

Windsor Locks  
Park and Recreation

**Before and After  
School Clubs**

2018 / 2019  
Parent / Guardian Handbook

Windsor Locks Park and Recreation

# **After School Club at South School Before and After School Club at North Street School**

## Introduction

Windsor Locks Park and Recreation has offered an After School Club at South Elementary School since 2003. The Before and After School Club has been operating at North Street School since 2005. Staffing for these programs is made up of para-professionals, teachers, college graduates, college students, and students in their third and fourth year of high school. These programs are designed to help students with their homework, encourage physical activity and provide enrichment activities such as crafts and reading.

This book is an enrollment agreement between the Windsor Locks Park and Recreation Department and the parent / guardian of the children enrolled in the program.

## Purpose

This program will include recreation and games, arts and crafts, reading, and homework assistance in a safe environment.

## Absences

1. If your child(ren) will not be attending the program due to a scheduled appointment, vacation, or other planned absence, please notify the Program Director by text or telephone call (BASC at North Street School: 860-335-8767 or ASC at South School : 860-796-5990).
2. Please notify the program if your child stays home or leaves school due to illness.
3. Absentees, without prior notification, may be mistaken as a missing child and cause unnecessary concern and effort.
4. If your child(ren) is absent from the program on any given day, PAYMENT IS STILL EXPECTED. The payment is securing your child(ren)'s spot in the program and ensures there is adequate staff.
5. Your account will be credited any time the program is unexpectedly closed for the day.
6. If your child is not in attendance at school or is released early from school and does not return before the end of the school day, they are NOT allowed to attend the After School Club that day.

## Afternoon Pick-up Time

An overtime fee will apply to all children who remain at the program after their regular care period has ended. For 2+ hour care, late fees will be incurred after 6:00 pm. For 2 hour care, late fees will be incurred after 5:00 pm for South and after 5:30 pm for North. Fees are as follows:

\$5 per child for each 15 minute period past pick-up

Any child who has not been picked up by 6:30 pm and whose parents / guardians have not contacted the program will be released to the Windsor Locks Police Department.

Repeated tardiness will not be tolerated. If a parent has difficulty making their agreed pick up time, arrangements should be made with a designated individual for pick-up.

If a parent is running late due to an unforeseen event, please contact the staff and make arrangements for a designated individual to promptly pick up your child(ren). Note: The school closes at 6:00 pm.

### Contact Information

Before & After School Club at  
North Street School:  
**335-8767**

After School Club at  
South Elementary School:  
**796-5990**

**Please DO NOT call the school offices when trying to contact Windsor Locks Park and Recreation programs.**

### Discipline and Discharge

Children are entitled to a pleasant and comfortable environment at the program. WLPR cannot accommodate children who display disruptive behavior.

Disruptive behavior is verbal or physical activities, which may include, but is not limited to such behavior:

1. requires constant attention from the staff;
2. imposes physical or emotional harm on other children;
3. abuses staff by displaying a lack of respect, either physically or verbally; and/or
4. ignores or disobeys the rules.

If a child cannot adjust to the program setting and behave appropriately, the child will be dismissed from the program.

Reasonable efforts will be made to assist children in adjusting to the program setting. Disruptive behavior will be handled in the following manner.

For your information, here is an outline of our current behavior policy:

1. On first offense, clubber will receive a verbal warning.
2. On second offense, clubber will be separated from the group and serve an age appropriate time-out.
3. On third offense, the parents will be called.
4. Continued inappropriate behavior may result in dismissal from the program.
5. For more serious offenses, as outlined in our code of conduct, the parents / guardians may be contacted for immediate pick-up of their clubber.

## Health and Safety Policy

1. If your child has a known medical problem (asthma, allergies, etc.), please be sure to list on forms and let the Program Director and the On-Site Coordinator know what to do if a problem should occur during program hours. We cannot administer medication.
2. If a child has one of the following conditions, the parents / guardians will be notified to pick up the child immediately: a contagious disease, fever over 100°F, vomiting, diarrhea, or an accident requiring medical attention.
3. In case of accident or illness, parents / guardians of the child will be notified immediately. In serious cases, the child will be taken to the local hospital by emergency transportation for treatment. In this case, the parents / guardians will be notified immediately.

## Holiday Calendar

Scheduled no-school days: These are days that school is closed and the program is also closed.

