

**SOAR: 2025-2026**



**PARENT HANDBOOK**



SOAR is GNG Recreation's afterschool program for students grades 5th and 6th located at The GNG Middle School on Libby Hill Rd in Gray

SOAR strives to be a place where all children feel welcomed and safe. Each day will consist of monitored homework time, structured free play and small group activities designed to introduce a wide variety of activities and interests. This program will spend everyday outside exploring and being active

Our goals are to encourage each and every Student to:

- Laugh with their new and current friends
- Develop new skills and enhance those that they already have
- Expand on their horizons and seek out new experiences
- Create memories that will last a lifetime
- Appreciate their surroundings and a desire to preserve the environment
- Grow in self respect and self confidence

We realize that a successful experience relies on a mutually beneficial relationship between caregivers, staff, and students. SOAR is committed to respect and value all who walk through our doors. We encourage you to share any information that will help us help your child be successful on this adventure.

This Program follows the MSAD 15 school calendar and is closed during holidays and in service days. SOAR is open to care during early releases, and February and April Vacation. A calendar is provided on Page 3.

We look forward to a fabulous school year.

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*The Gray Recreation Department reserves the right to modify,  
without notice, any information contained within this Handbook.*



## Calendar for 2025-2026 School Year

Wednesday August 27th	5th first day of school
Thursday August 28th	All students
Friday August 29th	CLOSED
Monday September 1	CLOSED
Wednesday September 24	Early Release care provided
Friday October 10	CLOSED for Staff Development
Monday, October 13	CLOSED
Wednesday October 15	Early Release care provided
Monday November 11	CLOSED
Wednesday November 19	Early Release care provided
Wednesday November 26	CLOSED
Thursday November 27	CLOSED
Friday November 28	CLOSED
Wednesday December 14	Early release care provided
December 22-December 26	CLOSED
December 29,30,31,January 2	Optional KidsClub Vacation Camp sign up available \$160
Monday January 19	CLOSED
Wednesday , January 21	Early Release care provided
Wednesday February 11	Early Release care provided
February 16-20	Vacation– KidsClub care provided 17-20(closed Feb 16)
Wednesday March 11	Early Release care provided
Thursday March 12	In Service day care provided at KidsClub
Friday March 13	CLOSED for staff development
Wednesday April 15	Early release care provided
Friday April 17	CLOSED
April 20-24	Vacation– KidsClub care provided April 21-24 (closed April 20)
Wednesday May 20	Early Release care provided
Monday May 25	CLOSED
*June 12th	Last Day of School and KidsClub



## REGISTRATION & PAYMENT INFORMATION

For Full time registrations payment are made through weekly or monthly reoccurring payments. If you need another plan– such as biweekly please reach out to office staff.

If a reoccurring payment is declined you will have a week to resolve card issues to prevent further behind payments. A late fee of \$25 will be applied to each payment not made.

If you are aware of issues that may come up please communicate with office so we can work together on a plan.

For daily plans and Early release plans students must be registered in advance of day and paid in full.



# STAFF CODE OF CONDUCT

Staff will uphold the standards of our GNG Rec Program

- A student's whereabouts will always be known.
- A student will never be left unsupervised.
- Staff will be proactive in risk management by executing daily inspections of their appointed areas for potential hazards.
- Staff is responsible for their appointed areas and will keep it reasonably organized and clean throughout the day.
- A staff member will monitor children when in the restroom areas.
- Staff should not use cell phones for any reason other than SOAR related issues to communicate with office staff.
- Staff will understand the course of action in cases of emergencies and in times of concern.
- No personal information on a child shall be released to anyone other than Recreation Administrative Staff, staff to staff on a need-to-know basis, parents, guardians, or legal authorities without the written consent of the parent or guardian.
- No photographs or videos taken of students will be used for non-recreation purposes.
- Staff will appear clean, neat and properly attired. Staff will wear GNG Recreation at all times for easy identification.
- Staff will work hard to make each child's experience the best it can be.
- Staff will act as role models for our students from the moment they arrive until after they depart.

## STAFF TRAINING AND CERTIFICATION

All KidsClub Staff participate in training on behavior management, activity planning/coordination, safety, supervision, team building etc. and are certified in CPR/AED First Aid, mental health training, and Sexual abuse prevention.

