



**KENNEBUNK
PARKS AND
RECREATION**

PARENT HANDBOOK

3RD-5TH GRADE AFTERCARE '26-'27

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LOCATIONS, DATES, AND TIMES

LOCATION: SEA ROAD SCHOOL (CAFETERIA / GYM / PLAYGROUND).

- Participants are transitioned directly to aftercare programming at the end of the school day.

DATES: EVERY FULL SCHOOL DAY (FOLLOWING THE RSU21 CALENDAR)

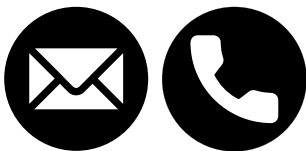
- *No program on early release days*
 - *Seperate programs are availble for early release days on Kennebunkrec.com*
- *No program on school vacation days*
 - *Seperate programs are available for Feb/Apr vacation weeks on Kennebunkrec.com*

In the event of a called snow day and/or if RSU21 cancels afterschool activities, Kennebunk Rec aftercare will also be cancelled.

STANDARD HOURS: AFTERSCHOOL – 5:30PM

- *Please see our bonus events page (page 7) if your child is attending one of our free-access bonus events for aftercare members!*

CONTACTS:



• ALEX WHITNEY, PROGRAM COORDINATOR

- Awhitney@kennebunkmaine.us
- 207.251.9382 (text friendly!)

CALL OUTS: PLEASE LET US KNOW AHEAD OF TIME IF YOUR CHILD IS MISSING A SCHEDULED AFTERCARE DAY. THANK YOU!

- With the safety of our participants in mind, [we message home any time a child scheduled for our program does not arrive from school as expected](#). To help streamline this process, any advanced notice of planned absences is extremely helpful and appreciated!

For general inquiries or questions which are not time-sensitive, feel free to call our main office at **207.604.1335**.

WHAT TO EXPECT



We will be continuing to use the PikMyKid app to streamline and organize safe student pickups.



Please note, guardians arriving for pickup without the PikMyKid app will be asked to download and register / show identification prior to their child being dismissed.

DROP OFF

Children are transitioned directly from their school classrooms to our aftercare programs. When they arrive we will take attendance and mark them present in PikMyKid.



Typically children arrive to us between 3:00-3:15, so if your child is marked absent prior to this time this is normal as we're still checking everyone in.



If we expect a child to arrive at our program and they are absent, we will be reaching out to families via text message to confirm their absence is expected.

PICK UP

Announce your child using the PikMyKid app prior to arrival. **When you arrive, please stay in/by your car and a staff will guide your child to you.** This prevents a bottleneck of parents at the pickup door and helps keep our participants safe.



If you've used the app, please stay in/by your car in the **pickup line.**



Please remember aftercare pickup time ends at **5:30pm.**



Having trouble with PikMyKid or having a non-guardian pick up? Please park and our site leaders will be happy to help you.

LATE FEES

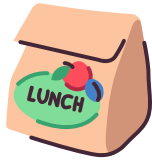
Please note: A late fee of \$20 will be added to your MyRec account for pickups greater than 15min late. Excessive or repeated late pickups may result in your child being removed from the program.

NEED TO KNOW INFO

WHAT DO I SEND TO AFTERCARE?



Our aftercare setting is often very active and kids play hard! For a safe and successful program, please check your child's bag each day to make sure they have the following items:



An extra snack
(that's meant to be saved for aftercare)



Refillable Water Bottle



Active Footwear

Crocs / Sandals / Winter boots will not be allowed in our gym activities.



Seasonally appropriate clothes, including coat, hat, gloves, snowpants, boots, etc. during colder months

PERSONAL BELONGINGS / MONEY

We ask that all stuffed animals and toys from home stay at home. This is to assure these items are not damaged or lost, and to allow participants to focus on the activities provided at aftercare.



No Money



No Toys from Home
(including Sports cards)



No Sports Equipment from Home

NEED TO KNOW INFO

LOST AND FOUND

Over the course of the year we will collect a large amount of items including water bottles, clothing, etc. Any items we collect will be stored in our lost and found.

- You're welcome to stop by the lost and found at pickup. This will be located inside the rec room.



Please note: lost and found items will be refreshed during December, February, and April school vacations, after which any remaining items will no longer be available.

