

Amesbury Recreation Department's After School Program Parent Handbook

Thank you for enrolling in the City of Amesbury's After School Program.

Important : Program Numbers: *Please, PUT THE APPROPRIATE NUMBER IN YOUR IN YOUR CELL PHONES-messages left at Rec. office may not get to the program right away. Please call the Program Cell.*

*Kathy Crowley (Youth Recreation Director) or Nicole Spirito:
Office 978-388-8137 Fax #: 978-388-8144 (Call b4) email: kathleen@amesburyma.gov
Spiriton@amesburyma.gov*

AES: 978-479-1480
CES: 978-479-1482
AMS: 978-375-5313

Supervisor: Kerry Muse
Supervisors: Erin Dignard and Tricia Blanchard
Supervisor: McKenna Blackey

Emergency: Nicole 978-992-1202 Kathy 978-375-1131

Location, Hours and Dates:

Elementary after school programs run from 3-6 pm, Monday-Friday. The middle school after school program runs 2:30-5:30, Monday-Friday.

AES parents: Please go to the side of the building next to the big playground and come through the cafeteria doors.

CES parents: please drive to the left of the school near fields and come in the cafeteria. If the door is locked, please ring the bell. If no one comes, please call the cell at 978-479-1482, as they may all be at the playground out front.

AMS parents: please use the entrance off of route 110 onto Rosedale st where Windmill Country day is. The cafeteria is on the left side when you drive in and the gym is on your right. Please call the cell number if you cannot locate them at 978-375-5313.

Each program utilizes the Cafeteria, Gym, playground, and outdoors area. Generally, you will pick your child up in the cafeteria unless directed otherwise by staff. Middle school parents should have the program cellphone number at all times in case they are in another part of the building/off grounds.

The After School program starts on August 30 and runs through December 22. The Program continues January 2 -June 15 (with no snow days).

We will have the programs on PRT days (Professional Release Days) which will be the following dates: September 22, January 10, February 7, April 4 and June 6

We will not have the program if there is no school that day or no lunch that day (Holidays, professional development days, snow days or November 22nd early release for Thanksgiving)

School Year Tuition- Scheduled Care:

All registrations must be done online at www.amesburyrec.com or in the director's office. Each month's payment must be completed and turned into director 24 hours at the latest, before the child may participate in the after school program. If you register after the first of the month, days 1-15, will qualify for the monthly rate. After day 15, you will pay the drop in rate of \$25/day.

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-Families are charged as shown below:

Elementary After School and Middle School Adventure Program:

1 Day option: \$25/day or \$88 per month *must preregister, PRT DAYS are \$35 per day if that is not your scheduled day.

2 days per week (must choose ahead of time)- \$150/month

3 days per week (must choose ahead of time)- \$192/month

4 days per week (must choose ahead of time) - \$208/ month

All 5 days - \$260/month for elementary and \$270 for Middle school

• **Professional Release Days** ending at 12:30 (middle) and 1:00 (elementary) do not cost extra for families if it is your regularly scheduled day. If you add on, it is an additional \$35.

• **Permanent Schedule Changes:** All changes in registration status must be put in writing (email is OK) and submitted to the director's office. Availability must be determined by the office to add days. All changes must be made by the 25th of the month prior to the change. There are no refunds after this date.

• **New This Year: Schedule Changes: CHANGES TO YOUR CHILD'S SCHEDULE WILL NOT BE ACCEPTED UNLESS THEY HAVE BEEN APPROVED BY THE RECREATION DEPARTMENT WITH AT LEAST 24 HOURS NOTICE. Any change made without prior approval from the recreation office or within 24 hours will be subject to a \$25 adjusted schedule fee.**

•• There are no refunds for Sick days, family vacations or other absences.

Early Closing of School: If school closes early due to weather conditions or other circumstances, we will remain open to the greatest extent possible on a case-by-case basis. As always, we appreciate your cooperation in picking up your child early on these occasions when possible. There are no refunds on these days but they will be made up at no extra cost at the end of the year.

