



**PARENT/CAREGIVER HANDBOOK
2024/25**



PARENT/CAREGIVER HANDBOOK

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PORTLAND RECREATION MISSION STATEMENT:

The mission of Portland Parks, Recreation and Facilities Department is to enhance the quality of life through people, parks and programming while creating lasting memories for the citizens of Portland and its visitors

PROGRAM VALUES

- We value children's thoughts, feelings, and ideas. We show this by listening and seeing all the children and supporting them with their problems and concerns. Along with helping them to be successful at the program.
- We view each child as a unique individual with something special to offer. We show this by referring to children by the name they wish to be referred to by and learning about interests, school life, family life, and anything else they wish to share.
- We create an environment where the focus is on the interests and needs of children. We show this by offering game/activities/projects/events at the program that the children find fun and are developmentally appropriate for their age.
- We aim to create an environment to support the growth and learning of children and adults, along with celebrating everyone's strengths. We do this by having staff members and children use the skills that they are good at as much as possible, and also coach and guide the staff team and children to other ways of doing things and support them to make these changes.

NON DISCRIMINATION STATEMENT

Portland Recreation provides its services, programs and activities to all children and families without regard to race or color, sex, gender, sexual orientation, physical or mental disability, religion, ancestry, national origin, or any other characteristic protected by law. Children with physical or mental disabilities will be reasonably accommodated, as long as such accommodation does not fundamentally alter the nature of the service, program or activity, pose a direct threat to self or others, or result in an undue burden.

PROGRAM LOCATIONS

The Before and After the Bell program takes place at all nine elementary schools within the Portland Public Schools.

Before and After the Bell Locations:

Presumpscot School	69 Presumpscot St	Cell Phone Contact #:207-653-3205
Lyseth School	175 Auburn St	Cell Phone Contact #:207-653-4105
Rowe School	23 Orono Dr	Cell Phone Contact #:207-653-0593
Reiche School	166 Brackett St	Cell Phone Contact #:207-653-1099

After the Bell Locations:

Talbot School / Riverton	1600 Forest Ave	Cell Phone Contact #:207-653-0517
Longfellow School	432 Stevens Ave	Cell Phone Contact #:207-653-3455
Ocean Ave School	150 Ocean Ave	Cell Phone Contact #:207-653-3599
East End School	195 North St	Cell Phone Contact #:207-653-3443

Peaks Island School 126 Island Ave* Cell Phone Contact #:207-653-1102

*The After the Bell program takes place at the Peaks Island Community Center

HOURS OF OPERATION

Before the Bell:

Presumpscot, Lyseth, Rowe and Reiche

Before Care: 7 a.m. until school starts

Due to the earlier start time at four elementary schools, Before the Bell is not available at those sites.

After the Bell:

Talbot, Longfellow, Ocean Ave and East End: 2:10 p.m.- 5:30 p.m.

Presumpscot, Lyseth, Rowe and Reiche:3:30 p.m. - 5:30 p.m.

Please note on Early Release Wednesday each site begins care one hour early.

Peaks Island: 3:15 p.m. - 5:30 p.m. on Monday, Tuesday, Thursday and Friday.

Early Release Wednesday:12:15 p.m -5:30 p.m.

The children participating in the program are brought from the Peaks Island School to the Peaks Island Community Center for After the Bell Program.

STAFFING

All the staff at the program are at different parts of their journey through life. The leadership team has picked the best individuals to be part of the teams that aim to support all children to have a safe and exciting experience.

All staff at camp complete the Maine Roads To Quality child care development fund health & safety orientation training, mandated child abuse and neglect training, first aid/CPR/AED training, and complete 6-10 hours of in-house training to give them the tools to keep camp safe and support children to be successful.

If you have any questions about the staffing of the program please reach out to the Rec Supervisors. They oversee the program and work with each school site team to provide the best positive experience for the children and their families.

Raechel Allen - 207 808 5444 - rallen@portlandme.gov

Ryan French - 207808 5454 - rfrench@portlandmaine.gov

REGISTRATION

Registration takes place in early July and is ongoing throughout the year based on site availability. Because many of our sites fill very quickly, we encourage families to register early. If a site fills, families are encouraged to put their child's name on a waiting list where it will remain throughout the current school year. It is the family's responsibility to contact us with updated information if their address or phone number changes. Please call and remove your child's name from the waiting list if you are no longer interested in a space. This allows us to reach those who are interested sooner. Moving from the waiting list to the actual program depends on the hiring of additional staff and securing additional space, when necessary. Online registration for Before and After the Bell takes place online at our MyRec website ([Click Here](#)), in person at the Parks, Recreation, and Facilities Office, via US Mail to the Parks, Recreation and Facilities Office at 212 Canco Rd, Suite A, or via fax at recreation@portlandmaine.gov. All information, including required signatures and payment information, must be provided at the time of registration. **Incomplete registrations will not be accepted.** Once sites are near or at capacity, registrations can take place only at the Recreation Office.