End of year items will be held for one week, after which any remaining items will no longer be available.

PARTICIPANT READINESS

To support the safety and enjoyment of all Kennebunk Rec aftercare participants, everyone attending 3-5 aftercare is expected to demonstrate the following basic readiness skills.

PARTICIPANT READINESS SKILLS

- 1 *Participant is able to consistently listen to and follow staff instructions.*
- 2 *Participant can stay in their assigned locations / groups for the programs duration.*
- 3 *Participant displays respect for spaces, materials and members of the community.*
- 4 *Participant interacts and participates in activities in a manner that is physically and emotionally safe for themselves and others.*

Behavioral incidents, including but not limited to unsafe behavior, bullying, inappropriate language/topics, leaving the program grounds, etc. will be handled on a case by case basis. We strongly value working with families to proactively address behavioral concerns. If you have concerns or suggestions please reach out and start a conversation!

In the event of repeated or significant behavioral incidents we may require the child to take time away from the program.

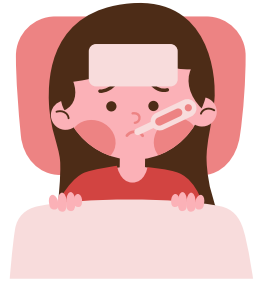
If your child is asked to take a break from the program, our first step for re-entry is to hold a meeting between the caregivers and the program leadership so we can work together to make a successful re-entry plan.

HEALTH & WELLNESS

SICKNESS / ILLNESS

Any child with a fever related or otherwise contagious illness may not attend Kennebunk Parks and Rec aftercare until they are fever free for 24 hours without the aid of fever reducing medications.

- If your child falls ill while at aftercare, staff will contact you and you may be required to pick your child up early.



LICE

Children with lice *or nits* are not permitted to attend aftercare.

- In the event a child has had lice, they will be required to go through a lice inspection, conducted by aftercare leadership, and be found free of both lice and nits prior to re-entering the program.



INJURY / ACCIDENTS

In the event of injuries or accidents staff will provide basic first aid. **Parents will be informed of the injury and care provided and will receive an incident report electronically to the e-mail we have on file.**

- In the unlikely event of a medical emergency, an ambulance will be called and the child may be transported to a local hospital. In this scenario, the child would be accompanied by a staff member who will have the child's medical information as provided at registration.



MEDICATION

Please be aware: for children who require medications (prescription OR over the counter) during aftercare hours, we will require parents to hand deliver medications to the Program Coordinator. Once logged into our medication safe, medications will only be accessed for administration by the Program Coordinator or Site Leads.

Medications provided to aftercare must:

- Be in their original, unaltered containers.
- Include the child's first and last name, the name of the medication, current expiration date, and dosage information (exact dose, time, and administration method).



Medication in old medicine containers, plastic bags, or containers missing any of the information above will not be accepted.

BONUS EVENTS

NEW THIS YEAR – KENNEBUNK KIDS MEMBERS HAVE FREE ACCESS TO SEVERAL BONUS ACTIVITIES AND EVENTS!

AFTERSCHOOL ACTIVITIES:

- As a member of Kennebunk Kids Club participants now have free access to select afterschool activities run by Kennebunk Parks and Recreation.
 - Example activities include dodgeball leagues, floor hockey games, kickball tournaments, etc!



Your child must be scheduled to attend aftercare on the day(s) of these activities in order to participate for free.

A member of the Parks and Rec team will reach out to eligible aftercare families as these programs become available.



ACTIVITY HOURS: AFTERSCHOOL – 5:30PM⁺

- *While many of our after school activities run from afterschool until 4:30pm, any aftercare participants involved will be returned to Kennebunk Kids Club following the activity, where our normal 5:30pm pickup deadline will still apply.*

PARENT'S NIGHT OUT EVENTS:

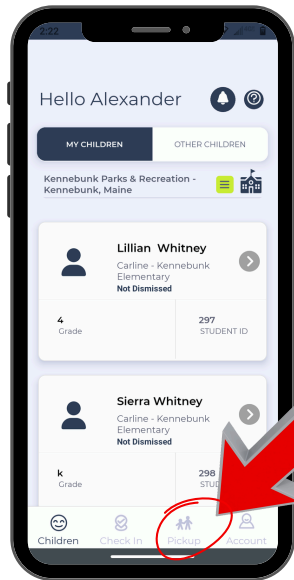
- As a member of Kennebunk Kids Club participants now have free access to our once monthly parent night out events!
 - These events run from afterschool until 8:30pm!
 - We provide dinner and a movie for all participants following our normal aftercare routine.

