



BOYS & GIRLS CLUBS OF KENNEBEC VALLEY

**Sandra M. Prescott Clubhouse
Chelsea Clubhouse
Palermo Clubhouse**



2022-2023 Program Handbook

(Infant, Toddler, Early Preschool, Preschool, School Age K-5, Teen Center and BGCE Programming)



**Whatever It Takes to Build
GREAT FUTURES**

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Administrative Staff Directory

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Rachelle Marable, Windsor 21st CCLC Director rmarable@bgckv.org

Megan Bowdoin, Chelsea 21st CCLC Director megan@bgckv.org

Sandra M. Prescott Clubhouse

14 Pray Street Gardiner, Maine 04345

Phone (207) 582-8458 Fax (207) 582-7902 Child care license # 394608

Boys & Girls Clubs of Kennebec Valley is a step 3 in the Quality Rating Scale

Chelsea Clubhouse

566 Togus Rd. Chelsea, ME 04330

Phone (207) 215-4193 Child Care License #681986

Palermo Clubhouse

501 ME-3 Palermo, ME 04354

Phone (207) 592-1233 Child Care License #759475

Welcome

Thank you for choosing the Boys & Girls Clubs of Kennebec Valley to provide care and supervision for your children. The Club offers a licensed child care program ages 6 weeks to 12 years, a Teen Center program for Middle School and High School students, Tutoring services for grades 3rd through 8th, Boys & Girls Club experience programming for teen ages 14 to 24 and youth sports. Not all Clubhouses offer the same programming. Please check in with the program director at the Clubhouse you wish to attend.

Mission

To enable all young people especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Club Philosophy

The Boys & Girls Clubs of Kennebec Valley's Club philosophy is that children of all ages are entitled to a safe, positive environment, fun, supportive relationships, opportunities and expectations and recognition.

Safe, Positive Environment: Club staff, facilities, programs and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behavior.

Fun: The Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel more like home, fostering a family atmosphere and creating a sense of ownership for members.

Family Supportive Relationships: Club youth develop meaningful relationships with adults and their peers. Staff members actively encourage such relationships. Staff members display warmth, caring, appreciation, acceptance and guidance in their interactions with members.

Opportunities and Expectations: Club youth acquire physical, social, technological, artistic and life skills. The Club encourages members to develop a moral character while reinforcing high expectations and helping members with school and post-secondary education.

Recognition: The Club recognizes and supports young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

Family Support: We take our responsibility to you and your family very seriously and work as a team to provide a safe, positive environment for all Club members. Let's work together to make sure your children have a safe place, positive adults, healthy activities, fun, opportunities to help each other and most of all the love and support they need to grow into happy, healthy adults.

Program Holidays & Shutdown Weeks

Independence Day	Monday, July 4, 2022
Maintenance Shut Down	August 12-26, 2022
Labor Day	Monday, September 5, 2022
Indigenous Peoples' Day	Monday, October 10, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving Weekend	Thursday & Friday, November 24 & 25, 2021
Christmas Day	Monday, December 26, 2022
Maintenance Shut Down	December 26-30, 2022

New Year's Day	Monday, January 2, 2023
Martin Luther King, Jr. Day	Monday, January 16, 2023
President's Day	Monday, February 20, 2023
Patriot's Day	Monday, April 17, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth Day	Monday, June 19, 2023
Independence Day	Tuesday, July 4, 2023

Payment is expected for all holidays and shutdown weeks.

Program Orientation

We require parents/guardians enrolling children into our infant through 5th grade programs to schedule a 30-minute orientation with the Program Director prior to registration for all our Child Care programs. This meeting will help you and your child transition into our programs. Parents/Guardians are welcome to visit their child's program at any time without notice. Our open-door policy fosters trust among parents/guardians and staff. At the orientation meeting all parents/guardians will be expected to provide an up-to-date immunization record for their child up to the age of 12. We only accept children ages 6 weeks and up and we may require a birth certificate to verify the age of the child.

Translation App

The Club will use a Translation App which is found in the Apple Store or Google Play Store to communicate with families that come to the Club or are interested in the Club with English as their second language.

Program Description

The Club is an inclusive childcare program and follows all the Maine State Licensing Rules & Regulations. Staff will make every attempt to make adaptations or modifications necessary to meet the needs of the children. Although we are unable to provide one-on-one staffing for children, we are willing to receive outside services to support the child and work with the providers to support children and families

Early Childhood Programs – Year Round Programs - Sandra M. Prescott Clubhouse ONLY

Early childhood educators at the Boys & Girls Clubs of Kennebec Valley use developmentally appropriate practice and consider the unique needs of all children when planning weekly curriculum. All early childhood programs follow Maine Early Learning Guidelines and a theme based curriculum. Ratios for the classrooms are as follows:

Infant	1 staff to 4 children - 8 children maximum group size
Toddler	1 staff to 5 children - 10 children maximum group size
Early preschool	1 staff to 7 children - 14 maximum group size
Preschool	1 staff to 10 children - 20 maximum group size

Early Childhood Program Hours

Monday through Friday 6:30 am to 5:30 pm

Infant Care ages 6 weeks to around 15 months

Daily Activities include: Playing with age appropriate toys, dabbling with art, imitating and pretending, enjoying stories and books, tasting and preparing food, exploring sand and water, having fun with music and movement, and outside activities.

Developing routines: Hellos and good-byes, diapering, eating and mealtimes, naptime, and getting dressed.

Daily Schedule: All bottles are fed on demand of the child and the request of the parents/guardians Table foods are offered as followed: Breakfast is offer from 7:30 am to 8:30 am, Lunch is offered from 11:00 am to 12:00 pm, and snack at 3:00 pm. Naps are on demand while other activities are offered throughout the day.

We provide: Breakfast, lunch and snack for infants at finger food stage and up.

Parents provide: Breast milk/formula, bottles & nipples (enough for each feeding for the day), diapers, wipes, extra clothing for each day, cereal, stage foods and any specialty foods the Club is unable to provide through our food program.

Sleep Safe Policy

All infants under the age of one must sleep on their backs in a crib or pack n' play without any objects such as nut not limited to blankets, bumpers, stuffed animals or bibs. If your child falls asleep in a bouncer or a swing staff with move the child to their crib or pack n' play. If the child awakes up during the transition they will make every attempt to get the child back to sleep.

Toddler Care ages around 15 months to 3 years

Daily Routine: Children participate in opening learning during drop off time. Breakfast begins at 7:30 am and can be served as late as 8:30 am. Staff focus on toilet learning, self-help skills and hand washing throughout the day along with participating in activities from an age appropriate curriculum. Children go outside (weather pending) or to the gym daily for gross motor time.

Lunch is offered at 11:00 am.

Followed by nap time which ends at 2:30 pm. An afternoon snack is provided after nap.

Afternoons consist of age appropriate activities and open learning. Toilet learning and diapering takes place every 2 hours throughout the child's day or sooner if necessary.

Parents provide: Diapers, wipes & extra clothes and any specialty food we do not provide through our food program.

