



**Scarborough Community Services**  
**School-Age Child Care and**  
**Club Teen Program**  
**2014 - 15**

**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 care for children in Kindergarten through Grade 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.

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**

1. **Registration Start Date:** Monday, April 7, 2014.
2. **Registration Location:** Community Services Office in the Municipal Building.
3. **Registration is now paperless:** We will update all information in our system at the time of registration.
4. **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.
  - **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 5<sup>th</sup> of the month) or bi-monthly (on the 5<sup>th</sup> and 19<sup>th</sup> 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.

5. **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.
6. **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.
7. **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.
8. **Other Info:**
  - **School-Age Child Care Program (Grades K to 5):** A minimum of two days per week is required.
  - **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 other Community Services programs.
  - Scholarships may be available based upon financial need. Please request information from the Community Services Office located in Municipal Building.

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## 2014-15 Monthly Fees

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

Day Care Schedule	5 days per week	4 days per week	3 days per week	2 days per week
<b>Before School</b>	\$200	\$185	\$150	\$115
<b>After School</b>	\$335	\$290	\$240	\$185
<b>Before and After School</b>	\$415	\$360	\$285	\$210
<b>Club Teen</b>	\$250 per month (regardless of days used)			
<b>Extra Days</b>				
<b>Included in Monthly Fees</b>	<ul style="list-style-type: none"> <li>• <b>February and April Vacations:</b> Requires pre-registration</li> <li>• <b>Early Release Days</b></li> <li>• <b>Delayed Openings</b></li> </ul>			
<b>NOT Included in Monthly Fees</b>	<ul style="list-style-type: none"> <li>• <b>Snow Days:</b> \$40 per day -- Billed at a later date</li> <li>• <b>Teacher In-Service Days:</b> Requires pre-registration - See Child Care website for details</li> <li>• <b>No School Days:</b> Requires pre-registration - See Child Care website for details</li> </ul>			

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

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## Locations – Child Care and Administration

Child Care Administrative Office Location .....	Wentworth Intermediate School
Grades Kindergarten to 2 .....	Child's School
	1. Blue Point School
	2. Eight Corners School
	3. Pleasant Hill School
Grades 3 to 5 Before-School Child Care .....	Wentworth Cafeteria
Grades 3 to 5 After-School Child Care .....	Wentworth Cafeteria
Club Teen (Grades 6 to 8) .....	Middle School Cafeteria
Snow, Teacher, and Vacation Camp Days .....	Wentworth Intermediate School

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## Program Descriptions

### 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 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.
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### The Intermediate Program (Grades 3-5) -- Wentworth Cafeteria

- Morning care will be provided at the Wentworth Intermediate 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 cafeteria. 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.
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### 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. 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.
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### Early Release and Delayed Opening Days

- We provide extended care on early release days for those children **already enrolled in the after-school program on that specific day**. We will also provide extended care on delayed opening days for **children enrolled in morning care only on that specific day**. There is no additional cost to your monthly fees.
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### Snow Days, Teacher In-Service Days, and No-School Days (Grades K-8)

*\*Please note location and fees*

*New Info*

*New Info*

*New Info*

- We will provide full-day care for all children enrolled in the child care program on **teacher in-service days and snow days** (weather permitting). These days will be held in the Wentworth Intermediate School. 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 snow days. Teacher in-service days and scheduled no school days require pre-registration.**

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## February and April Vacations (Grades K-8)    *New Info*    *New Info*    *New Info*

*\*Please note location and fees*

- Full-day care is offered through Community Services during the February and April vacations and will be held in the Wentworth Intermediate School from 7:00 a.m. to 6:00 p.m. 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. Always check the Community Services Child Care website for more detailed information.

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## Holidays

- **We do not provide care on the following holidays:** Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after, Christmas, New Year's Day, Presidents Day, Martin Luther King Day, Patriots Day, and Memorial Day.
- Look for the holiday calendar at your child care site and through email with actual dates.

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# 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](mailto: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.

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## 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.**

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## Cancellations

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

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## 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.

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## 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](mailto:comserv@ci.scarborough.me.us) -- is checked daily, so parents should feel free to communicate with us through this address.

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## 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.

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## 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.

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## 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.**

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## Parental Involvement

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.

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.

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.

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## 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.

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## **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.

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## **Reporting Child Abuse and Neglect**

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.

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## **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.

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## **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.

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# 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
<b>Administrative Office</b> Wentworth Intermediate School  <b>Audra Keenan, Child Care Manager</b> <b>Andrea Zglobicki, Program Coordinator</b> <b>Steve Kramer, Program Coordinator</b>	730-4170	Office Hours: 9:00 to 6:00 pm	<a href="mailto:akeenan@ci.scarborough.me.us">akeenan@ci.scarborough.me.us</a> <a href="mailto:azglobicki@ci.scarborough.me.us">azglobicki@ci.scarborough.me.us</a> <a href="mailto:skramer@ci.scarborough.me.us">skramer@ci.scarborough.me.us</a>
<b>Blue Point</b>	730-5340	7:00 to 8:45 am      3:00 to 6:00 pm	
<b>Eight Corners</b>	730-5235	7:00 to 8:45 am      3:00 to 6:00 pm	
<b>Pleasant Hill</b>	730-5260	7:00 to 8:45 am      3:00 to 6:00 pm	
<b>Middle School Club Teen</b>	730-4848	2:00 to 6:00 pm	
<b>Wentworth</b>	730-4780	7:00 to 8:30 am      2:30 to 6:00 pm	
<b>Community Services Office</b>	730-4150	8:00 am to 4:00 pm	<a href="mailto:comserv@ci.scarborough.me.us">comserv@ci.scarborough.me.us</a>





**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 5<sup>th</sup> of every month (*September through June*).

**Amount** \$ \_\_\_\_\_

Bi-Monthly: The amounts below will be withdrawn the 5<sup>th</sup> and the 19<sup>th</sup> 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 5<sup>th</sup> of every month (for monthly withdrawal) or on the 5<sup>th</sup> and the 19<sup>th</sup> 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 5<sup>th</sup> of the month, please call Finance for verification (Ext. 4084).

Date Received \_\_\_\_\_ Staff Member Name \_\_\_\_\_