

★ KENNEBUNKPORT ★
**AFTER SCHOOL
ADVENTURES**

**HANDBOOK
'26-'27**



WHERE KIDS CAN BE KIDS

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Important Reminders

After School Balances

All balances need to be paid up by the end of the previous school year, or you will be unable to register your child.

Group Care

After School Adventures is a group care program. Our staff care for groups of students in our program and must attend to the needs of all students in the program. We do not offer 1 on 1 care.

Well Care

After School Adventures is a well-care program. Students who are sick will be sent home.

Food Allergies

It is recommended that students who have Soy, Sesame and any Nut Allergies provide their own snacks. We will try our best to accommodate our snack selection but cannot make any promises.

Snow Days

We will follow RSU 21 in decisions on snow days. If school is cancelled, then we are cancelled.

Early Release Wednesdays

Early Release Wednesdays are a separate program and have a separate registration. Full Year registration for After School *does not* include Early Release days.

Enrollment Procedure

You're Registered!

Thank you for signing up! If this is your first time registering, please complete the following required forms:

Child Information Form

Release of Information Form

Medication Form (only if your child requires medication)

These forms must be submitted before your child's first day. You can find them at the bottom of the program page, just above where you clicked "Register."

It's important that parents and families keep their information up to date with the Recreation

Department, including:

Phone numbers & work details

Authorized pickups

Medical updates (allergies, medications, etc.)

Child Information Forms need to be updated yearly before the first day of school.

If you have any questions at any point, feel free to call the Rec Office at (207) 967-4304 or email Ava May Lantis at alantis@kennebunkportme.gov. We're happy to help!

Options for Registration

We offer two convenient registration options to fit your family's needs:

1- Daily Registration

Perfect for families who need occasional after-school care throughout the month.

Cost: \$16.50 per day

- ✓ **Flexible scheduling** – choose the days you need
- ✓ **Account credits available** for pre-cancelled days
- ✓ **Additional member discount** – 10% off for the second child

2 - Full-Year Registration

Ideal for families who need after-school care every day.

Cost: \$15 per day (\$2,550 broken into 10 payments of \$255 due the first of the month.

- ✓ **Guaranteed spot** every school day
- X **No account credits** (already discounted rate)
- ✓ **Automatically enrolled** for additional school days at the end of the year

Payment Plans

Families choosing the Full-Year Registration are required to enroll in a monthly payment plan.

Your total cost for the year will be divided into 10 equal monthly payments of \$255 for convenience. The payments are due at the first of the month. The first month's payment will be due at registration.

-Late Payment Policy:

If a payment is past the due date, a \$25 late fee will be added to your balance.

-Need a different payment arrangement?

No problem! Give us a call at (207) 967-4304, and we'll be happy to work with you to find a solution that fits your needs.

Tuition Assistance Program

At Kennebunkport Recreation, we believe every child should have access to our programs, regardless of financial circumstances. That's why we're proud to offer an Assistance Program for families in need.

This fund is made possible through the generous donations of our community members who choose to contribute to the General Scholarship Fund at checkout.

Need Assistance?

We're here to help! If you'd like to inquire about financial assistance, please visit our office or call us at (207) 967-4304.

Let's work together to ensure every child can participate!

Transportation from School

Kennebunkport Recreation does transport students from other schools. The only students transported to KCS are the Pre-K students who live in Kennebunkport. This transportation is run by the Bus Depot.

Schedule Changes / Absences

In order to provide sufficient supervision and to appropriately schedule our staff, families are asked to carefully adhere to the schedule for their students. Any schedule change requests must be made in writing to the Recreation Office as soon as possible so we can make adjustments. If you have an emergency and need to alter your student's schedule, please do not hesitate to contact the Recreation Office.

Please call or email the After School Director if your student is going to be absent.

If your student has a contagious illness, please let the Rec Department know so that other families can be notified to look for symptoms in their students as well.

Life Events

During the course of your time with Kennebunkport Recreation, there may be events that happen to your family such as death, marriage or divorce. As uncomfortable as it may be, please take the time to inform the After School Director.

This request is made so that we may monitor and support your student as they will inevitably exhibit behaviors that are not normal for them as they process the changes happening in their lives.

