



Residential Camps

HANDBOOK



Adventure, Excursion, Quest, and New England Sports Camps are operated by the Boys & Girls Clubs and YMCA of Greater Waterville at the Alford Youth & Community Center

BELONG BELIEVE ACHIEVE

AYCC Mission Statement

To inspire and enable all young people and their families to realize their full potential as healthy, productive, responsible and caring citizens.



Camp Outcomes & Goals

The AYCC is proud to offer many outdoor camp options this summer. Summer camp provides youth with the opportunity to be active and explore the world around them. Here are just a few of the reasons that we offer summer camps:

- Keep youth active
- Furthers learning and development
- Encourages socialization & building friendships
- Create lifetime memories

Meet our Senior Staff

Abbie Charrier, Senior Director, Youth Programs

Abbie graduated Cum Laude from Thomas College with her Bachelors of Science in Sport Management. At Thomas she played Field Hockey, was a three year captain for the Terriers and was named to the NFHCA Division III National Academic Squad three times. She received her Masters of Business Administration with a focus in Athletic Administration from Southern New Hampshire University. She has coached for Waterville High School Varsity Field Hockey since 2018. Abbie grew up in coastal Maine, attending adventure and sports camps. She has years of experience coaching at field hockey camps and clinics and is currently coaching at Waterville Senior High School. Abbie joined the AYCC team in March, 2017 and became Camp Director in the Fall of 2019 and most recently was promoted to Youth Programs Director for the AYCC. She resides in Oakland and is a proud mom to cat, Rosie and dog, Murphy.

Pat Kearns, Camp Director

Patrick is originally from Hampden, Maine, but attended Emerson College in Boston before beginning his career at the YMCA of Greater Boston. After working in Aquatics for nearly 10 years, he was hired as the Aquatics Director at the East Boston YMCA, where he developed innovative programs, such as Spanish-taught swim lessons and a Ladies' Night program designed for Muslim women. Now, he works as the Camp Director for the Alfond Youth & Community Center! In his childhood, Patrick was a Boy Scout, and has a deep appreciation for camping in Maine. Now, he feels blessed to get to share that passion with the AYCC family!

Drop-off

Please plan to drop your child off during designated drop off times:

New England Sports Camps:

- Check-in for Overnight begins Sunday 4:00-5:00 pm
- Check-in for Day Campers occurs each morning between 8:00-9:00 am

Adventure & Excursion Camp:

- Check-in for Overnight begins Sunday at 5:15 pm & ends at 6:00 pm
- Check-in for Day Campers occurs each morning between 8:00-9:00 am

Pick-Up Process

Children will be released only to those individuals identified on their pick-up list (registration form). A photo ID will be required for pick-up; please inform all individuals on the list. To add a name to the list, please speak to the director or senior staff member.

Pickup times are listed below:

New England Sports Camps, Adventure, Excursion, and Quest Camps:

- ♦ Between 4:00 and 5:00 pm Friday for overnight campers
- ♦ Each evening at 8:00 pm for day campers, and Friday between 4:00-5:00 pm

If a child is picked-up late (after 5:15 pm), a late fee of \$5.00 will be charged for every 15 minute interval after 5:15 pm. The late fee must be paid before the child will be allowed to return to the program. Multiple occurrences of non-payment and/or non-compliance with our pick-up schedule could result in an increase in late fees at the Director's discretion or termination of services.

If you wish to have a taxi transport your child, please contact one of the directors. Additionally, please notify the taxi service that they must come in to sign the child out and show proper identification. Children are not permitted to sign themselves out or walk home. This is for the safety of your child.

To arrange late drop-off or early pickup: Please email camps@clubaycc.org ahead of time, or call **207-313-3413**.

Rules for Camp Tracy Bus (for Excursions & Overnight Adventure Trips):

1. Campers must sit on their bottoms with your eyes forward and hands to themselves.
2. Campers are expected to listen to staff members and remain quiet during role- call.
3. No eating or drinking on the bus.
4. Even when the bus has stopped, campers must stay seated until a staff member says that they can get up.

Lost & Found

Please place your child's name on all items of clothing and on all belongings they bring to the program. Each childcare will have a Lost & Found area and will keep items for a few weeks before donating the items to Goodwill.

