**Barrington Recreation Department**
**M.A.P., A.S.K. & K.A.P. PARENT HANDBOOK**

Dear M.A.P., A.S.K. & K.A.P. Families:

The Barrington Recreation Department would like to take this opportunity to welcome you and your children to the M.A.P., A.S.K. or K.A.P. program.

At our Before and/or After School Program, our mission is: to be a well rounded program that implements the best after school care that shows and teaches respect and courtesy for the participants, teachers, parents and each other, while meeting the recreation al needs of its participants.

The goal of our programs is to provide a quality program that is safe, fun and affordable for the community of Barrington. Our programs offer age appropriate activities under the direct supervision of a Site Supervisor that is competent, trustworthy, caring and qualified. All three programs have their own Site Supervisor this year. The Site Supervisors directly supervise the Counselors of their respective program. All employees know the goals of the program and are held to the highest expectations.

The Barrington Recreation Department, believes that these programs provides participants with a quality program of well-supervised activities that encourages self-confidence, creativity and a healthy lifestyle. To meet the physical, social, emotional and recreational needs of children, M.A.P., A.S.K. and K.A.P. will offer safe and fun recreational activities that promote healthy behaviors and lifestyles. These programs will also provide a safe and secure environment, a relaxed atmosphere where participants can socialize, provide time for homework, and always provide a snack.

The M.A.P., A.S.K. & K.A.P. Parent Handbook outlines what you may expect from the programs and summarizes policies and procedures. The Barrington Recreation Department, hopes that this handbook will provide you with all the information you need to feel comfortable leaving your child in our care. We look forward to working with your children and contributing to their growth, development and encouraging a healthy life-style.

If you have any questions or concerns, please do not hesitate to contact the office at 664-5224. The Staff and I are looking forward to a great school year. See you all on Wednesday, September 2, 2015.

Sincerely,

Jessica Tennis

Jessica Tennis
Assistant Director of Recreation
Barrington Recreation Department
603.664.5224
Recdept@metrocast.net

**Enrollment:**

• All children attending the Barrington Elementary School are eligible to enroll in the M.A.P. program.
• All children attending the Barrington Middle School are eligible to enroll in the A.S.K. program.
• All children attending Barrington ECLC are eligible to enroll in the K.A.P. program.
• Registration forms are available at the Recreation Department. You may also call the office at (603) 664-5224 to request further information and /or Registration Forms.
• Please be sure you fill out your Registration Forms completely! Please drop them off at the Recreation Office.
• Please make sure you update your information when necessary with the Recreation Department.
• There is a non-refundable Registration Fee for each child registered in the family (ex. 2 children = 2 Registration Fees). This non-refundable deposit will be used towards the program's fees for the last week of the school year (June 2016) or the last week that your child attends the program.
• The Barrington Recreation Department does not discriminate on the basis of race, color, sex, religion or national origin.

**Fee Information/Schedule of Payments:**

• There is payment due at the beginning of each week. This payment will be applied to the following week's program.
• A copy of the current Payment Schedule is available from the Recreation Department.
• Payment must be made at the Recreation Department. Payment WILL NOT be accepted at the program site.
• If payment is made late, your child may be dropped from our enrollment. If a child is dropped from our enrollment, all past balances must be paid, prior to re-registration (if space is still available).
• No child may attend the M.A.P. or A.S.K. program if payment has not been made for the upcoming payment period.
• Payments may be made in cash, check or money order, and should be made payable to the Barrington Recreation Department.
• Please make sure your child's full name and grade appear on the check.
• If a check is returned, payment must be made immediately in cash, including the return check fee, or your child may be dropped from our enrollment.
• If 2 or more checks are returned, all future payments must be made in cash.
• Children are required to be enrolled for the full week. It is your choice not to send your child to the program, but the week long program MUST be paid for in full.
• Children enrolled in the programs that are not in attendance and miss days during the week due to illness or other reasons must still pay for the entire week.
• There are no refunds unless a child is withdrawn or dismissed due to healthy related reasons. A doctor's note may be required
• The non-refundable deposit fee will be applied to the last week of the child's attendance. This will be the last school week in June of 2016 (in accordance with the SAU's schedule/make-up days). If your child drops out of the program before this time, the deposit will be applied to their last week in attendance.
• Households MUST be in good standing with the REC before participants can be registered for the following school year.