Inclement Weather

In the event of inclement weather, After School Adventures will follow the decision of RSU 21. This information can be obtained in the following ways:

1. WCSH6
2. WGME
3. WMTW
4. RSU 21 Facebook or website

Inclusion and Confidentiality

To afford individuals with disabilities the opportunity to participate in a childcare program, Kennebunkport Recreation must act as follows:

Kennebunkport Recreation will make reasonable modifications to their policies and practices to include students, parents and families with disabilities, unless to do so would be a fundamental alteration of our program. Kennebunkport Recreation will also make the facility accessible to people with disabilities with reasonable modifications. Any information regarding a student, their family or other matters discussed with recreation administration or staff will be held in the strictest confidence.

Photographs

Kennebunkport Recreation takes photographs of students at programs as part of the documentation of activities and for other business purposes. These photographs do include all students enrolled at the After School Program. These purposes may include but are not limited to: Displays, posts on the Kennebunkport Recreation website or social media pages, and transmissions to you and other parents.

Please see the After School Programmer if you have any questions regarding opting out. Any requests must be put in writing.

Clothing and Attire

Students should arrive dressed and ready for the day. We like to play and believe in student-led exploration so they will probably get messy. **Please label everything. This helps to make sure items go back with the correct person.* Please do not dress your student in “nice clothing”, we cannot guarantee them to be spotless when you arrive at pick up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. All ages will be going outside, weather permitting. Please pack extra clothes as well. Accidents happen and your student may need to be changed. On average two sets of extra clothes a day is sufficient. If you would like to store extra sets of clothes at the Rec building, please reach out.

We will follow the RSU 21 rule and will not go outside if the listed “feels like” temperature is below 15 degrees. In the colder months, kids will have the option to go outside, but when the weather warms up, everyone will be outside.

Mud Play: At After School Adventures, we believe in the importance of outdoor play and nature exploration for growing children. We strive to maximize time outside, regardless of the season!

Maine’s mud season can be messy, and while we do our best to limit excessive mud play, we also embrace the benefits of hands-on outdoor experiences. Our goal is to provide plenty of opportunities for children to explore, learn, and enjoy nature—all while trying to keep the mess to a minimum!

Personal Items

Kennebunkport Recreation is not responsible for any lost, stolen or broken personal items.

Lost and Found Policy

The After School experience is an opportunity for children to learn responsibility for their personal belongings. Please discuss with your child prior to attending, the importance of caring for and keeping track of their personal belongings. Label all clothing and equipment with the student's full name. Any unclaimed items left behind will be put in the school’s lost and found.

You’re always welcome to call or email our office to check if any staff members have found missing items. However, please note that we cannot guarantee their recovery.

Items Not Permitted

- 1) Video games or any other electronic device
- 2) Knives, sharp objects or weapons of any kind, even toy weapons.
- 3) Drugs, tobacco or alcohol
- 4) Fireworks/sparklers
- 5) Lighters or matches
- 6) Pets or animals of any kind

We understand that some of the older kids will have cell phones and smart watches. We ask that they not be used during After School hours. If we see a student using their devices we will ask them to put them away. If the student continues the usage of these devices, we will take the devices and return to the parent upon pick up.

Articles brought to After School are the responsibility of the student. KENNEBUNKPORT RECREATION IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES including clothing, trading cards, and personal sports equipment brought to after school. Please leave valuables at home. Please note that Kennebunkport Recreation does not allow drugs or alcohol of any sort on school grounds during program hours.

Snack

Kennebunkport Recreation will provide multiple snack options at the beginning of the program.

If a student desires a second snack, they can purchase more snacks for \$0.75/snack.

For students with medically documented allergies or dietary restrictions to food, Kennebunkport Recreation will try to make reasonable accommodations, otherwise families will need to supply snacks. We encourage students to try new foods, but let students pick their own snacks from our selection.

Visitor and Animal Policy

For the safety and security of all participants, unauthorized visitors are not permitted on the premises during After School Adventures program hours (3:00 PM – 5:30 PM). Any individual wishing to meet with a child or staff member must schedule an appointment in advance through the Recreation Department office. All visitors must check in with the After School Director or a designated Recreation Department staff member upon arrival.

Staff are trained to approach and verify the identity of any unfamiliar individual on the property. Anyone without prior authorization will be asked to leave the premises immediately.

In addition, pets—including leashed dogs—are not permitted on the property during program hours. While we recognize and appreciate the community’s enjoyment of the space during non-program hours, we must prioritize the comfort and safety of our participants. Many children may have allergies, phobias, or discomfort around animals. We kindly ask that pets remain in vehicles during drop-off and pick-up.

