

2016-2017 Extended Day Program (EDP)



Parent Manual

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REGISTRATION AND FEES

To participate in the program a new general registration form for the EDP school year must be completed. A registration form will go home 1-2 weeks before the new cycle starts or can be found in the school office, at the Recreation Center, or posted online. Registration may be completed online at www.activityreg.com or with the registration form.

Registrations must be turned in by 5:30pm the business day prior to the day you are looking to have your child attend, no same day registrations.

Calls may NOT be made to Rindge Memorial School to add children to the EDP list. For any questions about registration please call the Recreation Center, not Rindge Memorial School.

Full payment is due at time of registration. All registration forms and fees **MUST** be turned in to the office, **NOT THE COUNSELORS**. The counselors have been instructed not to take any money for anything!

Morning Program:
Daily: \$3

Afternoon Program:
Daily: \$10

*To receive free or reduced lunch scholarships you must register at the Rindge Recreation Office.

ABSENCE FROM PROGRAM

If your child is going to be absent from the program on any given day they are registered please call the office at Rindge Memorial School (603-899-3363) and the office at the Recreation Department (603-899-6847). No refund or credits will be given for any child who is absent from the program. There may be no substitutions for children who cannot make the program on a particular day.

If you feel a refund is justified or warranted parents must submit their request in writing, to the Recreation Director, stating why he or she wishes to receive a refund.

SCHOOL CANCELLATION POLICY

The EDP program runs on scheduled school days. If there is a morning delay there is no morning program but the afternoon program will continue as scheduled. Unscheduled early releases and school cancellations will result in no Extended Day Program for the day.

If your child is registered on a day to day basis you will receive a **credit** to your account if school is delayed, cancelled, or there is an unscheduled early release.

MORNING PROGRAM

The morning program runs from 7:00am-8:00am. Parents must walk their children inside for drop off and sign their child in. The sign in sheet is located on the counter in the lobby. Children may bring their breakfast to eat at the EDP morning program but we ask that you do not pack their breakfast in any breakable containers. We do not allow caffeinated drinks at our program such as coffee or energy drinks. The school bus picks children up at the Recreation Center between 7:55am and 8:05am. The morning program counselor will ensure all children get on the bus.

AFTERNOON PROGRAM

Arrival

The RRD will make two trips to the Rindge Memorial School to pick students up. The first trip will be at the end of the school day.

Students will be dismissed to the gym from their class rooms. Once a student arrives at the gym, he or she will be checked into the program and walk to the bus. It is our goal to be driving out of the school parking lot before the other busses arrive at 3pm.

The second trip will pick up any students who are participating in a club or program at RMS. These students will be collected at the main entrance to the school at 4:15pm. Once the students are all accounted for we will walk as a group out to the van to return to the RRD.

Our van policy states no EDP participants can sit in the front seat of the van. All riders are required to wear a seat belt.

Dismissal

To enhance your child's experience at our program we prefer pick ups to be during transition times (these include anytime before 3:30pm, 4:30-4:35pm, or anytime after 5:10pm). If it is necessary to pick your child up during club time, please notify staff in advance as other arrangements may needed for your child's club choice for that afternoon.

Every child must be signed out by the person picking them up. The sign out sheet will always be located on the front counter. It is very important that participants tell a staff person when leaving. Any person not known by staff will be asked for identification and will be verified by the approved pick up list for that child.

End of the Day

All children must be picked up by 6pm. If you are more than 5 minutes late you will be charged \$10 per every five minutes until you arrive. If you know you are running late please call to inform the EDP staff at (603)899-6847 x3.

AFTERNOON SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-3:10pm	Arrival/ Free Time				
3:15-3:30pm	Announcements & Snack				
Session 1 3:35-4:30pm	Monthly Club	Monthly Club	Monthly Club	Monthly Club	-Community Time
4:35-5:05pm	Homework	Homework	Homework	Homework	
Session 2 5:10-5:45pm	Choices	Choices	Choices	Choices	Choices
5:50-6:00pm	Wind Down				

Depending on the programs participation numbers we will offer two to three clubs Monday-Thursday. Clubs will usually include one sport and one art.

Please number first and second club choices for each day attending. **We encourage parents to sit with their child and pick clubs together.** We change clubs bi-monthly when we send out new registration forms.

SNACKS

Upon arrival at EDP, after free time, each child will receive a snack from the Recreation Department. We also have a second snack time near the end of the day, this must be a snack brought from home.

BOUNDARIES

Counselors supervise their assigned group and others when engaged in activities at Wellington Park. The general areas of supervised play are:

1. Building
2. Basketball court
3. Ball fields
4. Tennis courts
5. Pavilion
6. Playground

During Program Hours **NO ONE** is allowed to play:

1. The Woods (unless in a group and accompanied by a Program Counselor)
2. The parking lot
3. Garage
4. Lobby
5. Offices

WHAT TO WEAR

Children should dress in “play” clothes. They will get dirty at the park since they participate in games, sports activities, as well as arts & crafts.

If you want your child to wear sunscreen or bug spray parents are responsible for dropping it off at the Recreation Department, please label it with your child’s name. Staff is not responsible for application of sunscreen or bug spray.

Please send these items with your child every day they attend (in their backpack):

- A full water bottle
- Proper foot wear for outside play
- Snacks (if your child would like a second snack near the end of the day)

Your child’s last name should be written on all clothing and gear as these items are often left behind at the Recreation Department.

WHAT TO LEAVE AT HOME

Please do not send the following items with your child.

- Knives or weapons of any kind
- Cell phones
- Electronic gaming devices
- Electronic music players (only if designated by EDP Director)
- Toys from home

FIELD TRIPS

All field trips require a permission slip completed in advance. Participation limits may occur due to the nature of the field trip. Field trips are first come first serve with a waiting list. Field Trips are a privilege not a right. Behavior problems will result in students not being able to attend.