FINANCIAL ASSISTANCE

Portland Recreation recognizes that some residents of the City of Portland may require financial assistance in order for their children to participate in our programs. We believe all children should have access to enriching opportunities in their community. Child Care Affordability Program (CCAP) may be available through the State of Maine for households with all adults in full time employment/training/retirement. More information about CCAP [CLICK HERE](#)

In addition, the City maintains a fee waiver process for individuals who do not qualify for other assistance. The City's fee-waiver form requires information and documentation about your financial situation. All submissions are held in strict confidence, unless required to be released by law. After review of your completed application, you will receive a letter informing you if your fee waiver request has been accepted, and if so, at what level (10%, 50% or 100% of the fee waived). Participants who require fee waivers must have a fee waiver application on file with current financial information in order to apply for admission to the program. New application forms are available at the beginning of February. We encourage you to apply early so you don't miss the opportunity to participate because you are submitting the form too close to registration and are waitlisted. Unfortunately, we are unable to hold spots so please apply early. Grant of a fee waiver does not guarantee admission into the program. Fee waivers may be available during the school year based on changed financial circumstances.

PAYMENT

Payment can be made in full for the year or a payment plan can be set up on your account. Payment Plans run for 38 straight weeks starting on Friday 8/30/2024 and running through Friday 05/16/2025.

WITHDRAWING OR CANCELING

After reserving a space, if you choose not to send your child to the program, please let the Recreation office know as soon as possible. You must notify the Rec Supervisors in writing with 5 working day notice (Mon-Fri). You will be responsible to pay the next week's fee for withdrawals/cancellations without proper notification.

Email one of the Rec Supervisors to give us these notice or hand in/mail written notice to

Before/After the Bell
212 Canco Road
Portland
Maine
04103

Raechel Allen - rallen@portlandme.gov
Ryan French - rfrench@portlandmaine.gov

FEES FOR SCHOOL YEAR 2023/2024

Before & After the Bell Fees:



**parks,
recreation
& facilities**

2024/2025 FEES

Before & After the Bell-Recreation Program

After the Bell ONLY (No Before Care) <i>East End, Longfellow, Ocean Ave., Talbot</i> M, T, Th, F 2:10-5:30 p/ Wed.1:10-5:30 pm	\$113
Before the Bell <i>Lyseth, Presumpscot, Reiche, Rowe</i> Mon.-Fri. 7:00 - 8:45 am	\$45
After the Bell <i>Lyseth, Presumpscot, Reiche, Rowe</i> M, T, Th, F 3:30 - 5:30 pm/Wed. 2:30 - 5:30 pm	\$76
Peaks Island After the Bell ONLY M, T, Th, F 3:15 - 5:30 PM/Wed. 12:15 - 5:30 pm	\$95.50

- ★ Please note: Beginning School Year 2024-2025, Before and After the Bell is a slot based 5 day program for Before and After the Bell. Individual days are no longer available.
- ★ If you have any questions, please email us at recreation@portlandmaine.gov or call 808-5400.

2+ children 10% discount

FEE FOR LATE PICK-UP

The Before and After the Bell Program ends at 5:30 p.m. There is a late fee of \$1 per minute beginning at 5:31 p.m. The charge for the late fee will automatically be added onto the next weekly payment without additional notice. A child may be withdrawn from our program if late pick-ups are consistent. If a parent/guardian or other authorized adults listed on the pick up list are not able to be reached or pick the child up by 6:00 p.m., Portland Police will be contacted.

MORNING CHECK IN PROCEDURES

It is the responsibility of parents to bring their child into the morning Before the Bell site. Many of the school buildings are locked before school so it will be necessary to call the Recreation cell phone number to let the Recreation staff know you are at the entrance. Parents of those children that walk or ride their bikes to school will also need to call the Recreation cell phone number to let the Recreation staff know their child is on their way. Upon arrival into the program, children are checked in by digital attendance. During morning care, children play quiet games, color or read in preparation for school. Children are released to school personnel at the designated start time.

AFTERNOON CHECK IN / OUT PROCEDURES

PLEASE MAKE SURE YOU CHECK IN WITH A STAFF MEMBER BEFORE APPROACHING YOUR CHILD AT THE PROGRAM. STAFF NEED TO KNOW WHO YOU ARE BEFORE ENTERING THE SPACE WHERE THE CHILDREN ARE PLAYING

At the end of the school day, children are walked by school department staff from their classrooms to the Recreation staff waiting at the designated check-in area for After the Bell Program. Once attendance is taken children will start their after care activities which may include free play, snacks, outside / inside organized play and free time. Parents may pick their children up at any time once After the Bell Program begins. Children enrolled and attending the Before and After the Bell Program are not permitted to leave the school buildings or grounds unless they are signed out by a parent or authorized person on their pick-up list. **Once a child is picked up they may not return to the program.** Parents / guardians are encouraged to name as many authorized persons as they wish when registering for the program. Authorized persons must be over 16 years of age.

Parents / guardians and other authorized persons picking up children will be asked to produce identification until all site staff are familiar with them. Please remind anyone new picking up your child to bring identification with them to the program.

