Redding Park and Recreation

EXTENDED DAY SENIOR

2019-20 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 2019-20 following this Welcome Letter. Registration begins on July 1 and is ongoing throughout the year.

For guaranteed schedules for September, please complete registration process by August 1, including September calendar. For any month, please use the 1st as the deadline for guaranteed days for the coming month: for example, for October attendance, sign up by September 1. After the 1st, all enrollments will be on a first come, first served basis.

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 and will be honored if space is available. 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. *We must have up-to-date medical forms and medicines at least a few business days before start date.

After initial sign-up, future monthly sign-up calendars can be faxed using a credit card or dropped in the after hours box using credit card or check. Note: We do not publish the June calendar until after April vacation.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 $17.00 per child on regular school days (3:45 - 6:00) and $19.00 (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!

Mary Jo Dix Director of Extended Day Programs
**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 “Tracie 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 the Extended Day Supervisor 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: ________________

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>phone number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
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</tr>
</tbody>
</table>

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 will try to behave in a way that helps this happen for me and everyone else in Extended Day Senior.

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

I will try 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 will try to remind my parents to call Park and Rec to cancel.

I will try 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 will try to be respectful of others, both children and grown-ups. This means having respect for other’s feelings, their bodies and their belongings.

This respect also means using my very best manners every day. I will try to say “Hello”, “Goodbye”, “Please”, “Thank You” and “Excuse me” a lot! I will try to make eye contact with the staff and with my friends when I am talking to them.

I will try 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 will try 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 this agreement. 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**

<table>
<thead>
<tr>
<th>Name of Child</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Date of birth</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Time of Administration</th>
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Medication shall be administered from ________ to ________ date to 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 __________________________