



Child Care Parent Handbook

The primary goal of our programs is to provide children in Grades Pre K – 5th grade with a safe and enjoyable environment where they can grow emotionally, socially and physically through developmentally appropriate experiences. The programs recognize children as unique individuals who deserve the right to be treated equally with fair and consistent limits. Children are provided with hands-on activities, which promote independence and foster positive self-image.

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Child Care Programs

Please review the information provided in this handbook. If you have additional questions or would like to inquire about space in these programs or the waiting list please contact Nikki Billingslea, Program Coordinator or Whitney Sabelawski, Office Manager.

Just for Kids Club

Location: Kennebunk Elementary School & Sea Road School

Just for Kids Club is our after school care program offered to students Pre K – 5th grade. Students are brought to after care at dismissal. The afternoon is full of crafts, gym time, and outdoor play. Students are offered one snack each afternoon by the recreation department.

Days/Hours: Monday through Friday, 2:45 – 5:30 PM.

This program follows the RSU 21 Calendar.

Summer Day Camp

Location: Kennebunk Elementary School

Summer Day is our Summer Camp program offered to students entering K – 5th grade. Each week will be full of field trips, crafts, games, and other fun activities!

Regular Camp Hours: Monday – Friday, 7:30 – 3:30PM

After Care Hours: Monday – Friday, 3:30 – 5:30

Early Release Adventures

Various field trip locations – parent pick up is at Sea Road School

Early Release Adventures is offered on Early Release Days from school for students who are in Pre K – 5th Grade. Days/Hours: Wednesdays, 12:00 – 4:30 PM

Full Day Trips/Vacation Weeks

Various field trip locations - pick up & drop off are located at either Kennebunk Elementary or Sea Road Schools.

Full day trips are offered on vacation weeks from school and teacher professional development days. Hours are typically 8:00 AM – 4:30 PM but may vary.

Policies for all Child Care Programs

Participant Code of Conduct

Purpose: To maintain consistency and fairness for all participants, below is the Participant's Code of Conduct that has been adopted which all participants are expected to follow:

"While participating in any child care program, I will do my best to make this a good experience for myself and others. I will follow all rules. I will be respectful and friendly to all participants and staff, and use positive language and actions. If I have a problem I cannot resolve, I will immediately notify a child care staff member. I understand that bullying, swearing, physical altercations, discussions/language deemed inappropriate by child care staff and excluding another program participant is considered inappropriate and unacceptable behavior. I will take responsibility for my actions. I understand that I may be disciplined, suspended, or released from the program if I do not honor this agreement."

Behaviors, Discipline, and Conflict Resolution

Purpose: To facilitate children through the process of resolving conflicts in a peaceful manner and with open communication. The following will be the expectations:

- Follow staff directions.
- Work cooperatively with staff and peers when conflicts occur.
- Abstain from physical or verbal assaults, foul language, inappropriate discussions, inappropriate gestures, and other actions that endanger the safety of other participants or staff.

If a participant in the after school program or summer camp receives a warning notice a report will be completed by the staff member who addressed or witnessed the incident, the report will then be looked over by the Program Coordinator and discussed with the parent/guardian. If the parent/guardian is unavailable an email will be sent to the parent/guardian explaining the incident. After the report has read, signed, and discussed it will be returned to the Program Coordinator to be kept on file.

Please realize that if a participant receives a second warning, the staff member involved as well as the Program Coordinator will meet with the parent/guardian and their child to arrange a pick-up time or a notice will be

sent to you via email to discuss the specific behavioral incident, and how we can work collectively to resolve any further occurrences.

On the third warning the participant will be excused from the program until a meeting is scheduled with the parent/guardian, Program Coordinator and the Director and/or Assistant Director of the Kennebunk Parks & Recreation Department. A possible result of the meeting a suspension or dismissal from the program could be issued. In the event the participant is allowed back into the program, if another incident were to occur after the child returns to aftercare/summer camp the student will be removed from the program.

Please be advised it is the discretion of the recreation department to take stronger disciplinary action, which could include but not limited to days off, weeks off, or expulsion from program with no refund.

Medications

If your child needs medications during program hours you must send an email to the recreation department. If the medication is approved to be used by the recreation department, parents/guardians **MUST** first fill out a Medication consent form and submit to the Program Coordinator. This form can be picked up at the recreation office, found on the recreation website, or sent via email per request. The form **MUST** be completed in advance and provided at the time of your child's registration. Your child will self-administer the approved medication under the supervision of non-medically trained Recreation Staff. You will be required to bring in only the daily dose per day in a prescription envelope (see below), and dropped into the lock box that will be located on the sign-in table. **PLEASE DO NOT** send you child in with their medication or pack the medication in the backpacks. Medication envelopes will be available provided by the first day of the child care program at the sign- in table.

