



Before & After School Program Parent Handbook

Locations and Phone Numbers (Hours, Dates, Costs, PTR):	1
Payment due dates/Late payments:	2
Enrollment/Registration: Grades K-4:	2
Arrival Procedure:	2
NO CALL/NO SHOW:	3
Departure Procedure:	4
Late Pick Up:	4
Withdrawal and Change of Attendance:	4
School Delays, Dismissals & Closings:	4
Discontinuation of Enrollment:	5
Staffing:	5
Program Schedule:	6
Snack and food policy:	6
Homework:	6
Special Assistance:	6
Code of Conduct:	7
Behavior Policy:	7
Health Information:	8
Accidents, Emergencies and Safety of Children:	8
Financial Assistance:	9
Receipts & Federal ID:	9
Newsletters and Announcements:	9
What to Wear and Bring/ or Not Bring:	9
Office Information:	10
Thank You:	10

Before & After School Program Parent Handbook

Locations and Phone Numbers:

SGT. Jordan Shay Memorial Lower Elementary School- Grades K-2 (SMS): 978-479-1480 (Before & After), Located at 193 Lions Mouth Road.

Before School Program- Please enter at the gymnasium door to the left of the main entrance.

After School Program- Pick up **prior to 4:00pm** please call the site phone. After 4:15 go to the gymnasium door and staff will let you in.

Cashman Upper Elementary School- Grades 3-5 (CES): 978-479-1482 (Before & After), Located at 193 Lions Mouth Road.

Before & After School Program- Please use the left side entrance to the cafeteria.

Program Cell Numbers:

SMS 978-479-1480

CES 978-479-1482

You must call the program cell for any and all changes to your child's attendance on a given day.

Hours: Amesbury Recreation Before School Program runs 7:00am-8:30am, Monday-Friday. The After School Program runs from 3:00pm-6:00pm, Monday - Friday.

Dates: The program starts September 3rd and follows the school year calendar.

Costs: Amesbury Recreation offers monthly rates with set days of the week. You may select the number of days a week and pay monthly. We also offer drop in rates to pay by the day *if space is available*. Please register and pay for a drop in 24 hours before to make sure there is room available. Please do not send your child without registering or they will be sent to the office for pickup.

Before School Pricing:

5 Days a week- \$250 per month

4 Days a week- \$200 per month

3 Days a week- \$150 per month

2 Days a week- \$100 per month

1 Day a week- \$50 per month

Drop in- \$20 per day

After School Pricing:

5 Days a week- \$500 per month

4 Days a week- \$400 per month

3 Days a week- \$300 per month

2 Days a week- \$200 per month

1 Day a week- \$100 per month

Drop in- \$35 per day

Professional Release Time Days: PRT days start at 12:00 and do not cost extra for families if it is your regularly scheduled day. Children will eat lunch at school on this day. A PRT Drop in rate is \$45. **PRT DATES:** 10/3, 12/12, 1/15, 1/16, 2/6, 3/20, and 4/10.

Professional Development Days: No School- No Programs 9/10, 11/5, or 3/11.

Payment Due Dates/Late Payments:

- Payment is due by the 1st of the month prior to care.
- Late notices will be sent out on the 2nd business day of the month via email. A late fee of \$10 is charged for late payments if not paid by the 9th day of the month unless other arrangements have been made through the Recreation Department.
- Your child may not participate in the program if payment is more than 1 month late. Should this occur, you will lose your spot if we have a waitlist.
- Once the program is over in June, should there be a balance on the account, a \$50 charge will be added and the account will be suspended.
- Payment is accepted through check, cash, money order or by credit card online (for a small fee). Please call to make arrangements to drop off cash/checks at the Amesbury Recreation office between 8:00am-4:00pm Monday-Friday. We are located at 68 Elm Street (same building as the Transportation/Senior Center). If you cannot make arrangements to drop-off the payment during these hours, please plan to mail ahead of time as payment is not accepted at the programs. If you are dropping off cash or applying for financial aid, you must make an appointment with the Recreation Office. If you have bounced a check more than once, future checks will not be accepted.

Enrollment/Registration: Grades K-5

To enroll a child, please go to www.amesburyrec.com and register. Enrollment is only for those attending Amesbury Public Schools. We currently have a waitlist for the Shay After School Program, please call the office to be added to the waitlist. Although you register for the year, you only have to pay for the upcoming month before the 1st of the month. If you have not paid by September 1, your spot may be given away.

