

Easton Parks & Recreation Extended Day Manual 2011/2012



Easton Parks & Recreation
652 Morehouse Road
Easton, CT 06612

Extended Day Phone
(203) 650-3297

Park & Rec Office
(203) 268-7200
www.eastonparksandrec.com

Welcome to Easton Parks and Recreation's Extended Day Program!

Times: Mornings - 7:00am through the start of school
Afternoons - end of school through 6:00pm
Location: Samuel Staples Elementary School
Pick up/Drop off in Cafeteria

Overview of Program

Our Extended Day program is a recreationally based program offering participants the opportunity to spend their before and after school time in a safe and structured environment. Snack time and homework time will be offered, as well as numerous other recreational activities such as arts and crafts, sports, special guest entertainers, field trips, and much more!

Registration

You can register your child at any time throughout the school year. There is a \$25 registration fee for all new families and any returning families, who do not re-register their child by the end of the current school year (**June 22, 2011**).

Questions

After you have read the manual, please do not hesitate to contact us @ **(203) 650-3297** if any questions arise.

Important Note

It is a good idea to retain this manual for your records. You may need to refer to it at times throughout the school year for important information, procedures, and phone numbers. It is essential to read and understand the policies and procedures of the Extended Day Program. Whether your family is new or returning, alterations to the program have been made and need to be understood to make this a successful year for both your family and our staff.

REGISTRATION

There is a one time registration fee of \$25 per family that applies no matter what time of the year you register your child. **This year (2011/2012), the Parks and Recreation Department will be waiving the \$25 registration fee if you are a returning family registering prior to June 22nd 2011.**

The registration process consists of:

- Reading the "Extended Day Manual" CAREFULLY.
- COMPLETELY fill out and turn into P&R the following:
 1. Registration form
 2. Sign up calendar(s)
 3. Parental consent and behavioral agreement
- Paying the registration fee of \$25 per family

We at Parks and Recreation realize that families may have difficult schedules. We handle each family on an individual basis and will do our best to accommodate all scheduling circumstances.

Standard Payment Method

Calendars must be handed in on the 15th of the previous month to avoid a late fee, but changes may be made to your child's schedule throughout the month. Please note.



- ❖ If the 15th falls on a weekend, then you have until Monday to hand in your monthly calendar.
- ❖ If the 15th falls during a school vacation when the office is still open, the payment is still due by the 15th.

For your convenience monthly calendars can be found on the Easton Parks and Recreation website at www.eastonparksandrec.com as well as picked up daily at the before and after school program.



Communication

Throughout the school year, we will be sending important information home including newsletters, program receipts, permission slips, and other important information. **You have the option of receiving receipts after every change is made, or only after your monthly calendar is processed. Please check off on your registration form which option to apply. Please retain these receipts for your records.** The Town of Easton Tax ID# is 066001995. Please note that we cannot issue receipts for past school years.

The Extended Day Program sends notifications, permission slips and other parent notices through our new email account. Please note cancellations and additions **CAN NOT** be made using the Extended Day Email address. ***This email address is for disseminating information only.*** All changes must still be called into the Extended Day phone at (203) 650-3297.

Daily Check-in / Check-out Procedure



Drop Off

Every day that your child attends the morning program, you must check him or her in with a designated staff member. This means that you must make verbal contact with one of the staff and also sign your child into the program. Children who attend the morning program must be walked inside the building by their parent or guardian. This is a school and program policy.

Pick Up

If your child attends the afternoon program, you must sign your child out with a designated staff member. This means that you must make verbal contact with one of the staff and also sign your child out of the program. Written notification is needed if someone other than those listed on the registration form will be picking up your child. Please note: Proper ID must be presented.

PROGRAM FEES:

Fees for the 2011-2012 school year are as follows:

Before School

7:00am - 8:50am

1 st Child	2 nd Child	3 rd Child
\$7 per day	\$5 per day	\$4 per day

After School

3:30pm - 6:00pm

1 st Child	2 nd Child	3 rd Child
\$12 per day	\$10 per day	\$8 per day

Half Day

1:00pm - 6:00pm

1 st Child	2 nd Child	3 rd Child
\$25 per day	\$20 per day	\$17 per day

Returned Checks

If the Extended Day Program has received a returned check from the bank, you will be assessed a \$25 returned check fee and all remaining monthly payments for the 11/12 school year must be made in cash.



Credit and Refund Policy

Refunds for the Extended Day Program are as follows:

MORNING PROGRAM: In order to receive a credit for the morning program a phone call/voicemail message must be received by **midnight of the previous day**.

AFTERNOON PROGRAM: In order to receive a credit for the afternoon program a phone call/voicemail message must be received by **9am on the start of that school day**.

MINIMUM DAYS: In order to receive a credit for minimum days a phone call/voicemail message must be received **with 48 hours notice**.

