



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

The Bangor Region YMCA Camp Acorn Handbook

General Guidelines of the YMCA Camp Acorn Program
Policies and Procedures



THE BANGOR REGION YMCA

Dear Parents/Guardians,

It is my pleasure to welcome you and your family to The Bangor Region YMCA Camp Acorn! We are so grateful that you have chosen us to be a part of your child's summer and we look forward to serving your family.

My name is Jill Lumbra. I have been with the Bangor Region YMCA for three years. I started my journey here as an intern in the 3-4 year old classroom. Soon after that I became the assistant teacher in the 4-5 year old classroom. I taught Pre-K for two years and am currently working as an Ed-Tech at Brewer Community School with first graders and in the Y's Before and After Program. I am very excited to experience this summer with you and your child!

Our goal for Camp Acorn is for your child to have a fun, safe and successful summer. We will be doing things like swimming, playing on the playground, science experiments, arts and crafts, and more enriching activities. We are excited that you will have the opportunity to form important, strong and lasting relationships with our amazing staff.

Please make sure we have your correct email address on file and to add our email addresses to your address book so any information we send you throughout the summer does not accidentally go into your junk mail.

Should you have any questions, comments, or concerns please feel free to reach out at any time. Again, thank you for entrusting us with your child's care, growth, and enrichment opportunities.

Sincerely,

Jill Lumbra

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Table of Contents

Top 10 Most Asked Questions and Answers for Parents/Guardians	pg. 3
Introduction to the YMCA	pg. 4
Our Promise to Parents/Guardians	pg. 4
General Information	pg. 5 - 6
Enrollment Procedure & Forms	pg. 6
Program Structure	pg. 6 - 7
Swimming	pg. 7 - 8
Injury/Sickness	pg. 8 - 12
Emergency Procedures	pg. 12
Inclusion Policy	pg. 12 - 13
Licensing	pg. 13
Child Abuse Prevention	pg. 13 - 14
The Rights of Children	pg. 14
Custody Arrangements	pg. 14
Attendance/Late Pick Up/ Suspension and Dismissal Policies	pg. 14 - 16
Parent/Guardian Involvement	pg. 16 - 17
Child Guidance and Discipline Policies	pg. 17
Quality Rating System	pg. 18
Staffing Requirements & Training Resources	pg. 18 - 19 pg. 20 - 25
Parent/Guardian Policy Agreement & Questionnaire (Must be returned to Camp Acorn)	pg. 27

CAMP ACORN HANDBOOK

Top 10 Most Asked Questions and Answers for our Parents/Guardians:

- 1. What time is drop off and pick up?** Drop off is from 8:30 - 9:30am. There will be someone sitting at the Welcome Center to check your child in. Pick up is from 2:30 - 3:30pm. **PLEASE have your photo ID out and ready to go.**
- 2. Does Camp Acorn provide lunch?** Camp Acorn does **NOT** provide lunch. Please pack your child a nutritious lunch and snacks that will help get them through the day. The Child Development Center at the Bangor Region YMCA is a **PEANUT/TREE NUT FREE FACILITY.**
- 3. Do you allow toys/fidgets into program?** Toys, stuffed animals and novelties (ex. Pokemon cards) are **NOT** allowed at Camp Acorn. Your child may bring in **ONE** fidget or sensory tool into program if it is going to help your child be successful throughout the day. We are **NOT** responsible for lost or broken items.
- 4. What does drop off and pick up look like?** When you first arrive, please escort your child into the building and convey any messages to one of our Welcome Center Associates in the Lobby. They will check your camper in, and direct them to the 3rd floor of the Child Development Center. At pick up, **an adult 18 years or older who is on your authorized pick up list will need to provide a photo ID.** One of our Welcome Center Associates will inform the adult of the pick up location each day.
- 5. What does my camper need to bring?**
 - **Backpack:** The backpack needs to be big enough to hold extra clothes, a lunch box, swim stuff, and a water bottle. A regular school backpack will work for our program.
 - **Water Bottle:** Please send your camper with a water bottle that is **LABELED WITH THEIR NAME ON IT.**
 - **Bathing suit and towel.**
 - **Sunscreen and bug spray** (not aerosol) **LABELED WITH THEIR NAME ON IT.**
 - **Prescription medications must be given to the Camp Acorn Coordinator.** A note from the doctor stating medication dosage and times to be given must accompany the original (child proof) prescription container. A parent or legal guardian must complete and return the Medication Consent form in order to permit the administration of any medication. A form must be filled out for each individual medication. Children may not carry any medication, over the counter or prescription, in their bags. **The only exception is for those who have an epi-pen or an inhaler.** For campers with an epi-pen or inhaler, a Self-Administered Medication form needs to be completed and signed by the parent/guardian and the primary care provider. This form is available at the Y's Welcome Center.
- 6. If my camper needs a 1-on-1 or a BHP, are they allowed to come to camp? Yes.** We want your camper to be as successful as possible; therefore, their BHP or 1-on-1 will be required to be in program at all times your camper is present to support them.
- 7. What happens if my child gets sick during the day?** If your child shows signs of illness, including symptoms of COVID-19, you will be required to pick them up within **30 minutes of being contacted by our YMCA.**
- 8. What will my child be learning/experiencing at Camp Acorn?** During Camp Acorn, campers will be swimming, playing outside and exploring nature, participating in special activities (music, gym, art, STEAM and library), and have an enrichment block where the campers will be doing math projects, science experiments, and reading activities.
- 9. Does Camp Acorn allow peanuts or tree nuts? NO.** The Child Development Center at the Bangor Region YMCA is a peanut and tree nut free facility (including Nutella®).
- 10. Who can I contact with any questions or concerns?** Please feel free to contact the Camp Acorn Coordinator at **941-2808** or **jlumbra@bangorY.org**.

THE BANGOR REGION YMCA

Introduction to the YMCA

Mission Statement

The Bangor Region YMCA is a community leader in supporting children, adults and families in their lifelong quest for physical, emotional and social wellness.

YMCA Philosophy

The Bangor Region YMCA is licensed by the State of Maine for 163 children ages 0 - 14 years old. We provide programming for children ages 12 months – 6th grade and want our families and our staff to be partners, working together in the best interest of the child. The Bangor Region YMCA Camp Acorn Program offers programs for children in K - 2nd grade (Must be 5 years or older by the time they attend camp).

We welcome you and your child to our program and to our YMCA!

If you have not received a program guide outlining all the programs and services we offer to our community, please request one from our Welcome Center.

We believe the most important people in a child's life are their parents/guardians, and it is our honor to partner with you on your child's journey. Please feel free to talk with our Camp Counselors or Child Development Director at 941-2808 ext. 347 or spelkey@bangorY.org at any time. Open communication about each child helps us provide the highest quality programming.

Our Promise to Parents/Guardians

We will provide the Best Practices in Camp Acorn Programming.

The Bangor Region YMCA Camp Acorn Program Team understands that parents/guardians are the primary influence in their children's lives. We complement that influence by building a relationship of mutual trust and support with parents/guardians. Using open communication, we work with the parents/guardians to create the best possible program for each child.

Why strive for best practices in our Camp Acorn Programs?

When best practices are implemented, a positive environment for the staff and the children under our supervision care is the inevitable outcome.

Our Camp Acorn Program Team strives to offer a high quality program for families. A high quality center is a stimulating, caring, and learning environment where:

- Children have the opportunity to develop secure relationships with staff.
- All children are treated equally.
- Children learn the ability to respect the rights of others.
- Staff cooperate with each other to provide positive role modeling.
- Children's self-esteem and individuality are encouraged.
- Staff provides a consistent approach with children and parents/guardians.
- Staff and parents/guardians work together. Staff and parents/guardians show mutual respect for one another.
- Staff respects the knowledge and abilities of others.
- A variety of activities are provided for children.
- Children are given choices throughout their day.
- Parents/Guardians are listened to.
- Parents/Guardians have the opportunity to contribute to the program and its evaluation process.
- The program reflects individual children's needs, abilities, and interests.
- The program enhances all areas of their development through thoughtful planning, observations, and communication.

