Middle School

TRAVEL

CAMP

Parent Packet

Middle School Travel Camp

The following policies apply only to
Middle School Travel Camp

Fees

Resident: $115/week
Non-Resident: $130/week

Camp Locations

Bangor Parks and Recreation Center / 647 Main St.

Camp Hours

Drop-Off: After 8:00 AM
Pick-Up: Before 5:00 PM
Campers may not be dropped off before 8:00 am.

Transfers

A transfer of weeks is allowed if space is available. All transfer request must be made online at www.bangorparksandrec.com or at the Parks & Recreation Office. If space is available and the transfer is approved, your child will be added to the roster of the desired week. All transfers are subject to a $5 transfer fee.

What to Bring to Camp (daily)

- Snacks
- Lunch (No refrigeration or microwave available)
- Water Bottle
- Sunscreen
- Bathing Suit
- Towel
- Extra Clothes
- Sneakers
- Inhalers/Epi-Pen (if needed)

What not to Bring to Camp

- Personal Toys
- Trading Cards
- Knives / Weapons
- Candy / Gum

Swimming

Campers will have the opportunity to swim throughout the summer. Participants will swim at local pools and lakes.

Lunch & Snacks

Please send snacks and a complete lunch with your child. Lunches should come in a labeled lunch container complete with an ice pack to keep them cool. Refrigeration is not provided. Please do not send any food that has to be warmed up. Also remember to send your child with a refillable water bottle so they can stay hydrated.
Due to the large number of kids with peanut allergies and the extreme consequences it can hold for particular children, we strongly discourage sending lunches that contain peanuts or peanut butter.

Field Trips & Activities

Any camper planning on participating in our field trips and special events will need to have a signed Field Trip Permission Slip. **On field trip days, we do not offer an alternative program, so any child that attends on these days, must accompany us on the trip. For some field trips we will leave as early as 7:30 am. A full schedule of departure times will be made available to parents at the beginning of the week. All children must be at camp and ready to go at assigned times. There will be no staff for any child arriving after our departure.**
Our goal at Kids Cave Summer Camp is to get the campers outside as much as possible. If it is a nice day, the campers will be outside. Please make sure to send weather appropriate clothing with your child.

Proposed Trips (*subject to change*)

- Jun 25-27: Peaks Kenney State Park
- Jul 2-3 & 5: Orono Trampoline Park
- Jul 9-11: Aquaboggan
- Jul 16-18: Seacoast Adventures (Windham)
- Jul 23-25: Portland SeaDogs
- Jul 30-Aug 1: Seacoast Fun Park
- Aug 6-8: Monkey Trunks (Saco) / OOB
- Aug 13-15: Funtown/Splashtown

Other Trips throughout the summer

- Jenkins Beach
- Mini Golf
- Go Karts
- Local Beaches
- Local State Parks
- Bar Harbor

Registration

Registrations can be made online or at the Bangor Parks & Recreation Office. No phone registrations are accepted. Registrations open on the following dates:

Summer Camp

- Residents: February 26, 2018
- Non-Residents: May 14, 2018

We only accept weekly registrations for Middle School Travel Camp

Payments

You are required to pay for every day that your child is registered for, regardless of attendance.

Making Payments

Payments can be made online at www.bangorparksandrec.com or at the Bangor Parks & Recreation Office. We do not accept payments at the camps or over the phone.

Payment Due Dates

Payments is due 10 days prior to the start of the week your child is attending (Does not apply to AutoPay).

Past Due Accounts

If your account becomes more than 2 weeks past due, we reserve the right to remove your child from the program.

AutoPay

AutoPay allows you to make automatic payments over the course of the program. Your credit card will be billed every Sunday starting the first week your child attends our program and will continue to be billed each week until your balance is paid off.

How AutoPay works: Autopay takes the total cost of the registration and divides into a number of payments that is equal to the number of weeks your child is attending. You pay almost the same amount as you would if you were to make manual payments. The benefit of AutoPay is not having to remember to make payments every week. **No deposit necessary when you sign up for AutoPay.** Please call us at 992-4490 if you have any questions about AutoPay.

