

AFTERSCHOOL ADVENTURES

Parent Handbook 2025-26



An Afterschool program for children in
Pre-K through 5th grade

Contact: Kristy Lincoln, ASA Director

Phone: 207.882.8230

Email: Klincoln@wiscassetrec.com

Table of Contents

Program Philosophy & Objectives	3
Hours of Operation	3
Program Fees & Payment Policies	4
Programming	5
Access to WCC Programs	5
Snacks/Lunches	6
Transportation	7
Departure & Release Procedures	7
Late Fee / Absentee Policy	8
Behavior Plan	8
Health Policy	9
Mandated Reporting	10
Emergency Procedures	10
Technology / Cell Phone Policy	10
Bullying Policy	11

Welcome!

Thank you for your interest in our After School Adventure Program sponsored by the Wiscasset Parks & Recreation Department. In this packet, you will find information regarding the ASA program and how we work to provide a safe, nurturing environment for your child to relax, play, learn and grow.

Program Philosophy & Objectives

Afterschool Adventures is an all-inclusive after school enrichment program based at the Wiscasset Community Center for children **are currently in grades Pre-K through 5th grade.**

It is the philosophy of the ASA program that children in our program should have access to a safe healthy place to go in their out of school hours and be able to participate in activities that will enrich their lives. At ASA your child will have the opportunity to explore new interests and build friendships in a safe environment.

Our program objectives:

- To provide a safe, healthy and engaging environment which supports the physical, social, emotional and cognitive growth of children.
- To create quality programing which builds on student interests and enhances learning through exploration, study and play.
- To build relationships with youth and their families creating community within our program, schools and town.
- To enrich the lives of children by offering a variety of activities that promote curiosity and encourage students to try new things.

Hours of Operation

Our program follows the school calendar and we accept children off the bus after the school day. Hours of operation are Monday- Friday from 2:30 am-5:30 pm. (Early Release Wednesdays 12:45 pm – 5:30pm)

ASA is NOT offered on the following days:

- Full Snow days
- Full Day School Cancellations
- Holidays when schools are closed

ASA is still offered on Early Release Snow Days

Program Fees: Care is from 2:30- 5:30PM

	<u>Early Registration</u> (Before the 28 th of the month)	<u>Late Registration</u> (after the 28 th of the month)
Members:	\$15 per day	\$17 per day
Non- Members:	\$18 per day	\$20 per day
Sibling Rate:	\$11 per day Member	\$13 per day
	\$13 per day Non Member	\$15 per day

Other charges & fees:

- ***A \$25.00 registration fee per child per year is required at the time of registration.***
- **Wednesdays** – When Wiscasset and Edgecomb students have early release and there is a \$10 additional charge per child for those longer days.
No Call Fee - charged if ASA does not receive a phone call notifying us of a scheduled child's absence:
\$5.00 per child
- **Late Pick Up** - charged if a child is picked up after 5:35 (without prior notice of special circumstances):
\$1.00 per minute until picked up

Signing up for ASA is more convenient than ever through the MyRec program! By creating a household account online, Wiscasset Community Center members and non-members can register for WCC programming anywhere online service is offered. Simply visit www.wiscassetrec.com to register your household and select After School Adventures and/ or Remote Learning under activities. Contact the front desk staff at the community center with any questions or for help registering - 207-882-8230.

ASA is happy to be able to provide families with the opportunity to sign up for as many or as few days as needed each month. Our staffing is organized around the needs of the children in our program. Families select the days they need online and rosters are printed daily. **So that we can provide the highest quality care, we ask that all families register for days monthly.** Calendars for the upcoming month will be available online each month. **Payment is required at the time of registration.**

Our cancellation policy is strict as we plan our staffing around the attendance of the children. We have you sign up monthly for the days you will need, therefore if you have to cancel or decide not to send your child on a certain day, for any other reason than a prolonged illness; you must give notice by the Friday before the day of the absence to receive a refund for that day.

