

REDDING PARK AND RECREATION DEPARTMENT

P.O. Box 1071, Redding, CT 06785

P & R Phone: 203-938-2551 FAX: 203-938-1071

Website: [townofreddingct.org](http://townofreddingct.org)

Office location: Redding Community Center ("RCC")

*(Directly behind the Redding Elementary School)*

# EXTENDED DAY 2023-24

## "OWNER'S MANUAL"



*A world of fun for grades K - 4*

Location: Redding Community Center

*Also RES playgrounds/fields/gym*

Hours: close of school day until 6:00

Mary Jo Dix...Director of Extended Day Programs

Michelle Waring...Extended Day Assistant

Rob Blick...P&R Director

Tracie Bozzuti...P&R Administrative Assistant

Laura Anderson...P&R Director of Recreational Programs

**Park and Recreation Office: 203-938-2551 FAX: 203-938-1071**

**Mon. - Wed. 8:30am-5:30pm Thurs. 'til 6:00pm Closed Friday**



Dear Parents of Extended Daylings,

The Extended Day staff welcomes you to our after-school recreation program. Our primary goal is to provide a safe, comfortable environment with lots of recreational opportunities for your children. Not only is there a world of choices within the Extended Day program itself, but we can also bring your child to and from one other single activity per day on our campus with advance notice from you. Our aim is to create an atmosphere of friendship, safety and good, old-fashioned fun. Our staff is made up of a team of adult supervisors, a few senior staff members and a large group of teenaged counselors, primarily from JBHS.

As you will see in our **Behavior Agreement**, respect for each other's feelings, bodies and belongings is tops on our list of priorities. Accepting responsibility for our actions is tied for first place. Good manners are intricately tied to all of our goals. We can offer your children the chance to interact with a wide variety of age groups and practice being respectful, peaceful and productive members of our mini-society at Extended Day.

We emphasize behaviors like using eye contact during conversations, appropriate greetings when arriving and leaving and holding the door for the person behind you. These practices help make everyone feel more connected to each other. We have found that children who feel connected to a group tend to take better care of their relationships. Please help us by reinforcing these and all the basic social graces with "our" children.

We count on your support and input throughout the year. Please keep us in the loop when there are major events that may affect your child's behavior, mood or general health. Often, we can help make difficult times a bit easier.

Out of respect and caring for our friends with severe allergies,

**Extended Day is a NO-NUT ZONE!**

In addition, we trust that all parents will take the time to review all the details in this **2023-24 Extended Day Owner's Manual** and help us set the tone for our coming school year together.

Thank you for your anticipated cooperation. Together we can provide a nurturing, positive and enjoyable experience for our children.

Mary Jo, Michelle and the entire Extended Day Staff

### **REGISTRATION:**

*Inclusion statement: Redding Park and Recreation programs are inclusive of all who wish to participate. We do not discriminate on the basis of race, color, national origin, gender, religion, age or disability in provision of programs and services. Individuals with disabilities are encouraged to register for activities. The Redding Parks & Recreation Department is complying with the Americans with Disabilities Act, Public Law 101-336. The law addresses issues of accessibility of facilities and programs. Reasonable program accommodations will be made on a case-by-case basis to allow people with disabilities to both participate in, and benefit from our programs. The ADA does not require the Town of Redding to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. If you need an accommodation, please contact us well in advance so that we can begin the process of making our programs available to all.*

Children can attend our program either on a regular schedule or on an occasional use basis; both require advance notice. Registration begins in July and is ongoing throughout the school year as long as openings exist. **Enrollment is on a first come, first served basis at the time of this publication.**

It is important to know that it is likely that days will fill up, ***especially minimum days ("minimum days")***. The registration packet and calendar forms for monthly sign-up are available in the Park and Recreation office and online at [www.townofreddingct.org](http://www.townofreddingct.org). The registration process consists of completing paperwork and payment of yearly registration fee and daily attendance fees.

All **initial registration forms** with payments should be **brought into the Park and Rec office**, not faxed or emailed. After the initial registration process is done in person, then subsequent monthly sign-up can be done by email, fax or drop off in our afterhours drop box outside the Redding Community Center (RCC).

