

# **Biddeford Recreation Department**

## **After School Cub Care**



### **Parent Handbook**

2019-2020

*Play For Fun...Play For Life*

#### **Contact Information:**

Cub Care Office: 207-391-6877

Cub Care Cell: 207-205-5305

Recreation Office: 207-283-0841

Email: [cubcare@biddefordmaine.org](mailto:cubcare@biddefordmaine.org)

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

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## **Department Mission Statement**

It is the intent and purpose of the Biddeford Recreation Department to provide supplemental educational, recreational, cultural, and social opportunities for all members of the community, to lead a healthy and active lifestyle.



## **Cub Care Mission Statement**

The primary goal of Cub Care is to provide students K-6 with a fun, safe, and educationally appropriate atmosphere where they can learn and grow. The Cub Care program will provide a developmentally appropriate curriculum where children will have opportunities to participate in hands on activities while challenging themselves both educationally and creatively.

Dear Parents of Biddeford,

On behalf of Biddeford Recreation, I would like to welcome your family to the Cub Care program. This will be our third school year that we will offering an after school care program to students at JFK, BPS & BIS. With the addition of Cub Care and our great Safari Summer Camp, we look forward to taking care of your cub and providing exceptional childcare year round!

Our program will have many options that we hope will fit the many needs of the parents of Biddeford. Cub Care will be closed on all National Holidays including Christmas and Thanksgiving. When school is closed due to inclement weather Cub Care program will also be closed. If school closes early for inclement weather students enrolled in Cub Care will take the bus home with the rest of the school. Please make sure to arrange for someone to pick up your child at the bus stop that day. To check on school & cub care closures go to channel 6, channel 13, our website Biddefordrec.com, Facebook, and an email blast will also be sent out to all parents and guardians. **Early Release Adventure Trips on Wednesdays will be available at an additional cost and please remember if you are planning on using the recreation for early release that there are limited seats available. Pick up for Early Release Adventures will be at Cub Care in the BIS Auxiliary Gym.**

If there are additional questions not answered in the parent packet, please do not hesitate to call or email the recreation department.

Thanks,

Biddeford Recreation Department



## Hours & Price

<b>1 Hour Option (2 Day Minimum)</b>	2:30-3:30	\$8/Day
<b>Additional Child</b>	2:30-3:30	\$7/Day
<b>After Cub Care 3 Hour Option</b>	<b>Times</b>	<b>Monthly</b>
PM (2 Day Option)	2:30-5:30	\$140.00
PM (3 Day Option)	2:30-5:30	\$170.00
PM (4 Day Option)	2:30-5:30	\$200.00
PM (5 Day Option)	2:30-5:30	\$230.00
<b>Additional Child</b>		
PM (2 Day Option)	2:30-5:30	\$125.00
PM (3 Day Option)	2:30-5:30	\$155.00
PM (4 Day Option)	2:30-5:30	\$185.00
PM (5 Day Option)	2:30-5:30	\$215.00
	<b>Times</b>	<b>Price</b>
<b>Early Release Adventures</b>	12:00-5:30	\$25.00
<b>Annual Registration Fee (Paid Once A Year)</b>		\$25.00

## Monthly Payment Break Down

- 5 day a week option based on 175 days of school at \$13.14 per day.
- 4 day a week option based on 140 days of school at \$14.28 per day.
- 3 day a week option based on 105 days of school at \$16.19 per day.
- 2 day a week option based on 70 days of school at \$20.00 per day.

## Additional Child Break Down

- 5 day a week option based on 175 days of school at \$12.28 per day.
- 4 day a week option based on 140 days of school at \$13.21 per day.
- 3 day a week option based on 105 days of school at \$14.76 per day.
- 2 day a week option based on 70 days of school at \$17.85 per day.

**NOTE: Monthly figures are approximate. Parents will be charged only when there is school.**

***\*For staffing purposes we require families sign up for either the 5:30pm or 1 hour option.\****

## Monthly Payments

Cub Care relies solely on the fees associated with the program to operate.

