

Franklin Parks & Recreation – 2016-2017 – Before and After School Program

The following packet contains all the rules, stipulations, policies, and payment information of the Franklin Parks & Recreation's Before & After School Program. By filling out and signing the enclosed registration form you agree to all of these rules, stipulations, policies, and payment information for the 2016-2017 Before and After School Program.

MISSION STATEMENT

The Franklin Parks and Recreation Department is dedicated and committed to providing a safe, fun, engaging and nurturing place for children before and after their school day. The program will encourage recreational and educational opportunities which promote cooperation, independence, respect, creativity, and developmentally appropriate activities. This program will help to foster healthy respect for diversity, positive choice making, and self-esteem.

PROGRAM DESCRIPTION

The Franklin Parks and Recreation's Before and After School Program is based out of the Bessie Rowell Community Center. The Bessie Rowell Community Center provides ample room for both sunny day and rainy day activities. With multiple classrooms, the gym, and the stage, our participants have plenty of space to spread out and take part in a number of activities all happening at the same time. This offers more choices and a chance for the older and younger children to partake in separate and more age-appropriate events. The Community Center houses a designated game room with pool, ping pong, fooseball, and air hockey; an arts and crafts room; an activity room with books, board games, legos, activity sheets, and more. On sunny days, the Center offers expansive, on-site field space and a playground area, again giving the children much-needed space to spread out and enjoy a number of sporting games, activities, and special events.

Before School Program

Upon arrival, students will check in with staff and will have an opportunity to participate in a variety of activities. Students will then be provided a free healthy breakfast before they head to school.

After School Program

Upon arrival, students will check in with staff and have a free healthy snack. They will then get ready for homework time, which will last approximately 30 minutes. If children do not have homework they will be required to do quiet reading on their own or join our story group where we will have volunteers/staff read to them. Once homework time is over, participants will have an opportunity to participate in a variety of activities and clubs until they are picked up.

SUPERVISION

Participants of the Franklin Parks and Recreation Before and After School Program are arranged in groups based upon their age. Our student to staff ratio is 10:1 as recommended by the American Campers Association (ACA) in an effort to provide better supervision resulting in a safer program experience for everyone involved. Trained staff supervise campers the entire time and are certified in CPR and First Aid.

COMMUNICATION

Effective communication is a key component in successful programming. Many of our program ideas have come from staff. However, we encourage community members, if you have ideas or any hobbies, or would like to volunteer time, we welcome you to speak with us. Anyone with a question or concern about programming is encouraged to speak to the Parks and Recreation Director.

CONFIDENTIALITY

The information being asked on the registration form is to help ensure that we can best serve your child and meet each individual child's needs. All registration information concerning development, behavior, or family situations is confidential. Only parents, legal guardians, and authorized staff have access to their child's information. Any concerns regarding confidential materials can be addressed with the Director.

REGISTRATION/ PAYMENT INFORMATION

Who: Space is available for participants grades Kindergarten through 8th Grade. Enrollment is based on a first come first served basis.

When: Monday-Friday from August 31st, 2016 - June 16th, 2017 (or the last day of school based on snow days)

- Before School Program 6:30am-8:30am
- After School Program 2:30pm-6:00pm

Where: At the Bessie Rowell Community Center.

Full Time/ Part Time: In an effort to accommodate families, we offer a part-time status. Parents will be able to pay a daily rate to have their children attend, but they will have to specify the days the children are coming at the time of registration. Should the initially registered days change throughout the school year due to other commitments, please notify the Director one week prior to the actual change. You will be required to pay for the days registered unless notification has been given to the Parks and Recreation. Priority will be given to full time status and part time status would need prior approval by the Director upon availability in the program.

