



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.

Nikki Billingslea, Parks & Recreation Assistant Director/Child Care Coordinator:
nbillingslea@standish.org

Matthew Duplisea, Parks & Recreation Director:
mduplisea@standish.org

175 Northeast Road
Standish, ME 04043
Recreation Office: (207)642-2875
Website: www.standishrec.com

*Handbook last updated 05/13/2024

Table of Contents

Programs	Page 3 & 4
Policies for all Child Care Programs	
A. Behavior Management	Page 5 & 6
B. Medications	Page 6
C. Sickness	Page 7
D. Lice	Page 7
E. Emergency	Page 8
F. Personal Belongings	Page 8
G. Toilet Training	Page 8
H. Refund Policy	Page 9
I. Late Pick Up	Page 10
K. Phone Use	Page 10
L. Transportation	Page 11
Before Care & After Care additional information	Page 12
Summer Day Camp additional information	Page 13
Handbook Acknowledgement Notice	Page 14

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: TBD

Days & Time: Monday - Friday | 7:00 AM - 8:30 AM

Before Care is provided as a before school option that is full of crafts, gym time, and outdoor play. Students are transported to their school by the MSAD 6 transportation department. This program follows the MSAD 6 Calendar.

After Care

Location: TBD

Days & Time: Monday - Friday | 3:00 PM - 5:30 PM

After Care is provided as an after school option that is full of crafts, gym time, and outdoor play. Students are transported from their school by the MSAD 6 transportation department. This program follows the MSAD 6 Calendar.

Summer Day Camp

Location: Edna Libby, George E Jack, BEMS

Summer Day is our Summer Camp program offered to students entering K - 8th grade. Each week will be full of field trips, crafts, games, and other fun activities!

We will have the following options available:

- 7 Week Program, Monday - Thursday: Regular Camp 7:30 - 3:30PM
- 7 Week Program, Monday - Friday: Regular Camp 7:30 - 3:30PM
- 7 Week Program, Monday - Thursday: Extended Camp 7:30 - 5:30PM
- 7 Week Program, Monday - Friday: Extended Camp 7:30 - 5:30PM

(Limited space available)

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

Beginning in the school year 2024/2025, ALL Early Release Days will be a separate registration, and will NOT be included in the aftercare registration.

Options: TBD

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:

- 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.) **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.**
- 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.

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 Program Coordinator 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 Program Coordinator to be kept on file.

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 childcare coordinator.

(Continued Page 6)

On the third warning the participant will be excused from the program until a meeting is scheduled with the parent/guardian, Childcare Coordinator and the Director and/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.

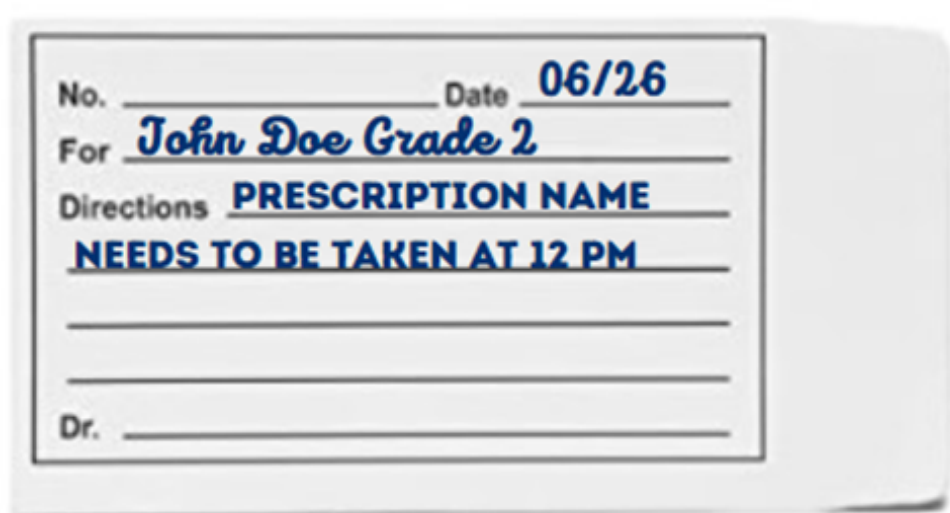
Please be advised it is the discretion of the recreation department to take stronger disciplinary action, which could include but not limited to days off, weeks off, or expulsion from program with no refund.

