Enrichment and AfterCare
Parent Handbook
2019-2020
AfterCare and Enrichment Program Contacts:

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We are located at: Breakwater Enrichment Center
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Portland, ME 04102

Any questions and/or concerns about scheduling, payments, policies, or general inquiries, please call the Enrichment Director at **207-772-8689 ext. 238**.

Absences or change of pick up or drop off, or general drop ins, please e-mail or call the Program Coordinator: enrichment@breakwaterschool.org, 207-772-8689 ext. 228
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SESSION DATES 2018-2019

Our 2019-2020 Enrichment Session Dates:

- Session 1: September 9th - October 21st
- Session 2: October 28th - December 16th
- Session 3: January 6th - March 6th
- Session 4: March 9th - April 17th
- Session 5: April 27th - June 8th

*AfterCare is available in between session weeks as needed.*

MISSION

Breakwater’s mission is to engage our students in an optimal learning experience that inspires them to live well on the planet, embrace their whole being, and realize their full potential. Breakwater Enrichment accomplishes this by empowering youth to explore and develop their interests, talents and passions in a safe and nurturing environment.

THE BREAKWATER WAY

At Breakwater, children's positive attitudes toward learning are nurtured by a strong partnership between after-school and home. Students learn best when they feel connected and supported, and they flourish in a learning environment in which they feel safe enough to take risks and move outside of their comfort zones, where transformative learning can take place. Breakwater Enrichment immerses students, from kindergarten through grade 8, in an inclusive, small program environment that bolsters their social and intellectual skills while nurturing their innate sense of curiosity and adventure. Our child-centered, integrated offerings engages students in authentic learning experiences designed to empower youth to explore and develop their interests, talents and passions beyond the school day.

NON-DISCRIMINATION POLICY

Breakwater Enrichment admits students of any race, color, ethnic, or cultural origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Breakwater does not discriminate on the basis of race, color, gender, sexual orientation, ethnic or cultural origin in the administration of its educational policies, admission policies, athletic, or other school-sponsored or administered programs.
AFTERCARE PROGRAM OVERVIEW

AfterCare for grades K-8 is offered Monday thru Friday from 3:00 - 6:00pm for all students in the greater Portland Area. The AfterCare program is in the Daniel Crewe Gymnasium (aka, The Dan).

Additional programming is offered for the following:
- Early Release Days (BWS, Portland Public Schools)
- Professional Days (BWS, Portland Public Schools)
- School Vacations (February and April)

Program is NOT held when Breakwater is closed for holidays and inclement weather. AfterCare is sold in both six and eight-week packages. Pre session AfterCare before enrichment classes need to be registered for separately. Please see our enrichment center website to register.

ENRICHMENT PROGRAM OVERVIEW

Enrichment classes are offered in addition to Breakwater’s AfterCare program in six and eight week sessions throughout the school year. Each session students in grades K-8 can choose from an array of dynamic classes in Fine and Performing Arts, Culinary Arts, Language, STEM, Nature and Wilderness Skills, and Sports and Movement. Classes are designated for specific developmental age groups.

Enrichment classes are offered Monday-Friday between the hours of 3:45-5:45pm. Classes are 1-2 hours long and often run weekly during the session. Some classes run on multiple days of the week or over multiple sessions if necessary to achieve the goals and objectives of the class.

Enrichment classes DO run on professional development days, but DO NOT run when Breakwater is closed for holidays or inclement weather.
REGISTRATION

Registration for all of our programs is available on our website (enrichment.breakwaterlearning.org). All families must complete digital health and permissions forms, available through the online registration system.

- Breakwater’s Emergency and Health Information Forms
- Pick-Up Permission Form
- Transportation Permission Form

Enrichment programs are enrollment dependent. We reserve the right to cancel any class or program that does not meet the minimum number of participants to run the class or program. We will notify parents and staff of cancellations with as much notice as possible (minimum of 48 hours notice).

PAYMENT POLICY

Enrichment classes are generally contracted and billed on six week sessions throughout the school year. Some Enrichment classes run over multiple sessions based on the needs and goals of the class. AfterCare is generally sold in six-to-eight week packages and semester packages. Pre-Session AfterCare is available for the weeks between sessions. Payments must be paid in full before or on the day of the start of the new Session for your child to attend AfterCare and/or Enrichment Programs. All balances from previous sessions or programs must be paid before you can enroll in a new session or program.

CANCELLATION & REFUND POLICY

Enrichment Classes and AfterCare programs are enrollment-dependent; we reserve the right to cancel any class or program that does not meet the minimum number of participants necessary to run the class or program.