2018	
Labor Day	September 3
Columbus Day	October 8
Election Day	November 6
Veterans Day	November 12
Thanksgiving Break	November 22 and 23
December Break	December 24 – 31
2019	
New Year's Holiday	January 1
Martin Luther King Day	January 21
President's Day	February 18
February Break	February 19
Professional Dev. Day	March 11
April Break	April 15 - 18
Good Friday	April 19
Memorial Day	May 27

Please note the programs do not operate during school vacations. For the April break, parents may choose to enroll their children in the Vacation Club.

## Hours of Operation

North Street School

Morning Program: 7:15 am – 8:25 am (start of school)

Afternoon Program: 3:25 pm (dismissal of school) – 6:00 pm

Afternoon Program on a Scheduled Early Release: 1:05 pm (dismissal of school) – 6:00 pm

Please note: Weather conditions can make it difficult for staff to get to the school on schedule. For your child(ren)'s safety, please make sure that there is a staff member present before leaving your child(ren) at the school.

South Elementary School

Afternoon Program: 2:50 pm (dismissal of school) – 6:00 pm

Afternoon Program on a Scheduled Early Release: 12:45 (dismissal of school) – 6:00 pm

Inclement Weather / Emergency Closings

North Street School

1. School Delay: If school is delayed, the Before School Program will not open.
2. Early Release: In the event that school is closed early due to bad weather or other unforeseen circumstance, you must pick up your child(ren) at school by the announced time or your child(ren) will take the bus home (follow what you had indicated on your registration form for early release).
3. Normal Release and Cancellation of After School Activities: In the event that activities are cancelled due to bad weather or other unforeseen circumstance, you must pick up your child(ren) at school at the close of the normal school day or your child(ren) may take the bus home (follow what you had indicated on your registration form for early release).
4. School Closing: In the event that school is closed due to inclement weather, the program will be closed.

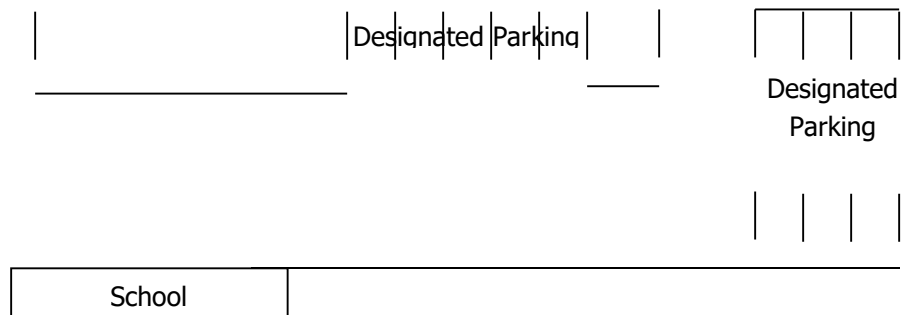
South Elementary School

1. Early Release: In the event that school is closed early due to bad weather, you must pick up your child(ren) at school by the announced time or your child(ren) will take the bus home (follow what you had indicated on your registration form for early release).
2. Normal Release and Cancellation of After School Activities: In the event that activities are cancelled due to bad weather, you must pick up your child(ren) at school at the close of the normal school day or your child(ren) may take the bus home (follow what you had indicated on your registration form for early release).
3. School Closing: In the event that school is closed due to inclement weather, the program will be closed.

Parking

Parents / guardians are expected to park in designated areas. There is to be no parking in NO PARKING zones. Please do not park in front of the school for drop off and pick up, this is a Fire Lane. Children should not be left unattended in cars.

School parking diagram:



Please note that cars parked in non-designated spaces, while picking up clubbers, have been ticketed by the police.

### Personal Property

1. All property of the child(ren) must be labeled, and taken home every day (coats, hats, school bags, etc.). Any property left will be taken to the school's lost and found.
2. Staff can't be responsible for lost personal property. Every effort will be made to help the children stay organized.
3. Please make sure children arrive at the program in weather appropriate attire. Children will play outside whenever weather permits.

### Policies and Procedures

Enrollment in the WLPR Before and After School Program or the After School Program constitutes an understanding that parents / guardians and students will abide by the policies listed below:

Parents / guardians may expect:

1. Their child(ren) to be cared for in a safe, supportive environment that allows each child to reach their full potential.
2. Appointments may be scheduled with the Program Director concerning any questions regarding their child(ren) or the program.
3. The Program Director or the On-Site Coordinator will notify parents / guardians of any misbehavior on the part of their child.
4. Informational letters to be distributed as needed.

