

# Biddeford Recreation Department

## After School Cub Care



## Parent Handbook

### 2023–2024

#### Contact Information:

BIS Cub Care Cell: 207–205–5305

BPS Cub Care Cell: 207–298–5091

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

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

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## Table of Contents

p.3 – Department Mission Statement

p.3 – Cub Care Mission Statement

p.4 – Welcome Letter

### **p.5 – Behavior Policies & Expectations**

p.5 – Student–Parent Agreement

p.6 – Behavior Policy

p.6 – Discipline Policy

p.6 – Consequences

p.7 – Educations Technicians & Support Staff

p.7 – Americans with Disabilities Act

p.8 – Mandated Reporting

### **p.8 – Operational & Financial Information**

p.8 – Hours of Operation

p.8 – Aftercare Schedule

p.9 – Activities

p.9 – Snacks

p.9 – Personal Items

p.9 – Sign in & Sign Out Policy

p.10 – Late Pick Up Fee

p.10 – Monthly Payment Breakdown

p.11 – Paying for Cub Care

p.11 – Un–enrolling & Reenrolling during the School Year

p.12 – Changes in Participant Schedule

p.12 – Cancellation Policy

p.12 – Refund Policy

### **p.13 – Health & Safety**

p.13 – High Risk Children

p.13 – Medications

p.13 – Sick Policy

p.14 – Lice & Nit Policy

p.14 – Potty Training & Accidents

p.15 – Staff Training & Emergency Plan

p.15 – Accidental School Bus Boarding Policy

### **p.17 – Acknowledgement of Parent Packet**

## 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-5 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 Cub Care Parents,

On behalf of Biddeford Recreation, I would like to welcome your family to the Cub Care program. This will be our seventh school year that we will be offering an afterschool care program to students at JFK, BPS & BIS.

As life starts to return to “normal” we are hoping that our procedures and practices continue to keep you and your children safe and secure in knowing that we strive to provide you with a quality program each and every day. We will still be using the “PikMyKid” app for pick up time. We have found this to be very effective with accountability, communication and safe pick-ups for your child.

In addition, this year our focus will be on community. As long as it is safe to do so, we will be offering more opportunities for your families to gather for food, friendship and learning about the many resources available to you in our great city. Stay tuned!

Please take a few minutes to read this packet. It will provide you with answers to many questions you may have!

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

Thanks,

Alisha Keezer, Programmer  
Cub Care/ Camp Director  
[Alisha.keezer@biddefordmaine.org](mailto:Alisha.keezer@biddefordmaine.org)  
207-468-3775

## Behavioral Policies & Expectations

### Student–Parent Agreement

As a condition of enrollment in our program, caregivers are required to review the following behavioral expectations with their children. By registering for Cub Care both the parent and the child agree to abide by the behavioral expectations. It is important for staff members to be aware of this student– parent agreement so they can understand what is expected from the children and ensure they are appropriately held accountable for their actions.

- I will treat everyone, both children and staff with respect and consideration.
- I understand that there will be no fighting, teasing, foul language or abusive behavior.
- I will obey all of the Cub Care rules. I will stay supervised at all times. I understand that sneaking/running away from staff members and/or identified boundaries is very unsafe and may result in immediate expulsion.
- I understand that to be a Cub Care friend I will not deliberately or maliciously exclude other children or form exclusive groups (cliques).
- I understand that Cell phones or other similar devices are not permitted at Cub Care. I understand that any electronic device that can: send or receive a phone call or text messages, play a DVD, access the Internet or send or receive e–mail is not permitted at Cub Care.
- I understand that dangerous items are not permitted at Cub Care. No weapons, drugs, alcohol, vape pens, cigarettes, matches, fireworks, or other contraband may be brought into Cub Care or used while at Cub Care.
- I know I am responsible for my own actions. If I make a mess, I will clean it up, if I break something, I will do my best to fix it.
- I will be responsible for my own possessions. I know that if my clothing or any possessions are lost, damaged or stolen, Cub Care is not responsible. I will not bring expensive clothing, cameras, jewelry and other valuable items to Cub Care.
- I understand that Cub Care does not operate a “finders–keepers, losers–weepers” policy. If I find something that does not belong to me, I will turn it in to my counselor.
- I will inform my counselor or Cub Care director if I am unhappy or if someone at Cub Care is making my time less than perfect. I understand that their job is to help me.
- I understand the sole purpose of the counselors is to ensure my safety and happiness and I should expect the same respect, understanding and attention that I will show them.