Toys From Home

Members are asked to refrain from bringing personal items to camp to avoid conflict, damaged, lost or stolen items. Toys can become items that may start conflicts, so we urge children to keep them at home. The AYCC is not responsible for lost, stolen or damaged items. ****Fidget spinners, LOL dolls & Pokemon Cards, electronics and cell phones are not allowed in the ASP.**

Child Abuse & Neglect Policy

The Alfond Youth & Community Center's childcare and camp programs are licensed by the State of Maine's Department of Health and Human Services. We are required by law to report any suspected cases of child abuse or neglect. Identifying information shared in this required report are kept strictly confidential.

General Health Policy

Parents/guardians are required to make an immediate pick-up for illnesses including lice, vomiting, diarrhea, fevers of 100.4 or higher, bathroom accidents, or other health concerns that hinder the child's group participation. If your child did not attend school for illness or behavior issues, your child may not attend our program that day. If the illness is contagious, a doctor's note will be required upon return or permission from one of the supervisors. If sent home for illness, the child must be symptom free for 24 hours.

Pick-Up Process

Children will be released only to those individuals identified on their pick-up list (registration form). **A photo ID will be required for pick-up**, please inform all individuals on the list. To add a name to the list, please speak to a director.

If a child is picked-up late (after 5:30pm), a **late fee** of \$5.00 will be charged for every 15 minute interval after 5:30pm. The late fee must be paid before the child will be allowed to return to the program. Multiple occurrences of non-payment and/or non-compliance with our pick-up schedule could result in an increase in late fees at the Director's discretion or termination of services.

If you wish to have a taxi transport your child, please contact one of the directors. Additionally, please notify the taxi service that they must come in to sign the child out and show proper identification. Children are not permitted to sign themselves out or walk home. This is for the safety of your child.

Counselor Qualifications & Training Policy

All Senior Counselors & Group Leader camp staff are required to be at least 18 years of age. SEP staff must have completed state required trainings and CT staff are also required to carry First Aid and CPR certifications. All AYCC staff are run through background checks and are fingerprinted per the State of Maine Department of Health and Human Services requirements.

Fire Drill Procedure

Fire evacuation drills must be performed at least once per month for all children and adults present. A record of these drills are kept and is available for review by the Department of Health & Human Services. These drills are performed according to the policies and procedures that are posted in each room throughout the facility.

Personal Care & Aides Policy

If your child is required to have a Personal Care Aid/Behavioral Specialist during school hours, you will be required to have a Personal Care Aide/Behavioral Specialist present during your child's attendance at camp. We do not coordinate these services. If parents wish for staff to speak with personal care/aids, a release must be signed.

Parent/Guardian Involvement

If at any time, any parents/guardians who wish to volunteer or visit, please make arrangements with one of the supervisors. Parents who wish to volunteer will need to complete a Volunteer Application and a background check per DHHS regulations.

Activities at Camp Tracy

| | |
|---|--|
| Free Swims | There is nothing better than the lake in the summer and we make sure each camper swims EVERY DAY! |
| Outdoor Education | Camp Tracy sits on 32 acres and we use every inch in our exploration of nature with our Outdoor Education Specialist. |
| Archery | Body control and focus are exemplified on the archery range as campers hone their skills through repetition and practice with our Archery Specialist. |
| High/Low Ropes Course & Climbing Tower | Campers build confidence on the ropes course as they tackle new elements each week, pushing themselves further and further. They also have the opportunity to tackle the task of climbing our 55 foot Climbing Tower, all under the guidance of our Ropes Course Specialist. |
| Canoeing, Kayaking & Paddle Boarding | Proper lifejacket wearing, navigation, and waterway signals are just a few of the essential skills taught on the lake with our Boating Specialist. |
| Field Sports | Whether it's wiffleball on Maine's Fenway or soccer on the pocket field, campers learn teamwork and sportsmanship while trying new sports with our Athletics Specialist. |



Impairment Policy

If program staff suspects that the adult picking up the child(ren) is under the influence of drugs or alcohol, the staff will strongly recommend that another person is called for pick-up. If the recommendation is not acted upon, the staff will notify the police department. We also file a report with DHHS as part of the mandated reporter requirements.

Confidentiality Policy

All incident, accident, and observation forms are kept on file with the child's registration for review. These forms help staff implement behavior plans as well as lesson/activity ideas. All forms are kept strictly confidential.

Video Surveillance System Usage Policy & Procedures

The purpose of the AYCC video surveillance system is to help make the AYCC safer for visitors, members, and employees by providing surveillance of key public space areas to reduce crimes, accidents and incidents. The primary use of the system is to allow the after-the-fact investigation of accidents, incidents and potentially crimes, within the AYCC. Cameras are currently installed around the public spaces (rooms, hallways, building exterior) within the AYCC. Cameras are not used to specifically protect private properties within the facility and are not located around areas where the public might have an expectation of privacy (e.g., locker rooms & restrooms). For the protection of AYCC members and community members, individuals are generally not permitted to view security footage other than what is visible real time security feed featured in the AYCC welcome area. Recorded video will be made directly available to the general public only to the extent required by law.