Online registration is not currently available.

Our registration process requires:

1. Registration fee of \$30 per child
2. Completed registration form
3. Completed Important Information Form
4. Completed Behavior Agreement (signed by your child and you!)
5. Applicable calendar forms with payment if you know the days you want.
6. *\*If applicable, Administration of Medication form along with Action Plan along with non-expired medication in its original container with child's name.*

### **2023-24 FEES\***

*Please note attendance fees have changed.*

**Registration fee:** \$30.00 per child, one time per school year

#### **REGULAR DAILY ATTENDANCE FEES:**

<u>Time Slot</u>	<u>Fee</u>
2:50 - 6:00.....	\$25.00

#### **MINIMUM DAY FEES:**

<u>Time slot</u>	<u>Fee</u>
12:50 -6:00.....	\$32.00

*\*Payment must accompany the appropriate sign-up calendar(s). Even **if two parents share the responsibility of payment**, full payment must accompany the calendar form. Calendar sign-up forms cannot be accepted with partial or no payment attached. Two checks or 2 credit cards with one calendar is acceptable.*

### **MINIMUM DAYS**

“Minimum days” are scheduled early dismissal days at RES. Yes, we **are** here on **scheduled** minimum days! Dismissal for all grades on regular minimum days is 12:50. Scheduled minimum days will be listed on your registration calendars. There is no second bus. ***Minimum days will fill up!*** There is NO Extended Day when there is no school OR when school is dismissed early for inclement weather, lack of electricity or water, etc.

### **CREDIT AND REFUND POLICY**

No credit given for any scheduled day that your child does not attend except:

1. With 5 or more days' notice, 50% credit can be applied to your account.
2. Full credit is given when Extended Day is canceled due to snow day or early dismissal due to inclement weather or other unforeseen circumstances.

We do, however, **greatly appreciate and *actually really need*\*** a call if your child will not be joining us on a day he/she was originally registered. **(Call 203-938-2551)**

### **FINANCIAL AID**

Financial aid applications can be submitted to the Town's Social Service Department, located in the Redding Community Center. Applications are available at the Social Services office (203-938-3580), located in the opposite end of the Redding Community Center from Park and Recreation office.

### **\*ABSENCES\***

If your child will be absent from Extended Day for any reason on a day you have signed them up, it is necessary to call the Park and Rec office so your child is removed from that day's roster. Please make sure that **SCHOOL DISMISSAL MANAGER** (SDM) is updated as early as possible, preferably before 9:30am, when we receive our SDM for the day.

Please keep in mind that it is not the school personnel's responsibility to call us or to deliver messages or payments to Extended Day.

### **SNOW DAYS and Other Unscheduled Cancellations**

Extended Day is canceled and 100% credit is applied only when:

- ❖ school is closed completely due to inclement weather or other factors.
- ❖ school is dismissed early due to emergencies like extreme weather conditions, loss of power, over-whelming heat or other unexpected causes.

*\*PLEASE make sure you know the special instructions for SDM for days when there are unscheduled early closings due to weather or other unforeseen circumstances.*

### **PLEASE:**

1. Familiarize yourself with Redding Elementary School's SCHOOL DISMISSAL MANAGER (SDM) system. You will need to use it for any and all days your child attends Extended Day.
2. Call Park and Rec (203-938-2551) as early as possible whenever your child is not coming on a day previously registered.
3. Make sure that all the information that we need is included in your SDM posting, for example "Extended Day: exception also karate 4-5 and back to Extended Day" or "Extended Day: exception soccer practice 4:30 – 6:00 with Coach Smith on RCC#2, not back to Ext. Day".

## CHILDCARE STATEMENTS

**Childcare statements for income tax or other purposes** can be downloaded from the website ([www.townofreddingct.org](http://www.townofreddingct.org)) or requested from the Park and Rec office.

## HOMEWORK

Homework time is **4:30 – 5:30 Monday through Thursday**. We provide assistance, not tutoring. If you prefer that your child do their homework or at least get a good start on it each day, please enroll them in the **“Homework Club”**. Homework Club enrollment can be done by emailing/calling/speaking to Michelle or Mary Jo. OR you could simply indicate it with a note on your registration form. Your child being enrolled by you in the Homework Club allows us to be extra persuasive at 4:30 each day. We do not have access to computers for homework.

