

THE AFTERSCHOOL PROGRAM

The Brewer Parks & Recreation Afterschool Program has proudly served the children of Brewer since 1987. Conveniently located at the Brewer Auditorium, 318 Wilson Street, our program provides a safe, engaging, and supportive environment for students in Kindergarten through sixth grade.

To best meet the needs of our participants, children are divided into two age groups: Kindergarten through fourth grade and fifth through sixth grade. Each school day, buses from Brewer Community School transport students directly to the Afterschool Program entrance, providing families with a convenient and reliable transition from school to afterschool care.

Our program serves approximately 80 children each day, with an average of 55 students in the Kindergarten through fourth grade group and 25 students in the fifth through sixth grade group.

The Brewer Parks & Recreation Afterschool Program is committed to maintaining a safe and well-supervised environment. We operate with a maximum staff-to-child ratio of 1:10 for students in Kindergarten through fourth grade, exceeding the State of Maine's minimum licensing requirements. During high-attendance days, such as early release days, snow days, and teacher workshop days, the ratio may increase to 1:13, which remains fully compliant with the State of Maine licensing standard.

HOW TO CONTACT US

If you have any questions about the Brewer Parks & Recreation Afterschool Program, please do not hesitate to reach out. You may contact the Brewer Parks & Recreation Department at **(207) 989-5199** or email **Eliza Murphy, Afterschool Coordinator**, at Emurphy@brewermaine.gov.

Eliza is available most days to answer questions by phone or in person. You are always welcome to stop by the office, and we will be happy to assist you with any questions or concerns that may arise throughout the school year.

HOW TO REGISTER

Registration for the Brewer Parks & Recreation Afterschool Program opens each **May**, with the official registration date announced approximately one month in advance.

To register your child, you must first create an account on **MyRec.com**. Once your account has been created, you will need to visit the Brewer Parks & Recreation office to complete and submit a registration form in person. **Online registration will be available in the future.**

Enrollment is limited and all registrations are accepted on a **first-come, first-served** basis. Families currently enrolled in the Afterschool Program receive priority sibling registration, allowing brothers and sisters of enrolled participants the opportunity to register before registration opens to the general public. Sibling registration is also processed on a first-come, first-served basis.

Please note that enrollment in the Afterschool Program **does not guarantee enrollment** in any Brewer Parks & Recreation Summer Camp program. Summer Camp registration is a separate process and must be completed independently.

PAYMENTS

Afterschool Program payments are due **weekly**. Families are expected to keep their account current at all times, meaning payment should be made for the week in which their child is attending the program.

At the time of enrollment, families will receive an invoice outlining the estimated cost for the entire school year. This invoice is calculated based on the regular school calendar and **does not include school vacation weeks, teacher in-service days, snow days, or other full-day care opportunities**. These additional care days are offered on a **sign-up basis only** and will be invoiced separately if your child is registered to attend.

Families are encouraged to review their account regularly and ensure payments remain up to date. If you have questions regarding your account or need to discuss payment arrangements, please contact the Afterschool Coordinator as soon as possible.

FEES

Each child's spot in the Brewer Parks & Recreation Afterschool Program is reserved specifically for them throughout the school year. Cost is based on your child's regular enrollment schedule and is due **weekly**, regardless of attendance, unless other arrangements have been made with the Afterschool Coordinator.

Payments can be made online through your **MyRec** account or in person at the Brewer Parks & Recreation office by cash or check. Please make checks payable to **City of Brewer** and include your child's name in the memo line.

Current Afterschool Fees

Program:	Resident:	Non-Resident:
Regular Afterschool Day	\$17	\$22
Half Day/Early Release (3-6 hours)	\$25	\$30
Full Day Care (6 or more hours)	\$35	\$40

Please note that your child's regular cost covers only their scheduled afterschool days. **Vacation weeks, teacher workshop days, early release days, snow days, and other full-day care opportunities are not included in your regular cost.** These days require separate registration and will be billed only if your child is signed up to attend.

ACCOUNT UPDATES & CREDITS

Families will receive invoices and account updates through the email address listed as the primary billing contact on their MyRec account. If your account has an outstanding balance, we encourage you to keep payments current throughout the school year.

If an overpayment is made or a credit is issued, it will automatically remain on your account to be applied toward future Afterschool Program charges unless otherwise requested.

