



CITY OF BANGOR
PARKS & RECREATION



Parent Handbook

Greetings Parents & Caregivers,

Welcome to Bangor Parks & Recreation Department's Kids Cave Before and After School Programs! Our Pre K thru 5th grade program runs from September-June. Our goal is to provide your child with a variety of active, educational and fun activities to challenge their minds and expand their interests. Please feel free to contact us if you have any questions, comments or concerns. We look forward to working with you and your family.

Please use the Kids Cave Phone Number for all daily updates regarding your child.

207-307-1571

Trisha Cummings
Childcare Coordinator

207-992-4490

Trisha.Cummings@bangormaine.gov

BEFORE & AFTER SCHOOL CARE OPTIONS

Program Location

647 Main Street
Bangor, Maine
207-307-1571 (Kids Cave cell phone)
207-992-4490 (Parks & Recreation main office)

Program Hours

Before School: 6:45 am - 9:00 am
After School: Bus Arrival - 5:30 pm
Vacations: 7:30 am - 5:30 pm
Snow Days: 7:30 am - 5:30pm

Our Kid's Cave schedule is based on the last day of school and not calendar year

Before School

- Includes busing from Parks & Recreation to school
- Hours include 6:45AM - 9:00 AM
- See Insert for Rates
- Auto Pay option only

Before School Plus

- Includes busing from Parks and Recreation to school
- Hours include 6:45 AM - 9:00 AM
- See Insert for Rates
- Auto Pay Option Only
- PLUS: Includes vacation days, In Service Days and Snow Days

After School

- Includes busing from school to Parks & Recreation
- Hours include 3:00PM—5:30PM
- See Insert for Rate
- Auto Pay option only

After School Plus

- Includes busing from school to Parks and Recreation
- Hours include 3:00PM to 5:30 PM
- See Insert for Rates
- Auto Pay Option Only
- PLUS: Includes vacation days, In Service Days and Snow Days

Whole Enchilada

- Includes busing from Parks & Recreation to school
- Includes busing from school to Parks & Recreation
- Includes Before School & After School care, all vacation & in-service days, and all snow days
- See Insert for Rates
- **Auto Pay** option only
- Only Option that provides services for ALL Kid's Cave Hours



POLICIES & PROCEDURES

CHILD EXPECTATIONS

Behavior

Behavior which seriously interferes with a positive program experience for other participants may result in dismissal and/or suspension from the program. Bullying, teasing, verbal, and physical misconduct are not tolerated.

Physical Contact

Appropriate physical contact includes high-fives, fist-bumps and hugs when asked. Unwanted or inappropriate touch is not tolerated.

Physical Misconduct

Physical misconduct such as violent outbursts, hitting, punching, kicking, slapping, throwing, or any other physical aggression is not tolerated.

Verbal Misconduct

Any use of violent, inappropriate or suggestive language including threats, teasing, or bullying is not tolerated.

Suspension and Dismissal

We reserve the right to dismiss and/or suspend your child from the programs in the following situations:

- Your account becomes more than two weeks delinquent
- Your child is picked up late more than three times
- Required forms are not completed
- Repeated unsafe behaviors
- Failure to comply with program policies and expectations

PARENT RESPONSIBILITIES

Parent Etiquette

Parents are expected to act in a courteous and respectful manner towards Kids Cave Staff and other participants of the program. Any questions or concerns with billing, registrations, cancellations, or child's behavior will be directed to the Childcare Coordinator. Repeated failure to comply with our policies and expectations may result in the removal of your child from the programs.

Auto Payment

Auto pay allows you to make automatic weekly payments over the course of the school year towards your bill. Your credit/debit card will be billed **EVERY Sunday** starting the first week your child attends until your balance is paid off.

Cancellations

- Automatic \$20 Processing Fee for each week cancelled
- Bangor Parks and Recreation requires a two week notice for cancellations
- A cancellation form must be filled out on our website in order for weeks to be cancelled
- **If the cancellation is received without a two-week notice, you will be required to pay for those weeks**

Forms

Emergency Information, Authorized Pick-Up, Field Trip/Movie Permission Slip, and Liability/Photo Release forms must be completed prior to participation in the program.

