



Scarborough Community Services

259 U.S. Route One
P.O. Box 360
Scarborough, ME 04070-0360
207.730.4150

www.scarboroughmaine.org

2014-15
School Year
(August through June)
Revised 04-08-2014

Child Care **Parent Handbook** **Before-School and After-School Program** **Grades K-9**

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Welcome to Scarborough's Child Care Program!

Registration begins Monday, April 7, 2014

Scarborough Community Services Child Care welcomes all Scarborough school-age children to our before- and after-school program. We offer both before and after care for children in Kindergarten through Grade 5 and after-school care for Grades 6 through 8, all conveniently located in your child's school. Our mission is to promote the physical, mental, social, and emotional development of each child by providing a high-quality child care program. This program enriches the experiences of children as we view the home, school, community, and child care settings as complementary and interrelated domains that affect children's growth and development. It includes a nutritious snack every day, outside play or indoor physical activity, crafts, special projects, and quiet times.

We are a non-profit state-licensed program, complying with all the rules for the Licensing of Child Care Facilities established by the State of Maine. In an attempt to provide care for all Scarborough schoolchildren, we have reviewed the printed 2014-15 School Department calendar. As a result, we have tried to incorporate the majority of no school dates and times into our child care calendar. **Please Note:** *No Child Care will be offered August 27-29.*

For more information about our programs, please visit www.scarboroughmaine.org/departments/community-services/child-care. The following information is designed to give you a more in-depth look at our program. We welcome and encourage you and your child/children to visit any of our child care sites prior to registering.

Registration Fee: \$110 per child (non-refundable)			
Register early and receive a discount on the registration fee!			
If you register on or after April 7	\$80	If you register on or after July 1	\$100
If you register on or after June 1	\$90	If you register on or after August 1	\$110

Registration Procedures 2014-15 and Tuition Information

- **Registration Start Date:** Monday, April 7, 2014.
- **Child Care Dates for Year 2014-15:** September 2, 2014, through June 15, 2015.
- **Registration Location:** Community Services Office in the Municipal Building. Starting in the fall of 2014 Child Care registrations may be taken at the Child Care Office in the new Wentworth School (Room D-137) by debit card only. We are open until 6:00 pm. *If you want to pay by cash or check, please visit the Community Services Office in the Municipal Building between 8:00 am and 4:00 pm Monday through Friday.*
- **Registration is now paperless:** We will update all information in our system at the time of registration.
- **Payment Options:** Payment for child care may be made one of two ways: (1) Pay in full; or (2) Pay on a monthly or bi-monthly basis. Both payment options require a non-refundable registration fee and a completed EFT form upon registration. Payment will include care for 10 months -- September through June until our eight-week Summer Day Camp begins.
 - **Pay in Full . . .** When you register, you will pay the registration fee only; however, the full year child care amount will be invoiced and due separately **no later than Friday, August 29**. If you pay in full by this deadline date, you will receive one month FREE. At the time of registration, however, we will ask you to complete an EFT form. If you do not pay in full by August 29, then the EFT will be activated and you will then be on the monthly or bi-monthly payment system. **Note:** *With the pay-in-full option, no refunds will be issued for unused service.*
 - **Monthly or Bi-Monthly Payments through EFT . . .** You will be asked to complete an Electronic Funds Transfer (EFT) form at the time of registration. Payments will then be withdrawn once a month (on the 5th of the month) or bi-monthly (on the 5th and 19th of each month) for the months of **September through June**. The EFT form is attached to this information packet.
 - Insufficient Funds:** If we receive an "insufficient funds" notice from your bank, we will NOT be making any second attempt to collect from your account on file. A \$25 fee will be added to your current monthly child care balance. We will then contact you and you will be responsible for paying the total within 48 hours. If we do not receive payment within that time frame, unfortunately we may be obligated to terminate child care services at the end of that week. Additionally, if we receive an "insufficient funds" notice a total of three times during the year, termination of care will be likely.
 - Receipts:** Once payments have been posted to household accounts, a receipt may be emailed to you upon request or you may access it online using your user name and password.
 - Mid-Month Registrations:** Should you register in the middle of the month, your bill will be pro-rated for that partial month and payment will be due at time of registration along with the registration fee. EFT payment will begin during the next month's billing.
- **First-Come, First-Served Basis:** Limited space is available at each child care site. All registrations are accepted on a first-come, first-served basis.

