

Afterschool Program

Brewer Parks and Recreation Department

August 5, 2023



The Afterschool Program

The Brewer Parks and Recreation Afterschool Program has been serving the children of Brewer since 1987. The k - 4 program is conveniently located at the Brewer Auditorium at 318 Wilson Street. Children are bused to the Auditorium each day arriving at 3:00 p.m. Children are divided into groups by grade. We utilize our gym, outside playground, Doyle Field, and the many large rooms of the Auditorium.

The Afterschool Program for grades 5 and 6 is also located at the Brewer Auditorium. We have a designated room for the grades 5 and 6 students. The students start the afternoon with homework time in the classroom. Following homework, the students have the opportunity to participate in a variety of activities including; active time in the gym, theme activities, crafts and art projects, or free time to socialize, (choices depend on the schedule each day).

Our outstanding staff is comprised of qualified Afterschool Program personnel, college students, and high school students. Throughout the school year we also provide field placement opportunities to students from our local colleges who are entering the education and child care fields. A background check and drug test are passed by all staff members of the Afterschool Program. Staff who drive our van have passed a 15 Passenger Van Training Program and have passed a van driving test.

The Afterschool Program serves 95 children per day (70 per day in grades k - 4 and 25 per day in grades 5 and 6). Our operating policy for the Afterschool Program maintains a maximum staff/child ratio of one to ten for students in grades k - 6. On occasion, during Early Release Days, Conference Days, Teacher Workshop Days, Snow Days and School Vacation days the ratio may increase to the State of Maine standard of one to thirteen.

COMMUNICATION

Please feel free to direct questions or concerns related to any facet of the Afterschool Program to the Afterschool Program Coordinator.

Any questions concerning fees, policy, staff, activities, or a child's participation in the Program may be directed to the Program Coordinator at (207) 989 - 5199. Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call. Email is also available at Imoffitt@brewermaine.gov.

During Program hours the Afterschool Coordinator is available to answer any questions that arise. Feel free to contact us at any time.

REGISTRATION PROCEEDURES

Registration Day for the Afterschool program will be held in May each year, (date to be announced). To register, the child's family must have an account on brewerrec.com, and have completed the proper registration form. (Registration forms will be available early May). Registrations must be done in person at the Brewer Parks and Recreation Department's main office located at the Brewer Auditorium 318 Wilson Street Brewer on registration day between 8:00 a.m. - 5:00 p.m. Space is limited. Registrations are accepted on a first come first serve basis.

Once a child is admitted to the Afterschool Program that child is guaranteed the same placement in the following year's Afterschool Program (subject to an up to date account). If a change of schedule is requested, every effort will be made to accommodate the change, however, it is not possible to guarantee that the change requested will be available. Once registration has opened to the public, families who have not returned a registration form are no longer guaranteed a spot in the Program for the following year.

For the duration of a child's enrollment in the Program, preferred enrollment will be given to all of the child's brothers or sisters who are entering kindergarten on "Sibling Enrollment Day" until all available slots are filled. Sibling registrations will be accepted on a first come first serve basis. Preferred enrollment for the following school year is not available to children who join the After School Program after the registration period has ended.

Enrollment in the Afterschool Program does not guarantee enrollment in the Brewer Parks and Recreation Summer Rec Camp.

Payments are due weekly. Parents are responsible to pay for each day that their child is registered for, regardless of attendance. The first Afterschool invoice will be for all regularly scheduled school days. Vacation, Early Release, Teacher Workshop Days, and snow days are invoiced separately. Payment is expected weekly unless other arrangements have been made with the Afterschool Coordinator.

Unpaid accounts will result in the child being removed from the Afterschool Program and will affect the parents ability to enroll their family in future programs offered through the Brewer Parks and Recreation Department.

Vacation, Early Release, Conference, and Teacher Workshop Days. Days that school is dismissed early, or vacation days, are not included on your invoice when you sign up for After-school. If a child will be attending on any of these days they need to be signed up in advance. Sign up sheets are available two weeks prior to these days. Three days before the scheduled day parents will receive an invoice.