Therefore, it is imperative that payments to Cub Care be paid at the beginning of each month promptly. There are a few options to pay your bill; one is to log onto the participants account and pay on [biddefordrec.com](http://biddefordrec.com) under your account. A check can be given to the Cub Care director onsite to be put into the system. Lastly, you can visit the office at J. Richard Community Center and pay directly to the

## **Monthly Payments (Cont.)**

Recreation Office. Please be aware that late payments and non-payments may result in your child not being allowed to attend Cub Care until the bill has been taken care of.

- If the payment has not been received by the 5<sup>th</sup> of the month, an additional \$10 will be added to your balance.
- If the payment is not received by the 9<sup>th</sup> of the month an additional \$10 will be added to your account.
- If by the 9<sup>th</sup> day the payment has not been submitted then the participant will no longer be able to attend Cub Care until the full balance has been paid.

## **Unenrolling & Reenrolling During School Year**

If a family chooses to unenroll from Cub Care during the school year his/her participant paperwork will be shredded immediately to ensure privacy of the participant and his/her family. In order to reenroll into Cub Care at a later date the family will be required to fill out the Cub Care registration paperwork and pay the \$25 dollar registration fee.

## **Late Pick Up Fee**

It is imperative that children are picked up promptly when Cub Care ends. There will be a late fee charged of \$1 a minute starting after 5:30pm.

## **Biddeford Recreation Behavior & Sick Policy**

### **Behaviors**

Children must remain under the supervision of a staff at all times.

1. Students must always remain with their designated group.
2. Children are not allowed to leave the school site without permission at any time during the program.

## Behaviors (Cont.)

3. All behavior should be appropriate or disciplinary action will be taken. Swearing or aggressive behavior will not be tolerated. Respect should be given to each other, counselors, & adults. WE HAVE A ZERO TOLERANCE POLICY FOR VIOLENCE, ABUSIVE BEHAVIOR AND BULLYING!
4. **Discipline Policy:** Behavior issues which warrant progressive disciplinary action may include, but are not limited to: endangering another person's well being, swearing or verbal abuse to staff or students, stealing or destruction of property, disrespect staff or students, inappropriate behavior on the bus and breaking any of the general program rules.

## Consequences

**1<sup>st</sup> Offense (Verbal Warning)** - Written notice from the director to parent or guardian regarding the problem/incident at the time of pick-up.

**2<sup>nd</sup> Offense (Written Warning)** - Parent or guardian is notified by the director and receive a written warning for his/her behavior.

**3<sup>rd</sup> Offense (Short Suspension)** – A small suspension from Cub Care; no refunds will be given.

**After the student returns from the 3<sup>rd</sup> Offense and is written up for his/her behavior the student will be suspended for the remainder of Cub Care. No refunds will be given.**

**\*Note: Director reserves the right to advance the consequences depending on the severity of the action or behavior. Especially those incidents that involve the inability to stay with one's group or may cause physical harm.**



## **Sick Policy**

Biddeford Recreation Department sick policy will focus on both the needs and behaviors of the ill child as well as the ability of the Cub Care staff to meet their needs without compromising the care of other children. The recreation department understands and appreciates the needs of working parents, yet it is essential that all children are protected from the spreading of the illness. The staff will endeavor to use good judgment while evaluating the sick students. When illness results in greater care than the staff can provide without compromising the safety and health of the other children a parent or guardian will be notified.

A parent or guardian will be notified if:

- If the student is unable to participate in Cub Care activities because of illness
- An elevated temperature of 99.6 degrees

### **Sick Policy (Cont.)**

- Uncontrolled diarrhea or two or more loose stools
- Serious contagious illness
- Symptoms requiring one on one care causing severe discomfort
- Any open and oozing infections
- Any unidentified rashes
- Severe lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing.

**The Biddeford Recreation Dept. reserves the right to send home any ill child.**

## **Lice & Nit Policy**

- If a child is found to have lice or nits the following steps are to take place.

1. Parent or guardian will be notified and must arrange for the child/ren to be picked up from Cub Care.
2. Child may return when a note from the child's doctor or nurse clears the student.
3. Families will be notified by a notice sent home that day informing that was lice was found.

