

REDDING PARK AND RECREATION DEPARTMENT

P.O. Box 1071, Redding, Ct. 06785

P & R Phone: 203-938-2551 FAX: 203-938-1071

Website: townofreddingct.org

# EXTENDED DAY 2015-16

## “OWNER’S MANUAL”



*a world of fun for grades K - 4*

Location: RES South Wing - Room 104

Hours: close of school until 6:00

Mary Jo Dix...Director of Extended Day Programs

Sarah Ewud-Kilburn (“Mrs. E”)...Extended Day Assistant

Rob Blick...P&R Director

Debbie Clark...P&R Administrative Assistant

Laura Anderson...P&R Director of Recreational Programs

### Park and Recreation Office Hours

Mon. - Wed. 8:30am-5:30pm Thurs. ‘til 6:00pm Closed Friday



Extended Day Phone 203-938-3944

Use during Extended Day hours only! (1:00pm -6:00pm)

If no one is able to answer phone you can be connected  
to a supervisor.

Dear Parents of Extended Daylings,

The Extended Day staff welcomes you to our after school recreation program. Our primary goal is to provide a safe, comfortable environment with lots of recreational opportunities for your children. Not only is there a world of choices within the Extended Day program itself, but we can also bring your child to and from one other single activity per day on our campus with advance notice from you. Our aim is to create an atmosphere of friendship, safety and good, old-fashioned fun. As you will see in the **Behavior Agreement** respect for each other's feelings, bodies and belongings is tops on our list of priorities. Accepting responsibility for our actions is tied for first place. Good manners are intricately tied to all of our goals. We can offer your children the chance to interact with a wide variety of age groups and practice being respectful, peaceful and productive members of our mini-society at Extended Day.

We emphasize behaviors like using eye contact during conversations, appropriate greetings when arriving and leaving and holding the door for the person behind you. These practices help make everyone feel more connected to each other. We have found that children who feel connected to a group tend to take better care of their relationships. Please help us by reinforcing these and all the basic social graces with "our" children.

We count on your support and input throughout the year. Please keep us in the loop when there are major events that may affect your child's behavior, mood or general health. Often we can help make difficult times a bit easier.

**Please help us provide the safest possible setting and pay particular attention to our daily check-out procedure, found on page 6.**

Out of respect and caring for our friends with severe allergies,  
**Extended Day is a NO-NUT ZONE!**

In addition, we trust that all parents will take the time to review the details of this Owner's Manual with their children and help us set the tone for our coming school year together. Thank you for your anticipated cooperation. Together we can provide a nurturing, positive and enjoyable experience for our children.

Mary Jo, Sarah (Mrs. E") and the entire Extended Day Staff

## **REGISTRATION**

Children can attend our program either on a pre-set schedule (“Frequent Flyer”) or on an occasional use basis; both require advance notice. Registration is ongoing throughout the school year as openings exist. However, it is important to know that it is likely that days will fill up, especially minimum days. The registration packet and calendar forms are available in the Park and Recreation office and online at [www.townofreddingct.org](http://www.townofreddingct.org) and need to be taken care of at least a full business day prior to attendance.

### **“FREQUENT FLYER”**

Attendance in all Park and Rec programs is typically secured by paying in full in advance and is limited to a first come, first served basis. We do realize that it would be a huge financial burden to pay for the entire year at once if you wanted a guaranteed regular schedule in Extended Day without fear of being put on a wait list. This is why we created the “Frequent Flyer” option. A “Frequent Flyer” is defined as a child whose parent pays for the same day or days in the 6:00 time slot every week of the school year. Please see an example of our Frequent Flyer Agreement with the forms in the registration packet. Our registration process requires the following:

1. Registration fee of \$25 per child
2. Registration form
3. Important Information Form
4. Behavior Agreement (signed by your child and you!)
5. Applicable calendar forms with payment
6. Frequent Flyer Agreement, when applicable. (Note: deposit required)