**Attendance Procedures:**
Attendance is taken daily of all children attending both the M.A.P. & A.S.K. program. Parents/guardians are responsible for notifying the Recreation Department or appropriate Site Supervisor if their child will be absent from the after school program. If a child is registered to attend the M.A.P. , K.A.P. or A.S.K. program and does not report to the Program, and is not on the official school absentee list or early release sign out sheet, the parent, guardian or emergency contact will be notified to verify the child's absence. This helps ensure the safety of all the children attending our program.

**Program Contact Information:**
M.A.P. Program Cell Phone: (603) 396-4471
A.S.K. Program Cell Phone: (603) 534-7171
K.A.P. Program Cell Phone: To Be Determined

If you are unable to reach anyone at the above numbers please call:
Assistant Recreation Director, Jessica Tennis: (603) 534-0145

**Sign Out Procedures:**
Your child must be signed out, when picked up each day, with your initials. Only persons authorized in writing by you, the parent(s) and/or guardian(s), may remove your child from the program. Staff members will request photo identification if the person picking up the child is unfamiliar and check the authorization form. Please be aware that we do this for the safety and protection of the children in our programs.

**School Extracurricular Activities (i.e.: Homework club, athletics, etc.):**
All children attending extracurricular activity during after school hours must report to their designated program first and check in with their counselor prior to attending the extracurricular activity. **The parent/guardian must also provide the Site Supervisor with written permission for their child to attend any extracurricular activity**. A M.A.P., A.S.K. or K.A.P. employee will walk the child to the extracurricular activity as well as meet the child after the extracurricular activity to ensure a safe return.

Children who attend the M.A.P., A.S.K or K.A.P. program are not permitted to stay late or help any teacher in their classroom, without a parent/guardian's written permission. To ensure the children's safety, the teacher or school staff member must come to the after school program to sign the child out and then bring them back to the program and sign them back in.

**Late Pick Up Policy:**
All programs close promptly each evening at 6 pm. All parents and/or guardians are expected to pick up their children on time. If you are unable to do so, it is your responsibility to notify the Site Director that you will be late or are sending an alternate to pick up your child. In addition, please advise the individual picking up to bring photo identification with them, they will be asked for it. After the site closes, the Site Director will attempt to contact either the parent, guardian or emergency contact person by telephone. If a child remains at the program an hour after closing time and neither parents, guardians nor emergency contacts can be reached and there has been no communication from the parents or guardians, the local police department will be contacted and the child released into the custody of the appropriate law enforcement official. For each child remaining at the program past site closing, a $5.00 late fee will be charged for the first 5 minutes and $1.00 for each additional minute

late. This fee is due upon picking up your child. Three Late Pick-Ups may result in your child being dismissed from the program.

**Health/Safety/Medications**:
Every site is equipped with a first aid kit. The Site Supervisor will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the accident report will be kept on file. In case of illness or non-emergency injury to a child, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached immediately, the Site Supervisor will continue to attempt to reach the parents/guardian. In the event of an emergency warranting medical attention or considered life threatening, the Site Supervisor will call 911 or take other necessary emergency procedures. Parents/guardians and/or emergency contacts will be contacted as well. Medication will never be given to a child by a staff member.

**Personnel:**
The Barrington Recreation Department Program strives to maintain a staff to child ratio of 1 staff member for every 10 children. This ratio is lower than required by law. It is based on our philosophy that we can provide safer supervision and our staff members can be more responsive and nurturing to the children in their care. All staff members must meet and experience requirements for the position that they hold. All staff members function under the direct supervision of the Site Supervisor, an experienced employee who works on site to supervise the daily activities and safe operation of the program.

**Daily Activities**:
Upon dismissal from school, all children report to the M.A.P., A.S.K. or K.A.P. program. It is the participant's choice which activities they participate in daily. They are able to choose from a structured schedule. Participants are provided with a nutritious snack. Programs may vary, but there are always organized outdoor games, sports, arts, chat and relax, board games and playground. At A.S.K, our staff understands the importance of homework. The A.S.K. schedule blends Free Choice and structure, but both are present everyday.

