

Buxton Recreation

PLAY-EVERY-DAY!

Buxton Recreation Department

Mailing Address: 185 Portland Road, Buxton

Physical Address: 175 Portland Road, Buxton

Phone: 929-8381

Website: buxtonrec.com

2020 Childcare Programs

Registrations for returning families will open on August 24.

Any remaining spaces will be open to new families starting August 27.

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 classrooms.

Each program offers outdoor play whenever possible.

Before School Childcare

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

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 is either on the playground or at the gym/cafeteria entrance. Pick up for this program will not start until 3:30 PM due to the schools new dismissal procedures. Parents/Guardians will list authorized pick-ups at the time of registration.

Kid's Club – Full Day Childcare

Hours: 7:00 AM - 5:30 PM

Kid's Club is a full day childcare program held at BCES. Attendees can be dropped off at the gym/cafeteria entrance between 7:00 AM and 8:20 AM. No drop off's will be allowed after 8:20 AM without prior approval. Pick-up will run from 3:30 PM—5:30 PM. Pick up for this program will not start until 3:30 PM due to the schools new dismissal procedures. Kid's Club will be able to utilize the School Nutrition Program for breakfast and lunch.

This program will have a daily schedule that will allow time for students to complete independent learning assignments, as well as have time to play games, utilize the playground, and participate in art projects.

What should you send with your child?

Water bottle, weather appropriate clothing, snacks, lunch if necessary, and materials necessary to complete independent learning assignments.

Program Rates:

The below rates are available for Monday/Tuesday OR Wednesday/Thursday. Single day registrations are not available at this time.

Before Care: \$14/Week

After Care: \$22/Week

Kid's Club Care: \$70/Week

Fall 2020 Registration Information

Returning families may register their child on Monday, August 24th. They have a three day window to register their child. New families may register their child on Thursday, August 27th at 8:30 AM. Any remaining spaces that do not get claimed by returning families will be available.

We recognize that these programs may be temporary and that their structure is contingent on local health trends. We are structuring our registrations so that if MSAD 6 stays with the hybrid-model through the fall, that our rosters are in place from month to month.

If the hybrid-model stays in place for October and November, we will email a bill to every family prior to the start of the month.

If school closes in the middle of a month, families will receive a refund for days not attended.

If the school decides to return to a five-day per week schedule, and a family would like to use before and after care between 2-5 days per week, a new registration will need to be completed. (There will be more information about this when it becomes an option). Families who were part of our Before/After Care Program for 2019/2020 will have a three day window to claim their space. At that time, spaces will open for families who joined us this fall.

HOW TO REGISTER:

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 need to register their child for SEPTEMBER-NOVEMBER**. Families are only responsible for the SEPTEMBER payment 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.

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 camp, 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.

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.

- **Wellness Checks:** Staff and program participants will participate in a wellness check each morning upon arriving for the program. Temperatures will be taken with a non-contact infrared thermometer. Information gathered during the Wellness Check will be documented securely each day. Children and staff who exhibit a temperature of more than 100.4 will not be able to attend the program that day. Parents should keep their child home in the event that their child is sick.
- **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 storage bin each day where their personal items will be stored. Bins will be sanitized each day.
- **Group Structure:** Every effort will be made to keep children in groups of 10-15 each day, and in their respective "Scot" and "BE" groupings. This is contingent on the space that the school allows us to use, as well as our ability to go outside. Our staff-child ratio will be 1-10.
- **PPE:** Staff and children will utilize a face covering when physical distancing is not possible. Staff and children may remove their masks while eating or drinking, however a 6-foot distance will be enforced. Children who are participating in high-activity play outdoors will have the opportunity to remove their mask.
- **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 and exit of the program.
- **Pre-existing Medical Conditions:** If your child has a pre-existing medical condition, please contact Nicole Welch, Recreation Director, at 929-8381.
- If a child is feeling ill during our program, the parent/guardian will be notified, and expected to pick up their child within 45 minutes.
- **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. Individual may be required to provide a signed letter from their PCP.
- **Procedure if a case of COVID-19 is confirmed in a staff person or program participant:** Parents and guardians will 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 recommendations.
- A staff or participant who has been exposed to an individual who is positive COVID-19 can not return to the program unless they quarantine for 14 days, have a negative test result, or have a doctor's note.
- A staff or participant who returns to the State of Maine after visiting a state that is not on the approved "safe to travel" list must show proof of a negative COVID-19 test, or quarantine for 14 days.

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.

All Program refunds for days missed due to inclement weather will be applied at the discretion of the Recreation Director. 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.

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 summer recreation experience for everyone, we have established a 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.

Child Drop-Off Procedure

Drop off for the Before Care Program and the Kid's Club Program is from 7:00 AM—8:25 AM. We will be utilizing the gym/cafeteria door. There will be a staff person who will complete a Wellness Check on each child before they enter the building. This will include taking their temperature with a non-touch thermometer, as well as asking the child how they are feeling. This will be securely logged along with our attendance for the day. Children should be dropped off no later than 8:20.

Once the child is cleared for the program, the child will join the group for before care.

At 8:25, children who are utilizing the before care program will be dismissed to their classroom. They will have the option to get breakfast on their way. Children who are staying in the program for Kid's Club will also be able to have breakfast through the school nutrition program.

Child Pick-Up Procedure

Pick up for the After Care Program and the Kid's Club Program are 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.

When the program is outdoors, pick-up will be at the playground gate.

When the program is indoors, 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.

Inclement Weather Policies

- 1) If the school district decides to call a delayed start due to inclement weather, there will be no Before-care. Kids Club will open at the time school starts. Ex. If school starts at 10am Kids Club will start at 10am.
- 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 and Kids Club 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.