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. You will be required to bring in only the daily dose per day in a prescription envelope (see below) and dropped into the lock box that will be located on the sign-in table. **PLEASE DO NOT** send you child in with their medication or pack the medication in the backpacks. Medication envelopes will be available provided by the first day of the childcare program at the sign- in table.

Example:



The image shows a sample of a medication prescription form. The form is rectangular with a thin black border. It contains the following text and fields:

- 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, 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 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 not 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@standish.org and gplatts@standish.org. 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.

Summer Day Camp:

1. If you withdraw a participant from Summer Camp before the first day, you will be charged a \$100 withdrawal fee per participant from your refund.
2. If you withdraw a participant from Summer Camp after the first day of camp, this will be handled on a case-by-case basis and will be a prorated amount.

Early Release Days & Full Day Trips:

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 and Summer Day Camp close promptly at 5:30 pm. When students are picked up late, this causes 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 Childcare Coordinator and/or the Recreation Director, which could 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, we understand you may choose to send your child with a cell phone. We are strictly a phone free camp, and phones are only permitted to be used in case of an emergency, and on longer bus rides where children will be permitted to only play games or listen to music but must be authorized by camp staff. (Absolutely no social media of any kind) If participants violate this policy, the following will occur.

1. First offense - participant will receive a warning from staff.
2. Second offense - participant will be brought to Lead Staff for a discussion and additional warning.
3. 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 was an additional offense, the participant will no longer be permitted to bring their phone to camp.

Transportation

Before Care & After Care

To be determined.

Summer Camp

Transportation will be provided by MSAD 6 buses, or with the Standish Parks & Recreation vehicles on field trip days. Drop off at the beginning of the day and pick up at the end of the day will be the responsibility of the parent/guardian.

**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. Unfortunately, if you have a child currently enrolled, that does not guarantee a spot for a sibling to. You will need to register siblings on registration day, on a first come, first served basis. If space is unavailable, your child's name will be placed on our waiting list.

Day Changes

Due to staffing and consistency, we ask for minimal scheduling changes, so if you submit a request to change your child's days, we will accommodate as best we can, but cannot guarantee your request will be approved. We require a two week notice for scheduling changes, and this change would go into effect the 1st of the following month. This request must be submitted via email to nbillingslea@standish.org.

Day Changes

Due to the administrative processing time and expenses associated with any changes to your child's schedule there will be a \$10 processing charge added to your account for each change occurrence per child. The fee must be paid at the time the change request is requested/granted by this department in order for the change to take effect.

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 is have a delay, is cancelled, or 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. Our department reserves the right to cancel the Before Care & After Care program early/close 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.

Summer Camp

Registration options for 2024:

- 7 Week Program, Regular Camp Option Monday - Thursday: 7:30-3:30PM, Cost: \$1125.00
- 7 Week Program, Regular Camp Option Monday - Friday: 7:30-3:30PM, Cost: \$1225.00
- 7 Week Program, Extended Camp Option, Monday - Thursday: 7:30 - 5:30PM, Cost: \$1350.00
- 7 Week Program, Extended Camp Option, Monday - Friday: 7:30 - 5:30PM, Cost: \$1450.00

\$100 deposit will be due at time of registration, remaining payment must be made by June 1st in order for your registration to be completed.

Summer Camp Calendar

The Summer Day Camp Calendar will be released in May. Please understand that the camp calendar is subject to change.

What to your camper with each day

Each participants needs to bring their lunch, snacks, water bottle, sneakers, sunscreen, change of clothes, along with swimsuit and towel. Camp shirts **MUST** be worn on traveling field trip days. These days are denoted on the camp calendar.

Sunscreen

Each participant will be responsible for bringing their own sunscreen and applying it throughout the day. While we will be doing 'Sunscreen checks' for each child during the course of the camp day. Please make sure to apply sunscreen at home before dropping your child off at summer camp. If your child has a sunscreen allergy, please inform the camp director and be sure to send your child with their specialized sunscreen each day.

We recommend sending your camper with spray sunscreen.



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 nbillingslea@standish.org or call the recreation office. We will be happy to assist you in any way possible.

Thank You,
Nikki Billingslea
Assistant Director
Standish Parks and Recreation Department