



# 2022/2023 Youth Enrichment Programs Parent Handbook

*Welcome to Lubec Community Outreach Center Youth Enrichment Programs.*

Serving as the “hub” for the community, Lubec Community Outreach Center (LCOC) is located next to the Lubec Elementary School . Founded in 2012, we began our work with two core youth programs: The Summer Recreation and Enrichment Program (SREP) and the After-School Enrichment Program (ASEP).

LCOC youth programs bring a wide range of benefits to youth, families and communities. Providing low cost, sliding scale and in some situations no cost afterschool, summer enrichment and recreational programs for youth ages 4-12, helps support healthy, active children. Our afterschool and summer programs offer professional supervision in a safe, nurturing, and structured environment. Collaboration with organizations and community members help us provide stimulating and robust programs. We offer exploratory outings, experiments, and hands-on activities lead by experts, arts and crafts, music, skits, cooking, building projects, activities/games, presentations, and stories that focus on local environmental resources and eco-systems, local cultural experiences and recreational activities.

The all-day summer recreational and enrichment program typically runs for six weeks and provides a healthy lunch and an afternoon snack. Weekly exploration trips allow our children to discover their backyard and other regions that they may never reach. During the afterschool program we provide snacks, homework help, recreational games, enrichment activities, and community and organizational guest presenters are provided from the end of the school day until 5pm.

The Lubec Community Outreach Center is committed to creating a safe, warm, kind environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self-esteem by treating them as unique individuals. We allow them to express themselves in a variety of facets. We strive to make your child’s time at our facility the best experience it can be for them as well as you, the parents.

We are committed to supporting families by maintaining open communication and encourage parental involvement in our programming and care activities. Providing a high standard of care for your child. This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of our staff and programs, as well as the requirements of you, the parents/guardians.

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 the Program Manager.

## Youth After School Enrichment Program Hours

Regular Hours of Operation After School Program hours of operation are:

2:30 PM – 5:00 PM.....Monday/Tuesday/Thursday/ Friday  
1:00 PM – 5:00 PM.....Wednesday

The schedule change will remain in effect during the 2021-2022 school year pending any changes to the Lubec Elementary School hours of operation.

We will be closed on all school holidays and vacations. If school is canceled or released early due to bad road conditions, there will be no After School Enrichment Program. The After School Enrichment Program will be open on regular scheduled early release days.

If LCOC has to cancel the After School Enrichment Program for any reason parents will be notified by phone before the end of the school day, and a post will be made on the LCOC facebook page.

## Youth Summer Recreation and Enrichment Program Hours

8:00 AM – 5:00 PM.....Monday -Friday  
We will be closed on all Federal holidays

## Daily Schedule for After School Enrichment Program:

2:30 PM – 2:45 PM Staff Picks up children at Lubec Elementary School  
2:45 PM – 3:00 PM Snack, identify students who need homework help  
3:15 PM – 3:45 PM Outside Play  
3:45 PM – 4:30 PM Planned programming  
4:30 PM – 5:00 PM Homework help/ Free play

## Program Registration

All programs are open to youth ages 4-12. Children must be able to use the bathroom without assistance and follow the basic daily routine. Although we do not provide a nap time for our younger participants, a quiet-time activity period will be offered during full day programming. At this time we can provide programming for up to 12 children.

There are several forms you are required to complete prior to your child's attendance:

1. Program Registration Form
2. Permission Authorization for field trips, transportation, water activities, photo/video
3. Program fee Agreement
4. Immunization Records
5. Medical/accident/allergy/medication authorization
6. Six months proof of income (if applying for reduce fee program)

**Attendance and Pick up policy:** If your child registered as full-time and will be absent, or part-time and will be attending, 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 you 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 the 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 (less authorized) .  
All children must be signed out by parent or authorized pick-up person.

*Non-Custodial Parents:* Parents must provide a copy of any custody order and photo of 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 and checks. All fees must be paid by Monday (or the first day of the week) for the current week of services. Any NSF or returned checks are subject to a \$30 administration fee. If payment is not received in full by Monday close of business, your child may not be able to attend the program until payment is made in full.