Confidentiality

We believe that our parents/guardians, children, and staff deserve the right to privacy. It is our goal to represent the YMCA mission and core values. Absolutely no information regarding a present or former individual child, family, student or employee is discussed by staff with anyone outside of our Camp Acorn Program Team or posted online.

Photos/videos will not be taken of children in our programs unless it is for programming and marketing purposes. Parent/Guardian permission is required.

CAMP ACORN HANDBOOK

General Information

Days and Hours

Camp Acorn is available from 8:30am to 3:30pm, Monday through Friday.

For our camp program, a \$1 per minute late fee will be charged for each minute a child remains at the program past the closing time, regardless of staff notification of the late arrival.

Please be considerate and pick up your child on time. We know that on occasion there may be an emergency that arises. If you are going to be delayed, please notify The Bangor Region YMCA at 941-2808.

Holidays and Closings

Camp Acorn will be closed on Tuesday, July 4th, in observance of Independence Day.

It is not customary for the Child Development programs to close due to weather. If you are unsure if we are open due to a storm please call the YMCA, check Facebook, bangorymca.org or check your local news stations for postings.

Arrival and Departure

Children must be dropped off by an adult. The adult must sign their child in with the Welcome Center Associate in the Lobby.

When dropping your child off:

- Please escort your child into the building.
- Convey messages to staff.

When picking up your child:

- Children will ONLY be released to the parent/legal guardian, or those people listed on the emergency contact sheet/registration form for pick up. All persons must be 18 years or older.
- Welcome Center Associates will be in the lobby and will let the camp counselors know you are here to pick up your child and parents/guardians can go to third floor or playground for pick up.

Photo ID is required for all authorized adults when picking up your child. Parents/Guardians must authorize the Camp Acorn Program's office in writing to release their child to a person not listed on the Authorization Form. In the event that written notice is not possible, parents/guardians must advise by telephone as soon as possible. When the adult arrives, they will be required to submit a photo ID for verification purposes.

If a parent or legal guardian arrives to pick up their child(ren) and appears to be under the influence of alcohol or drugs, the YMCA management team will request the local police to evaluate the parent/guardian to determine fitness to drive.

Payments for Camp Acorn

The Bangor Region YMCA offers families three tier pricing options for Camp Acorn. Tier pricing is not income-based but is based on what your family is comfortable with paying. You choose what you pay and no additional paperwork is required!

All campers receive the same camp experience regardless of the tier their family pays.

TIER 1 most accurately accounts for the true cost of operating camp including wear and tear on equipment and depreciation.

TIER 2 is a partially subsidized rate for those who can afford to pay more than just basic costs associated with attending camp.

TIER 3 is an adjusted fee that covers just basic costs associated with attending camp such as staff, salaries, and supplies.

Families unable to afford Tier 3 can apply for our Income-Based Camp Financial Assistance Program.

Tier 1 cost: \$153 per session / Tier 2 cost: \$141 per session / Tier 3 cost: \$135 per session

Camp Acorn runs from 8:30am – 3:30pm. Early Care Drop Off & Late Care Pick Up are not available for Camp Acorn.

As has always been the case, **Camp Acorn payments are due no later than the Monday prior to the next week of service.** If we do not receive payment by that Monday, you will receive a phone call, letter, and/or e-mail from The Bangor Region YMCA. You will be given 2 days (Wednesday prior to week of service) to bring your balance current. If this does not happen, **your child will not be allowed to attend Camp Acorn until payment is received.** In other words, if we do not receive payment by Wednesday, your child will not be able to attend program on Monday, or any day thereafter **until payment is made.** There will also be a **\$25 Late Payment Fee** added to your invoice. You will also be responsible to pay the next

THE BANGOR REGION YMCA

week of Camp Acorn at that time. If your child is held from attending due to lack of payment for one week, we will then have to open up their spot to another child on our waiting list. We are unable to hold spots for accounts in arrears.

A \$25 non-refundable deposit per week per camper must be paid by June 1st to reserve the camper's spot. The remaining balance for each week the camper is attending must be paid no later than the Monday prior to the week attending.

A \$25 one-time, non-refundable registration fee is required in order to enroll your child.

In addition, we will be adding a \$25 fee for any payments made by a credit/debit card or a checking/savings account that are returned for insufficient funds.

Cancellation Policy

Our desire is to enable every child who wants to come to camp the opportunity to do so. Unfortunately, we fill our allotted camper spots early and have to implement a waiting list. Due to this popularity of our camps, we must enforce a strict cancellation policy. If you have to cancel your scheduled time at camp, in addition to our non-refundable deposit, you will be charged a cancellation fee based upon the following schedule:

1. **If you cancel before June 1st**, only your non-refundable registration fee and the \$25 per week deposit will be applied. If your \$25 per week deposit has not been paid at time of cancellation, you will be charged.
2. **If you cancel June 1st or after**, you will be required to pay 50% of the program fees.
3. **If you cancel less than 1 week before program start**, you will be required to pay 100% of the program fees.

Any past due balances that are currently on our books will be turned over for collections immediately.

Enrollment Procedure and Forms

Camp Acorn Enrollment Procedure

To enroll for Camp Acorn, the following forms and documents must be submitted to the Bangor Region YMCA:

- Complete Camp Acorn Registration Form
- Immunization Record**
- Physician's Consent Form
- Payment Contract
- Other various authorization forms
- If there are custody arrangements in place for a child, the custodial parent/guardian is requested to make those arrangements known to the Camp Acorn staff at the time of enrollment. If any relevant court orders are in effect, a copy of the court order(s) will need to be provided.
- We cannot withhold a child from a parent, legal guardian or authorized adult without valid court documentation that specifically outlines the arrangements.

****Please note: A copy of current immunizations is required upon enrollment. If your child cannot be vaccinated due to medical reason, licensing requires a written document from your child's physician stating this upon enrollment.**

Program Structure

Camp Acorn Schedule

Monday	PHYSICAL EDUCATION
Tuesdays	ART
Wednesdays	LIBRARY
Thursdays	STEAM
Fridays	MUSIC

Ratios

Our staff to child ratio for The Bangor Region YMCA Camp Acorn Program are as follows per State Licensing Requirements 1:13.

CAMP ACORN HANDBOOK

Toys from Home

We understand that children like to bring their favorite toys from home to show to their friends. However, toys may become broken or lost or may not be appropriate for a camp setting. Electronics and Pokémon cards are specifically not allowed at The Bangor Region YMCA. Please do not send your child with electronics or any toys from home. Any toy brought from home will be left in their backpack and the YMCA is not held responsible for any broken or lost toys.

Bus/Transportation Rules

In cases where a child does not follow the rules of riding the bus, the Camp Counselor will inform the parents/guardians by phone, in person, or written referral when necessary.

Children who become a serious disciplinary problem on the bus may have their bus privileges suspended for a reasonable time by the Camp Counselor. In such cases, the parent/guardian of the child is responsible for the child's transportation to the Camp Acorn Program off-site location, until such time that the student's behavior allows them to be readmitted to ride the bus.

The following is the protocol, which will be used by The Bangor Region YMCA:

1. Verbal warnings will be given unless the driver and/or Camp Counselor deem a written warning necessary.
2. Written warnings will be issued by the Camp Counselor to the parent/guardian.
3. A maximum of two written warnings will be issued before a child will be denied transportation.
4. After two written warnings have been issued, any further breach of discipline will cause denial of transportation for a minimum of three days.
5. Any child who continues the discussed misbehavior will not be permitted to utilize our transportation system until a meeting is held with the parents and/or guardian, child, Transportation Company (if necessary) and The Bangor Region YMCA.
6. Immediate denial of transportation may be necessary when a serious disciplinary problem warrants it.

