



CITY OF BANGOR  
PARKS AND RECREATION



# Parent Handbook

Greetings Parents & Caregivers,

Welcome to Bangor Parks & Recreation Department's Bangor Blast Summer Camp! 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*

207-992-4490

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

*Annabelle Muscatell - Asst. Childcare Coordinator*

207-992-4490

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# SUMMER CAMP OPTIONS

Summer Camps run for 8 weeks

## Munchkin Camp - Grade K

- Hours of operation - 8:30am - 3:30pm
- Located at Bangor Parks & Recreation (647 Main Street Bangor, Maine)
- Phone Number: 207-992-4490
- See Attached Schedule for dates

## Mini Camp - 1st Grade

- Hours of operation - 7:30am - 5:30pm
- Location: TBD
- Phone Number: 207-949-3198
- See Attached Schedule for dates

## Monster Camp - Grades 2nd - 3rd

- Hours of operation - 7:30am - 5:30pm
- Located at Fairmount School (13th Street, Bangor, Maine)
- Phone Number: 207-974-8237
- See Attached Schedule for dates

## Mega Camp - Grades 4th - 5th

- Hours of operation - 7:30am - 5:30pm
- Location TBD
- Phone Number: 207-949-3351
- See Attached Schedule for dates

## Purchasing Options:

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

## Swimming

Campers will have the opportunity to swim throughout the summer. Locations and times TBD.

# POLICIES & PROCEDURES

## PARENT RESPONSIBILITIES

### Payment

**Auto Pay:** Auto pay allows you to make automatic weekly payments over the course of the summer towards your bill. Your credit/debit card will be billed **EVERY Sunday** starting the first week your child attends camp until your balance is paid off.

**Example:** Registered for weeks 1, 4 & 5 / Payment comes out weeks 1, 2 & 3

### Cancellations

**Cancellation Policy:** A two week cancellation notice **is required**. If cancellation is made within the two week period a \$50 cancellation fee per week will be placed on your account. **This fee will need to be paid by the account holder and does not automatically get charged to your credit card!**

We do not accept payments over the phone.

### Forms

The Emergency Information & Authorized Pick-Up Form and Permission Slip Form 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 Bangor Blast Summer Camp 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 update form.
- On Field Trip Days your child **must** be dropped off at camp no later than 8:30am.
- 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 a Camp Director 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 Camp Director. At no time will Bangor Parks and Recreation staff become involved in any arrangements/disagreements between parents. Any camp payment arrangements must be handled between the child's parent/guardian(s).

# POLICIES & PROCEDURES

## CHILD EXPECTATIONS

### Behavior

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.

### Physical Contact

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

### Physical Misconduct

Physical misconduct, including but not limited to: violent outbursts, hitting, punching, kicking, slapping, biting, throwing, or any other physical aggression toward staff or other children is not tolerated. For the safety of our participants, instances of physical misconduct will result in immediate dismissal for the day.

### Verbal Misconduct

Any use of violent, inappropriate or suggestive language including threats, teasing, or bullying is not tolerated. Verbal misconduct may be grounds for dismissal.

### Verbal Threats

Any threats of life to a child or staff member will result in immediate suspension. Child will be able to return once a plan is determined by staff and parents.

### Suspension and Dismissal

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

- Failure to pay for service.
- Your child is picked up late more than three times
- Required forms are not completed
- Repeated unsafe behaviors
- Physical Misconduct
- Continued disruptive behavior by the child after the parents/guardians have been consulted and appropriate measures have been taken to change such behavior.
- IMMEDIATE suspension and/or dismissal may occur in extreme situations.
- Failure to comply with program policies and expectations

**\*\*Refunds will not be given for suspensions or dismissals for that current week.\*\***

### 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 strongly discourage sending lunches or snacks that contain peanuts.**

## Medications

- All medications must be given to the Camp Director, Trisha Cummings or your child's camp supervisor. 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 camp day.

## 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 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

## General Health

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

## What to bring....

Please keep a close eye on the weather each day and dress your children accordingly. On field trip days to ensure the safety of your child we ask that **ALL** children attending the field trip wear their Bangor Blast Summer Camp T-Shirts. As a rule, please have your children bring the following items with them on a daily basis....

- Water bottle
- A lunch & drink (NO GLASS)
- Snacks
- Sneakers
- Bathing suit and towel
- A plastic bag to bring home wet clothes in
- Sunscreen (only if your child will not be using the sunscreen provided)
- Hat
- Extra warm clothing
- Rain clothes are always a good idea as well

Please **DO NOT** allow your child to wear open toed sandals, which can cause injury. **PLEASE LEAVE ALL CELL PHONES, TOYS AND OTHER ELECTRONICS AT HOME.** If we see your child with any electronics or toys from home staff will take them and hold onto them until the end of the day. If it becomes a daily issue a meeting with the Summer Camp Director may be set up.

## 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 program.

## Schedules

Tentative schedules will be made available on Parent's night for specific camps

***Munchkin hours– 8:30am– 3:30pm***

***Mini, Monster and Mega hours– 7:30 am– 5:30 pm***

# BANGOR BLAST SUMMER CAMP

## 2023 Dates, Themes/Field Trips & Weekly Rates

### DATES

June 26th - August 18th, 2023

**\*\*We will be closed Tuesday, July 4th in observance of Independence Day\*\***

### CAMP THEME WEEKS / FIELD TRIPS

**\*\*ALL SUBJECT TO CHANGE AT ANY TIME!\*\***

June 26th - June 30th: Friendship Week

July 3rd - 7th: Heroes Week

July 10th - 14th: Music Week

July 17th - 21st: Silly Science Week

July 24th - 28th: Bangor Blast Week

July 31st - August 4th: Amazing Art & Activities Week

August 7th - 11th: Minute to Win it Mayhem Week

August 14th - 16th: Carnival Week

(Field trips TBD)

### WEEKLY RATES (MUNCHKIN)

#### Residents

\$135 per week

#### Non-Residents

\$150.00 per week

### WEEKLY RATES (MINI, MONSTER, MEGA)

#### Residents

\$165 per week

#### Non-Residents

\$180 per week

**Auto Pay:** Auto pay allows you to make automatic weekly payments over the course of the summer towards your bill. Your credit/debit card will be billed every Sunday starting the first week your child attends camp until your balance is paid off.

**Example:** Registered for weeks 1, 4 & 5 / Payment comes out weeks 1, 2 & 3

**Cancellation Policy:** A two week cancellation notice is required. If cancellation is made within the two week period, a \$50 cancellation fee per week will be placed on your account. You must log into your account and fill out the cancellation form.

Verbal cancellations will NOT be accepted. This fee will need to be paid by the account holder and does not automatically get charged to your credit card!