

The background of the entire page is a soft-focus image of numerous colorful crayons. The colors include shades of blue, green, purple, pink, orange, and yellow. The crayons are arranged in a somewhat circular pattern, with their tips pointing towards the center. The overall effect is bright and cheerful, typical of a children's educational or recreational program.

Wakefield Parks & Recreation

**Before & After School
Program**

2019-2020

ASP

Registration Packet

Program Description: There are 25 spaces available for Wakefield Residents in grades K-6th. Transportation will be provided to and from the school to the Recreation Department by school transportation. The A.S.P. will be open Monday – Friday, 6:30am-8am & 3pm – 5:30pm from the first day of school to the last day of the 2019/2020 school year. ASP will be closed on school vacations, snow days, or teacher workshop days. If the school has early dismissal for snow days ASP will be open as long as possible to accommodate parents. We reserve the right to close ASP early in the event of a serious snow storms. **ASP will be open on early release days @ the regular daily rate.** We need a minimum of 15 students in order to offer the program.

Full Time/Part Time: We will try our best to accommodate parents by offering a part-time option to our program. Parents will be able to pay a daily rate to have their children attend the ASP but they will need to specify the days the children will be in attendance at the time of registration.

Fees: Payments will be due every Monday. We require a two week notice if you are planning to withdraw your child from the ASP. We do not charge for snow days or school holidays. If your child is absent from a regularly scheduled day of ASP you are still responsible for payment. **There is a \$25 registration fee due at the time of sign-up.**

Attendance: Please make sure to call the Rec at 522-9977 ahead of time if your child will not be attending the program on a certain day. You will not receive a refund if your child misses a day of the ASP. Your account can be credited if we are given **notice** of the absence or change in schedule. If your child is absent from school they will not be allowed to attend ASP.

Transportation: The school bus will be transporting the students from the school to the Recreation Department where members of our staff will be waiting. Your child will need to send in a note the first day of school informing the teacher. If your child will be attending ASP on a part-time basis you will need to alert your teacher of the days that they will be attending. *This year children will be taking the GREEN to and from the Paul School.

Sign out Details: ASP ends at 5:30pm. Children must be signed out by a parent/guardian or person listed as a “pick up person” on their registration form. Staff members are required to request a picture ID from parents or persons they do not recognize. Please make sure anyone listed to pick your child up from ASP is aware of this policy. Staff will not allow any child to leave with someone unless they have a picture ID and are on the pickup list. If you would like to permit your child to walk or ride their bike home from ASP you will need to sign the walker/bike rider portion of the registration form.

Late Pick-Up Policy: ASP ends at **5:30PM**. All children must be picked up on time! We have no overtime in our budget and staff must be paid for all hours worked. Any fines must be paid before your child returns to ASP. You will be assessed the following fines if we need to stay late:

1st time warning

After 5:30pm \$5

After 5:40pm \$10

After 5:45pm \$15

\$5 each additional 5 minutes!

Outrageous, isn't it?! We think so too; however we cannot be waiting for children to be picked up. The fee is a fine, a fine we do not ever want to collect. We would prefer you to pick your child up on time. This fine will not be assessed in cases of family emergencies or legitimate circumstances. In these cases, please call the Recreation Department at 603-522-9977. As we stated before, we hope never to collect a single fine. Please be on time!

Clothing requirements: Participants will be required to wear appropriate clothing at all times while at ASP. During the winter months please make sure your child has appropriate clothing to play outside. (Snow pants, boots, gloves, hats, etc.)

Sunscreen: We will be outside if the weather permits everyday therefore your child should bring sunscreen with them. If you do not wish to have a member of staff assist with sunscreen please make a note on the registration form.

Personal Items: Counselors reserve the right to confiscate any electronic devices until the end of the day if these items become a problem. Squirt guns, toy guns, stuffed animals, and all personal toys or sports equipment should be left at home. Please do not send your child to ASP with large sums of money. We are not responsible for lost or stolen items! **We also ask that children leave their cell phones at home.** If you prefer your child to carry a cell phone to communicate with you then we will need the campers to follow all the rules regarding the use of cell phones during the program. If the phone becomes a problem our staff reserves the right to confiscate the device until the end of the day.

Lost & Found: If your child loses something please check the lost & found box located inside the Recreation Department building.

Snack: We will provide 1 snack daily. You are welcome to send along extra snacks from home in your child's bag. Please make sure they have a refillable **water bottle** in their bag that they will be able to use at ASP. No soda will be permitted at the Rec.

