



Child Care Parent Handbook

The primary goal of our child care programs is to provide a safe, supportive, and enriching environment for children. This includes promoting their physical, emotional, and cognitive development, fostering positive social interactions, and ensuring their overall wellbeing.

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Child Care Programs

Please review the information provided in this handbook. If you have additional questions or would like to inquire about registering if there is space available in the program, please email nbillingslea@standish.org

Before Care

Location: Edna Libby, George E Jack

Days & Time: Monday - Friday | 7:00 AM - 8:50 AM

Before Care is provided as a before school option that is full of crafts, gym time, and outdoor play. This program follows the MSAD 6 Calendar.

After Care

Location: Edna Libby, George E Jack, Steep Falls Elementary

Days & Time: Monday - Friday | 3:10 PM - 5:45 PM

After Care is provided as an after school option that is full of crafts, gym time, and outdoor play. This program follows the MSAD 6 Calendar.

Full Day Trips/Vacation Weeks

Various field trip locations - pick up & drop off are typically located at George E. Jack School.

Full day trips are offered on vacation weeks from school and teacher professional development days. Hours are typically 7:30 - 5:30 PM but may vary.

Early Release Days

All Early Release Adventures are a separate registration from After Care, and will NOT be included in the aftercare registration. For more information, please check our website.

Behavior Management

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age appropriate manner. If your child has any behavioral or mental health concerns, parents/guardians **MUST** fill out a **Child Concern Form**. (This form can be found on the recreation website, emailed, or picked up in the recreation office)

The following will be the expectations of all participants, violation of any rules may result in a written warning, an immediate suspension, or even expulsion from the program:

- Participants are expected to be courteous, respectful, obedient and aware of safety issues at all times.
- Follow staff directions.
- Work cooperatively with staff and other participants when conflicts occur.
- Abstain from physical assault. (Pushing, shoving, hitting, etc.)
- Abstain from verbal assaults, foul language, inappropriate discussions, inappropriate gestures, and other actions that endanger the safety of other participants or staff.
- Participants must follow bus safety rules at all times while riding the buses.
- This is one of our most important rules, and violation of this rule may result in an immediate one-day suspension or expulsion from the program.

While the protocol listed below is what the department aims to follow, the Youth & Family Program Coordinator may choose to forgo the following based on extenuating or severe circumstances.

First Violation - If a participant in any childcare programs receives a warning notice a report will be completed by the staff member who addressed or witnessed the incident, the report will then be looked over by the Before and After Care Director and discussed with the parent/guardian. If the parent/guardian is unavailable an email will be sent to the parent/guardian explaining the incident. After the report has read, signed, or discussed it will be returned to the Before and After Care Director to be kept on file.

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Second Violation - If a participant has a second violation, it could result in either a loss of program privileges for one day or a day of suspension depending on the severity. The loss of attendance may be the next day that the child is scheduled to attend. This decision will be made at the discretion of the Youth & Family Program Coordinator.

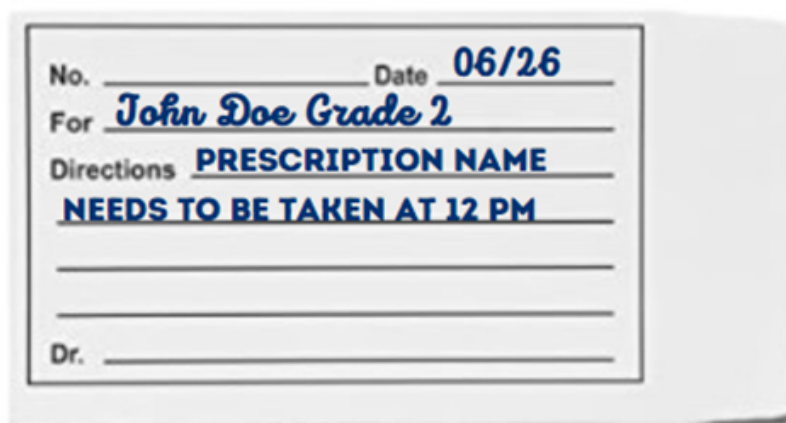
On the third warning the participant will be excused from the program until a meeting is scheduled with the parent/guardian, Youth & Family Program Coordinator, and/or the Director or Assistant Director of the Standish Parks & Recreation Department. A possible result of the meeting could be a suspension or permanent dismissal from the program. In the event the participant is allowed back into the program, if another incident were to occur after the child returns to any childcare program the student will be removed from the program.