Allergies

Any allergies should be recorded in the Child Information Form. If allergy is severe please provide a FARE form. Despite our diligent efforts, it is impossible to eliminate all risks for students with food allergies.

Health and Safety

To attend After School Adventures, every child must have a completed and signed Child Information Form submitted no later than one week before their intended start date.

The information provided must be current and accurate. Required health details include, but are not limited to:

- **Allergy history**
- **Medications taken regularly**
- **General health history**

It is essential that you provide complete and up-to-date medical information, including any physical conditions, recent illnesses, or health concerns that may require attention while your child is in our care.

Failure to submit a fully completed and timely form may result in delayed enrollment. If you have any questions, please contact our office.

The school where we operate is equipped with First Aid supplies and an AED, and all After School Adventures staff are certified in First Aid and CPR.

Please note that Kennebunkport Recreation does not have access to the school nurse's office. Additionally, we cannot share EpiPens, inhalers, or other medications with the school nurse. If your child requires medication while in our care, please:

- Send an extra EpiPen or inhaler with your child, **OR**
- Provide it directly to the After School Director, who will store it in a locked medication box accessible only to authorized staff.

To ensure a safe and healthy environment for all children, please review the following illness and injury policies for After School Adventures.

Public Health Emergency

Kennebunkport Recreation reserves the right to rescind, modify or remove policies without notice during a public health emergency. During such times, decisions are made in order to keep all persons on campus as safe and healthy as possible while ensuring that students still have access to high quality care.

Reportable Communicable Diseases

When Kennebunkport Recreation is notified that a student or staff member enrolled in our program has a suspected reportable disease, it is our legal responsibility to notify the Maine CDC. Authorities may require further information, testing or preventative measures. Examples include but are not limited to: Mumps, Measles, Pertussis, Chicken pox. Kennebunkport Recreation will give serious consideration to all recommendations made by the public health agencies in order to promote the health and safety of all associates and families we serve. We believe it is extremely important to notify families about exposure so their students can receive preventative treatment if available.

Rec Phone

The recreation program phone serves primarily as a means of communication between After School staff and families regarding pick-up plans. Additionally, it may be used to relay important information during the school day.

Phone Availability & Response Times

- The After School Director will have the Rec Phone from 8:00 AM to 2:30 PM.
- At 2:30 PM, the phone is transferred to the After School Site Coordinator for the remainder of the program day.
- Any messages sent after program hours will be reviewed by the Director starting at 8:00 AM the following business day.

Urgent Matters & Alternative Contact Methods

- If you do not receive a response to a text message and the matter is urgent, please call the Recreation Office directly or email the Programmer, alantis@kennebunkportme.gov for immediate assistance.
- The Recreation Department is not liable for any delays in response due to messages sent outside of designated phone monitoring hours.

Pick Up

To ensure a smooth and timely pickup, please follow these steps:

2. **Notify Staff:** Call or text the Rec Phone at (207) 590-1138 when you are on your way, ideally at least 5 minutes before arrival.
3. **Student Preparation:** Staff will prepare your child for dismissal and have them ready at the gym entrance door.
4. **Sign Out:** Upon arrival, please sign your child out before leaving the premises.

For the safety and trust of the students in our care, we will not release students to a person they do not know. Students will only be released to parents, legal guardians or persons whose names are listed as authorized pickups, authorized pickups will be required to show photo ID. If you need to add an approved pickup to your account, please let us know.

Students will only be released to parents, legal guardians or persons whose names are listed as authorized pickups. Kennebunkport Recreation strives to remain neutral in all custody disputes so that all parents/guardians feel equally welcome at after school. Legally, the recreation department cannot deny access of a student to a parent unless there is an active restraining order or court order on file at the recreation office. We require all families to resolve their differences or unsettled court orders through legal channels. Kennebunkport Recreation's primary concern is the safety of all staff and students at the program, as such the Recreation building and surrounding town property cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits. In the event of a scheduled visit, only authorized persons are eligible to be present on campus for the best interest and safety for all present on campus.

Late Pick Up

At Kennebunkport Recreation, we understand that unforeseen circumstances may occasionally result in late pick-ups. However, for the well-being of our students, late pick-ups should be rare and not a recurring issue.

Notification Requirement

If you anticipate being late, you must contact the recreation program phone immediately to inform staff of your estimated arrival time.

