



PARENT HANDBOOK

Greetings Parents & Caregivers,

Welcome to Bangor Parks & Recreation Department's Kids Cave Before and After School Programs! Our Pre K thru 5th grade program runs from September-June. Our goal is to provide your child with a variety of active, educational and fun activities to challenge their minds and expand their interests. Please feel free to contact us if you have any questions, comments or concerns. We look forward to working with you and your family.

*Please use the Kids Cave Phone Number for
all daily updates regarding your child.*

207-307-1571

*Trisha Cummings
Childcare Coordinator*

207-992-4490

Trisha.Cummings@bangormaine.gov

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CONTACT INFORMATION

Kids Cave Cell Phone: 207-307-1571

- If your child is not attending that day
- If there is a change in pick up
- If you need to speak to a Kid's Cave Staff
- If you are going to be late
- If you need your child ready when you arrive

Bangor Parks and Recreation: 207-992-4490

- To speak to Trisha Cummings (Childcare Coordinator)
- Any questions regarding Billing
- Any change in credit cards
- Any questions regarding registration

Website:

www.bangorparksandrec.com

Email:

Trisha.cummings@bangormaine.gov (Childcare Coordinator)



PROGRAM AND BUSING INFORMATION

Our Kid's Cave schedule is based on the Bangor School calendar and not calendar year

Whole Enchilada

- Includes busing from Parks & Recreation to your child's school
- Includes busing from your child's school to Parks & Recreation
- Includes Before School & After School care, all Vacations, Early Release Days & In Service Days, and all Snow Days
- See Insert for Rates
- Payment Plan Only
- **Only Option that provides services for ALL Kid's Cave Hours (See Page 7)**

Before School

- Includes busing from Parks & Recreation to your child's school
- Hours include 6:45 AM - 9:00 AM
- See Insert for Rates
- Payment Plan Only

Before School Plus

- Includes busing from Parks and Recreation to your child's school
- Hours include 6:45 AM - 9:00 AM
- See Insert for Rates
- Payment Plan Only
- PLUS: Includes vacation days, Early Release Days, In Service Days and Snow Days

After School

- Includes busing from your child's school to Parks & Recreation
- Hours include 3:00 PM- 5:30 PM
- See Insert for Rates
- Payment Plan Only

After School Plus

- Includes busing from your child's school to Parks and Recreation
- Hours include 3:00 PM to 5:30 PM
- See Insert for Rates
- Payment Plan Only
- PLUS: Includes vacation days, Early Release Days, In Service Days and Snow Days

Before and After School Only

- Includes busing from Parks & Recreation to and from your child's school
- Hours include 6:45 AM - 9:00 AM/3:00-5:30 PM
- See Insert for Rates
- Payment Plan Only

These Programs run on a 41 week schedule. There will be no changing of Programs after April 1st, 2026.

Bangor School Systems are incorporating Early Release Days this year, your child MUST be registered in The Whole Enchilada or our Plus Programs to attend on these afternoons.

ARRIVAL & PICK UP INFORMATION

- **All children MUST be walked in by a parent/guardian and signed in with Kids Cave Staff**
- Children in the Before School program must be dropped off no later than 8:15 am to ensure your child gets on their designated bus
- All children must be signed out at the end of the day. We will not release your child to anyone who is not authorized on your pick-up list without your consent through phone call, in person, or text to the Kid's Cave Phone
- **Anyone picking up your child must bring a photo I.D, if we are unfamiliar with them**
- Please notify us if changes need to be made to your child's emergency forms (ex: adding or removing individuals that can pick up child/ren and/or changes to emergency contacts)
- 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 late pick-ups may result in your child being removed from the program.
- Please call **207-307-1571** if you will be late.



PARENT RESPONSIBILITIES

Parent Etiquette

Parents are expected to act in a courteous and respectful manner towards Kids Cave Staff and other participants of the program. Any questions or concerns with billing, registrations, cancellations, or child's behavior will be directed to the Childcare Coordinator. Repeated failure to comply with our policies and expectations may result in the removal of your child from our programs.

Payment Plans and Payments

Your Payment Plan allows you to make automatic weekly payments over the course of the school year towards your bill. Your credit/debit card will be billed **EVERY Sunday** starting the first week your child attends until your balance is paid off.

If your payment does not successfully process, we will attempt to pull the payment with your card on file two times before contacting you. If there is an issue with your card, please let us know as soon as you can.

Cancellations

All cancellations must be made two weeks prior to the start date of the week being cancelled.

Forms

Emergency Information, Authorized Pick-Up, Field Trip/Movie Permission Slip, and Liability/Photo Release forms must be completed prior to participation in the program.

LOST & FOUND ITEMS

Please label all personal items. Any items left in the lost and found for an extended period will be donated to local charity. We are not responsible for lost or damaged items. Bangor Parks and Recreation will not be responsible for any lost or missing toys that are brought to Kid's Cave.

Kid's Cave does not allow children selling or trading toys, cards or games during Kid's Cave times.

