

Wells Parks & Recreation Department

WPR Office hours: 8:00am – 4:00pm
207-646-5826 www.wellsrec.org
Parks & Recreation Director - Tina LeBlanc



Camp Daybreak and Camp Sunset

Program Coordinators: Jen Frasier 207-251-8214 and Natalie Gould 207-251-8211

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

Camp Hours and Location

Both Camp Daybreak & Camp Sunset will be held Monday through Friday at the **Wells Activity Center** (113 Sanford Rd, Wells) in both the kitchen and stage rooms. Transportation will be provided to and from WES (see details below).

Camp Daybreak: 7:30am- 9:30am

Camp Sunset: 3:00pm-5:30pm

Camp Daybreak

Children will need to be brought to the vestibule window to be scanned in by their parent. Several activities will be offered to engage the children. Children will have the opportunity to finish homework or participate in indoor activities.

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 basketball, Frisbee and group games. Indoor activities include arts and crafts, STEM projects, Legos, play dough, board and card games, coloring and puzzles.

Drop Off and Pick Up

Each child will be assigned a membership card. This card will need to be presented at pick up and drop off and scanned for contactless attendance record keeping. Parents will come to the window of the vestibule to sign in and out. If a staff member is not present at the window, parents are asked to ring the bell for assistance. Please do not come into the building.

Morning Drop Off: Children may not be dropped off earlier than 7:30am.

Afternoon Pick Up: Children must be picked up no later than 5:30pm. 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 (207-251-8214) or the Rec Dept. Office (207-646-5826).

Transportation to/from WES: Ledgesmere school buses will transport participants from the Activity Center in the morning to WES. For Camp Sunset, participants will also be bused via Ledgesmere school buses from WES to the Activity Center. Parents must contact Ledgesmere to inform them of their child's participation in the program.

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 (207-251-8214) 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 notify the Program Coordinator (207-251-8214) or the Recreation Dept. office (207-646-5826).

There will be no refunds for absentee days. COVID-19 related absenteeism will be an exception to this policy if a doctor's note is provided.

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 a scan card and 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. A sick bay will be set up in the front of the Activity Center building (Rt. 109 side). You must come to this door to pick up a sick child.

COVID-19 Notice to Parents

In an effort to keep all participants and staff healthy, we will be taking extra precautions at all Wells Recreation programs. It is also important that families be part of this effort as well.

Families:

1. I agree to keep my child home if they are sick or not feeling well.
2. I will notify Wells Recreation Staff and keep my child home if my child has been exposed to COVID-19.
3. I will practice social distancing when dropping off/picking up my child and while at Camp Daybreak or Camp Sunset.

Wells Recreation:

1. Health screenings will be conducted for program participants. If a participant cannot pass the health screening, they will not be allowed to attend the program until they can pass the screening.
2. Small groups of campers will stay together each day but may not be in the same cohorts as school.
3. Social distancing will be practiced.
4. Each camper will be provided their own bin for lunch bag, jackets, etc. Please minimize the use of backpacks if possible.
5. Each camper will be provided their own personal supplies (crayons, pencils, scissors, etc.) to use at camp.
6. Sharing of equipment during programs will be limited and disinfected.
7. Frequently touched surfaces will be cleaned and disinfected regularly.
8. Cloth face masks will be to be worn by staff and campers while at camp, unless they are eating or drinking. Outdoor mask breaks are possible when campers can remain 6 feet apart.
9. Wells Recreation will follow CDC protocols for any sick child/staff including, but not limited to, contact tracing, sanitizing & disinfecting, and short-term closure.
10. Wells Recreation reserves the right to close due to COVID-19 related issues and a program credit will be applied as applicable for closed days.
11. Wells Recreation reserves the right to modify these guidelines as needed.

Administration Fee

A \$35 non-refundable administration fee is required for each school year.

Payment

Payments are required to be paid prior to the week attending. 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 with a debit or credit card. Auto-payments will be deducted on Sundays.

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, Camp Daybreak will follow the same hours of delay. For example, if there is a two-hour delay for school, Camp Daybreak will begin at 9:30am instead of 7:30am. ***If there is an early release or all afterschool activities are cancelled there will be NO Camp Sunset.*** Parents must contact the school with a plan for alternate dismissal. ***If there is NO school due to inclement weather, there will be NO camp.***

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:

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 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.*

School Schedule Changes

Camp Daybreak & Camp Sunset are based on WOCSD's Hybrid Plan A (Recommended 3 feet of social distancing and all students are back to school 5 days per week with reduced class sizes.) If the WOCSD needs to change the school schedule to Hybrid Plan B (2 Groups of students alternating Mon/Tues and Thurs/Fri, with all students remote learning on Wednesdays), we will offer SEPARATE programs with SEPARATE registration. If the WOCSD needs to change the school schedule to FULLY remote learning, we will not offer a childcare program.

Disciplinary Procedures

Inappropriate behavior including weapons possession or usage, fighting, bullying, sexual harassment, vandalism, abusive language, and/or intentionally harmful acts will result in the following actions and other actions deemed necessary, but not limited to the following:

Step 1: Verbal warning, parental notification and Incident Report filed at Wells Parks & Recreation Dept. office with the Director, Tina Leblanc. Children will be asked to sit and

reflect on inappropriate behavior and how matters could have been approached in a positive manner.

Step 2: Written Disciplinary Form with Short Term Suspension: If deemed appropriate, a short-term suspension may be arranged by the Director, Tina LeBlanc.

Step 2.5: Written Disciplinary Form with Dismissal: In some circumstances, a participant may be dismissed for the remainder of the program by the Director, Tina LeBlanc.

Step 3: Immediate and indefinite suspension from ALL Wells Parks & Recreation Dept. programs.

Steps 1 & 2 may be eliminated in extreme situations.

Video Recording/Photography

When registering for this program you agree to authorize the Wells Parks & Recreation 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 & Recreation 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 & Recreation 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. Epi-pens must be

provided in a zip-lock bag with any pertinent instructions and information to be given to EMS.

All medication that needs to be taken during camp hours must be given to Jen or Natalie. All prescription medication must be in the original container.

If your child has 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 of one week may be put into place. If the Parks & Recreation Director and the Camp Staff feel and have observed 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 staff. 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 207-646-5826 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, at her discretion, believes that the continued service is not in the best interest of the child and/or Recreation Department.