



2024-2025



# CHILDCARE PARENT HANDBOOK

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Buxton Recreation Department  
174 Portland Rd  
Buxton ME 04093  
Phone:207-929-8381

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This handbook reviews the Buxton Recreation Department's summer camp policies, and answer program questions through out the school summer.

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# BUXTON RECREATION DEPARTMENT

174 PORTLAND RD

Office Phone: 207-929-8381



Before/Aftercare Program Phone: 207-710-7246

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

## RECREATION DEPARTMENT STAFF

Grace Bibber, Recreation Director

[gbibber@buxton.me.us](mailto:gbibber@buxton.me.us)

Zach McGouldrick, Recreation Supervisor

[zmcgouldrick@buxton.me.us](mailto:zmcgouldrick@buxton.me.us)

Matt Willis, Childcare Services Programmer

[mwillis@buxton.me.us](mailto:mwillis@buxton.me.us)

## PROGRAM HOURS

**Before School Childcare: 7am-8:25am**

Our before school childcare program takes place at the Buxton Center Elementary School. Drop off is located at door #2 (double cafeteria doors). Children may not be dropped off earlier than 7am or after 8:15am. During the hours of Beforecare children will have options to partake in gym activities, board games and arts projects. They will then be dismissed to their classroom at 8:25am.

**After School Childcare: 2:45pm-5:30pm**

Children will be dismissed from their classroom to the Aftercare Program. They will report to the gym for attendance and snack. We will provide healthy snack options for your child to partake in. Please extra snacks if your child wishes to have an additional snack. We will provide an afternoon filled with games, art projects, and homework time. This program will be outdoors whenever weather conditions are favorable. In sunny/warmer months will provide sunscreen for your child. We use Kids Coppertone SPF 50. If your child has an allergy or you wish for them to use their own please contact [mwillis@buxton.me.us](mailto:mwillis@buxton.me.us) with a note stating otherwise. After School Program promptly closes at 5:30pm. Pick-up is located at door #2 (double cafeteria doors). Due to staffing schedules, we do not have the capacity to stay later than scheduled. If pick-up happens later then closing time consistently, your child may be subject to removal and or a late fee of a \$1.00 per minute.

**Early Dismissal Adventures: 12pm-5:30pm**

Our Early Release Program provides care for families who are looking to keep their children occupied during the afternoons when school is out! Children will be dismissed from their classroom to Early Release Program at 12pm! Our Early Release Program will offer crafts, gym time, and special activities such as themed art project, STEM projects and much more!

\*Aftercare families will not be automatically enrolled in this program.

[www.buxtonrec.com](http://www.buxtonrec.com)





## DROP-OFF/PICK-UP PROCEDURES

**Child Drop-Off Procedure:** Drop off for the Before Care Program is from 7:00 AM–8:15AM. We will be utilizing the gym/cafeteria door (Door 2). There will be a staff person who will greet them before they enter the building. Parents are welcome to drop them off at the side walk, at this time the school has asked for families not to enter the school. Children should be dropped off no later than 8:15AM. This is due to the arrival policy implemented by the school. Please do not use the bus loop if there are any buses in the loop. At 8:25AM, Children who are utilizing the before care program will be dismissed to their classroom, If they get breakfast from the school then they may be dismissed to get their breakfast.

**Child Pick-Up Procedure:** Pick up for the After Care Program is from 3:30 PM–5:30 PM. The delayed pick-up is due to the staggered dismissal process implemented by BCES. Parents and guardians will not be allowed in the building to pick up their child, and must stay in their car when they arrive to pick up their child. A staff member will be at the gym/cafeteria lobby door to check your child out.

**Authorized Pick-Ups:** Our staff will only release your child to people who are listed on the authorized pick-up list. You can add or delete people to this list at any time. To do so please contact Matt Willis, Childcare Services Programmer at [mwillis@buxton.me.us](mailto:mwillis@buxton.me.us) Please be prepared to show your photo ID at pick-up while our staff familiarize themselves with you.