All calls must be made to the Director @ (203) 650-3297. This is a voicemail system so phone calls can be made at any time and the time will be confirmed. *Messages left on 268-7200 will not count towards a credit.*

To remain consistent with other Parks and Recreation program policies; a refund or credit will be given only under the following conditions:

- There will be no refunds under \$25; instead, a "credit" will be applied and may be used toward Extended Day. **This credit cannot be carried over into the next year.** It must be used prior to the end of the current school year or it will be lost.
- Requests for a refund for medical, relocation, or personal reasons will be handled on an individual basis.
 - Dismissal due to behavior will not warrant a refund or credit.
- Snow days and emergency early dismissals will be automatically applied to your account.

AM Drop In Fee

Each family is permitted 2 unscheduled drop off's for the morning program per month per family. After that there is a \$20 drop in fee (per child) for unscheduled AM drop off's. In order to avoid the drop in fee, additional AM registrations **must be called into the Extended Day phone by 6pm of the previous day.**



Late Pick Ups



The Extended Day program concludes at 6:00pm, and we ask that parents make every effort to pick up their child/children by that time. We do understand that sometimes circumstances arise and for this reason we will be instituting a 5-minute grace period. **Any child who is picked up after 6:05 pm is considered a "late pick up" and will be charged a fee.** \$5 for each part of 5 minutes up to 6:15, after 6:15 there is a \$10 charge for each part of 5 minutes.

The rates are as follows:

6:00-6:05 = Grace Period

6:05-6:10 = \$5.00

6:10-6:15 = \$10.00

6:15-6:20 = \$20.00

6:20-6:25 = \$30.00

6:25-6:30 = \$40.00

If you know that you are running late, out of courtesy to the Extended Day staff, please call (203) 650-3297 to notify us of your approximate arrival time.

Extended Day Morning Schedule



Time	Activity
7:00 - 8:30	Drop Off anytime after 7am. Breakfast* served till 8:30. Organized games, outside time (weather permitting), arts & crafts, last minute homework help.
*Out of respect for our friends with allergies, we are a Peanut Free Zone in the morning program.	
8:30 - 8:50	Clean Up Get School Things Together Dismissal

Extended Day Afternoon Schedule

Time	Activity
*3:30-4:00	Attendance & Announcements Snack Time
4:00 - 4:20	Outside / Gym Time
4:20 - 5:00	Homework Time/Help Organized Activities
5:00 - 6:00	Program Enrichment Outdoor/Free Play Arts & Crafts, Board Games

* Please refrain from calling into the Extended Day cell phone between **3:15 – 4:00pm**, as this is dismissal time for the children. Unless it is an emergency situation, please wait until after 4:00 pm to call in with your changes.

Afternoon Dismissal Procedure



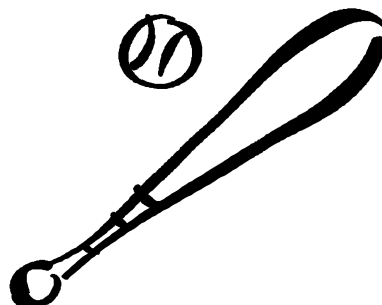
If your child is attending Extended Day in the afternoon they must be entered into the SSSES school dismissal manager.

This is a policy of the school. Please note if it is a last minute change, a phone call or email made directly to the teacher may be necessary.

If your child is attending any other activities held at Staples the following procedure will apply; at 3:25 pm children are dismissed from their classrooms and go directly to the cafeteria to begin their afternoon. An Extended Day staff member takes attendance and children are offered snack before going to the activity with their designated instructor (i.e., Karate, Peak Performance, etc.). When the activity finishes children are picked up from the activity and brought back to Extended Day.

Please Note:

Children who leave Samuel Staples Elementary School property at dismissal are not permitted back to the Extended Day Program on that school day. This does not include sports practices held on Staples/Morehouse fields.





Special Events

On a monthly basis, the Extended Day Program sends out a newsletter with program updates and information about special events and field trips. We have had many different performers such as jugglers, magicians, etc. These activities are behavior based and if your child does not follow the policies discussed in the behavioral agreement she/he will not be allowed to participate. Field trips and special events are included in the minimum day rate.



Snow Days, Early Dismissals and Late Openings

- On days when school is closed Extended Day is cancelled.
- On early dismissals due to inclement weather emergencies, Extended Day ***will not*** remain open. Please make plans with SSES for your child/children to take the bus or to be picked up.
- On late opening mornings, Extended Day will run on a sliding time (i.e. If there is an hour and a half delay and school begins @ 10:30am, Extended Day begins @ 8:30 am).



Weather Related Issues



The staff and children of Extended Day always try to take full advantage of outside time, weather permitting. In order to provide a safe and fun environment we need the parent's cooperation.

- Please be sure your child is dressed appropriately for the current weather conditions, i.e. coat/gloves or shorts/ t-shirts/sneakers if necessary.
- **Also please be sure ALL of your child's accessories are labeled!** Any clothing remaining in the cafeteria at the end of the day will be placed inside the Samuel Staples lost and found box. (Lost and found is located in the hallway on the way outside to the small children's playground).



Illness Policy

If your child is not feeling well in the morning, please observe them closely before sending them to school and risking the health of other children.

