

## **2018-19 Kent Park and Recreation After-School Program**

Welcome to Kent Park and Recreation's After-School Program. The program is designed to meet the needs of Kent Center School kindergarten through sixth graders who need a structured, supervised environment at the end of the school day. The program is flexible to meet the needs of families – youngsters may attend every day, once a week or somewhere in between on a regular or drop-in basis, paying only for the days your child attends. We welcome your participation and suggestions and look forward to working with you and your child(ren).

*Lesly Ferris*, Park and Recreation director

### **I. Overview**

Kent Park and Recreation's After-School Program is open to Kent Center School kindergartners through sixth graders and meets Monday through Friday from 3 to 5:30 p.m. in the KCS cafeteria. The program features snack and homework time, indoor and outdoor activities, arts and crafts, games and sports. We appreciate if you would send a water bottle with your child that he/she can bring outdoors.

### **II. Registration**

Registration for the After-School Program is accepted throughout the school year. Parents/guardians must complete and return the registration and emergency information forms,

which are kept on file with the After-School Program director, before their child can attend the program. Children may not attend the program until they are registered. **A new registration form is required each school year.** Parents/guardians should update these forms if changes occur during the school year. Forms are available in the Park and Rec office, town hall, in the KCS office and online at [www.kentctparkandrecreation.com](http://www.kentctparkandrecreation.com) under "Forms."

### **III. Schedule**

The After-School Program follows the Kent Center School calendar, starting Aug. 27, 2018. The program does not meet on school vacation days, snow days, half-days or early dismissal days. Please be sure you have alternate arrangements in the event of an early (or emergency) dismissal and that your child knows these plans.

The program meets Monday to Friday from 3 to 5:30 p.m. in the school cafeteria. The afternoon includes homework time and snack time, which is provided by the program. Youngsters are not permitted to purchase food or eat food from their backpacks unless there are dietary or allergy concerns. Other activities may include indoor or outdoor play (weather permitting), games and/or arts and crafts. Youngsters should bring appropriate clothing and footwear for outdoor activities and the weather.

Youngsters, with prior written permission, may leave the program to attend or come to the program after attending other activities at the school, such as scouts, religious instruction, music lessons, Homework Club, sports' practices. The program will not accept youngsters who have left school during the day.

#### **IV. Cost/Payment/Payment policy**

The daily fee for the After-School Program is \$11 per child, which includes snack. The Kent Park and Recreation Commission reserves the right to charge a late fee of \$5 for each 15 minutes a parent/guardian is late picking up his/her child. Payment is appreciated on a weekly basis and is due monthly when bills are mailed. The Town of Kent, Kent Park and Recreation, will charge a \$30 fee for checks returned by the bank. Accounts must be paid in full by June 25, 2019. Financial assistance, sponsored by the Kent Community Fund, is available to families in need – speak with the Park and Recreation director (860-927-1003). Such inquiries are confidential. **Kent Park and Recreation does not participate in the Care4Kids Program.** It shall be a policy of the Kent Park and Recreation Commission to deny participation in the After-School Program to families who have a past due balance of \$300 or more and/or who have not made a payment in three consecutive months for participation in the After-School Program.

#### **V. Parents' Responsibilities**

Parents/guardians must notify the school if their child(ren) is attending the After-School Program (see Regular and Drop-in Attendance). Parents/guardians must notify the program director in writing if someone other than themselves or a person listed on the emergency information sheet is picking up their child. Parents also should give the program written permission to send their child to sports' practices from the program (include the day/s and time). Parents/guardians are asked to take their children with them the first time they come for pickup. Parents/guardians should check homework assignments for accuracy and completeness. By signing the registration form, parents/guardians agree to abide by the guidelines stated in this handbook. The Kent Park and Recreation Commission may amend these guidelines.

#### **VI. Regular attendance**

Youngsters may attend the program on a regular basis, whether one or more days a week. If you child(ren) will attend the program on the same day(s) each week, please circle that day(s) on the registration form. If a child will not be attending on a regularly scheduled day or if the child plans to attend any additional day(s), the parent/guardian must notify the school in writing. A child may not change his/her plans without prior written notification.

**VII. Drop-in Attendance**

Youngsters may attend the program on a drop-in basis. Parents must send a note to school with the child on a day the child will be attending the program. The ASP director receives the information from the school office and knows to expect the child (parents/guardians do not need to call the Park and Recreation office). Youngsters will not be allowed to attend the program without prior written consent.

**VIII. Staff**

The After-School Program director is responsible for the daily operation of the program under the supervision of the Park and Recreation director. Concerns about the program should be brought first to the program director during program hours. Parents/guardians who are unable to resolve their concern with the program director may contact the Park and Rec director to discuss the matter. The ratio of staff to participants is 1:8. Counselors, age 16 or older, work with the program director to maintain this ratio. Volunteer counselors (at least age 14) also may assist the program staff and work with youngsters.

**IX. Illness/Injuries**

The program director will contact parents/guardians should their child become ill or injured while attending the program. The program director will fill out an emergency pick-up form that the

parent/guardian should sign. If the parent/guardian is not available, the director or her designee would then contact persons listed on the emergency information sheet. Should a child require immediate/emergency medical treatment, the child's information sheet would be given to the emergency services personnel, and the child would be transported to the hospital listed on the sheet.

**X. Late Pick-Up Policy**

The program director and/or the Park and Recreation director will notify the state police at Troop L if a parent/guardian fails to pick-up his/her child by 6 p.m., and the parent and/or a listed emergency contact cannot be reached. The program and/or Park and Recreation director will stay with the child(ren) until the parent/guardian or emergency contact picks up the child(ren).

**XI. Emergency Evacuation**

The Kent Town Hall, 41 Kent Green Boulevard, is the evacuation site in the event the program has to leave Kent Center School due to an emergency. Notice would be posted on the outside cafeteria door at KCS. Parents/guardians would pick-up their child(ren) at the Kent Town Hall.

**XII. Restrictions**

Youngsters are not allowed to bring cell phones, Pokémon cards or hand-held video games to the program. Participants who have laptop computers may use the computers for homework purposes only

after which time the laptops must be kept in the ASP closet for safety purposes.

**XIII. Removal**

The Kent Park and Recreation Commission reserves the right to suspend or terminate a child from the After-School Program for inappropriate behavior, delinquency in payment of fees or inability of the child and parent to adjust to the program. This will be determined by the Park and Recreation director in consultation with the After-School Program director, parent/guardian of the child in question and the Kent Park and Recreation Commission Chairman.

**XIV. Public Act 11-93**

The Kent Park and Recreation director and program staff are obligated to report any suspicion or reports of alleged child abuse and neglect to the Department of Children and Families, 505 Hudson Street, Hartford, CT to comply with Public Act 11-93. This process is in place to safeguard the welfare of the children under the care of Kent Park and Recreation.

**XV. Public Act 19a-77**

Per Connecticut General Statute 19a-77, Kent Park and Recreation is required to disclose that its services and programs are not licensed by the State Office of Early Childhood.

**XVI. Phone Numbers**

The Park and Recreation Office phone number is 860-927-1003. **In an emergency, the Park and Recreation director may be reached by calling or texting to 860-488-4126.**