

PARENT HANDBOOK

SoPo Kids Club 2022-2023



South Portland Parks & Recreation
21 Nelson Road
South Portland, Maine 04106
www.sopoparksrec.com

Our Mission:

To provide children in the City of South Portland with a safe, fun, and healthy environment in which to spend their time before and after school that will allow them the opportunity to enhance their emotional, physical and social growth.

Small School Before/After Care

Site Leader:

207-303-2279

Before Care 7:00am – 9:00am

Aftercare 3:00pm – 6:00pm

Skillin School Before/After Care

Site Leader: Joe Gleason

207-317-2986 jgleason@southportland.org

Before Care 7:00am – 9:00am

Aftercare 3:00pm – 6:00pm

Kaler School Before/After Care

Site Leader: Rachel Morin

207-303-2280 rmorin@southportland.org

Before Care 7:00am – 9:00am

Aftercare 3:00pm – 6:00pm

Brown School Before/After Care

Site Leader: Justin Carr

207-233-7298 jcarr@southportlan.org

Before Care 7:00am – 9:00am

Aftercare 3:00pm – 6:00pm

Dyer School Before/After Care

Site Leader: Emily Savage

207-800-7134 esavage@southportlan.org

Before Care 7:00am – 9:00am

Aftercare 3:00pm – 6:00pm

Payments

- Payment is required ***in advance*** either weekly, bi-weekly, or monthly. You can pay online at www.sopoparksrec.com, at the front desk of the Community Center, or give payment to your child's Site Leader.
- **30 Day Overdue Policy:** If you have a 30-day overdue balance you will be notified by email. If we do not receive payment within 48 hours, we may be obligated to terminate your child(ren) from our program.
- If there are any unpaid fees on account, no registration for any other recreation program will be allowed until payment is received.
- You will **NOT** be charged for School Vacations or Holidays.
You will be charged for sick days, personal vacations, snow days, and any days missed due to behavior suspensions.
- We require a 2-week notification if you, at any time, change your child(ren)'s days or number of days in attendance. ***A \$20.00 administration fee will be charged.***
- A 2-week written notice must be provided prior to withdrawing your child(ren) from our program. If you fail to give a proper notice a ***\$20 administration fee will be added to your ending balance.***

Pick Up Policy

Your child(ren) must be picked up no later than 6:00pm at all sites. We reserve the right to charge a ***late fee of \$1.00 per minute for every minute after 6:00pm*** that a parent/guardian is late, regardless of the number of children. We ask for your cooperation and understanding with this issue.

Designation of Individuals Authorized to Pick Up Campers

Only individuals listed on the “**Pick-Up Authorization Form**” will be allowed to pick up your child from afterschool. *Authorized individuals will be asked to **provide a photo ID**.* If you need to add or delete a name from this list, please send authorization in writing. This form is located in the back of this handbook. Please fill it out and hand it in prior to the first day of Aftercare.

Sign-Out Procedures

- An adult must notify the Site Leader when they arrive to pick up a child. The staff will locate your child and the child will come to the sign-out area to be dismissed. Please don't try to locate your child on your own.
- Written authorization is required when anyone *other than the designated adult* arrives to pick up a child. **Proper photo ID is required.** If your child is being picked up at a field trip location, please coordinate this in advance with the Site Leader.

Children with Special Needs

- If your child requires special assistance because of physical limitations, or has emotional or behavioral needs, please fill out the “**Child Concern Form**” so that we may better serve his/her needs.

Medication Policy

- To administer any type of medication (prescription or over-the-counter medications), we must have a signed “**Permission to Administer Medication Form**” on file. Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have written instructions explaining the time and the amount of medication to administer to the child. Medicine will be self-administered with the supervision of the Site Leader.

Snacks

A healthy snack will be provided to your child each day. Snacks are listed daily on your monthly calendar. If your child does not like a particular snack that is being provided, please send him/her with their own. Snacks may be subject to change. You may send additional snacks with your child if needed.

Custody Issues

In cases of separated/divorced parents or other special circumstances where visitation rights are denied to one parent/guardian, we must have court or official documents on file forbidding that person from picking up the child from our program. Please bring any special circumstances to our attention as soon as possible.

Early Departures

If you need to pick up your child early, please check in with your Site Leader and our staff will locate your child for you. ***Please check your child’s schedule in advance to be sure he/she is not on a field trip.***

Winter Storm Cancellations

- We follow all South Portland School winter storm closures.
- If schools close early due to a storm we ***WILL NOT*** provide after care at any location.
- If schools have a delayed start, we ***WILL NOT*** provide before care, but we will provide afterschool care that afternoon.