Drop-off & Pick-up

- All children **MUST** be walked in by a parent/guardian and signed in with Kids Cave Staff
- Children in the Before School program must be dropped off no later than 8:15am to get on the bus
- All children must be signed out at the end of the day. We will not release your child to anyone who is not authorized on your pick-up list. Anyone picking up your child must bring a photo I.D. Please notify us of changes by completing an update form.
- A late fee of \$15 for each 15 minutes late will be charged to your account if you are late picking your child up. Excessive late pick-ups may result in your child being removed from the program.
- Please call 207-307-1571 if you will be late

Medical Conditions & Allergies

Please let us know of any medical conditions or allergies your child may have.

Medications

Kids Cave Staff are not authorized to administer any medication to any child without a completed medical form.

Illness

For the safety of all program participants, we reserve the right to send your child home if he/she becomes ill. We will notify you if your child:

- Has a fever
- Is vomiting
- Has a rash
- Has an earache
- Has live lice or evidence of bedbugs or flea bites
- Experiences uncontrolled coughing, persistent crying, or difficulty breathing
- Deep cough

Lost Items

Please label all personal items. Any items left in the lost and found for an extended period will be donated to local charity. We are not responsible for lost or damaged items.

Policy Changes

We reserve the right to change the policies in this handbook at any time. You will be notified of any changes that may occur during the school year.





Before & After School

2024-2025

DATES TO REMEMBER:

- *First Day of School: September 3rd, 2024*
- *Thanksgiving Break: November 28th-November 30th*
- *Winter Break: December 23rd– January 2nd, 2025*
- *February Break: February 19h-February 21st 2025*
- *Teacher's In-service Day: March 14th, 2025*
- *April Break: April 22nd– April 25th 2025*
- *Last Day of School (Subject to Change): June 20th, 2025*

KIDS CAVE IS CLOSED:

- *Monday, September 3rd, 2024*
- *Monday, October 14th, 2024*
- *Friday, November 11th, 2024*
- *Thursday, November 28th, 2024*
- *Friday, November 29th, 2024*
- *Tuesday, December 24th, 2024*
- *Wednesday, December 25th, 2024*
- *Wednesday, January 1st, 2025*
- *Monday, January 20th, 2025*
- *Monday, February 17th, 2025*
- *Monday, April 21st, 2025*
- *Monday, May 26th, 2025*



CITY OF BANGOR
PARKS AND RECREATION

BEFORE & AFTER SCHOOL PROGRAMS

2023-2024

REGISTRATION

Registrations can be made online or at Bangor Parks & Recreation. No phone registrations are accepted. Before & After School is limited to children in Bangor Public Pre-K-5 schools.

RATES

Before School

- Weekly: \$50/week
- AutoPay Option Only
- Paid in 42 consecutive weeks

Before School Plus

- Weekly \$65/week
- Auto Pay Option Only
- Paid in 42 Consecutive Weeks
- Includes Vacations, In Service Days and Snow Days

After School

- Weekly: \$80/week
- AutoPay Option Only
- Paid in 42 consecutive weeks

After School Plus

- Weekly: \$95/week
- AutoPay Option Only
- Paid in 42 Weeks
- Includes Vacations, In Service Days and Snow Days

Before and After School

- Weekly \$130/week.
- AutoPay Option Only
- Paid in 42 consecutive weeks

Whole Enchilada

- Weekly \$145/week
- AutoPay Option Only
- Paid in 42 consecutive weeks
- Includes Before School, After School, Vacations, In Service Days and Snow Days

There are no refunds or credit for weeks that your child does not attend.

This is based on actual last day of school and not the calendar

REFUNDS

Refunds will only be given to families that adhere to our cancellation policy and have an account without any past due balances. All refunds will be minus the non-refundable deposit.

PAYMENTS

You are required to pay for every week that your child is registered, regardless of attendance.

Making Payments

Payments can be made online at www.bangorparksandrec.com or at the Bangor Parks & Recreation office. We do not accept payments over the phone.