Medications

If your child needs medications during program hours you must send an email to the recreation department, completing the ***Physician's Request to Administer Medication Form***. This form can be picked up at the recreation office, found on the recreation website, or sent via email per request. The form **MUST** be completed in advance and provided at the time of your child's registration.

Your child will self-administer the approved medication under the supervision of non-medically trained Recreation Staff. Staff members are not authorized to administer medication directly to campers, except in the case of emergency medications (such as EpiPens, inhalers, or other life-saving treatments) that have been approved and provided by the parent/guardian. In an emergency situation, trained staff will assist or administer the provided medication as needed, and emergency medical services will be contacted immediately.

Example:



The image shows a sample of the 'Physician's Request to Administer Medication Form'. The form is a rectangular card with a white background and a thin black border. It contains several fields for text entry, some of which are pre-filled with example text. The fields are: 'No.' (empty), 'Date' (filled with '06/26'), 'For' (filled with 'John Doe Grade 2'), 'Directions' (filled with 'PRESCRIPTION NAME' and 'NEEDS TO BE TAKEN AT 12 PM'), and 'Dr.' (empty). The text is in a blue, sans-serif font. The form is shown at a slight angle, giving it a three-dimensional appearance.

No. _____	Date 06/26
For John Doe Grade 2	
Directions PRESCRIPTION NAME	
NEEDS TO BE TAKEN AT 12 PM	
Dr. _____	

Sickness

Standish Parks & Recreation Department's illness policy adheres to national standards and focuses 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 parents however, it is essential that all children at our program are protected from contagion. A child must be well enough to participate in classroom activities. When illness results in greater care than the staff can provide without compromising the safety and health of other children, the parent/legal guardian or other person authorized by the parent will be notified immediately to pick up their child. 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. Symptoms can be, but are not limited to the following:

- Elevated temperature (temple) of 99.6 degrees or higher accompanied by other symptoms.
- Vomiting.
- Uncontrolled diarrhea or two or more loose stools.
- Serious contagious illness.
- Any symptoms requiring one on one care or causing severe discomfort.
- Any open or oozing sores.
- Unexplained rash.
- Severe lethargy accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing.

Please be advised that you may be requested to provide a doctor's note to return your child to the program depending on the severity of their symptoms.

Lice

Children found to have lice or nits will not be permitted to attend our child care programs. If staff suspect head lice on children participating in one of our programs, they will receive a lice check. If lice or nits are found on your child during a child care program, you will be required to pick up your child up immediately. Your child will be permitted to return once they are lice and nit free, and have a doctor's note.

Emergency

In the event of a serious emergency, an ambulance will be called and the child will be transported to a local hospital. The child will be accompanied by a staff member who will have the child's medical information on hand. Parents and/or emergency contacts will be notified immediately.

- A staff member will contact the Emergency Medical System (911).
- The Assistant Director or other staff member will contact the parent/guardian or if the parent/guardian cannot be reached, the child's alternative emergency contact person.
- Emergency transportation for any necessary medical care will be determined by the emergency response team.
- An accident/incident report will be completed and kept at the program site as well as the Standish Parks & Recreation Office.

Personal Belongings

The program staff members are not responsible for missing articles of clothing or other items including, but not limited to, electronic devices, and money. Toys and other play equipment should not be sent from home unless requested by a staff member. Please label your child's belongings with their full name in permanent marker.

If children are registered for any childcare programs, they are responsible for any/all of their belongings such as - Cell Phone, money, toys, any electronics, any additional personal belongings.

The Standish Parks & Recreation Department is not responsible for lost, traded, or stolen items and cannot replace them.

Toilet Training

Due to staffing restrictions, we do require that all childcare participants are fully toilet trained. We are understanding and accommodating that accidents do happen, should multiple accidents occur at any childcare program, the participant may be required to take a break from the program.

Refund Policy

If you would like to take your child out of a program, you must provide a written request via email to nbillingslea@standishme.gov. A two-week notification is required for cancellation and will begin the day we receive the email. Please be aware that no verbal requests by phone, voicemail or through staff will be granted.