Parents and/or guardians of children being denied transportation because of disciplinary action are required to continue paying their complete fee.

Swimming

Camp Acorn will be swimming every day in the Y's pools

Water Safety Rules

When children are active in water play or are engaged in our swim program, all staff and children will adhere to the following:

1. No child is allowed in the pool area without a staff member present.
2. No running on the pool deck. No walking in the gutter or on the benches.
3. Please only jump forward with feet first. All jumping must be done from the gutter facing the pool.
4. Listen to the Lifeguards. Please respect their decisions.
5. No rough play.
6. Food, gum, or beverages (other than water) are prohibited in the pool area. Glass containers are prohibited.
7. Prolonged underwater breath-holding is prohibited in this facility. This practice can lead to Shallow Water Blackout.
8. All coaching, and swim instruction are to be scheduled through the YMCA. Outside instruction is prohibited.
9. Children with open cuts, blisters, inflamed eyes, contagious skin rashes, or any communicable disease are not permitted in the pool. Anyone who has or had diarrhea in the past two days should refrain from using the pool.
10. Spitting, nose blowing, urinating, and depositing foreign matter into the pool is prohibited.
11. The pool may be closed as necessary for the health, welfare, and safety of the patrons. The pool will be cleared during thunderstorms and will remain closed for 30 minutes after the last thunder is heard.
12. Animals are not permitted anywhere in the pools.

THE BANGOR REGION YMCA

The pool/water area shall:

1. Have a lifeguard on duty at all times. Lifeguard certification or water safety training certificate is posted.
2. Be free of toys, clutter and debris.
3. Have sufficient clarity. The bottom of the pool/water is clearly visible at the deepest part.
4. Have all lifesaving equipment conspicuously and conveniently on hand.
5. Have a first aid kit readily available.
6. Have an emergency plan readily available.
7. Legible water safety rules posted.
8. Telephone in the pool area is available and in working order.

Injury

Incident and Accident Reports

If a child becomes injured during program hours, the following steps will be taken by the staff:

1. Minor injuries will be treated on-site, in accordance with the accepted First Aid practices. The incident will be documented on an accident report and reviewed with the parent/guardian at pick up. Once the report is signed, it is added to the child's file.
2. Injuries requiring immediate further medical attention will be handled in the following manner:
 - a. Perform emergency first-aid.
 - b. Dial 911.
 - c. Notify the hospital emergency room, parents/guardians, child's physician and senior staff, as soon as possible. Accompany child to the hospital, if parent/guardian is not present on site.
3. If immediate emergency medical attention is not needed, the procedure will be as follows:
 - a. Perform needed first aid.
 - b. Notify the child's parents/guardians regarding additional steps to be taken.
 - c. Transport child to the hospital or doctor's office at parents'/guardians' request.
 - d. Report accident to senior staff.
4. Serious accidents or death will be reported to the Department of Health and Human Services within 24 hours.
5. All incidents and injuries will be documented and reviewed with the parents/guardians within 2 business days.

Accident and Emergency Procedures

The Bangor Region YMCA Camp Acorn Program Team members are infant, child and adult CPR and First Aid certified. Any accident requiring first aid treatment will be reported by staff on an accident/incident report. Parents/Guardians are asked to read, sign, and return the report to the Camp Counselor. A copy of the report is filed in the child's folder. Minor accidents such as small cuts, scrapes, skinned knees, etc. are cleaned and covered with a bandage. Bumps and bruises are treated with ice packs. Parents/Guardians are notified immediately of accidents that may require a doctor's care. If an accident occurs that requires immediate medical care, the child will be taken to the nearest health care facility in the company of a staff member. The Emergency Procedure Form in the registration packet authorizes the Camp Acorn Program Team to obtain medical care when your child must be treated in your absence.

Accident Insurance

The Bangor Region YMCA liability insurance does not extend to accidents occurred by children on the premises or in any of our off-site Camp Acorn Program locations. Parents/Guardians should take steps to ensure they have adequate means to provide for medical expenses arising from any injury sustained while in care.

CAMP ACORN HANDBOOK

Illness/Medication

The Child Development Center illness policy adheres to the Department of Health and Human Services (DHHS) and focuses on both the needs and the behavior of the ill child as well as the ability of the staff to meet the child's needs without compromising the care of other children. We understand and appreciate the needs of working and student parents/guardians, yet it is essential that children in our programs are protected from exposure to illness. Children want care from their parents/guardians in the comfort of their own home when they are not feeling well.

When illness develops, the parents/guardians will be notified. If you are unable to pick your child up, we will contact your emergency contacts.

Fever Definition

Fever is defined as having a temperature of 100.4°F or higher.

Our staff will take an initial fever reading and then re-check in 30 minutes. This helps to give an accurate reading. Children who have a fever of 100.4 or higher will be sent home and cannot return until they have been fever-free for 24 hours without the use of fever reducing medication.

Symptoms requiring your child to stay home:

- Fever that is 100.4 degrees or higher.
- Vomiting: 2 or more times in a 24-hour period, not responding to OTC medications, and child is in obvious discomfort.
- Children receiving antibiotics must have 24 hours of medication in their system prior to returning to program.
- Your child's illnesses may require a doctor's note to return to Camp Acorn.
- Any signs of COVID-19.

Symptoms requiring your child to be sent home:

- Fever
- Vomiting
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability or confusion
- Diarrhea: runny, watery
- Bloody stool: blood or clots found in the stool.
- Frequent scratching of body or scalp, lice, rash or any other spots that resemble childhood diseases, including ringworm.
- Any illness accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing.
- Any signs of COVID-19.

The Program reserves the right to send home any ill child for any reason. In general, a child must be well enough to participate in camp activities. If a child isn't well enough to participate in the program, they will be sent home. Parents/Guardians should exercise every caution and keep their children at home should unusual symptoms occur. If your child has been exposed to/has contracted a contagious disease, please report details to the Camp Coordinator.

Children with chronic illnesses/physical ailments may continue to participate in camp activities with Pediatrician permission.

Medication Administration

Children requiring medication during the hours they attend programming will receive it under the conditions as described below:

- All medication must be either prescribed or recommended by a physician and written documentation must be provided to the Program.
- Medication will only be administered to a child with written parental/guardian authorization indicating the condition requiring medication, the dosage, time, and potential side effects. If the medication is given in response to certain symptoms, those symptoms must be specified.

THE BANGOR REGION YMCA

- Prescription and non-prescription (over the counter) medication must be in the original container and will be followed as indicated on the container.
- Non-prescription medication dosages must match the recommended dosage listed on the container unless otherwise specified in writing by the pediatrician/doctor.
- Non-prescription medication must have the child's name written on the container. Cough drops and/or hard candies are not permitted.
- The first dose of all new medication or change in dosage of current medication must be given at home – please notify the Camp Coordinator of any medication that the child is currently taking; which includes cold medicine, etc.
- Dosage and time(s) will be followed as accurately as possible. The staff member who gives the medicine will sign or initial the Medication Form indicating that the medication was administered.
- Staff will communicate with parents/guardians about any concerns regarding the medication and or information about the child.
- Medications are kept in a medicine box, a refrigerator or a cooler – out of reach of children.
- Medications that are to be given once a day should be given at home.
- Any OTC medications brought from home must be given to Camp Acorn Staff at the Welcome Center and a medication dispensing log will be filled out.
- Children may not carry any medication, over the counter or prescription, in their bags. The only exception is for those who have an epi-pen or an inhaler. For campers with an epi-pen or inhaler, a Self-Administration Medication Form needs to be completed and signed by the parent/guardian. If a doctor authorizes a child to self-administer medication, a Self-Administration Medication Form must be completed and given to Camp Acorn Staff. This form is available at the Y's Welcome Center before camp opens for the summer, and will be available from the Camp Coordinator once camp opens.
- Staff will attempt to administer medication, but cannot force the child to consume the medication.