Early Preschool Care ages 2 1/2 to 4 years

Activities include: Children participate in opening learning during drop off time. Breakfast begins at 7:30 am and can be served as late as 8:30 am. Circle time is done around 9:00 am to prepare the children for the day. Staff focus on toilet learning, self-help skills and pre-writing skills throughout day along with participating in activities from an age appropriate curriculum. Children go outside (weather pending) or to the gym each day for gross motor time. Lunch is offered at 11:00 am. Followed by nap time which ends at 2:30 pm. An afternoon snack is provided after nap. Afternoons consist of age appropriate activities and open learning. Toilet learning and diapering takes place every 2 hours throughout the day or on demand based on the child's needs. The goal of the early preschool program is to prepare children to become a full-time preschool student.

Parents provide: Diapers, wipes & extra clothes and any specialty food we do not provide through our food program.

Preschool age 3 to 5 years (Must be fully toilet trained)

The Preschool Program provides a variety of fun and educational activities to help your child feel comfortable learning and playing in a group setting. Children participate in open learning during drop off time. Breakfast begin at 7:30 am and can be served as late as 8:30 am. Daily circle time is around 9:00 am where children prepare to start their day. Daily centers such as cooking, arts & crafts, music & movement, games, dramatic play, prewriting, and other literacy activities are offered each day. Outside and/or gym time is provided each day. Lunch is offered at 11:00 am followed by a rest time. After rest time snack is provided. Outside or opening learning is offered for the afternoon. All children must be fully toilet trained to be enrolled in our

Preschool program. There is a bathroom in the classroom and available when needed. We ask parents to bring a change of clothes and any specialty food that isn't provided through our food program.

School Age Programs - Year Round Program – Sandra M. Prescott Clubhouse

Our school age program is part of our licensed childcare. The Club is an inclusive program and follow all Maine State Licensing Rules and Regulations. The school age program is broken into two groups K-1 and 2-5. Each group has their own program space and staff. Staff plan and implement daily activities. Children also participate in outside activities and gym time as much as possible. Ratio for each group is:

Kindergarten- 1st Grade 1 staff to 13 children
2nd Grade – 5th Grade 1 Staff to 13 children

Program Hours

School Days 6:30 am to 8:30 am / 3:00 pm to 5:30 pm

***Morning Care times are extended for school delays

***After Care times are extended on scheduled and non-scheduled early release days

Non School Days, Vacations, and Summer 6:30 am to 5:30 pm

Before School

Program opens at 6:30 am. **ALL** Children need to be accompanied by an adult to program space. Breakfast is served from 7:00 am to 8:00 am. Please refer to the bus company for pick up times as they change yearly. Before care does **NOT** include workshop days, emergency closure days, storm days, or early release days.

After School

Children arrive at the Club at different times after school. Times vary depending on which school your child attends. Children receive a small meal before they participate in variety of enrichment activities such as science, literacy, math, technology, arts, homework and wellness programs. After care does **NOT** include morning care if there is a school delay.

Before & After School

This is a combination of both the before and after school programs. Your child must be registered in After School or Before & After School care to attend workshop days, emergency closure days, storm days, or early release days.

Summer

Based on MSAD 11's school calendar summer starts the week after school is released.

Summer calendars with themes, activities, schedules, and field trips are available early June.

Teen Center - Grade 6th to 12th – Sandra M. Prescott Clubhouse

The Club's Teen Center program is not a licensed child care program.

Program Hours

Monday through Friday 2:00 pm to 5:30 pm

*** Teen Center hours are extended on scheduled early release days and some workshop/no school days. Please check monthly calendar before sending your child on those days.

A monthly calendar is available for all program activities, schedules, and events. Middle school members can participate in the 21st Century Community Learning Center program. The 21st Century Community Learning Center offers students (grades 6-8) additional services, activities,

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/1/2022

and tutorial help in the areas of math, sciences, and literacy with certified teachers and top students from area high schools. The Teen Center has an Open Door policy for all members which allows members to sign themselves out of the building without an adult, however members **must** sign in and out with their scan card and with a staff. Once they sign out they may not return for the day and must leave the property. We ask that members do not hang out in the parking lot or the lobby.

Teen Center Closure Days

The Teen Center is CLOSED on all storm days and non-scheduled Early Release Days due to storms, power outages, or any other type of emergency. The Teen Center follows the MSAD 11 school calendar. The last day of the Teen Center for the school year is the last day of school.

Vacation and Summer Weeks

During some vacation and all summer weeks there will be a weekly fee of \$145. Please see monthly calendar for this information. All members who want to attend our summer program must complete an additional registration form. Members can choose which weeks to attend in the summer. Date of our summer programming changes based off of MSAD 11's school calendar. Summer information is available at the end of May/beginning of June.

Boys & Girls Club Experience

BGCE is designed for members ages 14 to 24 who live in Kennebec, Sagadahoc and Waldo County. Members will participate in BCGA programs such as but not limited to Smart Moves, Power Hour, Healthy Habits, and Project Learn. There are opportunities for mentoring, volunteering (Counselor in Training) and to participate in Club outings.

21st Century Community Learning Center

CLC offers certain students additional services, activities, and tutorial help in the areas of math, sciences, and literacy with certified teachers and top students from area high schools for free. The Club currently has three CLC sites. All participants who attend any of our CLC sites need to be fully registered before your child can attend programming. Registrations forms are available at all three of our Clubhouses as well as online. Below are our three locations and other information that pertains to each site.

Locations:

Sandra M. Prescott Clubhouse: Teen Center members in grades 6th-8th. Riverview students grades 3rd-5th (If your child attends Riverview Elementary your child does not have to be enrolled in our child care program to participate in CLC.) CLC is offered Monday-Thursday from 2:30pm to 4:30pm for students in grades 6th-8th. Riverview students CLC is offered Monday/Tuesday and Thursday/Friday. There is NO CLC on Wednesday for grades 3rd-5th. All non-child care members in grades 3rd-5th cannot attend on Wednesdays.

Chelsea Clubhouse: Whitefield and Chelsea students in grades 3rd-8th. Whitefield students will be transported by RSU 12 from Whitefield Elementary to the Chelsea Clubhouse. Students can be picked up from there or be bused home. Members enrolled in our Child Care program at the Chelsea Clubhouse can also attend CLC. CLC is offered on Mondays/Tuesdays and Thursdays/Fridays from after school until 4:30pm during the school year. All non-child care members cannot attend on Wednesdays. During the summer it is offered Mondays through Thursday from 8:00am to 12:00pm. Busing is available during our summer weeks. Please check the calendar for special dates and times of program.

Windsor 21st CCLC Site: Palermo and Windsor students in grades 3rd-8th. Palermo students will be transported by RSU 12 from Palermo Elementary to the Windsor Elementary school where our program is located. Students can be picked up from there or be bused home. CLC is offered on Mondays/Tuesdays and Thursdays/Fridays from after school until 4:30pm during the school year. During the summer it is offered Mondays through Thursday from 8:00am to 12:00pm. Busing is available during our summer weeks. Please check the calendar for special dates and times of program.