- **Waiting Lists:** Once your school site has been filled, your child may be placed on a waiting list. We will notify you once an opening has become available.
- **Withdrawal from Program:** A one-month written notice must be provided prior to withdrawing your child from our program. If you fail to give proper notice, you will continue to be billed for that time and payment will be expected. Please remember it is your responsibility to notify us appropriately so you will not have to pay for services not used.
- **Other Info:**
 - **School-Age Child Care Program (Grades K to 5):** A minimum of two days per week is required. See below for fee chart.
 - **Club Teen (Grades 6 to 8):** Regardless of the number of days needed, only one option is available -- a monthly fee of \$250 per child.
 - If you register your child after the start of the 2014 school year, please allow three business days for processing of the application. *It is the parent's responsibility to contact your child's school to let them know that your child will be attending the program.*
 - We do not offer any hourly rates.
 - Please understand that our school-age child care program is self-supporting and we therefore expect payment for the requested days regardless of whether your child or children attend and regardless of the reason for their absence.
 - *Any unpaid child care fees will affect your ability to register for any other Community Services programs in the future until fully paid.*
 - Scholarships may be available based upon financial need. Please request information from the Community Services Office located in Municipal Building.

2014-15 Monthly Child Care Fees Grades K-8

The School-Age Child Care Program consists of a choice of monthly fees. Please read through each option carefully.

Grades K to 5 -- Monthly Fees				
	5 days per week	4 days per week	3 days per week	2 days per week
Before School	\$200	\$185	\$150	\$115
After School	\$335	\$290	\$240	\$185
Before and After School	\$415	\$360	\$285	\$210
Club Teen – Grades 6-8 – Monthly Fees				
After School Only	\$250 per month <i>(regardless of days used)</i>			
Extra Days for Child Care Participants				
Please refer to <i>Program Descriptions</i> starting on Page 3. Visit our Child Care website for final fees: www.scarboroughmaine.org/departments/community-services/child-care				
Programs Included in Monthly Child Care Fees	<ul style="list-style-type: none"> February and April Vacations: Requires pre-registration Late Start School Days (Wednesdays): Open to children regularly scheduled for Wednesday mornings and to anyone who registers for the Late Start School Days package (see Page 4). No School Days (Partial Days) Due to Storms/Weather: Early Release and Delayed Opening Days: Only open to children already enrolled for that specific day/s. 			
Programs NOT Included in Monthly Child Care Fees	<ul style="list-style-type: none"> Late Start School Days (Wednesday Teacher In-Service Days): Requires pre-registration for all days. \$150 for the package No School Days (Full Days): No School Days, Storm Days,* Teacher/Staff Days, December Vacation Days: Requires pre-registration. \$55 per day Early registration discounts are available *\$40 per day for Storm Days only Interim Care – August 2014: Requires pre-registration. \$ 55 per day Early registration discounts are available \$210 per week Early registration discounts are available 			

We reserve the right to change the rates on any of the payment options with at least one month's written notice.

Not Enrolled in Before- and After-School Child Care Program?

You may enroll in the following programs.

See full Program Descriptions starting on this page, and for *Registration Procedures* see Page 2.