**Every** child is welcome to get a start on their homework, even if not officially enrolled in the Homework Club. It will be your child’s responsibility to bring everything they need from their classrooms to get their work done. Children and parents are not allowed to go back to their classrooms after dismissal to get forgotten items for security purposes!

## SECURITY AND DAILY CHECK OUT PROCEDURES

- ***Every parent, every day must verbally check out in person with the Extended Day Supervisor on duty.***
- You must make verbal contact with us before leaving with your child. In addition to keeping your child safe, we often have important news for you.
- If we are outside on the playground, simply come to the fence and ask any Extended Day staff member for the supervisor on duty.
- If we are inside, come to the outside door of the RES cafeteria and knock.
- Please be patient and give us a minute to answer the door and then bring your child to you. He or she may be in the gym or another space.
- We will not release your child to anyone who is not on your authorized pick-up list or for whom we have no express permission from you.
- Any individual arriving at the Extended Day program who is unfamiliar to us will be asked to show photo identification.

**It is our policy and our sincere hope that the children, parents and staff make eye contact and say “Good-bye” before leaving each day. Please help!**

### **LATE PICK-UPS**

The program concludes **promptly at 6:00 p.m.** Any child that is picked up after 6:00pm is considered a “late pick-up”. The late pick-up fee is **\$20.00 for each 15 minutes or part of 15 minutes after 6:00.** This fee is automatically charged to your account and must be paid within a week. After two late pick-ups, we reserve the right to ask you to make other childcare arrangements for your child. Please think about a back-up plan before you need it!

### **COMMUNICABLE DISEASES/HEALTH ISSUES**

***\*Any updates on COVID-19 pandemic protocols will be sent out via email. Please keep in mind that Extended Day mirrors the RES protocols as much as possible.***

The Extended Day program has the following policies concerning communicable diseases and other health related issues:

- In the event a child contracts head lice, the Park and Rec office must be notified immediately, and the child may not return to the program until **ALL** evidence of lice is gone. ***This means no nits may be present when the child returns.***
- In the event of chicken pox, strep throat, mumps, conjunctivitis or other communicable disease, ***parents must notify the Park and Rec office immediately.*** Children may not return to the program until all contagious conditions have cleared. A doctor’s note may be requested.
- Parents need to notify Park and Rec’s Extended Day supervisors ASAP of any new medical conditions. This includes broken limbs, injuries, new allergies, etc. It is not the school’s responsibility to inform us.
- If children go home sick from school, they are not allowed to return to Extended Day that afternoon.
- If a child’s activities need to be modified or monitored due to recent surgery, a broken limb, etc., you will need to contact the Extended Day supervisors prior to the child attending.
- Children are required to cough or sneeze into their elbows and wash hands.
- They wash hands often and for **“at least 20 seconds of suds!”**

## **DISRUPTIVE BEHAVIOR**

The Extended Day staff will do everything within reason to provide a positive experience for each and every child in the program. If at any time during the school year your child's behavior interferes with the positive experience of the rest of the group, we must work together...the child, the parents and the Extended Day staff...to try to modify that behavior to better meet everyone's needs.

Behaviors that cannot be tolerated ***include but are not limited to*** the following: disrespecting adults, teens or other children, hitting, spitting, biting, bullying, damage to property or verbal abuse.

In more serious cases, the children will be responsible to describe their misbehavior in written form. This written account will be shared with parents but kept in the child's file at Extended Day. These letters serve as not only a personal and accurate account of behavior but also affords the child the opportunity to take full responsibility for their actions. The child, the parents and Extended Day staff will work as a team to improve the behavior.

**If our joint efforts fail and the negative behavior continues, the Supervisors of Extended Day reserve the right to suspend your child from the program for all or part of the remainder of the school year. The same may be true if we fail to receive appropriate cooperation from parents with issues we find serious.**

We are trying to be abundantly clear about what you can expect from Extended Day and its staff. Along with that, we want you to be clear about what we expect from our Extended Day families. We have found over the years that the only real problems we encounter can be avoided with better communication.

