

## 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

Program Coordinator: Jen Frasier 207-251-8214 and/or Natalie Gould 207-251-8211

#### 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 4<sup>th</sup> grade.

#### Camp Hours and Locations

Both Camp Daybreak & Camp Sunset are held Monday through Friday at the Wells Activity Center. Participants will be able to utilize the stage 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 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 finish homework or eat their breakfast.

#### Camp Sunset

Children will be provided a snack upon arrival. The children will have the opportunity to do homework after snack. The children will engage in activities such as: outdoor activities which could entail soccer, Frisbee, basketball, and group games. Indoor activities include arts and crafts, STEM projects, Legos, play dough, board and card games, coloring, cars, and puzzles.

#### 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 van drop off until 5:30pm. Parents will need to have their child scanned out with their membership card 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 Coordinator (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 Coordinator (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 Coordinator (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.

## Coronavirus

Wells Recreation department will follow the guidelines set forth by the CDC and the State of Maine to ensure the safety of our participants and staff.

## Administration Fee

A \$35 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 attend the following week.

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.

## 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:

Friday, September 3 and Labor Day	Friday, Oct 8 and Indigenous People's Day	Veteran's Day	Thanksgiving break
Christmas/New Year's Break	Martin Luther King Day	Presidents Day	Memorial Day

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

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

## Disciplinary Procedures

We use a disciplinary procedure system regarding inappropriate behavior.

- Step 1: Verbal warning
- 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, 2 pair of mittens or gloves, neck warmer, 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 Coordinator. 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](mailto: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, at her discretion, believes that the continued service is not in the best interest of the child and/or Recreation department.