



# **Kittery Community Center**

**2018-2019**

## **S.A.F.E.**

**Afterschool Program  
(Safe Alternatives For Enrichment)**

**Parent Information Handbook**

## Welcome to the SAFE After School Program

Welcome to the S.A.F.E. (Safe Alternatives For Enrichment) After-school Program! The Kittery Community Center is pleased to provide this program for your family. The S.A.F.E. Program is an after-school program for children in Kindergarten through 8<sup>th</sup> grade. It is designed to meet the needs of parents and guardians during the after school hours. The S.A.F.E. Program is a licensed childcare center with the State of Maine Department of Human Services, and it encompasses a variety of activities from homework time to arts & crafts, games and outdoor play. We are very excited to offer a fun, safe, and enriching program for children during those tough hours between school dismissal and your return home from work. Our program operates from the time school dismisses, until 6:00 p.m. every day school is in session.

This after-school program encourages parents to stop by, visit and/or volunteer during normal hours of operation. Your support for daily activities as well as special events is always welcomed and appreciated. **The Community Center number is 439-3800.** Please call the Rec. Center number when notifying us of any absences or questions that you may have. Please do not e-mail absences.

We are a family friendly program and invite any new ideas. It is the goal of the department to have the program run as smoothly and efficiently as possible. With your participation and cooperation, it will continue to be a premiere childcare program.

We understand that you have busy lives, and you have a lot going on. This booklet has been prepared for your convenience. It informs you of our policies and procedures, and will hopefully answer the questions you might have about our program. We ask that you keep this booklet in a handy place for easy reference. Our expectation is that each parent will read and understand this manual and act in accordance with our policies. Thank you!

**Kittery Community Center  
120 Rogers Rd.**

Phone: 207-439-3800

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Todd Henley - Assistant Director

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Kyle Cook - SAFE Programmer

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Mailing Address: 120 Rogers Road, Kittery, ME 03904

**Community Center Hours**

Monday-Friday: 6:00 a.m. - 9:00 p.m.

Saturday: 8:00 a.m. - 4:00 p.m.

Sunday: 12:00 p.m. - 4:00 p.m.

S.A.F.E. Hours - 2:30 p.m. - 6:00 p.m.

**S.A.F.E. Program Location**

**Kittery Community Center**

**East Wing**

**120 Rogers Rd.**

**Kittery, ME**

## SAFE PHILOSOPHY

The S.A.F.E. Program is designed to support parents who need a safe place to send their children after school. The S.A.F.E. Program is set up to complement your child's school day. After a long day of highly structured schoolwork, children are offered an opportunity to choose from a variety of fun activities that are enriching, allow for exploration, and give your children a chance to relax. The S.A.F.E. Program is a recreational and educational program that encourages children to be active and have fun. The program tries to meet the needs of the local community by providing a quality after-school program for elementary and intermediate children at an affordable price.

## SAFE PROGRAM GOALS

- To promote physical, social, emotional, and cognitive development of the children who are involved in the program.
- To provide experiences that contributes to the growth and development of a healthy, intelligent, and productive member of society.
- To support and strengthen the family unit through special activities and open communication between children, staff, and parents.
- To provide an atmosphere where children can develop a sense of independence, learn about responsible self-care, and develop appropriate decision-making and listening skills.
- Encourage the development of self-esteem by providing a place where children can learn about themselves, build self worth and experience success.
- Promote relationships between participants that help form healthy friendships.
- Invite cooperation and sense of team between staff, children, and families.
- Foster a healthy respect for diversity.

## **RESPONSIBILITY OF SAFE PROGRAM TO PARENTS**

1. The S.A.F.E Program permits and encourages parents to visit their child(ren) at any point their child is present. We welcome families to come, observe, and participate in activities.
2. The S.A.F.E. Lead Counselor/S.A.F.E. Programmer will regularly exchange information with the parents about their child.
3. Staff will inform parents of field trips, and require the parent's written permission for their child's participation on the trips.
4. Staff will be available to parents by telephone or in person (at all times) when children are at the program to answer any questions or discuss any concerns.
5. The S.A.F.E. Program will make available to parents a copy of all rules at the time of the child's admission to the program.
6. The S.A.F.E. Lead Counselor/S.A.F.E. Programmer will give you a tour of the program at time of enrollment upon request.

