

Old Orchard Beach Recreation Department

GULL CARE

Parent Handbook
2023-24



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Our Mission...

Gull Care is a comprehensive indoor/outdoor educational After School community-based program. This program was developed by the Old Orchard Beach Recreation Department with plans to improve the quality of after school care for children in our community by offering student centered activities that will enhance personal growth in children. Our staff will use students' interests as the springboard for our innovative semi-structured curriculum. We work to stay between a 1:10 staff: children ratio. The Recreation Department feels that offering quality child care year-

Recreation Department Staff

Jason Webber	Recreation Director	(207)934-0860 Ext. 1
Nikki Duplisea	Assistant Recreation Director / Child Care Director	(207)934-0860 Ext. 2
Haley Plante	Wellness, Summer Camp & Adult Programming	(207)934-0860 Ext. 6
Frank Perez	Gull Care Director / Recreation Programmer	(305)979-7446
Tyler Stewart	Recreation Programmer	(207)934-0860 Ext. 3
Kira Clark	Billing, Registration & Marketing	(207)934-0860 Ext. 5

For any childcare questions, concerns or schedule updates please email oobchildcare@oobmaine.com



Hours of Operation:

Morning Care: 6:45am—Start of School

Please note that morning care has a minimum enrollment of 10

After Care: Dismissal—6:00pm

Location:

Morning Care: OOB Rec Office at The Ballpark

After Care: Jameson Elementary School

Pick-Up Protocol:

After School:

The staff will sign each child into care every day. When you pick your child up please be sure to sign your child out by texting or calling the Gull Care phone number **(207)205-6160**—include your name, the child's name and a vehicle description. **This phone number is for gull care pickup online. For any other questions or concerns, please contact the Recreation Office OR email oobchildcare@oobmaine.com**

Only people on the pick-up list (which you designate during the registration process on your Registration Form) will be allowed to pick your child up. Any individual may be asked to show proof of identification during the check-out process.

Please note that Pick-up for Gull Care is located to the left of the school (NOT THE MAIN ENTRANCE).

When you face the front of the school there is a walk-way area to the left. A staff member will walk your child out of the building and to your vehicle. **If picking up your child before 3pm, please understand that this is the transition time between school and Gull Care.**

Please note that being enrolled in Gull Care doesn't mean that you are automatically enrolled in Early Releases, Field Trip Frenzies, Vacation Weeks, or any other program that the OOB Recreation Department offers.



What does a Gull Care afternoon look like...?

- ◆ At 2:15pm Jameson students are picked up right from their classroom.
- ◆ Loranger kids are picked up by the gym and then walked down by Rec Staff to Jameson as a group.
- ◆ Once at Gull Care everyone has snack! Gull Care provides one snack for each child.
- ◆ Once snack is over and areas are cleaned, we break out into activities; we offer a building option, a craft option, and a gross motor option, all designed with a specific week theme based on student interest.
- ◆ Older kids who have homework are able to work on it in a quiet space. All areas where activities are taking place will be supervised by a Gull Care staff member.
- ◆ On rainy or extremely cold days the kids will stay inside for all activities. On nicer days, we do offer an outside option so please make sure your child is dressed appropriately.
- ◆ Your child will be in activities until you pick up!

Please note that we are closed on all major holidays. OOB Rec has the right to cancel any program due to lack of participation or weather. If school is changed to an early release schedule, we only remain open until 2pm.

ALL CARE IS CLOSED ON SNOW DAYS!

We take pride in the ability to offer so many options as not everyone wants to do the same



Registration

In registering for Gull Care you must make sure you have an account with the Old Orchard Beach Recreation Department. You can visit www.woobrec.com to create a new account. Once you have an account you **MUST** complete a Registration Form and a Payment Schedule for each child attending the program. Please make sure that we have confirmed you have completed and submitted the appropriate forms before sending your child to Gull Care.

Payment Information

Payments, including those made by mail, must be received no later than 6:00PM, on **FRIDAY** prior to the **NEXT MONTH** of service. If payment is not received by **FRIDAY**, your child will not be allowed to

attend the program until the payment is made plus a non-negotiable fee of \$50.00.