### **2015-16 FEES**

**Registration fee:** \$25.00 per child, one time per school year

#### **REGULAR DAILY ATTENDANCE FEES:**

<u>Time Slot</u>	<u>Fee</u>
12:45- 2:45.....	\$13.00 (sept K option only)
12:45 - 6:00.....	\$20.00
2:45 - 6:00.....	\$17.00

#### **MINIMUM DAY FEES:**

<u>Time slot</u>	<u>Fee</u>
12:45 - 4:00.....	\$18.00
12:45 - 6:00.....	\$20.00

*Fees must be accompanied by the appropriate sign-up calendar(s). Even if two parents share the responsibility of payment, full payment must accompany the calendar form.*

*Calendar sign-up forms cannot be accepted with partial or no payment attached. Two checks or credit cards are acceptable.*

### **MINIMUM DAYS**

Yes, we **are** here on **scheduled** minimum days! Dismissal for all grades on minimum days is 12:45. Scheduled minimum days will be listed on your registration calendars. There can be as many as 15 scheduled minimum days so please pay close attention to your calendar forms. There is no second bus on minimum days. ***Minimum days will fill up!***

On most minimum days, all grades meet in the cafeteria at dismissal for a few hours of fun and then head to the Extended Day room about 3:00.

Kindergarteners will be escorted to the cafeteria. By about 3:30 the day starts to look like any other regular day at Extended Day.

There are only two time slots available, 12:45–4:00 or 12:45– 6:00. Other Park and Rec activities may or may not meet at their regularly scheduled times. Please check your Park and Rec brochure when signing up for activities. Some Scout troops and school sponsored activities/clubs may meet, as well.

### **CREDIT AND REFUND POLICY**

There will be no credit given for any scheduled day that your child does not attend. We do, however, appreciate a call if your child will not be joining us on a day he/she was originally registered. (203-938-2551)

### **FINANCIAL AID**

Financial aid applications can be submitted to the town's Social Service Department, located in the Redding Community Center. Applications are available online, at the Social Services office in the RCC or at the Park and Rec office.

### **ABSENCES**

If your child will be absent, it is still necessary to call the Park and Rec office so your child is removed from that day's roster. If you **do not** remember to cancel by calling Park and Rec, then we will need to do one or all of the following: call you at work and on your cell; call the RES office; call the teacher; call the bus company; call back-up numbers; get a child out of their bus line or off their bus. Any one of these steps is potentially disruptive and upsetting so please ***...call in your cancellations at 203-938-2551.*** If your child goes home sick from school, please call us.

Please keep in mind that it is not the school personnel's responsibility to call us or to deliver messages or payments to Extended Day.

**SNOW DAYS and Other Unscheduled****Cancellations**

Extended Day is canceled and 100% credit is applied when:

- ❖ school is closed due to inclement weather or any unexpected cause.
- ❖ school is dismissed early due to emergencies like extreme weather conditions, loss of power, over-whelming heat or other unexpected causes.

**Redding Elementary School's automated communication system** is activated when the need for an early dismissal or closure is determined. Please review this system in the information packets that RES gives you. After you have been notified by the RES automated system of an early dismissal, it will be your responsibility to email the RES office at [resnotes@reddingps.org](mailto:resnotes@reddingps.org) with an after school plan for your child (i.e. bus home, to walkers room, etc.).

If you thought ahead and wrote a message on the yellow Extended Day note to your child's teacher with an early dismissal plan, then there is no need to call the RES office.

**Childcare statements for income tax or other purposes** can be downloaded from the website ([www.townofreddingct.org](http://www.townofreddingct.org)) or requested from the Park and Rec office.

**HOMEWORK**

Home work time is **4:30 – 5:30 Monday through Thursday**. We provide assistance, not tutoring. If you prefer that your child at least get started on their homework each day, please enroll them in the **"Homework Club"**. Homework Club enrollment can be done in the Extended Day room with Mrs. E or Mary Jo. Your child being enrolled by you in the Homework Club allows us to be extra persuasive at 4:30 each day.