Children may expect:

1. To have a safe supportive and consistent environment.
2. To utilize all of the program's equipment, materials and facilities.
3. To be treated respectfully.
4. To receive nurturing care from staff members who are actively involved with them.

The Program Director expects parents / guardians to:

1. Pay tuition and any additional fees on time.
2. Sign their child(ren) in and out each day with full name and time.
3. Contact the Program Director if their child(ren) is not attending the program on a scheduled day via text or telephone call. Please do NOT notify the school, the After School Clubs are independent from the school.
4. Contact the Program Director to setup an appointment to discuss any questions / concerns regarding their child or the program in private.
5. Respond immediately to any concerns the Program Director or On-Site Coordinator may have regarding behavior or payment issues.

6. Treat the staff and the children in the program in a respectful manner. Should a parent verbally abuse the director, a counselor or a clubber, their child may be dismissed from the program.
7. Keep their child(ren)'s file updated with current contact and medical information.
8. Check homework nightly for correctness and completion and sign off on homework in clubbers' agendas.
9. Send their child(ren) to the program with appropriate apparel for outside or gym recreation.
10. Respect quiet homework/reading time by not talking on cell phones when picking up their child(ren).

The Program Director expects children to:

1. Be responsible for their actions.
2. Have respect for staff and peers, as well as follow the guidelines and school rules while at the program.
3. Remain with the group at all times.
4. Take care and be responsible for materials and/or equipment, and return items back to proper locations before getting something else or leaving.
5. Follow directions.

### Registration and Enrollment

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

#### Registration

The parent /guardian must complete a set of registration forms and submit them to the Program Director. Withholding information or providing incomplete information may be cause for a clubbers dismissal from the program.

#### Eligibility

A child may be registered for enrollment at any time as long as there is adequate staff coverage.

It is important to note that this program operates at a 10 child to 1 adult ratio which includes homework time. The staff will support clubbers while doing their homework but are not able to provide one on one aide for the entire homework time.

#### Openings

There are enrollment limits in each program. If a student cannot be accommodated, an application should be submitted and that student will be placed on a waiting list and will be notified when an opening becomes available.

## Enrollment

Parents / guardians of registered children will be contacted regarding enrollment in the program.

1. If parents / guardians wish to enroll their child(ren), a set of enrollment forms will be provided and will need to be completed prior to the first day of attendance. A completed set of forms is required for each child enrolled in the program and should be returned to the Program Director.
2. At time of registration, parents / guardians submit a two-week deposit. Make payments to Windsor Locks Park and Recreation (WLPR).
3. Children will be allowed to attend the program only after all forms and the deposit have been received. If parents / guardians neglect to complete all forms prior to child's scheduled start date, the parent will be responsible for payment of weekly tuition in order to reserve the enrollment spot until the completed forms are returned.

Enrollment packet includes:

- Registration Form
- Medical History Form
- Clubber Code of Conduct
- Photography/Videography Release

Forms are to contain current information at all times. It is the responsibility of the parents / guardians to inform and provide the Program Director with any new information such as: emergency contacts, change of home / business phone, and schedule changes.

## Release of Children

1. Children will be dismissed from the program according to their schedules written by their parents / guardians on the pick-up authorization form.
2. Children will not be allowed to leave with anyone other than the authorized individuals listed on the pick-up authorization form. If someone will pick up your child, other than the persons listed on the pick-up form, a written consent must be submitted to the Program Director.
3. Once a child has been signed out of the program, they are not to be readmitted that day.
4. Should custodial rights prohibit specific individuals from pick up, please provide the Program Director with the appropriate paper to allow enforcement.
5. Program staff reserves the right to retain a child if they have safety concerns in releasing the child(ren).

## Sign-out of Clubbers

1. When entering the building for clubber drop off or pick up, **PLEASE REFRAIN FROM USING CELL PHONES.**



2. When picking up, please enter the After School Club area quietly, especially when homework is being done. Gather your child(ren) and their belongings as quietly as possible to avoid disrupting the remaining clubbers.
3. When signing out clubbers, please write in your full name and the pick-up time.
4. All persons picking up and signing out Clubbers must be 16 years of age or older.
5. Please DO NOT remain on the premises once you have signed your child(ren) out of the program.

### Tentative Schedule

Note: This is an example of a daily schedule, activities and times will change throughout the year.