If an enrolled child arrives at ASA on the bus, but is not scheduled to attend that day, the ASA director will place a phone call to the listed primary contact(s) to confirm the child's location and request a pick-up. If no primary contact can be reached, attempts will be made to reach the listed emergency contact(s) and the child will remain at ASA.

Payment

Payment is due no later than the 27th of the month and is applied to the upcoming month. Any payments made on or after the 28th of the month will be charged a late fee for the following month. You may pay when registering your child online or bring your payment in to the front desk. The WCC front desk staff will be happy to assist you with any questions you may have regarding payment.

Programming

A variety of enrichment activities are offered each month* and children have many opportunities to participate in both structured programming and free play. Free play is supervised by staff to maintain safety. It is the policy of ASA to promote inclusion of all students during free play and we work to model positive social interactions among students enrolled in our program.

When students arrive at WCC an ASA staff member will take attendance and students will be dismissed to participate in snack and make their selections for activities. During 'choice time' students will be able to sign up for their activities for the day. Listed activities may include an art/craft option, and organized games/guided outdoor exploration. Students are also invited to organize their own activity - i.e.; building forts/fairy houses in the woods - and ASA staff will provide support during these student guided activities

There may be opportunities when students may participate in open swim with permission from their parents. If you would like your child to attend open swim please sign the permission form and provide swim gear (bathing suit/towel). An ASA staff member will supervise students at the pool during open swim and be available to assist with locker room changes.

Access to WCC Programs

A benefit of attending the ASA program is the easy access children have to other programs offered by the Wiscasset Community Center. An ASA staff member will escort your child to their scheduled WCC activity and check them out to the coach/instructor, as long as the program takes place at the Community Center.

If the class ends **during** ASA hours and a parent has not arrived to pick up their child, an ASA staff member will check the child back into ASA from their class instructor.

If a child is enrolled in a special class that extends **past** ASA operating hours an ASA staff member will check out the child to their coach/instructor. Parents are then required to pick up their child from the instructor at the end of class.

If you would like your child to attend a WCC program during scheduled ASA hours please contact the front desk or go online to check availability and make arrangements with the class instructor. An additional cost is associated with programs not provided by ASA.

Below is a list of some programs offered by WCC throughout the school year:

- Karate
- Swimming Lessons
- Swim Team
- Sports- Run Club, Soccer, Football, Basketball, etc.

Seasonal programs such as *youth sports* and other special events are also offered during the year. Flyers will be sent home with information regarding special programs.

Snacks/Lunches

Through a partnership with the federal food program and local schools through the Maine CACFP program, we are happy to be able to offer a free healthy snack to all students enrolled in ASA! Families may also choose to send a snack from home along with a water bottle for children to keep well hydrated. We encourage healthy snack choices which will satisfy your child's hunger and provide them with lasting energy for their afternoon. We will provide a menu at the beginning of each month to ensure if you child does not like what we will have you may be able to provide one from home.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Transportation

ASA does **not** provide vehicular transportation for children in our care. Wiscasset Schools transport students to WCC via bus at the end of the school day. If you wish your child to take the bus to ASA you will need to **send a note to your child's school indicating the days they are to be dropped off for ASA** at the community center. If your child attends ASA on a regular schedule that does not vary from month to month, a single note will be sufficient. If your child's ASA attendance varies, you will need to **send a note each time** they need to be dropped off at the community center. When ASA schedules programming off of WCC grounds, students will be walked to the location. For example, when we travel to the community playground across the street the children will use the sidewalks. A counselor or staff member will be at the front and back of the line with other counselors dispersed among the students.

Departure, Release Procedures and Identification

When your child is picked up from ASA a staff member will greet you and sign out your child. If you arrive to pick up your child and a staff member is not presently available, you must check out with a staff member before leaving ASA.

