



CITY OF LEWISTON  
RECREATION

**SCHOOL YEAR 2025-2026**

# **AFTER SCHOOL AT THE ARMORY**

## **FAMILY HANDBOOK**

Lewiston Recreation Department, City of Lewiston  
Lewiston Armory, 65 Central Avenue, Lewiston, Maine 04240  
Office Phone: 207-513-3005 Website: [www.lewistonrecreation.com](http://www.lewistonrecreation.com)

# WELCOME

Welcome to After-School at the Armory Child Care Program! We're excited to provide a safe, engaging, and nurturing environment for your child during the after-school hours. Our trained staff are dedicated to supporting your child's social, emotional, and physical development through active play, enrichment activities, and positive relationships. This handbook outlines the policies and expectations to help us work together effectively. Please read it carefully and reach out with any questions.

## AFTER SCHOOL CONTACTS

**Devin Pike** Youth and Family Program Aide: [dpike@lewistonmaine.gov](mailto:dpike@lewistonmaine.gov)

**Alyssa Davis** Recreation Deputy Director: [adavis@lewistonmaine.gov](mailto:adavis@lewistonmaine.gov)

**Office Phone** 207-513-3005

**Address** 65 Central Ave, Lewiston ME 04240

## After School Dates, Times, & Location

**Dates:** September 8th—June 12th (Current Last Day on LPS Calendar) Excludes Teacher Workshop Days, Holidays, and School Vacations. Check out our School Vacation Camps & School Out programs for more childcare options!

**Hours:** School dismissal—5:30pm. Early Release days are included!

**Location:** Lewiston Armory—65 Central Ave, Lewiston ME 04240

**Participants:** Kindergarten—6th grade students from Geiger & Montello Elementary Schools.

## Enrollment & Fees

**Registration:** You MUST register for the whole school year to be a part of the program. Program registration takes place on our website, [lewistonrecreation.com](http://lewistonrecreation.com). If you are new to Lewiston Recreation, you must first create an account. From here, program registration can be completed, including payment. Please make sure your contact information, including email and phone number, are accurate. Call our main office at 207-513- 3005 for assistance or email [recdept@lewistonmaine.gov](mailto:recdept@lewistonmaine.gov).

**Fees:** Families can pick between 3 days, 4 days, or 5 days of after school care.

- 3 days a week: \$60
- 4days a week: \$76
- 5 days a week: \$90

**Payments:** To complete the registration process you must pay for the first month. Throughout the year payment is due at the beginning of each month. Payments can be made multiple ways.

- Credit card online, over the phone, or in person at our office.
- Cash in person at our office
- Check in person or through the mail
- *We will not be setting up payment plans for this program or providing scholarships at this time.*

# What Should My Child Bring to After School?

- Appropriate attire for being active in any season! (Examples; sneakers, boots, short sleeve shirts, long sleeve shirt, shorts, pants, jackets, etc.)
- Snacks for the afternoon (2 –3).
- A water bottle, bottled water or other healthy drinks. Please no glass containers or sodas.
- Backpack to store your child's belongings, complete with a change of clothes.
- Medications if necessary. Please email Devin Pike, Youth and Family Program Aide at [dpik@lewistonmaine.gov](mailto:dpik@lewistonmaine.gov) if your camper will need medication throughout the day. Please review our Medication Policy under “Camp Health and Safety” on page 5.

**We do not allow the use of Cellphones, iPads, tablets, computers, electronic games, or toys. Lewiston Recreation is not responsible for any personal items that are damaged, stolen, or lost at camp.**

## Readiness Skills to be Successful

Lewiston Recreation Department aims to include everyone in the department's programming offerings to the community. However, not every person may be successful within some of the environments we create for the programming needs of the community. To ensure the safety and enjoyment of all our participants, everyone attending the program must be able to perform the following readiness skills:

- Participants must be able to participate independently or with reasonable accommodations/modifications.
- Participants must be able to take and follow directions and instructions from a staff member and be open to changing what they are doing to keep the group safe and welcoming to all people.
- Participants must be able to 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 their assigned group throughout the program's duration or safely request a break from the group where staff can see/hear them and the rest of the group.