SCHEDULE CHANGES

We understand that family schedules can change. While we will do our best to accommodate schedule changes, all requests are subject to program availability.

A **minimum of two weeks written notice** is required for:

- Adding or changing attendance days
- Dropping attendance days
- Withdrawing from the Afterschool Program

Providing advance notice allows us to maintain appropriate staffing levels and ensure space is available for all families.

REGISTRATION FOR FULL-DAY CARE

Registration for **vacation weeks, teacher workshop days, conference days, early release days, and snow day care** is separate from your child's regular afterschool enrollment.

Sign-up sheets will be posted approximately **two weeks prior** to each scheduled full-day care opportunity. Once your child has been signed up, you are responsible for payment for the reserved days, regardless of attendance.

If your child is not signed up by the registration deadline, a spot cannot be guaranteed.

SNOW DAYS

When Brewer Schools close due to weather, the Afterschool Program may offer snow day care if staffing and weather conditions allow.

Snow day care is available **by registration only**. Families are charged **only if their child attends**. If your child was scheduled to attend a regular afterschool day and school is canceled, you will **not** be charged your normal afterschool fee unless your child attends the snow day program.

PROGRAM COMMUNICATION

We understand that schedules and plans can change unexpectedly. If there are any last-minute schedule changes, program updates, account balances, weather-related closures, or other important announcements, families will be notified as soon as possible by **email**.

To ensure you receive all program communications, it is **essential** that your contact information including your email address and phone number remains current in

your **MyRec** account. Families are responsible for keeping their account information up to date throughout the school year.

PROGRAM HOURS

Regular School Days

On regular school days, the Brewer Parks & Recreation Afterschool Program operates from **2:00 p.m. to 6:00 p.m.** for students in Kindergarten through sixth grade.

- **Grades 5–6:** Students arrive by bus at approximately **2:15 p.m.**
- **Grades K–4:** Students arrive by bus at approximately **3:05 p.m.**

Vacation Days, Early Release Days & Teacher Workshop Days

On school vacation days, teacher workshop days, conference days, and other scheduled full-day care opportunities, the Afterschool Program is open from **7:30 a.m. to 6:00 p.m.**

Parents are responsible for dropping off their child on these days. **Children may not be dropped off before 7:30 a.m.,** as our doors will remain locked until the program opens.

On **early release days**, students will still be transported to the Brewer Auditorium by school bus, but they will arrive earlier than usual:

- **Grades 5–6:** Approximately **11:15 a.m.**
- **Grades K–4:** Approximately **12:05 p.m.**

Please remember that **vacation days, early release days, teacher workshop days, and other full-day care opportunities require advance registration.** If your child is not registered for these days, we cannot guarantee that space will be available.

SCHOOL CLOSURES & PROGRAM OPERATIONS

Please note that the Brewer Parks & Recreation Afterschool Program operates **independently** of the Brewer School Department.

If the Brewer School Department announces that **all afterschool activities are canceled** due to weather or other circumstances, the Brewer Parks & Recreation Afterschool Program **may still operate as scheduled**.

Unless families receive direct communication from the Brewer Parks & Recreation Department stating otherwise, you should assume that the Afterschool Program will remain open and operate under its normal schedule.

Any changes to program hours, delays, or closures will be communicated directly to families by email. Please be sure your contact information in **MyRec** is current so you receive these important updates promptly.

ATTENDANCE

The safety of every child in our program is our highest priority. If your child will **not** be attending the Afterschool Program on a day they are scheduled, **please notify the Brewer Parks & Recreation Department by calling (207) 989-5199 or emailing the Afterschool Coordinator**.

If we have not been notified that your child will be absent, we will begin attempting to locate them by following the emergency contacts listed on their registration.

Our attendance procedure is as follows:

- We will first contact the child's primary parent/guardian listed on the registration form. If there is no answer, we will leave a voicemail whenever possible.
- If we are unable to reach the primary contact, we will call the secondary parent/guardian and leave a message if necessary.
- If we are still unable to confirm the child's whereabouts, we will continue contacting the additional emergency contacts listed on the registration form.

Once a parent or guardian has been reached and we know the child's location, our attendance search will end.