Chelsea Clubhouse – Licensed Child Care - YEAR ROUND PROGRAM

Our Chelsea Clubhouse serves students age 5 to 8th Grade that attend Chelsea and Whitefield Schools year round. This is a licensed childcare program (license number 681986) located at Chelsea Elementary School. If your child attends Chelsea Elementary school, you can register for both before and after school while Whitefield students are offered ONLY after school programming at this time. Participants from both towns will have child care on vacations, workshops and, summer vacation. RSU 12 provides transportation from Whitefield Elementary to Chelsea Elementary during the school year. Parents/Guardians need to provide their own transportation home if they are a part of our child care program.

Hours of Operation

Before Care

Monday-Friday 6:30am to 8:00am

*** Hours are extended for school delays

After Care Hours

Mon, Tues, Thurs, Fri. 2:30pm to 5:30pm

Wed. 1:30pm to 5:30pm

*** Hours are extended for vacations, workshops and snow days

Summer/Vacations & No School Days Hours 6:30am to 5:30pm

Palermo Clubhouse – Licensed Child Care - YEAR ROUND PROGRAM

Our Palermo Clubhouse serves students age 5 to 8th Grade that attend Palermo Consolidated School year round. This is a licensed childcare program (license number 759475) located right in the school. The Palermo Clubhouse offers both before and after school programming as well as extended days on vacations, workshops and, summer vacations.

Hours of Operation

Before Care

Monday-Friday 6:30am to 8:00am

*** Hours are extended for school delays

After Care Hours

Mon, Tues, Thurs, Fri. 2:30pm to 5:30pm

Wed. 1:30pm to 5:30pm

*** Hours are extended for vacations, workshops and snow days

Summer/Vacations & No School Days Hours 6:30am to 5:30pm

Rights of Children/Members

All children/members attending the Club have the following rights:

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

Behavior Expectations

All members of the Club and staff deserve a positive and safe environment. All members regardless of age and staff are expected to show respect for others and their belongings by accepting the following Code of Conduct.

Code of Conduct

1. Members receives a verbal warning to discontinue disruptive behavior. A description of acceptable behavior is provided at this time.
2. Members received an appropriate break in a place away from the situation, but within sight of the staff.
3. If disruptive behavior continues, members will be removed from the activities being offered. Parent/Guardian will be given a written incident report, at the end of the day, outlining the disruptive behavior.
4. If the member's behavior is extremely disruptive or unsafe parent/guardian will be called to come and remove member from the program immediately.
5. If all of the above have been exhausted, a meeting will be set for parents/guardian, member and program director to discuss the member's continued attendance in Club programs.
6. Zero tolerance of drugs, alcohol, tobacco and violence, immediate dismissal may occur as a result of any of these issues at the Club, on Club trips or Club family functions.

Positive methods of Member Guidance

All staff members must use positive methods of member guidance which encourage self-control, self-direction, self-esteem, communication of wants and needs, and cooperation with others. Member guidance must meet the individual needs of each child.

Constructive methods include:

1. Conflict resolution
2. Encouraging the use of language skills
3. Redirecting
4. Providing choices
5. Using praise or positive reinforcement

6. Recognizing a member's strengths
7. Allowing members to take supervised breaks away for the group when needed.
8. Reminding members of expectations using positive, clear language
9. Teaching self-regulation
10. Modeling appropriate behavior, and allowing for individual differences.

Supporting Developmental Needs of Members

Referrals may be made for social, emotional, and developmental needs of members.

The following are steps that need to be taken if a referral is requested for a member.

1. The staff member and parent/guardian will have a joint verbal conversation about concerns they may have for the member. If it is in agreement the supervisor will make a referral.
2. Classroom staff are responsible for reporting concerns about any member's emotional, social, cognitive, or physical development to their supervisor.
3. After the referral is made the parent/guardian would be contacted by CDS (Child Development Services) or any other agency that they referral was made too, to discuss what options, screenings, and evaluations would be available to support the member's needs.
4. Classroom teacher and/or supervisors will attend the follow-up meetings is necessary to help the member with recommended services.

Suspension / Dismissal / Expulsion Policy

The Boys & Girls Clubs of Kennebec Valley reserves the right to dismiss or suspend enrollment of any member for the following reasons:

1. Behavioral problems that continue after being properly addressed. See Code of Conduct.
2. Non payment
3. Failure to comply with **ANY** policies in this handbook.

The decision to suspend, dismiss or expel a member from the Club will be made at a mandatory meeting convened by the Program Director and/or the Chief Executive Officer. Failure to attend this meeting will result in immediate termination of membership and/or participation in all Club programs or services.

Health & Medication

Health

1. Please keep our staff informed of the health and well-being of your child.
2. After exhibiting diarrhea, vomiting or a fever, the member may not attend or will be sent home if happens while at the Club. Keep your member home for at least 24 hours after their symptoms have passed.
3. Members should be fever free and symptom free for 24 hours without fever-reducing or any other medicine before returning to the Club.
4. A fever is defined as 100.4° F.
5. A note from the member's physician declaring the member is well and free of communicable disease may be required to return to the program at the Director's request.
6. If your member becomes ill while with us, we will contact you or the emergency contact person on registration card if you cannot be reached to pick up.
7. A health policy form will be completed by all programs part of our licensed child care programs when a member leaves the Club due to an illness both the staff and the parent/guardian must sign the form.

Medication

1. If a member needs to take medication during our hours of operation Club staff will administer prescription medication and over the counter medication with written consent from the member's doctor upon parent's/guardian's request.
2. These medications must be in the original container labeled with the physician's directions and the member's name.
3. Parents/Guardians must complete and sign a medication authorization form. If this form is not complete, the medication cannot be given to the member.
4. When medication is administered to the member staff record dose, time, and initials of the staff administering the medication on the back of the medication authorization form.
5. No over the counter medication will be given such as Tylenol, cough liquid, etc. without written consent from the member's physician.
6. All medications will be stored out of reach and in a locked area and will be administered by an adult regardless the age of the member.

Head Lice Policy

All cases of head lice need to be reported to the staff in your program as soon as you have identified the problem. The name of member will be kept confidential. All members that have head lice or nits will be sent home until they are free of both. Upon returning to the Club an experienced staff will check the member before they are allowed to return to any Club programs. ALL members must be free of nits and live lice before returning to the Club.

Cloth Diapering

Cloth diapers are welcomed at the Club. Parents/Guardians must provide enough diapers for each diaper change daily. The Club changes diapers every 2 hours. There must be a supply of disposable diapers/wipes for back-up in the classroom. If the staff does not have enough supplies needed for the day, the parent/guardian will be called to bring in what is needed. All cloth diapers/wipes need to be placed in an appropriate diaper bag supplied by the parent/guardian. Diapers must fit properly to prevent leakage. Soiled diapers/wipes must go home daily. After 3 times of the diapers being left in the classroom parents/guardians will be asked to use disposable diapers & wipes.

Program Fees – As of July 1, 2022

Infants	\$220.00 per week
Toddlers	\$200.00 per week
Early Preschool	\$195.00 per week
Preschool	\$185.00 per week
Before School	\$50.00 per week
After School	\$65.00 per week
Before & After School	\$90.00 per week
School Vacations	\$145.00 per week
Teen Center	\$100 per school year

These program fees apply to partner towns of Gardiner, West Gardiner, South Gardiner, Randolph, Pittston, Chelsea, Whitefield, Windsor, Palermo and Somerville. All other towns will be assessed an additional \$25 per program per week.