Registration Fee After School Program based on **12.5 hour** programming (2:30 – 5:00 PM):

Children enrolled in weekly program .....\$37 per week per child  
Daily Drop-in Rate .....\$10 per day per child

LCOC relies on generous contributions from Foundations, businesses and individuals that help us reduce actual cost of our youth programs. We understand that there are circumstances that may prohibit a family from being able to afford the registration cost. Below are programs and resources that you may be eligible to receive to help with registration fees. Please talk to the Program Manager if registration fees are a barrier for your family. We can help!

**Sliding Scale Fee:** Sliding fee based on family size and household income may be available. This is offered to any eligible child and can be combined with the Town of Lubec Scholarships. Parents interested in applying for a sliding fee must submit three consecutive months of total household income for eligibility to be determined. Household income includes money earned by any household member living in the home and income made from natural resource harvesting industry (fishing, clamming, wrinkle, etc.)

**Child Care Subsidy Program (CCSP):** As a licensed facility, parents can now apply for the Maine Child Care Subsidy Program for our youth programs. CCSP helps eligible families (including families where the adult(s) are retired and are the legal guardian of a child) pay for child care. For more information, please go to the website at [www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care](http://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care)

**Late pick-up Policy:** If you are late picking up your child you (after scheduled closing time) will be charged a late fee of \$5 per 15 minutes late or any part thereof, except in emergency situations. Emergency situations are subject for approval. 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. 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. If you call outside of program hours, please leave a detailed message and your call will be returned as soon as possible.

**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 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:

Step 1: Direct the question or complaint to the Program Manager

Step 2: If the question or complaint is not answered or resolved satisfactory, direct the question or complaint to the LCOC Executive Director.

Step 3: If there is still concern or the questions has not been answered satisfactory, 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. If any parents wish to volunteer at the center, or on outings please contact any staff member so we can make necessary arrangements. 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.

**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 in case of soiling of clothes. 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. Please leave an extra pair of these items with us if you can or be sure your child brings them every day.

**Personal Items Policy:** 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. The staff tries to ensure that all items are reunited with their owners but items that are not claimed within a few days are not kept.

**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. They 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.

However, there may be incidents where we will have to enforce consequence. 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
- 2nd offense - written notice & meeting with parent
- 3rd offense - meeting with parent and 1-day removal from the program
- 4th offense - meeting with parent and 3-day removal from the program
- 5th 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.

**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 persons 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's Victim's of Abuse and Neglect Protocols.

LCOC employees may file a violation to the Maine Department of Health and Humans 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.

**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.

**IEP Policy:** If your child has an IEP (individual Education Program) or a worker who accompanies the child please submit written documentation to the Program Manager. Your child's success in our program is our top priority, the more information we have the better we can serve your child.

**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 is too sick to attend our program, please keep him/her home. 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) are sent to our program with any of the above listed symptoms or develop 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.

**Emergency/Medical Attention Policy:** If a child is injured or requires medical attention, 911 will be called.

**Medication Policy:** All medications are stored in a locked draw 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 AOS 77 Lubec School and Maine CDC Department of Education COVID-19 safety guidelines.

If masks are mandated, mask "breaks" will be offered to all children on a scheduled *and* as individually needed.

Maintaining 3 ft of distance is acceptable between and among children with the other measures outlined in this document.

Children released from Lubec Elementary School will be met by staff and will walk to the LCOC end of the facility while maintaining 3ft distancing.

Children that are not participating in the public-school education will use the glass doors on the side of the building. Parents will need to ring the bell to announce of their arrival.

All children and staff must wash hands or use hand sanitizer upon entering the center, before and after eating, before and after donning or removing a face mask, after using the restroom, and before and after use of the playground and shared equipment.

Bathrooms will be disinfected cleaned according to Maine CDC disinfecting/cleaning guidelines.

Snacks will be provided a la cart. Staff will provide a selection of various, healthy snacks from which each child can choose from. All food will only be handled by staff using disposable gloves.

**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. All foods that are provided from parents, volunteers, community members or others must be approved by LCOC youth 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.

**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 participant in any field trip that includes swimming or water play.

**Photograph/video Policy:** Pictures taken in the daycare 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.

**Cell Phone/Computer Use Policy:**

*Cell Phone-* Cell phones are not to be used at any time while employees are supervising children.

*Phone calls-* Personal calls should be conducted either before or after a shift, or on a break. Cell phone calls may only be used during scheduled breaks. Cells phones may be used for *emergency purposed only* and when off site or outside the service area of the LCOC business phone.