## PROGRAM ROUTINE

### **Before School Program:**

7:00am-7:40am: Coloring, art projects and board games

7:40am-8:20am: Gym group games and free gym opportunities

8:20am-8:25am: Cleaning and packing up for dismissal

### **After School Program:**

2:45pm-3:00pm: attendance and snack time

3:00pm-4:30pm: Group splits into two groups. Children can choose between participating in gym activities or homework, art projects and board games. During warmer months the group will be outside.

4:30pm-5:30pm: join together as one group for quite end of the day activities.



# PAYMENT AND REGISTRATION INFORMATION



## Registration Information:

Returning families may register their child on Monday, July, 22nd. They have a week to register their child. New families may register their child on Monday, July 29th at 8:00 AM. Any remaining spaces that do not get claimed by returning families will be available.

## HOW TO REGISTER:

**Start of the School Year Registrations:** Log into your account at [buxtonrec.com](http://buxtonrec.com). If you do not have an account, you must create one. Follow prompts to register you child. When registering, families are only responsible for a deposit of the month of **SEPTEMBER** and if the School year starts in August the days in **AUGUST** at the time of registration. To complete your registration, the first month must be paid in full.

## Mid - School Year Registrations:

Registrations mid-year are rolling, and spaces are available as families change their schedules. To be put on the waiting list, please call the main office at 929-8381

## Payment Policies:

Payment is due in advance of services. Families who have an outstanding balance may have 5% late fee added to their account for the first offense, any further delinquencies may result in being dismissed from the program. This is at the Recreation Director's discretion.

## There are four ways you can make a payment:

1. Mail a check to Buxton Recreation, 185 Portland Road, Buxton, Maine 04093.
2. Call the Buxton Town Hall at 207-929-5191 to make a payment using a card over the phone. There is a 2.5% processing fee on all credit card payments.
3. Stop by the Buxton Town Hall at 185 Portland Road to pay with cash, check, or card.
4. Make a payment online by scanning the QR code below.



For instructions on how to use the payment portal, please see Pay Portal Instructions located on the Buxton Recreation website homepage.

**Buxton Recreation does not give refunds for days missed**





## WITHDRAWAL AND INCLEMENT WEATHER PROCEDURES

### Withdrawal Procedures

Written notice is required two weeks prior to the desired withdrawal date. Once the month has been paid, we will refund your account for any remaining days in the month after the 2 week window. The Recreation department recognizes there can be extenuating circumstances and it retains the right to handle refunds on a case-by-case basis as necessary.

### Inclement Weather Policies

- 1.) If the school district decides to call a delayed start due to inclement weather, there will be no Before-care. We will provide a refund to families in this case in the form of an account credit.
- 2.) If the school district decides to release early or cancel after school activities due to inclement weather. Buxton Recreation may decide to alter hours of operation or shut down our Aftercare or the Early Release Adventures program depending upon the severity of inclement weather. We will provide a refund to families in this case in the form of an account credit.
- 3.) If the school district closes for the day due to inclement weather, there will be no Childcare programs. We will not provide a refund in this case, as "snow days" will be made up later in June. Once the decision to cancel a program or alter hours has been made, we will notify families as soon as possible. Inclement weather up-dates will be sent out via email blasts, text blast and will be posted on our Facebook page. If you are not signed-up to receive text messages about program updates, please contact the Buxton Recreation Department at 207-929-8381.

**\* Buxton Recreation reserves the right to change or modify any of the inclement weather policies based on safety due to the severity of inclement weather.**

# DISCIPLINE PROCEDURES

## Discipline Procedures:

In order to provide a safe and enjoyable Summer Camp experience for everyone, we have established discipline policy and procedure for campers in our Summer Camp Programs. The discipline procedure will be followed when a campers exhibiting behaviors that are not in the best interest of program participants, including staff, and the child themselves. (i.e. not following directions, exhibiting profanity, being disrespectful to campers or staff, jeopardizing the safety of **others or self, and/or using threatening or bullying behavior.**

**Phase 1:** A verbal reprimand or 'cue' will be given by the staff member to re-direct the child to a more appropriate form of behavior.

**Phase 2:** The child, under staff supervision, will be removed from the group for a few minutes and will re-join the group when the staff person has determined that they can do so without further disruption.

