



Before & After School
Childcare Program
Parent Handbook

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WELCOME LETTER

Dear Parents and Caregivers,

Welcome to the Standish Parks & Recreation Before/After School Childcare Program! Our main emphasis in offering this program is to provide your child with an affordable, fun and safe program during before and after school hours. One of the key elements of this program is “play” – which is something that is sometimes forgotten in this busy world that we are raising our children in. Through the activities that we offer, we are hoping to help children develop some life-long leisure skills, as well as an understanding about the importance of having recreational interests. We are a family friendly program and invite any new ideas. It is the goal of the department to have the program run as smoothly and efficiently as possible. With your participation and cooperation, it will continue to be a premium recreational program.

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. 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 from 7:00 a.m. – 8:30 a.m. Monday- Friday, excluding all 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.** However, the program **will** be held on **scheduled** late arrival days. Children attending Edna Libby School and Steep Falls School will be transported from George E. Jack School and will arrive at their schools by 8:50 in the morning. 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 from 3:00 p.m. – 6:00 p.m. Monday – Friday, excluding all 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.** Activities may include indoor and outdoor sports, group games, arts and crafts, music, dance and some field trips. During the ASP each day there will be quiet time for participants to complete daily homework or read. After School participants will be able to participate in other programs being offered throughout the school year (such as Mad Science, sports clinics, art programs, etc.) if they choose to do so; however, there will be an additional charge for these activities.

STANDISH PARKS & RECREATION PHILOSOPHY

The Before & After School Childcare Program is designed to ease the transition between school and home on a daily basis, and to provide quality recreational experiences to all the participants. Studies indicate that with the majority of homes having working parents, the precious evening hours are spent doing homework and preparing for the next days' activities, leaving little time for anything else. In offering this program, we are also hoping to offer an alternative to the "latchkey child" who is going home to an empty house or to the child who is going to a daycare setting that is unable to offer the age-appropriate programs that we will provide. We think we are offering a program with the right mix of recreation and education, providing recreational opportunities for grade school-aged children.

PAYMENT INFORMATION

The program fee for each child is based on the entire school year, and this fee does not include holidays and vacation periods. There will be no refunds given for days missed, or for days that are canceled due to snow days, if those days will be made up at the end of the school year. The program is offered on a full-time basis, as no part-time/daily options are available. Anyone given a space after the program has begun will pay a pro-rated fee. The fees are as follows:

Automatic Payments

You must have an auto 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

There are no daily options available for the After-School Program.
It is a full week program.

- The yearly amount of this program is based on the number of school days in the year at a daily rate and then broken into 10 monthly payments
- Monthly payments are due the first of the month, September - June
- Before School Program: The yearly amount of this program is based on the number of school days in the year at a daily rate and then broken into 10 monthly payments.
- Monthly payments are due the first of the month, September - June
- The 9 late arrival days are included for **Before** school participants.
- Late Arrival Days for **After** school participants available for an additional charge. Call the office to FMI or to enroll.

REFUND POLICY

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.

BEFORE & AFTER SCHOOL PROGRAM RULES

1. Participants are expected to be courteous, respectful, obedient, and aware of safety issues at all times.
2. There is to be no physical contact (i.e. pushing, shoving, tripping, hitting, wrestling, fighting, tackling, snatching of clothing, etc.). **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.**
3. No participant is permitted to leave the program at any time without permission from the counselor in charge. Participants may leave their assigned area only after they have received permission from the counselor in charge. **Violation of this rule may result in a minimum one-day suspension for the first offense and permanent suspension for the second offense.**
4. Participants must follow bus safety rules at all times while riding the buses.
5. Participants are expected to leave the facilities neat and clean at the end of each day.
6. All equipment must be used safely and respectfully. Participants are not allowed to kick balls inside the building - much of our damage is a direct result of this rule violation. **If a child is found doing something deliberately that causes damage to the equipment, the parent will be billed according to the extent of the damage.**
7. Foul language will not be tolerated.
8. Participants are encouraged to leave personal property at home. All personal property brought to the program is the child's responsibility, and not the responsibility of Standish Recreation staff members.
9. Participants will always obey instructions of the childcare staff. We will stress the importance of mutual respect between participants, their peers and their leaders. By reinforcing the importance of respect for your neighbor's rights, the above rules should be followed naturally.
10. The following steps will be taken for a participant who chooses to break these rules:
 - a. First violation will result in a written warning being sent home to the parents.
 - b. Second violation, depending upon the circumstances, will result in either a loss of program privileges for one day **or** a day of suspension. The loss of attendance may be the next day that the child is scheduled to attend. This decision will be entirely at the discretion of the childcare coordinator.
 - c. Third violation will be handled on an individual basis by the childcare coordinator and the recreation director. If necessary, a participant can be asked to leave the program permanently.

