

FARMINGTON PARKS & RECREATION

After School Program 2016-2017

A.S.P. Registration & Payment Information

Rick Conway, Director of Parks & Recreation

3/21/2016

The following packet contains all the rules, stipulations, policies and payment schedule of the Farmington Parks & Recreation's After School Program. By filling out and signing the enclosed registration form you agree to all these rules, stipulations, policies and payment schedule for the 2016-2017 After School Program.

Registration/ Payment Information:

Program Description: There are 50 spaces available for participants entering Grades K-6 who are Farmington Residents & Eligible Non-Residents (Middleton residents who attend school in Farmington). Recreation Staff will meet the children at school and weather permitting, play outside for a little while; then they either drive (Recreation van/bus) or walk to the Recreation Department. The ASP is open Monday-Friday 2:30pm-5:30pm from the first day of school 2016- the last day of school 2017.

Full Time/ Part Time: We will attempt to accommodate parents by offering a part-time status to our program. Parents will be able to pay a daily rate to have their children attend the ASP but they will have to specify the days the children are coming at the time of registration.

Fees: Payments will be due every Friday, please see attached payment schedule for more detailed information. The Farmington Parks and Recreation Department reserves the right to cancel the Afterschool Program at any time for any reason. At which time the Farmington Parks and Recreation Department will adjust weekly fees accordingly. The Recreation Department requires a two-week notice if you are going to withdraw your child from the program. After giving your notice of withdrawal you are responsible for all balances due. **There is a \$25 fee due at the time of registration.**

State/ Financial Assistance: If the program is canceled by the Farmington Parks and Recreation, parents or guardians of participants who receive State of New Hampshire or financial assistance from any other source may be responsible to pay the remaining balance in which the financial aid does not cover. Payments will be paid on Fridays, due to how the state does the billing for assistance. In addition, the Farmington Parks and Recreation will follow any and all State of New Hampshire requirements for those participants who receive State of New Hampshire assistance. The Farmington Parks and Recreation Department will complete all necessary paperwork and report any problems to the state in a timely manner.

Referral Program:

For each new family that you refer to the ASP (your name must be noted on their registration form) you will receive a \$5/ week discount for the rest of the 2016-2017 ASP!!

See below for After School Program fee information:

Full Time Farmington Resident Fee per week:

* 1 child-\$50, 2 children-\$95, 3 or more children-\$125

Full Time Eligible Non-Resident Fee per week:

*1 child-\$55, 2 children-\$105, 3 or more children-\$140

Part Time participants MUST pre-specify the days they are attending during registration:

Part Time Farmington Resident Fee per day:

*\$15 per child/ day

Part Time Eligible Non-Residents

*20 per child/ day

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Transportation, Pick-Up/Drop-Off:

Transportation: The After School Program staff will meet ASP participants in the designated areas of each school (**participants who attend Valley View will be dismissed to the Multipurpose Room; participants from Henry Wilson will be dismissed to the doors at the end of the 5th grade wing**). ASP Staff will then either transport the students to the Recreation Department with the Recreation van and bus or they will walk as a group to the Recreation Department. **We will always plan to walk with the children as long as the weather permits it.** The Parks and Recreation Department Afterschool Program Staff are asking parents to speak to their children about making sure that when participants are released from school that they do not waste time and get to the dismissal areas as quickly as possible. Many of you already call the school if your child is not attending our program that day. However we are asking that Parents and Guardians of our participants notify the Parks and Recreation Department as soon as possible if your child will not be attending the program that day. Please do not only call the school and do not ask the school to give us messages about your child. This will help us with safety and daily attendance.

Pick up: Pick up will be at the Farmington Parks and Recreation Department unless we notify you otherwise. There will be many days especially in the fall and spring when we keep the children outside at the park; in this case we will leave a note at the Recreation Department as to where we are located so if you come to pick up your child before we return you will know where to find them. Please make sure your children are picked up no later than 5:30 PM.

Late Pick Up Offense/ Consequence: Programs require specified pick up times for participants. Those participants who are picked up late may have the following fees and penalties assessed:

- **First Offense:** Ten minutes or less; a warning will be documented with the Recreation Department. More than ten minutes; consequence will be the same as a second offense.
- **Second Offense:** \$5.00 for every five minutes late. For Example if you are ten minutes late participants will be charged \$10.00.
- **Third Offense:** \$10 for every five minutes late. For example if you are ten minutes late participants will be charged \$20. Further offenses may result in the participant's dismissal from the program after a meeting with the Director of Parks and Recreation.

