

# City of Bangor Parks & Recreation



## Parent Handbook

Exciting Activities for All Ages

**SPORTS - GAMES - ARTS & CRAFTS - FRIENDSHIPS**



### Dates:

Sept. 1<sup>st</sup>, 2026 - June 10<sup>th</sup>, 2027  
(Snow Days will be added at the end of school year)



### Times:

6:45AM - 5:45PM

### Registration Info:



**Call Our Number**  
207-992-4490



**Visit Our Website**  
[www.bangorparksandrec.com](http://www.bangorparksandrec.com)



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# Kid's Cave 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](http://www.bangorparksandrec.com)

## **Email:**

[Trisha.cummings@bangormaine.gov](mailto:Trisha.cummings@bangormaine.gov) (Childcare Coordinator)

# Purchasing 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-5:45 PM (Snow days, Vacation days and In-service day hours are 7:30 AM-5:45 PM)

Grades: Pre-K thru 5th Grade

THE WHOLE ENCHILADA: \$165.00 per week for 41 weeks

After School Only: \$100.00 per week for 41 weeks

After School "Plus": \$115.00 per week for 41 weeks

Before School Only: \$70.00 per week for 41 weeks

Before School "Plus": \$85.00 per week for 41 weeks

Before and After School Only: \$150.00 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**

## Important Dates

**(Days Kid's Cave is Closed will be in Red)**

- September 1<sup>st</sup>, 2026- 1<sup>st</sup> Day of School
- **September 7<sup>th</sup>, 2026- Kid's Cave Closed for Labor Day**
- September 16<sup>th</sup>, 2026 Early Release Day
- **October 12<sup>th</sup>, 2026- Kid's Cave Closed for Indigenous People Day**
- October 21<sup>st</sup>, 2026- Early Release Day
- **November 11<sup>th</sup>, 2026- Kid's Cave Closed for Veteran's Day**
- November 23<sup>rd</sup>, 24<sup>th</sup>, & 25<sup>th</sup>, 2026- Thanksgiving Break
- **November 26<sup>th</sup> & 27<sup>th</sup>, 2026- Kid's Cave Closed for Thanksgiving Holidays**
- **December 24<sup>th</sup>, 2026- Kid's Cave Closed for Christmas Eve**
- **December 25<sup>th</sup>, 2026- Kid's Cave Closed for Christmas**
- December 28<sup>th</sup> - December 31<sup>st</sup>, 2026- Winter Break
- **January 1<sup>st</sup>, 2027- Kid's Cave Closed for New Year's Day**
- January 15<sup>th</sup>, 2027- Early Release
- **January 18<sup>th</sup>, 2027 – Kid's Cave Closed for Martin Luther King Day**
- February 10<sup>th</sup>, 2027- Early Release
- **February 15<sup>th</sup>, 2027- Kid's Cave Closed for President's Day**
- February 16<sup>th</sup>- 19<sup>th</sup>, 2027- February Vacation
- March 12<sup>th</sup>, 2027- Teacher's Workshop Day
- March 17<sup>th</sup>, 2027- Early Release Day
- April 14<sup>th</sup>, 2027- Early Release Day
- **April 19<sup>th</sup>, 2027- Kid's Cave Closed for Patriot's Day**
- April 20<sup>th</sup>-April 23<sup>rd</sup>, 2027- April Vacation
- May 12<sup>th</sup>, 2027- Early Release
- **May 31<sup>st</sup>, 2027- Kid's Cave Closed for Memorial Day**
- June 10<sup>th</sup>, 2027- Last Day of School

# Behavior Policies and Expectations

## Parent/Child Agreement

As a condition of enrollment in our program, caregivers are required to review the following behavioral expectations with their children. By registering for Kid's Cave both the parent and the child agree to abide by the behavioral expectations. It is important for staff members to be aware of this student- parent agreement so they can understand what is expected from the children and ensure they are appropriately held accountable for their actions.

- I will treat everyone, both children and staff with respect and consideration.
- I understand that there will be no fighting, teasing, foul language or abusive behavior.
- I will follow all of the Kid's Cave rules.
- I understand that sneaking/running away from staff members and/or identified boundaries is very unsafe and may result in immediate expulsion.
- I understand that to be a Kid's Cave friend I will not deliberately or maliciously exclude other children or form exclusive groups (cliques).
- I understand that Cell phones or other similar devices are not permitted at Kid's Cave.
- I understand that any electronic device that can: send or receive a phone call or text messages, play a DVD, access the Internet or send or receive e-mail is not permitted at Kid's Cave.
- I understand that dangerous items are not permitted at Kid's Cave. No weapons, drugs, alcohol, vape pens, cigarettes, matches, fireworks, or other contraband may be brought into Parks and Recreation or used while at Kid's Cave.
- I know I am responsible for my own actions. If I make a mess, I will clean it up, if I break something, I will do my best to fix it.
- I understand that Kid's Cave does not operate a "finders-keepers, losers-weepers" policy. If I find something that does not belong to me, I will turn it in to my counselor. I will be responsible for my own possessions.
- I know that if my clothing or any possessions are lost, damaged or stolen, Kid's Cave is not responsible.
- I will not bring expensive clothing, cameras, jewelry and other valuable items to Kid's Cave.
- I understand the sole purpose of the counselors is to ensure my safety and happiness and I should expect the same respect, understanding and attention that I will show them.

