

BIDDEFORD RECREATION DEPARTMENT CAMPS AND CUB CARE PROGRAMS

PARENT HANDBOOK AND PROGRAM POLICIES

PROGRAM STAFF

- Alisha Keezer, Coordinator Cub Care and Aquatics
- Brittany Hall, Coordinator Summer Camps and Enrichment
- Liam McGinley, Program Assistant Camps and Cub Care

DEPARTMENT ADMINISTRATION

- Lisa Thompson, Recreation Director
- Erika Dube, Deputy Recreation Director

RECREATION MAIN OFFICE

- Macie Cousins, Recreation Administrative Assistant – Billing, Accounts & Payment Support

PROGRAM CONTACT INFORMATION

- Cub Care and Safari Camp Cell: 207-205-5305
- Tiger Adventure Camp Cell: 207-298-4737
- Cub Care Inquiries: cubcare@biddefordmaine.org
- Camp Inquiries: summercamp@biddefordmaine.org
- Recreation Office: 207-283-0841 or recreation@biddefordmaine.org
- Website: www.biddefordrec.com

PROGRAM LOCATIONS

CUB CARE & SAFARI CAMP

J. Richard Martin Community Center

189 Alfred Street

Mailing: P.O. Box 586

Biddeford, ME 04005

TIGER ADVENTURE CAMP

The Clubhouse at Rotary Park

550 Main Street

Biddeford, ME 04005



THE MISSION OF THE
BIDDEFORD RECREATION
DEPARTMENT IS



TO PROVIDE *quality programs and facilities*
THAT FOSTER HEALTHY
COMMUNITY CONNECTIONS
For All



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.



Summer Camp Mission Statement

Biddeford Recreation's summer camps offer children the opportunity to spend their summer with both new and old friends, while enjoying a variety of programming including games, sports, swimming, arts, crafts, field trips and much more while under the supervision of Biddeford Recreation staff.

Biddeford Recreation Department

189 Alfred Street
P.O. BOX 586
Biddeford, ME 04005
recreation@biddefordmaine.org



Alisha Keezer

Program Coordinator
(207) 283-0841
alisha.keezer@biddefordmaine.org
www.biddefordrec.com

Welcome to Cub Care 2026-2027! Celebrating 10 Years!

Thank you for inquiring about registering your child in the Biddeford Recreation Cub Care program for the 2026-2027 school year. This is our tenth 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!

Cub Care Registration: opens on July 7, 2026! Please make sure you have created a Biddeford Recreation account and have added your child to your account!



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 Liam McGinley, 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 or Biddeford Recreation Main Office: (207) 283-0841
- 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: TBD! Additional details to follow

Program Start Dates: Program opens to Grades 1 and up for 8/31/26. Program opens to all grades K-5 starting 9/2/26.

Transportation: Cub Care students will be bussed from their schools to our location! Transportation schedules are typically released late August with bus assignments. We will share more information regarding this as we approach the school year! Stay tuned!

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, and the bus department has the right to 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: due to Cub Care attendance procedures and safety protocols, we cannot accommodate use of the late bus for students attending extracurricular school activities. Parents/guardians of children attending after school activities through the school department must communicate this in writing 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.

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. All families are required to 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.

***Please note you will NOT receive any information about this app until the week before Cub Care starts! ***

Snacks: we provide Cub Care Students with a snack each day.

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 upfront.

Monthly Fees are always \$375.00! 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.
- Holidays, vacation weeks, and Early Release on weekdays other than Wednesday are not included; see next page for our full Cub Care closure schedule.
- Vacation Weeks 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 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. Payment Plans will be set up between August 24-August 27, 2026
 - a. Advanced payments made in July and early August can be paid manually through your household account if preferred to pay earlier.
2. Call the Biddeford Recreation Office at (207) 283-0841
3. Summer Office Hours: Monday-Thursday: 8:00am-5:00pm (closed Fridays)
4. **Deadline: Thursday, August 27, 2026**

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.

Payment Plan Schedule for Siblings:

Our software system is set up to complete the entire payment plan for one child before applying payments to the second child. Typically, the first child will have their September-June payments completed between September-January, and the second child will have their September-June payments completed between February-June. This is especially important for

families to be aware of if they participate in a dependent care reimbursement plan; please confirm this payment schedule works for your reimbursement provider.

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.

Closure Dates for Cub Care:

The following closure dates (based on the school calendar) are not included in the Cub Care program or covered by the monthly tuition. For School Vacation weeks in December, February and April, Vacation Camp programs will be offered; separate registration required and additional details TBD.

Week 1: Program opens to Grades 1 and up for 8/31/26 and 9/2/26 opens for all grades

Closed: 9/4/26 and 9/7/26

Closed: 10/9/26 and 10/12/26

Closed: 10/30/26

Closed: 11/11/25 and 11/24/26-11/27/26

Closed: 12/22/26-1/1/27

Closed: 1/18/27

Closed: 2/15/27-2/19/27

Closed: 3/24/27

Closed: 4/15/27-4/23/27

Closed: 5/31/27

**Final day of Cub Care is tentatively scheduled for 6/11/27. * Subject to change contingent on snow day use*

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

Welcome to Safari Summer Camp!



Brittany Hall

Coordinator of Camps
and Enrichment Programs

BRITTANY.HALL@BIDDEFORDMAINE.ORG



Liam McGinley

Program Assistant to
Camps & Cub Care Programs

LIAM.MCGINLEY@BIDDEFORDMAINE.ORG



Camp Info

J. Richard Martin Community Center
189 Alfred Street

Hours: 7:30am-5:30pm;

Arrival by 8:30am

Monday-Friday:

June 29-August 21

Meet the Safari Staff!

