

EXTENDED DAY SENIOR

2017-18 Welcome Letter

We are pleased that your child may be a part of our Extended Day Senior family this coming school year. Please find all the forms you will need to get your child fully registered for **Extended Day Senior 2017-18** following this Welcome Letter. Registration begins on July 5 and is ongoing throughout the year.

For guaranteed schedules for September, please complete registration process by August 15th, including September calendar. For any month use the 15th as the deadline off for guaranteed days for the coming month. (for example, for October attendance, sign up by September 15)

For future reference, you may also choose to have a sporadic schedule and call the office for availability. Keep in mind that enrollment is limited and our hope is that most days of the program will fill. Any request for an occasional day must be done at least one full business day in advance. Please keep in mind the P&R office is closed on Fridays.

Online registration is not available for Extended Day programs. However, all forms are available online.

We will need all the initial completed forms and payment to be submitted **together** in the Park and Recreation office at the same time. Office hours are Monday through Wednesday, 8:30-5:30/Thursday 8:30 – 6:00/Fridays closed.

Please do not FAX this initial group of forms. In addition, you will need to ask for the **fabulous neon green notes** that you will use every day your child attends Extended Day Senior as a permission slip to ride the bus to the RCC.

After September, future monthly sign-up calendars can be faxed using a credit card or dropped in the after hours box using credit card or check, just not your initial set of forms. Note: We do not publish the June calendar until after April vacation.

Extended Day Senior will meet on all scheduled school days, including minimum days. The fee for each day is **\$16.00** per child on regular school days (3:45 - 6:00) and **\$18.00** (1:45 – 6:00) on minimum days. The yearly registration fee is **\$30**. Late pick-up fees are the same as Extended Day and camp - **\$20** for every 15 minutes or part of 15 minutes after 6:00, automatically charged to your account with payment due within a week.

'Looking forward to another great year at Extended Day Senior!

Mary Jo Dix Director of Extended Day Programs

Sarah Ewud Kilburn ("Mrs. E") Extended Day Assistant

Extended Day SENIOR Procedures to Share with Your Child

Participants will need to turn a special neon green Extended Day Senior note in to the JRMS office first thing in the morning, each and every day of Extended Day Senior attendance. At dismissal, participants will get on the appropriate bus to the RCC. Please ask your child to check on the bus number when they turn their note in for the first time.

Participants are expected to accept the responsibility of:

1. turning in their green note to JRMS office first thing in the morning
2. retrieving the bus note from the JRMS office at the end of the day
3. getting themselves on the correct bus to come to the RCC.
4. checking in at the Park and Rec office immediately upon arrival

It is very important that you **call the Park and Rec office with cancellations by 10:00am.** Participants need to be active in the entire process, helping parents to remember both the neon green note each day or the cancellation phone call **203-938-2551 Option 1 for “Debbie and general messages.”** Please call any time your child goes home sick from school, as well.

When the participants arrive at the RCC, they will need to check in with Mary Jo or the assigned Extended Day Senior staff member in the Park and Rec office.

We provide participants with snack, homework time and a wide variety of activities. We meet in the conference room off the Park and Rec office but also incorporate gym time, computer lab for homework, an occasional cooking project in the RCC kitchen, as well as plenty of time for table games, outdoor activities and socializing.

Participants may attend other Park and Recreation programs or activities on the greater RCC campus, like Art or Karate classes, tennis lessons, soccer or Lacrosse practice.

Participants will be expected and encouraged to follow the **Extended Day Senior Behavior Agreement.** (See attached)

Dismissal will be mainly from the RCC conference room in the Park and Rec office. If we are in another location it will be posted or the Park and Rec office staff will tell you where the Extended Day Seniors are (i.e., computer lab, multi-purpose room, gym, etc).

We may join Extended Day (the original recipe!) at RES location once in a while. We most likely will be at RES every Friday when the RCC is officially closed. If you have children in **both Extended Day programs, it would be wise to always pick up the younger children first** since Mrs. E will know if the “Seniors” have joined the group at RES.

Please call the Park and Rec office with any questions. 203-938-2551. Thank you!