4. The Cub Care Director and another member of the staff will look over the child to ensure that there are no lice and nits on the participant

## **Cancellation Policy**

The Recreation Departments policy is to cancel all children's programs when school cancels classes. Cancellations are posted on the, Recreation Website and Closings and Cancellations Hotline 571-1616. If school closes early for inclement weather students enrolled in Cub Care will take the bus home with the rest of the school. To check on school & cub care closures go to channel 6, channel 13, our website Biddefordrec.com, Facebook, and an email blast will also be sent out to all parents and guardians.

## **Refund Policy**

If, for any reason, you intend to cancel participation in a program, please contact our office immediately. A full refund will be issued if cancellation is prior to the starting date or within the first week of the program. Absolutely no refund will be issued at all after week three.

Discipline - If your child is removed from a program or event for discipline reasons, the department will schedule a meeting with you and your child to determine if that child may return to the program. This behavior also will affect the child's ability to be enrolled in future activities. **No Refunds will be issued if your child is dismissed from a program for disciplinary reasons.**

\*Please note: transactions originally made by credit or debit card will be subject to a 5% processing fee, which will be deducted from the amount eligible for refund.

How do I get a refund?

- If we cancel a class or activity, all fees will be refunded.
- If you withdraw 3 business days before the first class, you will receive a full refund.
- If you withdraw between weeks two and three, you will receive a 75% refund.
- If you withdraw after the third class, no refund or credit will be issued.
- Refund processing takes up to two weeks. We do not provide cash refunds.

## Medications

The City of Biddeford & the recreation department's policy states that employees of the recreation department will not be permitted to handle or administer any type of medication(s) for participants. Medications that need to be taken while at cub care must be administered by the participant themselves. Staff will be present if needed to remind participants to take medication(s) and supervise the taking of medication(s) if needed, but will not be able to handle the medication or administer to the participant.

## Program Information

### HOURS OF OPERATION:

After Cub Care: 2:30 pm – 5:30 pm

One-Hour Option: 2:30 pm – 3:30 pm

Early Release: 12:00 pm – 5:30 pm

***Early Release Trips are an additional cost to Cub Care participants and must be registered for separately.***

Please be aware that Cub Care follows the Biddeford School system schedule including teacher in service days, holidays, vacation weeks, and snow days.

**If school is canceled due to inclement weather, the Cub Care program will be cancelled for that day also.**

## Aftercare Schedule

	SCHOOL IN SESSION
2:45 - 3:15 pm	Homework and Study Time
3:15 - 3:30 pm	Snack Time
3:30 - 4:15 pm	Additional HW if needed, board games, Legos, books, table top fine motor skills
4:30 - 5:15 pm	Gross motor activities (different daily) & playground when weather permits
5:30 PM	Parent Pick Up

## **Changes In participant Schedule**

If you wish to add or subtract days Biddeford Recreation requires at least a 3-day notice so that the schools can be informed of the changes and that we are appropriately staffed. Changes in the schedule must be done for no less than a month.

## **Sign In & Sign Out Policy**

At the end of school, the students will be directed to go to their Cub Care designated area. The students are checked into the program and will begin the Cub Care. Students from BPS will walk across to BIS and the students from JFK will arrive via bus. Students will remain with Cub Care until an authorized parent or guardian comes to pick them up. The staff member at the sign out table will then contact the staff via the walkie talkie and the student will be sent to meet the parent or guardian at the sign out table. **Only individuals on the pickup list are allowed to sign out students. An I. D. must be presented to Cub Care staff upon pick up of students. When adding names to the pickup list please contact Cub Care office 24 hours in advance.**

## **Activities**

Cub care programs will provide a balance between staff led activities, individual play, group play, and free choice time. The children are allowed after homework and snack are completed to use the many arts & crafts, games, books and toys provided to them. The staff will always be interacting with the child in all aspects of Cub Care from group to individual play. When the weather is appropriate, we will utilize the school playground for free time allowing the children a chance to get some fresh air.

