

Standish Recreation



Before/After School Program

2013- 2014 Parent Handbook

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**Standish Recreation
175 Northeast Rd.**

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Recreation Department Staff

**Linda Brooks Parks & Recreation Director
To be announced Before/After School Program Director
Marcy Parmenter Administrative Assistant**

WELCOME LETTER

Welcome to the Standish Recreation Before /After School Program. Our main emphasis in offering this program is to provide your child with an affordable, fun and safe program for the before and after school hours. One of the key elements of this program is “play” – which is something that is sometimes forgotten in this busy world that we are raising our children in. Through the activities that we offer, we are hoping to help your children develop some life-long leisure skills, as well as an understanding about the importance of having recreational interests. We are a family friendly program and invite any new ideas. It is the goal of the department to have the program run as smoothly and efficiently as possible. With your participation and cooperation, it will continue to be a premium recreational program.

We understand that you have busy lives, and you have a lot going on. This booklet has been prepared for your convenience. It informs you of our policies and procedures, and will hopefully answer the questions you might have about our program. We ask that you keep this booklet in a handy place for easy reference. Our expectation is that each parent will read and understand this manual and act in accordance with our policies. Thank you!

Sincerely,

Linda Brooks, Director of Parks and Recreation

PROGRAM INFORMATION

This program is open to children in Grades K-5 that attend Edna Libby, Steep Falls and George E. Jack Elementary Schools, and is held at the G.E. Jack School. The Before School Program (**BSP**) is offered from 7:00 – 8:30 a.m. Monday- Friday, excluding all MSAD #6 school vacations, holidays, teacher inservice days or snow days. The BSP **will not be held on late arrival days due to snow**; however, it will be held on the 5 scheduled late arrival days. Children attending Edna Libby School and Steep Falls School will be bused from GEJ and will arrive at their schools by 8:50 in the morning. Any child receiving free or reduced breakfast will be given the opportunity to eat breakfast. Children wishing to bring their breakfast will be given the opportunity to eat at GEJ before going to their own classroom or school.

The After School Program (**ASP**) is offered on Monday - Friday from 3:00 p.m. – 6:00 p.m., excluding all MSAD#6 school vacations, holidays, teacher inservice days or snow days. The ASP **will not be held on early release days due to snow**. Activities will include indoor and outdoor sports, group games, arts and crafts, music, dance and some field trips. During the ASP each day there will be a quiet time for participants to complete daily homework. Tutoring opportunities are also available free of charge for anyone interested through our partnership with St. Joseph's College. After School participants will be able to participate in other programs being offered throughout school year (such as Mad Science, sports clinics, art programs, etc.) if they choose to do so; however, there will be an additional charge for these activities.

STANDISH RECREATION PHILOSOPHY

The Before/After School Program is designed to ease the transition between school and home on a daily basis, and to provide quality recreational experiences to all the participants. Studies indicate that with the majority of homes having working parents, the precious evening hours are spent doing homework and preparing for the next days' activities, leaving little time for anything else. In offering this program, we are also hoping to offer an alternative to the "latchkey child" who is going home to an empty house or to the child who is going to a daycare setting that is unable to offer the age-appropriate programs that we will provide. We think we are offering a program with the right mix of recreation and education, but we are not intending to fill the role of a daycare provider in any way – this is strictly a recreation program providing recreational opportunities for grade school-aged children.

DEPARTMENT GOALS

- *To promote physical, social, emotional, and cognitive development of the children who are involved in the program.
- *To provide experiences that contributes to the growth and development of a healthy, intelligent, and productive member of society.
- *To enhance the child's experience and to keep the parents informed through open communication between children, staff, and parents.
- *To provide an atmosphere where children can develop a sense of independence, learn about responsible self-care, and develop appropriate decision-making and listening skills.
- *Encourage the development of self-esteem by providing a place where children can learn about themselves, build self worth and experience success.
- *Promote relationships between participants that help form healthy friendships.
- *Invite cooperation and sense of team between staff, children, and families.
- *Foster a healthy respect for diversity.