Sophia Viel, Safari Camp Co-Director

Hello! I'm Sophia, and I'm excited to be returning for my second summer as co-director of Safari Camp! I grew up in Massachusetts, where my love for summer camp first began, and later moved to Maine after graduating from the University of Maine. This past year, I worked at an elementary school and with the Cub Care after-school program, continuing my passion for working with kids and creating fun, meaningful experiences every day. When I'm not at camp, you'll usually find me hiking with my dog or spending time outdoors. I can't wait for another summer full of creativity, adventure, and unforgettable memories!



Lorelei Fleishman, Safari Camp Co-Director

My name is Lorelei and this is my first year as the co-director of Safari Camp! I have over a decade of experience working at summer camps all across the state of Maine. During the school year, I teach art at Kennebunk Middle School. I love all things arts and crafts, and sometimes I pretend to be good at sports. In my free time I love to go camping, make pottery, and play guitar. I can't wait for an unforgettable summer of laughter, silly games, and lasting memories!



Camp Reminders

Camp Phone: (207) 205-5305

Rec Office: (207) 283-0841

Open House: Thursday, June 24th
5:00-6:00pm

Be prepared! Campers should bring water, snacks, sunscreen, towel, change of clothes, and items related to activities or trips for that day.

Meals: Breakfast and Lunch are provided through the School Department Free Summer Meal Program. All students are eligible.

Sunscreen: generic sunscreen is provided at camp; you may choose to send another option if preferred.

Safari Summer Camp Newsletter

Welcome Biddeford Recreation Summer Camp Families!

The warm summer season may be slow to arrive but Summer Camp 2026 is quickly approaching! We have been working diligently all spring to develop a fun filled summer experience! Our goal is to provide a sense of community that encourages adventure, nurtures creativity, and builds lasting relationships. Safari Camp offers opportunities to have new experiences, explore self-expression, and develop team building skills.

Our campus is located at the J. Richard Martin Community Center (189 Alfred Street). Camp hours of operation are 7:30am–5:30pm Monday through Friday with camp arrival being before 8:30am. We will be hosting some special guests which include A2B2 Reptile! Bathhouse Beach will be a frequent destination for us to soak up some sun and enjoy our beautiful coast! Camp will offer various trips this summer, such as Funtown, Aquaboggan, and Splashtown to name a few! We will also have our Second Annual Roarapalooza celebration to end camp!

It is important to pack a water bottle and sunscreen daily as we will be spending much time outside! Please also pack extra clothes (socks, underwear, shirt, shorts), sneakers, bathing suit, towel, snacks, sunscreen, and bug spray daily for your child!

We are partnering with the School Nutrition Program once again to bring meals into summer camp! Breakfast and lunch will be provided for all students daily. Breakfast will be served 8:00am to 8:30am and lunch 11:30am to 12pm.

A reminder about payments: Full Summer balances are due by Friday, June 12th. If you still have a remaining balance after this deadline, your \$500 deposit must be paid and you must have a payment plan in place for your child to be eligible to start camp. Camp must be paid in full by August 7, 2026.

We have anxiously been preparing for summer fun! We cannot wait to make memories and have a blast this summer season! Reminder camp will be closed July 2 & 3 following the city's observance of the Fourth of July holiday. We hope you will join us for the Camp Open House on June 25th from 5:00-6:00pm at the Community Center and look forward to seeing you on June 29th for the first day of camp!

Sincerely,
Brittany Hall
Program Coordinator

Welcome to Tiger Adventure Camp!

CAMP MISSION

Our mission at Tiger Adventure Camp is to create a safe, fun, and enriching environment where everyone feels welcomed, can explore their creativity, build meaningful friendships, and grow in confidence. By providing a variety of hands-on activities, team-building exercises, guided exploration, and just plain fun, we aim to encourage individuals to own who they are and foster a lasting love for learning and adventure.



Brittany Hall

Coordinator of Camps and
Enrichment Programs

BRITTANY.HALL@BIDDEFORDMAINE.ORG



Liam McGinley

Program Assistant
to Camps and Cub Care

LIAM.MCGINLEY@BIDDEFORDMAINE.ORG



Camp Info

The Club House at Rotary Park:
550 Main Street
Hours: 7:30am-5:30pm;
Monday-Thursday:
June 29-August 21

Meet the Staff at TAC!

Kelly Couch, Director

Hi everyone! My name is Kelly, and I'm so excited to be returning this year as the Tiger Adventure Camp Director. I recently graduated from UNE with my Bachelor's Degree in Social Work and will be moving home at the end of the summer to pursue my Master's in Social Work. Over the school year, I've continued to work in Cub Care and am extremely excited to welcome 5th grade into our summer programming this year! I strive to create a fun, safe, and inclusive environment for all campers, and I look forward to the exciting trips and activities we have planned for this summer!



Julianna Simpson, Assistant Director

Hello! My name is Juliana, and I'll be your Tiger Adventure Camp Assistant Director. I'm currently a History major at Santa Monica College. I've been working with Biddeford Recreation for almost two years and I'm so excited to make this summer just as fun as the last! I am committed to making this summer fun, safe, and filled with unforgettable memories. I can't wait to have an awesome summer with you!



Camp Reminders

Camp Phone: (207) 298-4737

Rec Office: (207) 283-0841

Open House: Thursday, June 25th
5:00-6:00pm, The Clubhouse

Be prepared! Campers should bring water, snacks, sunscreen, towel, change of clothes, and items related to activities or trips for that day.

Meals: Breakfast and Lunch are provided through the School Department Free Summer Meal Program. All students are eligible.

Sunscreen: generic sunscreen is provided at camp; you may choose to send another option if preferred.

Reminder: Full Summer Balances are due by June 12th or payment plans in place!

Tiger Adventure Camp Newsletter

Welcome Biddeford Recreation Summer Camp Families!

