



Updated August 2024

Overview of Ketcha Outdoors

Organizational Structure

Ketcha Outdoors, formerly known as Camp Ketcha, has been in operation since 1964. We are a charitable non profit organization governed by a volunteer board of directors.

Our website is <https://ketchaoutdoors.org/>, and our current board members can be viewed here: [Our Board - Ketcha Outdoors](#)

The name *Camp Ketcha* now refers to our summer day camp program, while our new name *Ketcha Outdoors* encompasses the full array of our programs which include: After School and School Vacation childcare, Farm and Forest Pre-School, Facility Rentals, Community Family Events, and the Portland Gear Hub and Bike School. <https://portlandgearhub.org/>

Charitable support in the form of fundraising, grants and volunteer efforts are essential in helping keep our program fees affordable. We raise additional revenue by renting out our facilities to the public for private events such as weddings.

The following table provides you names and contact information for all of our departments:

Ketcha Outdoors Year Round Staff:			
Laragh Kavanaugh	She/Her	Executive Director, ext 101	lkavanaugh@ketchaoutdoors.org
Liz Tully	She/Her	Director of Operations, ext 103	ltully@ketchaoutdoors.org
Kara LaRoche	She/Her	Director of Youth Development, ext 104	klarochelle@ketchaoutdoors.org
James O'Donnell	He/Him	Director of The Portland Gear Hub, (207)761-7632	jodonnell@ketchaoutdoors.org
Karen Pelletier	She/Her	Finance Director, ext 108	kpelletier@ketchaoutdoors.org
Kailina Mills	She/Her	Farm & Forest Preschool Director, ext 106	kmills@ketchaoutdoors.org
Billy Murdock	He/Him	Program Director, ext 102	bmurdock@ketchaoutdoors.org
Kristen Philbrick	She/Her	Behavior, Health & Safety and Aftercare Coordinator, ext 105	kphilbrick@ketchaoutdoors.org
Tuck Barclay	He/Him	Director of Development, ext 107	tbarclay@ketchaoutdoors.org

Liz Bell	She/Her	Marketing, Communications, and Rentals Coordinator x109	Lbell@ketchaoutdoors.org
Paul Gillespie	He/Him	Facilities Manager, ext 114	Pgillespie@ketchaoutdoors.org
Sean Thompson	He/Him	Bookkeeper, ext 110	Bookkeeper@ketchaoutdoors.org

General Contact Information:

Ketcha Outdoors Phone Number: (207)883-8977, dialing 0 rings the front desk

For registration information: registration@ketchaoutdoors.org

For summer camp information: summercamp@ketchaoutdoors.org

For after school and vacation camp information: aftercare@ketchaoutdoors.org

Property Information

A trail map is available here: [Libby River Farm Trails](#).

The map is published by the Scarborough Land Trust. Ketcha's property abuts the Land Trust's Libby River Farm preserve which has a public access hiking trail. There is a right of way to the public trail which crosses Ketcha's property. The trailhead is located in the lower parking area of our Ice House on Black Point Rd. just north of our main building.

The Ketcha property is an open campus. In addition to the trail to access the Libby River land preserve the public is permitted to walk, ski or bike on the property at times and in areas where there are no active programs (after 6 on weekdays, anytime on weekends). Dogs must be on leash at all times in all areas including in the preserve and no motorized vehicles are allowed.

Land Acknowledgement

We are honored and fortunate to have the use of 107 acres of land between Scarborough, Maine's seacoast and salt marshes. Our occupancy marks a small moment in time amid the history and future of this treasured place.

While ownership and stewardship of these acres are ascribed to the Ketcha Outdoors organization we acknowledge that this is Wabanaki land. The Wabanaki Confederation of tribes -Maliseet, Micmac, Passamaquoddy, and Penobscot- have lived here for at least 13,000 years. We are committed to continuous education as an organization as well as individuals so that we can be respectful and conscious stewards of the land we reside on.

