



Before & After School Childcare Program
Parent Handbook

**Standish Parks & Recreation Department
175 Northeast Rd.**

**207-572-6211 Before & After School Program
207-642-2875 Parks & Recreation Department office**

www.standishrec.com

Parks & Recreation Department Staff

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Dear Parents and Caregivers,

We understand that you have busy lives, and you have a lot going on. This handbook has been prepared for your convenience. It informs you of our policies and procedures and will hopefully answer the questions you might have about our program. Our expectation is that each parent will read and understand this manual and act in accordance with our policies. Please review this handbook with your child.

Thank you!

Sincerely,
Jen DeRice, Director of Parks and Recreation

PROGRAM INFORMATION

The Before & After School Childcare Program is open to children in Grades K-5 that attend Edna Libby, Steep Falls and George E. Jack Elementary Schools, and is held at the George E. Jack School.

The Before School Program (BSP) is offered Monday- Friday, **but does not include** MSAD #6 school vacations, holidays, teacher in-service days or snow days. The BSP **will not be held on unscheduled late arrival days, including those due to snow.** Any child who usually eats breakfast at school may continue to do so. Children wishing to bring their breakfast will be given the opportunity to eat before going to their own classroom or school.

The After-School Program (ASP) is offered Monday – Friday, **but it does not include** MSAD#6 school vacations, holidays, teacher in-service days or snow days. The ASP **will not be held on unscheduled early release days, including those due to snow.**

Scheduled Early Release Days

The ASP **will be held** on the district's 18 scheduled early release days and those are included in the fee for those registered to attend the ASP.

Children enrolled in the BSP are eligible to register for the early release days for an additional fee. Please call the office at 642-2875 FMI or if you would like this option added to your account.

DEPARTMENT GOALS

- To promote physical, social, emotional, and cognitive development of the children who are involved in the program.
- To provide experiences that contributes to the growth and development of a healthy, intelligent, and productive member of society.
- To enhance the child's experience and to keep the parents informed through open communication between children, staff, and parents.
- To provide an atmosphere where children can develop a sense of independence, learn about responsible self-care, and develop appropriate decision-making and listening skills.
- Encourage the development of self-esteem by providing a place where children can learn about themselves, build self-worth and experience success.
- To promote relationships between participants that help form healthy friendships.
- To invite cooperation and a sense of team between staff, children, and families.
- Foster a healthy respect for diversity.

PAYMENT INFORMATION

Automatic Payments

At registration you must have a subscription set-up to have your credit/debit card charged on the first of each month automatically. Fees may be charged for insufficient funds or expired cards.

Please contact the Recreation Office, 642-2875 with any questions or concerns regarding payments.

Program Fees

- Program runs for the entire school year. No part-time or daily options are available.
- The fee for this program is based on the total number of school days in the year at a daily rate, and then broken into 10 equal monthly payments
- Monthly payments are due the first of the month, September - June
- The 18 Early Release days are included for **After** school participants.
- Early Release Days for **Before** school participants are available for an additional charge. Call the office to FMI or to enroll.
- The program fee **does not include** MSAD #6 school vacations, holidays, teacher in-service days or snow days.
- Anyone enrolling in the Before and/or After School program after it has begun will pay a pro-rated fee.
- Vacation Camps are separate programs requiring a separate registration and payment.

REFUND POLICY

There will be no refunds given for days missed, or for days that are canceled due to snow if those days will be made up at the end of the school year.

A refund will be given ONLY if written notice is received two weeks prior to the desired withdrawal date. Notice must be given in writing and can be done by email to the Parks & Recreation director, Jen DeRice at jderice@standish.org. A pro-rated refund will be issued for the remainder of the program, beginning on the first of the next monthly billing cycle. Any days remaining in the month of withdrawal will not be refunded.



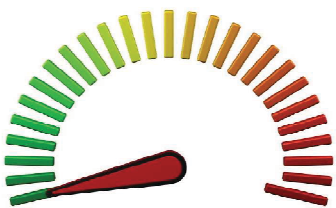
RULES FOR SAFETY

1. Follow safety rules and guidelines for camp
2. Tell a staff member if you need to leave the group
3. Listen to staff and follow directions
4. If something that doesn't feel or look right, say something to a staff member
5. Any other rules that the campers and staff highlight and agree on when camp is in session.
6. There is to be no physical contact (i.e. pushing, shoving, tripping, hitting, wrestling, fighting, tackling, snatching of clothing, etc.).

EXPECTATIONS

1. Be respectful: treat everyone and everything with value.
2. Be responsible: pick up after yourself and complete a task before someone asks you to do it.
3. Be honest: admit to and correct any mistakes. Ask for help if needed.
4. Be caring: look out for the people around you. Pay attention to the concerns of others and be kind to others.
5. Any other expectations that the campers and staff highlight and agree on when camp is in session.

BEING ACCOUNTABLE FOR UNSAFE/PROBLEMATIC BEHAVIOR



We must keep camp safe for everyone.
We have a three-strike system in place to support this.

If staff needs to talk with campers regarding their unsafe or problematic behavior, a warning will be issued.

If the camper's behavior continues, parents will be called and told the camper is on their final warning. If the unsafe or problematic behavior continues further, parents/caregivers will be told to come and pick the camper up. The camper, their parents/caregiver, and parks & recreation staff will meet before the camper can come back into the program.

