

After School Care Parent Handbook

Welcome to Houlton Parks & Recreation's After School Care Program!

Our goal is to provide a safe, welcoming, and fun environment where children can relax, have fun, and grow. We offer activities that encourage physical, social, and emotional development while giving children a chance to enjoy their time after school.

Our program is unique to the area, with the Community Park right nearby and access to the many amenities and activities offered through the Rec.

Your child will be welcomed with a smile, given a safe place to unwind after a busy school day, and have plenty of opportunities to play, create, and make new friends—all while giving parents and guardians peace of mind.

Please take time to review the information in this handbook. If you have any questions don't hesitate to contact the Rec at 207-532-1310 or email us at Rec.programs@houlton-maine.com.

After School Care:

Location: 128 Main Street, Houlton, ME, 04730

Gentle Memorial Building

Houlton Parks and Recreation Department

Contact Information: 207-532-1310

Recreation Director: Crystal Lewis

Email | rec.director@houlton-maine.com

Assistant Programmer/After Care Coordinator: Hope Howland

Email | rec.programs@houlton-maine.com

Days and Time: Monday-Friday (2:30-5:00pm)

After Care is provided as an after-school option that is full of crafts, gym time, and outdoor activities. Students may ride the bus to the Rec, provided parents' permission. This program follows the MSAD 29 Calendar.

Early Release: Beginning of the school year, All Early Release Days will be open to current registered students with NO added charge if it falls on a day that your child is registered for.

Behavior Management

The following will be the expectations of all participants:

- Participants are expected to be kind, respectful, obedient, and aware of safety issues always.
- Follow staff directions.
- Work cooperatively with staff and other participants when conflicts occur.
- **No physical aggression.** This includes pushing, shoving, hitting, kicking, or any other physical behavior that could hurt another participant or staff member. This rule is taken seriously to help keep our program safe for everyone.
- **Use respectful language and behavior.** Foul language, inappropriate conversations, threats, or other behavior that could make others feel unsafe or uncomfortable are not allowed.

Consequences are listed below and are to be followed to allow for consistency among all participants:

- Verbal warning.
- Quiet time, to be determined by severity of offence.
- Parent pick-up.
- Potential for 1 day suspension, depending on severity of offence.
- Meeting with Parents/Guardians with Rec Director and Assistant Programmer, possible expulsion from program.

Please be advised that it is the discretion of the Recreation Department to take strong disciplinary action, including days off.

Medications

If your child needs medications during our program hours you must send an email to the recreation department, completing the ***Parental's request to Administer Medications Form***. This form can be found on the Rec Center's website or sent via e-mail by 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 only the daily dose per day in a prescription envelope or sealed alternative and leave it in the main office where it will be safely contained. PLEASE DO NOT send your child in with their medication or pack their medication in backpacks.

Sickness

Houlton Parks and Recreation'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 the needs without compromising the care of other registered children. A child must be well enough to participate in programming activities. When illness results in greater care than staff is capable of meeting and/or compromises the health and safety 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 require one on one care causing severe discomfort.
- Any open or oozing sores.
- Unexplained rash.
- Severe lethargy unaccompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing.

Lice

Children found to have lice or nits will not be permitted to attend our After Care program. If lice or nits are found on your child during the program, you will be required to pick your child up immediately. Your child will be allowed to return once they are lice and nit free and have a Dr's note.

Emergency

In the event of a serious emergency, an ambulance will be called, and the child will be transported to Houlton Regional 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 Programmer or staff member will contact the parent/guardian or if the parent or 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 Houlton Parks and Recreation

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 staff members. Please label your child's belongings with their full name with a permanent marker.

Refund Policy

If you would like to take your child out of a program, you must provide a written request via email to rec.programs@houlton-maine.com. 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.

Late Pick up

After Care closes promptly at 5:00 pm. When kids are picked up late, this causes challenges for 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 Rec 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.

Additional Program Information

Enrollment

For all new participants to the program, enrollment is done on a first come first served 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. We require two weeks' notice for scheduling changes, and this change will go into effect on the first of the following month. This request must be submitted via email to rec.programs@houlton-maine.com.

Hours of Operation

Please be aware that this program follows MSAD 29 school scheduling including teacher-in-service days, holidays, vacation weeks, and snow

days. If school is cancelled or let out early due to inclement weather, then the After Care program will also be cancelled. An email blast will be sent to the email listed on the participants recreation account.

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 call the Rec at 207-532-1310.

Handbook Parent/Guardian Information Acknowledgement

For registering for our After Care Program, you acknowledge that you have the option of receiving a printed copy of the After Care Handbook or can view it online at houltonrec.com.

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

We hope we have answered any questions you may have about our After Care Program. If you have any comments, additional questions or concerns, please be sure to contact us via email at rec.programs@houlton-maine.com or call us at the recreation office. We will be happy to assist you in any way possible.

Thank You,

Hope Howland

Assistant Programmer

After Care Coordinator

Houlton Parks and Recreation