## **PARENTAL PARTICIPATION AND INVOLVEMENT**

The parent or guardian of a child enrolled in the S.A.F.E. Program shall be permitted unlimited access to the program during the operating hours for the purposes of contacting the child, evaluating the premises or the care provided.

Parent concerns, opinions, and suggestions are always welcome. Parents who need assistance with issues or have questions about the program PLEASE contact the S.A.F.E. staff, Lead Counselor, or the Kittery Community Center staff.

Conferences with staff of the S.A.F.E. Program will be available upon the request of the parent.

## CHILDREN'S & FAMILIES' RIGHTS AND RESPONSIBILITIES

- Right to freedom from abuse and neglect. Children will be free from emotional, verbal, physical/sexual abuse, neglect, and exploitation.
- Right to confidentiality. Children's records and information kept by S.A.F.E. are confidential.
- Right to freedom from harmful actions or practices. Each child has the right to freedom from harmful actions or practices that are detrimental to his/her well being.
- Right to a safe and healthy environment.
- Right to be free from discrimination. A child shall be provided child care services without regard to race, age, national origin, religion, disability, gender or family composition.
- Right to consideration and respect.
- Right to be informed of services provided by the Child Care Facility.
- Right to information regarding the Child Care Facility's deficiencies.
- Right to a variety of appropriate activities, materials and equipment.
- Mandatory report of rights violations.
- Reasonable modifications and accommodations.

**In striving to reach the goals of the S.A.F.E. Program, we have established rights and responsibilities for the children in our program. Every child in the program has the RIGHT:**

- To be happy and treated with kindness.
- To be treated fairly.
- To be safe.
- To hear and be heard, have opinions and desires considered.
- To participate in all activities.

**In aspiring to ensure the RIGHTS of each child, children in the program have the following RESPONSIBILITIES:**

- To honor others and their feelings. Laughing at or poking fun at other people in the program will not be tolerated.
- To treat others fairly. They will treat other people like they expect to be treated.
- To keep others safe. Hitting, kicking, pushing, pinching, and/or shoving will not be tolerated.
- To encourage others to participate in activities with them.

## PROGRAM POLICIES AND PROCEDURES

### ENROLLMENT

The Kittery Community Center S.A.F.E. After School Program services school age children from the Town of Kittery. This includes children in grades K-8. The S.A.F.E. Program is a licensed childcare center with the State of Maine. Enrollment will be on a first-come, first-serve basis. It is unlawful for the program to discriminate against the enrollment of children on the basis of race, color, religion, gender, or national origin.

### REGISTRATION

All participants must be registered in the program before participating. **All forms must be fully completed and a non-refundable \$25 enrollment fee must be paid per child. If you are signing your child up past the start of the school year, the full 2 week payment and enrollment fee needs to be made prior to your child starting at S.A.F.E.** It is the responsibility of the parents to keep enrollment records current including home phone and cell number, address, business phone, emergency phone numbers, child's scheduled attendance at S.A.F.E., as well as any changes in persons authorized to sign your child out of the program. This is important for the safety and security of your child.

## IMPORTANT PAYMENT POLICY AND CONTRACT INFORMATION

Signing the registration sheet attached to this packet ensures the Recreation Department that you, as a parent, have read this policy packet and agree to pay for services rendered. It acts as a contract between the Kittery Recreation Department and parent(s) of participants involved to guarantee payment for services rendered. Your signature on the registration form enables your child to have a reserved space in this program for the period of one school year unless otherwise noted on the registration form. **Once a child is registered, we consider this arrangement contracted. The slot has been paid for regardless of whether your child attends on the days you paid for or not. This applies to all days within the given pay period such as Full Days (teacher workshops, etc).** No refunds will be issued. This includes the \$25 enrollment fee. Vacation weeks are optional and will be filled on a first come first serve basis. Payment for vacation weeks must be paid prior to the dates of care. Additional hours may be requested and granted depending on availability of space. Drop-in care requires a 24-hour notice, prepayment, and is based on availability.