## STUDENT TO STAFF RATIO

Our low student to staff ratio will enable us to provide close supervision and care.



## GENERAL INFORMATION

### Hours of Operation

SOAR will be open from the end of the school day group 3 dismissal till 5:30 pm . In the case of an emergency closure staff will communicate through emails and text blasts. Please make sure you are signed up for both.

### Late Pick-Up

SOAR closes at 5:30 each night.

From 5:35pm - 5:45pm a \$15.00 late fee will be applied to your account online.

After 5:45pm, an additional \$15 late fee per 5 minutes will be applied to your account.

We will start trying to contact you at 5:30, If we have not heard from you or reached you by 5:40 emergency contacts will be called and if no connection has been made by 6:00 sheriffs may be called to help us locate you. Repeated late pick-ups may result in you being asked to withdraw your child (ren) from the program.

### Attendance

After group 3 dismissal our staff take attendance to check that all children are accounted for and our numbers match up. In the event an expected child is absent our staff will text/ call parents, check in with the school to find out if the child was absent or picked up. To help us avoid time away from program on these steps please make sure if there is a change to your child's schedule you not only notify school but our hotline number as well , we do not get school notifications of absences. (emails are NOT effective as office staff may not receive in time)

**SOAR Hotline Number:207-576-0657**  
**Text for schedule changes or absences**

**Any student who is on school suspension will not be able to attend SOAR on those days.**



### **Sign Out—Pick up**

Pick up will be outside covered exit– on arrival please text/call hotline and wait for your child. Please note that depending on location of group it may take a few minutes– if you have an appointment and need a quick pick up, please plan on texting before arrival or coming early. Students will be dismissed and walk to pick up person unattended unless other arrangements have been made with our SOAR director.

The person picking up at the end of the day must be listed on the pick up authorization form and be prepared to show an ID to staff to verify. Staff reserve the right to retain your child if proper notification of release or adequate photo ID is not provided. For the Soar program parents numbers will be stored in hotline phone and a text from that number will verify you are on site, used as your sign out permission, and your child will be released to walk to exit.

Staff reserve the right to contact proper authorities if they have reason to believe there may be competency issues with operating a motor vehicle or with the overall safety of your child. We reserve the right to contact another already authorized individual to pick up your child in the event that a competency issue has been recognized and/or verified by the proper authorities.

### **Accurate Accounts and Contact Information**

Parents/Guardians are responsible for keeping accounts accurate and up to date for the safety of your children. Please make sure to keep us informed of any changes to your contact number, authorized pick-ups, emails, or medical information for your child. You may also update these changes through your account online at [gngrec.com](http://gngrec.com)

### **Personal items / Lost + Found**

Please label all items belonging to your child -backpacks, lunchboxes, water bottles, clothing (coats and sweatshirts are our biggest lost and found items). SOAR staff are not responsible for any lost or damaged property.



## SAFETY & WELLBEING

### Medical information

Please make sure that any and all concerns are kept updated in your child's account and any changes made are communicated to the SOAR administration. It is our goal to keep your child's well being our priority and we can not do this without your help. No information is unnecessary, we want to hear all your concerns and work together for your child.

### Allergies

We ask that the parents with children with allergies be responsible to collaborate with our office and provide emergency medication necessary for your child– we do not have access to school kept meds, Soar will have their own med box. We ask that you review and educate SOAR administration to the best of your ability on your child's allergies and emergency plan.

### First Aid

SOAR is equipped with basic first aid supplies. Staff will administer basic first aid in the event of a minor injury as dictated by their Red Cross First Aid training. Staff will then log and keep documentations. In the event of any head, neck or back injury Staff will assess child and call parent to notify regardless of assessment outcome.

If a major or life threatening injury, accident or allergic reaction does occur during SOAR 911 will be called, parents notified, and based on the recommendation of emergency personnel child may be transported to closest medical facility or released to parent/guardian.

### Medication

Medications needed while at SOAR must be given to SOAR director along with filled out and signed Medication Authorization form. Staff will keep in our locked med box unless deemed necessary to be carried by staff during SOAR hours. We do not have access to school kept medication and must have a separate SOAR supply. All medication must be in labeled medication containers.