If your child has any medications or allergies, additional forms are required. Please contact the Recreation office for forms at 978-388-8137.

If your child is on an IEP/504 with the school, we ask that you provide us with a copy, so that we are able to be consistent with your school and better support your child. It is important to establish a relationship from the very beginning to ensure your child is set up for success!

All registration is done online at www.amesburyrec.com and requires 1 business day waiting period before you may attend any Amesbury Recreation Program. If your child has attended our program during the current school year they are able to sign up for the drop in program, pending availability.

Arrival Procedure:

Before school- Children must be accompanied into the building no earlier than 7:00 AM, and signed in by their parent/guardian. Children **may not** be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent/guardian departs. Parents/Guardians are responsible for the

supervision of their child before sign-in. Children who do not arrive at the before school program on their scheduled day will not be traced.

After school- Your child will be dismissed to the after school program via the school's intercom system. Children are to immediately report to the cafeteria or other designated area to check in with staff. This should happen before they attend any club or enrichment program. Children are greeted by staff as they arrive and attendance is taken. Amesbury Recreation cannot assume responsibility for a child until he/she has checked in. Children must attend school all day to participate in afterschool programs. Program staff will take attendance of your child each day, they are required to be checked-in by the staff. It is extremely important that we hear from you if your child is not going to attend on a given day for any reason.

Please write a note to your child's homeroom teacher on the first day to make sure they know your child is in the after school program. Otherwise, all correspondence related to the program needs to be done with the recreation office (978-388-8137) or Recreation@amesburyma.gov and program cell(see numbers below). If we are not notified of an absence, you will be charged a finder's fee.

The reception is spotty at Shay so the messages cannot be left most of the time.

NO SHOW/NO CALL:

recreation office (978-388-8137) or Recreation@amesburyma.gov

SMS 978-479-1480

CES 978-479-1482

If your child will be absent on an afternoon he/she is scheduled to attend, please inform the ASP by notifying a staff member prior to the absence or leaving a voicemail message **at your site** before 2:00 PM. (See above for site phone numbers).

*Please do not call the school to inform us that your child will not be there on a given day. **You must call the program cell and office** to avoid getting charged a "finder's fee" to look for your child. Finder's fee is \$10.*

If a child is absent on an afternoon he/she is scheduled to attend, and ASP has not been notified, the ASP trace procedure will be followed. Staff will first check the child's classroom and the school office, then call the parents to determine the child's location. Once parents are contacted, they are responsible for locating the child with the assistance of ASP staff. If attempts to call the parents are unsuccessful, messages will be left, and the emergency contacts will be called. If no contact is made, the police may be called to report the missing child.

The trace procedure takes a staff member away from the group for an extended period of time, a **\$10.00 trace fee is assessed for failure to notify the ASP staff of an absence.** ASP reserves the right to suspend and/or discontinue enrollment for recurrent unnecessary traces.

Departure Procedure:

When you pick up your child, you will need to sign them out in the presence of a staff member. Please plan on showing an ID until the staff get to know you.

You created a list for those who have permission to pick up your child. You will need to send a written note, phone, or email to the Amesbury Recreation Office to make changes to this list. Please remind those who pick up your children that they may be asked for an ID. Once your child is picked up, they should not return to the program.

These measures are in place for the safety of the child.

*Written permission is necessary for a child to leave the ASP program to attend other activities in the building.

*Any person who is suspected of being impaired by drugs/alcohol will be asked to call another designated person to pick up the child. The police and DFCS may be called. Your child's safety is our priority.

Late Pick Up:

Amesbury Recreation staff members have evening responsibilities and are not expected to remain past 6:00 pm for after school programs. Although no child will be left unattended, a fee of \$10 will be assessed for each 10 minute increment of tardiness.

6:01- 6:10 = \$10.00 fee

6:11- 6:20 = \$20.00 fee

6:21- 6:30 = \$30.00 fee

Please make alternate arrangements to prepare for any bad weather to avoid the fee. Late fees will be added to the account.

