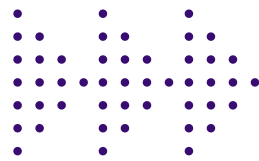




2023-2024



# CHILDCARE PARENT HANDBOOK

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Buxton Recreation Department  
174 Portland Rd  
Buxton ME 04093  
Phone: 207-929-831

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This handbook reviews the Buxton Recreation Department's childcare policies, and answer program questions through out the school year.

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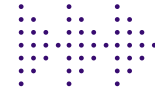
# BUXTON RECREATION DEPARTMENT

174 PORTLAND RD

Office Phone: 207-929-8381

Before/Aftercare Program Phone: 207-710-7246

Website: [www.buxtonrec.com](http://www.buxtonrec.com)



## RECREATION DEPARTMENT STAFF

Grace Bibber, Recreation Director

[gbibber@buxton.me.us](mailto:gbibber@buxton.me.us)

Zach Boyd, Recreation Supervisor

[zboyd@buxton.me.us](mailto:zboyd@buxton.me.us)

Matt Willis, Childcare Services Programmer

[mwillis@buxton.me.us](mailto:mwillis@buxton.me.us)



## PROGRAM HOURS

**Before School Childcare:** Operation Hours: 7:00 AM–8:25 AM

Our Before School Program takes place at the Buxton Center Elementary School. Hours are 7:00 AM – 8:25 AM. Drop off is at the gym/cafeteria entrance to the school. Children may not be dropped off earlier than 7:00 AM. Gym games, small art projects, and board games will be a part of each morning. Children will be dismissed to their classroom at 8:25 AM

**After School Childcare** Operation Hours: 2:45 PM–5:30 PM

The After Care Program starts at 2:45 PM. Children get dismissed from their classroom to the BCES Gym for attendance. Activities include games, board games & art activities. This program will be outdoors as much as possible. When weather allows, we will be providing sunscreen (Kids Coppertone SPF 50). There will also be time for children to complete homework. All children receive snack after attendance, but feel free to send along an extra one for them! After Care closes at 5:30 PM. Pick-up will be at the gym/cafeteria entrance.

**Early Release Care:** Operation Hours: 11:30am-5:30PM

Our Early Release Program provides care for families who are looking to keep their children occupied during the afternoons when school is out! Children will be dismissed from their classroom to Early Release Program at 11:30! Our Early Release Program will offer crafts, gym time, and special activities such as themed art projects, Pumpkin Decoration and Much more!

\* Aftercare families will not be automatically enrolled in this program.



## DROP-OFF/PICK-UP PROCEDURES

### Child Drop-Off Procedure

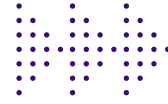
Drop off for the Before Care Program is from 7:00 AM–8:15AM. We will be utilizing the gym/cafeteria door (Door 2). There will be a staff person who will greet them before they enter the building. Parents are welcome to drop them off at the side walk, at this time the school has asked for families not to enter the school. Children should be dropped off no later than 8:15AM. This is due to the arrival policy implemented by the school. Please do not use the bus loop if there are any buses in the loop. At 8:25AM, Children who are utilizing the before care program will be dismissed to their classroom, If they get breakfast from the school then they may be dismissed to get their breakfast.

### Child Pick-Up Procedure

Pick up for the After Care Program is from 3:30 PM–5:30 PM. The delayed pick-up is due to the staggered dismissal process implemented by BCES. Parents and guardians will not be allowed in the building to pick up their child, and must stay in their car when they arrive to pick up their child. A staff member will be at the gym/cafeteria lobby door to check your child out. Parents and guardians should bring **photo identification** with them for the first couple of weeks, as our staff are still learning new faces and families. When you register your child, you may add additional authorized pick-ups. People can be added or deleted throughout the year by calling the main office at 207-929-8381 or email [mwillis@buxton.me.us](mailto:mwillis@buxton.me.us). Only individuals who show proper identification and are listed on the approved pick-up list will be allowed to sign out a child. The program closes promptly at 5:30PM, and there are no staff scheduled beyond this time. Repeated late pick-ups will be charged \$1 for every minute that a child is not picked up. This will be added to your account balance the following day.



# PAYMENT AND REGISTRATION INFORMATION



## Registration Information:

Returning families may register their child on Monday, July, 17th. They have a week to register their child. New families may register their child on Monday, July 24th at 8:00 AM. Any remaining spaces that do not get claimed by returning families will be available.

## HOW TO REGISTER:

**Start of the School Year Registrations:** Log into your account at [buxtonrec.com](http://buxtonrec.com). If you do not have an account, you must create one.

Follow prompts to register you child. When registering, families are only responsible for a deposit of the month of **SEPTEMBER** and if the School year starts in August the days in **AUGUST** at the time of registration.

To complete your registration, the first month must be paid in full. There are four ways to pay:

- A. Make a check made out to the Buxton Recreation Department, and mail to 185 Portland Road, Buxton, Maine 04093
- B. Call the Buxton Recreation Department to make a payment using a credit/debit card\*.
- C. Stop by the Buxton Recreation Department at 174 Portland Road to pay with cash, check, or credit/debit card\*.
- D. Go to <https://www.informe.org/payportonline> to make an online payment\*.

\*Please note that there is a 2.5% fee on all card payments.

**Mid – School Year Registrations:** Registrations mid-year are rolling, and spaces are available as families change their schedules. To be put on the waiting list, please call the main office at 929-8381

## Payment Policies:

Payment is due in advance of services. Families who have an outstanding balance may have 5% late fee added to their account for the first offense, any further delinquencies may result in being dismissed from the program. This is at the Recreation Director's discretion.