Every child is welcome to get a start on their homework, whether enrolled or not. It will be your child's responsibility to bring everything they need from their classrooms to get their work done. Children and parents are not allowed to go back to their classrooms after dismissal to get forgotten items!

**SECURITY AND DAILY CHECK OUT****PROCEDURES**

- ***Every parent, every day must check out in person with Mrs. E!!!!***
- You must make verbal contact with Mrs. E before leaving with your child. In addition to keeping your child safe, Mrs. E often has important news to share with you.
- You will find her either on the playground or in the south wing of RES.
- If outside, simply find Mrs. E on the playground and make verbal contact.
- If inside, come to the entrance to the south wing (4 glass doors with overhang) and ring the buzzer once and smile pretty for the cameras!
- Please be patient and give us a minute to open the door for you.
- PLEASE do not let another individual in the door with you that Mrs. E has not approved. Even if you know the person and it is awkward, do not let them in. Mrs. E is responsible for each and every person who enters the building during our program hours.
- PLEASE do not ask the children or other parents to open the door for you. That is the sole job of the Extended Day supervisor or an appointed senior staff member.
- We will not release your child to anyone who is not on your authorized pick up list or for whom we have no express permission from you.
- Any individual arriving at Extended Day who is unfamiliar to us will be asked to show photo identification.
- Exterior doors must never be propped open.

**It is our policy and our sincere hope that the children and parents make eye contact and say “Good-bye” before leaving each day. Please help!**

**LATE PICK-UPS**

The program concludes **promptly at 6:00 p.m.** Any child that is picked up after 6:00pm is considered a “late pick-up”. The late pick-up fee is \$10.00 for each 15 minutes or part of 15 minutes after 6:00. This fee is automatically charged to your account and must be paid within a week.

After two late pick-ups, we reserve the right to ask you to make other child care arrangements for your child. Please think about a back-up plan before you need it!

## **PARKING FOR PARENTS**

Convenient parking spaces can be limited. When the weather is nice, the Extended Day children are playing outside. Most often the gate is closed to the circle parking lot. There are 6 spots close to our main entrance and another 10-12 spaces in the long parking area toward Rte. 107. If you are able, please choose this farther parking area and leave the convenient spaces for parents with very small children or difficulty walking. Cars in any fire lane/handicap spot may be towed. Cars you see on the playground side of the gate belong to our staff or RES teachers.

**When the gate is open please use extreme caution driving in and keep your children close to you when returning to your car. Visibility can be difficult due to the circular nature of the lot as well as the often blinding sunlight.**

## **COMMUNICABLE DISEASES/HEALTH ISSUES**

Extended Day program has the following policies concerning communicable diseases and other health related issues:

- In the event a child contracts head lice, the Park and Rec office must be notified immediately and the child may not return to the program until **ALL** evidence of lice is gone. ***This means no nits may be present when the child returns.***
- In the event of chicken pox, strep throat, mumps, conjunctivitis or other communicable disease, ***parents must notify the Park and Rec office immediately.*** Children may not return to the program until all contagious conditions have cleared.
- Parents need to notify Park and Rec's Extended Day supervisors ASAP. It is not the school's responsibility to inform us.
- If children go home sick from school, they are not allowed to return to Extended Day that afternoon.
- If a child's activities need to be modified or monitored due to recent surgery, a broken limb, etc., you will need to contact the Extended Day supervisors.
- Children are required to cough or sneeze into their elbows and wash hands often ("at least 20 seconds of suds!")

## **DISRUPTIVE BEHAVIOR**

The Extended Day staff will do everything within reason to provide a positive experience for each and every 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, the parents and the Extended Day staff...to try to modify that behavior to better meet everyone's needs.

Behaviors that cannot be tolerated ***include but are not limited to*** the following; disrespecting adults, teens or other children, hitting, spitting, biting, bullying, damage to property or verbal abuse.

In more serious cases, the children will be responsible to describe their misbehavior in written form. This written account will be shared with parents but kept in the child's file at Extended Day. These letters serve as not only a personal and accurate account of behavior but also affords the child the opportunity to take full responsibility for their actions. The child, the parents and Extended Day staff will work as a team to improve the behavior.