## **Snacks**

Students enrolled in the After Cub Care program will be provided a snack and a drink.

## **Personal Items**

Cub Care staff members are not responsible for missing items such as clothes, foot wear or any other items including, but not limited to money and electronic items. Labeling all property is highly suggested in case item are misplaced.

## **Fire Plan/Lock Downs**

In case of fire or lockdown, Cub Care will follow the exact same fire evacuation and lock down procedure plan that is implemented by the Biddeford School Department. In case of fire children will be lined, up and follow a staff member in a calm and orderly fashion to a designated area outside of BIS.

## **Cub Care Accidental School Bus Boarding Policy**

In the event that a student that is supposed to attend Cub Care and is accidentally placed on a school bus to go home the following steps will be taken.

- 1.) After taking attendance and upon realization that, a participant is not accounted for a member of the recreation staff will check into the school office to follow up with school staff in regards to the students' whereabouts.
- 2.) If the student is not located within the school, the school staff will call the transportation department to reach out to bus drivers to see if said student in on their bus.
- 3.) Both the school office and the recreation department will call guardians to explain the situation, and will notify parents when situation is resolved.
- 4.) In the event that the student is on the bus and can be brought back to Cub Care a member of the staff will wait outside BIS for the student to be returned to the Cub Care facility.
- 5.) In the event that student has been dropped off at home, daycare, or a family members house the recreation department will wait for word that student is in a safe location, but will not provide additional transportation back to our program.

## **Staff Training & Emergency Plan**

There will be Cub Care staff member's onsite that will be certified in first aid and infant, child, & adult CPR. Minor injuries like bumps, bruises, and scraps will be handled by a Cub Care staff member. Minor injuries that warrant an incident report will be filled out by staff member that is present. Minor injuries will be brought to the parent or guardians attention upon pick up.

Major injuries a staff member will contact 911 and request an ambulance. Immediately after the parent or guardian will be notified of the incident if a parent

## **Staff Training & Emergency Plan (Cont.)**

or guardian cannot be reached the emergency contact will be notified. Once the emergency medical team arrives, they will deem whether or not to transport participant to the closest hospital. An incident report will be created and filed both at Cub Care and at the Biddeford Recreation Department.

## **Mandated Reporting**

Any person or child reporting suspected abuse and neglect Cub Care staff will report the information to their immediate supervisor. The supervisor will contact Child Protective Services, pursuant to Title 22, M.R.S.A 4011 and section XXII of these rules. The Biddeford Recreation Department will maintain documentation in the facility of reports made by the department.

## **Education Technician/ Support Staff**

Please be advised that if your child has an education technician and or any other school staff person other than the classroom teacher assigned to your child in any type of school setting including but not limited to classrooms, gym, recess, after school activities, assemblies, and or field trips, and/or your child is placed in a specialty designed classroom setup other than a regular classroom for other than strictly educational purposes, this department will require that your child have one-on-one care at school it will be at the participants expense. The one-on-one care adult that would be assigned to your child must be approved by this department prior to participation.

## **American With Disabilities Act**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the City of Biddeford invites you to identify any physical or mental disability or behavior that would preclude you from fully participating in the Biddeford Recreation programs. The City is committed to these requirements of the Act mentioned above. In this regard, the City, to the extent required by law, will provide reasonable accommodations to participants who require them in order for them to participate in the program. Individuals with disabilities are not required to self-identify at any time. The City is only required to provide reasonable accommodations for known disabilities. The City is not required to search medical files in order to determine the existence of a disability. If your child needs reasonable accommodations in order for them to participate in the program, you must contact the office 2 weeks before the start of the program.

*\*The Biddeford Recreation Department strives to provide opportunities for students of all abilities. All students must be able to participate safely in our programs. We do not provide one-on-one supervision, and retain the right to not enroll or remove a student from our program if he or she is not able to participate safely.\**

## **Issues & Omissions**

Any issues or omissions not covered in the Cub Care Parent Handbook are at the discretion of the Youth & Family Services Program Coordinator.