The warm summer season may be slow to arrive but Summer Camp 2026 is quickly approaching! We have been working diligently all spring to develop a fun filled summer experience! Our goal is to provide a sense of community that encourages adventure, nurtures creativity, and builds lasting relationships. Tiger Adventure Camp offers opportunities to have new experiences, explore self-expression, and develop team building skills.

Tiger Adventure Camp (TAC) is located at 550 Main Street in Biddeford at The Club House (formally known as the Teen Center). This eight week program runs Monday–Thursday beginning June 29 to August 20 from 7:30am to 5:30pm. We are partnering with the School Nutrition Program once again to bring meals into summer camp! Breakfast and lunch will be provided for all students daily. Breakfast will be served 8:00am to 8:30am and lunch 11:30am to 12pm.

TAC will be visiting various lakes throughout Maine and exploring local parks. TAC will be participating in Outdoor Adventures with Biddeford Recreation Coordinator, Brian Dunphe to try various water sports! Camp will offer many trips this summer, including Saco Bound Float and Six Flags New England to name some highlights! TAC is invited to join Tiger Summer's 2nd Annual Roarapalooza on Friday, August 21st to celebrate the end of camp! Campers & family must RSVP by July 31, 2026.

It is important to pack a water bottle and sunscreen daily as we will be spending much time outside! Please also pack your child with extra clothes (socks, underwear, shirt, shorts), sneakers, bathing suit, towel, snacks, sunscreen, and bug spray!

A reminder about payments: Full Summer balances are due by Friday, June 12th. If you still have a remaining balance after this deadline, your \$500 deposit must be paid and have a payment plan in place for your child to be eligible to start camp. Camp must be paid in full by August 7th, 2026.

We have anxiously been preparing for summer fun! We cannot wait to make memories and have a blast this summer season! We hope you will join us for the Camp Open House on June 25th from 5:00-6:00pm at Rotary Park and look forward to seeing you on June 29th for the first day of camp!

Sincerely,
Brittany Hall
Program Coordinator



PAYMENT POLICIES

PAYMENT PLANS AND DEADLINES

Please follow all instructions to pay enrollment fees, deposits, set up payment plans, etc. Processes vary by program and are announced with enrollment information.

PAYMENT PLANS AND DEADLINES

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

DECLINED PAYMENTS

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

- If a declined payment has not been recovered within 5 days of the scheduled payment date, an additional \$10.00 fee will be added to your balance.
- 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 the program until the full balance has been paid.

UN-ENROLLING AND RE-ENROLLING

If a family chooses to be unenrolled from a program during the duration of the program, enrollment forms will be removed from the household account to ensure privacy of the participant and family. In order to reenroll at a later date the family will be required to complete new enrollment paperwork and repay the required enrollment fee.

CHANGES IN ATTENDANCE 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. To ensure adequate time to manage logistics and support proper staffing ratios, Biddeford Recreation requires at least a 3-day notice of a schedule change. This also allows us time to notify the schools of changes. If you do need to change your child's schedule, we ask that you do this when you register for a new month. Schedule changes are permitted for a maximum of one month.

Changes made within the month your child is currently registered need to be approved by the Program Director and will be accompanied by a \$10.00 fee per child.

PROGRAM CANCELLATION

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. If school closes early for inclement weather, students enrolled in Cub Care will take the bus home. For info on program closures, visit our website www.Biddefordrec.com, or Biddeford Recreation social media pages (Facebook and Instagram). An email blast will also be sent out to all parents and guardians who have opted in to received notifications from our system.

PAYMENT POLICIES (CONTINUED)

REFUND POLICY

If, for any reason, you intend to cancel participation in a Biddeford Recreation program, please contact our office immediately. All refund requests must be submitted in writing and emailed to recreation@biddefordmaine.org. A full refund will be issued if cancellation is prior to the starting date or within the first week of the program. No refund will be issued after the third meeting or week of a program.

REFUND PROCESSING

- ☐ If Biddeford Recreation cancels 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.

**Please note the following:*

If your household account at www.biddefordrec.com has an outstanding balance, refunds will be credited to the balance first before issued.

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.

DISCIPLINARY REMOVAL FROM PROGRAM

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 they may return to the program. This behavior also will affect the child's ability to be enrolled in future childcare-based activities.

If it is determined that your child may not return to the program following a disciplinary decision, no refunds will be issued.

*Additional information is available in the Behavioral Policies and Expectations section of this handbook.

PROGRAM OPERATIONAL INFORMATION

HOURS OF OPERATION

Summer and Vacation Camp hours: 7:30am – 5:30 pm.

Cub Care hours: from school dismissal to 5:30pm.

- Cub Care follows the Biddeford School District schedule*. Cub Care will not operate on days when students are not in school for the entire school day including teacher in-service days, early release days on days other than Wednesday, holidays, vacation weeks, and snow days.
- *If school is canceled or dismissed early due to inclement weather, the Cub Care program will also be cancelled for that day. See Program Cancellation for communication info on closures.*

*SCHOOL CALENDAR

Please refer to next page for the 2026–2027 school calendar; *approved on 3.25.26*

ACTIVITIES

Biddeford Recreation programs provide a balance between staff-led activities, individual play, group play, and free choice time. The staff will always interact with the participants in all aspects of the program, from group to individual play. When the weather is appropriate, we will utilize the playground for free time allowing the children a chance to get some fresh air.

Cub Care Activities: updates are shared via eblasts and articles in our department newsletter.

Summer Camp Activities: updates are shared via eblasts, Camp Calendars, Welcome Letter, etc.

FOOD AT PROGRAMS

SNACKS

Students attending Cub Care will be provided a healthy snack and have access to water each day. Please make sure to include any food allergies on your enrollment and inclusion forms. It is encouraged to also send snacks with your student.