Fee Chart for Non-Enrolled Child Care Students													
Visit our Child Care website for final fees: www.scarboroughmaine.org/departments/community-services/child-care													
Interim Care (August 2014)	August 18-22 <i>Please Note: No Child Care offered August 27-29</i> August 25: For K-8 students August 26: For K-8 students	\$210 per week \$55 per day	Early registration discounts available Early registration discounts available										
Teacher/Staff Days (Full Days)	See <i>No School Days (Full Days)</i> in Program Description on the following pages. 10-24, 11-26, 04-17, 05-22	\$55 per day	Early registration discounts available										
No School Days (Full Days)	See <i>No School Day (Full Day)</i> in program description below. 01-02-2015	\$55 per day	Early registration discounts available										
Late Start School Days Wednesday Teacher In-Service Days	See <i>Late Start School Days</i> in Program Description on the following pages. <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 0 10px;">09-10</td> <td style="padding: 0 10px;">02-11</td> </tr> <tr> <td style="padding: 0 10px;">10-08</td> <td style="padding: 0 10px;">03-11</td> </tr> <tr> <td style="padding: 0 10px;">11-19</td> <td style="padding: 0 10px;">04-08</td> </tr> <tr> <td style="padding: 0 10px;">12-10</td> <td style="padding: 0 10px;">05-13</td> </tr> <tr> <td style="padding: 0 10px;">01-07</td> <td style="padding: 0 10px;">06-03</td> </tr> </table>	09-10	02-11	10-08	03-11	11-19	04-08	12-10	05-13	01-07	06-03	\$150 for package.	<i>No single-day registration.</i>
09-10	02-11												
10-08	03-11												
11-19	04-08												
12-10	05-13												
01-07	06-03												
February & April Vacation Weeks (4-day weeks)	February 17-20 No care on Monday (holiday) April 21-24 No care on Monday (holiday)	\$200 per week \$55 per day	Early registration discounts available Early registration discounts available										

Child Care and Administration – Contact Numbers and Locations

Child Care Administrative Office Location	New Wentworth School (Room D-137)	730-4170
Grades Kindergarten to 2	Child’s School	
	1. Blue Point School	730-5340
	2. Eight Corners School	730-5235
	3. Pleasant Hill School	730-5260
Grades 3 to 5 Before-School Child Care	New Wentworth School (Room D-125)	730-4780
Grades 3 to 5 After-School Child Care	New Wentworth School (Room D-125)	730-4780
Club Teen (Grades 6 to 8)	Middle School Cafeteria	730-4848
Storm, Teacher, and Vacation Camp Days	New Wentworth School (Room D-125)	730-4170

Program Descriptions

It is our intention to offer child care during any non-school days or non-school hours. For those enrolled in our Child Care program, please see *Fee Schedule* on the previous page. For non-participants, we have listed the fees above on this page.

BEFORE- AND AFTER-SCHOOL CHILD CARE

The Primary School Program (Grades K-2): Blue Point, Eight Corners, and Pleasant Hill Schools

- Before-school care and after-school care are both held at the primary school your child attends.
- Morning care opens at 7:00 a.m. and runs until approximately 8:45 a.m., when counselors dismiss the children to their classrooms. Morning activities include quiet activities such as drawing, puzzles, cards, etc. Children are welcome to bring breakfast with them from home.
- When school is dismissed at approximately 3:10 p.m., the children walk to the multi-purpose room. A counselor will greet them and immediately take attendance. A nutritious snack will be provided every afternoon; however, your child may bring a snack from home if desired. The remainder of the afternoon consists of outside time, story time, projects, centers, and free play.

Blue Point School: 730-5340

Eight Corners School: 730-5235

Pleasant Hill School: 730-5260

The Intermediate Program (Grades 3-5): New Wentworth School (Room D-125)

- Morning care will be provided at the new Wentworth School. We open at 7:00 a.m. every morning and run until approximately 8:15 a.m., when counselors dismiss the children to join their classmates. Morning activities include finishing last-minute homework assignments, playing quiet table games, drawing, or just talking with a friend. Children are welcome to bring breakfast with them from home.
- When school is dismissed at 2:45 p.m., the children will be dismissed from their classrooms to the child care area. A counselor will greet them and immediately take attendance. A nutritious snack will be provided every afternoon; however, your child may bring a snack from home if desired. Everyone goes outside at 3:30 weather permitting. From 4:00 to 4:30 p.m. children are given an opportunity to complete homework, assigned reading, and do quiet activities. At 4:30 a variety of choices is offered, including homework time, outside time, clubs, table games, arts and crafts, etc.

