



## 2024 Summer Recreation & Enrichment Program Parent Handbook

We are looking forward to offering a fun and educational summer for your child!

In 2024, the LCOC is proud to offer FREE registration to qualifying families whose children are enrolled at the Lubec Consolidated School in the upcoming 2024-2025 school year. The grant funding that supports this year's program for Lubec School students **requires** that we ensure children attending for free meet attendance and participation minimums. To qualify for FREE registration, it is required that:

- Parents complete and submit all registration forms and information to the LCOC office by June 1
- Parents must select the weeks their child/children will be attending at the time of registration.
- Child/children will attend a minimum of 3 days for any/all weeks registered.
- Children whose attendance falls *below 3 days per week* will be assessed the daily drop-in rate.

Children from other communities and/or summer residents are welcome to attend and will be charged a reasonable fee. PLEASE review fee structure and attendance requirements carefully when completing your registration.

Please note: We are not a partial day camp or babysitting service- All children attending are required to arrive **no later than** 9:00 am and depart **no earlier than** 2:30 pm.

A few important notes on this year's summer program:

- **Registration:** Our program is a licensed childcare facility with the State of Maine; in accordance with safety requirements, we will meet or exceed state approved child to teacher/counselor ratios. To ensure we have adequate staff and resources, *ALL children must be registered in advance.*
- **Extended Day:** We will be offering an *extended day from 3:30pm-5:00pm* for working parents; the fee for this service is \$10 per child per week, regardless of school or town of residence.
- **Field Trips:** Our weekly schedule will include field trips each week; days/times and program for all field trips will be confirmed in writing to parents on the Monday of each week.
- **Drop-Ins:** Drop-ins must be approved at least 24 hours in advance by designated LCOC personnel and will incur a \$10 fee. Drop ins will not be accommodated on field trip days.

This handbook covers our childcare philosophies, organizational policies and expectations. Please read this handbook carefully. Feel free to discuss any questions that you may have regarding our policies with me or our Youth Program Manager.

Sincerely,

A handwritten signature in black ink that reads 'Jennifer A. Bristol'.

Jennifer A. Bristol  
Executive Director

[director@lubecoutreach.org](mailto:director@lubecoutreach.org)

## PROGRAM SCHEDULE AND REGISTRATION FEES

Monday-Friday 8:30AM – 3:30PM  
(Closed all Federal Holidays)

Our Summer Recreation and Enrichment program is open to children **who have completed one year of pre-K and/or are entering kindergarten in September 2024\* and up to age 14.**

Note: Children must be able to use the bathroom without assistance and follow the basic daily routine.

### WEEKLY PARTICIPATION FEE (includes lunch and snacks)

- |   |                             |
|---|-----------------------------|
| ● MSAD19 Lubec School Enrolled Youth (2024-2025)      | FREE to qualifying families |
| ● Lubec Youth (not enrolled in MSAD 19 for 2024-2025) | \$20 per week               |
| ● Trescott Youth 12-month Resident                    | \$50 per week               |
| ● Non-Resident/Visiting Youth                         | \$100 per week              |

#### Daily Drop-in - \$10 per child

Due to program scheduling, activity cost, and DHHS staff/youth ratio licensing requirements, daily drop-in will require at least 24 hours' advance notice prior to drop-off day and is subject to approval.

#### Extended Day- 3:30 pm to 5:00 pm

Parents wishing to register their child for extended day will be charged a fee of **\$10 per week** to be paid each Monday upon check-in. This fee applies to all children regardless of their residence status.

#### Scholarships Full/Partial and Sliding Scale Fee:

Scholarships and sliding scale fees that are based on family size and household income may be available to any eligible child residing in Lubec, Trescott and Campobello Island. Please contact our office to discuss application process.

## PROGRAM REGISTRATION

The following forms are required to confirm your child's participation in our program:

1. Program Registration Form
2. Permission Authorization for field trips, transportation, water activities, photo/video
3. Attendance and Program fee Agreement
4. Copy of Birth Certificate or Passport\*
5. Immunization Records
6. Medical/accident/allergy/medication authorization
7. Check or cash payment for the initial week of program participation if required.