Snacks are not included in Summer or Vacation Camp programs; please send your child with one. Make sure any snacks or lunches that are sent with your child are labelled. There is no refrigerator available. If possible, please send snacks that are allergy-friendly and nut-free.

BREAKFAST & LUNCH - APPLIES TO SUMMER CAMP ONLY

Students enrolled in Summer Camp will be provided a healthy breakfast & lunch as part of the School Department Summer Meals Programs.

- If your child has any food allergies please inform the Camp Coordinator as soon as possible, so that we may try to accommodate any restrictions.
- Meal menus will be provided as made available from the school department
- Please note: menus are subject to change especially in consideration of field trip schedules.

If your child will not be utilizing the Summer Meals program, please send a non-refrigerated lunch labelled with the camper's name.

Biddeford Schools

est. 1848

2026-2027 School Calendar

August 2026				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
[24]	25	26	27	28
*31				

T-4 S-1

September 2026				
Mo	Tu	We	Th	Fr
	1	2	3	4
H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

T-20 S-20

October 2026				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
H	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T-21 S-20

*First Day of School:

8/31/26	Grades 1 through 9
9/1/26	Grades 10,11,12
9/2/26	Kindergarten
9/8/26	Pre-K

Open Houses:

8/26/26	BPS	4:00-6:00 pm
8/26/26	Pre-K	4:00-6:00 pm
8/26/26	BIS	4:00-6:00 pm
8/31/26	BMS	4:30-6:30 pm
9/17/26	BHS	4:30-6:30 pm
9/17/26	COT	4:30-6:30 pm

Parent Teacher Conferences:

11/4/26	3:30-7:00 pm
4/7/27	3:30-7:00 pm

Teacher Comp Days:

11/25/26 & 4/15/27

Other Important Dates:

6/4/27	BHS Graduation
6/14/27	Last Day of School

*Pending Snow Days

Trimesters and Quarters:

Trimester 1	11/13/2026
Trimester 2	3/12/2027
Trimester 3	6/14/2027
Quarter 1	10/23/2026
Quarter 2	1/22/2027
Quarter 3	3/26/2027
Quarter 4	6/14/2027

T=Teacher Days	182
S=Student Days	175

November 2026				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	H	12	13
16	17	18	19	20
23	24	25	H	27
30				

T-18 S-17

December 2026				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	H
28	29	30	31	

T-16 S-16

January 2027				
Mo	Tu	We	Th	Fr
				H
4	5	6	7	8
11	12	13	14	15
H	19	20	21	22
25	26	27	28	29

T-19 S-19

February 2027				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26

T-15 S-15

March 2027				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

T-23 S-22

April 2027				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
H	20	21	22	23
26	27	28	29	30

T-16 S-15

May 2027				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
H				

T-20 S-20

June 2027				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
*14	15	16	17	H
21	22	23	24	25
28	29	30		

T-10 S-10

School Hours

School	School Starts	Dismissal Ends	Early Release Time
Pre-K AM	7:50 am	10:20 am	No School
Pre-K PM	11:35 am	2:05 pm	No School
BPS	7:40 am	2:20 pm	12:00 pm
BIS	7:40 am	2:20 pm	12:00 pm
BMS	8:40 am	3:10 pm	12:50 pm
BHS	8:30 am	2:50 pm	12:25 pm
COT	8:30 am	2:45 pm	12:25 pm
APC	8:30 am	2:45 pm	12:25 pm

No School



Early Release



Teacher Comp Day/No School



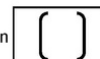
No School for Students
Teacher Professional Development



Teacher After School
Professional Development



New Staff Orientation



WHAT TO BRING TO PROGRAMS

- A water bottle with your child's name on it.
- Food/Snacks – see previous pages for additional information on food provided in programs.
- Recommended clothing – in general: Closed toe shoes. T-shirt. Send them in clothes they can get messy and play comfortably in. Please send back-up clothing options.

Specific clothing related to weather conditions and trips

- For Cub Care, during the colder months, Biddeford Recreation after care programs will still endeavor to spend time outdoors. Please ensure that your child has the proper apparel for the season: boots, winter coat, hat, gloves, etc.
- Swimsuit and towel: Summer Campers should pack a swimsuit, towel, and plastic bag for their wet swimsuit on days specified by the calendar.
- Summer Camp Trips: Please refer to the schedule to see if campers are required to wear their camp t-shirt or swimming shirt that day. We will always wear our camp shirt on field trips. *Additional shirts are available at camp for a \$10.00 fee.*
- Sunscreen and insect repellants: Please apply before coming to camp. We will be applying throughout the day. Please label bottles with your camper's name. Our staff can help guide the camper with applying their sunscreen

WHAT NOT TO BRING TO PROGRAMS

- **Student cell phones and devices such as smart watches are not permitted at Safari Camp or Cub Care.**
- Dangerous items are not permitted. No weapons, drugs, alcohol, vape pens, cigarettes, matches, fireworks, or other contraband may be brought into Biddeford Recreation programs while attending.
- **Toys, balls, or playing/trading cards from home *unless expressed permission has been given.***

PERSONAL ITEMS

Biddeford Recreation staff are not responsible for missing items such as clothes, footwear or any other items including, but not limited to money and electronic items. Labeling all property is highly suggested in case items are misplaced. It is recommended to leave items of significant value at home.

ATTENDANCE AND CHECK-OUT POLICIES AND PROCEDURES

ATTENDANCE

If your child will not be attending camp or Cub Care on a day or week they are registered, please notify the Biddeford Recreation Department by the program deadline, using the following options:

- Marking them absent in the PikMyKid app (see below)
- Call the Recreation Main Office: (207) 283-0841
- Email: cubcare@biddefordmaine.org or summercamp@biddefordmaine.org; based on season

There are many variables that may impact a child's attendance, especially related to Cub Care and transportation from the schools to our program. Biddeford Recreation takes this responsibility seriously; we never assume a child that does not arrive to our program was simply home sick. In the event that our office staff have to contact a parent/guardian to confirm a child's absence, the household account will be issued a \$10.00 fee.

