



2022 Youth Summer Recreation and Enrichment Program Parent Handbook

Welcome to Lubec Community Outreach Center Youth Enrichment Programs.

Serving as the “hub” for the community, Lubec Community Outreach Center, locally known as LCOC, is located in Lubec’s former high school building. 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 and summer enrichment and recreational programs for youth ages 4-12, helps support healthy, active children within our community. 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 in, 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.

Our youth programs have much to offer. 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 otherwise may never reach. During the afterschool program, snack, homework help, recreational games, enrichment activities, community and organizational guest presenters are provided from end of school day until 5pm.

The Lubec Community Outreach Center is committed to creating a safe, warm, loving 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, and allowing 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. Our objective is to care for your child the same way you would. 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.

Summer Recreation and Enrichment Program

8:00AM – 4:00PM Monday-Friday (Closed all Federal Holiday’s)

Weekly registration fee

MSAD19 Lubec School Enrolled Youth (enrolled in MSAD19 full school year 2021-2022).....	\$40
Lubec Youth 12-month Resident (not enrolled in MSAD 19 full school year 2021-2022).....	\$50
Trescott Youth 12-month Resident.....	\$60
Non-Resident Youth.....	\$100

*Daily Drop-in Rate.....\$24 per day 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. Rate may also increase due cost associated with daily activities/trips. Drop-in rates do not qualify for scholarships or sliding scale fee.

Road to Success MSAD19 Youth Program

In partnership with Lubec Elementary we offer The Road to Success as part of our summer enrichment program Monday, Wednesday, Friday 8:00AM-11:30AM (Closed all Federal Holiday’s)

MSAD19 Lubec School Enrolled Youth (enrolled in MSAD19 full school year 2021-2022)..... Free

Road to Success MSAD19 Youth Program is available to youth enrolled in MSAD19 Lubec Elementary School during the 2021-2022 school year. Due to DHHS staff/child ratio licensing requirements, youth are expected to attend the program regularly.

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!

Scholarships Full/Partial and Sliding Scale Fee: Scholarships and sliding scale fee are based on family size and household income may be available. This is offered to any eligible child residing in Lubec, Trescott and Campobello Island. Parents interested in applying for a scholarship/sliding scale fee must submit three consecutive months of total household income for eligibility to be determined. Tax forms from the most current tax year may also be used if any of the house hold members are self-employed. Household income includes money earned by *any* household member living in the home and income made from natural resource harvesting industry (fishing, clamming, wrinkling, etc.)

Child Care Subsidy Program (CCSP): As a licensed facility, parents can 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

Daily Schedule

8:00 - Check in, review the day's activities
8:15 - Group Physical Activity or Self- Directed play
9:00 - Enrichment Presentation/Presenter
10:00 - Snack (provide by parent/guardian)
10:20 - STEM and/or Fine Art Activity
11:45 - Lunch (Provided LCOC TBD as of 5/26/22- searching for a cook)
12:15 - M/W/F Local Field Trip, Group Activity T/Th Swimming at UMM or Bussed Field Trip
2:15 - Snack (provide by LCOC)
2:30 - STEM and/or Fine Art Activity, Group Physical Activity, Outside play,
4:00 - Pick-up

Weekly Programming

(Programming subject to change)

Week 1: The World of Pollinators: Visit ponds/gardens *Presentations:* Hissing cockroaches, beehive observation, butterfly observations, *Activities:* Build beehive, view insects under microscopes, butterfly kits

Week 2: The World of Water: Ferry ride to Eastport, walk to beach *Presentations:* Seaweed identification, lobster autopsy *Activities:* Sand & rock painting, rock hiding, driftwood collection for crafts

Week 3: The World of Folklore Visit Sandy Beach Cove & Quoddy Head to place fairy/toad homes *Presentations:* How to create a folklore story *Activities:* Fairy/toad homes, garden gnomes, magic tricks, Greek mythology

Week 4: The World of Edibles Visit blueberry factory & local farm *Presentations:* Backyard foods, gardening *Activities:* Making jam, vegetable tie-die, cooking with local foods

Week 5: The World We Share Wabanaki Cultural Center, St. Croix Island International Historic Site *Presentations:* Passamaquoddy Tribal leader *Activities:* Basketmaking, Cooking- Mexican/African/ Native American/Asian

Week 6: The World We Live: Whale Watching, historical society building, smoke shed, local seafood buyer, *Presentations:* Beach life (clamming/wrinkling/diving/dragging/trapping), sea life mammals/bird identification *Activities:* Knot tying, make fishing and/or bait net, Youth talent show, community BBQ, & art show

Additional on-going weekly programming:

- Cooking with Healthy Acadia
- Ocean/Sea Life at the Lubec Library
- Programming with Down Coastal Conservancy
- Music with LAMPs
- Community garden activities
- UMM pool swimming (swimming lessons TBD)

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.

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. Three months proof of income and/or most recent tax forms (if applying for scholarships or sliding scale fee program)

Attendance and Pick up policy: 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 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.

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 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. 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, 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.

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. 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 Human 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 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.

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: Parents must make staff aware of any and all food allergies. 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. All foods that are provided from parents, volunteers, community members or others must be approved by LCOC youth staff.

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 center 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 by employees while employees are supervising children.

Phone calls- Personal calls to employees 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:

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

Emergency preparedness plan 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 monthly 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.

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



I _____, have read the 2022 Lubec Community
(Print first/last name)

Outreach Center Summer Enrichment Youth Programs Parent Handbook. I understand and will follow all policies and procedures 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 LCOOC administration office with your registration form.

Thank you!