You will receive a 100% refund or credit for any class or program we cancel. We will notify you of any cancelled classes with as much notice as possible (minimum of 48 hours). You may choose to withdraw from a class or program within the first two weeks and receive a refund of the prorated amount of the classes you have yet to attend. We do not pro-rate or refund any classes or programs your child is not able to attend due to illness, or schedule conflict. Please contact the Enrichment Director at Extension 238 to notify them of any withdrawals made due to dissatisfaction, medical or other reasons.
SCHOLARSHIPS

Scholarships are currently available for greater Portland area families to take part in our fine and performing arts enrichment programs thanks to the generous support of The Bob Crewe Foundation. Families requesting a scholarship need to complete and submit a Crewe Scholar application before the start of the session. This scholarship is not available to Breakwater families at this time.

*Discounts are available for Breakwater families and staff. Exceptions do apply.

DROP-IN POLICY

We do our best to meet the needs of our families. We allow for drop-in care for AfterCare programs only on a space-available basis; please contact us with as much notice as possible so that we can do our best to accommodate your need and staff accordingly. Families must purchase a drop-in punch card on our registration website prior to the first drop-in. Please contact Enrichment Program Coordinator Chelsea Verria at cverria@breakwaterschool.org or ext. 228 to schedule a drop-in.

LATE PICK UP POLICY

All children must be picked up by the contracted time. Late pick-ups will result in a late fee of $10 for the first five minutes and $1/minute every minute thereafter. **Early Childhood Families:** Children must be picked up by 5:30 PM. Families picking up late will be issued an invoice notice, to be paid the following business day. **Grades K-8 Families:** Children must be picked up by their contracted time and will be charged $1/minute every minute thereafter. For pickups after program ends at 6:00 PM: $10 for the first 5 minutes and $1/minute thereafter. **Families must pay at time of pick up.**

SIBLING DISCOUNT POLICY

Sibling Discounts are eligible for AfterCare registrations and school-year vacation camps only for 10% off the youngest child. The Early Childhood Program is exempt from the sibling discount policy.
SCHOOL CLOSURE POLICY

AfterCare and Enrichment Classes ARE NOT held on days when Breakwater School is closed for holidays or inclement weather. AfterCare and Enrichment Classes ARE held when Breakwater School is closed for Professional Development Days and Early Release Fridays, with Vacation Camps offered on school vacations. Breakwater often offers specialty programs for all area students during school vacations, early release days and professional development days. Check the current area student AfterCare and Vacation Camp Programs to see what we are offering this session.

ABSENCE POLICY

Please notify the Enrichment Office at enrichment@breakwaterschool.org or 772-8689 if your child will be absent for a scheduled Enrichment Class or AfterCare Program. If your child did not attend school or was dismissed early due to an illness, they are not able to attend their scheduled Enrichment Class or AfterCare program.

TRANSPORTATION

Transportation is available daily for students from the following Portland schools- Amanda C. Rowe School, Longfellow School, Lyseth Elementary, Ocean Avenue Elementary School, East End Community School, Reiche Elementary, Presumpscot Elementary School, and Levey Day School. We also provide round-trip transportation to and from Reiche Elementary on Mondays, Wednesdays, and Fridays and Presumpscot Elementary on Tuesdays and Thursdays.

PICK UP & DROP OFF

Pick up and Drop off for K-8 Enrichment and K-5 AfterCare students take place in “The Dan” Gymnasium (the building on the corner of Brighton and Capisic St.). Please be sure to check in with our AfterCare staff in The Dan and sign your child out on our attendance sheet. Please complete and return Breakwater School's Pick-Up Permission Form to notify staff of the list of adults authorized to pick your child(ren) up from our AfterCare or Enrichment Class. For middle school students (6-8) participating in The Landing pick up is in the Jessie building or assigned area.
PLAYGROUND PROCEDURES

Playground boundaries are the Capisic St. fence, the field to the bench separating the ball diamond from the further field, the Early Childhood playground (off limits to AfterCare), and back to the brick building, excluding the front parking lot. The play area located next to the Jessie building featuring the small play house, stage, and basketball hoop are open during AfterCare based on the number of students and staff outside. In order to ensure safety for all students and staff, certain areas of the playground may be closed during program time due to Enrichment classes taking place, outside groups using the field, and or lighting availability in the winter and late fall months.