New Wentworth School (Room D-125): 730-4780

The Club Teen Program (Grades 6-8): Middle School Cafeteria

- Club Teen is located at the Scarborough Middle School in the cafeteria after school only. Playing fields and a basketball area will also be used during outside time. In order to run this program in the fall of 2014, we must enroll a minimum of 20 students. The decision to run or cut the program will be decided by Friday, August 8, 2014, before the start of the 2014-15 school year. If we do not meet the required minimum before the cut-off date, Community Services will inform registrants of the program cancellation.
- Students must check in with the Club Teen counselors directly after school by 2:15. If a student participates in an approved after-school activity, such as clubs, sports, or study activities, the student will be released from Club Teen to attend such activities as long as parental permission has been given by signing a Release Form. When students arrive, they will be checked in on the attendance sheet. Upon arrival students may not leave unless they leave with an approved pick-up person or have a release from the parent indicating the student may leave under other circumstances.

Middle School Cafeteria: 730-4848

No School Days (Partial Days) Due to Storms/Weather: Early Release and Delayed Opening Days

- **Early Release Days Due to Weather:** We provide extended care on unexpected early release days for those *children already enrolled in the after-school program on that specific day*. There is no additional cost to your monthly fees for those enrolled in our Before- and After-School Child Care program.
- **Delayed Opening Days Due to Weather:** We will also provide extended care on unexpected delayed opening days for *children enrolled in morning care only on that specific day*. There is no additional cost to your monthly fees for those enrolled in our Before- and After-School Child Care program..
- **Location:** Each student's school.
- *No pre-registration is required.*

No School Days (Full Days): No School Days, Storm Days, Teacher/Staff Days, December Vacation Days

- We will provide full-day care for all children enrolled in the child care program (Grades K to 8) on **staff days, and storm days**. These days will be held in the new Wentworth School (Room D-125). Should the Municipal Building open late, close early, or remain closed, the child care program will follow that schedule. **This information will be posted to the TV News on Channels 6, 8, and 13.**
- Full-day child care opens at 7:00 a.m. and closes at 6:00 p.m. A morning and afternoon snack will be provided but children must bring their own lunch. Parents are responsible for accompanying their child into the building to sign them in. (**Important Note:** Since most of our staff is part-time, counselors throughout the course of the day may be different from those counselors at your child's school site.) **There is an additional cost for teacher in-service days, no school days, and storm days. Teacher in-service days and scheduled no school days require pre-registration.**
- *Pre-registration is required (except, of course, storm days). See Registration Procedures on Page 1.*
- **Location:** New Wentworth School (Room D-125).

No School Day.....	01-02
Storm Days.....	TBD
Teacher/Staff Days.....	10-24, 11-26, 04-17, 05-22
December Vacation Days.....	12-22, 12-23, 12-24, 12-26, 12-29, 12-30, 12-31

Late Start School Days (Wednesday Teacher In-Service Days)

- We provide extended care on late start school days for those children **already enrolled in the before-school program on that specific day**. There is no additional cost to your monthly fees. See below regarding our Late Start School Days Package.
- **Late Start School Days Package:** For those not enrolled in morning care or not enrolled on Wednesday mornings, we offer the opportunity to register for all 10 late start school days before the school year begins. Open to children in Grades K to 8. *No single date registrations.*
- **Dates for Late Start School Days:** 09-10, 10-08, 11-19, 12-10, 01-07, 02-11, 03-11, 04-08, 05-13, and 06-03.
- **Location:** In each student's school.
- *Pre-registration is required. See Registration Procedures on Page 1.*

February and April Vacation Weeks (Grades K-8)

Full day care is offered through Community Services during the February and April vacations and will be held in the new Wentworth School (Room D-125) from 7:00 am to 6:00 pm – Tuesday through Friday (no child care will be provided on the Monday holiday). Both of these programs are included in your monthly child care fees; however, **pre-registration is required at the Child Care Office or Community Services Office**. This separate registration ensures that we plan accordingly with appropriate staffing numbers. This is important because we accept children who do not attend our child care programs and space is limited. Please note that a fee will be assessed for those who do not show up on their registered days because we have to provide staffing for all participants. Always check the Community Services Child Care website for more detailed information: www.scarboroughmaine.org/departments/community-services/child-care.

