B & A HOURS:

**LONGFELLOW**
Ocean Ave.
Presumpscot
East End
Riverton

**Reiche**
Lyseth
Rowe (formerly Hall)

**DROP-OFF:**
6:30AM
**Pick-Up By:**
5:30PM

**EXTENDED**
Hours:
5:31PM-6:00PM

**B & A FEES:**

**BEFORE SCHOOL**

<table>
<thead>
<tr>
<th>1 DAY</th>
<th>2 DAYS</th>
<th>3 DAYS</th>
<th>4 DAYS</th>
<th>5 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6</td>
<td>$12</td>
<td>$18</td>
<td>$24</td>
<td>$25</td>
</tr>
</tbody>
</table>

**Peaks Island**
(PM only)

<table>
<thead>
<tr>
<th>1 DAY</th>
<th>2 DAYS</th>
<th>3 DAYS</th>
<th>4 DAYS</th>
<th>5 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$19</td>
<td>$38</td>
<td>$57</td>
<td>$76</td>
<td>$95</td>
</tr>
</tbody>
</table>

**AFTER SCHOOL**

<table>
<thead>
<tr>
<th>1 DAY</th>
<th>2 DAYS</th>
<th>3 DAYS</th>
<th>4 DAYS</th>
<th>5 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$17</td>
<td>$34</td>
<td>$55</td>
<td>$72</td>
</tr>
</tbody>
</table>

**AFTER SCHOOL w/ Wednesday**

<table>
<thead>
<tr>
<th>1 DAY</th>
<th>2 DAYS</th>
<th>3 DAYS</th>
<th>4 DAYS</th>
<th>5 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$17</td>
<td>$34</td>
<td>$51</td>
<td>$68</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Early release Wednesday must be signed up for with the addition to two other afternoons.

**INCLUSION PARTICIPATION**

For information about how children with disabilities needing an accommodation for participation, please call Jon Call at 874-8873.

**HERE ARE JUST A FEW OF THE FUN ACTIVITIES AT REC!**

- Organized Group Games, such as: Kickball, Baseball, Flag Football, Tag Games, various dodgeball games, basketball, etc.
- Circle Games & Nature Games
- Coloring, Drawing & Painting
- Various Arts & Crafts
- Board Games, Card games, Legos
- Fort Building
- Free Time Outside on the Playground
- Holiday Parties
- And more!!

**ARTWORK MADE BY KIDS IN B&A CARE!**

**HOURS:**

- **6:30AM-6:59AM**
- **7:00AM-5:30PM**
- **6:00PM-6:59PM**

**B & A Hours:**

**2019 - 2020**

**PORTLAND**

**PARKS, RECREATION & FACILITIES**

212 Canco Road Suite A Portland, ME 04103

**EMAIL:** recreation@portlandmaine.gov

**PHONE:** 207-808-5400  **FAX:** 207-808-5400

**HERE ARE JUST A FEW OF THE FUN ACTIVITIES AT REC!**

- Organized Group Games, such as: Kickball, Baseball, Flag Football, Tag Games, various dodgeball games, basketball, etc.
- Circle Games & Nature Games
- Coloring, Drawing & Painting
- Various Arts & Crafts
- Board Games, Card games, Legos
- Fort Building
- Free Time Outside on the Playground
- Holiday Parties
- And more!!

**INCLUSION PARTICIPATION**

For information about how children with disabilities needing an accommodation for participation, please call Jon Call at 874-8873.

**HERE ARE JUST A FEW OF THE FUN ACTIVITIES AT REC!**

- Organized Group Games, such as: Kickball, Baseball, Flag Football, Tag Games, various dodgeball games, basketball, etc.
- Circle Games & Nature Games
- Coloring, Drawing & Painting
- Various Arts & Crafts
- Board Games, Card games, Legos
- Fort Building
- Free Time Outside on the Playground
- Holiday Parties
- And more!!