You can update your myrec account to add adults to your pick up list. Ask A staff member at the program to help you with this or email one of the Rec Supervisor.

In order for a child to walk or bike home we require a signed [permission slip](#) be on file. This should be requested from the Rec Supervisor.

COURT ORDERS

Please be aware that, in the case of separated or divorced parents, we are unable to restrict one parent's right to visit or pick up a child without a current court order. If a child is the subject of any court order, Portland Recreation must have a copy of the most recent version, signed and with a judge's seal, included in the child's file at the Recreation Office. This includes orders regarding guardianship, parental custody, restraining orders, or any other orders relevant to the child's enrollment or pick up from the program.

ABSENCE FROM PROGRAM / NOTIFICATION

Please notify your Recreation staff person at your school site as soon as possible if your child will not attend the program on a regularly scheduled day. You can use the cell phone contact number at the child's Before and After the Bell site and leave a message or text. It is important to notify staff so they are not taking time away from the program to track down absent children. Because there are a limited number of spots in a program, once registered you are required to pay the full fee whether or not your child attends on any particular day or week (i.e. family vacations, illness, etc.).

TRANSPORTATION

Children will not be transported in Recreation employees' personal vehicles at any time.

BEFORE AND AFTER THE BELL IMPORTANT DATES

The Before and After the Bell Recreation Care Program operates according to the Portland School Department District calendar. Please check the school calendar for starting and ending dates, school closings, and early dismissal days. There will be no program on snow days or school closing days. ([Click Here for the 2024/25 Portland Public School Calendar](#))

The After the Bell Recreation Program is offered on parent / teacher conference days (at no additional cost) only to those children signed up to normally attend the conference dates/days. Due to staffing ratios, your child may only attend days for which they are registered.

INCLEMENT WEATHER

Portland Recreation Before and After the Bell Program does not follow the Portland School Department storm cancellation policy on days when school is in session. If Portland Schools cancels all after school programs and activities (sports, clubs, etc) it does not mean Portland Recreation follows suit. Before and After the Bell staff are considered essential personnel. Portland Recreation may cancel programs if weather

conditions worsens throughout the activity periods. If we close programs early, you will be contacted directly and Recreation staff will stay until an authorized adult arrives for pick up. You can contact the Recreation cancellation phone number at 207-756-8130 for program cancellation updates.

APPROPRIATE ATTIRE

Children who attend the Before and After the Bell Program spend a great deal of time engaged in gross motor activities, in and outside the building, as well as participation in art projects that entail paint, glue and other materials. Parents / guardians are asked to dress their children in appropriate clothing to maximize their safety as well as to protect their clothing. It is suggested that children come with outer layers and footwear for outside activities depending on the weather and temperatures. For cold/winter weather, we suggest hats, mittens, coats, snow pants, and boots. For cool weather, sweatshirts, pants, and a hat. All clothing, backpacks, lunch boxes, and personal items should be clearly marked with your child's name. A change of clothes kept in backpacks is helpful, especially for younger children.

SNACKS

A healthy super snack is provided by the food services program of the Portland School Department to those sites where at least 50% of their students qualify for free and reduced lunches. For those sites that do not qualify, parents will need to send healthy snacks for their child. If your child has specific dietary needs or any food-related allergies which are not met by this program, then you will need to provide a snack for your child.

It is strongly encouraged that your child is sent with a refillable water bottle each day that is labeled with their name. Water filling stations / drinking fountains are available for children to refill water bottles. Soda, energy drinks, high sugar drinks, caffeinated drinks and candy are strictly prohibited. We appreciate your cooperation with this request.

MEDICATION AND HEALTH MANAGEMENT

Meeting the health needs of children in the Before and After the Bell Program may occur during programming hours. Some children have needs that include asthma, diabetes, life-threatening allergies, and seizure and other disorders. Meeting these and other health care needs, injuries and accidents during recreation activities requires pre-planning, staff training, and established protocols to minimize injuries and accidents. Medication administration may be required during these times to support the child in their health management.

It is the policy of the City of Portland Recreation Department that participants' medication be administered by a parent at home wherever possible. The department also recognizes that some children have health conditions that require administration of medication during the day, including at times during the Before and After the Bell program hours.

MEDICATION ADMINISTRATION- PROCESS/PROCEDURES

Registration

Any parent requesting Recreation Personnel administer medication during child care operations will have to fill out Appendix C and Appendix D and ensure that they filed an inclusion plan with the Recreation Inclusion Supervisor. The parent will fill out the child's name, date of birth, medication dosage, intervals of administration, and the prescribing physician. The parent will print, sign, and date the form. The Recreation Inclusion Supervisor will ensure the paperwork is filled out properly before accepting the medication. A copy of the Appendix C & D forms will be stored on-site where the children are attending the program. The child's medication will be stored in the designated locked storage. All medication that will be stored with Recreation Personnel must be in its original container.