## Behavior Policy

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.
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!**

## 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 campers, stealing or destruction of property, disrespecting staff or campers, inappropriate behavior, 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.

## Education Technicians & Support Staff

Please be aware that while at camp your child will be required to have one-on-one care in the form of an educational technician or support staff member at your own expense if:

- Your child has an education technician and, or, any other school staff person (other than the classroom teacher) assigned to them in any type of school setting (including but not limited to classrooms, gym, recess, after school activities, assemblies, and or field trips).
- Your child is placed in a specially designed classroom setup other than a regular classroom for other than strictly educational purposes.

The one-on-one care adult assigned to your child must be approved by the Recreation Department prior to participation in the summer camp program.

## American with Disabilities Act (ADA)

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. \****

## Mandated Reporting

In the event that any person or child reports suspected abuse and neglect to Cub Care staff, 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.

## Operational & Financial Information

### Hours of operation

After School Cub Care: 2:15 pm – 5:30 pm

Please be aware that Cub Care follows the Biddeford School system schedule. Cub Care will not operate on days when students are not at school for the entire school day including teacher in service days, early release days, holidays, vacation weeks, and snow days.

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

### Aftercare Schedule

	Sample Schedule
2:15–2:30	Pick up JFK
2:25– 2:45	Pick up at BPS, BIS
2:45– 3:15pm	Homework/ Study Time/ Arts Crafts
3:15– 3:30pm	Snack time
3:30–4:15	Additional HW if needed, board games, Legos, books, table top fine motor skills
4:15 –5:15 pm	Gross motor activities (different daily) & playground when weather permits
5:30 PM	Parent Pick Up



## **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. Our goal is to develop activity curriculum for programs that can limit the need for participants to wear a facial covering.

## **Snacks**

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

## **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 items are misplaced.

## **Sign in & Sign Out Policy**

Kindergarten, 1st and 2nd grade will be located at the Biddeford Primary School. We will continue to utilize the PikMyKid app as it continues to be a very efficient way to dismiss our children. When you arrive for pick up, please announce that you have arrived, and wait outside the Cafeteria door. A staff member will bring your child out to you as soon as possible.

3rd, 4th, and 5th grade will be located at Biddeford Intermediate School. We will continue to utilize the PikMyKid app as it continues to be a very efficient way to dismiss our children. When you arrive for pick up, please announce that you have arrived, and wait outside the Auxiliary Gym double door (with the sign for Cub Care above it). A staff member will bring your child out to you as soon as possible.

If you are new to our programs, we will be assigning your child a student ID number in the PikMyKid app before school starts and a parent information packet on the app.

If you have someone pick up your child who will not be using the app – please remember to call the site’s delegated phone number to let staff know of the change. Once they arrive, they will need to call the phone number and have their ID ready.

**\*\*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 staff 24 hours in advance. \*\***

**Late Pick Up Fee**

It is imperative that children are picked up promptly when Cub Care ends. Our staff have commitments and families and need to know they can be home or back at school for class, etc. While we do understand there is a rare occasion when you are late, we will not tolerate continuous tardiness during pick up time.

**There will be a \$10 LATE FEE for every 10 minutes that a parent is late for pick up.**

Late fees will be invoiced through your MyRec account. Payment must be made within two weeks of the invoice date. Cash will not be accepted at pick up.

Continuous late pick-ups will result in your child’s removal from the program.

**Monthly Payment Break Down**

Cub Care Options	Time	Monthly ( Sept. -May)	June
3 Day Option	2:15-5:30	\$245.00	\$145.00
4 Day Option	2:15-5:30	\$265.00	\$165.00
5 day option	2:15-5:30	\$305.00	\$205.00
<b>Additional Child</b>			
3 Day Option	2:15-5:30	\$225.00	\$120.00
4 Day Option	2:15-5:30	\$245.00	\$140.00
5 Day Option	2:15-5:30	\$285.00	\$180.00
<b>Annual Registration Fee (Paid Once A Year)</b>			\$25.00

## **Paying for Cub Care**

There are two options for parents to pay their Cub Care bill.