A pdf map of the property:

[Libby River Farm Trails](#)

Educational Resources:

[Maine WabanakiREACH](#)

[Native Land Map](#)

Mission & Values

Our board of directors has updated our mission statement in 2023:

Ketcha Outdoors Mission Statement

To provide equitable access to outdoor experiences and gear for all, promoting well-being, sustainability and resilient communities.

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.

Program Overview

State of Maine Childcare Licensing

Our school year programs operate as a licensed child care program through the Maine Department of Health and Human Services. We are licensed for up to 95 children. All rules and regulations applicable to our child care license can be found at https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/10-148%20Ch.%2032%20Child%20Care%20Facility%20Licensing%20Rule%20Effective%209-27-21_jpf%20edits.pdf

Rights of Children

Children receiving Child care from Child Care Facilities 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 Child care 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 Child Care Facility.
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 Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

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.

Mandated Reporting

Our staff are all required to complete a certification in child protection awareness, instructing them on recognition of suspected abuse and neglect. In accordance with the State of Maine's Child Care Licensing Rules: Any Child Care Staff Member suspecting abuse and/or neglect must immediately report this information to Child Protective Intake, 1-800-452-1999, TTY 1-800-963-9490 which is staffed 24 hours a day, 7 days a week.

Child Development Services

The Child Development Services system is available for consultations and evaluations whenever there are questions or concerns about development. CDS operates under the supervision of the Maine Department of Education.

Screenings and evaluations are provided in order to identify children who are eligible for services. Regional CDS sites arrange for local services that include early intervention and special education and related services for eligible children from birth to age five and their families.

Referrals can be submitted by:

- Online: <https://www.maine.gov/doe/cds/referrals>
- By phone 877-770-8883
- By fax to 207-624-6661. You must include the Child Find Intake Form, PDF available on-line.

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 available through Child Development Services, special education services, or paid for privately by the family.

Personal Items

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 children's programming.

Please label as many of their items as you can. A sharpie works wonders, even just initials help a lot. There are stamps available on-line you can have custom made for easy labeling. Here is a site recommended to us: [Mabel's Labels: Kids Labels, Name Stickers & Clothing Labels](#). It is helpful if families can provide us with a change of clothes to keep on hand especially for our younger children. Each child will have a cubby to store gear and extra clothes.

After-School Program Hours & Population Served

The after-school program runs from bus drop off time until 6pm. We accept children ages 4-12 or Pre-Kindergarten to 5th grade. Per our child care licensing, our ratio of adults to children is 1:13 for children in Kindergarten and above and 1:8 in groups where we have preschoolers. For ease of programming, we aim to over-staff each day.

Transportation

Scarborough students (Pleasant Hill, Wentworth) 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. Children ages 4 and up from the Farm & Forest Preschool may attend for an additional charge. Farm & Forest Preschoolers can be walked up to the main building at the end of their school day by a teacher. We welcome children from other schools and districts but cannot offer transportation.

After School Program Schedule

3:00pm- Farm and Forest Preschool arrival and recess
3:30pm- Wentworth and Pleasant Hill busses arrive at Ketcha
3:45pm- Snack and community meetings in small groups by age
4:00pm- Planned program time in small groups by age
5:00pm- Free choice
6:00pm- After School Program ends

**If your child gets homework, we will set aside time for getting that done. In previous years we found that teachers weren'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 Scarborough School early release days. Children will get off the bus at Ketcha Outdoors on these days. Early release care is an additional service outside of normal weekly childcare. To use this service, children need to be registered online prior to the early release day.

School Vacation Camps We offer Vacation Camp on select weeks of Scarborough School vacations and some Monday holidays. Vacation Camp is an additional service outside of weekly childcare. To use this service, children need to be registered online prior to the start of Vacation Camp. We cannot guarantee a spot for your child and it is best to register as early as possible to ensure we can staff the day/week correctly. A school year overview of Vacation Camps and closures is listed in the After School schedule section of this guide. Snacks and lunch will not be provided on these days and needs to be brought from home. Vacation Camp days will include a variety of activities based upon the weather and interests of the group. Activities may include: high/low ropes course, farm and garden, arts & crafts, drama games, outdoor living skills, environmental education, sports, and other camp activities.