All Child Care fees are now year-round; 52 weeks of payments are expected. This includes the two weeks the Club is CLOSED for maintenance.

ACH is the only form of payment accepted at this time. The ACH form is included in the registration packet.

Registration Process

Some programs at the Club have a waitlist. Please check with Program director or the front office before enrolling into a program. All member information received is kept confidential.

1. Complete all forms in the registration packet, which includes registration form, program forms, ACH, and Food Program Eligibility form.
2. All original (no fax/email) completed forms must be submitted to the front office.
3. Some programs require a 30-minute registration meeting with program director prior to your member attending.
4. Submit verification of updated immunization records for all members 12 and under.
5. Submit birth certificate for all member's starting under the age of 6 months.
6. If your member has support staff from an outside agency complete the Child Care Assistant Personnel form.
7. Enroll in the Remind App for communications from Club staff.

How to Enroll in the Remind App

1. Download Remind App from the Google Play or the App store.
2. Open App and Create an account if you don't already have one.
3. In top left corner find the menu and Click on + add class and enter in classroom code.

OR

4. Text your classroom code to 81010 and follow instructions.

Your classroom codes can be found in your child's classroom/program space or contacting the program's director.

Staff and parent/guardian communication is done mostly through the remind app.

Parents/Guardians can speak with staff during drop off and pick up time, but this give both parents/Guardian and staff another way to communicate throughout the day.

Payment

The only method for child care or any weekly payments is ACH (Automated Clearing House). The weekly payment through debit authorizations are withdrawn directly from your account on Friday mornings. The payment that is pulled from your account is for the upcoming week of service. Any changes to your ACH need to be made **two weeks** in advance. Please contact the Chief Financial Officer to make any changes to ACH.

Childcare Assistance

If a family has member ages 12 and under and in need of assistance with the cost weekly cost the Club accepts most state funded programs. The most commonly utilized and accepted are the Child Care Subsidy Program (CCSP) and Transitional Child Care (TCC). You may qualify for Transitional Child Care (TCC) if you have received TANF in the last 12 months, or been open TCC in the last 30 days, have earnings at the time TANF closed, and are working now. If you are

receiving or have applied for assistance the CFO must receive notification from the program BEFORE your child care start unless you plan on self-paying until funding has been received.

Contact the Child Care Unit: (207)624-5200; Email: Childcare.dhhs@maine.gov; or visit your local DDHS office for more information.

If you are a parent who is working, in school, in a job training program, or a guardian that is the age of 65 with retirement documentation? See income guidelines to the below: If income eligible, you may be potentially eligible for the Child Care Subsidy Program.

Family Size	Weekly Income
1	\$690.48
2	\$902.94
3	\$1,115.39
4	\$1,327.85
5	\$1,540.30
6	\$1,752.76
7	\$1,792.59
8	\$1,832.43
9	\$1,872.26
10	\$1,912.10

(please note this chart changes annually)

There are three ways to apply for CCSP:

1. You can apply online:

<https://www.maine.gov/dhhs/ocfs/ec/occhs.step.htm>

2. Call (207) 624-7999 or 1-877-680-5866 or

3. Visit your local DHHS office for more information.

Non-Sufficient Funds (NSF)

Returned ACHs for non-sufficient funds (NSF) will be charged a \$25.00 fee on top of the returned amount.

Scholarships

United Way of Kennebec Valley scholarships are available on a limited, first come, first served basis. Scholarships are determined based on financial need. Please ask for an application if you need assistance. Application packets must be complete in order to be processed.

Storm Days, Power Outages and State of Emergency

Child Care programs (infant through 5th Grade) will be open on storm days unless power outages or treacherous road conditions warrant closure. Closure announcements will be made on 92 Moose, WABK, Channel 6, Channel 13, remind app and our Facebook page by 6:00 a.m.

Members are still obligated to pay for storm days.

Teen Center and 21st Century Learning Centers are closed on storm days.

If a power outage, severe storms, public health issue such as COVID-19 or other emergency occurs while during our hours of operation, the Club will remain open until parents/guardians can pick up. The Club reserves the right to close for any reason deemed an emergency.

Child and Adult Care Food Program (CACFP) & At-Risk Meal Program

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency where

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/1/2022

they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C.

20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

If you wish to file a discrimination complaint electronically, please select **File a Complaint** and complete an intake questionnaire. Before completing this process, it may be helpful to review relevant links under Guidance. If you are not sure how the Maine Human Rights Act may apply to, you please review the publication "[What It Is! How It Works!](#)". Maine is an equal opportunity provider and employer.

Food program applications must accompany registration cards for all members, even if the applicant does not meet income eligibility for the food program.

Food Allergies

Parents/Guardians need to notify the front office or the Food Service Director as soon as possible if their member has a food allergy. The Club must have a completed Dietary Restriction and Substitution Statement with a physician's signature before the Club can provide alternate meals. Alternative meals will not be provided by the Club if food substitutions are by choice. Meals and snacks can be provided by parent/guardian on any or all occasions.

Food from Home & Treats from Home

Nutritious meals from home can be brought to the Club and eaten in replace of any Club meal. Some members enrolled in our programs have food allergies. Please check with program staff before sending your member with any food. Members enrolled in our Early Preschool through Teen Center that bring a meal from home, please make sure that it is stored properly in a lunchbox, container or bag with an ice pack. We do not offer refrigeration for meals from home for Early Preschool through Teen Center groups. For infant and toddler programs meals need to be packaged in a closed container with a label that has the members name and the date it was prepared. We are able to refrigerate meal until meal time. All meals brought to the Club need to be fully prepared and ready to be served. Club staff does not prepare any food from home. All

treats for special occasions and Holiday parties are welcomed at the Club, but we ask that NO homemade treats be brought into the Club. All treats need to be prepackaged or made in our kitchen. Please check with staff before bringing anything in for Holiday parties or special occasions.

Summer Food Service Program

The Summer Food Service Program (SFSP) was established to ensure that children continue to receive nutritious meals when school is not in session. The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the SFSP at the national level and the State of Maine Department of Education at the State level. This program reimburses a portion of the expenses related to providing a healthy lunch and afternoon snack to all children age 18 and under. The Boys & Girls Clubs of Kennebec Valley is an open summer feeding site.

Drug and Alcohol Free Environment

The Boys & Girls Clubs of Kennebec Valley is dedicated to providing its employees, members, and visitors with a safe and healthy environment. BGCKV is a 100% smoke and tobacco-free campus, effective since 2003.

The Boys & Girls Clubs of Kennebec Valley recognizes that smoking and the use of tobacco products on our grounds is detrimental to the health and safety of everyone. This institution supports an environment where employees, members and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free. Therefore, **the Boys & Girls Clubs of Kennebec Valley** has adopted a 100% tobacco-free campus policy, that exceeds state law (22 M.R.S.A. § 1580-A).

This policy prohibits all smoking and the use of all tobacco:

In all **Boys & Girls Clubs of Kennebec Valley** owned, leased and affiliated buildings.

On all **Boys & Girls Clubs of Kennebec Valley** owned or leased grounds.

At all **Boys & Girls Clubs of Kennebec Valley** sponsored events– both indoor and outdoor.

