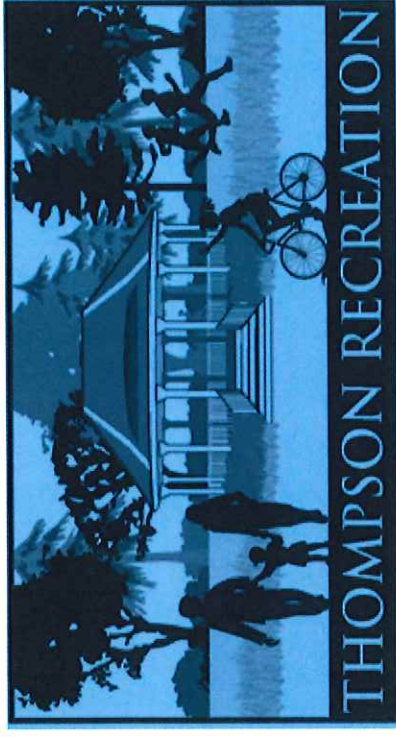


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**Thompson Recreation
Purely Recreation
Before & After School Program-
Parent/Guardian Handbook
2022-2023**



MISSION

The mission of the Purely Recreation program is to provide a welcoming, nurturing, and inclusive Before & After School program for Thompson children in Kindergarten through Grade 6.

Recreation Office Phone : 860-923-9440

Purely Recreation Cell Phone : 860-753-0297
(cell phone during program hours only)

BLOOMZ App Access Code: 28VBMS
(For Communication & Updates)

-Download App through Play Store or Use Browser Version -

Email: RecreationDirector@thompsonct.org
Recreation@thompsonct.org
www.thompsonrec.org

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MISSION:

The mission of the Purely Recreation program is to provide a welcoming, nurturing, and inclusive Before & After School program for Thompson children in kindergarten through grade 6.

GOALS:

- 1) Create a positive environment through continuing education for staff, engaging families and community partners and resources to help students develop both socially and emotionally. While developing 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 equality.

HOURS OF OPERATION:

Before School: 7 a.m. - 8:15 a.m.

After School: School Dismissal - 5:30 p.m.

EMERGENCY PROCEDURES

Staff are trained and prepared for emergency procedures listed below.

- Serious Accident/Illness
- Lost Child Procedures
- Evacuation
- Lock Down/Shelter in Place
- Active Shooter

Emergency procedures are reviewed with students and practiced Quarterly.

COVID - 19 GUIDELINES

Thompson Recreation is following the guidance for childcare centers during Covid—19 from the CT Office of Early Childhood. Some of the precautions taken are listed below. A complete list can be found on thompsonrec.org or portal.ct.gov/OEC

- *Daily staff wellness screening (temperature)*
- *Daily student wellness screening (visual)*
- *Group size limited to 16 students*
- *Increased hand washing*
- *Increased cleaning procedures*
- *Masks required by students when inside*
- *Masks required by staff at all times*

CLEANING PROCEDURES

Thompson Recreation staff completed a daily cleaning checklist outlined by the Office of Early Childhood.

- *Tables, chairs, door knobs, light switches cleaned daily*
- *Tables cleaned before and after snack*
- *Toys disinfected weekly/ daily as needed*
- *Floors cleaned daily by school custodial staff*

HAND WASHING

Staff and students will wash their hands during the following times

- *Upon arrival*
- *Before and after eating/serving snack*
- *Before and after going outside*
- *Before/After the daily structured activity*
- *After coughing, sneezing, or touching their face/mouth*

BEHAVIOR MANAGEMENT

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, yet gentle, in disciplining students. They use proactive discipline techniques including distraction, structured play, choice, consistency, rewarding positive behaviors, and cool down time.

“Cool down time” length is determined by the child’s age. During this period child is separated from the group and given private time to regain control of himself/herself. If children misbehave, we follow the discipline reports procedures listed below.

Note: Consequences may vary based on the severity of the infraction. The Recreation Director may alter the progression of Consequences as needed and the Recreation Commission reserves final judgement.

DISCIPLINE REPORTS

First reported infraction - Verbal warning/time out

Second reported infraction - Written warning/time out. Parent/

Guardian called for immediate pick up

Third reported infraction - Written warning/time out. Parent/

Guardian called for immediate pick up. Suspension from

Recreation programs for one day. Required meeting with

Recreation Director to form behavior plan

Fourth reported infraction - Written warning/time out. Parent/

Guardian called for immediate pick up. Suspension from

Recreation programs for three days. Required meeting with

Recreation Director.

Fifth reported infraction - Written warning/time out. Parent/

Guardian called for immediate pick up. Suspension from

Recreation programs for five days. Required meeting with

Recreation Director

Sixth reported infraction - Written warning/time out. Parent/

Guardian called for immediate pick up. Suspension from

Recreation programs until further notice. Possible expulsion at the

review of the Recreation Director and Recreation Commission

LOCATION

Before School Program:

Early Childhood Center at M.R. Fisher E.S.
785 Riverside Drive
North Grosvenordale, CT 06255

After School Program:

Thompson Middle School Cafeteria
785 Riverside Drive
North Grosvenordale, CT 06255

Recreation Office:

Thompson Town Hall
815 Riverside Drive
North Grosvenordale, CT 06255

REGISTRATION PROCESS:

Children in kindergarten through grade 6 are eligible to enroll in the Purely Recreation Program.

Where To Begin??

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

Registration is available online at www.thompsonrec.org.

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

ALL FORMS MUST BE COMPLETED PRIOR TO

ATTENDING PROGRAM!

1. Authorization/ Consent Forms
2. Hospital Medical Information Form
3. Copy of Child’s Health Assessment from within the last 36 months & copy of Immunizations
4. Parent/Guardian Contact Information Form
5. Authorized Pickup Form
6. Additional forms may be required for children needing medication

Additional forms required for children taking any medication during program hours including epi pens, inhalers, over the counter and prescription medications.