STUDENT CONDUCT

Courteous, respectful behavior is expected during all Breakwater AfterCare and Enrichment programming. Rough contact play, such as karate, tackle football, and dangerous games are not allowed. Problems will first be addressed between students, with adult assistance as needed. Fighting or inappropriate behavior will be addressed by staff on duty, who will request additional support as needed. Staff will fill out an incident report for any physical altercation or significant aggressive incident (physical or emotional). Staff will submit the report to an ACE administrator who will discuss the event with parents and guardians at pick up to make a plan to support students. If an ACE administrator deems that a student’s behavior is severe enough that it jeopardizes the safety of other students and or staff, a parent or guardian will be required to pick up their child immediately. Parents/guardians and the Director will make a plan based on the incident and behavior that has occurred. The Enrichment Director reserves the right to counsel out a student from ACE programming as a result of extreme dangerous physical behavior or repeated inappropriate and or violent behavior.

SNACK PROCEDURES

A healthy option snack is provided for every AfterCare and Enrichment program student who is attending on that day. Each student will receive one snack when upon their arrival. Snack is provided between 3:00 and 4:00pm. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack to school with your child. We recommend that all students come with an extra snack in case they are still hungry or become hungry during our program. **Please note: we are a nut-free campus. No nuts or nut products of any kind may be packed for snack at Breakwater - please refer to our allergy policy on the next page.**

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CLOTHING

Children should be dressed appropriately for the weather. Snow-pants and boots are required during snow season on the field. Children without boots or snow pants will be asked to stay on the shoveled areas. Kindergartners should bring an extra pair of clothing including undergarments in their backpacks during any and all programming in case of accidents. We ask that parents clearly label their students clothing in case of misplaced items. All lost and found items will be placed on the table to the left of the elevator in the Dan gymnasium. After each session, with appropriate time, consideration, and notification to families, we will donate lost and found items to an area shelter in need.

HEALTH POLICY

Allergy Policy: To protect members of our school community with life-threatening allergies we ask that you adhere to the following procedures:

NUTS: Our policy is to keep Breakwater a completely nut-free campus. To protect our students who have life threatening nut allergies, we ask parents and students NOT to carry nut products into school. This includes all nuts, nut butters, nut oils, and nut products. It does not include products which are prepared in environments where nuts are present.

PETS: Due to animal allergies and health concerns, pets are not allowed on school grounds or in any of the buildings.

First Aid is immediate and temporary treatment and care in the event of a minor injury or before medical care can be obtained. Minor illness and injuries are assessed and treated, but more serious illness and injury requiring medical diagnosis and treatment are referred to the family physician or emergency room. Emergency services will be used as determined by the staff members involved. Parents or emergency contacts will be notified as soon as possible.

Severe Allergic Reactions: Students with known allergies will have a health care plan to follow in the event of an allergic reaction. Students, identified as competent to do so, will be allowed to carry their own Epi-pen for emergency use. Faculty and staff who care for students will be trained in Epi-pen use. There will also be available, in the AfterCare office, Epi-pens for general use with students and faculty who have severe undiagnosed allergic response and need immediate anaphylactic intervention. Any time an Epi-pen is used, emergency services and parents are called.
Severe Asthma: Students with known asthma will have a health care plan to follow in the event of an asthmatic emergency. Students, identified as competent to do so, will be allowed to carry their own inhaler for rescue use.

SOCIAL MEDIA AND TECHNOLOGY

Breakwater recognizes the benefits and challenges of using technology (computers, tablets, smartphones, gaming devices, etc.). The following guidelines are in place to assure appropriate use of these tools and applications:

Cell Phones: Students in grades K-4 are not permitted to use their personal cell-phones during program time. If a student needs to call their parent or guardian for any reason during the program, the students need to get permission from program staff and program staff will seem whether the call is necessary, and facilitate the call parents from a program phone. Students in grades 5-8 will be able to use their phones after 5pm or a time decided upon by the staff present.

Electronic Devices: These include, but not limited to computers, laptops, tablets, cell phones, smart phones, kindles, handheld devices, etc. are not permitted to be used during program time unless they are being used for an educational purpose such as homework, research, or as a tool to enhance a class or activity. This will be determined by a program staff if appropriate.

Photography and Film: The goals of photos and videos within the Enrichment and AfterCare program is to enhance student learning, share our program experiences with peers enrolled in the program and our parent community, and to visually document the program operations and successes. Images will only be used for marketing purposes if the parents has given signed consent upon enrollment of the program. The children’s name and or identifying information will not be used in any publication or educational use of the image.