



CITY OF BANGOR
PARKS AND RECREATION

Greetings Parents & Caregivers,

Welcome to Bangor Parks & Recreation Department's Kids Cave Before and After School Programs! Our PreK-5 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!

Trisha Cummings

Childcare Coordinator

Trisha.cummings@bangormaine.gov

207-992-4490

Brandon Pender

Asst. Childcare Coordinator

Brandon.Pender@bangormaine.gov

207-992-4490

Please use Kid's Cave Phone Number for all daily updates regarding your child

207-307- 1571



Parent Handbook

BEFORE & AFTER SCHOOL CARE OPTIONS

Program Location

647 Main Street
Bangor, Maine
207-307-1571 (Kids Cave cell phone)
207-992-4490 (Parks & Recreation main office)

Program Hours

Before School: 6:45 am - 9:00 am
After School: Bus Arrival - 5:30 pm
Vacations: 6:45 am - 5:30 pm
Snow Days: 8:00 am - 5:30pm

Our Kid's Cave schedule is based on the last day of school and not calendar year

Before School

- Includes busing from Parks & Recreation to school
- Hours include 6:45AM - 9:00 AM
- See Insert for Rates
- AutoPay option only

After School

- Includes busing from school to Parks & Recreation
- Hours include 3:00PM—5:30PM
- See Insert for Rate
- AutoPay option only

Whole Enchilada

- Includes Before School & After School care, all vacation & in-service days, and all snow days
- See Insert for Rates
- **AutoPay** option only

Vacation Weeks

All vacation weeks (outside of the Whole Enchilada) must be paid 10 days in advance to reserve a spot in our Program

We offer five vacation weeks per school year:

- Welcome Week (week 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

Snow Days & In-Service Days

- Available only to **Whole Enchilada** members
- This excludes days when the City of Bangor shuts down due to significant weather or other natural emergencies
- If the city closes during the day, parents will be contacted to pick up their children as soon as possible.



POLICIES & PROCEDURES

CHILD EXPECTATIONS

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.

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

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 the programs.

Payment

Non-AutoPay accounts must be paid 10 days prior to the start of the week. Accounts delinquent by two weeks or more may result in removal of your child from the programs.

Cancellations

All cancellations must be made two weeks prior to the start date of the week being cancelled. Cancellations can be made at the Parks & Recreation Office or by calling 207-992-4494. **Whole Enchilada members do not receive credit or refunds for cancelled or missed weeks.**

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.

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 8:15am 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 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

Medical Conditions & Allergies

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

Medications

Kids Cave Staff are not authorized to administer any medication to any child without a completed medical form.

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

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.



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Before & After School

2022-2023

DATES TO REMEMBER:

- *Kid's Cave Welcome Days: August 29th, 30th, 31st, 2022*
- *First Day of School: September 1st, 2022*
- *Early Release: October 28th, 2022*
- *Thanksgiving Break: November 21st– November 25th, 2022*
- *Early Release: December 23rd*
- *Winter Break: December 25th– January 3rd, 2023*
- *February Break: February 20th–February 24th, 2023*
- *Teacher's In-service Day: March 17th, 2023*
- *Early Release: March 31st, 2023*
- *April Break: April 17th– April 21st, 2023*
- *Last Day of School (Subject to Change): June 16th, 2023*

KIDS CAVE IS CLOSED:

- *Monday, September 5th, 2022*
- *Monday, October 10th, 2022*
- *Friday, November 11th, 2022*
- *Thursday November 24th, 2022*
- *Friday, November 25th, 2022*
- *Monday, December 25th, 2022*
- *Friday, December 31st, 2022*
- *Monday, January 16th, 2023*
- *Monday, February 21st, 2023*
- *Monday, April 18th, 2023*
- *Monday, May 29th, 2023*

BEFORE & AFTER SCHOOL PROGRAMS

2022-2023

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 Pre-K-5 schools.

RATES

Before School

- Weekly: \$47/week. AutoPay Option Only , Paid in 38 consecutive weeks so you are paid up 4 weeks early for the end of the year
- Includes 38 weeks of programming
- \$1786 for the year

• After School

- Weekly: \$75/week. AutoPay Option Only , Paid in 38 consecutive weeks so you are paid up 4 weeks early for the end of the year
- Includes 38 weeks of programming
- \$2850 for the year

Before and After School

- * Weekly \$122.22/week. AutoPay Option Only, Paid in 38 consecutive weeks so you are paid up 4 weeks early for the end of the year
- Includes 38 weeks of programming
- \$4636 for the year

Whole Enchilada

- Weekly \$124, AutoPay Option Only, Paid in 42 consecutive weeks so you are paid up 4 weeks early for the end of the year
- Includes 42 Weeks of Programming
- \$5208 for the year

There are no refunds or credit for weeks that your child does not attend.

This is based on actual last day of school and not the calendar

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.

PAYMENTS

You are required to pay for every week that your child is registered, 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 over the phone.

Past Due Accounts

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

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. Your credit/debit card will be billed consecutively every Sunday.