**\*Our SREP program will include field trips to Roosevelt International Park; entry into Canada will require appropriate identification and parental consent. Please contact our office if you are unable to provide the identification items listed above.**

## **PROGRAM DAILY SCHEDULE**

8:30 – 9:00	Check in Group Physical Activity or Challenge Project
9:30-11:30	Organized activities/speakers and snack (provided by LCOC)
11:30	Lunch (provided by LCOC)
12:30-1:30	Free Flow OUTDOOR activities (indoors if rain/weather merits it)
1:30 – 2:30	Organized activities and snack (provided by LCOC)
2:30 – 3:30	Free Flow activities in designated rooms or outdoor spaces:
3:30	Regular Day ends; parent sign out and pick-up child
3:30 – 5:00	Extended Day Program ( <b>\$10 per week per child</b> ) will take place in our Community Room and will include games; reading, movies and more; teens ages 12-14 will have access to additional activities in the LCOC Teen Room.
5:00	LCOC Building Closes

## **PROGRAM CONTENT AND FOCUS AREAS**

The LCOC continues to prioritize working to improve education and resources for all families in our community. We work closely with the Lubec Consolidated School and serve as a partner in identifying ways we can offer supplementary learning that supports our kids in Reading, Writing and Math.

In 2024, the LCOC will be investing heavily in professional development for our staff in literacy programs that will be integrated into the work we do in our After School and Summer Enrichment Programs. Please take note of an amazing NEW program that will be made available to children in our SREP this year, Picturing Writing. This curriculum is fun, engaging and effective and uses art to take a child/youth through the process of painting to writing to reading to publishing their own book. PLUS it works well with our other creative programs that allow a child/youth to continue learning while also enjoying using imagination, outdoor activities and hands-on learning that improves math, comprehension, and science skills.

### **Our programming will be enhanced by the contributions of many partners including:**

- Cooking with University of Maine Cooperative Extension
- Gardening and growing with the Lubec Garden Club
- Story hours and programs at the Lubec Memorial Library
- Outdoor hikes and fun with Cobscook Shores
- Skateboarding with the Brendan Leddy Memorial Fund and Calais Skate Park.
- Music with LAMPs
- History, Wildlife Biology and leadership with the Roosevelt International Park
- Staying Healthy with Healthy Acadia

## **PROGRAM POLICIES**

### **Attendance and Pick-Up:**

- If your child will be absent please call the center to let us know as soon as possible. This will help us plan activities for the day.
- Please drop off and pick up your child from the side entrance. For safety purposes, all doors will remain locked. To enter the building, please ring the bell on the right side of the entrance door.
- A child will be released only to parent, legal guardian or authorized person.

- If someone other than yourself is picking up your child, please call and inform staff of the change.
  - Photo ID will be required by the person picking up your child if the staff member is not familiar with that person.
  - Please list ALL approved persons that will be allowed to pick up your child on the registration form.
  - **Children will not be released to anyone under the age of 18 or without an ID.**
  - All children must be signed out by their parent or authorized pick-up person.
- **Non-Custodial Parents:** Parents must provide a copy of any custody order and photo of the non-custodial parent. If the non-custodial parent insists that the child be released to them, staff will: a) Calmly state the daycare's release of children policy b) Ensure all children and staff are safe c) Contact custodial parent d) Call law authorities if parent tries to leave with the child.

**Payment Policy:** Forms of payment currently accepted are cash, credit card and checks. All additional fees must be paid on the Monday of each subsequent week your child attends. Returned checks are subject to a \$30 administration fee. If payment is not received in full by Monday close of business, your child will not be able to attend the program until payment is made in full.

**Late pick-up Policy:** *If you are not registered for extended day* late picking up your child you will be charged a late fee of \$5, except in emergency situations. Emergency situations are subject for approval and may require documentation. This late fee must be paid in full by the end of the week in which the charge occurred.

**Communication Policy:** We want to hear from you. If you need to contact us for any reason, please call the office at (207) 733-5262 or Executive Director at 401-440-1891. Please be mindful that drop-off and pick up periods can be busy and staff members may not have time to discuss topics in detail. If you would like to talk in person, please call to arrange a meeting time.

**Dress Code Policy:**

We want to keep your children happy and comfortable.

- Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities are messy.
- A spare change of clothes is required for all children.
- Please also remember whenever weather permits the children are taken outside. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play. Rain will not keep us inside; none of us has melted yet!