In all **Boys & Girls Clubs of Kennebec Valley** owned, leased or rented vehicles.

In all personal vehicles parked on **Boys & Girls Clubs of Kennebec Valley** owned, leased and affiliated property. At all events hosted or organized by **Boys & Girls Clubs of Kennebec Valley**.

The smoke and tobacco-free campus policy applies to all employees and visitors including organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events and/or cultural events using **Boys & Girls Clubs of Kennebec Valley** owned, leased and affiliated property are required to abide by **Boys & Girls Clubs of Kennebec Valley's** smoke and tobacco-free policy.

DEFINITIONS

“Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of

smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs are also included in this policy.

“Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, ehookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

PROCEDURES

This policy will be communicated through tobacco-free signs posted at all property entrances and throughout the facility, through employee education, including being written into training manuals and new employee orientation. Everyone is required to comply with **Boys & Girls Clubs of Kennebec Valley** tobacco-free policy. Enforcement of this policy will follow the standard procedures of the facility. Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco Helpline (1-800-207-1230), will be made available for tobacco users who are interested in quitting.

Concealed Weapons

The Club does not allow any concealed weapons on Club ground or in the buildings used by any Clubhouses except by law enforcement officers.

Transportation to and from school

MSAD 11 and RSU 12 provide transportation. Members are the responsibility of MSAD 11 or RSU 12 from the time they board the bus until they are dropped off at school or at the Club.

In the event a member doesn't return to the Club on the bus as planned, the following will occur:

1. MSAD 11 and RSU 12 transportation will be contacted to see if the member was dropped off at a different location.
2. Parents/Guardians will be contacted to clarify that the child should have gotten off the bus at the Club.

Arrival & Departure

Your member has the right to be safe and protected, therefore we require:

- The Club uses electronic attendance, please use scan card when available.
- Entrance to the Club's is through the front doors of the building.
- Parents/Guardians are asked to be dressed appropriately while at the Club.
- If your member will not be attending for any reason, please call the Club and inform staff of their absence. We are required by the State of Maine Child Care Subsidy Program to report two unexplained absences within one month.
- Please turn off your vehicle when dropping off and picking up. We do not want the liability of anyone getting injured by an unattended vehicle.

- Any member that is registered in any of our child care programs may not leave the building by him/herself or with someone who is not listed on the member's registration form. A phone call or written permission from the parent will be expected when a situation should arise.
- Only adults over the **age of 18** may sign a child in and out.
- All programs close promptly at 5:30 p.m. If other pick up arrangements have been made a signed and dated note from the member's parent/guardian is required. The person may need to provide identification such as a driver's license or state I.D.
- Late pick up is not an option. Late pick up will result in immediate termination from Club programs.
- As a licensed child care we DO NOT have the right to refuse pick up by a parent/guardian unless there is a court order.
- If a parent/guardian picks up a member and appears to be under the influence of drugs and/or alcohol authorities will be called.

Respect and Safety

All members and staff at the Boys & Girls Clubs of Kennebec Valley deserve a positive and safe environment. All participants are asked to show respect for others and their belongings.

Emergency and Important Information

The Club must be notified of any changes to emergency numbers and/or pertinent information as soon as possible. It is very important to have phone numbers and information that are up to date and someone available to respond in the event of an emergency. The Club's emergency operations manual is available to any parent to review.

Fire Drills / Emergency Evacuation Plan

Fire drills are preformed monthly at the Club. We also do two evacuation emergency drills annually to help us practice how to transition the children and staff safely out to the building in the event of an emergency. If there was an actual emergency and we needed to evacuate the building parent would be informed as soon as the children and staff are in a safe location. Each Clubhouse has a designated location offsite if members need to be relocated. If we need to relocate to a location further away, we would use MSAD 11 or RSU 12 Transportation to move to a safer location. Emergency information may be transmitted through the Remind App or telephone.

Toys and Personal Items from Home

We ask that all members leave toys and personal items at home. Child Care members (K-5) may not use cell phones, mp3 players/iPods, DS's or any other such electronic devices while in our care. The Club is not responsible for any lost or stolen items while in our care.

Sunscreen Policy

All members 6mo and up will be sun screened when going outside unless parents/guardians specify on the registration form. The Club does provide sunscreen but parents/guardians can provide their own if preferred as long as it is not aerosol/spray on sunscreen due to some children's health conditions.

Bug Spray Policy

Members can apply bug spray before arriving at the Club. The Club does not allow members to bring bug spray or apply bug spray while in care. Please leave all bug sprays at home.

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/1/2022

Field Trip Restroom Policy

If a member has to use the restroom while the bus is in transit they will need to wait until the bus driver can get off the next exit or next available restroom. The bus will not pull over to the side of the road nor are members allowed to urinate in containers on the bus. If a member has an accident on the bus it will be dealt with as quietly as possible.

Water Safety Policy / Field Trip Policy / Emergency Water Plan

During summer days or in hot weather members can participate in water play which include but not limited to water table, wading pools, slip and slide, water slides, or attend a field trip to the beach. Parents will have advanced notice of the location and times if any member attends a field trip. All members that participate in water play while onsite will be supervised by a staff who is water safety certified. All beach trips must have a lifeguard on duty either provided by the Club or by the beach that is not counted in the childcare ratio or members cannot attend. While members are participating in any kind of water play staff must check the water safety checklist before entering the body of water. Once a month both staff and members will complete a water evacuation drill. If an emergency does occur during water play staff will alert the members with an emergency alarm. The members will then evacuate the water and proceed to their safety area. The safety area is located where towels and other belongings are kept during water play. If the emergency causes members to relocate to another safety area staff will lead members back to the bus or to an area away from the grounds. Once the members are safe families will be notified. Child care members are asked to wear Club shirts while on field trips at all times.

Toileting

All members enrolled in our Preschool through Teen Center programs must be completely toilet trained in order to enroll. If an accident were to occur, the parent/guardian may be called to come to the Club and take care of the situation.

Staff Qualifications

As professionals, we take pride in sharing with families the responsibility of providing love and support for each member in our care. Each member is supported in a secure, nurturing environment. Their environment encourages healthy, social, emotional, physical and intellectual development. Our staff are CPR and 1st Aid certified. All Staff are required participate in a number of training hours each year. Some courses are through Maine Roads to Quality and Care Courses. Fulltime Staff are required 30 hours of training while part-time staff need 18 hours. All of our staff meet the qualifications set forth by the Department of Health & Human Services Licensing Guidelines.

Child Abuse and Neglect

As required by the State of Maine Child Care Licensing, if staff has a strong reason to suspect child abuse and neglect, the situation will be reported to the State of Maine Department of Protective Services with or without prior parental notification. Parental notification will depend on the nature of the situation. All staff are mandated reporters of suspected cases of child abuse and neglect. A copy of the State of Maine Care Licensing Regulations regarding abuse and neglect is available in the main office.

Report of Child Death and Serious Injury

In the case of a serious injury that requires medical care by a licensed provider or a death of a child at our facility first emergency personal would be call followed by the parent/guardian next the Club must notify the Department of Child Care Licensing.

