



2023-2024 KAP & MAP PARENT HANDBOOK

Barrington Recreation
2023-2024 Before and After School Programs
K.A.P. & M.A.P. Parent Handbook



Dear K.A.P. and M.A.P. Families:

The Barrington Recreation Department would like to take this opportunity to welcome you and your children to the K.A.P. and M.A.P. Before and After School Care Programs.

Typically, the KAP program is held at the ECLC for Kindergarten - 1st graders, and the MAP program is held at BES for 2nd – 4th graders. During the 2022-2023 school year we had to make the decision to combine both programs into one location. It is our goal to reopen the KAP program for the 2023-2024 school year, however at this time we do not have the staff available to do so. Currently, we are planning for all participants, kindergarten – 4th grade, to be at one program located at the Barrington Elementary School. As we continue to evaluate the feasibility of separating the programs, we will keep everyone informed of any changes or updates closer to the beginning of the school year.

At our Before and After School Program, our mission is to provide a well-rounded program that demonstrates quality care while maintaining a positive environment based on mutual respect and courtesy for all its participants, families, and staff while meeting the recreational needs of all participants.

Our programs offer age-appropriate activities under the direct supervision of a Site Supervisor that is a competent, trustworthy, caring and qualified. All programs have their own Site Supervisor who directly supervises the Counselors at their respective program. All employees know the goals of the program and are held to the highest expectations and standards.

The Barrington Recreation Department believes that we provide participants with a quality program of well-supervised activities that encourage self-confidence, creativity, and a healthy lifestyle. To meet the physical, social, emotional, and recreational needs of children, all programs 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, time for homework, and a snack each day.

This 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 and development while encouraging a healthy lifestyle.

If you have any questions or concerns, please do not hesitate to contact the office. The Department Staff are looking forward to another great school year. See you all on the first day of school!

Sincerely,

Recreation Department Staff
Barrington Recreation
603.664.5224
Recreation@barrington.nh.gov

Enrollment:

- All children attending Barrington grades K-4 are eligible to enroll in the M.A.P. program.
- Registration packets will be accepted based on the result of the Before and After Care sign up online on March 11, 2023 at 10:00 am. *Please see Registration Packet for more information on the sign up process.*
- 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 make sure you update your information, when necessary, with the Recreation Department.
- There is a non-refundable deposit for each child registered in the family (ex. 2 children = 2 deposits).
- The Barrington Recreation Department does not discriminate on the basis of race, color, sex, gender, religion or national origin.

Fee Information/Schedule of Payments:

- Weekly payment applied to your account each week, typically on Mondays.
- 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 sites.
- 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).
- Payments may be made in cash, check, Visa, Mastercard 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 any checks.
- If a check is returned, payment must be made immediately in another form, including the return check fee of \$25.00, or your child may be dropped from our enrollment.
- If 2 or more checks are returned, all future payments must be made by cash or card.
- 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 program that are not in attendance and miss days during the week due to illness or other reasons must still pay for the entire week.
- You are financially responsible for all bills unless we receive written notice that you would like to unenroll your child.
- Households MUST be in good standing with the REC before participants can be registered for any additional programs.

Attendance Procedures:

Attendance is taken daily for each child attending the K.A.P. and M.A.P. programs. Parents/guardians are responsible for notifying the Recreation Department or appropriate Site Supervisor if their child will be absent from the after school program. It is also the parent's responsibility to update Pick Up Patrol with the school if a child's afterschool plans change. If a child is registered to attend the K.A.P. or M.A.P. 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:

K.A.P Program Cell Phone: 603-534-0145 (*will not be in use unless the program reopens at the ECLC*)
M.A.P. Program Cell Phone: (603) 396-4471

Sign Out Procedures:

Your child must be signed out, when picked up each day. 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.**

Children who attend the K.A.P. or M.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 afterschool 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 5:30pm. 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 Supervisor 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 Supervisor 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 \$10.00 late fee will be charged for the first 15 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 significant 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 or emergency contacts. 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 K.A.P. or M.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 snack at the beginning of the program each day. Programs may vary, but there are always organized outdoor games, sports, arts, board games and playground.

Discipline:

The K.A.P. and M.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.
- Meeting the requirement to make scheduled payments on time
- Notifying the Recreation Department if:
 - Any information on the Registration Form changes (Telephone Numbers, Addresses, Pick up information)
 - Their child will not be attending K.A.P. or M.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:

Both programs will follow the SAU 74 School Calendar. On 2-hour delayed school days there will be no morning care program; aftercare programs will run as usual. If school is cancelled for the entire day, the programs will also be cancelled. If school is released early due to weather or natural emergency all recreation programs are cancelled. Participants will remain the care of the SAU and either placed on buses or picked up by parents/guardians.

Exceptional Student Registration:

Exceptional Students may enroll and participate in the K.A.P. or M.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 K.A.P. or M.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. 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 Cell Phones, 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 cannot 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 safe to do so.

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 K.A.P. or M.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. Parents may also run their own report online. Instructions for this process can be found on our website: barrington.nh.gov/recreation

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 Supervisor at your child's program.
2. If after discussing the matter with the Site Supervisor, you are not satisfied with their decision, please contact the Assistant Recreation Director at (603) 664-5224.
3. If after speaking to the Assistant Recreation Director, the problem cannot be resolved, you may be put in contact with the Recreation Director or Recreation Commission