



Buxton Recreation

PLAY EVERY DAY!

2017/2018 Childcare Parent Handbook

The Buxton Recreation Department Before/After Care Program is happy to serve the children and families of the Town of Buxton. Our goal is to provide a safe, active, healthy, and social environment for your child during out-of-school times.

Buxton Recreation Office Phone: 207-929-8381

Fax Number: 207-929-4730

Nicole Welch, Recreation Director: 207-841-7320

recdirbuxton@sacoriver.net

Grace Bibber, Recreation Supervisor: 207-391-8299

recsupbuxton@myottmail.com

Mailing Address: Buxton Recreation Department, 185 Portland Road, Buxton, Maine 04093

Program Overview

Our staff is comprised of people who have experience in the recreation and child care field. We employ certified teachers, and round out our staff with college and high school students who have shown significant leadership skills in our summer camp programs. All employees are CPR/First Aid Certified, and are required to pass a background check. The before and after school programs hold a 1-10 ratio.

Before School: 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 main entrance, and children may not be dropped off earlier than 7:00 AM. Children will play quiet games, be offered small art projects, and have a quiet start to their morning. Children will be dismissed to their classroom at 8:25 AM. Please note that families registered for before care are also automatically registered for Late Arrival Days at no extra cost.

Before Care Rates

\$95 a month for 5 days per week

\$84 a month for 4 days per week

\$75 a month for 3 days per week

\$68 a month for 2 days per week

****Rates are approximate****

After School: The After School Program is run out of the Buxton Center Elementary School. At 2:45 PM, program participants report to the Grand Staircase. The program then moves to the cafeteria for snack and to find out the afternoon's agenda. Snack is included in your program fee. Please let us know if your child has any food allergies.

After Care Rates

\$175 for 5 Days per week per month

\$160 for 4 Days per week per month

\$145 for 3 Days per week per month

\$115 for 2 Days per week per month

****Rates are approximate****

For aftercare pick-up, please go to the cafeteria entrance, or directly to the playground should the program be outside. At the beginning of the school year, our staff are still learning new faces and families. Parents and guardians should bring photo identification with them for the first couple of weeks. 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 6:00, and there are no staff scheduled beyond that time. For every minute you are late, you will be charged \$1. This will be added to your account, and you will receive a bill the following afternoon.

Late Arrival Program: The Late Arrival Program is designed to provide a space for students to go on the late start days throughout the school year. These mornings will have special activities and events, all while having the convenience of your child being on campus for when school starts. Drop off is at 7:00 AM at the cafeteria entrance.

Late Arrival Days for 2017/2018 School Year

9/27, 10/25, 11/15, 12/6, 1/24, 2/14, 3/7, 4/11, 5/9

Late Arrival Rates

Per Day Registration: \$18

Late Arrival Package Includes all late arrival days: \$128 (Save \$37)

Program Registration

Registrations for all programs open July 17, and are rolling until the programs are filled. All programs have a registration cap due to space availability and staffing ratios. To register your child for our before/after school program, please follow the below steps:

1. Go to www.buxtonrec.com and create a family account. There are instructions on how to do this on the home page. Having an account will allow you to register for any programs that the Buxton Recreation Department offers.
2. Once you are logged in, go to the Childcare Program page on the Buxton Recreation Website, scroll down, and click on the activity that you would like to register for. Follow the prompts to complete the registration. For the before and aftercare programs, you **MUST** register for the entire year.
3. To reserve your spot in the Late Arrival Package, the entire fee of \$128 must be paid by Tuesday September 26th. To reserve a drop-in spot for late arrival days, payment must be made the Tuesday before the late arrival day each month. ****Please note that**

depending on the amount of full year late arrival registrations, there may not be any drop-in spaces available.

Payment Policies

Payment is due in advance of services. Families who have an outstanding balances may have late fee's added to their account, or may be 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. Fees will not be refunded due to a child's absence or withdrawal from the program. Fees will also not be refunded when a child is removed from the program due to disciplinary actions.

Should you wish to change your child's schedule before the first of the month, please contact the Recreation Supervisor at recsupbuxton@myottmail.com.

The Before and After School Programs will be closed whenever school is closed due to inclement weather. In the event of a snow delay, there will be no before care. Buxton Recreation will not give credits for snow days, as these fees will be applied to the storm days in June.

Discipline Procedures

In order to provide a safe and enjoyable before and after school experience for everyone, we have established a discipline policy and procedure for participants to follow while in the Buxton Recreation Department program.

The discipline procedure will be followed when a child is misbehaving (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 then 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 incident report upon pick-up that afternoon. A copy of this report can be mailed to the parent if requested.

Phase 4: If a problem persists, the parent/guardian will be notified and the child will be dismissed from the program for a period of time. The amount of time will be decided on a case-by-case basis by the Recreation Director. 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 appropriated consequence immediately. No refund will be given should your child be removed from camp for any period of time due to disciplinary reasons.

First Aid and Illness Policies

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 the Recreation Department have updated contact numbers. If your numbers or contacts have changed since registration, please update your records.

If a camper becomes ill while they are at the before school program, the parent/guardian will be notified, and the child will be brought to the nurse once school begins. If a child becomes ill during the afterschool program, we will contact the parent/guardian to come pick up their child. Should your child be absent from school on a day where they go to aftercare, please call the Recreation Supervisor/After Care Director at 207-391-8299.

Sunscreen and Bug Spray

The Afterschool program spends many afternoons outdoors. We will use NO-AD Sunscreen during the warm months to protect the children from the sun. We will also be using OFF bug spray.

If your child is allergic to either of these products, please contact the recreation department at 929-8381. You may choose to send your own sunscreen or bug spray with your child. This is perfectly fine, we just ask that you send a note in for us to keep on file.

Medication Policy

To administer any type of medication (prescription OR over the counter) we must have a signed "Medical Authorization Form" on file. You can find this form on our website, or at the Buxton Recreation Department. Prescription medications must be in their original bottle with the current pharmacist label on it. Buxton Recreation does not have trained medical professionals on staff. All medication will be self-administered with the assistance of the aftercare director, or a senior staff member.

Possessions from Home

Buxton Recreation asks that any toys, electronics, and personal belongings stay in children's back-packs each afternoon. We take no responsibility for personal belongings that become damaged, lost, or stolen during our programs.

All of Buxton Recreation Department's Child Care Programs are "Unplugged" experiences. Children are not give time to use cell phones or personal media/electrical devices during our programs. The goals of these programs are to build community, create real-life experiences, and to encourage hands-on fun. We hope that you share our "Unplugged" vision!