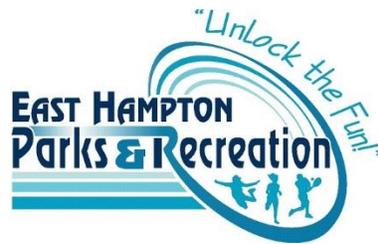


Afternoon Adventures

Enriching Lives of Today's Youth

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# Parent & Family Handbook



Afternoon Adventures

After-School Program

The Afternoon Adventures After-school Program

20 Smith St, East Hampton, CT, 06424

860-367-5429

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Dear Family Member:

We are so happy that you decided to send your child to the Afternoon Adventures After-School Program. You are your child's most valuable asset. It is important that you, as a parent/guardian, become involved in the educational process to ensure a successful learning experience for your child. To help you become involved, we invite you to read and discuss this handbook with your child. It is very important that you and your child understand the policies of the after-school program.

To help us serve your child well in after-school, we need your help and input. To be successful, we want to establish a collaborative relationship between after-school and your home. We have found that receiving support at school and at home is important to the educational, mental, and physical growth of our students. We look forward to a very exciting year and to getting to know you. We encourage you to become involved by volunteering in the program in any way you can.

Our staff at Afternoon - Adventures is committed to the growth and development of every student. We encourage you to support them and to let us know if you have any concerns or questions.

**Please read and review with your children. Please return all signature pages to any Afternoon - Adventures staff person.**

Thank you for your support,

The Afternoon Adventures After-School Program Staff

## **I. Introduction**

### **A. Program Overview**

The Afternoon Adventures After-School Program is run by the East Hampton Parks and Recreation Department.

Afternoon - Adventures meets at Memorial Elementary School after school each day until 6:00PM. Students in grades K-5 can attend the program on a full time or part time basis. Registration is done on a monthly basis, either online or at the Parks and Recreation office. We emphasize healthy snacks, activities, and habits. Please send your child with a healthy snack each day. The children have time for play outside (weather permitting) every day or time in the gym. Everyone does homework or quiet reading; then they enjoy crafts, games, special guests and play with staff and their peers until pickup time.

We provide care on scheduled school half days and early release days.

### **B. Program Philosophy**

Our purpose is to provide a safe, caring, creative and challenging learning environment to help encourage children to develop to their fullest potential intellectually, emotionally, socially, and physically.

### **C. Contact Information**

Please feel free to contact us at any time. We look forward to getting to know you and making the after-school program a wonderful experience for you and your child(ren).

Afternoon Adventures Office: (860) 367-5429

Parks and Recreation Office: (860)267-7300

## **II. Program Dates/Daily Schedule**

The Afternoon – Adventures Program begins the last week in August and is expected to end June 13<sup>th</sup> 2016. A typical day at the Afternoon – Adventures Program begins at the end of your child's regular school day. Our staff will greet your child in the Cafeteria at Memorial School each day or will be outside to greet your child as they come off the bus (if they are coming from Center School). Your child will be under direct supervision at all times during the Afternoon – Adventures After School Program

Monday through Friday the Schedule is as follows:

### **Afternoon Adventures Daily Schedule**

#### **Older group - Bears (Grades 3 - 5)**

#### **Younger group – Cubs (Grades K -2)**

#### **3:10-3:30**

Arrival – Director takes attendance (or designee in her absence)

- Snack Time (children need to clean up after themselves)
- Director will have a monthly calendar listing responsibilities
- If any child is missing, the Director will check with the school office first to see if that child was absent that day, if not absent the Director is to call the parents immediately.

#### **3:30-4:00**

Outdoor play time (if raining, split up the Bears and the Cubs)

- Bears in the gym
- Cubs in the cafeteria.

#### **4:00-4:45**

Bears and Cubs – Each group sits at separate tables to work on their homework, if they finish early they need to bring or borrow a book for quiet reading time.

- While helping with homework it is very important that the counselors 'assist' them and not just 'give' them the answers.
- Some books will be available for quiet reading.
- The kids may not get up and do what they want during this time.

#### **4:45-5:30**

Bears and Cubs – Age appropriate activity with their Counselors

#### **5:30-6:00**

Play a sport game together while waiting for the parents to pick up in the designated pick up area directly outside of door (weather permitting), or inside the cafeteria.

### **III. Arrival, Pick-up & Absences**

#### **A. Arrival**

Program staff from the Afternoon – Adventures program will meet the children in the cafeteria at the end of each school day. A designated staff member will meet the bus transporting the Center School students in the parking lot to escort the children to the cafeteria.

#### **B. Early Dismissal/Appointments**

There is no scheduled pick up times for the Afternoon – Adventures Program, however we do advise you to go through the appropriate protocol when picking up your child(ren) from the Afternoon-Adventures Program to ensure the safety of your child.

#### **C. Pick-up**

Your cooperation during pick-up time is needed to ensure that you and your child(ren) are safe.

- Please enter through the side door of the Cafeteria
- Check in with the director of another Afternoon – Adventures staff member
- All children must be signed out by a designated parent/guardian in order to ensure they are in the custody of you or a designated adult.
- Pick-up of all children must be complete by 6:00 pm, failure to pick up your child(ren) by the designated time could result in additional late fees.