Leaving the Program

When withdrawing a member from any Club program, we require parents/guardians to complete a two week notice form. Payment is expected for the last two weeks of care even if your member does not attend. When leaving the Boys & Girls Clubs of Kennebec Valley, you must be in good standing to enroll at a later date and/or to participate in any sports programs affiliated with the Club.

Appropriate Attire

All members and parents/guardians need to wear appropriate attire while at the Club. We have all age groups here at the Club. All programs go outside throughout the entire year and need to come to the Club prepared. We understand that not all members are comfortable in bathing suits while on field trips or onsite. Shorts and t-shirts can be worn in place. Children should not be wearing long pants and sweatshirts on a hot summer day. There are many health risks that accompany over and under dressing. Members may be sent home if they do not come prepared or if they are not willing to change into appropriate clothing.

Computer Use

The Gardiner Clubhouse has wireless internet for Teen Center members. The Club's policy is very similar to MSAD 11's policy. The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with The Club's policies and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

Electronic Device Use is a Privilege, Not a Right. This includes the use of personal cell phones while at the Club.

Member use of The Club's computers, school laptops, cell phones, tablets, any Internet capable devices, networks, and Internet services is a privilege, not a right. Compliance with the Club's policies and rules concerning computer/Internet use is mandatory. Members who violate these policies and rules may have their Internet/computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The Program Director/Director of Operations/Chief Professional Officer shall have the final authority to decide whether a member's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case. All Club policies, rules and expectations concerning member conduct and communications apply when members are using computers/Internet. Members are also expected to comply with all specific instructions of staff or volunteers when using the computers/internet at the Club.

The Club uses filtering technology designed to block materials that are obscene or harmful to minors and child pornography. Although the Club takes precautions to supervise member's use of the internet, parents should be aware the Club can't reasonably prevent all instances of inappropriate computer and internet use by members. The Club is not responsible for the accuracy or quality of information that students obtain through the Internet while at the Club.

All members enrolled in MSAD 11 & RSU 12 schools have been educated about online behavior, including interacting on social networking sites, chat rooms, the dangers of engaging in "hacking" and

other unlawful online activities and issues surrounding “sexting” and issues surrounding cyber bullying awareness and response. The Club expects the same Internet use behavior at the Club as when the member is in school.

Prohibited Use

The user is responsible for his/her actions and activities involving the computers, equipment, networks, and Internet services. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

Accessing Inappropriate Materials—submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

Illegal Activities- use of the Clubs computers, networks, and Internet services for any illegal activity or that violates other Club policies, procedures and/or Club rules.

Violating Copyrights– Copying or downloading copyrighted materials without the owner’s permission.

Plagiarism– Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in school work, the author, publisher and web site must be identified.

Copying Software– Copying or downloading software without the express authorization of the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties.

Malicious Use/Vandalism– Any malicious use, disruption, altering, or harm to Club computers, software, equipment, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

Unauthorized access to Chat Rooms/News Groups/Blogs/Networking/Email sites. Accessing chat rooms or news groups without specific authorization from the supervising staff.

Zero Electronic Device Use Privacy

The Club retains control, custody, and supervision of all computers used at the Club including school laptops, cell phone, tablets and other internet capable devices from home. The Club reserves the right to monitor all computers/devices and Internet activity by members. Members have no expectation of privacy in their use of computers, including e-mail and stored files.

Member Security

A member shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising staff. Members should never meet people they have contacted through the Internet without parental permission. Members should inform their supervising staff if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

Club Sports Programs

Fall

Youth Soccer—Age 3 through 6th Grade

Youth Cheering—Kindergarten through 5th Grade

Basketball

Spring

Youth Lacrosse—Kindergarten through 8th Grade

Youth Softball—Age 6 through 12

Basketball

All sports forms will be posted on the Club website.

Registration announcements will be posted on Facebook.

The Boys & Girls Clubs of Kennebec Valley reserves the right to amend or add policies under special circumstances. Parent/guardians will be given written notice of all policy changes.



STATE OF MAINE
DEPARTMENT OF EDUCATION
CHILD NUTRITION
23 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0023

For Use in **CHILD CARE CENTERS**
July 1, 2022 to June 30, 2023

Dear Parent:

The Child Care Center in which you are enrolling your child participates in the U.S. Department of Agriculture's Child and Adult Care Food Program. This means the Center must serve meals and supplements that meet or exceed the nutritional requirements set forth by the U.S. Government.

In return for serving meals and supplements that meet these requirements, the Center receives payment from the USDA based on the income levels of the families being served. The higher the number of children served by the Center who come from low-income households, the higher is the level of reimbursement received by the Center for the meals and supplements it serves.

In order to determine the level of reimbursement to be received by the Center for meals or supplements served to your child, USDA requests you to complete the attached application and to include all of the following information on the appropriate lines.

1. The name and age of the child for whom you are making application.
2. If the child for whom you are making application, or any other person in your household, is a member of a Supplemental Nutrition Assistance Program (SNAP) Household (formerly known as Food Stamps), Temporary Assistance to Needy Families (TANF) Assistance Unit or a household that receives benefits under the Food Distribution Program on Indian Reservations (FDPIR), you may give their SNAP, TANF or FDPIR case number in PART I and then skip to PART III.
3. IN PART II you must include the name of each person living in the "household". A "household" is any group of persons living together sharing income and living expenses. These persons may or may not all be related to each other.
4. The last four (4) digits of the Social Security number of the household member or guardian who signs the application form.
5. The total income, before deductions, from all sources, for all persons living in the household.
6. The signature, address, and telephone number of the person completing the application form. The date the form was signed must also be included.

By regulation, if any of the above required information is not included on the application form, the Center has to consider your child to be in that category of eligibility which qualifies it to receive the lowest level of payment for the meals and supplements your child will receive.

The following chart shows the upper income level for the ‘Tier I’ category for the period **July 1, 2022 to June 30, 2023**. If the total income for your household size is equal to or less than the amount shown, the center serving your child will be able to receive the Tier I, or highest, level of reimbursement for meals or supplements served to your child.

Eligibility Scale for “Reduced-Price” Meals

Family Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
Each Additional Family Member	8,732	728	364	336	168

If a member of your household becomes unemployed, your child may become eligible for “Free” or “Reduced-Price” meals during the period of unemployment, provided the loss of income causes the household income to fall within the eligibility guidelines for your household size.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (voice) or (800) 877-8339 (TTY) or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Thank you.