Emergency Medications

Emergency medication is defined as Epinephrine injections, Metered Dose Inhalers and Intranasal Glucagon. These medications can be used by or assisted by anyone that is trained in First Aid and CPR. Unless otherwise dictated by a physician's orders, these medications will remain in positive control of the Recreation personnel who are First Aid and CPR certified. The employee that has positive control of this medication should remain within a 30-second proximity of the child who requires these medications, in case of an emergency.

Emergency medication will be signed in and out daily in the medication inventory log by the guardian of the child or medical personnel (school nurse) for documentation purposes.

The Recreation division will contact emergency medical services in an event a Recreation personnel have to use an Epinephrine Injections or Intranasal Glucagon. The Recreation division will also contact emergency medical services in event a child does not recover after using an inhaler. Parents/guardians will be contacted after the use of any emergency medication.

Insulin Pumps

Guardians will be responsible for training Recreation personnel for the specific needs and functions of their child's insulin pump. Any site that has a child with an insulin pump will have two trained Recreation personnel identified by the parents or guardians. Any modifications the guardians make to the insulin pump will be communicated and

recorded on the child’s inclusion plan by the Recreation Inclusion Supervisor. Once the modifications are approved by the guardian, the Recreation Inclusion Supervisor will notify the site Recreation Personnel.

Medical Marijuana

No medical marijuana will be stored or administered during any part of childcare operations.

Field Trips

The Recreational personnel will maintain positive control of all medications for all children who require them. The Recreational personnel will maintain the appropriate distance to all children outlined in the Emergency Medications process. If they cannot maintain that distance, additional Recreational personnel must be present to ensure that distance is achievable.


HOW TO REQUEST INCLUSION SERVICES





The City of Portland Parks, Recreation and Facilities Management Department is committed to providing interested participants equal opportunities in, and access to its recreation programs. The Department, as part of its mission, provides inclusive programming in an open and welcoming atmosphere.

Qualified individuals with a disability are encouraged to request reasonable accommodations to allow them to participate in public programs and services by the Department. The Department will make reasonable accommodations for qualified individuals with a disability, so long as the accommodation does not fundamentally alter the nature of the program, pose a direct threat to others, or otherwise impose an undue burden on the city.

INCLUSION PROCESS

●	Program Promotion	STEP 1	<ul style="list-style-type: none"> • Program Brochure • Program Newsletter
●	Registration Process and Assessment of Needs	STEP 2	<ul style="list-style-type: none"> • Register for program/activity • Review Program Readiness Skills and Behavior Rubric. Sign both documents. • The parent/guardian checks the accommodation box on the registration form: “My child needs an accommodation due to a disability to benefit from this program”. • The parent/guardian downloads and completes the Inclusion Request Form and Guide to Inclusion Services.

			<ul style="list-style-type: none"> • The Inclusion Request Form and Guide to Inclusion Services is also available at our Recreation office at 212 Canco Road, Suite A. • The Inclusion Request Form is completed and submitted to the Inclusion Supervisor along with any additional support material/documentation. • All requests must be submitted 10 business days <u>prior</u> to the <u>start</u> of the program/activity. • The Inclusion Supervisor contacts parent/guardian typically within 48 hours regarding Inclusion Request Form. • The Inclusion Supervisor completes Intake Interview. The Inclusion Supervisor will contact participant and/or parent/guardian to request further information and to clarify any information already provided on the Inclusion Request Form. This interview can take place over the phone, in person, by zoom or by email. • The Inclusion Supervisor will determine if the request for accommodations and/or modifications can be met.
	Accommodations and/or Modifications	STEP 3	<p>The Inclusion Supervisor will:</p> <ul style="list-style-type: none"> • Determine if accommodation/modification request can be met, either with existing staff or additional support. • • Inclusion Supervisor will develop an Inclusion Support Plan prior to the start of the program/activity whenever possible. • Alternatively, the Inclusion Supervisor will send a Denial Letter outlining why no accommodation is being granted at this time.
	Accommodations and/or Modifications Approval		<p>Accommodation Approved</p> <ul style="list-style-type: none"> • The plan is developed within 10 business days whenever possible. • The Inclusion Supervisor will send completed Out and About Plan: Blueprint for Participation to the family for review and approval. • The Inclusion Plan is in place for 1 year. Updates and modifications can be made as needed and all plan changes are shared with staff.
	Accommodations and/or Modifications Denial		<p>Accommodation Denial</p> <ul style="list-style-type: none"> • The Denial is sent to the family typically within 10 business days prior to the start of the activity or after accommodation is requested. • The Denial outlines reasons for the decision. • If the family disagrees with the denial determination, they may file a grievance with the Recreation Director. • Grievance Process:

			<ul style="list-style-type: none"> o File the grievance in writing with the Recreation Director. o The complaint must be filed no later than 60 calendar days after the alleged violation. o Within 15 calendar days after the receipt of the complaint, the Recreation Director and their designees will meet to discuss the complaint and the possible resolutions. o Within 15 days of the meeting, the Recreation Director and their designee will respond in writing, or where appropriate in an accessible format to the complaint. o All written complaints will be retained by the Portland Parks, Recreation and Facilities Department for 3 years.
	Staff training and Non-disabled Peer Orientation	STEP 4	<ul style="list-style-type: none"> • Train and orient staff, instructors and leaders • Orient peers without disabilities if determined appropriate once the program begins.
	Program Implementation	STEP 5	<ul style="list-style-type: none"> • Monitor the program and inclusion plan. • Make observations and other suggestions and adaptations. • Communicate regularly with staff, small groups and one-to-one inclusion staff, participants, and parents/guardians.
	Documentation	Step 6	<ul style="list-style-type: none"> • Document what was successful and unsuccessful in including the participant in the program/activity. • Keep documentation with the Inclusion Support Plan in a secure location. • Share progress with the team and family.
	Evaluation	Step 7	<ul style="list-style-type: none"> • Evaluate integrated experience through feedback from participants, parents/guardians, leaders, additional staff, volunteers (e.g., one-to-one support staff) and nondisabled peers. • Use information to improve supports and support the inclusion process. • Maintain records in a safe, secure place per ADA requirement.

For a more detailed handbook on the Recreation Department’s Inclusion Process, see the Recreation Department’s website.

Readiness Skills to be Successful

Portland Recreation aims to include everyone in the department's programming offerings to the community. However, not every person may be successful within some of the environments we create for the programming needs of the community. To ensure the safety and enjoyment of all our participants, everyone attending the program must be able to perform the following readiness skills:

- Participate independently or with reasonable accommodations/modifications.
- Take and follow directions and instructions from a staff member and be open to changing what they are doing to keep the group safe and welcoming to all people.
- Interact and participate in a manner that is physically and emotionally safe for themselves and others.
- Maintain personal care without the support of recreation staff.
- Stay with their assigned group throughout the program's duration or safely request a break from the group where staff can see/hear them and the rest of the group.
- Follow the department's behavior expectations, which include being safe, respectful and responsible.

*If a potential participant wishes to attend the program but needs additional support due to a disability to meet the readiness skills, you may fill out an inclusion request form to request a reasonable accommodation. **We can only make reasonable accommodations that do not cause an undue burden on the City or fundamentally alter the nature of the program.** If you have any questions about this process or you need support to fill an inclusion request form, please contact Jane O'Connor, Recreation Inclusion Supervisor - joconor@portlandmaine.gov or 207-808-5437.*

Qualified individuals with a disability seeking an accommodation in order to participate in the Department's programs are asked to complete an Inclusion Request Form. Once received, the Department will determine if it can support the requested accommodation(s). **The Department can provide reasonable accommodations that do not cause an undue burden on the City or fundamentally alter the nature of the program.** For questions about the inclusion process, please contact the Recreation Inclusion Supervisor at joconor@portlandmaine.gov or by phone at 207-808-5437.

We strive to provide a safe and welcoming environment for all members of the community. In order to do this we require all participants to meet and follow the behavior

expectations highlighted below. We acknowledge every situation is different and we aim to work with individuals by using the system below to meet participants where they are and support them to learn the expectations of the program and hold them accountable.

We understand challenges, disagreements, mistakes and conflicts happen. We expect program participants to talk about these situations with the staff and the other program participants involved. We need participants to be actively involved in this process by listening to others and talking about their views and feelings around the situation. Our program works to support participants through this process and come to a respectful and dignified conclusion.

Be Safe	Be Respectful	Be Responsible
You are in control of your body.	You treat others how they want to be treated and ask others how they want to be treated.	You pick up your belongings and equipment after using them and put them away.
You are keeping your hands and feet to yourself.	You listen to and follow directions from all program staff.	You ask for help from other people if you need it.
You ask people for a hug/high five before doing it	You talk to and listen to other children and include everyone in your games and activities.	You learn from a mistake and do better the next time.
You alert a staff member if you see something that makes you feel unsafe or could become unsafe.	You ask permission to leave the space (to use the bathroom or pick something up in another space).	You help other children and staff if you can.
		You are always in view of the staff.

Be Safe	Be Respectful	Be Responsible
You take a break on your own or staff help you find a place to take a break or support you to get you what your body needs to be successful	You treat someone how they don't wish to be treated. However, you recognize what you did with help from a staff member or another child and you are open to making changes in the future.	You did not pick up your belongings and equipment after using them and putting them away. After prompting you pick up and continue with the next activity or take some time for yourself.
Your hands and feet hit	You didn't check in with	You can feel yourself