**Personal Items Policy:**

- **Cell Phone/Computer Use Policy:** *Cell Phone-* Cell phones are not to be used at any time by children OR by employees while employees are supervising children. **Only designated staff** will carry cell phones to be used for communicating with our office while afield outside of our facility and/or in the case of an emergency.
  - **Children's Gaming Devices & Cell Phones:** We at LCOC encourage social interaction, creative play, and activity engagement. We do not encourage parents to send electronic devices with their child to our program. **Any electronic devices such as a cell phone or game owned by youth must remain in their backpack/personal bag or staff desk for safe keeping during program hours.** LCOC cannot ensure the safekeeping and security of any electronic device and does not hold responsibility for the safekeeping of any device that is brought to the center.
- Toys and items of value that could be damaged should remain at home. The LCOC staff will not assume responsibility for materials brought from home.

- Under no circumstances will toy guns of any type or toys that make loud noises be allowed.
- Staff will do their best to keep each child's belongings safe from being lost but are not responsible for damaged or lost items. Please let us know immediately when your child has lost an item.

### **Parent's Grievances and Suggestion Policy:**

LCOC is fully committed to the principle of honesty, integrity, fairness and compassion in all its businesses and activities. This section reaffirms the importance of high standards of business conduct. Adherence to these policies by all employees is the only sure way we can merit the confidence and support of our community

- Communication between parents and our staff is an important part of our program. Staff will always be available to discuss any concerns or ideas about the program with parents in a respectful and positive manner. If there are concerns regarding the program parents should use the following steps:
  - Direct the question or complaint to the Youth Program Manager.
  - If the question or complaint is not answered or resolved satisfactorily, direct the question or complaint to the LCOC Executive Director.
  - If there is still concern or the questions has not been answered satisfactorily, direct the question or complaint to the Chair of the LCOC Board of Directors. Complaint must be in writing.
- If parents or guardians are disrespectful or act inappropriately toward staff, children or in the building, they will be asked to leave. If a parent or guardian who has been asked to leave does not do so on their own, LCOC staff will call Law Enforcement to have them escorted off the premises.

### **Parent and Community Involvement Policy:**

Our doors are always open to parents, guardians or community members who would like to be involved in our program. We welcome any comments or suggestions from parents about programming. Volunteers must read and commit to following all policies within the LCOC Volunteer Manual and complete the LCOC Volunteer registration form. All volunteers will be under the direct supervision and observation of staff.

### **Rights of Children:**

Children receiving Child care from Child care Facilities have the following rights.

- Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation
- Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child
- Each Child has the right to an environment that meets the health and safety standards in this rule
- Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
- Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility
- Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility
- Each child has the right to Developmentally Appropriate activities, materials, and equipment
- Children with disabilities have the right to reasonable modifications to Child Care Facilities policies and practices.

### **Youth Programs Guidance, Socialization and Discipline:**

Staff will continuously monitor and adjust activities accordingly to promote engaging programming. Positive guidance techniques will be used to encourage appropriate behavior. These include:

- Establishing clear, consistent, and simple limits

- Stating limits in a positive way
- Focusing on the behavior, rather than on the child
- Stating what is expected, rather than pose questions
- Providing real choices
- Allowing time for children to respond to expectations
- Reinforce appropriate behavior, with both words and gestures
- Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may be a need for intervention by the staff. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- Gain attention in a respectful way
- Remind children of more appropriate behavior
- Acknowledge feelings before setting limits
- Redirect or divert when appropriate
- Model problem-solving skills
- Offer appropriate choices
- Use natural and logical consequences
- Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.
- Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

Even with best efforts of everyone, there may be incidents where we will have to implement consequences. **The LCOC Youth Programs has a ZERO tolerance policy.** This means that any form of bullying, violence, harassment, threats, use of tobacco, alcohol, and legal substances, etc. will not be tolerated. If any child is in violation of this policy the following steps will be taken.

- 1st offense - verbal warning from staff to child and verbal note to parent on pick-up
- 2nd offense - written notice & meeting with parent
- 3rd offense -removal from the program indefinitely

***Depending on the severity of the offense of a child may be immediately dismissed from the program. Disciplinary actions taken are at the discretion of the Program Manager and/or Executive Director.***

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**Child Abuse/Neglect Policy:** As a child facility, all LCOC employees are considered mandatory reporters of child abuse and neglect and may have to report to Department of Health and Human Services Child Neglect Services. By reporting, employees may save a child's life or prevent serious injury. Abuse and neglect may happen to any child at any time by anyone.