Sincerely,

Staff:
Child and Adult Care Food Program

**APPLICATION FOR "FREE" OR "REDUCED-PRICE" MEALS
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**

CHILD FOR WHOM APPLICATION IS BEING MADE: Name: _____ Age: _____

Days of the Week in Care	Hours in Care (i.e. 7:30 – 5:00)	Meals Received While in Care*							
<input type="checkbox"/> Monday		<input type="checkbox"/> Br	<input type="checkbox"/> AM S	<input type="checkbox"/> Lu	<input type="checkbox"/> PM S	<input type="checkbox"/> Su	<input type="checkbox"/> E S	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tuesday		<input type="checkbox"/> Br	<input type="checkbox"/> AM S	<input type="checkbox"/> Lu	<input type="checkbox"/> PM S	<input type="checkbox"/> Su	<input type="checkbox"/> E S	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wednesday		<input type="checkbox"/> Br	<input type="checkbox"/> AM S	<input type="checkbox"/> Lu	<input type="checkbox"/> PM S	<input type="checkbox"/> Su	<input type="checkbox"/> E S	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thursday		<input type="checkbox"/> Br	<input type="checkbox"/> AM S	<input type="checkbox"/> Lu	<input type="checkbox"/> PM S	<input type="checkbox"/> Su	<input type="checkbox"/> E S	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Friday		<input type="checkbox"/> Br	<input type="checkbox"/> AM S	<input type="checkbox"/> Lu	<input type="checkbox"/> PM S	<input type="checkbox"/> Su	<input type="checkbox"/> E S	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Saturday		<input type="checkbox"/> Br	<input type="checkbox"/> AM S	<input type="checkbox"/> Lu	<input type="checkbox"/> PM S	<input type="checkbox"/> Su	<input type="checkbox"/> E S	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sunday		<input type="checkbox"/> Br	<input type="checkbox"/> AM S	<input type="checkbox"/> Lu	<input type="checkbox"/> PM S	<input type="checkbox"/> Su	<input type="checkbox"/> E S	<input type="checkbox"/>	<input type="checkbox"/>

* Br = Breakfast AM S = AM Snack Lu = Lunch PM S = PM Snack Su = Supper E S = Evening Snack

NOTE: If you are applying for CACFP benefits on behalf of a Foster Child, please check this box and notify the person to whom you return this form. Foster Child

PART I: HOUSEHOLDS RECEIVING SNAP, TANF OR FDPIR BENEFITS:

If you, your child, or any other person living in your household, currently receives SNAP, TANF or FDPIR benefits, please provide their SNAP, TANF or FDPIR case number. DO NOT COMPLETE Part II; skip to Part III. Part III must include the **printed name** and **signature of the adult who completes this application**. The **date the application was completed** needs to be included also.

- (a) YES: A member of this household receives SNAP, TANF or FDPIR benefits.
- (b) SNAP Case Number: # _____ (**not** EBT number)
- (c) TANF Case Number: # _____
- (d) FDPIR Case Number: # _____

If applicable, your child's Free or Reduced-Price meal eligibility information will be disclosed to Medicaid and/or SCHIP unless you elect not to have the information disclosed. The information will be used to identify children eligible for, and to seek to enroll children in, a health insurance program. Your decision on whether to disclose this information will not affect your child's eligibility for Free or Reduced-Price meals.

If you elect not to have this information disclosed to Medicaid and/or SCHIP, please check this box:

NOTE #1:

If no one in your household receives SNAP, TANF or FDPIR benefits, or if you do not provide their case number, you must complete Part II and Part III in order for your child to qualify for either "Free" or "Reduced-Price" meals. **You must also include the last four (4) digits of your Social Security Number on the line next to your signature.**

PART II: ALL OTHER HOUSEHOLDS:

(a) **Household Members:** List the name of every person living in your household. **Be sure to include yourself and the child listed above.**

(b) **Social Security Number:** Section 9 of the National School Lunch Act requires that, unless a SNAP or TANF case number is provided for your child, you must include the last four (4) digits of your Social Security number on the application. This must be the Social Security number of the adult household member signing the application. If the adult household member signing the application does not possess a Social Security number, he/she must indicate so on the application. Provision of a Social Security number is not mandatory, but if the last four (4) digits of the adult household member's Social Security number is not provided or an indication is not made that the adult household member signing the application does not have one, the application cannot be approved. This notice must be brought to the attention of the household member whose Social Security number is disclosed. The Social Security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits and investigations and may include contacting employers to determine income, contacting a SNAP, Indian Tribal Organization or Welfare Office to determine current certification for receipt of SNAP, FDPIR or TANF benefits, contacting the State Employment Security Office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal action if incorrect information is reported.

(C) **Income:** List all income from all sources received last month on the same line as the name of the person who received it. Income must be gross, that is, it must be the amount received before deductions for taxes, Social Security, dues, insurance, etc. List each amount under the correct column. *If you are in the Military Privatized Housing Initiative or receive combat pay, please do not include these allowances as income.*

LIST ALL HOUSEHOLD MEMBERS:

Names of Household Members:	Age	Monthly Gross Wages or Net Self-Employment	Monthly TANF, Alimony, Welfare, Child Support	Monthly Pensions, SSI, Social Security, Workers Comp, Unemployment Comp, Insurance & Retirement
1.				
2.				
3.				
4.				
5.				
6.				
(Note: Weekly income x 4.333 weeks; Bi-weekly income x 2.15 weeks) TOTAL MONTHLY HOUSEHOLD INCOME:				

PART III:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (voice) or (800) 877-8339 (TTY) or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

PENALTIES FOR MISREPRESENTATION: I certify that all of the above information is true and correct and that all income is reported. I understand this information is being given in connection with the receipt of Federal Funds and Program Officials may verify the information on the application and that deliberate misrepresentation of any of the information on this application may subject me to prosecution under applicable State and Federal Criminal Statutes.

(PRINT NAME OF ADULT)	(LAST 4 DIGITS OF SS#)	(SIGNATURE OF ADULT)	(DATE)
<input type="checkbox"/> I do not have a social security number			
(HOUSEHOLD ADDRESS OF ADULT)		(HOME PHONE)	(WORK PHONE)
ALL HOUSEHOLDS: Racial/Ethnic Identity: * 1. Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino *This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws. Your response will not affect consideration of your application. If you decline to self-identify your child's race and ethnicity, a visual identification will be made and recorded.		2. Race (mark one or more): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	

THIS PORTION MUST BE COMPLETED BY CHILD CARE CENTER PERSONNEL:

Signature: _____ Date: _____

Child's Eligibility Category (Circle One): Free Reduced-Price Paid

2022-2023 Membership Form



**BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY**

Gardiner Clubhouse

- Infant
- Toddler
- Early Preschool
- Preschool
- K-1
 - Before School
 - After School
 - Before & After
- School Age 2-5
 - Before School
 - After School
 - Before & After
- Teen Center 6th-12th
 - Tutoring 6th-8th

Offsite Childcare –

K-8th Grade Year Round Program

- Chelsea/ Whitefield** **Palermo**
- Before School
- After School
- After School + CLC Tutoring (3rd-8th)
- Before & After School
- B & A Childcare + CLC Tutoring (3rd-8th)

Chelsea-Whitefield / Windsor-Palermo / Riverview School CLC

After School ONLY FREE TUTORING

- Chelsea – Grades 3rd-8th – NO Wednesday
- Windsor – Grades 3rd-8th – NO Wednesday
- Riverview - Grades 3rd-5th – NO Friday

BGC Experience ages 14 to 24 FREE

- Kennebec County
- Waldo County
- Sagadahoc County

MEMBERS INFORMATION

First Name: _____ Middle: _____ Last: _____ Age: _____

DOB (mm/dd/yyyy): ____/____/____ Gender: Male Female Transgender Non-Binary

Address: _____ City: _____

State: _____ Zip: _____ Home Phone: _____ Shirt Size: _____

Name of School: _____ Grade Fall 22' _____ Teacher/Team: _____

IS THIS CHILD A SWIMMER? YES NO If Yes, what level: Beginner Intermediate Advance

