



CITY OF BANGOR
PARKS AND RECREATION

Parent Handbook

Greetings Parents & Caregivers,

Welcome to Bangor Parks & Recreation Department's Before & After School Kids Cave Program and Summer Programs! 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!

Shawna Rustin

Recreation Programmer

Kids Cave Director

shawna.rustin@bangormaine.gov

Annabelle Muscatell

Asst. Recreation Programmer

Asst. Kids Cave Director

annabelle.muscatell@bangormaine.gov

Kids Cave Cell Phone:

(207)307-1571



Care Options

BEFORE & AFTER SCHOOL CARE

Program Location

647 Main Street
Bangor, Maine

207-307-1571 (Kids Cave cell phone)

207-992-4490 (Parks & Recreation main office)

Before School

- Includes busing from Parks & Recreation to school
- Hours: 6:45AM - 8:45AM
- 38 Weeks of Programming
- See Insert for Rates
- AutoPay option available

After School

- Includes busing from school to Parks & Recreation
- Hours: 3:00PM—5:30PM
- 38 Weeks of Programming
- See Insert for Rates
- AutoPay option available

Before & After School Combo

- Includes busing for both to and from school
- Hours: 6:45AM - 8:45AM & 3:00PM - 5:30PM
- 38 Weeks of Programming
- See Insert for Rates
- AutoPay option available

Whole Enchilada

- Includes:
 - Before School
 - After School care,
 - School Vacations
 - In-service days
 - All snow days
- See Insert for Rates
- This option is an **AutoPay** only option

Vacation Weeks

All vacation weeks (outside of the Whole Enchilada) must be paid in advance to reserve a spot in our program

We offer five vacation weeks per school year:

- Welcome Days (Monday and Tuesday before school begins), Thanksgiving, Winter, February and April break
- Vacation days fill up quickly, so please make sure to register early
- **Please send your child with sneakers, snacks, a lunch, and weather appropriate clothing** . We do not accept drop-ins for vacation days.

SUMMER CAMP OPTIONS

Summer Camps runs for 8 weeks in the summer.
Please see insert for specific dates, weekly themes and rates.

K-1 Camp

- Located at Fourteenth Street School
224 14th Street, Bangor
- Open to Kindergarten & 1st grade participants
- Hours: 7:00AM—5:30PM
- Includes 1 Special Event each week
- See Insert for Rates
- AutoPay option available

2-3 Camp

- Located at Fairmount School
58 13th Street, Bangor
- Open to 2nd & 3rd grade participants
- Hours: 7:00AM—5:30PM
- Includes 1 Special Event each week
- See Insert for Rates
- AutoPay option available

4-6 Camp

- Located at Mary Snow School
Milford Street, Bangor
- Open to 4th, 5th & 6th grade participants
- Hours: 7:00AM—5:30PM
- Includes 1 Special Event each week
- See Insert for Rates
- AutoPay option available

Purchasing Options:

- Summer Camp programming can be purchased weekly or as a full summer program.

Summer Specific Policies:

Swimming

Campers will have the opportunity to swim throughout the summer. Participants will swim at the following locations (Days and locations subject to change):

- K-1 Campers will swim most days at Pancoe Pool.
- 2-4 Campers will swim most days at Pancoe Pool.
- 4-6 Campers will swim most days at Dakin Pool.

We do not provide transportation to swim lessons.

POLICIES & PROCEDURES

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 Kids Cave Director or Assistant Director. Failure to comply with our policies and expectations may result in the removal of your child from the programs.

Payment

Non-AutoPay registrations must be paid prior to the start of the week you registered for (by the Friday before). Accounts with two or more unpaid past-due weeks may result in removal of your child from the programs. Payments can be made online at www.bangorparksandrec.com or at the Bangor Parks & Recreation office. We do not accept payments over the phone.

Cancellations

All cancellations must be made two weeks prior to the start date of the week being cancelled. Cancellations can be made online at the bangorparksandrec.com.

Whole Enchilada members do not receive credit or refunds for cancelled or missed weeks during the program.

Forms

Emergency Information & Authorized Pick-Up Form and Permission Slip must be completed prior to participation in the program. This can be found on your online Bangor Parks & Recreation account.

Drop-off & Pick-up

- 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 8:00AM to get on the 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. Anyone picking up your child must bring a photo I.D. Please notify us of changes by completing an update 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 programs.

CHILD EXPECTATIONS

Behavior

Bangor Parks and Recreation values the importance of promoting acceptable behavior and methods of discipline within the program setting. All individual children have the right to expect positive approaches to discipline, 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 problems for adults/staff and the other children 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 is 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.

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.

Suspension and Dismissal

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
- Failure to comply with program policies and expectations

Medications & Illness

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 strongly discourage sending lunches or snacks that contain peanuts.

Medications

Kids Cave Staff are not authorized to administer any medication to any child aside from basic first aid treatment.

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 the building 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.

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

Lost 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.**

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 school year.





CITY OF BANGOR
PARKS AND RECREATION



Before & After School

2021 - 2022

DATES TO REMEMBER:

- Kids Cave Welcome Days: August 30th & 31st, 2021
 - First Day of School: September 1st, 2021
- Thanksgiving Break: November 22nd - November 26th, 2021
 - Winter Break: December 23rd - December 31st, 2021
 - February Break: February 21st - February 25th, 2022
 - April Break: April 18th - April 22nd 2022
- Last Day of School (*Subject to change*): June 17th, 2022

KIDS CAVE IS CLOSED:

- Monday, September 6th, 2021
- Monday, October 11th, 2021
- Monday, November 11, 2021
- Thursday, November 25th & Friday, November 26th, 2021
- Thursday, December 23rd & Friday, December 24th, 2021
 - Friday, December 31st, 2021
 - Monday, January 17th, 2022
 - Monday, February 21st, 2022
 - Monday, April 18th, 2022
 - Monday, May 30th, 2022

BEFORE & AFTER SCHOOL PROGRAMS

2021 - 2022

REGISTRATION

Registrations can be made online or at Bangor Parks & Recreation. No phone registrations are accepted. Before & After School is limited to children in Bangor Public K-5 schools. Registrations open on Monday, April 19th, 2021.

RATES

Before School

- \$42.50/week for 38 weeks. AutoPay option available

After School

- \$71/week for 38 weeks. AutoPay option available

Before & After School Combo

- \$113.50 /week for 38 weeks. AutoPay option available

Whole Enchilada

- \$115/week for 42 weeks. AutoPay only option.
Includes Before & After school, All Vacation Weeks, In-Service Days and All Snow Days. Your credit/debit card will be billed every Sunday for 42 consecutive weeks. **There are no refunds or credit for weeks that your child does not attend.**

Vacation Weeks (Included in Whole Enchilada)

- Welcome Days: \$46/2 day week
- Thanksgiving Break: \$85/3 day week
- Winter Break: \$130/5 day week
- February & April Break: \$110 day weeks
**Full payment is due upon registration*

CANCELLATIONS

Cancellations must be made two weeks prior to the start of the week you wish to cancel. Cancellations must be made online at www.bangorparksandrec.com.

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.

WEEKLY PAYMENTS

You are required to pay for every week that your child is registered, regardless of attendance. Payment is due before the start of the week. We reserve the right to remove anyone from the program who's account becomes more than two weeks past due.

AUTOPAY

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 less each week with the AutoPay option. Your credit/debit card will be billed every Sunday for either 38 or 42 consecutive weeks dependent on the program you are registered for (see above).

Please call us at 992-4490 if you have any questions.