Clothing & Gear

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 and wear or bring weather appropriate clothing for your child. We do provide storage for children to leave gear at Ketcha. Please label all clothing. Please bring the following every day:

- Water bottle (if your child does not have a water bottle, one will be provided and a \$3.00 charge will be added to your account)
- Sweatshirt or jacket
- Sneakers/closed-toed shoes are required footwear for all childcare programs. Children should not wear sandals, flip-flops, or any other sandals. This is for your child's safety while at Ketcha.
- Backpack or zipped bag for personal belongings
- Raincoat and boots on rainy days
- Sun Hat or warm winter hat
- Snow gear in the winter (winter hat, gloves, snow pants and warm coat)- we go out almost everyday
- An extra change of clothes (especially if your child is prone to having accidents)

Sunscreen and Bug Spray

If there is a specific bug spray or sunscreen you prefer to use, please give them to a staff member and we will label it and hold on to them in your child's cubby. Bug spray and sunscreen should never be stored in children's backpacks.

Attendance & Dismissal Policies and Procedures

Permission for Picking Up

For a child to be released to a non-parent or non-guardian we have to have documented permission in writing. Parents identify individuals in their registration process and additions can be made by email for adding to the list for approved persons. Ketcha staff are trained to ask for identification until they can easily identify the person picking up and can match them to the correct child. It is important that all adults picking up children from any program have their ID at the ready. 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.

Absences

Attendance is taken every day at Ketcha Outdoors. If your child will be absent, please email us at aftercare@ketchaoutdoors.org or call (207)883-8977 to let us know. A voice mailbox system is in place for messages when camp is closed. Your child may not make up absent days during unregistered days. If your child is unexpectedly absent we will reach out to you to verify their absence.

Late Pick-Up

After School Care and Vacation Camps close promptly at 6:00pm. **Any participant picked up after pickup time will be charged a \$10 fee plus \$1 per every minute they are late.** Payment is due upon pick-up. At 30 minutes past pickup time 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 program's closing, Ketcha 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.

Health and Safety

Overview

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. All staff are trained in CPR/First Aid and are American Red Cross Basic Water Safety for Parents and Caregivers certified.

Health Records

In order to attend, every child must have a Health History form completed on their CampBrain account, 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 records (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.*

Immunizations

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. Required immunizations can be found here: <https://www.maine.gov/doe/sites/maine.gov.doefiles/inline-files/ME%20Immunization%20Requirements%20for%20Schools%209-25-2021.pdf>

Medical Exemptions

The following are medical contraindications for which medical exemptions may be certified by a physician for immunizations.

Pertussis vaccine: 1) fever greater than or equal to 40.5 C (105 F); collapse or shocklike state (hypotonic-hyporesponsive episode), or persistent, inconsolable crying lasting three or more hours within 48 hours of receiving a prior dose of pertussis vaccine; 2) seizures occurring within 3 days of receiving a prior dose of pertussis vaccine; 3) encephalopathy within 7 days of administration of a previous dose of pertussis vaccine; 4) anaphylactic reaction to pertussis vaccine or a vaccine constituent; or 5) the student has reached the seventh birthday.

Diphtheria or tetanus toxoids: 1) anaphylactic reaction to diphtheria or tetanus toxoids or a toxoid constituent.

Measles or mumps vaccine: 1) pregnancy; 2) known altered immunodeficiency (hematologic and solid tumors; congenital immunodeficiency; and long-term immunosuppressive therapy); 3) anaphylactic reactions to egg ingestion or to neomycin; 4) anaphylactic reaction to measles or mumps vaccine or a vaccine constituent.

Rubella vaccine: 1) pregnancy; 2) known altered immunodeficiency (hematologic and solid tumors; congenital immunodeficiency; and long-term immunosuppressive therapy); 3) anaphylactic reactions to neomycin; 4) anaphylactic reaction to rubella vaccine or a vaccine constituent.