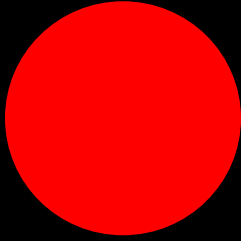


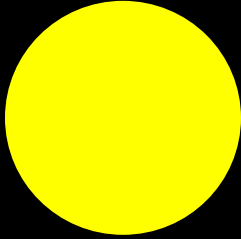




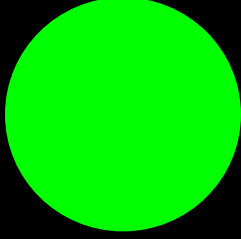

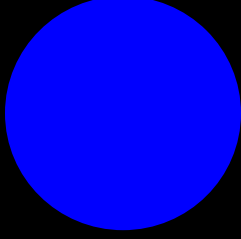




someone else. You stop and make sure they are ok and say "I'm sorry".	someone else about how they wanted to be treated. You recognise that you should have done this with help from a staff member or other child and you talk with the person to make the situation better.	getting frustrated. You take a break and then ask for help with the thing or situation that you are finding frustrated with.
Someone upsets you. You get a staff member to help you resolve the problem with the other person.	You feel that what a staff member is asking you to do is unfair or you don't want to do it. After taking some time for yourself, you are able to follow the directions. You are also encouraged to talk with the staff member to understand the directions you were given.	You make a mistake or you feel a mistake highlighted by a staff member isn't a mistake and you are unable to understand and take ownership in the moment. After you have calmed down you are able to understand the mistake and understand how you could do better the next time.
You do not alert a staff member to an unsafe situation or do not recognise the situation is unsafe. You are open to talking to a staff member about making a better choice next time you are in a similar situation.	You are having a hard time being around people. You feel you are unable to be inclusive with others. You check in with a staff about the situation and have them help you with resolving the problem or concern.	You are hiding or playing in a place where staff can't see you. When a staff member asks you to come into sight, you listen and act on their request.

Be Safe	Be Respectful	Be Responsible
Your body is unsafe and you cannot keep your body safe.	You have used words and/or actions that have been offensive to another person. When this has been highlighted to you, you still continue to use the words/actions.	You do not listen to staff and make changes to your words/actions when asked to do so.
<p>Parents/caregivers will come and pick you up immediately if the behavior continues and keeps staff members away from the rest of the group for a prolonged time. You and your parent/caregiver will be asked to meet with the leadership team before you can return to the program.</p> <p>If we can come up with a plan to keep you safe, respectful, and/or responsible you can return and have another opportunity at the program.</p>		

If a plan can not be agreed or the situation is deemed severely unsafe, it may result in you not getting another chance to attend the program.

Be Safe	Be Respectful	Be Responsible
<p>Sometimes we feel sad or have no energy and don't know why. Or we feel sick or we are having a bad day. This is okay. We can take space from the group and do a quiet activity. You just need to check in with staff about where you can do this.</p>	<p>When you don't feel well it can be more challenging to be respectful to others. However, when at the program, you need to be respectful.</p>	<p>Listen to your body when you need a break/food/drink. Staff will be there to help solve what your body needs. Please be open to working with staff to problem solve and support your body to get into a better place.</p>

The following visual will be used to support participants in labeling their behavior, prompting them to take space away from people, or giving the participant what they need to be safe.

	<p>Stop! Help us to keep you safe and well.</p>	 
	<p>Check In! Check in with your body and the staff. Choose activities that help you get back to Green or Blue</p>	   
	<p>Go! Get involved and have fun with all the activities</p>	
	<p>Take It Easy! Listen to your body and check in with staff about finding a space your body will feel better in.</p>	   

**Portland Recreation
Incident Report Form**

1) Date: ___ / ___ / _____ Time: ___ : ___ AM/PM Location: _____

Participants name: _____

Staff member complete the report: _____

Expectation not met (check one or all)

Be Safe: ___ **Be Respectful:** ___ **Be Responsible:** ___

More Details:

2) Are there changes that can be made to help/support the child to be successful in meeting the behavior expectations?

3) This is the participants first warning/not the first warning/final warning (circle one).

We are able to have the participant return to the program on ___ / ___ / _____

with them able to make the following changes in their behavior:

Parent Signature: _____ Date: ___ / ___ / _____

Site Leader Signature: _____ Date: ___ / ___ / _____

Rec Supervisor Signature: _____ Date: ___ / ___ / _____

PARENT AND RECREATION STAFF COMMUNICATION

Regular communication with your child's recreation staff is essential to a successful Before and After the Bell experience. The child benefits most when both the recreation staff and parent make their best efforts to have open communication. Staff do not always have time for extended conversations at pick-up, but are happy to arrange a time to meet before or after the program, when needed. Our staff appreciates parents who keep us informed of their child's needs or any transitions taking place in their life. This helps the staff remain sensitive to your child's needs. Feedback is essential to our program, please share your thoughts with us. **Please make every effort to keep your household profile updated with any changes to contact information, address changes, and emergency contact information.**

Please visit our website [HERE](#) and update your account.

PARENT/CAREGIVER BEHAVIOR

The Before and After the Bell Program is designed to afford children, families and staff a safe, respectful and dignified environment. Disrespectful, threatening or aggressive behavior on the part of parents or caregivers disrupts the safe and respectful operation of the program. This includes verbal and/or physical abuse or threats of such abuse. As such, parents or other family members or designated adults, who engage in such behavior towards staff or program participants, will be asked to cease participation in the Before and After the Bell program immediately.

CLOTHING AND PERSONAL BELONGINGS

- Please label all of your child's belongings.
- Please do not send personal items to the program such as toys, money, stuffed animals, games. etc. We are not responsible for any misplaced, damaged, or stolen items.
- Cell phones and electronics are **NOT** allowed.
- If you need to contact your child please contact the site.