### **IMPORTANT**

**All participants MUST provide a credit or debit card or electronic check information for payment. This card/check will be automatically deducted on the payment due date according to our payment schedule. You will be required to fill out a form found at the end of this packet that authorizes the deductions.**

**A biweekly payment schedule has been devised for your convenience and ours. When making a payment for the upcoming two weeks, you are reserving a space for all days in that time period. This includes all Early Release and Full Days. This is also a good guide to let you know what your payment will be each time. Payments will be automatically withdrawn on the given payday. A \$25 late fee will be assessed if a card is declined - Please keep up with your accounts so that the payment is ready to be taken out on the given payday.**



## FEES AND PAYMENTS

### PROGRAM FEES FOR REGULARLY ENROLLED CHILDREN

**Full Time:** \$75.00 per child per week for 1st & 2nd child (Monday through Friday), and \$52.00 for the 3rd child.

**Daily:** \$21.00 per child per day for 1st & 2nd child (set # of days a week) and \$12.00 for the 3rd child.

**Full S.A.F.E Vacation Days:** \$30.00 per day per child for regularly enrolled children (7:30 A.M. - 6 P.M.), plus the cost of field trips. Must have 15 children register to open the program though.

**\*\*Registration for vacation days must be done prior to the day. There will be sign-up sheets available at least 2 weeks before the day. For days the children do not have school (full days off and vacation days) at least 15 children need to be signed up. If you are signed up, and do not send in your child, you are still responsible for payment. Staff is determined based on the number of registrations.**

### LATE FEES

Late fees will be assessed when a parent is late picking up his/her child(ren). **If a child is not picked up by 6:00 p.m. the late fee will be \$25.00 for the first quarter hour and \$20.00 per half hour there after.** These payments are also part of the agreement and parents will be required to pay them in full when incurred.

**A \$25 late fee will also be assessed on any automatic payments that get declined. Please keep up with the account you are using for payment so that this does not happen.**

## PROGRAM BALANCES

Balances will not be carried for longer than a two (2) week period or more than a \$200 balance. If someone has a balance for longer than 2 weeks, they will be asked to make other childcare arrangements until their account becomes current, or an arrangement is made with the Recreation Director.

## REFUNDS

**Refunds will not be given for this program.** This includes the \$25 enrollment fee. If your child is not going to be attending for a period of time and you require a spot saved for his/her return you must pay the fees while he/she is absent. This also applies to Early Release, Full Days, and Vacation Days. If you want to release their reserved spot, then you will not be charged for the time he or she is absent. However, the spot may not be available upon your child's return.

## **ARRIVAL AND DEPARTURE FROM THE PROGRAM**

There are two different schools that have children who participate in the SAFE Program: Mitchell Elementary and Shapleigh Middle School. If a child is not present at S.A.F.E., staff will check with the school to see whether or not the child was at school that day. If a child is in school, but will not be attending the program, they must have a note with them from you permitting your child to board their regular bus. **Parents are also required to call/email the Recreation Department by 1:00 p.m., on that day to notify the director that their child will not be attending.** If the child cannot be located, staff will contact parents. Children will be signed in on the attendance sheet by the staff when they arrive at Kittery Community Center at Frisbee Common. If your child shows up on a day that he/she is not scheduled to attend, you will be notified as soon as possible. First we will take group attendance, then check with Recreation Office to see if any child has added an extra day, the child's school will be contacted and then we will call the parents to let them know that their child is at SAFE. The child will remain in our care until a parent/guardian comes to pick them up.

We take our responsibility to care for your child very seriously. Unless your child is absent from school or you have made other arrangements, we are going to expect your child each day you have registered them for S.A.F.E.

## TRANSPORTATION

Children who are attending the Shapleigh Middle School will be dismissed from Shapleigh at 2:15 p.m. and arrive at Kittery Community Center between 2:30 and 2:45 pm., by the bus company. Staff will meet the children where they are let off from the bus.

Children who are attending Mitchell School will be picked up at 3:00 p.m. and should arrive at Kittery Community Center between 3:15 and 3:30 p.m., by the bus company. There will be a staff to meet the children and get them safely off the bus.