Example:

The image shows a sample medication consent form. It is a rectangular card with a white background and a thin black border. The form contains the following fields and text:

- No.** _____
- Date** 06/26
- For** John Doe Grade 2
- Directions** PRESCRIPTION NAME
- NEEDS TO BE TAKEN AT 12 PM
- Dr.** _____

There are several horizontal lines for additional information, including one below the directions and two below the doctor's name.

Please be advised that due to the staff not being registered medical professionals, the Town of Kennebunk does not permit all medications to be administered by recreation staff. Again, all medications will need to be

approved by the recreation department before being able to be administered/given.

Emergency

In the event of a serious emergency, an ambulance will be called and the child will be transported to a local hospital. The child will be accompanied by a staff member who will have the child's medical information on hand. Parents and/or emergency contacts will be notified immediately.

- A staff will contact the Emergency Medical System (911).
- The Program Coordinator or other staff member will contact the parent/guardian or if the parent/guardian cannot be reached, the child's alternative emergency contact person.
- Emergency transportation for any necessary medical care will be determined by the emergency response team.
- An **accident/incident report** will be completed and kept at the program site as well as the Kennebunk Parks & Recreation Office.

Sickness

Any child with a fever or contagious illness may not attend a child care program until they are symptom free, without medication, for 24 hours. In some cases, you may be requested to provide a doctor's note to return your child to the program. If your child falls ill while at any child care program a parent/guardian will be notified and pick up will need to be arranged.

Lice

Children found to have lice or nits will not be permitted to attend our child care programs. If staff suspect head lice on children participating in one of our programs, they will receive a lice check. If lice or nits are found on your child during a child care program, you will be required to pick up your child up immediately. Your child will be permitted to return once they are lice and nit free, and have a doctor's note.

Personal Belongings

The program staff members are not responsible for missing articles of clothing or other items including, but not limited to, electrical equipment, and money. Toys and other play equipment should not be sent from home unless requested by a staff member. Please label your child's belongings with their full name in permanent marker.

If children are registered for any child care programs, they are responsible for any/all of their belongings i.e. sharing/trading their personal toys, prizes, or money. The Kennebunk Recreation Department is not responsible for lost or stolen items.

Refund Policy

If you would like to take your child out of a program, you must provide a written request via email to nbillingslea@kennebunkmaine.us and wsabelawski@kennebunkmaine.us Two week notification is required for cancellation, and will start the day we receive the email or letter. Please be aware that no verbal requests by phone, voicemail or through staff will be granted.

Just for Kids Club-

After the program starts a two-week written notice is required of all children leaving the after school program prior to the end of the school year. The date of the last day your child will be considered in this program will be two weeks after the department is notified in writing by the parent/guardian that they would like to take their child out of the after school program and be granted a refund. At that time a prorated refund of the number of weeks/days remaining in this program will be calculated by the department and mailed out to you. Please be aware that it may take 2-3 weeks after cancellation to receive the refund check.

Summer Day Camp-

1. If you withdraw a participant from Summer Day before the first day, you will be charged a \$100 withdrawal fee per participant from your refund.
2. If you withdraw a participant from Summer Day during the first week of camp, you will be refunded half of the total registration fee.
3. If you withdraw a participant from Summer Day after the first week of camp, no refunds will be given.

Half Day Trips & Full Day Trips- Refunds will be handled on a case by case basis.

*****There will be no refund if your child should be dismissed from this program due to disciplinary reasons.***

Late Pick Up

Just for Kids Club, and Summer Day Camp close promptly at 5:30 pm. Half Day Trips and Full Day Trips close promptly at 4:30 pm. When students are picked up late, this causes challenges for the children and the staff. The time spent waiting to be picked-up can seem like an eternity to a child who is wondering why her/his parent or caregiver hasn't arrived. Please call (207)251-9382 you find yourself in a situation where you will be late.

The late policy is as follows: \$1 per minute after designated pick up hour. Late pick up fees will automatically be added to your recreation account, and must be paid within 48 hours.

Please be advised that families who repeatedly pick up their child late will be required to have a meeting with the Program Coordinator and/or the Recreation Director, which could result in your child being removed from any child care program.

Toilet Training

Due to staffing restrictions, we do require that all child care participants are fully toilet trained. We are understanding and accommodating that accidents do happen, should multiple accidents occur at summer camp or aftercare, the participant may be required to take a break from the program.

Phone Use

While we are understanding of the day and age that we live in, we understand you may choose to send your child with a cell phone. We are strictly a phone free camp, and phones are only permitted to be used in case of an emergency, and on longer bus rides where children will be permitted to play games or listen to music, but must be authorized by camp staff. If participants violate this policy, the following will occur.

1. First offense – participant will receive a warning from camp counselors.
2. Second offense – participant will be brought to camp director for a discussion and additional warning.
3. Third offense – participant will be brought to camp director and must turn in their cell phone to camp director. The participant's parent/guardian will be contacted, and the phone will be turned into the

parent at pick up. If there was an additional offense, the participant will no longer be permitted to bring their phone to camp.

