



# OLD ORCHARD BEACH RECREATION

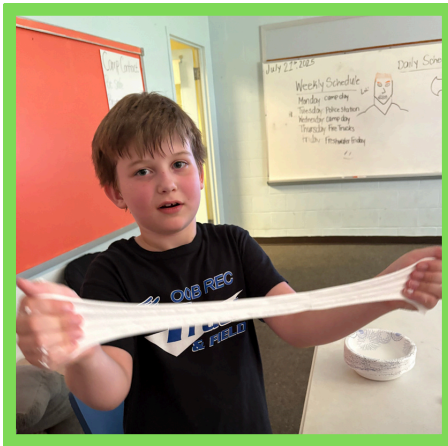
## GULL CARE 2025-2026

### PARENT HANDBOOK





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**We are thrilled to have your child join us for a school year of fun! This handbook is designed to provide you with important information about our child care policies, procedures, and expectations. Please read it carefully and keep it for reference throughout the school year.**

# OUR MISSION...

...is to provide a memorable, safe, fun and quality before & after school program for children within the Old Orchard Beach community. Gull Care is a comprehensive indoor/outdoor educational community based program. This program was developed by the Old Orchard Beach Recreation Department with plans to improve the quality of before and 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 to student ratio. The Recreation Department feels that offering quality child care year-round will strengthen both our families and community.

## RECREATION DEPARTMENT FULL-TIME STAFF

Jason Webber	Recreation Director	<a href="mailto:jwebber@oobmaine.com">jwebber@oobmaine.com</a>
Nikki Duplisea	Assistant Recreation Director	<a href="mailto:nduplisea@oobmaine.com">nduplisea@oobmaine.com</a>
Haley Plante	Wellness, Child Care & Enrichment Coordinator	<a href="mailto:hplante@oobmaine.com">hplante@oobmaine.com</a>
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**For any childcare questions, concerns, or schedule updates, please email [oobchildcare@oobmaine.com](mailto:oobchildcare@oobmaine.com)**

## PROGRAM OVERVIEW

We provide before and after school care for children entering Pre-K thru 5<sup>th</sup> grades. Our morning care program is held at the recreation office at The Ballpark. After school care is held either at Jameson Elementary (pre-k thru 2nd) or at The Ballpark (3rd-5th). Our staff-to-student ratio is approximately 1:10, comprised of experienced high school and college students, as well as local teachers.

Each day features a variety of activity periods that include age-appropriate activities, arts and crafts, games, sports, and much more! Our before & after school child care program has something for everyone! The Gull Care calendar follows the RSU 23 school year calendar, and is available on our website or at our office.

Our program operates for almost 9 months, Monday to Friday, starting on Wednesday, August 27<sup>th</sup> and running (tentatively) through the last day of school, Thursday, June 11th.

**Please keep in mind that we will be closed on holidays and during winter vacation.**

## REGISTRATION AND PAYMENT INFORMATION

Gull Care registrations open in August and continue throughout the school year or until we reach capacity. To guarantee your child's spot, early registration is advisable due to limited space. To register, please submit a completed registration form either in person or via email (online registration is not available) along with a \$40 non-refundable membership fee per child to the Recreation Department. Please make checks payable to the Town of Old Orchard Beach.

**Please keep in mind that being enrolled in Gull Care does not mean to you are automatically enrolled in Early Releases, Vacation Weeks, Full-Day Care days, or any other program that the OOB Recreation Department Offers.**

Financial assistance is available. You can pick up forms at the recreation office or find them online at [www.oobrec.com](http://www.oobrec.com) under the 'FORMS' tab. Applications for financial assistance for gull care are rolling, and will be accepted as long as we have scholarship money. For any inquiries regarding payments, financial assistance, or to set up a payment plan, please reach out to Kira at [kclark@oobmaine.com](mailto:kclark@oobmaine.com)

**Please be aware that if you have an outstanding balance on your account, you will not be able to register for gull care until it has been settled.**

# 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.oobrec.com](http://www.oobrec.com) to create an account if you do not have one. Once you have an account, you **MUST** complete a registration form and a **gull care calendar (see below)** for each child attending the program. Please make sure that we have confirmed you have completed and submitted all 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 the due date listed on the gull care calendar prior to the next month of service. If payment is not received by the due date, your child will not be allowed to attend the program until the payment is made plus a non-negotiable late fee of \$50.00. Be sure all payments are made out to the Town of Old Orchard Beach and state state Gull Care and the child's name in the memo area.



