



Scarborough Community Services

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

www.scarboroughmaine.org

2016-17
School Year
(August through June)

Child Care Parent Handbook

Before-School and After-School Program Grades K-9

Index

General Information

Welcome	2
Child Care and Administration Contact Numbers and Locations	5
EFT Form (Electronic Funds Transfer Authorization).....	12
Fees -- Programs	2
Fees – Registration.....	3
Program Descriptions (includes program hours, sign-in/sign-out locations, parking locations, and more!)	
Before- and After-School Child Care – Grades K to 2)	5
Before- and After-School Child Care – Grades 3 to 5.....	5
Club Teen Program (Grades 6 to 8)	5
February Vacation Week.....	6
April Vacation Week	6
December Vacation Days.....	6
Storm Days.....	7
Late Start School Days (Wednesdays)	7
Teacher/Staff Days.....	7
Holidays (No care)	7
Storm Days (No care).....	7
Programs Open to Non-Enrolled Children.....	3
Registration Procedures	3
Staff Contact Locations.....	11
Tuition Information.....	2
Waiting Lists	4
Withdrawal from Program	4

Policies and Procedures

Attendance and Absenteeism	8
Behavior and Discipline.....	8
Cancellations.....	8
Child Abuse and Neglect, Reporting of	9
Child Care Counselors	9
Discipline.....	8
E-Mail Communication.....	9
Emergency Procedures.....	9
Independent Release	9
Medications.....	9
Parental Conduct.....	10
Parental Involvement	10
Pickup Authorizations.....	10
Pickup Times	10
School Involvement and Communication	11
Sickness	11

Welcome to Scarborough's Child Care Program!

Registration begins Monday, April 4, 2016

Scarborough Community Services Child Care welcomes all Scarborough school-age children to our before- and after-school program. We offer both before-school and after-school 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 recreational program, complying with all the recommendations for the Licensing of Child Care Facilities established by the State of Maine. Community Services tries to cover most days that our schoolchildren are not in school; however, because the school 2016-17 calendar has not been published as of this printing, we are unable to give specific dates relating to extra care.

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

Registration Fee: \$100 per child (non-refundable)

2016-17 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	\$225	\$210	\$175	\$140
After School	\$360	\$315	\$265	\$210
Before and After School	\$440	\$385	\$310	\$235
Club Teen – Grades 6-8 – Monthly Fees				
After School Only	\$275 per month (regardless of days used)			
Extra Days for Child Care Participants				
Please refer to <i>Program Descriptions</i> starting on Page 4.				
Visit our Child Care website for final fees: www.scarboroughmaine.org/departments/community-services/child-care				
Programs INCLUDED in Monthly Child Care Fees	<ol style="list-style-type: none"> 1. February and April Vacations: Requires pre-registration 2. Partial No School Days (Early Release or Delayed Opening Days due to weather): Only open to children already enrolled for that specific day/s. 3. See below regarding Late Start Days. 			
Programs NOT INCLUDED in Monthly Child Care Fees	Teacher/Staff Days and December Vacation Days: Requires pre-registration. \$65 per day Early registration discounts are available.			
Late Start Days	Late Start School Days (Wednesday* Teacher In-Service Days): Open to children regularly scheduled for Wednesday* mornings and to anyone who registers for the <i>Late Start School Days</i> package (see Page 3 for fees). Requires pre-registration for all days. \$150.00 No fee if child is already registered for child care on the Late Start Day.			

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- or After-School Child Care Program?

You may enroll in the following programs.

See Registration Procedures below and Program Descriptions starting on Page 4.

