

2019-2020 Extended Day Program (EDP)



Parent Manual

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REGISTRATION AND FEES

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. Registration may be completed online at www.rindge.recdesk.com or with the registration form with cash or check in person at the Recreation Center. All required forms for participation in the program can be completed during the online registration process. If you are not registering on line you must still have an account and fill out all required forms under the forms only section.

Registrations must be completed by 5:30pm the last school day before your child needs to attend.

Policy Change for 2019-2020 School Year

If you do not register by 5:30 the school day before you must email, call or come in person to register. Staff will enter registration for you and a \$1.00 charge will be added to your invoice for the 1st, 2nd, and 3rd offense. After the third offense a full day fee will be charged and this fee will remain in effect for the remainder of the current school year. This will result in \$4.00 fee for AM program and a \$12.00 fee for PM program, there will be no exceptions. If you have registered and a schedule change requires more days, please call or come in person, the additions will be made at **NO** charge.

Calls may **NOT** be made to Rindge Memorial School to add children to the EDP list. For any emergency/last minute registrations please call the Recreation Center at 899-6847, not Rindge Memorial School.

Full payment is due at time of registration. All registration forms and fees **MUST** be turned in to the office or paid online.

Morning Program:

Daily: \$4

Weekly \$20.00

Afternoon Program:

Daily: \$12.00

Weekly: \$60.00

*To receive EDP reduced fee individuals must qualify for the free or reduced lunch program through the school district, approved by the SAU and registered as such through the Rindge Recreation Office.

ABSENCE FROM PROGRAM

If your child is going to be absent from the afternoon 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 credits or transfers will be given for any child who is absent from the program.**

Credits or transfers will only be allowed in extenuating circumstances and must be approved by director and/or coordinator.

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 you will receive a **credit** to your account if school is delayed, cancelled, or if there is an unscheduled early release.

MORNING PROGRAM

The morning program runs from 7:00am-8:30am. 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 at approximately 8:15. The morning program counselors will ensure all children get on the bus safely.

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 wait quietly for the bus to arrive then proceed to bus and be transported to the Recreation Center.

The second trip will pick up any students who are participating in a club on Monday-Thursday. **(Please note this is a change from last year)** Students will be dismissed from club at 4:15 and return to Recreation Department via RRD van for remainder of EDP.

Dismissal

To enhance your child's experience at our program we prefer pick ups to be during transition times **(these include any time before 3:30pm, at 4:30 pm (ends clubs time), or any time after 5:00 (ends homework time))**. 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, we may be away from the building.

Every child **must be signed out** by the person picking them up. The sign out sheet will always be located on the kitchen 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. A note is required if the person picking up is not a parent or guardian, **even if the person is on the approved list.**

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
Arrival till 3:25	Arrival/ Free Time				
3:25-3:45	Announcements & Snack				
3:45-4:30	Club Choice	Club Choice	Club Choice	Club Choice	-Community Time
4:30-5:00pm	Homework	Homework	Homework	Homework	
5:00-5:45pm	Choices	Choices	Choices	Choices	Choices
5:45-6:00pm	Wind Down				

Depending on the programs participation numbers we will offer two to three clubs Monday-Thursday. Clubs will typically include one sport and one art and one “other”!

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
7. Woods

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 (preferably sneakers)
- 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 outside 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**
- **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. If these items have not been received by the Rindge Recreation Office, the child will not be able to attend the trip.

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

Please keep in mind that any fees for the field trips include transportation and admission. **Spending money is not allowed. No Electronic devices are allowed.**

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 however we may find we cannot meet the needs of every child in our program. In this case parents/guardians will be notified.

HEAD LICE/NIT POLICY/TICKS/SPLINTERS

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

- In the event children get a tick or splinter embedded it is our policy not to dig into the skin.
- We will do our best to remove splinters with tweezers. If this does not work we will cover and let parent know at pick up.
- We will make every effort to remove a tick using the tweezers, pulling straight up method, then clean with alcohol. If the tick is too imbedded we will cover and call parent.

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 POLICY

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. Listen and follow directions
 2. Be honest
 3. Be a good sport
 4. Respect equipment, staff, and peers

(Four R's: Respect yourself, Respect others, and Respect the environment, be Responsible for your actions.)

CONSEQUENCES:

- First offense - Verbal warning.
Second offense - Sent to Recreation Office, parents will be notified, incident report completed if warranted.
Third offense - Possible suspension from the program
No refunds will be given.

SERIOUS OFFENSES:

- Swearing or verbal abuse of staff and/or participants
Stealing or destruction of property
Running away from the Park

CONSEQUENCES:

- First offense - Child will be sent to the Recreation Office and parents/guardians will be notified. Incident report will be completed.
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:

- Endangering another person's well-being
Sexual harassment/abuse
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