PAYMENT INFORMATION

The annual fee for each child is based on a 38-week period, and this annual fee does take into account holidays and vacation periods. There will be no refunds given for days missed, or for days that are canceled due to snow days, as those days will be made up at the end of the school year. Anyone given a space after the program has begun will pay a pro-rated fee. The fees are as follows:

ASP

Full time for the School Year:

Fee of \$180 (\$45.00/week) is paid at registration and on the first of each month for the remainder of the school year, for a total of \$1,710.

Part time with a set schedule for the school year:

Fee of \$10 per day. Days need to be selected at time of registration.

4 Days a week requires a \$160 paid at registration and on the first of each month for the remainder of the school year, for a total of \$1,520

3 Days a week requires a \$120 paid at registration and on the first of each month for the remainder of the school year, for a total of \$1,140

2 Days a week requires an \$80 paid at registration and on the first of each month for the remainder of the school year, for a total of \$760

1 Days a week requires a \$40 paid at registration and on the first of each month for the remainder of the school year, for a total of \$380

Weekly Registration:

Days need to be selected and paid for at time of registration. This option is available **on-line only and registration must be completed by the Wednesday** of the week prior to the week selected.

Fee of \$46 per week or \$11 per day

BSP

** There is no part-time rate for the Before School Program, so fee covers Monday – Friday **

Full time for the School Year and enrolled in the After School Program also:

Fee of \$100 (\$25.00/week) is paid at registration and on the first of each month for the remainder of the school year, for a total of \$950.

Full time for the School Year and *NOT* enrolled in the After School Program:

Fee of \$120 (\$30.00/week) is paid at registration and on the first of each month for the remainder of the school year, for a total of \$1140.

Late Arrival Days

The school district has scheduled 5 late arrival days which are included in the BSP/ASP at no additional fee.

Payment for 4 weeks is required at time of registration and this deposit is applied toward the total cost of the program. The parent is expected to begin making regular payments at the beginning of the program, so that the payments are completed before the program concludes. An e-mail will be sent in the middle of each month as a reminder to check your account and to make your payment by the first of the next month. Please keep your account up to date. Anyone who falls behind more than 4 weeks will be asked to make weekly payments in order to keep their account current.

Payments can be made through our website at www.standishrec.com, and this is the simplest method for you to use. They can also be mailed to Standish Recreation, 175 Northeast Road, Standish, 04084, in person at the Clerk's Office during regular business hours (Monday – Thursday, 7:30 a.m.- 4:30 p.m.) Anyone who receives assistance with program fees through some type of subsidizing agency will need to provide written verification of this with the registration form.

POLICIES

The following policies are essential to guarantee our success:

1. On the first day that the child attends the program, you need to send a note in to the child's teacher indicating which day(s) of the week your child will be attending the program. If that changes at all throughout the school year, you will need to send a new note in to the teacher, so that he/she is aware of this change.
2. We are offering a very flexible payment plan - please adhere to it so that we don't need to assume the role of bill collectors. Payments can be made on-line, in person at the Clerk's Office, or they can be mailed directly to Standish Recreation, 175 Northeast Road, Standish, 04084.
3. Parents will be charged a fine whenever they are late in picking up their child, as we will need to pay the staff members who are required to work late. Anyone who is 5 – 10 minutes late will be charged \$5.00; then \$1.00 per minute after that. Anyone who receives more than three (3) fines will be asked to withdraw their child from the program.

STANDISH RECREATION 2012/2013 BSP/ASP PROGRAM RULES

1. Participants are expected to be courteous, obedient and aware of safety issues at all times.
2. There is to be no physical contact (i.e. pushing, shoving, tripping, hitting, wrestling, fighting, tackling, snatching of clothing, etc.). **This is one of our most important rules, and violation of this rule may result in an immediate one-day suspension.**
3. No participant is permitted to leave the program at any time without permission from the counselor in charge. Participants may leave their assigned area only after they have received permission from the counselor in charge. **Violation of this rule will result in a minimum one day suspension for the first offense and permanent suspension for the second offense.**
4. Participants must follow bus safety rules at all times while riding the buses.
5. Participants are expected to leave the facilities neat and clean at the end of each day.
6. All equipment must be used safely and respectfully. Participants are not allowed to kick balls inside the building - much of our damage is a direct result of this rule violation. **If a child is found doing something deliberately that causes damage to the equipment, the parent will be billed according to the extent of the damage.**