Late Fee Policy

- After 5:30 PM, a late fee of \$30 per student will be charged to your account if more than 15 minutes late.
- Repeated late pick-ups may result in additional fees and/or a review of your child's continued enrollment in the program.

Emergency Protocol for Uncollected Students

- If a student remains at the school past closing time, we will attempt to contact you using the phone numbers provided on the Enrollment Form.
- If no authorized guardian arrives to pick up the student within one hour of closing, we may be required to contact the local police department or appropriate authorities to ensure the child's safety.

We strongly encourage families to arrange timely pick-ups to avoid unnecessary stress for their child and additional fees. If you have any concerns regarding pick-up arrangements, please reach out to our office for assistance.

Refusal to Dismiss

If Kennebunkport Recreation or the After School staff has reasonable cause to suspect that any person picking a student up is under the influence of drugs or alcohol, physically or emotionally impaired in any way and may endanger the student, we may refuse to release the student to that person. If this occurs, we will request that another adult picks up the student or we will be required to call the police to prevent potential harm to your student. This is done for the protection of your child(ren).

Positive Guidance

Please also see our Behavior Policy for more information.

Young students are working hard on understanding, independence and self-control. We also know students learn by exploring, experimenting and testing the limits of their environment. At Kennebunkport Recreation, we understand students learn from experiencing the consequences of their behavior. Our main goal with guidance is redirecting young students from unwanted behavior. With older students, we try to use it as a learning experience discussing the unwanted behavior and what better choices we can make. There are times we have the student sit to calm down and think about their choices or remove them from the situation. There are also times where we may ask our older students to reflect on their behavior by answering a writing prompt.

Code of Conduct and Facility Guidelines

All students and their parents/guardians are expected to adhere to the rules and behavioral expectations of the Kennebunkport Recreation After School Program, including during drop-off and pick-up times. These standards are in place to ensure the safety, well-being, and respect of all participants, staff, and visitors.

The following behaviors are strictly prohibited and will not be tolerated under any circumstances:

- Physical aggression, including but not limited to hitting, pushing, biting, grabbing, kicking, spitting, or pinching, directed toward peers, staff, or others.
- Use of obscene, disrespectful, or derogatory language or gestures.

Behavioral concerns will be addressed in accordance with our After School Behavior Plan. The Kennebunkport Recreation Department reserves the right to determine, at any point during the school year, whether a participant's continued enrollment is appropriate. If behaviors do not improve after reasonable intervention, families may be asked to seek alternative childcare arrangements.

While reasonable wear and tear of facilities and program materials is anticipated, we expect all participants to treat the building, equipment, and supplies with care and respect.

Additional facility policies include:

- No Smoking Policy: Smoking is strictly prohibited anywhere on program property. This applies to parents/guardians, visitors, and third-party service providers.
- Vehicle Idling Policy: To promote environmental health and safety, we request that all vehicles be turned off while waiting during drop-off and pick-up.

Program Philosophy and Behavioral Expectations

The After School Adventures program is committed to fostering a safe, inclusive, and supportive environment where every child can thrive. Our philosophy emphasizes the development of respect—for oneself, for others, and for the environment—as essential to each child’s personal growth and success within the program.

To help guide behavior and reinforce shared values, all participants are expected to uphold the principles outlined in our Five-Point Contract:

1. Stay Safe
2. Respect Others and the Environment
3. Be Kind
4. Lead by Example
5. Have Fun

These core values are reviewed regularly with participants and serve as the foundation for daily expectations and community standards. They are intended to promote a culture of mutual respect, personal responsibility, and emotional well-being.

We approach discipline through a positive guidance framework, which focuses on skill-building in areas such as self-regulation, self-advocacy, and cooperative interaction. Discipline within our program is not punitive in nature; rather, it is used as an opportunity to teach and model appropriate responses to challenging situations. Our goal is to help children develop the tools they need to become confident, compassionate, and resilient individuals.

The After School Adventures staff are trained to respond to behavioral challenges in a constructive and respectful manner, using redirection, modeling, and consistent communication.

Our ultimate aim is to cultivate a nurturing and joyful environment where each child feels a sense of belonging, acceptance, and purpose.

Discipline Policy

Attending After School Adventures is a privilege that you as a parent/guardian have chosen for your child. Every student has the right to an excellent program experience in a safe and fun atmosphere. Discipline will be handled in the following manner, or as otherwise decided by the After School Director in more serious cases.

