks before** your child attends camp. **If payment in full is not received by the Wednesday before your child starts camp by 5pm, , we will 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, submitted to the Director, is required for withdrawal of your child from any camp program. **Notices must be received by Monday, June 1st, 5 pm 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.

** **Registration must be received by 6pm on the Thursday prior to the week of camp. Friday, Saturday, and Sunday registrations for the following week will NOT be accepted.**

** All information packets must be completed and turned in upon registration. **Immunization records are required at time of registration.** Any child with an incomplete packet will not be allowed to attend camp until all information is turned in!

We appreciate all your efforts!

IMPORTANT TO REMEMBER

We will have several unit areas. The children will be grouped by age levels and assigned to a specific unit area. We will be providing you with weekly schedules, as well as, a weekly reminder of all of our field trips. Monday, Wednesday and Friday are the designated days for travel. **(Please have your child here by 8:00 a.m. on Travel Days, unless otherwise stated.)**

Reminder: We are located at the Hammond Street Y this summer!

Things to remember to bring each day:

- *Swimsuit
- *Lunch with morning and afternoon snacks, **(no warm-ups please)**
- *Sweatshirt
- *Spending Money (for planned trips)
- *Sneakers
- *Insect Repellent (non-aerosol)
- *Sunscreen
- *Water Bottle
- *Towel

PLEASE - NO GLASS BOTTLES!!!!

ARRIVAL AND DEPARTURE

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. We cannot accept responsibility for any child dropped off outside the building, nor can we release any child(ren) on their own accord.

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. Children need to arrive when the program is scheduled to begin. If you arrive before 7:00 a.m., remain with your child until the program begins. Limited care is available at 6:30am, with Director's approval.

For safety of all campers we ask for a picture I.D. from any person picking up a child that we are not familiar with, including parents, grandparents, etc. There will be no exceptions to this rule. Please bring your picture I.D. every time you pick up your child(ren).

Downeast Bus – Those campers that will be using the Downeast Bus, pick up will be approximately 7:30 am and drop off will be between 4:30 pm and 4:45 pm at the

Downeast School. Travel Camp does not provide supervision on the Downeast Bus, please be prompt in dropping your child off or picking your child up at the Downeast School. Thank you.

Late Care (5:30pm – 6:00pm) is available for a weekly rate of \$10. There will be no daily fee available for late pick up. You must sign up and pay for late care for the weeks needed at registration.

Please call the Camp Director if you are going to be late picking up your child due to an emergency. 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. Parents who pick up their children after the program has ended will be charged the \$10 late care fee, no exceptions.

PARENT RESPONSIBILITIES

- **Call Camp Directors by 7:45 a.m. when child will be absent (941-2815).**
- Recognize importance of keeping sick children home.
- Arrange alternative care for your sick child.
- Fill out health forms completely.
- 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 (i.e., chicken pox).
- Exchange all pertinent health information with Camp Director during intake and as it changes throughout the summer.
 - Ensure that your child is on schedule for all immunizations
 - **WE NEED IMMUNIZATION RECORDS AT REGISTRATION.**
- Ensure that your child has a lunch and it meets the daily nutritional requirements.
- Keep all payment receipts. We cannot give you tax information after camp ends.

YMCA Tax number: 01-0211485
- Pick up time is 5:30 p.m. Please be prompt.

ACTIVITIES

Based at the Bangor Y Hammond Street location, the camp offers a full recreation program with many exciting indoor and outdoor activities. Travel Days are Monday, Wednesday and Friday (see trip calendar). Unit field trips will also be included in the week's activities. Along with traveling, the camp offers swim lessons and free swim in the Means/Aloupis pool at the Second Street location. Children will also enjoy arts & crafts, cooking, sports & games and outside activities.

WHAT TO BRING

Please watch the weather each day and dress your child(ren) accordingly. As a rule, please have your child(ren) bring the following items with them on a **daily basis**; bathing suit and towel (an extra of each would help on days when your child swims twice) a plastic bag to bring home wet clothes, a lunch and drink (no glass please), water bottle, non-aerosol insect repellent, sunscreen, and an extra t-shirt. Children should wear comfortable clothing (depending on weather) and wear sturdy shoes or sneakers. Rain gear is always a good idea as well. Lunches should be brought each day, unless otherwise specified on the schedule.