Absent/No Call Fee: Parents/Guardians must notify the program cell if their child will be absent for any reason. It becomes very time consuming to track kids down if you have not called us. In addition, it takes a staff away from other kids in the program so please call. (*A note to just the teacher is not useful as we generally do not receive them.*)

A Finder's Fee of **\$5.00 will be charged when the program is not notified in advance.**

AES: 978-479-1480

CES: 978-479-1482

AMS: 978-375-5313

Sign -in / Pick-Up System

Your child will be dismissed to the after school program via the school's intercom system. **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.**

Program staff will check your child in each day. It is extremely important that we hear from you if your child is not there on a given day for any reason. When you pick up your child, you will need to sign the sheet with your name in the presence of a staff member. Please plan on showing an ID until the staff get to know you. Your registration form lists those who have permission to pick up your child. You will need a written note to make changes to this list. Please remind those that 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 set up for the safety of the child.

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Late Pick Up:

6:00-6:15 = \$10.00 fee	6:15-6:30 = \$15.00	6:30-6:45 = \$20.00 fee CES/AES
5:30-5:45 = \$10.00 fee	5:45-6:00 = \$15.00	6:00-6:15 = \$20.00 fee AMS

Please make alternate arrangements to prepare for any bad weather to avoid the fee.

Drop- In –Care: Children who are pre-registered for the after school program are eligible for Drop in care if space is available. Drop in rate for After school is \$25/day and for Professional Release days, fee is \$35. Drop in rates for before school program are \$15/day.

Payment Due dates:

- School year tuition payments are due by the 1st of the month prior to care.
- Late notices will be sent out on the 2nd of the month. 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 that 1 month late. If this occurs 3 times, your child will be terminated from the program.**
- Payment is accepted through check, cash, money order or by CC online for a small fee and must be made to the Director's office or can be dropped off between 8 and 4 at the Transportation/Senior Center. If you cannot make it during those hours, please plan to mail ahead of time **as payments are not accepted at the programs.** If you are dropping off cash, you must make an appointment with the Recreation Department. If you have bounced a check, future checks will not be accepted and there is a \$10 bank fee upon repayment.

Staffing:

Please read the staff bios in the first parent newsletter to get the background on who will be working with your child. We also have CITs (Counselors in Training) that work in the programs. 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 8-10 children, which is well under the state mandated ratio of 1/13 (not including CIT's). Most staff are certified in CPR and First-Aid.

Staffing and Special Needs Assistance:

The City of Amesbury's after school program reserves the right to request that all participants have a one to one in the program if they have one during the school day. Often times 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.

Program Schedule:

Elementary: 3:00 – 4:00 Arrive/ Snack/ Activity sign-ups/Playground
4:00 – 4:30 Homework assistance * see box below
4:30 -- 5:30 Activity Time (Choice of sports or arts)
5:30 – 6:00 Games/Pick-up Time

Middle: 2:30- 4:00 Activity choice (changes monthly) and snack
4:00 – 5:00 Homework Assistance or quiet free time
5:00- 5:30 Games/Pick-up

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Please note for Middle school- this is the daily schedule which also includes days we may be off grounds and not available for pick up before 5- always check with supervisor if picking up before 5. You need to let the staff know ahead of time if you do not want your child attending any of the off grounds activities.

Weather/ No Program policy:

☺ In the event that school is closed due to weather, school holiday, or early dismissal the day before Thanksgiving, the program will not be held. To ensure the safety of our staff and your child, please make arrangements to have your child picked up in severe weather conditions or snowstorms.

We generally hold a vacation program during February and April vacations from 7:30 to 3pm. Please note that the program will end by 3pm as that is when the schools ask us to leave. James Place and the Boys and Girls Club in Salisbury generally have openings during these times.

Snack and food policy:

☺ We will provide a nutritional snack (nut sensitive). **PLEASE DO NOT BRING A SNACK unless approved ahead of time by Program Director.** We will strictly adhere to this as we will be nut-sensitive to accommodate students with peanut allergies and this is the only way to ensure this policy. On special occasions, we may have parties where you may sign up to bring food. Please make sure these contain no nut products. If your child has an allergy or is gluten free, please speak with the program supervisor to discuss bringing in a special snack on that day that is appropriate.

Health Information:

Illness and Medical Emergencies: If your child is ill or has a fever, he/she should not attend. If your child is injured or ill during the program, we will administer basic medical care. 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.

If your child has a contagious disease, please do not send them to the program. They may return after the doctor has written a letter indicating that it is safe for them to return. Please let us know if your child has a contagious disease or if they have been exposed, so that we may act in a responsible manner to protect our staff and children in the program.

