

Ashland Parks & Recreation
After School Program
"Student / Parent Handbook"
& Registration Forms

“Live, Laugh, and Learn through Play”

Ashland “After School Program” is located at the Ashland Booster Club
(99 Main Street)

Phone (603) 968-9209

E-mail: ashland-park-rec@excite.com

Director: James R. Gleich

After School Program Assistant: Ashli Becker

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<p>Copies of all forms may be found at either the Ashland Town Office or at the Parks and Recreation Building Booster Club (99 Main Street)</p>	

Mission Statement

Ashland Parks and Recreation "After School" Programs objective is to provide after school programming for students of Ashland Elementary School incorporating academic and enrichment activities while encouraging interpersonal and intrapersonal growth in a safe environment.

Philosophy

Programming is designed to encompass the physical, emotional, social, cognitive, and individual needs of the each child. These programs are designed to incorporate the curriculum established at Ashland Elementary School while introducing new experiences and fundamental skills for life long leisure activities.

Program Description

Ashland Parks and Recreation "After School Program" runs from 2:30 – 5:00 Monday through Friday. As part of our daily routine, the children have Homework/Academic activities from the time they arrive until 3:30. Snack Time is from 3:30 – 4:00. The remaining time is dedicated for specific activities for each day. Each program activity will be tailored to meet the age appropriate needs of its participants.

Supervision & Daily Routine

Upon dismissal from school, the participating students meet in the school cafeteria where either the Parks and Recreation Director or the After School Program Assistant will meet them. After the students sign in, they walk down to the program location. Please refer to the Program Location section below. In the case bad weather, the Director will call the school informing the school that the students will take the bus down to the After School Program. In this case, the students will assemble in the Primary Wing of the school. This is the hallway over by the Kindergarten, 1st and 2nd grade rooms. The students will then be dropped off at the Booster Club. There is a recommended ratio of 1 adult to 8 children at all times. The children are supervised throughout the program.

Program Locations

The After School Program utilized three town locations throughout each week for their programming. Each program day starts at the Ashland Elementary School Cafeteria. Please refer to the following location list for specific information.

Monday	Tuesday	Wednesday	Thursday	Friday
Booster Club	School Cafeteria	Booster Club	Booster Club / Ashland Library (optional)	Booster Club

Snacks

Ashland Parks and Recreation will be providing a variety of nutritious snacks throughout the school year. On several occasions, the participants actually make the snacks as part of the day’s activity. If you child has any food allergies or special dietary concerns, please let us know so that we will be better able to meet your child’s needs. If parents wish to help with the snacks, donations of healthy snacks are always appreciated. Please check with the Director for the current number of student enrolled within the program.

Homework Time Policy

Once the children arrive at the program, they are given approximately 30 - 45 minutes to work on school assignments. Daily participation in homework club is recommended for the students to help decrease the amount of work that need to be done at home. If no homework is available, the children are encouraged to read a book during that time. Often teachers supply the program with supplemental worksheets for the students. Students can always review spelling words or materials for upcoming tests they may have.

There is ample room and materials available for the children to do their homework. Both the Director and the Program Assistant work with the children to help guide them through their assignments. They are not there to do the homework for the

children; they are there to assist them with questions and procedures relative to their work.

Students are responsible for bringing all materials needed for the homework to and from the After School Program. This included all text books, assignment sheets, and supplemental materials. Ashland Parks and Recreation is not responsible for any homework or homework related materials lost or forgotten by the students.

Enrichment Activities

The enrichment activities offered at the After School Program are designed to supplement and enhance the curriculum of the school while providing opportunities to explore new ideas. There will be choices for the children to participate in regarding what activity is offered. We have specific themes for each day. These activities include but are not limited to the following: Monday (Library Day), Tuesday (School Playground), Wednesday (Arts & Crafts), Thursday (Kitchen Day), and Friday (Open Day).

During pleasant weather, the children will have the opportunity to go outside and participate in more recreational activities which include but are not limited to Playground Time, Sledding (Winter Activity), Field Games, Field Trips (Library), and more. All activities are supervised.