Inactivated polio vaccine: 1) anaphylactic reactions to neomycin or streptomycin; 2) anaphylactic reaction to polio vaccine or a vaccine constituent.

Varicella: 1) pregnancy; 2) immunosuppression; 3) anaphylactic reaction to a vaccine component ; 4) recent recipient of antibody-containing blood product."

Illness and Injury

If your child is ill, please do not send them to our programs. Illness may look like a fever greater than 100.4 and/or vomiting or diarrhea within the last 24 hours. If your child is experiencing cold or flu-like symptoms not relieved by rest or over the counter medication, please consider having your child tested for the flu, COVID, strep or other illnesses prior to returning to Ketcha Outdoors. If your child becomes ill while at Ketcha Outdoors, they will be separated from the group with a staff attending to their comfort and you will be notified to arrange for a pick up. 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. Depending on the illness, other parents may need to be notified. Certain illnesses have to be reported to the Center for Disease Control and a physician's note may be needed to verify when the child is cleared to return to school.

Common illnesses require the following precautions:

- **Fever**- Child may return after being fever free without medication for 24 hours
- **Nausea, vomiting, diarrhea** - Child may return after free of symptoms without medication for 24 hours.
- **Chicken pox** - Child may return to care after all the chicken pox have scabbed over.
- **Conjunctivitis** - Can return after treatment has begun and there is no evidence of discharge.
- **Lice** - A child may return after treatment has been administered and are free from all signs of nits and lice. The child will be inspected for lice by Ketcha Outdoors staff before they can return.
- **Strep Throat** - A child may return after being on antibiotics for at least 24 hours
- **COVID** – We follow the most up to date COVID return to work and school guidelines
- **Impetigo** - A child may return after being on antibiotics for at least 24 hours
- **Rashes** – please check with your pediatrician before sending them to school

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 or calling local emergency care providers.

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.

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

Both nonprescription and prescription medications, ointments, and creams can be given to your child as needed. New medications should be administered at home 24 hours before returning to school in case of a reaction. Parents are required to fill out a medication form and to supply all medications in their original containers. These must be labeled with the child's name and physician. Medications that are expired will not be dispensed and medication forms must be updated annually.

Emergency Procedures

We conduct fire drills once a month and evacuation drills twice a year. 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.

In the event that we need to evacuate the premises due to an emergency or safety concern we have identified two locations to evacuate to. Our in neighborhood location is the Black Point Fire Department at 341 Blackpoint Rd, Scarborough, and our out of neighborhood location is Highland Farm at 109 Highland Ave, Scarborough. It is only in an emergency situation that we would transport children. Ketcha Outdoors staff are not responsible for transporting children in any other situation.

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 email if possible. We need a current email, phone number, and emergency contact on file for all students for them to attend our programs. If an emergency were to occur while our programs are in session but we do not need to evacuate the premises, 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.

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.

Weapons Policy

No guns or weapons of any sort are permitted on the premises by staff or visitors unless carried by those engaged in official duties of law enforcement, security, or the military. Possession of a valid concealed weapons permit

authorized by the state of Maine is not an exemption under this policy.

Social Emotional Learning

Our programs follow a 5 finger contract that is to stay safe (pinky), respect others and the environment (ring), be kind (middle), lead by example (pointer), and have fun (thumb). These are gone over daily as a way to set expectations for program participants who can high five each other to “seal the deal”.

We strive to create a supportive, nurturing and joyful environment where everyone shares a sense of belonging and acceptance. Our goals are to support confidence and self-awareness and to build social skills. We support young learners on how to be part of a group, make mistakes and learn from them, and to be stewards of our environment.

Developmental Support

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. We strive to teach children how to get along with adults and other children, behave in a respectful way towards others and the environment, and in turn gain social emotional skills such as self control and self regulation.