The Parks & Recreation Director has the right to remove a camper from this program, if they deem that the actions of a camper warrant them to do so.

POLICIES

EMERGENCY PROCEDURES

Staff will report any accident that requires first aid on an accident form. Parents can request a copy of the form. A paper copy is filed at program. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, the child will be taken to the requested hospital or to the closest hospital if not specified by the parent, and always accompanied by a staff member. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the child's emergency contact list.

ILLNESS POLICY

Standish Recreation Department will follow CDC guidelines. Our illness policy adheres to national standards with focus on both the needs and behaviors of the ill child as well as the ability of the staff to meet their needs without compromising the care of other children. We understand and appreciate the needs of working and student parents, yet it is essential that children at our program are protected from contagion. We will endeavor to use good judgment as well as the following criteria, when evaluating children with illness. It is the program's expectation that parents will do the same. A child must be well enough to participate in all activities. When illness results in greater care than the staff can provide, the parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child.

If your child is ill please do not send them to the program. Symptoms can be, but are not limited to the following:

- Elevated temperature (forehead) of 99.6 degrees or higher accompanied by other symptoms
- Nausea or Vomiting
- Diarrhea
- Serious contagious illness
- Any symptoms requiring one-on-one care or causing severe discomfort
- Any open or oozing sores, bloody gums or unexplained rash
- Severe lethargy accompanied by uncontrolled coughing, irritability, persistent crying, shortness of breath, difficulty breathing or wheezing

Standish Recreation reserves the right to send home any ill child. Parents should exercise every caution and keep their child at home should unusual symptoms occur. If your child has been exposed to a contagious illness, details should be reported to the Childcare Coordinator.

MEDICATION ADMINISTRATION

If your child needs to take any type of medication during program hours, parents/guardians MUST fill out a Medication consent form. This form is available on our website or can be picked up at the recreation office. The form should be completed in advance and provided at the time of registration. The Program Director (or assignee) will administer any medication taken by a child (prescription and non-prescription). Staff WILL NOT administer any medications to a child without written, signed, and dated parental permission naming the medication and dosage. PLEASE DO NOT SEND IN ANY TYPE OF MEDICATIONS WITH YOUR CHILDREN. PLEASE HAND THEM DIRECTLY TO THE PROGRAM DIRECTOR.

TRANSPORTATION

Please review the **Bonny Eagle MSAD#6 Transportation Policy** (www.bonnyeagle.org).

On the first day that the child attends the program, you will need to send a note in to the child's teacher indicating which day(s) of the week your child will be attending the program and a note authorizing the bus driver to transport the child to or from G. E. Jack School if applicable. If that changes at all throughout the school year, you will need to send a new note in to the school, so that they are aware of this change.

Students at George E Jack school will be dismissed from the BSP to their classrooms in the a.m. and from their classrooms to the ASP in the cafeteria in the p.m.

For students in Edna Libby and Steep Falls Schools, transportation will be provided from the BSP to school in the morning and from school to the ASP in the afternoon.

Pick-up at end of day will be the responsibility of the parent, at or before the program ends.

SNOW DAYS

We do not hold the program on any day that school is not in session or released early due to snow. This is a liability issue with our own staff, and it is consistent with our policy for all other programs that the Recreation Department sponsors during the winter months.

CHILD ABSENCE PROCEDURE

If your child is not going to be attending the Before or After School Program, please alert the staff by calling the Before and After School Program phone (572-6211). [Text messages are OK for quick messages. Please leave your name, child's name and the school they are attending in the message.](#) If a child does not show up for After School Rec. on his/her scheduled day, and we have not received a note or a phone call informing us of their absence, the following steps will be taken to help locate your child:

1. The Childcare Coordinator will contact the parent or guardian to confirm the child's absence from the program.
2. The Coordinator may check with the school office to find out if your child was absent from or signed out of school that day or call the bus transportation to help locate your child.
3. If the Coordinator does not speak to the parent or guardian, he/she will call emergency contacts until someone is reached. The coordinator will also continue to try and reach the child's parents as well.

TYPICAL AFTER SCHOOL CARE DAILY SCHEDULE

Activities may include indoor and outdoor sports, group games, arts and crafts, music, and dance. During the ASP each day there will be quiet time for participants to complete daily homework or read.

3:00 -3:20	Check in, Attendance, Snack Time and Announcements
3:20- 4:00	Inside/Outside Play time: Games/Crafts/Activities
4:00 – 4:30	Homework or reading in quiet area. Games/crafts are still an option.
4:30 – 5:30	Play time: Games/Crafts/Activities, and clean-up.

CLOTHING AND PERSONAL BELONGINGS

Send your child dressed appropriately and comfortably. Be ready for Warm/Cold, Rain/Shine! In colder weather, children should have a warm coat, head covering and gloves. Winter boots and snow pants are required for play in the snow. In the spring, a pair of rubber boots are great for the mud! A change of clothes is a good idea and easy to pack in a little bag to use if needed. If your child brings personal belongings to the program, he/she must be responsible for those items. **The Standish Recreation Department will not be responsible for any personal items (including clothing) that are damaged, stolen, or lost.** Parents are asked to monitor what children bring or wear to the program.