Nebulizer Treatments

Nebulizer treatments may be administered in the classroom. First-time treatments need to be given at home. In the event that a first-time treatment needs to be given in the classroom, we ask that the parent/guardian administer the treatment. Staff will make every attempt to administer on-going treatments to a child; however, if a child refuses treatment, the staff will contact the parent/guardian for further recommendation. Our staff cannot administer medication to a child against their will.

Blood Exposure

An exposure is defined as contact with blood or bodily fluids to which universal precautions apply, such as:

- An injury to the skin (i.e. cut with a sharp object).
- Mucous membranes.
- Skin that is chapped, chafed, or otherwise affected so that an effective skin barrier is not present.
- A bite or injury that results in blood exposure.

Protective gloves are worn by the staff when dealing with blood or bodily fluids. If exposure does occur, the following steps will be taken:

- Wash with soap and water after exposure to infectious materials or after taking off gloves or other personal protective equipment.
- Use antiseptic, cleansers or towelettes if no washing facilities are available.
- Place contaminated items in a plastic bag and discard in the proper location.
- Notify supervisor immediately.
- Camp Counselor or Camp Coordinator will contact parents/guardians.

CAMP ACORN HANDBOOK

COVID-19

To help keep children, staff, and members of the Y safe, you must adhere to the following:

- Do not send your child to our Camp Acorn Programs if your child has a fever or any signs/symptoms of COVID-19.
- Pick your child up from program if they express any signs of illness related to COVID-19.
- Inform Y staff and do not send your child to program if they experience any of the following:
 - A fever (100.4°F or higher), cough, sore throat, shortness of breath or any other COVID-19 symptoms listed by the CDC in the past 24 hours: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
 - Come into contact with anyone who has tested positive for COVID-19.
 - Been around anyone experiencing signs of illness.
 - For all instances where a child is ill and needs to be picked up from program or is unable to attend program, we will require that child to see a physician to get clearance to return to programming. A doctor's note will need to be provided.

If a child tests positive for COVID, all close contacts will be notified via email. If your child is vaccinated, there is no need to quarantine. If your child is unvaccinated, they can do one of the following:

1. Quarantine for 5 days
2. Test on days 1, 3 and 5 after exposure, and if negative, they can attend camp.

Communicable Disease

We are required to inform parents/guardians of illness in our Camp Acorn Programs. These policies were taken from "Managing Infectious Diseases in Childcare and Schools", American Academy of Pediatrics and through the direct consultation of Dr. Ellen Lauer, DO, Penobscot Pediatrics.

Some of the most common contagious illnesses and policies are:

Head Lice

Children with head lice (small, tan colored insects that live on the scalp) should be treated with a medicated shampoo rinse or lotion developed specifically for head lice. The child must be excluded from the program for at least 24 hours after treatment. A Camp Acorn Program staff member will check the location of the nits when the child re-enters the program and if the child is nit-free, then they will be re-admitted into the program. Some children may require a second treatment with medicated shampoo a week later. Routine checks are conducted by the YMCA.

Chickenpox

Chickenpox is an illness with a rash and fever caused by the varicella-zoster virus.

Signs or symptoms of chickenpox:

- Rash (small red spots and bumps blistering over 3 – 4 days, and then forming scabs). Blister crops will pop out over a period of several days, so that the person who has the chickenpox for more than a day or so will have some red bumps, blisters and scabbed over blisters all at the same time.
- Rash is more noticeable on the trunk than exposed parts of the body.
- Rash may appear inside mouth, ears, genital areas and scalp.
- Fever, runny nose, cough.

The incubation period for chickenpox is usually 14–16 days; however, occasionally it can be as short as 10 days and can last as long as 21 days after contact.

The most contagious period after exposure to chickenpox is while the rash is spreading. A child can be contagious a day before the rash appears.

An infected person will no longer spread the virus when all of the blisters have scabs and no new blisters re-form.

Chickenpox is considered a reportable illness. Please take the necessary steps to confirm your child has chickenpox. Once your child is confirmed, please notify the Camp Coordinator. We are required to post the illness in our program areas.

THE BANGOR REGION YMCA

A child may return to the Camp Acorn Program after no new blisters have formed, all blisters have scabbed (usually after 6 days of the start of the rash) and overall health has improved.

Health Care Consultant and Responsibilities

Our Camp Acorn Program's Health Consultant is Dr. Ellen Lauer of Penobscot Pediatrics. Her office phone number is 947-0147.

1. Approve Health Policies
2. Available for consultations
3. Provides information about specific medical issues
4. Provides access to other medical resources

Emergency Procedures

Under certain unsafe conditions, we may be instructed to, or feel it necessary to perform emergency evacuation or lockdown procedures to ensure the safety of the children and adults. Understanding each situation is unique, and that no one plan will accommodate the many different possibilities that may occur while the children are in our care; we have outlined an in-depth plan to protect the children and adults at our facility. You may review a copy of the detailed plan upon request, but below is a brief explanation of the plan. Please contact the Bangor Region YMCA Chief Programs Operations Officer, Kristen Pollard, at kpollard@bangorY.org or 207-941-2808 ext. 316 with any questions.

- In an emergency situation like a natural disaster or lockdown, adults and children will remain here at The Bangor Region YMCA unless instructed by emergency personnel/CEO to leave the premises. If conditions remain hazardous due to environmental factors, all children and adults will be relocated to the safest location in the building. Everyone will stay put until we are informed it is safe to do otherwise.
- In an emergency situation, like a fire or gas leak, and we are asked to relocate to a nearby location, The Bangor Region YMCA will relocate children to the parking lot across from the YMCA located on Second Street in Bangor. If the emergency makes it unsafe to wait nearby at the above location, we will move the children to The Bangor Region YMCA Camp Jordon (101 Jordan Way, Ellsworth ME). Both locations will be a safe location for pick up. If we are calling from one of these locations, we need you to come and get your child upon receiving the call. We will remain present with the children until all have been picked up.
- In the event of a civil emergency evacuation, local police, fire, hospitals and radio stations will be contacted immediately to inform the public of the evacuation. YMCA officials will be responsible for informing the appropriate authorities. If the town instructs us to vacate the town, we will follow the townwide evacuation procedures as instructed. YMCA staff will make every effort to contact parents/guardians as soon as they are physically able to do so. If time permits, parents/guardians will be contacted prior to the evacuation. As the safety of the children and staff are paramount, notification may occur after any evacuation.

Inclusion Policy

"All children are unique, whether they have a disability or not. Childcare providers and programs are also unique."

At The Bangor Region YMCA, we actively promote inclusive practice in order to best meet the needs of the children, families and staff in all of our youth programs. All children are welcome to attend our Camp Acorn Program regardless of ability, need, background, culture, religion, gender or economic circumstances. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other.

In order to achieve this, we actively engage with children, parents/guardians, and other organizations as appropriate.

CAMP ACORN HANDBOOK

Procedures

Admissions

- In order to provide an open and accessible service for all children and families, admissions are accepted on a first-come, first-served basis where possible.

Valuing Diversity in Families

- Our staff regularly engages with parents/guardians to facilitate information sharing.
- Information sharing between staff and parents/guardians ensures a partnership approach which happens in the form of daily communications as well as scheduled meetings as required.
- Parents/Guardians and children are encouraged to contribute to various aspects of our service. For example, providing information or resources illustrating aspects of their lives, culture or community.

Accessibility and Flexibility

- An induction process is carried out for all families and children new to the service. This involves registration, information sharing about family and child, the service, and the exploration of policies and procedures of the service.
- Because the need of each family and child can vary, the service will respond to individual needs where possible, for example, period of induction, times of attending the program, etc.

Representation and Participation

- The curriculum, activities, materials, and environment are used to reflect the diversity of all children, families, and the wider community. Where possible, these will be adapted as necessary to facilitate the inclusion of all children within the daily routine and activities of the service.

