



CREDIBILITY • INTEGRITY • ACHIEVEMENT

Adventure Camp

A Summer Camp brought to you by GJM Childcare

58 Drummond Ave * Waterville, Maine 04901



Parent Handbook

Serving Grades K-6

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The George J. Mitchell School Age Summer Childcare Program is an independent, non-profit organization. The program is not sponsored by, operated or financially supported by the AOS#92 School Department. All communications concerning the program should be directed to the program's Director or staff.

Revised 5/2023

PLEASE NOTE: this Adventure Camp parent handbook is intended to supplement the GJM Childcare school year parent handbook. There are a few variations in policies, which makes it important that you are familiar with both.

Mission:

The mission of the Adventure Camp Summer Program is to provide quality childcare services to families requiring care over the summer months. Our goal is to create a relaxed and playful atmosphere where children are safe, comfortable, and well cared for.

There will be regular opportunities for literacy, enrichment, outside play, arts and crafts, swimming, gym time, free time play, field trips, themed activities, and the list goes on!!

Things to keep in mind...

- ◆ Grades K-6: We only accept students that have completed Kindergarten
- ◆ Hours of operation – 6:45am – 5:30pm
- ◆ Parents will drop off and pick up children at GJMS.
- ◆ **Children are supervised by Adventure Camp Staff at all times**
- ◆ Free lunch is offered to all children at the Mitchell School
- ◆ **Activities include:** daily reading program, arts and crafts, athletics, outside play, Daily swim outside, themed weeks, science, cooking, field trips, and many, many more fun ideas!!!

Registration Process

Registration forms will be placed in mailboxes at the end of January. Please note the following:

- **Please do not submit a registration form until you are 100% positive of your childcare needs.** Due to the high demand for summer childcare, we will not be able to hold a slot without commitment from the parent/guardian to pay for that slot.
- **Enrollment is given to first come first serve (5 days a week is required). These slots fill very fast!!!**
- There is no minimum requirement for the number of weeks registration
- There is a \$15.00 /child Adventure Camp Shirt Fee. Children will keep shirts at the end of the summer.



Adventure Camp Tuition Rates:

	One Child	Two Children	Three Children
Full Week	\$150.00	\$225.00	\$275.00

Due to the increasing number of field trips to various locations, there will be a **\$15.00/child fee** to pay for field trip t-shirts.

Adventure Camp Tuition includes any field trips.



Payment Arrangements:

Adventure Camp is a division of the GJM Childcare, which is a self-supporting, non-profit agency that receives no outside funding from state and federal governments. With this in mind, we have established the following payment policies:

1. YOU ARE RESPONSIBLE TO PAY FOR ALL WEEKS SCHEDULED. **TUITION IS EXPECTED WEEKLY.**
2. Tuition payments must be made on/before Friday (FOR THE UPCOMING WEEK).
Parents are responsible for payment of fees charged for scheduled days whether the child attends or not. Tuition is based on the weeks that you have reserved in advance and not on actual attendance.
Payments are only accepted at GJMS.
3. If you increase the number of weeks of attendance these additional tuition will be added on to your account.
4. A 10% late fee is automatically applied to overdue accounts. An account is considered overdue when a family owes more than one week of camp.
5. All families that have their entire Summer Camp tuition balance paid in full before the end of the School Year will receive a 10% discount.

We understand that situations may occur that prevent families from making timely payments to childcare. In moments like these, we encourage open communication with the director to discuss proper payment arrangements.

Arrival and Departure Keys:

Arrival:

Upon arrival to Adventure Camp, parents/guardians must bring their child into the building to check in with a staff member and sign in their child. Children should not be dropped off outside of the building. Each day you will be asked if your child has everything that they need for the day.



Please note: Repeated failure to provide children with adequate food/drinks, swim gear, sun protection, and footwear/clothing may result in your child's dismissal from the program.

Departure:

When picking children up at the end of the day you must check them out with an Adventure Camp Staff Member and sign them out for the day.