PROGRAM:	DAILY FEE:	WEEKLY FEE:
Morning Care:	N/A	\$40
After Care:	\$20	\$100

For convenience, payment are now made 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. No refunds will be given for days not attended, unless due to weather cancellation (snow days). Late fees commence at 6:00pm on the due date 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 assistance is awarded.

If your account has two or more returned checks, the OOB 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 home 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 costs 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 payments are due.

We will be closing promptly at 6:00pm. It is important that parents pick up their children promptly at their **PROGRAMS' SCHEDULED PICKUP 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 given a verbal warning. A second tardiness will inquire a late fee of \$1.00 per child per minute for every minute beyond your child's scheduled program pickup time. Payment of late fees should be made immediately upon pick up, but must be paid by the next month.



# GULL CARE CALENDARS

Our after school care program offers a daily rate of \$20, with the unique flexibility to build a schedule that works for you. Whether you need care every day, once a week, or just occasionally, we've got you covered. Unlike other programs in the area, we allow families to customize their childcare schedule to fit their individual needs. To ensure we have the appropriate staffing and space, we require that each child has a completed gull care calendar on file. **To ensure that your child is registered for the days that you need care, it is required that you submit a gull care calendar with that dates circled that you need care.**

You can either submit a calendar monthly by the due date listed on the calendar, or you can submit one for the entire year. These calendars also have our early release days, vacation camp days, and full care days so you can register for all the care that you need. Filling these calendars in completely, accurately, and on time is critical; this helps us plan and ensure that your child is registered for every day you need and that have scheduled the appropriate amount of staff to uphold our 10:1 ratio.

## REFUND POLICY

- No refunds will be issued if a camper is dismissed from camp due to behavioral issues.
- Refunds are not provided for absences due to illness or for missed days for any reason. Camp fees are based on a weekly rate, not a daily rate, and we do not offer prorated refunds for partial attendance.
- There may be instances when a field trip location needs to be changed on short notice due to weather conditions or other circumstances. Please note that no refunds will be issued on the day of the trip or after it has taken place. Additionally, we do not offer prorated rates for shortened field trips or activities.
- Refund requests will be considered on a case-by-case basis for extenuating circumstances.

## PARENT COMMUNICATION

We believe that strong communication between child care staff and parents is essential for a successful Gull Care experience.

- **Daily Check-Ins:** If you need to speak with a staff member about your child, please do so at pick-up. For longer conversations, we encourage scheduling a time with the Child Care Director.
- **Emergency Contact:** In case of an emergency, we will contact the parent/guardian immediately using the phone numbers provided on the registration form. **Please make sure these numbers are accurate and up to date. If these numbers change during the school year, please email oobchildcare@oobmaine.com and update them.**
- **Behavior & Incident Reports:** If there is a behavioral or safety concern, parents will be notified when they pick their child up. If the incident is severe enough, they may be required to pick their child up early from Gull Care.
- **Social Media & Website:** Be sure to follow us on Facebook at “**Old Orchard Beach Recreation**” for Gull Care highlights, photos, and important announcements. You can also find important announcements and updates on our website [www.oobrec.com](http://www.oobrec.com)

If you have any questions or concerns, please don't hesitate to reach out to us. You can email us at [oobchildcare@oobmaine.com](mailto:oobchildcare@oobmaine.com). We look forward to keeping you informed and engaged throughout the school year!

