

**Thompson Recreation's
Purely Recreation
Before School and After
School Program Parent Handbook**



815 Riverside Drive
PO Box 899

North Grosvenordale, CT 06255

860/923-9440 phone

860/923-7426 fax

www.thompsonrec.org

Purely Recreation Program After School is held at
Thompson Middle School

785 Riverside Drive

North Grosvenordale, CT 06255

Purely Recreation Cell Phone

860/753-0297

Thompson Middle School Office

860/923-9380

Purely Recreation Before School is held at
M. R. Fisher E.S. Early Childhood Resource Room

M.R. Fisher E.S. Office

860/923-9142

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MISSION

The mission of the Purely Recreation Program is to provide a welcoming, nurturing, and inclusive after school program for children within the community in grades kindergarten through grade 8.

GOALS

- 1) Create a positive climate through continuing education for staff, engaging families and community partners and deploying resources to help students develop socially-emotionally and conflict resolution skills needed to avoid and de-escalate problems.
- 2) Set and provide on an ongoing basis clear, appropriate, consistent expectations and consequences.
- 3) Provide an environment of fairness and equity.

ENROLLMENT PROCEDURES

Children in grades kindergarten through 8 are eligible to enroll in the Purely Recreation Program. Children may remain in the program until they finish their 8th grade year.

Getting Started

Interested parents should stop by or call the Thompson Recreation Office at 860-923-9440.

The office is located at Thompson Town Hall, 815 Riverside Drive, North Grosvenordale, CT.

Registration is available on line at www.thompsonrec.org.

Parent/guardians are invited to visit the program and observe prior to enrolling.

The forms which need to be completed for enrollment include:

1. Release Form
 2. Hospital Medical Form
 3. Copy of child's health assessment from within the last 36 mths
- Additional medical forms are required for epi pen, inhaler, or any medication prescription or over the counter that will be given at the program.*

HOURS OF OPERATION

Before School: Begins at 7 a.m. and the students are dismissed to their classrooms at 8:15 a.m.

(School delays: Program is delayed the same amount of time)

After School program is in operation throughout the school year

- Program hours are Monday through Friday from school dismissal until 5:30 p.m.
- All Half days are covered half days.
- When there is no school, there is no program.
- We follow the school in the event of any early dismissals due to weather or other conditions.

STAFFING

All members of our staff over the age 18 have had a background check. Staffing Ratios are under 1:10.

SCHEDULES

Children may be enrolled with a full time or part time schedule. Any schedule changes, whether permanent or temporary, must be made through the Recreation Office.

HEALTH & SAFETY POLICIES

Medications

Any medications that need to be administered to a child must be supplied by the parent and accompanied by a doctor's written approval. A prescription label on the medication container with the doctor's name, the child's name, and a recent date is acceptable. A medication release form must be filled out by the parent. No medication will be administered to any child if we have not received this signed form. Medication will be double locked in the recreation storage cabinet at the school. All medications must be in its original container.

Field Trip Policy

You must inform the program supervisor or Recreation Office of your child's attendance or absence 7 days prior to any field trip. If you notify us that your child will be attending and he/she does not attend the trip for any reason other than illness, you will be charged a \$15.00 fee.

Family Responsibility

Notify the Recreation office of child's allergies or suspected allergies. Complete and submit all relevant health form to fully describe the allergy. If necessary, attach a detailed explanation of the type of symptoms. List the foods to which the child is allergic, and the specific symptoms he/she typically experiences during an allergic reaction.

Children Should:

- Never share food
- Not eat anything with unknown ingredients
- Read every label and check with staff (if age appropriate)
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected
- Tell an adult if a reaction seems to be starting, even if there are no visible appearance of an allergic response
- Not go off alone if symptoms are beginning

Program Payment

No registration or payments of any kind should be given at the program. This is to eliminate the risk of lost payments and ensure that sensitive information is kept secret.

Payments may be submitted online, mailed to our office or dropped off in person at the Thompson Town Hall during office hours.

Office hours are:

Monday, Tuesday, Wednesday, 9:00 a.m. - 4:00 p.m.

Thursday 9:00 a.m. - 6:00 p.m.

Friday 9:00 - 2:00 p.m.

EMERGENCY DISMISSALS FROM SCHOOL

If there is an emergency release from school, the program will not run and your child will be sent home according to the instructions on your child's school emergency form. For example, if the power goes out at 2 p.m., the children will not go to Purely Recreation. They will be sent wherever you listed on the school's emergency dismissal form. We will attempt to reach parents via e-mail so please be sure to include it on the Purely Recreation program registration form.

PARENT INVOLVEMENT

Although most communication is informal, contact is also maintained through notices. Parents may be involved in various activities such as field trips and special holiday parties at the program. If you have a talent or hobby that you are interested in sharing, please let us know. Our door is always open to parents who like to visit.

EXTRAS

Lost & Found

Any items that we find at the end of the day that were either lost or forgotten will be stored. These items will only remain stored for the current 10-week session and then will be disposed of or donated.

Reminder...