Step 1: Verbal Warning and Immediate Consequence

Our staff is trained in behavior redirection techniques and will provide a verbal warning to any student exhibiting inappropriate behavior. If the behavior continues, a consequence will be implemented—for example, temporary removal from a preferred activity. Consequences are determined based on the severity of the behavior and at the discretion of staff. All notable behavioral incidents will be documented using a Behavior/Incident Report, which is submitted to the After School Director. Staff will make every effort to communicate with parents/guardians about the incident at the time of pick-up on the day it occurs.

Step 2: Formal Disciplinary Form

If inappropriate behavior occurs across multiple days, staff will complete a Disciplinary Form and submit it to the After School Director at the Recreation Office. Once reviewed, the Director will contact the parents/guardians to discuss the concerns and potential next steps.

Step 3: Temporary Removal from the Program

If the behavior persists despite previous interventions, the child will be removed from the After School Program for the remainder of that day. Parents/guardians will be contacted for immediate pick-up, and the Director will follow up with a discussion regarding the incident.

Step 4: Indefinite Suspension

In cases of ongoing or severe behavioral concerns, a child may be indefinitely suspended from the After School Program. Depending on the nature and severity of the behavior, suspension from other Recreation Department programs may also be enforced.

-All steps outlined above are up to the discretion of the After School Adventures staff and the Director.

-A child may be disenrolled based on the severity of the behaviors at any time in this process without warning.

-NO REFUNDS will be made for campers suspended because of discipline problems.

Reporting Incidents

If parents have any issues with anything at the program, please speak to the After School Director or Site Coordinator. By law, as a childcare program we are mandated reporters to DHHS. If we suspect a student is abused or neglected we will report it to DHHS. All staff have undergone mandated reporter training.

In the event your student does sustain an injury, staff will communicate the circumstances surrounding the incident and the actions taken. You will be contacted immediately if the injury needs medical attention.

In the event of a serious medical emergency, the student will be taken to the hospital by ambulance while program administration contacts you or a designated emergency contact if you cannot be reached. The Town of Kennebunkport or Kennebunkport Parks and Recreation will not be held liable for any sickness or injury of either parent/guardian or student while on the premises.

Handling Confidential Information in Incidences of Student's Aggressive Behavior

Please also see our Behavior Policy

When incidents occur, parents/guardians of the students involved are informed of the incident and any specific information pertinent to an understanding of the situation. This information is usually the time, place, events and subsequent steps to comfort the student who was hurt and generally, how the situation was handled. Plans are then developed on how to teach more appropriate interactions and to prevent the recurrence of the inappropriate behavior. The identity of the other student involved is not disclosed. Our policy is designed to promote respect for every student and family we serve. If in our judgment, any student's behavior places the wellbeing of others at risk of injury, we will act quickly and decisively to resolve the situation (through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting and/or provision of alternative outlets for expression of feelings). If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a student's enrollment. Our commitment is to provide a quality group-learning environment for every student.

Process of Un-Enrolling Student

The After School Adventures program is centered on the well-being and individual development of each student. We are committed to providing a safe, inclusive, and enriching environment that supports students' learning styles, behavioral needs, and modes of interaction. Our approach aims to accommodate a wide range of individual differences within a group setting.

While we make every reasonable effort to support all participants, there may be circumstances where the needs of a student exceed the scope and resources of our program. In such cases, the Recreation Department reserves the right to assess the student's continued participation.

Situations that may warrant this assessment include, but are not limited to:

- A student is unable to safely participate in the program or presents a consistent risk of harm to themselves or others, despite reasonable accommodations and interventions;
- The accommodations required to support the student fundamentally alter the nature of the program or compromise the safety or experience of others;
- The student's behavior or circumstances, as observed by staff or the program director, raise significant concerns about their ability to succeed within the group environment.

In any such situation, we will follow the steps outlined in the Discipline Policy. This process ensures that all participants are supported to the greatest extent possible, while also maintaining a safe and productive environment for all.

Process of Un-Enrolling a Family

Our programs are based on developing partnerships and supporting families; however, on rare occasion, a parent or guardian's actions/requests may warrant the need to find a more suitable setting for themselves and their student. Examples include but are not limited to:

- The parent or family fails to abide by the program policies.
- A parent demands special services that are not provided to other students and cannot reasonably be delivered by the program (including requests that are outside the philosophy of the programs).
- A parent is physically or verbally abusive to program staff, students or anyone else at the Recreation Department.
- Failure to make tuition payments in a timely manner with no contact to Rec Staff.
- Repeated late pickups.