Licensing

Our Camp Acorn Program is licensed by the State of Maine. Copies of our licensing certificate are available for viewing at the Camp Acorn Program location. A copy of the licensing rules and regulations are available in the Director's office at the Y.

How to Report a Licensing Violation

The Bangor Region YMCA Camp Acorn Program is licensed by the State of Maine. Copies from the Fire Marshall and Maine State Licensing Childcare Division are available for your review. Should you feel the Camp Acorn Program is in violation of the state requirements, you may contact the Maine Department of Health and Human Service Division of Licensing and Regulatory Services at (207) 287-9300 or 1-800-791-4080 or email dlrs.info@maine.gov.

Child Abuse Prevention

The Bangor Region YMCA Camp Acorn Program will make all staff and volunteers aware during annual trainings of their responsibilities as mandated reporters when there is reasonable cause to suspect abuse or neglect of a child under the age of 18.

Staff and volunteers will be trained to recognize the common signs and symptoms of child maltreatment or neglect which are discussed during staff orientation and during annual training.

Whenever a staff member or volunteer knows or has reasonable cause to suspect that a child is being abused or maltreated, the staff member will contact the Camp Coordinator or Director. The Camp Coordinator or Director will make the call to the Department of Health and Human Services (DHHS) 1-800-452-1999 within 24 hours of becoming aware of the suspected abuse and neglect. All Camp Acorn Program staff are mandated reporters and are able to make a report.

When reports are made in good faith, reporters are immune from civil or criminal liability for the act of reporting or participating in the investigation or proceeding. (Maine State Licensing for Childcare facilities, article 21.1)

THE BANGOR REGION YMCA

Suspected Child Abuse by Childcare Providers/Volunteers

If a staff member or volunteer is suspected of child abuse or maltreatment of a child in our program, that member or volunteer will be reported to the proper authorities for investigation. They may be suspended or given leave (with/without pay) pending investigation of the accusation. Staff or volunteer may also be removed from the program and given a job that does not require interaction with children. No accusation or affirmation of guilt will be made until the investigation is complete. Staff or volunteers found guilty will be summarily dismissed or relieved of their duties.

The Bangor Region YMCA Camp Acorn Program Team and its staff/volunteers shall cooperate in the investigation of allegations of abuse and neglect by:

- Meeting with DHHS or law enforcement investigators and answering questions related to the investigation.
- Testifying in court when served with summons.
- Providing written records related to the investigation when served with a summons.
- All records are open for Child Protective Services, Department of Health and Human Services at their request.

The Rights of Children

Children attending Camp Acorn at the Bangor Region YMCA have the following rights.

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each child has the right to freedom from harmful actions or practices that are detrimental to the child's welfare, and to practices that are potentially harmful to the child.
3. Each child has a right to an environment that meets the health and safety standards in this rule.
4. Each child must be provided childcare services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Bangor Region YMCA.
6. Each child has the right to the implementation of any plan of service that has been developed for that child in conjunction with community or state agencies by the Bangor Region YMCA.
7. Each child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Childcare Facility policies and practices.

Custody Arrangements

Parents or guardians are required to notify the Camp Coordinator and Director of any custody arrangements involving their enrolled child(ren). You must furnish documents, such as divorce decree, that states to whom your child may be released. Law enforcement officers require this information in the event an unauthorized person seeks to remove your child from our program.

Attendance/Notification of Absence

Please let us know if your child has any contagious conditions, even when they occur over the weekend. Please let staff know about extended absences. After one week of unexplained absences, The Bangor Region YMCA Camp Acorn Program Team reserves the right to terminate services and replace your spot with another child.

Our main concern is the safety of your children. It is your responsibility to let us know in advance whenever your child will not be attending the program on a regularly scheduled day. You can phone this information to the Camp Coordinator or tell your child's Camp Counselor directly.

If your child is absent from program and we have not heard from you, we will call to check the status of your child. Consistently failing to notify us of your child's absence may result in suspension and/or termination from the program.

CAMP ACORN HANDBOOK

Late Pick Up Fees

Late fees will be charged for each child picked up after the scheduled closing time. Please be considerate and pick up your child on time. We know that on occasion, there may be an emergency that arises. However, a late fee will be charged for late pickups at a rate of \$1 a minute. A child who is picked up late from program 3 times will be removed from program. If you are going to be delayed, please notify the Camp Acorn Staff by calling the Y at 941-2808.

Suspension and Dismissal Policy

Removal From the Program

The determination to ask a family to leave our Camp Acorn Program is difficult, and may be disruptive to the program, staff and potentially to the family. We strive to provide the best possible care to everyone who has chosen our program. However, in the following circumstances, the YMCA may be unable to continue to provide care:

1. Failure to provide complete, accurate and up-to-date paperwork. The Bangor Region YMCA's Camp Acorn Program enrollment packet (updated annually).

- Registration Forms/Handbook sign off
- Current immunizations
- For any medication to be stored and administered in a program, the YMCA requires appropriate paperwork signed by the parent/guardian. Any children with expired medication will not be allowed at the program until new medication is provided.

2. Failure to pay for childcare services in a timely and consistent way.

- The Camp Acorn Program requires payment before the child starts the program.
- Payment for each week of Camp is due the Monday before services are rendered. Overdue accounts will be assessed a late fee on Thursdays. If we do not receive payment by Wednesday, your child will not be able to attend program on Monday, or any day thereafter **until payment is made.**

***Please Note:** In the case of missing paperwork or late payment, the Registrar, Camp Coordinator or Director will contact the family through phone calls, emails and/or letters home and at the program. Families will be given one week to provide up-to-date paperwork or to make arrangements for payment. If the problem has not been resolved, the YMCA will be unable to provide care until the requirement has been met.

3. Failure to comply with the Bangor Region YMCA's Policies and Procedures.

The YMCA strives to resolve disagreements and challenges in order to maintain strong, positive relationships with members and families. Under certain extraordinary circumstances, the YMCA may be forced to ask a family to leave our Camp Acorn Program. These circumstances may include: repeated late pick-up from program; excessive absenteeism from program; repeated failure to supply necessary supplies (examples: extra clothing, food or weather-appropriate clothing for a child); abusive behavior toward YMCA staff, volunteers, or other members.

4. Dangerous or disruptive behaviors.

The YMCA is committed to working with children and families to resolve challenging behavior issues. YMCA staff may work with supervisors, peers and outside consultants to find a solution that will help children develop positive behaviors. However, in extreme circumstances, YMCA administrators may ask a family to leave a program. In these cases, every effort will be made to provide families with advance notice and to help families identify community resources and alternate care arrangements.

THE BANGOR REGION YMCA

Child Behavior Guidelines

Disrespect toward staff or property or repeatedly injuring other children or staff will not be tolerated. If deemed unsafe behavior, a parent or guardian will be contacted in order to remove the child from the program. To ensure safety, the parents/guardians must remove the child from the program within a half hour of notification. The staff and parents/guardians will work together to develop a plan to prevent future inappropriate behavior. If the behavior continues, the child may be suspended from the program for a determined amount of time or expelled entirely from the program. The following procedures will take place when a child's behavior is inappropriate:

In the Camp Acorn Program, the child will be given a verbal warning and redirected when possible to another activity. If inappropriate behavior continues, the child will be removed from the group until staff believes that the child is ready to re-enter the group safely. Whenever possible, unless staff determine that a child's behavior continues to be dangerous to themselves or to others, the period of removal from the activity will be limited to 1 minute per year of the child's age, up to a maximum of 10 minutes.

Inappropriate behavior can be, but is not limited to, the following:

- a. Biting
- b. Kicking
- c. Hitting
- d. Swearing
- e. Bullying
- f. Flight Risk (running away from the program)
- g. Grabbing/pinching
- h. Throwing toys, furniture, etc.

Whenever there is a serious concern about a behavior or discipline problem, the staff will verbally and in writing (via Behavior Report Form) inform the child's parent or guardian, it is the parent's/guardian's responsibility to sign the Behavior Report Form. All forms will be stored in child's file, and parents/guardians can request a copy at any time.

If behaviors continue to arise, the Camp Coordinator or Director and family will meet to develop a plan of action to resolve the problem and regular reports will be given to the family on the child's progress.

In the event that a child receives an assessment from a local health, education or mental health services provider, families are encouraged to share the results of these assessments with the Camp Coordinator and Child Development Director. The YMCA strives to work as a team with family, consultants, and staff. The YMCA will facilitate observation time in the program if it is considered helpful. (Any costs relating to these services are the responsibility of the parent or guardian).

Parents or guardians must advise staff of any physical or emotional conditions for which the child is being treated. Any changes in a child's behavior (i.e. sudden aggressiveness or withdrawal) noted by the staff will be brought to the attention of the parents or guardians. In order for the staff to better understand and assist the child, parents or guardians should make the staff aware of any struggles that the child may be experiencing. YMCA staff members may not physically or verbally abuse a child, nor may a child be physically restrained except when it might be necessary to protect the safety and health of the child or others. Staff members are prohibited to use abusive, neglectful, corporal, humiliating, or frightening punishment. All staff members receive training in guidance and discipline issues upon hiring and on a continual basis.

Parent/Guardian Involvement

The YMCA staff is available by appointment to meet with parents/guardians as needed. This enables parents/guardians to meet with the staff, plan events and help evaluate the program. A strong home/program connection is important to building a good environment for your child. Parent/Guardian participation is important as it enhances the programs and provides balance in the life of your child.

The facility will promote communication between families and staff by using the Procure app. Parents/Guardians will receive an invitation to download the app once their child is enrolled in our Camp Acorn Program. Parents/Guardians are encouraged to sign into the app to view pictures of their children, receive updates about their day, view the weekly curriculum, and directly communicate with staff.

CAMP ACORN HANDBOOK

The YMCA's Child Development Team encourages parents/guardians to participate in activities with the children, and welcomes them to visit the program during the day. Parents/Guardians are welcome to set up a time with the Camp Counselor to tell a story to the class, share a family tradition, or just take a break and chat with their child throughout the day.

In addition, the YMCA strives to incorporate multicultural learning experiences. In the event that the Camp Acorn Program is not parallel with your family's values and practices, please feel free to speak to a Camp Counselor or any senior staff member at any time.

Child Guidance and Discipline Policies

The YMCA is committed to working with children and families to resolve challenging behavior issues. YMCA staff may work with supervisors, peers, and outside consultants to find a solution that will help children develop positive behaviors. However, in extreme circumstances, YMCA administrators may ask a family to leave a program. In these cases, every effort will be made to provide families with advance notice and to help families identify community resources and alternate care arrangements.

For all age groups, if a behavior issue arises, the staff will address the child or children directly following the YMCA policies of positive guidance and discipline techniques based on developmentally appropriate practice, including positive guidance, redirection and setting clear limits that encourage children to develop self-control, self-discipline, and positive self-esteem.

1. Staff will divert attention away from any activity that they disapprove of by substituting another plaything or leading the child to another activity.
2. Staff will offer children choices of activities/games they can participate in.
3. Staff will set limits for children that are consistently enforced and are based on reasons children can understand.
4. Children will be given warnings when they have behaved in an unsafe manner. Warnings are necessary to allow children to know in advance what to expect, reduce resistance, and ease transitions.
5. Staff will structure the environment in such a way to help reduce misbehavior and accidents.
6. Staff will redirect behavior. It is necessary at times to move a child away from a behavior by suggesting an alternative acceptable behavior.
7. Staff will model appropriate behaviors for children.
8. Staff will be aware when a conflict between children arises. Staff will engage children in helping to solve the problem by analyzing the situation and all possible solutions, and working with the children to pick one they all agree as the best one.
9. Staff will separate children if they are having difficulty getting along.
10. Staff will remain objective when there is a problem with a child.
11. Staff will give children positive attention, and will engage children in behaving positively.
12. Staff will encourage children to behave positively and to continue to behave in safe, appropriate ways.
13. Staff will explain the consequences of misbehavior to all children, and will continually remind them of the consequences.
14. No child will be physically restrained unless it is necessary to protect the health and safety of the child and others.
15. Camp Coordinator or Director and staff will discuss positive guidance techniques with parents/guardians, and will review these techniques as needed during the period of the child's enrollment.
16. The parent/guardian will be required to pick the child up from the Camp Acorn Program when a child's behavior is deemed unacceptable and/or is a safety risk to self or others. When the parent(s)/guardian(s) have been called to pick up the child, a meeting between the parent(s)/guardian(s), staff, and Director will be held to develop an Individualized Success Plan.
17. If a child's behavior is determined by the Camp Coordinator, Director, and Chief Programs Operations Officer to be a danger to the child, to other children, or to the staff in a program, parent(s)/guardian(s) will be required to withdraw the child from the program.

THE BANGOR REGION YMCA

Quality Rating System

"Quality for ME" is a voluntary system for licensed childcare providers to have their program quality assessed on a 4-step rating scale. Expectations at each step must be met before achieving a higher level. Every step is an important quality measure based on the following criteria:

- Licensing history
- Learning environment (daily schedule, activities planned, etc.)
- Program evaluations (looking at strengths and weaknesses)
- Staff development (training opportunities for staff)
- Administrative policies and procedures (holiday closings, illnesses, etc.)
- Family involvement (welcoming parents/guardians into the classrooms)
- Community resources (where to find other services to help families)
- Child observations (watching for children's interests and skills)

The Bangor Region YMCA Child Development Center has achieved a Step 2 Ranking. Meaning that **our programs exceed standards** as defined by licensing standards.

Staffing Requirements and Training

The Camp Acorn Coordinator and Child Development Director supervise and support the operation of the program.

This program is staffed by a Camp Counselor whose responsibility is the operation of the program, included but not limited to the supervision of children and staff, program planning and implementation, communication and parents/guardian relations. The Director is supported by additional staff based on the needs and size of the program.

Qualifications and training of staff – The following requirements and qualifications are established in the Rules for the licensing of childcare facilities for the state of Maine.

Director and/or Assistant Director:

The Director and Assistant Director shall be at least 21 years of age and meet one of the following:

- Degree in Early Childhood Education – Bachelor of Science/Bachelor of Arts.
- Degree and experience – an Associate in Arts/Associate in Science (AA/AS) in Early Childhood Education and (3) years direct childhood experience; or
- AA/AS and experience – AA/AS in a related field with (18) credit hours in Early Childhood Education and (3) years direct childhood experience; or
- BA/BS and experience – BA/BS in related field with (18) credit hours in Early Childhood Education and (3) years direct childhood experience.
- Credential and experience – Child Development Associate (CDA) as awarded by the CDA National Credentialing Program with (5) years direct experience; or
- Experience and training – (7) years of experience and (180) hour training in healthy, safe environments, child development; observations and assessment; developmentally appropriate practice; guidance; relationships with families; individual and cultural diversity or business and professional development; childcare, early childhood education topics related to operating a childcare facility; or other subjects related to age or characteristics of children for whom care is planned.

All staff shall demonstrate the following:

- The ability and willingness to comply with all applicable laws and rules;
- The ability to provide, safe, compassionate services;
- A history of honest and lawful conduct. We require two complete background checks.

CAMP ACORN HANDBOOK

In addition, all staff will be required to obtain and maintain the following trainings:

- CPR/First Aid in infant, child and adult
- 9 training hours per year in Health and Nutrition & Physical Activity/Movement
- How to be a Mandated Reporter

Annual Training Requirements:

- Staff scheduled to work 20 hours or less per week must have 18 hours of training per year.
- Staff scheduled to work more than 20 hours per week must have 30 hours of training per year.
- Teachers must have 40 hours of training per year.

Supervision of Staff

Upon hire, immediate supervisors will orient new staff, including volunteers, prior or during first week of services in the following:

- Rules for the licensing of childcare facilities
- YMCA Personnel Policy Handbook
- YMCA Best Practices Handbook for Childcare Employees
- Fire drills and other emergency procedures

All current staff will show documented evidence of on-going trainings. Each staff member will be evaluated yearly on performance and will have documented evaluation on file.

Volunteers and substitutes will be provided orientation to enable them to carry out their assigned responsibilities.

THE BANGOR REGION YMCA

Bangor Region YMCA Resource List

Info Line	(An area wide information resource center)	Toll Free 211
Crisis Resources		
Partners for Peace	www.partnersforpeaceme.org	945-5102 1-800-863-9909
Womancare Dover-Foxcroft	www.womancare.org	564-8165 Day
Mayo Hospital (ask for Womancare Advocate)	www.mayohospital.com	564-8401 Evening (call will be returned) 1-888-564-816
New Hope for Women		1-800-522-3304
Care Net Pregnancy Center		594-1616
My Choice Crisis Pregnancy Cente		1-800-773-9595
Abused Women Helpline		594-2128 1-800-522-3304
Adult & Child Abuse/Neglect	www.maine.gov	1-800-432-7825
DHHS Adult Intake (24-hours)	www.maine.gov	1-800-624-8404
DHHS Child Intake (24-hours)	www.maine.gov	1-800-452-1999
Child Help USA	www.childhelp.org	1-800-422-4453
Child Protective Services	www.maine.gov	561-4220 1-800-432-7802
Mainely Parents	www.wcpa.net	1-800-249-5506
Phone Help 24 Hour Crisis Lane	www.wcpa.net	1-888-568-1112
Suicide Prevention (phone HELP)	www.wcpa.net	1-888-568-1112
National Poison Control	www.aapcc.org	1-800-222-1222
Rape Response Services	www.raperesponseservices.org	989-5678 1-800-310-0000
Youth Crisis Program(CHCS) answering service		1-800-499-9130
Children's Services		
Child Development Services	www.maine.gov	
Penobscot County		947-8493
Piscataquis County(GUIDE)		564-3115
Knox County		594-5933
Coordinated Care Service for Children with Special Needs	www.maine.gov/DHHS/BOH/CHCN/documents/PDS.gov	287-5139 1-800-698-3624
National Center for Missing & Exploited Children	www.missingkids.com	1-800-843-5678
National Runaway Switchboard	www.1800runaway.org	1-800-621-4000
Maine Parent Federation(SPIN)	www.MPF.org	1-800-870-7746
UCP of Maine (formerly: United Cerebral Palsy of Northern ME)	941-2952	
Child and Family Services		594-4262

CAMP ACORN RESOURCE LIST

Consumer Protection/Legal/Legislative Services

Attorney General's Office: Public Protection Unit (M-F 9am-Noon)	Consumer.mediation@maine.gov	626-8849
Law Project (Penquis)	www.penquiscap.org	973-3671
Lawyer Referral and Information	www.mainebar.org	622-1460 1-800-860-1460
Disability Rights Center	www.DRCME.org	1-800-452-1948
Maine State House of Representatives	www.maine.gov	1-800-423-2900
Maine State Senate	www.maine.gov	1-800-423-6900
Pine Tree Legal Services-Bangor Office	www.PTLA.org	942-8241
US Consumer Product Safety Commission	www.cpsc.gov	1-800-638-2772
Maine Equal Justice Partners	www.mainebar.org	626-7058
Maine Lawyer Referral Service	www.mainebar.org	1-800-860-1460
Volunteer Lawyers Project	www.mainebar.org	1-800-442-4293

Employment/Training/Education Services

ASPIRE	www.maine.gov	561-4175 1-800-432-7825
Eastern Maine Community College	www.emcc.edu	1-800-286-9357
Employment Security Commission Job Service	www.maine.gov	1-800-593-7660
Literacy Volunteers/Adult Learning Opportunities	www.lvmaine.org	1-800-322-5455 947-8451
Penobscot Job Corps Center		990-3000
TDC Job Search Assistance Program	www.jobcentral.com	1-800-834-0292
University of Maine:	www.umaine.edu	
University College Bangor		262-7720
Onward Program		581-2319
Orono Campus		581-1110
Augusta-UROCK		596-6906
Knox County Parent Education		594-1980
Rockland Career Center		596-2600
Costal Economic Development		596-2600
MidCoast Community Education		594-9764
Maine Center for Women, Work and Community		596-2600

Energy

HEAP (Fuel Assistance/Penquis)	www.penquis.org	
Penobscot and Piscataquis Counties		973-3630
Knox County		596-4200
State Energy Program		287-3831

Family Services

Alpha-One Resources for People with Disabilities	www.alphaonenow.org	941-6553 1-800-300-6016
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THE BANGOR REGION YMCA

American Red Cross	www.pinertree.redcross.org	941-2903 594-4576
University of Maine Cooperative Extension		1-800-287-1485
Penobscot, Piscataquis and Knox Counties		
Eastern Agency on Aging	www.EAAA.org	941-2865 1-800-432-7812
MaineCare	www.maine.gov/DHHS	
MaineCare Problems		1-800-321-5557
MaineCare Member Services		1-800-977-6740
TDD		1-800-977-6741
Maine Center for Women Work and Community	www.womenworkandcommunity.org	262-7840
Maine Department of Human Services (DHHS) Bangor	www.maine.gov	561-4100 1-800-432-7825
Maine Department of Human Services (DHHS) Knox	www.maine.gov	596-4200 1-800-432-7825
Mainely Families Support Groups	www.maine.gov/DHHS	1-800-249-5506
Penquis	www.penquis.org	1-800-215-4942
Autism Services		
CACFP		
Child Care		
Family Life Education (with Health Services)		
Foster Grandparents		
Head Start / Early Head Start		
Health Services / Family Planning		
Home Energy Assistance		
Law Project		
Lynx		
Own Me		
PATT (Parents Are Teachers, Too)		
Penquis Dispute Resolution Center		
Weatherization		
Bangor		973-3500
Dover Foxcroft		564-7116
Lincoln		794-3093
Knox		596-0361
Salvation Army-Office	www.salvationarmyusa.org	941-2990 941-2993 Family Store
Parent Works		596-0014
Youth Links		594-2221
GEAR Parent Support and Training		1-800-264-9224

CAMP ACORN RESOURCE LIST

Financial Services

Aid to Families with Dependent Children	www.maine.gov	561-4100 Toll Free 1-800-432-7825
Child Support Enforcement and Location	www.maine.gov	561-4100 Toll Free 1-800-432-7825
Credit Counseling Centers, Inc.	www.moneymanagement.com	1-800-439-2227
Internal Revenue–Federal Tax Information	www.irs.gov	1-800-829-1040
Social Security Administration	www.socialsecurity.gov	1-800-772-1213 Bangor Office 990-4530
Workers Compensation Commission	www.maine.gov	941-4550 Toll Free 1-800-400-6856

Food Assistance

Food Stamps–DHHS	www.maine.gov	561-4100 Toll Free 1-800-432-7825
Meals for ME – Eastern Agency on Aging	www.eaaa.org	941-2865
WIC Program	www.wicforme.org	945-3743
Knox County		594-3648
Bangor		Toll Free 1-800-470-3769
Statewide		1-800-437-9300
TTY		287-8015

Health Services

AIDS Project Hotline		774-6877 Toll Free 1-800-851-2437
MidCoast Family Planning		594-6880
Alcohol and Drug Counseling Programs		
Acadia Hospital	www.acadahospital.org	973-6100
Acadia Recovery	www.acadahospital.org	973-6420
Al Anon Information Line	www.maineafg.org	1-800-498-1844
Alcoholics Anonymous	www.aamaine.org	1-800-737-6237
Choice Skyward		594-6900
Community Health & Counseling	www.chcs/me.org	947-0366
DEEP Program	www.acadahospital.org	973-6100
MidCoast Substance Abuse Counseling		236-2819
Wellspring Inc.	www.wellsprings.com	1-888-590-2879
Women's House	www.wellsprings.com	941-1639
Men's House	www.wellsprings.com	941-1600
American Cancer Society	www.cancer.org	1-800-464-3102
American Red Cross (Pine Tree Chapter)	www.pinetree.redcross.org	941-2903

THE BANGOR REGION YMCA

American Diabetes Association

Toll Free 1-888-342-2383

Dental Health Clinics

Dental Hygiene School-University College of Bangor	www.uma.edu/ucbdentalhygiene.html	262-7872
Penobscot Dental Center	www.pchcbangor.gov	992-2152

Division of Disease Control

287-3960

HIV / STD Testing

Bangor STD Clinic	www.cityofbangor.gov	947-0700
Downeast AIDS Network	www.downeastaidsnetwork.org	667-3506
Eastern Maine AIDS Network	www.maineaidsnetwork.com	990-3626
Waldo / Knox AIDS Coalition		338-1427

Hospice

Hospice-Pine Tree (Dover)		564-4346
Hospice of Eastern Maine	www.babn.org	973-8269 973-7000 alternative number
Hospice of St. Joseph's Kno-Wal-Lin	www.stjoseph-me.org	262-1810 594-9561

Hospitals – General Community Services

Charles Dean Hospital – Greenville	www.cadean.org	695-5200
Eastern Maine Medical Center – Bangor	www.emmc.org	973-7000
Maine General Medical Center – Waterville	www.maine-general.org	872-1000
Mayo Regional Hospital – Dover Foxcroft	www.mayohospital.com	564-8401
Millinocket Regional Hospital – Millinocket	www.mrhme.org	723-5161
Penobscot Valley Hospital – Lincoln	www.pvhhealthcare.org	794-3321
St. Joseph Hospital – Bangor	www.stjoseph-me.org	262-1000
Sebasticook Valley Hospital – Pittsfield	www.sebasticookhospital.org	487-5141
Penobscot Bay Medical Center	www.penbayhealthcare/penbaymedical.org	596-8000
Waldo County General	www.wchi.com	338-2500
Miles Memorial	www.mileshealthcare.org	563-1234

Immunization Clinics

Bangor STD Clinic	www.cityofbangor.gov	947-0700
Penobscot Valley Hospital (call for an appointment)	www.pvhhealthcare.org	794-3321
Knox County Health Clinic		594-6996

Mental Health Services

Acadia Hospital	www.acadahospital.org	973-6100
Dorothea Dix Psychiatric Center	www.administration.ddpcmaine.gov	941-4000 TDD 941-4322
Charlotte White Center (Dover-Foxcroft)	www.charlottewhitecenter.com	564-2464 1-888-440-4158
Community Health & Counseling Center: Bangor	www.chcs-me.org	947-0366 1-800-924-0366
Dover-Foxcroft-Children's		564-8175
Dover-Foxcroft Health Services		564-2267

CAMP ACORN RESOURCE LIST

Coordinated Care	1-800-924-0366
Lincoln	794-3554

University of Maine Psychological Service Center	www.umaine.edu	581-2031
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Penquis Family Health Services Family Planning	www.penquis.org
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Bangor	973-3650
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Dexter	924-7383
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Lincoln	794-3313
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Millinocket	723-4994
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Maine Public Health Nurse — Bangor	561-4100
	1-800-432-7825

Rockland District Nurse Association	594-4522
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Mid Coast Speech and Hearing Center	230-6380
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Town Nurse Services

Dexter Public Health Association (Wed 8-10am)	924-7215
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Quitting Smoking Program (National Cancer Inst.)	www.cancer.gov	1-800-4-CANCER
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Housing

Greater Bangor Area Shelter (Homeless)	947-0092
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Maine State Housing Authority	www.mainehousing.org	1-800-452-4668
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Transportation

The LYNX (Penquis)	www.penquis.org	973-3695
		1-866-853-5969

Coastal Trans Inc.	596-6605
	1-800-289-6605

THE BANGOR REGION YMCA

Notes

[illegible]

CAMP ACORN POLICY AGREEMENT

Camp Acorn Program Handbook: Revised June 2023

****Action Required.** This form **MUST** be completed and returned to the Y by the first day your child attends programming. E-mail it to jlumbra@bangorY.org or give it to your child's Camp Coordinator.**

The Bangor Region YMCA Parent/Guardian Policy

I verify that I have been given a copy of the Camp Acorn Program Handbook.

I understand and accept full responsibility for reading these policies and procedures completely and asking for clarification related to sections that I may not fully understand or about which I have questions.

I will address all comments and questions concerning the Camp Acorn Program Handbook directly to the Camp Acorn Coordinator and/or Child Development Director.

I further understand that this Parent/Guardian Policy can be changed in parts or in its entirety. Any changes will replace previous Camp Acorn Program Policies.

Parents/Guardians will be notified of any approved changes in the Camp Acorn Program Policy.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Child's Name: _____

WORKFORCE QUESTIONNAIRE. As a non-profit organization, The Bangor Region YMCA relies on the support of grants to help provide quality programming for our community. Some of these grants help us provide Childcare, Summer Camps, and our Camp Acorn Program. **WE NEED YOUR HELP!** Please select the industry of your profession so we can include in our grant applications the percentage of families in each industry we serve. Your personal information will **not** be shared. **THANK YOU!**

- | | |
|---|--|
| <input type="checkbox"/> Hotel/Commercial Lodging | <input type="checkbox"/> Public Transportation |
| <input type="checkbox"/> Banks/Credit Unions | <input type="checkbox"/> Food Banks/Pantries |
| <input type="checkbox"/> Mail/Shipping/Delivery/Distribution | <input type="checkbox"/> School Employees/Teachers/Childcare |
| <input type="checkbox"/> Food/Household Retail (example: Grocery Stores • Household Goods, Convenience Stores and Gas Stations • Animal Feed and Pet Supply Stores • Restaurants and Bars – Curbside Pickup, Takeout, and Delivery Only • Office Supplies • Electronics and Communications • Laundromats and Dry Cleaning) | |
| <input type="checkbox"/> Construction/Hardware/Auto/Manufacturing (example: Hardware Stores and Home Repair; Automobile Repair; Bicycle Repair; Plumbers and Electricians; Industrial Manufacturing; Boat Builders) | |
| <input type="checkbox"/> Healthcare including Pharmacy and Other Medical Supply Stores • Behavioral Health, Health Care, Dental Care, and Long-Term Services and Supports Providers and Organizations • Psychiatric and Long-Term Care Facilities • Veterinary Clinics and Animal Welfare • Group Homes and Residential Treatment Facilities | |
| <input type="checkbox"/> Utilities (Heating Fuel Maintenance and Delivery • All Utilities Such as Electricity, Water, Wastewater and Telecommunications Trash Collection, Transfer Stations and Redemption Centers) | |
| <input type="checkbox"/> Agriculture Forest Products and food processing • Garden Stores and Green Houses | |
| <input type="checkbox"/> Fishing and Aquaculture , Fishing Supply and Bait Shops | |
| <input type="checkbox"/> Legal , Business, Professional, Environmental Permitting and Insurance Services | |
| <input type="checkbox"/> Other Essential: Real Estate Activities • Biomedical • Life Science | |

CAMP ACORN HANDBOOK

THE BANGOR REGION YMCA is a community leader in supporting children, adults, and families in their lifelong quest for physical, emotional, and social wellness.



17 Second Street
Bangor, ME 04401
207.941.2808
BangorYMCA.org