Redirection and positive language are at the forefront of our developmental support strategy. If teachers or staff members witness unsafe/unkind behavior, they will redirect that child to make a different choice. This involves teachers getting down on their level and speaking directly to the child in a gentle way offering suggestions for an alternate choice.

If the situation has involved another child, staff will help guide a conversation directly between the two children using a method called **W.O.W.** This starts with asking the children to both have a turn in sharing “**W**hat happened?”, then **O**wn their part in it (I.E. I hit my friend with a stick), and end the conversation with “**W**hat do we do next time?” so they have a plan for what to do the next time a situation like that arises. We also ask that kids check on each other if one was hurt in the incident, but do not require them to say sorry. If children are forced to say sorry when they don’t feel it, they may learn that saying sorry will resolve all conflicts instead of developing critical conflict management skills. The goal is to set kids up with the skills they need so they can resolve conflicts on their own in time.

If a child is struggling with regaining self control and self regulation, staff will work with that child to problem solve and find out what the child needs at that moment which could include taking a break. Each child is different, some may need to get some space from friends and talk about the situation, others may need a quiet space to look at books, or a space of their own to get some energy out climbing, running, or other physical excursion. Staff and children will always work together to do our best to meet that child’s needs before continuing with regular programming.

Ketcha Outdoors provides a safe place for children to express and explore their own emotions as well as those of the children around them. We strive to help children develop their social emotional skills and become emotionally resilient. Staff do this by modeling appropriate ways to express and work through feelings, guiding them through these processes, and supporting them in labeling and identifying their emotions.

Individualized Support Planning

Ketcha Outdoors views discipline as the positive use of guidance and language that will teach children the appropriate responses to sometimes challenging situations. We believe that discipline is not punishment, but using these experiences to teach, guide, and redirect children with the purpose of raising responsible, resilient, and confident children who will grow up to care for themselves and others.

We strive to create an open, trusting relationship with parents that welcomes communication between parents and staff regarding their child's experiences at Ketcha Outdoors. If a child's behavior is interfering negatively with the functioning of the program or the safety of others, we will notify the parent or guardian to set up a meeting with the director, health and behavior coordinator, and lead teacher. Staff will work cooperatively with families to develop and implement strategies to provide extra support by creating a behavior plan.

Ketcha Outdoors Practices:

- Staff will actively supervise every child on an individualized level of care within reasonable accommodation, we cannot provide constant 1:1 support
- Documentation of all incidents and accidents during program hours will be signed off on by a parent or guardian within 48 hours.
- If a child's behavior becomes routinely disruptive to the experience of the other children (more than three acts of aggression in a day), the parents will be called to pick up the child for the remainder of the day. A parent or guardian meeting will be requested to create an individualized behavior plan for the child. Acts of physical aggression include biting, kicking, pushing, hitting, punching, or spitting on other children or staff.
- We do not have physical barriers or fences; therefore, elopement is a bigger challenge than in most other settings. Children MUST be able to stay with their group
- A month after the individualized support plan is created, a second parent meeting will be scheduled to address the child's needs and whether or not other services are recommended. These services may include: ECCP (Early Childhood Consultation Partnership), Help Me Grow Maine, or Child Developmental Services, and Maine Roads To Quality Professional Development Network.
- After the second month of implementing the individualized support plan, a third parent meeting will be held to determine the best interest of the child and if Ketcha Outdoors can reasonably accommodate their needs.
- If it is decided that Ketcha Outdoors cannot reasonably accommodate the child's support needs, the family may be asked to withdraw the child from the program. A transition meeting will be held to support the family in finding other placement options for the child.