Withdrawal and Change of Attendance:

To withdraw or request to change days you may email the office. Should you choose to withdraw from the program once paid, you will not receive a refund for that month. Months after that will simply be canceled. You are welcome to re-enroll if space is available. If enrollment is full, you will be placed on a waitlist. Changes in days of attendance will be made if space in the program permits and will be effective the first week of the following month. Please email Kathy at kathleen@amesburyma.gov or Caroline at robitaillec@amesburyma.gov or call the Recreation office at 978-388-8137 as soon as possible to withdraw or to request changes.

School Delays, Dismissals & Closings:

Amesbury Recreation's Before & After School Program follows the Amesbury Public School calendar and operates on days when school is in session. The exception date is November 27th, early dismissal day, No After School Programs will run on this date (Before School Programs will run as normal).

Parents must make alternate arrangements for days when the before school/after school program is closed or school closes early due to weather.

PRT Days: The After School Program will run on PRT Days (Professional Release Days 12:00pm-6:00pm). Dates: 10/3, 12/12, 1/15, 1/16, 2/6, 3/20, and 4/10 (unless changed by the school).

Professional Development Days: There will be NO School- NO Programs on teacher Professional Development 9/10, 11/5, or 3/11.

Early Release Days: There will be NO After School Programs on Early Release Days (11/27 and 6/16). Before School Programs will run.

Early Dismissal/ Closing of School: In the event that Amesbury Public Schools close before the end of the school day (3:00) due to weather conditions or other circumstances, the After School Program will be canceled. To ensure the safety of our staff and your child, please make alternate arrangements to ensure your child is picked up early in severe weather conditions or snowstorms. If the start of school is delayed, there will be No Before School Program.

Discontinuation of Enrollment:

A child's enrollment may be discontinued or enrollment may be denied by Amesbury Recreation for any of the following reasons:

- Tuition or other fees are more than 30 days past due.
- Recurrent late pick ups or late payments.
- Three absences to the program without calls to the program cell in a month
- Falsifying information on registration or paperwork info.
- Amesbury Recreation determines that the child is unable to benefit from the program, or behavior is unsafe or unmanageable, or the program is unable to meet the needs of the child.
- Amesbury Recreation determines that the behavior of the parent is inappropriate or the parent is unable or unwilling to work respectfully and cordially with the staff to resolve a problem.
- There are no refunds for sick days, family vacations or any other child absences.

Staffing:

The Parent Newsletter will be sent out prior to the start of the program. This will include the staff bios and introduce who will be working with your child. We also may have CIT's (Counselors in Training) that work in the programs. If you know of a 14 or 15 year old that would like to be an After School CIT, please contact the office at 978-388-8137. All staff and CIT's have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations. Staffing ratios are generally 1 staff per 10 children.

Program Schedule: *May change from day to day to allow for more time outside*

Before School: 7:00- 8:15 Arrive/Games/Homework (if needed) and Gym time
 8:15- 8:30 Breakfast (School breakfast or bring)

After school: 3:00- 4:15 Arrive/ Snack/Playground
 4:15 - 5:30 Activity Time (Choice of sports or art)
 5:30- 6:00 Games/Pick-up Time

Snack and Food Policy:

We will provide a nutritious snack (nut sensitive). **PLEASE DO NOT BRING A SNACK** unless approved ahead of time by the Program Director. We will strictly adhere to this as we will be nut-sensitive to accommodate students with allergies. Also, if your child has an allergy, please make sure you fill out the allergy forms prior to the start of the program.

Special Assistance for Medical, Emotional and Behavioral:

The City of Amesbury Before and After School Program is not an extension of the school day or Amesbury Public School System. These programs are run by the City of Amesbury's Recreation Department. Our programs are not therapeutic programs, we do not provide specialized or one to one care. We reserve the right to determine if a program is able to meet the specific needs of each individual child.

Amesbury Recreation reserves the right to request that all participants have a one to one in the before/after school programs if they have one during the school day. Oftentimes, before and after school staff do not have a background or training in working with special needs youth. However, as always, we will do our best to accommodate and serve your child. We are not responsible for providing one to one services.

It is the intent of Amesbury Recreation to provide group child care services to children, without regard to disability. Enrollment of the children with disabilities will be made as long as the child is determined to be a qualified child with a disability. Factors include that a child will not constitute a direct threat to the health or safety of him/herself or others in a group child care setting, or require supervision, educational services and/or personal services beyond that are reasonably expected of the existing staff, or services not provided for children without disabilities, or require specialized equipment or personnel not present or available to the program.