Mary Jo Dix – Director of Extended Day Programs

EXTENDED DAY SENIOR REGISTRATION

School year: _____

(Required)

Child's name: _____ Birth date: _____ Sex: M F
Bus #: _____ Grade: _____ Teacher: _____

Mailing Address: _____
E-mail address _____

Mother: _____ Home#: _____
Work phone (____) - _____ - _____ - _____ Extension: _____
Cell _____ Workplace: _____
Father: _____ Home#: _____
Work phone (____) - _____ - _____ - _____ Extension: _____
Cell: _____ Workplace: _____
Marital status: _____ Custody status: _____
Siblings/ages _____

IF PARENTS CANNOT BE REACHED, CONTACT:

Name: _____ Relationship: _____
Home: _____ Cell: _____

Allergies (please list allergy, symptoms and treatment)

PERSONS AUTHORIZED TO PICK UP YOUR CHILD: (Any changes must be in writing.)

The above child has my permission to participate in the Extended Day Senior Program. I have carefully read the Extended Day Senior Welcome Letter and Behavior Agreement and agree to follow the program's policies and procedures.

I understand that the Town of Redding has no accident insurance and that costs incurred due to injury to the child listed above while participating in the Extended Day Senior program are my responsibility. I release and hold the Town harmless from any injuries incurred in Town recreational activities. I understand photos of my child may be used by the Park and Recreation Department for promotional materials or advertising unless I notify Park and Recreation in writing.

_____/_____/_____
(Parent's signature) (Printed name) (Date)

Extended Day Senior Important Information*

(Required)

This information is confidential to Extended Day Senior staff unless it is needed for medical reasons.

Child's name: _____ Date of birth: _____

Name of child's doctor _____ Phone # _____

*Any Extended Day Senior participant who needs medication administered during program hours must have Redding Park and Recreation's "Administration of Medicine and Medical Treatment Form" filled out by their doctor **before attending Extended Day Senior**. Forms are available at Park and Recreation and on the town's website, www.townofreddingct.org.

List the order in which you want calls made in case of an emergency:

	Name	Relationship	phone number(s)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please help us serve your child better by updating this information in writing if it changes. Again, thanks!

1. Is there any special information that you would like to share that would enable us to serve your child better?
No Yes*

*The appropriate person from the department will call you **or** you may simply tell us in writing below:

2. Is your child allergic to ANYTHING? If yes, list allergens, symptoms and treatment:

3. Is your child under medical care for any illness or condition?

4. What medications is he/she taking NOW? Please include any medications he/she has taken regularly or recently discontinued. If child needs meds while at Ext. Day, use Park & Rec Authorization form.

5. Does your child wear eyeglasses? _____ At all times? _____ For close work only? _____

I give my permission for the Extended Day Senior Supervisors or their designate to treat my child in the event that the parent or guardian cannot be reached in an emergency.

Parent's signature _____ Date _____

Parent's printed name _____

Extended Day Senior Behavior Agreement

(Required)

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 Mrs. E

I, _____, understand that Extended Day Senior is a place where JRMS students 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 Senior.

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

I promise to turn my neon green note in to the JRMS office first thing in the morning of every day that I attend Extended Day Senior.

If I am not attending on a day I was scheduled to go, I promise to remind my parents to call Park and Rec to cancel.

I promise to go directly to the appropriate bus at the close of school and then directly into the Park and Rec office when I get off the bus at the RCC to check in with an Extended Day Senior staff member.

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 will make eye contact with the staff 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 Senior. If I do have my own belongings, I will keep them safely in my backpack.

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

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

Child's signature: _____

Parent's signature: _____ Date: _____

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES
BY REDDING PARK AND RECREATION PERSONNEL

The Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a Park and Recreation Department employee, or nurse employed by the Park and Recreation Department to administer medications.

Medications must be in the original, pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, frequency, physician's or dentist's name, and date of original prescription

PHYSICIAN'S OR DENTIST'S ORDER

Name of Child _____ Date _____

Address _____ Date of birth _____

Conditions for which drug is being administered during hours of Park and Rec. activity _____

DRUG: (Name, dose and method of administration) _____

Time of Administration _____

Medication shall be administered from _____ to _____
date date

Relevant side effects to be observed, if any _____

If there are any side effects, plan for management _____

Is this a controlled drug? _____ if yes, DEA number _____

Physician's/Dentist's Name _____ Telephone # _____

Address _____

Physician's or Dentist's Signature _____

Park & Rec. Employee _____

To Redding Park & Rec. Personnel:

I hereby request that the above medication, ordered by the physician/dentist for my child, _____, be administered by Park & Rec. personnel. I understand that I must supply Park & Rec. with the prescribed medication in the original container dispensed and supply of said medication. I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school for the summer.

Name (print) _____

Signature _____ Relationship to child _____

Address _____ Telephone _____