Additional Information (Camp Tracy)

Waterfront Procedures

Swimming is offered daily. If children do not wish to participate in free swim, an alternative will be provided. Camper pick-up during free swim may take additional time due to the nature of the activity.

Camp Tracy has a 4-section waterfront. The first section is a zero entry area accessible to all ages and skill levels. The remaining sections each have their own skill test administered by a lifeguard or Waterfront Director. Each skill test is progressively more difficult to better prepare swimmers for their respective section.

A minimum of two to three American Red Cross Certified or YMCA Certified Lifeguards are on the docks during all swim times and a ratio of one guard to 25 swimmers is strictly enforced. Lifeguards conduct weekly skill training to make sure they are fully prepared to respond to a waterfront emergency.



Medications at Camp

Many of our campers take prescription and non-prescription medications throughout their time at camp. We have on-site medical staff who administer these medications at the appropriate times throughout the day.

All medications are stored in a locked container until they are administered.

The only exceptions are inhalers and EpiPens, which may travel around with the camper if necessary.

When dropping off medications, please follow these guidelines:

1. Label the medicine container with your camper's name and dosage.
2. Only send enough medication for your camper's time at camp. (do not send full bottles)
3. List medications on the Medical History Forms, both online and on paper.
4. Upon drop-off, please give the medications to the on-site personnel, and sign any necessary medical intake forms.

Child Guidance & Dismissal Policy

The AYCC wants all children to feel safe and cared about while attending the AYCC and any of its programs. We understand that children attending our programs may still be learning emotional skills and self-regulation strategies. Our goal is to help support and guide children in navigating and honing these critical skills during their time in childcare. Staff will guide and provide behavioral support as necessary, however, children may be sent home due to incidents involving physical aggression, safety or health concerns (ie. Spitting, biting) and high levels of elopement or other behavioral challenges that require consistent support and/or multiple staff person support. Repeated occurrences or extreme cases may result in further action, to include temporary dismissal, up to permanent dismissal from the program.

Suspension & Dismissal Policy

The AYCC reserves the right to dismiss or suspend the enrollment of any child if their behavior continues to be harmful to others or themselves or if the child's needs cannot be met within the program.

- ◆ Illness
- ◆ Lice or nits present
- ◆ Vomiting
- ◆ Diarrhea
- ◆ Fevers of 100.4 or higher
- ◆ Inability to independently use bathroom facilities
- ◆ Other health concerns preventing the child's participation in group activities
- ◆ Parents/guardians not complying with the Alfond Youth & Community Center childcare policies
- ◆ Failure to make payments or frequent late pick-ups of children
- ◆ Behaviors that cause an unsafe environment for the child, their peers or staff.

We document and file all incidents and refer to them to consider suspension or dismissal.

Payment Policy



1. Payments are due in full on Sundays two weeks in advance of the child’s attendance for each week of service
 - a. Payments not received 2 weeks in advance will incur a \$10.00 late payment fee and could result in the loss of space at camp.
 - b. Late fees must be paid prior to attendance.
 - c. If your child is sent to the program from the bus without payment, then the parent will be called to make an immediate payment and/or immediate child pick-up.
 - d. Camp Tracy requires a deposit of \$30.00/week to hold the child’s spot.
2. Payments may be made in cash, check (payable to AYCC), credit/debit.
 - a. Payments are accepted via phone (207-873-0684), in person at the AYCC, or online (scan QR code with device camera)
 - b. Payments may be auto-scheduled from a bank or credit card account. Additional paperwork (page 15) is required and written notice for any changes must be provided in writing 14 days prior to the next billing cycle.
 - c. Payments declined or returned for non-sufficient funds (NSF) will incur an additional fee between \$10- \$30.00 per instance and must be paid immediately in addition to the total of the original fee that was returned. Personal checks and auto-scheduled payments will no longer be accepted after 2 instances of returns.