ACCIDENTAL SCHOOL BUS BOARDING POLICY

In the event that a student that is scheduled to attend Cub Care is accidentally dismissed from school on a bus to go home, the following steps will be taken:

1. During 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 regarding the students' whereabouts.
2. If the student is not located within the school, the school staff will call the transportation department to confirm with bus drivers if the student is on their bus.
3. Both the school office and the Recreation Department will call the Primary Contact to notify them of the situation and will follow up when 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 the student is in a safe location. Unfortunately Biddeford Recreation is not able to provide additional transportation back to our program.

PIKMYKID APP

Biddeford Recreation utilizes the PikMyKid app which offers a very convenient and efficient way to dismiss participants from our program. When you arrive for pick up, please announce that you have arrived, and wait outside the designated door for pick up. 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 the program 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.

Please note that it is required to use the PikMyKid app for pick up!

*****Only individuals on the pickup list are allowed to sign out students. An ID must be presented to staff upon pick up of students. When adding names to the pickup list please contact staff 24 hours in advance. *****

CHECK-OUT POLICIES AND PROCEDURES (CONTINUED)

AUTHORIZED PICK-UP PROTOCOLS FOR ID'S

- **Identification:** Biddeford Recreation staff that are assigned to check-out have a high level of responsibility in this role. Staff reserve the right to ask for identification at any time if they are not able to confidently visually confirm an individual picking up from the authorized pick-up list.
- Biddeford Recreation staff are not permitted to use non-photo ID or allow someone else to vouch for your identity.
- Failure to provide an ID if requested will result in a fee of \$25.00 issued to the household account.

UPDATING THE AUTHORIZED PICK-UP LIST

As noted on the previous page, additions to the authorized pick up list must be submitted 24 hours in advance. Please email either cubcare@biddefordmaine.org or summercamp@biddefordmaine.org to request changes; depending on which program the child is enrolled in.

- Only parents/guardians will be authorized to add new names to the list.
- All parental parties must be in agreement on the authorized list or provide appropriate legal documentation that demonstrates that pick-up rights have been restricted.

In the event of an unforeseen emergency that requires a new individual to pick up, please contact the Biddeford Recreation office at (207)283-0841 as soon as possible to notify staff of the update.

LATE PICK UP FEE

It is imperative that children are picked up promptly when programs end. Our staff have commitments and families need to know they can be home or back at school for class, etc. In addition, our policies require that at least two staff must wait with a child while expecting their parent. 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 \$10.00 LATE FEE for every 10 minutes that a parent is late for pick up. This fee will be used to cover additional staffing costs. Late fees are invoiced through your household account. Payment must be made upon receipt 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.

BEHAVIORAL POLICIES & EXPECTATIONS

PARTICIPANT EXPECTATIONS

- I will treat others, including participants and staff, with respect and consideration.
- I will not engage in fighting, teasing, foul language, or abusive behavior.
- I will follow all Recreation Department rules, remain within designated boundaries, and stay under staff supervision at all times. I understand that leaving supervision or designated areas without permission is unsafe and may result in immediate dismissal.

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 Biddeford Recreation programs, both the parent and the child agree to abide by the behavioral expectations. Participation in Biddeford Recreation programs is contingent upon adherence to the Student-Parent Agreement. By registering, both the parent/guardian and participant agree to the following:

- 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 program 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 good friend at Biddeford Recreation programs, I will not deliberately or maliciously exclude other children or form exclusive groups (cliques).
- I will inform my counselor or a Program Director if I am unhappy or if someone at the program is making my time less than perfect. I understand that staff are here to help me.
- I understand that Cell phones or other similar devices are not permitted at Cub Care and Safari Camp. 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 Camp.

Notes: Cell phones are permitted at TAC as of the time of this handbook revision, June 2026.

- I understand that dangerous items are not permitted at Biddeford Recreation. No weapons, drugs, alcohol, vape pens, cigarettes, matches, fireworks, or other contraband may be brought into programs or used while at programs.
- 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 understand that programs do 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 be responsible for my own possessions. I know that if my clothing or any possessions are lost, damaged or stolen, Program Staff and the Recreation Department are not responsible.
- I will not bring expensive clothing, cameras, jewelry and other valuable items to programs.
- 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.

BEHAVIORAL POLICIES & EXPECTATIONS (CONTINUED)

The Biddeford Recreation Department strives to accommodate all participants whenever possible. However, there are instances when a participant's behavior may require us to determine whether the program is an appropriate fit. Behavior that jeopardizes the safety or well-being of participants or staff—including unsafe actions toward oneself or others—cannot be tolerated. Participants must be able to respond appropriately to staff direction, accept redirection, and follow program rules. Failure to do so may result in removal from the program. The Biddeford Recreation Department has a responsibility to provide a safe, respectful environment for all participants and staff. When this cannot be maintained, dismissal from the program will be necessary. The Biddeford Recreation Department reserves the right to remove participants from programs when behavioral expectations are not met. In cases where it is determined that a participant must be dismissed, the following protocols will be followed.

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, disrespecting staff or students, inappropriate behavior, and breaking any of the general program rules.

BEHAVIORS

- Children must remain under the supervision of a staff at all times.
- Students must always remain with their designated group.
- Children are not allowed to leave the program site without permission at any time during the program.
- 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!**

CONSEQUENCES

1st offense— A verbal warning will be given to the parent or guardian regarding the problem/incident at the time of pick-up.

2nd offense—A written notice from the director will be given to the parent or guardian regarding the problem/incident at the time of pick-up.

