

FEE WAIVER INFORMATION

PLEASE APPLY FOR THE FEE WAIVER **NOW** IF YOU HAVEN'T ALREADY DONE SO WITH YOUR 2010 W-2'S.

DO NOT WAIT FOR AUGUST 3RD. THIS WILL ONLY HOLD UP YOUR REGISTRATION PROCESS.

- A. FEE WAIVERS ARE LIMITED FOR EACH PROGRAM. WE URGE YOU TO APPLY EARLY IN ORDER TO SECURE A SPOT. *
- B. YOU MUST BE A CITY OF PORTLAND RESIDENT TO APPLY FOR A FEE WAIVER.
- C. FEE WAIVERS MUST BE APPROVED BEFORE REGISTRATIONS WILL BE ACCEPTED.
- D. NOT ALL PROGRAMS ARE FEE WAIVER ELIGIBLE.

For more information or to receive a Fee Waiver application, please call 207-756-8275 or visit our website at www.portlandmaine.gov/rec/rec.asp

If you have any questions about the Fee Waiver Application, please contact Keith Hansen at 207-756-8275 or kh@portlandmaine.gov

Fee Waiver applications will not be considered unless all requested paperwork is provided.

* Receiving a fee waiver **DOES NOT** automatically secure you a spot in our program. Each program is allotted so many fee waiver slots. When those slots are filled, you will be added to a wait list.

PLEASE APPLY EARLY!

PAYMENT POLICIES

Our program has grown enormously since its inception. Many sites fill to capacity and have wait lists. We manage over 500 accounts. To streamline our payment process, you have the option of having us directly debit your checking or savings account (ACH) or use a credit card. You can also choose weekly or monthly payments. In choosing a payment option, we prefer ACH as we are not charged additional bank fees. **Also, if your Visa or MasterCard credit or debit card is ever canceled, it will not affect your payments with us.** If you have any questions, please call our office at 756-8275.

Enrollment is done on a first-come, first-serve basis. **If your child discontinues the Before or After School program and the Recreation Office (756-8275) is not informed, NO REFUND WILL BE GIVEN.**

Weekly Payments ~ Payment is expected on each Friday prior to the week of service **even if your child does not attend.** Monthly Payments ~ Payment is expected on the first Friday of each month of service **even if your child does not attend.**

Non-sufficient funds will result in a \$25 per transaction service charge to your account.

When you register your child any time after the start of the 2011-12 school-year, please allow five business days for processing the application.



REGISTRATION BEGINS...

WEDNESDAY, August 3, 2011 AT 7:00 A.M.

Registration packets received prior to Wednesday, August 3rd will be returned.

Our program is located at the following schools: East End School & Community Center, Hall School, Longfellow School, Lyseth School, Ocean Avenue School, Presumpscot School, Reiche School & Community Center, Riverton School & Community Center

For additional forms, please visit our web site at: www.portlandmaine.gov/rec/rec.asp

You may register in person at our office, by mail, by fax or by email.

WE DO NOT DO PHONE REGISTRATIONS

NEW THIS YEAR...

EXTENDED PROGRAM HOURS

We are excited to announce extended program hours for our parents this year. The cost is an additional \$10/wk for Before or After extended hours or \$20/wk for both. Please indicate on your registration form if you would like the extended hour. Extended hours are NOT fee waive eligible.



Extended Before School hours begin at 6:30 a.m.
Extended After School hours end at 6:00 p.m.

PLEASE REFER TO THE FEE CONTRACT FOR PROGRAM FEES.

REGULAR PROGRAM HOURS

- Before School begins at 7:00 a.m. (The Before School Program begins on the first day of school and ends on the last day of school.)
- After School ends at 5:30 p.m. (The After School Program begins on the first day of school and ends on the last FULL day of school.)
- Early Release Wednesdays begin at 2:00 p.m. **You must be signed up for at least 3 afternoons a week in order to take advantage of the early release Wednesdays.**
- **LATE PICK-UPS**



After 5:30 p.m. or for extended hours, after 6:00 p.m. there is a \$1.00/minute per child additional late fee charged. Fee waiver eligibility **does not apply** to late fees.

- **SNOW DAYS INFORMATION**
Place: Riverton Community School
1600 Forest Avenue

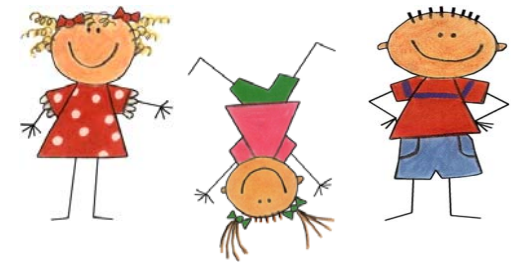
Time: 7:00 a.m. – 5:30 p.m.