Registration Information for February and April Vacations:

- **Registration Forms:** Available on our website and at each child care site. More information will be on the registration form.
- **Registration Process:** Forms should be completed and returned to the Community Services Office in person or by mail whether your child is enrolled in our before- and after-school program or not. **No online registrations are available.** **Important:** If a form is incomplete or payment is not included when it is mailed in, we will return your form for completion. Your child will not be considered registered until you receive a confirmation receipt from us. We will email the receipt as long as everything is complete. Address for mail-in registration forms: Scarborough Community Services, P.O. Box 360, Scarborough, ME 04070. *We encourage people to come by town hall to register since enrollment is on a first-come, first-served basis. Registration is limited.*
- **Fees:** No fee for children already enrolled in our child care program for the same number of days enrolled in child care currently. If you want your child enrolled in extra days, fees will be charged for those extra days. (Example: If your child is enrolled in before- or after-care on Monday, Wednesday, and Thursday, there will be no fee for three days of the vacation camp. If you want to enroll your child for the entire four-day week, you would have to pay a daily fee for the fourth day.)
- **Early registration discounts:** See fee schedule.
- **Late Registration Fee:** An extra fee will be charged for registering the Wednesday before program start date.

- **No Shows:** If a child does not show and you have not cancelled at least 7 calendar days prior to the start of the program, you will be billed at the daily rate for each child for each day. This fee would be applied whether your child is enrolled in our Before- and After-Care program or not.
- **Location:** New Wentworth School (Room D-125).
- *Pre-registration is required. See Registration Process above.*

Interim Care – August 2014

- Interim Care will be Monday, August 18, through Friday, August 22, **and** Monday and Tuesday, August 25-26. *Note: There will be no care provided August 27-29.*
- **Location:** Narragansett School
- *Pre-registration is required. See Registration Procedures on Page 1.*

Holidays

- *We do not provide care on the following holidays:* Labor Day (09-01), Columbus Day (10-13), Veterans Day (11-11), Thanksgiving and the day after (11-26 and 11-27), Christmas (12-25), New Year’s Day (01-01), Martin Luther King Day (01-19), Presidents Day (02-16), Patriots Day (04-20), and Memorial Day (05-25). *If the municipal building closes for a holiday, then child care is also closed. If additional holidays are added to the schedule, we will notify all participants by email and post it online.*

Program Policies

Attendance and Absenteeism

Once you have registered your child, a spot is guaranteed in that program and full payment is expected regardless of child's attendance. If you need to add an additional day or swap days within the School-Age Care Program, you must call in advance to see if we can accommodate the schedule change.

If your child is going to be absent for any reason (which would include a pick-up during the day due to sickness or pick-up after school), we request that you contact us at the Child Care Administrative Office at 730-4170 or email us at comserv@ci.scarborough.me.us Please do not count on the school staff notifying us of any absence for any reason. This is to ensure that all children are accounted for at the beginning of each program day. In addition, prior notification of an absence will assure that staff does not have to take time away from their group to track down another child’s whereabouts.

Behavior and Discipline

We design our program with clear expectations for children’s behavior. When situations occur, either with individual children or a group of children, we use these times to teach children how to make better choices and how to negotiate differences. We use logical consequences, such as loss of privileges, time out, or time away from the activity, if necessary. At no time will any child be humiliated, hit, or denied a snack as a “punishment.” It is our hope that we can participate in the process of teaching children appropriate behavior and responses to conflict.

