



Buxton Recreation Department

Mailing Address: 185 Portland Road, Buxton

Physical Address: 175 Portland Road, Buxton

Phone: 929-8381

Website: buxtonrec.com

2021/2022 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.

Before Care Pricing

5 days/week-\$150 a month
4 days/week-\$132 a month
3 days/week- \$108 a month
2 days/week-\$80 a month

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.

Aftercare Pricing

5 days/week - \$220 a month
4 days/week- \$192 a month
3 days/week- \$156 a month
2 days/week- \$112 a month

** above pricing is approximate based on each months school day. Each month will vary.*

Late Arrival Care

Late Arrival Package: \$140 - Includes ALL Late Arrival Days!

Our late arrival program has got you covered each month! Our doors open at 7:00 AM, and we will keep your child busy the entire morning. Group games, special activities, arts and crafts....each month has something new going on. Children are dismissed to their classroom at 10:25 AM. There is limited enrollment, don't let your child miss out!



Program Registration Information

Returning families may register their child on Monday, July, 12th. They have a week window to register their child. New families may register their child on Monday, July 19th 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 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.*

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. 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.

Child Drop-Off Procedure

Drop off for the Before Care Program is from 7:00 AM—8:20AM. 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 that 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, where they will have their breakfast waiting for them.

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:** Participants and staff are required to wear a face mask or shield inside at all times unless eating.
- **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.
- **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.
- **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, before returning to the program.
- Family exposures: If a child, staff person, or parent lives with an individual who is listed as a close contact, that person may not return to the program until the close contact's quarantine is complete. This step is to