Your child must be scheduled to attend aftercare on the day(s) of these events in order to participate for free.

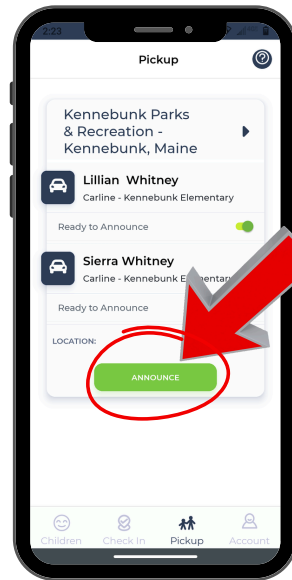
A member of the Parks and Rec team will reach out to eligible aftercare families as these events become available.

Pikmykid

ANNOUNCING YOUR CHILD(REN)



- Open your PikMyKid app.
- **Click Pickup** at the bottom of the screen.

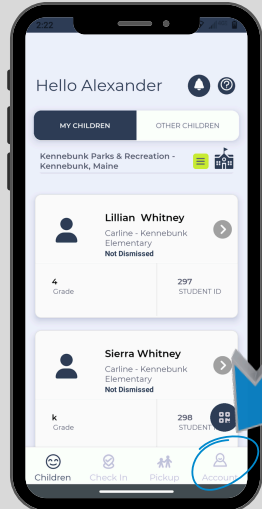


- **Click Announce**
This will alert staff that you are on your way / at the camp and staff will send your child out to you.
- **Reminder:**
please stay in / near your vehicle.

APPROVING OTHER SAFE PICKUP PEOPLE

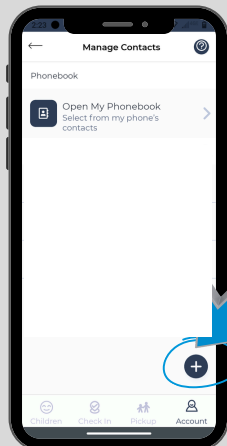
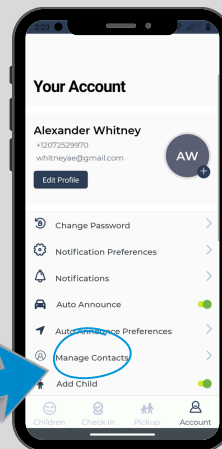
Only the primary caregivers we've set up can use the PikMyKid app.

Caregivers can, however, set an unlimited number of additional safe people for pickup.



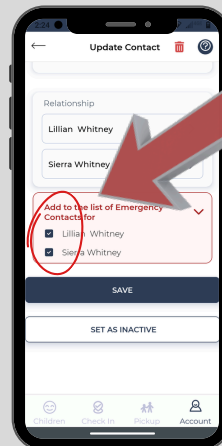
- Open your PikMyKid app.
- **Click Account** at the bottom of the screen.

- Then **Click Manage Contacts**



- **Click the Plus** in the bottom right
- Then fill in your safe pickup person's information.

(You may create as many contacts as you'd like)



IMPORTANT

- After creating a contact, **click on their name.**
- **Scroll down**
- Then **check the red Emergency Contact Box**



If this box is not checked we will NOT see this contact on our end.



Kennebunk Parks and Recreation Handbook Acknowledgement

By registering for Kennebunk Parks and Rec aftercare programs, you acknowledge that you have the option of receiving a printed copy of the Parent Guidebook or you can view it online at www.Kennebunkme.myrec.com.

By registering for this program you also acknowledge that you have read through all the program rules, regulations, and policies. As the participant's guardian you understand that by registering for this program you agree that all other guardian's to the participant understand and agree to abide by these rules, regulations, and policies.

We hope we have answered any questions you may have about our aftercare programs, however, if you have any comments, questions, or feedback, please feel free to contact us:

Alexander Whitney, Program Coordinator:
awhitney@kennebunkmaine.us
207.251.9382

Parks and Recreation Office:
207.604.1335