### Clothing

We will be outside every day for a period of time. Your child will need to be dressed for outside active play according to the weather. Sneakers in fall and spring, snow boots and snow gear in winter. Coats or sweatshirts when cool etc. We do not have staffing to stay inside with a child who is not equipped with proper gear, please make sure child is prepared.





## BEHAVIOR POLICY

The SOAR Behavior Management Policy is acknowledged and signed at the time of registration by each family, we encourage you to show this to your child as well.

Our staff will

- Clearly communicate and define expectations to children.
- Use positive reinforcements through praise, respect, redirection of expected behavior.
- Apply consequences appropriate for the action.
- All efforts will be made to help your child constructively express his/her feelings and frustrations to resolve the conflict.
- Log all behaviors to help in the prevention of further problems and for proper documentation to be reviewed by parents if needed.
- Communicate with parents as a means of preventing and resolving behaviors before they become a problem.
- Follow guidelines set by behavior management policy.

The Staff /Directors will be the mediator of any behavior they deem is unacceptable. Fighting, bullying and behaviors effecting health and safety of self or of others will not be tolerated. A parent/guardian will be notified per the Behavior Management Policy.

Damage to property or Equipment-

Normal wear and tear is expected of equipment and for the facility while being used in the manner they were intended. Careless use and abuse will not be tolerated. If your child damages equipment or the facility due to obvious carelessness you will be asked to pay restitution for the replacement or repair. If restitution is not made in a timely manner your child's registration will be suspended with no refund until restitution has been paid.

### ONE-ON-ONE

Please be advised that we are unable to provide one-on-one care. If your child receives one-on-one care within the school department (whereas the school incorporates the placement of an education technician or other hired staff has been placed in your child's classroom setting), this program is not able to provide that care. If your child is placed in a specially designed classroom setup other than a regular classroom we may require a statement of medical condition from your child's primary care physician to allow an analysis of the program's ability to accommodate your child.

# GNG Recreation Behavioral Management Policy

Last Updated: Spring 2025

Parent/Guardian must understand and review with child and sign this form.

GNG Recreation is dedicated to fostering a positive and supportive environment for all children in our program. Our goal is to help every child thrive and grow both socially and emotionally. Open communication and collaboration between parents and our staff are essential to achieving this goal. We are here to work with you to address any behavioral concerns and to support your child's development. We have established behavior expectations that must be followed to ensure a safe and respectful environment for everyone. Behaviors that disrupt the safety and wellbeing of participants and the program will be managed using the guidelines below

The following are the offenses and consequences that will be taken and are subject to the discretion of the staff:

	Behavior	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
level 5	Possession of drugs, alcohol, and/or weapons.	Immediate expulsion from our program  NO REFUND				
level 4	Leaving program boundaries, sexual harassment, willful destruction of property*	Behavioral Form Immediate pickup 1 day suspension *damage restitution  NO REFUND	Behavioral Form 2 day suspension Parent meeting *damage restitution  NO REFUND	Possible expulsion from our program *damage restitution  NO REFUND		
level 3	Physical harm of others, stealing, blatant defiance of staff or rules, threatening, repetitive negative behavior towards another child	Behavioral Form Immediate pickup  NO REFUND	Behavioral Form Immediate pickup 1 day suspension  NO REFUND	Behavioral Form 2 day suspension Parent meeting  NO REFUND	Possible expulsion from our program  NO REFUND	
level 2	Inappropriate language, disruption of program, endangering another persons well-being, intentional unkindness	Behavioral Form Parents notified	Behavioral Form Immediate pickup  NO REFUND	Behavioral Form Immediate pickup 1 day suspension  NO REFUND	Behavioral Form 2 day suspension Parent meeting  NO REFUND	Possible expulsion from our program  NO REFUND
level 1	Breaking program rules, disruptive behavior, defiance, disrespect, careless damage to rec property	Verbal warning Time away from peers Loss of activity	Behavioral Form Parents notified	Behavioral Form Immediate pickup  NO REFUND	Behavioral Form Immediate pickup 1 day suspension  NO REFUND	Repeated behavior may result in parent meetings, extended suspensions, and/or expulsion from program  NO REFUND

I have read and understand the above policy. I assume the responsibility for insuring that my child is aware of this policy and the consequences of his/her actions should there be any such offense.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_