It is mandatory for all child care providers to report suspected child abuse and neglect. Failure to report child abuse and neglect is a misdemeanor and is both a violation of child care rules and state law. All LCOC employees are required by law to report suspected or disclosed abuse. Staff does not determine if abuse has occurred and does not inform the parent/guardian that a report has been filed.

Children will NOT be released, under any circumstances, to impaired individuals. If we have reason to believe that any person(s) picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will be reported to DHHS according to the Child Victims of Abuse and Neglect Protocols.

LCOC employees may file a violation to the Maine Department of Health and Human Services by calling 1-800-452-1999. LCOC will not take any action to prevent or discourage an employee from making a report.

**Department of Health and Human Services Licensing Violations Policy:** The Maine Department of Health and Human Services Division of Licensing and Regulatory Services is responsible for monitoring all licensed child care programs to ensure compliance with child care requirements. The main purpose of regulation is to ensure healthy and safe environments for children while they are away from their home.

Licensing violations are serious issues that should be reported as soon as possible. Whether you directly witness the violation or simply suspect misconduct, filing a formal report is an important step for keeping children safe. It is the policy of LCOC to abide by all applicable federal, state and local laws, rules and regulations, and to have all employees do the same. Examples of issues that might be reported include:

- Children not being fed nutritious meals
- Activities or materials not appropriate for the ages of children in care
- Staff responsible for too many children
- Children being left in classrooms without an adult present

As a state of Maine licensed child care provider, we are mandated to report the death or serious injury of a child.

LCOC maintains a copy of the Rules for the Licensing of Child Care Facilities in the main office available to any person upon request. Employees and parents/guardians may file a violation(s) to the Maine Department of Health and Humans Services' Child care Licensing Divisions by calling 1-800-452-1999. LCOC will not take action to prevent or discourage an employee from making a report.

**Wellness attendance and screening policy:** There are many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home:

- Fever greater than or equal to 100.5 degrees F.
- Excessive drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless seen by a physician. Severe abdominal pain, vomiting or diarrhea.
- Coughing deep or dry
- Sore throat
- Difficulty breathing or untreated wheezing
- Yellow discharge from the eyes or unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits
- Pain - any unexplained or undiagnosed pain
- If anyone in your immediate family have been diagnosed with lab-confirmed COVID-19 (first-level contact) and have been told to isolate.
- If anyone in your immediate family have been identified as a close contact of a person with lab-confirmed case of COVID-19 (second-level contact).

If your child(ren) is sent to the LCOC program with any of the above listed symptoms or develops any of these symptoms during the day you will be contacted immediately and be required to come pick your child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. If your child will not be attending our program due to illness or any other reason, please let us know as soon as possible, as well as the reason they will not be attending.

- Children with a known or suspected communicable disease/illness will have to remain home.
- Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the program to be alerted.

**Medication Policy:** All medications are stored in a locked drawer or cabinet that is inaccessible to children. Children are not given any medication without the parents' written consent. Written consent may only be on a "Permission to Administer Medications" form and all medications must be in their original bottles with original labels. Staff must also indicate on the administering form the date, time and dosage of medicine given at each administration, and then initial this information. For prescription medication, only the directions on the bottle will be accepted for administering the medication. And in all instances staff need to know when the child received his/her last dosage of the medication, to ensure medication is given at appropriate times consistently.

**Allergy Policy:** All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child's emergency info/consent cards.

**COVID-19 Safety Procedures & Guidelines:** LCOC will be following the MSAD19 Lubec Elementary School and Maine CDC Department of Education COVID-19 safety guidelines. Currently, masks are not required.

**Food and Nutrition Policy:** LCOC is committed to promoting good health, safety and nutrition. Eating nutritious food is an important part of each child's day. Food provided by LCOC will be selected in accordance with USDA Food Guide requirements. LCOC provides a clean, well-maintained, safe environment with nutritious food for snacks and lunch. We model healthy attitudes towards food and meal times and encourage children to eat a variety of foods but are sensitive to individual food and cultural preferences. Processed "junk food", candy, sweets etc. will only be provided during special occasions such as holiday celebration. If you would like to provide your child or all children with a special snack or meal, please discuss the details with staff.