Just for Kids Club – Additional Information

Enrollment

For all new participants to the program, enrollment is done on a first come, first serve basis. Registration will become available in the late spring to participants who are re-enrolling in the aftercare program. Registration for new participants will become available a couple of weeks after the opening to current registrants.

Unfortunately, if you have a child currently enrolled, that does not guarantee a spot for a sibling to. You will need to register siblings on registration day, on a first come, first served basis. If space is unavailable, your child's name will be placed on our waiting list.

Day Changes

Due to the administrative processing time and expenses associated with any changes to your child's schedule there will be a \$10 processing charge added to your account for each change occurrence per child. The fee must be paid at the time the change request is requested/granted by this department in order for the change to take effect.

Hours of Operation

Please be aware that this program follows RSU 21 school schedule including teacher in-service days, holidays, vacation weeks and snow days. **If school is cancelled or let out early due to inclement weather then the Just for Kids Club program will also be cancelled.** An email blast will be sent to the email y listed on the participants recreation account. Our department reserves the right to cancel Just for Kids Club program early/close should it be deemed necessary.

On RSU21 monthly scheduled half days, please be aware that the Just for Kids Club program is not open. Please be aware these trips are not organized or operated through the Just for Kids Club program and tend to fill quickly. Registration can be completed at the Kennebunk Town Hall office (3rd floor of town hall) or online.

Monthly Payments

The childcare programs rely solely on program fees in order for us to operate. Monthly payments are due on the 1st of each month. You may make payments

online at www.kennebunkrec.com on your account, or at the parks & recreation office (located on the 3rd floor of town hall). Please be aware that late payments or non-payments may result in your child not being allowed to attend until the account is current. Late payment fees are as follows:

- If not received by 5th day of the month, an additional \$10 fee will be charged
- If not received by the 8th of the month, an additional \$20 fee will be charged and your child will not be able to participate in this program starting on the 9th of the month until the balance is fully paid, which will include the late fee.

Payment is expected for the days your child was originally signed up for regardless of your child's attendance in any given week. This is due to the commitment our department has made to hold a spot for your child and the ability to maintain staffing.

Any request for changes to this program must be made in writing to the Kennebunk Parks & Recreation Department. Due to the high participation in the aftercare program, we reserve the right to deny any changes.

Absences

If your child is scheduled to attend the aftercare program, but will not be attending it is important for us to be notified so we know that your child is where they are supposed to be. Please utilize the information below if your child will not be attending on one of their registered days.

Text/Call: (207) 251-9382

Email: jfk@kennebunkmaine.us

Summer Day Camp – Additional Information

General Information and Pricing

Summer Day Camp will be available to grades entering K – 5th for the 2023 – 2024 school year. The first day of camp will be June 26th. The last day of camp will be a half day. There will be different options to register for.

Regular Camp Hours (Monday – Friday) 7:30 – 3:30PM

Cost: 8 Week Program \$1350 4 Week Program \$725

After Care Camp Hours (Monday – Friday) 3:30 – 5:30PM

Limited Spaces Available

Cost: 8 Week aftercare \$250 4 Week aftercare \$125

Summer Camp Registration Information

Summer Day Camp registration will become available in the following order:

1. 8 Week Option registrants – Regular & After Care (residents)
2. 8 Week Option registrants - Regular & After Care (non-residents)
3. 4 Week Option: Session 1 & 2 registrants Regular & After Care
(4 Week option spaces will be based on remaining available spots)

Summer Camp Deposit & Payment

Deposit required: 50% of total amount due at time of registration. Remaining balance must be paid by June 1st, 2023 to hold spot. **If payment is not received prior to that date, your spot will not be held.**

Summer Camp Calendar

The Summer Day Camp Calendar will be released in May. Please understand that the camp calendar is subject to change.

What to your camper with each day

Each participants needs to bring their lunch, snacks, water bottle, sneakers, sunscreen, change of clothes, along with swimsuit and towel. Camp shirts **MUST** be worn on traveling field trip days. These days are denoted on the camp calendar.

Sunscreen

Each participant will be responsible for bringing their own sunscreen and applying it throughout the day. While we will doing 'Sunscreen checks for each child during the course of the camp day. **Please make sure to apply sunscreen at home before dropping your child off at summer camp.**

If your child has a sunscreen allergy please inform the camp director and be sure to send your child with their specialized sunscreen each day.

We recommend sending your camper with spray sunscreen.

HANDBOOK PARENT/GUARDIAN INFORMATION GUIDE

By registering for our child care programs, you acknowledge that you have the option of receiving a printed copy of the Child Care Programs Handbook or can view it online at www.kennebunkrec.com.

You also acknowledge that you have read through all the Child Care Program Handbook's rules, regulations & policies, including the refund policies.

We hope we have answered any questions you may have about our Child Care Programs. If you have any comments, additional questions or concerns, please be sure to contact us via email at nbillingslea@kennebunkmaine.us or call the recreation office (207)604-1335. We will be happy to assist you in any way possible.

Thank You,

Nikki Billingslea

Program Coordinator

Kennebunk Parks and Recreation Department