- If the school department cancels all after school activities, after care will close early at 4:00pm. Parents will receive an email and text message notifying them of this early closure. It will also be posted on our website.

What to Bring to Afterschool

- An additional snack, we do provide a daily snack
- Swimsuit & towel on swim day (Possibly starting later in the year)
- Change of clothes that can be left in their backpack
- Medications (to be stored in the afterschool office with a “permission to administer medication form” signed by the parent or guardian)

What NOT to Bring to Afterschool

- **Cell Phones and/or Electronic Games** are not allowed. We cannot be responsible for items that are lost, stolen, or broken.
- *When in doubt, leave it at home. We have plenty of games and toys to keep you busy!*

What to Wear

- Sneakers or other sensible shoes for running and playing games in gym and proper footwear for outside play.
- Hat, gloves, and winter coat during the winter months.

What NOT to Wear to Afterschool

- Flip flops or shoes that could cause injuries while running and playing games
- Items that promote tobacco, alcohol, vulgar slogans or innuendos
- Other clothing deemed inappropriate (to be determined by Site Leader)

Lost Articles

The loss of clothing and personal belongings is a common problem. Please help us to reduce the number of lost items by following these suggestions:

- Label ***EVERYTHING!***
- Remind your child daily to check for all of his/her belongings before going home at the end of the day
- Please check the Lost & Found bin located at your child’s afterschool site. Items not claimed by the end of June may be donated or thrown away.

Illness and Injuries

We are equipped with first aid kits to handle minor emergencies. If there is any question whether an injury is more serious than our staff is able to handle, we will make a decision about the next step. In most cases, the parent will be notified before taking action; however, if the emergency is severe, emergency personnel will be called. It is important that Site Leaders have updated contact numbers on your child's emergency form. If your numbers or contacts changed after registration, please update our records immediately. If your child is sick with a fever (above 100 degrees), diarrhea or vomiting, please keep him/her at home for at least 24 hours to be sure he/she is well enough. If a child becomes ill while he/she is with us, we will contact you to come to pick up your child for dismissal.

Head Lice

Each year we usually have at least one case of head lice. Please check your child's hair on a daily basis. You are looking for small white flecks that are attached to the hair shafts. Head lice look a lot like dandruff. You cannot flick head lice from the hair shaft as you can with dandruff.

Anyone may contract lice from another person, their clothes or personal items. Recent research suggests head lice can live for 12-15 hours away from a host. The nits may stay viable up to a month and can be transmitted from fallen hair. Lice hang onto hair or fibers and transfer from person to person by crawling or falling. Having head lice on your person does not reflect on your life style. They do not care whose head they are on.

Our policy states that a child who has head lice may not attend our programs. The hair must be treated with a product that is designed to kill head lice. This may be purchased over the counter at drug stores. **All nits must be removed from the child's hair before he/she returns to the program.**

Staff

Afterschool staff is carefully selected through a process of application, interview and background checks (including a criminal check). They are also required to attend staff training prior to the start of the program.

Staff Relationships with Children

- The relationship between counselors and children in all recreation programs shall remain professional at all times.
- Staff members will not be alone with a child in an area or location where observation by other people is not possible.
- Constructive methods must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited.
- Staff members will never use personal vehicles to transport children.

Emergency Action Plan

- **On-site Procedure:** If an emergency occurs, all children and staff must remain inside the Community Center until further notice from the Recreation Coordinator. If the situation allows, parents may pick up children. Parents must directly sign out his/her child. Children may only leave with his/her parent or guardian. In the event of a “lockdown” situation, we may not be able to let anyone in or out of the building until instructed to do so by police or other security personnel depending on the circumstances of the emergency.
- **Off-site Procedure:** If an emergency occurs while we are on a field trip, all children and staff must remain at the field trip location until it is possible to return to the Community Center. The Recreation Coordinators will make this determination. The above procedure will then be followed.
- If communication between the Staff Leader and the Recreation Department is not possible, the Staff Leader will make a decision that will best suit the children and staff in that particular situation.

Mandated Reporters

As municipal employees, we are by law mandated to report suspicions of child abuse and neglect. Abuse can be in any form - physical, verbal, mental or sexual.

Afterschool Adventures 2021-2022



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Recreation Manager: Kari Filieo, kfilieo@southportland.org 767-7650 ext. 7517