***Parents must make staff aware of any and all food allergies. All food allergies are posted in the kitchen, emergency kit documents and within each respective child's registration file. If your child requires an Epi-Pen and will have one on their person, please let us know.***

**Field Trip Policy:** Parents will receive advanced notice of any trips. Field trips within walking distance of the LCOC building will be authorized by virtue of the Local/Walking Distance Field Trip Release signed by the parent/guardian. For trips that require travel on a bus or by other means of transportation, a specific field trip permission form will be provided to parents. Children without a signed permission slip will not be allowed to attend the activity.

**Swimming or Water Play Policy:** Parents must provide a signed permission for their child to participate in any field trip that includes swimming or water play.

**Photograph/video Policy:** Pictures taken in LCOC programs will be for the enjoyment of the program participants, and for program promotion as needed. A consent form must be signed by the parent prior to the child being photographed.

**Emergency preparedness, Evacuation Plan, Bomb Threats and Fire Drills Policy:** *Evacuation routes to exit the community facility are located inside the door in every room.* Emergency preparedness plans are located in LCOC Youth Program Manual in the youth program activity room, and filed in the main office. All employees will review plans and procedures annually.



*Emergency Preparedness Kit:* During all trips off the LCOC campus, LCOC staff will take our emergency kit consisting of: First aid kit, children's emergency contact list, medical/emergency contact and allergy list, sunscreen, bug spray, and flashlight. Staff will have a fully charged cell phone with them at all times.

*Fire:* Fire drills will be executed and documented when youth programming is in session. Evacuation routes are posted by every door of the facility.

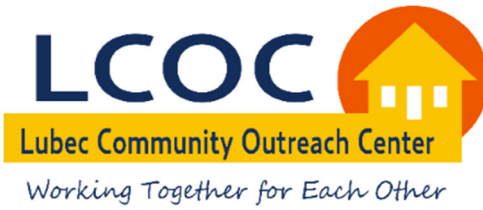
- In the event of a fire (of fire drill) the staff and children will immediately evacuate the building.
- Staff will take the emergency preparedness kit and children to the parking lot on the opposite side of the street from the community center.
- If, within one hour, the fire department determines that the community center is safe to enter, we will return to the building. If, after one hour, it is still unsafe to return to the community center, parents will be called to pick up their child. If weather does not permit going outside during the hour, parents will be called immediately to pick up their child.

*Emergency Evacuation Procedure:* In the event of an emergency that requires us to evacuate the Community Center, LCOC staff will take our emergency kit and all the children to our emergency meeting place at the Town of Lubec Office, located at 40 School Street, Lubec, telephone (207) 733-2341. Our first priority is to get them away from the danger as safely as possible and as quickly as possible. Parents will be contacted for pickup as soon as possible. We would leave notes on the doors of our facility as to our location. Our emergency plan will be tested at least once a year.

*Power outage or Bomb Threat:* If there is a bomb threat the staff and children will immediately evacuate the building. Staff will take the emergency preparedness kit and children to the furthest end of the field on the opposite side of the street from the community center. If, within one hour, the fire department determines that the community center is safe to enter, we will return to the building. If, after one hour, it is still unsafe to return to the community center, parents will be called to pick up their child. If weather does not permit going outside during the hour, parents will be called immediately to pick up their child. Staff may call parents at any time to pick up their child if their ability to maintain the child's safety is in question.

**Policy on Affirmative Action & Non-Discrimination:** LCOC does not discriminate based on race, creed, color, ethnicity, national origin, religion, political affiliation, gender, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status. LCOC follows the American with Disabilities Act standards and does not discriminate based on disabilities, will provide reasonable accommodations and appropriate special needs training for potential and current employees.

**Thank you. - We look forward to a great season!**



I \_\_\_\_\_, have read the 2024 Lubec Community  
(Print first/last name)  
Outreach Center Summer Recreation and Enrichment Program Parent Handbook. I understand and confirm  
my commitment to follow all policies and procedures as outlined within the Youth Programs Parent  
Handbook.

\_\_\_\_\_  
Signature Date

Child's name: \_\_\_\_\_

Child's name: \_\_\_\_\_

Child's name: \_\_\_\_\_

**Please sign and return this completed form to the LCOC administration office with your registration form and required documents.**

**Thank you!**