Discipline Policy

Proper behavior and adherence to the program rules are expected from each and every child. It is not fair to the children in our program when one child continually misbehaves or causes problems with others. If misbehavior or problems occur on a continual basis, the following steps will be taken:

1. Counselors will review the rules often and give consistent reminders about inappropriate behavior and its consequences.
2. A counselor will talk to the child on a one-on-one basis and give a timeout.
3. Logical consequences will be imposed, if necessary.
4. A written warning will be given for repeated misbehavior.
5. A citation will result from further misbehavior or for a serious infraction of the rules. This misbehavior would include, but not be limited to, hurting another child, damaging property, or willfully disregarding the counselor’s instructions.
6. The program coordinators will be kept apprised of developing situations and will set up a meeting with the parent to discuss the child’s behavior and agree on a strategy for handling future problems, if necessary.
7. If the behavior continues, the parent may be called to remove the child from the program. The child may be asked to take a day or more off from the program.
8. Continued misbehavior may result in being asked to leave the program.

It is our hope that we never get to the final step in this process. We feel that with the cooperation of the parents we can use this disciplinary process to correct problems and ensure that all the children in our program are in a pleasant and safe environment for their out-of-school hours.

Scarborough Community Services is providing care to students before and after school in Scarborough public school buildings. If a student is sent home by any school personnel due to misbehavior for an afternoon or more, the child is not eligible to attend the before-school or after-school care program until they can return to school.

Cancellations

A one-month written notice must be provided prior to withdrawing your child from the program. Without this proper notice we will expect payment for that time.

Child Abuse and Neglect, Reporting of

In accordance with state law, all of Scarborough Community Services Child Care Program counselors are mandated to report any suspicion of child abuse and neglect.

Factors that may lead up to a report are:

- Injuries suspected to be by other than accidental means.
- Excessive punishment.
- Emotional or mental injury or impairment.
- Sexual abuse or exploitation.
- Inadequate food, clothing, shelter, supervision, or health care.
- Deprivation of normal childhood living experiences (emotional neglect).
- Failure to protect a child from abuse or neglect.
- Children who are abandoned.
- Parents who are unable or unwilling to safely care for their children.

The protection of the child, not punishment of the parents, is the goal of the law. In the vast majority of cases, the best way to help the child is to help the family. Supportive social services for the parents and the child can usually keep the family together. Parents may need help in child-rearing and homemaking skills. Troubled families may need help in coping with stress. A report can be the first step in rehabilitative services to preserve families.

Child Care Counselors

We hire the highest-qualified staff for our program. We provide them with ongoing training to assure that we bring sensitivity, creativity, and a responsibility to the program and the children in it. Additionally, each staff person brings his or her own special skills and abilities to share with your child. We maintain a maximum ratio of 12 children to one staff person at all of our child care sites.

Email Communication

We use email as a means to communicate with parents. When a parent provides us with their email address, we will send them letters, requests for information, and notices of an emergency early closing (etc.). Our email address -- comserv@ci.scarborough.me.us -- is checked daily, so parents should feel free to communicate with us through this address.

Emergency Procedures

Our staff has been trained in emergency first aid and CPR and each child care site has an easily-accessible first aid kit. In the event of a serious emergency, an ambulance will be called and the child will be taken to the nearest hospital (or the hospital of preference listed on the medical authorization slip). The child's parent/guardian will be notified immediately.

Independent Release

Occasionally students may need to leave the premises without a pick-up person, either to walk home or go elsewhere for sports or clubs. Parents should complete an independent release form ahead of time if they wish their student to do this. The forms will include the date and time of the release. Students will be released at the designated time and marked out on the attendance sheet. Once students are released, Community Services is no longer responsible for their whereabouts.

Medication Policy

State-licensing laws are specific concerning the dispensing of medication at a child care site; therefore, we have adopted the following policies concerning medication:

- ❖ **No prescription medicine of any kind will be dispensed unless authorized by a physician's signature.** Any request to dispense medication must be made in writing for each illness or each medication. We have medication forms available that include the date, amount, and time to be given. Medication must be in the original container.

- ❖ **Medication must be dropped off to the site by the parent.** Please do not send medication in your child's lunch box or backpack. Medication could spill from the containers, other children may discover it, or children may decide to take the medication before the appropriate time, or even in incorrect dosages.
 - ❖ **Aspirin, acetaminophen, or other non-prescription medications will not be given to a child without written, signed, and dated parental authorization naming the medication and the dosage. All medications must be supplied by the parent.**
-

Parental Conduct

The success of our program relies on the involvement of parents and guardians as well. We encourage parents and guardians to make suggestions and give us feedback at any time. We encourage you to visit the program at any time and take part in any ongoing activities.