Fees: There is a one-time, non refundable registration fee at the time of registration and payments will be due every Friday with the first and last week due the first day of the program. If your payment is still not received by the next Monday your child can not attend the program the following week unless account is paid in full prior to your child's arrival. (Bi-weekly and monthly payment arrangements may be made with prior approval). The Franklin Parks and Recreation Department reserves the right to cancel the Before and After School Program at any time for any reason. The weekly fee will not be adjusted if a student is absent, but if a student will not attend for an entire week, with prior notification, the weekly fee will not be charged.

Before and After School Registration Fee

*1st Child - \$20.00

*2nd Child - \$15.00

*3rd+ Child - \$10.00

After School Weekly Rate:

Your fee is \$25 per week per child unless you are eligible for scholarship which will be based on household income. Please contact the Parks and Recreation Department for your weekly scholarship rate. (Must provide proof of household income at time of registration.) We also accept the State of NH's Child Care Assistance Program.

Before School Weekly Rate:

Your fee is \$20 per week per child unless you are eligible for scholarship which will be based on household income. Please contact the Parks and Recreation Department for your weekly scholarship rate. (Must provide proof of household income at time of registration.) We also accept the State of NH's Child Care Assistance Program.

Before School Part Time Fee per day:

*\$5 per child/ day

After School Part Time Fee per day:

*\$8 per child/ day

Part Time participants **MUST** pre-specify the days they are attending during registration and will be accepted upon availability with approval by the Director.

EARLY RELEASE, SNOW DELAYS, SNOW DAYS, TEACHER WORKSHOP

The Before and After School Program will run on snow days, snow delays, early release snow days, scheduled early release days, and teacher workshop days (9/28, 10/7, 11/8, 11/23, 12/23, 1/20, 2/8, 3/15, 6/16). There will be an extra fee of \$10 for snow days and teacher workshop days and \$5 for scheduled early release days. Lunch will be provided on snow days and teacher workshop days.

DECEMBER, FEBRUARY & APRIL VACATION

We will be open December (12/23, 12/27-12/30), February and April Vacation from 6:30am – 6:00pm. There will be a fee of \$65 per week for care from 9am -4pm. There is a fee of \$10 for early drop off (6:30am-9am) and \$10 for late pick up (4pm-6pm). Optional field trips will be offered and additional fees may apply. (Families receiving state aid will have a prorated rate. Please inquire.)

NON-SUFFICIENT FUNDS AND RETURNED CHECK FEE

A fee of \$25.00 will be charged for all returned checks.

WITHDRAWAL FROM THE PROGRAM

If a family wishes to withdraw from the program, at least one week written notice is required. This written notice must be filled out by the same parent or legal guardian who enrolled the child in the program. If this is not provided, payment will be due in full for any unattended weeks, not to exceed one month.

STATE/ FINANCIAL ASSISTANCE

Parents or guardians of participants who receive State of New Hampshire or financial assistance from any other source will be responsible to pay the remaining balance in which the financial aid does not cover. Payments will be due on Fridays, due to how the state does the billing for assistance, however if payment is not made on Friday, the child/ren will not be allowed to continue in the program until payment is made.

TRANSPORTATION AND PICK-UP/DROP-OFF

Transportation: The Franklin School District will provide transportation to and from Paul Smith Elementary School to the Bessie Rowell Community Center where students will be met off the bus.

Students enrolled in the program who attend the Franklin Middle School will be walked to the Middle School in the morning and will be met by a staff member in the afternoon to walk to the Community Center. The Parks and Recreation Department ASP Staff are asking parents to speak to their children about making sure that when participants are released from school that they do not waste time and meet the ASP staff member as quickly as possible.

If a student will be transported to the program via any other means of transportation please ensure the child/ren check into the main office upon arrival. This will also need to be noted on the registration form to ensure proper planning with the school district.

Many of you already call the school if your child is not attending school that day and in some cases will dismiss a child early from school which would result in the child not attending the ASP. Please notify the Parks and Recreation Department as soon as possible if your child will not be attending the program that day. Please do not ask the school to give us messages about your child. This will help us with safety and daily attendance as we will be expecting your child.