Snow Days and Early Dismissal due to weather. When school is canceled for inclement weather the Afterschool Program may be open from 7:30 a.m. - 5:30 p.m. If Brewer City Hall is closed and we have to close for the day an email will be sent to parents. If school is dismissed early, but the City remains open, the Afterschool Program will be open until 2:00 p.m. Each snowday where City Hall remains open will be decided on a case by case basis, you will be notified by email either way.

FEES

Each child’s slot in the Afterschool Program is reserved for him or her only on regular days of school, (the exception being Vacation, Early Release, Teacher Workshop Days, and Snow Days). Payment is due regardless of attendance. Payments are due weekly unless other arrangements have been made with the Afterschool Coordinator. Payments may be made online at brewerrec.com, or in person at the Parks and Recreation Department with cash or check. Checks should be made payable to “City of Brewer”. Please include your child’s name on the check.

Receipts and Credits. An Account Update detailing any unpaid balances is sent to the adult designated as the “Billing Email” member on the family account. When a payment is recorded, an email is sent immediately to the “Billing Email” member. Overpayment and snow day credits will be issued as “Account Credit” unless otherwise requested.

Schedule Changes. Although every effort will be made to accommodate schedule changes, any changes in a child’s schedule at the Afterschool Program are subject to availability. Two weeks written notice is required for any request for changes in schedule. Written notice of a change of schedule should be submitted to the Afterschool Coordinator. A two week notice is required when a schedule change is needed or when a child is removed from the program

Registering for Vacation, Early Release, Conference, and Teacher Workshop Days. Parents will have two weeks prior to the extended Afterschool day to register their child. A sign up sheet will be posted at the sign out table for grades k - 4. Once signed up, parents are responsible to pay for the days they’ve chosen, regardless of attendance. If a child is not signed up, a spot is NOT guaranteed.

Snow Days. Parents are responsible to pay for snow days only if their child attends. If the snow day is a regularly scheduled Afterschool day for a child and they don’t attend, their account will not be charged. If a child attends on a snow day, their account will be charged an additional fee.

Brewer Resident Afterschool Fees for the 2022- 2023 School Year:

\$17.00/day	Regular Day of Afterschool
\$25.00/day	Half Day of Afterschool (3 - 6 hours) (Early Release Days)
\$35.00/day	Full Day of Afterschool (more than 6 hours) (Workshop, Vacations)

**Contact us for our current Non-Resident fees.*

***Families are contacted regularly through email with account updates.
It's vital that contact information is kept current on brewerrec.com.***

SCHEDULE OF OPERATION

On regular school days, the Afterschool Program operates from 3:00 p.m. to 6:00 p.m. for children in grades k - 4, and from 2:00p.m. to 6:00 p.m. for students in grades 5 and 6.

Vacation, Conference, Early Release, and Teacher Workshop Days. The Afterschool Program will be open on Vacation, Conference, and Teacher Workshop Days from 7:30 a.m. - 6:00 p.m. Parents are responsible to transport their children to the Afterschool on these days. (Children should not, under any circumstance, be dropped off before 7:30 a.m. and left unsupervised in the parking lot).

On Early Release Days the Afterschool Program will be open from the time school is dismissed (11:00 a.m. for 5/6, and Noon for k - 4). Students are dropped off by the bus on these days.

Unless otherwise notified, children attending the Afterschool Program on these days should bring a bag lunch that does not required a microwave or refrigerator.

Delayed Openings. When the opening of school has been delayed due to weather, the Afterschool Program will operate as scheduled with regular after school hours.

Attendance Procedures.

The safety of each child is priority to the Afterschool staff. If a child will not be attending the Afterschool Program as scheduled, it is essential that the child's parents call the Brewer Parks and Recreation Department at (207) 989 - 5199 to report the child's absence from the program.

An unexcused absence from the Program will result in the following:

- The first Parent/ Guardian listed on the Student Registration Card, will be called. Messages will be left if no answer.
- The second Parent/ Guardian will be called. Messages will be left if no answer.
- If additional contact people are listed they will be contacted in the same manner.