As a parent or guardian, it is also your responsibility to be a positive member of our program. To provide the children in our program with an environment conducive to growth, learning, and development, parents and guardians must behave in a manner consistent with respect and courtesy. Program parents and guardians must display respectful and professional behavior toward counselors, employees, children, fellow parents and the public. Program parents and guardians will refrain from any behavior deemed to be discourteous, dishonest, confrontational, disrespectful, or offensive to others. Parents and guardians who violate this policy will be dismissed from the Child Care program. Any parent or guardian who engages in activity or conversation that results in discrimination, harassment, distress, fear, discomfort, marginalization, or alienation of any child or adult affiliated with our program will be subject to dismissal from our program.

Parental Involvement

Communication between parents and staff is a vital component of a successful program. To keep you updated on program news and your child's progress in the program, we have established a mailbox and communications center. Please check this area daily for important information. We encourage you to discuss your child's needs and interests with members of the staff, and, in the same spirit, our staff will discuss any concerns or anecdotes about your child with you. By keeping our lines of communication open we feel we can ensure that the needs of each child are being met.

We welcome donations of paper or other useful items from work or home that no longer have value to you but may be useful in a variety of craft projects in our child care program. Other useful donations include gently used books and age-appropriate games. Counselors may have specific needs at each site so watch for parent notices.

Pick-up Authorizations

On a daily basis our staff is challenged in determining who is authorized to pick up children attending our programs. One of the worst situations for both staff and children is being caught in the middle of a parental custody issue; therefore, there is a place on the registration form for you to indicate who may pick up your child other than yourself. **NO CHILD** will be released to anyone not authorized by the parent. **We do not accept notes that come from the child and we cannot accept notes from the person picking up the child -- we have no way of verifying who wrote the notes.**

Authorization for someone other than the people listed on the registration forms *must come in writing and be delivered by the custodial parent prior to the time of pick-up.* When completing the registration forms, please consider this carefully and include everyone whom you would allow to pick up your child.

Please note that counselors are required to ask for identification from anyone entering our child care sites who is unfamiliar to our counselors. This means persons picking up a child must provide staff with a proper picture I.D. before we can release your child from our care. This would also include parents who may be picking up for the first time.

In situations of divorce or separation, Community Services prefers that both parents sign the registration form whenever possible. Please include instructions about who may pick up and under what circumstances, plus a copy of any court orders regarding custody of the child. We must have these documents on file in order to protect your child. Both parents have a right to view the files of their children, regardless of which parent has been given custody; therefore, each parent should make sure that the information in the file is current and correct. You can be assured that this information will be kept strictly confidential and used only to further ensure your child's safety. We urge your full cooperation in this matter to avoid putting your child and our staff in an uncomfortable position.

Pick-up Times

Parents must pick up their children by 6:00 p.m. at all child care sites. We reserve the right to charge a late fee of \$1.00 per minute for every minute after 6:00 p.m. that a parent/guardian is late, regardless of the number of children.

School Involvement and Communication

The success of our program relies on the involvement of child care administration, counselors, parents, and school personal. We share space with the school on a daily basis. Scarborough Community Services views the home, school, community, and child care settings as complementary and interrelated domains that affect children’s growth and development. We feel it is important to keep open lines of communication among all of these groups.

A child’s school day may be affected by many things, including the child’s attitude and actions before school hours. This information could be relevant to a child’s classroom teacher. Their after-school experience can also be affected by how their school day went, especially since a school day can be extremely long for some children. In sharing information, our hope is to meet children’s individual needs, both inside and outside of school.

We take our partnership with the schools very seriously; therefore, we will be asking parents and guardians to sign a form entitled *Release of Confidential Information* at the time of registration. This release form is included in an effort to communicate in a more professional and timely fashion with the schools.

We also want to encourage parents to take a minute and share with Community Services any pertinent information about your child. All information shared remains confidential and will only strengthen our relationship with your children.

