

Thompson Recreation
Purely Recreation
Before School & After School
Program

Parent Handbook
2020 - 2021 School Year



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 8.

Recreation Office #: 860-923-9440

Program Cell #: 860-753-0297

(cell phone during program hours only)

Email: recreationdirector@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 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.

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
- 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:

M.R. Fisher E.S. Room B140 and B142
785 Riverside Drive
North Grosvenordale, CT 06255

After School Program:

M.R. Fisher E.S. Room B140 and B142
785 Riverside Drive
North Grosvenordale, CT 06255

Recreation Office:

815 Riverside Drive
North Grosvenordale, CT 06255

REGISTRATION PROCESS

Children in kindergarten through grade 8 are eligible to enroll in the Purely Recreation Program.

Getting Started

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.

Forms that MUST be completed for enrollment

1. Authorized Release Form
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. COVID—19 Consent Form

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 **Door 30** - 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
- Parents MUST wear a mask to the door
- Children MUST be signed in daily.

Parent Pick Up - After School Program

- PICK UP: Thompson Elementary School **Door 33**—across from the playground, next to school garage
- Call the Rec cell and a staff will meet you at the door
- Parents MAY NOT enter the school building
- Parents MUST wear a mask to the door
- 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.

HEALTH POLICIES 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 & NUTRITION

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 drinks.

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

WHAT TO PACK

- Children must wear sneakers or shoes with non-slip soles for playing games outside. 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".

ELECTRONICS POLICY

- Electronics are not allowed during the morning care program. This includes electronics for homework completion.
- 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.

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

Lost & Found: All items not claimed will be disposed or donated at the end of the school year.

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: 9/7, 10/12, 11/11, 11/25, 11/26, 11/27, 12/24, 12/25, 12/28, 12/29, 12/30, 12/31, 1/1, 1/4, 1/18, 2/15, 2/16, 2/17, 4/2, 4/19, 4/20, 4/21, 4/22, 4/23/31

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.
3. Financial assistance is available through the Care 4 Kids Program

CHANGES IN SCHEDULE

All changes in schedule must be through the Recreation Office by Friday at noon the week prior. This is for clearer communication in schedule changes between the parents, office staff, program staff and school staff.

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. Refunds will 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. Refunds will be given should the school schedule be adjusted mid session

ABSENCES

Parents/Guardians must notify the Recreation Office of child's absence from program.

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.