Confidentiality

All registration information, matters concerning development or family situations are kept confidential. Only parents, legal guardians and authorized staff members have access to student's information. Any issues regarding confidential materials may be discussed with the Parks and Recreation Director by appointment as requested by a parent or a legal guardian.

Communication

Anyone with a question or concern about programming is encouraged to speak with the Parks and Recreation Director. Effective communication is a key component in successful programming. If for any reason a student is not going to attend the After School Program or needs to be picked up early from the program, Parents / Legal

Guardians need to contact the Parks and Recreation Director at 968-9209 or through email jgleich@ashland.nh.gov. It is very important that Parents / Legal Guardians contact the After School Program as well as the Ashland Elementary School.

Illness & Attendance

If children are absent from school due to illness, we ask that they do not attend the After School Program. It is always recommended that you inform the program if your child is not going to attend for any reason. If a child becomes ill during the after school program, the contacts listed on the registration form will be notified. In order to attend the program, students need to be in school that day. Students cannot be dropped off at the program unless the program has been notified prior to the event.

Rules and Consequences

Children are encouraged to practice appropriate behavior and to make appropriate choices. Each child will be treated with respect and encouraged to treat others in the same manner. In the event that a child is having trouble following the rules of the camp, they will be given a series of verbal warnings. The Ashland Parks and Recreation After School Program follows a *Consequence Method Policy* regarding inappropriate behavior during the camp hours. The *Consequence Method Policy* applies to all activities and trips. Please refer to the below chart:

Depending on the severity of the behavior, the Director and/or After School Program Assistant have the authority to alter or skip any of the following steps mentioned below.

<i>Child's Behavior during an activity:</i>	<i>Consequence Method Recorded by counselor:</i>	<i>Explanation of consequence:</i>
Initial behavioral encounter.	Warning 1	First Warning with an explanation of why the behavior is inappropriate. Counselor checks for understanding.
Behavior continues.	Warning 2	Reminded of the rules. Counselor checks for understanding.
Behavior continues	Warning 3	Removal from the activity until the start of the next scheduled activity. Head Counselor is notified.

Behavior continues	Warning 4	Director and Program Assistant are both notified. Parents are contacted and the child is removed from the program for the rest of the day.
Depending of the severity of the behavior, the child may be asked to either not attend the next day or two of camp or they may be removed completely from the camp for the rest of the season.		

Samples of inappropriate behavior include but are not limited to the following:

- Yelling at fellow students and program staff.
- Arguing with program staff.
- Bullying (verbal and physical) other students and program staff.
- Use of inappropriate language. (swearing, cursing, name calling) If children are not allowed to use this type of language at school, they are not allowed to use it at the program.
- Wearing inappropriate clothing (suggestive advertising and provocative outfits). If children are not allowed to wear this type of clothing at school, they are not allowed to wear it at the program.
- Purposely causing physical harm to other students or themselves.
- Leaving a mess after an activity, not cleaning up after his/herself or not putting away equipment properly when finished.
- Purposely destroying/breaking of any Parks and Recreation equipment

Ashland Parks and Recreation views discipline not as a punishment but as an opportunity to learn from one’s mistake(s). Redirection procedures will be used when appropriate; staff will employ the “**L.I.S.T.E.N.**” model of behavior modification.

- **L** Listen: Take in all information before acting.
- **I** Individualize: Talk with the child individually in a safe quiet area.
- **S** Sit Back: Let the child vent, this is a great way to get the whole story while the child verbally processes his or her own actions.
- **T** Talk: Ask questions about the situation, what could have been done differently? Give your advice on the situation.

- **E Encourage:** Give positive feedback on the situation. Offer other possible reactions to that situation. Tell the child what you might have done differently.
- **N Notice:** After the incident, notice and commend the child's attempt to modify his or her behavior.