7. Foul language will not be tolerated.
8. Participants are encouraged to leave personal property at home. All personal property brought to the program is the child's responsibility, and not the responsibility of Standish Recreation staff members.
9. Participants will always obey instructions of counselors and directors. We will stress the importance of mutual respect between participants, their peers and their counselors. By reinforcing the importance of respect for your neighbor's rights, the above rules should be followed naturally.
10. The following steps will be taken for a participant who chooses to break these rules:
 - A. First violation will result in a written warning being sent home to the parents.
 - B. Second violation, depending upon the circumstances, will result in either a loss of program privileges for one day **or** a day of suspension. The loss of attendance may be the next day that the child is scheduled to attend. This decision will be entirely at the discretion of the program director.
 - C. Third violation will be handled on an individual basis by the program director and the recreation director. If necessary, a participant can be asked to leave the program permanently.

Depending upon the severity of the offense, these steps can be bypassed and immediate suspension or dismissal from the program may occur.

CHILD TRACKING PROCEDURE

If your child is not going to be attending the ASP, you need to call the After School Program Office **(642-2298)** before 3:00 p.m. on that day. A call to the office is not required if a child is not attending the BSP on that day, as that child will simply not be added to the attendance sheet. **Please do not call the Recreation Office with this information, because there are times when there is no one in the office to receive this message.** When a child does not show up for After School Rec. on his/her scheduled day, and we have not received a note or a phone call informing us of his/her absence, the following steps will be taken to help locate your child:

1. The After School Coordinator will check with the school office to find out if your child was absent from or signed out of school that day.
2. If not, the Coordinator will contact the parent to confirm the child's absence from the program.

3. If the Coordinator does not speak to the parent, he/she will call emergency contacts until someone is reached. The coordinator will also continue to call the child's parents as well.

TRANSPORTATION

Transportation to and from Edna Libby and Steep Falls Schools will be provided upon dismissal from the BSP in the a.m. and from school in the p.m. The parent will need to send a note in with their child on the first day that the child participates in the program authorizing the bus driver to transport the child to or from G. E. Jack School. Pick-up at end of day will be the responsibility of the parent, at or before 6:00 p.m. (except on field trip days) at G. E. Jack School. On field trip days we will plan to return to the school by 6:00 p.m., so picking your child up early on those days will not be possible. Field trip days may change depending upon the needs of the school district, and parents will be kept well informed of our plans with a newsletter.

FIELD TRIPS

Throughout the year, the After School Program may participate in a number of field trips away from George E. Jack Elementary site. When these trips do occur, the staff will post any and all information to the parents. The children will be transported by bus on days when there are field trips. **All participants are required to attend the field trip, as we cannot have any staff remaining back from the trip in order to accommodate a parent who wishes to pick up the child early.**

SNOW DAYS

We do not hold the program on any days that school is released early due to snow.

This is a liability issue with our own staff, and it is consistent with our policy for all other programs that the Recreation Department sponsors during the winter months.

We will continue to hold the program on scheduled early-release days, and we may also hold programs during the February and April vacations. These vacation programs are separate from the After School Program, and you are required to register your child for these programs separately.

TYPICAL DAILY SCHEDULE

3:00	Check in, Attendance, Announcements
3:10- 3:45	Outdoor Free Play: All children are required to go outside and play at this time (weather permitting), so please send child with appropriate all-weather clothing.
3:45 – 4:00	Snack Time
4:00 – 5:00	Homework for those who have it or an organized sport or arts and crafts for those who do not have homework or have finished their homework
5:00 – 6:00 and	Children’s choice of Educational games, Legos, Board Games Clean-up
6:00	End of the Day!!

CLOTHING AND PERSONAL BELONGINGS

Send your child dressed appropriately and comfortably. Be ready for Warm/Cold, Rain/Shine! In colder weather, children should have a warm coat, head covering and gloves. In the spring, a pair of rubber boots and rain pants are great for the muddy playground! If your child brings personal belongings to the program, he/she must be responsible for those items. **The Standish Recreation Department will not be responsible for any personal items (including clothing) that are damaged, stolen, or lost.** Parents are asked to monitor what children bring or wear to the program.