We understand there are times when emergencies arise and that you may not be able to pick up your child(ren) in a timely manner. If you know that you will be late for dismissal, you must call the Afternoon – Adventures Program Director (or designee) at (860) 367-5429.

The following are the consequences for late pick up:

- |                             |  |
|-----------------------------|--|
| <u>1<sup>st</sup> Late:</u> | Verbal warning to family member reiterating our dismissal policy; notation is placed in the attendance book. |
| <u>2<sup>nd</sup> Late:</u> | Verbal warning and 2 <sup>nd</sup> letter addressing late policy is given to parent                          |
| <u>3<sup>rd</sup> Late:</u> | Student will be suspended from the program   |
| <u>4<sup>th</sup> Late:</u> | Student will be dismissed from the program.  |

Every effort to contact the parent/guardian or their Emergency Contact to inform them the child has not been picked up will be made.

#### **D. Absences**

If your child is absent from the regular school day, he/she is not allowed to attend the Afternoon – Adventures Program. We ask that you please contact the Afternoon – Adventures Program Director (or designee) at (860) 367-5429 if your child will not be attending the Afternoon – Adventures Program on that day. If your child is in school and is absent from the Afternoon – Adventures program we will be contacting you right away.

- East Hampton Parks and Recreation and the Afternoon – Adventures Program consider safety to be the number one priority in all tasks that pertain to the program. With that considered we ask that you the parent/guardian supply the director with as much advance notice to child absences so we can make the necessary changes to ensure safety and positive communication toward staff, teachers and parents associated with the Afternoon – Adventures Program.

## **IV. Rules & Responsibilities**

### **A. Parent/Guardian Responsibilities**

There are many aspects of the Afternoon – Adventures Program in which we need the cooperation and patience of the parents. As you know, the quality of parents' relationships with both Memorial School and Center School as well as the Afternoon – Adventures Program is a good indicator of students' success. We also encourage you to volunteer in the Afternoon – Adventures Program. Please fill out and return the attached forms and feel free to talk to the staff or program director about ways you can be helpful and stay connected to the program.

### **B. Student Responsibilities**

We aim to create an environment where every child feels safe and is able to express his/her ideas and learn. All children enrolled in the Afternoon – Adventures Program are expected to conduct themselves appropriately and abide by the same rules as Memorial School and Center School have created. We want parents and families to be aware of how we will respond to disruptive behaviors if and when they occur.

- **Discipline:** The Afternoon – Adventures Program follows a strict “3 – strikes & You’re Out” policy. A strike is issued to a student for inappropriate behavior (i.e. physical contact, fights, foul language, etc.) as determined by the staff and program director. After 3 strikes are issued, the participant will be asked to meet with the Parks and Recreation Director and Program Coordinator to discuss further actions necessary to solve the addressed problem areas.

Here are a list of additional expectations for all students to follow:

- Follow the Afternoon – Adventures, Memorial School & Center School rules of the general school day as well as the rules of all counselors.
- Respect the rights and property of others
- Never leave the designated area with appropriate permission
- Never run in the hallways or within the cafeteria.
- Respect the items and contents that belong to the school or the Parks and Recreation Department
- Have fun

Please note: Although our staff are well trained in every day classroom tasks as well as deescalating difficult behaviors. There may be times where the teacher is unable

to resolve a one to one situation, your child will then have a conference with the counselor and the Program Director. In most cases, this conference will resolve the problem. If the problem does not get resolved we may ask the parents or guardians to come meet with the Program Director and the Parks and Recreation Administration.

#### **V. Useful Information**

- A. **Payments:** Payments are due in advance of the month your child(ren) are attending. If your child does not attend a day you registered for no refund will be issued. No credit is given if your child does not attend. You can register your child(ren) by going to our website at [www.easthamptonrec.com](http://www.easthamptonrec.com), click on register for activities and locate the Afternoon – Adventures Program.
- B. **Program Fees:**
- a. Monthly Tuition: Tuition is paid monthly and cost varies month to month
  - b. Late Pick – up Fee: \$1/minute/each staff member working (if picked up after 6:00 pm)
  - c. Return Check Fee: \$20 for any check returned from the bank
- C. **Medical:** The state of CT medical form is required OR a parent/guardian can give Afternoon – Adventures Staff permission to copy child’s medical information from school records. Medications are only permitted if self-administered by the child in the presence of Afternoon – Adventures Staff. All medications must be in original containers and labels must match information provided appropriate forms in this packet.
- D. **Pictures:** Occasionally pictures are taken during the program. Please let us know if you do NOT want your child’s picture taken.
- E. **Field Trips:** Although we do not go off grounds for field trips there are times when guest come to us to provide entertainment or education sessions for the children. We will inform you of any additional fees, permission forms or other related items to these events well in advance.
- F. **Weekly Newsletters:** you will receive a weekly email or flyer highlighting past and future events and happenings directly from the Program Director to keep you informed of all the fun and learning experiences going on at Afternoon – Adventures.

**On Behalf of the Parks and Recreation Staff and the Afternoon – Adventures staff I would like to welcome you to the Afternoon – Adventures after school program. Please take the time to fill out the attached documents and return to the Parks and Recreation Department located at: 20 East High Street, East Hampton CT 06424 at your earliest convenience.**

**Thank you for choosing East Hampton Parks and Recreation,**

**Parks and Recreation Director**

**Jeremy Hall**