**If our joint efforts fail and the negative behavior continues, the Supervisors of Extended Day reserve the right to dismiss your child from the program for all or part of the remainder of the school year. The same may be true if we fail to receive appropriate cooperation from parents with issues we find serious.**

We are trying to be abundantly clear about what you can expect from Extended Day and its staff. Along with that we want you to be clear about what we expect from our Extended Day families.

We have found over the years that the only real problems we encounter can be avoided with better communication. To that end, we have created a tool to help achieve our goals.

At the end of this manual, please find our tried and true **Behavior Agreement** to read, discuss and sign with your child. It is a required part of the registration process.



**ADMINISTRATION OF****MEDICATIONS/SUNSCREEN*****Medications:***

The Extended Day supervisors will only administer medications with a current, clearly written, official Redding Park and Recreation medical administration form signed by both the doctor and parent. This gives Park and Recreation staff permission and directions for administering the medication.

Parents must deliver the medication to the Park and Recreation office in its original container with the child's name on the prescription label. This includes Epipens, Benadryl, inhalers, etc. At the end of the school year or when the medication expires, parents will need to come in and pick up the medication. We do not hand off medications to another program.

***Sunscreen:***

You may hand deliver sunscreen in its original container, clearly and permanently labeled with your child's name, to Mrs. E or Mary Jo. Do not send it in the backpack or by any other means. Before we go out each day, we will squirt sunscreen in your child's hand and they themselves will distribute it over their exposed skin. A reminder from you on the daily yellow note is an effective tool.

**WHAT TO BRING AND NOT TO BRING TO EXTENDED DAY**

We provide snack every day at about 3:00 here in our **NO NUT ZONE** program. It is not necessary to send snack unless there are specific dietary restrictions. If your child has severe allergies, it is of course necessary that you discuss that with the Extended Day supervisors in advance of attendance. In extreme cases, it will be necessary for you to send an approved, labeled snack in your child's backpack and inform the supervisors.

Proper outdoor clothing appropriate for the weather is a must, as well as sneakers or shoes that are good for running. PLEASE LABEL EVERYTHING!

Extended Day has lots and lots of toys and games for the children to play with. Children may not bring any toys or games to Extended Day. Expensive electronics, like cell phones or handheld games are not allowed. Any types of trading cards or toys are prohibited. Not only do the children risk losing or breaking these items

but there are invariably unnecessary arguments and hurt feelings amongst the children when it comes time to share...or not to share. Generally, anything that the school prohibits, we do as well. Please do not send the child with meds or sunscreen in their backpack!

Bring a change of clothes labeled with your child's name during ANY period when your child would need this. ***(NOTE: we ask that all kindergarteners have a change of clothes left at Extended Day – shirt, pants, underwear, and socks in a bag with child's name on it)***

Please **do not bring any dogs or other pets** to Extended Day or to our playground or inside to the Extended Day areas. We invariably have a child or staff member with severe animal allergies. Thank you!

### **WEATHER RELATED ISSUES**

Each and every day of this program the staff and children try to enjoy the great outdoors. It is important to label all their gear in permanent marker and be suitable for active play and the occasional messy art project or snack.

#### **HOT DAYS/FALL, SPRING, SUMMER...**

Preferably sneakers or shoes that are suitable for running.

Sunscreen/appropriate clothing, especially for the sun-sensitive! Hats as needed!

#### **COLD DAYS/WINTER...**

Children need "5 things" in order to go out and play in the snow: Gloves, hat, boots, coat, and snow pants. Make sure everything is labeled with child's name! Wet items often are laid out in hall to dry or partially dry.

**EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT YELLOW NOTES!**

There cannot be enough emphasis placed on the importance of the daily use of our great yellow notes! They look like this...only in bright yellow...and 25 to a pad:

	_____
	<i>(today's date)</i>
_____	will attend "Extended Day" today.
<i>(child's full name)</i>	
	_____
	<i>(parent's signature)</i>
<b>IN ADDITION</b> to attending Extended Day today, my child will go to:	
_____ Walker's room at 2:40 p.m.... (Kindergarten use only!)	
_____ Home on Bus # ____ at 2:40 p.m.... (Kindergarten use only!)	
_____ ANOTHER ACTIVITY: _____ / _____ / _____	
	<i>(activity) (location) (start-end time)</i>
WILL YOUR CHILD <u>RETURN</u> TO EXTENDED DAY? _____ / _____	
	YES      NO
<b>Other information:</b>	
Call Park and Rec 938-2551 for cancellations! Learn our credit policy	

**\*You will notice there is only one line for "ANOTHER ACTIVITY". This is because Extended Day will only be responsible to get your child to one extra activity per day. If you choose to "double-book" activities on any particular day, you must plan on escorting your child to the second one.**

The yellow notes are free, work like a charm, are **exclusively** for Extended Day use and can be obtained in the P&R office or in the Extended Day room. You should instruct your child to turn this yellow note in to his/her teacher first thing in the morning of each day of attendance. A permanent note, although seemingly more convenient, is **not** acceptable. There are typically about 65 children attending Extended Day each day. Most every day, almost every child arrives on time due to those great yellow notes!

## **EXTENDED DAY      FRIENDLY REMINDERS**

Park and Rec phone – 203-938-2551      FAX 203-938-1071

Extended Day phone 203-938-3944 during program hours only! You will either get a live person or you can follow prompts to be connected to Extended Day Supervisor

**SEND BRIGHT YELLOW NOTE every day of Extended Day.**

**Extended Day can take children to and from only ONE activity per day.**

Parents must provide schedules with times, dates and locations of any non-Park & Rec activity you will expect us to take your child to or from...like Scouts or Soccer Club activities. Keep us updated on changes throughout the year please

**We are a no nut zone!!!**

**PLEASE CALL US TO CANCEL 203-938-2551**

Call as early as possible on or before the day of cancellation. If your child is still on our roster at dismissal and doesn't show up we have to:

Call the bus company. Call you at work. Call the RES office. Call the teacher.

Call your back up numbers. Worry for no reason.

**PLEASE CALL US if your child goes home sick**

**All \$\$\$ business done at Park and Rec at the RCC not w/staff at Ext. Day**

**Payment + calendar for coming month are due in by the 15th of current month.**

*Example: October calendar due by 15<sup>th</sup> of September*

**Extended Day concludes promptly at 6:00. Late pick-up fee is strictly enforced!**

**Children may not bring any toys/personal items from home.**

**All clothing and school gear need to be labeled with child's name.**

## **EXTENDED DAY BEHAVIOR AGREEMENT**

*Parents: Please complete this form with your child, making sure that your child understands the contents before you both sign it. Thank you! Mary Jo and Sarah, also known as "Mrs. E"*

I, \_\_\_\_\_, understand that Extended Day is a place where children can be safe, have fun, learn and make friends. I promise to behave in a way that helps this happen for me and everyone else in Extended Day.

I promise to learn and follow the rules of Extended Day.

I promise to be respectful of others, both children and grown-ups. This means having respect for other's feelings, their bodies and their belongings.

This also means using my very best manners every day. I will say "Hello", "Goodbye", "Please", "Thank You" and "Excuse me" a lot!

I promise to say "Goodbye" to Mrs. E or Mary Jo every day before I leave.

I will make eye contact with the grown-ups and with my friends when I am talking to them.

I promise not to bring any toys, games or extra personal belongings from home to Extended Day. They have lots for me to play with at Extended Day.

I promise to never bring nuts of any kind to Extended Day because some of my friends there have very bad allergies. Extended Day is a "NO- NUT ZONE."

I promise to follow the directions of the grown-ups.

I understand that the grown-ups and my parents will do what they can to help me understand and keep this promise.

I also understand that there will be consequences for me if I do not keep this promise. The consequences could be: writing letters about my behavior; having meetings with my parents and Extended Day Directors; maybe even being asked to leave Extended Day.

Child's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_