Once a parent is contacted, the Afterschool staff will assist in the effort to locate the child but the primary responsibility will shift to the parents.

Pick Up Procedures. Afterschool children are not allowed to leave the Afterschool Program unattended. Please speak to a staff when picking up your child. The children can help with this responsibility by saying good bye to the staff before they leave.

Parents picking up children should enter through the Wilson Street side entrance of the Brewer Auditorium. Parents must walk into the building to pick up their child. When picking a child up from either the Playground or Doyle Field be sure to check in with the staff assigned to that area before leaving.

Authorized pick up persons must be at least sixteen years old.

The Afterschool Staff assume that both parents are allowed to pick up their child. If this is not the case, proper legal documentation must be provided to the Afterschool Coordinator.

Children will not be released to anyone other than a parent, guardian, or contact person listed on the child's Student Registration Card unless the child's parent notifies the Afterschool Coordinator prior to pick up time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see photo identification and will check it against the Student Registration Card before releasing the child.

Late Pickup Policy. Both the k - 4 and 5/6 Afterschool Programs close at 6:00 p.m. If a parent is going to be late a courtesy call is requested so the staff member can speak to the child about the delay.

The first late pick up will result in a written warning. The second late pickup will result in a \$25.00 charge. The third late pickup will result in the child being removed from the program.

The Afterschool Program will be closed for the following holidays:

Labor Day
Columbus Day
Veterans Day
Thanksgiving (and the day after)
Christmas
New Years Day (Monday after 1/2)
Martin Luther King Jr. Day
Presidents Day
Patriots Day
Memorial Day

PROGRAMMING

The Afterschool Program strives to offer a variety of activities for children each day. At the k - 4 program, the children are divided into three groups by grade. A variety of recreational games, crafts, homework time (for grades 3 and 4), and educational games are offered when we are inside the building. When conditions allow, we play outside at the Community Playground or on Doyle Field. We go outside year round including winter months when we slide, ice skate, and snow shoe on Doyle Field. We are fortunate to have Brewer's largest fenced-in back yard!

Our Grade 5/6 Afterschool Program has its own room where we have space for projects, games, and social time. Students also utilize the gym, Doyle Field, and the Community Playground whenever possible for active time. We spend as much time outside as possible.

5/6 Afterschool students have the opportunity to sign up to be a Student Worker in the fall. Student Workers attend training in October and learn the responsibilities of being a staff. They learn about safety, leadership, problem solving, and organization. Student Workers who complete the training are assigned one day per week to work at the k - 4 Afterschool Program. They assist the Afterschool Staff during games and activities and spend one on one time with the younger children.

Homework help. The grades k - 4 Afterschool Program provides a supervised homework time from 3:30 - 5:00 p.m. This time is for children in grades three and four only. We stress the importance of finishing homework but cannot force the students to complete it. They must sign up before attendance each day if they want to complete their homework. We don't offer homework time on Fridays. Friday is Goof Off Day each week.

Students in grades 5/6 have mandatory homework time Monday through Thursday. Students who don't have homework may use this time to read a book.

We encourage the children to do their homework when it's assigned. Using their homework time to complete their homework is the responsibility of the student. We do our best to assist the children with their work. Because of the number of children who need assistance during homework time, the staff aren't always able to check every child's work for accuracy, nor are we always able to provide the one-on-one homework help that comes with a private tutor.

Outside Play. Both Afterschool Programs offer outside play whenever possible. Students need to be dressed properly each day to go outside when the weather is favorable. Shorts are not allowed unless the outside temperature in the afternoon is 60 degrees or warmer. In order to keep staff to child levels safe, we are unable to offer indoor supervision for children who prefer to remain inside.

Snacks.

At the k - 4 Afterschool Program are responsible to bring their own snack from home each day. If your child has any food allergies or dietary restrictions, please contact the Afterschool Coordinator. Children are not allowed to use the Auditorium's vending machines to purchase a snack.

Students in the Grade 5/6 Afterschool Program are responsible to bring their own snack from home each day. They are not allowed to use the Auditorium's vending machines to purchase a snack.