- In the event of chicken pox, strep throat, mumps, conjunctivitis, or other communicable diseases, parents must notify the Parks and Recreation office immediately. Children may not return to the program until a physician confirms in writing that all contagious conditions have cleared.
- In the event a child contracts head lice, the Park and Recreation office must be notified immediately. The child may return to the program when medication has been administered the child has been examined by the school nurse and no live lice are found on the child.

YEEP Tutoring Program

YEEP (Youth Education Enrichment Program) is a free tutoring program that the Parks and Recreation Department offers to their Extended Day Participants. **YEEP is held during the after school program, and is available on a first come, first serve basis.** It entails one-on-one tutoring sessions from certified teachers on a weekly basis. Because YEEP is a *free* program, 100% attendance is required to keep your students scheduled slot.

- ❖ Due to conflicts with fall/spring sports, YEEP tutoring will only run from November through March during the 2011/2012 school year.
- ❖ **Your child/children must be enrolled in the Extended Day Program for a minimum of 3 days per week in order to enroll in the YEEP program.**

If you are interested in enrolling your child please speak to the Director when registering for the Extended Day program.



Disruptive Behavior

The Extended Day staff will do everything within reason to provide a positive experience for each child in the program. If at any time during the school year, your child's behavior interferes with the positive experience of the rest of the group, we must work together; the child, parents and the Extended Day staff will try to modify that behavior to better meet everyone's needs.

If our joint efforts fail and the negative behavior continues, the Director of Extended Day reserves the right to dismiss your child from the program for all or part of the remainder of the school year.

Scheduled School Half Days

When SSES has a scheduled half-day we will extend our program to meet the needs of the parents. We run half-day programs from dismissal of school until 6pm. A different daily rate will be used for half days. Please refer to page 4 for rates.

On all half days the Extended Day Program either departs on a field trip or a special guest will come to Staples. Past field trips have included a planetarium, the movie theatre, a corn maze, the Maritime Center, etc. An additional permission slip will be required in order for your child to participate in any field trips. These will be available when the field trip is announced. We have also had numerous special guests including magicians, puppet shows, Mad Science, meteorologists, etc on half days. Field trips and special guests are at no additional fee.

Enrollment is limited on minimum days with field trips. Registration will be handled on a first come first serve basis. If capacity is reached your child will be placed on a wait list.

Parks and Recreation After School Programs

Throughout the course of the year, Easton Parks and Recreation offers numerous after school recreational programs to the students of Staples. **If your child is interested in signing up for a program, a 20% discount is offered if your child is enrolled in the Extended Day program that day.** After the course is over, your child will be returned to the Extended Day program by program staff. Please note: the discount is only granted when the child is enrolled in Extended Day PM the same day as the after school program. Please note: **Payment for these after school activities must be separate from Extended Day Payments.**

They can, however, be turned in to the Director or by mail. It is your responsibility to apply this credit; it will not automatically be done by the office staff and will not be credited once the program payment has been processed.



What Not To Bring To Extended Day

Children may not bring any hand held video game devices or cell phones to the Extended Day Program. Please note that by bringing **any** items to the Extended Day program the children risk losing and breaking these items. Parks and Recreation will not be responsible for any lost or stolen items.





Important Things to Remember



- If your child will not be attending the afternoon program, a phone call to the Director is required, regardless of whether or not a credit can be issued.
- Payment Methods:
 - If using the standard payment method, payments must be made by the 15th of the month for the upcoming month's use.
 - ✓ If the 15th falls on a weekend, then you have until Monday to hand in your monthly calendar.
 - ✓ If the 15th falls during a school vacation when the office is still open, the payment is still due by the 15th.

Payments can be made via cash or check payable to Easton Parks and Recreation, and can be hand delivered to the Parks and Recreation Office, to the Director at the program or through mail at:

**Easton Parks and Recreation
652 Morehouse Road
Easton, CT 06612**

We do not accept payments that are sent into school with your child and are not responsible for payments via this method. **Late payments will result in a \$20 late fee.** If you cannot follow registration procedures, Easton Parks and Recreation reserves the right to dismiss your child from the program.

- The policies and procedures in this manual are important for the success of the Extended Day Morning and Afternoon Programs. Each policy and procedure is set in place for a specific reason and must be followed by the participating family. Accommodations can be made for families who find it difficult to adhere to the registration process. This can be done on an individual basis and can be discussed with the supervisor of the program prior to your registration.

- If over the course of the school year your contact information changes in any way (cell phone, work phone, extension, email, etc.) it is your job to notify us as soon as possible. *In an emergency, we cannot contact you if we do not have the correct updated numbers!*



Receipts and Tax Information

Please retain receipts for your records. The Town of Easton Tax ID# is 066001995. Please note that we cannot issue receipts from past school years.

Contact Phone Numbers & Email:

Ext. Day Director	(203) 650-3297
Parks and Recreation Office Phone	(203) 268-7200
Parks and Recreation Office Fax	(203) 459-2435
Staples School	(203) 261-3607