Be sure all payments are made to **Town of Old Orchard Beach** and state Gull Care and the child's or children's name is on memo area. For

convenience, payments are now **MONTHLY PRIOR** to services rendered. Payments are based on **days enrolled, not on days attended**. Fees will not be pro-rated for sick, vacation, or non-attended days. Late fees commence at **6:00PM on the last FRIDAY of each month**. Payment and late fees must be paid before your child can return to the program, or your child will not be able to attend. If your child is brought to the program before the payment has been made, you or your emergency contact will be notified and asked to pick up your child.

Financial assistance is available upon request and can take up to 2 weeks to process. Please note that although you may apply for financial assistance, this does not mean that you will be awarded assistance. You are also responsible to pay for the full amount of Gull Care until other assistances is awarded.

If your account has two or more returned checks, The Old Orchard Beach Recreation Department reserves the right to only accept cash or money order payments. The Town also applies a \$20 check fee for all bounced checks.

The Recreation Department understands that some children may come from split homes and that some parents do share the cost of Gull Care. The Recreation Department does not split costs for parents and we do leave the responsibility of dividing cost between parents up to the families. The cost of the program needs to be paid in full each month so please make all financial arrangements necessary before payment day.

We will be closing promptly at 6:00PM. It is important that parents pick up their children promptly at their **PROGRAMS' SCHEDULED TIME** because it causes distress to the child as well as inconvenience to the staff. Sometimes, unforeseen delays do occur and if this happens, please let us know as soon as possible. Parents picking up their children after 6:00pm will be first given a verbal warning. Second tardiness will inquire a tardy fee of \$1.00 per child per minute will be charged to your account for every minute beyond your child(ren) program's scheduled time. Payment of tardy fees should be made immediately upon picking up child(ren), but must be paid by next pay term.

PROGRAM:	Daily Fee	Weekly Fee
Morning Care:		\$30
After Care:	\$18	\$90
Registration Fee: Annually \$40.00 per/child		

Child Illness and Injury

We are equipped with first aid kits to handle minor injuries and emergencies. If there is any question that an injury is more serious than our staff is able to handle, we will then make a decision about the next step. In most cases, the parent will be notified before taking actions, however, if the emergency is severe, emergency personnel will be called. It is important that staff have updated contact numbers on your Gull Care Registration Form. If your numbers or contacts have changed since registration, please update your records.

The following chart serves as a guideline in determining if your child is too ill to attend Gull Care or if it is necessary for your child to be picked up promptly from Gull Care. Please note that children with these symptoms cannot comfortably participate in program activities and we cannot allow them to unnecessarily expose other children and staff to illness.

****Please note that if your child is showing signs of any of the following symptoms they may not return to Gull Care for 24 hours after the symptoms have ended****

FLU or FLU-LIKE SYMPTOMS	Fever, dry cough, sore throat, runny or stuffy nose, headache, fatigue, muscle aches, nausea, vomiting or diarrhea
FEVER	A temperature of 100.4 degrees F. May also have cough, sore throat, stiff neck, rash, vomiting, diarrhea, earache, irritability or confusion.
DIARRHEA	Watery, foul- smelling, runny and/or bloody stools
VOMITING	One or more times in the last 24-hour period.
NOSE DISCHARGE	Runny, yellow, greenish mucus accompanied by fever, vomiting and/or diarrhea
EYE DISCHARGE	Thick mucous or pus draining from eye; pink eye (children may return to camp 24 hours after first application of prescription medication).
RASH	An unexplained rash with a fever or behavior change. Child can return to camp if a physician has determined the illness is not a communicable disease

Head Lice

Each year we usually have at least 1 case of head lice at Gull Care. Please check your child's hair on a daily basis. You are looking for small white flecks that are attached to the hair shaft. Head lice looks a lot like dandruff but you can not flick head lice from the hair.