Depending upon the severity of the offense, these steps can be bypassed and immediate suspension or dismissal from the program may occur.

POLICIES

The following policies are essential to guarantee our success:

1. On the first day that the child attends the program, you 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. If that changes at all throughout the school year, you will need to send a new note in to the teacher, so that he/she is aware of this change.
2. We are offering a very flexible payment plan - please adhere to it so that we don't need to assume the role of bill collectors. Payments can be made on-line, in person at the Clerk's Office, or they can be mailed directly to Standish Recreation, 175 Northeast Road, Standish, 04084.
3. Parents will be charged a fine whenever they are late in picking up their child, as we will need to pay the staff members who are required to work late. Anyone who is 5 – 10 minutes late will be charged \$5.00; then \$1.00 per minute after that. Anyone who receives more than three (3) fines will be asked to withdraw their child from the program.

TRANSPORTATION

Transportation to and from Edna Libby and Steep Falls Schools will be provided upon dismissal from the BSP in the a.m. and from school in the p.m. ***Please note the Bonny Eagle MSAD#6 Transportation Policy (www.bonnyeagle.org)**. The parent will need to send a note in with their child on the first day that the child participates in the program authorizing the bus driver to transport the child to or from G. E. Jack School. Pick-up at end of day will be the responsibility of the parent, at or before 5:30 pm p.m. (except on field trip days) at G. E. Jack School. On field trip days we will plan to return to the school by 5:30 p.m., so picking your child up early on those days will not be possible.

FIELD TRIPS

Throughout the year, the After-School Program may participate in a number of field trips away from George E. Jack Elementary site. When these trips do occur, the staff will post any and all information to the parents. The children will be transported by bus or the Standish Recreation Vans on days when there are field trips. On some trips, all ASP participants may be required to attend the field trip, as we may not have any staff remaining behind. In these instances, we may not be able to accommodate a parent who wishes to pick up their child early.

SNOW DAYS

We do not hold the program on any day that school is released early, usually 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. We may also hold programs during the February and April vacations. These vacation programs are separate from the After-School Program, and you are required to register your child for these programs separately.

CHILD TRACKING PROCEDURE

If your child is not going to be attending the ASP, you need to call the After-School Program Office (642-2298) before 3:00 p.m. on that day. A message may be left on the answering machine. A call to the office is not required if a child is not attending the BSP on that day, as that child will simply not be added to the attendance sheet. **Please do not call the Recreation Office with this information, because there are times when there is no one in the office to receive this message.** When 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 his/her absence, the following steps will be taken to help locate your child:

1. The After-School 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 call the child's parents as well.

TYPICAL AFTER SCHOOL CARE DAILY SCHEDULE

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 snowpants are required for play in the snow. In the spring, a pair of rubber boots are great for the mud! A change of clothes are 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.

MEDICATION ADMINISTRATION

If your child needs to take any type of medication during program hours, parents/guardians MUST fill out a *Physician's Request to Administer Medication Form*. This form is available on our website: www.standishrec.com:

- General Info
- Department Info
- [Forms](#)

This form should be completed in advance and provided at the time of registration. The Childcare Coordinator (or childcare supervisor) will administer the medication prescribed (prescription and non-prescription). Medications will be administered based on directions written by the parent/guardian and physician. Staff WILL NOT administer any medications to a child without a completed *Physician's Request to Administer Medication Form*. PLEASE DO NOT SEND IN ANY TYPE OF MEDICATIONS WITH YOUR CHILDREN. PLEASE HAND THEM DIRECTLY TO THE CHILDCARE COORDINATOR. Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in their child's routines will enable us to work as partners to provide the best care for your child.

BEHAVIOR MANAGEMENT PLAN AND CONSEQUENCES

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 is available on our website: www.standishrec.com:

- General Info
- Department Info
- [Forms](#)

This form should be completed in advance and provided at time of registration. Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will ask a child to "take a break" for behavior issues. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in their child's routines will enable us to work as partners to provide the best care for your child.

ILLNESS POLICY

Standish 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, 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 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. 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 illness accompanied by open, oozing bacterial infections or severe and bloody diarrhea
- Any open or oozing sores, bloody gums or bloody feces or unexplained rash
- Severe lethargy accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing
- Live head lice found on your child (see Rec Head Lice Policy for more info)

The After-School Program 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 disease, details should be reported to the After-School Program Childcare Coordinator.

EMERGENCY PROCEDURES

Staff will report any accident that requires first aid or leaves a mark on an accident form. Parents will receive a copy of the form. A paper copy is filed in the child's folder. 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, 911 will be called, and the child may be transported by ambulance if necessary. 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 those listed on the child's emergency contact list.