**FEES:**

- **2nd child receives a 10% discount.**
- **Extended hours not included.**
- **Snack is provided in Aftercare.**

**HOW TO REGISTER FOR B&A CARE, VACATION CAMPS & SNOW DAYS:**

**BEFORE & AFTER CARE:**

From July 8, 2019 - August 23, 2019 you can register yourself with our online portal! Please visit: register.communitypass.net

After August 23rd, you'll need to register through the office on 212 Canco Road in Portland.

**VACATION CAMPS:**

All registrations for February and April Vacation will be done through the office. Please stop in, call, or email to register.

**SNOW DAYS:**

Cost Per Day - $35 per child for regular camp hours.

Snow Day Hours: 7:00am - 5:30pm

**CALL OUR CANCELLATION LINE FOR INFORMATION:**

207-756-8130

Portland Recreation will make every effort to provide camp at Riverton Community School on snow days. The decision to hold camp or not is based on the safety of your child and our staff.

**TO MAKE SCHEDULE CHANGES:**

All schedule changes for B&A Care, Vacation Camps, and Snow Days will be done through the office. Please stop in, call, or email to make any changes. The first 3 changes to a child's attendance schedule after October 1, 2019 are free. After that, parents will incur a $10.00 charge for each subsequent change.

**FEE WAIVER INFO:**

Before and After the Bell is fee waiver eligible, but fee waivers are limited for each site and assigned on a first-come, first-served basis.

If you are in need of financial assistance, Portland Recreation urges you to apply for a fee waiver. After receiving your letter determining the level of assistance, you can apply for Before and After the Bell and secure your child a spot! Fee waivers need to be applied for each year beginning in January with your tax information from the previous year.

Fee waivers are valid April 16, 2019 - April 15, 2020.

Fee waiver applications can be found on our website: www.portlandprf.com under "Programs" and then "Applications and Registrations."
Before & After The Bell
Registration 2019 - 2020

DATE: ___________________________________________________

SCHOOL: (CIRCLE ONE)
          Riverton          Lyseth          Longfellow          Rowe          Presumpscot
          East End          Reiche          Ocean Ave.          Peaks Island (PM care only)

NAME OF CHILD(REN): PLEASE PRINT

1.) ___________________________________________________________  Male / Female: _________  Grade: _________  DOB: _________  Age: _________

2.) ___________________________________________________________  Male / Female: _________  Grade: _________  DOB: _________  Age: _________

3.) ___________________________________________________________  Male / Female: _________  Grade: _________  DOB: _________  Age: _________

SCHEDULE: (PLEASE CIRCLE ALL DAYS YOU ARE REQUESTING CARE)

** NOTE: IF WEDNESDAY AFTERNOON IS NEEDED YOU MUST PICK 3 AFTERNOONS PER WEEK.**

BEFORE SCHOOL CARE:

Monday  Tuesday  Wednesday  Thursday  Friday

AFTER SCHOOL CARE:

Monday  Tuesday  "WEDNESDAY"  Thursday  Friday

EXTENDED BEFORE SCHOOL CARE:

EXTENDED MORNINGS ARE AT Rowe (FORMERLY HALL), Lyseth, and Reiche. DROP-OFF IS FROM 6:30 - 7:00 AM.

Monday  Tuesday  Wednesday  Thursday  Friday

EXTENDED AFTER SCHOOL CARE:

EXTENDED AFTERNOONS ARE AT Longfellow, East End, Riverton, Presumpscot, AND Ocean Ave. PICK-UP IS FROM 5:30 - 6:00 PM.

** NOTE: IF CHILDREN ARE PICKED UP AFTER 6:00 PM YOUR ACCOUNT WILL BE CHARGED $1 PER MINUTE.**

Monday  Tuesday  Wednesday  Thursday  Friday

** NOTE: EXTENDED HOURS COST IS $2 PER MORNING AND $2 PER AFTERNOON PER CHILD. THIS IS NOT FEW WAIVER ELIGIBLE.**

WHAT LANGUAGE DOES YOUR FAMILY SPEAK MOST FREQUENTLY AT HOME?