Daily Activities: Once all students have been dropped off at the Rec Department we will offer a daily snack and rest time before our next activity. We will spend time at the local playgrounds, doing arts & crafts, playing board games, and participating in group games. We will also provide a quiet time for your children to do their homework daily.

Head Lice "No Nit" Policy: A child who is found to have lice or nits will be sent home for at least 24 hours after treatment is completed. Removal of ALL lice and nits is required before returning to camp.

Medication Policy:

Children are not allowed to bring medication with them or in their belongings to the Rec. Staff is not allowed to administer medication. We will allow emergency medication to be brought to ASP such as EpiPens and inhalers. They must be supplied to recreation staff and labeled with the child's name. Parents must indicate their child's need for emergency medication on their registration form.

Discipline Policy: 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. We have very strict hands off policy. Any fighting or other unsafe behavior may result in immediate dismissal from Recreation Programs.

We have instilled a three strike policy for our program. A strike can be handed out for any reason a staff member deems necessary. If your child receives 3 strikes they will be removed from the program. If minor offenses continuously occur they will count as a strike in our 3 Strike Policy.

Strike 1: Miss next day of ASP

Strike 2: Miss next week of ASP

Strike 3: Removal from program

*If a child'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.

After -or- Before school

1 FULL TIME CHILD

\$50 per week

2 FULL TIME CHILDREN

\$75 per week

3 FULL TIME CHILDREN

\$95 per week

1 PART TIME CHILD

\$12 per day

2 PART TIME CHILDREN

\$18 per day

3 PART TIME CHILDREN

\$25 per day

Both Before & After school

1 FULL TIME CHILD

\$75 per week

2 FULL TIME CHILDREN

\$100 per week

3 FULL TIME CHILDREN

\$120 per week

1 PART TIME CHILD

\$20 per day

2 PART TIME CHILDREN

\$25 per day

3 PART TIME CHILDREN

\$30 per day

Policies: The Rec Department reserves the right to cancel any program, event, or activity due to insufficient registration or for any other reason preventing a quality activity.

TOWN OF WAKEFIELD, NEW HAMPSHIRE

WAKEFIELD PARKS AND RECREATION

2 HIGH STREET

SANBORNVILLE, NEW HAMPSHIRE 03872

Telephone (603) 522-9977

WWW.WAKEFIELDREC.COM

MEDICAL/EMERGENCY INFORMATION

1. Participant's Name: _____ Birth date: ____/____/____

Age: _____ Grade: _____ Teachers Name: _____

2. Participant's Name: _____ Birth date: ____/____/____

Age: _____ Grade: _____ Teachers Name: _____

Please circle one:

Before - After - Or BOTH Before & After School Care

Full Time OR Part-Time - Please Specify Days M T W TH F

Emergency Contacts:

(1) Parent/Guardian, First & Last Name: _____ Home or Cell: _____

_____ Cell or Work: _____

(2) Second Person, First & Last Name: _____ Home or Cell: _____

_____ Cell or Work: _____

Allergies: _____

Medications: _____

Please list anyone permitted to pick your child up. : _____

I understand that there are risks of physical injury inherent in participating in sports and recreation activities I understand that the town of Wakefield does not carry health or accident insurance for participants of its programs and strongly advise participants to carry adequate coverage for themselves and their family. I am aware of and have considered the risks of this program before registering my child or children. I hereby release the Town of Wakefield, its employees, volunteers and agents from any liability of personal injury, loss or damage to personal property, which my child or myself may experience in connection with activities sponsored by the Wakefield Parks and Recreation Department. Hereby consent to any medical procedures, including transportation to a medical facility, for my child in case I cannot be reached and my child has sustained an injury. I also consent to the use of my Childs photo, video, etc. by the department for flyers, presentations, etc. Wakefield Parks & Recreation reserves the right to cancel or suspend the program at any time for any reason that would prevent a quality program. I understand this informed consent and agree to its conditions on behalf of my child / self:

Parent/Guardian/Self Signature Date

E-Mail Address _____

Please sign below if you give your child(ren) permission to walk or ride a bike home from ASP. Walkers/Riders will be dismissed at 5:30pm daily. _____

Parent/Guardian Signature

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I _____, Give my child(ren) _____

permission to ride the bus from Paul School to the Parks & Rec building for

afterschool care. My child will be taking the bus on _____

(Days of the week)

Signature: _____ Date: _____