

Biddeford Recreation Department
189 Alfred Street
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recreation@biddefordmaine.org



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Welcome to Cub Care 2025-2026!

Welcome Cub Care families!

Thank you for enrolling your child in the Biddeford Recreation Cub Care program for the 2025-2026 school year. This is our ninth program year for after care and while we are not rushing the summer away, we are already preparing for another exciting year of Cub Care!

We are sharing this informational packet with reminders to make sure everyone is prepared for the school year ahead and to ensure the best experience for your child! This packet includes general information about our program, important contact information, transportation info, instructions to set up required payment plans, updates on our new playground project and more! Thank you in advance for taking the time to read through this packet.



Program Staff: the Cub Care program is directed by Biddeford Recreation Program Coordinator Alisha Keezer. Alisha has been with the department for over 15 years, is involved with many programs and special events, and oversees our Cub Care program during the school year and our Lifeguard/Aquatics division during the summer season. This program is also supported by Biddeford Recreation Program Assistant Michele Moore, Program Coordinator Brittany Hall, and a dedicated team of local college and high school student counselors.

Program Contacts:

- Attendance, General Inquiries, and Billing: cubcare@biddefordmaine.org
- Questions or Concerns: alisha.keezer@biddefordmaine.org
- Program Phone: (207) 205-5305
- Biddeford Recreation Main Office: (207) 283-0841

Program Location: J. Richard Martin Community Center, 189 Alfred Street. The Cub Care program has a dedicated exit for parent pick-ups, located on the Clark Street parking lot side of the building and is accessible via the ground floor door (to access this door you will be going down a set of stairs from the car park, not up a set of stairs).

Open House Save the Date! Monday, August 25th – additional details to follow

Program Start Dates: Program opens to Grades 1 and up for 8/27/25 and 8/28/25; closed 8/29/25 and 9/1/25. Program opens to all grades K-5 starting 9/2/25.

Transportation: Cub Care students who attend BPS and BPS will be bussed to us on Bus 23. BMS students will be bussed on Bus 7. There will be three bus runs in the following order:

- Biddeford Primary School – Bus 23
- Biddeford Intermediate School – Bus 23
- Biddeford Middle School (Fifth Grade) – Bus 7
- Please note: bus numbers are subject to change as needed as routes are finalized

Bus Policies pertaining to Cub Care:

- All students attending Cub Care must utilize the bus transportation system through the school department.
- Students are expected to follow all behavioral expectations outlined in the transportation agreement. Use of the bus is a privilege; the bus department staff may dismiss a student from riding the bus if they are unable to follow conduct expectations. Should this occur, the student will also be dismissed from the Cub Care program.
- After School Activities: students in older grades often have access to after school activities through the school district that are held on-site at their school. Please note: the late bus will NOT be available to students to use for our program this year. For attendance and safety reasons, parents/guardians of children attending after school programs must communicate this to cubcare@biddefordmaine.org two days in advance so staff are aware of their late arrival and will be responsible for transporting their children to the J. Richard Martin Community Center at the later time.

Dismissal Overview: We utilize the PikMyKid app for dismissal from Cub Care. We have found this to be very effective with accountability, communication and safe pick-ups for your child. These procedures and practices will 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. Please keep an eye out for an email with more information about this app. We ask that all families please utilize the app to ensure the smoothest possible pickup from Cub Care and minimize waiting time in the car park.

Please ensure that you have downloaded the app and set up your account so we can streamline the dismissal process and prevent a congested parking lot each afternoon.

If you are not familiar with PikMyKid, please review the attached documents which will help you to download the app and set up your account. If someone other than yourself will be regularly picking your child up from camp you will need to designate a second authorized pick up person once you have logged into your account.

Snacks: we provide Cub Care Students with a snack each day – there will be a snack calendar each month with the snacks that we will be providing.

Billing and Payment Information

Invoicing Process for Monthly Billing: Now that your enrollment is complete, your www.biddefordrec.com household account will be invoiced in August for the entire school year. You will see the invoice processed under Balances on your account; please note, this balance will be paid in increments through a payment plan process (see next step) and is not required to be paid in full up front.

Monthly Fees are always \$355.00 – no rate increases this year! We have reviewed the school calendar for the year and developed an average monthly fee to make the billing process streamlined and consistent for families. Your monthly tuition includes all regular after school days and Wednesday Early Release Days each month. Vacation weeks are not included and will be available to register for separately during the school year when offered.

Payment Plans: payment plans are required for Cub Care families to participate in our program. This requires for you to contact the office to set up a billing arrangement. Payment plans are customizable and offer some flexibility, allowing families to choose between monthly and weekly deductions, as well as withdrawal dates that meet your personal financial needs.

To set up your payment plan:

1. Call the Biddeford Recreation Office at (207) 283-0841
2. Summer Office Hours: Monday-Wednesday 8:00am-1:00pm; Thursday 12:00-4:00pm (closed Fridays)
3. **Deadline to set up your payment plan: Thursday, August 21, 2025**

Payment Plans are Mandatory:

- To avoid interruption of services, please make sure payment plans are current and card information on file is always up to date.
- Online household accounts enrolled in Cub Care that do not have a payment plan in place or have consistent declining transactions will be suspended and program participation will be paused; this will be updated once payment plans are arranged with the main office.

Duplicate payments issue: if you have a payment plan set up and make payments manually against your Cub Care balance, please note the intention of the payment plan is to automatically deduct from your account on the day of the week/month you have chosen. If you opt to manually make a payment against your account, we cannot prevent the payment plan from also deducting and are unable to issue refunds for duplicate payments. The duplicate payment will go against your balance owed on the account however so you can expect that a future payment plan withdrawal will be less.

Discounts: Sibling discounts are \$15.00 and will automatically be applied during the invoicing process.

Exciting News! The J. Richard Community Center playground area adjacent to Alfred Street will be updated in late August and will be available to our program in September 2025. We look forward to offering another great year of after school care with our Cub Care program and featuring this upgraded outdoor playspace for our participants and the community!

If you have any questions, please contact us at cubcare@biddefordmaine.org. Thank you for your support of our programs! We look forward to an amazing school year with Biddeford Recreation!

Sincerely,
Alisha Keezer, Program Coordinator