North Street Program	South Elementary Program
7:15 – 8:0 am Choice Time	2:55 – 3:10 pm
Games	Attendance
Puzzles	Sign-outs for Activities
Crafts	
Reading	3:10 – 3:40 pm
Drawing	Activity Time
	Recreation Time
8:00 – 8:30 am Circle Time	
Attendance	3:40 – 3:50 pm
Circle Games	Bathroom Break
	Snack Time
8:30 – 8:40 am	
Clean-up	3:55 – 4:40 pm
Dismissal to classrooms	(adj. as needed)
	Homework
3:25 – 3:55 pm Circle Time	Silent Reading
Attendance	
Gross Motor Activities	4:40 – 5:00 pm
Playscape or Gym	Clean-up
	Activity (as time allows)
3:55 – 4:25 pm	
Snack	5:00 – 6:00 pm
Bathroom Break	Recreation
	Activity Time
4:25 – 5:25 pm	
Homework Assistance	
Arts and Crafts	
Various Activities	
Reading	
5:25 – 6:00 pm Choice Time	
Games	
Activities	

Clubbers should come prepared to work on homework or read quietly during the designated homework time.

### Tuition and Payment Policy

The program's staff salaries, supplies and administrative expenses are supported entirely by tuition. Windsor Locks Park and Recreation reserves the right to increase fees as deemed necessary.

Current fee structure for five days of care:

Before School care	After School care	After School care
From 7:15 am	2 hours	2+ hours
\$20	\$35 (North)	\$45 (North)
	\$35 (South)	\$50 (South)

### Policy

1. **Payments are to be submitted to the Park and Recreation Office ONLY. The Before and After School Clubs will no longer accept payments. The Park and Rec Office is located in the Town Hall and is open Monday thru Wednesday from 8:00 am to 4:00 pm, Thursday from 8:00 am to 6:00 pm and Friday from 8:00 am to 1:00 pm. A Drop Box is also available on the exterior of the building next to the Park & Rec Office door, you may drop payments in the Drop Box any time.**

- Check payments may be made by one check for the entire month or post-dated checks one for each week in the month. ALL checks are due on the following dates:

September Checks Due: August 30<sup>th</sup>

October Checks Due: September 27<sup>th</sup>

November Checks Due: November 1<sup>st</sup>

December Checks Due: November 29<sup>th</sup>

January Checks Due: December 27<sup>th</sup>

February Checks Due: January 31<sup>st</sup>

March Checks Due: February 28<sup>th</sup>

April Checks Due: March 28<sup>th</sup>

May Checks Due: April 25<sup>th</sup>

June Checks Due: May 30<sup>th</sup>

- Cash payments may be made monthly or weekly. Monthly cash payments are due on the same dates as the above check payments or weekly according to the Payment Record/Schedule that was provided to you.

2. Payments must be received before care will be provided. If payment is not received in the Park & Rec Office by 8:00 am on Monday morning, your child(ren) will not be allowed to attend the program that day and will not be able to return until full payment has been made. It is possible for your child to lose their spot in the program if payments are not made in a timely manner. If payments fall behind two or more weeks, the spot will be released to a clubber on the waiting list.

**Please Note: This payment schedule will be strictly enforced.**

3. If your child is absent from the program on any given day, payment is still expected. The tuition is holding the space for your child(ren) in the program and ensures that adequate staff is available.
4. If your child is removed from the program due to an outstanding balance or inappropriate behavior, payment is still expected during the time that the child is out of the program.
5. Anytime the program is cancelled / closed, your account will be credited. **All credits will be held until the end of the year and applied to final payment.**
6. If a check is returned due to insufficient funds, you may be required to pay a \$20 fee in addition to the amount of the check (for tuition). Parents / guardians will be notified immediately and will be required to pay by money order or cash in the Park Office located at 50 Church Street. If not paid promptly, care may be suspended immediately.
7. Written notice is required two weeks prior to a schedule change, change in hours, or withdrawal of a child from the program.
8. **Written notice is required two weeks prior to withdrawal of a child from the program in order to receive your two-week deposit refund. If a two week written notice is not received, we will be unable to refund your deposit to you.**
8. For clubbers entering the program after the start of the year, all forms must be completed and returned to the Park and Rec Office, with a two-week deposit, 48 hours prior to the child(ren) beginning the program.
9. Parents / guardians are responsible for maintaining record of payment to the program for tax purposes. Cash receipts and cancelled checks should be retained and used along with the Payment Record Form provided as proof of payment. A tax-id number may be obtained by calling the park office.

Additional Notes: