



## AFTER SCHOOL PARENT'S GUIDE

*Updated April 2022*

### **Contact Info**

Kara LaRochelle-Director of Youth Development

[klarochelle@ketchaoutdoors.org](mailto:klarochelle@ketchaoutdoors.org) or [klarochelle@campketcha.org](mailto:klarochelle@campketcha.org)

(207)883-8977 ex.104

### **Ketcha Outdoors Mission & Values**

Our board of directors updated our mission statement in 2018:

#### *Ketcha Outdoors Mission Statement*

To provide kids of all ages with deep connections to the land, a vibrant community, and the confidence to create their sense of place in the world.

At Ketcha Outdoors we offer quality programs and events to serve our community. We strive to adhere to our values with each interaction we have with our community, or with an individual.

1. We offer a caring and safe place for people to explore the world around them.
2. Our organizational culture is one of acceptance and tolerance. Diversity is welcome and encouraged here.
3. We challenge kids of all ages through experiential and hands-on programs, feeding their curiosity and discovery of the world.
4. We understand the importance of nature and the environment and strive to encourage families to explore the world around them.
5. Protection and conservation of our property is of utmost importance, as well as any other environment our programs operate in.

### **After-School Program Hours & Population Served**

The after-school program runs from bus drop off time until 6pm. We accept children ages 5-12 or Kindergarten to 6th grade. Per our child care licensing our ratio of adults to children is 1:12. For ease of programming we aim to over-staff each day. Our maximum limit for our afterschool program is 50.

### **State of Maine Childcare Licensing**

Our after-school and vacation camp programs operate as a licensed child care program through the Maine Department of Health and Human Services. All rules and regulations applicable to our child care license can be found here:

[Rules for the Licensing of Child Care Facilities 10-148 CMR Chapter](#)

**To report concerns about a child care provider, including licensing violations or concerns regarding suspected abuse or neglect in a child care setting call 1-800-452-1999 (deaf and hard of hearing individuals should dial 711 for the Maine Relay).** Intake caseworkers are available 24 hours a day, 7 days a week, including weekends and holidays. Reports of concerns with child care providers can be made confidentially or anonymously.

## **Rights for Children in Childcare Facilities (from Maine Child Care Licensing Rules)**

**1.1. Right to freedom from abuse and neglect.** Children shall be free from mental, verbal, physical and/or sexual abuse, neglect and exploitation.

**1.2. Right to confidentiality.** Children's records and information kept by the Child Care Facility are confidential. Child Care Facilities must follow the rules regarding confidentiality in Section 9.14 of these rules.

**1.3. Right to freedom from harmful actions or practices.** 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.

**1.4. Right to a safe and healthy environment.** Each child has a right to an environment that meets the health and safety standards in these rules.

**1.5. Right to be free from discrimination.** A child shall be provided child-care services without regard to race, age, national origin, religion, disability, sex or family composition.

**1.6. Right to consideration and respect.** Children shall be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.

**1.7. Right to be informed of services provided by the Child Care Facility.** A child's legal guardian shall be fully informed of items or services which are included in the rate they pay for childcare services.

**1.8. Right to information regarding the Child Care Facility's deficiencies.** A child's legal guardian has the right to be fully informed of findings of the most recent licensing review conducted by the department. The Child Care Facility must inform children's legal guardians that the licensing review results are public information and available for examination upon request. Legal guardians shall be notified in a timely manner by the Child Care Facility of any actions proposed or taken against the Child Care Facility by the department, including but not limited to, decisions to issue conditional licenses, refusal to renew a license or to impose fines or other sanctions.

**1.9. Right to a service plan.** Each child has the right to expect the licensee to assist him/her in implementing any reasonable plan of service developed with community or state agencies.

**1.10. Right to a variety of appropriate activities, materials and equipment.** Each child has a right to a variety of activities, materials, and equipment that meets the child's interests and capabilities.

**1.11. Mandatory report of rights violations.** Any person or professional who provides health care, social services or mental health services or who administers a Child Care Facility or program who reasonably believes that the rules pertaining to children's rights, and the conduct of childcare have been violated, must report this information to the Division of Licensing and Regulatory Services. Any person reporting suspected abuse and neglect shall report this information to Child Protective Intake Services, pursuant to Title 22 M.R.S.A chapter 1071 and Section 21 of these rules. Documentation must be maintained in the facility that a report has been made.

**1.12. Reasonable modifications and accommodations.** To afford individuals with disabilities the opportunity to participate in a childcare program, the Child Care Facility must act as follows:

**1.12.1.** The Child Care Facility must make reasonable modifications to their policies and practices to include children, parents and guardians with disabilities, unless to do so would be a fundamental alteration of their program.

**1.12.2.** The Child Care Facility must make the facility accessible to people with disabilities. Existing facilities must remove any readily achievable barriers, while newly constructed facilities and

any altered portions of existing facilities must be fully accessible. If existing barriers can be easily removed without much difficulty or expense, licensees must remove those barriers immediately even if there are no children with disabilities using the program. (Installing offset hinges to widen a door opening, installing grab bars in toilet stalls, or rearranging tables, chairs or other furniture are all examples of readily achievable barrier removal.)

## **Absences**

Attendance is taken every day at Ketcha Outdoors. If your child will be absent, please call (207)883-8977 to let us know or send us an email. A voice mailbox system is in place for messages when camp is closed. Your child may not make up absent days during unregistered days.

## **Dismissal Policy**

### Parent Authorization:

Your child will only be dismissed to the people you have listed on your registration form. We will not release your child to anyone else unless we have written authorization from you. If a non-custodial parent has been denied access to a child by a court order, you must submit documentation to that effect and we will comply with it accordingly.

### Sign-Out Procedure:

All parents or persons picking up your child must check-out with your child's counselor. You will be asked to produce an I.D. unless the staff member knows you by name. We kindly ask all parents to cooperate with us during this time in order to make dismissal as smooth as possible. **It is very important that you check out with your child's counselor.**

### Late Pick-Up:

Camp closes promptly at 6:00p.m. Any participant picked up after 6:00p.m will be charged a \$10 fee plus \$1 per every minute they are late. Payment is due upon pick-up. At 6:30p.m., we follow Failure to Pick-Up Child procedures. In case of an emergency, please notify us immediately.

### Failure to Pick-Up Child:

If the parent or authorized person(s) fails to pick-up the child at the time of the camp's closing, the center will ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent or authorized person(s); and
3. **A ½ hour or more after closing time**, and provided that other arrangements for releasing the child to the parent or authorized person(s) have failed, and the staff member(s) cannot continue to supervise the child at camp, **the staff member will call the Department of Health & Human Services 24 hour Child Abuse & Neglect Hotline at 1-800-452-1999** to seek assistance in caring for the child until an authorized person is able to pick-up the child.

## **Suspected Abuse or Neglect**

All staff are required to complete and submit documentation of Mandated Reporter training. All conduct and reporting procedures of that training are followed. In accordance with Maine state law we are required to report any suspected abuse or neglect of a child to the State of Maine Department of Human Services - Child Protective Services without prior parental notification.

## Health Care

**Ketcha Outdoors staff members and the board of directors are committed to the safety of our campers, staff members, and community members. We have worked to stay current with research and guidance from the state of Maine and the ACA. We are committed to making sure campers still experience the outdoors and the Ketcha Outdoors community while also making sure the safety and health of our community is upheld. Staff and campers are required to wear masks when *camp leadership and consulting doctors agree that it is necessary to do so*. Counselors will emphasize norms with campers and families to ensure proper handwashing, social distancing, and sanitization procedures. We are requiring that our staff be fully vaccinated and provide proof of vaccination.**

In order to attend every camper must have a HEALTH HISTORY FORM completed, signed by a parent and submitted no later than 2 weeks prior to the first session your child is registered for. Information documented on the HEALTH HISTORY FORM must be current. Health information about your camper that is required includes but is not limited to allergy history, medications routinely taken, dietary restrictions, general health history, physical/emotional/mental health history, physician contact information, and immunization record (you may need to obtain this from your child's pediatrician). It is important that you and your physician provide complete information regarding any physical condition or recent illness that may require our attention while your camper is at camp. Please note that we ask for emotional/mental/behavioral health history so that we can provide the best care possible for your child and to help them be a successful member of our Ketcha community. **At Ketcha Outdoors we do require that all children are vaccinated following the Maine DOE vaccination schedule. Up to date records of these immunizations are required before starting care at Ketcha Outdoors.**

All Ketcha Outdoors after school care staff are trained and certified in First Aid and CPR.

Please, if your child is ill, do not send them to the afterschool program. If your child becomes ill while at Ketcha Outdoors, you will be contacted to pick them up. In case of injury, the Ketcha Outdoors staff and/or Health Officer will take necessary measures to ensure proper emergency care, which may include: treatment by staff for minor injuries, phoning you as the parent for your instructions, calling local emergency care providers, or transporting the camper to a doctor or emergency care facility when needed.

You will be notified as soon as possible regarding any communicable diseases affecting children in the program. We report outbreaks of disease to local health authorities. Children absent due to contagious diseases can return to Ketcha Outdoors when accompanied by a signed physician's statement indicating they are no longer contagious. Children absent due to lice may not return until there is no sign of lice. The child will be inspected for lice by Ketcha Outdoors staff before they can return to the program.

It is very important that you provide us with complete emergency contact information (other than yourself). In the case of any injury that requires medical attention, we make every attempt to contact you prior to treatment. In the event you cannot be reached, we will have your written authorization on file to treat an injury. (on the Registration Form)

## Medications

ALL medications (prescriptions and non-prescriptions) must be brought to camp in original containers and an Authorization to Dispense Medication Form (on the website) must be filled out and accompany the medication. Parents/Guardians must deliver prescriptions in person to Ketcha Outdoors, either prior to or on your child's first day in after-care.

## **In Case of Emergency or Illness**

In the event of a medical emergency that cannot be treated at camp we will contact you immediately. A child with a temperature of 100 degrees or higher, vomiting, suffering from diarrhea or any other illness symptom will be sent home for the day. Please do not bring your child to camp with these or any other symptoms of illness. We seek the counsel of parents whenever a camper is ill, abnormally homesick, or whenever something extraordinary occurs; please do not be alarmed if you receive a call from us. Be sure to indicate on the Registration Form and Health History Form how we may reach you. You MUST provide an emergency contact person and phone number. The emergency contact person needs to be someone other than Parent 1 or Parent 2. We will make every effort to contact you first in an emergency.

## **Serious Injury and Death Reporting**

As required by licensing rules, any injury to a child while in the care of Ketcha Outdoors will be reported to their guardian. A written copy of a completed Accident/Illness/Injury Report will be kept in the child's file. Where necessary under law the report will be forwarded to the appropriate governing agency. Guardians and state licensing staff know children are active and no amount of child proofing and supervision can prevent all injuries. However, reporting injuries can help prevent them in the future by identifying injury patterns specific to the child care's environment, and/or with a child who may need help with difficulties associated with balance, vision or foot positioning. Medical attention is a guardian decision. When a guardian cannot be reached Ketcha Outdoors will act in their stead when a decision on immediate medical attention is needed. Serious injuries will be reported to the Child Care Licensing Unit at 287-9300 within 24 hours.

## **What to Bring to After School Care**

Our after care program takes place primarily outdoors year round. For this reason we need the kids to have all the necessary gear and clothing suitable for each day's weather. Please keep an eye on the daily weather reports. We do provide a spot and basket for children to leave gear at Ketcha. Please label all clothing.

- ✓ Wear or bring weather-appropriate clothing
- ✓ Water bottle
- ✓ Sweatshirt or jacket
- ✓ **Sneakers are required footwear for all camp programs.** Children should not wear sandals, flip-flops, Crocs or any other sandal. This is for your child's safety while at camp.
- ✓ Sunscreen (SPF 30+) and bug repellent
- ✓ Backpack or zipped bag for personal belongings
- ✓ Raincoat and boots on rainy days
- ✓ Hat
- ✓ Snow gear in the winter- we go out almost everyday
- ✓ A mask and at least 1 extra
- ✓ An extra change of clothes (especially if your child is prone to having accidents)

## **What NOT to Bring to After School Care**

- ✓ Cell Phones, Radios, Walkmans, I-Pods, MP-3 players, video games or any electronic device
- ✓ Knives, sharp objects or weapons of any kind
- ✓ Any trading cards
- ✓ Drugs, tobacco or alcohol
- ✓ Fireworks/sparklers
- ✓ Lighters or matches

Articles brought to camp are the responsibility of the camper. KETCHA OUTDOORS IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES. Please leave valuables at home. Please note that Ketcha Outdoors does not allow drugs or alcohol of any sort on the facility during camp sessions.

## **Accessibility**

Ketcha Outdoors complies with all standards of the Americans with Disabilities Act. Children with special needs will not be excluded from participation in any activities or programs as long as it does not fundamentally alter the program for the other children. When this becomes a concern, then every effort will be made to accommodate the child with special needs by utilizing additional support staff if available through special education services or paid for privately by the family.

## **Parent/Guardian Volunteer Opportunities**

Ketcha Outdoors after school program welcomes parent volunteers in a daily operational, special events, or enrichment programming setting. All parents wishing to help out will need to apply as a volunteer and go through appropriate background checks.

## **Behavior & Discipline**

Ketcha Outdoors's philosophy is to help each child develop respect for oneself, others and the environment, and our goal is to help all children who attend Ketcha Outdoors to be successful in our program. Therefore, Ketcha Outdoors reserves the right to remove any camper from camp for violent or inappropriate behavior that causes risk to the camper, others or the environment. Behavior and Incident forms will be filled out by Ketcha staff members and these incidents will be communicated to parents.

## **Conduct While Attending After-Care**

We work to maintain an atmosphere of mutual caring, respect, and understanding at Ketcha Outdoors. Proper participation and conduct by your child is expected and includes the following rules:

- Respect other's feelings and property
- Cooperate with each other
- Listen to camp staff
- Stay with your group
- No fighting, yelling, or inappropriate language
- Tell a counselor if someone/something is bothering or upsetting you
- Clean up after yourself

## **Discipline Policy**

Attending Ketcha Outdoors is a privilege that you as a parent/guardian have chosen for your child. Every child has the right to an excellent experience in a safe and fun atmosphere. Discipline will be handled in the following manner, or as otherwise decided by the Camp Director in more serious cases.

**First Offense-** Verbal Warning

**Second Offense-** Redirection for the situation and a child/counselor meeting

**Third Offense-** Written Documentation, redirection and a call to the parent from the After-Care Counselor. At this point the camp staff may ask you to pick up your child. Should a second call be necessary after the third offense, a meeting with the parent, camper, After-Care Counselor and Camp Director must take place before the child can return to camp. Should a third call be necessary, the camper will be suspended from after-care.

Before being allowed to return, the family must meet with the Camp Director. Please note that if the issue is severe, such as those involving physical violence, some steps may be skipped. NO REFUNDS will be made for campers suspended because of discipline problems.

## **Refund/Cancellation Policy**

This policy applies to after-care sessions. Cancellations received one month prior to the start of the session will receive a refund of the balance of their tuition minus a \$50 cancellation fee. Registration deposits and membership fees are non-refundable and non-transferable. All cancellation notices must be in writing or they are otherwise void.

Ketcha Outdoors does not refund camp tuition for cancellations resulting from missed buses, forgotten registrations, incorrect scheduling by the parent, family vacations, minor illnesses, or behavior problems. “No shows” are not eligible for refunds.

## **Safety & Emergency Procedures**

Managing 107 acres of woods, waterfronts, and a farm entails many variables and frequently changing conditions throughout the seasons. Daily attention is paid to identify problems that may arise. Planned program activities may be adjusted as needed at any time in order to ensure safety. Two way radios are carried at all times by our staff to ensure quick communication whenever assistance becomes necessary. We conduct fire drills once a month. In the event of a true emergency you will be contacted immediately after the safety of the children has been secured. EMS will be called first for perceived life threatening injuries and parents will be contacted immediately afterward. All staff are trained in American Red Cross First Aid, and Infant, Child and Adult CPR.

## **Emergency Camp Closing**

In the event of an emergency camp closing we will notify local media outlets, place a sign out front, post it on the website, meet parents at bus stops and send out a mass camp email if possible. If we currently do not have an email address for you, please call us at (207) 883-8977 to add your email to the list. If an emergency were to occur while camp is in session, we may announce an alternative pick-up location- either our Ice House Building off of Black Point Road or our Farm off of Spurwink Road. This change in pick-up location will be announced using the above measures.

## **Transportation**

Scarborough students (Pleasant Hill, Wentworth, and Scarborough Middle School) will be bussed here from their schools. Parents will need to call the Scarborough Schools Bus Company (207) 730-4145 to arrange drop off at Ketcha Outdoors.

## **After School Program Schedule:**

2:30pm- Farm and Forest Kindergarten arrival and recess  
2:45pm- Middle School bus arrives at Ketcha  
- Middle School campers have homework help  
3:00- Farm and Forest Preschool arrival and recess  
3:45pm- Wentworth and Pleasant Hill busses arrive at Ketcha  
3:45pm- All campers have snack and afternoon meeting as a group  
4:00pm- Planned program time in age groups  
5:00pm- Free choice  
6:00pm- After School Program ends

\*If your child gets homework we will set aside time for getting that done. We have found that teachers aren't giving much homework and adjusted our schedule to allow more programming time because of this.

\*We reserve the right to change the schedule at any time as we see fit for programming, facility or other needs.

## **Early Release Days:**

Ketcha Outdoors will offer early release care on all scheduled early release days. The campers will get off the bus after school on these days.

## **Before School Care:**

We can run before school care if we have enough interest from families. Campers can be dropped off starting at 7:30 and our staff will get them on the bus for school. Please make sure your child has eaten breakfast before coming to Before School Care.

## **No School/ Staff Days:**

We will offer optional coverage for all scheduled staff days and there will be an additional fee. You will need to register for any staff day that you wish your child to attend. We can not guarantee a spot for your child unless you register within two weeks of the scheduled no school day. Snacks & Lunch will not be provided on these days.

Staff days will include a variety of activities based upon the weather and interests of the group. Activities may include: high/low ropes course, archery, arts & crafts, drama games, outdoor living skills, environmental education and sports.

## **School Vacation Camps**

After-School participants will receive reduced fees on all scheduled vacation camps. Please see the attached sheet for days offered and pricing.

## **Payments:**

Tuition is due by the first of the month for the next month. For example, October payments are due by September 1.

Please call us at (207) 883-8977 x1 if you would like us to charge your credit card monthly as payments are due.

A late fee of \$25 will be assessed if payments are not received by the due date.

A camper may be asked to leave the program if payment is not up to date.

We accept cash, check or Mastercard or Visa.



**Medical Emergency Cancellation** for severe medical issues/illnesses including COVID19.

A doctor's note must be sent to us within one week of you notifying us in writing to request the cancellation. You will receive a refund of what you have paid minus the \$50 non-refundable deposit and \$20 registration fee.

If camp leadership determines that a group will need to cancel their session or partial session due to COVID19 exposure within the group it will result in a refund for the time suggested by the CDC for the group to quarantine. We will offer a full refund and the option to donate all or some of your tuition to Ketcha Outdoors to support our children's programming.

## **After School Care Pricing:**

### **Pleasant Hill, Wentworth**

**5 days: \$380, 4 days: \$340, 3 days: \$280, 2 days: \$215**

### **Scarborough Middle School 6th Grade**

**5 days: \$385, 4 days: \$345, 3 days: \$285, 2 days: \$220**

### **Ketcha Farm & Forest School Kindergarten**

**5 days: \$390, 4 days: \$350, 3 days: \$290, 2 days: \$225**

### **Ketcha Farm & Forest Pre-school**

**5 days: \$385, 4 days: \$345, 3 days: \$285, 2 days: \$220**

### **Scarborough Schools Early Release Wednesdays**

**Scheduled afterschool day: \$20 Non-scheduled after school day: \$40**

### **Vacation Day Pricing:**

**\$65.00 per day regular price, \$55.00 per day on scheduled after school days plus free late care, \$7.00 per day or \$35.00 per week early care, \$8.00 per day or \$40.00 per week late care, \$10.00 fee if registering less than two weeks prior to the vacation day**

# Ketcha Outdoors After School Schedule 2022-2023

## 2022

August 31- 6th Grade First Day of School

September 2- No School/Last Day of Summer Camp

September 5- Labor Day/No Vacation Camp

September 6- K-5 First Day of School

September 14- Scarborough Schools Early Release

October 7- Staff Day Vacation Camp

October 10- Indigenous Peoples' Day/No Vacation Camp

October 12- Scarborough Schools Early Release

October 31- Happy Halloween Party

November 11- Veterans' Day/ No Vacation Camp

November 16- Scarborough Schools Early Release

November 23- Staff Day Vacation Camp

November 24-25- Thanksgiving Break/No Vacation Camp

December 14- Scarborough Schools Early Release

December 22-30- Winter Break Vacation Camp

## 2023

January 2- Happy New Year! No School/No Vacation Camp

January 11- Scarborough Schools Early Release

January 16- Martin Luther King Day Vacation Camp

January 17- Expected Summer Camp Registration Opening Day

February 15- Scarborough Schools Early Release

February 20-24- February Vacation Camp

March 8- Scarborough Schools Early Release

March 17- Staff Day Vacation Camp

April 5- Scarborough Schools Early Release

April 14-21- April Vacation Camp

May 17- Scarborough Schools Early Release

May 29- Memorial Day/No Vacation Camp

June 7- Scarborough Schools Early Release

June 14- Tentative Last School Day

No School/No Camp

No School/Vacation Camp

Early Release