PICK-UP PROCEDURES

Parents and guardians should enter through the **Wilson Street entrance** of the Brewer Auditorium and come inside to pick up their child. For your child's

safety, **all children must be signed out by an authorized adult before leaving the program.**

If our group is **not in our regular classroom**, please check the **large whiteboard located inside the Afterschool room**. The whiteboard is updated throughout the day and will let you know exactly where our group is located so you can easily find both your child and our staff.

When picking up from another location, such as the playground, Doyle Field, or Park, please check in with the staff member supervising that group before leaving with your child.

AUTHORIZED PICK-UP PERSONS

Children will only be released to a parent, guardian, or another individual who is listed as an **authorized pick-up person** on the child's registration.

Anyone picking up a child must be **at least 16 years old**.

We will not release a child to anyone who is not listed as an authorized pick-up person. The only exception is if the Afterschool Coordinator or a staff member has received prior approval from a parent or guardian who is listed on the child's authorized pick-up list. Whenever possible, this approval should be provided in advance. If advance notice has not been given, staff will contact a parent or guardian listed on the registration form to verify permission **before** releasing the child.

If an individual is unfamiliar to our staff, they will be asked to provide a valid photo ID before the child is released.

Our staff reserves the right to verify the identity of anyone picking up a child to ensure the safety and well-being of every participant. These procedures are in place to help keep all children safe while in our care.

LATE PICK-UP POLICY

The Brewer Parks & Recreation Afterschool Program closes promptly at **6:00 p.m.**

If you know you will be running late, please call us as soon as possible. A courtesy call allows our staff to reassure your child and plan accordingly while they wait to be picked up.

Our late pick-up policy is as follows:

- **First late pick-up:** Written warning.
- **Second late pick-up:** \$25 late fee.
- **Third late pick-up:** Removal from the Afterschool Program.

Repeated late pick-ups create staffing challenges and may result in additional action at the discretion of the Afterschool Coordinator.

A DAY AT THE REC

At the Brewer Parks & Recreation Afterschool Program, we strive to provide a fun, safe, and engaging environment where children can learn, explore, and make lasting friendships. Each day is filled with a variety of activities designed to encourage creativity, teamwork, physical activity, and problem-solving.

Depending on the time of year, children can enjoy arts and crafts, STEM activities, board games, sports, outdoor adventures, free play, special events, and much more. We believe that every child should have the opportunity to try new things while having fun after school.

Whenever weather permits, we spend as much time outdoors as possible. Children enjoy the Community Playground, Doyle Field, and other outdoor recreation areas throughout the year. During the winter months, we take advantage of the season by enjoying activities such as sledding, ice skating, and other outdoor games.

Our Kindergarten through fourth grade and fifth through sixth grade groups each have their own designated spaces and age-appropriate activities while also utilizing the gymnasium and outdoor facilities whenever possible.

HOMEWORK TIME

The Brewer Parks & Recreation Afterschool Program understands that homework is an important part of each student's education.

Students in **grades 5 and 6** have a **designated homework period each Monday through Thursday from 3:30 p.m. to 4:00 p.m.** During this time, students are expected to work on homework, study, or read quietly if they do not have homework.

Students in **Kindergarten through fourth grade** are welcome to work on homework if they choose. Staff members are happy to provide a quiet space and assist when possible; however, homework is **optional** for this age group.

While our staff will do their best to answer questions and help, we cannot guarantee one-on-one tutoring or check every assignment for accuracy. Completing homework remains the responsibility of the student.

SNACKS

Children should come to the Afterschool Program each day with **a snack of some kind** to enjoy during our afternoon snack time.

While families are expected to provide a daily snack, the Brewer Parks & Recreation Department understands that snacks are occasionally forgotten. In those situations, the Rec will provide a snack so that no child goes without. **This is intended as a backup and should not replace sending a snack from home each day.**

If your child has any food allergies or dietary restrictions, please notify the Afterschool Coordinator so we can help ensure their safety.

Children are **not permitted to purchase snacks from the Brewer Auditorium vending machines** during program hours.

PERSONAL BELONGINGS

We ask that children leave valuable or unnecessary personal items at home whenever possible. The Brewer Parks & Recreation Department is not responsible for lost, damaged, or stolen belongings.

Please label all personal items, including jackets, lunch boxes, water bottles, and backpacks, with your child's name.