Anyone may contract lice from another person, their clothes, or personal items. Recent research suggests head lice can last from 12-15 hours away from a host. The nits may stay viable up to a month and can be transmitted from fallen hair. Lice hang onto hair fibers and transition from person to person by crawling or falling. Having head lice on your person does not reflect your lifestyle. They do not care whose head they are on, they just want to be warm.

Our policy states that a child who has head lice **can not** come to our program. The hair must be treated with a product that is designed to kill head lice. This may be purchased over the counter at a drug store. All nits must be removed from the hair and you must show an approved note from the school nurse or a doctor stating head lice is no longer present. The Recreation staff reserves the right to check your child for lice and may require them to miss Gull Care if lice are visible.

Medication Policy

To administer any type of medication (prescription or over the counter medications) we must have a signed “Medical Release Form” on file. Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have from the parent/guardian and doctor, written instructions explaining the time and amount of medication to administer to the child.

Medicine will be self administered with the supervision of the Gull Care Director or Lead Coordinator. Please visit the Recreation Office for a Medical Release Form.

Children with Disabilities

If your child requires special assistance because of physical limitations, or if he/she has emotional or behavioral needs, please fill out the “Child Concern Form” located in the Recreation office so that we may better serve the needs of your child.

One-on-one: Inclusion within the Old Orchard Beach Recreation Department means that individuals with disabilities or behavioral needs are welcome to participate in the same recreation programs and activities as their peers. Reasonable accommodations are provided to enable an individual’s successful participation in a program. If your child is placed in a specially designed classroom setting, or the school has assigned an education technician, you must meet with the Assistant Recreation Director to discuss and review our inclusion policy. Your child will not be able to attend until this meeting has been conducted.



Mandated Reporters

In accordance with recreation procedures, as municipal employees & childcare staff, we are mandated reporters. This means that we are mandated by law to report any and all suspicions of child abuse. Abuse can be physical, mental, or verbal.

“Maine law states that certain people must report suspected abuse, neglect or exploitation of an adult if they believe the adult is incapacitated or dependent. Maine law also states that certain people must report to the Department if they know or have reasonable cause to suspect that a child has been or is likely to be abused or neglected.”

-Maine Department of Health and Human Services

Emergency Action Plan

If an emergency occurs all children and staff must remain inside the school building until further notice from the Gull Care Director. Parents must sign out their child with a Recreation Staff member. Depending on the circumstances of the emergency, you may be contacted to pick up your child before our 6:00pm pick-up. The Gull Care Director will make this determination. The above procedure will then be followed.

Fire Drill Procedures

In accordance with our recreation procedures, we will be conducting fire drills periodically. Each room has a fire drill procedure posted near the fire exit. Fire drills are timed and recorded in our computer system. Children are trained to proceed to a specified meeting place in the same manner as if they were evacuating their home. Staff members have daily attendance and will do head counts of children when conducting fire drills.

Discipline Procedures

In order to provide a safe and enjoyable Gull Care experience for everyone, we have established a discipline policy and procedure for children to follow while at Gull Care. The discipline procedure will be followed when a child is misbehaving (i.e. not following directions, using profanity, being disrespectful to others or staff, jeopardizing the safety of others or self, and/or using threatening or bullying behavior).

Phase 1: A verbal reprimand or 'cue' will be given by the staff member to re-direct the child to a more appropriate form of behavior.

Phase 2: The child, under staff supervision, will be removed from the group for a few minutes and will re-join the group when the staff person has determined that they can do so without further disruption.

Phase 3: The Director of Child Care will then be notified. Depending on the severity of the issue, the parent may be contacted at this time.

Phase 4: If a problem persists, parents will be notified and the child will be advised to take a day, or more, away from Gull Care and can possibly be suspended from the program. When possible, we will work with the parent to develop a system of discipline that will work for the child.

****The above procedure will be used when there is a gradual progression of inappropriate behavior. In extreme cases, the Old Orchard Beach Recreation Department reserves the right to establish an appropriated consequence immediately. No refund will be given should your child be removed from Gull Care for any period of time due to disciplinary reasons.****



www.oobrec.com

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