**Discipline:**
The M.A.P., A.S.K. and K.A.P. staff will use positive reinforcement, redirection, conflict resolution and rewards. A child with a consistent behavioral problem who is not responding to his or her counselor or who exhibits extreme or dangerous behavior will be sent to the Site Supervisor, who will notify the child's parents and/or guardians with either a phone call or face to face meeting. In extreme cases of behavior such as running away, fighting, extreme disruption, stealing, threats of violence, or destruction of school property, the parent and/or guardian may be called to pick up their child immediately and the child may be immediately suspended or dismissed from the program.

**Roles & Responsibilities of the Parents:**
Parents and guardians are responsible for:

- Picking up their child(ren) by the close of the program. The Police Department may be called if children remain at the program after close.
- Conforming to the payment schedule of the program
- Notifying the Recreation Department if:
    - Any information on the Registration Form changes (Telephone Numbers, Addresses, Pick up information)
    - Their child will not be attending M.A.P., A.S.K. or K.A.P.

- There is a change in the daily departure routine or the person picking up
- Their child is being withdrawn from the after school program
- Their child's participation in the program is limited due to health or other impairments
- Their child is on any medication

A child may be dismissed from the program if a parent does not meet the above responsibilities on a consistent basis.

**Inclement Weather/School Holidays:**
All three programs will follow the SAU 74 School Calendar. On 2-hour delayed school days all programs will run as usual. If school is cancelled for the entire day, the programs will also be cancelled. WMUR has local closures that you can check for the most up-to-date information. Parents/guardians will receive information regarding field trips or special holiday schedules in advance. There may be an additional charge for field trips and holidays. Space may be limited, and registration is on a first come, first served basis. Since activities, transportation and staff for these trips are planned in advance, we regret that we are unable to issue refunds or credits.

**Exceptional Student Registration:**
Exceptional Students may enroll and participate in the M.A.P., A.S.K. and K.A.P. programs. However, staff may not be trained in special education. To ensure that there is adequate and safe supervision for all children in the program, the following procedures will be followed before a child may enroll:

1. The parent or guardian must contact the Barrington Recreation Department to set up a pre-enrollment conference, within 10 school days from the date of application. The purpose of this pre-enrollment meeting is to determine proper staffing, special training needs and other student needs.

2. At the conference, a discussion between the Barrington Recreation Department and the parent and/or guardian will help determine if the M.A.P., A.S.K. or K.A.P. staff requires special training. If training needs exceed the expertise of the provider or the staff, every effort will be made to appropriately train the staff.

3. If the staff requires no additional training, and the proper ratios are being maintained, the child may begin attending the after school program, the following day. Students will be included to the fullest extent possible. Lower student/staff ratios will be provided on a case-by-case basis. When reasonable efforts have been made to accommodate a student and those efforts have been unsuccessful, a discussion with the parents/guardians in regards to the participant being dismissed may be necessary.

**Additional Information:**
All personal belongings, including jackets, lunch boxes, backpacks, etc. should be clearly labeled to help avoid loss. Lost and Founds are available at each site, in case your child does lose something. Please note that children are not permitted to bring any items to after care (such as Game Boys, Nintendo DSs, trading cards, etc) that they are not allowed to bring during the regular school day. We encourage parents to read over the School Rules with their children. The Barrington Recreation Department can not be responsible for any lost, damaged or stolen belongings.
During the colder months, the children will not be allowed outside to play without adequate outerwear, including: a winter jacket, hat, gloves, boots, and snow pants (when there is snow). The program will

allow children to play outside when the temperature is above 32 degrees; temperatures below this will merit an indoor-activity day.

**Notification of Changes:**
It is extremely important that you notify the Recreation Department immediately of any changes in home address, employment phone numbers, and pick up procedures.

**Income Tax Information:**
Tax statements indicating the payments made to M.A.P, A.S.K. or K.A.P. will be prepared upon request.
The request must be made in writing to the Recreation Department. Please allow two weeks for processing, especially during tax season. Please note that it is the responsibility of each parent and/or guardian to retain his or her receipts.

**Grievance Procedures:**
The Barrington Recreation Department takes seriously all concerns expressed by the Community. Should an individual have a grievance, the following procedure should be followed:

1. Any concerns regarding your child's after school care should be brought to the attention of the Site Director at your program.

2. If after discussing the matter with the Site Director, you are not satisfied with their decision, please contact the Recreation Director at (603) 664-5224.

3. If after speaking to the Recreation Director, the problem cannot be resolved, the Recreation Director will put you in contact with the Recreation Commission