**Please sign and date the Student-Parent Agreement to indicate your agreement to the above stated terms**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Camper's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Please Print)*

# Behavior Policies and Expectations

## Behavior Policy

Bangor Parks and Recreation values the importance of promoting positive behavior and appropriate methods of behavior management within the program setting. All children have the right to expect positive approaches to behavior management which will foster self-esteem, respect, tolerance, and self-control. Specific behaviors that are emotionally and/or physically damaging to individuals and/or property are real challenges for adults/staff and the other children and therefore must be dealt with in an appropriate manner. By encouraging these values Bangor Parks and Recreation will aspire to ensure all participants feel safe, have fair opportunities and are considerate to all. 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.

If your child requires more than 1 staff for a behavior and/or the behavior lasts for over 10 minutes, you will be called, and your child will need to be picked up within a reasonable time.

## Discipline Policy

Behavioral issues which warrant progressive disciplinary action may include, but is not limited to:

- Endangering another person's well-being
- Swearing or verbal abuse to staff or students
- Stealing or destruction of property
- Disrespecting staff or students
- Inappropriate behaviors or jokes
- Bolting from area
- Breaking any of the general program rules

## Behaviors

- Children must remain with their designated groups
- Children are not allowed to leave the site without permission at any time during program.
- All behavior should be appropriate or disciplinary action will be taken. Swearing or aggressive behavior will not be tolerated. Respect needs to be given to each other, counselors and adults. **WE HAVE A ZERO TOLERANCE FOR VIOLENCE, ABUSIVE BEHAVIOR OR BULLYING!**

*Note: Childcare Coordinator reserves the right to adapt the consequences depending on the severity of the action or behavior. Especially those incidents that involve the inability to stay in one's group or behaviors causing physical harm.*

## Policy Changes

We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the program.

# Policies and Procedures

## Emergency Information

The Emergency Information & Authorized Pick-Up Form and Permission will be completed as part of your registration. Please make sure all information is kept current and up to date

## Drop-off & Pick-up

All children MUST be walked in by a parent/guardian and signed in with Kid's Cave Staff.

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. Anyone picking up your child must bring a photo I.D. Please notify us of changes by completing an updated **Emergency Form**.

A late fee of \$15 for every 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.

## Custody Issues

Parents/guardians are asked to notify the Childcare Coordinator of any custody arrangements involving their enrolled child(ren). We ask that you provide documents, such as a divorce decree, that state with whom your child may be released. If at any time there are court documents stating different custody arrangements we ask that you provide that paper work to the Childcare Coordinator. At no time will Bangor Parks and Recreation staff become involved in any arrangements/disagreements between parents. Any payment arrangements must be handled between the child's parent/guardian(s).

## Potty Training & Accidents

Children enrolled in Bangor Parks & Recreation programs must be potty trained. If your child has an accident, you will be called to come to Bangor Parks and Recreation to make sure the child is cleaned up as well as remove any soiled clothing from the building. If your child has multiple accidents, they may be removed from the program.

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# General Health and Safety

## General Health

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

## Safety

We here at Bangor Parks and Recreation believe that 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 Parks and Recreation program will result in disciplinary action up to suspension and/or termination.

## Medical Conditions & Allergies

Please let us know of any medical conditions or allergies your child may have to ensure we are delivering the best care. **Due to severe peanut allergies, we do not allow lunches or snacks that contain peanuts.** Parents will be called to exchange the lunch.

## Medications

All medications must be given to the Childcare Coordinator, Trisha Cummings or desk person. A note from the doctor stating medication dosage and times to be given must accompany the container. Medication must be contained in the original (child proof) prescription container. The prescription bottle must include the name of the child, medication type, dosage, current date, and the physician's name and telephone number.

A parent or legal guardian must complete and return the medication consent form in order to permit the administration of any medication. A form will be filled out for each individual medication. Children may not carry any medication, over the counter or prescription, in their bags at any time. All medication will be given back to the parent/guardian each night at the end of the day.

## Illness and Injury

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

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# Payments and Cancellation

## Weekly Rates

Residents - \$180 per week

## Auto Pay

Auto pay 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.

## Payment

Automatic Payments will be withdrawn from your bank account on the Sunday before Kid's Cave starts. Payments are removed consecutively for the number of weeks that your child is registered. If for any reason your child's weekly charge does not go through, we will attempt to process the payment 2 times before calling. Accounts with two or more unpaid past due weeks may result in your child being removed from the program. Payments may also be made at [www.bangorparksandrec.com](http://www.bangorparksandrec.com) or at the Bangor Parks and Recreation office.

## Cancellation Policy

Bangor Parks and Recreation requires a 2 week notice for all cancellations. If the cancellation is received without a two-week notice, you will be required to pay for those weeks.

To cancel you must first fill out a cancellation form. To do this you can go to [www.bangorparksandrec.com](http://www.bangorparksandrec.com) and under forms you will see cancellation form. This must be filled out in order for your Kid's Cave registration to be cancelled.

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# Rules and Policies

## Lost and Found

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.***

## 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

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