Refund Policy

- Children dismissed from any of our summer camp options will not receive any refund/credit and are not eligible to switch to another AYCC camp.
- No refunds are available for partial attendance of a week. The AYCC does not offer daily payment options.
- To remove a child from a week/session of camp, the Camp Director must receive 2 weeks advance notice. If a two week notice is not provided, the family will be held responsible for a two week paid notice.
- Refunds requested prior to June 1 will receive full refunds or AYCC account credits.
- Refunds requested between June 1 and two weeks prior to attendance date will receive a full refund, less the deposit.
- Financial assistance is always issued for upcoming weeks of service and refunds for previously full-paid weeks will not be honored for previous weeks.

I have read and acknowledge understanding of the above Payment and Refund Policies for Adventure, Excursion, Quest, and New England Sports Camps. I agree to abide by these policies.

Questions:

Registrar & Billing Specialist, childcarebilling@clubaycc.org or childcareregistration@clubaycc.org 207-873-0684

Camp Director, **Patrick Kearns** at camps@clubaycc.org or 207-873-0684 or 207-313-3413 (June-August)

| Payment Options Please use the following options. | | | | | |
|--|------|-------|--------------|-----|----------------------|
| Locations | Cash | Check | Credit/Debit | EFT | *Automatic Payments |
| Welcome Center at the AYCC - 126 North Street, | X | X | X | X | *Credit/Debit or EFT |
| Phone - 207-873-0684 | | | X | | *Credit/Debit or EFT |
| Online | | | X | X | Credit/Debit or EFT |

***Authorization for Automatic Withdrawal of Summer Camp Payments to the AYCC**

This feature is super helpful to busy families and can be set up during the registration process online for Camp Tracy. For SEP or paper registrations, please complete the Auto Scheduled Payment Form located in the back of the camp registration form

If you have issues or questions, please contact one of us and we would be happy to assist you.

FMI: Registrar & Billing Specialist at 207-873-0684 or email childcarebilling@clubaycc.org or childcareregistration@clubaycc.org

Online Services

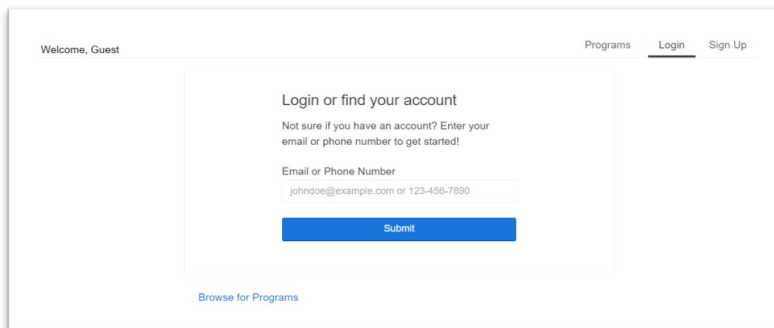
Each family has their own account in our database, called Daxko. This is the system where our Welcome Center

records the child’s information, registrations, and payments for childcare and programming. Payments for camp can now be made online weekly, or scheduled in advance. A valid email must be on file to utilize this service.

For assistance, please contact the Welcome Center at 207-873-0684



<https://bit.ly/ayccaccountaccess>



Affordable Access Program Formerly Financial Assistance

The AYCC prides itself on working with ALL families to provide the most affordable options for those who need it most.

All families are welcome to apply for the **AYCC’s Affordable Access Program**. This application is included in our registration packet. Proof of monthly household income is required.

Try our new online AAP form, here: <https://www.clubaycc.org/membership/financial-aid/>

Childcare Food Program

Nutritious Meals & Snacks

Our AYCC Kitchen Staff provides breakfast, two snacks, and lunch options daily for campers. We follow the USDA School Food Nutrition Guidelines.

Families may send their child with a lunch and/or snacks if they prefer. Peanut or nut products are prohibited and the AYCC is unable to refrigerate or microwave items at either location.

Our food program is mainly funded through state and federal grants and as such, we may require families to complete the U.S. Department of Agriculture's Child and Adult Care Food Program application. Completing these forms allows us to provide FREE, quality, nutritious snacks and meals to all our childcare participants, but especially to children who may otherwise go without.

Federal

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

State of Maine

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

Items NOT ALLOWED at Camp

Camp Tracy, New England Sports Camps, and Adventure, Excursion, and Quest Camps have a no cell-phone policy. Camp is an opportunity for kids to disconnect from the internet and re-connect with themselves. Please do not send your child to camp with a cell phone or other internet-capable device.

Any digital devices discovered at camp will be confiscated and returned at the end of the program. There is a phone in the main office for campers who need to call home.