Parent / Guardian Name: ___________________________________  Parent / Guardian Name: ___________________________________

Address: _________________________________________________  Address: _________________________________________________

E-mail Address: ___________________________________________  E-mail Address: ___________________________________________

Phone: __________________; __________________; __________________  Phone: __________________; __________________; __________________

I hereby give permission for my child(ren) to participate in the City of Portland Recreation Division’s Before and After the Bell REC Program. I am aware that learning or participating in the above activity can be an activity involving risk of injury, including serious injury. I fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to his/her property occurring during or arising out of participation out of said program. To the fullest extent permitted by law, I do hereby agree to assume all risk of injury, harm or damage to his/her person or property (including but not limited to his/her property caused by negligence of the City of Portland, its agents, officers or employees) arising during or in connection with said program, and I do hereby release and agree to indemnify and hold harmless the City of Portland, its agents, officers and employees from any and all liability, actions, damages and claims of any kind and nature whatsoever (including but not limited to his/her property caused by negligence of the City of Portland, its agents, officers or employees) for injury, harm or damage to his/her property that may arise or occur during or in connection with said program.

LIABILITY RELEASE SIGNATURE OF PARENT/GUARDIAN:

X____________________________________Date:______________________________
Child(ren’s) Name:_________________________________________________School:___________________

Fee Schedule:
2nd child receives a 10% discount. Extended hours not included.

Before School:                          5 days = $25               4 days = $24               3 days = $18               2 days = $12               1 day = $6

After School with Wednesday:                      5 days = $84               4 days = $72               3 days = $55                       N/A                             N/A

After School without Wednesday:                      N/A                        4 days = $68               3 days = $51               2 days = $34               1 day = $17

Peaks Island (PM only)            5 days = $95               4 days = $76               3 days = $57               2 days = $38               1 day = $19

Longfellow, East End, Riverton, Presumpscot and Ocean Avenue
Morning drop-off starts at 6:30 AM. Afternoon pick-up is by 5:30 PM (Extended after school hours are available until 6:00 PM for $2 per day.)

Rowe (formerly Hall), Reiche and Lyseth
Morning drop-off starts at 7:00 AM. (Extended before school hours are available at 6:30 AM for $2 per day.) Afternoon pick-up is by 6:00 PM.

Payment Method:
We are able to withdraw weekly payments from your Visa, Mastercard, Amex, Discover or checking account. If your balance is over two weeks past due, we hold the right to withdraw your child(ren) from our program(s) until the balance is paid off.

Payment Options: Please choose one.

1.) Credit/Debit Card (Visa, Mastercard, Amex, or Discover):
Card # ________________________________________________________ Exp. Date: _______/_______  CVV #: ________________
Name on Card: ___________________________________ Phone: __________________ Email: _______________________________
Address for Card: _______________________________________________ State: ___________ Zipcode: _______________________

2.) Checking Account:
Bank Account #: _______________________________________________ Routing #: _______________________________________
Name of Bank: ______________________________________ Name on Account: ___________________________________________
Address: ______________________________________________________ State: ___________ Zipcode: _______________________

3.) Fee Waiver through Portland Parks, Recreation and Facilities:
Failure to consistently attend Before & After the Bell will result in your child(ren) removal from the program.
Please circle which waiver level you were approved for in 2019/2020. FULL LEVEL A LEVEL B
(90% cost covered) (50% cost covered)
If you are a Level A or Level B fee waiver you must provide payment information with your registration. You will not be registered for Before & After the Bell until payment information is received. Fee waiver spots are filled when a complete registration packet is received, beginning July 9, 2018.

4.) ASPIRE / TANF / CCSP will be covering the cost of my child to attend.
This cannot be used in combination with a fee waiver. A signed release form is needed if choosing this option. Parents/Guardians are responsible for any assigned Parent Fees* from DHHS.
Please circle who is covering your cost.

ASPIRE TANF CCSP
Client Social Security #:________________________________ or Client ID #: ___________________________________________
*If assigned a parent fee by DHHS you are required to inform Portland Recreation of this amount and must provide payment information.
Emergency Contact Information:

**Note:** Parents/Guardians will be contacted first. Emergency Contacts are used when parents/guardians cannot be reached.