We encourage families to only send items that are needed for the day.

CELL PHONES & ELECTRONICS

The Brewer Parks & Recreation Afterschool Program is a **technology-free program**.

Cell phones, tablets, handheld gaming systems, smart watches used for games or messaging, and other electronic devices should remain put away during program hours.

If a child needs to contact a parent or guardian, they may ask a staff member to use the program phone. Likewise, if a parent needs to reach their child during program hours, they should contact the Brewer Parks & Recreation office.

CELEBRATIONS

Throughout the school year, we enjoy celebrating holidays and special events with fun activities, games, crafts, and themed snacks.

Due to the number of children in our program, **we do not celebrate individual birthdays or allow families to bring in birthday treats, cakes, cupcakes, candy, or party favors.**

Instead, we celebrate together as a program by recognizing seasonal holidays and planning special activities throughout the year.

OUTDOOR PLAY

Outdoor play is an important part of our program, and we make every effort to spend time outside each day whenever weather conditions safely allow.

Children should come to the program dressed appropriately for the weather. We also recommend that families pack an extra change of clothes, as children may get wet or dirty while participating in activities.

For safety reasons, **shorts are only permitted when the afternoon temperature is 60°F or warmer. As well as, if it is 50°F or below each students must have**

long sleeves, such as hoodie, jacket or coat. Wind chill is considered when making this determination.

Winter Weather

During the winter months, children should bring:

- Snow pants
- Snow boots
- Winter coat
- Hat
- Gloves or mittens
- Extra socks

Children who do not have the appropriate winter gear may have limited participation in outdoor snow activities for their own safety.

Other Seasons

During the fall, spring, and warmer months, we recommend that children bring:

- An extra change of weather-appropriate clothing
- Extra underwear
- Extra socks

This helps ensure children remain comfortable if they become wet or muddy during outdoor play or other activities.

Children are expected to participate in outdoor activities whenever weather permits. Because we must maintain required staff-to-child ratios, we are unable to provide indoor supervision for children who choose not to go outside unless there is a documented medical reason or another approved exception.

HEALTH & ILLNESS POLICY

The health and safety of our participants and staff is a top priority. Children should arrive at the Afterschool Program healthy and well enough to participate in all daily activities.

If your child is absent from school due to illness, they may **not** attend the Afterschool Program that day.

If a child becomes ill while attending the program, a parent or emergency contact will be notified immediately. **Children who are not feeling well must be picked up within one hour of notification.** While waiting to be picked up, the child will be kept comfortable in a quiet area under staff supervision.

Children may **not** attend the Afterschool Program if they have any of the following:

- Fever
- Vomiting
- Diarrhea
- Rash of unknown origin
- Contagious illness
- Eye infection (such as pink eye)
- Head lice
- Any other condition that may put other participants or staff at risk

Children must be symptom-free and, when appropriate, cleared by a healthcare provider before returning to the program.

To ensure we can reach you in an emergency, please keep all contact information in your **MyRec** account current, including phone numbers, email addresses, home addresses, and emergency contacts.

ACCIDENTS & EMERGENCIES

If your child is injured or becomes seriously ill while attending the Afterschool Program, every effort will be made to contact a parent or guardian immediately.

If the situation requires immediate medical attention, **911 will be called**, and your child will be transported by ambulance to the nearest appropriate medical facility. Parents or emergency contacts will be notified as soon as possible.

MEDICATION POLICY

The Brewer Parks & Recreation Afterschool Program does not administer prescription or over-the-counter medications.

Whenever possible, medications should be given at home before or after program hours. If your child has a medical condition that requires medication during program hours, please contact the Afterschool Coordinator to discuss whether accommodations can be made and what documentation may be required.

Children are **never permitted** to carry or transport medication unless specifically authorized by law and approved by the Afterschool Coordinator (such as certain emergency medications).

HEAD LICE POLICY

The Brewer Parks & Recreation Afterschool Program follows a **No Lice, No Nit** policy.

If a child is found to have head lice or nits while attending the program, a parent or guardian will be contacted immediately and asked to pick up their child.

If a case of head lice is confirmed within the Afterschool Program, the Afterschool Coordinator will notify all program families. In addition, a notice will be posted at the program sign-out area for **one week** following the confirmed case so families are aware and can monitor their children for signs of lice.