Deposits

A non-refundable deposit is required when registering for the Middle School Travel Camp. This deposit is due upon registration and will be applied to the balance of the registration. Deposits amounts are:

Middle School Travel Camp: $20 each week you plan on attending.

No deposit is required for families using AutoPay.

Cancellations

All cancellations must be made 2 weeks prior to the start date of the week being cancelled. Cancellations can be made online at www.bangorparksandrec.com or at the Parks & Recreation Office.

Verbal cancellations will not be accepted.

Families on Middle School Travel Camp AutoPay will have to pay a $10 cancellation fee for each week cancelled.

Refunds

Refunds will only be given to families that adhere to our cancellation policy and have an account without any past due balances. All refunds will be minus the non-refundable deposit.

Pick-up

All campers 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.

A late fee of $15 for each 15 minutes late will be charged to your account if you are late picking your child up. Excessive (3) late pick-ups may result in your child being removed from the program. Please call us if you think you will be running late.

Forms

The following forms must be completed prior to participation in the program:

- Emergency Information & Authorized Pick-Up
- Field Trip/Movie Permission Slip & Liability/Photo Release

Medical Conditions and Allergies

Please let us know of any medications your child is taking, any allergies, and/or any medical conditions we should be aware of.

Illness

We reserve the right to send a child home if they become ill during the program. This is for the safety of your child and other participants. When illness develops, the parents/ guardians will be notified. If you are unable to pick-up your child, we will contact your emergency contact. Your child will be sent home if they:

- Have a fever of 100.4 degrees or higher.
- Are vomiting.
- Have a fever (of less than 100.4 degrees) AND sore throat, rash, vomiting, earache, irritability or confusion.
- Are frequently scratching their body/scalp, have lice or rash.
- Have any illness accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing.

We asks parents/guardians to keep their child home if they:

- Have a fever
- Have vomited 2 or more times in the past 24 hours.

Medication

- The administration of medication during the program should be avoided whenever possible. However, when a child's health and attendance is contingent upon the receipt of the medication during program hours, administration of medication may be permitted with the approval of the Bangor Parks & Recreation Department.
- If a medication is required to be taken in conjunction with a meal (before, during, or after eating), that information must be clearly indicated.
- The parent is responsible for the delivery to the program of prescription medicine. Parent should deliver only the amount of medicine that must be administered during the hours that the child is at the program and must be in its original container with name on it. Any unused medication will be returned to the parent only.
- Prescription pain medication will not be administered by program personnel. Children are not allowed to have any prescription pain medication in their possession.
- The parent/guardian must assume responsibility for informing the program supervisor of any changes in medication.
- Parents are encouraged to come to the program to give medications to their own children.

Head Lice

In accordance with the Center for Disease Control and the American Academy of Pediatrics recommendations, if it is discovered that a participant has crawling head lice or nits, we will call the parents to come pickup the child.. Children will be allowed to return to the program once they have been treated and all the live lice have been removed. Children with nits will be allowed to return to the program as long as they are being treated for lice. Our staff will be doing spot checks on all children.

Behavior

Bullying, teasing, verbal or physical misconduct will not be tolerated. Children whose behavior seriously interferes with a positive program experience may result in suspension or dismissal from the program.

Suspension and Dismissal

We reserve the right to suspend or dismiss your child from the program in the following situations:

- Your account becomes more than 2 weeks behind.
- Your child is picked up late more than 3 times.
- Required forms are not completed.
- Your child repeatedly behaves in a manner that jeopardizes the safety and well being of themselves, other participants, and/or staff.
- Immediate suspension and/or dismissal may occur in extreme situations.
- Failure to comply with the policies as stated in this manual

Lost Items

Please label all personal items. A lost and found bin will be in place at each location. Any items left in the lost and found at the end of the summer/school year will be donated to Good Will. <u>We are not responsible for lost or damaged items.</u>

Policy Changes

These policies are subject to change. Parents will be immediately notified of any change in policies.