Cost: \$35 to be paid when child is signed in
Portland Recreation Division will make every effort to provide camp on snow days. The decision whether to have camp or not is based on the safety of your child and the Recreation Staff. Cancellation of our programs will be announced on our cancellation hotline 756-8130, by email, Facebook or local television stations.

City of Portland
Recreation Division

2011-2012
Before & After
School Program

Portland
Recreation



City of Portland
Department of Recreation & Facilities
Management
134 Congress Street
Suite 2
Portland, ME 04101
Phone: 207-756-8275
Fax: 207-756-8279
Email: vla@portlandmaine.gov

Enjoy Portland for Life!

- **PHILOSOPHY**

For 35 years, the Recreation Division has been a provider of quality before and after school recreation.

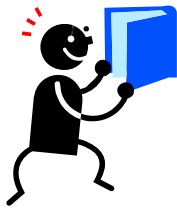
This program provides a safe, engaging, and nurturing environment for families requiring quality child care for before school and after school. We create an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and enjoyable setting. Our program, offered by Portland Recreation, provides parents with a safe, convenient, reliable, and affordable out-of-school time program for their children. The programs maintain clear policies and procedures and actively encourage and welcome open communication and parent involvement. We have many community partners who provide enriching programs for each site as well. To achieve our goal, we hire qualified individuals who have both technical skill and respect for children.

- **FUN IN NATURE**

This will be Maine Audubon's 17th year providing outdoor educational enrichment in our After School program. They bring professionally trained staff to each site and encourage children to explore and appreciate their natural environment. In addition,

- **READING AND LITERACY**

The Portland Public Library is partnering again with us this year to provide a literacy element to our program. They loan age-appropriate books to each site for a two-week rotation. The children have the opportunity to read to each other or silently to themselves. We also partner with the Portland Seadogs for a "Read Your Way to Opening Day" program. Children who read a predetermined number of books/chapters receive free tickets to opening day.



- **HEALTHY SNACK PROGRAM**

Thanks to the generosity of Hannaford Brothers we partner with them to provide a free healthy snack for every child in our After School program.

- **KINDNESS & RESPECT AWARDS**

At each site the Recreation Staff will choose a boy and a girl to receive the Kindness & Respect Award based on their positive attitudes and actions in the program. Each month the winners will be announced at a recreation program meeting where each recipient will be recognized by staff members and their peers. An award ceremony will be held in June where we will honor all of the children that were selected each month. The winners immediate families will be invited to join in the celebration.

- **PHYSICAL FITNESS**

We are pleased to announce we have received grant money to fund the position of a part time activity specialist. Their role will be to assist with the implementation of a policy to have a minimum of thirty minutes of physical activity at each after school recreation site to help combat childhood obesity. We will reinforce physical fitness and incorporate nutritional information about our healthy snack program.

- **BIG BROTHERS/BIG SISTERS**

This is a voluntary program that will pair children in the After School Recreation Program with local high school or college students. The big brothers and big sisters will come to the After School Program site and spend time with his/her little brother or little sister. This program is supervised by our site coordinators. Last school year we matched more than 50 children. Big Brothers/Big Sisters is committed to making a positive difference in the lives of children, focusing on prevention, primarily through professionally supported one to one relationships with volunteers, enriching their lives and our community. Look for more information on this exciting opportunity for your child when the After School Program begins.

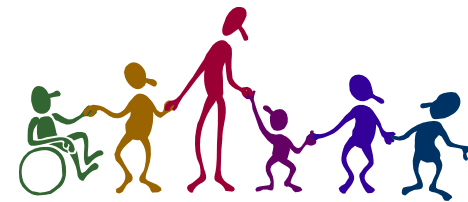


- **OUR RECREATION STAFF**

We hire the highest qualified Staff for our program. We provide them with ongoing training to assure that we bring sensitivity, creativity, responsibility and safety to the program and the children in it. Additionally, each staff person brings his/her own special skills and abilities to share with your child. For the safety and well-being of your children, all of our staff have passed a background check.