PHONE/ USE

The use of phones at the Before and After Care sites is for the purpose of staff communicating with parents. Phone access is granted to children to make important calls as determined by the Recreation Programmer II in charge of the site. Children will not be granted phone use for nonessential reasons, such as socializing or making after school plans.

ILLNESS

If a child is too ill to attend or is prohibited from attending school due to an illness or medical condition, **they should not attend the Before and After the Bell Program**. If your child becomes ill during the program, a parent / guardian or authorized person will be called to pick up your child earlier than scheduled. We ask that you make every effort to pick up your child within 30 minutes of notification by Recreation staff.

We believe the first consideration should always be for the comfort of the child, even if their symptoms do not exactly fall into these categories. If you believe your child has a cold or flu, they should stay home and rest. **If you believe your child has COVID it is imperative that you test your child and follow current CDC protocols for treatment and isolation.**

For the safety of all children and staff, parents / guardians are expected to report to Portland Recreation staff directly and immediately if their child is diagnosed with a communicable disease. As always, Portland Recreation respects the confidentiality rights of children and families if and/or when we find it necessary to notify other participating families of the detection of communicable diseases within the program environment.

If your child shows two or more of the following symptoms, we recommend your child NOT attend the program:

- Serious headache
- Coughing, sneezing, runny nose
- Sore throat
- Pulling at ears
- Itching
- Upset stomach, nausea
- Mild skin rashes of a confined area
- Changes in eating or drinking habits (excessive thirst, loss of appetite)
- Unusual behavior (cranky or less active than usual, cries more than usual, seems not well)

If your child shows any of the following symptoms they may NOT attend the program:

- Diarrhea (abnormally loose stool per day)
- Fever greater than 101 degrees
- Severely runny nose
- Vomiting
- Severe coughing
- Skin/eye lesions or rashes which are severe, weeping or pus-filled, including chickenpox
- Whites of the eyes are severely red; indicative of pink eye
- Evidence of lice

If a child attends the program, and we notice any of these symptoms, we will contact a parent to pick up their child. Your child should stay home until these symptoms cease and must be symptom free for 24 hours before they return to the program.

LICE

Lice is very common in school-age children. You should keep your child out of the Before and After the Bell Program until **all signs** of the adult lice and their eggs are gone from your child's head and clothing. We would appreciate a call when you discover that your child has lice, so we can determine if we need to contact other families in the program. If families are contacted, names will be kept confidential.

MOVIES

G and limited PG rated movies and other videos are sometimes incorporated into the activities during programs. They are used primarily on half days and / or during inclement weather days.

RELEASE TO AN IMPAIRED INDIVIDUAL

The Before and After the Bell Program prohibits the release of a child to an individual suspected to be impaired due to drugs, alcohol or other causes. The Recreation staff reserves the right to refuse to release a child to anyone under the suspicion of impairment. Should a dispute occur regarding release in such a circumstance, the Portland Police Department will be called to make the final decision.

EMERGENCY DRILLS

Portland Recreation has developed an Emergency Plan for response to emergencies or other traumatic incidents which may occur during program hours. This plan was developed in accordance with best practices and coordinated with the plans followed by the Portland Public Schools for individual locations. Emergency drills will be conducted regularly to ensure staff and participants are prepared in the event of an emergency.

FIELD TRIPS

As part of the program, staff may plan walking trips to parks close by the schools or nearby programs. Permission slips with specific trip information will be distributed. Those children without permission slips will not be permitted to participate.

MEDICAL EMERGENCIES

In case of life threatening emergencies, a member of our staff will immediately call 911 and, if needed, administer first aid and CPR. We will notify you as soon as possible. If you cannot be reached, your designated emergency contact will be notified.

CHILD ABUSE REPORTING

Recreation employees are mandated reporters. We are required by law to report immediately to the police and DHHS any instance where there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation.

IMPORTANT CONTACT INFORMATION

Portland Parks, Recreation & Facilities
212 Canco Rd
Suite A
Portland, Maine 04103
297-808-5400
recreation@portlandmaine.gov

Nick Cliche
Director of Recreation
nc@portlandmaine.gov
207-808-5400

Ellen Bagley
Assistant Director of Recreation
ebagley@portlandmaine.gov
207-808-5439

Raechel Allen
Recreation Supervisor
In Charge of Before & After the Bell
rallen@portlandmaine.gov
207-808-5444

Ryan French
Recreation Supervisor
In Charge of Before & After the Bell
rfrench@portlandmaine.gov
207-808-5454

Jane O'Conor
Recreation Inclusion Supervisor
joconor@portlandmaine.gov
207-808-5437

Brianne Maloney
Recreation Leader
East End Community Center
bmaloney@portlandmaine.gov
207-773-8222

Jordan O'Donal
Recreation Leader
Riverton Community Center
odonalj@portlandmaine.gov
207-874-8455

