



a Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program

Franklin Parks & Recreation – 2021-2022 – 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 online registration form you agree to all of these rules, stipulations, policies, and payment information for the 2021-2022 Before and After School Program.

ADDITIONAL GUIDELINES DUE TO COVID

Out of caution, the Parks and Recreation Department continues an action plan to address evolving circumstances involving the spread of the coronavirus (COVID-19). We believe these guidelines align with our commitment to ensure the health and safety of our staff, children and their families. We will communicate any updates to this plan.

Precautionary Measures

- All rooms have air conditioners to ensure proper climate control.
- Participants will be required to wash hands when entering the facility each day. Additionally, frequent hand washing will be done throughout the day.
- Children and staff will maintain a 6-foot distance whenever possible.
- Each group will be assigned to one room for the entire school year as their home base. The same groups of children and staff will be kept together, and will avoid intermixing or interaction between groups during the day.

Outside Play

- Children will play outside as much as possible.
- Outdoor play will be in staggered shifts or done by stations allowing each group their own area separated from other groups and will utilize equipment from their designated group bin. Equipment within the group bins will not be shared with other groups throughout the school year and will be disinfected regularly.

Drop off/Pick Up Procedures:

- Children will be dropped off at the front entry way.
- Each child's belonging will be stored in their classroom in their assigned cubby.
- Please sign your child out in the lobby and maintain proper social distance among others. Proper identification will be required from the person picking up the child and that person must be on the child's pick-up list.

Meal Time Procedures:

- Children will wash hands prior to every meal.

- Children will eat within their designated classroom and will be staggered at tables to maintain at least 3 feet of distance between children.
- Breakfast and afternoon snack will be offered to children again this year at no cost to families. All meals are individualized.
- Water bottles must be provided by the parent and will be sent home daily for cleaning.
- Classrooms will have a designated water container to fill water bottles throughout the day. Once empty, the water container will be washed and refilled.

Cleaning & Equipment

- Equipment will be sanitized daily. Each classroom will be fogged regularly.
- Surfaces will be cleaned frequently throughout the day between activities and meal times.
- Equipment ie: playdough, legos, etc. will be individualized where possible for use.

Responding to Active COVID Cases

- If we have a reported positive case, all students in the cohort will be required to wear a mask for 14 days within our facility.
- DHHS will be contacted and we will follow their latest guidance.

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, foosball, 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 30-45 minutes. If children do not have homework they will be required to participate in an educational activity (silent reading, group reading, trivia, computer time, etc.). Additionally, tutoring opportunities will be offered throughout the year as arranged with the school district for those students that need additional support. 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 15:1 as required by Child Care Licensing in an effort to provide better supervision resulting in a safer program experience for everyone involved. Trained staff supervise students 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 September 7th – June 20th (or the last day of school based on snow days)

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

Where: At the Bessie Rowell Community Center.

Fees: There is a one-time, non refundable registration fee at the time of registration and payments will be due every Friday. 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.

After School Weekly Rate:

- *\$30.00 per week/ per child
- *\$15.00 per week/ per child – if receiving Reduced Lunch through Franklin School District
- *\$7.50 per week/ per child – if receiving Free Lunch through Franklin School District

Before School Weekly Rate:

- *\$25.00 per week/ per child
- *\$12.50 per week/ per child – if receiving Reduced Lunch through Franklin School District
- *\$6.25 per week/ per child – if receiving Free Lunch through Franklin School District

After School Fee per day:

- *\$8.00 per day/ per child
- *\$4.00 per day/ per child – if receiving Reduced Lunch through Franklin School District
- *\$2.00 per day/ per child – if receiving Free Lunch through Franklin School District

Before School Fee per day:

- *\$6.00 per day/ per child
- *\$3.00 per day/ per child – if receiving Reduced Lunch through Franklin School District

*\$1.50 per day/ per child – if receiving Free Lunch through Franklin School District

To qualify for the Free or Reduced Lunch rate, please contact the Food Services Director for a letter of verification.

Families who are eligible for Child Care Assistance through the State of NH must apply and have your child linked to our program.

EARLY RELEASE, SNOW DELAYS, SNOW DAYS, TEACHER WORKSHOP

Due to staffing issues, we may not be able to open for the above days. If we are able to, it will be limited numbers and first come first served when announced.

NOVEMBER, DECEMBER, FEBRUARY & APRIL VACATION

We will be open November (11/24 – until 3pm), December (12/27, 12/28, 12/29, 12/30, 12/31 – until 3pm), February (2/28-3/4) and April (4/25-4/29) Vacation from 6:30am – 6:00pm. There will be a fee of \$70 per week for care (\$15 for November 24th). Optional field trips will be offered and additional fees may apply.

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. Transportation will also be provided to and from Compass Classical Academy.

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 main office upon arrival each morning. Please make sure you check in with a staff member to ensure your child is properly checked in. Students are NOT allowed in the building until 6:30am. Please do not send them in prior to 6:30am.

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 the 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, etc.), electronic personal devices, video, games, cell phones, and music (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/Lunch/Snack: Franklin Parks and Recreation Department will provide a healthy afternoon snack. Franklin School District will provide a free breakfast. Students may bring their own lunch if they choose. 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 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 or use authorized computer enrichment programs.

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).

September 6th - Labor Day

October 11th - Columbus Day

November 11th - Veterans Day

November 24th - Closing at 3pm

November 25th & 26th - Thanksgiving Break

December 24th - Christmas Eve

January 17th - Civil Rights Day

May 30th - Memorial Day