Children will only be permitted to leave camp with those persons who have been given permission by parents/guardians on the camp registration agreement form. Names may be added or deleted from this form throughout the course of the summer or you may call or write a note of authorization if pick up methods will vary on any given day.

Children's Schedule:

This is a general outline – In order to offer a variety of activities, we need to have a general schedule. However, Mother Nature may throw us a curve ball every once in a while, and we are left to be spontaneous.

General Daily Schedule:

6:45am – Camp opens (no child may be dropped off before this time)

6:45am-11:45am – Morning Activities – Learning groups, athletics, computer, art, enrichment, outside play (Learning groups is from 10:00-11:00am)

SNACK – There are two snack periods a day!! 9:00am and 2:30pm

**** Parents must supply snacks and beverages. Water bottles are required.**

PLEASE NO GLASS BOTTLES! **

11:00am-12:00pm – Lunch – Parents supply cold lunch and/or children may participate in our free summer lunch program. Please provide a back up option for your child in case they do not like what is being served.

12:30pm-1:45pm – Water play outside at GJMS.

2:00pm-2:30pm- Change out of wet clothes.

2:30pm-3:00pm- Snack



3:00pm–5:30pm – Afternoon Activities - The children will engage in a variety of options including the use of the art room, gym, outdoor play, childcare room, stage, and various other locations through out the school building.

5:30pm – Camp closes. A late fee will be added for children who are picked up after camp closes. All pick ups should be done at GJMS. The fee is \$5 for every 15 minutes beyond 5:30pm.

Telephone Communication:

GJM Childcare: 873-5756.

This is our direct line. Please leave a message if do not answer. Make sure to leave the date and time. We check the voicemail regularly.

Cell Phone: 250-1888

Ask about the TEXT ALERT SYSTEM!



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Things to think about:

**Due to the large number of trips,
we strongly encourage children to be responsible for their own belongings.**

Each day that your child attends camp, they will need to have the following:

1. **Lunchbox – Please label with your child’s name.** Please do not send children’s food for the day in a paper or plastic bag. Please send an ice pack in the lunch box, as we do not have refrigeration available on trips.
2. **Lots of food and drink** – Lunch (unless your child will eat school lunch), beverages, and enough snacks for two breaks. Lots of juice and/or water. **NO GLASS BOTTLES PLEASE.**
3. **COLD lunches** – We will not have a microwave available.
4. **Utensils for eating** – We will not have utensils or beverage containers available.
5. **Water bottles** – These are **ESSENTIAL** to have outdoors at the pool and/or playground. Please label with your child’s name.
6. **PLEASE DO NOT SEND MONEY TO BUY SNACKS, DRINKS, SOUVINIERS, ETC.** This can lead to lost or stolen money, hurt feelings amongst children, and is an overall distraction for the children.
7. **Sunscreen, hats, etc.** – Please label with your child’s name.
8. **Proper clothing/footwear** – Please label with your child’s name. **FLIP-FLOPS ARE NOT ACCEPTABLE FOOTWEAR.** Please always have a pair of sneakers as back up in your child’s bag if they choose to wear sandals.



9. **Swimsuits, towels, and a plastic bag for wet items** – Please label with your child's name.

LABEL, LABEL, LABEL!!!

It is our policy to encourage children to develop personal responsibility for their belongings. Labeling their personal items will help them keep their belongings together and prevent unnecessary losses. Please label backpacks, clothing, towels (ESPECIALLY TOWELS), swimsuits, lunchboxes, ice packs, water bottles, etc. with your child's name on it. It is impossible for staff to keep track of who has what, which, and when. Names or initials will save these items from the "lost and never to be found again" dilemma.



Proper Clothing and Footwear:

Please send your child in clothing that is comfortable and appropriate for the weather of the day. Please label clothing. Proper footwear is very important for walking and playing. **SNEAKERS ARE PREFERRED.** Swimsuits and towels are necessary as swimming is a daily option. **Please send children with fresh, dry towels each day!**

Sun Protection:

We spend a great deal of time outside! It is critical that parents provide children with sun protection in the form of hats, t-shirts, and/or sunscreen. **Both hats and sunscreen are STRONGLY ADVISED.** If you wish your child to use sunscreen, please send their own container with their name printed on it.