***\*\*\*Children who will be traveling from Shapleigh and Mitchell Schools must present a letter from their parent/guardian at the beginning of the school year (or when their participation in the SAFE Program begins) to the school office notifying them that the child will be attending the SAFE After School Program and that he/she will be riding the bus. It is important for parents to list the days that the child will be expected on the bus. Any changes must be given, in writing, to the appropriate school.\*\*\****

## CHILD TRACKING PROCEDURE

When a child does not show up for SAFE on his/her scheduled day, and we have not received a note or a phone call informing us of his/her absence, the following steps will be taken to help locate your child:

- The SAFE staff will check with the school office to find out if your child was absent from or signed out of school that day.
- If your child was in school, SAFE staff will call the KCC Reception Desk to see if a parent called in the absence.
- If not, SAFE staff will contact the parent to confirm the child's absence from the program.
- If SAFE staff does not speak to the parent, he/she will call emergency contacts until someone is reached. Staff will also continue to call the child's parents as well.

## END OF DAY PROCEDURE

Please remember that our program closes at 6:00 p.m. It is your responsibility to make every effort to pick up your child(ren) by the closing time. Both the SAFE staff and Kittery Community Center staff have other commitments after this time. Please respect the SAFE staff in this matter.

Late pick up will be subject to the following:

- The Lead Counselor/S.A.F.E. Programmer will assess a late fee of \$25.00 for any part of the first 15 minutes after 6:00 p.m, and an additional \$20 per half hour there after.

Please remember that picking up your child late is an UNCOMFORTABLE SITUATION FOR EVERYONE.

### SIGN OUT

-Persons picking up your child(ren) must enter the building and inform a counselor that the child is leaving.

-Each child must be signed out when picked up at the end of the day. A child may not sign him/herself out.

-No child will exit the program alone or with any unauthorized person.

-We prefer that SAFE staff be notified in writing ahead of time if someone other than the person(s) listed on the Release List will pick up your child. However, for emergency situations we will except verbal authorization by the parent or guardian via phone call.

-SAFE staff must be notified in writing if there is a specific person(s) who should not pick up your child.

-For the safety of your child, individuals will be asked to show proper ID, so please come prepared.

**\*\*Please make sure all individuals who are allowed to pick up your child have a picture ID and their names are written down on your pick-up list. If they are not on the list and/or do not have an ID, your child will NOT be released to that individual.**

## PARENT UNDER THE INFLUENCE OF ALCOHOL/DRUGS

If a parent appears to be under the influence of alcohol or drugs, we have instructed our staff as follows:

A staff member cannot prevent a parent from taking his/her child, even if they suspect that he/she is under that influence. Any staff member who suspects a parent has been drinking will alert their supervisor immediately. The person in charge should then...

- Suggest to the parent that he/she should call someone else to pick up his or her child.
- If the parent refuses, he/she will be permitted to leave at which time the proper authorities will be contacted. We will inform them of our location and the intended destination of the parent, if known.
- Contact the Recreation Director or Assistant Director immediately to notify about the situation.
- The Recreation Director or Assistant Director will notify the Department of Human Services no later than the following day. The law mandates us as childcare providers to report such cases to the DHS.

## PROGRAM HOURS

**On School Days**-The program hours are from the time schools are dismissed until 6:00 p.m.

**No School Days, Vacation Days/Holidays, Parent/Teacher Conference Days**  
Approximately three (3) weeks before the designated days off, there will be sign-up sheets available for participants to register for the program. **There must be a minimum of fifteen (15) children enrolled for us to provide a full day (7:30 a.m. to 6:00 p.m.) of the program during designated days off for the program to run. There will be no program offered if less than fifteen (15) children sign up. We will notify parents if we have less than 15.**

**\*\*Please note that if you sign up your child for vacation days, you are responsible for payment prior to the start of service. If you have signed up and we hold the program and your child does not attend, payment is still required for that day. The program is based on the # of children signed up and these sheets act as a contract. Only those who sign up may attend the program on that day. Arrangements and plans are made based on the number of sign ups made in advance. Those who wish to attend without previously signing up may not do so without the permission of the S.A.F.E. Lead Counselor.**

**Snow Days** - When school is cancelled due to inclement weather, S.A.F.E. will also be closed.

## HOLIDAYS

The SAFE Program will be closed on all holidays observed by the Town of Kittery. The holidays include: New Year's Day, Martin Luther King Day, Washington's Birthday, Patriot's Day, Memorial Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

## SNACKS

Kittery Recreation partners with York Hospital's "Choose to be Healthy" program and Healthy Maine Partnership's, "Let's Go" to get the message out to children that healthy eating is very important for them to engage in as much as possible for their health today and as they get older. We **STRONGLY** encourage parents to send a healthy snack with juice or water and no soda. Each day, there will be a designated snack time. The SAFE Program does not provide snacks to the children who participate in the program unless we have a special event. If we are providing snack it will appear on the monthly calendar. During vacation weeks, please provide lunches as well, unless indicated differently by the S.A.F.E. Lead Counselor.