Parent Drop Off - Before School Program

- DROP OFF: Elementary School Main Entrance - to the right of the main entrance
- Call the Rec cell and a staff will meet you at the door
- Parents MAY NOT enter the school building
- Children MUST be signed in daily.
- Parent Pick Up - After School Program
- PICK UP: Thompson Middle School Door 39—located via access road between the High School Auditorium and Thompson Middle school
- Call the Rec cell and a staff will meet you at the door
- Parents MAY NOT enter the school building
- Children MUST be signed out daily.
- Be prepared to show photo I.D at the time of pick up each day. This is for the safety of the children to ensure they are only being released to authorized persons.
- The program ends at 5:30pm. There is a \$10 late fee for every 15 minutes.
- If parents are separated or divorced, we ask that you submit any legal paperwork regarding the care of your child to the office. Without written documentation of the agreement we are obligated to release the child to any parent listed on the authorized pick up list

Recreation Staff will not release a child without authorization and photo I.D.

MORNING SCHOOL DELAY

Thompson Recreation programs follow the same delay as a school delay.

- 1 hour delay - 8:00am start time
- 1.5 hour delay - 8:30am start time
- 2 hour delay - 9:00am start time

EARLY/EMERGENCY DISMISSAL

The after school program is CANCELLED if there is an early dismissal from school. No refunds are given for this day.

The afterschool program is CANCELLED if the school cancels after school activities (sports/clubs). No refunds are given for this day.

When to Keep Your Child Home

- **Fever:** Your child may not be at the program if he/she has a fever of 100.4 degrees F or higher.
- **Colds:** It is recommended that you keep your child home if he/she has the following symptoms - chills, cough, shortness of breath, fatigue, muscle/body aches, new loss of smell or taste, sore throat, funny nose, congestion, headache,
- **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 attend 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.

In the judgment of the Recreation Director, 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 if called (within one hour).

COMMUNICABLE DISEASES

Thompson Recreation is required to report any potential communicable disease to the Department of Public Health. These include, but are not limited to chicken pox, mumps, German measles, scarlet fever, strep throat, conjunctivitis (pink eye), infectious hepatitis and whooping cough, and COVID - 19. A note from a physician is required to return to the program if a child tests positive for a Communicable Diseases.

MEDICATIONS

Any medications that need to be administered during program hours must be supplied by the parent and have the Authorization for the Administration of Medication Form signed by the parent and doctor. All medications must be in their original container. No medication will be given without proper paperwork.

STAFF

All staff are interviewed by the Recreation Director. All staff attend staff training and receive a staff manual on policies and procedures. All staff over the age of 18 complete a background check. A staff trained in CPR/First Aid/Medication/ Epi Pen is always on site.

Snacks and drinks are provided at the Purely Recreation Program in the afternoon when the children arrive from school. We strive to provide nutritional snacks and beverages.

Food Allergies & Safety: Food allergies are listed on participants registration form and communicated from the office to the staff.

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**
- **Children must wear sneakers or shoes with non-slip soles for playing games inside. Children will not be allowed to participate in games without appropriate shoes.**
- **When the weather gets colder, please be sure your child is dressed appropriately as we will be going outside.**

WHAT NOT TO PACK

- Toys from home are not permitted except on "Toy from Home Days".
- No violent, scary, or otherwise inappropriate toys will be permitted

ELECTRONICS POLICY

- After Care participants will have 30 minutes of electronic educational time each day to complete homework or play educational games
- After Care participants will have electronic "free time" from 5—5:30 each day
- Middle School students have electronic "free time" from dismissal until 2-45pm.
- All electronic use must be age appropriate. Participants will lose their electronic free time privilege if viewing inappropriate materials.
- **Social Media and Picture Sharing apps (i.e. Facebook, Instagram, TikTok) are not to be used during program**

We are not responsible for personal items brought to the program by your child.

SCHOOL CLOSINGS

The Before & After school programs are **CANCELLED** if the school is closed. No refunds are given for this day.

Scheduled School Closing Dates: 9/5, 10/10, 11/11, 11/23-11/25, 12/22 to 1/3, 1/16, 2/20 to 2/22, 3/17, 4/7 to 4/16, 5/29

PAYMENTS

1. All payments and registrations must be completed ONLINE or at the RECREATION OFFICE. **No payments or registration will be collect by program staff.**
2. All payments must be received in **FULL** by the start of the program date, **Recurring Payments** will be processed on the 15th of each month with yearly registration .
3. Financial assistance is available through the Care 4 Kids

CHANGES IN SCHEDULE

Permanent Changes- in schedule should be communicated to the Thompson Recreation office at Recreation@thompsonCT.org or 860-923-9440.

Temporary Schedule Changes- (i.e. illness, alternative plans, etc.) should be communicated via text to the Purely Recreation cell phone at **860-753-0297**.

REFUNDS

1. No refunds or transfers are given for early dismissals
2. No refunds or transfers are given for cancelled school days
3. No refunds or transfers are given for days missed due to change in family schedule or absence from school
4. No refunds or transfers for canceling a session early
5. Credits will be given if your child is required to quarantine at the direction of Thompson Public Schools or the Department of Public Health due to COVID - 19
6. Credits will be given should the school schedule be adjusted mid session

ABSENCES

Parents/Guardians must notify the Purely Rec staff of child's absence from program. In case of absence, best practice is to text the Purely Rec cell phone at **860-753-0297**.

HALF DAYS

If your child is registered to attend the After School Program on half days there is no need to register and no additional fee. If they are not scheduled to attend that day, there is a \$25 additional fee to attend.