Reasonable accommodations will be made to meet the special needs of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one to one care, cannot be made. Parents must provide all pertinent information regarding the child's special needs, and complete a medical/physical care plan to assist the staff in the care of the child.

Evaluation of qualifications will be undertaken on a case by case basis. Input from the parents and the site director, with whom the child will be placed, will be taken into

consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group child care setting can provide adequate education, physical, and social adjustment, given the nature and extent of the disability. Initial enrollment may be reconsidered at any time, for any child, based on the above listed factors.

There is no nurse on the premises but some staff are trained in first-aid, CPR and Epi-Pen administration. Staff are not trained in handling diabetics so if your child needs specialized help, please provide ample time, any equipment and training before your child starts the program. In addition, a meeting with a school nurse should happen at least a week before starting so that continuous safety will be provided throughout the day. Those with seizure disorders will require a form from the doctor and Amesbury Recreation forms. These must be on file with the office before the start of the program and a meeting with the program director must be set up. We are not allowed to administer any medication, so please provide accordingly. Also, please fill out the allergy/medical alert forms for severe allergies, medical conditions, Epi-Pens or chronic concerns. If your child uses an inhaler, Benadryl and/or Epi-Pen, you must fill out the proper forms and contact the office at (978)388-8137).

Code of Conduct:

All participants at the Before and After School Programs are entitled to a pleasant and harmonious environment. The goal of all behavior management policies at Amesbury Recreation and Before and After School Programs is to teach young people respect for themselves and one another and to take responsibility for their actions while providing a safe, non-threatening environment for all, as well as having fun.

The program supervisors will contact parents if discipline issues occur. If the child is asked to leave the program they will be suspended and he/she may not re-enter the program until there has been a meeting with the parents and Recreation Director. Occasionally, efforts are not successful and participants are dismissed from the program. The City of Amesbury reserves the right to withdraw any participant whose behavior interferes with the rights and safety of others. Refunds are not extended under these circumstances.

Behavior Policy:

Step 1- Child will be given a verbal warning

Step 2- Child will be removed from activity for a 5-10 minute period.

Step 3- Child will be sent to a time out with Supervisor and will do a time out sheet. A note or verbal will be sent home to the parent.

Step 4- Child's parents will be called to come pick up the child and the child will be suspended: a parent conference may be required before the child returns to the program.(Payment is still due for the time the child is suspended. After suspension, if the child's behavior continues to be inappropriate, the child's enrollment may be discontinued.)

Step 5- Should steps 1-4 occur again, the child may be terminated from the before or after school program.

In order to make this an enjoyable and safe experience for all children, in the event disciplinary action becomes necessary (i.e. acts of aggression, continuous disrespect, inability to follow directions, threatening, bullying, etc.) the parent may be called and asked to pick up the child. If this behavior occurs again after suspension, the student will not be allowed to complete the program and refunds will not be available. Serious acts of aggression or threats will result in immediate termination. A child may be terminated or suspended from the program at the discretion of the Amesbury Recreation Office and program staff if it is determined that the program is not appropriate for the child and his/her individual needs, or if a child endangers him/herself, another child or staff person. The program reserves the right to terminate without advance notice for serious behaviors. Program rules will be discussed on the first day of the program and periodically throughout each week.

Health Information:

If a child is feeling unwell, they should not attend the program.

Masks and COVID-19 Procedures: We will be following all Amesbury Public School Policies in regards to COVID- 19. Your child is always welcome to wear a mask.

Illness and Medical Emergencies: If your child is injured during the program we will administer basic first aid. If necessary, the parent /guardian will be contacted to pick up their child; otherwise we will inform the parent/guardian at the time of pick-up. Should your child require medical treatment by a doctor, we will notify you immediately. If you cannot be reached, the emergency contact person identified on your registration form will be contacted. In the event of a serious emergency, 911 will be called immediately, parent or guardian will be contacted immediately. Any expenses incurred will be the responsibility of the parent/guardian. Any contagious illnesses will be reported to Amesbury's Board of Health.

Medication: There is no nurse on the premises and most staff are trained in first aid and CPR. First aid supplies and ice packs are available. **We are not authorized to administer any medication (except epi-pens) so please plan accordingly.** If your child uses an epi-pen you must obtain the epi-pen/allergy form from the supervisor (if you have not received it already from the Amesbury Recreation office). Please provide 1 epi-pen to the program: We cannot share an epipen with the school. In the event of an emergency our staff is trained and able to assist your child in administering epi-pen medication.