MEDICATION ADMINISTRATION

If your child needs to take any type of medication during program hours, parents/guardians **MUST** fill out *Physician’s Request to Administer Medication* form. The Program Director (or other staff member) will administer medication taken by a child (prescription and non-prescription). Medications will be administered based on directions written by the parent/guardian or doctor. **Staff WILL NOT administer any medications to a child without written, signed, and dated permission form naming the medication and dosage. PLEASE DO NOT SEND IN ANY TYPE OF MEDICATIONS WITH YOUR CHILDREN. PLEASE HAND THEM DIRECTLY TO THE PROGRAM DIRECTOR.**

BEHAVIOR MANAGEMENT PLAN AND CONSEQUENCES

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well being of his/herself or any other child or staff in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will ask a child to “take a break” for behavior issues. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child’s routines will enable us to work as partners to provide the best care for your child.

ILLNESS POLICY

Standish Recreation Department’s illness policy adheres to national standards and focuses on both the needs and behaviors of the ill child as well as the ability of the staff to meet their needs without compromising the care of other children. We understand and appreciate the needs of working and student parents, yet it is essential that children at our program are protected from contagion. We will endeavor to use good judgment as well as the following criteria, when evaluating children with illness. It is the program’s expectation that parents will do the same. A child must be well enough to participate in classroom activities. When illness results in greater care than the staff can provide without compromising the safety and health of other children, the parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child. Symptoms can be, but are not limited to the following:

- Elevated temperature (armpit) of 99.6 degrees or higher accompanied by other symptoms
- Vomiting

- Uncontrolled diarrhea or two or more loose stools
- Serious contagious illness
- Any symptoms requiring one on one care or causing severe discomfort
- Any illness accompanied by open, oozing bacterial infections or severe and bloody diarrhea
- Any open or oozing sores, bloody gums or bloody feces or unexplained rash
- Finding lice or eggs (nits) on hair or on clothing
- Severe lethargy accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing

The After School Program reserves the right to send home any ill child. Parents should exercise every caution and keep their child at home should unusual symptoms occur. If your child has been exposed to a contagious disease, details should be reported to the After School Program.

EMERGENCY PROCEDURES

Standish Recreation staff members are certified in CPR. Staff will report any accident that requires first aid or leaves a mark on an accident form. Parents will get a copy of the form. A paper copy is filed in the child's folder. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, the child will be taken to the requested hospital or to the closest hospital if not specified by the parent and always accompanied by a staff member. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the child's emergency contact list.

Child Concern Form

This form is being used to assist us in providing the best possible experience for your child while in the After School Program. Please take the time to complete the form and return it to us before the start of the program. **Your signature on this form gives us permission to share this information with those who will be working with your child.**

Child's Name _____ Date this form was completed _____

Program(s) this child is participating in _____

Known behavior or health concern which you want us to be aware of:

Parents' recommendations for us to help your child:

Are there any situations that trigger this concern in your child?

Can you tell us what is typical and/or atypical behavior from your child:

While your child is attending school has there been any plan of action designed which has been effective? If yes, please let us know what it has been:

Person to contact when we want to share the joys and concerns of your child:

_____ Phone number: _____

Signature of parent/guardian: _____

STANDISH RECREATION DEPARTMENT

PHYSICIAN'S REQUEST TO ADMINISTER MEDICATION

Participant's Name: _____

Name of Medication: _____

Dose: _____ Time: _____

Physician's Name: _____

Reason for Medication: _____

Possible Side Effects: _____

I am aware that the Standish Recreation Department does not have trained medical staff available. However, the above-named participant is in need of the above-named medication/drug during the time frame of a recreation program in order to maintain his/her physical health. In my opinion, his/her need for the medication/drug is so important that I request that non-medical personnel dispense this medication/drug in accordance with the following instructions:

Child may self-administer in accordance with the instructions above: Yes/No? _____

In the event of possible side effects, please take the following action:

Date

Doctor's Signature

Date

Parent/Guardian's Signature