Just a reminder...it is very important that we are notified of any changes in your child's schedule. If your child will be absent from the program, we need to be notified. You must also notify the school.

If you have any further questions, feel free to stop by the Thompson Recreation Office. The Recreation Director welcomes your questions, comments, suggestions and concerns. Please do not hesitate to call or come in to the program any time you feel it is necessary.

When to Keep Your Child Home

- **Fever:** Your child may not be at the program if he/she has a fever of 100 degrees F orally. Your child may attend if the fever has broken and none of the symptoms are present.
- **Colds:** Your child may attend if no fever is present and if there are no other complications. However, a listless or uncomfortable child is much happier at home.
- **Ear Infections:** your child should not attend the program unless he/she has been seen by a physician and is on medication.
- **Poison Ivy:** Your child may attend if he/she is not uncomfortable and home treatment has been initiated. Poison Ivy is not contagious, it cannot be spread once the rash forms.
- **Nausea/Vomiting:** Your child should not be in the program if he/she has vomited; he/she should remain home for 24 hours.
- **Diarrhea:** Your child should not attend if he/she has diarrhea during the night and/or more than three soft to runny stools within 24 hours.
- **Rash:** Most rashes are not communicable, but if your child has an unexplained rash, please see a doctor before coming to the program.
- **Other:** There may be times when, in the judgment of the Program Coordinator, parents will be notified if a child is too sick to remain in the program or we are suspicious of a communicable disease. ***Please pick up your child promptly (within one hour).*** This is for the safety of your child as well as the other children and staff. These policies have been designed to ensure the health and safety of all children, staff and families of Thompson Recreation's Purely Recreation Program. Therefore there shall be no exception to them.

COMMUNICABLE DISEASES

Refer to the regulations from the State Department of Health, Division of Disease Control or Thompson Public Schools Health Services.

Children with the many diseases must be excluded from the program for the specified times. A note from a physician is required to return to the program. These include, but are not limited to chicken pox, mumps, German measles, scarlet fever, scarletina, strep throat, conjunctivitis (pink eye), infectious

WHAT YOUR CHILD SHOULD BRING

What to wear.....Children need to wear sneakers or shoes with non-slip soles for playing games in the Gym.

When the weather gets colder, please be sure your child is dressed appropriately as we will be spending time outside.

We are not responsible for personal items brought to the program by your child. **If your child should bring a toy to the program, we expect them to share. *electronic games* are permitted during specified times.**

SNACKS & NUTRITION

Snacks and drinks are provided at the Purely Recreation Program in the afternoon when the children arrive from school.

Snack is also provided in the afternoon on half day sessions. We strive to provide nutritional snacks and drinks. Children may bring their own snack if they do not like what is on the calendar.

DISCIPLINE

Children are made aware of the program rules, such as:

- Hands to yourself
- Use walking feet inside
- Clean up the area you have played in
- Respect staff as well as other children
- Use Appropriate language and inside voices

Staff are expected to be firm but gentle in disciplining students. Classroom and playground rules will be consistently enforced. Acceptable discipline techniques include distraction, structured environment, involving the child through choices and consequences, increasing consistency, noticing positive behavior, and time out. When a situation arises and staff feels that a time out for the child is needed to cool down, the length of time is determined by the child's age. During this time out period the child can regain control of him/herself; then he/she is allowed to rejoin the group and the activity.

Note: Everything depends on severity or frequency of a particular infraction. The seriousness of the infraction may require the Program Director to alter the progression of

If the misbehavior continues, the following procedures go into effect.

First reported infraction - Verbal warning/time out with Supervisor

Second reported infraction - Written warning/time out with Supervisor. Supervisor shall make all reasonable attempts to notify the parent or guardian of the child of the report by telephone. Copy of report to be mailed home.

Third reported infraction - Discipline report mailed home and suspension from all Recreation Commission sponsored programs for one day. Supervisor shall make reasonable attempts to notify the parent or guardian of the child of the suspension by telephone.

Fourth reported infraction - Discipline report mailed home and suspension from all Recreation Commission sponsored programs for three days. Supervisor shall make reasonable attempts to notify the party or guardian of the child of the suspension by telephone.

Fifth-reported infraction- Discipline report mailed home and possible expulsion.

PARENT PICK UP

- Please park in a parking space in front of the Middle School; **please do not use fire lane.**
- Please remember to sign your child out on a daily basis
- During your child's first few days at the program, our staff will be checking your photo I.D. Please be sure that you bring it with you until our staff is familiar with you.
- Any other adult picking up the child must be on your authorized release form and must provide a photo I.D.
- Please pick up your child promptly. Remember, the program closes at 5:30 p.m. Parents arriving after 5:30 p.m. will be charged \$10 (per child) for each 15 minutes they are late.
- In cases where the parents are separated or divorced, a child may not be released to a parent if we have custody papers or a restraining order disallowing that parent to have charge of their child. Otherwise, we are obligated to surrender the child to the parent using the same procedure outlined above.
- If the procedure is not followed by the parent, the Program Coordinator must be consulted to make a decision regarding the matter. If in doubt, we will not dismiss.