Parent-Initiated Termination

Parents/guardians are required to provide a minimum of two (2) weeks' written notice if they intend to withdraw their child from the After School Adventures program due to a move, change in school, or any other reason. Within 30 days of termination notice, all outstanding account balances must be paid in full.

Program-Initiated Termination

The Kennebunkport Recreation Department reserves the right to issue a two (2) weeks' written notice of termination if payment balances remain delinquent or if continued participation is no longer deemed appropriate for any reason. In cases where a student's behavior or other circumstances present an immediate risk to the safety, health, or well-being of staff or other participants, the program reserves the right to issue an immediate termination of services, without notice.

Outstanding Balances and Collections

Any family that terminates services while carrying an outstanding balance is required to pay the full amount due within thirty (30) days of termination. Accounts not paid in full within this period will be referred to a third-party collections agency. In such cases, the following additional fees will apply:

- **\$25 late fee per week** until the balance is paid in full

After School Records

The information in your student's file is considered privileged and confidential. Only those persons directly related to the care of your student will have access to the record without your written permission.

I understand that I have a right to view my student's Incident Reports, but in order to do so I must submit a request in writing and allow Kennebunkport Recreation 10 days to provide access to the information contained within the report. I may be provided with a copy of the information; but I can not remove the file from the property. I further understand that information as determined by Kennebunkport Recreation will be redacted if confidential.

End of Year Tax Information

All families can access this information from the Rec Department Website

Go to www.kennebunkportrec.com

Go to your household

Click 'Finance' under the household name

Click 'Tax Deductible' and alter the dates for the year you desire.

The Tax ID number is on the top of the printable sheet

Babysitting

Staff are unable to make independent childcare arrangements with families at the school. However, in the event that you enter into an agreement with a Kennebunkport Recreation staff to babysit for your family outside of the staffs normal work hours and/or outside of the program hours, it must be done away from the program and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Kennebunkport

Recreation employee. We are not responsible for our employees away from the program, outside their working hours and will not be liable for their acts or omissions when not on our property including the transportation of students.

Appendix A

This list is the most common examples of times when a student would need to be sent home due to illness. It is not a complete list of all illnesses or other times when a student would need to remain home to rest and recover:

A student must be sent home if:

- The illness prevents them from participating comfortably in regular program activities;
- The illness requires more care than staff can reasonably provide without compromising the safety and well-being of other students;
- The illness poses a risk of contagious disease transmission;
- The student requires one-on-one monitoring or care due to illness or related symptoms.

Below are general requirements for common illnesses:

<u>Type of Illness</u>	<u>Exclusion Requirement</u>
Fever (100°F or higher)	Must remain home for 48 hours after fever subsides without the use of medication
Vomiting	Must remain home for 72 hours after the last episode of vomiting
Diarrhea	Must remain home for 72 hours after diarrhea has stopped
Hand, Foot & Mouth Disease	Must remain home for 72 hours after fever subsides
Conjunctivitis (Pink Eye)	Must remain home for 48 hours after starting antibiotic treatment
Influenza (Flu)	Must remain home for 72 hours after being fever-free and symptom-free
Head Lice	Must be nit-and bug-free and remain home for a minimum of 24 hours after treatment
COVID-19	Must remain home for 5 days after a positive test and be fever-free
Strep Throat	Must remain home for 48 hours after starting antibiotic treatment

Appendix B

1. All medications, of any kind will be kept in a lock box with the Site Coordinator.
2. A Medication Form must be filled out for all medications.
3. Medication Forms expire at the end of the school year and will require a new form if continued.
4. All medicine must be brought daily and taken home at the end of the day.
 - a. Except but not limited to: inhalers, EpiPens.
5. Kennebunkport Recreation will not administer cough medicine of any kind, including Zarbee's.
6. All Students:
 - a. Kennebunkport Recreation will not administer a pain reliever or fever reducer of any kind.
7. Kennebunkport After School Adventures does not administer medication. Our staff can oversee the self-administration by the child and will help verify the correct dosage, medication and student.
8. All medications will be administered with a Two-Part verification process wherein two people will verify the correct dosage, correct medication and correct student.

***Students who have an elevated temperature may need to be sent home as per Kennebunkport Recreation's Exclusion policy.*