Wells Parks & Recreation Department

Parks & Recreation Director - Tina LeBlanc
Wells Parks & Recreation Dept. 207-646-5826
Office hours 8:00am – 4:00pm

Camp Daybreak and Camp Sunset 2026-2027

Program Supervisor: Jen Ellison 207-251-3890 jellison@wellstown.org
Asst. Program Supervisor: Sammi D'Amico 207-251-8214 sdamico@wellstown.org

Purpose and Participants
Wells Parks & Recreation Department offers before and after school care to meet the needs of working parents and families with busy schedules. At our morning program, Camp Daybreak, the participants will be provided with activities in a safe, fun environment in which they can prepare for the school day. Camp Sunset, the afternoon program, participants will enjoy a snack, homework time and activities. The camps will consist of students from kindergarten through 4th grade.

Camp Hours and Locations
Both Camp Daybreak & Camp Sunset are held Monday through Friday at the Wells Activity Center, 113 Sanford Rd., Wells, ME. Participants will be able to utilize the gym and kitchen rooms as well as outdoor space. Transportation to school (Daybreak) will be provided by Ledgemere school buses. Transportation from school (Sunset) will be provided by Wells Parks & Recreation vans.

Camp Daybreak: 7:00am-bus pick up
Camp Sunset: van/bus drop off-5:30pm.

Camp Daybreak
Several activities will be offered to engage the children, including board games, building toys, puzzles, card games and other activities. Children can also have time to eat their breakfast provided from home if needed.

Camp Sunset
Children will be provided with a snack upon arrival. The children will engage in activities such as: outdoor activities which could include kickball, basketball, playground, gaga ball and group games. Indoor activities include Legos, board and card games, coloring, arts and crafts, cars, puzzles and group games.

Drop Off and Pick Up
Morning Drop Off: Children will be escorted by parents/guardian to the mudroom window in the morning. Parents must have their child scanned in with their membership card each morning. Children may not be dropped off earlier than 7:00am.

Afternoon Pick Up: Camp Sunset pick up will take place after drop off until 5:30pm. Parents will need to have their child scanned out with their membership card at the mudroom window upon pick up. Persons listed in your Wells Rec account will be the only people allowed to pick up your child. If someone else needs to pick up your child, parents must contact the Program Supervisor (Jen 251-3890 or Sammi 251-8214) or the Rec Dept. Office (646-5826).

Late Fees

Parents must pick up their child by 5:30pm or a late fee will be charged. There will be a $10 fee beginning at 5:31pm. An additional $10 will be charged every 15 min thereafter. This late fee needs to be paid within 24 hours. If a circumstance arises that will make you late, please notify the Program Supervisor (Jen 251-3890 or Sammi 251-8214) as soon as possible.

Attendance

Camp Daybreak: Parents must notify the school when their child will be absent. It is not the responsibility of the Wells Recreation Dept. to report your child's absence.

Camp Sunset: If your child will be absent from Camp Sunset, please call or text the Program Supervisor (251-3890 or 251-8214) or call the Rec. Dept. office (646-5826).

There will be no refunds for absentee days.

Authorized Pick-Up & Emergency Contacts

Please keep your authorized pick-up list and emergency contact information current and up to date on your Wells Recreation Account and on site. Also, keep the office informed if you make any changes regarding your personal contact information (i.e., home, work or cell number, current mailing address, and/or email address).

The Emergency Contact person should be someone *other than* the account holder. It may be a second parent/guardian, relative or family friend. The Emergency Contact will be used if we cannot reach the account holder.

Each person allowed to pick your child up will need to have the child's membership card and valid ID.

Illness

If your child has a fever or is not feeling well, do not send them to camp. If your child becomes sick at camp, a staff member will contact you to pick up your child. If you are more than 30 minutes away, please have a back-up plan for pick up.

Administration Fee

A $40 non-refundable administration fee is required for each school year.

Payment
All payments must be paid by Sunday prior to the week attending. If payments are not made on time, your child will not be allowed to continue to attend.

Automatic payment plans are required unless other arrangements have been made. Auto-payments can be set up with the staff at the Wells Rec Office or over the phone with a debit or credit card.

Terminating Enrollment
In the event that your child no longer needs Camp Daybreak or Camp Sunset, please contact the office with 2 weeks' notice to terminate your enrollment or you will be charged accordingly.

School Delays, Snow Days, Early Release Policies
In the event of a **school delay** due to weather, the Camp will follow the same hours of delay. For example, if there is a two-hour delay for school, Camp will begin at 9:00am instead of 7:00am. In the event of an **early release** or after-school activities are canceled, Camp Sunset may close early-parents will be notified via text & email. If there is **NO school** due to inclement weather, there will be NO camp that day.

Kindergarten Screening Days
Kindergarten Screening Days are typically held at the end of May. On these days, there is no school for currently enrolled Kindergarteners; therefore, Before and After School Care will not be available for them.

School Vacations/ Holidays
Camp will be closed for Christmas Break and will follow the WOCSD school calendar.