- **THANK YOU PARENTS!**

The success of our program relies on the involvement of both staff and parents. We encourage parents to make suggestions and give us feedback at any time. Parents are also encouraged to visit the program at any time and take part in ongoing activities. Communication between parents and staff is a vital component of a successful program. To keep you updated on program news and your child's progress in the program, we encourage you to discuss your child's needs and interests with members of the staff, and, in the same spirit, our staff will discuss any concerns or anecdotes about your child with you. By keeping our lines of communication open, we feel we can ensure that the needs of each child are being met.



- **NON-DISCRIMINATION POLICY**

Portland Recreation provides its services, programs and activities to all children and families without regard to race, color, gender, sexual orientation, physical or mental ability, religion, ancestry or national origin. The City provides reasonable accommodations to qualified individuals with special needs upon request.

- **VACATION CAMPS**

Vacation Camps are located at Riverton Community Center, 1600 Forest Avenue.

- **4-DAY DECEMBER VACATION CAMP**

Dates: December 27-30, 2011

7:00 a.m. – 5:30 p.m.

\$135 OR \$35 per day

- **4-DAY FEBRUARY VACATION CAMP**

Dates: February 21-24, 2012

7:00 a.m. – 5:30 p.m.

\$135 OR \$35 per day

- **4-DAY APRIL VACATION CAMP**

Dates: April 17-20, 2012

7:00 a.m. – 5:30 p.m.

\$135 OR \$35 per day

- **HOLIDAYS**

As school is not in session, we do not provide Before and After School Recreation on the following days and holidays:

Monday, September 5, 2011 - Labor Day

Monday, October 10, 2011 - Columbus Day

Friday, November 11, 2011 - Veteran's Day

Wednesday-Friday, November 23-November 25, 2011 Day before Thanksgiving, Thanksgiving Day and the day after Thanksgiving

Friday, December 23, 2011 – Friday before Christmas

Monday, December 26, 2011 – Monday after Christmas

Monday, January 2, 2012 – Day after New Year's Day

Monday, January 16, 2012 - Martin Luther King Day

Monday, February 20, 2012, President's Day

Monday, April 16, 2012 Patriot's Day

Monday, May 28, 2012 - Memorial Day

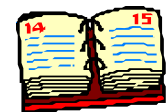
- **PARENT TEACHER CONFERENCE DATES**

Parent/Teacher Conference Days, extended hours begin at 12:00 p.m. Extended care is provided to children already enrolled in the after school program on those days **at no additional cost.**

- **Dates:**

Monday & Tuesday, Nov 21-22, 2011

Thursday & Friday, Mar 22-23, 2012



BEFORE & AFTER SCHOOL PROGRAM ~ PARENT/GUARDIAN INFORMATION

**YOU MUST FILL OUT A SEPARATE FORM FOR EACH CHILD
PLEASE MARK DAYS ATTENDING WITH AN "X".**

						Before	M		Tu		W		Th		F	
Child's Name	BirthDay Month / Date / Year	Age	Grade Entering	Gender M / F	School Entering	<i>If Wednesdays are chosen, a minimum of 3 afternoons is required.</i>										
						After	M		Tu		W		Th		F	
For \$10 more /week I would like extended Before School hours.				Yes	No	For \$10 more /week I would like extended After School hours.				Yes	No					

LIST PRIMARY PARENT/GUARDIAN AND ADDRESS THAT CHILD RESIDES WITH FIRST

Parent Guardian Name	(Please include apt. # as needed.) Address		Zip Code	Home Phone	Cell Phone	Work Phone & Extension #
Home Email Address	Home Email Address					
Work Email Address	Work Email Address					


LIST ANY PERTINENT COURT IMPOSED RESTRICTIONS CONCERNING CHILD OR CHILDREN

Please use separate page if more space is needed. Attach all court papers with registration form.

EMERGENCY CONTACTS ALLOWED TO PICK UP YOUR CHILD(REN) OTHER THAN PARENT(S) / GUARDIAN(S) LISTED ABOVE:

Name	Relationship to Child	Home Phone	Cell Phone	Work Phone & Ext #

MEDICAL CONSIDERATION

LIST ALL KNOWN ALLERGIES AND SYMPTOMS:			
MEDICATIONS TAKEN REGULARLY AND POSSIBLE SIDE EFFECTS:			
OTHER PERTINENT MEDICAL CONDITIONS OR SPECIAL NEEDS:			HOSPITAL PREFERENCE
MEDICAL RELEASE SIGNATURE OF PARENT/GUARDIAN <i>I (we) give our permission for emergency medical treatment to be given to our child, in case I (we) cannot be reached by phone.</i> (E-sign ~ type your name and date)			DATE

CITY OF PORTLAND LIABILITY RELEASE

I (we) hereby give permission for my child(ren) to participate in the City of Portland Recreation Division's Before & After School Program.