To that end, we have created a tool to help achieve our goals.

At the end of this manual, please find our tried-and-true **Behavior Agreement** to read, discuss and sign with your child. It is a required part of the registration process.



## ADMINISTRATION OF MEDICATIONS/SUNSCREEN

### Medications:

The Extended Day supervisors will only administer medications with a current, clearly written, official Redding Park and Recreation Administration of Medication form signed by both the doctor and parent. This gives Park and Recreation staff permission and specific directions for administering the medication.

At least 1 week prior to the first day of child's attendance, parents must deliver the medication and forms to the Park and Recreation office in original container(s) with the child's name on the prescription label. This includes Epipens, Benadryl, inhalers, etc. At the end of the school year or when the medication expires, parents will need to come in and pick up the medication. We do not hand off medications to another program.

### Sunscreen:

You may hand deliver sunscreen in its original container, clearly and permanently labeled with your child's name, to Extended Day supervisor. Do not send it in the backpack or by any other means. Before we go out each day, child can apply his/her sunscreen or if help is needed, we will squirt sunscreen in your child's hand and they themselves will distribute it over their exposed skin.

## ADDITIONAL ACTIVITIES

**Extended Day can take children to and from only ONE activity on the greater RCC/RES campus per day.**

Parents must provide schedules with times, dates, instructor names and locations of any activity that you expect us to take your child to or from.

Please include all the details in your School Dismissal Manager comments.

Examples:

“Extended Day plus 4:10 – 5:10 basketball at RCC and back to Extended Day”

“RES Reading Club 2:50 – 4:00 and Extended Day to pick up”

“Extended Day plus 4:30 soccer on RCC#1 with Coach Smith; parent to pick up at field.”

### **WHAT TO BRING AND NOT TO BRING TO EXTENDED DAY**

We provide snack every day at about 3:00 here in our **NO NUT ZONE** program. It is not necessary to send snack unless there are specific dietary restrictions. If your child has any significant allergies, it is of course necessary that you discuss this with the Extended Day supervisors in advance of attendance. In extreme cases, it will be necessary for you to send an approved, labeled snack in your child's backpack and inform the supervisors.

Proper outdoor clothing appropriate for the weather is a must, as well as sneakers or shoes that are good for running. **PLEASE LABEL EVERYTHING!**

Extended Day has lots and lots of toys and games for the children to play with. **Children should not bring any toys or games to Extended Day.** Expensive electronics, like cell phones or handheld games are not allowed. Any types of trading cards or toys are prohibited. Not only do the children risk losing or breaking these items but there are invariably unnecessary arguments and hurt feelings amongst the children when it comes time to share...or not to share. Generally, anything that the school prohibits, we do as well. Please do not send the child with meds or sunscreen in their backpack!

Bring a change of clothes labeled with your child's name during ANY period when your child would need this. ***NOTE: we ask that all kindergarteners have a change of clothes left at Extended Day – shirt, pants, underwear and socks in a bag with child's name on it.***

Please **do not bring any dogs or other pets** to Extended Day or to our playground or inside to the Extended Day areas. We invariably have children and/or staff members with severe animal allergies.

Each and every day of this program the staff and children try to enjoy the great outdoors. It is important to label all their gear in permanent marker and that it is suitable for active play and the occasional messy art project or snack.

***THANK YOU!***

### **EXTENDED DAY BEHAVIOR AGREEMENT**

*Parents: Please complete this form with your child, making sure that your child understands the contents before you both sign it. Mary Jo and Michelle*

I, (child's name) \_\_\_\_\_, understand that Extended Day is a place where children 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.

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

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 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 say "Goodbye" to the staff and supervisor every day before I leave.

I will try to make eye contact with grown-ups and my friends when I talk to them.

I will try not to bring any toys, games or extra personal belongings from home to Extended Day. They have lots for me to play with at Extended Day.

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 is a "NO- NUT ZONE."

I will try to follow the directions of the grown-ups.

I understand that the grown-ups and my parents will do what they can to help me understand and keep this agreement.

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 Directors, and if all else fails, even being asked to leave Extended Day.

Child's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_