CHILD CARE ONLY: The Club has my permission to apply sunscreen on my child? Y / N

Comments: _____

THE INFORMATION BELOW IS USED FOR GRANTS & BGCKV FUNDING

How many people are in Household? _____ **State Programs:** SSDI Under \$30,000 Participant Lives with:

Is Member US Citizen?	Race-Nationality:	<input type="checkbox"/> SNAP (Food Stamps)	<input type="checkbox"/> \$30,001-\$40,000	<input type="checkbox"/> Mother ONLY
<input type="checkbox"/> YES	<input type="checkbox"/> African American	<input type="checkbox"/> SSI	<input type="checkbox"/> \$40,001-\$50,000	<input type="checkbox"/> Father ONLY
<input type="checkbox"/> NO	<input type="checkbox"/> Native American	<input type="checkbox"/> TANF	<input type="checkbox"/> \$50,001-\$60,000	<input type="checkbox"/> Both Parents
	<input type="checkbox"/> Asian	<input type="checkbox"/> Free School Lunch	<input type="checkbox"/> \$60,001-\$70,000	<input type="checkbox"/> Shared/Joint Custody
	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Reduced School Lunch	<input type="checkbox"/> \$70,001-\$80,000	<input type="checkbox"/> Parent/Step Parents
	<input type="checkbox"/> White	<input type="checkbox"/> Day Care Voucher	<input type="checkbox"/> \$80,001-\$90,000	<input type="checkbox"/> Other Relatives
	<input type="checkbox"/> Multi-Racial		<input type="checkbox"/> \$90,001 +	<input type="checkbox"/> Foster Care
				<input type="checkbox"/> Grandparent

PARENT/GUARDIAN'S INFORMATION: Please Print

Parent/Guardian Name: _____ Cell Phone: _____

Email: _____ Do you Reside with member: YES NO

If No, Address: _____

Employer: _____ Work Phone: _____

Have you ever been Active Military? Y / N If Yes Branch _____ Year Active _____

Parent/Guardian Name: _____ Cell Phone: _____

Email: _____ Do you Reside with member: YES NO

If No, Address: _____

Employer: _____ Work Phone: _____

Have you ever been Active Military? Y / N If Yes Branch _____ Year Active _____

EMERGENCY CONTACTS/PICK UP LIST

This is someone who can assume temporary care of your child if we cannot reach you.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

MEDICAL INFORMATION

Doctor's Name: _____ Phone: _____

Dentist's Name: _____ Phone: _____

Allergies: Please List _____

Medication: Please List _____

Reasons for Medication: _____

Dietary Restrictions or Needs: _____

Does this member receive any services? (OT, PT, Case Management? If Yes, What? _____

RELEASE INFORMATION

MEDICAL TREATMENT

_____ I give permission to the Boys & Girls Clubs of Kennebec Valley to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment. That includes emergency transportation.

SURVEYS AND QUESTIONNAIRES

_____ I, the parent/guardian of the minor child listed on this application, give permission for the Boys & Girls Clubs of Kennebec Valley to survey my child about his or her Club experience and behaviors, skills and attitudes using Boys & Girls Clubs of America's Youth Development Outcome Measurement Tool Kits surveys or other survey instruments.

SCHOOL INFORMATION

_____ I give my permission to the Boys & Girls Clubs of Kennebec Valley and my child's School to exchange information (such as standard test scores, grades, MEDMSID'S and Free/Reduced status) regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Clubs and in life. This release is valid for one year and may be revoked at any time by contacting the Boys & Girls Clubs of Kennebec Valley in writing.

EQUIPMENT USAGE

_____ My child has permission to use any/all age-appropriate equipment while they are attending the Boys & Girls Clubs of Kennebec Valley.

MISCELLANEOUS

_____ I understand the Boys & Girls Clubs of Kennebec Valley is not responsible for lost or stolen items.

_____ I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Clubs of Kennebec Valley and its activities.

_____ I give the Boys & Girls Clubs of Kennebec Valley permission to take my child on scheduled field trips such as or including swimming and or wading activities.

_____ I have read this form and completed it to my full potential. I have also read and understand the Boys & Girls Clubs of Kennebec Valley program handbook.

_____ I understand that all BGCKV programs are powered by Project Learn a BGCA program. Project Learn reinforces the academic enrichment and school engagement of young people during the time they spend at the Club

PAYMENT POLICY

_____ As stated in our handbook **all payments are due by 9:00 am every Friday to the Gardiner Clubhouse**. This payment is for the upcoming week of service. Payments are processed on Friday.

Payments are done **ONLY** ACH Debit Authorization. ACH returned non-sufficient funds (NSF) will be charged a \$25.00 fee.

Thank you for adhering to this policy. We appreciate your understanding of the need for payments to be made in full and on time.

SCHOOL AGE ONLY – Kindergarten -5th Grade

MENTORING PROGRAM

_____ I understand that my school age child will participate in the OJP mentoring program onsite at the Club during the school year.

_____ I understand that the staff of the Club will provide ongoing monitoring during mentor activities.

TEEN CENTER ONLY

COMPUTER POLICY

_____ I have read the computer use policy which is located in the handbook. I agreed to let my Teen Center child use the wireless internet at the Club for social and school purposes.

OPEN DOOR POLICY

_____ I understand that **ALL** Teen Center members will be **Open Door**. Our open door policy states members may arrive and depart from the Club on their own; however, child must sign in and out. The Club will not be responsible once the child has signed out.

TEEN CENTER PAYMENT

_____ I am unable to afford the Teen Center payment for the 2022-2023 School year

_____ My child turns 14 during the 2022-2033 school year.

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Clubs of Kennebec Valley, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organization such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury and any claim of damages resulting from use of facilities owned or controlled by the above organization, or participation in activities of said organizations either at or away from the Club.

Parent/Guardian Signature: _____ Date _____

PLEASE PRINT NAME: _____

ALL FORMS NEED TO BE RETURNED TO THE CLUB WITH 1ST WEEK PAYMENT TO COMPLETE MEMBER REGISTRATION

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY

Sandra M. Prescott Clubhouse, Chelsea Clubhouse, and Palermo Clubhouse

Debit Authorization

I (we) hereby authorize the Boys & Girls Clubs of Kennebec Valley, to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account for payment of child care. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. I (we) understand the Boys & Girls Clubs of Kennebec Valley will process the debit entry prior to 2:00pm on Thursdays.

(Financial Institution Name) _____ (Branch)

(Address) _____ (City/State) _____ (Zip)

(Routing Number) _____ (Account Number)

Type of Acct: Checking _____ Savings _____

Weekly Payment Amount \$ _____

This authority is to remain in full force and in effect until the Boys & Girls Clubs of Kennebec Valley has received a two-week written notification from me (or either one of us) of its termination.

Print Individual Name: _____

Signature: _____

Date: _____

PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM!

BGCKV Palermo Clubhouse
501 ME-3 Palermo, ME 04354
207-592-1233

BGCKV Sandra M. Prescott Clubhouse
14 Pray St. Gardiner, ME 04345
Phone 207-582-8458 Fax 207-582-7902

BGCKV Chelsea Clubhouse
566 Togus Rd. Chelsea, ME 04330
207-215- 4193