Sickness

Any child with a fever, is vomiting, has a contagious disease, or has a draining wound may not attend the program. Children with such sickness may not return to our program until 24 hours after the conclusion of the symptoms or after appropriate medications have been started. Decisions concerning the acceptability of children with medical conditions will be made under the guidance of our health care consultant. In some cases you may be required to provide a doctor’s note before your child may return. If your child becomes ill while at the program, you will be contacted by staff and required to pick up your child within the hour.

Contact Information

Please be aware that, *although we are located in the Scarborough school buildings, we are still a separate program, and we do not always receive messages from the school regarding absences, etc.* **You should contact the school staff and the child care programs separately.**

Child Care Site	Phone	Hours of Operation	Email
Administrative Office New Wentworth School (Room D-137) Audra Keenan, Child Care Manager Andrea Zglobicki, Program Coordinator Steve Kramer, Program Coordinator	730-4170	Office Hours: 9:00 to 6:00 pm	akeenan@ci.scarborough.me.us azglobicki@ci.scarborough.me.us skramer@ci.scarborough.me.us
Blue Point	730-5340	7:00 to 8:45 am 3:00 to 6:00 pm	
Eight Corners	730-5235	7:00 to 8:45 am 3:00 to 6:00 pm	
Pleasant Hill	730-5260	7:00 to 8:45 am 3:00 to 6:00 pm	
New Wentworth School (Room D-125)	730-4780	7:00 to 8:30 am 2:30 to 6:00 pm	
Middle School Club Teen	730-4848	2:00 to 6:00 pm	
Community Services Office Municipal Building (Room 325)	730-4150	8:00 am to 4:00 pm	comserv@ci.scarborough.me.us



**Town of Scarborough
Community Services**

P.O. Box 360
Scarborough, ME 04074
730-4150

**Electronic Funds Transfer Authorization
Child Care 2014-15 (September through June)**

Paying in Full

Registration fee and a completed EFT form are still required. We will bill the full amount in August. Payment is due no later than Friday, August 29, 2014; otherwise, the EFT will be activated on September 5.

Applicant Name (Parent or Guardian) _____

Applicant Telephone Numbers _____

Cell

Home

Email Address _____

Street Address _____

Participant Name/s (Child/ren) _____

Bank Name _____ Checking or Savings _____

Bank Routing Number _____

Account Number _____

Bank Account Holder's Name _____

**Please attach
voided check.**

Withdrawal Options (*please check one*):

Monthly: The amount below will be withdrawn the 5th of every month (*September through June*).

Amount \$ _____

Bi-Monthly: The amounts below will be withdrawn the 5th and the 19th of every month (*September through June*).

First Amount \$ _____ **Second Amount** \$ _____

Effective Month/Year _____
Month Year

Important Note: If we receive an "insufficient funds" notice from your bank, we will NOT be making any second attempt to collect from your account on file. A \$25 fee will be added to your current monthly child care balance. We will then contact you and you will be responsible for paying the total within 48 hours. If we do not receive payment, we will be forced to terminate child care services at the end of that week. If there are any further insufficient funds notices, this may result in termination from the child care program entirely.

Signature Required

I hereby authorize the Town of Scarborough to take payments by Electronic Funds Transfer from the institution noted above for the purpose of child care.

I acknowledge and agree to the terms and conditions of this agreement with the Town of Scarborough concerning the method and timing of payment. I understand that this will take effect on the month I have noted above under *Effective Month/Year* and the designated amount/s will be withdrawn on the 5th of every month (for monthly withdrawal) or on the 5th and the 19th of every month (for bi-monthly withdrawal), as noted above.

ACH Payment Type: PPD (for banking purposes)

I understand I must give a 30 days' advance notice in writing to the Town of Scarborough for any changes in the depository institution or other payment instructions.

Authorized Signature _____ Date _____

For Community Services Staff Only:

Instructions to Staff

- Check here that form is COMPLETE and effective month and year are noted. _____
- If effective date is within a week prior to the 5th of the month, please call Finance for verification (Ext. 4084).

Date Received _____ Staff Member Name _____