Children may return to the program only after they have been treated and have been **cleared by the Afterschool Coordinator** to return.

To help prevent the spread of lice, we encourage families to remind children **not to share hats, combs, brushes, hair accessories, hooded sweatshirts, helmets, or other personal items** with other participants.

BEHAVIOR EXPECTATIONS

At the Brewer Parks & Recreation Afterschool Program, our goal is to provide a safe, welcoming, and positive environment where every child feels respected, included, and supported.

We understand that children are still learning and growing. Our staff work hard to teach appropriate behavior, encourage positive choices, and help children learn from mistakes.

We ask every participant to follow our program expectations:

- **Be Kind**
- **Be Respectful**
- **Be Safe**
- **Listen to Staff**
- **Have Fun!**

These expectations are reviewed regularly and reinforced each day.

BEHAVIOR MANAGEMENT

When a child makes an inappropriate choice, our goal is to help them understand what happened and learn how to make a better choice next time.

Depending on the situation, staff may use one or more of the following:

- A verbal reminder
- Redirection to another activity
- A conversation about appropriate choices
- A short break from the activity to regain self-control
- Restitution or an apology when appropriate
- Loss of a privilege related to the behavior

Whenever possible, staff will work with children to solve problems in a positive and respectful manner.

PARENT COMMUNICATION & BEHAVIOR REPORTS

If a child's behavior becomes repeated, serious, or creates a safety concern, the Afterschool Coordinator will contact the child's parent or guardian.

For more significant behaviors, a **Behavior Report** will be completed and sent home with the child. Parents may also be contacted by phone to discuss the incident and develop a plan for success moving forward.

Our goal is always to work together with families to help children be successful in our program.

SERIOUS OR UNSAFE BEHAVIOR

While we strive to work through challenges with every child, certain behaviors may require immediate action.

Behavior that threatens the safety of the child, other participants, or staff—including physical aggression, bullying, repeated unsafe behavior, destruction of property, or refusal to follow safety directions—may result in:

- Immediate parent pick-up
- Suspension from the program
- Removal from the Afterschool Program

If a child is removed from the Afterschool Program due to serious behavioral concerns, they **may not be eligible to return until the following school year**, beginning on the date of removal. Re-enrollment will be reviewed by the Afterschool Coordinator on a case-by-case basis.

The Brewer Parks & Recreation Department reserves the right to determine whether the Afterschool Program is able to safely meet the needs of each participant.

WORKING TOGETHER

We believe that open communication between families and staff is one of the best ways to help children succeed.

If your child receives behavioral, emotional, or social support through the school, including an **Individualized Education Program (IEP)** or another student support plan, we encourage you to share that information with us if you feel it would help us better support your child.

With parent permission, the Afterschool Coordinator may communicate with appropriate school staff to help provide consistency between school and the Afterschool Program. An **Authorization to Release Information Form** is available upon request.

All shared information will remain confidential and will only be used to support your child's success in the program.

OUR COMMITMENT

The Brewer Parks & Recreation Afterschool staff is committed to creating a positive experience for every child. We recognize that every child is different, and we strive to meet children where they are while maintaining a safe, respectful, and enjoyable environment for everyone in our care.

****Before You Turn This In...**

Please take a moment to verify that the following information in your **MyRec** account is current:

- ☐ Parent/Guardian phone numbers
- ☐ Emergency contacts
- ☐ Authorized pick-up list
- ☐ Email address
- ☐ Home address
- ☐ Medical information, allergies, and any important health updates

Brewer Parks & Recreation Afterschool Program Parent Handbook Acknowledgment Form

Please tear out this page, sign it, and return it to the Afterschool Coordinator before your child's first day of attendance.

Thank you for taking the time to read the Brewer Parks & Recreation Afterschool Program Parent Handbook. Our goal is to provide a safe, fun, and welcoming environment where every child can learn, grow, and enjoy their time after school.

By signing below, I acknowledge that I have received and read the Brewer Parks & Recreation Afterschool Program Parent Handbook. I understand the policies, procedures, expectations, and guidelines outlined within the handbook and agree to follow and support them throughout my child's enrollment in the program.

If I have any questions regarding the handbook or the Afterschool Program, I understand that I may contact the Afterschool Coordinator at any time.

Child's Name: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____