Sign-outs: Each child is required to be signed out at the end of each day. For your child's safety, please be prepared to show ID when signing your child out. Also, some children are allowed to sign themselves out at the end of the day. There is a space on the registration form that must be completed in order for your child to sign themselves out.

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Rules & Regulations:

Snack: The Farmington Parks and Recreation Department Afterschool Program will provide healthy snacks every day the program is open. Snack time is generally from 3:00-3:30 and everyone eats together. Recreation staff will prepare one (1) snack each day. If your child is a picky eater, you may want to send a snack with him/her for after school. Prior to eating all participants are required to wash their hands.

Homework Club: The Recreation Department will provide a quiet place for your children to do their homework when they get to the Recreation Department after they have had their snack. Please understand that while the weather permits the Recreation Staff are encouraged to keep the children outside after school until 4:00pm. If the weather is not appropriate for the children to play outside they will participate in a group game or activity in our gym before they go to the homework club.

Sunscreen/Bug Repellent: Most of our trips involve outdoor activities and therefore your child should bring sunscreen and bug repellent with them each day. *It is the Farmington Parks and Recreation Department's policy for the After School Program that prior to doing any prolonged outdoor activity that sunscreen be applied before participating in the activity and monitor throughout the activity.* Recreation staff will not provide sunscreen to those who do not have it nor will they assist a child in putting it on unless a sunscreen waiver has been signed & returned. Staff will recommend that participants wear t-shirts to reduce the risk and prevention of sunburns from occurring. The Farmington Parks and Recreation Department reserves the right to send any participants home who may endanger themselves or make injuries worse due to sun exposure while attending camp, this includes refusing to apply sunscreen. Parents who feel that their child does not need sunscreen will need to write a note stating this.

Emergency Information: Serious accidents are not something we plan on having; however, we want to be sure we are prepared in the event of an accident or illness. Please assist us by being sure to complete all of the emergency information required on the registration form. The more information we have the quicker we can assist your child if the need arises.

Clothing Requirements: Participants will be required to wear appropriate clothing at all times while at the afterschool program. Parents or Guardian may be called to pick up participants who wear inappropriate clothing. During the winter months please be sure your child has appropriate clothing to play outside (winter hat, winter jacket, snow pants, boots, gloves/ mittens).

Personal Items from Home: Occasionally we allow children to use their electronics from home on **FRIDAYS**; the Farmington Parks and Recreation Department cannot be held responsible for lost, stolen, or damaged property.

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Medications: If your child needs to take medications during program hours, a medical consent form must be completed. The Farmington Parks and Recreation Department staff will not dispense your child's medications if the form is not filled out. PLEASE DO NOT SEND MEDICATIONS IN WITH YOUR CHILD! PLEASE HAND THEM DIRECTLY TO A RECREATION STAFF MEMBER.

Lice Policy: Any child who is found to have lice or nits will be sent home for at least 24 hours until treatment is complete. Removal of ALL lice and eggs (nits) is mandatory before your child can re-enter the program.

Discipline: *It is our goal to provide a physically and emotionally safe place for all participants. We ask participants to respect themselves, others and our environment, by following the rules and instructions given during trips/activities and using appropriate language. Inappropriate behavior will be addressed immediately. Consequences may include participants being sent home, restricted from transportation, and/or suspended from future activities without a refund. Open communication is encouraged between staff and parents. * The Recreation Department will have a very strict "hands off policy" any fighting or other unsafe behavior may result in immediate dismissal from Recreation Programs.

Detailed below are examples of some serious and minor behaviors and the consequences that could follow. In order to encourage open communication between parents, staff and children; the After School Program will implement a "Card System". Each child will have a pocket with their name on it located near the sign out desk. If a problem occurs during the day, colored cards will be added to camper's pockets (please check daily).

Serious Offenses (including but not limited to):

1. Endangering the safety of another camper or staff member.
2. Verbal abuse of another camper or staff.
3. Stealing or destruction of property.
4. Misbehavior on a field trip. * Misbehavior on field trip is considered serious. If a serious problem occurs on a trip, parents will be notified and camper will miss the next trip.
5. Any issue that occurs that is considered serious by Camp Staff or Recreation Director.