Drop off: Please drop your child off in the activity room upon arrival each morning. Please make sure you check in with a staff member to ensure your child is properly checked in.

Signing-in: Please sign your child in every morning at drop off.

Pick up: Pick up will be at the Bessie Rowell Community Center. Please make sure your children are picked up no later than 6:00PM and ensure they are properly signed out.

Late Pick Up Fee: Participants are to be picked up promptly by 6:00PM. If participants are picked up after the designated pick up time the following will occur:

1. Parents or guardians who arrive after 6:00pm will be given a first offense warning which will be documented and are asked to make a \$1.00 donation to the After-School Program for every minute late.
2. Second offense is the same as above but will be asked to make a \$3.00 donation to the After-School Program for every minute late.
3. Third offense is same as above and continued offenses are subject to dismissal of the participants from the program after a meeting with the Director of Parks and Recreation.

Signing-out: Each child is required to be signed out at the end of each day. Only authorized personnel (listed on registration form) may sign children out at the end of the day, unless a written permission slip is sent in with the child signed by the parent or guardian. Those who sign participants out must write their full name and indicate the time children are picked up. Please make sure that the staff is informed when your child departs. For your child's safety, please be prepared to show ID when signing your child out.

Participants who bike or walk to and from the Recreation Department must have written permission from a parent or guardian. There is a space on the registration form that must be completed in order for your child to sign themselves out. If walking or biking arrangements change throughout the year, a written note must be sent in with the child. Bikers and walkers will be dismissed promptly at the time specified on the registration form. All bikers must wear a properly fitted helmet to and from the Recreation Center.

INCIDENT/ACCIDENT REPORTS

If a sign-out box is highlighted, that participant has had an accident or incident that needs to be reviewed and signed by a parent or guardian. All report forms must be signed by a parent or guardian the day of the accident/incident. In the event that a parent or guardian cannot be reached, a copy of the report is sent home to be signed and returned the following day. Bikers and walkers are required to bring the forms home for parents or guardians to sign and must be returned the following day.

PERSONAL PROPERTY

Children are not allowed to bring personal toys or electronic devices from home. These include, but are not limited to the following: game cards (Magic, Pokémon, Yu-Gi-Oh, etc.), electronic personal devices, video, DVD, games, cell phones, and music (CD, MP3 / IPODs, etc.). If you are unsure if a toy is appropriate, ask a staff member. These types of games and devices serve to isolate individuals from their peers and decrease social involvement in our programs. If inappropriate toys are brought to the Program, they are promptly removed from the child and returned to the parents when the child is picked up. If a child uses a toy or prop as a weapon (striking and/or hitting), that item is taken away. The child is then instructed in the proper use of the toy and the parents are notified when their child is picked up. City of Franklin Parks and Recreation promotes a safe and fun environment for all of their participants. ***Franklin Parks and Recreation is not responsible for any items lost, broke, or stolen.***

ILLNESSES

If children are absent from the ASP due to illness, Parents / Legal Guardians need to call and inform the Parks and Recreation staff, 934-2118. If a child becomes ill during the Before or After School Program, the contacts listed on the registration form will be notified and the child will be sent home. If your child does not attend school or is sent home early due to illness, they will not be allowed at the ASP.

CHILD CARE NUTRITION AND PHYSICAL ACTIVITY POLICIES

In an effort to provide the best possible nutrition and physical activity environment for the children in our facility, we have adopted policies for the Before and After School Program and the Summer Program. The administration and staff appreciate the support from the parents in promoting the health of our children.