We are aware that learning or participating in the above activity can be an activity involving risk of injury, including serious injury. We 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, we 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 we 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 programs.

Photographs: The Department of Recreation & Facilities Management may take pictures or videos of participants at our programs, activities or special events. Please be aware that the picture may appear in future promotional materials, including our brochure.

LIABILITY RELEASE SIGNATURE OF PARENT/GUARDIAN (E-sign ~ type your name and date)		DATE
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BEFORE & AFTER SCHOOL PROGRAM ~ PARENT/GUARDIAN INFORMATION

**YOU MUST FILL OUT A SEPARATE FORM FOR EACH CHILD
PLEASE MARK DAYS ATTENDING WITH AN "X".**

						Before	M		Tu		W		Th		F	
Child's Name	Birthdate Month / Date / Year	Age	Grade Entering	Gender M / F	School Entering	<i>If Wednesdays are chosen, a minimum of 3 afternoons is required.</i>										
						After	M		Tu		W		Th		F	
For \$10 more /week I would like extended Before School hours.				Yes	No	For \$10 more /week I would like extended After School hours.				Yes	No					

LIST PRIMARY PARENT/GUARDIAN AND ADDRESS THAT CHILD RESIDES WITH FIRST

Parent Guardian Name	(Please include apt. # as needed.) Address			Zip Code	Home Phone	Cell Phone	Work Phone & Extension #
Home Email Address				Home Email Address			
Work Email Address				Work Email Address			


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Name	Relationship to Child	Home Phone	Cell Phone	Work Phone & Ext #

MEDICAL CONSIDERATION

LIST ALL KNOWN ALLERGIES AND SYMPTOMS:			
MEDICATIONS TAKEN REGULARLY AND POSSIBLE SIDE EFFECTS:			
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MEDICAL RELEASE SIGNATURE OF PARENT/GUARDIAN <i>I (we) give our permission for emergency medical treatment to be given to our child, in case I (we) cannot be reached by phone.</i> (E-sign ~ type your name and date)			DATE

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Photographs: The Department of Recreation & Facilities Management may take pictures or videos of participants at our programs, activities or special events. Please be aware that the picture may appear in future promotional materials, including our brochure.

LIABILITY RELEASE SIGNATURE OF PARENT/GUARDIAN (E-sign ~ type your name and date)		DATE
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2011-2012 BEFORE & AFTER SCHOOL FEE CONTRACT

Child's Name	School	Before School ~ X Days Attending					After School ~ X Days Attending				
		M	TU	W	TH	F	M	TU	W	TH	F
		M	TU	W	TH	F	M	TU	W	TH	F
		M	TU	W	TH	F	M	TU	W	TH	F
		M	TU	W	TH	F	M	TU	W	TH	F

See below for payment plan. It is very important to fill our ALL requested information. If more than one parent is responsible for payment, each needs to fill this page out.

- Weekly payments begin on Friday, September 2, 2011 and continue to come out every Friday through Friday, May 11, 2012 for a total of 38 payments.
- Monthly payments come out the first Friday of each month beginning September 2, 2011 – May 4, 2012 for a total of 9 payments.

I choose to pay (please check one):	<input type="checkbox"/> 38 Weekly Payments	<input type="checkbox"/> 9 Monthly Payments	<input type="checkbox"/> 1 Annual Payment (Pay in full today)
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BILLING INFORMATION ~ ACH CHECKING ~ I choose to have my payments come directly out of my checking account.

Name on Account		Name of Bank/CU Institution			
Billing Address		Apt #	City	State	Zip Code
Home #	Cell #	Work #	Ext #	Fax#	
Routing #	Account #				
Weekly Payment Amount \$	Monthly Payment Amount \$	Pay Today in Full \$			

BILLING INFORMATION ~ ACH SAVINGS ~ I choose to have my payments come directly out of my savings account.

Name on Account		Name of Bank/CU Institution			
Billing Address		Apt #	City	State	Zip Code
Home #	Cell #	Work #	Ext #	Fax #	
Account #					
Weekly Payment Amount \$	Monthly Payment Amount \$	Pay Today in Full \$			

BILLING INFORMATION CREDIT CARD ~ I choose to have my payments come directly off of my Visa or MasterCard.