# CHILD CARE HOURS, PROCEDURES & LOCATIONS

## HOURS OF OPERATION:

**Morning Care Hours: 6:45am - 8:00am**    **Location:** OOB Rec Office at The Ballpark

Please note that morning care has a minimum enrollment of 10

**After Care Hours: dismissal until 6:00pm**

**Locations:** Jameson Elementary--Pre-K thru 2<sup>nd</sup> grades  
OOB Rec Office at The Ballpark--3<sup>rd</sup> thru 5<sup>th</sup> grades

## Pick-Up Procedures:

**After School:** Our staff will sign each child into gull care every day. When you pick up your child, please be sure to sign your child out by texting or calling the Gull Care Pick-Up phone number. We are in two locations--if your child attends **Jameson Elementary**, please use **(207)205-6160**; if your child attends **Loranger Memorial**, please use **(207)590-6825**--include your name, the child's name, and a vehicle description. **These phone numbers are for gull care pick-up only. 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-up your child. Any individual may be asked to show proof of identification during the check-out process. Please note that pick-up for gull care at Jameson is located to the left of the school, not the main entrance. When you face the front of the building there is a walk-way area to the left. If you are picking up at The Ballpark, please park in front of the building. 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 transition time between school and Gull Care.**

**CUSTODY ISSUES:** In situations involving separated or divorced parents, or other special circumstances where visitation rights have been denied to one parent or guardian, it is essential to have court or official documents on file that prevent that individual from picking up the child from our program. Please inform us of this as soon as possible.

## A TYPICAL AFTERNOON AT GULL CARE

At 2:15pm, Jameson students are picked up right from their classroom by gull care staff members. Loranger students are picked up at dismissal from their classroom as well by staff members, before walking down to The Ballpark as a group. We will bus Loranger students to The Ballpark during inclement weather, including rain, snow, extreme heat or cold.

Once at Gull Care, we have a snack! We provide one snack for each child daily, or you can pack your own. Once snack is over and areas are cleaned, we break out into activities. We offer a building option, a craft option, a STEM option, all designed with a specific week theme based on student interest.

Our older kids who have homework will be 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 hot/cold days, the kids will stay inside for all activities. On nicer days, we do offer an outside options, so please make sure your child is dressed appropriately. Your child will remain in activities until you pick them 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 will only remain open until 2:00pm.**

**There will be no morning care on days with a 2-hour delay due to weather.**

**ALL CARE IS CLOSED ON SNOW DAYS!**

# CHILD ILLNESS & 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 information on your Gull Care Registration Form.** If your numbers or contacts have changed since registration, please update your records.

If your child is sick with a fever (above 100 degrees), suffering from diarrhea or vomiting, please keep him/her at home for at least 24 hours to be sure he/she is well enough to keep up with the fast pace of Gull Care. If a child becomes ill while they are at Gull Care, we will contact you to come pick up your child. If you need to reach the Recreation Department, please call us at 207-934-0860.

## HEAD LICE POLICY

Every school year, we typically encounter at least one case of head lice at Gull Care. We kindly ask that you check your child's hair daily for small white flecks attached to the hair shaft, as head lice can closely resemble dandruff. Unlike dandruff, you cannot simply flick head lice away.

Anyone can catch lice from another person, their clothing, or personal belongings. Recent studies indicate that head lice can survive for 12 to 15 hours away from a host, while nits can remain viable for up to a month and may be transmitted from fallen hair. Lice cling to hair fibers and spread from person to person by crawling or falling. Having head lice does not reflect your personal hygiene; they simply seek a warm environment.

According to our policy, any child with head lice cannot participate in our program. The affected hair must be treated with a product specifically designed to eliminate head lice, which can be purchased over the counter at drugstores. All nits must be completely removed from the hair before your child can return to camp. **The recreation staff reserves the right to inspect your child for lice and may require them to miss Gull Care if lice are found.**

## MEDICATION POLICY

In order to administer any type of medication (prescription or over the counter medications) we must have a signed “**Permission to Administer Medication**” form on file. These forms can be found on our website or picked up at our office.

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.