If your child would like to go on the scheduled trip he/she must have a signed permission slip and the correct amount of money (if applicable) turned in **by the end of the business day prior to the trip**. All permission slips and trip fees **MUST** be turned in to the office, **NOT THE COUNSELORS**. If these items have not been received by the Rindge Recreation Office, the child will not be able to go on the trip.

All trips leave from and return to the Rindge Recreation Department. If a cancelation occurs, we will try to reschedule, but this is not always possible.

Please keep in mind that any fees for the field trips include transportation and admission. Spending money is optional, depending on the trip, and up to the individual. The maximum amount of spending money allowed is \$10 but will be specified for each individual trip.

PARTICIPANTS WITH SPECIAL NEEDS

We strive to meet the individual needs of all our participants. If you have a child with any special physical, emotional, behavioral, mental, or medical needs, and you have not talked with us directly about working with your child's needs, please do so prior to the start of the program. We are committed to providing a wonderful EDP experience for a wide range of children. If we find that we cannot adequately meet the needs of your child within our program setting, we may need to have your child leave the program.

HEAD LICE/NIT POLICY

EDP will follow the Rindge Memorial policy when it comes to head lice and nits.

TELEPHONE POLICY

The telephone(s) on the premises **ARE NOT** to be used by participants. Staff are the only people permitted to use the phone for business purposes.

If you need to contact your child, you are urged to come to the park in person. If that is not possible, phone the Recreation office at 899-6847 and a message will be forwarded to your child. Please limit this to emergencies only.

The use of personal cell phones by program participants is prohibited. We strongly recommend that cell phones remain at home.

DISCIPLINE

Our Discipline Policy is attached at the end of this manual. This discipline policy must be read and signed by **both** the **parent** and the **child** so there are no questions as to what the rules are at EDP.

During the course of the day, the EDP Director may call a parent and ask that they come to pick up their child. If the parents cannot be reached, the child will sit in the Recreation Office at the Rindge Recreation Department until a parent can come and get the child.

If prolonged disciplinary problems occur with a child, the Department reserves the right to deny the child participation in the Extended Day Program as well as other Department programs.

DISCIPLINE POLICY

Please read this document carefully, then SIGN AND RETURN the second copy to the Recreation Office.

Keeping order and good conduct of behavior at the program enables all participants to have fun and get the most out of their EDP experience. We have a strict discipline policy to ensure everyone's safety and peace of mind.

MINOR OFFENSES:

Breaking program rules

1. No violence
2. Listen and follow directions
3. Be honest
4. Be a good sport
5. Respect equipment, staff, and peers

(Three R's: Respect yourself, Respect others, and Respect the environment)

CONSEQUENCES:

First offense - Verbal warning.

Second offense - Removal from site to Recreation Office and parents/guardians will be notified in writing.

Third offense - Possible suspension from the program

No refunds will be given.

SERIOUS OFFENSES:

Endangering another person's well-being

Swearing or verbal abuse of staff and/or participants

Stealing or destruction of property

CONSEQUENCES:

First offense - Child will be removed from the site to the Recreation Office and parents/guardians will be notified in writing.

Second offense - Three day suspension from the program.

Third offense - Suspension from the program for the remainder of the school year.

No refunds will be given.

EXTREMELY SERIOUS OFFENSES:

Sexual harassment/abuse

Running away from the playground

Possession/use of alcohol and/or tobacco and/or weapons

CONSEQUENCES:

These offenses will be investigated by the administrative staff of the department and appropriate action will be taken including possible suspension from program for the remainder of the school year.

No refunds will be given.

COPY FOR PARENT'S RECORDS

DISCIPLINE POLICY

Please read this document carefully, then SIGN AND RETURN this form to the Recreation Office at Wellington Park. A second copy has been provided for your records.

Keeping order and good conduct of behavior at the program enables all participants to have fun and get the most out of their EDP experience. We have a strict discipline policy to ensure everyone’s safety and peace of mind.

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- Swearing or verbal abuse of staff and/or participants
- Stealing or destruction of property

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- First offense - Child will be removed from the site to the Recreation Office and parents/guardians will be notified in writing.
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CONSEQUENCES:

- These offenses will be investigated by the administrative staff of the department and appropriate action will be taken including possible suspension from program for the remainder of the school year.
- No refunds will be given.**

I have read and understand the above policy. I assume the responsibility of ensuring that my child is aware of this policy and the consequences of his/her actions should there be any such misbehavior.

Parents Name: _____ Signature: _____

Child’s Name: _____ Signature: _____

Date signed: _____

SIGN AND RETURN TO RECREATION OFFICE

Parent Contact Information

Participant Name: _____

Parent 1 Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

e-mail address: _____

Parent 2 Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

e-mail address: _____

Pick up People – The following people are authorized to pick up my child:

Name:	Phone:
_____	_____
_____	_____
_____	_____
_____	_____

The following people are NOT authorized to pick up my child:

Parent Signature: _____ **Date:** _____

Getting to Know your Child

Participant Name: _____

1. My child's likes/dislikes and special interests are: _____

2. My child's strengths are: _____

3. My child feels most confident about: _____

4. My child is afraid of: _____

5. My child gets frustrated when: _____

6. When my child gets upset he/she: _____

7. Are there any learning difficulties you would like to share so we may better assist your child? _____

8. Are there any physical, social, emotional, or sensory needs your child might have? _____

9. Does your child have any dietary restrictions or allergies (food, insect stings, ect.)? _____

10. Is there anything else you would like to share with us about your child to help him/her have a successful year? _____

11. What expectations do you have for our EDP staff? _____