There will be **no** Camp on the following holidays/no school days:

Labor Day	Friday, Oct 9 and Indigenous People's Day	Veterans Day	Thanksgiving Break
Christmas/New Year's Break	Martin Luther King Day	Presidents Day	Memorial Day

<u>February and April vacation weeks:</u> The Wells Parks & Recreation Dept. will offer a separate Vacation Camp program that is separate from Camp Daybreak/Camp Sunset and requires separate registration.

<u>Last day of school:</u> Camp Daybreak will run as usual. *There will be NO Camp Sunset.*

Candy and Gum Policy

To ensure the safety, health and cleanliness of our program environment, Camp Daybreak and Camp Sunset enforces a strict candy and gum policy for all participants.

No gum chewing: Gum is strictly prohibited at all times during camp daybreak and camp sunset. If a child is found chewing gum, they will be asked to dispose of it immediately in the trash receptacle. Repeated violations will result in parent notification with possible written disciplinary form and suspension to follow if gum chewing policy is not followed.

Personal snacks: Children are discouraged from bringing candy as a snack. If a parent chooses to pack a sweet treat in their child's lunchbox, it must be consumed during designated snack times and cannot be shared with others. Please, NO hard candies.

Program-provided treats: Candy may occasionally be distributed by staff during special events or holidays. We will request that the candy be placed in their backpacks for consumption under parental supervision.

Disciplinary Procedures

We use a disciplinary procedure system regarding inappropriate behavior.

- Step 1: Verbal warnings
- Step 2: Written Disciplinary Form filed at the Rec. office and copy given to the parent/guardian.
- Step 3: Parent/guardian will be contacted. Child may be dismissed for the remainder of the day or another day.
- Step 4: Immediate, indefinite suspension from all Recreation Department programs.

NOTE: Steps 2 and 3 may be eliminated in extreme measures.

Parents will be notified if their child is written up for a disciplinary action.

Accident, Incident or Disciplinary Reports: All reports will be copied for parents. You may pick up your copy at the Sign In/Out window. All reports will be available by the next day, if not earlier.

Video Recording/Photography

When registering for this program you agree to authorize the Wells Parks & Rec. Dept. and/or the Town of Wells, without limitation, the right to use video recordings, audio recordings and/or photographs of myself or my child, made or taken during or in conjunction with my or his/her participation in the recreation department program, or activity, with or without reference to me or him/her by name, for promotion, documentation, advertising, public relations, or general advancement of the Wells Parks & Rec. Dept. programs and activities. If you do not agree to these terms, please notify the Wells Parks & Recreation Dept. office in writing.

Weather Appropriate Attire

Send the appropriate attire each day with your child. We will be going outside daily, weather permitting. For winter, we ask your child to have the following: boots, hat, mittens

or gloves, and a warm winter coat. If you have any extras, you are welcome to label and leave a set at the camp.

Counselors
This program utilizes its resources from the Wells Recreation Summer Camp Staff to hire experienced staff. This gives us the ability to hire young staff full of energy to offset the more experienced staff. Other qualified staff may be hired as well.

Special Needs & Health Concerns
The Wells Parks & Rec. Dept. is committed to offering a safe, positive, enriching, and active environment for children in our before and after school camps. We strive to offer activities that promote physical outdoor activities. These activities include but are not limited to running, jumping and team-oriented activities as well as individual activities.

If your child has allergies and may need emergency intervention, such as an Epi-pen please ensure the staff has been given the Epi-pen to place in the first aid kit. Please ensure that it is labeled with your child's name and type of allergy. To expedite your child's care, place the Epi-pen in a zip-lock bag with any pertinent information that can be given to EMT's if necessary.

All medication that needs to be taken during camp hours must be given to the Program Coordinator. All prescription medication must be in the original container.

Parents enrolling a child with any special needs or conditions, please inform the staff and main office, so that we may better assist them. A better-informed staff is a better prepared staff. There may be some incidents when the before and after school camps will be unable to assist a special need, due to degree of need or condition of an individual. A trial period may be put into place. If the Parks & Recreation Director decides after the trial period that this camp is not an appropriate environment for the child and their needs, we will discuss the matter with the parent.

Concerns
If you have any questions or concerns, please feel free to discuss them with the Program Supervisor. You may ask to schedule a private conversation with a staff member if you need to discuss a matter at length. If you would like to speak with the Recreation Director, Tina LeBlanc, she can be reached at the Wells Parks & Recreation Dept. by calling 646-5826 or at tleblanc@wellstown.org.

Right to Refuse Service Policy
The Wells Parks & Recreation reserves the right to refuse service for the following reasons:

- Failure of parent or child to follow the policies and procedures in the Parent Handbook.

- Parents or child(ren) are physically or verbally abusive to staff and/or other children.
- Failure to pay fees as scheduled.
- Failure to provide updated information and records.
- Parents are consistently late in picking up their child.
- If a child has needs that require services that are beyond reasonable accommodations.
- When the Recreation Director believes that the continued service is not in the best interest of the child and/or Recreation department.