**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 will remain in their backpack/personal bag or staff desk for safe keeping during program hours. Children may use their cell phone to call home if an emergency or crucial need arises. LCOC cannot ensure the safe keeping and security of any electronic device and does not hold responsibility for the safe keeping of any device that is brought to the center.

**Emergency preparedness, Evacuation Plan, Bomb Threats and Fire Drills Policy:**



Child care settings must safeguard each child in care. All staff should be prepared to deal with any emergency that may happen during child care, in order to minimize the effects of such events. Regular practice of emergency drills is essential to that responsibility and promotes calm, competent use of the plans in an emergency. The high turnover of both staff and children, in addition to the changing developmental abilities of children who participate, makes frequent practice drills critical.

Procedure and Practices, including responsible person(s): At least monthly the Youth Coordinator shall initiate an Emergency Evacuation Drill which will include all children in care, all staff and any other person who may be on the premises at the time. All drills will be conducted as if there were a real emergency taking place.

Following every Emergency Evacuation and Fire Drill, the Youth Coordinator shall complete an entry regarding the drill on the Emergency Evacuation and Fire Drills Log. Any problems or errors occurring during each drill will be noted, addressed and corrected immediately.

When this policy applies: At varied times and places, using all building exits, and during all types of activities (meals and naptimes included) and weather conditions, throughout the year while child care is being provided.

Communication plan for staff and parents: Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment. Written notification will be given of any updates. This policy will be reviewed annually or as needed.

A copy of the Emergency Evacuation Drills Log will be posted on the parent bulletin boards.

*Evacuation routes to exit the community facility are located inside the door in every room.*

Emergency preparedness plan are located in LCOC Youth Parent Handbook 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. Staff may call parents at any time to pick up their child if their ability to maintain the child's safety is in question.

*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

### **Employment Orientation, Training and Qualifications**

*Orientation-* All new employees will receive a copy of all LCOC handbooks, policies and licensing rules. The LCOC handbook, policy and licensing rulebook will be reviewed with the employee by their supervisor. All employees must document that they have received and understand LCOC policy, procedures and licensing rules.

All employees will be provided a facilities tour to include location of: schedule breaks, fire exits, employee handbook, Child Care Facilities Handbook, and other important documents and files.

New Youth Programs employees will be required to shadow an experienced co-worker for 20 hours before leading a group.

Qualified substitute child care staff will be called in when regular staff are away

*Training-* LCOC encourages lifelong learning and professional development. To that extent, LCOC may provide financial support, on-sight, off-site, and on-line training and opportunities for regular employees to further their education, build skills and knowledge.

*Qualifications* - Each paid position has specific qualifications. LCOC may consider applicants that have extensive work experience but do not possess a degree. All LCOC employees must demonstrate: the ability and willingness to comply with all applicable laws and rules; the ability to provide safe and compassionate services; and a history of honest and lawful conduct.

### **Drug-free Work Place / Alcohol / Smoking Policy**

LCOC is a drug-free work place and following is the organization's drug-free work place policy. LCOC does and will continue to provide a drug-free work place by:

Publicly posting a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place (including LCOC sponsored programs and events) at all times on all LCOC properties.

Any employee who is under the influence of alcohol or illegal drugs or who possesses or consumes alcohol on the job or in the workplace has the potential for disruption of her or his own, as well as coworkers',

safe and efficient performance of duties. Such employees shall be subject to disciplinary action up to and including termination of employment.

LCOC facility is located on Federally funded school property therefore maintains an alcohol/drug-free campus for employees, volunteers, and community members.

Smoking or vaping of any substance is prohibited in all LCOC indoor/outdoor areas and campus. This includes personal vehicles.

If you have any questions, would like to schedule a meeting or would like to volunteer, please feel free to call the center at (207) 733-5262.

\*\* Please note COVID-19 guidelines may change pending recommendations from the Maine CDC. If we alter our procedure/policy in any way you will be notified in writing.

**Thank you.**  
**We look forward to a great year!**

**PLEASE SIGN, DATE AND RETURN THE FOLLOWING PAGE**



I \_\_\_\_\_, have read the 2022/2023 Lubec Community  
(Print first/last name)

Outreach Center Parent Handbook. I understand and will follow all policies and procedures outlined within the 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.

Thank you!