Possessions From Home.

Since we cannot guarantee the safe return of personal belongings, the Afterschool Program asks that all toys and valuables be left at home. Cell phones are not allowed at either program.

Telephone Use by Children.

Children in the Afterschool Program are not allowed to use cell phones during Afterschool time. Planning of play dates, or change in pick up should be planned ahead of time.

Celebration of Holidays and Birthdays.

The Afterschool Program does not celebrate each child's birthday due the large number of children each day. We celebrate Halloween with a carnival, The Super Bowl with a party, and St. Patrick's Day with a scavenger hunt for special snacks. We celebrate a variety of other "special" days throughout the year as we see fit. We will notify parents as these days approach.

Outdoor Play.

Children enrolled in the Afterschool Program are expected to participate in outdoor activities during outdoor scheduled time. Outdoor play will be canceled due to precipitation, icy ground conditions, extreme cold or extreme heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside. Children should be dressed appropriately for outdoor play.

HEALTH POLICY

All children enrolled in the Afterschool Program should arrive in good health and free of fever and obvious infectious symptoms. If your child doesn't attend school they may not attend the Afterschool Program.

If a child becomes ill while attending the program, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification. The Afterschool Program will provide a quiet place for the child while they wait.

Children who attend the Afterschool Program should be well enough to follow the normal routine of the Program. Children who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, may not attend the Afterschool Program and must be fully recovered before returning.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Afterschool Coordinator as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

Accidents or Acute Illness

In the event of an accident or acute illness, every effort will be made to notify the child's parents, or next emergency contact. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

Medication Policy

The Afterschool Program will dispense prescription and non-prescription medication only when written permission from the child's parent/guardian is completed and on file. The "Authorization to Dispense Medication" form can be obtained from the Afterschool Coordinator. All prescription medication must be current and in a pharmacy labeled container. An adult must bring the medication into the Program. Children are not allowed to transport medication. Expired medications will be returned to the family.

Non-prescription medications, cough drops, cough medicine, Tylenol, etc. must also have a completed "Authorization to Dispense Medication" form and brought in the original package.

Head Lice

The Afterschool Program has a "No Lice, No Nit" policy. If a child is found to have lice while at the Afterschool Program, the parent of the child will be notified and asked to take the child home for treatment. A notice will be posted at the sign out table whenever head lice are found in the Afterschool Program. This notice will remain out for one week following the report.

Children who have been sent home with head lice may return to the Afterschool Program once they have been cleared for return by the Afterschool Coordinator. In order to prevent the spread of head lice, children should be encouraged not to share clothing, combs, or hair accessories.

BEHAVIOR MANAGEMENT POLICY

The children and staff of the Afterschool Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavioral expectations utilized by the Afterschool Program will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the staff and child will discuss behavior options before the child returns to the group.

A written "Discipline Report" will be completed and parents contacted if behaviors are persistent, severe, or aggressive. The "Discipline Report" has specific consequences for behavior, including early pick up, suspensions, and removal from the program. If a child is removed from the Afterschool Program, the child will be ineligible to participate in the Afterschool Program for one full calendar year, (beginning on the date the Discipline Report was written).

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the Afterschool Program.

If a child has behavioral challenges, every effort will be made with the Afterschool Coordinator and the child's parents to help the child to succeed. However, if the Afterschool Coordinator feels the program cannot accommodate the needs of the child, the child's enrollment in the program will be terminated with a two weeks notice. Any prepaid fees will be refunded. Any child who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff member in the presence of a child, is grounds for termination of the family's participation in the Afterschool Program without notice.

The Afterschool staff strive to provide all students with the best Afterschool experience possible. If your child receives services related to social, emotional, and behavioral support from the school department, (has an IEP), and you feel it would be beneficial to share information between the school and the Afterschool Program an "Authorization to Release Information Form" is available from the Afterschool Coordinator. This release allows the school to share information from your child's support team at school with the Afterschool staff to make for a smoother transition between the two programs. Any shared information will remain confidential and is meant to be a tool for the Afterschool staff while supporting your child.