



**2021-2022
After School Program
Parent Handbook**

2020-2021 Lincoln – Woodstock Recreation Department
After School Program Parent Handbook
Federal Tax ID#: 02-6000-482

Location: Father Rodger Bilodeau Community Center; 194 Pollard Road, Lincoln, NH

Telephone: 603-745-8958 or communitycenter@lincolnnh.org
ASP Community Center cell phone 603-728-7702

Dear Parents,

We would like to welcome you and your child(ren) to the Lincoln –Woodstock Recreation Department’s After School Program! Please read the information in this handbook. We hope it will answer most of your questions about the program.

During the school year at After School Program, your child(ren) will have the opportunity to socialize with other children, try new foods, learn new games, create arts & crafts and complete their homework. The ASP staff provides a safe, fun and positive environment for your child(ren) from 2:30 pm – 5:00 pm Monday- Friday throughout the session.

We have had very few significant discipline problems in the past. However, if we feel that a child is disruptive to the ASP experience, the parent(s) of that child will be notified and disciplinary measures will be taken. Please read the attached rules with your child(ren), and make sure that they understand what is expected of them. Although registration is on a month to month basis this year our discipline policy will encompass multiple months. (i.e. September to December 31st, January to April Break, and April to the end of June.

Please make sure that your child brings the following items to ASP each day:

- Facemask
- Hand Sanitizer
- Water Bottle (that will go home each day)
- Sweatshirt/Jacket
- Winter clothing (as the season permits)
- Change of Clothes & shoes
- Sneakers/sandals with a heel strap

Remember to **label all articles of clothing and any items your child brings to ASP** so that they return home with your child. In the event that something does not return home with your child, please check our lost and found bin as soon as you notice that it is missing. The contents of the lost and found bin are emptied and donated at the end of the session.

We realize being late happens, but please give the ASP Cell phone a courtesy call if you are running behind. That number is posted above in **green**. We welcome your input and ideas to help improve the ASP experience. Please feel free to share your thoughts and concerns.

Sincerely,

Bryanna Fairbrother
Program Coordinator

COVID-19 Regulations:

We will be making a few adjustments to make our programming easier to manage, while still keeping the kids safe. Facemasks will be required in any situation where social distancing is not feasible. While kids are at their tables, they will be able to take their mask off provided they remain behind their barrier. We will attempt to be outside as much as possible to allow for fresh air, and more space. During pick up, please remain at your vehicle, we will send your child out to you. In the event that we have a participant with a confirmed COVID test, you will be notified if your child was in close contact. *These guidelines are subject to change as new information becomes available*

Reminders:

Payment of Fees:

The fee for the session **must be paid before the session starts**. If fees are unpaid, then the child is not registered for the session.

What Your Child Should NOT Bring to ASP:

- Anything that could be used as a weapon, candy, gum, glass bottles, soda, electronic games, iPod or other music devices, cell phones, or personal toys. *Items will be taken away the 1st time and taken away and written up 2nd time.*
- Money – your child will not need money at ASP.
- Other – any objects that you are unsure of, please ask ASP staff.

ASP Daily Procedure

- 2:30pm Staff will meet the children in the elementary school gym every day to take attendance
- 2:40pm The Group will walk back to the center together
- 2:50pm Children will put their belongings in a cubby and sit at their table, staff will give everyone a snack and children are expected to do their homework. If they don't have homework, a quiet activity will be assigned.
- 3:30pm The group will participate in organized games
- 4:30pm Children will be given free time to do activities of their choice
- 5:00pm All children will have been picked up by a parent/guardian.
- ❖ ***ASP will not run on School Half Days, Snow Days, Early Release (due to weather) Days, Holidays or Teacher Workshop Days***

Discipline Policy- Strike System

- The *first* incident, a written warning is given after several verbal warnings. The first warning is usually instigated by inability to follow directions or disrespect toward a staff member or other participant. The first written warning mandates that the parents are informed of the misbehavior and the participant is provided the opportunity to make an adjustment to their wrong-doing.
- If a *second* incident occurs, the participant is given Strike 1. The strike mandates the participant is required to miss the next day of ASP.
- If a *third* incident occurs, the participant is given Strike 2. This strike mandates the participant is required to miss 1 week of ASP.
- If a *fourth* incident occurs, the participant is given Strike 3. This strike mandates the participant is required to miss the rest of the Session.
- *Incidents in severity could surpass the strike system. The ASP Staff will consult the program coordinator to determine the correct action to take.*
- All incident report forms must be signed by a parent or guardian the day the incident occurred. If participants are picked up by someone other than a parent or guardian, a copy of the report is sent home, signed by a parent or guardian and returned the following day. Participants are not allowed back at ASP until the report is signed and returned to the Program Coordinator.

Expectations of Parents:

1. Be sure that participants come with necessary items for the day (including: sneakers, a water bottle, a change of clothes and shoes and a sweatshirt).
2. Be sure participants are picked up promptly at 5pm. *For parents that arrive more than 10 minutes after the pick-up time, a late fee of \$1.00 every minute will be charged. The late fee is due at the time of pickup.*
3. Children will be “signed out” at the end of each day by staff on the “sign-out” sheet.
4. Parents will inform us with a written note or phone call when someone not listed on their pick-up list will be picking up their child. If we do not have permission from you, we may not release your child to that person. *We will request identification for people who we do not recognize. Please make sure the person you send is prepared for this and has their ID with them.*
5. Parents do not need to call if their child is not attending. We do attendance each afternoon and will only account for the children that are present.
6. A child with communicable diseases such as conjunctivitis (pinkeye), pediculosis (head lice), scabies, ring worm, chicken pox, strep throat, etc. or with a fever of 101 degrees or higher and another contagious symptom, such as, but not limited to, diarrhea, sore throat, or discolored mucus will not be allowed to attend or remain at ASP. Please refrain from allowing your child to return until all lice/eggs are gone, they have not vomited, had diarrhea, been on antibiotics or have been without a fever for 24 hours. If a child becomes ill during ASP we will contact parents/guardians to come pickup child within one hour.

As A Participant, I Vow:

- ❖ To treat counselors, peers and other’s property with respect
- ❖ Not to fight, use physically aggressive behavior, or pretend to fight
- ❖ To keep my body in my own space (such as sitting on laps, holding hands, kissing etc.)
- ❖ Not to argue with counselors or other children
- ❖ To stay with the group and make sure that a counselor knows where I am
- ❖ To leave nature where it lies
- ❖ Not to eat candy or chew gum at ASP
- ❖ To participate in ASP activities
- ❖ To do my homework or a quiet activity, and stay at my table during Homework Time

As A Parent, I Vow:

1. To sign my child out at the end of ASP each day, unless otherwise specified by a written note or phone call.
2. Not to pick up my child after 5pm, if I will be late I will call to let the staff know I am running behind.
3. To work with the ASP staff to give my child(ren) the best possible experience.
4. To send my child(ren) with all of the items that they need for ASP each day.

I have read these Rules and Procedures with my child(ren) and we understand them and agree to abide by them.
(Please Sign and Return)

Parent / Guardian Signature

ASP Participant Signature

Date