**Please put your child's name on all of their belongings.
The Bangor Y is not responsible for lost or stolen items.**

FIELD TRIPS

Travel Camp will travel on Monday, Wednesday and Fridays to scenic, historic and recreational areas throughout Maine, as well as, points of interest right here in the Bangor-Brewer area. Parents will receive weekly plans each Monday of camp to inform you of the daily activities and scheduled Travel Days. Please review the schedule, there are trips where your child(ren) will be required to wear Camp shirts.

Decision(s) to cancel travel day, do to bad weather, will be made by the Director the morning of the scheduled trip.

BUS SAFETY RULES

1. The bus driver shall be in complete charge of the bus and the driver's instructions shall be obeyed promptly. This also applies to staff.
2. Children must demonstrate respect and care for private property.
3. Children must load and unload in an orderly manner, no pushing or shoving.
4. While waiting for the bus, children should stay off the road and away from the bus until the bus comes to a complete stop.
5. Children shall remain seated while the bus is in motion and remain seated until the bus has come to a completed stop. The school bus will not move unless all passengers are seated.

6. Children will not use the emergency exit unless instructed by the driver to do so or in a case of a real emergency.
7. Children shall not tamper with or damage any of the school bus equipment.
8. Children shall keep all parts of their bodies inside the bus at all times. Noise should be kept at a minimum. Foul language, screaming, shouting, fighting, tripping and pushing will not be tolerated on any school bus.
9. Children shall not bring articles on the buses that are of an injurious or objectionable nature.
10. Everyone should strive to keep the bus clean and litter free, putting all trash in the container provided
11. Eating and drinking while on the bus is discouraged.

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.

Please be aware that we send sick children home. We will make every effort to contact you. If we are unable to reach you, we may contact the person listed on your emergency forms. Your child must be picked up as soon as possible, after you are contacted.

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 is not possible, the Authorization for Emergency Transportation and Medical Treatment 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 location. Staff members will drive the Bangor Y vehicles or staff vehicles only when emergency transportation is unavailable or unadvisable, such as an 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.

MEDICATION

For Bangor Y 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 doctor prescribing medication

The 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. These forms are available from the front desk and from the camp director. A new authorization to dispense medication form needs to be filled out each week. Medicine **cannot** be administered without authorization.

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

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 withdrawing the child from the program. The Directors will initiate alternative transportation.

FOOD

Children enrolled in Travel Camp will need to bring a complete lunch every day. We are required by the State Licensing Division to ensure all lunches meet one-third of the child's daily nutritional requirements.

Travel Campers will need to **bring 2 nutritious snacks** each day, in addition to a **complete lunch**. Some examples are: crackers, cheese, peanut butter, fresh fruit, vegetables, raisins and juice.

CUSTODY ISSUES

Parents or guardians are asked to notify the Camp Directors of any custody arrangements involving their enrolled child(ren). We ask that you furnish documents, such as a 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.

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 pick-up.
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 physical

violence by an enrolled child in a Bangor Y program will result in disciplinary action up to suspension and/or termination.

PARKING

Parking is available for parents use in the parking lot behind the Hammond Street Y and on Court Street. Please do not park in the areas designated as handicapped, as we have cardiac rehabilitation members who use those spaces, and there are limited spaces available.

OUTDOOR PLAY

Within walking distance to the Bangor Y, the Travel Camp Program has three neighboring playground facilities. Weather permitting, the children are provided with the opportunity to play outside which helps develop motor skills, as well as individual play.

TOYS

We recognize that it is very important for children to have connections with home throughout the day. Toys from home help provide that connection. We do not allow weapons of any type, toys that require batteries, toys that make loud noises or toys that may stimulate aggressive behavior. We welcome books, dolls, trucks, games, etc. Please understand that at times, these items may become lost or damaged, so please avoid sending toys that have great value or have a lot of pieces. **The Bangor Y is not responsible for lost or stolen items.**

CELL PHONES

We understand the importance of parents having contact with their children and the convenience of cell phones for that purpose, but we will require that cell phones remain off and in their back packs. They will not be able to use their phones during camp hours, unless it is necessary for emergency purposes. We cannot be responsible for your child's cell phone during the Travel Camp Program.

ELECTRONICS

Electronics, such as mpeg 3 players, ipods, game boys, DS, PSP, etc. may assist in entertaining your child on long road trips, but they will ONLY be used during traveling. Travel Camp will not allow children to use their electronic toys during camp activities and will be off and left in their back packs during those times. On trips their electronic toys will remain on the bus. We cannot be responsible for your child's electronic toys/equipment. Please only send items that you feel are absolutely necessary for the comfort of your child.