**Option 1 – set up an automatic monthly, or weekly, payment plan using your debit or credit card.** To set up a payment plan, please visit or call our office at 207-283-0841.

**Option 2 – pay in full for the entire school year.** To pay your bill in full, log onto your biddefordrec.com account and select your participant's account. You will then be able to process payment through the website. Alternatively, you can visit our office at the J. Richard Martin Community Center and pay directly to the Recreation Office. **Checks and cash will not be accepted by staff at the Cub Care locations.**

You **MUST** have your Cub Care bill paid in full, OR, have a payment plan with automatic weekly or monthly payments set up using your debit or credit card **BEFORE** your child attends Cub Care. If you need to change the details of your payment plan once it has been set up, please visit or call our office on 207-283-0841.

Please be aware that declined, late, or non-payment may result in your child not being allowed to attend Cub Care until the bill has been paid.

- If a declined payment has not been received within 5 days of the scheduled payment date, an additional \$10 will be added to your balance.
- If a declined payment has not received within 9 days of the scheduled payment date, an additional \$10 will be added to your account.
- If a declined payment has not been received within 9 days of the scheduled payment date, the participant will no longer be able to attend Cub Care until the full balance has been paid.

## **Un-enrolling & Reenrolling during the School Year**

If a family chooses to be unenrolled 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.

## Changes in Participant Schedule

During the school year, we understand that there are times when you may need to switch to different days, more days/ less days due your family's changing schedules. However, this creates a lot of work on our end for logistics, paperwork, ratios and staffing. 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.

If you do need to change your child's schedule, we ask that you do this when you register for a new month. Changes in the schedule must be done for no less than a month.

*Changes made within the month your child is currently registered need to be cleared by the Program Director and will be accompanied by a \$10 fee per child.*

## Cancellation Policy

The Recreation Departments policy is to cancel all children's programs when school cancels classes. Cancellations are posted on the Recreation Website at [www.biddefordrec.com](http://www.biddefordrec.com) 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, or Facebook. 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.

## **Health & Safety**

### **High Risk Children**

If you are concerned that your child may be at high risk, we ask that you speak with your child's healthcare provider to determine if Cub Care is right for them. Some conditions that may place your child in a higher risk group include asthma, diabetes, or being immunocompromised, among others.

### **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. All meds administered will be recorded by staff in our Med Log. Parents will be asked to fill out a form providing verification of the medication the child will be self-administering.

### **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 100.4 degrees
- 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.

\*If a temperature or other symptoms of potentially contagious conditions are shown, children will be required to be picked up within 30 – 45 minutes of the call made to a parent or guardian. To return to Cub Care, the student will need to be symptom free for 72 hours, or have a doctor's note authorizing them to return to Cub Care. \*

**The Biddeford Recreation Department 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 were found.
4. The Cub Care Director and another member of the staff will look over the child to ensure that there are no lice or nits on the participant.

## **Potty Training & Accidents**

**\* All Students attending recreation programs must be fully Potty Trained\***

– If a child is found to have issues with using the bathroom or frequent accidents during the program the following steps will take place.

1. If the students' frequency of accidents is continuous a parent or guardian will be notified and must arrange for the child to be picked up from the program.
2. Child may return when the parent or guardian has rectified the potty training issue or in some cases brings a note from the child's doctor or nurse stating the students issue has been corrected. The bathroom issue and accidents must be remedied for the student to remain in the 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. Staff members will complete an incident report for all minor injuries that warrant a report. Minor injuries will be brought to the parent or guardians attention upon pick up.

If a major injury is sustained 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 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.

## **Accidental School Bus Boarding Policy**

In the event that a student that is supposed to attend Cub Care 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 with 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 staff will meet the bus upon its return.

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.

### **Issues & Omissions**

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



# Acknowledgement of Parent Packet

I certify, by the signature below, that I have read, understand, and agree to comply with the rules, policies and expectations listed in the Cub Care Parent Information Packet. I have discussed the student-parent agreement with my child and we understand what will be expected from us during Cub Care.

I understand that this completed and signed acknowledgement must be returned to the Biddeford Recreation Department before my child may attend Cub Care.

Child(ren)'s Name:

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Parent/Guardian PRINTED Name:

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Parent/Guardian SIGNATURE:

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_