Christiana Viney
Programmer 2/Reiche Rec. Leader
Reiche Community Center
cviney@portlandmaine.gov

Madeline Groeger
Office Associate
mgroeger@portlandmaine.gov
207-808-5400

**BEFORE AND AFTER THE BELL
LOCATIONS AND CONTACT INFO:**

Presumpscot School
69 Presumpscot Street
Cell Phone Contact #:207-653-3205
presumpscotrec@portlandmaine.gov

Lyseth School
175 Auburn Street
Cell Phone Contact #:207-653-4105
lysethrec@portlandmaine.gov

Rowe School
23 Orono Dr
Cell Phone Contact #:207-653-0593
hallrec@portlandmaine.gov

Reiche School
166 Brackett St
Cell Phone Contact #:207-653-1099
reicherec@portlandmaine.gov

**AFTER THE BELL LOCATIONS AND
CONTACT INFO:**

Talbot School / Riverton
1600 Forest Ave
Cell Phone Contact #:207-653-0517
rivertonrec@portlandmaine.gov

Longfellow School
432 Stevens Ave
Cell Phone Contact #:207-653-3455
longfellowrec@portlandmaine.gov

East End School
195 North St.
Cell Phone Contact #:207-653-3443
eastendrec@portlandmaine.gov

Ocean Ave School
150 Ocean Ave
Cell Phone Contact #:207-653-3599
oceanaverec@portlandmaine.gov

Peaks Island School
126 Island Ave*
Cell Phone Contact #:207-653-1102
peaksislandrec@portlandmaine.gov

*The After the Bell program takes place
at the Peaks Island Community Center

MEDICATION ADMINISTRATION RECORD

Child's Name: _____ Date of Birth: _____

Month: _____, Year 20__

Allergies: _____

Medication	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Drug Name, Dosage, Route																																
Prescribed By:																																
Drug Name, Dosage, Route																																
Prescribed By:																																
Drug Name, Dosage, Route																																
Prescribed By:																																
Notes:																																

APPENDIX A

Appendix B

AUTHORIZATION TO DISPENSE MEDICATION

I hereby authorize (*Name of Child Care Program*) to administer the following prescription and/or over-the-counter medication(s) to

Name of Child _____, *Date of Birth* _____.

Name of Medication:	Dosage:	Time(s) of Administration:	Prescribing physician (When applicable):

MEDICATION MUST BE IN ITS ORIGINAL CONTAINER WITH THE CHILD'S NAME ON IT.

Name of Parent or Guardian (Please print) _____ Signature of Parent or Guardian _____ Date _____

Updates and Changes: Medications added, discontinued, or dosages/times changed:

Medication/Dosage:	Change:	If an addition, time(s) of administration:	Signature of Parent or Guardian	Date

Instructions for completing Medication Administration Form:

- Anyone who is responsible for administering medication to this child must sign and initial the MAR.
- "Route" refers to how the medication is administered: orally, by injection, or topically.
- Any omissions from administering medications as prescribed should be noted by a circle instead of initials, and a corresponding note should be entered.
- Program closure days, such as weekends and holidays, should be indicated with an "X".

PERMISSION FORM FOR INHALERS, EPI-PENS AND GLUCAGON

Name of Participant: _____

Age: _____

Parent Name AND Emergency Phone Number: _____

Please circle:

INHALER

EPI-PEN

GLUCAGON

SPECIFIC DIRECTIONS FOR USE FROM DOCTOR MUST BE SUBMITTED WITH THIS FORM

Name of Program: _____

Date(s) attending: _____

A. Reason Inhaler/Epi-Pen/Glucagon is needed:

B. Please list warning specific or unique signs that staff should watch for that would indicate need to use Inhaler/Epi-Pen/Glucagon:

C. Who should be contacted if treatment is deemed necessary? PLEASE NOTE: WHEN AN EPI-PEN OR GLUCAGON IS USED, "911" WILL BE CONTACTED AUTOMATICALLY.

EPI-PEN & GLUCAGON PERMISSION:

- I have provided doctor's written directions with this form, and will provide original labeled and dated medication on the first day of the program.
- I understand that the medication will be given and 911 contacted prior to the staff contacting me.
- I understand that I will be contacted when use is necessary, and that the staff may need to contact 911 under certain circumstances.

INHALER PERMISSION:

- I have provided doctor's written directions with this form, and will provide original labeled and dated medication on the first day of the program.
- I understand that I will be contacted when use is necessary, and that the staff may need to contact 911 under certain circumstances.

I acknowledge it is my responsibility to communicate with the school nurse to establish a plan for the transfer of my child's medication during the 2023-2024 Portland Recreation After the Bell Program.

I assume the responsibility of my child's medication at the time of signing out my child from the After the Bell Program. I understand it is my responsibility to return the medication to the school nurse the following day.

The City of Portland is not liable for the misplacement of your child's medication before or after the After the Bell Program hours.

Parent/Guardian Signature: _____

Date: _____

Portland Recreation Division, 212 Canco Rd. Portland, Maine 04103

FOR OFFICE USE ONLY: DATE RECEIVED: _____