Fee Chart for Non-Enrolled Child Care Students		
Visit our Child Care website for final fees: www.scarboroughmaine.org/departments/community-services/child-care		
Teacher Workshop Days or Staff Days	Dates 9/2, 10/7, 11/23, 4/14, 5/26	\$65 per day <i>Early registration discounts available</i>
Late Start School Days Wednesday* Teacher In-Service Days	9/28, 10/26, 11/16, 12/14, 1/25, 2/15, 3/29, 4/26, 5/24, 6/07	\$150.00 <i>No fee if child is already registered for child care on the Late Start Day.</i> <i>No single-day registration; this is purchased as a package. Please see Page 6 for program description.</i>
<ul style="list-style-type: none"> • February Vacation Week • April Vacation Week • December No School Days 	February 21-24 No care on Monday (holiday) April 18-21 No care on Monday (holiday) December dates 12/23, 12,26, 12/27, 12/28, 12/29,12/30	\$260 per week <i>Early registration discounts available</i> \$65 per day <i>Early registration discounts available</i>

Registration Procedures and Tuition Information

- **Registration Start Date**Monday, April 4, 2016.
- **Child Care Dates for Year 2016-17** ... August 30, 2016 through June 14, 2016

• **Registration Location**

Beginning April 4, Child Care registrations will be accepted at the Community Services Office in town hall. This office is open between 8:00 am and 4:00 pm Monday through Friday. You may pay by cash, check, or debit card for the registration fee at town hall.

• **Paperless Registration**

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 for the year; 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. EFT billing period is September through June (10 months).

• **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 26**. If you pay in full by this deadline date, you will receive one month FREE. We will ask you to complete an EFT form at registration which will be shredded from our files once full payment is received. If you do not pay in full by the deadline, the EFT will be activated and you will then be put 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.

Registration Procedures and Tuition Information (Continued)

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 \$30 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, 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/Changes to Schedule

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 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. A \$15 processing fee will be assessed when a schedule change is made to a child’s before- or after-school care schedule (by either adding a day or dropping a day).

• Other Info

- **School-Age Child Care Program (Grades K to 5):** A minimum of two days per week is required. See Page 2 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 \$275 per child.
 - If you register your child after the start of the 2016-17 school year, **please allow three business days for processing** of the application. ***It is the parent’s responsibility to contact their child’s school to let them know that their 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.
 - ***If there are any unpaid child care fees on an account, no registration for any Community Services programs will be allowed until payment is received.***
 - Scholarships may be available based upon financial need. Please request information from the Community Services Office located in town hall.
-

Program Descriptions

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 am and runs until approximately 8:45 am, when counselors dismiss the children to their classrooms. Mornings includes 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 pm, the children walk to their 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): Wentworth School (Room D-125)

- Morning care will be provided at Wentworth School. We open at 7:00 am every morning and run until approximately 8:15 am, 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 pm, 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 pm children are given an opportunity to complete homework or 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.

Wentworth School Cafeteria 730-4657

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 2016, we must enroll a minimum of 20 students. The decision to run or cut the program will be decided by Friday, August 5, 2016, before the start of the 2016-17 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 pm. 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

February and April Vacation Weeks (Grades K-8)

- Full day care is offered through during February and April vacations and will be held in the Wentworth School Cafeteria from 7:00 am to 6:00 pm – Tuesday through Friday (no child care provided on the Monday holiday). Should town hall open late, close early, or remain closed for any reason, the child care program will follow that schedule. ***This information will be posted to the TV News on Channels 6, 8, and 13.***
- Children must bring their own lunch and snacks as snacks are not provided.
- Parents are responsible for accompanying their child into the building to sign them in.
- 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. Always check the Community Services Child Care website for more detailed information at www.scarboroughmaine.org/departments/community-services/child-care.

Registration Information for February and April Vacations:

- **Registration Process**

Pre-registration is required. There will be a specific time frame for registering for these two vacation weeks. Please watch for our announcements by email, Facebook, or on our website. All parents must register for these weeks either in person at the Community Services Office in town hall or the Child Care Office whether your child is enrolled in our before- and after-school program or not. Current child care registrants (only) may also register by email at comserv@ci.scarborough.me.us; however, your child will not be considered registered until you have received an email confirmation response back from our staff. ***No online or mail-in registrations are available. Enrollment is on a first-come, first-served basis as registrations are 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-school 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.) Late fees are applied if you register after the publicized registration date.

- **Early registration discounts:** See fee schedule on our website.
- **Location:** Wentworth School Cafeteria
- **Schedule of Events:** Available on our website and at each child care site.