HEALTH POLICIES

Please let us know of any medical conditions or allergies your child may have.

Illness

For the safety of all program participants, we reserve the right to send your child home if he/she becomes ill. We will notify you if your child:

- Has a fever
- Is vomiting
- Has a rash
- Has an earache
- Has live lice or evidence of bedbugs or flea bites
- Experiences uncontrolled coughing, persistent crying, or difficulty breathing
- Deep cough

MEDICATIONS

Kids Cave Staff are not authorized to administer any medication to any child without a completed medical form. All Medications must be in a medical bottle provided by the doctor's office or pharmacy and must only have that day's dosage in the bottle.

General Health

Any child who is not well enough to participate in routine program activities should not attend during that time. Children must be healthy enough to participate in activities, both indoors and outdoors. If a child determined to be sick, a parent or guardian **must** pick up their child in a reasonable amount of time.

BEHAVIOR MANAGEMENT & POLICIES

Behavior

Behavior which seriously interferes with a positive program experience for other participants may result in dismissal and/or suspension from the program. Bullying, teasing, verbal, and physical misconduct are not tolerated.

Physical Contact

Appropriate physical contact includes high-fives, fist-bumps and hugs when asked. Unwanted or inappropriate touch is not tolerated.

Physical Misconduct

Physical misconduct such as violent outbursts, hitting, punching, kicking, slapping, throwing, or any other physical aggression is not tolerated.

Verbal Misconduct

Any use of violent, inappropriate or suggestive language including threats, teasing, or bullying is not tolerated.

Repeated Behaviors May Result in Suspension or Discharge

ANY BEHAVIOR LASTING OVER 15 MINUTES WILL RESULT IN THE CHILD BEING SENT HOME FOR THE DAY.

ELECTRONICS

PLEASE HAVE YOUR CHILDREN LEAVE THEIR CELLPHONES AT HOME OR IN THEIR BAGS. If we see your child with any electronics from home staff will take them and hold onto them until the end of the day. If your child is wearing a smart watch and it becomes problematic, we will ask to hold the watch until child is picked up.

SUSPENSION AND DISCHARGE

We reserve the right to dismiss and/or suspend your child from the programs in the following situations:

- Your account becomes more than two weeks delinquent
- Your child is picked up late more than three times
- Required forms are not completed
- Repeated unsafe Behaviors (See Page 5)

2025-2026





2025-2026 SCHEDULE

DATES IN RED ARE COVERED BY THE WHOLE ENCHILADA AND THE PLUS PROGRAMS

DATES TO REMEMBER:

- *First Day of School: September 2nd, 2025*
- *Early Release Day: September 17th, 2025*
- *Early Release Day: October 15th, 2025*
- *Thanksgiving Break: November 24th- November 26th, 2025*
- *Winter Break: December 29th-January 2nd, 2026*
- *Early Release Day: February 11th, 2026*
- *February Break: February 17th-February 20th, 2026*
- *Early Release Day- March 12th, 2026*
- *Teacher's In-service Day: March 13th, 2026*
- *Early Release Day: April 8th, 2026*
- *April Break: April 20th- April 24th, 2026*
- *Early Release Day- May 13th, 2026*
- *Last Day of School (Subject to Change): June 11th, 2026*

KIDS CAVE IS CLOSED:

- | | |
|----------------------------------|-------------------------------|
| • Monday, September 1st, 2025 | |
| • Monday, October 13th, 2025 | • Thursday, January 1st, 2026 |
| • Tuesday, November 11th, 2025 | • Monday, January 19th, 2026 |
| • Thursday, November 27th, 2025 | • Monday, February 16th, 2026 |
| • Friday, November 28th, 2025 | • Monday, April 20th, 2026 |
| • Wednesday, December 24th, 2025 | • Monday, May 25th, 2026 |
| • Thursday, December 25th, 2025 | |
| • Friday, December 26th, 2025 | |



CITY OF BANGOR
PARKS & RECREATION



KIDS CAVE OPTIONS

(Program starts first day of school and ends the last day of school)

Location: Bangor Parks and Recreation, 647 Main Street Bangor, Maine

Times: 6:45 AM-5:30 PM

Grades: Pre-K thru 5th Grade

THE WHOLE ENCHILADA: \$155.00 per week for 41 weeks

After School Only: \$90.00 per week for 41 weeks

After School "Plus": \$105.00 per week for 41 weeks

Before School Only: \$60.00 per week for 41 weeks

Before School "Plus": \$75.00 per week for 41 weeks

Before and After School Only: \$140.00 per week for 41 weeks

The Whole Enchilada covers Before and After School on all school days, Vacation Days, Snow Days, Early Release Days and In-Service days

Our **"Plus" Options** includes...Vacation days, Snow Days, Early Release Days and In-service days

Bangor School Systems are incorporating Early Release Days this year, your child MUST be registered in The Whole Enchilada or our Plus Programs to attend on these afternoons.

