



# Kids Cave

## Before & After School Program

School Year: 2015/2016

Dear Parents & Guardians,

Welcome to the 2015/2016 session of the Kids Cave Before & After School Program. The Kids Cave Afterschool Program offers a safe and fun alternative to your child going home to an empty house or babysitter. The Kids Cave Program is open to all K-5<sup>th</sup> graders within the Bangor School System.

This parent packet contains general information and policies for the Kids Cave Before & After School Program. Please read and understand all the information in this packet. Do not hesitate to contact us at Bangor Parks & Recreation if you have any questions or want more information.

Sincerely,

Don Clark

**Kids Cave Director**

### Fees:

<b>After School:</b>	Full Week - \$60/week Part Time - \$48/week <i>(Must register at the Parks &amp; Recreation Office, 15 part-time spots available)</i>
<b>Before School:</b>	Full Week - \$30/week
<b>Before &amp; After Combo:</b>	Full Week - \$85/week <i>(Must register for full week of before and after school care)</i>
<b>Vacation &amp; In-Service:</b>	5 Day Week - \$100 School Vacation Weeks - 4 Day Week - \$80/week Daily - \$25/day
<b>Snow Days:</b>	3 Snow Days - \$60 <i>(35 spots available. For more information, see snow days section)</i>
<b>Late Fee:</b>	A \$5 late fee may be applied if payment isn't received by the Sunday prior to the week attending
<b>Late Pick-up Fee:</b>	\$15 for every 15 minutes after 6:00 pm

**You are required to pay for every day registered for, regardless of attendance.**

**Deposit:** A non-refundable deposit (equal to the first and last week registered) is required for the before and after school program. A \$20 non-refundable deposit is required for vacation weeks.

**Payments & Cancellations:** Payment is due the Sunday prior to the week attending. Excessive late payments may result in a late fee or your child being removed from the program. All cancellations must be made in writing and given to the Kids Cave supervisor or director. All refunds will be minus the non-refundable deposit.

**AutoPay:** AutoPay allows you to make automatic payments over the course of the school year. Your credit card will be billed every Sunday for 39 consecutive weeks starting Sunday, August 30th. The last payment will be taken out on Sunday, May 22nd. Using AutoPay does not mean your child is registered for vacation weeks. Those weeks need to be registered & paid for separately. AutoPay works by taking the total cost of afterschool and dividing it into 39 payments. You pay almost the same amount as you would if you were to make manual payments. The benefit of AutoPay is not having to worry about remember to make payments. **No deposit necessary when you sign up for AutoPay.** Please call us at 992-4490 if you have any questions about AutoPay.

<u>Hours</u>		<u>Schedule</u>	
Before School:	7:00 – 8:30 am	<b>Before School</b>	<b>After School</b>
After School:	Bus arrival– 6:00 pm	<b>7:00 – 7:30 am:</b> Arrival/Free Time	<b>3:15 – 3:45 pm:</b> Arrival/Free Time
Vacation & In-Service:	7:00 am – 5:30 pm	<b>7:30 – 8:00 am:</b> Choice Activity	<b>3:45 – 4:00 pm:</b> Snack
Snow Days:	8:00 am – 5:00 pm	<b>8:00 – 8:30 am:</b> Dismissal/Free Time	<b>4:15 – 4:45 pm:</b> Counselor Directed Activity
			<b>5:00 – 5:45 pm:</b> Choice Activity Time
			<b>5:45 – 6:00 pm:</b> Dismissal/Free Time

**Pick-up:** Pick-up is from 4:45 – 6:00 pm. You are welcome to pick your child up before this time, but please be aware that we may be in middle of an activity. We ask all parents to stop in at the main office to sign their child out. **All participants must be signed out at the end of the day. We assume anyone listed on your registration form has permission to pick up your child. If not or if someone else will be picking up your child, please notify us in writing. Without written permission, we will not release your child to someone not on your list of approved individuals. For safety, IDs will be checked if there are any questions.**

All campers must be picked up by 6:00 pm. A late fee of \$15 for every 15 minutes late may be charged. Excessive late pick-ups may result in your child being removed from the program.

**Please call us if you think you will be running late.**

**Absence:** If your child will not be attending the afternoon Kids Cave program on a day registered for, please contact us by phone (992-4494) or by email ([kidscape@bangormaine.gov](mailto:kidscape@bangormaine.gov)). We will contact parents/guardians if a child is registered and does not arrive afterschool.

**Holidays:** Kids Cave is closed on Labor Day, Columbus Day, Veterans Day, Thanksgiving (and the Friday after), Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, Presidents Day, Patriots Day, and Memorial Day.