Fees for Non-Enrollees:
\$260 per week
\$ 65 per day
Early registration discounts available

December Vacation Days (No School)

- We will provide full-day care for all children enrolled in the Grades K to 8 child care programs on December Vacation Days. These days will be held in the Wentworth School Cafeteria from 7:00 am until 6:00 pm. Should town hall 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.***
- Children must bring their own lunch and snacks as snacks are not provided.
- 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 December Vacation Days.** *Pre-registration is required. See Registration Procedures on Page 3.*

Fees for Non-Enrollees:
\$65 per day
Early registration discounts available

Holidays

- **We do NOT provide care on the following holidays:** Labor Day (09-05), Columbus Day (10-10), Veterans Day (11-11), Thanksgiving and the day after Thanksgiving (11-24 and 11-25), Christmas Eve (12-24), the day after Christmas (12-26), the day after New Year's Day (01-02), Martin Luther King Day (01-16), Presidents' Day (02-20), Patriot's Day (04-17), and Memorial Day (05-29).
- **If town hall 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 the information online.**

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 late start school days before the school year begins. Open to children in Grades K to 8. *No single date registrations are accepted.*
- **Location:** In each student's school. *While we accept late start packages for grades 6-8 students, students must be dropped off at Wentworth School and must walk to the Middle School once dismissed at 8:45 am. There will be no transportation provided between Wentworth School and the Middle Schools; therefore, Community Services is not responsible for their arrival.*
- *Pre-registration is required. See Registration Procedures on Page 3.*

Fees for Non-Enrollees:
\$150.00

Storm Days (Partial Days Only)

- **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.*

New - Storm Days (Full Days): There will be no child care.

- We will not be open for full storm days. If Scarborough Schools have been cancelled due to weather before school starts, our child care will also be closed.

Teacher/Staff Days (No School)

- We will provide full-day care for all children enrolled in the Grades K to 8 child care programs on teacher/staff days. These days will be held in the Wentworth School Cafeteria. Should town hall 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 am and closes at 6:00 pm. Children must bring their own lunch and snacks. **Snack is not provided.** 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. Teacher in-service days and scheduled no school days require pre-registration.**
- *Pre-registration is required. See Registration Procedures on Page 3.*
- **Location:** Wentworth School Cafeteria

Fees for Non-Enrollees:
\$65 per day
Early registration discounts available

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 a 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 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/ Changes

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

A \$15 processing fee will be assessed when a schedule change is made in a child's before-school and/or after-school care schedule (by either adding or dropping a day or days).

Child Abuse and Neglect, Reporting of

In accordance with Maine 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 that appear to be non-accidental.
- 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 each 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 parents provide us with their email address, we will send them letters, requests for information, and notices of emergency early closings. 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 must 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 activity.

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. Parents and guardians must display respectful and professional behavior toward counselors, employees, children, fellow parents, and the public. Parents and guardians must 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 time during registration that you may indicate names of people who may pick up your child. **NO CHILD** will be released to anyone not authorized by the parent. **We do not accept notes that come from the child and we will not 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 be put in writing and delivered by the custodial parent prior to the time of pick-up*. When registering, 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 any unfamiliar person entering our child care sites. This means that anyone picking up a child must provide to our staff a proper picture I.D. before we will release that child from our care. This would also include parents who may be picking up for the first time.

In situations of divorce or separation, 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 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 no later than 6:00 pm 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 pm 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 administrators, counselors, parents, and school personnel. 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.

School Involvement and Communication (Continued)

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. This information will remain confidential and will only strengthen our relationship with your children.

Sickness

Any child who has 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. 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.

Please note that if your child is under the weather and is in attendance in our program, they will be required to go outside weather permitting. We do not have the ability to keep children inside.

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. You must contact the school staff and the child care programs separately.*

Child Care Site	Phone	Hours of Operation	Email
Administrative Office Wentworth School (Room D-137)	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	
Wentworth School Cafeteria	730-4657	7:00 to 8:30 am 2:30 to 6:00 pm	
Wentworth School (D-125)	730-4759	3:00 to 5:30 pm	
Middle School Club Teen	730-4848	2:15 to 6:00 pm	
Community Services Office Town Hall (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
Before-School and After-School Child Care**

Paying in Full

Registration fee and a completed EFT form are still required. We will bill the full amount in August. Full payment is due no later than Friday, August 28, 2015; 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 \$30 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 _____