## CHILDREN WITH SPECIAL NEEDS

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 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

**Reports regarding suspected child abuse or neglect must be made immediately by telephone to the Maine Office of Child and Family Services at 1-800-452-1999.**

## PHOTOGRAPHY & MEDIA RELEASE POLICY

As part of our program experience, we frequently take photographs of children participating in various activities. These images may be used on our website, social media pages, and other marketing materials to showcase our programs. If you **do not** want your child to be photographed, you must complete and sign the **Photography Waiver** included within the registration form. It is the responsibility of the parent/guardian to ensure this is signed prior to the start of Gull Care.

By completing and turning in the registration form **without** signing the waiver clause, you acknowledge and consent to your child being photographed and those images being used for promotional purposes.





# EMERGENCY ACTION PLAN

**On-Site Procedure:** If an emergency occurs while kids are at either Gull Care location, all children and staff must remain inside the school building until further notice from either the Director of Recreation or the Gull Care Director. Parents must sign out their child with the Gull Care Director. Depending on the circumstances of the emergency, the Gull Care day may be shortened or lengthened.

**Off-site Procedure:** If an emergency occurs while children are on a field trip, all kids and staff will remain at the field trip location until it is possible for the group to return safely. The Director of Recreation or the Child Care Director will make this determination. The above procedure will then be followed.

If communication between the Child Care Coordinators and the Recreation Department is not possible, the Child Care Coordinators will make the decision that will best suit the situation.

## 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.



# POSITIVE GUIDANCE & SUPPORT POLICY

Our staff use positive child guidance methods to encourage self-control, independence, self-esteem, and cooperation. We recognize that each child is unique, and we strive to accommodate their individual needs. We believe that rules, expectations, and limits should be applied consistently and communicated in a clear, age-appropriate manner.

If your child has any medical concerns, behavioral concerns, mental health considerations, or other needs that you would like us to be aware of, please complete a **Child Concern Form**. This form is available on our website or can be picked up at our office.

All participants are expected to adhere to the following guidelines to ensure a safe, respectful, and enjoyable summer camp environment for everyone:

- Respect & Courtesy - Participants must be courteous, respectful, and follow staff directions at all times
- Cooperation- Conflicts should be resolved in a positive manner by working cooperatively with staff and fellow participants.
- Physical Safety- Any form of physical aggression (pushing, shoving, hitting, etc.) is strictly prohibited. Violations may result in an immediate one-day suspension or expulsion from program.
- Appropriate Behavior- Verbal assaults, foul language, inappropriate discussions, gestures, or any actions that compromise the safety and well-being of others will not be tolerated.
- Bus safety- Participants must follow all bus safety rules while riding the bus to and from summer camp activities. We will have a bus safety day at the beginning of summer camp where will go over the expectations and bus safety rules.
- Supervisions & Group Cohesion- When in public spaces, participants must remain with their assigned group at all times.

Failure to follow these expectations may results in disciplinary action (see next page). Thank you for helping us maintain a safe, happy, and positive summer camp experience for all.





# OOB RECREATION GULL CARE DISCIPLINARY PROCEDURES

In order to provide a safe and enjoyable experience for everyone, we have established the following disciplinary policy and procedure for participants to follow at Gull Care.

The disciplinary procedure will be followed when a child is misbehaving (i.e. not following directions, exhibiting profanity, being disrespectful to other children 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 then the staff person has determined that they can do so without further disruption.

**Phase 3:** The Child Care Director 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 appropriate consequence immediately.**

**NO REFUND WILL BE GIVEN SHOULD YOUR CHILD BE REMOVED FROM GULL CARE FOR ANY PERIOD OF TIME DUE TO DISCIPLINARY REASONS.**

**By registering for our child care program, you acknowledge that you have completely reviewed the procedures, expectations, and policies outlined in our OOB Recreation Gull Care Parent Handbook. We hope this handbook addresses any questions you may have had about our child care program. If you have further questions or concerns after reading this handbook, please feel free to reach out via email at [oobchildcare@oobmaine.com](mailto:oobchildcare@oobmaine.com) or call the recreation office at 207-934-0860, and we will be happy to assist you.**