



# 2020-2021 School Year Kids' Club Parent Handbook

## INDEX

1. Contact Information.....	3
2. Welcome Letter.....	3
3. Program Information.....	4
4. Standish Recreation Philosophy.....	4
5. Payment Information .....	5
6. Refund Policy .....	5
7. Before & After School Program Rules.....	6
8. Program Policies.....	7
9. Transportation.....	7
10. Field Trip. ....	7
11. Snow Days.....	7
12. Child Tracking Procedure .....	8
13. Typical Daily Schedule.....	8
14. Clothing and Personal Belongings.....	8
15. Medication Administration .....	9
16. Behavior Management Plan and Consequence .....	9
17. Illness Policy.....	10
18. Emergency Procedures .....	10

## **Standish Parks & Recreation Department**

### **175 Northeast Rd.**

**Phone: Kids' Club: 207-572-6211**

**Parks & Recreation Department: 207-642-2875**

**Web: [www.standishrec.com](http://www.standishrec.com)**

### **Parks & Recreation Department Staff**

<b>Jen DeRice</b>	<b>Parks &amp; Recreation Director</b> <a href="mailto:jderice@standish.org">jderice@standish.org</a>
<b>Brady Lloyd</b>	<b>Assistant Director</b> <a href="mailto:blloyd@standish.org">blloyd@standish.org</a>
<b>Jennifer Berger</b>	<b>Childcare Coordinator</b> <a href="mailto:jberger@standish.org">jberger@standish.org</a>
<b>Renee Prescott</b>	<b>Adult &amp; Community Events Coordinator</b> <a href="mailto:rprescott@standish.org">rprescott@standish.org</a>
<b>Ed Platts</b>	<b>Parks &amp; Facilities Coordinator</b> <a href="mailto:eplatts@standish.org">eplatts@standish.org</a>

### **WELCOME LETTER**

Dear Parents and Caregivers,

Welcome to the Kids' Club Program. One of the key elements of this program is "play!" Through *play*, children increase their social competence and emotional maturity. Activities will include indoor and outdoor sports, group games, arts & crafts, music, dance and occasional field trips to local parks. Each day quiet time will be offered for participants to complete daily virtual learning and independent reading.

Although this program during Covid-19 times will be very different from our typical before/after school program of the past, the philosophy and goals will be the same. We are excited to get kids active and playing each day so you can return to work with peace of mind. Your kids will be in capable and caring hands. Each full day will have designated time and space for virtual learning and supervision. 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

**Kids' Club Full Day Program:** Kids in grades 1-5 who attend Edna Libby, Steep Falls and George E. Jack Elementary Schools. The program will run Mondays – Thursdays from 7:30 am – 5:00 pm, excluding all school vacations, holidays, or snow days at G.E. Jack School.

**Kids' Club After School Care:** Monday - Thursday 3:00 p.m. – 4:30 p.m., excluding all school vacations, holidays, or snow days at G.E. Jack School.

## COVID-19

We are following the State of Maine's updated guidelines for Childcare Providers.

## STANDISH PARKS & RECREATION PHILOSOPHY

The Kids' Club 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 days they child will attend each month. Parents will be billed monthly. There will be no refunds given for days missed, or for days that are canceled due to weather. 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:

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

You are registering for, and will be billed for, either a full day and/or an after-school day program. Once you have registered your child, you do not have to re-register for each month. Your child will remain registered and you will be billed monthly (this is a change from our past billing practices).

When you register for a specific weekly schedule it is assumed the attendance schedule will stay the same for the school year. With your schedule indicated on the registration form we will create a monthly bill for you which can be viewed and paid online. All balances for the following months **WILL BE DUE a week prior** to that new month starting. You will receive a reminder in the middle of the previous month that your invoice is ready and available to pay online.

**Full day care:** \$38 per day (September payment includes a \$38 non-refundable application fee)

**After school care:** \$15 per day (September payment includes a \$15 non-refundable application fee)

Each month's fee will vary depending on how many days are in each month that your child will attend.

## 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](mailto:jderice@standish.org).

## 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.

## FIELD TRIPS

Throughout the year, Kids' Club members may participate in a number of field trips. If 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 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 Kids' Club Program, and you are required to register your child for these programs separately.

## CHILD TRACKING PROCEDURE

If your child is not going to be attend Kids' Club, you need to call the Program Office **(642-2298)** before 8:30 am on that day. A message may be left on the answering machine. **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 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 Child Care 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 KIDS' CLUB DAILY SCHEDULE

7:30am – 8:30am – Arrival & Free Play – Gym

8:30am – 9:00am – Breakfast & Snack – Café/Outside

9:00am – 10:15am – Inside/Outside Play or Learning Time

10:15am – 11:30am – Inside/Outside Play or Learning Time

- Could Take Field Trip Around Town between 9:00am – 11:30am

11:30am – 12:00pm – Lunch – Café/Outside

12:00pm – 12:30pm – Reading Time (Silent Reading/Rest)

12:30pm – 1:00pm – Recess or Free Play

1:00pm – 2:00pm – Craft/Legos/Melty Beads/Board Games/Card Games – Café

2:00pm – 2:45pm – Structured Game – Gym/Outside

- Learning Time can be scheduled between 12:30pm – 2:45pm
- Could Take Field Trip Around Town from 12:30 – 2:45pm

2:45pm – 3:00pm – Pick Up ASP Students/ASP Students Arrive

3:00pm – 3:30pm – Snack

3:30pm – 5:00pm – ASP Program as Normal

- Café Play (Legos, Melty Beads, Board/Card Games)
- Gym Play (Structured Game or Free Play)
- Outside Play (Playground, Structured Game, Field or Pavement Play)

## 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.

## 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 at: [https://www.standishrec.com/documents/physicians\\_request\\_to\\_administer\\_medication.pdf](https://www.standishrec.com/documents/physicians_request_to_administer_medication.pdf), and 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 at: [https://www.standishrec.com/forms/5934\\_child\\_concern\\_form\\_fillable.pdf](https://www.standishrec.com/forms/5934_child_concern_form_fillable.pdf), and 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 100.4 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)

Standish Parks & 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 disease, details should be reported to the 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.