There are four ways you can make a payment:

- 1. Mail a check to Buxton Recreation, 185 Portland Road, Buxton, Maine 04093.
- 2. Call the Buxton Town Hall at 207-929-5191 to make a payment using a card over the phone. There is a 2.5% processing fee on all credit card payments.
- 3. Stop by the Buxton Town Hall at 185 Portland Road to pay with cash, check, or card.
- 4. Make a payment online. Go to <https://www.informe.org/payportonline>. For instructions on how to use the payment portal, please see Pay Portal Instructions located under “forms” on the Buxton Recreation Website.

Buxton Recreation does not give refunds for days missed.





# **WITHDRAWAL AND INCLEMENT PROCEDURES**

## **Withdrawal Procedures**

Written notice is required two weeks prior to the desired withdrawal date. Once the month has been paid, we will refund your account for any remaining days in the month after the 2 week window. The Recreation department recognizes there can be extenuating circumstances and it retains the right to handle refunds on a case-by-case basis as necessary.

## **Inclement Weather Policies**

- 1.) If the school district decides to call a delayed start due to inclement weather, there will be no Before-care. We will provide a refund to families in this case in the form of an account credit.
- 2.) If the school district decides to release early or cancel after school activities due to inclement weather. Buxton Recreation may decide to alter hours of operation or shut down our Aftercare or the Early Release Adventures program depending upon the severity of inclement weather. We will provide a refund to families in this case in the form of an account credit.
- 3.) If the school district closes for the day due to inclement weather, there will be no Childcare programs. We will not provide a refund in this case, as "snow days" will be made up later in June.

Once the decision to cancel a program or alter hours has been made, we will notify families as soon as possible. Inclement weather up-dates will be sent out via email blasts, text blast and will be posted on our Facebook page. If you are not signed-up to receive text messages about program updates, please contact the Buxton Recreation Department at 207-929-8381.

**\* Buxton Recreation reserves the right to change or modify any of the inclement weather policies based on safety due to the severity of inclement weather.**

# DISCIPLINE PRODURES

## **Discipline Procedures:**

In order to provide a safe and enjoyable childcare experience for everyone, we have established discipline policy and procedure for children in our childcare programs. The discipline procedure will be followed when a child exhibiting behaviors that are not in the best interest of program participants, including staff, and the child themselves. (i.e. not following directions, exhibiting profanity, being disrespectful to campers or staff, jeopardizing the safety of others or self, and/or using threatening or bullying behavior.

**Phase 1:** A verbal reprimand or 'cue' will be given by the staff member to re-direct the child to a more appropriate form of behavior.

**Phase 2:** The child, under staff supervision, will be removed from the group for a few minutes and will re-join the group when the staff person has determined that they can do so without further disruption.

**Phase 3:** Should the behavior not change, the Recreation Director will be notified, and the incident will be documented. The parent will have to sign the communication form upon pick-up that afternoon. A copy of this report can be mailed to the parent if requested.

**Phase 4:** If a problem persists, parents will be notified and the child will be advised to take a day, or more, away from camp and can possibly be suspended from the program. When possible, we will work with the parent to develop a system of discipline that will work for the child.

The above procedure will be used when there is a gradual progression of inappropriate behavior. In extreme cases, the Buxton Recreation Department reserves the right to establish an appropriate consequence immediately. No refund will be given should your child be removed from any childcare program for any period of time due to disciplinary reasons.



# HEALTH AND SAFTY PROCEDURES



Buxton Recreation Department will be following the Childcare Guidelines as outlined by the State of Maine. Our policies and procedures will change in the event that there are alterations to the guidelines.

**Cleaning and Sanitizing:** All equipment will be cleaned before and after use. The school maintenance team will be conducting their cleaning routine in the spaces that we will occupy. Children will have their own space for their personal items to be stored.

**Hand Washing and Sanitization:** Staff and children will wash or sanitize hands will before and after every snack, lunch, and activity, as well as upon entry of the program.

**Pre-existing Medical Conditions:** If your child has a pre-existing medical condition, please contact Grace Bibber, Recreation Director, at 929-8381.

If a child is feeling ill during the duration of before/aftercare will be notified, and is expected to pick up their child within 45 minutes.

· Please keep your child home if they have the following symptoms:

- Fever (100.4 F)
- Shortness of breath
- Lost of taste or smell
- Nausea 3
- Diarrhea
- Sour Throat
- Runny Nose/Congested

**If a child or staff member develops symptoms they will be sent home.** If a child is feeling ill during the day, the parent/guardian will be notified, and expected to pick up their child within 45 minutes. If a child or staff member is sent home with symptoms and continues to have worsen symptoms a negative COVID-19 test will be required before returning back to our childcare programs.

**\*Covid-19 recommendations are fluid and changes rapidly. Policies and practices are subjected to change. Buxton Recreation reserves the right to change policies to adhere to the guidelines.**

Updated 3/29/23

## **First-Aid Procedures:**

We are equipped with first aid kits to handle minor injuries and emergencies. If there is any question that an injury is more serious than our staff is able to handle, we will then make a decision about the next step. In most cases, the parent will be notified before taking action, however, if the emergency is severe, emergency personnel will be called. It is important that camp staff have updated contact numbers in case of an emergency. If your contact information has changed since registration, please contact the main office at 207-929-8381 to update your records