Before Care & After Care:

After the program starts a two-week written notice is required of all children leaving the Before Care or After Care program prior to the end of the school year. You will receive a prorated refund of the number of weeks/days remaining in this program will be calculated by the department and mailed out to you, or more easily applied as an account credit. Please be aware that it may take 2-3 weeks after cancellation to receive the refund check.

Early Release Days:

If you cancel your child out of the program after 12:00 PM the day prior to the trip, no refunds will be given. If your child doesn't attend the day of the program, no refunds will be given. All other refunds will be given on a case by case basis.

Full Day Trips/Vacation Weeks:

Refunds will be handled on a case by case basis.

*****Disciplinary removal refunds from programs will be handled on a case-by-case basis.*****

Late Pick Up

After Care closes promptly at 5:45 pm. When students are picked up late, it may cause challenges for the children and the staff. The time spent waiting to be picked-up can seem like an eternity to a child who is wondering why her/his parent or caregiver hasn't arrived. Please call the camp cell phone if you find yourself in a situation where you will be late.

The late policy is as follows: \$1 per minute after designated pick up hour. Late pick up fees will automatically be added to your recreation account and must be paid within 48 hours.

Please be advised that families who repeatedly pick up their child late will be required to have a meeting with the Youth & Family Program Coordinator and/or the Recreation Director, which may result in your child being removed from any childcare program.

Phone Use

While we are understanding of the day and age that we live in and we understand you may choose to send your child with a cell phone, we are strictly a phone free camp. Phones are only permitted to be used in the case of an emergency and on longer bus rides where children will be permitted to play games or listen to music. This must be authorized by camp staff. (Absolutely no social media of any kind) If participants violate this policy, the following will occur.

First offense – Participant will receive a warning from staff.

Second offense – Participant will be brought to Lead Staff for a discussion and additional warning.

Third offense – Participant will be brought to Lead Staff and must turn in their cell phone. The participant's parent/guardian will be contacted, and the phone will be turned into the parent at pick up. If there is an additional offense, the participant will no longer be permitted to bring their phone to camp.

Transportation

Before Care & After Care

To be determined.

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

Additional Program Information

Before Care & After Care

Enrollment

For all new participants to the program, enrollment is done on a first come first serve basis. Current enrollment of a child does not guarantee a spot for a sibling. If space is unavailable, your child's name will be placed on a waiting list.

Day Changes

While we do our best to be accommodating, we do ask that schedule change request stay minimal for staffing and scheduling purposes. A request to a schedule change does not guarantee the request will be approved. For scheduling changes we require a two week notice, with changes going into effect on the 1st of the following month. All requests must be submitted via email to nbillingslea@standishme.gov. Due to administrative processing time and expenses associated with any changes to your child's schedule, a \$10 processing charge will be added to your account for each change request per child. This fee must be paid at the time the change request is submitted and/or granted in order to take effect.

Monthly Payments

Monthly payment is due by the 1st of the month. If payment has not been received, a \$10 late payment will be added on the 6th and 10th of the month. If payment is not received by the 10th, your child will not be able to attend until payment is received, including the late payment fees.

Hours of Operation

Please be aware that this program follows MSAD 6 school schedule including teacher in-service days, holidays, vacation weeks and snow days. If school experiences a delay, is cancelled, or is let out early due to inclement weather then the Before Care & After Care program will also be cancelled. An email blast will be sent to the email listed on the participants recreation account. We reserve the right to cancel the Before Care & After Care program early and/or close entirely should it be deemed necessary.

Absences

If your child is scheduled to attend the aftercare program but will not be attending, it is important for us to be notified so we know that your child is where they are supposed to be. Please notify the staff as soon as possible via email, or via the Before Care & After Care Cell phone.



HANDBOOK PARENT/GUARDIAN INFORMATION ACKNOWLEDGEMENT

By registering for our child care programs, you acknowledge that you have the option of receiving a printed copy of the Child Care Programs Handbook or can view it online at www.standishrec.com

You also acknowledge that you have read through all the Child Care Program Handbook's rules, regulations & policies, including the refund policies.

We hope we have answered any questions you may have about our Child Care Programs. If you have any comments, additional questions or concerns, please be sure to contact us via email at childcare@standish.org or call the recreation office. We will be happy to assist you in any way possible.

Thank You,
Standish Parks and Recreation Department