Name: ___________________________ Phone: ______________________ Relationship: ___________________

Please list other individuals who are authorized to pick up your child (ren):

Name: ___________________________ Phone: ______________________ Relationship: ___________________
Name: ___________________________ Phone: ______________________ Relationship: ___________________
Name: ___________________________ Phone: ______________________ Relationship: ___________________

Permissions:

(Please initial each permission AND circle your answer.)

Yes or No Photographs: The Department of Recreation may take pictures or videos of participants at our programs, activities or special events. Please be aware that pictures may appear in future promotional materials, including our brochure. Portland Recreation staff has permission to post photos on our recreation website & recreation social media (such as Instagram & Facebook).

Yes or No I would like my child(ren) to be given snack in the after school program.

Yes or No Are there any court imposed restrictions concerning your child(ren)? If yes, please attach all pertinent court papers with this registration form.

Participation of Individuals with Disabilities

The City of Portland Parks, Recreation and Facilities Department is committed to providing interested participants equal opportunities in and access to its recreation programs. The Department, as part of its mission, provides inclusive programming in an open and welcoming atmosphere.

Qualified individuals with a physical or mental disability are encouraged to request reasonable accommodations to allow them to participate in public programs and services provided by the Department. The Department will make reasonable accommodations for qualified individuals with disability, so long as the accommodation does not fundamentally alter the nature of the program, pose a direct threat to others, or otherwise impose an undue burden on the City.

Qualified individuals with a disability seeking and accommodation in order to participate in Department programs will be asked to complete a questionnaire in order to determine appropriate accommodations.

Yes or No My child _____________________ needs a modification because of a disability to enjoy this program. (If Yes, please request and complete the Inclusion Intake Form to help us plan for your child’s needs. Inclusion Intake Forms can be found at the office on 212 Canco Road in Portland or by emailing recreation@portlandmaine.gov) Once the Inclusion Intake Forms are submitted the Department has up to 10 business days to process.

Medical and Behavioral Consideration:

If you have multiple children, please indicate which child you are referring to.

Please list any allergies (include food): ________________________________________________________________

Please list any medications taken at home and how they are administered: _______________________________________________

______________________________________________________________________________________________________________

Is there any additional information we should know about your child(ren)?:

______________________________________________________________________________________________________________

______________________________________________________________________________________________________________

I give permission for emergency medical treatment to be given to my child(ren), in case I cannot be reached by phone:

Parent/Guardian Signature: ___________________________ Date: ___________________________
Payment Authorization Plan – Please read and sign:

I AUTHORIZE THE City of Portland, Recreation & Facilities Department to automatically withdraw funds owed to them from my account for services rendered as per the signed contract fee for the Before & Aftercare Program. Fees include; program fees, late fees, snow camp fees, vacation fees and overdrafts fees.

These fees will be charged to my next scheduled payment date. If this occurrence takes place on Friday, it will be charged to the following weeks scheduled payment.

- Late payment fee / $20.00
- Late pick up fee / $1 per minute past pick up time.
- Non-sufficient funds / overdraft fees / $25.00
- Snow Camp / $35.00
- Vacation Camp / $140 wk
- Program fee / varies based on sign up

Initial each box:

☐ I understand the account withdrawal will automatically occur unless Portland Recreation receives proper notification of child care changes. Automatic withdrawals will be for 38 weekly payments, each Friday beginning August 31, 2018 through June 7, 2019. I understand that weekly payments will be suspended on the following Fridays: 12/20/2019, 2/14/2020 and 4/17/2019 unless I enroll my child in vacation camp.

☐ I understand if my payment source is ASPIRE/TANF/CCSP I am responsible for all parent fees and bank account information must be included in this application..

☐ I understand that this agreement may be terminated by me at any time with a two week written or verbal notification to the Recreation Office at 212 Canco Road, 207-808-5400 or recreation@portlandmaine.gov and NOT AT THE SCHOOL SITE. I understand that if I fail to give a two week notice I am obligated to pay two weeks’ worth of tuition past the last day of my child's attendance. I understand that if my child stops coming to the Before and/or After School REC program and the Recreation Office is not notified, NO REFUND WILL BE GIVEN and I will be charged the weekly tuition.

☐ I also understand this agreement may be terminated with cause by the City of Portland Parks, Recreation and Facilities Department at any time without any notice.

