



Play & Learn All Year

After School Parent Manual

2009-2010 School Year

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Philosophy & Program Overview

Dear Parent(s) / Guardian,

Welcome to the Eliot Community Service Department's Before and After School program for children in kindergarten through fifth grade. This program is a licensed childcare center with the State of Maine Department of Human Services. It is the goal of this program to offer an exciting and safe place for children to go during their out of school hours and to create a well-rounded program that encourages youth to have fun, continue the endless process of learning, take healthy risks and develop socially. Children in this program will have an opportunity to:

Make healthy choices
Participate in small or large group activities
Participate in quiet activities, including homework
Have free play
Play outside
Enjoy one on one time with a staff member, if desired
Develop new relationships
And more!

Please take a few moments to completely read and understand the program's policies and procedures. There will also be newsletters and other forms of communications sent home on a regular basis. Be informed and ask questions! This program has been designed to meet the needs of you and your children. We encourage you to contact the office if you have any questions or comments.

Sincerely,

Amanda Breton
Director, KidsPLAY

Heather Muzeroll
Director, Eliot Community Service Department

Natalie Gould
Assistant Director, Eliot Community Service Department

Registration Procedures



Registration Fee for the *school year* 2009-10 (September-June) is **\$25.00 for Residents and \$35.00 for Non- Residents**. The Registration Fee for the *summer camp program* (end of June-middle of August) is **\$55.00 for Residents and \$75.00 for Non-Residents**. Sibling discounts are available; please inquire at the office.

An **Enrollment Form** must be completed for each child that participates in the KidsPLAY Program. **Please fill out one form per child**. It contains important information about your child that we may need over the year. The information contained in the enrollment form is the property of the Town of Eliot and will be kept in relative confidentiality: information will only be available to the Program's Staff and, in the event of an emergency, medical personnel. Please bring your child's **insurance card** with you when registering.

Registration Checklist:

- ✓ Familiarize yourself with all procedures & policies
- ✓ Registration fee paid
- ✓ Fill out all information on the enrollment form (2 sided)
- ✓ Bring a copy of your child's insurance card with enrollment form

General Information



KidsPLAY is available Monday through Friday and will operate out of the Eliot Elementary School Cafeteria.

KidsPLAY will be closed on all State of Maine legal Holidays. These holidays include: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas. We will also be closed the before and day after Thanksgiving and Christmas break.

We do not hold the program on any days that school is closed or released early 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 will hold the program on scheduled early release days, and we will also hold programs during the February and April vacations. These special program days require advance registration. If a minimum number of participants have not registered for a special program day, we may elect to close for the day. Children who are not regularly enrolled in the after school program may sign up for special program days.

Hours Of Operation & Fee Structure



The hours of operation are designed to allow flexibility with your work and home schedules. Drop in care is available for those who do not need regular child care. Availability is not guaranteed; advance notice is required for Drop In care.

<p><u>Full Time Before School Care:</u> 7:30-8:30 AM \$4.00 per day ~ 2 day per week minimum</p>	<p><u>Drop In Before School Care:</u> 7:30-8:30 AM \$6.00 per day ~ No minimum advance notice required</p>
<p><u>Full Time After School Care:</u> 2:50 PM-6:00 PM \$16.00 per day ~ 2 day per week minimum \$18.00 per day Before & After Care</p>	<p><u>Drop In After School Care:</u> 2:50 PM-6:00 PM \$18.00 per day ~ No minimum advance notice required</p>
<p><u>All Day Care: Workshops ~ Vacations:</u> 8:00 AM-6:00 PM \$25.00 per day*</p>	<p><u>Early Release Days:</u> 12:00 PM-6:00 PM \$20.00 per day**</p>
<p>* \$5.00 Discount if enrolled in Full Time Before or After School Program</p>	<p>** \$2.00 Discount if enrolled in Full Time Before or After School Program</p>

Scheduled Days

You will be given a regular schedule or bi-monthly calendar to select the days your child will be attending our program. You will be required to pay for the days you have selected regardless of attendance.

Payment Policies



When you enroll your child into the program you are obligated to pay for those days regardless of whether your child attends or not. You are also responsible for payment for snow days. Payments can be made either in person at the Eliot Community Service Department, at KidsPLAY or by mail. Payments are due the Thursday before the intended

week of attendance. There will be a \$15.00 bank service charge for any checks returned to the Department.

Please mail payments to:
Eliot Community Service Department
11 Dixon Rd., Eliot, ME 03903
Checks Payable to: KidsPLAY or ECSD

Late Payment ~The Department has implemented the following policy to reduce the frequency of late payments. Payments made after 6:00 PM on the Thursday before the intended week of participation will be considered late and will be subject to the non-payment policy below.

Non-Payment ~The Department has implemented the following policy to reduce the frequency of participants that reserve days, do not attend those days and/or do not make payment. This is necessary to administer staffing decisions. In addition, another potential user may not be able to attend a particular day because it appears that we are at our capacity.