Medications and allergies: There is no nurse on the premises but most staff are trained in first aid, CPR and Epi-Pen administration. First aid supplies and ice packs are available. We are not allowed to administer any medication so please provide accordingly. Also, please fill out the "child medical alert form" for severe allergies, medical conditions, epi-pens or chronic concerns. If your child uses an inhaler, Benydral and/or epi-pen(s), you must discuss this with the Supervisor. We will be happy to keep it in our first aid area or area where it is most necessary for safety. Those who have epi-pens will be required to have one on person and one should be in our emergency first aid kit as well.

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 there will be monthly information letters. Please check each week for important announcements posted.

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Code of Conduct:

All participants at the after school program are entitled to a pleasant and harmonious environment. The goal of all behavior management policies at Amesbury recreation 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. The program supervisors will contact parents if discipline issues occur. If a participant is asked to "take a day off", he or she may not re-enter the program until there has been a meeting with the parents and administrator. 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:

Behavioral system as follows:

Step 1- Child will be given a verbal warning

Step 2- Child will be removed from activity for a 5-10 minute period. (strike 1)

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 and expected to be signed before return. (strike 2)

Step 4- Child's parents will be called to come pick up the child and child may not return to program until meeting for behavior and behavior contract (between parents, child and Director) is implemented with Director. (3rd strike obtained that day)

Step 5- Should steps 1-4 occur again, the child will not be allowed to return to the program.

For the middle school: Any child that receives 2 strikes in a week, will forfeit the next field trip or offgrounds activity.

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 Rec. 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 advanced notice for serious behaviors. Program rules will be discussed on the first day of the program and periodically throughout each week.

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. Please label all clothes and toys that your child brings to the program. Items such as CD players, boom boxes, portable video games, collectable cards, fidget spinners or trading games **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 valuable to the program. We are not responsible for lost or stolen items. **Please note that the use of cell phones will not be allowed.**

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Homework:

We realize that homework can be difficult on the student and family. During homework time we are able to provide *some* assistance and guidance. We have homework resources and tools and a set of encyclopedias. Unfortunately, the staff does not have the time to tutor your child or do one on one work for any length of time. If your child is having difficulties we recommend that you provide a tutor. Middle school students may want to attend homework club for more specialized assistance.

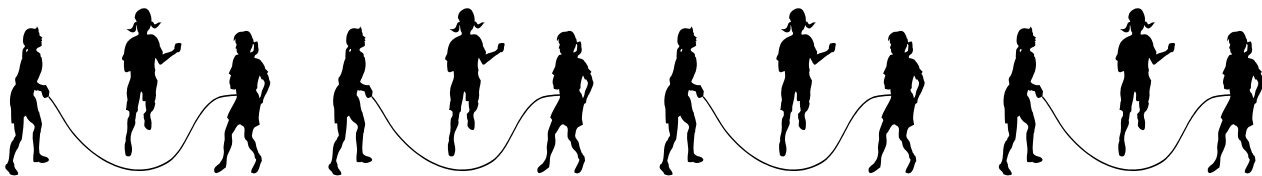
We also realize that each family may have different priorities. At the program, activity time (providing a healthy, positive outlet) is just as much of a priority as homework time. Please keep in mind that during activity times all staff are busy providing these activities and will not be able to assist in homework at that time.

This is important for those who have children involved in other school extracurricular activities (i.e. Drama club). If your child does not have homework, he/she can participate in the reading rewards program or use educational materials. For every 15 minutes of homework or reading, your child earns points to be used to purchase items at our rewards store held every few weeks (elementary programs only). For Middle School students, we will allow for homework time on non activity days. We recommend that you send your child to the school's homework club to receive sufficient help if this is an issue. This will also allow them to get homework completed so that they may participate in any off grounds activities offered.

What you can donate to us:

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

We hope your child has a wonderful experience at our After School Program. Please do not hesitate to call Kathy, the Program Director (978-388-8137) kathleen@amesburyma.gov , Nicole, Assistant Program Director: spiriton@amesburyma.gov or your Program Supervisor. We happily accept suggestions and feedback.



We plan to offer vacation programs in February and April with a daily charge from 7:30/8 to 3pm