You may be asked to show a legal form of identification before we may release your child. **This is to protect your child from anyone unauthorized to take them without your permission.** Once our staff is familiar with you and other members on your pick-up list, we will not need to ask for ID. However, please know that any new staff person not familiar with you will be asking you to provide identification. **Please remember that this is their job.** We thank you for this effort as we work to keep children safe and accounted for at all times.

You are welcome to pick up your child anytime during scheduled ASA hours, but all children must be picked up by either their primary contact person(s) or persons listed on the 'authorized pick-up' list of your registration form. The staff at ASA will only release your child to people listed as primary contacts or those on the 'authorized pick-up' list. If someone will be picking up your child who is not listed on the registration form you must send a written note identifying the new person and their relationship to the child. **Identification will be requested for all new pick-up contacts.**

Late Fee / Absentee Policy

ASA closes promptly at 5:30 pm Monday-Friday. We understand that situations may arise that make it difficult for families to arrive on time. If such instances occur, please call us at 882-8230 to let us know of your special circumstance so we can make arrangements with the program and inform your child about the change to their day.

In some cases, an alternate pick-up person could be arranged with permission granted by the parents. If this is the case ASA will follow our departure and release procedure regarding alternate pick-ups.

If your child has not been picked up from ASA by 5:35 and no phone call has been made to ASA staff, attempts will be made to contact primary contacts followed by emergency contacts if there is no response. Repeated late pick-ups with no phone call may incur a late fee of \$1.00 per minute will be charged starting at 5:35. **Chronic lateness can result in possible suspension from the program.**

Behavior Plan

At ASA, we endeavor to build positive relationships with children and their families and foster a community within our program. Respect for ones-self and others is important and we ask that children, staff and families be respectful at all times. This means using appropriate language and kind words when communicating with others. It also means respecting personal space and remaining appropriate when working in groups or at play.

The multiage group presents unique opportunities for older children to model positive behaviors for the younger children. All children must feel safe at ASA and we work together to provide such an environment.

When children struggle with behavior challenges, the staff at ASA will work in partnership with the parents to help remedy the situation. This will happen on a case by case basis and solutions may vary due to the needs of the child. If your child is already participating in a behavior plan at home or school it is helpful for the staff at ASA to understand the practices/procedures already in place so we can continue to support and reinforce positive behaviors.

Typical responses to behavior challenges include:

- Redirection to a new activity or task
- Conversation to review more appropriate choices
- Take a break from the activity– giving the child a chance to calm down
- Collaboration with student to brainstorm solutions

Our goal is to partner with children and families to correct behaviors and find solutions. When issues around safety occur, such as running off grounds or physical aggression parents may be called immediately to arrange for pick-up. Depending on the severity of the behavior a child may be suspended from the program until a meeting can be arranged with parents to discuss solutions for safety issues. A behavior plan will be put in place and we will work in collaboration with parents to help children remain at ASA. However, some cases regarding specific actions governed by the Wiscasset Parks and Recreation department are grounds for immediate dismissal.

Health Policy

At ASA, we provide an engaging environment with programming that enriches and supports the growth and development of children. When a child becomes ill their ability to participate fully in programming is affected and illness can spread to other children.

If a child becomes ill while attending our program, the ASA director will call the primary contact(s) listed on the registration form. If contact cannot be made we will then call the next listed contact person(s) to notify them of the child's illness. At times phone calls will be made simply to inform parents about a child's wellbeing if a child seems under the weather. In cases that require more attention the ASA director or staff will request you come to pick up your child or arrange for pick-up from another contact person. Please arrange to pick up your child within the hour if they are ill.