Additionally:

- Items promoting alcohol, cigarettes, marijuana, or other inappropriate items will NOT be tolerated at camp.
- Firearms and weapons (including knives) of any kind shall never be brought onto camp property. This includes any firearms stored in a personal vehicle. Please ensure a safe environment for our campers by removing any firearms from your vehicle before arriving at camp.

NESC Packing List

New England Sports Camps, McGrath Pond, Oakland, ME
 A part of the Alfond Youth & Community Center family
 207-873-0684 school year / 207-313-3413 summer
www.clubaycc.org/camps camps@clubaycc.org



Bedding

- Pillow
- Sheets
- Comforter/Sleeping Bag

Clothing

- Rain Jacket
- Shorts & Pants
- T-shirts, Long Sleeves & Sweatshirts
- Pajamas
- Swim Suits
- Extra Socks & Underwear
- Hat or Visor
- Sunglasses

Toiletries

- Toothbrush & Toothpaste
- Washcloth & Towel(s)
- Shampoo, Body Wash & conditioner
- Sunscreen
- Personal Care Products
- Chafe Relief Products (Gold Bond, Baby Powder)

Extras

- Fan
- Mirror
- Bug Spray
- Snacks (no nut products, gum or sunflower seeds)
- Drinks (Gatorade, Juice, Flavored Water, etc.)
- Books, Cards, Other Non-Electronic games
- Watch/clock

Shoes

- Sneakers
- Shoes for Sport (no metal cleats)
- Shower Shoes (Crocs, flip flops, slides)

Baseball

- Bat
- Helmet
- Sneakers
- Cleats

Field Hockey

- Stick
- Mouth Guard
- Goggles
- Shin Guards
- Cleats

Football

Just bring cleats. All other gear is provided, including mouth guards.

Softball

- Bat
- Helmet
- Sneakers
- Cleats

PRO TIP:

write your camper's name on EVERYTHING!

Please reach out if your athlete does not have athletic-specific gear that they should be packing for camp. Email camps@clubaycc.org

Adventure & Excursion Packing List

207-873-0684 school year / 207-313-3413 summer
www.clubaycc.org/camps camps@clubaycc.org



Bedding

- Pillow
- Sheets
- Comforter/Sleeping Bag

Clothing

- Rain Jacket
- Shorts & Pants
- T-shirts, Long Sleeves & Sweatshirts
- Pajamas
- Bathing Suits
- Extra Socks & Underwear
- Hat or Visor
- Sunglasses

Toiletries

- Toothbrush & Toothpaste
- Washcloth & Towel(s)
- Shampoo, Body Wash & Conditioner
- Sunscreen
- Personal Care Products
- Chafe Relief Products (Gold Bond, Baby Powder)

Shoes

- Sneakers
- Shoes for Hiking
- Shower Shoes (Crocs, flip flops, slides)

Extras

- Fan
- Mirror
- Bug Spray
- Snacks (no nut products, gum or sunflower seeds)
- Drinks (Gatorade, Juice, Flavored Water, etc.)
- Books, Cards, Other Non-Electronic Games
- Watch/Clock

Optional Items

- 1-3 person tent
- Sleeping Pad
- Cooking/Mess Kit
- Tarp/Groundsheet

PRO TIP:

write your camper's name
on EVERYTHING!

Contact Information

In the event of an emergency, illness, or injury involving your camper, you will be personally notified via the phone number listed in your registration information.

Emails, and social media posts will be used for non-emergent mass-communication updates.

How to Get in Touch With Us:

The **Camp Tracy Lodge** is located at 302 McGrath Pond Road, Oakland

Maine's Fenway Physical Address:

Corner of McGrath Pond Rd. and Camp Tracy Meadows, Oakland, Maine

Mailing Address:

AYCC, c/o Camp Name & Camper Name, 126 North Street, Waterville, ME 04901

Abbie Charrier, Senior Director of Youth Programs

Patrick Kearns, Camp Director

Camp Cell Phone 207-313-3413

Camp Lodge Phone 207-716-1035 (general voicemail)

AYCC 207-873-0684

camps@clubaycc.org

www.clubaycc.org/camps



Follow us on Social Media:

facebook.com/newenglandportcamp

instagram.com/newenglandportscamps

Registration & Financial Services

Make Payments

Via phone @ Welcome Center: **207-873-0684**

Online Payments:

or scan the code at the right.

Registrar & Billing Specialists

Childcare Billing/Registration childcarebilling@clubaycc.org 207-873-0684

childcareregistration@clubaycc.org

Online Services Assistance info@clubaycc.org 207-873-0684