Serious Offense Consequences "3 strike policy":

1. Incident report filled out and placed on file in the Recreation Office and the child misses the next day of program.
2. Incident report filled out and placed on file in the Recreation Office, parents will meet with the Recreation Director and the child will miss the next two days of the program.
3. Incident report filled out and placed on file in the Recreation Office, parents will meet with the Recreation Director and the child will may be removed from the after school program.

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Minor Offenses (including but not limited to):

1. Pushing or swearing.
2. Talking back to staff.
3. Not following directions.
4. Leaving an activity area without permission.
5. Any other negative behaviors that may occur during the day.

Minor Offenses Consequences “card system” (Grades 1-4 Camp):

1. **Green card:** Each child will begin their day with a green card by their name.
2. **Yellow card:** If a child needs continued reminders to follow directions there will be a yellow card placed by their name to serve as a visual warning.
3. **Orange card:** If a child is not compliant with repeated verbal directions/ warnings the card will change to orange and they will serve a 5- minute time out. Recreation Staff will discuss the child’s behavior with their parent/ guardian at pick up.
4. **Red card:** If the child continues to not follow directions the card will change to red, an incident report will be filled out detailing the behaviors and placed on file at the Recreation Department. Additional consequences will be given at the discretion of the Recreation Director/ Assistant Director. They may also miss the next scheduled trip and earn a strike towards our “3 Strike” Serious Offense Policy (detailed above).

*If a student’s behavior continues to be a problem, a parent conference will be arranged and child’s participation may be in jeopardy. We reserve the right to remove any child from our camp if behavior is continuously a problem for our staff. This card system will be used as a guideline; if appropriate children may skip green, yellow and orange cards.

Days to note: The Farmington Parks and Recreation office and the After School Program will be closed if Farmington Schools are closed due to weather & on the following dates (subject to change).:

Labor Day
Columbus Day
Veterans Day
Thanksgiving Break
Holiday Vacation
Civil Rights Day
February Vacation
April Vacation
Memorial Day

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Farmington Parks & Recreation

531 Main Street
Farmington, NH 03835
(603) 755-2405
rpconway@metrocast.net

Director: Rick Conway

Assistant Director: Alisha Randall

Program Supervisor: Eric Brackett

Permission to Apply Sunscreen Waiver

Name of Child _____

We request that sunscreen be applied to your child prior to them attending camp for the day. Your child's Day Camp Counselor will assist with applying sunscreen to bare surfaces including the face, top of ears, and bare shoulders, arms, legs. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported to the parent/guardian. It is the parent's responsibility to provide sunscreen. **Camp Counselors are prohibited to apply sunscreen to your child if the sunscreen does not belong to them.**

Please check here if you do **NOT** want Day Camp Staff to assist your child in applying sunscreen.

Parent/Guardian Signature _____ Date _____

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2016- 2017 ASP Payment Schedule

Residents:

Non-Residents:

Week #	Due Date:	1 Child:	2 Children:	1 Child:	2 Children:	Comments/ Notes:
1	9/1/16	\$30	\$55	\$33	\$61	Open Tues- Thurs
2	9/9/16	\$40	\$75	\$44	\$83	Closed Monday
3	9/16/16	\$50	\$95	\$55	\$105	
4	9/23/16	\$50	\$95	\$55	\$105	
5	9/30/16	\$50	\$95	\$55	\$105	
6	10/7/16	\$50	\$95	\$55	\$105	
7	10/14/16	\$40	\$75	\$45	\$85	
8	10/21/16	\$50	\$95	\$55	\$105	
9	10/28/16	\$50	\$95	\$55	\$105	
10	11/4/16	\$50	\$95	\$55	\$105	
11	11/10/16	\$70	\$135	\$75	\$145	PC Wednesday, TW Thursday, Closed Friday
12	11/18/16	\$50	\$95	\$55	\$105	
13	11/22/16	\$20	\$35	\$22	\$39	Closed Wednesday- Friday
14	12/2/16	\$50	\$95	\$55	\$105	
15	12/9/16	\$50	\$95	\$55	\$105	
16	12/16/16	\$50	\$95	\$55	\$105	
17	12/21/16	\$30	\$55	\$33	\$61	
Closed 12/22- 1/2/17 Happy Holiday's						
18	1/6/17	\$40	\$75	\$44	\$83	Closed Monday
19	1/13/17	\$50	\$95	\$55	\$105	
20	1/20/17	\$40	\$75	\$44	\$83	Closed Monday
21	1/27/17	\$50	\$95	\$55	\$105	
22	2/3/17	\$50	\$95	\$55	\$105	
23	2/10/17	\$60	\$115	\$65	\$125	ER Friday
24	2/17/17	\$50	\$95	\$55	\$105	
25	2/24/17	\$50	\$95	\$55	\$105	
February Vacation Sign Up Early!!						
26	3/10/17	\$50	\$95	\$55	\$105	
27	3/17/17	\$60	\$115	\$65	\$125	ER Friday
28	3/24/17	\$50	\$95	\$55	\$105	
29	3/31/17	\$70	\$135	\$75	\$145	TW/ PC Friday
30	4/7/17	\$50	\$95	\$55	\$105	
31	4/14/17	\$50	\$95	\$55	\$105	
32	4/21/17	\$50	\$95	\$55	\$105	
April Vacation Sign Up Early!!						
33	5/5/17	\$50	\$95	\$55	\$105	
34	5/12/17	\$60	\$115	\$65	\$125	ER Wednesday
35	5/19/17	\$50	\$95	\$55	\$105	
36	5/26/17	\$70	\$135	\$75	\$145	TW Friday
37	6/2/17	\$40	\$75	\$45	\$85	Closed Monday
38	6/9/17	\$50	\$95	\$55	\$105	
39	6/16/17	\$50	\$95	\$55	\$105	
40	6/20/17	\$20?	\$35?	\$45?	\$85?	Scheduled Last Day Tuesday 6/20

FARMINGTON SCHOOL DISTRICT CALENDAR 2016-2017

As approved by the Farmington Teacher's Association and approved on: 3-1-2016

Approved by the Farmington School Board on: March 7, 2016

	M	T	W	TH	F		M	T	W	TH	F
					O						
AUGUST/ SEPTEMBER (22)	TW	30	31	1	X						
	X	6	7	8	9	FEBRUARY			1	2	3
	12	13	14	15	16	(18)	6	7	8	9	ER
	19	20	21	22	23		13	14	15	16	17
	26	27	28	29	30		20	21	22	23	24
						X	X				
	3	4	5	6	7						
OCTOBER (20)	X	11	12	13	14	MARCH			X	X	X
	17	18	19	20	21	(19)	6	7	8	9	10
	24	25	26	27	28		13	14	ER	16	17
	31						20	21	22	23	24
						27	28	29	30	PC/TW	
		1	2	3	4	APRIL	3	4	5	6	7
NOVEMBER (16)	7	8	PC	TW	X	(15)	10	11	12	13	14
	14	15	16	17	18		17	18	19	20	21
	21	22	X	X	X		X	X	X	X	X
	28	29	30								
				1	2						
DECEMBER (15)	5	6	7	8	9	MAY	1	2	3	4	5
	12	13	14	15	16	(21)	8	9	ER	11	12
	19	20	21	X	X		15	16	17	18	19
	X	X	X	X	X		22	23	24	25	TW
						X	30	31			
	X	3	4	5	6					1	2
	9	10	11	12	13		5	6	7	8	9
JANUARY (20)	X	17	18	19	20	JUNE	12	13	14	15	16
						(14)					
	23	24	25	26	27		19	20	SD	SD	SD
	30	31					SD	SD	SD	SD	SD

August through January- 93 days

February through June – 87 days

Legend: TW=Teacher Workshop PC=Parent Conference ER= Early Release SD=Snow Day Makeup

August 26	New Staff Orientation	January 2	New Year's Holiday
August 29	Teacher Workshop	January 16	MLK JR Day/Civil Rights Day
August 30	Grades K-9 report		
Sept. 2-5	Labor Day Weekend		
October 10	Columbus Day	February 10	Early Release
November 9	Parent/Teacher Conf.	February 27 – March 3rd	Winter Vacation
November 10	Teacher Workshop	March 15	Early Release
November 11	Veteran's Day	March 31	Parent Conf./T. Workshop
		April 24-28	Spring Vacation
November 23-25	Thanksgiving Break	May 10	Early Release- Parent Conf.
		May 26	Teacher Workshop
December 22-30	Holiday Break	May 29	Memorial Day
<u>Last Scheduled</u>	<u>Day for School is tentatively a</u>	<u>Full day on June 20th – SD</u>	<u>(snow days) if used will alter this date</u>