## FIELD TRIPS

During the year, the S.A.F.E. Program may participate in a number of field trips away from the Kittery Community Center site. When these trips do occur, the staff will post any and all information to the parents. **Field trip fees are not included in the cost of the program and will be added to your bi-weekly payment.** The children will be transported in the department bus, or by the bus company on days there are field trips.

## TYPICAL SAFE DAILY SCHEDULE

2:30-3:30	Check in, Attendance, Free Time, Homework Time
3:30-4:00	Check in, Attendance, Snack
4:00-5:00	Daily Planned Activity (arts & crafts, games, themed play), Gym, or continued outside play.
5:00-5:45	Free time and games outside, on playground or in gymnasium
5:45-6:00	End of the Day!!

\*\*In the event of inclement weather, the groups will have the option to go between the classroom, gym games, or arts & crafts.

## CLOTHING AND PERSONAL BELONGINGS

Send your child dressed appropriately and comfortably. Be ready for Warm/Cold, Rain/Shine! In colder weather, children should have a warm coat, head covering and gloves. In the spring, a pair of rubber boots and rain pants are great for the muddy playground! If your child brings personal belongings to the program he/she must be responsible for those items. **The Kittery Recreation Department will not be responsible for any personal items (including clothing) that are damaged, stolen, or lost.** Parents are asked to monitor what children bring or wear to the program.

## MEDICATION ADMINISTRATION

If your child needs to take any type of medication during program hours, parents/guardians **MUST** fill out a med consent form. The S.A.F.E. Lead Counselor (or other staff member) will administer medication taken by a child (prescription and non-prescription). Meds will be administered based on directions written by the parent/guardian or doctor. **Staff WILL NOT administer any medications to a child without written, signed, and dated parental permission** naming the medication and dosage. **PLEASE DO NOT SEND IN ANY TYPE OF MEDS WITH YOUR CHILDREN. PLEASE HAND THEM DIRECTLY TO THE S.A.F.E. LEAD COUNSELOR.** This will enable us to put the medication in a locked container for safety.

## EMERGENCIES & SAFETY POLICIES

A S.A.F.E. Program **Crisis Management** Handbook is available upon request.



## HEALTH & COMMUNICABLE DISEASE

The staff upon entering the program will observe all children. Children exhibiting the following symptoms or who develop these symptoms at the program will be discharged from the program and not permitted to return until 24 hours after these symptoms are no longer present:

1. Diarrhea
2. Severe coughing (causing the child to turn red or blue or make a whooping sound)
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Pink eye
6. A temperature of 99 degrees F or above
7. Untreated infected patches or rashes on the skin
8. Stiff neck
9. Vomiting
10. Evidence of lice, scabies or other parasitic infestation
11. Sore throat or difficulty in swallowing.

Any child exhibiting the above symptoms will be isolated from the rest of the group (within sight of the leaders) and observed carefully. The parent or guardian will be called immediately to pick up the child. **If your child has been kept home from school due to illness, please do not bring them to SAFE that day.**

## BEHAVIOR MANAGEMENT PLAN AND CONSEQUENCES

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will ask a child to “take a break” for behavior issues. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child’s routines will enable us to work as partners to provide the best care for your child.

The S.A.F.E. Program Discipline Management Policy is designed to assist the S.A.F.E. Program staff in creating an atmosphere that is safe and fun for all participants. Each situation will be handled on an individualized basis. However, excessive negative behaviors may result in one or all of the following consequences:

1. S.A.F.E. Program Incident/Discipline Report
2. Parent conference with staff and/or S.A.F.E. Lead Counselor, KCC Assistant Director and/or Recreation Director
3. Loss of privileges (e.g. participation in favorite activity, special event)
4. Write a letter of apology to offended party
5. Suspension from the program (length to be determined by the S.A.F.E. Lead Counselor and the KCC Assistant Director)
6. Immediate pick-up by parent
7. Immediate termination from S.A.F.E.

**It is expected that all children, staff, and parents respect each other and the after school site. We need to work together to ensure the safety and well being of each other.**