## After School Culture: “Character Counts!”

We have activities, programs, and special events lined up for the school year, and we want everyone to be able to participate to the fullest. Participants and staff will work together to build a culture that is:

**SAFE:** After School will create a space where children and staff feel safe and welcomed.

**SUPPORTIVE:** We will build an environment where children feel comfortable trying new things!

**RESPECTFUL:** After School will celebrate our differences, and recognize the feelings of others.

**HONEST:** Our After School family will trust each other to make good decisions that will make After School at the Armory a great place for everyone.

Participants who act in a way that does not support the After School Culture may be asked to leave the program. This will be at the discretion of the Recreation Deputy Director & Recreation Director



## Typical Afternoon at the Armory

**2:30pm—3:00pm**

Buses drop off, we take attendance and have snack.

**3:00pm—4:00pm**

Activity options & gym time. This will be our dedicated gym time for the program but there will be other activities options from outside, art room, or game room!

**4:00pm—5:30pm**

The fun continues outside or in our art room, game room, and multi purpose spaces. During this time the gym will be transitioning into different programs. Pick up will be located in the back right hand corner of the Armory.

## Pick Up Protocol

**Pick-Up Protocol:** Pick-up is located at the back right hand corner on the Armory on Vale St. **The parent/guardian must come into the building.** Only authorized individuals with a valid photo ID will be allowed to pick up your child. Please make sure that your authorized pick-up list is up-to-date. You may add people throughout the year. We will not release your child to anyone who is not preapproved by the parent/guardian. This policy is in place with the safety of your child in mind.

**Early Pick-Up:** For After School at the Armory, please wait until 2:45pm to pick up to ensure that we can complete all of our attendance processes in a safe and timely manner once all the children have arrived. Pick ups on Early Release days are available starting at 1:00pm. If you need to pick up prior to 2:45pm for any reason, we ask that you please pick up your child directly from their school and either do not register for after school that day or notify us of their absence.

**Late Pick-Up:** After School at the Armory ends at 5:30pm. If you pick up late, you will receive a \$25.00 fee to your account.



## Program Absents or Withdrawal

**Absent:** If your child will not be attending after school on a scheduled day please let us know by emailing Devin Pike, Youth & Family Program Aide at [dpike@lewistonmaine.gov](mailto:dpike@lewistonmaine.gov) or call the office at 513-3005 by 11:00am. There are no refund or credits for missed days.

**Program Withdrawal:** A written notice is required two weeks prior to the desired withdrawal date. Once the month has been paid, we will refund your account for any remaining days in the month after the 2 week window. Lewiston Recreation recognizes there can be extenuating circumstances and it retains the right to handle refunds on a case-by-case basis as necessary.

## Weather Cancellations

If Lewiston Public Schools are closed or are dismissed early due to weather, After School at the Armory will be canceled.

## After School Health and Safety

**Communication Forms:** Communication forms are used by staff to make families aware of any accidents or incidents that happened here at camp. You may be asked to discuss a communication form with the Youth And Family Program Aide at checkout. We will ask for a signature on all forms to confirm you were spoken to about the accident/incident. Communication forms can be written about anything from a scraped knee during a game to a more serious behavioral issue. These forms are not connected to any disciplinary system and are simply a tool to make sure parents/guardians are aware of what goes on at after school.

**Medication Policy:** To administer any type of medication (prescription or over the counter medications) we must have a signed “Medical Authorization Form” on file. You can find this form on our website at [www.lewistonrecreation.com](http://www.lewistonrecreation.com), or a paper copy at our office. Prescription medications must be in their original bottle with the current pharmacist label on it. Lewiston Recreation does not have a trained medical professional on staff. Should your child need to take medication at after school, it will be self administered with the assistance the Youth and Family Program Aide or After School Counselor. The staff will document when the medication is administered. If you have any questions regarding our medication policy, please contact Devin Pike, Youth and Family Program aide at 207-513-3005 or email [dpike@lewistonmaine.gov](mailto:dpike@lewistonmaine.gov).

**Illness and Injury:** We are equipped with first aid kits to handle minor injuries and emergencies. If there is any question that an injury is more serious than our staff is able to handle, we will then make a decision about the next step. In most cases, the parent will be notified before taking action, however, if the emergency is severe, emergency personnel will be called. It is important that we have updated contact numbers on your account. If your numbers or contacts have changed since registration, please update your records. All staff are CPR and First-Aid certified.

If your child is not feeling well, suffering from diarrhea or vomiting, please keep them at home for at least 24 hours, If your child becomes ill while they are at camp, we will contact you to come pick them up.