



Buxton Recreation Department

Mailing Address: 185 Portland Road, Buxton

Physical Address: 175 Portland Road, Buxton

Phone: 929-8381

Website: buxtonrec.com

2022/2023 School Year Childcare Programs Parent Handbook

The Buxton Recreation Department is proud to offer a variety of child care programs to fit your families needs this fall! Our goal is to provide a safe, fun, and engaging social environment for all children in our community during out-of-school times. Our Childcare Programs take place right at Buxton Center Elementary School, and provide easy transition to and from the classroom.

Before School Childcare

Operation Hours: 7:00 AM—8:25 AM

Our Before School Program takes place at the Buxton Center Elementary School. Hours are 7:00 AM – 8:25 AM. Drop off is at the gym/cafeteria entrance to the school. Children may not be dropped off earlier than 7:00 AM. Gym games, small art projects, and board games will be a part of each morning. Children will be dismissed to their classroom at 8:25 AM.

After School Childcare

Operation Hours: 2:45 PM—5:30 PM

The After Care Program starts at 2:45 PM. Children get dismissed from their classroom to the BCES Gym for attendance. Activities include games, board games & art activities. This program will be outdoors as much as possible. All children receive snack after attendance, but feel free to send along an extra one for them! After Care closes at 5:30 PM. Pick-up will be at the gym/cafeteria entrance. Pick up for this program will not start until 3:30 PM due to the schools new dismissal procedures, and parents/guardians must stay in their vehicle. Parents/Guardians will list authorized pick-ups at the time of registration.

** Monthly rates for our aftercare program do not include Early Release scheduled days.*

Early Release Care

Late Arrival Package: \$235 - Includes ALL 14 Late Arrival Days!

Operation Hours: 11:30am-5:30PM

Our Early Release Program provides care for families who need 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 11:30! Our Early Release Program will offer crafts, gym time, and special activities such as Color Me Mine, Pumpkin Decorating and much more!

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

Before Care Pricing

5 days/week-\$160 a month

4 days/week-\$140 a month

3 days/week- \$120 a month

2 days/week-\$88a month

Aftercare Pricing

5 days/week - \$245 a month

4 days/week- \$212 a month

3 days/week- \$171 a month

2 days/week- \$112 a month

**prices are based on school calendar days. Each month will vary.*



Program Registration Information

Returning families may register their child on Monday, July, 18th. They have a week window to register their child. New families may register their child on Monday, July 25th 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. 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. There are four ways to pay:

- A. Make a check made out to the Buxton Recreation Department, and mail to 185 Portland Road, Buxton, Maine 04093
 - B. Call the Buxton Recreation Department to make a payment using a credit/debit card*.
 - C. Stop by the Buxton Recreation Department at 174 Portland Road to pay with cash, check, or credit/debit card*.
 - D. Go to <https://www.informe.org/payportonline> to make an online payment*.
- *Please note that there is a 2.5% fee on all card payments.*



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 late fees added to their account or may be 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. Go to <https://www.informe.org/payportonline>. For instructions on how to use the payment portal, please see Pay Portal Instructions located under "forms" on the Buxton Recreation Website.

Buxton Recreation does not give refunds for days missed. Fees will not be refunded due to a child's absence or withdrawal from the program. Fees will also not be refunded when a child is removed from the program due to disciplinary actions.

The Before and After School Programs will be closed whenever school is closed due to inclement weather. In the event of a snow delay, there will be no before care. Buxton Recreation will not give credits for snow days, as these fees will be applied to the storm days in June.

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. 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 the program, it will be self administered with the assistance the Recreation Supervisor or a Senior Staff member.

If you have any questions regarding our medication policy, please contact the Buxton Recreation Department at 207-929-8381.

Child Concern Form

If there is information that you would like to share with our staff that may help your child have a more successful experience in our program, you are encouraged to complete a Child Concern Form. This form can be found on the Buxton Recreation Department Website. You can also pick up a paper copy at our office, located at 174 Portland Road. If you have questions regarding this form, please call our office at 207-929-8381.

Withdrawal Procedures

Written notice is required two weeks prior to the desired withdrawal date. Once the month has been paid, there are no refunds available. Any days remaining in the month of withdrawal will not be refunded. The parks and recreation department recognizes there can be extenuating circumstances and it retains the right to handle refunds on a case-by-case basis as necessary.

Discipline Procedures

In order to provide a safe and enjoyable childcare experience for everyone, we have established discipline policy and procedure for children in our childcare programs. The discipline procedure will be followed when a child 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 camp for any period of time due to disciplinary reasons.

Inclement Weather Policies

1.) If the school district decides to call a delayed start due to inclement weather, there will be no Before-care.

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 of the Aftercare program depending upon the severity of inclement weather.

3.) If the school district closes for the day due to inclement weather, there will be no Childcare programs. 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.**

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. 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 Children should be dropped off no later than 8:15AM. This is due to the arrival policy implanted 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. Parents and guardians should bring photo identification with them for the first couple of weeks, as our staff are still learning new faces and families. When you register your child, you may add additional authorized pick-ups. People can be added or deleted throughout the year by calling the main office at 207-929-8381. Only individuals who show proper identification, and are listed on the approved pick-up list, will be allowed to sign out a child. The program closes promptly at 5:30PM, and there are no staff scheduled beyond that time. For every minute you are late, you will be charged \$1. This will be added to your account, and you will receive a bill the following afternoon.

Buxton Recreation Department

COVID-19 Health and Safety Procedures and Protocols

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.

- **Mask:** Mask are optional. If you wish to have your child/children wear a face mask please contact Grace Bibber, Recreation Director at gbibber@buxton.me.us or Nikki Billingslea, Recreation Supervisor at nbillingslea@buxton.me.us. (7/1/22)
- **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 children will wash or sanitize hands will 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 before/aftercare will be notified, and is expected to pick up their child 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
- **Procedure if symptoms of COVID-19 are shown in a staff person or program participant:** Depending on the severity of symptoms, staff or children will be required to stay home for 48 hours, or until symptoms have subsided, and may be required to provide a signed letter from their PCP.
- **Procedure if symptoms of COVID-19 are shown in a staff person or program participant:** Parents and guardians will be immediately be notified, and the program will close for a period of no less than 24 hours. The Maine CDC will be notified, and the department will adhere to their guidance and