3rd offense— Immediate suspension from the program. Parent or guardian is notified by the director and parents must remove child from the program. The student may not return until a meeting with staff and their parent or guardian has taken place to discuss their behavior and establish goals for reentry. No pro-rated refund will be provided for days missed due to suspension.

4th offense—Suspension for the remainder of Camp. No refunds will be given.

Note: Program Directors and Biddeford Recreation staff reserve the right to advance the consequences depending on the severity of the action or behavior, especially regarding incidents that involve the inability to stay with one's group or may cause physical harm.

BEHAVIORAL POLICIES & EXPECTATIONS (CONTINUED)

DISMISSAL DUE TO LOSS OF BUS PRIVILEGES

As noted in the Cub Care Welcome Letter, transportation to our program is provided by the school district transportation department. Students are expected to follow all behavioral expectations outlined in the transportation agreement. The same policies apply to bus rides to Cub Care and during camp programs. Use of the bus is a privilege, and the bus department/drivers have the right to dismiss a student from riding the bus if they are unable to follow conduct expectations. Should this occur, the participant will also be dismissed from our program.

DISMISSAL DUE TO PARENT/GUARDIAN/PICK-UP BEHAVIOR

Biddeford Recreation will not tolerate offensive behavior towards staff. Many of our same expectations of participants applies to the adults in their lives as well. The following behavior will not be tolerated: endangering another person's well-being, swearing, verbal abuse, or disrespect towards staff or other participants, stealing or destruction of property, inappropriate behavior, and refusal to follow policies and protocols as identified. Failure to comply to these expectations by parent/guardians or those on the authorized pick-up list will result in the participant's dismissal from our program.

DISMISSAL AND RE-ENROLLMENT

Participants who are dismissed from a Biddeford Recreation program may not return to programs where a parent/guardian is not present until they can demonstrate the ability to safely and appropriately manage their behavior.

Prior to being considered for re-enrollment, the following steps may be required:

- A meeting with Recreation staff to review past concerns and determine readiness to return
- Agreement to a behavioral contract outlining expectations moving forward
- Documentation from a licensed professional (e.g., physician, psychiatrist, or behavioral health specialist) supporting the participant's ability to safely participate
- If necessary, the provision of a trained aide to accompany the participant (to be arranged and funded by the family; the Department does not provide aides)
- Sharing relevant support plans (such as an updated IEP) to help ensure consistency in approach

Completion of these steps does not guarantee re-enrollment. Final decisions regarding return to programs are at the discretion of the Biddeford Recreation Department Director. The Department reserves the right to add or modify conditions prior to approval.

DECISION-MAKING

We understand that dismissal situations can be challenging, and decisions are not made lightly. Our priority is to ensure the physical and emotional safety of all participants and staff while upholding the values and integrity of our programs.

Biddeford Recreation staff will meet with families to review dismissal decisions and can provide incident report documentation upon request.

COMMUNICATIONS POLICY

PARENT/GUARDIAN CONTACT PROCEDURES

Biddeford Recreation recognizes that many of our participants have unique household arrangements and strives to communicate updates to all involved parties as best as possible. Given that updates regarding incidents related to attendance, behavioral events or injury need to be reported in a timely manner and often during busy program-hours, our focus will always be connecting quickly to the Primary Contact to relay pertinent information and then refocusing our attention back to the program and participants.

Please see the following for a detailed outline of our communication chain and expectations/options for multi-family homes:

1. **Primary Contact:** the primary parent/guardian contact should be listed on your child's enrollment form in the **Parent 1** section of their enrollment form.
 - a. It is the expectation of the Department that enrollment forms submitted have been reviewed and approved by both parties before being submitted, and that there is agreement on the parent order as well as the authorized pick-up list and other information provided.
 - b. In the event that it is identified after enrollment that both parties are not in agreement on the paperwork submitted, enrollment will be suspended until a mutually agreed upon form can be provided.
2. **Verbal Communications:**
 - a. When a phone call is required, Biddeford Recreation will relay information regarding attendance, billing, incidents, etc. to the Primary Contact.
 - b. When a discussion at pick-up is required, Biddeford Recreation will relay information to the person picking up.
 - i. Exception: Biddeford Recreation will not relay information to other parties other than a parent/guardian. Information will typically not be shared with a grandparent or neighbor/friend/acquaintance, unless custodial records indicate permission to do so.
 - ii. In the event that a non-custodial party is picking up, Biddeford Recreation will follow up with a phone call to the Primary Contact in place of an in-person conversation at pick-up.
 - c. It is our expectation that the Primary Contact will relay important information received verbally from Biddeford Recreation staff to all interested parties on the child's behalf.
3. **Email Communications:**
 - a. Biddeford Recreation will include both Parents 1 and 2 in email communications sent from our department that are in our online system.
 - b. It is the responsibility of the Parents to ensure that their contact information is current in all pertinent Biddeford Recreation required applications: www.biddefordrec.com; PikMyKid, enrollment forms, etc.

COMMUNICATIONS POLICY (CONTINUED)

4. **Household Accounts:** Multi-Family Households may elect one of the following two options for www.biddefordrec.com household set-up:

- a. **Option 1:** Shared Account – both parties in one account. Benefit: communication for programs is streamlined and both parties can keep up to date on what registrations have been made and review any outstanding invoices, etc. Consideration: our system does not allow for annual statements to be broken down by payor in a shared account. If it is necessary for tax purposes to have this information separated, you may consider Option 2.
- b. **Option 2:** Separate but Joined Accounts – both parties have their own accounts that are connected through the child. Benefit: statements for individual parental payments are easy to report. Consideration: to avoid missing program communications or duplicating enrollments, parents must request through the Recreation Main Office to have their accounts connected. This system will not automatically do that, so it must be set up manually.