- We follow the CACFP guidelines at all meals served by our program.
- Our meals contain a fruit or vegetable, grain and a dairy component at breakfast and often at snack.
- Water and milk are offered at meal times. 100% juice is offered on a limited basis.
- Children are not allowed to eat food that is brought in from home during the provided meal times unless it is due to an allergy.
- Children will not be forced to eat the food that is provided and most meals are provided with options for the children to choose from.
- When sending in snack or lunch for our full day programs, please send in healthy foods.
- We celebrate holidays with mostly healthy foods or non-food treats.
- Our staff joins children at the table for meal times and do not eat less healthy food in front of the children.
- We do not offer soda in our vending machines on site.
- We provide active play time to all children each day and opportunities for outdoor play as often as possible.

Other Information:

Breakfast/Snack: Franklin Parks and Recreation Department will provide a healthy breakfast every morning for students enrolled in the Before School Program. Students in the After School Program will be offered a healthy snack daily. Prior to eating all participants are required to wash their hands.

Homework Time: The Recreation Department will provide a quiet place for children to do their homework when they get to the Recreation Department after they have had their recess and snack. This quiet time will be mandatory for all and if a child does not have homework, they will be required to sit quietly and read.

Sunscreen/Bug Repellent: A good portion of our activities will be outdoors (weather permitting) and therefore your child should bring sunscreen and bug repellent with them each day. *It is the Franklin Parks and Recreation Department's policy for the Before and After School Program that prior to doing any prolonged outdoor activity that sunscreen be applied before participating in the activity and monitor throughout the activity.* Recreation staff will not provide sunscreen to those who do not have it nor will they assist a child in putting it on unless a sunscreen waiver has been signed & returned.

Emergency Information: Serious accidents are not something we plan on having; however, we want to be sure we are prepared in the event of an accident or illness. Please assist us by being sure to complete all of the emergency information required on the registration form. The more information we have the quicker we can assist your child if the need arises. It is important that you report any changes to this information to ensure we are able to contact you in a timely fashion.

Clothing Requirements: Participants will be required to wear appropriate clothing at all times while at the before and afterschool program. Parents or Guardian may be called to pick up participants who wear inappropriate clothing. During the winter months please be sure your child has appropriate clothing to play outside (winter hat, winter jacket, snow pants, boots, gloves/ mittens).

Medications: If your child needs to take medications during program hours, a medical consent form must be completed. The Franklin Parks and Recreation Department staff will not dispense your child's medications if the form is not filled out. **PLEASE DO NOT SEND MEDICATIONS IN WITH YOUR CHILD! PLEASE HAND THEM DIRECTLY TO A RECREATION STAFF MEMBER.**

Lice Policy: Any child who is found to have lice or nits will be sent home for at least 24 hours until treatment is complete. Removal of ALL lice and eggs (nits) is mandatory before your child can re-enter the program.

DISCIPLINE GUIDELINES:

Children are encouraged to practice appropriate behavior and to make appropriate choices. Each child will be treated with respect and encouraged to treat others in the same manner. The Parks and Recreation Department

reserves the option to restrict participation in the event of misbehavior. In the event that a child is having trouble following the rules of the camp, they will be given 3 verbal warnings. If the behavior continues after the 3 warnings the following procedures will be followed.

1. **First Offense** - Child will be required to report to office.
2. **Second Offense** - Child will report to office and parents will be notified.
3. **Third Offense** - Child will be suspended for one day.
4. **Fourth Offense** - Child will be suspended for one week.
5. **Fifth Offense** - Child will be expelled from the program.

The following acts will result in an immediate suspension from the program: Fighting, verbally or physically threatening a camper/counselor, abusive language, leaving program location without approval, and any other acts that the Parks and Recreation Department deems serious enough to warrant suspension. We also wish to emphasize that constant misbehavior will not be tolerated and will result in expulsion from the program without a refund.

Franklin Parks and Recreation views discipline not as a punishment but as an opportunity to learn from one's mistake(s). Redirection procedures will be used when appropriate; Franklin Parks and Recreation staff will employ the "L.I.S.T.E.N." model of behavior.