☐ I understand that the first three changes in my child’s attendance schedule are free. After that, I will incur a $10.00 charge for each subsequent change.

Parent/Guardian Signature:_____________________________________________________Date:__________________
Participant Rules, Guidelines, and Code of Conduct

The City for Portland’s Parks, Recreation & Facilities Department is dedicated to providing safe programs, parks, pools and facilities. We pledge to do all we can to make participation safe and enjoyable. Participants in our programs can help the City provide a safe and enjoyable environment by treating others with respect and following Participant Rules, Guidelines, and the Code of Conduct.

- Participants must be able to participate independently or with reasonable accommodations/modifications.
- Participants must be age appropriate for the particular program for which he/she is registered.
- Participants must be able to take and follow directions and instruction from a staff person.
- Participants must interact and participate in a manner that is physically and emotionally safe for themselves and others.
- Participants must be able to maintain personal care without the support of recreation staff.
- Participants must be able to stay with his/her assigned group.
- Participants must respect others (listening and following directions; using appropriate language; keeping hands and feet to self).
- Participants must maintain self-control (anger management) and follow the Parks, Recreation & Facilities Departments Behavior Rubric. Please review the Behavior Rubric for our behavioral guidelines.

I have read and understand the above Rules, Guidelines and Code of Conduct. By signing below, I am stating that I understand that I /the Participant or my child as the Participant, must abide by all of the above requirements. I understand that the Parks, Recreation & Facilities staff reserve the right to discuss with me any questions or safety concerns they may have about my use of the program or my child’s use of the program. I understand the City of Portland may remove me or my child from the program if I/the Participant or my child as the Participant, violate the above rules or it otherwise becomes unsafe for me or my child to participate.

Print Name: ___________________________________________ Date: __________________

Signature: ________________________________________________
## Behavior Rubric

**Behaviors** | **First Offense** | **Second Offense** | **Third Offense**
--- | --- | --- | ---
**Disruptive Behavior**  
Includes: Interrupting  
Failing to follow directions  
Inappropriate language or noises  
Other behaviors that interfere with the functioning of the group | • Up to five minutes break from activity  
• Process with the child why the behavior is inappropriate  
• Parent is informed by staff | • Sees site leader to process behavior  
• Misses activity with the group  
• Parent is informed by site leader | • Behavior Plan is reviewed to change as necessary
**Verbal Abuse**  
Includes: Teasing, Swearing  
Name calling  
Putdowns  
Gossiping and rumors  
Other behaviors which harm the feelings of others | • Up to five minutes break from activity  
• Process with child why behavior was inappropriate  
• Parent is informed by staff | • Sees site leader to process behavior  
• Misses activity with the group  
• Calls parent to report behavior, when it is age appropriate | • Sees site leader  
• Calls parent to report own behavior  
• Site leader, parent and recreation supervisor meet to develop a behavior plan
**Physical Aggression**  
Includes: Pushing  
Shoving  
Spitting  
Slapping ("light" hitting with opened hand or closed hand) other participants and staff  
Theft | • Break from activity to process behavior  
• Calls parent to report own behavior, when it is age appropriate | **Recreation program terminated** | **Recreation program terminated**
**Severe Threat of Bodily Harm or Property Damage**  
Includes: Hitting hard with open hand or fist (closed hand)  
Shoving, kicking, punching  
Biting, spitting or other harmful physical behavior  
Throwing furniture  
 Destruction or defacing property and program supplies/equipment  
Elopement and leaving the group and/or the activity site | **Recreation program terminated** |  |  
**Use of an Object as Weapon/Misuse of Drugs Including Medications and Alcohol**  
Includes: knives, bats, guns or anything that can be used as a weapon towards others. Illicit substances i.e., medications/drugs, including prescriptions and alcohol. |  |  |  
**Serious Harassment/Bullying**  
Includes: Sexual harassment  
Civil rights violations  
Bullying including Cyber bullying  
Sexting  
Inappropriate sexual behavior  
Intolerance of others’ differences in language/actions | **Recreation program terminated** |  |  

Updated 6/11/19