Any exceptions or considerations of the above policies must be presented with a court-issued document and requested to Biddeford Recreation Department Administration at the time of enrollment for review and adoption.

We strive to accommodate each families unique situations and understand that family dynamics may make aspects of this policy challenging. Please keep in mind that we enroll 165+ students in our after care/camp programs and upwards of 400 participants per sports season; it is not always possible for staff to recall what each family has requested for communication preferences and program staff may rotate throughout the year. These procedures will allow us to best support your communication requests utilizing the systems our department has in place.

For additional questions or considerations, please email recreation@biddefordmaine.org. Thank you!



Biddeford Recreation Department
189 Alfred Street
P.O. BOX 586
Biddeford, ME 04005
recreation@biddefordmaine.org

City of Biddeford Recreation Department: Day Camp and After School Care ADA Policy

The Americans with Disabilities Act (ADA) requires that summer camps (both private and those run by towns or municipalities) must provide reasonable modifications of their policies, practices, and procedures when necessary to enable campers with disabilities to participate fully in camp programs, unless the camp can demonstrate that the necessary modifications would fundamentally alter the nature of the services and activities offered by the camp or create an undue hardship.

The American Camp Association (ACA) has worked with experts to provide information regarding the applicability of ADA law in the camp environment. Some specific applications of the ADA to camp include food allergies and the administering of emergency medications; ADA compliant facility-accessibility; pool access; and service animal provisions.

Biddeford Recreation, as part of its mission, provides inclusive programming in an open and welcoming atmosphere. Qualified individuals with a disability seeking an accommodation in order to participate in the Department's day-camp and after school care programs are asked to complete the Inclusion Request Form in order for the Department to determine whether it can support the requested accommodation(s).

The following policy was developed to identify a process for which Biddeford Recreation will review accommodation requests submitted on the Inclusion Request Form, and the criteria for which requests will be evaluated.

When considering accommodation requests, the Department will:

1. Evaluate each child on an individual basis – in this case, “evaluate” means to review information, which includes:
 - a. Parent provided information, such as:
 - i. Biddeford Recreation household account info; Biddeford Recreation Enrollment Form, Inclusion Form, and Summer Camp/Cub Care Questionnaire;
 - ii. Copies of school-issued plans such as an IEP or 504 Plan;
 - b. Report Forms from recent past program participation;
 - c. Staff testimonials from recent past program participation;
 - d. Communication records with family.
2. Factors evaluated: in addition to the criteria outlined by the ADA and the ACA, Biddeford Recreation has identified factors of our program that are evaluated as part of an accommodation request, including:

- a. current level of staff training and what training may be needed;
 - b. child to staff ratio requests;
 - c. program-format which includes but is not limited to:
 - i. program duration;
 - ii. off-site field trips;
 - iii. transportation requirements;
 - iv. facility environment;
 - v. program location, etc.
3. Determine necessary modifications.
4. Review reasonable accommodation requests submitted by the parent/guardian.
5. Evaluate if the Department has the proper resources and level of staff training in place to support the inclusion request.
6. Respond to families within 7 business days from receipt of enrollment forms.
 - a. In the event we have determined that we are not able to accommodate an inclusion request, this expedited review and response process is in place to provide the family with adequate time to find alternative programming.
7. Responses will include one of the following options:
 - a. request for additional information or clarification of an accommodation request;
 - b. request for a meeting with the parent/guardian to discuss the accommodation request;
 - c. inform the family that the reasonable accommodation request has been approved and that the enrollment process will proceed; or
 - d. inform the family that the Department is not able to support the accommodation request and that the enrollment has been paused.

Overall, to ensure an inclusive environment, the Department will:

1. Train staff in the requirements of the ADA;
2. In regards to emergency medications, train camp leadership staff to administer life-saving medications, such as Epi-Pens for severe allergies, and asthma inhalers;
3. Train camp leadership staff to monitor and supervise campers with diabetes and communicate with parents/guardians whenever there are concerns regarding blood glucose measurements on the participants' diabetes monitor.

Nondiscrimination Policy: Biddeford Recreation will not discriminate against individuals with disabilities. These policies are designed to ensure that all children enrolled in programs, regardless of their disabilities, can participate safely and successfully in summer day-camp and after school care programs provided by the Biddeford Recreation Department.

Sources:

- American Camp Assoc: <https://www.acacamps.org/americans-disabilities-act-ada-applicability-camps>
- US Department of Justice site: <https://www.justice.gov/file/campadaflyerpdf/dl>



FREQUENTLY ASKED QUESTIONS ABOUT DAY CAMPS AND CUB CARE BEHAVIORAL & MEDICAL INCLUSION REQUESTS



ARE BIDDEFORD REC PROGRAMS A GOOD FIT FOR MY CHILD?

Biddeford Recreation camp and after care programs are non-licensed municipal programs, designed to promote fun, active engagement, wellness, and social development. Often less-structured than a daycare or school environment, participants are supervised by counselors who manage the daily curriculum, which includes gym activities, crafts, playgroup time, and field trips at camp, featuring multiple transitions daily.



STAFF & TRAINING

Does Biddeford Recreation employee licensed nurses for camp and Cub Care?

- ✓ Our program teams include staff of all ages, from Full-Time Rec professionals to Camp Leadership, and counselors (typically high school/college students). Many counselors are in school for education or are preparing for careers to work with children.
- ✓ FT Staff and Camp Leadership are First Aid, CPR and AED certified.
- ✗ Biddeford Recreation does not have licensed medical professionals on staff.



MEDICATIONS

Can Biddeford Recreation staff administer prescription medications at the program?