Available Seats	
	Seats Available
After School (Full Time)	85
After School (Part Time)	15
Before School	65
Snow Days	35
Vacation & In-Service Days	55

**This program will fill up. Please register early.**

**Snacks:** An afternoon snack will be provided for after school participants. Participants also have the option of eating a snack from home.

**In-Service & Vacation Days:** Kids Cave will be open during in-service and vacation days. We will also be open August 24<sup>th</sup>-28<sup>th</sup> for participants registered in the Kids Cave Before & After School Program. Payments are due 10 days prior to the attending In-Service and Vacation Day care. If your balance is not paid by the due date, your child may lose their spot. **Vacation days fill up as early as 3 weeks prior to the start of the vacation, please make sure to register early. We do not accept drop-in for vacation and in-service days.** Please send your child with sneakers, snacks, a lunch, and weather appropriate clothing on vacation and in-service days.

**Snow Days:** Snow Day care is offered to those enrolled in the Kids Cave Before & After School Program. Snow Day Care is \$60 and covers the three snow days built into the school calendar. You must register and pay for all three snow days in advance. Any unused snow days will be refunded in the form of account credit. **We do not accept drop-ins for Snow Days. Snow Day care is not offered when the City of Bangor closes due to inclement weather.**

**Personal Items:** Personal items are the responsibility of the participant. Bangor Parks & Recreation is not responsible for lost or damaged property of participants.

**Behavior:** Participants whose behavior seriously interferes with a positive program experience may be subject to suspension or dismissal. If your child requires a one-on-one aid during the school day, then we may require an aid with your child during summer camp at the parent's expense. A child will receive 2 documented warnings, the parent will be notified and if there is a third warning the child will be dismissed according to the severity: 1 day, 1 week, or the rest of the school year.

**Medication & Allergies:** Please let us know of any medications your child is taking, any allergies, and/or any medical conditions we need to be aware of. Our staff will not be responsible for storing or administering medication.

**Forms:** The ***Liability/Photo Release & Field Trip Permission Slip*** and ***Emergency Info/Pick-Up Authorization*** forms are required for all Kids Cave participants. Forms can be turned in to the Bangor Parks & Recreation office or the Kids Cave Director.

Contact Information		
Don Clark, <i>Kids Cave Director</i>	207-992-4494	<a href="mailto:don.clark@bangormaine.gov">don.clark@bangormaine.gov</a>
Kids Cave Office	207-992-4494	<a href="mailto:kidscape@bangormaine.gov">kidscape@bangormaine.gov</a>
Bangor Parks & Recreation Office	207-992-4490	



# EMERGENCY INFORMATION and PICK-UP AUTHORIZATION FORM

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Parent/Guardian Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Parent/Guardian Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Emergency Contact (*other than Parent/Guardian*)

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

## Special Conditions (*Medical Conditions, Allergies, Medications, Dietary Requirements*)

## Medical Information

Family Physician: \_\_\_\_\_

Phone #: \_\_\_\_\_

Choice of Emergency Room: ☐ EMMC ☐ St. Joseph's

Insurance Info: \_\_\_\_\_

## Pick-up Authorization

The following people, along with parents/guardians & emergency contact listed above, are authorized to pick up my child from the Bangor Parks and Recreation Programs. I understand my child will be allowed to leave with these individuals only.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
**Date**

*Please return to Bangor Parks and Recreation*



## Liability/Photo Release & Field Trip Permission Slip

**FIELD TRIPS:** On occasion, this program will be taking walking field trips, van field trips and even bus field trips throughout the greater Bangor area. At this time you may give permission for your child to participate in all of the Field Trips.

By signing below, I give permission for my child to participate in all field trips that are part of the Bangor Parks and Recreation Programs.

**PHOTOGRAPHS:** This form gives permission for your child's photograph to be used to advocate and/or publicize our Parks and Recreation Programs. These publications may be used in local newspapers, brochures, on our website, television, or any other type of publication.

By signing below I give permission for my child to participate in any photo or video session that may be part of Bangor Parks and Recreation Programs.

**MOVIES:** On occasion, movies may be shown due to inclement weather. For children in K-5<sup>th</sup> grade, only G and PG movies will be shown. For children in 6<sup>th</sup>-10<sup>th</sup> grade, only G, PG, and PG13 movies will be shown.

By signing below, I give permission for my child to participate in movies during the Bangor Parks & Recreation Programs.

### Release of Liability:

By signing this permission slip, I/we agree that the city of Bangor will not be liable for any legal claims arising out of unforeseeable conditions, motor vehicle accidents, negligence of any third party, or negligence by the City of Bangor or its employees. I/we will indemnify and hold harmless the City of Bangor for any all such claims.

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*Child's Name (Please Print)*

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*Parent/Guardian's Signature*

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*Date*

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*Parent/Guardian's Signature*

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*Date*

*Please return to Bangor Parks and Recreation*