Failure to make payment in full will result in the issuance of a past due notice and the assessment of a \$10.00 late payment fee per missed payment. Payment will be due within 30-days of receipt of such notice. If you need assistance or would like to set up a payment plan, please contact the ECSD Assistant Director at 451-9334. If arrangements or full payment has not been made prior to 30 days, then your child(ren) will be dismissed from the program until full payment is made.

Withdrawing from the Program ~ This requires a 2 week notice in writing. It is your responsibility to notify the Eliot Community Service Department. The registration fee is non-refundable.

Financial Assistance ~ Please ask the director for more information.

Arrival / Dismissal



All youth must be **signed in and out** by a parent or guardian. Please **DO NOT** just drop off your child at the door. When picking up your child you **MUST** come in and sign your child out. Take a minute to talk with a staff member to see what kind of day your child had.

No one will be allowed to remove a child from the program that has not been listed on the enrollment form. Please also notify a staff member if your child will be picked up by someone else on that day. Staff may ask for identification prior to releasing the child. Please understand that this is for the safety of your child.

Note: To allow for a smooth dismissal, please leave pets in your car. Due to safety and potential allergy concerns, pets are not allowed in the school.

Late Fee Pick-up



Parents that have not picked up their child by 6:00 PM will be charged at a rate of \$10.00 per 15-minute increments per child for additional care. This is necessary to cover the expense of the additional staff time. If we have not heard from you by 6:30 PM and we cannot contact anyone to pick up your child the police will be called and an additional fee of \$25.00 will be charged.

Discipline & Behavior Policies



KidsPLAY is committed to providing a safe, non-threatening environment. Inappropriate behavior from one can spoil the experience for an entire group, therefore the following behavior guidelines have been adopted.

- Fighting will not be permitted.
- Swearing, name calling, etc. have no place at KidsPLAY or any ECSD program.
- Misuse of equipment or destruction/defacing to the facility will not be tolerated. Parents will be financially responsible for any damage done by their child.
- Children must stay within the designated childcare areas.
- Children will be expected to listen, respect, and follow directions given to them by staff.
- Other behaviors deemed inappropriate by staff member(s).

Down Time ~ Children that are having a difficult time following the behavior guidelines listed above will be asked to have “down time”. The goal of “down time” is to allow a child to leave a difficult situation and sit alone and quietly reflect on his/her behavior for approximately 1 minute per age. The child will be given a specific location to sit and time will begin when they have successfully arrived and are seated in that location.

Staff will **never** require a child to sit facing into a corner or any other humiliating position. Staff will not engage in a discussion about the behavior until the child has had an opportunity to reflect. Time will not begin if the child is trying to argue with a staff member. After giving the child time to reflect, the staff member will discuss the situation and ways to

avoid the same difficulty in the future. As soon as a child can complete all of the above, he/she will be allowed to rejoin the group.

Strikes ~ Children will have three chances to participate successfully in the day's activities. A staff member will assign a strike for behavior that he/she feels to be inappropriate. A strike will often result in "down time". A child that is on their second strike will be reminded of this policy and given some suggestions for improvement. **A child that receives three strikes will be suspended for the remainder of the day and the following scheduled program day.**

Any inappropriate behavior that does not warrant a warning/strike may result in immediate suspension or expulsion from program. This will be at the discretion of the KidsPLAY Coordinator and Eliot Community Service Department Assistant Director and Director.

Clothing/Footwear



Children should wear clothing that is comfortable and appropriate for the weather and the day's activities. Children will be painting, gluing, and playing outside in all kinds of weather. We recommend sending an extra set of clothes with them.

In the case of extreme weather we will follow the school's decision for the day as to whether we go outside or not. Please send your child with appropriate footwear for both inside and outside activities as well. Hats, scarves, snow pants, gloves, boots, jacket, sneakers, slippers, etc. are just a few suggestions of what your child may need during their time at the program. Please label all belongings.

Snacks



Please provide an afternoon snack for your child. A small snack store is provided; this may be used for emergency purposes when a snack has not been sent in. Snack cards can be purchased. You may put up to \$5.00 on a card.

Medications



Medications~ All medications must be accompanied with a note by a parent/guardian. No medication will be given without the permission of a parent/guardian. All medical information is confidential. The senior staff member on duty will be responsible for possessing and administering all pre-approved **medications**.

Illness



If your child becomes ill during the program you will be called and asked to make arrangements to pick up your child.

If your child stays home sick from school and is scheduled to attend KidsPLAY on that day please call the Eliot Community Service Department at 451-9334 or the KidsPLAY phone at 439-4832 and leave a message that your child will not be attending that day. This is important to know as this effects staff ratios and makes staff aware of your child's whereabouts.

Injuries



In the case that an injury requires attention beyond basic first aid a staff member will make every attempt to notify you, before seeking necessary treatment at the Hospital. *Please note that 'parental release' to act in an emergency situation is signed on the enrollment form at the time of registration.*

Parents will be informed of other injuries not as serious that do not require medical attention at the time the child is picked up from the program.