Accidents, Emergencies and Safety of Children:

The safety of the children is of greatest concern at Amesbury Recreation. Several procedures have been devised to assure the safety of the children: In the event of an emergency, 911 will be called and every effort will be made to contact parents. A cell phone is available at each site for emergencies (Phone numbers are listed on Page 2)

- In the case of a minor accident/injury, Amesbury Recreation staff will administer basic first-aid. For a more serious injury, first-aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, Amesbury Emergency services will be contacted, parents will be notified, and a staff member will accompany the child to

the hospital with all available health records. In the event of an environmental threat, or threat of violence, children will be secured in a safe area, the proper authorities will be contacted, and their directions will be followed. Parents will be informed as soon as the situation safely allows.

- In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the children may walk or be transported by school bus or Amesbury Recreation City van to a designated emergency destination.
- A sign will be posted at the program site indicating the location where you can pick up your child.
- Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

Financial Assistance

Financial Aid applications are available by calling the Recreation Office. Financial aid is based on the income total of all adults over 18 living in the household. You will need to make an appointment with the recreation office to review all materials and determine if the application is complete. At least 2 paystubs of all household members over 18 will be required. You may receive a 50 % discount if you qualify. This procedure can take up to 1 week once a completed packet has been received.

Falsification of information during registration or on financial applications is grounds for rejecting a registration or immediate disenrollment. Any changes in enrollment must be communicated to the Amesbury Recreation office so that the most current information is on file.

Receipts & Federal ID:

Parents may print receipts online by going to your account on www.amesburyrec.com. At the bottom of your account page you will see a “quick access” bar. Click on “finance,” put in the dates needed and print out the receipt. You may do this anytime. Receipts also available at Amesbury Recreation office by request. The Amesbury Recreation federal identification number is 04-6001067.

Newsletters and Announcements:

On the first full week of the program, you will receive a newsletter introducing the staff and announcements of any important information. After that, important information may be on the table at signout. Most correspondence will be online through email so please check this frequently. Should you not read your email, please let us know and we will choose another method of correspondence. Please check each week for possible important announcements posted.

What to Wear and Bring/ or Not Bring:

Children should wear washable, comfortable play clothing. Children may get dirty so please send an extra change of clothes if they are dressed up for school. We recommend socks and sneakers be worn each day. We go outside every day except in major rain.

Please send your child with appropriate clothing during the winter months. Children are required to have snow pants, boots, gloves, hats and warm jackets to play in the snow and participate in sledding activities. If your child does not have the required clothing, he or she will not be able to participate in outdoor activities.

Please label all clothes that your child brings to the program. Items such as toys, CD players, phones, portable video games, collectable cards or trading cards **will not be allowed** at the program. They will be taken away and returned at the end of the day. No weapons of any kind (sling shots, jack knives, play guns, water pistols etc) will be allowed at the program. We advise that children do not bring anything (other than what they brought to school) to the program. We are not responsible for lost or stolen items. **Please note that the use of cell phones will not be allowed.**

Office Information:

Call or email Kathy Crowley (Recreation Director) or Caroline Robitaille (Administrative Assistant): Office # 978-388-8137.

Email: Kathleen@amesburyma.gov, Robitaillec@amesburyma.gov

Please note: Office hours are until 4pm, Monday- Friday so office messages will NOT get to the programs after office hours. Please call the program directly or we will return your call the following morning or after the weekend.

Emergency numbers: Kathy 978-375-1131

**Amesbury Recreation is not affiliated with the Amesbury Public school system.*

Amesbury Recreation programs have their own policies and procedures but we try to follow school guidelines to allow for program continuity.

Donations:

We are always extremely happy to accept board games, arts and craft supplies, school supplies, sports equipment, etc...

Thank You

Thank you for choosing Amesbury Recreation as your child care provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child and will make every effort to see that your family enjoys a positive experience with Amesbury Recreation.

We hope your child has a wonderful experience at our Before and After School Programs. Please do not hesitate to email Kathy, the Recreation Program Director at Kathleen@amesburyma.gov , or Caroline, Administrative Assistant, at Robitaillec@amesburyma.gov or your Program Supervisor. The office number is 978-388-8137. We happily accept suggestions and feedback.