- **L Listen:** Take in all information before acting.
- **I Individualize:** Talk with the child individually in a safe quiet area.
- **S Sit Back:** Let the child vent, this is a great way to get the whole story while the child verbally processes his or her own actions.
- **T Talk:** Ask questions about the situation. What could have been done differently? Give your advice on the situation.
- **E Encourage:** Give positive feedback on the situation. Offer other possible reactions to that situation. Tell the child what you might have done differently.
- **N Notice:** After the incident, notice and commend the child's attempt to modify his or her behavior.

Redirection will be tailored to the developmental stage of the individual and the situation. If appropriate methods have been employed and the negative situation still persists, the parent or guardian will be notified and a meeting will be set up to help resolve the situation.

Days to note: The Franklin Parks and Recreation office and the Before and After School Program will be closed on the following dates (subject to change).

August 29th & 30th – No School

September 5th - Labor Day

October 10th - Columbus Day

November 11th - Veterans Day

November 24th & 25th - Thanksgiving Break

December 26th & January 2nd - Holiday Vacation

January 16th - Civil Rights Day

May 29th - Memorial Day

FRANKLIN PARKS AND RECREATION – BEFORE & AFTER SCHOOL PROGRAM

Mailing Address: 12 Rowell Drive, Franklin, NH 03235

Release and Waiver of Liability and Indemnity Agreement

PARTICIPANT INFORMATION

Last Name: _____ First Name _____

Birth Date: ____/____/____ Age: _____ Grade: _____ Male/Female: _____ School: _____

CONTACT INFORMATION

Parent/Guardian _____	Secondary Contact _____
Mailing Address _____	Relationship to Participant _____
City/Town _____ State _____ Zip _____	Home Phone _____
Home Phone _____	Work Phone _____
Work Phone _____	Cell Phone _____
Cell Phone _____	Emergency Contact _____ (other than parent)
Email Address _____	Phone _____

MEDICAL INFORMATION

IMPORTANT – A current Physical and Immunization record must be on file before your child can attend. Please fax to 934-7410.

Primary Care Physician: _____ Phone: _____

Insurance Provider: _____ Are your child's immunizations up to date? Y / N

Please list any allergies, medications or previous conditions that we should be aware of: _____

Please list any psychological, emotional or behavioral concerns or disabilities that we should be aware of: _____

If your child will need to take medication on site, we must have a physician authorization listing the medication, dose, frequency and other instructions before the child attends. Authorizations may be faxed to 934-7410.

RELEASE INFORMATION

Pick up list (who is allowed to pick up your child): _____

Will your child be signing themselves out to walk home? _____ If yes, please indicate what time they are allowed to check out and walk home along with any other instructions. _____

PERMISSION TO APPLY SUNSCREEN

- I give permission for my child to wear sunscreen. I give staff permission to apply the sunscreen on my child. If my child does not have his/her sunscreen, I give the Parks and Recreation Department permission to use a sunscreen provided by the Department, for my child.
- Please check here if you do **NOT** want Staff to assist your child in applying sunscreen.

MOVIE POLICY

On rainy days we may choose to watch a movie. Please check off the appropriate statement below.

- I agree to allow my child to watch PG rated movies chosen by Franklin Parks and Recreation Staff.
- I agree to allow my child to watch G rated movies chosen by Franklin Parks and Recreation Staff.
- I do not agree to allow my child to watch any movies chosen by Franklin Parks and Recreation Staff.

FIELD TRIP POLICY

- I understand my child may take field trips to the following locations as part of the daily activities during the hours of 9am-4pm. Franklin Library, Odell Park, Daniell Park, Franklin Falls Dam, Griffin Beach, Legace Beach, Franklin Opera House, Skate Park, Winnepesaukee River Trail, Tapply Thompson Community Center, Franklin Fire Department.