Please keep in mind that children will not be permitted share sunscreen with each other unless they are siblings.



Allergies and Medications:

Adventure Camp Staff must be kept updated as to any health conditions and/or allergies that children may have. Our policy is to give immediate attention to any child who should be stung by a bee or bitten by an insect.

If your child has allergies to any insect or bee you must leave the medication you prefer for treatment along with specific instructions for how you wish us to proceed.

All prescription medications **MUST** be in the original container in order for us to dispense them. Medication must be clearly labeled with the child's name and dosage on it for quick reference. We will keep all medication locked. If you would like to leave any medication with us you must complete an

AUTHORIZED TO DISPENSE MEDICATION form for us to have on file. ***Please let us know if your child has any allergies to animals.**

Field Trips:

Over the course of the summer we will be taking a number of field trips. Please be sure to keep yourself updated regarding these events. You have given your consent for your child to participate in field trips on the initial summer registration form. Specific Field Trip events and dates will be handed out to parents. We expect the children no later than 30 minutes before the scheduled bus time.



It is extremely important to make it in time for the bus, there will not be any staff left behind for late children.

Swimming:

Swimming and playing in the water is a big part of our day. Because we are licensed through the Department of Health and Human Services we are required to follow certain guidelines with regard to water and pool safety. Basic policies are as follows:



- ◆ All Adventure Camp Staff are required to have Basic Water Safety training through the American Red Cross
- ◆ Children who are non-swimmers are identified with a brightly colored band worn on their arms.
- ◆ Swimming Certifications- Children will not be allowed to swim in specific areas (Example: Deep end) until they pass the required test.
- ◆ Basic water safety and pool rules are reviewed with the children on a regular basis.
- ◆ Emergency drills and plans are reviewed with children on a regular basis.

Please let any Adventure Camp Staff member know if you have any particular concerns regarding your child's participation in swimming activities and/or if you have any questions regarding water safety policies and procedures.

Daily Learning Program:

Children will be provided with learning opportunities on a daily basis during the summer in small groups divided by academic level and age. Literacy activities may include reading, writing poetry, spelling bees, games that include reading and writing, skits, etc. We may also participate in science, math, and various other learning subjects. Our learning activities run in the mornings from **10:00am – 11:00am.**



Summer School:

Please let the Adventure Camp Staff know if your child will be attending summer school during the weeks that they are scheduled to attend summer childcare. If your summer school and will be coming to camp after, we ask that with us first so that we know to expect them on that day. Adventure Camp Staff which field trips you would like your child ones they will be missing for summer school.



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Toys From Home:

Toys from home are **not allowed**. Please be advised that toys may become damaged or lost while at childcare. We do not take responsibility for replacing these items. We do not allow children to bring electronic items to childcare, except for long bus rides.

Program Staff:

Adventure Camp is staffed with professional, caring adults. Staff members are chosen based on experience, education, and training related to the care and nurturing of children and their positive growth and development. We strongly encourage parents to communicate with staff regarding any questions or concerns you may have about your child.

Junior Staff Program:

Our Adventure Camp Junior Staff Members are students that are entering 5th grade or higher and must show a commitment to supporting our work with the children in a number of ways.

Junior Staff Members are responsible for various things such as: activity planning, assisting with summer reading groups, playing with the children, helping children and staff at snack and lunch times, and many others.



The goal of the Junior Staff Program is not only to support the children and Adventure Camp Staff, but also to promote the development of leadership skills and character development in the students that participate in this role.

Volunteers/Chaperone:

Chaperones are welcome on field trips. If you are interested, please call the childcare phone or email Peg at mgurney@aos92.org or Courtney D at cdesisles@aos92.org to see if there is still space available.