**Phase 3:** Should the behavior not change, the Recreation Director will be notified, and the incident will be documented. The parent will have to sign the communication form upon pick-up that afternoon. A copy of this report can be mailed to the parent if requested.

**Phase 4:** If a problem persists, parents will be notified and the child will be advised to take a day, or more, away from camp and can possibly be suspended from the program. When possible, we will work with the parent to develop a system of discipline that will work for the child.

The above procedure will be used when there is a gradual progression of inappropriate behavior. In extreme cases, the Buxton Recreation Department reserves the right to establish an appropriate consequence immediately. No refund will be given should your child be removed from any childcare program for any period of time due to disciplinary reasons.

## Mandated Reporters

In accordance with recreation procedures, as municipal employees & childcare staff, we are mandated reporters. This means that we are mandated by law to report any and all suspicions of child abuse. Abuse can be physical, mental, or verbal.

**“Maine law states that certain people must report suspected abuse, neglect or exploitation of an adult if they believe the adult is incapacitated or dependent. Maine law also states that certain people must report to the Department if they know or have reasonable cause to suspect that a child has been or is likely to be abused or neglected.”**

-Maine Department of Health and Human Services



# HEALTH AND SAFTY PROCEDURES

Buxton Recreation Department will be following the Childcare Guidelines as outlined by the State of Maine. Our policies and procedures will change in the event that there are alterations to the guidelines.

**Cleaning and Sanitizing:** All equipment will be cleaned before and after use. The school maintenance team will be conducting their cleaning routine in the spaces that we will occupy. Children will have their own space for their personal items to be stored.

**Hand Washing and Sanitization:** Staff and camper will wash or sanitize hands before and after every snack, lunch, and activity, as well as upon entry of the program.

**Pre-existing Medical Conditions:** If your child has a pre-existing medical condition, please contact Grace Bibber, Recreation Director, at 929-8381.

If a child is feeling ill during the duration of Summer Camp, Parents/Guardians will be notified, and is expected to pick up their camper within 45 minutes.

Please keep your child home if they have the following symptoms:

- Fever (100.4 F)
- Shortness of breath
- Lost of taste or smell
- Nausea
- Diarrhea
- Sour Throat
- Runny Nose/Congested

**If a child or staff member develops symptoms they will be sent home.** If a child is feeling ill during the day, the parent/guardian will be notified, and expected to pick up their child within 45 minutes. If a child or staff member is sent home with symptoms and continues to have worsen symptoms a negative COVID-19 test will be required before returning back to our childcare programs.

**\*Covid-19 recommendations are fluid and changes rapidly. Policies and practices are subjected to change. Buxton Recreation reserves the right to change policies to adhere to the guidelines.**

Updated 1/29/24

## First-Aid Procedures:

We are equipped with first aid kits to handle minor injuries and emergencies. If there is any question that an injury is more serious than our staff is able to handle, we will then make a decision about the next step. In most cases, the parent will be notified before taking action, however, if the emergency is severe, emergency personnel will be called. It is important that camp staff have updated contact numbers in case of an emergency. If your contact information has changed since registration, please contact the main office at 207-929-8381 to update your records



# MEDICATION POLICY



To administer any type of medication (prescription or over the counter medications) we must have a signed “Medical Authorization Form” on file, containing the prescribing doctors signature. You can find this form on our website at [www.buxtonrec.com](http://www.buxtonrec.com). Prescription medications must be in their original bottle with the current pharmacist label on it. Buxton Recreation does not have a trained medical professional on staff. Should your child need to take medication at camp, it will be self administered with the assistance of our Childcare Coordinators. If you have any questions regarding our medication policy, please contact the Buxton Recreation Department at 207-929-8381.



## Sunscreen Policy

When we are outside on strong UVA days we strongly encourage the use of sunscreen. Our staff will be applying sunscreen on your child. The staff will be applying Coppertone Kids SPF 50 spray sunscreen. You are welcome to send sunscreen with your child. Our staff will assist children with applying sunscreen. Please talk with your child about the importance of sun protection. A hat will help shield your child’s face from the sun. All of our staff are trained in sun safety. We will be tracking sunscreen applications throughout the day. If you do not want your child to use sunscreen, we must have a signed note from the parent or guardian on file.