Redirection will be tailored to the developmental stage of the individual and the situation. If appropriate methods have been employed and the negative situation still persists, the parent or guardian will be notified and a meeting will be set up to help resolve the situation. Individuals may be placed on temporary suspension from the program if the behaviors fail to change or the program staff does not see an improvement in behavior.

Pick Up & Sign Out

The program ends at 5:00 p.m.; there is a 15 minute transition time for parents and/or legal guardians to pick up their children. Students in grades 6 – 8 will be allowed to sign themselves out of programs with written permission from their parents and/or legal guardians. Parents and/or legal guardians of participants in grades K – 5 are asked to pick up their children promptly at 5:00 p.m. or earlier. If you are running late, please call the program at 968-9209.

We realize that emergencies do happen so please try to make arrangements for someone to pick up your child. In order to make this as safe as possible, please supply a list of people that might be picking up your child. These people will be asked to produce photo identification and a signed note by the legal guardian when picking up your child. If no identification is provided, that person will not be allowed to take custody of your child. We will notify the emergency contacts you have provided on your child's registration form. This is done for the safety of your child and your peace of mind.

If you are planning to pick up your child early or late, it is imperative that you inform the After School Program staff either through a phone call or written note. If late pick up becomes habitual, after 5:15 p.m. an extra fee of \$1 / per minute will be applied.

Enrollment

Enrollment can be done at either the Town Office or with the Parks and Recreation Director. Each participant will be expected to turn in a registration packet. These packets are available at the Ashland Town Office, Ashland Booster Club, and the Ashland Elementary School. A student cannot start the program until all registration forms are turned in. Once a child is registered with the program, they will be expected to attend each day unless otherwise notified directly by the parents.

Program Fees

The Ashland Parks and Recreation After School Program's fee is \$35 per week / per child. A daily rate of \$8 per day is available to children who are registered for three days or less per week. These days need to be scheduled for consistency. This reserves a slot each week for your child. There are no refunds for missed days. Parents / Legal Guardians who qualify for state assistance need to have all paperwork established linking Ashland Parks and Recreation to their child's account prior to the start of the program. Weekly fees and childcare vouchers are required to be handed in on Friday of each week. In the event that a payment is missed on Friday, all fees are due the following Monday. If payment or forms are not received, the child may not attend the program until the fees are paid or the forms are submitted. If payment is two weeks past due, the child will be removed from the program.

Personal Items

Children are not allowed to bring personal toys or electric devices from home. These include, but are not limited to the following: game cards (Magic, Pokémon, Yu-Gi-Oh, etc.) electronic personal device, video, DVD, games and music (CD, MP# / IPODs, Cassette, etc). If a child bring a toy into school for "Show and Tell Time," the need to keep that toy or item in their backpack during the After School Program.

If a child uses a toy or prop as a weapon (striking, hitting, and/or threatening), that item is taken away. Ashland Parks and Recreation promotes a safe and fun environment for all of the participants. ***Ashland Parks and Recreation is not responsible for any items, broken, or stolen.***

Please read and review this handbook with you child/children.

Sign and return the next page when you register your child/children for camp.

Parent-Provider Agreement for Ashland Parks and Recreation Programs

Child’s Name and Enrollment Information:

I agree to enroll my child _____ in Ashland Parks and Recreation “After School Program” beginning on _____.

My child will be picked up by 5:00 PM or no later than 5:15 PM. I have received and read the “After School Program Handbook” and agree to comply with all rules and responsibilities stated therein. Please initial in the space provided.

Initial _____ Initial _____

I, _____ (Parents / Guardians) have read and reviewed this handbook with my child/children. Any questions that I may have will be directed toward the Ashland Parks and Recreation Director at 968-9209.

I understand the content of this handbook and will abide by it.

Parent / Legal Guardian Signature: _____ Date: _____

I understand the content of this handbook and will abide by it.

Student Signature: _____ Date: _____

Please sign and return this page with your registration forms to the Ashland Parks and Recreation Director. This form needs to be signed before you can register for the After School Program. .