- ✓ CPR & First Aid-certified staff can administer emergency medications, including Epi-Pens, asthma inhalers, and Diphenhydramine when prescribed as part of an allergy action plan.
- ✗ Staff cannot administer daily prescriptions, injectibles, or OTC medications.
- ✓ Parents and family may visit camp to administer medications as needed.



RATIOS

Does Biddeford Recreation offer 1:1 or reduced child to staff ratios when needed?

- ✓ Biddeford Recreation maintains staff to child ratios of 1:10 in day camp and Cub Care programs. For some younger grades, ratios may be lower.
- ✗ We do not have the ability to offer 1:1 ratios.
- ✓ Families may elect to provide a Behavioral Health Professional (BHP) to attend camp with your child to provide additional support and supervision. Cost incurred for BHP will be at the family's expense.

**SPECIFIC QUESTIONS NOT COVERED HERE? LET'S SET
UP A MEETING TO FIND OUT IF OUR PROGRAMS ARE
RIGHT FOR YOUR FAMILY OR DISCUSS TRIAL OPTIONS!**

 **(207) 283-0841**

 J. Richard Martin Community
Center: 189 Alfred Street

 www.biddefordrec.com

 recreation@biddefordmaine.org

Biddeford Recreation

Emergency Medications Policy

Biddeford Recreation staff are prohibited from administering prescription medication to children during their time in our programming, except for emergency medications such as Epi-pens and inhalers, the procedures for which have been previously review and approved by Staff. Please make alternative arrangements if your child requires a prescribed afternoon medication.

Families whom have a child(ren) that have lifesaving medication such as Epi-pens and inhalers that are needed for camp, will need to meet with myself and members of my staff to discuss procedures to ensure we are providing the proper care for your child.

All medication must be in its original container or packaging.

Prescription lifesaving medication must have the prescription attached to the container/packaging which contains the participant's name, prescribed dosage, and name of the medication.

Child's Name: _____ Grade: _____

First point of contact in case of emergency: _____

Phone Number: _____

Name of Medication: _____

Reason for Medication: _____

Dosage: _____ Time(s) to be given: _____

Prescribing Doctor: _____ Phone: _____

Informed Consent of Parent/Guardian:

I hereby authorize Biddeford Recreation Department personnel who are CPR and First Aid trained to administer life-saving emergency medications to the child named on this form and/or supervise the child to self-administer an inhaler when needed.

Signature of parent/guardian: _____ Date: _____

For Office Use Only:

Biddeford Recreation Staff Signature: _____

Date: _____

HEALTH AND SAFETY

SICK POLICY

Biddeford Recreation Department sick policy focuses on both the needs and behaviors of the ill child as well as the ability of the program 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 a sick student. 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 activities because of illness
- An elevated temperature of 100.4 degrees
- Uncontrolled diarrhea or two or more loose stools
- Serious contagious disease
- 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 our programs, the student will need to be symptom free for 72 hours, or have a doctor's note authorizing them to return to the program. *

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

LICE & NIT POLICY

Our goal for this policy is to prevent the spread of lice, which are easily transmittable. Biddeford Recreation asks that all families please report to Program Coordinators if your child is being treated for lice. If a child is observed at our program 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 the program.
2. Child may return to camp or cub care when they are "nit free", meaning no nits (eggs) or active lice in their hair. Program staff can also check your child to make sure that they are nit free if needed. If staff discover any nits/lice, parents will be contacted to pick them up.
3. A notification eblast will be sent to participant families in the program informing that an isolated occurrence of lice was reported, recommending that families monitor their child for symptoms, and reminding families of prevention strategies, i.e. no sharing of hats, combs, maintaining space, etc.

POTTY TRAINING & ACCIDENTS

* All Students attending recreation programs must be fully Potty Trained* If a child is found to have frequent bathroom 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. Participant 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.

Please note: Biddeford Recreation staff are not permitted to assist with toileting incidents.

Families have one hour from notification to pick up a student due to illness or contagious disease. Failure to pick up within this timeframe will result in a \$25.00 fee being invoiced to your account.

EMERGENCY PLANNING AND HANDBOOK CONCLUSION

STAFF TRAINING & EMERGENCY PLAN

Camp and Cub Care programs feature staff onsite that are certified in first aid and infant, child, & adult CPR. Minor injuries like bumps, bruises, and scraps will be handled by program staff and leadership. 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.

FIRE DRILLS

Biddeford Recreation works with the City of Biddeford Safety Coordinator and Biddeford Fire Department to conduct 3-4 fire drills per year. Participants in our programs will participate in quarterly fire drills to understand processes and identify meeting spaces. All classrooms and spaces have emergency and evacuation protocols displayed for reference, and mirror many of the same processes used by the school department.



THANK YOU FOR READING AND SUPPORTING OUR PROGRAMS!

We appreciate all families taking the time to read through our Handbook. This format allows us to best communicate policies and procedures transparently and make sure everyone has a full understanding of program expectations.

Development of policies is on-going. Revisions will be made as new needs and challenges are identified. We recognize not all policies are a one-size-fits-all and Department Administration would be happy to review exception requests or answer questions. Updated editions will be shared when changes are made. Any issues or omissions not covered in the Parent Handbook are at the discretion of the Recreation Department.

Thank you for supporting Biddeford Recreation Programs!

Acknowledgement of Parent Handbook



I certify, by the signature below, that I have read, understand, and agree to comply with the rules, policies and expectations listed in the Parent Handbook. I have discussed the student-parent agreement with my child and we understand what will be expected from both of us while enrolled in programs with Biddeford Recreation.

I understand that this completed and signed acknowledgement must be returned to the Biddeford Recreation Department before my child may attend the program they are enrolled in.

Participant Information

Name : _____
Address : _____
Phone : _____
Email : _____

Program Enrolled in: _____

Parent/Guardian Information

Name : _____
Address : _____
Phone : _____
Email : _____

Parent/Guardian Signature

Date