Name on Account		Name of Bank/CU Institution			
Billing Address		Apt #	City	State	Zip Code
Home #	Cell #	Work #	Ext #	Fax#	
Visa or MasterCard Only					
Credit Card #	Expiration Date		Month	Year	
Weekly Payment Amount \$	Monthly Payment Amount \$	Pay Today in Full \$			

D.H.H.S. Client Payment information

In order for us to process your application, you must provide all requested information.

Case Worker's Name	Client I.D. Number
Case Workers' Telephone	Case Workers' Extension
Amount D.H.H.S. Pays Weekly	Amount Parent Pays Weekly

Paperwork has been signed authorizing D.H.H.S. to pay Portland Recreation directly.	Yes	No
Paperwork has been signed authorizing D.H.H.S. to communicate with staff in the Recreation Division.	Yes	No

Please have your case worker contact our office if they have any questions. 207-756-8275 / Fax 207-756-8279 / vla@portlandmaine.gov

YOU MUST SIGN THE BOTTOM OF THIS PAGE TO BE COMPLETE

FEE SCHEDULE

Fee Schedule	5 Days/Week	4 Days/Week	3 Days/Week	2 Days/Week	Daily Cost
Before School Only	\$25.00	\$24.00	\$18.00	\$12.00	\$6.00
After School with Wednesdays	\$64.00	\$56.00	\$43.00	N/A	N/A
After School without Wednesdays	N/A	\$52.00	\$39.00	\$26.00	\$13.00
Before and After School with Wednesdays	\$89.00	\$80.00	\$61.00	N/A	N/A
Before & After School without Wednesdays	N/A	\$76.00	\$57.00	\$38.00	\$19.00
Extended Before School Hours	\$10.00/week (unlimited visits) ~ NOT fee waive eligible				
Extended After School Hours	\$10.00/week (unlimited visits) ~ NOT fee waive eligible				
Additional Fees	\$35.00 Daily Fee for Snow Days	Vacation Camps \$135.00/4 days or \$35.00/day			December 27-30, 2011 February 21-24, 2012 April 17-20, 2012
Additional Children	Please take 10% off any additional children.				

PAYMENT POLICIES & PROCEDURES

- **There is no refund for days not used in the week.**
- These fees are based on 38 consecutive weekly payments beginning September 2, 2011 – May 11, 2012 or 9 consecutive monthly payments beginning September 2, 2011 – May 4, 2012.
- This fee covers the Before and After School Recreation Program only.
- Snow days and school vacation weeks are an additional cost.
- **If you sign your child/children up for Vacation Camp, there will be an additional charge to your weekly fee.**
- Two weeks written or verbal notice to the Recreation Office (756-8275) at 134 Congress Street, Suite 2 – **NOT AT THE SCHOOL SITE** - must be given to change or terminate this agreement. **If your child stops coming to the Before and/or After School program and the Recreation Office (756-8275) is not informed, NO REFUND WILL BE GIVEN.** You will be charged the weekly amount if you fail to give proper notification.
- Late payments are subject to a \$20.00 late fee.
- **Payments more than two weeks late will result in termination of your child's participation in the Before and After School Recreation Program.**

PAYMENT AUTHORIZATION PLAN

I authorize the City of Portland, Maine, Recreation & Facilities Management Department to automatically charge any funds owed to them from my account to the Before School Recreation Program and/or After School Recreation Program.


I understand that this agreement may be terminated by me at any time with a **two-week written notification**. I also understand that this agreement may be terminated with cause by the City of Portland, Maine, Recreation & Facilities Management Department at any time without any notice. I authorize the City of Portland, Maine Recreation & Facilities Management Department to charge my account for the purposes of collecting Before and After School Recreation Fees, Late Pick Up Fees and/or Non Sufficient Fund fees owed by me according to the signed enrollment contract for services rendered.

Your withdrawal will automatically occur unless we receive notification of child care changes. Automatic withdrawals will be for 38 consecutive weeks beginning September 2, 2011 – May 11, 2012 or the first Friday of each month from September 2, 2011 – May 4, 2012 for 9 monthly payments.

Non-payment of fees may result in immediate termination from the Before and/or After School Recreation Program. Non sufficient funds will result in an automatic withdrawal of a \$25 service charge per transaction.

I authorize the City of Portland, Maine Recreation & Facilities Management Department to add any declined amounts to my next scheduled payment date.

HAVE READ THE ABOVE PAYMENT POLICIES & PROCEDURES AND THE PAYMENT AUTHORIZATION PLAN AND AGREE TO PAYMENT ARRANGEMENTS BY SIGNING OR TYPING MY NAME AND DATE BELOW.

Parent/Guardian Signature		Date	
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