Termination of Service

We reserve the right to terminate service for the following reasons:

- ⊘ Failure to pay tuition or complete the required forms and documentation on time
- ⊘ Lack of parental cooperation in regards to behavior and safety concerns
- ⊘ Failure of child to adjust to the school after a reasonable amount of time
- ⊘ Physical or verbal abuse of any person or property
- ⊘ Physical abuse or verbal threats or harrasment by a parent/guardian towards Ketcha staff
- ⊘ Failure to comply with the polices set forth in the Childcare Program Family Guide
- ⊘ If a child's behavior threatens the well-being of anyone at the center
- ⊘ Possession or use of weapons on the premises
- ⊘ If a situation arises where parental expectations and the child's needs cannot reasonably be met by Ketcha Outdoors staff after a period of negotiation.
- ⊘ Any other reason as deemed necessary by the Ketcha Outdoors leadership staff

TERMINATION NOTIFICATION Leadership will advise families in writing that their child's enrollment will be terminated following all attempts to rectify any non-compliance.

Payments

Tuition is due by the first of the month for the next month and paid through required automatic payments in our Camp Brain registration system. For example, October payments are due by September 1.

Late Fees

If your automatic payment is declined and corrective action is not made by a reasonable date a late fee of \$25

will be assessed.

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

We accept cash, check or Mastercard or Visa.

Refund/Cancellation/Schedule Change Policy

Cancellations and schedule changes received one month prior to the start of the session (first of the month) will receive a refund of the balance of their tuition minus a \$50 cancellation fee. Registration deposits (\$50 per session) and registration fees (\$20 per year) 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.

Medical Emergency Cancellation for severe medical issues/illnesses will need a note provided by a doctor and are assessed on a case by case basis by our leadership team.

2024-2025 After School Care Monthly Pricing:

Pleasant Hill, Wentworth:

5 days: \$463

4 days: \$399

3 days: \$320

2 days: \$268

After School Care for Ketcha Farm & Forest Preschool (4 and older only):

5 days: \$446

4 days: \$410

3 days: \$331

2 days: \$278

Scarborough Schools Early Release Wednesdays

Scheduled after school day: \$28 Non-scheduled after school day: \$48

2024-2025 Vacation Day Pricing:

\$75.00 per day regular price

\$65.00 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

\$20.00 fee for day of vacation day registrations

***Your contracted monthly amount is based upon your registration in Camp Brain**

YEAR AT A GLANCE

AFTER SCHOOL EXPLORERS/VACATION CAMPS SCHOOL YEAR 2024-2025

SEPTEMBER

3 - First Day of After School Care
11 - Early Release

OCTOBER

11 - No School (Teacher Day)
Vacation Camp
16 - Early Release

NOVEMBER

20 - Early Release
27 - Thanksgiving Break
Vacation Camp

DECEMBER

11 - Early Release
23, 26, 27, 30 - Winter Break
Vacation Camp

JANUARY

15 - Early Release

FEBRUARY

12 - Early Release
17-21 February
Vacation Camp Week

MARCH

5 - Early Release
14 - Teacher Day
Vacation Camp

APRIL

9 - Early Release
18 - April Vacation
Camp Day
21-25 - April Vacation
Camp Week

MAY

7 - Early Release

JUNE

4 - Early Release
11 - Tentative Last
Day of School



Please note the following days that Ketcha Outdoors is Closed:

- October 14
- November 11, 28, 29
- December 24, 25, 31
- January 1, 20
- May 26



Potentially Hazardous Activities Wavier

I hereby grant permission for my child, _____ to engage in the following potentially hazardous activities while in the care of Ketcha Outdoors After School Care:

- Participate in water activities nearby the Ketcha Outdoors Pond
- Participate in tree and boulder climbing
- Use of the inflatable Ketcha Outdoors waterslide or bouncy house
- Exposure to elements through all seasons with proper gear
- Walking on uneven surfaces on and off trails around property

All Ketcha Outdoors childcare staff have taken the Red Cross Water Safety Class for Parents & Caregivers, have been trained in Ketcha Outdoors Waterfront Safety and are CPR/First Aid certified.

This parental/guardian permission form must be updated, signed and dated by the parent or legal guardian at least annually.

Parent/Guardian Name

Parent/Guardian Signature

Date

I have read and agree to the terms and conditions in the Ketcha Outdoors 2024 family guide

Parent/Guardian Signature

Date