In consideration of the permission granted to the participant named above to participate in the **PROGRAM(S)/TRIP(S) LISTED ABOVE** I release, waive, discharge and covenant not to sue the Franklin Parks and Recreation Department, City of Franklin, Franklin, their agents, volunteers, and employees (hereafter referred to as "the City") from all liability for any and all loss or damage, including, but not limited to, bodily injury, illness, death or property damage, and any attorney's fees and costs, judgments, claims, or demands therefore on account of injury to the person or property or resulting in death of the named participant, while the participant participates in the **PROGRAM(S)/TRIP(S) LISTED ABOVE**. I am aware that participation in this program may present a strain on the participant's body, or its parts; and, therefore, I represent to the City that to the best of my knowledge, the participant is in proper physical condition to participate and that I assume the risk of participation. I am aware that there may be transportation, by both bus or private vehicle, that may be necessary for implementation of the activities and / or medical treatment, and therefore give permission for myself and /or child to be transported as such, and I assume all risks associated with participation in this program.

I understand that in case of an emergency, Franklin Recreation will attempt to contact the person listed above as the Emergency contact. If it is impossible to contact that person and it is an emergency, I consent to the participant's treatment by a medical doctor and I agree to be responsible for all costs associated with said treatment, including transportation to a medical facility.

The participant understands that s/he is responsible for exercising in a manner that is safe for her/him. The participant agrees to modify any activity as needed for his/her comfort and ability. Modifications will also be given by the instructor during fitness classes for various levels of intensity, skill, and comfort. The participant acknowledges that s/he may stop exercising at any time that it is in her/his best interest to do so. The participant will participate at a level that is appropriate for him/her and will avoid movements that cause pain or discomfort

I also hereby give permission to use the above-named participant's photo for display or advertisement by the City of Franklin and/or Franklin Parks and Recreation Department. I also hereby give permission to enroll the email address provided on this registration form to the Franklin Parks and Recreation email database to provide updates and programming.

I the undersigned, here read this release and understand all its terms and implications. I hereby execute this release of my own free will and with full knowledge of its significance.

Signature _____

Date _____

The licensing authority for this program is the bureau of licensing and certification, child care licensing unit. Child care programs are required to post a copy of the statement of finding and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review upon request. Statements of findings and corrective action plans are also available on-line at <http://childcaresearch.dhhs.nh.gov> or by calling the bureau at 603-271-4624 or 1-800-852-3345, ext 4624. During licensing, monitoring, and compliant investigation visits to licensed programs the department shall speak with children regarding the care they receive at the program if in the judgment of the licensing specialist the children's response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to interview in a manner that is respectful and non-leading. **However, if you do not want your child interviewed, or if you wish to be informed prior to your child being interviewed you must give the site director or designee, a signed dated statement indicating your preference.**

Please fill out the back side of this page!

Date of Enrollment: _____	
Participant Status:	
<input type="checkbox"/>	Before School
<input type="checkbox"/>	After School
<input type="checkbox"/>	Before & After School
<input type="checkbox"/>	Full Time
<input type="checkbox"/>	Part Time
Circle Days for Part Time: M T W TH F	
Will your child attend on the following dates:	
<input type="checkbox"/>	9/28 – Early Release
<input type="checkbox"/>	10/7 – Teacher Workshop Day
<input type="checkbox"/>	11/8 – Teacher Workshop Day
<input type="checkbox"/>	11/23 – Thanksgiving Break
<input type="checkbox"/>	12/23, 12/27, 12/28, 12/29, 12/30 – Winter Break
<input type="checkbox"/>	1/20 – Teacher Workshop Day
<input type="checkbox"/>	2/8 – Early Release
<input type="checkbox"/>	2/27 – 3/3 – February Vacation
<input type="checkbox"/>	3/15 – Early Release
<input type="checkbox"/>	4/24 – 4/28 – April Vacation
<input type="checkbox"/>	6/16 – Early Release
<input type="checkbox"/>	Snow Days
<input type="checkbox"/>	Snow Delays
<input type="checkbox"/>	Snow Early Release Days

There will be an additional form to sign up for school vacation field trips.

This will be available prior to each vacation.