Please do not send your child to the program if they have experienced any of the following:

- Elevated temperatures (over 100.1 degrees, auxiliary) and look more than mildly ill. They may be lethargic, may complain of aches and pains, or may be unable to participate comfortably in the program. A child with a fever after receiving immunizations will not be excluded from the program.
- Vomiting while at ASA or within 24 hours before coming to ASA.
- Diarrhea (an increasingly frequent number of excessively watery or unformed stools in a few hours) while at ASA or within 24 hours before coming to ASA. Diarrhea is often difficult to recover from quickly (within 24 hours and usually lasting 72 hours) so we do ask parents to watch for the child to also be able to eat and have stools that are appearing more like their normal state before returning.
- Unexplained or suspicious spreading rash or a rash with crusty or weeping lesions
- Discharge from the eyes or ears that is not clear and is a thick mucus substance
- Signs of respiratory illness: remarkable coughing, wheezing, or difficulty breathing
- Scabies or other infestation (e.g. lice and nits that have been untreated)
- A physician's diagnoses of a contagious disease.
- Signs and symptoms put out by the CDC for Covid-19.

A child may return to the ASA if any one of these criteria occurs:

- They are acting more like themselves: actively participating in their day, able to sustain activity for extended periods of time, comfortable in their recovery.
- Vomiting has ceased for 24 hours and appetite has returned. In the event of specific GI illnesses that dictate longer exclusion, ASA staff will ask parents to contact their pediatricians for direction.
- Diarrhea has stopped enough so that stools are appearing more like their normal state.
- Lesions or scabs have dried and are no longer weeping or crusty.
- Head lice have been treated and complete nit removal has taken place.
- Physicians have granted permission to return to ASA

We also ask that no personal toys be brought to ASA unless it is for a class that is mandatory. We want to limit the amount of personal items to help reduce the impulse of kids wanting to touch others “cool toys” and spreading germs.

Mandated Reporting

Mandated reporters are required by law to file a report with the Maine Department of Health and Human Services if there is suspicion of child abuse or neglect. Due to our work with children all ASA staff are mandated reporters and have received training in how to respond if there are signs of child abuse or neglect. To read a copy of the current law please visit the Maine DHHS website.

<http://www.mainelegislature.org/legis/statutes/22/title22sec4011-A.html>

Emergency Procedures

Most ASA staff members are certified in CPR and First Aid and are trained to respond in the case of an emergency. Should an emergency arise concerning a child ASA will respond by notifying the primary contact(s). When appropriate, ASA staff will also contact the local emergency response unit.

For small first aid cases children will be treated by an ASA staff member and an incident form will be filled out for a parent to sign at pick up. Head injuries or injuries that may require outside medical attention will warrant a phone call to the primary contact person(s) a pick-up may be requested.

Technology / Cell Phone Policy

Computers/iPads/iPods and other technology may be used to complete homework assignments while at ASA. We know that it can be difficult for children to be unplugged for a whole day at school so we do allow for children to use electronics from 4:00pm to 4:30pm only. We do try to discourage this and keep the kids active and engaged in other activities.

Student cell phone use is also prohibited and we ask that students who carry cell phones keep them in their backpacks. If a child needs to reach a parent, an ASA counselor will assist them by using the WCC phones. Similarly, a parent who wishes to contact their child may call in to the front desk or the Directors Cell phone. We are happy to pass along messages or arrange for your child to speak with you at any time. This policy limits problems that arise from other children being upset that they may not be able to have a device due to different circumstances.

ASA staff members will carry cell phones to be easily reached by front desk staff at WCC. These phones are to be used with games (i.e. musical chairs), playing music (dance parties!), in emergencies or to communicate with families/WCC when off site.

Bullying Policy

Bullying is a form of physical or emotional abuse that occurs when a person or group repeatedly engages in behaviors hurtful to others. Bullying through words, actions, bigotry or by exclusion of others by campers or counselors is not tolerated at ASA.

Students are encouraged to welcome others into their games/activities. Students who wish to have time alone may do so within a supervised area, when available. Any incidences of bullying will be addressed promptly and reported to the Director. Plans will be made in collaboration with students and families to correct bullying behaviors. Incidences of repeated bullying can be cause for disciplinary action and potential dismissal from ASA.